



# Council Agenda Report

**From:** Ryan Cornell, Finance Manager  
**Subject:** Quarterly Budget Report – 4<sup>th</sup> Quarter Fiscal Year 2016-17  
**Date:** November 22, 2017

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## Facts

1. In accordance with the City Code and 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 fourth quarter of Fiscal Year (FY) 2016-17 ending June 30, 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

This unaudited financial report completes the 2016-17 fiscal year for the City of Paso Robles. This report concentrates on the General and Enterprise Funds of the City. 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. It should be noted that the amounts represented throughout this report have not been audited and the amounts can change when City staff completes annual year-end adjustments.

With the fiscal year complete, GF received revenues totaled \$39.3 million and expenditures totaled \$37.8 million.

<b>Changes in General Fund Balance – FY 2016-17</b>	<b>Budget</b>	<b>Actual</b>	<b>Percent Rec’d/ Expended</b>
Revenues*	40,517,343	40,989,160	101.2%
Expenditures*	45,540,550	41,394,464	90.1%
Change in Fund Balance	(5,023,207)	(405,304)	
Fund Balance, Beginning of Year	28,732,132	28,732,132	
Fund Balance, End of Year	23,708,925	28,326,828	

\* Includes inter-fund transfers in and out

## Section 1 – General Fund Revenues

The City’s total General Fund revenues are projected to end the fiscal year at \$41.0 million, approximately \$500,000 more than what was originally estimated. The City exceeded the budgeted revenues in all of the top six revenue sources. Sales, property, and transient occupancy tax revenues were anticipated to be \$28 million with actual revenues received at \$29.6 million.

Several smaller revenue sources came in under budget. These include:

- **Grant Revenues:** Grant revenues received by the City are typically reimbursable in that revenue is recognized when the expense is made or incurred. The City has approximately \$1.5 million in grant funding available, but as discussed further in the report, expenses for these projects have not been incurred.
- **Interest Income:** The City is required per Governmental Accounting Standards Board (GASB) to report its investments at fair market value. This fiscal year's adjustment had a negative impact to interest revenues and as a result came in approximately \$500,000 less than budgeted revenues.

Five of the top six revenue sources also came in at levels higher than the prior year, as summarized in the following table:

Revenue Source	FY 2015-16	FY 2016-17	Increase/ (Decrease)	Percent Increase/ (Decrease)
Sales Tax	\$ 12,538,443	\$ 14,499,567	\$ 1,961,124	16%
Property Taxes	11,009,178	9,734,032	(1,275,146)	(12)%
Transient Occupancy Tax	4,740,344	5,417,254	676,910	14%
Franchise Fees	2,541,327	3,078,163	536,836	21%
Licenses & Permits	1,322,970	1,602,908	279,938	21%
Charges for Services	966,572	1,251,097	284,525	29%

These six revenue sources comprise of 87% of the total revenue the City received in the FY 2016-17. Details on each of these six sources are provided below:

**Sales Tax:** Bradley-Burns Sales Tax of \$14.5 million includes 12 months of revenue and includes the May and June's apportionment despite it being actually received in July and August. Sales tax revenue has increased by approximately \$2.0 million when compared to FY 2015-16. This is primarily due to the conclusion of the State's triple flip tax swap. Revenues previously collected through property taxes are now collected through sales tax.

In 2012, Paso Robles voters authorized a 12-year ½ cent sales tax increase commonly known as the Supplemental Sales Tax. For the FY 2016-17, \$4.6 million was received. Although this was a general tax measure, such that the revenues can be used for any purpose, the City has committed to use at least as much revenue as is generated by the Supplemental Sales Tax to accomplish street and road maintenance and repairs.

**Property Tax:** Property tax revenues totaled \$9.7 million for the FY 2016-17. This represents a 12% decrease when compared to FY 2015-16 and is due to the conclusion of the State's triple flip tax swap mentioned above. The two taxes together increased by a net 3.0% from the prior year.

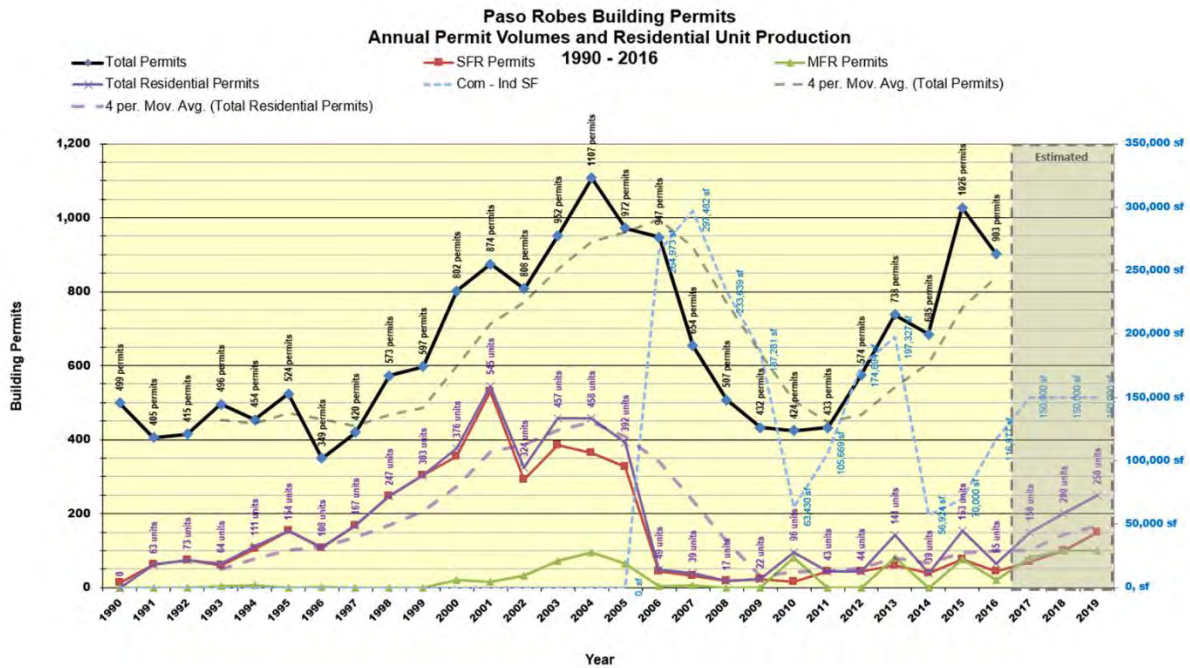
**Transient Occupancy Tax:** Transient occupancy tax (TOT), commonly known as Hotel Tax, was forecasted to reach \$4.7 million. Actual revenue received for the year totaled \$5.4 million. This is due to both a good year for tourism and also the addition of short-term rentals that had not been previously paying TOT.

**Franchise Fees:** Franchise fees received for FY 2016-17 totaled \$3 million, a 21% increase from the previous fiscal year. This is mainly attributed to the charges the Sewer Fund now incurs for its sludge disposal. This fee was not charged previous to FY 2016-17.

**Licenses & Permits:** Building permit fees ended FY 2016-17 at \$815,000, \$37,500 over budget. Referring to the graph on the following page, there appears to be a two-year cycle with residential permits since the recession, which indicates the City is likely to see a bump in activity this year.

Business licenses have steadily increased over the past 5 years and reached \$784,000 in FY 2016-17. This represents a 55% increase when compared to the 2015-16 fiscal year.

**Charges for Current Services:** The City does charge some users for the services it receives. Charges for current services includes Community Development’s plan check fees, Engineering’s inspection fees and Recreation program activity fees. The City received approximately \$1.25 million in these type of fees charged to its users. It was anticipated that the City would receive less than \$1 million.



**Section 2 – General Fund Expenditures**

GF expenditures ended the fiscal year lower than appropriated. This is mainly due to unanticipated lower operating costs and capital expenditures that are still in process.

