



City of El Paso de Robles

Two-Year Adopted Budget Fiscal Years 2016-17 and 2017-18

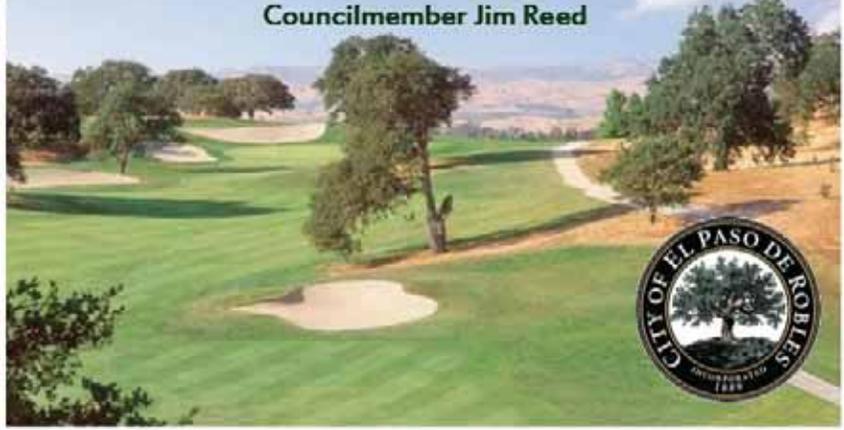


Paso Robles City Council

Mayor Steve Martin Mayor Pro Tem Fred Strong

Councilmember Steve Gregory Councilmember John Hamon

Councilmember Jim Reed





CITY OF EL PASO DE ROBLES

“The Pass of the Oaks”

August 30, 2016

Mayor and Council:

We hereby present your adopted FY 2016-17 and FY 2017-18 Operating and Capital Improvement Budget for the City of Paso Robles. The attached budget documents address all City programs and funds, with primary emphasis on: the General Fund; the road maintenance and repair efforts associated with the half-cent sales tax approved by the voters in 2012; and the City’s four enterprise funds—Water, Sewer, Airport, and Transit.

Summary

General Fund. Revenues and transfers (exclusive of grants) accruing to the General Fund are projected to remain steady at \$36.9M in FY 2016-17. The City’s primary revenue sources—property taxes, sales taxes, and transient occupancy taxes—are projected to remain strong, growing over the next year from \$30.2M to \$31.4M, a 4.0% increase. This increase is offset primarily by a \$1.0M decrease in miscellaneous one-time revenues/transfers from other funds (including Gas Tax and Redevelopment Funds) due to state actions.

General Fund expenditures (exclusive of grant-funded projects) for the baseline budget are projected to grow in FY 2016-17 by 1% from the current year, increasing from \$36.7M to \$37.0M, primarily due to the addition of service options and capital expenditures that were recommended and approved by Council. Both revenues and expenditures in the baseline budget are projected to grow in FY 2017-18.

Including grants, the General Fund is projected to have net revenues of \$0.3M in the current budget year, \$0.1M in FY 2016-17, and \$0.8M in FY 2017-18, assuming the baseline budget. If reserves are used for major infrastructure projects (such as replacing the Sherwood Park Restrooms) these projected net revenues are sufficient to provide for the service options and capital expenditures that were recommended for Council approval.

Road Maintenance and Repair. This is a general City responsibility, paid for by Gas Tax receipts and general fund monies. The approval of a half-cent sales tax measure in 2012 provides in excess of \$4.0M in additional resources each year to assist the City in maintaining its most expensive physical asset. For the first few years of the measure the City has moved cautiously, programming no more than \$4.0M in road

repair expenses over and above its maintenance of effort. However, there are so many lane miles in need of extensive repair that this budget proposes to accelerate those efforts. The total increment will not exceed the value of resources generated by the sales tax measure through its 12-year life; the projects in any given year, however, may exceed the resources generated in that year. A full list of adopted projects, augmenting those approved previously, is included for Council's review and approval.

Enterprise Funds. As a result of recently adopted rate increases, the financial health of the Water Fund is projected to stabilize during the next two years. This stabilization will allow the funding of some system improvements, including replacing mains that are nearing the end of their useful life, and replacing the 90-year old 21st Street Reservoir. The overall health of the Water Fund would be significantly damaged, however, if the pending voter initiative qualifies for the ballot and receives the affirmative vote of a majority of those voting.

The Sewer Fund has stable rates, with no increases needed for several years, based on an in-depth analysis conducted as part of a recent rate study. The completion of the \$42 million treatment plant project using State Revolving Fund loans has put the City in a good position to move forward with a major project that will initiate tertiary treatment and recycled water in the next five years. Staff is actively working to secure Proposition 1 grants and State Revolving Fund loans for these efforts. Like the Water Fund, the Sewer Fund will also be doing substantial replacement of aging pipes and pumps throughout the next two years.

The Airport Fund is continuing to be stable, based primarily on revenues from leases. Federal Aviation Administration (FAA) grants help the airport to complete needed capital projects for aeronautics; a large grant is projected in FY 2017-18. The Airport Fund will start setting aside funding for depreciation during the budget period, and using that funding to complete capital and maintenance work that is not eligible for FAA funding.

The Transit Fund is also projected to remain relatively stable during the two years of the budget period.

Primary Themes

There are a number of concepts and themes that guided the development of the budget:

Comprehensive decision package. Adoption of the budget is the Council's most comprehensive decision opportunity each year. It is the one opportunity the Council has to consider every activity the City undertakes at the same time. This provides the Council its best opportunity to determine the relative levels of resources to allocate to each program area. The budget packet was developed to facilitate this comprehensive consideration.

Budget as a contract. At its heart, the budget represents a contract between the City and the people of Paso Robles. In exchange for the people's payment of their tax dollars, the City commits to providing a fully integrated set of services and to do so in the most cost-effective manner possible. Developing good performance metrics can provide both the City and the people of Paso Robles primary indicators of the extent to which the City is meeting its contract commitments.

Look forward, not backward. For the past several years the City has appropriately been focused on recovery from the Great Recession. The stated purpose was to get to the point where we could return services to their pre-recession levels. There is now a recognition that, during the next few years, the City is more likely to face a new recession than fully recover from the last one. Thus, the budget considers the existing, reduced level of services as the baseline, the "new normal."

Baseline plus options. The budget is presented as a continuation of the existing baseline services plus a series of possible enhancements or options for Council consideration. The enhancements were developed to assist the City in better meeting the Council's goals. A large number of additional possible options were developed but did not survive the internal review process, as they were considered less vital given the level of resources available. The Council may also request that additional or modified options be analyzed and brought back at its second public hearing on the budget, scheduled for June 21.

Raise our outcomes to match our standards. Just because the City cannot offer all of the services it did before, it in no way implies that the quality of services offered need be any less than a high standard. If we are going to undertake a service, we need to be willing to do so at the level that evokes pride.

Provide City services as cost effectively as possible. Revenues that enable City services derive primarily from taxes and fees, payments that residents, businesses, and visitors are compelled to make. For most City services, we are the only provider in town; there is no competition. Since there are no market forces that determine the "prices" we charge, or that offer our citizens a choice of service provider, it is incumbent on the City to ensure we offer our services as cost effectively as possible. This means we must consider outsourcing/privatizing/contracting out those functions that are also performed by the private sector or local not for profits.

Maintain all of our assets at a level that serves the community well and protects the community's considerable investment. Inadequate maintenance of an asset reduces its functionality and attractiveness. Inadequate maintenance also costs more in the long run, as it can lead to extensive rehabilitation and costs that might otherwise be avoided.

Appearances matter. The attractiveness of Paso Robles to residents and guests alike depends in no small part on the look and feel of our community. We must be the first

to care, and the most steadfast in caring, for our community's appearance. We need to ensure our street striping is fresh, our sign ordinance is adhered to, our parks are well cared for, private property maintenance does not violate health and safety standards, trash cans do not overflow, and the lobbies of City buildings are inviting, to name just some of the more important.

Put City reserves to greater use. The City Treasurer is highly restricted as to how he invests the City's idle funds, i.e., its reserves. The vast majority of fungible City reserves are invested in the Local Agency Investment Foundation (LAIF, a state agency) or in negotiable instruments such as certificates of deposit (CDs). These two options provide low risk, are appropriately liquid (when in a structured, laddered program), but also generate extremely low returns, oftentimes less than the rate of inflation. Even worse, the monies provided to the City by our residents and businesses are not being invested back into our community. The City is currently in discussions with Heritage Oaks Bank (HOB, the City's banker) to increase the percentage of City reserves that are used to make loans to local businesses and residents, thus keeping a greater portion of these funds working locally.

There are additional ways to invest City resources that would not reduce our reserves below prudent levels that also need full consideration. These could include, for example, circulation improvements in the Highway 46 east and west corridors, a conference center that would increase the number of mid-week visitors and diversify our tourism economy, and extending City services to areas around the Airport. Each of these efforts, by investing in the community, can have a significant multiplier effect locally. Additional options include paying down CalPERS unfunded liabilities, for which the City is being charged 5.75% interest.

It is also possible that prudent investment by the City in the local economy could partially mitigate the effects of any national economic slowdown over the next few years. It is recommended that the Council schedule an in-depth study session for early August to consider these and other options.

Stimulate housing production and job creation. The adopted budget includes the resources necessary to implement: needed revisions to the grading ordinance developed by the task force and approved in concept by the Council; recommendations currently being developed by the Housing Opportunities and Constraints Task Force; and recommendations currently being developed by the Short-term Rental Task Force; the formation of the Homeless Coalition. These should go a long way towards stimulating housing production, providing shelter for those temporarily without housing, and helping the community determine the appropriate mix of housing uses (owner occupied, long-term rental, and short-term rental). Similar efforts need to be initiated that might stimulate job creation and upgrades.

Refresh the downtown. We benefit from a wonderful downtown; it is the heart of our community. Many of the public improvements—including signage, lighting, street trees, planters, trash and recycling containers, and street furniture—are starting to

look tired and uninviting. In addition, litter is a constant problem, and many alleys look like afterthoughts. We are currently in discussions with Main Street to equitably share the responsibilities for returning the downtown to its appropriate luster and ensuring adequate maintenance is a constant. We are also in discussions with Paso Robles Disposal to ensure the waste and recycling containers are clean and available at all times.

Retain the flexibility to minimize the impact of a possible recession on the local community and on the City's long-term financial stability. In spite of all of the initiatives that were adopted, it is important that the City retain or even strengthen its ability to take any steps in reaction to a reduction in revenues that are necessary to retain its long-term fiscal health. This can be accomplished by, among other measures, maintaining lean staffing and making greater use of part-time staff than is now the case. As one example, staffing for building plan reviews and inspections will be fully responsive to changes in demand, operating more like a business.

Increase Volunteer/Community Engagement and Connectivity. Volunteerism is certainly a value that is central to the Paso ethos. The full spectrum of healthy community engagement needs more than just volunteerism, however. In order for the community to move forward, we need to strengthen the bonds of connectivity among community segments and between the community and its governance.

Work collaboratively with our neighbors. None of the North County communities is large enough, by itself, to generate and take advantage of all of the economic development opportunities that might be developed. Working together, however, can make us all more successful.

Overview of the Budget Packet

There are seven primary sections to this budget package. Each provides a unique portion of the information required overall:

Community Profile—the City's budget needs to be considered in light of a deep and broad understanding of the assets, needs, and characteristics of the community we serve, both now and into the future.

Council Goals—the Council adopted its overall goals in early 2015. These goals are supported and enhanced by the City's overall Economic Strategy and by a staff-initiated strategic planning effort. The Council may choose to update these goals at any time, such as after next November's election.

Fiscal Forecast—as a result of Proposition 13 and other statewide measures, the City has little control over the amount of revenues that are generated to support General Fund activities. Thus, the needs of our residents, as well as the revenues available to address those needs, are determined primarily by broader economic trends and

events. This year's forecast looks forward five years and includes two scenarios, one that assumes a relatively mild recession in our near future, and one that does not.

Budget Summary—any budget is a plan for the upcoming fiscal period. As such, it can be viewed at several different levels. The Budget Summary examines the broader resource allocation patterns and trends.

Department and Program Overviews—the City is an extremely complex service organization, offering a large number of services over a broad range of programs. In order to fully understand these services, it is necessary to examine the programs offered by each of the City's seven departments. The overviews present each department and program's goals, the metrics by which the level of achievement of those goals is measured, and the projected costs to do so. The overviews also present descriptions of additional services that can be provided, if the Council chooses, and are recommended enhancements to existing services.

Capital Expenditures—in order to offer the City's services, there must be a significant and ongoing investment in capital assets, including real estate, streets and roads, facilities, equipment, and natural amenities (such as street trees and walking trails). Given the high costs of capital assets, and the impacts they have on the operating programs, capital expenditures for the next two years are identified separately and highlighted.

Appendices—the appendices provide much of the detail necessary for a complete understanding of the budget. The appendices also break out the budget information in different ways, to allow for a more nuanced review.

Conclusion and Appreciation.

The City still faces grave financial challenges. Those challenges restrict what we can do. Even so, this budget includes many new initiatives. These initiatives would not be possible without the can-do attitude, the pioneer spirit, and the volunteer ethos that is Paso Robles. The times ahead will be challenging, but challenges have never stopped this community. Instead, past challenges have energized Paso Robles. There is every reason to think that they will stimulate Paso Robles in the future, as well.

The budget development process this year was time consuming and intense. It provided the City Council and community with an unparalleled opportunity to rethink what the City should and should not do and how to best provide needed services. Creation of the budget documents requires the hard work of turning the ideas into actionable proposals, refining those proposals, and filtering out those that, even though desirable, cannot be supported due to financial or other reasons. Staff spent countless hours, in addition to their ongoing duties, undertaking a budget process that was unlike that which many have previously undertaken. I wish to sincerely thank them for their inspiration, their tireless efforts, and their dedication to serving the people of Paso Robles. I wish to also thank you, the Council, for your willingness

to put in the time and energy to understand this complex document, to meet and talk at great length with constituents to know what they think, and to make the tough decisions for the benefit of our community.

Sincerely,

A handwritten signature in blue ink that reads "THOMAS FRUTCHEY". The signature is written in a cursive, slightly slanted style.

Thomas Frutchey
City Manager

CITY OF EL PASO ROBLES



ADOPTED OPERATING AND CAPITAL BUDGET FISCAL YEARS 2016-17 AND 2017-18

**SUBMITTED BY:
TOM FRUTCHEY, CITY MANAGER**

**PREPARED BY:
JIM THROOP, ADMINISTRATIVE SERVICES DIRECTOR
DEANNE PURCELL, FINANCE MANAGER
CATHERINE PIATTI, ADMINISTRATIVE SERVICES COORDINATOR**



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COMMUNITY PROFILE





CITY OF EL PASO DE ROBLES COMMUNITY PROFILE

The City of Paso Robles is ideally located in the Coastal Mountain Range of Central California. Its prime location offers convenience for travelers along Highway 101 and is set midway between Los Angeles and San Francisco. Paso Robles is at the heart of Wine Country here on the Central Coast and offers a variety of attractions and activities. The Downtown City Park is nestled among restaurants, shops and other local businesses that cater to the residents and visitors of Paso Robles. The City boasts a population of just about 31,300 making it the second largest city in San Luis Obispo County. The ability to go from bustling city scape to rolling country sides covered in breathtaking views of vineyards make Paso Robles the ideal place to reside or retreat. The City of Paso Robles embraces its history and honors its heritage through the preservation of various historical sites.



City Services

The City of Paso Robles provides a full range of services including, Police, Fire, Water, Wastewater Collection and Treatment, Airport services, Building Services, Engineering Services, Library and Recreation Services, Maintenance Services for streets, parks and public facilities and Community Development Services. Waste disposal and recycling services are provided by Paso Robles Waste & Recycle. Transit services for the City of Paso Robles are provided by the San Luis Obispo Regional Transit Authority.





The City of Paso Robles has a Council-Manager general law form of government. The City Council consists of 5 members, one member being the Mayor. All are elected by the residents. The City Manager is appointed by the City Council and serves as the Chief Executive Officer of the City. The City Manager directs departments within the City to ensure the implementation of policies set forth by the City Council.



Mayor

Steven W. Martin

Term: 2014-2018



Councilmember

Jim Reed

Term: 2014-2018



Mayor Pro Tem

Fred Strong

Term: 2012-2016



Councilmember

John Hamon

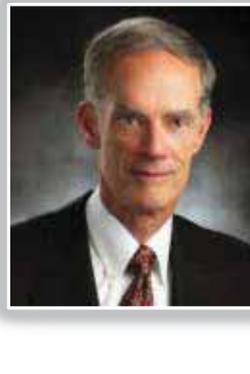
Term: 2014-2018



Councilmember

Steve Gregory

Term: 2014-2016



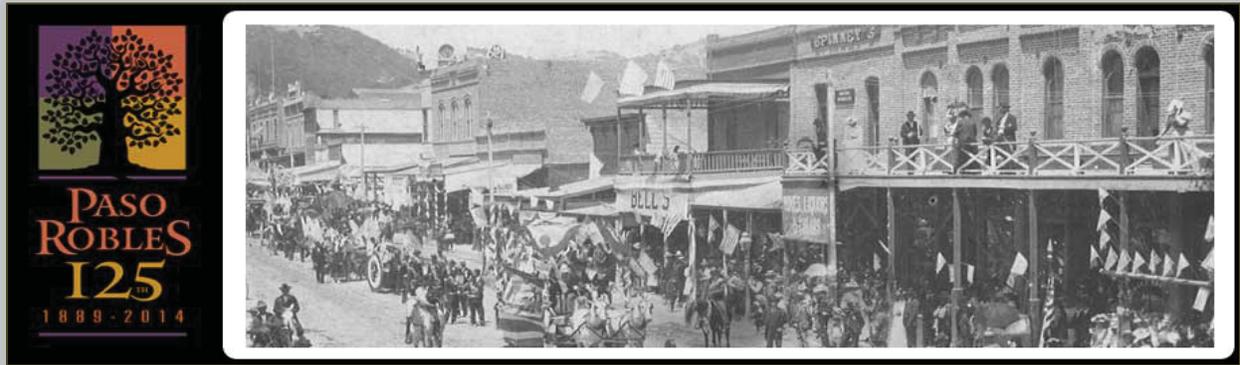
City Manager

Tom Frutchey



History

The City of Paso Robles recently celebrated its 125th Anniversary in 2014, however, the area of Paso Robles' rich history began long before the founding of the City in 1889 and has consisted of a close connection with both wine and healing waters throughout the years.



