



Council Agenda Report

From: Deanne Purcell
Subject: Quarterly Budget Report – 1st Quarter Fiscal Year 2016-17
Date: November 1, 2016

Facts

1. In accordance with the Council adopted fiscal policies, the City prepares periodic financial reports of actual revenues and expenditures for review by the City Council.
2. This report provides an overview of the City's financial position for the first quarter of Fiscal Year (FY) 2016-17 ending September 30, 2016.
3. The report begins with an overview that includes revised budget information and a summary of the General Fund (GF) financial condition. The remainder of the report is organized in the following sections:

- Section 1 GF Revenues
- Section 2 GF Expenses
- Section 3 Enterprise Funds

Analysis and Conclusions

Overview

Revenue and expenditure trends are generally on target based on past historical data for the first quarter.

Revised Budget for Revenue and Expenditures – The majority of changes to FY 2016-17 revenue estimates reflect the carryover of unspent grant monies available to fund ongoing capital expenditures. Revised FY 2016-17 expenditure budget amounts include FY 2015-16 carryovers for encumbrances and unspent prior year capital expenditure appropriations.

GF Financial Condition - With 25% of the year complete, GF received revenues totaled \$4.7M and were \$5.2M (13.1%) below the revised budget amount. Expenditures for the GF totaled \$7.0M and were \$3.7M (8.6%) below the revised budget amount.

General Fund Summary (September 30, 2016)

Changes in General Fund (GF)	Revised Budget	YTD Actuals	Percent
Revenues*	\$ 39,427,591	\$ 4,699,709	11.9%
Expenditures*	\$ 42,832,254	\$ 7,017,942	16.4%
Revenues Over (Under) Expenditures	\$ (3,404,663)	\$ (2,318,233)	
Fund Balance, Start of Year	28,944,904	28,944,904	
Fund Balance, Year-to Date	\$ 25,540,241	\$26,626,671	

*Revenues and Expenditures include Transfers

Section 1 – GF Revenues

GF revenues will appear lower than the projected budget at this time of year because of timing differences. Amounts that were received in the current year for the prior year have been adjusted from the current year totals to report the revenue in the proper year it was earned, or the prior FY 2015-16. The effect of these adjustments remain until the accruals are calculated for the end of the current fiscal year.

The top ten revenues account for 91% of GF revenues. Overall, the key revenues are performing as projected based on past trends and payment patterns for the first quarter.

Top Ten Revenues	Budget	YTD Actuals	% Recv'd
Sales Tax	\$ 14,404,000	\$ 1,418,093	9.8%
Property Tax	6,164,000	214,376	3.5%
Transient Occupancy Tax	4,797,000	939,764	19.6%
Prop Tax in Lieu of VLF	2,800,000	-	0.0%
Franchise Tax	2,866,000	313,884	11.0%
Building Permit Fees	777,500	278,635	35.8%
Business Licenses	550,600	479,748	87.1%
Prop 172 Sales Tax Public Safety	387,000	69,597	18.0%
Recreation Program Fees	302,000	105,130	34.8%
Misc Revenue/Transfers In	2,496,916	591,698	23.7%
Total	\$ 35,545,016	\$ 4,410,925	12.4%

Sales Tax. Bradley-Burns Sales Tax of \$1M includes one month for July 2016 that was received in September 2016, or a two-month lag in receipt of sales tax revenue. Compared to last year, sales tax revenue received for the first quarter of FY 2016-17 is \$365K higher than the prior year FY 2015-16. This is due to the end of the triple flip. In 2004, triple flip lowered the Bradley-Burns Sales Tax 1% rate by one-quarter (.25%) to three-fourths of one percent (.75%). The quarter-percent reduction in local sales tax was recovered through a series of revenue swapping procedures, referred to as triple flip. With the end of triple flip, Bradley-Burns allocations will revert back to the original 1% amount.

In 2012, citizens authorized a temporary ½ cent sales tax increase commonly known as supplemental sales tax. The first quarter of FY 2016-17 includes July 2016 that was received in September 2016, of \$415K. Compared to last year, supplemental sales tax received for the first quarter of FY 2016-17 is \$41K lower than the prior FY 2015-16.

Property Tax. The first major apportionment of property taxes for FY 2016-17 will not occur until December 2016.

Transient Occupancy Tax (TOT). TOT, or more commonly known as hotel tax, of \$940K for the first quarter of FY 2016-17 is comparable or just slightly higher to the prior FY 2015-16 first quarter of \$932K.

Property Tax in Lieu of Vehicle License Fees (VLF). The first major apportionment will not occur until December for property tax in lieu of VLF. Revenue is normally received in January and May.

Franchise Taxes. Franchise taxes for the first quarter of FY 2016-17 of \$314K are lower than the prior FY 2015-16 of \$369K. This is mainly due to the timing of payments for solid waste franchise taxes. May and June 2016 payments were received in July 2016 and accrued back to FY 2015-16. In the prior year, June 2015 payments were received in July, but not accrued back to the prior year.

Building Permit Fees. Building permit fees are \$44K higher in the current period when compared to the same time last year, mainly due to more residential and commercial remodels and larger commercial projects that contribute to higher valuations.

Business Licenses. The renewal cycle for business licenses is in the first quarter, therefore, the majority of the revenue collections will take place in this quarter. Compared to the prior FY 2015-16 (\$454K), business licenses are \$26K higher in FY 2016-17 (\$480K) for the first quarter.

Prop 172 Sales Tax Public Safety. Prop 172 sales tax is comparative to last year for the same period.

Recreation Program Fees. Recreation program fees of \$105K for the first quarter of FY 2016-17 are \$24K higher than the first quarter of last FY 2015-16, mainly due to the re-opening of the Centennial Pool.

Miscellaneous Revenue/Transfers In. Miscellaneous revenue/transfers in are \$2M lower than the prior year, mainly due to funded capital expenditure projects, including \$1.6M for road maintenance using gas tax and \$636K for the City Park repair from the capital project fund in FY 2015-16.

Section 2 – GF Expenditures

GF expenditures are lower than the projected budget for the first quarter. This is mainly due to 1) a salary accrual of \$623K for FY 2015-16 in the first pay period where twelve days out of the fourteen day pay period, or 85.8% of salaries paid was for June 2016, 2) unanticipated lower operating cost and 3) capital expenditures that have been delayed or are still in process.

Expenditures By Type	Revised Budget	YTD Actuals	Percent
Staffing	\$ 20,176,745	\$4,454,054	22.1%
Maintenance & Operations	8,588,735	1,602,621	18.7%
Debt Service	587,833	202,045	34.4%
Capital Outlay	13,145,489	681,021	5.2%
Misc/Transfers	333,452	78,201	23.5%
Total	\$42,832,254	\$7,017,942	16.4%

GF expenditures by department for the first quarter of FY 2016-17 are generally on target. Public Works is lower mainly due to projects that have been delayed or are still in process.

