



Council Agenda Report

From: Catherine Piatti and Theresa Variano
Subject: Quarterly Budget Report – 3rd Quarter Fiscal Year 2016-17
Date: May 2, 2017

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 third quarter of Fiscal Year (FY) 2016-17 ending March 31, 2017.
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

Revenue trends are generally on target based on past historical data, while expenditures appear to be lower than projected for the third quarter, with significant variances explained below.

With 75% of the year complete, GF received revenues totaled \$24.4 million and were \$5.1 million (13.1%) below the revised budget amount. Expenditures for the GF totaled \$23.8 million and were \$9.3 million (21.1%) below the revised budget amount.

General Fund Summary (March 31, 2017)

| Changes in General Fund (GF) | Revised Budget | YTD Actuals | Percent |
|---|-----------------------|-------------------|---------|
| Revenues* | \$ 39,423,103 | \$ 24,411,359 | 61.9% |
| Expenditures* | 44,186,721 | 23,829,153 | 53.9% |
| Revenues Over (Under) Expenditures | \$ (4,763,618) | \$ 582,206 | |
| Fund Balance, Start of Year | 28,732,132 | 28,732,132 | |
| Fund Balance, Year-to Date | \$ 23,968,514 | \$ 29,314,338 | |

*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. The effects 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 third quarter.

| Top Ten Revenues | Revised Budget | YTD Actuals | % Recv'd |
|----------------------------------|----------------------|----------------------|--------------|
| Sales Tax | \$ 14,404,000 | \$ 8,720,483 | 60.5% |
| Property Tax | 6,164,000 | 4,468,493 | 72.5% |
| Transient Occupancy Tax | 4,797,000 | 3,381,239 | 70.5% |
| Prop Tax in Lieu of VLF | 2,800,000 | 1,449,701.00 | 51.8% |
| Franchise Tax | 2,866,000 | 1,748,869 | 61.0% |
| Building Permit Fees | 777,500 | 551,658 | 71.0% |
| Business Licenses | 550,600 | 506,356 | 92.0% |
| Prop 172 Sales Tax Public Safety | 387,000 | 275,335 | 71.1% |
| Recreation Program Fees | 302,000 | 214,087 | 70.9% |
| Misc. Revenue/Transfers In | 1,977,714 | 1,737,619 | 87.9% |
| Total | \$ 35,025,814 | \$ 23,053,840 | 65.8% |

Sales Tax. Bradley-Burns Sales Tax of \$6 million includes seven months of revenue for July 2016 through January 2017, or a two-month lag in receipt of sales tax revenue. Sales tax revenue received through the third quarter of FY 2016-17 is \$1.7 million higher than the prior year, FY 2015-16. This is primarily due to the end of the triple flip.

In 2012, Paso Robles voters authorized a 12-year ½-cent sales tax increase commonly known as the supplemental sales tax. The third quarter of FY 2016-17 includes seven months of revenue of \$2.7 million, which is comparable to last year's supplemental sales tax received through the third quarter. Supplemental sales tax is not received for auto sales where the buyer lives outside of the City limits.

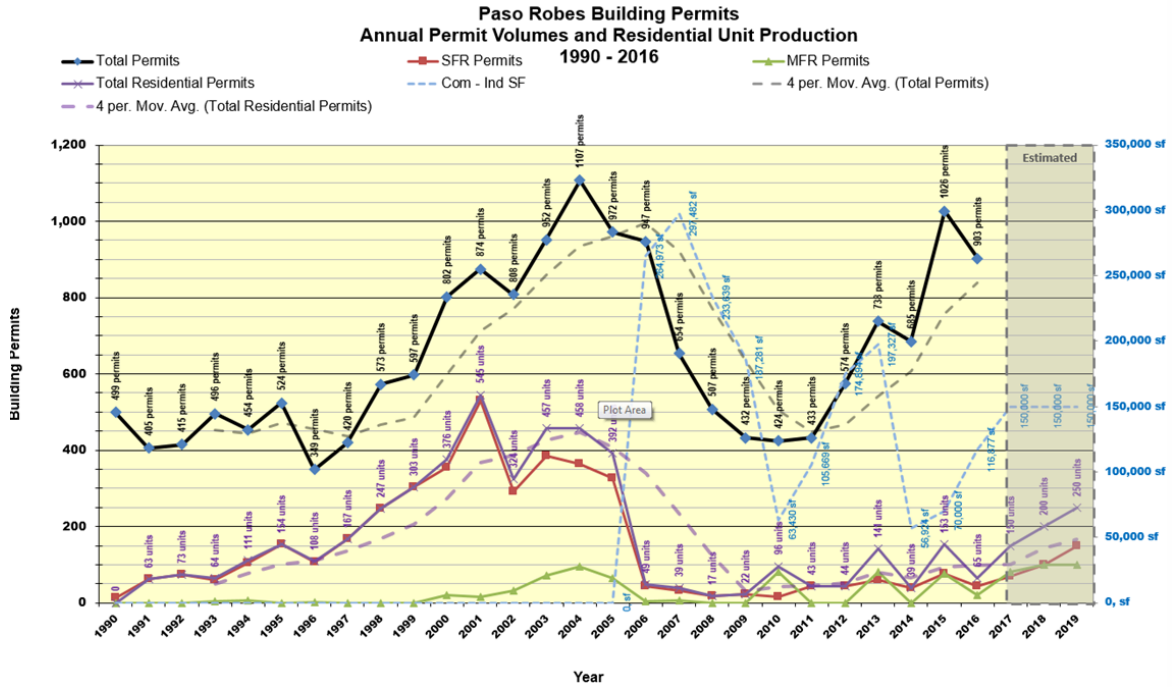
Property Tax. Property tax of \$4.5 million through the third quarter is approximately \$74 thousand lower than the FY 2015-16 third quarter.

Transient Occupancy Tax (TOT). TOT, commonly known as hotel tax, of \$3.4 million through the third quarter of FY 2016-17 is \$461 thousand higher than the prior FY 2015-16 third quarter of \$2.9 million.

Property Tax in Lieu of Vehicle License Fees (VLF). The first major apportionment was received in January 2017, for \$1.4 million, which is approximately \$76 thousand higher than the prior FY 2015-16 first installment. The second installment for property tax in lieu of VLF revenue is normally received in May.

Franchise Taxes. Franchise taxes through the third quarter of FY 2016-17 of \$1.7 million are \$296 thousand higher than the prior FY 2015-16 of \$1.5 million.

Building Permit Fees. Building permit fees through the third quarter are \$552 thousand, or \$119 thousand lower in the current period when compared to the same time last year. Referring to the graph below, there appears to be a two-year cycle with residential permits, which indicates the City is going to see a bump in activity this year.



Business Licenses. The renewal cycle for business licenses is in the first quarter; therefore, the majority of the revenue collections take place in the first quarter. Compared to the prior FY 2015-16 (\$502K), business licenses are slightly higher in FY 2016-17 (\$506K) through the third 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 \$214 thousand through the third quarter of FY 2016-17 are \$42 thousand higher than the third quarter of last FY 2015-16, mainly due to the re-opening of Centennial Pool.

Miscellaneous Revenue/Transfers In. Miscellaneous revenue/transfers in are \$2.5 million lower than the prior year, mainly due to funded capital expenditure projects, including \$1.6 million for road maintenance using gas tax and \$636 thousand for the City Park repair from the capital project fund in FY 2015-16. These one-time revenues were offset by one-time expenses, causing no real impact to the budget.

Section 2 – GF Expenditures

GF expenditures are lower than the projected budget through the third quarter. This is mainly due to 1) unanticipated salaries and benefits savings, 2) unanticipated lower operating costs and 3) capital expenditures that are still in process.

| Expenditures | Budget | YTD Actuals | % Recv'd |
|--------------------------|----------------------|----------------------|--------------|
| Staffing | \$ 20,207,995 | \$ 13,594,661 | 67.3% |
| Maintenance & Operations | 9,578,956 | 5,388,402 | 56.3% |
| Debt Service | 587,833 | 497,563 | 84.6% |
| Capital Expenditures | 13,583,130 | 4,216,002 | 31.0% |
| Misc./Transfers | 228,807 | 132,525 | 57.9% |
| Total | \$ 44,186,721 | \$ 23,829,153 | 53.9% |

GF expenditures by department for the third quarter of FY 2016-17 show that departments are under budget primarily due to timing differences, which include annual contracts that are paid in the last quarter, and expenditures coming in lower than anticipated. Public Works is lower mainly due to projects that are still in process.

| Expenditures By Department | Revised Budget | YTD Actuals | Percent |
|------------------------------|----------------------|----------------------|--------------|
| City Council | \$ 167,109 | \$ 112,100 | 67.1% |
| City Manager | 3,014,570 | 1,968,768 | 65.3% |
| Administrative Services | 1,021,400 | 624,303 | 61.1% |
| Police | 10,440,674 | 6,806,842 | 65.2% |
| Emergency Services (Fire) | 5,785,112 | 4,266,712 | 73.8% |
| Public Works | 16,174,145 | 5,787,269 | 35.8% |
| Community Services | 7,185,210 | 4,567,742 | 63.6% |
| Community Development | 3,546,877 | 1,989,265 | 56.1% |
| Transfers & Non-Departmental | (3,148,376) | (2,293,848) | 72.9% |
| Total | \$ 44,186,721 | \$ 23,829,153 | 53.9% |

GF expenditures are below budget by \$9.3 million through the third quarter. The significant variances for GF expenditures are shown below:

| Expenditure By Type | Revised Budget | Revised Budget- Q3 75% | YTD Actuals | Over/(Under) Q3 Budget | Comments |
|---------------------------------|----------------------|------------------------|----------------------|------------------------|---|
| Staffing | \$ 20,207,995 | \$ 15,155,996 | \$ 13,594,661 | \$ (1,561,335) | Lower mainly due to FY 15-16 salary accrual and unfilled positions |
| Operating: | | | | | |
| Attorney Fees | 997,500 | 748,125 | 533,663 | (214,462) | Charges for attorney fees are for Jul-Feb or 8 months |
| Fuel & Oil | 322,100 | 241,575 | 125,773 | (115,802) | Fuel costs lower than estimated |
| Professional Svcs | 1,523,804 | 1,142,853 | 600,910 | (541,943) | Professional services lower than anticipated in PD, PW, LRS & CD |
| Annual Maintenance Contracts | 521,058 | 390,794 | 284,291 | (106,503) | Lower due to annual contracts paid later in the year |
| R&M Vehicles/General/Facilities | 1,139,889 | 854,917 | 337,084 | (517,833) | Repairs & Maintenance (R&M) lower than anticipated through 3rd qtr. |
| Computer Hardware | 122,600 | 91,950 | 36,927 | (55,023) | Delayed until Q4 |
| Liability/Prop Ins | 1,200,000 | 900,000 | 689,318 | (210,682) | Higher due to increase in insurance premiums |
| Total Operating | 5,826,951 | 4,370,213 | 2,607,966 | (1,762,247) | |
| Debt Service | 587,833 | 440,875 | 497,563 | 56,688 | Higher due to some annual loan payments due in qtrs. 1-3 |
| Capital Expenditures | \$ 13,583,130 | \$ 10,187,348 | \$ 4,216,002 | \$ (5,971,346) | Includes projects in process |

