



CITY OF EL PASO DE ROBLES

"The Pass of the Oaks"

AGENDA OF THE SUPPLEMENTAL TAX OVERSIGHT COMMITTEE

Wednesday, October 11, 2017, 6:30 p.m.

MEETING LOCATION: PASO ROBLES LIBRARY CONFERENCE ROOM
1000 SPRING STREET, PASO ROBLES

CALL TO ORDER

ROLL CALL Chairman Stephen King, Vice-Chair Sasha Irving, Kathy Barnett, John Arnold, Nick Gilman, Jake Hudson, and Bill Pluma

PUBLIC COMMENTS

CONSENT

Items on the Consent Agenda are considered routine, and, therefore do not require separate discussion. However, if discussion is necessary, or if a member of the public wishes to comment on any item, the item may be removed from the Consent Agenda and considered separately. Questions of clarification may be made by the Advisory members without removal from the Agenda.

1. **Approve Minutes of the July 12th Meeting**

Roll Call Vote – voice vote (all in favor, all opposed)

DISCUSSION ITEMS

2. **Street Maintenance Status Report**

Ditas Esperanza, Capital Projects Engineer

- For the Committee to receive and file the Street Maintenance Status Report

3. **Supplemental Sales Tax Revenue and Expenditure Report**

Ryan Cornell, Finance Manager Administrative Services

- For the Committee to receive and file the Financial Report

4. **Discuss updates to the Supplemental Sales Tax Committees By-Laws**

Dick McKinley, Public Works Director

COMMUNICATIONS/REPORTS

UNSCHEDULED MATTERS

ADJOURN

- Supplemental Tax Oversight Committee Meeting – **(SUBJECT TO BY-LAWS CHANGE IN BI-ANNUAL MEETING DATES)** at 6:30 PM in the Paso Robles Library/City Hall Conference Room, 1000 Spring Street, Paso Robles.

Any writing or document pertaining to an open session item on this agenda which is distributed to a majority of the City Council after the posting of this agenda will be available for public inspection at the time the subject writing or document is distributed. The writing or document will be available for public review in the City Clerk's Office, 1000 Spring Street, Paso Robles, CA, during normal business hours, and may be posted on the City's web site at www.prcity.com.

All persons desiring to speak on an agenda item are asked to fill out Speaker Information Cards and place them at the Staff Table prior to public discussion of that item. Each individual speaker will be limited to a presentation total of three (3) minutes per item.

AMERICANS WITH DISABILITIES ACT Any individual, who because of a disability needs special assistance to attend or participate in this meeting, may request assistance by contacting the City Clerk's Office (805) 237-3960. Whenever possible, requests should be made four (4) working days in advance of the meeting.



CITY OF EL PASO DE ROBLES

"The Pass of the Oaks"

SUPPLEMENTAL TAX OVERSIGHT COMMITTEE MINUTES
Wednesday, July 12, 2017 - 6:30 PM
MEETING LOCATION: PASO ROBLES LIBRARY/CITY HALL
CONFERENCE CENTER
CITY HALL, 1000 SPRING STREET

CALL TO ORDER – 6:32 PM

ROLL CALL Chairman Stephen King, Vice-Chair Sasha Irving, Katherine Barnett, John Arnold, Nick Gilman, Bill Pluma, and Jake Hudson

Absent: Jake Hudson

PUBLIC COMMENTS: None

BUSINESS ITEMS

1. Minutes of the April 12th Meeting

Motion made by Bill Pluma seconded by Kathy Barnett to approve the April 12th meeting minutes, motion passed 6-0.

2. Street Maintenance Status Report

Ditas Esperanza, Capital Projects Engineer

Ditas Esperanza, Capital Projects Engineer, presented the Street Maintenance Status Report to the Committee, and answered follow up questions about City projects.

The Committee received and filed the Street Maintenance Status Report. Motion made by Nick Gilman seconded by Bill Pluma, motion passed 6-0.