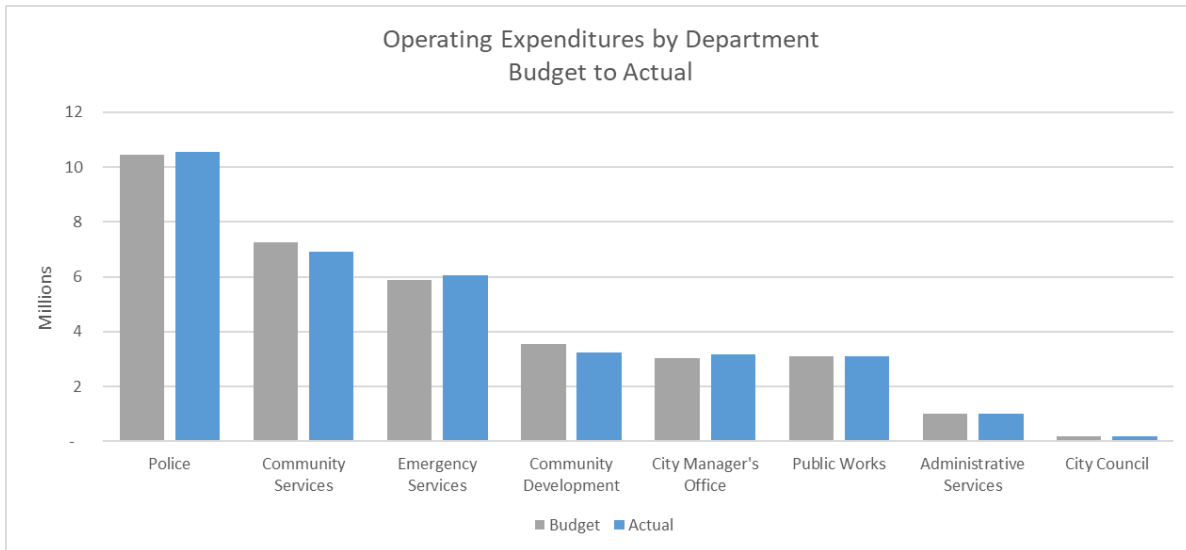
Expenditure Type	Appropriated Budget	Expended	Over/ (Under) Budget	% Expended
Salary & Benefits	20,921,805	25,098,541	4,176,736	120%
Operations	9,561,880	8,036,976	(1,524,904)	84%
Debt Service	587,833	592,168	4,335	101%
Capital Expenditures	14,295,382	7,502,279	(6,793,103)	52%
Misc./Transfers Out	173,650	164,500	(9,150)	95%
<b>Total</b>	<b>45,540,550</b>	<b>41,394,464</b>	<b>(4,146,086)</b>	<b>91%</b>

Key variances include:

- Salary & Benefits: City Council authorized a payment of \$5.0 million (\$2.5 million directly to PERS and \$2.5 million into a Section 115 Trust) to pay towards the City’s unfunded pension liability. However, the City Council did not formally authorize a change to the appropriated budget. As such, salaries and benefits are shown as over budget. If the payment of \$5.0 million is taken into consideration, salaries and benefits would have been approximately \$900,000 under

appropriations. It also should be noted that the \$2.5 million held in the Section 115 trust is reported as an expense in the General Fund but also as an asset in the City's Fiduciary Fund for financial reporting purposes.

- Operations: As stated in previous quarterly reports, expended legal and other professional services were less than anticipated by approximately \$700,000. Fleet repairs and maintenance costs also came in under budget, by approximately \$350,000.
- Capital Expenditures: Typically, capital projects are expensed over the course of several years. This is the reason for the under budget of capital expenditures of \$6.8 million shown above. Many of these project budgets will be carried-over into the 2017-18 fiscal year as project costs are still ongoing.



GF operating expenditures by department for FY 2016-17 show that departments have ended the fiscal year at or near their budgeted appropriations and that the expenditure savings in total are directly associated with ongoing capital expenditures and projects. Had the City formally appropriated additional funds for the \$5.0 million payment towards pension expense, all departments would have spent less than appropriated.

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

Project Description	Budget	Expended	%	Project Status
21 <sup>st</sup> Street Green Update	40,666	480	1%	Completed
Spring St – 16 <sup>th</sup> St to 24 <sup>th</sup> St	200,000	-	0%	Completed
12 <sup>th</sup> St – Spring St to Fresno St	956,014	121,343	13%	Completed
Scott St – Creston Rd to Airport Rd	887,154	9,590	1%	Completed
Creston Rd – Golden Hill to Oak Meadows	390,000	278,965	72%	Completed
Union Rd – Golden Hill to Hwy 46	1,454,674	898,633	62%	Completed
Spring St – 1 <sup>st</sup> St to 15 <sup>th</sup> St	2,795,240	3,405,868	122%	Completed

Project Description	Budget	Expended	%	Project Status
Creston Rd – South River Rd to Rolling Hills	1,330,608	88,133	7%	In Design
Sherwood Rd – Creston Rd to Linne Rd	302,637	89,273	29%	In Design
Spring St – 24 <sup>th</sup> St to 36 <sup>th</sup> St	100,000	24	<1%	In Design
Vine St – 1 <sup>st</sup> St to 36 <sup>th</sup> St	80,015	49,514	62%	In Design
City Park Repair Project	279,328	238,483	85%	Playground Lighting Remaining
Road Maintenance (Gas Tax)	144,940	159,994	110%	Completed
24 <sup>th</sup> Street Bridge Rehabilitation	833,714	128,715	15%	In Design
Annual Slurry and Chip Seal	430,938	393,396	91%	Completed
Sherwood Park Restroom	115,000	-	0%	On-Going
Neighborhood Park Rehabilitation	23,500	16,445	70%	On-Going
Sherwood Park Rehabilitation	32,000	8,037	25%	On-Going
Annual Street Tree Trimming	250,000	18,202	7%	On-Going
Centennial Park Rehabilitation	60,000	69,505	116%	Completed
HVAC and Lighting Projects (various locations)	460,000	1,570	<1%	Underway
13 <sup>th</sup> St – Park to Pine Pedestrian Improvements	120,000	28,566	24%	In Design
East Side Street Rehabilitation	66,151	28,739	43%	In Design & Bid
Building Permit System	403,000	243,086	60%	Underway
Audio Video Equipment – Safety Center	89,000	90,045	101%	Completed
Breathing Air Compressor	65,300	64,189	98%	Completed
SLO County Off-Highway Vehicle	9,000	8,496	94%	Completed
Annual Crack Filling/Sealing Program	100,000	-	0%	Completed
Annual Pavement Striping Program	50,000	17,538	35%	Completed
Annual Sidewalk and Curb Ramp Replacement	50,000	97,434	195%	Completed
Annual Slurry and Chip Seal Program	400,000	365,753	91%	Completed & Bid (Westside)
Annual Hot Spot Street Repairs	100,000	40,896	41%	Completed
Pavement Condition Index Report	50,000	49,795	100%	Completed
Bump Removal at Airport	100,000	87,259	87%	Completed
Union Rd – Hwy 46 East Bike Path at South River Road	873,692	102,160	12%	Completed
Various Department Specific Projects	97,799	12,925	13%	Completed
	795,018	778,132	98%	Completed

Project Description	Budget	Expended	%	Project Status
Annual IT Replacement	295,100	102,263	35%	Underway
Annual Vehicle Replacement	191,000	134,939	71%	Completed
Total Capital Expenditures	15,021,488	8,228,385	55%	

**Section 3 – Enterprise Funds – Operating Budget**

**Water Fund:** The Water Fund had originally anticipated its ending fund balance to be \$4.4 million at June 30, 2017. It is now projected to end the fiscal year at \$8.0 million. Water fund revenues totaled \$12.0 million at the end of the fiscal year and is \$2.9 million less than projected. This is primarily because ratepayers continue to conserve water, using less than the amounts used in FY 2012-13. Regardless, revenues have increased by 12%, or \$1.3 million, when compared to revenues received in FY 2015-16.

Water fund expenditures ended the fiscal year at \$12.2 million and were \$6.4 million under budget. Expenditures are below budget mainly due to capital expenditure projects that are in process, vacant positions that took time to fill, and generally keeping expenses at a minimum while water consumption is low. The Water and Sewer managers have specifically kept their expenses under the budgeted amounts to match the actual revenues received.

Water Fund	Budget	Actuals	Percent
Revenues	14,904,000	12,011,843	81%
Expenditures			
Salary & Benefits	2,648,307	2,147,602	81%
Operations	5,178,003	3,562,552	69%
Debt Service*	3,937,354	5,493,063	140%
Capital Expenditures	6,835,300	967,777	14%
Transfers Out	43,200	43,200	100%
Total Expenditures	18,642,164	12,214,194	66%

\* Includes a \$5 million payment to San Luis Obispo County for the Nacimiento Pipeline Project.

The chart on the following page presents the projects that are included under the capital expenditure section, which is below the projected budget by \$6.4 million at the end of the fiscal year. This is mainly due to projects that have not yet been initiated or are in process at this time.