Expenditures By Department	Revised Budget	YTD Actuals	Percent
City Council	\$ 177,109	\$ 27,971	15.8%
City Manager	2,945,420	672,239	22.8%
Administrative Services	1,005,900	229,614	22.8%
Police	10,416,517	2,173,833	20.9%
Emergency Services (Fire)	5,703,412	1,437,567	25.2%
Public Works	19,664,344	1,933,505	9.8%
Library and Recreation Services	3,071,651	739,789	24.1%
Community Development	2,996,277	610,274	20.4%
Transfers & Non-Departmental	(3,148,376)	(806,850)	25.6%
Total	\$42,832,254	\$7,017,942	16.4%

GF expenditures are below budget by \$3.7M in the first quarter. The significant variances for the GF expenditures for the first quarter of FY 2016-17 are shown below:

Expenditure By Type	Revised Budget	Revised Budget-Q1 25%	YTD Actuals	Over/(Under) Q1 Budget	Comments
Staffing	\$20,176,745	\$5,044,186	\$ 4,454,054	\$ (590,132)	Lower due to FY 16 salary accrual
Operating:					
Attorney Fees	990,000	247,500	75,892	(171,608)	Charges for attorney fees are down in CMO, PD, PW & CD
Fuel & Oil	322,100	80,525	39,866	(40,659)	Fuel costs lower than estimated
Professional Svcs	1,415,055	353,764	179,942	(173,822)	Professional services lower than anticipated in CMO, PW, LRS
Annual Maintenance Contracts	471,058	117,765	81,758	(36,007)	Lower due to annual contracts paid later in the year
R&M General/Facilities	873,280	218,320	49,093	(169,227)	R&M lower than anticipated for the 1st qtr
Vehicle Maintenance	165,300	41,325	13,129	(28,196)	Lower than anticipated
Liability/Prop Ins	1,200,000	300,000	426,499	126,499	Higher due to annual insurance payments made in 1st qtr
Total Operating	5,436,793	1,359,198	866,179	(493,019)	
Debt Service	522,475	130,619	182,450	51,831	Higher due to some annual loan payments due in the 1st qtr
Capital Outlay	13,145,489	3,286,372	681,021	(2,605,351)	Incl's projects delayed or in process

The chart on the following page presents the projects that are included under the capital expenditure section, which is below projected budget by \$2.6M for the first quarter. This is mainly due to projects that are delayed or in process at this time.

Project Description	Revised Budget	YTD Actuals	Percent Complete
21st Street Green Update	40,666	-	0.0%
Spring St - 16th to 24th	200,000	-	0.0%
12th St - Spring to Fresno	956,014	15,733	1.6%
Scott St - Creston to Airport Rd	887,154	3,348	0.4%
Creston - Golden Hill-Oak Meadows	390,000	2,274	0.6%
Union Rd - Golden Hill- Hwy 46	1,454,674	57,837	4.0%
Spring St - 1st-15th	2,795,240	297,205	10.6%
Creston Rd - S River to Rolling Hills	1,330,608	4,549	0.3%
Sherwood - Creston to Linne	302,637	14,083	4.7%
Spring St - 24th-36th	100,000	-	0.0%
Vine St - 1st-36th	80,015	-	0.0%
Road Maintenance using Gas Tax	144,940	96,112	66.3%
City Park Repair	264,988	136,675	51.6%
24th St Bridge Rehab	503,000	-	0.0%
Annual Slurry/Chip Seal	750,000	-	0.0%
Sherwood Park Restroom	115,000	-	0.0%
Neighborhood Park Rehab	23,500	-	0.0%
Barney Schwartz Park - Lighting/Irrigation	80,000	-	0.0%
Sherwood Park Rehab	32,000	-	0.0%
Street Tree Trimming	25,000	-	0.0%
Larry Moore Park	250,000	2,000	0.8%
Centennial Park Rehab	60,000	-	0.0%
Centennial HVAC/Lighting	160,000	-	0.0%
Public Safety Center HVAC/Lighting	100,000	-	0.0%
City Hall HVAC/Lighting	100,000	-	0.0%
Senior Center HVAC/Lighting	100,000	-	0.0%
Annual Crack Filling/Sealing	100,000	-	0.0%
Annual Pavement Striping/Marking	50,000	-	0.0%
Annual Sidewalk/Curb Ramp Repair	50,000	-	0.0%
Annual Hot Spot Repairs	100,000	-	0.0%
Update Pavement Condition Ind	50,000	-	0.0%
Remove Bump at Airport Rd	100,000	6,397	6.4%
Union Rd-Hwy 46 East	873,692	11,227	1.3%
Bikepath South River Rd	97,799	2,223	2.3%
Various Small Projects	4,462	-	0.0%
Various Equipment Replacement	474,100	31,358	6.6%
Total Capital Outlay	13,145,489	681,021	5.2%

Section 3 – Enterprise Funds

Water Fund. Water fund revenues of \$3.9M are \$200K higher than the first quarter projected of \$3.7M. Comparing revenue from the first quarter in the prior year FY 2015-16 (\$3.1M), revenues are \$800K higher in the first quarter of FY 2016-17 (\$3.9M).

Water fund expenditures of \$6.5M are \$1.8M higher than the first quarter projected of \$4.7M. Operating expenditures are below budget mainly due to a salary accrual and unanticipated lower operating costs in the first quarter. Capital expenditures are under budget due to projects that have been delayed or are in process. However, the annual debt service payment of \$5M payment to San Luis Obispo County for the Nacimiento Pipeline Project was made in July.

Water Fund	Revised Budget	YTD Actuals	Percent
Revenues	\$ 14,904,000	\$3,901,178	26.2%
Expenditures			
Operating programs	7,808,790	1,282,439	16.4%
Capital Outlay	7,165,649	146,293	2.0%
Debt Service***	3,937,354	5,044,485	128.1%
Transfers Out	5,000	1,250	25.0%
Total Expenditures	18,916,793	6,474,467	34.2%
Revenues Over (Under) Expenditures	(4,012,793)	(2,573,289)	
Balance, Start of Year	8,304,091	8,304,091	
Balance, Year-to-Date	\$ 4,291,298	\$ 5,730,802	

*** The Water Fund's debt service includes a \$5M payment in July 2016 to San Luis Obispo County for the Nacimiento Pipeline Project.

The following presents the projects that are included under the capital expenditure section, which is below projected budget by \$1.6M for the first quarter. This is mainly due to projects that are delayed or in process at this time.

Project Description	Revised Budget	YTD Actuals	Percent Complete
Well Rehab	892,856	-	0.0%
Annual Pipeline Replacement	576,564	117,472	20.4%
Drill New Wells	750,000	-	0.0%
Nacimiento Water Treatment Plant	1,526,456	4,500	0.3%
Meter Replacement	42,400	-	0.0%
Private Well Meters	65,000	-	0.0%
Fiber Optic Network	25,000	-	0.0%
Water Tank Coating	116,497	2,130	1.8%
Rehab Various Wells	1,250,100	-	0.0%
21st St Reservoir	1,392,800	-	0.0%
Urban Water Management Plan	25,426	10,311	40.6%
Various Equipment Replacement	502,550	11,880	2.4%
Total Capital Outlay-Water Fund	7,165,649	146,293	2.0%

Sewer Fund. Sewer fund revenues of \$2.9M are \$1.1M lower than the first quarter projected of \$4.0M. This is mainly due to the State Revolving Fund loan proceeds that are projected for the Tertiary Treatment Facility.