The Land

Paso Robles was originally known as the Paso Robles Rancho. It consisted of 25,993.18 acres that was also known as the Paso de Robles Land Grant. The property was originally granted to Pedro Narvaez, however, the property was quickly given to Petronilo Rios. In 1857, James H Blackburn, Daniel Drew Blackburn and Lazarus Godehaux purchased the entire Rancho for the price of \$8,000.00.

In 1860, the three partners divided the property, each one taking a different portion for themselves. Daniel Blackburn took ownership of the hot springs and land surrounding them, however, he sold a half-interest to Mr. McCreel, who then sold his share to Drury James. Drury James was a brother-in-law of Daniel Blackburn as well as the uncle to the outlaws Jesse James. In 1873, James H. Blackburn bought an interest in the hot springs which caused the present City to be the joint property of the Blackburn brothers and Drury James.

Being public minded, the three partners donated two blocks to the City in order to be used for a public park which could be enjoyed by citizens and visitors alike. A public planting day was held where each citizen set out his own donation to the park. In 1890 a bandstand was built using money that was raised by private theatricals.

In 1886, after the Southern Pacific Railroad made its appearance in the City, the work began on laying out the town. This layout would include the resort being placed at the center. On November 17th, 1886, the "Grand Auction" was held which resulted in the sale of 228 lots.

At the end of just one year, records were showing 523 residents and 100 buildings. The City of Paso de Robles became incorporated in 1889 and the growth of the City started to take shape.



For quite some time, Paso Robles was known as the “Almond City” due to the amount of local almond orchards in the area. At this time, Paso Robles had the largest concentration of almond orchards in the world. Along with almond orchards, the outlying ranches in the area were grazed with cattle and horses and the ranchers grew grain crops, including wheat and barley, produce gardens and fruit and nut orchards. In October of 1931, the business people of the City, established Pioneer Day to show their appreciation of the ranchers. Today, many of these ranch lands have become vineyards which drives a major part of our tourism and industry within Paso Robles. Pioneer Day is still celebrated with weekend long events and a parade.



By 1940, there were 3,045 residents in the City and in November of that year, construction began on part of the Nacimiento Land Grant for a new Army Base, Camp Roberts. Camp Roberts opened in 1941 and brought with it an influx of workers, Army Officers, trainees and United Service Organizations (USO) entertainers.

As the years continued, growth began east of the Salinas River as numerous sections of land were annexed into the City. In March of 1952, the first Airfield, known as Sherwood Acres, was the first section to be annexed. This was followed by the Orchard Tract in 1957. By 1980, the City had 9,045 residents and continued to grow to 10,000 in 1982. By 1993 the population had more than doubled to 21,000. The City continues to grow while still maintaining the small-town feel and friendliness people have enjoyed since the beginning.

From Hot Springs to Hotels

The beautiful, rolling hills area of the Central coast that we know as the City of Paso Robles, has always been renowned for thermal hot springs. The Salinan Indians were among the first inhabitants of the area and knew this area as the “springs” or “hot springs”. The Indians, and later the Mission Fathers and their congregations, used the therapeutic waters and mud baths to heal various ailments. The Paso Robles area, has long been spoken of as “California’s oldest watering place”. It has been the place to go for springs and mud baths long before the City was founded. By 1886 people were traveling to the Paso Robles area from as far away as Oregon, Nevada, Idaho and even Alabama.



By 1882, the accommodations of the City consisted of a reading room, barber shop, telegraph office, general store, livery stable and several comfortably furnished cottages for families that preferred more privacy than that of a hotel. As more and more people came for the hot springs, the City became a place to gather and socialize.

In 1864 the Bathhouse was built over the Sulphur spring that consisted of thirty-seven bath rooms and a plunge. Shortly after the Bathhouse was built, construction began on the Hot Springs Hotel, which opened for business in 1891. In 1940, a tragic fire destroyed the hotel, however months after the fire, plans for a new hotel were already in motion. The new hotel was built on the same site as the original hotel and was an entirely different concept. Today, with some remodeling and upgrades, this hotel still stands and is known as the Paso Robles Inn. Since the use of the bathhouse was restricted to the guests of the hotel, a few local business men built another bathhouse over a Sulphur well and offered baths at the affordable rate of twenty-five cents. This bathhouse establishment was later given to the City and is currently the site of the City Municipal Pool.



From Vineyards to Wine

The Paso Robles area has a long history with the Wine Industry. Wine grapes were introduced to the soil in 1797 by the Spanish Conquistadors and Franciscan Missionaries. The Spanish explorer, Francisco Cortez, envisioned an abundant wine-producing operation and encouraged settlers from Mexico and other parts of California to cultivate the land. The Padres of the Mission San Miguel were among the first vineyardists in the area and their old fermentation vats and grapevine artwork can still be seen at the Mission in San Miguel.



Commercial winemaking was introduced to the Paso Robles region in 1882 when Andrew York, a settler from Indiana established the Ascension Winery (what is now known as York Mountain Winery) and began planting vineyards. When York first purchased the land, it was primarily apple orchards with a small plot of wine grape vines. York soon found that the climate and soil were more suitable for growing vineyards, rather than orchards, and he expanded the vineyards. Within a few short years, York found that the vines were yielding more than what he could sell and market, which prompted him to build a small, stone winery.

After the success of Andrew York, Gerd and Ilisabe Klintworth planted a vineyard in the Geneseo/Linne area where they were licensed to sell jugs of Zinfandel, Port and Muscatel as well as some of the area's first white wine made from Burger grapes. As the popularity of wines increased, so did the Paso Robles wine region. Lorenzo and Rena Nerelli purchased their vineyard at the foot of York Mountain in 1917. Their Templeton Winery was the area's first to be bonded following the repeal of Prohibition. The early 1920's brought about an influx in winemaking when several families settled in the area to establish family vineyards and wineries. The Dusi's, Martinelli's, Busi's, Vosti's and Bianchi's were among some of the vineyards that were established during this time.

The Paso Robles wine region gained even more notoriety when the famous Polish statesman and concert pianist, Ignace Paderewski, came to Paso Robles and purchased 2,000 acres in the Adelaide area which became known as Rancho San Ignacio. Ignace planted Petite Syrah and Zinfandel. Following Prohibition, Paderewski's wine was made at York Mountain Winery and the wines produced from the grapes grown on Rancho San Ignacio went on to become award winning wines. This success furthered the reputation of Paso Robles as a premier wine region.





Paso Robles Today

Paso Robles offers all the amenities of family life including attractive and available housing, ample City services, state-of-the-art recreation facilities, easy access retail shopping, excellent public schools, and safe neighborhoods. The City also boasts many tourist accommodations and attractions. From various wineries and tasting rooms to a wide variety of restaurants and entertainment options, the City has a little something for everyone, making it the perfect place to live or visit.

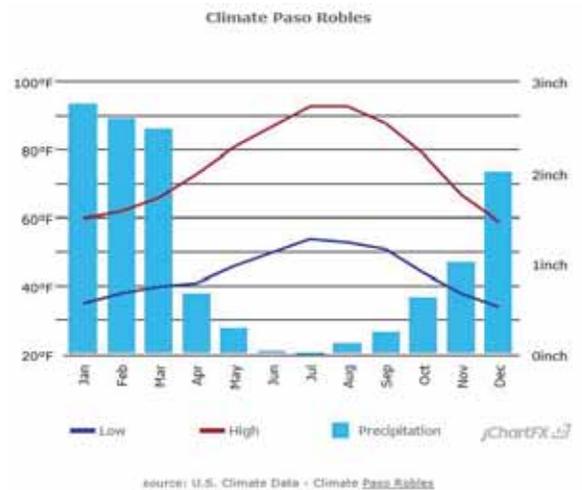
Economy

The City understands the importance of business and works hard to attract commerce in a diverse array of industries. According to the most recent Census data available, Paso Robles' population growth continues to exceed much of the Central Coast. With just over 11% of San Luis Obispo County's population, the City has 17% of retail sales with a per capita total retail sales of \$20,460. Given Paso Robles' diversified economy, the national economic recession was felt in the City, but at a lesser degree than the remainder of the county.

Paso Robles holds the charm of a rural community, but is developing into a center of industry, viticulture, art, recreation, commerce, and housing. It is truly a place with something for everyone.

Climate

Paso Robles enjoys a mild Mediterranean climate that consists of mild winters and dry, hot summers. This particular climate makes this region an enjoyable place to live and vacation year round. The summer months' daily temperatures range between 80-100 degrees with occasional days reaching above 100 degrees. The summer night temperatures range between 50-60 degrees. The winter months' daily temperatures range between 50-70 degrees with night temperatures ranging between 30-45 degrees. Paso Robles receives the majority of its precipitation from December through March although it is not unusual for Paso Robles to experience a light summer storm bringing a few raindrops and a slight relief in the hot summer.



City Demographics

Incorporated on	March 11, 1889	Miles of Streets	173.5
Form of Government	Council-Manager	Number of Traffic Signals	26
Number of Registered Voters	14,477	Elevation	732 ft.
Current City Area	19.9 Square Miles		



Public Safety

Police Services

1 Police Station

14 Patrol Units

35 Officers

9 Dispatchers

4 Support Personnel

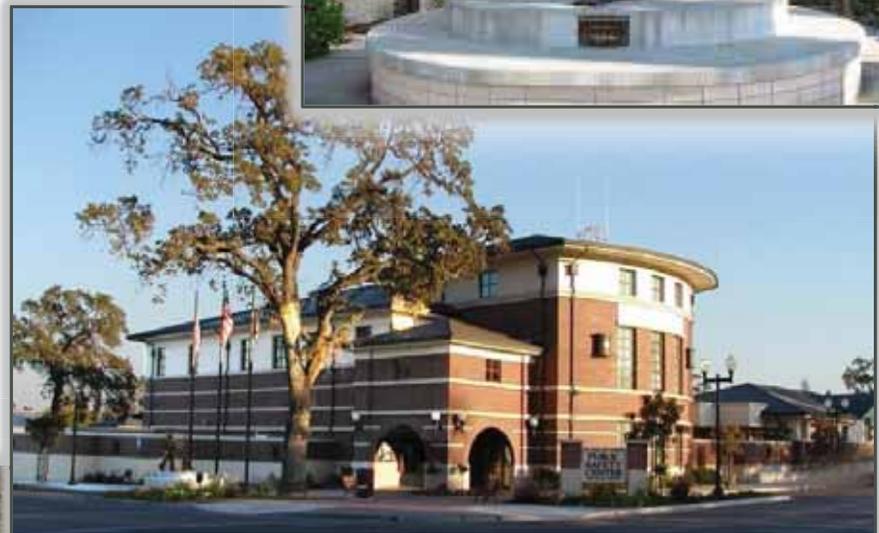


Emergency Services

2 Fire Stations

23 Firefighters

1 Support Personnel





Education

- 6 Elementary Schools
- 2 Middle Schools
- 1 High School
- 1 Continuation Program
- 1 Independent Study Program



Elementary Schools



Pat Butler Elementary



Winifred Pifer Elementary



Bauer-Speck Elementary



Virginia Peterson Elementary



Georgia Brown Elementary



Kermit King Elementary



Middle Schools



Lewis Middle School



Flamson Middle School

High Schools



Paso Robles High School



Liberty High School
(Continuation Program)



Independence High School
(Independent Study)

Additional Educational Programs

Culinary Arts Academy

Little PEPers

PRYDE Before/After School Program

ASES After School Education & Safety Program

K-8 Home School Program

Bearkitten Preschool



Parks and Recreational Facilities

Facilities Amenities	To reserve, go to www.prcity.com or call 805.237.3991 *May be reserved																
	Baseball Diamonds	Outdoor Basketball Courts	BBQ	Gymnasium	Baseball/Volleyball/Futsal	Kitchen	Meeting Rooms	Pickleball Courts	Picnic Area(s)	Playground	Restrooms	Skate Park	Soccer Fields	Swimming Pool	Tennis Courts	Trails(s)	Volleyball
BARNEY SCHWARTZ PARK* 2970 Union Road	4	3						✓	2	4		4				✓	
CENTENNIAL PARK * 600 Nickerson Drive		1	1	1	1	4	5	✓	1	2			1	4	✓		
CITY PARK * 11th & Park Street			2					✓	1	1					✓		
LARRY MOORE PARK 155 Riverbank Lane									1	1					✓		
MUNICIPAL POOL 524 - 28th Street										2			2				
OAK CREEK PARK 301 Cedarwood Drive			1					✓	1						✓		
PIONEER PARK * 2030 Riverside Avenue	1	2	1					✓	1	1	1						
ROBBINS FIELD * 826 - 7th Street	1																
ROYAL OAK MEADOWS 1100 Parkview Lane			1												✓		
SHERWOOD DOG PARK 290 Scott Street																	
Secure Dog Friendly Park																	
SHERWOOD PARK * 1860 Creston Road	2	2	1					✓		2		2		4	✓	1	
SHERWOOD FOREST 220 Scott Street									1	1							
Uptown Family Park 641 36th Street									1	1							

Trails

- Dogs are permitted on trails if on-leash.
- Please be courteous to other trail users and pick up after your dog.
- Horses or off-road motorized vehicles are not permitted on City trails.

- 1 Alameda Coast Trail - 0.17 mile paved trail starting at Crown Hill on Union.
- 2 Barney Schwartz Park Loop - 0.88 mile paved loop trail is located at 2970 Union in Barney Schwartz Park.
- 3 Centennial Park Trail - 0.02 mile paved trail from Lana Street to Mohawk Ct. Public parking at Centennial Park, 600 Nickerson Drive. Sidewalk connection from Mohawk Ct. to Salinas River Parkway Trail 0.28 mile.
- 4 Charolais Corridor Trail - 1.79 miles paved trail along Charolais Road connecting to Charolais Corridor from Creston Road to Riverbank Lane.
- 5 Larry Moore Park Loop - 0.5 mile paved & dirt trail from Riverbank Lane cul-de-sac along river frontage to paved trail around Larry Moore Park.
- 6 Palo Robles City Park Loop - 0.36 mile flat down-town loop around the park, located at 11th and Park Streets.
- 7 Royal Oak Meadows Trail - 0.2 mile paved trail located at Parkview and Airport.
- 8 Salinas River Parkway Trail - 1.6 miles paved (with dirt sections) from Riverbank cul-de-sac to 13th Street bridge. Includes short section of low-grade dirt slope.
- 9 Sherwood Forest Loop - Just under 1 mile loop trail around Sherwood Forest on concrete/dirt starting at 220 Scott.
- 10 Seward/Bambandiller Trail - 1.38 mile paved/dirt trail with creek crossings starting at Seward or Bambandiller.
- 11 Turtle Creek Loop - 0.32 mile paved loop trail located at Turtle Creek Park at Brookhill and Airport.
- 12 Water Tank Loop - Just under 2 mile paved loop trail starting at Creston Rd.

~ PASO ROBLES TRAILS ~

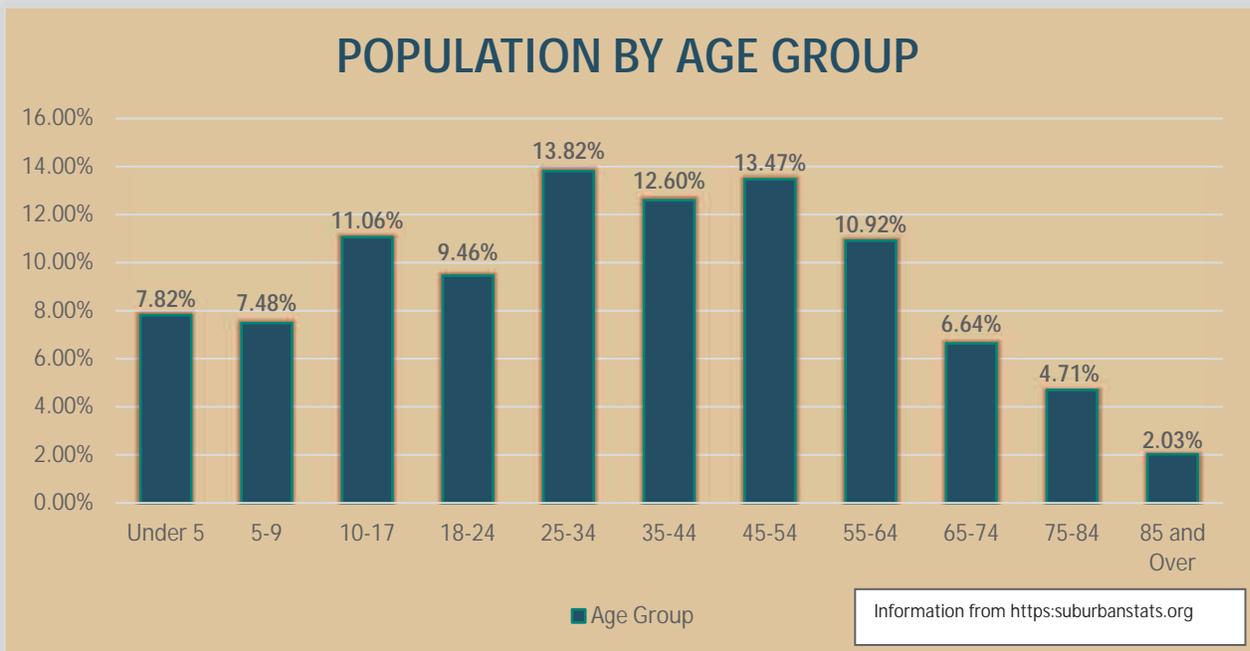
City of Paso Robles
PARKS, TRAILS & RECREATION CENTERS



Population

1990 Census	18,600	2000 Census	24,300
2010 Census	29,800	*2014 Census	31,287

*Estimate- most current Census data available from the U.S. Census



Population Projections

On April 14, 2014, the City Council amended the Land Use Element of the General Plan to adopt the following population projection.

2020	32,300	2025	34,400	2030	37,700
2035	39,900	2040	41,900	2045	42,800



Annual Income

Based on the most recent U.S. Census data, the median household income for the City of Paso Robles for 2010-2014 is \$59,978. This is higher than the median household income for the City of San Luis Obispo, which is \$44,894 and less than that of the City of Atascadero, which is \$66,342.

The percentage of persons in poverty for the City of Paso Robles is 13.3% which the City of San Luis Obispo is at 32.9% and the City of Atascadero is at 10.8%.

County Income Levels

The federal and state governments define income levels for determining eligibility for their funding programs. Income levels are indexed to County's Median Income* and are adjusted for the number of persons residing in a household. Income levels are updated annually by the U.S. Department of Housing and Urban Development (HUD).