3. Supplemental Sales Tax Revenue and Expenditure Report

Dick McKinley, Public Works Director

Dick McKinley, Public Works Director, presented the report to the Committee. Dick advise that revenue accruals for the May and June Supplemental Sales Tax, would be reflected in the October report.

The Committee received and filed the Supplemental Sales Tax Revenue and Expenditure Report. Motion by Chairman Kathy Barnett seconded by John Arnold, motion passed 6-0.

COMMUNICATIONS/REPORTS: None

UNSCHEDULED MATTERS:

- Stephen King asked if there's any follow up needed to Council regarding the current vacancies on the committee. Dick McKinley advised that he is working on the by-laws and would take them to Council for action/decision but acknowledged that the committee could weigh in with their opinions.
- Councilman Gregory encouraged the committee to attend the Pavement Condition Index workshop on July 13, 2017, as well as future Creston Road envisioning meetings.

ADJOURNMENT AT 7:17 PM TO:

- Supplemental Tax Oversight Committee Meeting – Wednesday, October 11, 2017 at 6:30 PM, at the Paso Robles Library/City Hall Conference Room, 1000 Spring Street, Paso Robles.

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THESE MINUTES ARE NOT OFFICIAL OR A PERMANENT PART OF THE RECORDS UNTIL APPROVED BY THE COMMITTEE AT A FUTURE REGULAR MEETING.

MEMORANDUM

TO: Supplemental Tax Oversight Committee (STOC)

FROM: Ditas Esperanza, Capital Projects Engineer

DATE: October 11, 2017

SUBJECT: Street Maintenance Progress Report

Creston Road Repairs – South River Road to Niblick

The Multi-Day Community Workshop was held May 8 - 12, 2017. A second Public Workshop was held on September 27, 2017, to review a preliminary alternative as a result of the May Multi-Day Event. A large audience was in attendance, with about half of them having attended the May workshops.

Spring Street – 24th to 36th

At the meeting on September 20, 2016, the City Council authorized awarding a contract to upgrade water mains from 24th to 36th, to meet fire flow deficiencies. This construction will be part of the road repairs. There are also some old sewer mains and manholes that will need to be repaired as part of the project. The project is in design. Staff is also reviewing the corridor for pedestrian enhancements and accessibility, street trees and streetlights. Potentially scheduled for Summer 2019.

Sherwood – Creston to Fontana

Working on developing bid documents of road repairs and reconfiguration, to be ready for construction in 2018. The concept plans were approved by City Council on July 18th and authorized staff to proceed to final design.

13th Street Pedestrian Corridor Enhancements (Park to Pine)

City has been awarded a grant, which will be used to evaluate this corridor. There is also a CDBG Grant, in the amount of \$143,000 to upgrade curb ramps at Pine. The CDBG Grant is for design and construction of these ramps, and will be available in 2018. Preliminary designs were presented to Main Street and to the adjacent businesses. Staff to present plans to City Council for approval and authorize funds for construction.

Vine St. – 32nd to Caballo

Dirt road behind Georgia Brown School will be paved summer 2018 using Supplemental Sales Tax. The project is currently in design. A portion of the water main will need to be removed and lowered because it is too shallow. In addition, the police department has requested that street lights be installed as part of the road work.

West Side Slurry

The City Council authorized staff to advertise for bids for all the West Side Streets that would benefit/extend useful life with a slurry seal treatment. Approximately 23-25 road segments are

on the list. Bids will be opened on October 19th, with a possible award of the contract by the Council on November 7th.

Light Rehab Maintenance

The City Council authorized staff to advertise for bids for light rehab maintenance of the following streets:

- Moss Avenue
- Cecil Court
- Gates Court
- Bolen Drive
- Corona Court
- Tucker Avenue
- Trigo Lane (s/o Creston only)
- Caddie
- Golf Place
- Country Club (n/o Niblick only)

Bids will be opened on October 19th, with a possible award of the contract by the Council on November 7th.