Project Description	Budget	Expended	%	Project Status
Various Well Rehabilitation	2,142,957	16,202	<1%	Underway
Annual Pipeline Replacement	576,564	381,533	66%	Underway
Drill New Wells	750,000	-	0%	Placeholder for Emergencies
Nacimiento Water Treatment Plant	1,526,456	22,500	1%	Completed
Meter Replacements	42,400	-	0%	Ongoing
Private Well Meters	65,000	-	0%	On Hold for SGMA
Fiber Optic Network	25,000	-	0%	Underway
Airport Waterlines	172,200	-	0%	In Design
Water Tank Coating	116,497	106,332	91%	Ongoing
21 <sup>st</sup> Street Reservoir	1,392,800	120	<1%	In Design
Urban Water Management Plan	25,426	10,311	41%	Completed

Project Description	Budget	Expended	%	Project Status
Various Equipment and Improvements	502,550	430,779	86%	Underway
<b>Total Capital Expenditures</b>	<b>7,337,850</b>	<b>967,777</b>	<b>14%</b>	

**Sewer Fund:** The Sewer Fund had originally anticipated its ending fund balance to be approximately \$750,000 at June 30, 2017. It is now projected to end the fiscal year at \$12.4 million. Sewer fund revenues of \$11 million are \$300,000 over originally estimated. In addition, revenues have increased by 11%, or \$1 million, when compared to revenues received in FY 2015-16.

Sewer fund expenditures ended the fiscal year at \$10.2 million and are under budget by \$11.4 million. Expenditures are below budget mainly due to capital expenditures projects that are in process, vacant positions that took time to fill, and keeping operating expenses low during times of low water use. Debt service includes a \$1.7 million payment in September to the State Water Resources Control Board for the Wastewater Treatment Plant.

Sewer Fund	Budget	Actuals	Percent
Revenues	10,728,433	11,042,858	103%
Expenditures			
Salary & Benefits	3,097,009	2,805,857	91%
Operations	4,052,295	3,297,990	81%
Debt Service	2,832,558	1,947,112	69%
Capital Expenditures	11,497,151	2,069,629	18%
Transfers Out	59,200	59,200	100%
<b>Total Expenditures</b>	<b>21,538,213</b>	<b>10,179,788</b>	<b>47%</b>

The following chart presents the projects that are included under the capital expenditure section, which is below the projected budget by \$9.4 million at the end of the fiscal year. This is mainly due to projects that have not yet been initiated or are in process at this time.

Project Description	Budget	Expended	%	Project Status
Tertiary Treatment Facility- Recycled Water	5,692,908	1,031,778	18%	Underway
Lift Station Upgrades	429,400	32,350	8%	Underway
Westside Sewer Line Rehabilitation	300,000	-	0%	Completed
Old Sewer Line Replacement	1,484,924	442,932	30%	Completed
Sewer Facility Rehabilitation	1,934,369	184,366	10%	Completed
Recycled Water Distribution Project	1,065,000	345,562	32%	Design
Fiber Optic Network	45,000	-	0%	Underway
Airport Sewer Pipelines	401,800	-	0%	Design
Various Equipment and Improvements	143,750	32,641	23%	Underway
<b>Total Capital Expenditures</b>	<b>11,497,151</b>	<b>2,069,629</b>	<b>18%</b>	

**Airport Fund:** The Airport Fund had originally anticipated its ending fund balance to be deficit \$4.5 million at June 30, 2017. It is now projected to end the fiscal year at \$2.7 million. Airport fund revenues of \$1.7 million are \$1.6 million lower than anticipated. This is due to the nature of FAA grant receipts and related expenses. Meaning, when projects are expenses, grant revenue can be recognized. It was

anticipated that the City would receive \$2.1 million in FAA grant revenues but only was able to recognize just under \$500,000. These revenue estimates will be carried into the next fiscal year.

Airport fund expenditures at the end of the fiscal year totaled just under \$1 million. There were numerous capital expenditures appropriated but not yet spent in FY 2016-17 (see below).

<u>Airport Fund</u>	<u>Budget</u>	<u>Actuals</u>	<u>Percent</u>
Revenues	3,250,432	1,696,809	52%
Expenditures			
Salary & Benefits	133,962	165,356	123%
Operations	355,178	293,638	83%
Debt Service	22,980	22,980	100%
Capital Expenditures	9,226,436	459,335	5%
Transfers Out	13,200	13,200	100%
Total Expenditures	<u>9,751,756</u>	<u>954,509</u>	<u>9%</u>

The following chart presents the projects that are included under the capital expenditure section that are a total of \$8.8 million below the projected budget by for the fiscal year.

<u>Project Description</u>	<u>Budget</u>	<u>Expended</u>	<u>%</u>	<u>Project Status</u>
Taxiway C Extension	1,600,000	-	0%	FAA*
Runway 19 Extension	150,000	-	0%	FAA*
Taxiway Rehabilitation Construction	2,964,273	427,996	14%	Completed
Runway 19 Rehabilitation	14,800	-	0%	Completed
Access Road Design	70,000	-	0%	Underway
Fuel Island	74,463	-	0%	Completed
Taxiway A & F Design	11,737	-	0%	Completed
Terminal Apron Rehabilitation	3,800,000	-	0%	FAA*
Taxiway A & F Construction	56,165	-	0%	Completed
Taxiway B-E Rehabilitation Design	34,998	31,339	90%	Completed
Propeller Dr. Extension w/ Sewer Extension	200,000	-	0%	Plan for Environmental Study
Ramp Resurfacing Project	100,000	-	0%	In Design
4860 Wing Way Project	150,000	-	0%	Underway
Total Capital Expenditures	<u>9,226,436</u>	<u>459,335</u>	<u>18%</u>	

\* The FAA requires the City to show all grant requested projects in the budget, even though the grant has not been approved or received.

**Fiscal Impact**

None.

**Recommendation**

1. Receive and file the report, providing any direction or requests for future reports, to ensure they meet Council needs; and
2. Approve Resolution #17-XXX appropriating \$5.0 million from the General Fund reserves to properly account for the prepaying of pension costs in FY 2016-17.



**Attachments**

1. Department-by-department fourth quarter performance metrics.
2. Resolution #17-XXX

# City Managers Office

4th Quarter Report  
November 21, 2017



# City Managers Office -- Q-4 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.

<b>Administration</b>				
<b>Goal 1: Develop and Expand Civic Engagement</b>				
Strategy	Complete	In Progress	To Be Completed	Notes
Research / Choose Community Survey tool	X			National Research Center, Inc. retained
Implement Community Survey		X		NRC Survey will launch October 2017
Program development based on survey results			X	Target - 3rd Quarter FY17-18
Implement City-wide CRM Software and services - customer relationship management		X		Combining with Website Redesign
<b>Tourism</b>				
<b>Goal 2: Develop "next level" North County Tourism strategy</b>				
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 Services retained - launches October 2017
Develop Tourism Infrastructure Program	X			TPRA contribution of \$20K initiated the program
<b>Human Resources</b>				
<b>Goal 3: Build capacity in the Human Resources Division</b>				
Strategy	Complete	In Progress	To Be Completed	Notes
Present HR Volunteer Coordinator position duties/framework to City Council	X			Recruitment in process
Hire part-time assistance for temporary capacity building	X			Retained temp help for 6 months
Hire HR Coordinator		X		Target - 2nd Quarter FY17-18
<b>Goal 4: Develop Organization-wide Leadership Development program</b>				
Strategy	Complete	In Progress	To Be Completed	Notes
Utilize Centre for Organizational Effectiveness -- City-wide Staff training/development		X		On-going. Training is reaching all employee levels
Develop customized internal program for Paso Robles			X	Reliant on building HR capacity
Safety / State Mandated Training -- all staff		X		On-going
<b>Goal 5: Support City-wide Volunteer Program</b>				
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	Tied to Goal 1 - Civic Engagement development
<b>City Clerk</b>				
<b>Goal 6: Implement new File Retention / Document Management program</b>				
Strategy	Complete	In Progress	To Be Completed	Notes
Update City's File Retention Policy		X		Update launches Q2 FY17-18 w/Gladwell Services
Retention Program development and implementation			X	Target - 3rd Quarter FY17-18
Research / Choose document management software		X		Target - 3rd Quarter FY17-18
<b>Information Technology</b>				
<b>Goal 7: Conduct Cyber Security Audit</b>				
Strategy	Complete	In Progress	To Be Completed	Notes
RFQ / Identify appropriate vendor to conduct audit			X	Target - 4th Quarter FY17-18
<b>Goal 8: Update IT Master Plan</b>				
Strategy	Complete	In Progress	To Be Completed	Notes
RFQ / Identify appropriate vendor to assist in Master Plan			X	Target - 4th Quarter FY17-18
<b>Other Projects</b>				
<b>Goal 10: City Hall / Lobby clean up &amp; remodel</b>				
Strategy	Complete	In Progress	To Be Completed	Notes
Comprehensive cleaning and reorganization of all city hall workspaces and public areas		X		Target - 2nd Quarter 17/18
Develop concept for lobby remodel - welcoming / info friendly -- safe, efficient and engaging environment			X	Target - 2nd Quarter 17/18