The chart below presents the projects that are included under the capital expenditure section, which is below projected budget by \$6 million through the third quarter. This is mainly due to projects that are have not yet been initiated or are in process at this time.

| Project Description | Revised Budget | YTD Actuals | Percent Complete |
|--|----------------------|---------------------|------------------|
| 21st Street Green Update | \$ 40,666 | \$ 480 | 1.2% |
| Spring St - 16th to 24th | 200,000 | - | 0.0% |
| 12th St - Spring to Fresno | 956,014 | 82,757 | 8.7% |
| Scott St - Creston to Airport Rd | 887,154 | 9,590 | 1.1% |
| Creston - Golden Hill-Oak Meadows | 390,000 | 278,965 | 71.5% |
| Union Rd - Golden Hill- Hwy 46 | 1,454,674 | 898,634 | 61.8% |
| Spring St - 1st-15th | 2,795,240 | 1,828,135 | 65.4% |
| Creston Rd - S River to Rolling Hills | 1,330,608 | 9,697 | 0.7% |
| Sherwood - Creston to Linne | 302,637 | 25,150 | 8.3% |
| Spring St - 24th-36th | 100,000 | - | 0.0% |
| Vine St - 1st-36th | 80,015 | 14,114 | 17.6% |
| Road Maintenance using Gas Tax | 144,940 | 159,994 | 110.4% |
| City Park Repair | 279,328 | 225,693 | 80.8% |
| 24th St Bridge Rehab | 833,714 | 12,702 | 1.5% |
| Annual Slurry/Chip Seal | 750,000 | 85,357 | 11.4% |
| Sherwood Park Restroom | 115,000 | - | 0.0% |
| Neighborhood Park Rehab | 23,500 | 11,845 | 50.4% |
| Barney Schwartz Park - Lighting/Irrigation | 80,000 | 496 | 0.6% |
| Sherwood Park Rehab | 32,000 | 5,247 | 16.4% |
| Street Tree Trimming | 25,000 | - | 0.0% |
| Larry Moore Park | 250,000 | 14,343 | 5.7% |
| Centennial Park Rehab | 60,000 | 25,591 | 42.7% |
| Centennial HVAC/Lighting | 160,000 | 970 | 0.6% |
| 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% |
| Building Permit System | 403,000 | 126,640 | 31.4% |
| Annual Crack Filling/Sealing | 100,000 | - | 0.0% |
| Annual Pavement Striping/Marking | 50,000 | 17,041 | 34.1% |
| Annual Sidewalk/Curb Ramp Repair | 50,000 | 77,051 | 154.1% |
| Annual Hot Spot Repairs | 100,000 | 30,826 | 30.8% |
| Update Pavement Condition Index | 50,000 | 49,795 | 99.6% |
| Remove Bump at Airport Rd | 100,000 | 87,259 | 87.3% |
| Union Rd-Hwy 46 East | 873,692 | 68,998 | 7.9% |
| Bike path South River Rd | 97,799 | 12,925 | 13.2% |
| 13th Street Pedestrian Improvements | 120,000 | 7,642 | 6.4% |
| Various Small Projects | 48,149 | 48,067 | 99.8% |
| Total Capital Expenditures | \$ 13,583,130 | \$ 4,216,002 | 31.0% |

Section 3 – Enterprise Funds

Water Fund. Water fund revenues of \$8.4 million are \$2.8 million lower than the third quarter projected of \$11.1 million. Comparing revenue from the third quarter in the prior year FY 2015-16 of \$7.7 million, revenues are \$628 thousand higher in the third quarter of FY 2016-17.

Water fund expenditures of \$11 million are \$4 million lower than the third quarter projected of \$15.1 million. Operating expenditures are below budget mainly due to capital expenditures projects that have been delayed or are in process. However, the annual debt service payment of \$5 million to San Luis Obispo County for the Nacimiento Pipeline Project was made in July 2016.

| Water Fund | Revised Budget | YTD Actuals | Percent |
|---|-----------------------|--------------------|----------------|
| Revenues | \$ 14,904,000 | \$ 8,350,844 | 56.0% |
| Expenditures | | | |
| Operating Programs | 8,328,860 | 4,430,367 | 53.2% |
| Capital Expenditures | 6,663,099 | 343,654 | 5.2% |
| Debt Service*** | 3,937,354 | 5,358,506 | 136.1% |
| Transfers Out | 43,200 | 41,950 | 97.1% |
| Total Expenditures | 18,972,513 | 10,174,477 | 53.6% |
| Revenues Over (Under) Expenditures | (4,068,513) | (1,823,633) | |
| Balance, Start of Year | 8,168,527 | 8,168,527 | |
| Balance, Year-to-Date | \$ 4,100,014 | \$ 6,344,894 | |

*** 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 \$4.7 million for the third quarter. This is mainly due to projects that have not yet been initiated or are in process at this time.

| Project Description | Revised Budget | YTD Actuals | Percent Complete |
|--|-----------------------|--------------------|-------------------------|
| Well Rehab | \$ 892,856 | \$ - | 0.0% |
| Annual Pipeline Replacement | 576,564 | 209,011 | 36.3% |
| Drill New Wells | 750,000 | - | 0.0% |
| Nacimiento Water Treatment Plant | 1,526,456 | 18,000 | 1.2% |
| 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 | 106,332 | 91.3% |
| 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% |
| Total Capital Expenditures-Water Fund | \$ 6,663,099 | \$ 343,654 | 5.2% |

Sewer Fund. Sewer fund revenues of \$7.5 million are \$4.3 million lower than the third quarter projected of \$11.9 million. This is mainly due to the State Revolving Fund loan proceeds that are projected for the Tertiary Treatment Facility. The final financing agreement for the loan is in progress and we are projecting that the first SRF loan disbursement request for project expenditures will be completed in the first quarter of FY 2017-18.

Sewer fund expenditures of \$9 million are \$8.9 million lower than the third quarter projected of \$17.9 million. Operating expenditures are below budget mainly due to capital expenditures projects that have been delayed or are in process. Debt service includes a \$1.7 million payment in September to the State Water Resources Control Board on the low-interest loan we received to rehabilitate the Wastewater Treatment Plant.

| Sewer Fund | Revised Budget | YTD Actuals | Percent |
|---|-----------------------|--------------------|----------------|
| Revenues | \$ 15,821,100 | \$ 7,532,580 | 47.6% |
| Expenditures | | | |
| Operating Programs | 7,317,803 | 4,518,496 | 61.7% |
| Capital Expenditures | 10,916,701 | 1,234,929 | 11.3% |
| Debt Service**** | 2,832,558 | 1,833,712 | 64.7% |
| Transfers Out | 59,200 | 59,200 | |
| Total Expenditures | 21,126,262 | 7,646,337 | 36.2% |
| Revenues Over (Under) Expenditures | (5,305,162) | (113,757) | |
| Balance, Start of Year | 11,550,174 | 11,550,174 | |
| Balance, Year-to-Date | \$ 6,245,012 | \$ 11,436,417 | |

**** 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 the projected budget by \$7 million through the third quarter. This is mainly due to projects that have not yet been initiated or are 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 | 308,259 | 21.3% |
| Lift Station Upgrade | 429,400 | 19,850 | 4.6% |
| Sewer Facility Rehab | 1,934,369 | 168,592 | 8.7% |
| Tertiary Treatment Facility-Recycle Water | 5,692,908 | 485,453 | 8.5% |
| Recycled Water Distribution | 1,065,000 | 252,775 | 23.7% |
| Fiber Optic Network | 45,000 | - | 0.0% |
| Total Capital Expenditures-Sewer Fund | \$ 10,916,701 | \$ 1,234,929 | 11.3% |

Airport Fund. Airport fund revenues of \$1 million is \$1.4 million lower than the third quarter projected of \$2.4 million. This is mainly due to timing differences and grant revenue.

Airport fund expenses of \$975 thousand are \$6.8 million lower than the third quarter projected of \$7.8 million. Capital expenditures are under budget due to projects that have been delayed or are in process. Debt service includes an airport loan that is paid in the second quarter.

| Airport Fund | Revised Budget | YTD Actuals | Percent |
|---|-----------------------|--------------------|----------------|
| Revenues | \$ 3,255,532 | \$ 1,070,257 | 32.9% |
| Expenditures | | | |
| Operating programs | 461,371 | 322,717 | 69.9% |
| Capital Expenditures | 9,226,436 | 31,339 | 0.3% |
| Debt Service | 22,980 | 22,980 | 100.0% |
| Transfers Out | 303,624 | 303,624 | |
| Total Expenditures | 10,014,411 | 680,660 | 6.8% |
| Revenues Over (Under) Expenditures | (6,758,879) | 389,597 | |
| Balance, Start of Year | 1,997,920 | 1,997,920 | |
| Balance, Year-to-Date | \$ (4,760,959) | \$ 2,387,517 | |

The following presents the projects that are included under the capital expenditure section, which is below projected budget by \$6.9 million for the third quarter. This is mainly due to projects that have not yet been initiated or are 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 | 2,964,273 | - | 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% |
| Propeller 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 | \$ 9,226,436 | \$ 31,339 | 0.3% |

Fiscal Impact


None.

Recommendation

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

Attachments

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



Quarterly Financial Report

Third Quarter FY 2016-17

Ending March 31, 2017

April 14, 2017

OVERVIEW- The third quarter report for fiscal year 2017 for the City of Paso Robles concentrates on **General and Enterprise Funds**. Revenue trends seem to be on target based on past historical data, while expenditures appear to be lower than projected, with significant variances explained below.