Sewer fund expenditures of \$3.4M are \$1.7M lower than the first quarter projected of \$5.2M. Operating expenditures are below budget mainly due to a salary accrual and unanticipated lower operating costs in the first quarter. Capital outlay is under budget due to projects that have been delayed or are in process. Debt service includes a \$1.7M payment in September to State Water Resources Control Board for the Wastewater Treatment Plant.

Sewer Fund	Revised Budget	YTD Actuals	Percent
Revenues	\$ 15,821,100	\$2,892,862	18.3%
Expenditures			
Operating programs	6,715,033	1,329,465	19.8%
Capital Outlay	11,060,451	367,466	3.3%
Debt Service****	2,832,558	1,721,434	60.8%
Transfers Out	-	(21)	
Total Expenditures	20,608,042	3,418,344	16.6%
Revenues Over (Under) Expenditures	(4,786,942)	(525,482)	
Balance, Start of Year	7,863,785	7,863,785	
Balance, Year-to-Date	\$ 3,076,843	\$ 7,338,303	

**** The Sewer Fund's debt service includes a \$1.7M payment in September 2016 to State Water Resources Control Board for the Wastewater Treatment Plant.

The following presents the projects that are included under the capital outlay section which is below projected budget by \$2.4M for the first quarter. This is mainly due to projects that are delayed or in process at this time.

Project Description	Revised Budget	YTD Actuals	Percent Complete
Rehab Westside Sewer Line	300,000	-	0.0%
Rehab-Replace Old Sewer	1,450,024	260,496	18.0%
Lift Station Upgrade	429,400	-	0.0%
Sewer Facility Rehab	1,934,369	37,466	1.9%
Tertiary Treatment Facility-Recycle Water	5,692,908	56,800	1.0%
Recycled Water Distribution	1,065,000	-	0.0%
Fiber Optic Network	45,000	-	0.0%
Various Equipment Replacement	143,750	12,704	8.8%
Total Capital Outlay-Sewer Fund	11,060,451	367,466	3.3%

Airport Fund. Airport fund revenues of \$208K is slightly lower than the first quarter projected of \$273K. This is mainly due to timing differences and grant revenue.

Airport fund expenses of \$139K are \$1.9M lower than the first quarter projected of \$2M. Capital outlay is under budget due to projects that have been delayed or are in process. Debt service includes a loan that is paid in the second quarter.

Airport Fund	Revised Budget	YTD Actuals	Percent
Revenues	\$ 1,091,259	\$ 207,755	19.0%
Expenditures			
Operating programs	461,371	107,634	23.3%
Capital Outlay	7,662,163	31,339	0.4%
Debt Service	22,980	427	1.9%
Total Expenditures	8,146,514	139,400	1.7%
Revenues Over (Under) Expenditures	(7,055,255)	68,355	
Balance, Start of Year	2,029,004	2,029,004	
Balance, Year-to-Date	\$ (5,026,251)	\$ 2,097,359	

The following presents the projects that are included under the capital outlay section which is below projected budget by \$1.9M for the first quarter. This is mainly due to projects that are delayed or in process at this time.

Project Description	Revised Budget	YTD Actuals	Percent Complete
Taxiway C Extension	1,600,000	-	0.0%
Runway 19 Extension	150,000	-	0.0%
Taxiway Rehab Construction	1,400,000	-	0.0%
Runway 19 Rehab	14,800	-	0.0%
Design Access Road	70,000	-	0.0%
Fuel Island Airport	74,463	-	0.0%
Design Airport Taxiway A&F	11,737	-	0.0%
Terminal Apron Rehab	3,800,000	-	0.0%
Construct Airport Taxiway A&F	56,165	-	0.0%
Taxiway B-E Rehab Design	34,998	31,339	89.5%
Propellor Dr Ext w/Sewer	200,000	-	0.0%
Ramp Resurfacing	100,000	-	0.0%
4860 Wing Way	150,000	-	0.0%
Total Capital Outlay-Airport Fund	7,662,163	31,339	0.4%

Fiscal Impact

None.

Recommendation

Receive the report, providing any requests for future reports, to ensure they meet Council needs.

Attachments

1. Department-by-department first quarter performance metrics.

City Manager's Office

1st Quarter Report
November 1, 2016



City Managers Office -- Progress on Goals

FY 2016-17 and 2017-18

Mission: Provide professional leadership in the administration and execution of policies and objectives formulated by the City Council; to develop and recommend solutions to community problems; to assure an efficient and responsive support framework for effective local governance; and foster community pride in local government through excellent customer service.

Administration				
Goal 1: Develop and Expand Civic Engagement				
Strategy	Complete	In Progress	To Be Completed	Notes
Research / Choose Community Survey tool			X	Before year-end 2016
Implement Community Survey				Target - 3rd Quarter
Program development based on survey results			X	Target - 4th Quarter
Implement City-wide CRM Software and services - customer relationship management		X		
Tourism				
Goal 2: Develop "next level" North County Tourism strategy				
Strategy	Complete	In Progress	To Be Completed	Notes
Pre-Tourism Summit Planning w/ key stakeholders	X			
Hold facilitated Tourism Summit to develop next level strategies		X		Before year-end 2016
Develop and fund Visitor Wayfinding System			X	Target - 3rd Quarter
Develop Tourism Infrastructure Program		X		
Human Resources				
Goal 3: Build capacity in the Human Resources Division				
Strategy	Complete	In Progress	To Be Completed	Notes
Present HR Volunteer Coordinator position duties/framework to City Council			X	Target - 3rd Quarter
Hire part-time assistance for temporary capacity building		X		
Hire HR Coordinator			X	Target - 4th Quarter
Goal 4: Develop Organization-wide Leadership Development program				
Strategy	Complete	In Progress	To Be Completed	Notes
Utilize Centre for Organizational Effectiveness -- City-wide Staff training/development		X		On-going
Develop customized internal program for Paso Robles			X	Reliant on building HR capacity
Safety / State Mandated Training -- all staff		X		On-going
Goal 5: Support City-wide Volunteer Program				
Strategy	Complete	In Progress	To Be Completed	Notes
Identify areas where volunteer services are needed			X	Work with each Department
Develop recruitment / onboarding program			X	Tied to HR capacity
Develop civic leadership program			X	Target - 4th Quarter
City Clerk				
Goal 6: Implement new File Retention / Document Management program				
Strategy	Complete	In Progress	To Be Completed	Notes
Update City's File Retention Policy		X		Before year-end 2016
Retention Program development and implementation			X	Target - 3rd Quarter
Research / Choose document management software		X		Target - 3rd Quarter
Information Technology				
Goal 7: Conduct Cyber Security Audit				
Strategy	Complete	In Progress	To Be Completed	Notes
RFQ / Identify appropriate vendor to conduct audit			X	Before year-end 2016
Goal 8: Update IT Master Plan				
Strategy	Complete	In Progress	To Be Completed	Notes
RFQ / Identify appropriate vendor to assist in Master Plan			X	Target - 3rd Quarter
Other Projects				
Goal 10: City Hall / Lobby clean up & remodel				
Strategy	Complete	In Progress	To Be Completed	Notes
Comprehensive cleaning and reorganization of all city hall workspaces and public areas			X	Target - 1st Quarter 2017
Develop concept for lobby remodel - welcoming / info friendly -- safe, efficient and engaging environment			X	Target - 1st Quarter 2017