City Managers Office -- Key Metrics

PERFORMANCE/WORKLOAD MEASURES	FY 2016-17				FY 2016-17				FY 2016-17				FY 2016-17			
	TOTAL Q1	JULY '16	AUGUST '16	SEPTEMBER '16	TOTAL Q2	OCTOBER '16	NOVEMBER '16	DECEMBER '16	TOTAL Q3	JANUARY '17	FEBRUARY '17	MARCH '17	TOTAL Q4	APRIL '17	MAY '17	JUNE '17
<b>City Clerk</b>																
Public Records Requests	18	9	5	4	11	5	4	2	17	8	5	4	21	8	8	5
Agendas Published	9	2	2	5	9	5	2	2	7	3	2	2	10	3	4	3
<b>Tourism</b>																
Transient Occupancy Tax	\$1,652,215	\$602,549	\$559,487	\$490,179	\$1,181,687	\$466,090	\$415,153	\$300,444	\$989,508	\$263,896	\$312,342	\$413,270	\$1,582,914	\$500,963	\$519,233	\$562,718
BID Marketing Funds	\$297,757	\$106,698	\$102,542	\$88,517	\$207,976	\$81,448	\$72,666	\$53,862	\$177,462	\$47,721	\$56,204	\$73,537	\$278,267	\$89,007	\$90,833	\$98,427
<b>Human Resources</b>																
Employee Recruitments (new & refill)	22	9	5	8	5	2	2	1	54	13	7	34	44	7	16	21
Training Class Attended (seats filled/year)	183	22	109	52	116	61	20	35								
Training/Development Hours									1,122	452	291	379	1,354	358	50	946
Leaves of Absence Managed									43	14	15	14	-	11	15	10
<b>Separations</b>																
Probationary Period Separations									1	0	0	1	0	0	0	0
Retirements									1	0	0	1	3	0	2	1
Involuntary (other than probationary)									0	0	0	0	0	0	0	0
Voluntary									0	0	0	0	3	3	0	0
Seasonal Staff									0	0	0	0	2	0	0	2
<b>Risk Management</b>																
New Work Comp Claims Reviewed/Managed	4	1	0	3	3	1	1	1	10	1	0	9	5	2	1	2
Worker's Compensation - Days Modified Duty									6	0	0	6	112	7	67	38
Worker's Compensation - Days Total Temporarily Disabled									106	31	28	47	91	30	31	30
New General Liability Claims Reviewed/Managed	6	1	2	3	3	1	2	0	12	4	5	3	9	3	3	3
<b>Information Technology</b>																
Desktop Computer Replacement	*0	0	0	0	*0	0	0	0	29	0	0	29	35	29	2	4
Network Servers	*0	0	0	0	*0	0	0	0	10	8	2	0	5	4	0	1
MDC's and Laptops	*0	0	0	0	*0	0	0	0	*0	0	0	0	6	0	2	4
Staff FTE	11.0				11.0				**12				**12			
* Next purchasing cycle Q4 for Laptops																
**Temporary HR Help for 6 months																

# Police Department

4th Quarter Report  
November 21, 2017



## Police Department -- Q-4 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 - <b>New Date June 2017</b>
• 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 - <b>New Date Oct 2017</b>
• 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 - <b>New Date March 2018</b>
• Evaluate body cameras for field personnel		X		Complete by March 2017 - <b>New Date March 2018</b>
• Research and implement a parking program downtown		X		Complete by July 2017 - <b>New Date January 2018</b>
• 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			Q4 DATA		
	JULY '16	AUG '16	SEPT '16	Oct '16	Nov '16	Dec '16	Jan '17	Feb '17	March '17	April '17	May '17	June '17
All Violent Crimes	30	25	33	32	33	30	33	19	29	16	26	27
All Property Crimes	78	85	80	81	72	91	88	68	57	80	78	82
DUI	29	20	16	14	10	12	19	10	12	17	12	14
Traffic Collisions	53	46	41	46	39	47	54	29	45	45	48	38
Traffic Citations	275	242	275	282	272	270	232	280	359	276	315	270
911 Calls Received	1,167	1,083	959	956	869	903	852	790	761	914	1,077	1,099
Business Calls Received	5,395	5,420	4,861	5,082	4,608	4,538	4,763	4,152	4,875	4,563	5,185	5,363

# Emergency Services Department

4th Quarter Report  
November 21, 2017





## Emergency Services -- Progress on Goals

### 4th Quarter Report

**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			
Receive equipment and coordinate installation	X		2/28/17	Completed
Train operators	X		03/31/2017	Completed

#### Goal 2: ES Restructuring Process

Strategy	Complete	In Progress	To Be Completed	Notes
Obtained Council approval for three 56-hour Battalion Chiefs	X	X	02/01/2018	Recruitment has started. Flier posted October 13.
Obtained Council approval for one Fire Prevention Specialist	X	X	02/01/2018	Recruitment has started. Flier posted October 13.
Obtained Council approval to fill vacant Fire Chief position	X	X	05/01/2018	Flier currently under construction.
Obtained Council approval to hire FC and FF for vacant position created from promotions	X	X	02/01/2018	Flier currently under construction.
Reserve Firefighter Program		X	02/01/2018	Currently under development.
Seasonal Firefighter Program		X	02/01/2018	Currently under development.

#### Goal 3: Implement field level EMS data capture

Strategy	Complete	In Progress	To Be Completed	Notes
Secure County grant funding	X			Secured.
Install system		X	05/01/2017	Waiting for SLO County to purchase.
Convert existing data to new system		X	02/01/2018	
Train all employees		X	02/01/2018	

#### Goal 4: Replace OES Fire Engine (no cost)

Strategy	Complete	In Progress	To Be Completed	Notes
Obtain State approval/commitment	X			
Receive transfer and inventory equipment	X			
Develop departmental policy concerning use	X			
Train all employees		X		
New OES fire engine delivery		X		Delayed due to fire activity. Apparatus is ready.

#### 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			TBD	

#### Goal 6: Replace EKG Monitors

Strategy	Complete	In Progress	To Be Completed	Notes
Grant awarded		X	10/20/2017	New EKG monitors have arrived.
Train all employees			11/09/2017	

#### 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		X		Uncertain timeline. Personnel change disruption.
Complete basic training plans and succession planning needs		X	TBD	
Develop all supporting materials, including the complete update of existing curriculum		X		
Provide DISC training to all managers, Fire Captains, and Acting Captains		X	12/04/2017	

#### 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 options for Admin. Analyst			TBD	In process of finding Admin. Analyst from Cal Poly
Complete assessment			TBD	
Council consideration of participating in accreditation process			01/31/2018	

#### Goal 9: Replace Extrication Equipment

Strategy	Complete	In Progress	To Be Completed	Notes
Council approved purchase of new extrication equipment		10/24/2017	11/10/2017	Equipment has been shipped.

#### Goal 9: Replace Front Pad FS 2

Strategy	Complete	In Progress	To Be Completed	Notes
Obtain Council Approval to fix the front pad at FS 2		10/24/2017	03/01/2018	Currently out for bid.

2017 CALLS FOR SERVICE TO DATE		
CALL TYPE	2016	2017
FIRES	117	108
EMS	1833	1815
Public service	344	336
Hazardous Material	63	71
Good Intent	341	394
Fire Alarms	94	132
False Calls	14	10
<b>TOTAL</b>	<b>2806</b>	<b>2866</b>

# Public Works Department

4th Quarter Report  
November 21, 2017



# Public Works Department -- Progress on Goals

FY 2016-17 and 2017-18

<b>Goal 1: Complete work on Spring Street, 1st to 16th</b>					
Strategy	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
Complete construction 1st-10th			Done		
Complete construction 10th-16th				Done	
<b>Goal 2: Complete work on Union, Golden Hill to Hwy 46</b>					
Strategy	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
Complete construction			Done		
<b>Goal 3: Secure Prop 1 grant funds and SRF loan funds for Tertiary Treatment</b>					
Strategy	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
Grant and loan applications completed and successful			Done		
Project advertised for bid			Done		
Bid awarded				Done	
Project commences construction - Completion December 2018				Underway	
<b>Goal 4: Ramp up the street maintenance program with summer crews and more repairs</b>					
Strategy	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
Summer staff secured through labor company or City HR	Done			Done	
Crews change from "patching" to "repairing"		Done			
Several successful repairs completed		Done	Done	Done	
<b>Goal 5: Taxiway resurfacing at the Airport</b>					
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	Underway	
<b>Goal 6: Replacement of old water and sewer lines</b>					
Strategy	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
Design		Underway	Underway		
Public outreach		Underway			
Bid award					
Commence construction					
<b>Goal 7: HVAC and lighting replacements at City Hall, PSC, Centennial, and Senior Center</b>					
Strategy	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
Select Siemens as energy provider		Done			
Council authorizes agreements			Done		
Construction commences				Underway	
<b>Goal 8: Storm drainage retrofit projects</b>					
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				Done	