City of Paso Robles Supplemental Sales Tax Revenue & Expense

	TOTAL REVENUE	TOTAL EXPENSES	ACCT BALANCE
<u>FY 2012-13</u>	578,836	(140,163)	438,673
<u>FY 2013-14</u>	4,745,212	(1,674,486)	3,509,398
<u>FY 2014-15</u>	4,642,540	(3,208,501)	4,943,438
<u>FY 2015-16</u>	5,633,859	(5,235,131)	5,342,167
<u>FY 2016-17</u>	5,331,499	(5,494,086)	
JULY	415,083	(5,413)	5,751,836
AUGUST	320,060	(47,920)	6,023,976
SEPTEMBER	426,600	(349,215)	6,101,361
OCTOBER	484,810	(1,714,124)	4,872,047
NOVEMBER	318,500	(637,700)	4,552,848
DECEMBER	424,700	(208,561)	4,768,987
JANUARY	410,223	(207,104)	4,972,106
FEBRUARY	281,087	(35,448)	5,217,745
MARCH	375,047	(17,450)	5,575,342
APRIL	445,955	(386,176)	5,635,121
MAY	318,300	(284,263)	5,669,158
JUNE	1,111,135	(1,600,713)	5,179,580
<u>FY 2017-18</u>			
JULY	549,854	0	5,729,434
AUGUST		(587,834)	5,141,600
SEPTEMBER		(386,099)	4,755,501
OCTOBER			4,755,501
NOVEMBER			4,755,501
DECEMBER			4,755,501
JANUARY			4,755,501
FEBRUARY			4,755,501
MARCH			4,755,501
APRIL			4,755,501
MAY			4,755,501
JUNE			4,755,501
TOTAL REVENUE TO DATE	21,481,801		
TOTAL EXPENSES TO DATE		(16,726,299)	
Committed-to-Date			(2,624,293)
Acct Balance after Encumbrances			2,555,287

**City of Paso Robles
Supplemental Sales Tax
Revenue & Expense Since June 2013**

<u>Revenue</u>		COMMENTS
SALES TAX	\$ 19,272,644	
GRANT REVENUE	1,841,799	
INTEREST	96,869	
MISC	350	
Transfers In	270,139	
TOTAL	\$ 21,481,801	
<u>Expense</u>		
Professional Services	\$ 141,249	
C0028 - 21st St Green Update	454,300	
C0045 - Spring St/16th to 24th	1,222,338	
C0046 - Four Rd Project	1,715,251	
C0050 - Three Rd Project	826,723	
C0053 - 12th St/Spring to Fresno	2,784,486	
C0054 - Union Rd/Kleck/Montebello	285,000	
C0055 - Scott St Creston/Airport	1,719,237	
C0056 - Creston/Golden Hill/Oak Meadows	370,425	
C0057 - Union Rd/Golden Hill/Hwy 46	999,147	
C0058 - Spring St/1st to 15th	4,035,345	
C0059 - Creston Rd/S. River to Rolling Hills	914,461	
C0060 - Sherwood/Creston/Linne	169,460	
C0061 - Spring St/24th to 36th	153	
C0062 - Vine St/1st to 36th	152,806	
C0084 - 24th St Bridge Rehabilitation	147,276	
C0085 - Annual Slurry Seal/Chip Seal	423,913	
C0106 - East Side Light Rehabilitation	64,729	
X0008 - 13th St Bridge Improvement	300,000	
TOTAL	\$ 16,726,299	