City Manager's Office -- Key Metrics

PERFORMANCE/WORKLOAD MEASURES	FY 2016-17	Q1 DATA		
	TOTAL Q1	JULY '16	AUGUST '16	SEPTEMBER '16
City Clerk				
Public Records Requests	18	9	5	4
Agendas Published	9	2	2	5
Tourism				
Transient Occupancy Tax	**\$1,195,022	\$601,764	\$558,404	**\$34,854
BID Marketing Funds	**\$215,241	106,698	\$102,542	**\$6,001
Human Resources				
Employee Recruitments (new & refill)	11	4	4	3
Training Class Sttended (seats filled/year)	183	22	109	52
Risk Management				
Work Comp Claims Reviewed/Managed	4	1	0	3
General Liability Claims Reviewed/Managed	6	1	2	3
Information Technology				
Desktop Computer Replacement	*0	0	0	0
Network Servers	*0	0	0	0
MDC's and Laptops	*0	0	0	0
Staff FTE	11.0			
**Totals through 10/20/16. Hotels have until Oct 31 to submit Sept TOT and TBID assessment. Most of the hotels wait until the last few days of the month to submit. * Next purchasing cycle Q2 (or Q3 latest)				

Administrative Services

1st Quarter Report
November 1, 2016



Administrative Services Department Progress on Goals

First Quarter FY 2016-17

Department Goals	Q1 Status
Continued roll-out of Employee Self-Service (ESS) for timekeeping/payroll	ESS training completed for PD divisions, with the exception of patrol
Implementation of new Utility Billing Software	Munis and Northstar - reviewed software specs
Implementation of new Business License (BL)/Transient Occupancy Tax (TOT) software	Working with vendor (HDL) and City attorney to finalize contract
Implementation of transparency software,	On hold
BL/TOT clerk consolidation to facilitate collection, audit, discovery of BL and TOT	In process - training BL/UB clerk for AA II position that will handle BL/TOT
Updating of Water and Sewer Ordinances	On hold
Addition of Journey Level Accountant	Promoted AA II to Coordinator Position to get supervisory experience and accountant training
Promote one of (6) Administrative Assitants II to	Worked on justification letter to HR
General Fund consolidation	In process - working with auditors to finalize

Administrative Services Department Key Metrics

First Quarter FY 2016-17

Performance/Workload Measures	Q1
Bond Rating G.O.	AA+
Bond Rating - Enterprise Funds	A+
% of Quarter-End Reports Completed	25%
Obtain CSMFO Certificate of Excellence in Financial Reporting	No (to file 1/1/18)
Obtain the GFOA Distinguished Budget Presentation Award	No

Police Department

1st Quarter Report
November 1, 2016



Police Department -- Progress on Goals

FY 2016-17 and 2017-18

Mission: The Department will render the highest level of service, working side by side with the community to solve problems related to crime and social disorder, thereby ensuring safety and improving the quality of life.

2016 - 17

	Complete	In Progress	To Be Completed	Notes
• Implement a fixed camera surveillance system in the City of Paso Robles		X		Implement before April 2017
• Have the Dispatch Supervisor/Administrative Assistant take over Records supervision to free up a Police Sergeant for patrol related duty.		X		Implement before January 2017
• Hire a part-time employee to take over the vacated full-time Administrative Assistant clerical duties			X	Implement before July 2017
• Recruit additional police officers to replace expected police officer retirements in 2017		X		Complete by January 2017
• Examine all possible public/private partnerships to handle animal services in the City of Paso Robles in lieu of the existing contract with the County of San Luis Obispo		X		Complete by January 2017
• Evaluate body cameras for field personnel			X	Complete by March 2017
• Research and implement a parking program downtown			X	Research complete by July 2017
• Increased patrol supervision due to the new Records / Dispatch Supervisor position		X		Complete by January 2017
• Proactive police officer recruitment for anticipated retirements will keep our staffing numbers intact and prevent service level inconsistencies		X		Complete by January 2017

2017 - 18

	Complete	In Progress	To Be Completed	Notes
• Update our In-Car Audio/Video equipment and Implement Body Cameras for Patrol Officers.			X	Before end FY18
• Replace our aging Radio Base Stations/Repeaters		X		Replace before April 2018
• Replace our CAD/RMS software systems			X	Before end FY18
• Explore possible options to replace the Department shooting range			X	Research completed by year end 2017

Police Department -- Key Metrics

PERFORMANCE/WORKLOAD MEASURES	FY 2016-17	Q1 DATA		
	TOTAL Q1	JULY '16	AUGUST '16	SEPTEMBER '16
UCR Violent Crimes	88	30	25	33
UCR Property Crimes	243	78	85	80
DUI	65	29	20	16
Traffic Collisions	140	53	46	41
Traffic Citations	792	275	242	275
911 Calls Received	3,209	1,167	1,083	959
Business Calls Received	15,676	5,395	5,420	4,861

Emergency Services

1st Quarter Report
November 1, 2016



Emergency Services -- Progress on Goals

FY 2016-17 and 2017-18

Major Goals: To improve the delivery of emergency services

Goal 1: Replace breathing air compressor

Strategy	Complete	In Progress	To Be Completed	Notes
Write specifications	X			
Complete bid purchase process		X		Bid closes 11/10/2016
Receive equipment and coordinate installation			01/15/2017	
Train operators			01/31/2017	

Goal 2: Fill Battalion Chief vacancy (second BC)

Strategy	Complete	In Progress	To Be Completed	Notes
Gain Council approval	0		N/A	Denied by Council

Goal 3: Implement field level EMS data capture

Strategy	Complete	In Progress	To Be Completed	Notes
Secure County grant funding		X		Awaiting State/Co approvals
Install system			03/01/2017	
Convert existing data to new system			04/01/2017	
Train all employees			07/01/2017	

Goal 4: Deploy one additional fire engine (OES State engine)

Strategy	Complete	In Progress	To Be Completed	Notes
Obtain State approval/commitment	X			
Receive transfer and inventory equipment		X		Awaiting transfer date
Develop departmental policy concerning use		X		
Train all employees			03/01/2017	

Goal 5: Provide suitable training facility

Strategy	Complete	In Progress	To Be Completed	Notes
Identify location		X		
Prepare project budget/design			TBD	
Conduct whatever project assessments are required			TBD	
Initiate construction			06/30/2018	

Goal 6: Fill Battalion Chief position (third BC)

