



CITY OF EL PASO DE ROBLES

"The Pass of the Oaks"

AGENDA OF THE SUPPLEMENTAL TAX OVERSIGHT COMMITTEE

Wednesday, October 5, 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

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

Deanne Purcell, Finance Manager / D. McKinley, Public Works 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, January 11, 2017 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:

- Supplemental Tax Oversight Committee Meeting – Wednesday, July 6, 2016 at 6:30 PM, at 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.

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



CITY OF EL PASO DE ROBLES

"The Pass of the Oaks"

SUPPLEMENTAL TAX OVERSIGHT COMMITTEE MINUTES

Wednesday, July 6, 2016 - 6:30 PM

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

Meeting was cancelled at 6:51 PM, due to the lack of a quorum.

CANCELLED AT 6:51 PM TO:

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

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 *DE*
DATE: October 5, 2016
SUBJECT: Street Maintenance Progress Report

12th Street – Spring to Fresno

Project is complete. The project is now 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.

Spring Street – 1st to 10th

Project is substantially complete. The crew is working on raising about 70 utility covers and then final striping.

Union Road – Golden Hill to Highway 46 East

Project is in progress. Unlike Spring Street, where there were numerous pipeline upgrades, there was only a small amount of underground work. So the work progressed faster than Spring Street, and the project is now at the paving phase.

24th Street Bridge

The City Council awarded the contract to design the improvements, to provide sidewalks and bike lanes on both sides.

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 – 90% complete
- Upgrade the signal at Golden Hill Road to provide for a dedicated protected left turn phase from Creston to Golden Hill – 90% complete
- Repair masonry block wall (approximately 380 feet), between Rolling Hills and Melody.
 - Note: The City engaged the services of a land surveyor to determine the exact location of the block wall. It was determined that the block wall is on private property. Therefore, the private property owners are responsible for any repairs to the wall.

- Perform some Hot Spot repairs at various locations, that are particularly bad. – In progress, and scheduled to advertise for bids this winter.

FY 2016/2017 Slurry Seal/Crack Filling

Award for this work is scheduled for the City Council to consider at their meeting on October 4th. The following are the streets on the list:

Montebello Oaks – Union to Skyview
 Skyview – Union to Montebello Oaks
 Pioneer Trail Road – Airport to Airport
 Summer Fallow cul-de-sac
 Amber Grain Place cul-de-sac
 Beechwood Drive – Meadowlark to Stoney Creek Drive
 Falcon Drive – Meadowlark to Beechwood
 Warbler Court cul-de-sac
 Starling Court cul-de-sac
 Nighthawk Drive – to end
 Starling Drive – south of Meadowlark to Falcon
 Cardinal Way – both sides of Starling Drive
 Maple Street – 4th Street to Blossom Court
 Blossom Court
 Peachtree Lane
 Maple Street – Peachtree Lane to Pacific
 Peachtree Court cul-de-sac
 Maplewood Court cul-de-sac
 Peachy Court cul-de-sac

Crack Filling Only

Creston Road – Niblick to Beechwood
 South River Road – Creston to Navajo
 13th Street – Paso Robles Street to South River Road

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. Scheduled to advertise this winter.

Update of PCI Index of Streets

At their meeting on September 6th, the City Council awarded the work to Pavement Engineering.

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. The contract is scheduled for award at the October 4th City Council meeting.

Spring Street – 10th to 16th

Working on preparation of Bid Documents for road repairs scheduled in 2017. Installation of conduits for future utilities, and re-profiling of centerline between 13th and 14th, to improve drainage flow are part of the project. The goal is to complete the work by the end of April 2017 (before the Wine Festival).

Spring Street – 24th to 36th

At the meeting on September 20th, 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.