- "Extremely low income" is defined as a household earning 30% or less of the County's Median Income.
- "Very low income" is defined as a household earning 50% or less of the County's Median Income.
- "Low income" is defined as a household earning 80% or less of the County's Median Income.
- "Moderate income" is defined as a household earning 81-120% of the County Median Income.

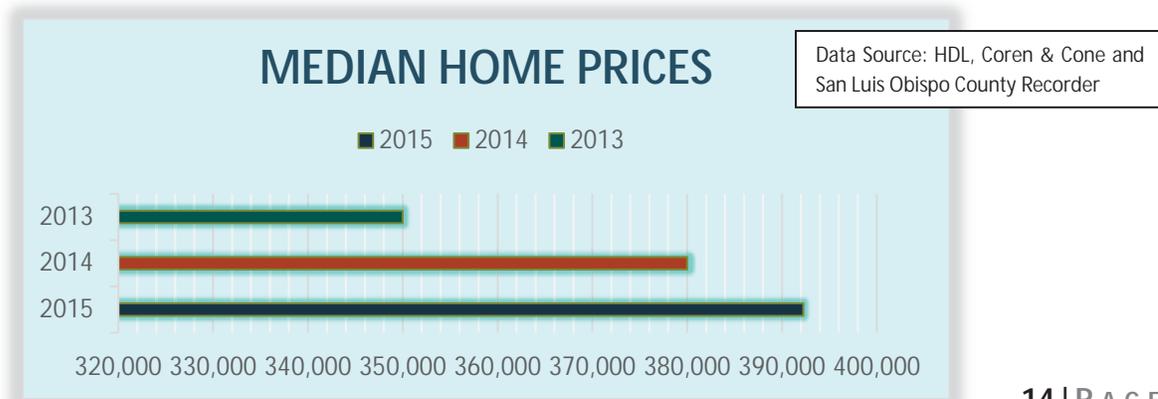
Income Group *	Household Size (# of persons) and Income (in \$)							
	1	2	3	4	5	6	7	8
Extremely Low (30%)	\$16,250	\$18,550	\$20,850	\$24,300	\$28,440	\$32,580	\$36,730	\$40,890
Very Low (50%)	\$27,000	\$30,850	\$34,700	\$38,550	\$41,650	\$44,750	\$47,850	\$40,900
Low (80%)	\$43,200	\$49,400	\$55,550	\$61,700	\$66,650	\$71,600	\$76,550	\$81,450
Median (100%)	\$53,950	\$61,700	\$69,400	\$77,100	\$83,250	\$89,450	\$95,600	\$101,750
Moderate (120%)	\$64,750	\$74,000	\$83,250	\$92,500	\$99,900	\$107,300	\$114,700	\$122,100

*Percent of Median Income
Source: California Department of Housing and Community Development

This chart shows the income limits in San Luis Obispo County for 2016 as prepared by the State Department of Housing and Community Development. The update income figures are generally released between March and April each year.

*The Median Income is the income earned by that household where 50% of households in the County earn more than the median amount, and 50% earn less.

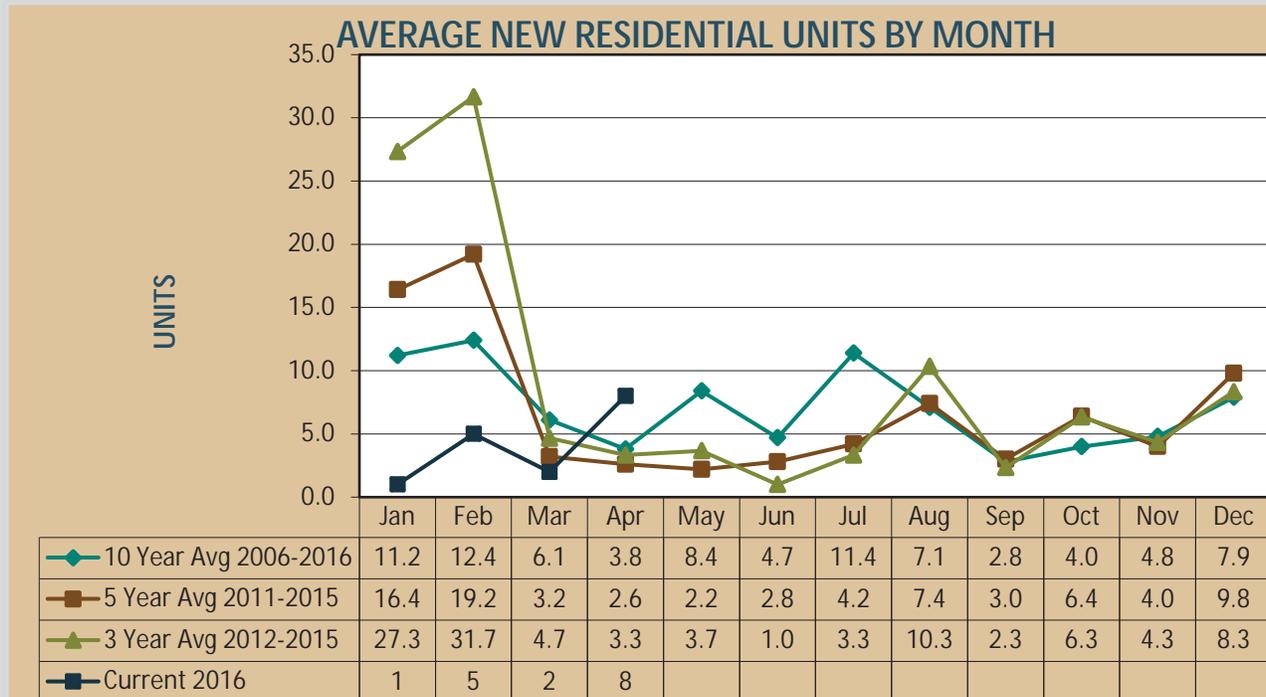
Median Home Prices



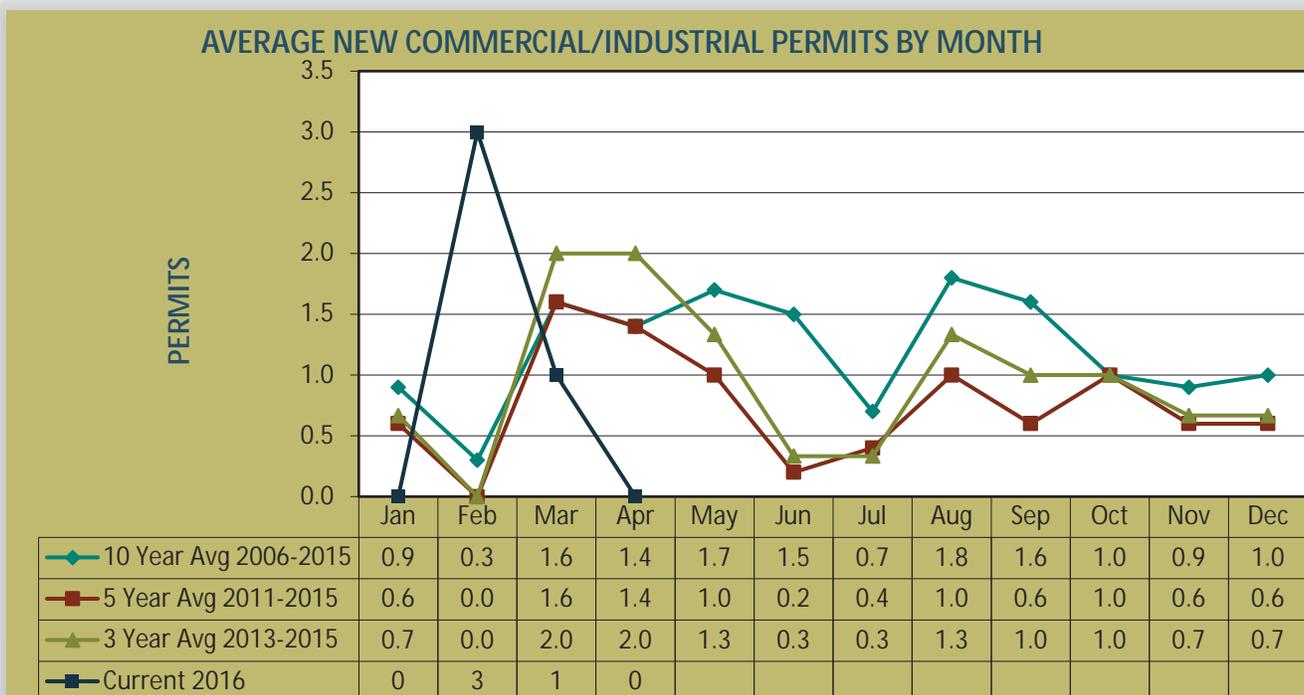


Housing/Building

The graph below shows the average number of new residential units issued each month over a 3, 5 & 10-year timeline compared to our current activity in 2016.



The graph below shows the average number of new Commercial & Industrial units issued each month over a 3, 5 & 10-year timeline compared to our current activity in 2016.

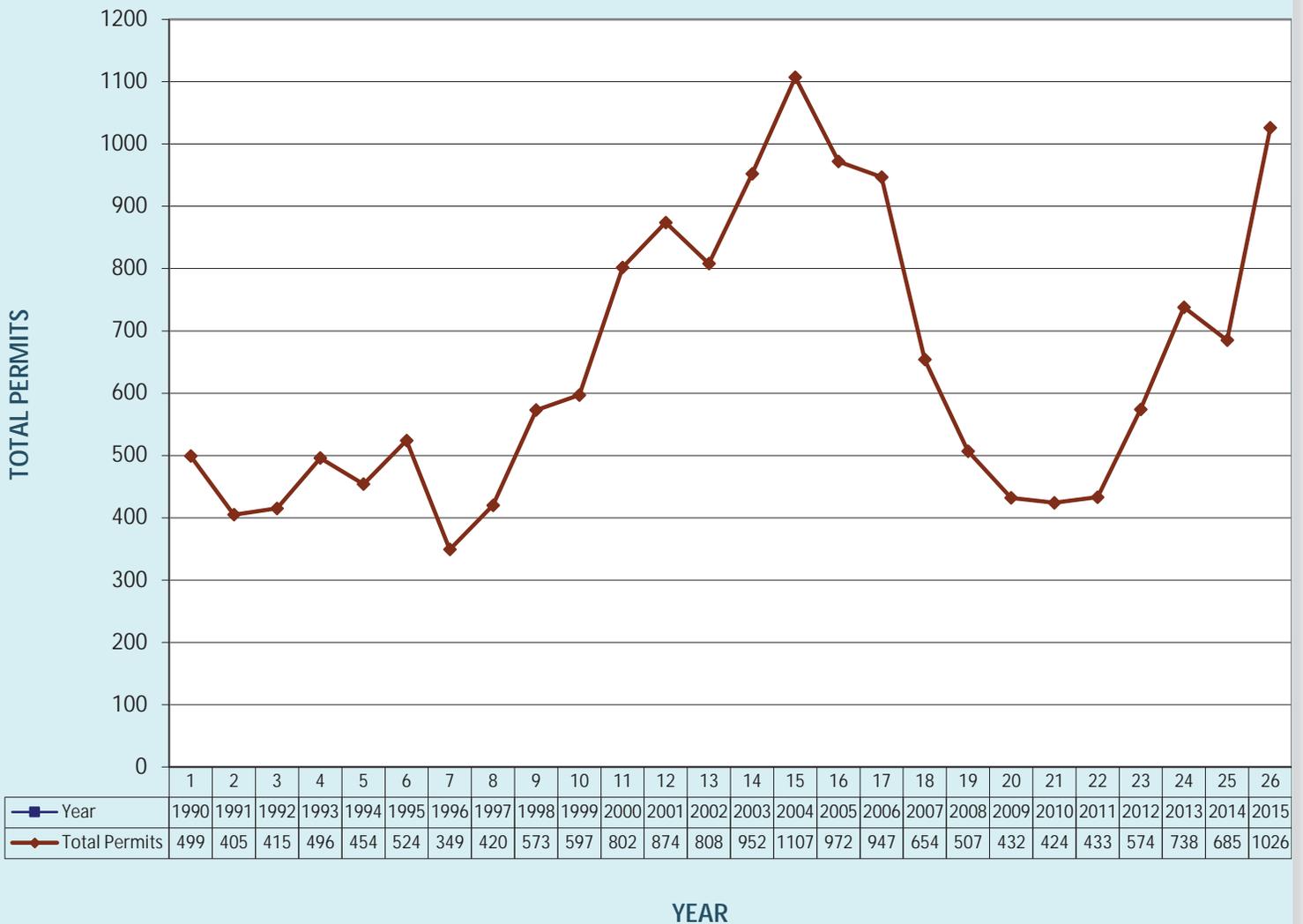




Permits

The graph below shows the total number of all permits issued each year, this includes new construction, remodels/additions, and mechanical plumbing electrical permits.

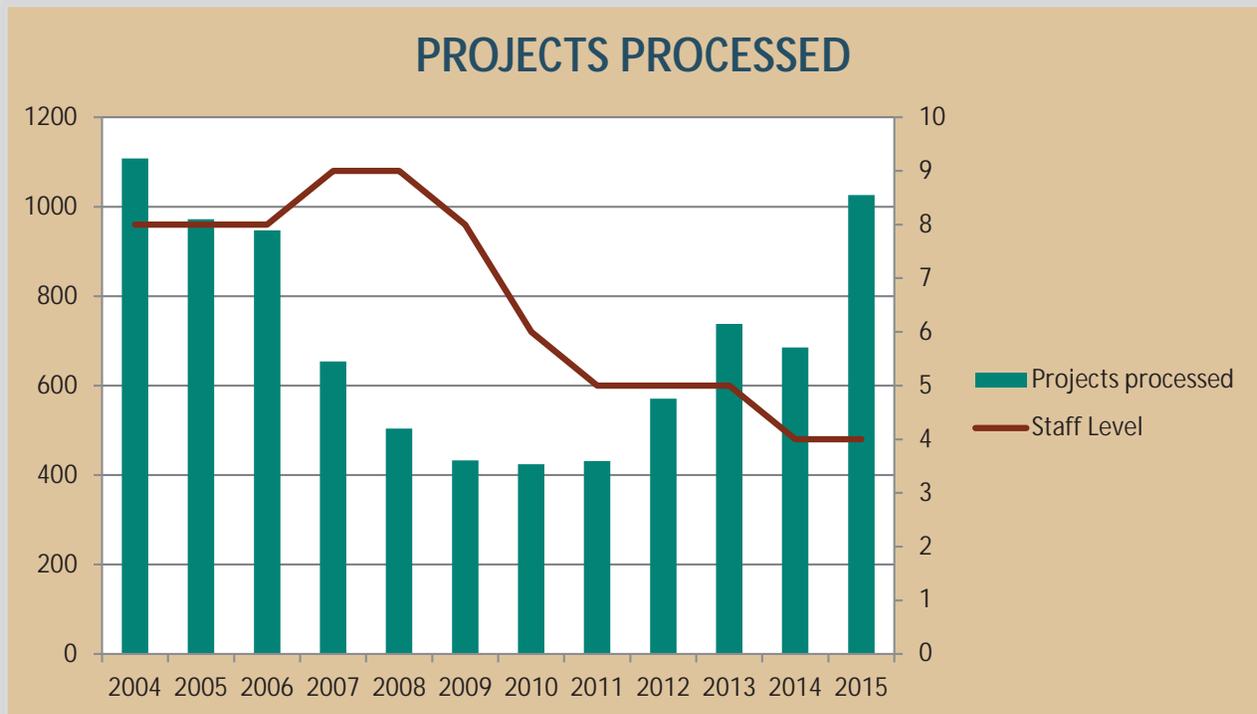
TOTAL YEARLY PERMITS 1990-2015



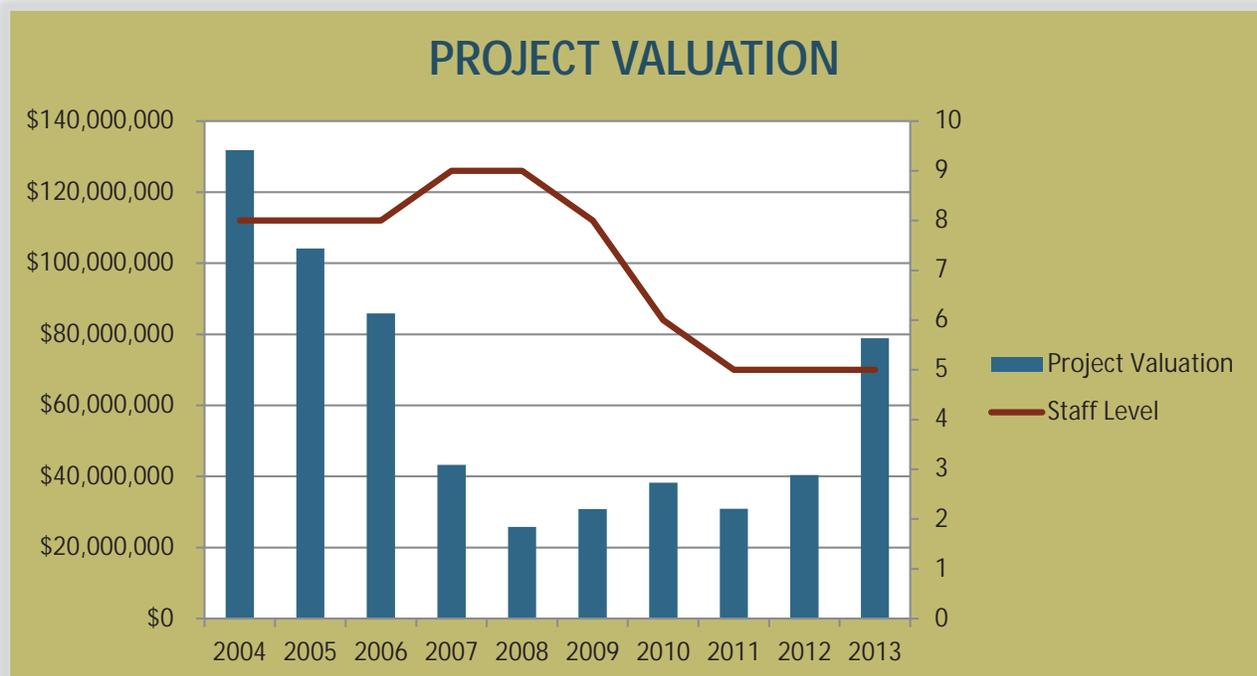


Permits-continued

The graph below compares the total number of permits issued each year to the amount of staff within the Building Department.