Strategy	Complete	In Progress	To Be Completed	Notes
Gain Council approval			06/30/2017	Approach after revenue forecast update
Recruit and fill the position			TBD	

Goal 7: Improve and increase professional development through updated training plan

Strategy	Complete	In Progress	To Be Completed	Notes
Assess all departmental training needs - current and future			TBD	
Complete basic training plans and succession planning needs			TBD	
Develop all supporting materials, including the complete update of existing curriculum			01/31/2018	

Goal 8: Complete self-assessment portion of CPSE Accreditation

Strategy	Complete	In Progress	To Be Completed	Notes
Attend current CPSE workshop			TBD	
Work with Council and Manager to develop service desires and constraints list			TBD	
Determine feasibility of intern assistance			TBD	
Complete assessment			TBD	
Council consideration of participating in accreditation process			01/31/2018	

Public Works Department

1st Quarter Report
November 1, 2016



2016/17 Metrics – 1st Quarter

Major Goals

FY 2016-17

- Complete work on Spring Street, 1st to 10th
- Complete work on Union, Golden Hill to Hwy 46
- Secure Prop 1 grant funds and SRF loan funds for Tertiary Treatment and Recycled Water (purple pipe) system
- Ramp up the street maintenance program with summer crews and more repairs
- Ramp up the parks maintenance program with summer crews and significant repairs
- Taxiway resurfacing at the Airport
- Replacement of old water and sewer lines
- HVAC and lighting replacements at City Hall, Public Safety Center, and Centennial Park
- Storm drainage retrofit projects

Key Metrics					1 st Quarter
PERFORMANCE/WORKLOAD MEASURES	FY 2014-15 ACTUAL	FY 2015-16 PROJECTED	FY 2016-17 PROPOSED	FY 2017-18 PROPOSED	
Airport Special Events	5	6	6	7	1
City Trees Trimmed	641	750	800	800	42
Maintenance Work Orders Handled	1,150	1,500	1,600	1,700	450
Landscape Water Conservation Rebates	248	189	180	170	80
Fleet Vehicles Repaired/Services	1,208	1,563	1,600	1,600	370
Sewage Spills Per 100 Miles of Line	<1	<1	<1	<1	0.7

2016/17 Work Plan– 1st Quarter

	16/17	17/18		
	<u>Budget</u>	<u>Budget</u>	<u>Staff</u>	<u>Updates</u>
Creston Road - Golden Hill to Oak Meadow	\$ 350,000	\$ -	Ditas	In progress, will be part of "annual hot spots". Bid docs to be done Winter 2016.
Union Road - Golden Hill to Hwy 46	\$ 623,000	\$ -	Ditas	Substantially complete.
Spring Street - 1st to 15th	\$ 2,600,000	\$ 1,000,000	Ditas	1st to 10th is substantially complete, 10th to 16th planned for Summer 2017.
Creston Road - South River to Rolling Hills	\$ 1,235,000	\$ -	Ditas	In progress, will be part of "annual hot spots". Bid docs to be done Winter 2016.
Sherwood - Creston to Linne	\$ 200,000	\$ 2,000,000	Ditas	Warrant study complete, will need direction to proceed with signal construction as part of road work.
Spring Street - 24th to 36th	\$ -	\$ 3,000,000	Ditas	Council authorized water design at 9/20/2016 meeting.
24th St Bridge Rehab Project	\$ 503,000	\$ -	Ditas	Additional Grant received to prepare final plans. Council awarded Consultant contract at 9/20/2016 meeting.

2016/17 Work Plan– 1st Quarter

	16/17	17/18		
	<u>Budget</u>	<u>Budget</u>	<u>Staff</u>	<u>Updates</u>
9-Year Street Improvement Plan - Last 2 Years of 5 Year Plan + Next 7 years	\$ -	\$ -	Ditas/Dick	Had 1st draft review. Need to finish PCI updates to develop final plans.
Annual Slurry Seal/Chip Seal - 103	\$ 350,000	\$ 500,000	Kristin	Already had list from last year, moving forward and Council awarded at 10/4/2016 meeting.
Annual Crack Filling/Sealing	\$ 100,000	\$ 100,000	Freda/Ditas	In progress, part of Bid docs in annual slurry seal, Council awarded at 10/4/2016 meeting.
Annual Pavement Striping Marking Refresh	\$ 50,000	\$ 50,000	Freda/Ditas	In progress, should have Bid docs completed late Winter 2016.
Annual Sidewalk/Curb Ramp Replace	\$ 50,000	\$ 50,000	Kristin	CJPIA work done, PCC scheduled to do work in late September to do a little bit more for City to pay.
Annual Slurry Seal/Chip Seal	\$ 400,000	\$ 250,000	Kristin	Doing work fy 16/17 of areas that we already had a list from the previous year.
Annual Hot Spot Repair	\$ 100,000	\$ 100,000	Kristin	FY 16/17 work incorporated with Creston Road hot spots.

2016/17 Work Plan– 1st Quarter

	16/17	17/18		
	<u>Budget</u>	<u>Budget</u>	<u>Staff</u>	<u>Updates</u>
Update Pavement Condition Index	\$ 50,000	\$ -	Kristin/Ditas	Council awarded contract to PEI at 9/6/2016 meeting
Remove Bump at Airport Road	\$ 100,000	\$ -	Ditas	Contract awarded at 10/4/2016 Council meeting.
Taxiway Rehab (FAA)	\$ 1,400,000	\$ -	Roger	Contract awarded at 9/20/2016 Council meeting.
Propeller Drive	\$ 200,000	\$ 1,000,000	Roger	Talking with FAA
Ramp Resurfacing	\$ 100,000	\$ -	Roger	Working with FAA on a large grant to do most of the apron rather than just 6 panels.
4860 Wing Way Project - Oasis Hangar Repairs	\$ 150,000	\$ -	Roger	Will need to address sealing roof, asbestos, exterior paint and sprinkler system for the larger building. Some temporary tenant activity in the office section.
M&O Well Rehab	\$ 250,000	\$ 250,000	Christopher	On-going maintenance items
Annual Pipeline	\$ 309,000	\$ 318,300	Kristin	Prep work leading to a design contract.

2016/17 Work Plan– 1st Quarter

	16/17	17/18		
	<u>Budget</u>	<u>Budget</u>	<u>Staff</u>	<u>Updates</u>
Private Well Meters	\$ 65,000	\$ -	Christopher	Preparing for City Council in November.
Fiber Optic Network	\$ 25,000	\$ -	Christopher	Underway
Spring St: 24-36th Street Pipeline Replacement	\$ 56,000	\$ 1,500,000	Christopher	Timing driven by Spring Steet Rehabilitation
21st Street Reservoir	\$ 1,336,700	\$ 7,802,100	Christopher	Evaluating funding options.
Recycled Water Distribution	\$ 500,000	\$ 1,000,000	Christopher	Preliminary Design Underway - Final design Begin FY 17/18 - Construction Costs est. \$11M to commence in FY 18/19
Rehab-Replace Old Sewer	\$ 844,100	\$ 869,400	Kristin	Sewer upgrades of Sherwood Area tract homes. Sewer mains in backyards. Will need robust neighborhood outreach.
Lift Station Upgrades	\$ 84,400	\$ 86,900	Matt	Scoping out rehabilitation of Lift Station No. 2. Assessing remote telemetry system needs.
Tertiary Treatment	\$ 5,100,000	\$ 11,900,000	Matt	Application for financing under review. 95% complete design submittal mid-October.

