



CITY OF EL PASO DE ROBLES

"The Pass of the Oaks"

AGENDA OF THE SUPPLEMENTAL TAX OVERSIGHT COMMITTEE

Wednesday, July 6, 2016, 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, Bill Pluma, Victor Popp, and Tom Tringham

WELCOME Chairman Stephen King welcomes John Arnold, Chamber of Commerce representative, as the newest member of the Supplemental Tax Oversight Committee, and the other Committee members who were recently re-appointed by the City Council.

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 January 6th Meeting**

Roll Call Vote
Public Comment

DISCUSSION ITEMS

2. **Street Maintenance Status Report**

Ditas Esperanza, Capital Projects Engineer

- For the Committee to receive and file the Street Maintenance Status Report
- Creston Road Project and Planning grant update
- 12th Street Power Point Presentation (Planning Commission presentation on June 14, 2016)

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

J. Throop, Administrative Services Director

- For the Committee to receive and file the Financial Report

4. **Discuss possibly using Supplemental Tax Revenues for the Summer Road Repair Crew or other Road Repair Functions**

D. McKinley, Public Works Director

COMMUNICATIONS/REPORTS

UNSCHEDULED MATTERS

ADJOURN

- Supplemental Tax Oversight Committee Meeting – Wednesday, October 5, 2016 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, April 6, 2016 - 6:30 PM

MEETING LOCATION: PASO ROBLES LIBRARY/CITY
HALL CONFERENCE CENTER LOCATED AT 1000
SPRING STREET

CALL TO ORDER – 6:30 PM

ROLL CALL Chairman Stephen King, Vice-Chair Sasha Irving, Kathy Barnett, Jeff Bower, Nick Gilman, Jake Hudson, Bill Pluma, Victor Popp, Tom Tringham

Absent: Jeff Bower, Victor Popp

PUBLIC COMMENTS: None

BUSINESS ITEMS

1. Minutes of the January 6th Meeting

Motion made by Kathy Barnett seconded by Bill Pluma to approve the January 6th meeting minutes, passed 6-0 with one abstention.

2. Committee Briefing: Plan B Street Maintenance Status Report

D. Esperanza, Public Works Capital Projects Engineer

Ditas Esperanza, Capital Projects Engineer, presented the Street Maintenance Status Report to the Committee.

The Committee received and filed the Street Maintenance Status Report. Motion made by Thomas Tringham seconded by Jake Hudson, motion passed 7-0.

Additional projects discussed:

- The Creston Road Project Planning Grant that was applied for to assist with community outreach, which is a requirement of the grant. Nick Gilman advised that in his experience that the "charrette process" can get overwhelming and delay the project. He suggested that some kind of "plan" be presented and the community can react, and make suggestions and adjustments to the plan, versus giving them a "blank canvas".
- Lana and Creston Warrant Study, advised that a signal is needed for this area and would be funded with Supplemental Sales Tax.
- The 24th Street Bridge Improvement, applied for a grant from the State to fund the final design.

3. Supplemental Sales Tax Revenue and Expenditure Report

J. Throop, Administrative Services Director

Jim Throop, Administrative Services Director, was absent so Dick McKinley presented the report to the Committee.

The Committee received, filed and approved the Supplemental Sales Tax Revenue and Expenditure Report. Motion by Bill Pluma seconded by Nick Gilman motion passed 7-0.

City Manager Tom Frutchev advised the committee about the new budget format of tracking the Supplemental Sales Tax and Gas Tax Funds.

COMMUNICATIONS/REPORTS: Nick Gilman asked if the STOC Committee has updated the Council recently regarding their quarterly meetings. Chairman Stephen King advised that he could attend an upcoming council meeting to update the Council.

Bill Pluma inquired about the residential streets, and thought they wouldn't be affected for a while. Ditas advised that those streets will be using Gas Tax, and not Supplemental Sales Tax. Also inquired about why, on the cul-de-sac did the city only repair a portion of the road and not in its entirety. Ditas advised that base dig-outs were done only to the areas that required it and it would not be a cost saving measure if the entire cul-de-sac was done and not warranted.

Kathy Barnett inquired about Supplemental Sales Tax being used to fund the lighted crosswalks at Pine & Park on 13th Street. Ditas stated that the lighted crosswalks will use an Urban State Highway Act (USHA) Grant, from SLOCOG. CDBG funds will be used to upgrade the curb ramps to ADA standards.

UNSCHEDULED MATTERS: None

ADJOURNMENT AT 7:17 PM TO:

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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: July 6, 2016
SUBJECT: Street Maintenance Progress Report

12th Street – Spring to Fresno

Project is substantially complete. Working on finishing up miscellaneous items, then it will be on a one-year Plant Establishment period.

The Grant requires us to do storm water monitoring, and take a sample of storm water runoff, this winter to compare with the sample we took last winter.