The graph below compares the valuation of the construction associated with all permits to the staff level within the Building Department.





Top Ten Property Taxpayers

<u>Taxpayer</u>	<u>Taxable Assessed Valuation</u>	<u>% of Total Assessed Valuation</u>
DS Paso Crossing LLC ETAL	\$ 36,886,697	0.93%
Paso Golden Hill LLC ETAL	\$30,470,586	0.77%
Justin Vineyards and Winery LLC	\$30,303,713	0.76%
Firestone Walker LLC	\$27,256,192	0.69%
Dry Creek Apartments	\$21,313,906	0.54%
John Stephenson Trust ETAL	\$18,006,137	0.45%
Probitas Properties Ramada LLC	\$15,000,000	0.38%
Pacific Coast Hotel Properties LLC	\$14,413,387	0.36%
Specialty Silicone Fabrications INC	\$14,079,694	0.35%
Tri-W Enterprises INC	<u>\$13,500,727</u>	<u>0.34%</u>
TOP TEN TOTAL	<u>\$221,231,039</u>	<u>5.57%</u>
City TOTAL	\$3,976,678,040	

Data Source for Top Ten Property Taxpayers: HDL, Coren & Cone and San Luis Obispo County Assessor 2014/15 Combined Tax Rolls and the SBE Non Unitary Tax Roll



Top 25 Sales Tax Producers 2014/15

*Data Source: HDL and State Board of Equalization- April 2014-March 2015

<u>Business Name</u>	<u>Business Category</u>
7 Eleven	Service Station
Albertsons	Grocery Stores
AM PM Mini Mart	Service Station
Arco AM PM	Service Station
Big Creek Lumber	Lumber/Building Materials
Borjon Auto Center	New Motor Vehicle Dealer
Chevron	Service Station
Chevron	Service Station
Firestone Walker	Casual Dining
Idlers	Electronics/Appliance Store
Jaco Oil	Service Station
JB Dewar	Petroleum Prod/Equipment
Kohl's	Department Store
Lowe's	Lumber/Building Materials
Paso Robles Chevrolet Cadillac	New Motor Vehicle Dealer
Paso Robles Ford Lincoln Mercury	New Motor Vehicle Dealer
Rite Aid	Drug Store
Ross	Family Apparel
San Luis Bay Suzuki Kia	New Motor Vehicle Dealer
Santa Cruz Biotechnology	Drugs/Chemicals
Sky River	Trailers/RV
Smith Motor Group	Used Automotive Dealer
Target	Discount Department Store
Valero Corner Store	Service Station
Walmart	Discount Department Store

ADOPTED COUNCIL GOALS





ADOPTED COUNCIL GOALS

Most Important (in priority order):

- Maintain fiscal stability by living within our means, maximize revenues, and aggressively capture lost revenues, minimizing expenditures where possible.
- Expand efforts to invest in City infrastructure through the strategic use of reserves, with emphasis on streets, parks, landscaping and facilities.
- Continue implementation of the Urban Water Management Plan, including aggressively procuring and protecting water supplies.
- Encourage the orderly development of new homes and workforce housing.
- Move forward with implementation of the Airport Business Plan, including stakeholders in the process.

Important:

- Make every effort to grow existing economic elements, retain existing endangered businesses, and provide opportunities for new employment and economic growth.
- Support local management of groundwater resources.

Address if Resources Are Available:

- Establish a volunteer coordinator and continue to promote and encourage volunteerism.

FINANCIAL FORECAST





GENERAL OPERATING FUND FIVE-YEAR FINANCIAL FORECAST

Introduction

Long-range forecasting is an important part of a city's financial planning process. While it is challenging to accurately predict local government revenues due to the variable nature of the revenue sources and their connection to regional, State, national, and even international economic conditions, it is possible to identify reasonable financial trends and provide a conceptual financial picture for a multi-year period which is useful to policy-makers' decision making. Annually, a forecast is to be prepared and presented to the City Council during the budget process.

A financial forecast, even with fluctuating economic variables, can help identify long-term financial trends, causes of fiscal imbalances, future fiscal challenges, opportunities, and potential requirements, all of which may assist in continuing on a path of fiscal sustainability. Growth and development may occur at a different pace than anticipated in this Forecast and actual revenues and expenditures in future years may vary, but basic trends will be apparent. The Forecast is focused on the General Operating Fund (GOF), which provides financing for the majority of City services, including Police, Fire, Parks, Recreation, Library, and administrative functions necessary for ongoing City operations. The GOF is also the fund that is most significantly influenced by economic conditions.

Background and Analysis

The Forecast is based on reasonable assumptions utilizing available information from a wide variety of sources. These sources include reviewing the City's historical trends, gathering information from economists that specialize in the regional economics of the Central Coast, reviewing various indicators (e.g., unemployment data, housing sales, etc.), networking with staff of neighboring agencies, reviewing State of California (State) and national economic trends, and factoring in known Paso Robles conditions, such as economic and property development. The level of City services, staffing, and cost of operations adopted for Fiscal Year 2015-16 is the base year for subsequent fiscal years' expenditures in the Forecast. Confidence levels in the Forecast assumptions become less certain with each subsequent fiscal year and actual future revenues and expenditures may vary from the Forecast.

Although it is uncertain as to when a downturn may actually occur, it is prudent to include a downturn in the economy in the Forecast based on economic cycles. Historically, slowdowns in the economy have occurred approximately between 4 and 9 years in the past five decades, with the longest period of expansion lasting 11 years, from 1990 to 2001. As a result, a general slowdown in economic activity is projected to begin Fiscal Year 2017-18 and possibly continue into Fiscal Year 2018-19. It has been approximately 8 years since the beginning of the last recession and will be 10 years if the slowdown occurs in Fiscal Year 2017-18, as indicated in the Forecast. However, some may say the current recovery has been very long and slow; therefore, the next downturn could occur later or be less impactful as the Great Recession.

The Forecast is not intended to predict precisely the next slowdown in the economy, but rather an indication of what the financial picture could look like when the next recession occurs. The next slowdown could occur sooner or later than projected, but it is anticipated another downturn will occur.



GENERAL OPERATING FUND FORECAST

	FY 2014-15 ACTUAL	FY 2015-16 REVISED	FY 2015-16 PROJECTED	FY 2016-17 ADOPTED	FY 2017-18 ADOPTED	FY 2018-19 FORECAST	FY 2019-20 FORECAST	FY 2020-21 FORECAST
REVENUE:								
Property Taxes	\$ 8,907,106 ¹	\$ 8,585,100	\$ 8,654,110	\$ 8,811,000	\$ 9,118,000	\$ 9,437,130	\$ 9,767,430	\$ 10,109,290
Sales Tax	13,130,905	14,139,500	13,939,500	14,404,000	14,860,000	15,305,800	15,764,974	16,237,923
Transient Occupancy Tax	4,249,068	4,525,500	4,525,500	4,797,000	5,031,000	5,282,550	5,546,678	5,824,011
Other Taxes	3,089,198	2,844,000	3,107,000	3,406,000	3,585,000	3,653,115	3,711,565	3,744,969
Licenses and Permits	1,022,893	1,058,200	1,066,700	1,328,200	1,499,700	1,591,182	1,691,426	1,691,426
Fines and Forfeiture	198,173	172,100	185,650	192,550	192,550	192,550	192,550	192,550
Use of Money & Property	3,473,201 ²	415,710	564,455	554,005	506,005	506,005	506,005	506,005
Revenue from Other Agency	282,273	120,000	246,060	95,000	95,000	95,000	95,000	95,000
Charges for Current Services	980,877	983,900	950,920	977,500	976,500	976,500	976,500	976,500
Misc Revenue/Transfers In	2,149,565	4,613,012 ³	3,686,912 ³	2,543,826	3,441,131	3,441,131	3,441,131	3,441,131
TOTAL REVENUE	37,483,259	37,457,022	36,926,807	37,109,081	39,304,886	40,480,963	41,693,258	42,818,805
Percentage Change	N/A	N/A	-1.48%	-0.93%	6.44%	9.09%	6.08%	5.78%
Grant Revenue	743,103	3,753,542	3,051,558	609,500	1,500	0	0	0
TOTAL REVENUE AND GRANT REVENUE	38,226,362	41,210,564	39,978,365	37,718,581	39,306,386	40,480,963	41,693,258	42,818,805
EXPENDITURES:								
Personnel Services	18,203,305 ⁴	19,445,291	18,318,652	20,176,745	20,406,463	20,956,463	21,556,463	22,186,463
Operating Expenses	11,474,616 ⁵	11,960,273 ⁵	10,727,730	10,508,073	10,645,502	10,964,867	11,293,813	11,632,627
Internal Service Charges	(2,442,500)	(2,869,426)	(2,334,592)	(2,188,382)	(2,187,567)	(2,231,318)	(2,275,945)	(2,321,464)
Debt Service	366,213	445,513	576,644	587,833	486,034	500,000	500,000	500,000
Capital Outlay	5,153,963	13,443,209 ⁶	8,071,584 ⁶	7,621,100	8,811,900	9,049,821	9,294,166	9,545,109
Misc Exp/Transfers Out	2,057,819	1,349,233	1,305,232	331,002	331,002	331,002	331,002	331,002
TOTAL EXPENDITURES	34,813,415	43,774,093	36,665,250	37,036,371	38,493,334	39,570,835	40,699,500	41,873,738
Percentage Change	N/A	N/A	5.32%	-15.39%	4.99%	6.84%	5.73%	5.82%
Grant Expenditures	743,103	3,753,542	3,051,558	609,500	1,500	0	0	0
TOTAL EXPENDITURES AND GRANT EXPENDITURES	35,556,518	47,527,635	39,716,807	37,645,871	38,494,834	39,570,835	40,699,500	41,873,738
OPERATING BALANCE/(DEFICIT)	\$ 2,669,844	\$ (6,317,071)	\$ 261,557	\$ 72,710	\$ 811,552	\$ 910,128	\$ 993,758	\$ 945,067



GENERAL OPERATING FUND FORECAST
w/ Recessionary Effects

	FY 2014-15 ACTUAL	FY 2015-16 REVISED	FY 2015-16 PROJECTED	FY 2016-17 ADOPTED	FY 2017-18 ADOPTED	FY 2018-19 FORECAST	FY 2019-20 FORECAST	FY 2020-21 FORECAST
REVENUE:								
Property Taxes	\$ 8,907,106 ¹	\$ 8,585,100	\$ 8,654,110	\$ 8,811,000	8,811,000	8,811,000	8,978,409	9,238,783
Sales Tax	13,130,905	14,139,500	13,939,500	14,404,000	12,963,600	11,667,240	12,017,257	12,377,775
Transient Occupancy Tax	4,249,068	4,525,500	4,525,500	4,797,000	4,892,940	5,137,587	5,394,466	5,664,190
Other Taxes	3,089,198	2,844,000	3,107,000	3,406,000	3,585,000	3,405,750	3,245,680	3,969,466
Licenses and Permits	1,022,893	1,058,200	1,066,700	1,328,200	978,000	978,000	997,560	1,027,487
Fines and Forfeiture	198,173	172,100	185,650	192,550	192,550	192,550	192,550	192,550
Use of Money & Property	3,473,201 ²	415,710	564,455	554,005	506,005	493,355	493,355	493,355
Revenue from Other Agency	282,273	120,000	246,060	95,000	95,000	95,000	95,000	95,000
Charges for Current Services	980,877	983,900	950,920	977,500	976,500	950,135	954,885	954,885
Misc Revenue/Transfers In	2,149,565	4,613,012 ³	3,686,912 ³	2,543,826	3,062,101	3,062,101	3,062,101	3,062,101
TOTAL REVENUE	37,483,259	37,457,022	36,926,807	37,109,081	36,062,696	34,792,717	35,431,263	37,075,592
Percentage Change	N/A	N/A	-1.48%	-0.93%	-2.34%	-6.24%	-1.75%	6.56%
Grant Revenue	743,103	3,753,542	3,051,558	609,500	1,500	0	0	0
TOTAL REVENUE AND GRANT REVENUE	38,226,362	41,210,564	39,978,365	37,718,581	36,064,196	34,792,717	35,431,263	37,075,592
EXPENDITURES:								
Personnel Services	18,203,305 ⁴	19,445,291	18,318,652	20,176,745	20,406,463	20,956,463	21,556,463	22,186,463
Operating Expenses	11,474,801 ⁵	11,960,273 ⁵	10,727,730	10,508,073	10,645,502	10,964,867	11,293,813	11,632,627
Internal Service Charges	(2,442,500)	(2,869,426)	(2,334,592)	(2,188,382)	(2,187,567)	(2,231,318)	(2,275,945)	(2,321,464)
Debt Service	366,213	445,513	576,644	587,833	486,034	500,000	500,000	500,000
Capital Outlay	5,153,963	13,443,209 ⁶	8,071,584 ⁶	7,621,100	8,811,900	9,049,821	9,294,166	9,545,109
Misc Exp/Transfers Out	2,057,634	1,349,233	1,305,232	331,002	331,002	331,002	331,002	331,002
TOTAL EXPENDITURES	34,813,415	43,774,093	36,665,250	37,036,371	38,493,334	39,570,835	40,699,500	41,873,738
Percentage Change	N/A	N/A	5.32%	-15.39%	4.99%	6.84%	5.73%	5.82%
Grant Expenditures	743,103	3,753,542	3,051,558	609,500	1,500	0	0	0
TOTAL EXPENDITURES AND GRANT EXPENDITURES	35,556,518	47,527,635	39,716,807	37,645,871	38,494,834	39,570,835	40,699,500	41,873,738
OPERATING BALANCE/(DEFICIT)	\$ 2,669,844	\$ (6,317,071)	\$ 261,557	\$ 72,710	\$ (2,430,638)	\$ (4,778,118)	\$ (5,268,236)	\$ (4,798,146)



FORECAST ASSUMPTIONS

REVENUES

1. Property Tax –

1. FY 2015-16 is projected to be approx. \$253K lower than FY 2014-15 due to RDA Pass Thru. RDA Pass Thru is the remaining funds leftover after bond debt payments. County will then divide remaining property tax increment between all taxing entities within the City.

2. Use of Money and Property – FY 2014-15 includes:

1. Proceeds from sale of 4th & Pine - \$1,284,729
2. Proceeds from capital leases including fire truck, vehicle and finance system \$1,704,811

3. Misc. Revenue –

1. Includes transfer in for Gas tax for road projects - \$1.8M
2. City Park Repair – transfer in of \$650K in remaining RDA bond proceeds
3. 21st Street project – transfer in of \$241K
4. Union Road/Hwy 46E road project transfer in of \$500K

EXPENDITURES

4. Personnel Services –

1. Increases due primarily to retirement and health insurance increases
2. Some positions are still eligible for merit increases

5. Operating Expenses –

1. Large decreases in Liability insurance and OPEB payments
 - a. OPEB payment catch-up in FY14-15 of \$2M
 - b. Liability Insurance decrease of \$1M in FY15-16

6. Capital Outlay –

1. Includes Road Improvement projects in FY2015-16 Revised/Projected:
 - a. 12 Street – Spring to Fresno - \$3.3M
 - b. Scott Street - \$2.5M
 - c. Road Maintenance \$5.5M
 - d. City Park Repair project - \$1.1M
 - e. Centennial/Muni Pool improvements - \$750K

SUMMARIES



-
- General Fund
 - Enterprise Funds
 - All Funds

GENERAL FUND

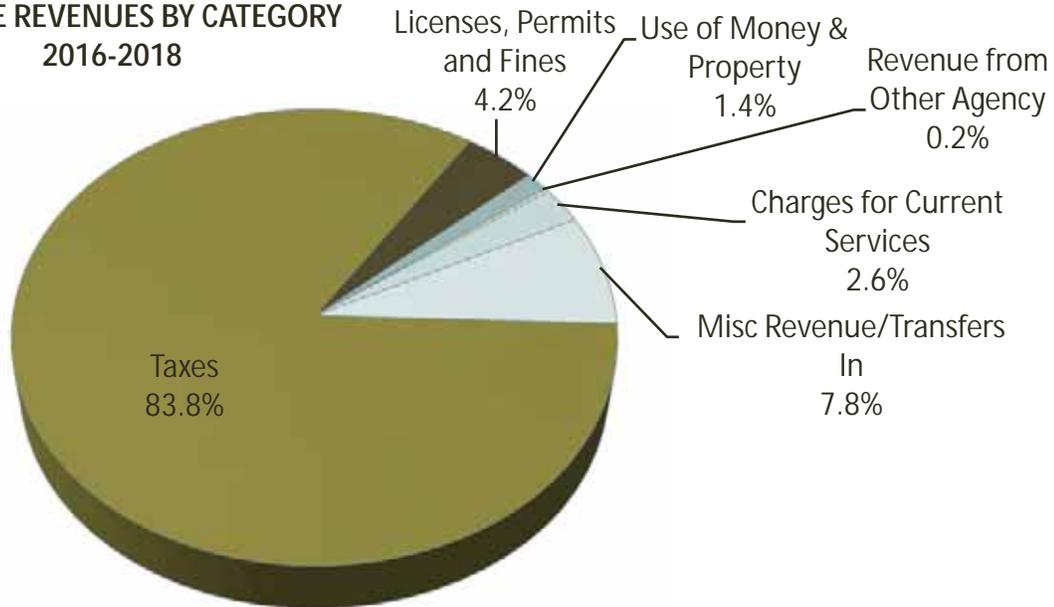




GENERAL FUND REVENUES BY CATEGORY

Where the Money Comes From

**AVERAGE REVENUES BY CATEGORY
2016-2018**



GENERAL FUND REVENUES BY CATEGORY

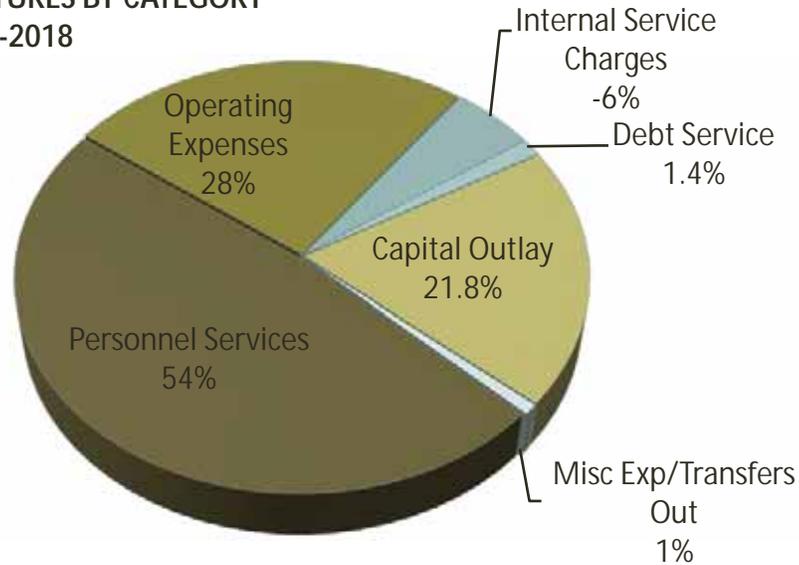
GENERAL FUND	FY 2014-15 ACTUAL	FY 2015-16 REVISED	FY 2015-16 PROJECTED	FY 2016-17 ADOPTED	FY 2017-18 ADOPTED
Taxes	\$ 29,376,277	\$ 30,094,100	\$ 30,226,110	\$ 31,418,000	\$ 32,594,000
Licenses, Permits and Fines	1,221,066	1,230,300	1,252,350	1,520,750	1,692,250
Use of Money & Property	3,473,201	415,710	564,455	554,005	506,005
Revenue from Other Agency	282,273	120,000	246,060	95,000	95,000
Charges for Current Services	980,877	983,900	950,920	977,500	976,500
Misc Revenue/Transfers In	2,149,565	4,613,012	3,686,912	2,543,826	3,441,131
Total Revenues General Fund	37,483,259	37,457,022	36,926,807	37,109,081	39,304,886
Grant Revenue	743,103	3,753,542	3,051,558	609,500	1,500
Total Revenues and Grant Revenue General Fund	\$ 38,226,362	\$ 41,210,564	\$ 39,978,365	\$ 37,718,581	\$ 39,306,386