# Public Works -- Key Metrics

<b>PERFORMANCE/WORKLOAD MEASURES</b>	<b>FY 2016-17</b>			
	<b>TOTAL Q1</b>	<b>TOTAL Q2</b>	<b>TOTAL Q3</b>	<b>TOTAL Q4</b>
<b>Airport Special Events</b>	1	2	1	4
<b>City Trees Trimmed By PW*</b>	42	11*		
<b>Work Orders Handled By PW*</b>	450	129*		
<b>Streets</b>			158	226 (171 compl
<b>Water</b>			1,200	1,160
<b>Water Conservation Rebates</b>	80	97	28	28
<b>Fleet Vehicles Repaired/Service</b>	370	365	435	524
<b>Sewage Spills Per 100 Miles Of Line</b>	0.7	0	1	0

\* 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". Construction is underway.
Union Road - Golden Hill to Hwy 46	\$623,000	\$ -	Ditas	Complete.
Spring Street - 1st to 16th	\$2,600,000	\$1,000,000	Ditas	Complete.
Creston Road - South River to Rolling Hills	\$1,235,000	\$ -	Ditas	Construction is underway.
Sherwood - Creston to Linne	\$200,000	\$2,000,000	Ditas	Final conceptual design has been selected and plans are being prepared. Council will see the design on plan sheets as soon as possible.
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. Will use the results to plan street work for the next several years.
Annual Slurry Seal/Chip Seal - 103	\$750,000	\$750,000	Kristin	Complete.
Annual Crack Filling/Sealing	\$100,000	\$100,000	Freda/Ditas	Complete.
Annual Pavement Striping Marking Refresh	\$50,000	\$50,000	Freda/Ditas	Underway.
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 Hot Spot Repair	\$100,000	\$100,000	Kristin	Construction is underway.
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. To Council 7/13.
Remove Bump at Airport Road	\$100,000	\$ -	Ditas	Completed.
Taxiway Rehab (FAA)	\$1,400,000	\$ -	Roger	Work is underway.
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	Some temporary tenant activity in the office section. Fire Sprinkler (water service) connection is included in the taxiway rehab project. Painting/roof sealing will commence.
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	Part of the Groundwater Sustainability Plan.
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 bond funding options. Design is underway.
Recycled Water Distribution	\$500,000	\$1,000,000	Christopher	Preliminary Design Underway - Final design Begin FY 17/18 - Construction est. 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. Design work is underway.
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. Construction is underway.
SGMA GSA/GSP - Atascadero Sub-basin	Water Fund	N/A	Dick	GSA is established and GSP is underway.
SGMA GSA/GSP - Paso Basin	Water Fund	N/A	Dick	GSA formed. MOA in August. Pre-GSP is underway.
Solar Installations - SunEdison & Onyx	No Out Of Pocket Costs	No Out Of Pocket Costs	Dick	CUP approved for Centennial, Sherwood and Airport - construction is underway.
Energy conservation	N/A	N/A	Dick	\$140,000 per year saved by reconfiguring rate structures with PG&E. Completed.
Airport Leasing Policy	N/A	N/A	Dick	Completed and adopted by City Council.
Airport Rules & Regulations	N/A	N/A	Roger	Completed and adopted by City Council.

# Community Services Department

4th Quarter Report  
November 21, 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

<b>Goal 1: Fulfill the library's fundamental role of ensuring literacy for all ages.</b>				
Strategy	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr
Hire a Children's Librarian		Complete	NA	NA
Implement Every Child Ready to Read			Jan-18	Jan-18
Restore "Mother Goose on the Loose"			Jul-17	Sep-17
Partner with Literacy for Life	Ongoing	Ongoing	Ongoing	Ongoing
<b>Goal 2: Collaborate with Paso Robles Joint Union School District &amp; other agencies to enhance educational opportunities.</b>				
Strategy	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr
Co-sponsor teen substance abuse aversion program			FY18-19	FY18-19
Purchase children's and teens books which compliment District curriculum --Battle of the Books titles	Complete	NA	NA	Ongoing
Co-host annual Battle of the Books competition	Complete	NA	NA	NA
<b>Goal 3: Establish partnerships to develop citizenship and English as a Second Language programs at the Library Study Center.</b>				
Strategy	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr
Literacy for Life	Ongoing	Ongoing	Ongoing	Ongoing
Participation in the Hispanic Business Association --City Librarian	Ongoing	Ongoing	Ongoing	Ongoing
Participation in the League of United Latin American Citizens--City Librarian	Ongoing	Ongoing	Ongoing	Ongoing
Cuesta ESL--classes at Library Study Center	Ongoing	Ongoing	Ongoing	Ongoing
<b>Goal 4: Pursue additional grants for programs and materials purchasing.</b>				
Strategy	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr
Wonderful Company (Justin Grant) -- Received a \$5,000 grant for Spanish language materials		Complete	Purchase	Ongoing
PG&E --received \$1,000 grant for Spanish Language materials		Complete	Purchase	Ongoing
Free Masons/Eastern Star -- \$2,500 granted	Complete	NA	NA	NA
Friends of the Library -- \$20,000 pledged	Ongoing	Ongoing	Ongoing*	\$30,000 Pledged for FY 17-18
Paso Robles Library Foundation -- \$5,000 granted	Ongoing	Ongoing	Ongoing	Additional \$1,000 Pledged
<b>Goal 5: Enhance the Library Volunteer Associates Program</b>				
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	Done
Restore "Volunteer Academy"			Initiated	Completed
<b>Goal 6: Provide access to relevant, popular and current materials</b>				
Increased City book budget	Ongoing	Ongoing	Ongoing	
California Center for the Book Grant awarded	Complete	Done-1st Qtr	Done-1st Qtr	Done-1st Qtr
<b>Goal 7: Introduce technology that streamlines services and improves user experience</b>				
Addition of Mi-Fi devices (for home/travel internet access) to circulating collection		Complete	Ongoing	Ongoing
Assessment of current technological capacity	Complete	Done-1st Qtr	Done-1st Qtr	Done-1st Qtr
<b>Goal 8: Provide programs and services to promote civic engagement, workforce development &amp; lifelong learning</b>				
"How-to Saturday" collaboration with Recreation Division	Complete	Complete	Complete	Complete
Monthly lecture series			Ongoing	Ongoing
"Make-It @ Your Library" craft programs for adults		Ongoing	Ongoing	Ongoing
IOS Device Workshop		Complete	Done-2nd Qtr.	Ongoing
<b>Goal 9: Staff development</b>				
Customer Service Training -- all staff	Initiated	Ongoing	Ongoing	Ongoing
CA Library Assn conference -- Adult and Children's Librarian		Complete	Done 2nd-Qtr	Done 2nd-Qtr
Survival Spanish training -- all staff				FY 17-18 Q1
<b>Goal 10: Increase capacity of and access to library service -- safe, efficient and engaging environment</b>				
Comprehensive cleaning and reorganization of all library workspaces and public areas -- ongoing	Initiated	Ongoing	Ongoing	Ongoing
Develop dedicated teen space in library		Initiated	Ongoing	Completed

## Library Division -- Key Metrics

PERFORMANCE/WORKLOAD MEASURES	FY 2016-17	Q1 DATA			
	TOTAL Q1	JULY '16	AUGUST '16	SEPTEMBER '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	67,468	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	72,367	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.

PERFORMANCE/WORKLOAD MEASURES	TOTAL Q4	April '17	May '17	June '17
Library Cardholders	14,609*	24,573	14,349	14,609
Library Visits	41,712	12,767	13,545	15,400
Items Circulated	73,146	24,158	24,316	24,672
Library Programs	133	31	46	56
Attendance at Programs	3,797	1,063	940	1,794
Public Internet Computer Sessions	11,448	3,706	3,659	4,083
Print Items Held	67,138	66,187	66,447	67,138
Electronic Books	2207650**	2,191,978	2,195,928	2,207,650
Physical Audio Materials	5,610	5,455	5,504	5,610
Online Video Materials	14,749	14,509	14,475	14,479
Staff FTE	9.8			
Volunteer FTE	7.7			

\* Patron Purge completed in May. Accounts with no activity for last 2 years deleted.