GENERAL FUND SUMMARY – With 75% of the year complete, General Fund revenues are at 61.9% of year-end projections, resulting from revenues to be received later in the fiscal year. Expenditures are also under budget at 53.9%, mainly due to salary accruals for FY 16, lower operating costs, and capital improvement projects that are still in process, as summarized below:

| Changes in General Fund (GF) | Revised Budget | YTD Actuals | Percent |
|---|-----------------------|-------------------|---------|
| Revenues* | \$ 39,423,103 | \$ 24,411,359 | 61.9% |
| Expenditures* | \$ 44,186,721 | \$ 23,829,153 | 53.9% |
| Revenues Over (Under) Expenditures | \$ (4,763,618) | \$ 582,206 | |
| Fund Balance, Start of Year | 28,732,132 | 28,732,132 | |
| Fund Balance, Year-to Date | \$ 23,968,514 | \$ 29,314,338 | |

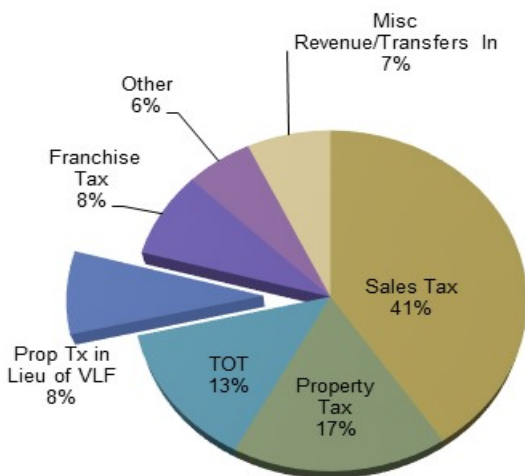
*Revenues and Expenditures include Transfers

Top Ten Revenues - The top ten account for 91% of GF revenues.

Budget to Actual- Overall, key revenues are performing better than projected based on revised estimates, payment schedules and past trends for the third quarter. Any significant variances are noted below:

| Top Ten Revenues | Revised Budget | YTD Actuals | % Recv'd | Comments |
|-------------------------------------|----------------------|----------------------|--------------|--|
| Sales Tax | \$ 14,404,000 | \$ 8,720,483 | 60.5% | Sales tax is \$1.4M higher than FY 2015-16 due to end of triple flip |
| Property Tax | 6,164,000 | 4,468,493 | 72.5% | Down \$74K from FY 2015-16 |
| Transient Occupancy Tax (Hotel Tax) | 4,797,000 | 3,381,239 | 70.5% | Hotel tax is up 16% or \$461K higher than FY 2015-16 |
| Property Tax in Lieu of VLF | 2,800,000 | 1,449,701 | 51.8% | \$76K higher than FY 2015-16 |
| Franchise Taxes | 2,866,000 | 1,748,869 | 61.0% | \$296K higher than FY 2015-16 |
| Building Permit Fees | 777,500 | 551,658 | 71.0% | Down \$119K from FY 2015-16 |
| Business Licenses | 550,600 | 506,356 | 92.0% | Comparable to last FY 2015-16 |
| Prop 172 Sales Tax Public Safety | 387,000 | 275,335 | 71.1% | Comparable to last FY 2015-16 |
| Recreation Program Fees | 302,000 | 214,087 | 70.9% | Higher than FY 2015-16 by \$42K |
| Misc Revenue/Transfers In | 1,977,714 | 1,737,619 | 87.9% | This mainly accounts for funding for various projects |
| Total | \$ 35,025,814 | \$ 23,053,840 | 65.8% | |

Top Ten Revenues



Revenue Comparison by Year- The top ten revenues for the third quarter of FY 2016-17 are lower in total compared to the prior third quarter of FY 2015-16 due to increases in tax revenue offset by a decrease in miscellaneous revenue/transfers-in as shown below:

| Top Ten Revenues | FY 2015-16 | FY 2016-17 | Incr(Decr) |
|----------------------------------|----------------------|----------------------|---------------------|
| Sales Tax | \$ 7,343,458 | \$ 8,720,483 | \$ 1,377,025 |
| Property Tax | 4,542,474 | 4,468,493 | (73,981) |
| Transient Occupancy Tax | 2,919,988 | 3,381,239 | 461,251 |
| Property Tax in Lieu of VLF | 1,373,616 | 1,449,701 | 76,085 |
| Franchise Taxes | 1,452,634 | 1,748,869 | 296,235 |
| Building Permit Fees | 671,131 | 551,658 | (119,473) |
| Business Licenses | 501,958 | 506,356 | 4,398 |
| Prop 172 Sales Tax Public Safety | 267,914 | 275,335 | 7,421 |
| Recreation Program Fees | 172,151 | 214,087 | 41,936 |
| Misc Revenue/Transfers In | 4,198,810 | 1,737,619 | (2,461,191) |
| Total | \$ 23,444,134 | \$ 23,053,840 | \$ (390,294) |

Expenditures

Budget to Actual- Operating costs are at 53.9% or 21.1% below budget projections for the third quarter as summarized below:

| Expenditures | Budget | YTD Actuals | % Recv'd |
|--------------------------|----------------------|----------------------|--------------|
| Staffing | \$ 20,207,995 | \$ 13,594,661 | 67.3% |
| Maintenance & Operations | 9,578,956 | 5,388,402 | 56.3% |
| Debt Service | 587,833 | 497,563 | 84.6% |
| Capital Expenditures | 13,583,130 | 4,216,002 | 31.0% |
| Misc/Transfers | 228,807 | 132,525 | 57.9% |
| Total | \$ 44,186,721 | \$ 23,829,153 | 53.9% |

Significant Variances- Expenditures are below budget by \$9.3M mainly due to unanticipated salaries and benefits savings, unanticipated lower operating costs, and capital projects still in process. These significant variances for expenditures are shown below:

| Expenditure By Type | Revised Budget | | YTD Actuals | Over/(Under) Q3 Budget | Comments |
|---------------------------------|------------------|------------------|------------------|------------------------|--|
| | Revised Budget | Q3 75% | | | |
| Staffing | \$ 20,207,995 | \$ 15,155,996 | \$ 13,594,661 | \$ (1,561,335) | Lower mainly due to FY 16 salary accrual and unfilled positions |
| Operating: | | | | | |
| Attorney Fees | 997,500 | 748,125 | 533,663 | (214,462) | Charges for attorney fees are for Jul-Feb or 8 months |
| Fuel & Oil | 322,100 | 241,575 | 125,773 | (115,802) | Fuel costs lower than estimated |
| Professional Svcs | 1,523,804 | 1,142,853 | 600,910 | (541,943) | Professional services lower than anticipated in PD, PW, LRS & CD |
| Annual Maintenance Contracts | 521,058 | 390,794 | 284,291 | (106,503) | Lower due to annual contracts paid later in the year |
| R&M Vehicles/General/Facilities | 1,139,889 | 854,917 | 337,084 | (517,833) | R&M lower than anticipated for the 3rd qtr |
| Computer Hardware | 122,600 | 91,950 | 36,927 | (55,023) | Delayed until Q4 |
| Liability/Prop Ins | 1,200,000 | 900,000 | 689,318 | (210,682) | Higher due to increase in insurance premiums |
| Total Operating | 5,826,951 | 4,370,213 | 2,607,966 | (1,762,247) | |
| Debt Service | 587,833 | 440,875 | 497,563 | 56,688 | Higher due to some annual loan payments due in qtrs 1-3 |
| Capital Expenditures | 13,583,130 | 10,187,348 | 4,216,002 | (5,971,346) | Ind's projects delayed or in process |

Operating expenditures **by department** are summarized below:

| Expenditures By Department | Revised Budget | YTD Actuals | Percent |
|------------------------------|----------------------|----------------------|--------------|
| City Council | \$ 167,109 | \$ 112,100 | 67.1% |
| City Manager | 3,014,570 | 1,968,768 | 65.3% |
| Administrative Services | 1,021,400 | 624,303 | 61.1% |
| Police | 10,440,674 | 6,806,842 | 65.2% |
| Emergency Services (Fire) | 5,785,112 | 4,266,712 | 73.8% |
| Public Works | 16,174,145 | 5,787,269 | 35.8% |
| Community Services | 7,185,210 | 4,567,742 | 63.6% |
| Community Development | 3,546,877 | 1,989,265 | 56.1% |
| Transfers & Non-Departmental | (3,148,376) | (2,293,848) | 72.9% |
| Total | \$ 44,186,721 | \$ 23,829,153 | 53.9% |

**Public Works expenditures include capital improvement projects that are currently in process.

ENTERPRISE FUNDS-In general, Enterprise Fund revenues and expenditures are consistent with past trends. Expenditures are down for Water, Sewer and Airport Funds mainly due to capital projects that have not started or are still in process. Depreciation expense is not included with the information below.

Water Fund

| Water Fund | Revised Budget | YTD Actuals | Percent |
|---|--------------------|--------------------|---------|
| Revenues | \$ 14,904,000 | \$ 8,350,844 | 56.0% |
| Expenditures | | | |
| Operating Programs | 8,328,860 | 4,430,367 | 53.2% |
| Capital Expenditures | 6,663,099 | 343,654 | 5.2% |
| Debt Service*** | 3,937,354 | 5,358,506 | 136.1% |
| Transfers Out | 43,200 | 41,950 | 97.1% |
| Total Expenditures | 18,972,513 | 10,174,477 | 53.6% |
| Revenues Over (Under) Expenditures | (4,068,513) | (1,823,633) | |
| Balance, Start of Year | 8,168,527 | 8,168,527 | |
| Balance, Year-to-Date | \$ 4,100,014 | \$ 6,344,894 | |

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

Sewer Fund

| Sewer Fund | Revised Budget | YTD Actuals | Percent |
|---|--------------------|------------------|---------|
| Revenues | \$ 15,821,100 | \$ 7,532,580 | 47.6% |
| Expenditures | | | |
| Operating Programs | 7,317,803 | 4,518,496 | 61.7% |
| Capital Expenditures | 10,916,701 | 1,234,929 | 11.3% |
| Debt Service**** | 2,832,558 | 1,833,712 | 64.7% |
| Transfers Out | 59,200 | 59,200 | |
| Total Expenditures | 21,126,262 | 7,646,337 | 36.2% |
| Revenues Over (Under) Expenditures | (5,305,162) | (113,757) | |
| Balance, Start of Year | 11,550,174 | 11,550,174 | |
| Balance, Year-to-Date | \$ 6,245,012 | \$ 11,436,417 | |

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

Airport Fund

| Airport Fund | Revised Budget | YTD Actuals | Percent |
|---|--------------------|----------------|---------|
| Revenues | \$ 3,255,532 | \$ 1,070,257 | 32.9% |
| Expenditures | | | |
| Operating programs | 461,371 | 322,717 | 69.9% |
| Capital Expenditures | 9,226,436 | 31,339 | 0.3% |
| Debt Service | 22,980 | 22,980 | 100.0% |
| Transfers Out | 303,624 | 303,624 | |
| Total Expenditures | 10,014,411 | 680,660 | 6.8% |
| Revenues Over (Under) Expenditures | (6,758,879) | 389,597 | |
| Balance, Start of Year | 1,997,920 | 1,997,920 | |
| Balance, Year-to-Date | \$ (4,760,959) | \$ 2,387,517 | |

REPORT PREPARED BY - This summary is based on detailed information prepared by Administrative Services. Please call 237-3999 if you would like additional information.