GENERAL FUND EXPENDITURES BY CATEGORY

Where the Money Is Spent

**AVERAGE EXPENDITURES BY CATEGORY
2016-2018**



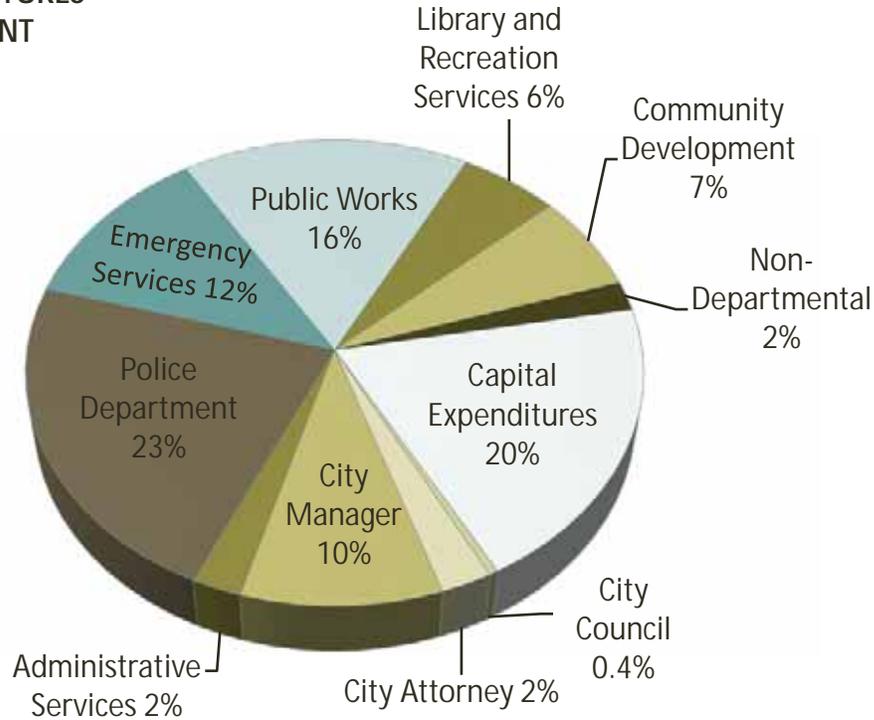
GENERAL FUND EXPENDITURES BY CATEGORY

GENERAL FUND	FY 2014-15 ACTUAL	FY 2015-16 REVISED	FY 2015-16 PROJECTED	FY 2016-17 ADOPTED	FY 2017-18 ADOPTED
Personnel Services	\$ 18,203,305	\$ 19,445,291	\$ 18,318,652	\$ 20,176,745	\$ 20,406,463
Operating Expenses	11,474,616	11,960,273	10,727,730	10,508,073	10,645,502
Internal Service Charges	(2,442,500)	(2,869,426)	(2,334,592)	(2,188,382)	(2,187,567)
Debt Service	366,213	445,513	576,644	587,833	486,034
Capital Outlay	5,153,963	13,443,209	8,071,583	7,621,100	8,811,900
Misc Exp/Transfers Out	2,057,818	1,349,233	1,305,232	331,002	331,002
Total Expenses General Fund	34,813,415	43,774,093	36,665,249	37,036,371	38,493,334
Grant Expense	743,103	3,753,542	3,051,558	609,500	1,500
Total Expenses and Grant Expense General Fund	\$ 35,556,518	\$ 47,527,635	\$ 39,716,807	\$ 37,645,871	\$ 38,494,834



GENERAL FUND EXPENDITURES BY DEPARTMENT

**AVERAGE EXPENDITURES
BY DEPARTMENT**



GENERAL FUND EXPENDITURES BY DEPARTMENT

GENERAL FUND	FY 2015-16				
	FY 2014-15 ACTUAL	REVISED BUDGET	FY 2015-16 PROJECTED	FY 2016-17 ADOPTED	FY 2017-18 ADOPTED
City Council	\$ 190,039	\$ 181,783	\$ 176,923	\$ 176,445	\$ 176,570
City Attorney	1,113,095	970,000	990,000	991,500	991,500
City Manager	4,069,049	4,965,247	4,236,860	3,811,691	3,961,473
Administrative Services	1,075,507	689,541	831,538	970,456	930,815
Police Department	8,469,928	8,905,201	8,352,721	8,861,979	9,259,853
Emergency Services	4,971,136	5,095,982	4,884,802	4,767,664	4,763,175
Public Works	5,571,214	10,290,870	9,223,115	6,615,555	6,659,578
Library and Recreation Services	2,696,778	2,091,836	2,041,678	2,283,761	2,311,468
Community Development	1,974,398	2,051,627	1,942,383	2,578,361	2,828,128
Non-Departmental	4,260,595	1,423,086	1,082,846	806,839	819,339
Capital Expenditures	3,607,280	13,731,888	8,288,532	7,970,002	7,980,502
Total Expenditures General Fund	\$ 37,999,019	\$ 50,397,061	\$ 42,051,398	\$ 39,834,253	\$ 40,682,401

ENTERPRISE FUNDS





WATER FUND

	FY 2014-15 ACTUAL	FY 2015-16 REVISED	FY 2015-16 PROJECTED	FY 2016-17 ADOPTED	FY 2017-18 ADOPTED
REVENUE:					
Use of Money & Property	\$ 148,448	\$ 171,000	\$ 46,000	\$ 41,000	\$ 35,000
Charges for Current Services	10,628,069	13,108,000	13,108,000	14,861,000	18,074,000
Miscellaneous Revenue	1,415	1,700	1,700	2,000	2,000
TOTAL REVENUE	10,777,932	13,280,700	13,155,700	14,904,000	18,111,000
Transfers In*	15,408,000				
TOTAL REVENUE AND TRANSFERS IN	26,185,932	13,280,700	13,155,700	14,904,000	18,111,000
EXPENDITURES:					
Personnel Services	2,052,881	2,179,276	2,064,983	2,648,307	2,599,434
Operating Expenses	2,675,327	3,651,094	3,383,082	3,963,158	3,840,263
Internal Service Charges	1,213,741	1,221,567	1,166,772	1,171,094	1,171,022
Debt Service	400,241	3,739,754	3,739,754	3,937,354	3,925,117
Capital Outlay	10,027,590	6,807,298	5,445,185	2,788,450	8,723,350
Miscellaneous Expense	9,869	15,000	15,000	15,000	15,000
Depreciation	1,205,375	1,286,050	1,220,000	1,220,000	1,220,000
TOTAL EXPENDITURES	17,585,024	18,900,039	17,034,776	15,743,363	21,494,186
Transfers Out*	15,503,922	82,450	65,200	5,000	5,000
TOTAL EXPENDITURES AND TRANSFERS OUT	33,088,946	18,982,489	17,099,976	15,748,363	21,499,186
OPERATING BALANCE/(DEFICIT)	(6,903,014)	(5,701,789)	(3,944,276)	(844,363)	(3,388,186)
Net Change in Non-Current Assets	1,205,375	1,286,050	1,220,000	1,220,000	1,220,000
Beginning Balance, July 1	17,514,296	11,816,657	11,816,657	9,092,381	9,468,018
Ending Balance, June 30	\$ 11,816,657	\$ 7,400,917	\$ 9,092,381	\$ 9,468,018	\$ 7,299,832

*Transfers In/Out of \$15,408,000 in FY 2014-15 due to water fund(s) consolidation



SEWER FUND

	FY 2014-15 ACTUAL	FY 2015-16 REVISED	FY 2015-16 PROJECTED	FY 2016-17 ADOPTED	FY 2017-18 ADOPTED
REVENUE:					
Use of Money & Property	\$ 10,406,673	\$ 79,000	\$ 4,200,000	\$ 5,538,000	\$ 13,369,000
Revenue from Other Agency	63,685		330,511		
Charges for Current Services	8,209,708	10,765,500	10,765,500	10,208,000	10,984,500
Miscellaneous Revenue	2,449	1,700	2,706	75,100	75,100
TOTAL REVENUE	18,682,515	10,846,200	15,298,717	15,821,100	24,428,600
Grant Revenue	67,508				9,765,000
TOTAL REVENUE AND GRANT REVENUE	18,750,023	10,846,200	15,298,717	15,821,100	34,193,600
EXPENDITURES:					
Personnel Services	2,513,473	2,643,327	2,702,113	3,097,009	3,102,744
Operating Expenses	2,173,999	2,342,018	1,967,963	2,473,741	2,356,539
Internal Service Charges	964,192	950,033	1,106,561	884,951	885,172
Debt Service	239,679	234,774	234,774	2,832,558	3,192,283
Capital Outlay	11,152,211	11,200,402	9,124,112	7,282,250	19,823,550
Misc Exp/Transfers Out	330,052	256,815	239,565	15,000	15,000
Depreciation	1,671,511	2,309,300	2,678,850	2,678,850	2,678,850
TOTAL EXPENDITURES	19,045,117	19,936,669	18,053,938	19,264,359	32,054,138
Grant Expenditures	67,508				4,410,000
TOTAL EXPENDITURES AND GRANT EXPENDITURES	19,112,625	19,936,669	18,053,938	19,264,359	36,464,138
OPERATING BALANCE/(DEFICIT)	(362,601)	(9,090,469)	(2,755,221)	(3,443,259)	(2,270,538)
Net Change in Non-Current Assets	1,671,511	2,309,300	2,678,850	2,678,850	2,678,850
Beginning Balance, July 1	19,508,395	20,817,305	20,817,305	20,740,933	19,976,524
Ending Balance, June 30	\$ 20,817,305	\$ 14,036,135	\$ 20,740,933	\$ 19,976,524	\$ 20,384,836



AIRPORT FUND

	FY 2014-15 ACTUAL	FY 2015-16 REVISED	FY 2015-16 PROJECTED	FY 2016-17 ADOPTED	FY 2017-18 ADOPTED
REVENUE:					
Property Taxes	\$ 1,441	\$ 1,500	\$ 1,500	\$ 50,000	\$ 50,000
Use of Money & Property	567,804	558,000	558,000	672,100	691,100
Charges for Current Services	67,320	68,500	68,500	86,000	86,000
Miscellaneous Revenue	362,044	8,050	350	44,850	44,850
TOTAL REVENUE	998,609	636,050	628,350	852,950	871,950
Grant Revenue	1,257,394	182,962	58,007	160,000	940,000
TOTAL REVENUE AND GRANT REVENUE	2,256,003	819,012	686,357	1,012,950	1,811,950
EXPENDITURES:					
Personnel Services	186,686	153,800	156,132	133,962	134,022
Operating Expenses	132,375	123,095	163,908	188,586	161,236
Internal Service Charges	77,064	76,900	77,931	138,823	138,852
Debt Service	24,655	23,755	23,755	22,980	21,785
Capital Outlay	1,023,866	6,649,733	214,688	890,000	60,000
Misc Exp/Transfers Out	370,805	7,700			
Depreciation	385,540	387,450	390,000	390,000	390,000
TOTAL EXPENDITURES	2,200,992	7,422,433	1,026,414	1,764,351	905,895
Grant Expenditures	1,257,394	182,962	58,007	160,000	940,000
TOTAL EXPENDITURES AND GRANT EXPENDITURES	3,458,386	7,605,395	1,084,421	1,924,351	1,845,895
OPERATING BALANCE/(DEFICIT)	(1,202,383)	(6,786,383)	(398,064)	(911,401)	(33,945)
Net Change in Non-Current Assets	385,540	387,450	390,000	390,000	390,000
Beginning Balance, July 1	2,673,711	1,856,868	1,856,868	1,848,804	1,327,403
Ending Balance, June 30	\$ 1,856,868	\$ (4,542,065)	\$ 1,848,804	\$ 1,327,403	\$ 1,683,458



TRANSIT FUND

	FY 2014-15 ACTUAL	FY 2015-16 REVISED	FY 2015-16 PROJECTED	FY 2016-17 ADOPTED	FY 2017-18 ADOPTED
REVENUE:					
Use of Money & Property	\$ 11,408	\$ 10,000	\$ 10,000	\$ 3,000	\$ 3,000
Revenue from Other Agency	13,850				
Miscellaneous Revenue	747	321,000			
TOTAL REVENUE	26,005	331,000	10,000	3,000	3,000
92 Grant Revenue	150,450	700,000			
TOTAL REVENUE AND GRANT REVENUE	176,455	1,031,000	10,000	3,000	3,000
EXPENDITURES:					
Operating Expenses	1,452				
Capital Outlay	595,290	176,031	20,000		
Misc Exp/Transfers Out		612,013	612,013		
Depreciation	11,683	11,685	11,750	11,750	11,750
TOTAL EXPENDITURES	608,425	799,729	643,763	11,750	11,750
Grant Expenditures	150,450				
TOTAL EXPENDITURES AND GRANT EXPENDITURES	758,875	799,729	643,763	11,750	11,750
OPERATING BALANCE/(DEFICIT)	(582,420)	231,271	(633,763)	(8,750)	(8,750)
Net Change in Non-Current Assets	11,683	11,685	11,750	11,750	11,750
Beginning Balance, July 1	1,305,652	734,915	734,915	112,902	115,902
Ending Balance, June 30	\$ 734,915	\$ 977,871	\$ 112,902	\$ 115,902	\$ 118,902