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), sidewalk on the west side, between 17th & 18th were removed and replaced. Small amount of paving at 17th Street (by crosswalks), was also done to smooth out these areas for pedestrian walking. All work funded 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					578,836	(140,163)		(140,163)	438,673
FY 2014	4,420,460	54,613			270,139	4,745,212	(935,186)	(739,300)	(1,674,486)	3,509,399
FY 2015	4,600,283	42,257				4,642,540	(2,908,501)	(300,000)	(3,208,501)	4,943,438
FY 2016	4,526,680	32,385	1,106,890	288	300,773	5,967,018	(5,235,131)	0	(5,235,131)	5,675,325
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	0	388,639	(434,676)	0	(434,676)	5,382,458
MAY	320,800	0	0	110	0	320,910	(773,311)	0	(773,311)	4,930,057
JUNE	427,700	6,953	627,240	0	300,773	1,362,666	(617,398)	0	(617,398)	5,675,325
FY 2017										
JULY		0	0	0	0	0	(5,413)	0	(5,413)	5,669,912
AUGUST		0	0	60	0	60	(47,920)	0	(47,920)	5,622,051
SEPTEMBER		0	0	0	0	0	(306,310)	0	(306,310)	5,315,741
OCTOBER										
NOVEMBER										
DECEMBER										
JANUARY										
FEBRUARY										
MARCH										
APRIL										
MAY										
JUNE										
TOTAL TO DATE	14,126,259	129,255	1,106,890	348	570,912	15,933,665	(9,578,624)	(1,039,300)	(10,617,924)	

ENCUMBERANCES TO DATE							(1,721,350)			
-----------------------	--	--	--	--	--	--	-------------	--	--	--

*Includes Accruals for Grant money that has not been rec'd as of 09/23/16

C0053	7,600
C0050	24,470
C0055	24,920
C0057	14,900
Total Rev Accr'l's	<u>71,890</u>
C0053-Rec'd 6/30	282,458
C0053-Rec'd 9/23	272,892
	<u>555,350</u>
Total	<u>627,240</u>

City of Paso Robles Supplemental Sales Tax Revenue & Expense

	TOTAL REVENUE	TOTAL EXPENSES	FUND BALANCE
<u>FY 2013</u>	578,836	(140,163)	438,673
<u>FY 2014</u>	4,745,212	(1,674,486)	3,509,398
<u>FY 2015</u>	4,642,540	(3,208,501)	4,943,438
<u>FY 2016</u>	5,967,018	(5,235,131)	5,675,325
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	320,910	(773,311)	4,930,057
JUNE	1,362,666	(617,398)	5,675,325
<u>FY 2017</u>			
JULY	0	(5,413)	5,669,912
AUGUST	60	(47,920)	5,622,051
SEPTEMBER	0	(306,310)	5,315,741
OCTOBER			
NOVEMBER			
DECEMBER			
JANUARY			
FEBRUARY			
MARCH			
APRIL			
MAY			
JUNE			
TOTAL REVENUE TO DATE	15,933,665		
TOTAL EXPENSES TO DATE		(10,617,924)	
Encumberances to Date			(1,721,350)
Fund Balance after Encumberances			3,594,391

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

<u>Revenue</u>		COMMENTS
SALES TAX	\$14,126,259	
GRANT REVENUE	\$1,106,890	
INTEREST	\$129,255	
MISC	\$348	
Transfers In	\$570,912	
TOTAL	\$15,933,665	
<u>Expense</u>		
PROFESSIONAL SERVICES	(\$2,386,036)	ENGINEERING SERVICES
CONSTRUCTION EXPENSE	(\$7,166,208)	ACTUAL STREET/ROAD CONSTRUCTION
MISC	(\$26,381)	NEWSPAPER, COURIER, ETC
TRANSFERS OUT	(\$1,039,300)	
TOTAL	(\$10,617,925)	

**City of Paso Robles
Road Project Summary**

<u>Project Name</u>	<u>Budget</u>	<u>Actual Cost</u>	<u>Variance</u> <u>Savings/(Overage)</u>	<u>Notes</u>	
C0046	Rolling Hills, Airport Rd, Country Club, South River Road	\$1,560,000	\$1,417,855	\$142,145	
C0045	Spring Street - 16th/24th	\$1,700,000	\$1,221,647	\$478,353	Remaining balance will be "carried over" for the remaining Spring Street work- 1st-10th, 10th-16th, 24th-36th
C0054	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	
C0050	Jackson, Walnut, Shannon Hill	\$859,801	\$810,496	\$49,305	
	Total	\$4,859,116	\$4,189,313	\$669,803	