City Managers Office

3rd Quarter Report

May 2, 2017



City Managers Office -- Q-3 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 | | National League of Cities membership complete |
| Implement Community Survey | | | X | Target - 4th Quarter |
| Program development based on survey results | | | X | Target - 1st Quarter FY17-18 |
| Implement City-wide CRM Software and services - customer relationship management | | X | | Combining with Website Redesign |
| 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 | | | Initial mtg 2/23/17 followed by 3/2 & 4/7 sessions |
| Develop and fund Visitor Wayfinding System | | X | | Design Proposal in process. Start 4th Quarter |
| Develop Tourism Infrastructure Program | X | | | TPRA contribution in March initiated the program. |
| 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 - 4th Quarter |
| Hire part-time assistance for temporary capacity building | X | | | |
| Hire HR Coordinator | | | X | Target - 1st Quarter FY17-18 |
| 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 - 2nd Quarter FY17-18 |
| 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 | | 4th Quarter launch |
| Retention Program development and implementation | | | X | Target - 1st Quarter FY17/18 policy adoption |
| Research / Choose document management software | | X | | Target - 1st Quarter FY17-18 |
| Information Technology | | | | |
| Goal 7: Conduct Cyber Security Audit | | | | |
| Strategy | Complete | In Progress | To Be Completed | Notes |
| RFQ / Identify appropriate vendor to conduct audit | | | X | Target - 4th Quarter |
| 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 - 4th 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 17/18 |
| Develop concept for lobby remodel - welcoming / info friendly -- safe, efficient and engaging environment | | | X | Target - 1st Quarter 17/18 |

City Managers Office -- Key Metrics

| PERFORMANCE/WORKLOAD MEASURES | FY 2016-17 | | | Q1 DATA | | | FY 2016-17 | | | Q2 DATA | | | FY 2016-17 | | | Q3 DATA | | |
|--|-------------|-----------|------------|---------------|-------------|-------------|--------------|--------------|-----------|-------------|--------------|-----------|------------|--|--|---------|--|--|
| | TOTAL Q1 | JULY '16 | AUGUST '16 | SEPTEMBER '16 | TOTAL Q2 | OCTOBER '16 | NOVEMBER '16 | DECEMBER '16 | TOTAL Q2 | JANUARY '17 | FEBRUARY '17 | MARCH '17 | | | | | | |
| City Clerk | | | | | | | | | | | | | | | | | | |
| Public Records Requests | 18 | 9 | 5 | 4 | 11 | 5 | 4 | 2 | 17 | 8 | 5 | 4 | | | | | | |
| Agendas Published | 9 | 2 | 2 | 5 | 9 | 5 | 2 | 2 | 7 | 3 | 2 | 2 | | | | | | |
| Tourism | | | | | | | | | | | | | | | | | | |
| Transient Occupancy Tax | \$1,652,215 | \$602,549 | \$559,487 | \$490,179 | \$1,181,687 | \$466,090 | \$415,153 | \$300,444 | \$576,238 | \$263,896 | \$312,342 | ** | | | | | | |
| BID Marketing Funds | \$297,757 | \$106,698 | \$102,542 | \$88,517 | \$207,976 | \$81,448 | \$72,666 | \$53,862 | \$103,925 | \$47,721 | \$56,204 | ** | | | | | | |
| Human Resources | | | | | | | | | | | | | | | | | | |
| Employee Recruitments (new & refill) | 22 | 9 | 5 | 8 | 5 | 2 | 2 | 1 | 54 | 13 | 7 | 34 | | | | | | |
| Training Class Attended (seats filled/year) | 183 | 22 | 109 | 52 | 116 | 61 | 20 | 35 | | | | | | | | | | |
| Training/Development Hours | | | | | | | | | 1,122 | 452 | 291 | 379 | | | | | | |
| Leaves of Absence Managed | | | | | | | | | 43 | 14 | 15 | 14 | | | | | | |
| Separations | | | | | | | | | | | | | | | | | | |
| Probationary Period Separations | | | | | | | | | 1 | 0 | 0 | 1 | | | | | | |
| Retirements | | | | | | | | | 1 | 0 | 0 | 1 | | | | | | |
| Involuntary (other than probationary) | | | | | | | | | 0 | 0 | 0 | 0 | | | | | | |
| Voluntary | | | | | | | | | 0 | 0 | 0 | 0 | | | | | | |
| Seasonal Staff | | | | | | | | | 0 | 0 | 0 | 0 | | | | | | |
| Risk Management | | | | | | | | | | | | | | | | | | |
| New Work Comp Claims Reviewed/Managed | 4 | 1 | 0 | 3 | 3 | 1 | 1 | 1 | 10 | 1 | 0 | 9 | | | | | | |
| Worker's Compensation - Days Modified Duty | | | | | | | | | 6 | 0 | 0 | 6 | | | | | | |
| Worker's Compensation - Days Total Temporarily Disabled | | | | | | | | | 106 | 31 | 28 | 47 | | | | | | |
| New General Liability Claims Reviewed/Managed | 6 | 1 | 2 | 3 | 3 | 1 | 2 | 0 | 12 | 4 | 5 | 3 | | | | | | |
| Information Technology | | | | | | | | | | | | | | | | | | |
| Desktop Computer Replacement | *0 | 0 | 0 | 0 | *0 | 0 | 0 | 0 | 29 | 0 | 0 | 29 | | | | | | |
| Network Servers | *0 | 0 | 0 | 0 | *0 | 0 | 0 | 0 | 10 | 8 | 2 | 0 | | | | | | |
| MDC's and Laptops | *0 | 0 | 0 | 0 | *0 | 0 | 0 | 0 | *0 | 0 | 0 | 0 | | | | | | |
| Staff FTE | 11.0 | | | | 11.0 | | | | 11.0 | | | | | | | | | |
| * Next purchasing cycle Q4 for Laptops | | | | | | | | | | | | | | | | | | |
| ** March TOT & BID Collection data not available until May | | | | | | | | | | | | | | | | | | |

Police Department

3rd Quarter Report

May 2, 2017



Police Department -- Q-3 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 - New Date June 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 - New Date June 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 FY 2017-18 |
| • Replace our aging Radio Base Stations/Repeaters | | X | | Replace before April 2018 |
| • Replace our CAD/RMS software systems | | | X | Before end FY 2017-18 |
| • Explore possible options to replace the Department shooting range | | | X | Research completed by January 2018 |

Police Department

Key Metrics FY 2016-17

| PERFORMANCE/WORKLOAD MEASURES | Q1 DATA | | | Q2 DATA | | | Q3 DATA | | |
|-------------------------------|----------|---------|----------|---------|---------|---------|---------|---------|-----------|
| | JULY '16 | AUG '16 | SEPT '16 | Oct '16 | Nov '16 | Dec '16 | Jan '17 | Feb '17 | March '17 |
| All Violent Crimes | 30 | 25 | 33 | 32 | 33 | 30 | 33 | 19 | 29 |
| All Property Crimes | 78 | 85 | 80 | 81 | 72 | 91 | 88 | 68 | 57 |
| DUI | 29 | 20 | 16 | 14 | 10 | 12 | 19 | 10 | 12 |
| Traffic Collisions | 53 | 46 | 41 | 46 | 39 | 47 | 54 | 29 | 45 |
| Traffic Citations | 275 | 242 | 275 | 282 | 272 | 270 | 232 | 280 | 359 |
| 911 Calls Received | 1,167 | 1,083 | 959 | 956 | 869 | 903 | 852 | 790 | 761 |
| Business Calls Received | 5,395 | 5,420 | 4,861 | 5,082 | 4,608 | 4,538 | 4,763 | 4,152 | 4,875 |

Emergency Services Department

3rd Quarter Report

May 2, 2017



Emergency Services Department - Key Metrics

Fiscal Year 2017 Q1-Q3

SERVICE CALL ACTIVITY

| | |
|-------------------------------------|-------------|
| Fire | 109 |
| Emergency Medical Services | 1839 |
| Hazardous Conditions | 73 |
| Service Call | 281 |
| Good Intent Call | 326 |
| False Alarm | 114 |
| Severe Weather and Natural Disaster | 1 |
| Special Incident | 11 |
| TOTAL CALLS FOR SERVICE | 2754 |