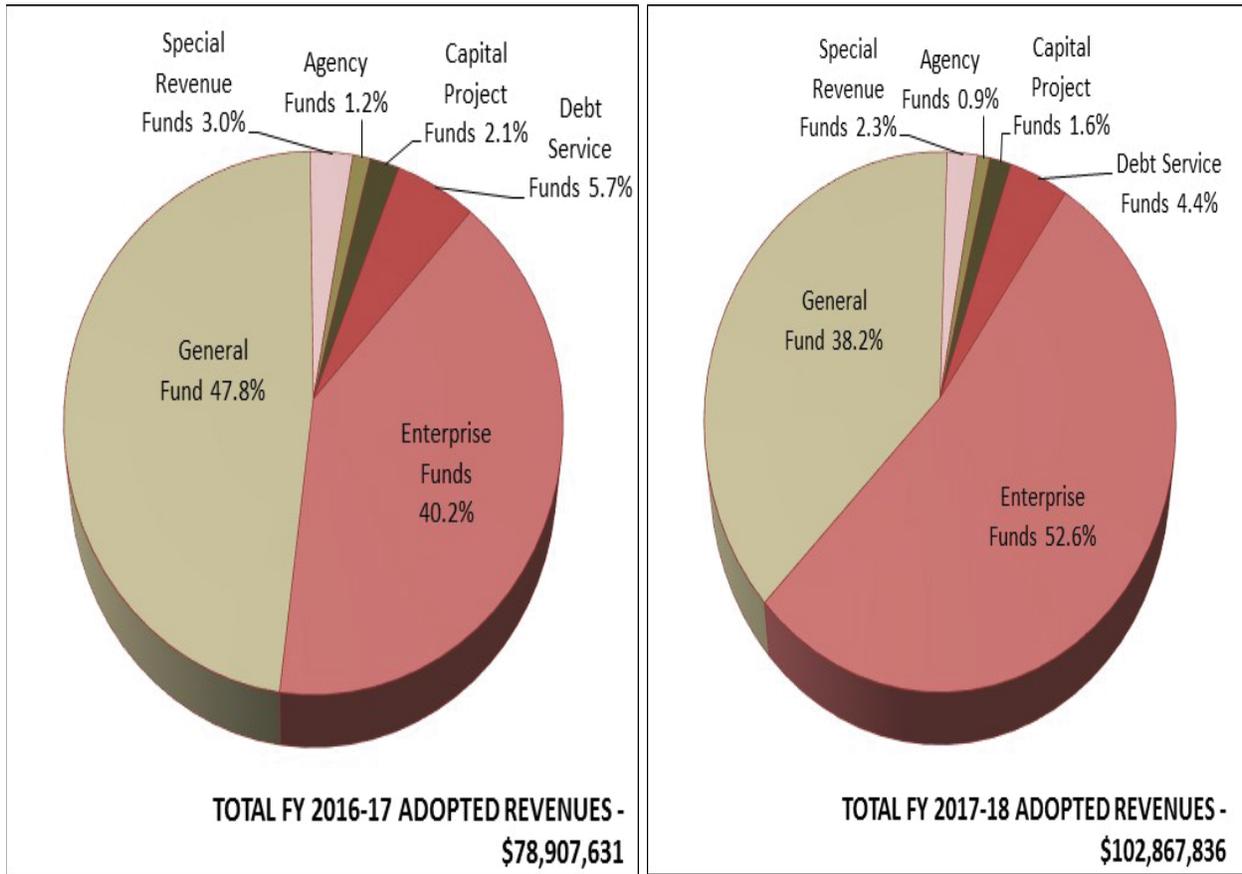
ALL FUNDS





TOTAL FUND REVENUES

FUND	FUND NAME	FY 2014-15 ACTUAL	FY 2015-16 REVISED	FY 2015-16 PROJECTED	FY 2016-17 ADOPTED	FY 2017-18 ADOPTED
GENERAL FUND						
100	General Fund	\$ 38,226,362	\$ 41,210,564	\$ 39,978,365	\$ 37,718,581	\$ 39,306,386
SPECIAL REVENUE FUNDS						
117	Citizen Optional Public Safety	102,373	101,800	101,800	400	400
118	Board of State Community Corrections			61,375	300	300
200	Gas Tax	892,361	655,940	655,040	636,000	586,000
206	TDA Article 8A	32,833	32,000	25,000	25,000	25,000
208	Prop 1B Public Transportation	1,306	1,200	1,200	1,200	1,200
227	Community Development Block Grant	198,434	304,838	111,186	400	400
308	Landscape and Lighting	1,547,015	1,557,000	1,557,000	1,557,000	1,557,000
611	Landfill Closure-Post Closure	148,321	146,000	146,000	146,000	146,000
CAPITAL PROJECTS FUNDS						
121	City Hall Development	19,436	17,000	10,000	17,000	17,000
211	Law Enf Facility Development	8,300	8,200	29,200	16,200	17,200
212	Fire Prot Facility Development	85,203	80,000	143,000	130,000	132,000
213	Traffic Development Impact	4,313,572	1,550,784	1,295,000	1,045,000	1,045,000
216	Park-Parkland Development	148,216	120,000	120,000	121,000	121,000
217	Storm Drainage Development	5,147	6,000	6,000	6,000	6,000
219	Public Meeting Facility Development	3,592	2,000	2,000	3,000	3,000
222	Aquatic Facility Development	3,805	3,200	3,200	3,200	3,200
223	Library Expansion	52,980	44,000	44,000	44,000	44,000
224	Public Facilities	15,006	13,000	13,000	15,000	15,000
225	Union-46 Specific Plan	791,312	54,500	28,000	28,000	28,000
228	Borkey Specific Plan	12,203	10,300	66,630	10,700	10,700
231	City Hall-General Government	221,499	200,000	200,000	200,000	200,000
232	Chandler Ranch Specific Plan	4				
236	Olsen Beechwood Specific Plan	8				
237	Bike-Pedestrian Path	3,083	200	60,200	200	200
309	Hwy 101-46W CFD	10,444,765				
ENTERPRISE FUNDS						
207	Transit	176,455	331,000	10,000	3,000	3,000
600	Water	26,185,931	13,280,700	13,155,700	14,904,000	18,111,000
601	Sewer	18,750,024	10,846,200	15,298,717	15,821,100	34,193,600
602	Airport	2,256,003	819,012	686,357	1,012,950	1,811,950
AGENCY FUNDS						
401	Senior Citizens Trust	4,521	4,800	4,800	4,800	4,800
402	Hospital District	935	800	800	800	800
405	Business Improvement	8,189	9,000	1,000	1,000	1,000
409	PEG Funds	51,369	60,250	60,250	60,250	60,250
410	BID Fund	790,091	902,100	903,360	902,500	902,500
DEBT SERVICE FUNDS						
505	Library-City Hall	302,271	320,107	320,107	316,600	317,500
506	Government Obligations	2,789,295	2,756,450	2,768,083	2,761,450	2,761,450
712	Successor Agency-Obligations	1,177,796	1,690,000	1,357,000	1,395,000	1,435,000
GRAND TOTAL		\$ 109,770,013	\$ 77,138,945	\$ 79,223,370	\$ 78,907,631	\$ 102,867,836



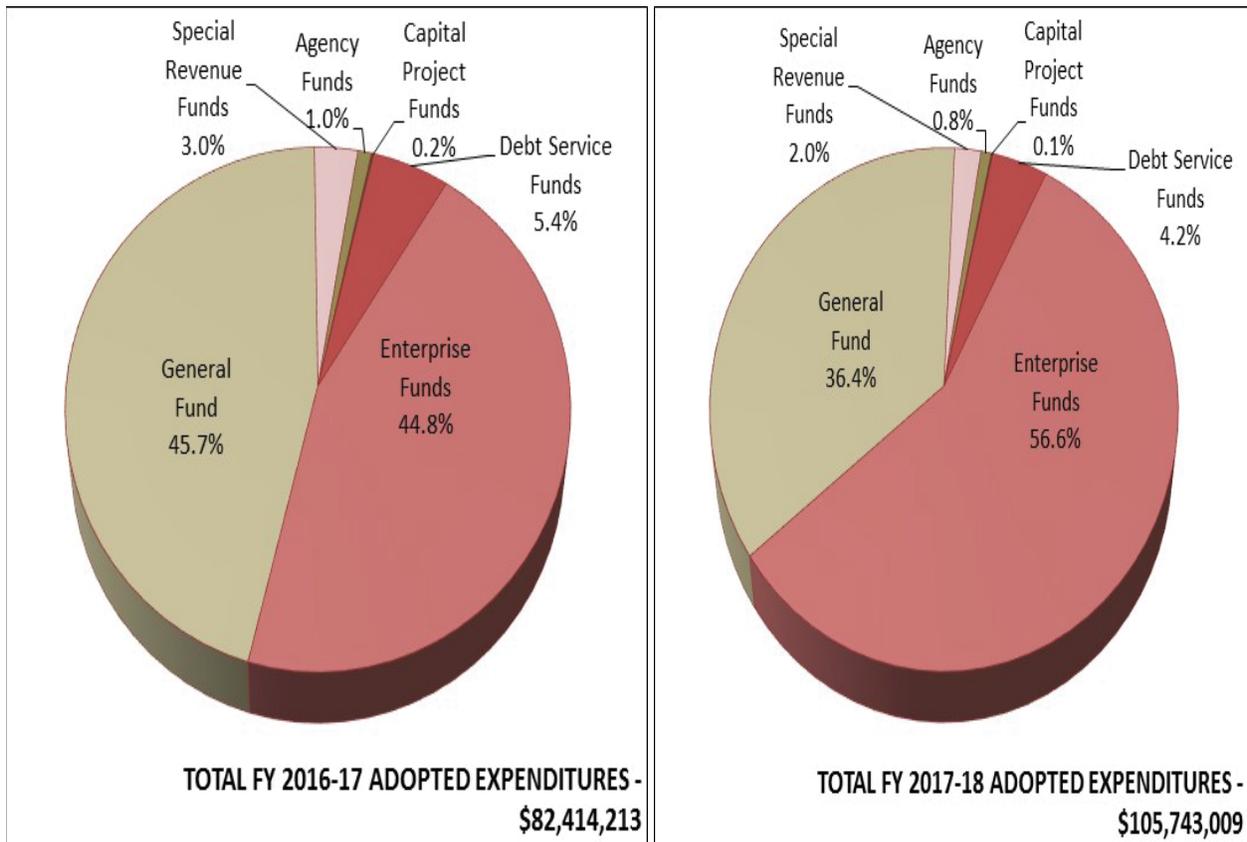
TOTAL FUND REVENUES BY TYPE

FUND	FY 2014-15 ACTUAL	FY 2015-16 REVISED	FY 2015-16 PROJECTED	FY 2016-17 ADOPTED	FY 2017-18 ADOPTED
Agency Funds	\$ 855,104	\$ 976,950	\$ 970,210	\$ 969,350	\$ 969,350
Capital Project Funds	16,128,130	2,109,184	2,020,230	1,639,300	1,642,300
Debt Service Funds	4,269,362	4,766,557	4,445,190	4,473,050	4,513,950
Enterprise Funds	47,368,412	25,276,912	29,150,774	31,741,050	54,119,550
General Fund	38,226,362	41,210,564	39,978,365	37,718,581	39,306,386
Special Revenue Funds	2,922,642	2,798,778	2,658,601	2,366,300	2,316,300
Total Fund Revenues	109,770,012	77,138,945	79,223,370	78,907,631	102,867,836



TOTAL FUND EXPENDITURES

FUND	FUND NAME	FY 2014-15 ACTUAL	FY 2015-16 REVISED	FY 2015-16 PROJECTED	FY 2016-17 ADOPTED	FY 2017-18 ADOPTED
<u>GENERAL FUND</u>						
100	General Fund	\$ 35,556,518	\$ 47,527,635	\$ 39,716,807	\$ 37,645,871	\$ 38,494,834
<u>SPECIAL REVENUE FUNDS</u>						
117	Citizen Optional Public Safety	9,011	162,500	103,200	54,117	-
200	Gas Tax	204,440	1,347,560	1,347,560	900,000	550,000
208	Prop 1B Public Transportation			15,157		
227	Community Development Block Grant	269,056	455,784	190,247	150	150
308	Landscape and Lighting	1,485,060	1,553,756	1,643,243	1,532,724	1,546,946
611	Landfill Closure-Post Closure	105,403				
710	Successor Agency-Operations		10,000			
711	Successor Agency-Housing	20,650				
<u>CAPITAL PROJECTS FUNDS</u>						
121	City Hall Development	113,673	117,735	117,200	118,735	119,935
212	Fire Prot Facility Development	1,915		4,000	4,000	4,000
213	Traffic Development Impact	15,155,234	1,630,899	764,735	4,345	4,545
217	Storm Drainage Development		83,000			
224	Public Facilities	1,915		2,000	2,000	2,000
225	Union-46 Specific Plan	2,641,210	150,848	100,010		
231	City Hall-General Government	1,915		2,700	2,700	2,800
232	Chandler Ranch Specific Plan	17,654	10,000	500	500	500
235	Airport Rd PSR	2,403	55,552			
236	Olsen Beechwood Specific Plan	10,732				
<u>ENTERPRISE FUNDS</u>						
207	Transit	758,875	799,729	643,763	11,750	11,750
600	Water	33,088,945	18,982,489	17,099,976	15,748,363	21,499,186
601	Sewer	19,112,625	19,936,669	18,053,938	19,264,359	36,464,138
602	Airport	3,458,386	7,605,395	1,084,421	1,924,351	1,845,895
<u>AGENCY FUNDS</u>						
401	Senior Citizens Trust	17,508	17,000	17,000	17,000	17,000
405	Business Improvement	8,844	9,000	9,000	9,000	9,000
409	PEG Funds	51,099	60,000	60,000	60,000	60,000
410	BID Fund	683,626	640,500	700,200	700,200	720,200
<u>DEBT SERVICE FUNDS</u>						
505	Library-City Hall	316,003	313,498	313,498	315,508	311,961
506	Government Obligations	2,921,018	2,926,838	2,926,838	2,917,913	2,921,688
712	Successor Agency-Obligations	1,897,257	1,403,889	1,205,348	1,180,627	1,156,481
GRAND TOTAL		\$ 117,910,972	\$ 105,800,278	\$ 86,121,341	\$ 82,414,213	\$ 105,743,009



TOTAL FUND EXPENDITURES BY TYPE

FUND	FY 2014-15 ACTUAL	FY 2015-16 REVISED	FY 2015-16 PROJECTED	FY 2016-17 ADOPTED	FY 2017-18 ADOPTED
Agency Funds	\$ 761,077	\$ 726,500	\$ 786,200	\$ 786,200	\$ 806,200
Capital Project Funds	17,946,651	2,048,034	991,145	132,280	133,780
Debt Service Funds	5,134,277	4,644,225	4,445,684	4,414,048	4,390,130
Enterprise Funds	56,418,830	47,324,283	36,882,098	36,948,823	59,820,969
General Fund	35,556,518	47,527,635	39,716,807	37,645,871	38,494,834
Special Revenue Funds	2,093,619	3,529,601	3,299,407	2,486,991	2,097,096
Total Fund Expenditures	117,910,972	105,800,278	86,121,341	82,414,213	105,743,009



ALLOCATED POSITIONS

DEPARTMENT	CLASSIFICATION	TITLE	FY 2015-16 ADJUSTED	FY 2016-17 ADOPTED
Elected Officials	Mayor	Mayor	1	1
	Council Member	Council Member	4	4
	Treasurer	Treasurer	1	1
	City Clerk	City Clerk	1	1
	Total Elected Officials			7
City Manager's Office	City Manager	City Manager	1	1
	Executive Manager	Assistant City Manager	1	1
	Professional Manager III	Human Resources/Risk Manager	1	1
	Professional Manager III	Information Technology Manager	1	1
	Professional Manager II	Geographic Information System Analy	1	1
	Supervisor/Professional/Coordinator	Tourism Coordinator	1	1
	Supervisor/Professional/Coordinator	Human Resources Specialist	1	1
	Supervisor/Professional/Coordinator	Volunteer Coordinator	0	1
	Technician IV	Information Technology Technician	1	1
	Technician III	Information Technology Technician	1	1
	Technician III	Personnel Assistant/Web Specialist	1	1
	Administrative Assistant III	Deputy City Clerk	1	1
	Total			11
Administrative Services	Executive Manager	Administrative Services Director	1	1
	Professional Manager III	Finance Manager	1	1
	Professional Manager I (Underfilled as Coordinator)	Senior Accountant	0	1
	Supervisor/Professional/Coordinator	Administrative Services Coordinator	1	1
	Administrative Assistant III	Payroll Clerk	1	1
	Administrative Assistant III	Accounts Payable	0	1
	Administrative Assistant II	Administrative Assistant II	2	1
	Administrative Assistant II	Utility Billing Clerk	4	4
Total			10	11
Community Development	Executive Manager	Community Development Director	1	1
	Professional Manager III	City Engineer	1	1
	Professional Manager III	City Planner	1	1
	Professional Manager III	Chief Building Official	1	1
	Professional Manager II	Deputy Building Official	2	2
	Professional Manager II	Associate Planner	1	1
	Technician IV	Senior Building/Engineering Inspector	1	1
	Technician III	Assistant Planner	1	1
	Administrative Assistant III	Building Technician	1	1
	Administrative Assistant II	Administrative Assistant II	2	2
Total			12	12



ALLOCATED POSITIONS – continued

DEPARTMENT	CLASSIFICATION	TITLE	FY 2015-16	FY 2016-17
			ADJUSTED	ADOPTED
Library and Recreation Service	Executive Manager	Library and Recreation Services Directo	1	1
	Professional Manager III	City Librarian	1	1
	Professional Manager II	Recreation Manager	1	1
	Supervisor/Professional/Coordinator	Children's Services Librarian	0	1
	Supervisor/Professional/Coordinator	Adult Services Librarian	1	1
	Supervisor/Professional/Coordinator	Volunteer Coordinator	1	1
	Supervisor/Professional/Coordinator	Recreation Marketing Coordinator	1	1
	Administrative Assistant III	Administrative Assistant III-Library	1	1
	Administrative Assistant II	Administrative Assistant II-Recreation	2	2
	Part-Time Staff Assistant III	Part-Time Staff Assistant III-Library	1.4	0.9
	Part-Time Staff Assistant III	Part-Time Staff Assistant III-Recreation	0.5	1
	Part-Time Staff Assistant II	Part-Time Staff Assistant II-Library	3.2	3.2
	Part-Time Staff Assistant II	Part-Time Staff Assistant II-Recreation	2.1	1.6
	Part-Time Seasonal Staff Assistant IV	Pool Manager	0.2	0.2
	Part-Time Seasonal Staff Assistant III	Assistant Pool Manager	0.5	0.5
	Part-Time Seasonal Staff Assistant II	Water Safety Instructor	1.7	1.7
	Part-Time Seasonal Staff Assistant I	Lifeguard	0.4	0.4
		Total	19	19.5
Emergency Services	Executive Manager	Fire Chief	1	1
	Professional Manager III	Battalion Chief	1	1
	Captain/Paramedic	Captain/Paramedic	5	5
	Captain	Captain	1	1
	Firefighter/Paramedic	Firefighter/Paramedic	8	8
	Firefighter	Firefighter	7	7
	Administrative Assistant II	Administrative Assistant II	1	1
		Total	24	24
Police	Executive Manager	Police Chief	1	1
	Professional Manager III	Lieutenant	2	2
	Sergeant	Sergeant	6	6
	Police Officer	Police Officer	25	25
	Supervisor/Professional/Coordinator	Dispatch Supervisor/Command Suppor	1	0
	Supervisor/Professional/Coordinator II	Dispatch/Records Supervisor	0	1
	Technician II	Community Services Officer	2	2
	Dispatcher	Dispatcher	8	8
	Administrative Assistant II	Administrative Assistant II-Records Cle	3	3
	Part-Time Reserve Officer Level 1	Training Manager	0.5	0.5
	Part-Time Reserve Officer Level 2	Reserve Police Officer	0.01	0.01
	Part-Time Staff Assistant III	Command Support	0	0.5
	Part-Time Staff Assistant III	Community Services Officer	0.5	0.5
	Part-Time Staff Assistant II	Staff Assistant II-Records Cadet	0.5	0.5
		Total	49.51	50.01