2016/17 Work Plan– 1st Quarter

	16/17	17/18		
	<u>Budget</u>	<u>Budget</u>	<u>Staff</u>	<u>Updates</u>
Sherwood Park Restroom	\$ 115,000	\$ 500,000	Freda	Doing research on the options for portable/temporary restrooms.
Neighborhood Park Rehabilitation	\$ 23,500	\$ 11,500	Freda	Received quote on site furnishings. Underway.
BSP Lighting/Irrigation	\$ 80,000	\$ 20,000	Freda	Irrigation materials purchased.
Sherwood Park Rehabilitation	\$ 32,000	\$ 2,500	Freda	Bid docs in final stages.
Larry Moore Park	\$ 250,000	\$ -	Freda	Omni Design working on design/reno plans.
Centennial Park Rehabilitation	\$ 60,000	\$ -	Freda	Bid docs in final stages for tennis courts. Received quote on site furnishings. Underway
HVAC/Lighting - Centennial, Senior Center, Public Safety & City Hall/Library	\$ 460,000	\$ 90,000	Dick	Siemens selected and Letter of Intent signed. Underway
Downtown Upgrades	\$ 100,000	\$ 100,000	Freda	Community Dev. Hosted 2 meeting with stakeholders to determine priorities and form work groups.
Salinas River Clean-up	\$ 40,000	\$ 40,000	Freda	Conversations with CCC's and other providers.
Janitorial	\$ 140,000	\$ 140,000	Freda	Contracts being finalized.

2016/17 Work Plan– 1st Quarter

	16/17	17/18		
	<u>Budget</u>	<u>Budget</u>	<u>Staff</u>	<u>Updates</u>
Airport Commission	N/A	N/A	Dick/Tom	City Council on 10/4 and 10/18; AAC on 9/22
Airport economic impact calculator	N/A	N/A	Dick/Dave	Minn DOT software is installed and set to use the IMPLAN data. Next step is final setup and surveying airport users
SGMA GSA/GSP - Atascadero Sub-basin	Not Established	N/A	Dick	Continuing to move forward.
SGMA GSA/GSP - Paso Basin	Not Established	N/A	Dick	Meetings with potential GSA partners. Water Districts being formed.
Solar Installations - SunEdison & Onyx	No Out Of Pocket Costs	No Out Of Pocket Costs	Dick	CUP applications submitted for Centennial and Sherwood - construction starting 4th quarter 2016. Airport construction to start 1st quarter 2017.
Energy conservation	N/A	N/A	Dick	\$140,000 per year saved by reconfiguring rate structures with PG&E
Airport Lease Policy	N/A	N/A	Dick	Final at AAC on 9/22 - next step is staff prep (plus expert) for City Council action.
Airport Rules & Regulations	N/A	N/A	Roger	Set to go the Airport Commission to complete the work started by AAC.

Library and Recreation Services

1st Quarter Report
November 1, 2016



Library Division -- Progress on Goals

FY 2016-17 and 2017-18

Major Goals: The strength of libraries lies in the array of services and programs that offer choices for learning. Libraries are the ultimate universally useable classroom for everyone in the community. – Marie Slaby, MLS

Goal 1: Fulfill the library's fundamental role of ensuring literacy for all ages.				
Strategy	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr
Hire a Children's Librarian				
Implement Every Child Ready to Read				
Restore "Mother Goose on the Loose"				
Partner with Literacy for Life	X			
Goal 2: Collaborate with Paso Robles Joint Union School District & other agencies to enhance educational opportunities.				
Strategy	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr
Co-sponsor teen substance abuse aversion program				
Purchase children's and teens books which compliment District curriculum --Battle of the Books titles	X			
Co-host annual Battle of the Books competition				
Goal 3: Establish partnerships to develop citizenship and English as a Second Language programs at the Library Study Center.				
Strategy	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr
Literacy for Life	X			
Participation in the Hispanic Business Association --City Librarian	X			
Participation in the League of United Latin American Citizens--City Librarian	X			
Cuesta ESL--classes at Library Study Center	X			
Goal 4: Pursue additional grants for programs and materials purchasing.				
Strategy	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr
Wonderful Company (Justin Grant) -- applied for \$5,000 grant for Spanish language materials and awaiting results				
PG&E -- applied for \$1,000 & awaiting results	X			
Free Masons/Eastern Star -- \$2,500 granted	X			
Friends of the Library -- \$20,000 pledged	X			
Paso Robles Library Foundation -- \$5,000 granted	X			
Goal 5: Enhance the Library Volunteer Associates Program				
Strategy	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr
Schedule All-Volunteer staff meeting to kick off strategic plan	X			
Restore "Volunteer Academy"				
Goal 6: Provide access to relevant, popular and current materials				
Increased City book budget	X			
California Center for the Book Grant awarded	X			
Goal 7: Introduce technology that streamlines services and improves user experience				
Addition of Mi-Fi devices (for home/travel internet access) to circulating collection				
Assessment of current technological capacity	X			
Goal 8: Provide programs and services to promote civic engagement, workforce development & lifelong learning				
"How-to Saturday" collaboration with Recreation Division	X			
Monthly lecture series				
"Make-It @ Your Library" craft programs for adults				
iOS Device Workshop				
Goal 9: Staff development				
Customer Service Training -- all staff	X			
CA Library Assn conference -- Adult and Children's Librarian				
Survival Spanish training -- all staff				
Goal 10: Increase capacity of and access to library service -- safe, efficient and engaging environment				
Comprehensive cleaning and reorganization of all library workspaces and public areas -- ongoing	X			
Develop dedicated teen space in library				

Library Division -- Key Metrics

PERFORMANCE/WORKLOAD MEASURES	FY 2016-17	Q1 DATA			
	TOTAL Q1	JULY '16	AUGUST '16	SEPT '16	
Library Cardholders	23,491				AF
Library Visits	51,637	21,406	15,993	14,238	SW - LIBRARY VISITS July '16 = Total circ inc eCirc = 26,195 times 80% = 20,956 plus LSC visitors 450 = 21,406 SW - LIBRARY VISITS Aug '16 and Sept '16 = People Counter totals
Items Circulated	74,636	26,195	25,611	22,830	SW -TOTAL CIRC: BG base circ (checkouts, self-checkouts, renewals), PR ILL circ, LSC circ (hand check-outs), and eCirc (eDownloads)
Library Programs	89	32	31	26	SW -TOTAL from master Library stats spreadsheet "LIBRARY PROGRAM SUMMARY, total # library programs offered"
Attendance at Programs	2,871	1,210	951	710	SW -TOTAL from master Library stats spreadsheet, "LIBRARY PROGRAM SUMMARY, total attendees, all programs"
Public Internet Computer Sessions	11,024	3,751	3,648	3,625	SW -TOTAL from master Library stats spreadsheet (physical NET sessions + wi-fi)
Print Items Held	67,208				BG
Electronic Books	211,807**				BG
Physical Audio Materials	5,913				BG
Online Video Materials	13,185				BG
Staff FTE	8.7				AF
Volunteer FTE	7.3				3816 Q1 vol hours/520=7.3
**Reflects new online resources					