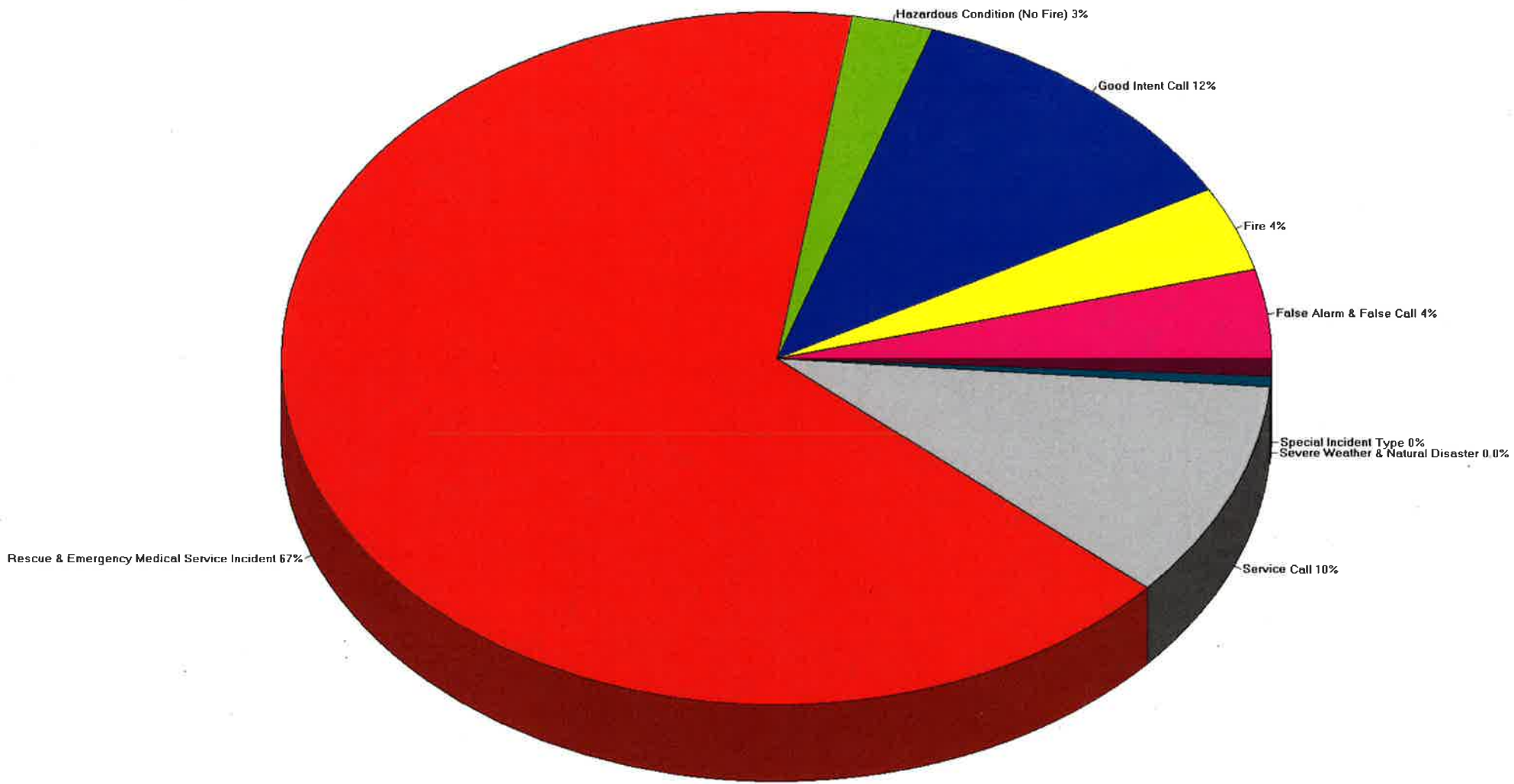
CODE ENFORCEMENT ACTIVITY

| | |
|--|------------|
| Plan Check | 21 |
| Sprinkler Check/Installs | 41 |
| Business Inspections | 262 |
| Other | 14 |
| TOTAL CODE ENFORCEMENT ACTIVITY | 338 |

PUBLIC EDUCATION ACTIVITY

| | |
|------------------|-----|
| Public Education | 104 |
|------------------|-----|

Incident Type Summary
Alarm Date Between {07/01/2016} And {03/31/2017}



Public Works Department

3rd Quarter Report

May 2, 2017



Public Works Department -- Progress on Goals

FY 2016-17 and 2017-18

| Goal 1: Complete work on Spring Street, 1st to 10th | | | | | |
|--|---------|----------|----------|----------------------|--|
| Strategy | 1st Qtr | 2nd Qtr | 3rd Qtr | 4th Qtr | |
| Complete construction | | | Done | | |
| Goal 2: Complete work on Union, Golden Hill to Hwy 46 | | | | | |
| Strategy | 1st Qtr | 2nd Qtr | 3rd Qtr | 4th Qtr | |
| Complete construction | | | Done | | |
| Goal 3: Secure Prop 1 grant funds and SRF loan funds for Tertiary Treatment and Recycled Water distribution | | | | | |
| Strategy | 1st Qtr | 2nd Qtr | 3rd Qtr | 4th Qtr | |
| Grant and loan applications completed and successful | | | Done | | |
| Project advertised for bid | | | Done | | |
| Bid awarded | | | | Scheduled | |
| Project commences construction | | | | Scheduled | |
| Goal 4: Ramp up the street maintenance program with summer crews and more repairs | | | | | |
| Strategy | 1st Qtr | 2nd Qtr | 3rd Qtr | 4th Qtr | |
| Summer staff secured through labor company | Done | | | | |
| Crews change from "patching" to "repairing" | | Done | | | |
| Several successful repairs completed | | Done | Done | | |
| Goal 5: Taxiway resurfacing at the Airport | | | | | |
| Strategy | 1st Qtr | 2nd Qtr | 3rd Qtr | 4th Qtr | |
| Select design firm | Done | | | | |
| Complete design and get FAA approval | | Done | | | |
| Award bid | | Done | | | |
| Commence construction | | | Underway | Pre-con meeting 4/25 | |
| Goal 6: Replacement of old water and sewer lines | | | | | |
| Strategy | 1st Qtr | 2nd Qtr | 3rd Qtr | 4th Qtr | |
| Design | | Underway | Underway | | |
| Public outreach | | Underway | | | |
| Bid award | | | | | |
| Commence construction | | | | | |
| Goal 7: HVAC and lighting replacements at City Hall, PSC, Centennial, and Senior Center | | | | | |
| Strategy | 1st Qtr | 2nd Qtr | 3rd Qtr | 4th Qtr | |
| Select Siemens as energy provider | | Done | | | |
| Council authorizes agreements | | | Done | | |
| Construction commences | | | | Scheduled | |
| Goal 8: Storm drainage retrofit projects | | | | | |
| Strategy | 1st Qtr | 2nd Qtr | 3rd Qtr | 4th Qtr | |
| Projects identified | | Done | | | |
| Projects included in street repairs where possible | | | Done | | |
| Projects to be scheduled as funding is available | | | | Scheduled | |

Public Works -- Key Metrics

| PERFORMANCE/WORKLOAD MEASURES | FY 2016-17 | | | |
|--|-------------------|-----------------|-----------------|------------------|
| | TOTAL Q1 | TOTAL Q2 | TOTAL Q3 | TOTAL Q4 |
| Airport Special Events | 1 | 2 | 1 | 5 planned for Q4 |
| City Trees Trimmed By PW* | 42 | 11* | | |
| Work Orders Handled By PW* | 450 | 129* | | |
| work order streets | | | 158 | |
| work order water | | | 1,200 | |
| Water Conservation Rebates | 80 | 97 | 28 | |
| Fleet Vehicles Repaired/Service | 370 | 365 | 435 | |
| Sewage Spills Per 100 Miles Of Line | 0.7 | 0 | 1 | |

* refers to work done after Parks Maintenance and Facilities Maintenance were moved to Community Services

| | 16/17 | 17/18 | | |
|---|---------------|---------------|---------------|--|
| | Budget | Budget | Staff | Updates |
| Creston Road - Golden Hill to Oak Meadow | \$350,000 | \$ - | Ditas | In progress, will be part of "annual hot spots". Bid has been awarded. |
| Union Road - Golden Hill to Hwy 46 | \$623,000 | \$ - | Ditas | Complete. |
| Spring Street - 1st to 16th | \$2,600,000 | \$1,000,000 | Ditas | 1st to 10th is complete, 10th to 16th is under construction. |
| Creston Road - South River to Rolling Hills | \$1,235,000 | \$ - | Ditas | In progress, will be part of "annual hot spots". Bid has been awarded. |
| Sherwood - Creston to Linne | \$200,000 | \$2,000,000 | Ditas | Warrant study complete, will proceed with signal construction as part of road work. Neighborhood and business meetings have been held. Proceeding to final design. |
| 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. Design work is underway, and coordinating with Event Center plans. |
| 9-Year Street Improvement Plan - Last 2 Years of 5 Year Plan + Next 7 years | \$ - | \$ - | Ditas/Dick | PCI updates complete, and working on final report. Will use the results to plan street work for the next several years. |
| 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 | Council awarded bid. |
| Annual Sidewalk/Curb Ramp Replace | \$50,000 | \$50,000 | Kristin | CJPIA work done. Council awarded bid for further sidewalk repairs. Many repairs have been completed. |
| Annual Slurry Seal/Chip Seal | \$400,000 | \$250,000 | Kristin | Already had list from last year, moving forward and Council awarded at 10/4/2016 meeting. |
| Annual Hot Spot Repair | \$100,000 | \$100,000 | Kristin | Council awarded bid. |
| Update Pavement Condition Index | \$50,000 | \$ - | Kristin/Ditas | PCI updates complete, and working on final report. Will use the results to plan street work for the next several years. |
| Remove Bump at Airport Road | \$100,000 | \$ - | Ditas | Completed. |
| Taxiway Rehab (FAA) | \$1,400,000 | \$ - | Roger | Pre-construction meeting April 25. Anticipate beginning work the first week of May |
| Propeller Drive | \$200,000 | \$1,000,000 | Roger | Met with Tartaglia to draft a project scope and contract to begin the environmental work. |
| 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. Fire Sprinkler (water service) connection is included in the taxiway rehab. project. |
| 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. |
| Private Well Meters | \$65,000 | \$ - | Christopher | Will make this part of the Groundwater Sustainability Plan. |
| Fiber Optic Network | \$25,000 | \$ - | Christopher | Underway. |
| Spring St: 24-36th Street Pipeline Replacement | \$56,000 | \$1,500,000 | Christopher | Timing driven by Spring Street Rehabilitation. Currently in design. |
| 21st Street Reservoir | \$1,336,700 | \$7,802,100 | Christopher | Evaluating funding options. RFP is complete and design firm has been selected. |
| Recycled Water Distribution | \$500,000 | \$1,000,000 | Christopher | Preliminary Design Underway - Final design Begin FY 17/18 - Construction Costs est. \$12M 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. Because of the main in backyards, we will pipe burst/ream, as previously done in another old neighborhood, at west side (Beverly/Bonita) area. |
| 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 resulted in \$4 million grant, and low-interest SRF loans. Bids were tight and low, and scheduled for May 2nd award. Low bid was \$4 million below engineer's estimate. |
| Airport Commission | N/A | N/A | Dick/Tom | Airport Commission is established and working very well. |
| Airport economic impact calculator | N/A | N/A | Dick/Dave | Minn DOT software is installed and set to use the IMPLAN data. Cal Poly Econ Dept. contract for Feb 23 rd Airport Commission. Recommendation to Council to Hold - Council agreed. |
| SGMA GSA/GSP - Atascadero Sub-basin | Not Established | N/A | Dick | Continuing to move forward on an MOA to create one combined GSA, nearly completed. Scheduled for May 2nd Council public hearing and action. |
| SGMA GSA/GSP - Paso Basin | Not Established | N/A | Dick | Council held public hearing and formed a GSA on Jan 17, 2017. MOA with other parties expected to come to Council in May or June. |
| Solar Installations - SunEdison & Onyx | No Out Of Pocket Costs | No Out Of Pocket Costs | Dick | CUP approved for Centennial and Sherwood - construction starting April 2017. Airport construction to start about May 2017. |
| Energy conservation | N/A | N/A | Dick | \$140,000 per year saved by reconfiguring rate structures with PG&E. Completed. |
| Airport Lease Policy | N/A | N/A | Dick | Underway at Airport Commission. Nearly completed, then will send a recommendation to Council. |
| Airport Rules & Regulations | N/A | N/A | Roger | Set for Airport Commission to complete the work started by AAC, after Lease Policy. Sub-committee has completed work and the draft will be presented to the full Airport Commission on April 20th. |