ALLOCATED POSITIONS – continued

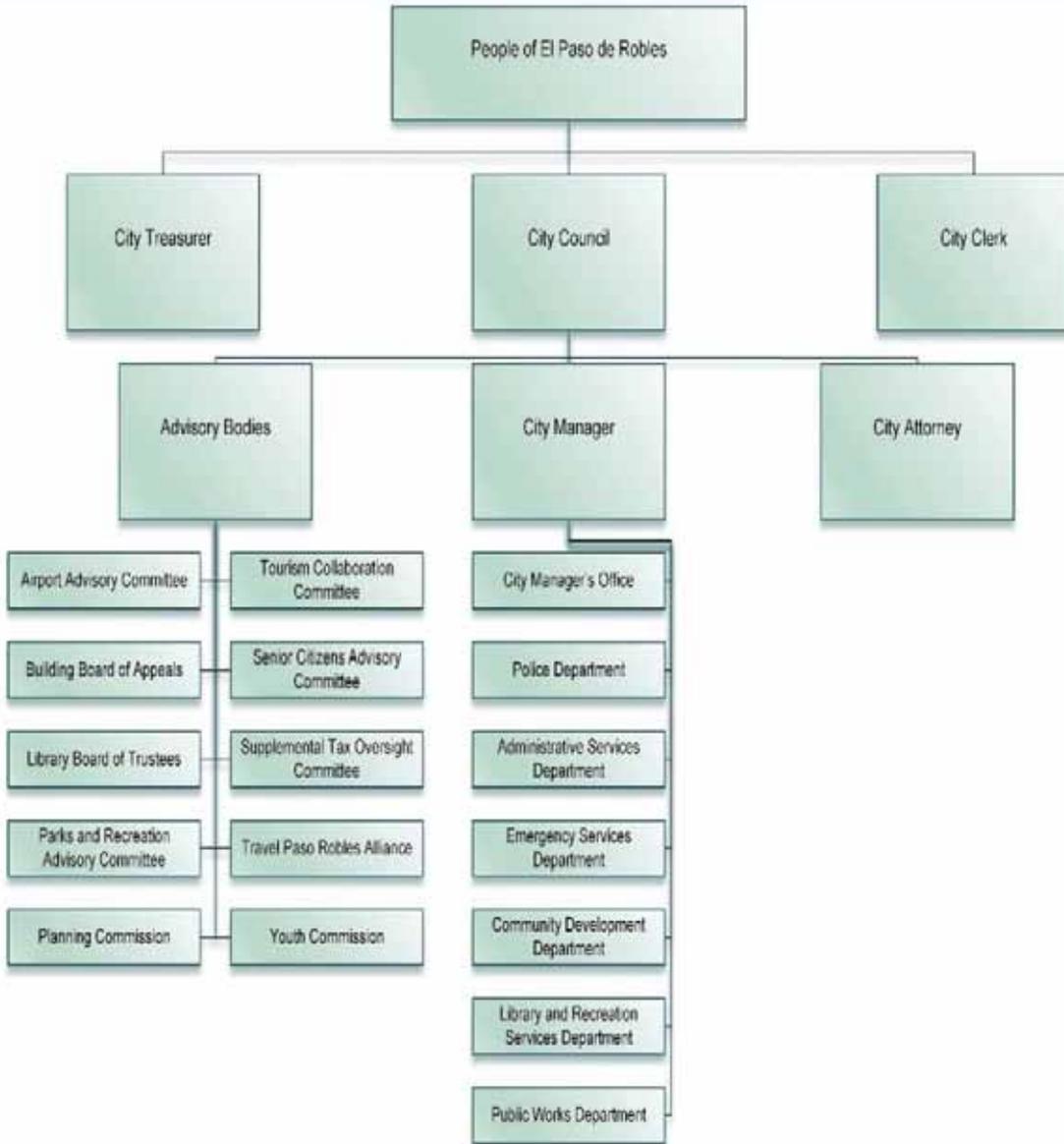
DEPARTMENT	CLASSIFICATION	TITLE	FY 2015-16	FY 2016-17
			ADJUSTED	ADOPTED
Public Works	Executive Manager	Public Works Director	1	1
	Professional Manager III	Capital Projects Engineer	1	1
	Professional Manager III	Maintenance Services Superintendent	1	1
	Supervisor/Professional/Coordinator	Airport Services Coordinator	1	1
	Supervisor/Professional/Coordinator	Parks, Landscape and Lighting Supervis	1	1
	Supervisor/Professional/Coordinator	Fleet Supervisor	1	1
	Technician III	Engineer-in-Training	1	1
	Technician II	Equipment Mechanic	2	2
	Administrative Assistant III	Administrative Assistant III	1	1
	Administrative Assistant II	Administrative Assistant II	1	1
	Maintenance Specialist III	Maintenance Specialist III-Streets	1	1
	Maintenance Specialist III	Maintenance Specialist III-Facilities	2	2
	Maintenance Specialist II	Maintenance Specialist II-Parks	7	7
	Maintenance Specialist II	Maintenance Specialist II-Streets	3	3
	Maintenance Specialist II	Maintenance Specialist II-Facilities	3	3
	Professional Manager III	Water Resources Manager	1	1
	Administrative Assistant II	Administrative Assistant II	0.5	0.5
	Professional Manager II	Water Conservation Manager	1	1
	Technical Supervisor II	Water Chief Plant Operator	1	1
	Technician I/II	Water Treatment Plant Operator	3	3
	Maintenance Specialist III	Maintenance Specialist III-Water	1	1
	Maintenance Specialist I/II	Maintenance Specialist I/II-Water	8	10
	Part-Time Seasonal Staff Assistant III	Water Conservation Assistant	0.5	0.5
	Professional Manager III	Wastewater Manager	1	1
	Administrative Assistant II	Administrative Assistant II	0.5	0.5
	Professional Manager II	Stormwater Manager	1	1
	Professional Manager II	Industrial Waste Manager	1	1
	Technical Supervisor II	Wastewater Chief Plant Operator	1	1
	Technician IV	Senior Building/Engineering Inspector	1	1
	Technician III	Wastewater Treatment Plant Operator	1	1
	Technician I/II	Wastewater Treatment Plant Operator	6	6
	Technician I/II	Laboratory Technician	2	2
Maintenance Specialist III	Maintenance Specialist III-Collections	1	1	
Maintenance Specialist III	Maintenance Specialist III-WWTP	0	2	
Maintenance Specialist I/II	Maintenance Specialist I/II-Collections	5	5	
Total			63.5	67.5
Total			189.01	196.01

DEPARTMENT AND PROGRAM OVERVIEWS





CITY COUNCIL





CITY COUNCIL - continued

Overview

The City Council is the City's legislative body, acting by ordinance, resolution, and minute action. The Council comprises four Councilmembers and a directly elected Mayor. Members are elected to four-year staggered terms.

The City Council establishes City goals and policies, approves the budget, appoints citizens to advisory bodies, awards contracts over \$20,000, and hires the city manager, who serves at the pleasure of the Council. The Council may also authorize the lease, sale, or purchase of real estate and establishes fees and charges for City services.

Decisions by the Council can be made only in a noticed agenda meeting, open to the general public, at which the public has the opportunity to provide input before any decision is made. The five-member Council determines its own rules of procedure, subject to overall State guidance provided in the Constitution, the Ralph M. Brown Act, and other state direction. Most Council decisions require a simple majority; some require a super majority of four members.

The City Council holds Regular Meetings, open to the general public, on most first and third Tuesdays, at 6:30 p.m. in the Council Chamber at City Hall, 1000 Spring Street. On occasion, the Council may convene a Special Meeting, study session, or town hall meeting. All such meetings are also open to the public.

The City Council also may hold "closed" sessions to deal with a limited set of matters, including only: labor negotiations; real property negotiations; the appointment, evaluation, discipline, or dismissal of the City Manager; and pending or threatened litigation. Such closed sessions also have to be noticed and agenda, with the public having the ability to first provide its input in open session.

The Mayor is the titular head of the City, presiding over City Council meetings, representing the City at public functions, and signing certain legal and contractual documents. In all other ways, however, the Mayor's duties and powers are the same as for the other Councilmembers.

Major Accomplishments

FY 2014-15

- Full participation in creation of Countywide Tourism Marketing District
- Smooth election and transition of Council members, with two new members and a new Mayor
- Ordinance prohibiting synthetic drug sales
- Initiated successful Summer Concerts in the Park series
- Completed water, waste water, and solid waste service and rate reviews
- Initiated first major road rehabilitation projects made possible as a result of the Supplemental Sales Tax, including Union Road, 12th Street, and 21st Street, among others
- Completed and opened Uptown Family Park



CITY COUNCIL - continued

Major Accomplishments-continued

FY 2015-16

- Completed important land sale to the Pioneer Museum
- Opened new Wastewater Treatment Plant
- Completed full subscription for the Lake Nacimiento Water Supply
- Opened new Nacimiento Water Treatment Plant
- Completed transition of Larry Moore Park from neighborhood park status to a key asset in the City's overall park and recreation system
- Approved and saw the opening of major development projects, including the Allegretto Hotel, the Horse Park, and others
- Moved homeless from the Salinas Riverbed, to reduce risks during the winter rains and to facilitate the provision of needed services
- Successful City Manager transition
- Re-balloted the Landscape and Lighting District
- Renovated City Park, Municipal Pool, and Centennial Pool
- Approved a series of upgrades to the policies, operation, and governance of the Paso Robles Airport

Major Goals

Most Important (in priority order):

- Maintain fiscal stability by living within our means, maximize revenues, and aggressively capture lost revenues, minimizing expenditures where possible.
- Expand efforts to invest in City infrastructure through the strategic use of reserves, with emphasis on streets, parks, landscaping and facilities.
- Continue implementation of the Urban Water Management Plan, including aggressively procuring and protecting water supplies.
- Encourage the orderly development of new homes and workforce housing.
- Move forward with implementation of the Airport Business Plan, including stakeholders in the process.

Important:

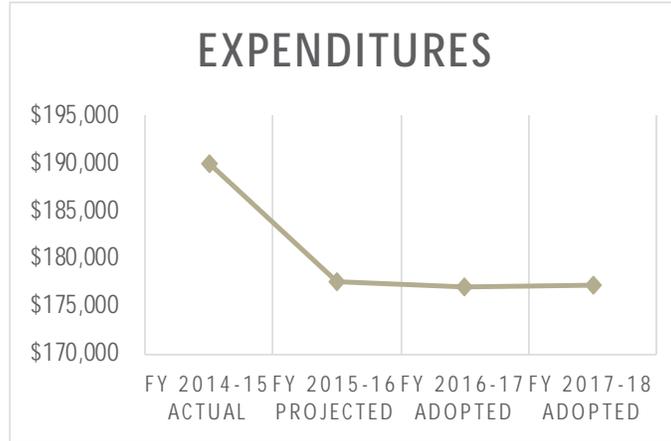
- Make every effort to grow existing economic elements, retain existing endangered businesses, and provide opportunities for new employment and economic growth.
- Support local management of groundwater resources.

Address if Resources Are Available:

- Establish a volunteer coordinator and continue to promote and encourage volunteerism.



**CITY COUNCIL
FINANCIAL SUMMARY**



ELECTED POSITIONS

Mayor

Councilmember

TOTAL ELECTED POSITIONS

	FY 2015-16 ADJUSTED	FY 2016-17 ADOPTED	FY 2017-18 ADOPTED
Mayor	1.00	1.00	1.00
Councilmember	4.00	4.00	4.00
TOTAL ELECTED POSITIONS	5.00	5.00	5.00

EXPENDITURE SUMMARY

Personnel Services

Operating Expenses

Internal Service Charges

TOTAL EXPENDITURES

	FY 2014-15 ACTUAL	FY 2015-16 REVISED	FY 2015-16 PROJECTED	FY 2016-17 ADOPTED	FY 2017-18 ADOPTED
Personnel Services	\$ 115,210	\$ 121,143	\$ 116,213	\$ 117,180	\$ 117,180
Operating Expenses	74,829	60,640	60,710	59,265	59,390
Internal Service Charges		564	664	664	664
TOTAL EXPENDITURES	\$ 190,039	\$ 182,347	\$ 177,587	\$ 177,109	\$ 177,234

FUND SOURCE

General Fund

Equipment Replacement

TOTAL FUNDING

	FY 2014-15 ACTUAL	FY 2015-16 REVISED	FY 2015-16 PROJECTED	FY 2016-17 ADOPTED	FY 2017-18 ADOPTED
General Fund	\$ 190,039	\$ 181,147	\$ 176,387	\$ 177,109	\$ 177,234
Equipment Replacement		1,200	1,200		
TOTAL FUNDING	\$ 190,039	\$ 182,347	\$ 177,587	\$ 177,109	\$ 177,234



CITY ATTORNEY'S OFFICE

Mission Statement

The mission of the City Attorney's Office is to deliver high quality legal services to the City of Paso Robles in a responsive, pro-active, creative and timely manner.

Overview

The City Attorney's Office serves as the legal advisor to the City Council, the city's boards and commissions, and all city officials. The City Attorney's Office also represents the city in civil litigation and prosecutes violations of the municipal code. The City Attorney is vigilant in assuring adherence to the Brown Act, Public Records Act, conflicts laws, due process and other laws that ensure fairness and transparency in all city activities to thereby promote trust in government. The City Attorney assists in drafting of contracts, resolutions, ordinances, real estate transactions, or other legally binding documents. Also, the City Attorney or Deputy City Attorney attends all City Council meetings.

Structure

The City Attorney is an independent member of a law firm who provides legal services on a contractual basis. The City contracts with Best Best and Krieger (BBK) for attorney services and has appointed Iris P. Yang as its City Attorney. Ms. Yang's office is located in Sacramento, California. Through BBK, the City has access to a team of attorneys who are specialists in a variety of fields of practice including personnel, public works contracts and water law. BBK also subcontracts with the local law firm of Shipsey and Seitz in San Luis Obispo, where Attorney Mike Seitz assists in code enforcement and related local court filings and proceedings.

Major Accomplishments

FY 2014-15

- Guided City through the Solid Waste rate change
- Conducted mandatory Ethics Training for all city officials, boards & commissions
- Guided City through Nacimiento full allocation CEQA Process

FY 2015-16

- Successful City Manager transition
- Successfully defended phase 2 of Quiet Title litigation
- Guided City through the Water Rate change
- Updated Bid and Contract Templates



CITY ATTORNEY'S OFFICE - continued

Major Goals

FY 2017 and 2018

- Support City in the management of groundwater resources
- Support City Clerk in the 2016 General Election
- Continue high level legal support to all City Departments

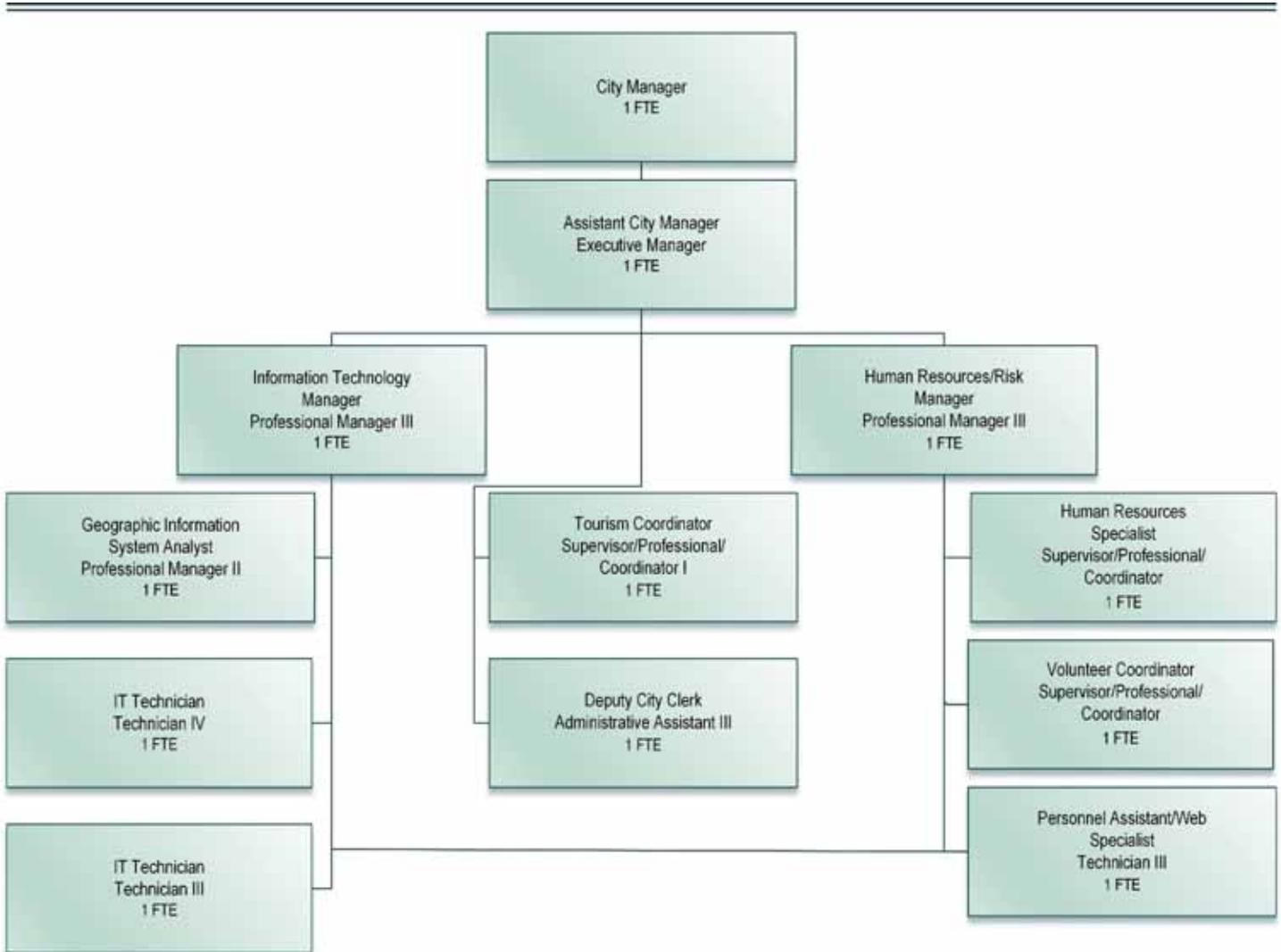
**CITY ATTORNEY
FINANCIAL SUMMARY**

<u>EXPENDITURE SUMMARY</u>	<u>FY 2014-15 ACTUAL</u>	<u>FY 2015-16 REVISED</u>	<u>FY 2015-16 PROJECTED</u>	<u>FY 2016-17 ADOPTED</u>	<u>FY 2017-18 ADOPTED</u>
Operating Expenses	1,113,095	970,000	990,000	991,500	991,500
Internal Service Charges	(1,113,095)	(970,000)	(990,000)	(991,500)	(991,500)
<u>TOTAL EXPENDITURES</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

Attorney fees are posted to the City Attorney Department to capture the total expense for attorney fees and then transferred to the department that actually incurred the fee through internal service charges.



CITY MANAGER'S OFFICE



August 26, 2016

General Fund: Full-Time: 12	Part-Time: 0	Seasonal Part-Time: 0
Enterprise Funds: Full-Time: 0	Part-Time: 0	Seasonal Part-Time: 0



CITY MANAGER'S OFFICE - continued

Department Mission Statement

The mission of the City Manager's Office is to 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.