**City of Paso Robles
Road Project Summary**

<u>Project Name</u>		<u>Budget</u>	<u>Actual Cost</u>	<u>Variance</u> <u>Savings/(Overag</u> <u>e)</u>	<u>Notes</u>
C0053	12th St/Spring to Fresno	\$ 3,617,800	\$ 2,784,486	\$ 833,314	Project is near completion. Savings will be returned to fund balance.
C0055	Scott St Creston/Airport	2,596,800	1,719,237	877,563	Project is completed. Savings will be returned to fund balance.
C0056	Creston/Golden Hill/Oak Meadows	481,460	370,425	111,035	
C0057	Union Rd/Golden Hill/Hwy 46	1,554,900	999,147	555,753	Project is completed. Savings will be returned to fund balance.
C0058	Spring St/1st to 15th	4,754,636	4,035,345	719,291	
C0059	Creston Rd/S. River to Rolling Hills	1,595,000	914,461	680,539	
C0060	Sherwood/Creston/Linne	2,350,000	169,460	2,180,540	
C0061	Spring St/24th to 36th	3,100,000	153	3,099,847	
C0062	Vine St/1st to 36th	170,000	152,806	17,194	
C0084	24th St Bridge Rehabilitation	833,745	147,276	686,469	
C0085	Annual Slurry Seal/Chip Seal	1,047,938	423,913	624,025	
C0106	East Side Light Rehabilitation	66,151	64,729	1,422	
	Total	\$ 22,168,430	\$ 11,781,438	\$ 10,386,992	

BYLAWS

PASO ROBLES SUPPLEMENTAL SALES TAX REVENUE EXPENDITURE ADVISORY COMMITTEE

ARTICLE I - THE COMMITTEE

Section 1: Name of Committee

The name of the Committee shall be the "Paso Robles Supplemental Sales Tax Revenue Expenditure Advisory Committee" (hereinafter referred to as the "Committee").

Section 2: Purpose

The Committee serves at the pleasure of the City Council as a means to aid the City Council in gathering public input by providing a forum through which private citizens may review and advise the City Council of the City of Paso Robles ("City Council") on matters relating to Supplemental Sales Tax Revenue Expenditures. In order to accomplish that purpose, the Committee may consult with and advise the City Council on those matters which deal with the expenditures of revenues derived from a limited-term one-half percent General Sales Tax levied within the City of Paso Robles, approved by the voters in November 2012 ("Sales Tax Measure"). The Committee shall be and remain established for a period of 12 years following adoption of the Sales Tax Measure, unless otherwise abolished by an affirmative vote of the majority of the City Council.

Section 3: Membership

a. Membership Categories and Qualifications

To be eligible for membership on the Committee, a person must be either a:

(1) Council Appointees: To qualify under this category, the person must be an individual selected by a majority vote of the City Council members.

(2) Community Organization Appointees: To qualify under this category, the person must be a member selected by a community organization (community organization to be determined by the City Council; e.g., Chamber of Commerce).

b. Open Membership

Criteria and selection for membership shall not discriminate based upon sex, race, religion, creed, color, age, marital status, national or ethnic origin, or any other classification protected by law.

c. Total Membership & Term Of Appointment

The total membership of the Committee shall be seven (7) ~~nine (9)~~ members. The total membership shall be allocated among the two membership categories, defined above, as follows: four (4) ~~five (5)~~ members

from the from the Council Appointees category, and three (3) ~~four (4)~~ members from the Community Organization Appointees category.

A member's regular term of appointment shall be three (3) years. However, the initial term for one (1) member from the Council Appointees category and for two (2) members from the Community Organization Appointees category shall be for only two (2) years. Following this initial two (2) year term, the regular term of appointment for each of these members shall then be three (3) years.

(1) No person shall be eligible for appointment for more than three consecutive terms, exclusive of prior appointment to fill an unexpired term of office.

(2) Persons who have served three full consecutive terms may be reappointed following a one-term absence.

(3) Appointees shall serve on only one Council Advisory Body/Commission at a time.

d. Member Code of Ethics

Committee members shall adhere to the City Council's Code of Ethics (Appendix).

Section 4: Conflict of Interest

a. Committee members shall refrain from using their position to unduly influence the deliberations or decisions of the City Council or other City commission, board or committee.

Section 5: Termination of Membership

Membership in the Committee shall terminate in the event that:

a. The member shall not be, or shall no longer be, a member of that membership category from and for which he or she was elected or appointed; or

b. The member shall have acted in violation of Section 9 of Article III of these Bylaws.

c. The member shall have served three consecutive full terms.

Section 6: Removal of Members

A member may be removed by an affirmative vote of a majority of the City Council, if, after a hearing, it is found and determined that any one of the grounds for termination specified in Section 5 of this Article I exists.