Community Services Department

3rd Quarter Report
May 2, 2017



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 | | Complete | NA | |
| Implement Every Child Ready to Read | | | Jan-18 | |
| Restore "Mother Goose on the Loose" | | | Jul-17 | |
| Partner with Literacy for Life | Ongoing | Ongoing | Ongoing | |
| 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 | | | FY18-19 | |
| Purchase children's and teens books which compliment District curriculum --Battle of the Books titles | Complete | NA | NA | |
| Co-host annual Battle of the Books competition | Complete | NA | NA | |
| 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 | Ongoing | Ongoing | Ongoing | |
| Participation in the Hispanic Business Association --City Librarian | Ongoing | Ongoing | Ongoing | |
| Participation in the League of United Latin American Citizens--City Librarian | Ongoing | Ongoing | Ongoing | |
| Cuesta ESL--classes at Library Study Center | Ongoing | Ongoing | Ongoing | |
| Goal 4: Pursue additional grants for programs and materials purchasing. | | | | |
| Strategy | 1st Qtr | 2nd Qtr | 3rd Qtr | 4th Qtr |
| Wonderful Company (Justin Grant) -- Received a \$5,000 grant for Spanish language materials | | Complete | Purchase | |
| PG&E --received \$1,000 grant for Spanish Language materials | | Complete | Purchase | |
| Free Masons/Eastern Star -- \$2,500 granted | Complete | NA | NA | |
| Friends of the Library -- \$20,000 pledged | Ongoing | Ongoing | Ongoing* | * Additional \$8,000 |
| Paso Robles Library Foundation -- \$5,000 granted | Ongoing | Ongoing | Ongoing* | |
| 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 | Complete | Done-1st Qtr | Done-1st Qtr | |
| Restore "Volunteer Academy" | | | Initiated | |
| Goal 6: Provide access to relevant, popular and current materials | | | | |
| Increased City book budget | Ongoing | Ongoing | Ongoing | |
| California Center for the Book Grant awarded | Complete | Done-1st Qtr | Done-1st Qtr | |
| Goal 7: Introduce technology that streamlines services and improves user experience | | | | |
| Addition of Mi-Fi devices (for home/travel internet access) to circulating collection | | Complete | Ongoing | |
| Assessment of current technological capacity | Complete | Done-1st Qtr | Done-1st Qtr | |
| Goal 8: Provide programs and services to promote civic engagement, workforce development & lifelong learning | | | | |
| "How-to Saturday" collaboration with Recreation Division | Complete | Complete | Complete | |
| Monthly lecture series | | | Ongoing | |
| "Make-It @ Your Library" craft programs for adults | | Ongoing | Ongoing | |
| IOS Device Workshop | | Complete | Done-2nd Qtr. | |
| Goal 9: Staff development | | | | |
| Customer Service Training -- all staff | Initiated | Ongoing | Ongoing | |
| CA Library Assn conference -- Adult and Children's Librarian | | Complete | Done 2nd-Qtr | |
| Survival Spanish training -- all staff | | | | FY 17-18 Q1 |
| 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 | Initiated | Ongoing | Ongoing | |
| Develop dedicated teen space in library | | Initiated | Ongoing | |

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 | 51,806* | 26,195 | 25,611 | | 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 |

* Does not reflect 3rd month of the quarter data which was not available at the time of reporting.

**Reflects new online resources

| PERFORMANCE/WORKLOAD MEASURES | TOTAL Q2 | October '16 | November '16 | December '16 |
|-----------------------------------|-----------|-------------|--------------|--------------|
| Library Cardholders | 23,899 | 23,616 | 23,766 | 23,899 |
| Library Visits | 49,897 | 24,653 | 12,894 | 12,350 |
| Items Circulated | 66,584 | 22,715 | 22,108 | 21,761 |
| Library Programs | 77 | 31 | 26 | 20 |
| Attendance at Programs | 1,641 | 735 | 511 | 395 |
| Public Internet Computer Sessions | 10,024 | 3,554 | 3,289 | 3,181 |
| Print Items Held | 66,454 | | | |
| Electronic Books | 1,914,235 | | | |
| Physical Audio Materials | 5,868 | | | |
| Online Video Materials | 13,972 | | | |
| Staff FTE | 8.3 | | | |
| Volunteer FTE | 7.1 | | | |

| PERFORMANCE/WORKLOAD MEASURES | TOTAL Q3 | January '17 | February '17 | March '17 |
|--------------------------------------|-----------------|--------------------|---------------------|------------------|
| Library Cardholders | 24,409 | 24,083 | 24,261 | 24,409 |
| Library Visits | 41,207 | 13,670 | 12,710 | 14,828 |
| Items Circulated | 47,451 | 24,370 | 23,081 | 24,916 |
| Library Programs | 109 | 36 | 31 | 42 |
| Attendance at Programs | 2,436 | 639 | 719 | 1,078 |
| Public Internet Computer Sessions | 11,394 | 3,572 | 3,705 | 4,117 |
| Print Items Held | 66,192 | | | |
| Electronic Books | 2,178,823* | | | |
| Physical Audio Materials | 5,360 | | | |
| Online Video Materials | 14,574 | | | |
| Staff FTE | 9.8 | | | |
| Volunteer FTE | 7.5 | | | |

* Enki=This online resource provides unlimited access to many of its ebooks. As such, a formula has been created by the source to provide a number of available titles. If preferred, we can provide number of unique titles which will be a much lower number.

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 (YSC)--Attend monthly board meetings | Ongoing | Ongoing | Ongoing | |
| REC Foundation--Establish timeline for completion of BSP endowment projects | Initiated | Ongoing | Ongoing | |
| YMCA--Assist YMCA with Youth Basketball Program | | Initiated | Complete | |
| Youth Sports Council (YSC)--Establish quarterly meetings with President | | Initiated | Ongoing | |
| Paso Adult Softball Organization (P.A.S.O.)--Establish quarterly meetings with board members | | Initiated | Ongoing | |
| Goal 2: Evaluate current outsourcing agreements. | | | | |
| Strategy: | 1st Qtr | 2nd Qtr | 3rd Qtr | 4th Qtr |
| Senior Volunteer Services (SVS)--Review and update Outsourcing Agreement | Complete | Done-1st Qtr. | Done-1st Qtr. | |
| YMCA--Participate in community survey re: programs at Centennial Park | Complete | Done-1st Qtr. | Done-1st Qtr. | |
| Senior Volunteer Services (SVS)--Establish quarterly meetings | | Initiated | Ongoing | |
| YMCA--Establish quarterly meetings with Staff | | Initiated | Ongoing | |
| Goal 3: Increase the professional development of staff by funding attendance at workshops. | | | | |
| Strategy: | 1st Qtr | 2nd Qtr | 3rd Qtr | 4th Qtr |
| FEMA Emergency Response Training-- Recreation Manager attended 1-week course | Complete | Done-1st Qtr. | Done-1st Qtr. | |
| Customer Service Training -- all staff | Ongoing | Ongoing | Ongoing | |
| CPRS California Aquatics Management School-- Recreation Manager attended 3-day course | | Complete | Done-2nd Qtr. | |
| Supervisors Transition & Readiness Training - Recreation Marketing Coordinator | | Complete | Done-2nd Qtr. | |
| Goal 4: Maximize City revenue. | | | | |
| Strategy | 1st Qtr | 2nd Qtr | 3rd Qtr | 4th Qtr |
| \$100,000 Endowment Fund established for City Park playground maintenance | Complete | Ongoing | Ongoing | |
| Increased field rental fees | Complete | Done-1st Qtr. | Done-1st Qtr. | |
| \$7,000 grant received from the REC Foundation for youth activity scholarships | Ongoing | Complete | Done-2nd Qtr. | |
| How-To-Saturday collaboration with Library Division promoted contract classes | Complete | Done-1st Qtr. | Done-1st Qtr. | |
| \$1,899 donated by MLK Event sponsors to enhance the event and add a community march | | Complete | Done-2nd Qtr. | |
| Increased Barney Schwartz Park tournament fees | | Complete | Done-2nd Qtr. | |
| \$5,000 grant awarded from the REC Foundation for a Norris Gymnasium Scoreboard | | | Complete | |
| \$1,500 donated by Taco Bell & The REC Foundation for the Taco Bell Track Meet | | | Complete | |
| 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 PRUSD field renovation | | Initiated | Complete | |
| Scheduled end-of-season play for afterschool soccer program | | Complete | Done-2nd Qtr. | |
| Co-sponsored MLK Event -- Fee waived for use of Flamson Auditorium | | Complete | Done-2nd Qtr. | |
| Scheduled use of Norris Gym for PRHS and Lewis Middle School Programs | Ongoing | Ongoing | Ongoing | |
| Goal 6: Update Sherwood Master Plan | | | | |
| Strategy | 1st Qtr | 2nd Qtr | 3rd Qtr | 4th Qtr |
| Earmarked \$20,000 in the Sherwood Park renovation fund | | Complete | | |
| Maintenance Division to submit RFP for restroom design | | | | Expected |
| | | | | |
| | | | | |
| Goal 7: Update Recreation portion of the City's General Plan | | | | |
| Strategy: | 1st Qtr | 2nd Qtr | 3rd Qtr | 4th Qtr |
| | | | | |
| | | | | |
| | | | | |