\*\* 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				
Strategy	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr
<b>Goal 1: Expand collaboration with user groups to address maintenance concerns.</b>				
Youth Sports Council (YSC)--Attend monthly board meetings	Ongoing	Ongoing	Ongoing	Ongoing
REC Foundation--Establish timeline for completion of BSP endowment projects	Initiated	Ongoing	Ongoing	Ongoing
YMCA--Assist YMCA with Youth Basketball Program		Initiated	Complete	Complete
Youth Sports Council (YSC)--Establish quarterly meetings with President		Initiated	Ongoing	Ongoing
Paso Adult Softball Organization (P.A.S.O.)--Establish quarterly meetings with board members		Initiated	Ongoing	Ongoing
<b>Goal 2: Evaluate current outsourcing agreements.</b>				
Senior Volunteer Services (SVS)--Review and update Outsourcing Agreement	Complete	Done-1st Qtr.	Done-1st Qtr.	Done-1st Qtr.
YMCA--Participate in community survey re: programs at Centennial Park	Complete	Done-1st Qtr.	Done-1st Qtr.	Done-1st Qtr.
Senior Volunteer Services (SVS)--Establish quarterly meetings		Initiated	Ongoing	Ongoing
YMCA--Establish quarterly meetings with Staff		Initiated	Ongoing	Ongoing
YMCA -- Review proposal to expand Membership based Programing at Centennial Park				Ongoing
Senior Volunteer Services (SVS)--Review annual Profit & Loss Report & address letters of concern				Ongoing
<b>Goal 3: Increase the professional development of staff by funding attendance at workshops.</b>				
FEMA Emergency Response Training-- Recreation Manager attended 1-week course	Complete	Done-1st Qtr.	Done-1st Qtr.	Done-1st Qtr.
Customer Service Training -- all staff	Ongoing	Ongoing	Ongoing	Ongoing
CPRS California Aquatics Management School-- Recreation Manager attended 3-day course		Complete	Done-2nd Qtr.	Done-2nd Qtr.
Supervisors Transition & Readiness Training - Recreation Marketing Coordinator		Complete	Done-2nd Qtr.	Done-2nd Qtr.
<b>Goal 4: Maximize City revenue.</b>				
\$100,000 Endowment Fund established for City Park playground maintenance	Complete	Ongoing	Ongoing	Ongoing
Increased field rental fees	Complete	Done-1st Qtr.	Done-1st Qtr.	Done-1st Qtr.
\$7,000 grant received from the REC Foundation for youth activity scholarships	Ongoing	Complete	Done-2nd Qtr.	Done-2nd Qtr.
How-To-Saturday collaboration with Library Division promoted contract classes	Complete	Done-1st Qtr.	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.	Done-2nd Qtr.
Increased Barney Schwartz Park tournament fees		Complete	Done-2nd Qtr.	Done-2nd Qtr.
\$5,000 grant awarded from the REC Foundation for a Norris Gymnasium Scoreboard			Complete	Done 3rd Qtr.
\$1,500 donated by Taco Bell & The REC Foundation for the Taco Bell Track Meet			Complete	Done 3rd Qtr.
<b>Goal 5: Partner with PRJUSD to coordinate use of fields and facilities</b>				
Scheduled PRHS soccer games at BSP during PRUSD field renovation		Initiated	Complete	Done 3rd Qtr.
Scheduled end-of-season play for afterschool soccer program		Complete	Done-2nd Qtr.	Done-2nd Qtr.
Co-sponsored MLK Event -- Fee waived for use of Flamson Auditorium		Complete	Done-2nd Qtr.	Done-2nd Qtr.
Scheduled use of Norris Gym for PRHS and Lewis Middle School Programs	Ongoing	Ongoing	Ongoing	Ongoing
Scheduled use of BSP soccer fields in June for spring football during PRUSD field renovation				Complete
Scheduled use of Centennial Pool for Lewsi Middle School 5 -week swim session, 8am - 4pm daily				Complete
<b>Goal 6: Update Sherwood Master Plan</b>				
Earmarked \$20,000 in the Sherwood Park renovation fund		Complete	Done-2nd Qtr.	Done-2nd Qtr.
Maintenance Division to submit RFP for restroom design				Expected
<b>Goal 7: Update Recreation portion of the City's General Plan</b>				
Strategy:	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr

## Recreation Division -- Key Metrics

<u>PERFORMANCE/WORKLOAD MEASURES</u>	FY 2016-17	Q1 DATA		
	<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	0	0	0
Event Attendees	0	0	0	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	0	0
Event Attendees	517	517	N/A	N/A
<u>PERFORMANCE/WORKLOAD MEASURES</u>	<u>TOTAL Q4</u>	<u>APRIL '17</u>	<u>MAY '17</u>	<u>JUNE '17</u>
Recreation Class Sessions	1,309	482	538	727
Recreation Class Participants	9,133	3,661	2,786	2,686
Athletic Field Permits	940	301	310	329
Community Events	7	1	1	6
Event Attendees	8,616	320	296	8,000

# Parks & Facilities Maintenance -- Progress on Goals

FY 2016-17 and 2017-18

Major Goals:

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

<b>PERFORMANCE/WORKLOAD MEASURES</b>	<b>TOTAL Q2</b>	<b>TOTAL Q3</b>	<b>TOTAL Q4</b>	<b>% Complete</b>
<b>Parks Maintenance</b>				<b>82%</b>
Requests for Service	21	60	107	
Requests for Service Complete	20	43	92	
<b>Facility Maintenance</b>				<b>92%</b>
Requests for Service	87	150	102	
Requests for Service Complete	78	134	99	
<b>Landscape &amp; Lighting District</b>				<b>82%</b>
Requests for Service	36	25	115	
Requests for Service Complete	30	18	97	
<b>Graffiti Abatement</b>				<b>100%</b>
Requests for Service		148	140	
Requests for Service Complete		148	140	
<b>Combined Maintenance Response Rate</b>				<b>91%</b>
	<b>Trees Planted</b>	16	99	115
	<b>Trees Trimmed</b>	269	495	764
	<b>Trees Removed</b>	7	44	51
<b>New Initiatives - Service Contracts</b>	<b>Initiated</b>	<b>Status</b>		
Open Space Disking & Trimming	Q3	Complete		
City Tree Inventory	Q3	Complete		
BSP Sports Field Lighting	Q3	Complete		
Tree Trimming on Riverglen Drive	Q3	Complete		
Oak Tree Trimming	Q2	Complete		
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		
<b>New Initiatives - Repair/Rehabilitation Contracts</b>	<b>Initiated</b>	<b>Status</b>		
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

4th Quarter Report  
November 21, 2017



**COMMUNITY DEVELOPMENT DEPARTMENT**

**Quarterly Update Report 10/17/17**

**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"> <li>Specific plan amendment approved by City Council on June 21, 2016.</li> <li>Bulk lot tentative tract map approved by Planning Commission on 9/28/16.</li> <li>Small lot tract map / grading plans approved by Planning Commission on 8/8/17</li> </ul>
Wisteria Road Business Park General Plan amendment completion	<ul style="list-style-type: none"> <li>General plan amendment approved by City Council on 8/2/16.</li> <li>Applicant currently working on final map / tract improvement plans</li> <li>Huer Huero Creek bridge alignment approved by City Council on 9/22/17</li> </ul>
Bicycle / Pedestrian Plan Update	<ul style="list-style-type: none"> <li>Consultant contract award on 5/2/17 agenda</li> <li>Public hearings expected Fall 2017.</li> </ul>
<b>Additional Hotel and Lodging Project Approvals</b>	
<ul style="list-style-type: none"> <li>Oxford Suites construction – 4<sup>th</sup> Street 127 rooms</li> </ul>	<ul style="list-style-type: none"> <li>Grading permits have been issued.</li> <li>Building permits ready to issues</li> </ul>
<ul style="list-style-type: none"> <li>Hyatt Place Hotel – Theater Drive 116 rooms</li> </ul>	<ul style="list-style-type: none"> <li>EIR has been released for public review.</li> <li>Shared access agreement under review</li> <li>City Council approved property exchange process</li> </ul>
<ul style="list-style-type: none"> <li>Marriott Residence Inn – Union Road 128 rooms</li> </ul>	<ul style="list-style-type: none"> <li>Approved by City Council on 5/17/16.</li> <li>Planning Commission approved Fairfield Inn flag change on 1/24/17.</li> <li>Building permits in plan check</li> </ul>
<ul style="list-style-type: none"> <li>Links RV Park – Jardine Road</li> </ul>	<ul style="list-style-type: none"> <li>Planning Commission hearing on 2/28/17.</li> <li>Appeal to City Council denied on 6/6/17.</li> <li>Permit submittals pending.</li> </ul>
<ul style="list-style-type: none"> <li>Pine Street Hotel (Hotel Ava)redesign 151 rooms</li> </ul>	<ul style="list-style-type: none"> <li>On-going meetings with applicant regarding major project redesign.</li> <li>Revised project approved by Planning Commission 9/26/17</li> </ul>
<ul style="list-style-type: none"> <li>Sensorio Discovery Garden Project</li> </ul>	<ul style="list-style-type: none"> <li>San Joaquin Kit Fox mitigation requirement resolved with California Department of Fish and Wildlife. Phase I site improvement in process.</li> <li>Working with applicant to resolve Caltrans encroachment permit issues.</li> </ul>
<ul style="list-style-type: none"> <li>Cava RV Park – Golden Hill Road</li> </ul>	<ul style="list-style-type: none"> <li>Under construction. September 2016 construction kick-off meeting.</li> <li>Completion expected in early 2018</li> </ul>
<ul style="list-style-type: none"> <li>Black Oak Lodge – Black Oak Drive</li> </ul>	<ul style="list-style-type: none"> <li>Planned development 1<sup>st</sup> application review complete</li> <li>Planning Commission hearing expected Fall 2017.</li> </ul>
<ul style="list-style-type: none"> <li>Destino Resort Amendment – Airport Road</li> </ul>	<ul style="list-style-type: none"> <li>Continued by Planning Commission on 10/11/16 due to traffic mitigation questions.</li> <li>Planning Commission recommendation 12/13/16.</li> <li>Approved by City Council on 1/17/17.</li> </ul>
Beechwood Specific Plan public outreach, specific plan process and approval	<ul style="list-style-type: none"> <li>Site plan and specific plan comments issued on 3/28/17.</li> <li>Specific plan Ad Hoc Committee appointed by City Council.</li> </ul>
Uptown / Town Center Specific Plan implementation	<ul style="list-style-type: none"> <li>36<sup>th</sup> Street apartment approved</li> </ul>