Recreation Division -- Progress on Goals

FY 2016-17 and 2017-18

Major Goals:

2016-2017				
Goal 1: Expand collaboration with user groups to address maintenance concerns.				
Strategy	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr
Youth Sports Council--regular participation at monthly meetings	X			
REC Foundation--set timeline for completion of BSP endowment projects	X			
Goal 2: Evaluate current outsourcing agreements.				
Strategy:	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr
Review and update Senior Center Outsourcing Agreement with Senior Vol Services	X			
Participate in survey with YMCA re: programs at Centennial Park	X			
Goal 3: Increase the professional development of staff by funding attendance at workshops.				
Strategy:	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr
1-week emergency response training -- Recreation Manager	X			
Customer service training -- all staff	X			
Aquatics management training -- Recreation Manager				
Goal 4: Maximize City revenue.				
Strategy	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr
Established \$100,000 endowment fund for City Park playground maintenance	X			
Received \$7,000 from REC Foundation for youth activity scholarships	X			
Increased field rental fees	X			
Goal 5: Partner with PRJUSD to coordinate use of fields and facilities				
Strategy	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr
Scheduled PRHS soccer games at BSP during HS field renovation	X			
Goal 6: Update Sherwood Master Plan				
Strategy	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr
Goal 7: Update Recreation portion of the City's General Plan				
Strategy:	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr

Recreation Division -- Key Metrics

PERFORMANCE/WORKLOAD MEASURES	FY 2016-17			Q1 DATA
	TOTAL Q1	JULY '16	AUGUST '16	SEPTEMBER '16
Recreation Class Sessions	1427	576	392	459
Recreation Class Participants	9245	2880	2932	3433
Athletic Field Permits	850	243	267	340
Community Events	7	4	3	0
Event Attendees	11820	5620	6200	0

Community Development

1st Quarter Report
November 1, 2016



COMMUNITY DEVELOPMENT DEPARTMENT

Quarterly Update Report 11/1/16

Planning and City Engineer Metrics

FY 2017 and 2018

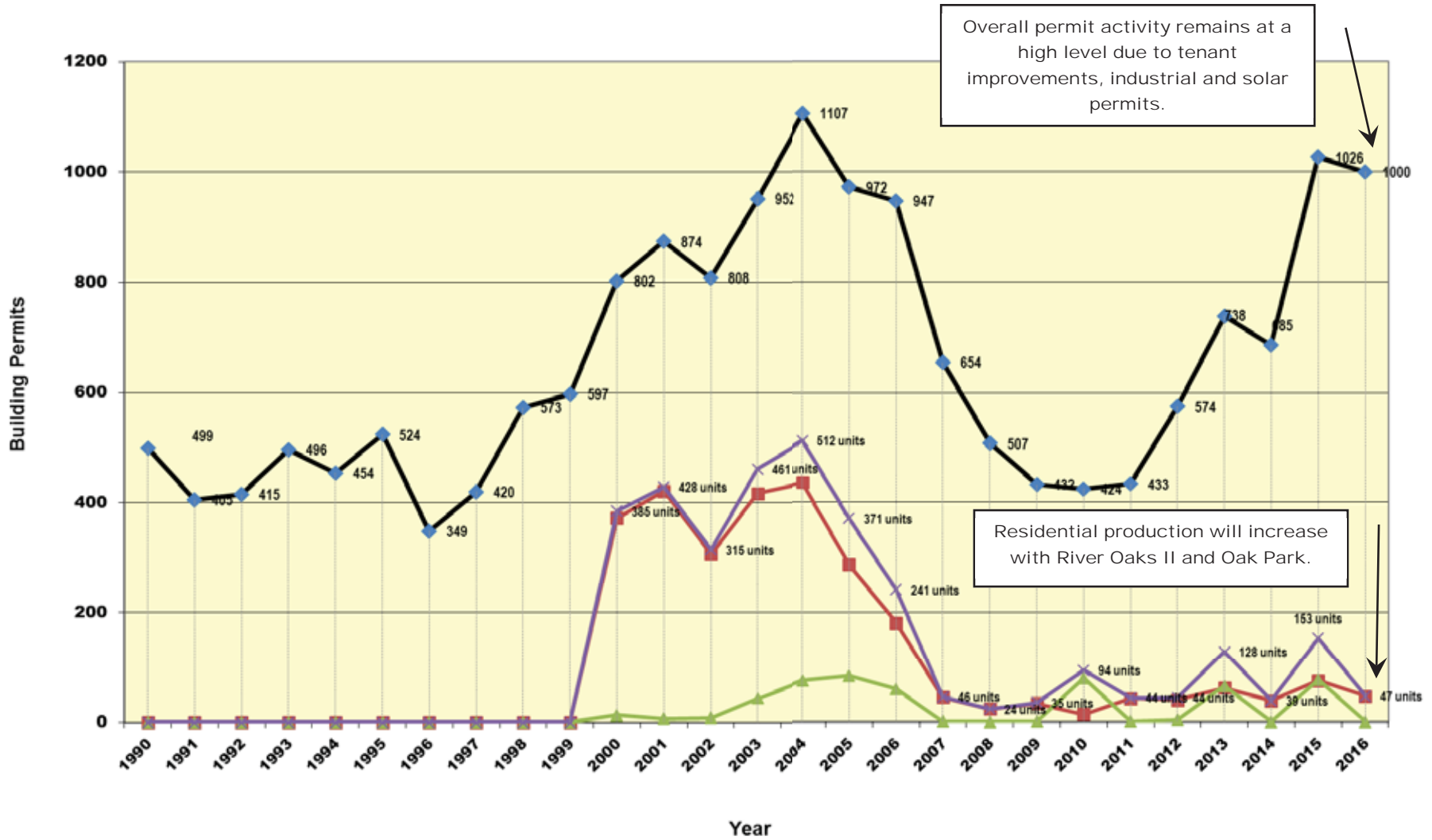
Department Goals	Status
River Oaks II General Plan / specific plan amendment completion	Specific plan amendment approved by City Council on June 21, 2016. Bulk lot tentative tract map approved by Planning Commission on 9/28/16.
Wisteria Road Business Park General Plan amendment completion	General plan amendment approved by City Council on 8/2/16.
Additional Hotel and Lodging Project Approvals	
<ul style="list-style-type: none"> • Oxford Suites construction – 4th Street 	Ongoing coordination with applicant on building permit submittal
<ul style="list-style-type: none"> • Hyatt Place Hotel – Theater Drive 	EIR in process, three DRC review meetings needed to resolved height issues
<ul style="list-style-type: none"> • Marriott Residence Inn – Union Road 	Approved by City Council on 5/17/16. Applicant proposed redesign and flag change.
<ul style="list-style-type: none"> • Links RV Park – Jardine Road 	Mitigated negative declaration and Planning Commission staff report in process.
<ul style="list-style-type: none"> • Pine Street Promenade Hotel redesign 	On-going meetings with applicant regarding major project redesign.
<ul style="list-style-type: none"> • Sensorio Discovery Garden Project 	San Joaquin Kit Fox mitigation requirement resolved with California Department of Fish and Wildlife. Phase I site improvement in process.
<ul style="list-style-type: none"> • Cava RV Park – Golden Hill Road 	Under construction. September 2016 construction kick-off meeting.
<ul style="list-style-type: none"> • Black Oak Lodge – Black Oak Drive 	Pre-application coordination with applicant
<ul style="list-style-type: none"> • Destino Resort Amendment – Airport Road 	Continued by Planning Commission on 10/11/16 due to traffic mitigation questions.
Beechwood Specific Plan public outreach, specific plan process and approval	Site plan comment letter issued 9/12/16. Waiting on applicant response.
Uptown / Town Center Specific Plan implementation	36 th Street apartment approved
Oak Park Housing Project - phase III	Phase 3 and 4 plans submitted 10/7/16 for review.
Uptown Center Mixed Use Project – phase I	Phase 1 construction nearing completion
Housing Constraints and Opportunities Committee implementation	
<ul style="list-style-type: none"> • Mixed Use residential fee reduction 	completed
<ul style="list-style-type: none"> • 2nd Unit fee reductions 	In process
<ul style="list-style-type: none"> • Commercial Development Impact Fees updates 	In process
<ul style="list-style-type: none"> • Circulation Facilities Needs List Update 	In process
Short-term rental task force and policy	Recommendation to City Manager 9/7/16
New “Building Permit” Software system (Building, Planning, City Engineer, Code Enforcement, Stormwater)	Contract approved by City Council on 9/20/16
Continued improvement of Building Division plan check process	12 Building Division Liaison meeting held.
Continued improvement of customer service	On going
46 West Gateway Vision Plan	Pending
46 East / Airport Road Circulation Program	City Council workshop 9/15/16
City Hall floor plan / front counter redesign	Pending
Staff transition plans	Pending
Contractor inspector program	Pending
Downtown alleyway enhancement program	In process – review solid waste and grease storage options
Chamber of Commerce / Main St. Outreach program	Downtown refresh action teams created 9/12/16

