



# CITY OF EL PASO DE ROBLES

*"The Pass of the Oaks"*

## AGENDA OF THE SUPPLEMENTAL TAX OVERSIGHT COMMITTEE

**Wednesday, January 11, 2017, 6:30 p.m.**

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

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### CALL TO ORDER

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

**WELCOME** Chairman Stephen King welcomes Sandra Sage, Travel Paso Robles Alliance, as the newest member of the Supplemental Tax Oversight Committee, and also 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 April 6<sup>th</sup> Meeting**
2. **There are no Meeting Minutes for the July 6<sup>th</sup> and October 5<sup>th</sup> Meetings, due to the lack of a quorum**  
Roll Call Vote – voice vote (all in favor, all opposed)

### DISCUSSION ITEMS

3. **Street Maintenance Status Report**  
Dick McKinley, Public Works Director
  - For the Committee to receive and file the Street Maintenance Status Report
4. **Supplemental Sales Tax Revenue and Expenditure Report**  
Deanne Purcell, Finance Manager
  - For the Committee to receive and file the Financial Report

### COMMUNICATIONS/REPORTS

### UNSCHEDULED MATTERS

### ADJOURN

- Supplemental Tax Oversight Committee Meeting – Wednesday, April 12, 2017 at 6:30 PM in the Paso Robles Library/City Hall Conference Room, 1000 Spring Street, Paso Robles.

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**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

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### 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 6<sup>th</sup> Meeting**

Motion made by Kathy Barnett seconded by Bill Pluma to approve the January 6<sup>th</sup> 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 24<sup>th</sup> 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 13<sup>th</sup> 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.

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## 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

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**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.

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# CITY OF EL PASO DE ROBLES

*"The Pass of the Oaks"*

## SUPPLEMENTAL TAX OVERSIGHT COMMITTEE MINUTES

Wednesday, October 5, 2016 - 6:30 PM

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

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**Meeting was cancelled, due to the lack of a quorum.**

### **CANCELLED TO:**

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

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## MEMORANDUM

**TO:** Supplemental Tax Oversight Committee (STOC)  
**FROM:** Ditas Esperanza, Capital Projects Engineer  
**DATE:** January 11, 2017  
**SUBJECT:** Street Maintenance Progress Report

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### 24<sup>th</sup> Street Bridge

The City Council awarded the contract to design the improvements, to provide sidewalks and bike lanes on both sides. Next phase will be borings to gather soil data.

### 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 – 100% complete
- Upgrade the signal at Golden Hill Road to provide for a dedicated protected left turn phase from Creston to Golden Hill – 100% complete
- City is evaluating proposals from 9 consultants (to assist in the Community Outreach)
- Perform some Hot Spot repairs at various locations, that are particularly bad. – In progress, and scheduled to advertise for bids in early Spring.

### FY 2016/2017 Slurry Seal/Crack Filling

The City Council awarded the work to slurry seal and crack fill. 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 – 4<sup>th</sup> 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  
13<sup>th</sup> Street – Paso Robles Street to South River Road

Crack filling is complete. Next is to do base dig-out repairs at localized areas, and then final slurry (need to wait for dry, and warmer temperature).

**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 early Spring.

**Update of PCI Index of Streets**

Field work is 100% complete. Consultant is preparing Data Base and should have a draft report by February/March 2017.

**Airport Road “Bump”**

The Council recently adopted a budget of \$100,000 from Sales Tax, to remove a bump located on Airport Road. The project is complete.

**Spring Street – 10<sup>th</sup> to 16<sup>th</sup>**

Bids are to be opened on January 26, 2017, and work should begin by early Spring.

**Spring Street – 24<sup>th</sup> to 36<sup>th</sup>**

At the meeting on September 20<sup>th</sup>, the City Council authorized awarding a contract to upgrade water mains from 24<sup>th</sup> to 36<sup>th</sup>, 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.

**Sherwood – Creston to Linne**

Working on developing final design of road repairs and reconfiguration, to be ready for construction in 2018. The concept plans are being routed to adjacent properties for review and comments.

**Bauer-Speck Elementary School**

Curb ramp improvements to meet ADA at 17<sup>th</sup> & 18<sup>th</sup> (total 8 ramps), sidewalk on the west side, between 17<sup>th</sup> & 18<sup>th</sup> were removed and replaced. Small amount of paving at 17<sup>th</sup> Street (by crosswalks), was also done to smooth out these areas for pedestrian walking. All work funded with CDBG funds. The project is complete.