Section 7: Resignation

Any Committee member may resign at any time by giving written notice to the Chairperson, who shall forward such notice to the Committee and the City Council. Any such resignation will take effect upon receipt or upon any date specified therein. The acceptance of such resignation shall not be necessary to make it effective.

Section 8: Filling of Vacancies

In the event of a vacancy on the Committee, the City Council shall select an individual to fill such vacancy as soon as reasonably practicable. New members must meet the qualifications set forth in Section 3 of Article I.

Section 9: Remuneration

Members shall serve without pay except for reimbursement for travel expenses to meetings outside of the City, if any.

ARTICLE II – OFFICERS

Section 1: Officers

The officers of the Committee shall consist of a Chairperson and a Vice Chairperson, who shall be elected in the manner set forth in this Article II.

Section 2: Chairperson

The Chairperson shall preside at all meetings of the Committee, and may submit such agenda, recommendations and information at such meetings as are reasonable and proper for the conduct of the business affairs and policies of the Committee. The Chairperson may sign documents necessary to carry out the business of the Committee.

Section 3: Vice-Chairperson

The Vice Chairperson shall perform the duties of the Chairperson in the absence or incapacity of the Chairperson. In the event of the death, resignation or removal of the Chairperson, the Vice Chairperson shall assume the Chairperson's duties until such time as the Committee shall elect a new Chairperson.

Section 4: Additional Duties

The officers of the Committee shall perform such other duties and functions as may from time to time be required by the Committee, these Bylaws, or other rules and regulations, or which duties and functions are incidental to the office held by such officers.

Section 5: Election

The Chairperson and Vice Chairperson shall initially be elected from among the members of the Committee at the Committee's first regular meeting. Thereafter, the Chairperson and Vice Chairperson shall be elected from among the members of the Committee annually. The regular term of appointment for both officers shall be one (1) year. Officers of the Committee shall hold office until their successors are elected and in office. Any such officer shall not be prohibited from succeeding him or herself.

Section 6: Removal of Officers

Upon an affirmative vote by a majority of the members of the Committee present at a regular or special meeting of the Committee at which a quorum is present, any officer may be removed from office, and a successor elected pursuant to Section 7 of this Article II.

Section 7: Vacancies

Should the offices of the Chairperson or Vice Chairperson become vacant, the Committee shall elect a successor from among the Committee members at the next regular or special meeting, and such office shall be held for the unexpired term of said office.

ARTICLE III – MEETINGS

Section 1: Regular Meetings

The Committee shall meet on a semi-annual basis (every 6 months – April and October), at a location accessible to the public, in Paso Robles, California. A notice, agenda and other necessary documents shall be delivered to the members, personally or by mail, at least seventy-two (72) hours prior to the meeting. Staff will provide the Committee members with quarterly written reports on capital projects funded by the Supplemental Tax, and the tax revenues/expenditures.

Section 2: Special Meetings

Special meetings may be held upon call of the Chairperson, or an affirmative vote by a majority of the members of the Committee present at a regular or special meeting of the Committee at which a quorum is present, for the purpose of transacting any business designated in the call, after notification of all members of the Committee by written notice personally delivered or by mail at least twenty-four (24) hours before the time specified notice for a special meeting. At such special meeting, no business other than that designated in the call shall be considered.

Section 3: Adjourned Meetings

Any meeting of the Committee may be adjourned to another meeting date, time and place without the need for notice requirements of a special meeting, provided the adjournment indicates the date, time and place of the adjourned meeting. Committee members absent from the meeting at which the adjournment decision is made shall be notified by the Chairperson of the adjourned meeting.

Section 4: All Meetings to be Open and Public

All meetings of the Committee shall be open to the public to the extent required by law. All persons shall be permitted to attend except as otherwise provided by law.