Scott Street – Creston to Airport Road

Project has been completed.

Hot Spot Repairs

Project has been completed. Albertson's shopping center management is pleased with the construction duration promised and delivered, in one week. They also appreciate the completed results.

Slurry Seal of streets

Final slurry seal surface placed the week of June 27th. Reminder, the list of streets are as follows:

- Navajo Court
- Navajo Avenue—South River to north of Cheyenne
- Mohawk Court
- Rainbow Court
- Cheyenne Drive (loop road)
- Pawnee Court
- Shoshone Drive
- Navajo cul-de-sac
- Rose Lane—Navajo to Bolen
- Cherokee Court
- Apache Court
- Crazy Horse Drive—Navajo to Nickerson
- Chumash Court
- Sacagawea Court
- Pocahontas Court
- Red Cloud Road—west of Rose Lane to Nickerson

Spring Street – 1st to 10th

Working on undergrounds (sewer, water, and storm drains), before surface repairs. To date, the following has been completed:

- Undergrounds at 8th and Spring Street
- Set up of sewer by-pass system

Currently working on sewer upgrades from 5th to 7th Street.

Union Road – Golden Hill to Highway 46 East

Project has been awarded to Calportland Construction. Working on the final “award documents” with Caltrans, since this road repair project is partially funded with an \$877,000 Grant. We expect to begin construction in August/September.

24th Street Bridge

A request for proposal to prepare the design of the bridge improvements was issued, and the City received five proposals. Since this is a Caltrans Grant the details will need to be worked out with them before we award the contract. We hope to have Council award the contract in October/November.

Creston Road Repairs – South River Road to Niblick

The City received a Planning Grant, in the amount of \$185,000. The purpose of the Grant, is to meet with the Community to develop a vision of this road segment. Since this visioning process may take some time, the City will go ahead and perform some much needed improvements to this Creston Road segment, before the visioning process can concludes as follows:

- Install a new traffic signal at Lana
- Upgrade the signal at Golden Hill Road to provide for a dedicated protected left turn phase from Creston to Golden Hill
 - Note: This project has been awarded. The signal poles are scheduled for delivery by the end of July, and signals will be in operation by this Fall.
- Repair masonry block wall (approximately 380 feet), between Rolling Hills and Melody.
 - Note: This wall is in the public right-of-way. The wall needs to be evaluated and repaired for its structure soundness.
- Perform some Hot Spot repairs at various locations, that are particularly bad.

FY 2016/2017 Slurry Seal

Preparing Bid Documents to slurry seal primarily residential streets, at various locations. The Council recently adopted a budget to perform this work: \$400,000 (Gas Tax), and \$350,000 (Supplemental Sales Tax).

FY 2016/2017 Crack Filling

Preparing Bid Documents to perform crack filling, at various streets. The Council recently adopted a \$100,000 budget from the Gas Tax Revenue.

FY 2016/2017 Hot Spot Repairs

Preparing Bid Documents to perform hot spot repairs, at various locations. The Council recently adopted a \$100,000 budget from the Gas Tax Revenue.

Update of PCI Index of Streets

The Council recently adopted a budget of \$50,000 from Sales Tax, to update the City's PCI Evaluation of all streets. Industry recommendation is to do this update every five years. The current PCI that the City uses was completed in 2005, and is due for an update.

Airport Road "Bump"

The Council recently adopted a budget of \$100,000 from Sales Tax, to remove a bump located on Airport Road. The bump is from the root of an oak tree, at the south bound edge of the roadway.

Spring Street – 10th to 16th / 24th to 36th

Working on preparation of Bid Documents for road repairs scheduled in 2017. There are some storm drains that will need to be designed for upgrading, installation of conduits for future utilities, gutter drainage issues between 27th and 28th (along the east side), sewer main upgrades, and re-profiling of centerline between 13th and 14th, to improve drainage flow.

Sherwood – Creston to Linne

Working on developing final design of road repairs and reconfiguration, to be ready for construction in 2018.

Bauer-Speck Elementary School

Curb ramp improvements to meet ADA at 17th & 18th (total 8 ramps). Also sidewalk on the west side, between 17th & 18th are being removed and replaced, because the cross-slopes are too steep and do not meet ADA, and also to address uplifting in some areas. Small amount of paving at 17th Street (by crosswalks), will also be done to smooth out these areas for pedestrian walking. These are all being done with CDBG funds.