### **13<sup>th</sup> 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 \$126,000 to upgrade curb ramps at Pine and Park. The CDBG Grant is for design and construction of these ramps, and will be available in 2018.

### **Riverside EEMP**

Work on Riverside is progressing. This is a \$500,000 EEMP Grant, and the following is the Scope of Work:

- Drainage swale along the chain link fence, from about 10<sup>th</sup> to 12<sup>th</sup> Street
- Drainage swales at Cool Hand Luke's parking lot
- Convert 14<sup>th</sup> Street west of Riverside, to provide 90-degree parking
- Extend/expand southbound right turn lane at Riverside at 13<sup>th</sup> Street.

**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	ACCT BALANCE
<b>FY 2013</b>	578,836					578,836	(140,163)		(140,163)	438,673
<b>FY 2014</b>	4,420,460	54,613			270,139	4,745,212	(935,186)	(739,300)	(1,674,486)	3,509,399
<b>FY 2015</b>	4,600,283	42,257				4,642,540	(2,908,501)	(300,000)	(3,208,501)	4,943,438
<b>FY 2016</b>	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
<b>FY 2017</b>										
JULY	415,083	0	0	0	0	415,083	(5,413)	0	(5,413)	6,084,995
AUGUST	320,000	0	0	60	0	320,060	(47,920)	0	(47,920)	6,357,134
SEPTEMBER	426,600	0	0	0	0	426,600	(349,215)	0	(349,215)	6,434,519
OCTOBER		0	42,340	0	0	42,340	(1,714,124)	0	(1,714,124)	4,762,736
NOVEMBER		0	0	0	0	0	(637,700)	0	(637,700)	4,125,036
DECEMBER		0	0	0	0	0	(139,660)	0	(139,660)	3,985,376
JANUARY										
FEBRUARY										
MARCH										
APRIL										
MAY										
JUNE										
<b>TOTAL TO DATE</b>	<b>15,287,942</b>	<b>129,255</b>	<b>1,149,231</b>	<b>348</b>	<b>570,912</b>	<b>17,137,688</b>	<b>(12,113,012)</b>	<b>(1,039,300)</b>	<b>(13,152,312)</b>	

ENCUMBERANCES TO DATE	(1,721,350)
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\*Includes Accruals for Grant money that has not been rec'd as of 12/20/16

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	ACCT BALANCE
<b><u>FY 2013</u></b>	578,836	(140,163)	438,673
<b><u>FY 2014</u></b>	4,745,212	(1,674,486)	3,509,398
<b><u>FY 2015</u></b>	4,642,540	(3,208,501)	4,943,438
<b><u>FY 2016</u></b>	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
<b><u>FY 2017</u></b>			
JULY	415,083	(5,413)	6,084,995
AUGUST	320,060	(47,920)	6,357,134
SEPTEMBER	426,600	(349,215)	6,434,519
OCTOBER	42,340	(1,714,124)	4,762,736
NOVEMBER	0	(637,700)	4,125,036
DECEMBER	0	(139,660)	3,985,376
JANUARY			
FEBRUARY			
MARCH			
APRIL			
MAY			
JUNE			
TOTAL REVENUE TO DATE	17,137,688		
TOTAL EXPENSES TO DATE		(13,152,312)	
Encumberances to Date			(2,268,943)
Fund Balance after Encumberances			4,165,577

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

<u>Revenue</u>		COMMENTS
SALES TAX	\$15,287,942	
GRANT REVENUE	\$1,149,231	
INTEREST	\$129,255	
MISC	\$348	
Transfers In	\$570,912	
<b>TOTAL</b>	<b>\$17,137,688</b>	
<u>Expense</u>		
PROFESSIONAL SERVICES	(\$2,742,361)	ENGINEERING SERVICES
CONSTRUCTION EXPENSE	(\$9,340,473)	ACTUAL STREET/ROAD CONSTRUCTION
MISC	(\$30,178)	NEWSPAPER, COURIER, ETC
TRANSFERS OUT	(\$1,039,300)	
<b>TOTAL</b>	<b>(\$13,152,312)</b>	

**City of Paso Robles  
Road Project Summary**

<u>Project Name</u>	<u>Budget</u>	<u>Actual Cost</u>	<u>Variance 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	
	<b>Total</b>	<b>\$4,859,116</b>	<b>\$4,189,313</b>	<b>\$669,803</b>	