Recreation Division -- Key Metrics

| <u>PERFORMANCE/WORKLOAD MEASURES</u> | <u>FY 2016-17</u> | | | <u>Q1 DATA</u> |
|--------------------------------------|-------------------|---|---------------------|----------------------|
| | <u>TOTAL Q1</u> | <u>JULY '16</u> | <u>AUGUST '16</u> | <u>SEPTEMBER '16</u> |
| Recreation Class Sessions | 1,427 | 576 | 392 | 459 |
| Recreation Class Participants | 9,245 | 2,880 | 2,932 | 3,433 |
| Athletic Field Permits | 850 | 243 | 267 | 340 |
| Community Events | 7 | 4 | 3 | 0 |
| Event Attendees | 11,820 | 5,620 | 6,200 | 0 |
| <u>PERFORMANCE/WORKLOAD MEASURES</u> | <u>TOTAL Q2</u> | <u>OCTOBER '16</u> | <u>NOVEMBER '16</u> | <u>DECEMBER '16</u> |
| Recreation Class Sessions | 1,236 | 438 | 433 | 365 |
| Recreation Class Participants | 7,826 | 3,045 | 2,846 | 1,935 |
| Athletic Field Permits | 690 | 295 | 225 | 170 |
| Community Events | 0 | None this quarter, unless we include NYE, Hospitality Days, or Santa... | | |
| Event Attendees | 0 | | | |
| <u>PERFORMANCE/WORKLOAD MEASURES</u> | <u>TOTAL Q3</u> | <u>JANUARY '17</u> | <u>FEBRUARY '17</u> | <u>MARCH '17</u> |
| Recreation Class Sessions | 1,309 | 430 | 394 | 485 |
| Recreation Class Participants | 11,334 | 4,515 | 3,003 | 3,816 |
| Athletic Field Permits | 584 | 102 | 155 | 327 |
| Community Events | 2 | 2 | None | None |
| Event Attendees | 517 | 517 | N/A | N/A |

Parks & Facilities Maintenance -- Progress on Goals

FY 2016-17 and 2017-18

Major Goals:

| Goal 1: Address maintenance concerns in City parks. | | | | |
|---|-------------|-------------|-------------|----------------------|
| 2016-2017 | | | | |
| Strategy | 1st Qtr | 2nd Qtr | 3rd Qtr | 4th Qtr |
| Replace site furnishings in Royal Oak, Turtle Creek & Oak Creek parks | | Complete | | |
| Replace site furnishings at Sherwood Park. | | In progress | In progress | |
| Repair irrigation in Royal Oak, Turtle Creek , Oak Creek & Sherwood parks. | | | In progress | Scheduled completion |
| Repair field lights and replace bulbs at Barney Schwartz Park (BSP) | | In progress | Complete | |
| Convert BSP site lighting to LED. FY 17/18 | | | | |
| Replace aging irrigation equipment at BSP. | | In progress | In progress | Scheduled completion |
| Resurface Sherwood Park Tennis courts. | | | Complete | |
| Resurface Centennial Park tennis courts. | | | Complete | |
| Repair and replace site furnishings at Centennial Park | | In progress | In progress | Scheduled completion |
| Replace Sherwood Park restrooms - write RFP for park master plan inc. restroom design | | | | Scheduled completion |
| Replace lower playground at BSP | In progress | In progress | In progress | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| Goal 2: Replace HVAC in City facilities. | | | | |
| Strategy: | 1st Qtr | 2nd Qtr | 3rd Qtr | 4th Qtr |
| City Hall | In progress | In progress | In progress | |
| Senior Center | In progress | In progress | In progress | |
| Centennial Park | In progress | In progress | In progress | |
| | | | | |
| | | | | |
| | | | | |
| Goal 3: Rehabilitate Larry Moore Park. | | | | |
| Strategy: | 1st Qtr | 2nd Qtr | 3rd Qtr | 4th Qtr |
| Replace playground equipment. | | In progress | In progress | |
| Repair restrooms. | In progress | In progress | In progress | |
| Replace site furnishings. FY 17/18 | | | | |
| | | | | |
| Goal 4: Establish tree-trimming protocol. | | | | |
| Strategy | 1st Qtr | 2nd Qtr | 3rd Qtr | 4th Qtr |
| Determine action plan and receive approval | | Complete | | |
| Begin City-wide GPS tree inventory program | | | Complete | |
| Trim trees using a combination of in-house and contractor resources | | In progress | In progress | Ongoing |
| | | | | |
| Goal 5: Address needed upgrades in downtown area. | | | | |
| Strategy | 1st Qtr | 2nd Qtr | 3rd Qtr | 4th Qtr |
| Determine priorities and develop potential plans | In progress | In progress | Complete | |
| | | | | |
| | | | | |
| Goal 6: Reestablish janitorial service for City facilities. | | | | |
| Strategy | 1st Qtr | 2nd Qtr | 3rd Qtr | 4th Qtr |
| Engage contractor for park restroom facilities | Complete | | | |
| Engage contractor for Centennial Park and City Hall facilities | | Complete | | |
| | | | | |

Parks & Facilities Maintenance -- Key Metrics

| <u>PERFORMANCE/WORKLOAD MEASURES</u> | <u>TOTAL Q2</u> | <u>TOTAL Q3</u> | <u>% Complete</u> |
|---|-----------------|-----------------|-------------------|
| Parks Maintenance | | | 78% |
| Requests for Service | 21 | 60 | |
| Requests for Service Complete | 20 | 43 | |
| Facility Maintenance | | | 89% |
| Requests for Service | 87 | 150 | |
| Requests for Service Complete | 78 | 134 | |
| Landscape & Lighting District | | | 79% |
| Requests for Service | 36 | 25 | |
| Requests for Service Complete | 30 | 18 | |
| Graffiti Abatement | | | 100% |
| Requests for Service | | 148 | |
| Requests for Service Complete | | 148 | |
| Combined Maintenance Response Rate | | | 89% |

| | |
|---------------|-----|
| Trees Planted | 16 |
| Trees Trimmed | 269 |
| Trees Removed | 7 |

New Initiatives - Service Contracts

| | Initiated | Status |
|---|------------------|---------------|
| Open Space Disking & Trimming | Q3 | In progress |
| City Tree Inventory | Q3 | Complete |
| BSP Sports Field Lighting | Q3 | Complete |
| Tree Trimming on Riverglen Drive | Q3 | In progress |
| Oak Tree Trimming | Q2 | In progress |
| Median/Parkway Landscape Maintenance | Q2 | Ongoing |
| Litter Container Service | Q2 | Ongoing |
| Facility Janitorial | Q2 | Ongoing |
| Landscape & Lighting District Maintenance | Q2 | Ongoing |
| Park Restroom Janitorial | Q1 | Ongoing |

New Initiatives - Repair/Rehabilitation Contracts

| | Initiated | Status |
|--|------------------|---------------|
| Siemens HVAC/Lighting Project (construction) | Q3 | In progress |
| BSP Sports Field Netting | Q3 | In progress |
| City Park Playground Lighting | Q3 | In progress |
| Tennis Court Repair | Q2 | Complete |
| Larry Moore Park Restroom Rehab & Playground Replacement | Q2 | In progress |
| Barney Schwartz Park Lower Playground Replacement | Q1 | In progress |