**City of Paso Robles
Supplemental Sales Tax
Revenue & Expense**

	SALES TAX COLLECTED	INTEREST	GRANT REVENUE	MISC/48020	TRANSFERS IN/48990	TOTAL REVENUE	EXPENSES	TRANSFERS OUT/58990	TOTAL EXPENSES	FUND BALANCE
FY 2013	578,836.00					578,836.00	(140,163.00)		(140,163.00)	438,673.00
FY 2014	4,420,460.00	54,613.00			270,139.00	4,745,212.00	(935,186.00)	(739,300.00)	(1,674,486.00)	3,509,399.00
FY 2015	4,600,283.00	42,257.00				4,642,540.00	(2,908,501.00)	(300,000.00)	(3,208,501.00)	4,943,438.00
FY 2016										
JULY	455,973	0	0	0	0	455,973	(120)	0	(120)	5,399,291
AUGUST	317,900	0	27,091	0	0	344,991	(65,085)	0	(65,085)	5,679,197
SEPTEMBER	423,900	2,955	0	0	0	426,855	(91,999)	0	(91,999)	6,014,053
OCTOBER	414,525	0	0	0	0	414,525	(485,809)	0	(485,809)	5,942,770
NOVEMBER	316,300	0	0	0	0	316,300	(351,960)	0	(351,960)	5,907,110
DECEMBER	421,700	12,275	50,233	0	0	484,208	(528,542)	0	(528,542)	5,862,775
JANUARY	374,942	0	0	0	0	374,942	(628,317)	0	(628,317)	5,609,401
FEBRUARY	284,700	0	0	0	0	284,700	(389,379)	0	(389,379)	5,504,721
MARCH	379,600	10,203	402,326	178	0	792,307	(868,534)	0	(868,534)	5,428,495
APRIL	388,639	0		0	0	388,639	(434,676)	0	(434,676)	5,382,458
MAY		0		110		110	(773,311)	0	(773,311)	4,609,257
JUNE						0	(332,292)	0	(332,292)	4,276,965
FY 2017										
JULY										
AUGUST										
SEPTEMBER										
OCTOBER										
NOVEMBER										
DECEMBER										
JANUARY										
FEBRUARY										
MARCH										
APRIL										
MAY										
JUNE										
TOTAL TO DATE	13,377,759	122,303	479,650	288	270,139	14,250,140	(8,933,875)	(1,039,300)	(9,973,175)	

ENCUMBERANCES TO DATE							(2,919,703)			
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City of Paso Robles Supplemental Sales Tax Revenue & Expense

	TOTAL REVENUE	TOTAL EXPENSES	FUND BALANCE
<u>FY 2013</u>	578,836.00	(140,163.00)	438,673.00
<u>FY 2014</u>	4,745,212.00	(1,674,486.00)	3,509,398.00
<u>FY 2015</u>	4,642,540.00	(3,208,501.00)	4,943,438.00
<u>FY 2016</u>			
JULY	455,973	(120)	5,399,291
AUGUST	344,991	(65,085)	5,679,197
SEPTEMBER	426,855	(91,999)	6,014,053
OCTOBER	414,525	(485,809)	5,942,770
NOVEMBER	316,300	(351,960)	5,907,110
DECEMBER	484,208	(528,542)	5,862,775
JANUARY	374,942	(628,317)	5,609,401
FEBRUARY	284,700	(389,379)	5,504,721
MARCH	792,307	(868,534)	5,428,495
APRIL	388,639	(434,676)	5,382,458
MAY	110	(773,311)	4,609,257
JUNE	0	(332,292)	4,276,965
TOTAL REVENUE TO DATE	14,250,140		
TOTAL EXPENSES TO DATE		(9,973,175)	
Encumbrances to Date			(2,919,703)
Fund Balance after Encumbrances			1,357,262

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

<u>Revenue</u>		COMMENTS
SALES TAX	\$13,377,759	
GRANT REVENUE	\$479,650	
INTEREST	\$122,303	
MISC	\$288	
Transfers In	\$270,139	
TOTAL	\$14,250,140	
<u>Expense</u>		
PROFESSIONAL SERVICES	(\$2,199,005)	ENGINEERING SERVICES
CONSTRUCTION EXPENSE	(\$6,716,450)	ACTUAL STREET/ROAD CONSTRUCTION
MISC	(\$18,422)	NEWSPAPER, COURIER, ETC
TRANSFERS OUT	(\$1,039,300)	
TOTAL	(\$9,973,176)	

**City of Paso Robles
Road Project Summary**

<u>Project Name</u>	<u>Budget</u>	<u>Actual Cost</u>	<u>Variance Savings/(Overage)</u>
Rolling Hills, Airport Rd, Country Club, South River Road	\$1,560,000	\$1,417,855	\$142,145
Spring Street - 16th/24th	\$1,700,000	\$1,221,647	\$478,353
Union Rd - Kleck/Montebello - Supp. Sales Tax contribution	\$285,000	\$285,000	\$0
21st - Spring to Vine - Supp. Sales Tax contribution	\$454,315	\$454,315	\$0
Jackson, Walnut, Shannon Hill	\$859,801	\$810,496	\$49,305
Total	\$4,859,116	\$4,189,313	\$669,803