Building Division Metrics

Annual Permit Volumes

**Paso Robes Building Permits
Annual Permit Volumes and Residential Unit Production
1990 - 2015**

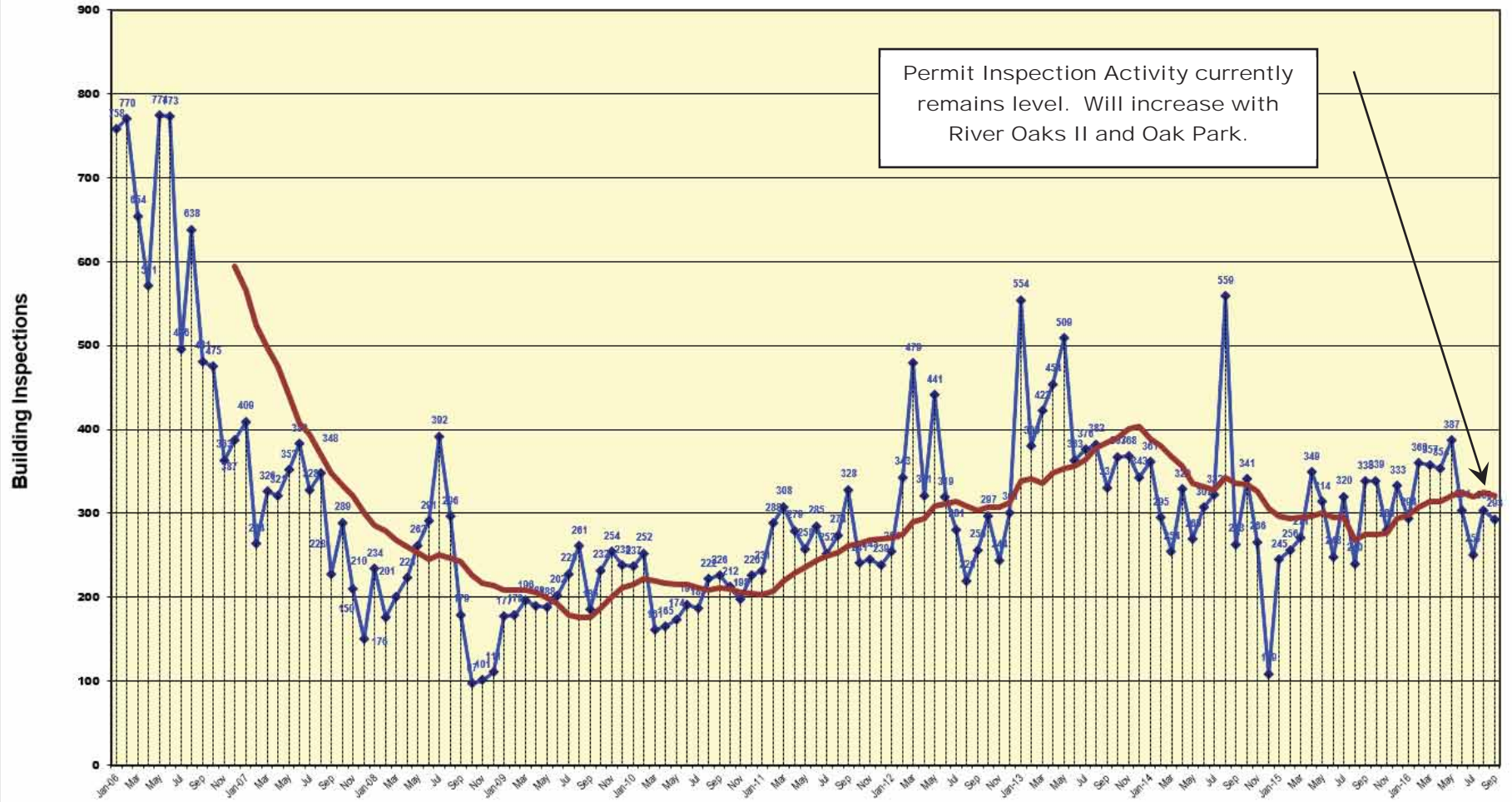
◆ Building Permits
 ■ SFR units
 ▲ MFR Units
 ✕ Total Dwelling Units



Overall permit activity remains at a high level due to tenant improvements, industrial and solar permits.

Residential production will increase with River Oaks II and Oak Park.

**City of Paso Robles
Monthly Building Inspection Activity Trends
2006 - 2016**



Annual Permit Volumes