Community Development Department

3rd Quarter Report

May 2, 2017



COMMUNITY DEVELOPMENT DEPARTMENT

Quarterly Update Report 5/2/17

Planning and City Engineer Metrics

FY 2017 and 2018

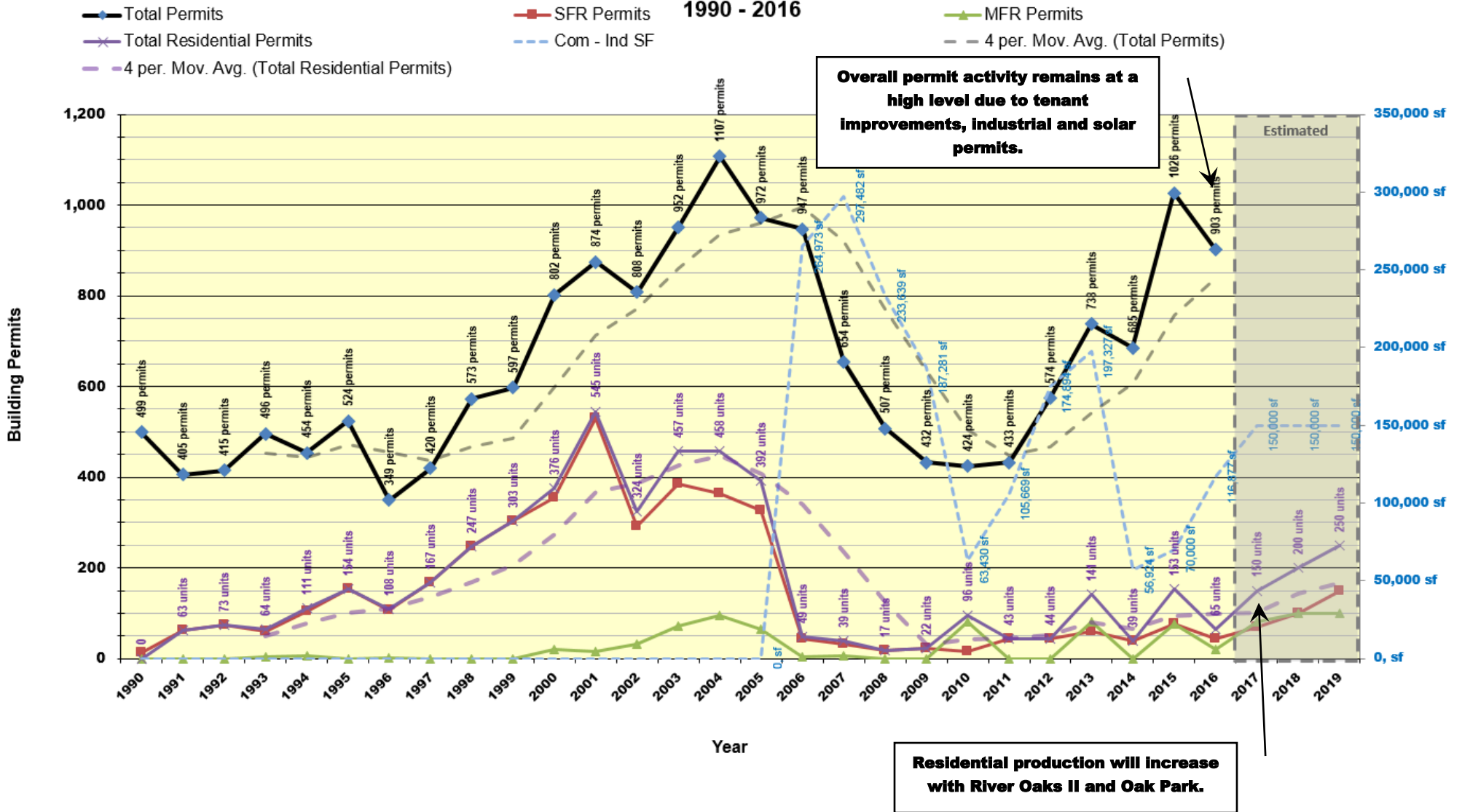
| Department Goals | Status |
|--|---|
| River Oaks II General Plan / specific plan amendment completion | <ul style="list-style-type: none"> • Specific plan amendment approved by City Council on June 21, 2016. • Bulk lot tentative tract map approved by Planning Commission on 9/28/16. • Applicant currently preparing small lot tract map / grading plans |
| Wisteria Road Business Park General Plan amendment completion | <ul style="list-style-type: none"> • General plan amendment approved by City Council on 8/2/16. • Applicant currently working on final map / tract improvement plans |
| Bicycle / Pedestrian Plan Update | <ul style="list-style-type: none"> • Consultant contract award on 5/2/17 agenda |
| Additional Hotel and Lodging Project Approvals | |
| <ul style="list-style-type: none"> • Oxford Suites construction – 4th Street | <ul style="list-style-type: none"> • Grading permits have been issued. |
| <ul style="list-style-type: none"> • Hyatt Place Hotel – Theater Drive | <ul style="list-style-type: none"> • EIR has been released for public review. • Shared access agreement under review • Planning Commission / City Council hearing Spring 2017 |
| <ul style="list-style-type: none"> • Marriott Residence Inn – Union Road | <ul style="list-style-type: none"> • Approved by City Council on 5/17/16. • Planning Commission approved Fairfield Inn flag change on 1/24/17. |
| <ul style="list-style-type: none"> • Links RV Park – Jardine Road | <ul style="list-style-type: none"> • Planning Commission hearing on 2/28/17. • Appeal to City Council scheduled for 6/6/17. |
| <ul style="list-style-type: none"> • Pine Street Promenade Hotel redesign | <ul style="list-style-type: none"> • On-going meetings with applicant regarding major project redesign. • Staff reviewing revised site plan submitted on 2/17/17 |
| <ul style="list-style-type: none"> • Sensorio Discovery Garden Project | <ul style="list-style-type: none"> • San Joaquin Kit Fox mitigation requirement resolved with California Department of Fish and Wildlife. Phase I site improvement in process. • Working with applicant to resolve Caltrans encroachment permit issues. |
| <ul style="list-style-type: none"> • Cava RV Park – Golden Hill Road | <ul style="list-style-type: none"> • Under construction. September 2016 construction kick-off meeting. |
| <ul style="list-style-type: none"> • Black Oak Lodge – Black Oak Drive | <ul style="list-style-type: none"> • Planned development 1st application review complete • Applicant responding to corrections. |
| <ul style="list-style-type: none"> • Destino Resort Amendment – Airport Road | <ul style="list-style-type: none"> • Continued by Planning Commission on 10/11/16 due to traffic mitigation questions. • Planning Commission recommendation 12/13/16. • Approved by City Council on 1/17/17. |
| Beechwood Specific Plan public outreach, specific plan process and approval | <ul style="list-style-type: none"> • Site plan and specific plan comments issued on 3/28/17. • Specific plan Ad Hoc Committee appointed by City Council. |
| Uptown / Town Center Specific Plan implementation | <ul style="list-style-type: none"> • 36th Street apartment approved • Uptown Center ready to final, reimbursement agreement amendment approved by City Council. |
| Oak Park Housing Project - phase III | <ul style="list-style-type: none"> • Phase 3 fee deferral approved by City Council on 2/7/17. |
| Chandler Ranch specific plan | <ul style="list-style-type: none"> • 2/21/17 – City Council authorized GPA process to create a South Chandler Ranch specific plan. |

| | |
|---|---|
| | <ul style="list-style-type: none"> Staff working with applicant on timelines and deposits. |
| 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 | complete |
| <ul style="list-style-type: none"> Commercial Development Impact Fees / Needs list updates | Council awarded contacts 12/20/17 |
| <ul style="list-style-type: none"> Circulation Element Update | Council awarded contacts 12/20/17 |
| Short-term rental task force and policy | <ul style="list-style-type: none"> Recommendation to City Manager 9/7/16 City Council forwarded to Planning Commission for hearings on 1/31/17 |
| New "Building Permit" Software system (Building, Planning, City Engineer, Code Enforcement, Stormwater) | <ul style="list-style-type: none"> Contract approved by City Council on 9/20/16 Consultant submitted system configuration documents to City on 2/10/17 |
| Continued improvement of Building Division plan check process | 14 Building Division Liaison meeting held. |
| Continued improvement of customer service | On going |
| 46 West Gateway Vision Plan | Draft plan complete |
| 46 East / Airport Road Circulation Program | <ul style="list-style-type: none"> City Council workshop 9/15/16 Circulation Element update authorized on 12/20/16 |
| City Hall floor plan / front counter redesign | Pending |
| Staff transition plans | <ul style="list-style-type: none"> Building Division Administrative Assistants position filled. City Engineer position currently being advertised to replace John Falkenstien retirement. |
| Contractor inspector program | Pending |
| Downtown alleyway enhancement program | <ul style="list-style-type: none"> In process with Main Street Downtown Refresh program Review solid waste and grease storage options |
| Chamber of Commerce / Main St. Outreach program | <ul style="list-style-type: none"> W. Frace appointed to 2017 Chamber of Commerce board |

Building Division Metrics

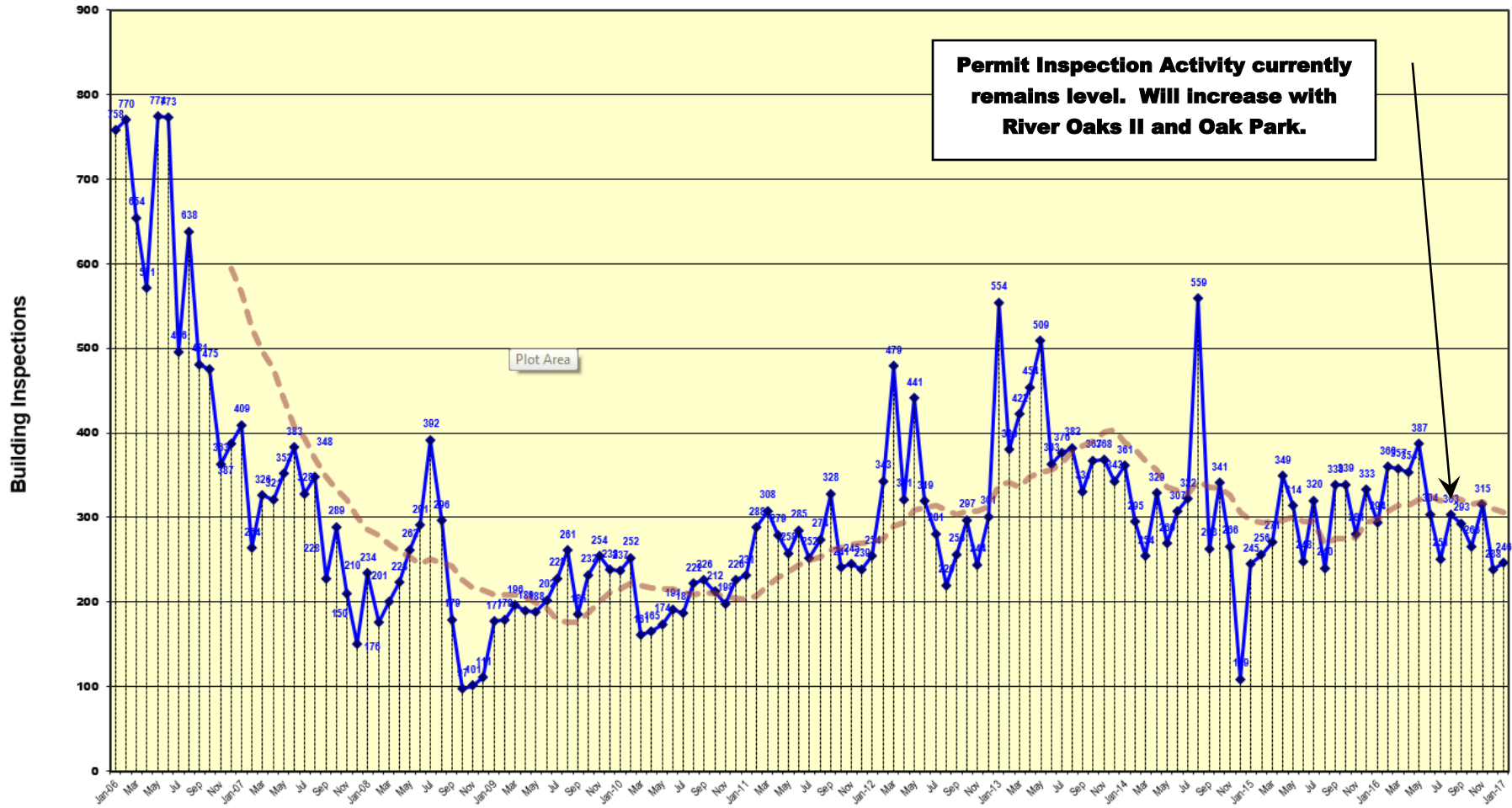
Annual Permit Volumes

Paso Robes Building Permits Annual Permit Volumes and Residential Unit Production 1990 - 2016



Annual Building Inspection Volumes

City of Paso Robles Monthly Building Inspection Activity Trends 2006 - 2017



Annual Permit Valuation

Building Permit Valuations All Permit Types