Section 5: Posting Agendas/Notices

The City Staff member assigned to the Committee, or his or her authorized representative, shall post an agenda for each regular Committee meeting or a notice for each special Committee meeting containing a brief description of each item of business to be transacted or discussed at the meeting together with the time and location of the meeting. Agendas/notices shall be posted at the Paso Robles City Library at least

seventy-two hours in advance of each regular meeting and at least twenty-four (24) hours in advance of each special meeting. The Staff Member shall maintain a record of such posting.

Section 6: Right of Public to Appear and Speak

At every regular meeting, members of the public shall have an opportunity to address the Committee on matters within the Committee's subject matter jurisdiction. Public input and comment on matters on the agenda, as well as public input and comment on matters not otherwise on the agenda, shall be made during the time set aside for public comment; provided, however, that the Committee may direct that public input and comment on matters on the agenda be heard when the matter regularly comes up on the agenda. The Chairperson may limit the total amount of time allocated for public discussion on particular issues and/or the time allocated for each individual speaker.

Section 7: Non-Agenda Items

Matters brought before the Committee at a regular meeting which were not placed on the agenda of the meeting shall not be acted upon by the Committee at that meeting unless action on such matters is permissible pursuant to the Ralph M. Brown Act (Gov. Code §54950 et seq.). Those non-agenda items brought before the Committee that the Committee determines will require Committee consideration and action and where Committee action at that meeting is not so authorized shall be placed on the agenda for a future meeting once a City staff report concerning the matter is prepared.

Section 8: Quorum

The powers of the Committee shall be vested in the members thereof in office. Four (4) of the seven (7) members then in office shall constitute a quorum for the purpose of conducting the Committee's business, exercising its powers and for all other purposes, but less than that number may adjourn the meeting until a quorum is obtained. An affirmative vote by a majority of the members of the Committee present at a regular or special meeting of the Committee at which a quorum is present shall be required for approval of any questions brought before the Committee.

Section 9: Unexcused Absences

If a member shall be absent without the consent of the Committee from three (3) consecutive meetings, whether regular or special, such absence shall result in the termination of the membership of the absenting member. A member's absence shall be excused if, prior to the meeting from which said member will be absent, said member notifies the Chairperson of his or her intent to be absent and the reasons therefore; provided, however, that a member shall be entitled to only two (2) excused absences within twenty-four (24) consecutive calendar months. At each meeting, after the roll has been called, the Chairperson shall report to the Committee the name of any member who has so notified him or her of his or her intent to be absent and the reason for such absence.

Section 10: Order of Business

All business and matters before the Committee shall be transacted in conformance with the City Council's established practice.

Section 11: Minutes (Action)

Minutes of the Committee shall be prepared in writing by the City staff member assigned to the Committee. Copies of the minutes of each Committee meeting shall be made available to each member of the Committee and the City Council. Approved minutes shall be filed in the official book of minutes of the Committee and forwarded to the City Council for information.

Section 12: Recommendations to City Council

Recommendations of the Committee to the City Council shall be prepared in writing by the City staff member assigned to the Committee. Recommendations may be presented to the City Council during a public meeting once the assigned staff prepares a staff report summarizing key facts, analysis, cost/benefit consideration, fiscal impact, and policy implications and options, and the report has been reviewed by the City Manager. The official minutes of the Committee documenting the Committee recommendation(s) shall be attached to the staff report.

ARTICLE IV - REPRESENTATION BEFORE PUBLIC BODIES

The Chairperson, the Vice-Chairperson in the Chairperson's absence, or a member of the Committee may make official representations on behalf of the Committee before the City Council only if so specifically designated by the Committee. The Committee may present information to other public bodies with the affirmative vote of a majority of the City Council. Nothing in this article shall limit the ability of members of the Committee to speak before the City Council or any other public body as an individual, provided the member states he or she is not representing or speaking on behalf of the Committee.

ARTICLE V – COMMITTEES

The Committee may establish any standing and/or special committees it deems necessary consistent with, and to fulfill, its stated purpose as established in Section 2 of these Bylaws.

ARTICLE VI – AMENDMENTS

These Bylaws may be amended upon an affirmative vote by a majority of the City Council.