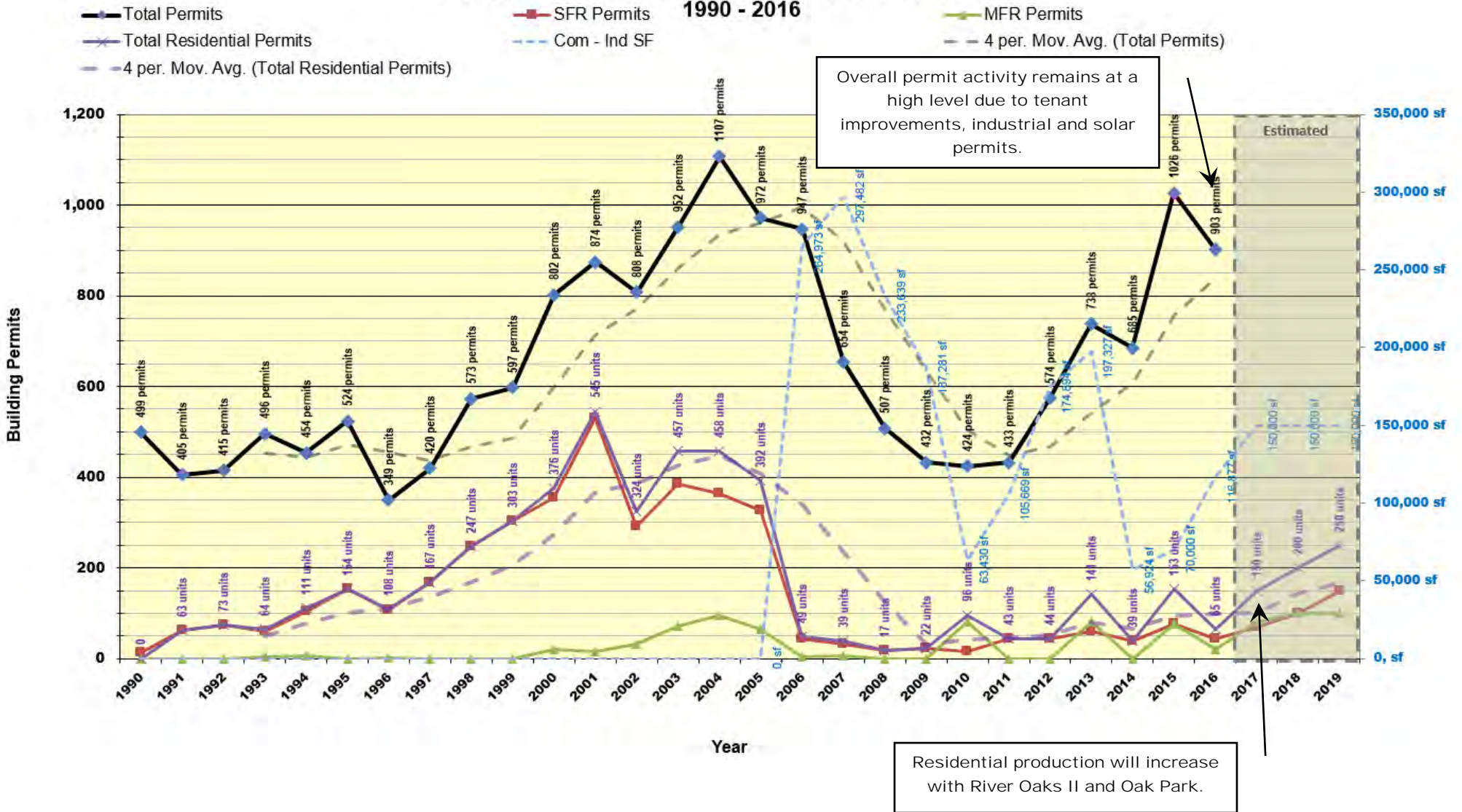
	<ul style="list-style-type: none"> <li>Uptown Center ready to final, reimbursement agreement amendment approved by City Council.</li> </ul>
Oak Park Housing Project - phase III	<ul style="list-style-type: none"> <li>Phase 3 fee deferral approved by City Council on 2/7/17.</li> <li>Construction Expected late 2017</li> </ul>
Chandler Ranch specific plan	<ul style="list-style-type: none"> <li>2/21/17 – City Council authorized GPA process to create a South Chandler Ranch specific plan.</li> <li>Staff working with applicant on timelines and deposits.</li> </ul>
<b>Housing Constraints and Opportunities Committee implementation</b>	
<ul style="list-style-type: none"> <li>Mixed Use residential fee reduction</li> </ul>	completed
<ul style="list-style-type: none"> <li>2nd Unit fee reductions</li> </ul>	complete
<ul style="list-style-type: none"> <li>Commercial Development Impact Fees / Needs list updates</li> </ul>	Council awarded contacts 12/20/17
<ul style="list-style-type: none"> <li>Circulation Element Update</li> </ul>	Council awarded contacts 12/20/17
<ul style="list-style-type: none"> <li>Water / Sewer Connection Fee Reduction</li> </ul>	City Council approved
Short-term rental task force and policy	<ul style="list-style-type: none"> <li>Planning Commission Hearings October 2017</li> </ul>
New “Building Permit” Software system (Building, Planning, City Engineer, Code Enforcement, Stormwater)	<ul style="list-style-type: none"> <li>Staff beta testing complete</li> <li>Data transfers and report writing in process</li> <li>System expected to “go-live” in late 2017</li> </ul>
Continued improvement of Building Division plan check process	15 Building Division Liaison meetings held to date.
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"> <li>City Council workshop 9/15/16</li> <li>Circulation Element update authorized on 12/20/16</li> </ul>
City Hall floor plan / front counter redesign	Pending
Staff transition plans	<ul style="list-style-type: none"> <li>Building Division Administrative Assistants position filled.</li> <li>City Engineer position filled.</li> </ul>
Contractor inspector program	Pending
Downtown alleyway enhancement program	<ul style="list-style-type: none"> <li>In process with Main Street Downtown Refresh program</li> <li>Review solid waste and grease storage options</li> </ul>
Chamber of Commerce / Main St. Outreach program	<ul style="list-style-type: none"> <li>W. Frace appointed to 2017 Chamber of Commerce board</li> </ul>



# Building Division Metrics

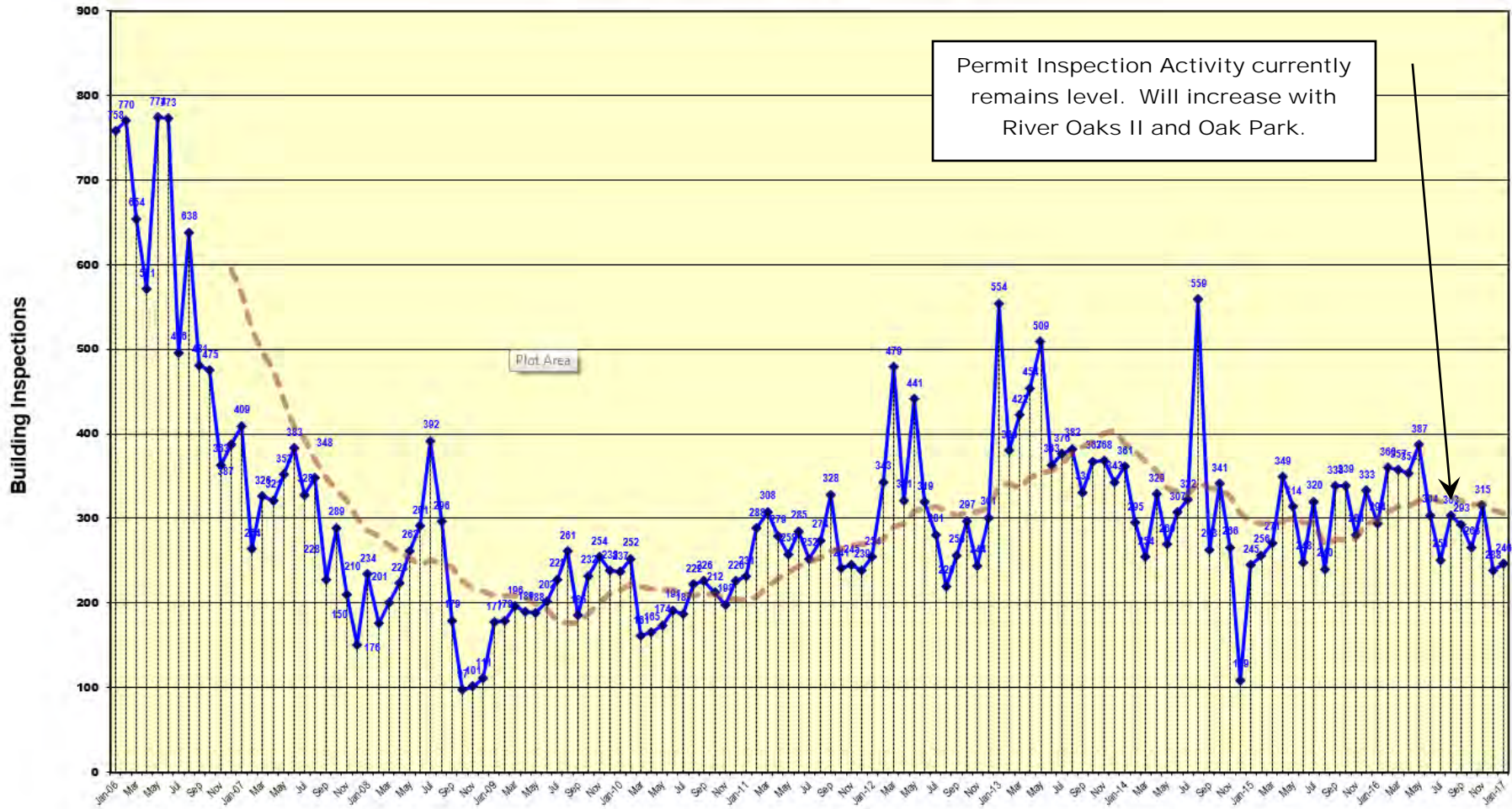
## Annual Permit Volumes

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



# Annual Building Inspection Volumes

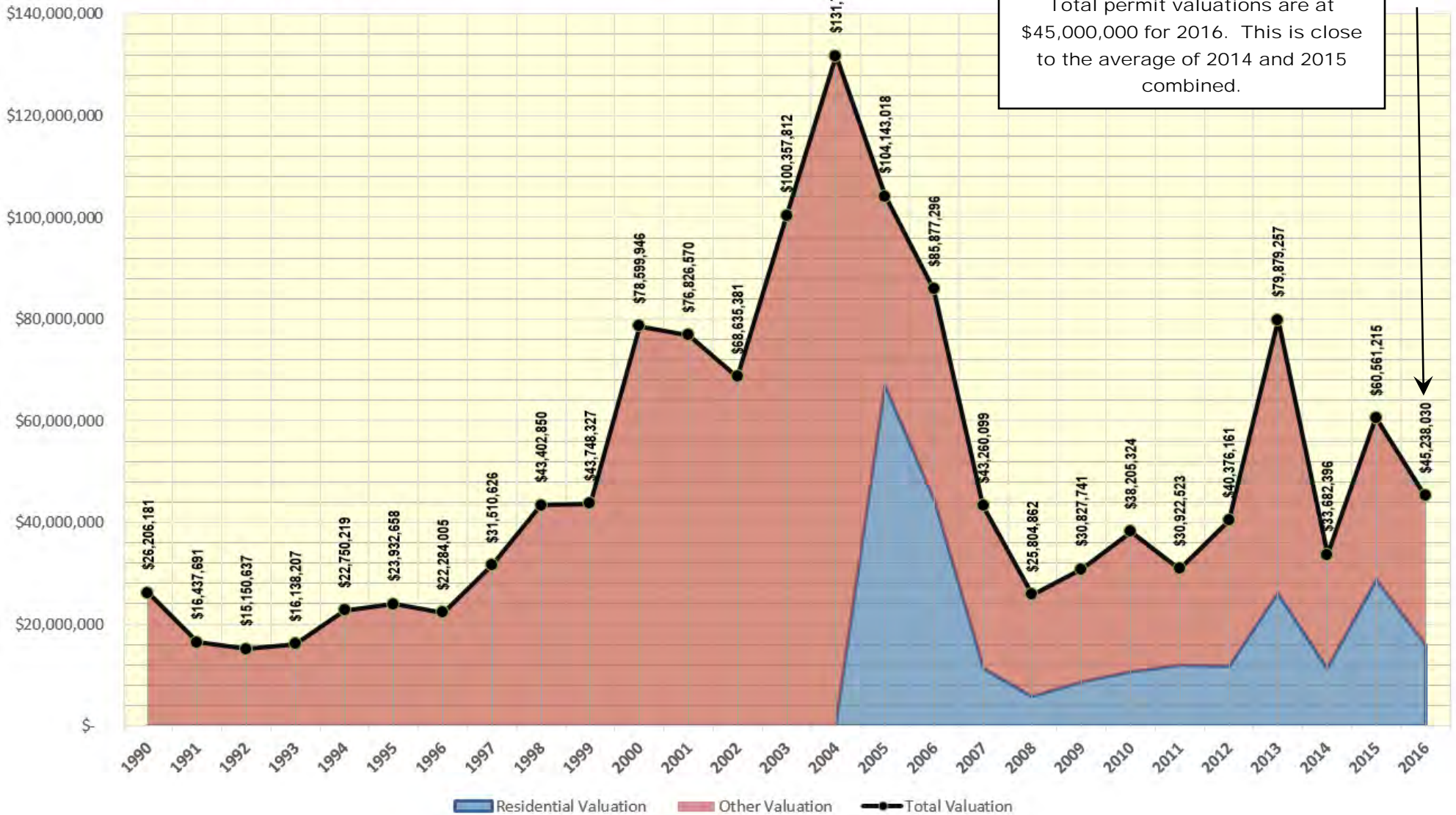
## City of Paso Robles Monthly Building Inspection Activity Trends 2006 - 2017





## Annual Permit Valuation

### Building Permit Valuations All Permit Types



RESOLUTION NO. 17-XXX

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PASO ROBLES  
AMENDING THE BUDGET FOR PENSION COSTS FOR FISCAL YEAR 2016-17

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WHEREAS, the City Council is required to adopt a comprehensive operating and capital expenditure budget in order to authorize the receipt of revenues and to authorize, guide, and direct the City's activities; and

WHEREAS, the City Council adopted a biannual budget for Fiscal Years 2016-2017 and 2017-18 on June 21, 2016; and

WHEREAS, that budget contained all projected revenues, appropriations, and transfers, as well as the number and classification of all approved positions, to be implemented by the City Manager; and

WHEREAS, the City Council approved the implementation of a 115 Trust on March 21, 2017; and

WHEREAS, the City Council approved the payment of \$2.5 million to the Public Employee Retirement System (PERS) and \$2.5 million to the 115 Trust on March 21, 2017; and

WHEREAS, budgets are plans, and plans change as new information comes to light and as the environment in which the City operates changes.

NOW THEREFORE BE IT RESOLVED, by the City Council of the City of El Paso de Robles does hereby approve and/or direct the following budgetary actions:

1. The proposed amendments to the FY 2016-17 Operating and Capital Improvement Budget in the amount of \$5.0 million are hereby approved.

APPROVED by the City Council of the City of Paso Robles this 21st day of November 2017 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST:

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Steven W. Martin, Mayor

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Kristen L. Buxkemper, Deputy City Clerk