Overview

The City Manager's Office ensures the proper management of city operations and public representation and participation. The Office supports the day-to-day operations of all city departments and functions, and has direct supervision of six budgetary divisions:

- **Administration**
The administrative division of the City Manager's Office consists of the city manager and assistant city manager. The city manager is the Chief Executive Officer (CEO) of the municipal corporation and directs the activities of all city departments consistent with City Council goals and policies. The assistant city manager directs and oversees the day-to-day divisional functions of the City Manager's Office and assists the city manager in overall City operations.
- **Tourism**
The Tourism division was created in 2007 to help coordinate the marketing, hospitality and event promotions occurring among the diverse tourism partners in the north county. The City's tourism division provides direct support to the hospitality/hotel industry in their marketing efforts, including the administrative and fiduciary framework for the *Travel Paso Robles Alliance* business improvement district. The one City Tourism Coordinator also networks the industry partners to accomplish overarching tourism initiatives, and maintains an active social media program.
- **Human Resources**
The Human Resources (HR) Division provides coordination of all phases of employee recruitment and onboarding, guides the training and development of employees, manages employer-employee relations, and oversees citywide safety programs. These skilled efforts support a culture of employee excellence. The HR Manager, with the assistance of one and a half support staff, is responsible for the continuum of support to the approximate 170-member workforce.
- **Risk Management**
The Risk Management functions of this division are focused on minimizing risk exposure in the areas of both General Liability and Workers Compensation, including legal compliance documentation and reporting. The HR Manager also serves as Risk Manager.



CITY MANAGER'S OFFICE - continued

Overview-continued

- **City Clerk**
The City Clerk oversees the retention and distribution of public materials and records. The office of the City Clerk is a part-time elected position. The City also employs one fulltime staff member to administer many Clerk functions. In addition to Council meeting agenda coordination, the City Clerk's Office fulfills responsibilities with all regular and special elections.
- **Information Technology**
The Information Technology (IT) division designs and provides computer and telecommunication system support to all City departments and facilities. These networked systems connect 12 satellite sites to enable efficient and productive work output. In addition to supporting over 200 desk top and mobile computers, 170 phones and 25 servers, and multiple websites, the IT division has a robust Geographic Information System (GIS) program that informs and enhances many city services with mapping and data base management functions. The IT Manager, with the help of three and a half support staff, is responsible for maintaining the GIS program and \$1.3 million in software, equipment, and networks.

Major Accomplishments

FY 2014-15

- Seated two new City Council members
- Conducted City Council Goal setting
- Recruited and appointed two new department heads
- Completed a cost-saving conversion to CalPERS Health Plan
- Participated in creation of Countywide Tourism Marketing District
- Internet connectivity for new Wastewater Treatment Plant
- Implemented mobile work order system for Water Division
- Interactive on-line story map for Police Department

FY 2015-16

- Successful City Manager transition
- Implemented NeoGov recruitment tool
- Implemented new payroll system
- Completed land sale to Pioneer Museum
- Upgrade of fiber optic network from City Hall to Safety Center
- Disaster recovery replication for Police Dispatch system
- Interactive Fire Runbook for mobile data computers



CITY MANAGER'S OFFICE - continued

Major Goals

FY 2016-17 and FY 2017-18

Administration

- Support organizational excellence
- Develop and expand civic engagement
- Maintain and Improve Interagency relations
- Pursue economic development initiatives

Tourism

- Support local and regional marketing efforts
- Develop and support a tourism infrastructure program
- Guide efforts of a Tourism Resource Council
- Develop "next level" North County Tourism strategy

Human Resources

- Build Human Resources Division capacity
- Update Personnel Rules & Regulations
- Implement Employee Onboarding program
- Organization-wide Leadership & Management Skill Development
- Support City Wide Volunteer program
- Fully implement MUNIS HRIS Modules
- Fully implement NeoGov Applicant Tracking System
- Develop employee recognition program
- Update performance evaluation forms and program

Risk Management

- Effectuate Biennial Risk Management Evaluation
- Update City's Safety Program
- Increase training hours per employee
- Continue management of worker's comp & general liability claims



CITY MANAGER'S OFFICE - continued

Major Goals-continued

City Clerk

- Continue to meet all legal mandates
- Implement new File Retention program
- Conduct 2016 General Election
- Agenda Management System
- Document Management Program

Information Technology

- Update IT Master Plan
- Audit Cyber Security
- Maintain / support user systems
- Upgrade Fiber Optic connectivity

Key Metrics

<u>PERFORMANCE/WORKLOAD MEASURES</u>	<u>FY 2014-15 ACTUAL</u>	<u>FY 2015-16 PROJECTED</u>	<u>FY 2016-17 ADOPTED</u>	<u>FY 2017-18 ADOPTED</u>
Public Records Requests	106	110	115	120
Agendas Published	36	36	36	36
Employee Recruitments (new & refill)	31	33	35	37
Training Class Attended (seats filled/year)	440	528	580	638
Work Comp Claims Reviewed/Managed	13	18	15	13
General Liability Claims Reviewed/Managed	46	46	50	55
Transient Occupancy Tax	\$4.5M	\$4.8M	\$5M	\$5.3M
BID Marketing Funds	\$900K	\$960K	\$1M	\$1.06M



CITY MANAGER’S OFFICE - continued

IT Equipment Replacement Key Metrics

<u>PERFORMANCE/WORKLOAD MEASURES</u>	<u>FY 2014-15 ACTUAL</u>	<u>FY 2015-16 PROJECTED</u>	<u>FY 2016-17 ADOPTED</u>	<u>FY 2017-18 ADOPTED</u>
Desktop Computer Replacement	56	52	24	53
Network Servers	0	4	1	2
MDC's and Laptops	5	20	2	2

Adopted Service Level Options

General Fund

FY 2016-17

FY 2017-18

CMO Admin

- Civic Engagement/Building Community \$30,000 \$30,000

This would be an ongoing annual commitment to Civic Engagement/Building Community actions, programs and activities. The first year would involve a survey tool to determine what residents think about the quality and breadth of local government services. The statistical data will inform future decisions regarding use of resources, program development and policy making. The ongoing commitment to understanding what the public needs and what appropriate benchmarks to establish for Paso Robles, will produce results that benefit the public and build a culture of effective government performance. Civic engagement tools will be identified and implemented with the support of a Civic Engagement / Volunteer Coordinator, but this initiative can be implemented independently of the additional position.

- City Engagement / HR Volunteer Coordinator \$55,000 \$110,000

This is a new work initiative within the City manager’s Office to develop and implement programs designed to engage, develop and deploy Paso Robles citizens in various volunteer roles, including civic leadership and service on City committees and commissions. In addition, the program will allow for City departments to identify specific projects and areas of volunteer need where then recruitment to fill those needs will occur. Citizen volunteer outreach efforts would utilize a combination of existing in-house resources and the addition of a Human Resources Coordinator. The new position would be the backbone for general administration of screening, training and recognition programs associated with deployment of volunteers.



CITY MANAGER’S OFFICE - continued

Adopted Service Level Options-continued

<u>General Fund</u>	<u>FY 2016-17</u>	<u>FY 2017-18</u>
<u>Tourism</u>		
• Tourism Industry Workshop “Visit Paso Robles”		
Expense	\$10,000	\$ -
Revenue	<u>\$5,000</u>	<u> </u>
Net Expense	<u>\$5,000</u>	<u>\$ -</u>

The tourism industry is a cornerstone for our local economy. With a growing market, it is necessary to “step up the game” and ensure that our tourism services structure is effective and poised to keep pace with competing market areas. Working with all Paso Robles and county tourism partners, this tourism “summit” will focus on the structure of tourism services as they exist today and identify/evaluate options for optimum delivery of tourism services for Paso Robles into the future.

• Visitor Wayfinding System	\$25,000	\$25,000
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Tourism is an important part of the local economy, and having visitors be able to easily find their way around is very important to the quality of their experience. Directional identification to public parking, shopping, dining, recreational features and civic services are typical landmarks featured on signs that would be strategically placed to guide the visitor experience. This project would work with local tourism professionals to create the wayfinding system, with design in the first year and installation in the second.

Information Technology

• IT Master Plan	\$ -	\$15,000
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The City adopted an Information Systems Strategy Plan in 1994. We have modernized our practices over the years to keep pace with changing technology, and have done so within the guiding parameters of the strategic plan principles. However, after 20 plus years, it would be beneficial to have a third party review of our practices to help guide our long range investments in information resources and systems. Note: Costs would be proportionally distributed between General Fund and Enterprise Funds.



CITY MANAGER'S OFFICE - continued

Adopted Service Level Options-continued

General Fund

FY 2016-17

FY 2017-18

Information Technology-continued

- City Website Redesign

\$38,000

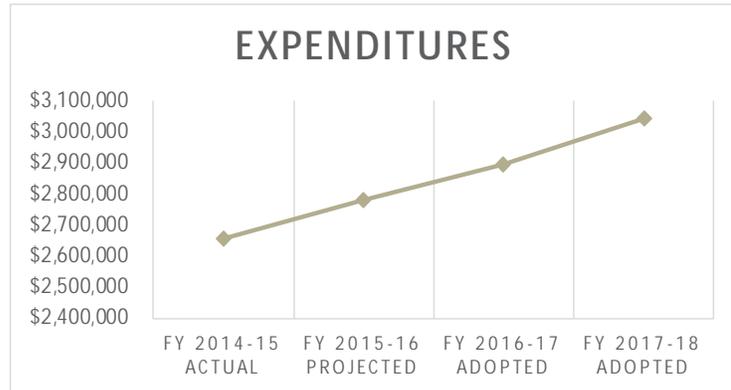
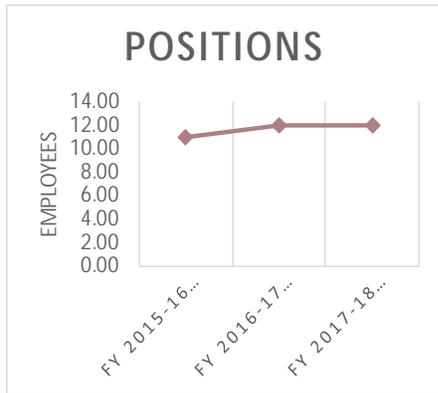
\$8,000

The city website is 14 years old and was built on a platform that has limitations relative to changing technology. An updated, modern platform will automatically format to take advantage of different display types such as smart phones, tablets, and wide screens. Also, tools to improve communication with citizens are available, including citizen request management features that allow reporting and tracking of community concerns and their resolution. A modern website platform would include content management software to decentralize website updates, allowing a broader range of city staff to contribute to the city's website presence. This feature would free up certain IT resources for other important work efforts. Note: Costs would be proportionally distributed between General Fund and Enterprise Funds.



CITY MANAGER

FINANCIAL SUMMARY



ELECTED POSITION

City Clerk

TOTAL ELECTED POSITION

	FY 2015-16 ADJUSTED	FY 2016-17 ADOPTED	FY 2017-18 ADOPTED
City Clerk	1.00	1.00	1.00
TOTAL ELECTED POSITION	1.00	1.00	1.00

POSITIONS

City Manager

Executive Manager

Supervisor/Professional/Coordinator

Administrative Assistant III

Professional Manager II

Professional Manager III

Technician III

Technician IV

Total Regular

Total Part-Time Hourly

TOTAL POSITIONS

	FY 2015-16 ADJUSTED	FY 2016-17 ADOPTED	FY 2017-18 ADOPTED
City Manager	1.00	1.00	1.00
Executive Manager	1.00	1.00	1.00
Supervisor/Professional/Coordinator	2.00	3.00	3.00
Administrative Assistant III	1.00	1.00	1.00
Professional Manager II	1.00	1.00	1.00
Professional Manager III	2.00	2.00	2.00
Technician III	2.00	2.00	2.00
Technician IV	1.00	1.00	1.00
Total Regular	11.00	12.00	12.00
Total Part-Time Hourly	0.00	0.00	0.00
TOTAL POSITIONS	11.00	12.00	12.00

DIVISIONS

City Manager

Tourism

Human Resources

Risk Management

City Clerk

Information Technology

TOTAL EXPENDITURES

	FY 2014-15 ACTUAL	FY 2015-16 REVISED	FY 2015-16 PROJECTED	FY 2016-17 ADOPTED	FY 2017-18 ADOPTED
City Manager	\$ 765,634	\$ 821,893	\$ 806,427	\$ 833,619	\$ 885,769
Tourism	283,740	300,062	304,724	345,965	343,483
Human Resources	646,998	653,805	564,063	588,613	585,717
Risk Management		500	500	43,029	43,029
City Clerk	69,360	59,810	116,219	162,538	135,898
Information Technology	891,793	1,132,376	988,508	921,656	1,051,310
TOTAL EXPENDITURES	\$ 2,657,525	\$ 2,968,446	\$ 2,780,441	\$ 2,895,420	\$ 3,045,206



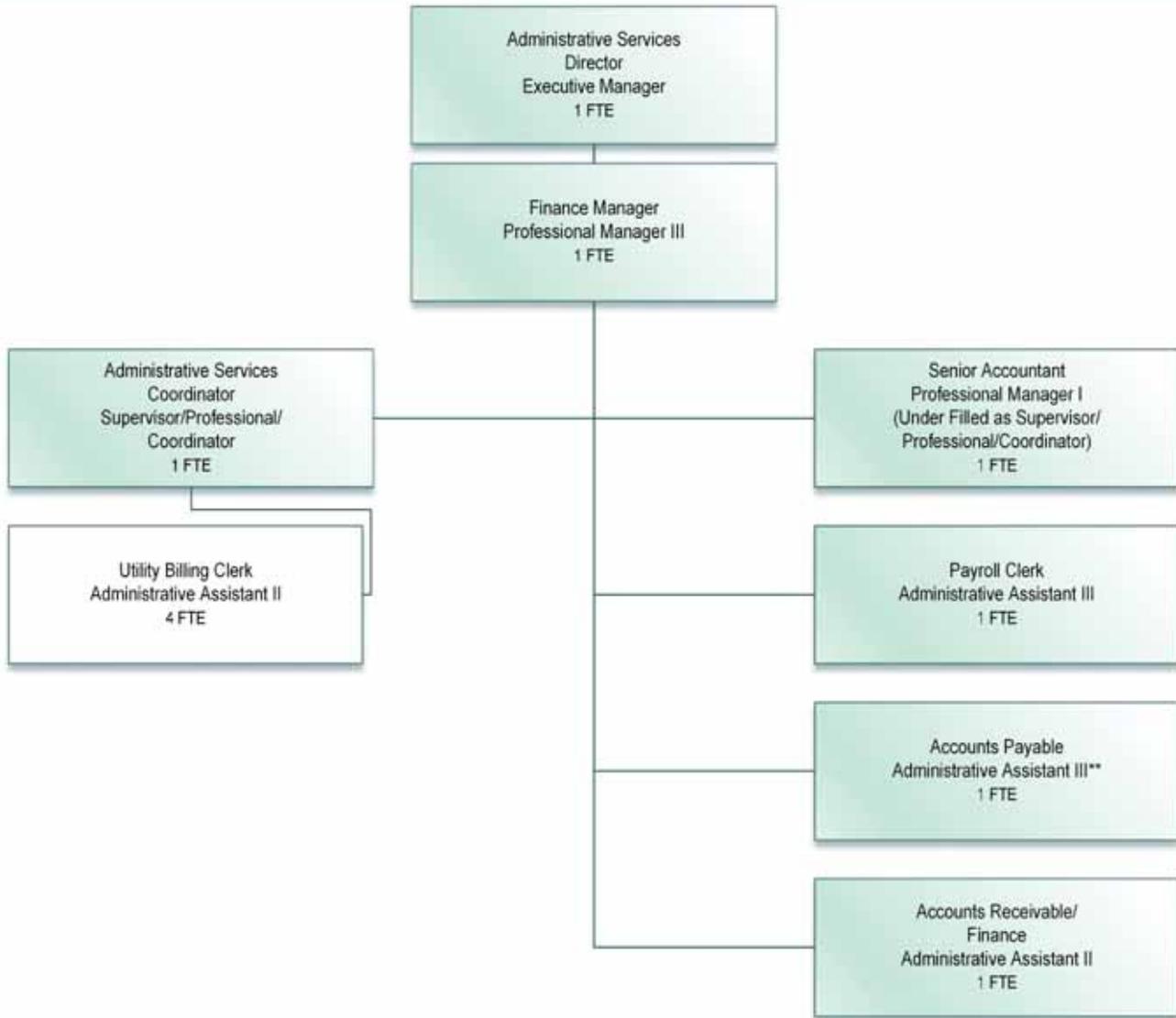
CITY MANAGER
FINANCIAL SUMMARY – continued

<u>EXPENDITURE SUMMARY</u>	<u>FY 2014-15</u>	<u>FY 2015-16</u>	<u>FY 2015-16</u>	<u>FY 2016-17</u>	<u>FY 2017-18</u>
	<u>ACTUAL</u>	<u>REVISED</u>	<u>PROJECTED</u>	<u>ADOPTED</u>	<u>ADOPTED</u>
Personnel Services	\$ 1,895,641	\$ 1,990,856	\$ 1,846,402	\$ 1,915,372	\$ 1,971,114
Operating Expenses	2,146,263	2,731,626	2,147,693	1,813,219	1,757,259
Internal Service Charges	(1,411,523)	(1,996,801)	(1,456,419)	(916,271)	(916,267)
Capital Outlay	27,144	242,765	242,765	83,100	233,100
<u>TOTAL EXPENDITURES</u>	<u>\$ 2,657,525</u>	<u>\$ 2,968,446</u>	<u>\$ 2,780,441</u>	<u>\$ 2,895,420</u>	<u>\$ 3,045,206</u>

<u>FUND SOURCE</u>	<u>FY 2014-15</u>	<u>FY 2015-16</u>	<u>FY 2015-16</u>	<u>FY 2016-17</u>	<u>FY 2017-18</u>
	<u>ACTUAL</u>	<u>REVISED</u>	<u>PROJECTED</u>	<u>ADOPTED</u>	<u>ADOPTED</u>
General Fund	\$ 2,630,381	\$ 2,688,260	\$ 2,500,255	\$ 2,758,420	\$ 2,797,906
Equipment Replacement	27,144	280,186	280,186	137,000	247,300
<u>TOTAL FUNDING</u>	<u>\$ 2,657,525</u>	<u>\$ 2,968,446</u>	<u>\$ 2,780,441</u>	<u>\$ 2,895,420</u>	<u>\$ 3,045,206</u>



ADMINISTRATIVE SERVICES DEPARTMENT



**Reclassification approval in process

August 30, 2016

General Fund: Full-Time: 7	Part-Time: 0	Seasonal Part-Time: 0
Enterprise Funds: Full-Time: 4	Part-Time: 0	Seasonal Part-Time: 0

- General Fund
- Enterprise Funds



ADMINISTRATIVE SERVICES DEPARTMENT - continued

Department Mission Statement

To provide optimum service to external and internal customers through the effective allocation of Administrative Services Department resources based upon responsibilities, priorities and need.

Overview

The Administrative Service Department (ASD) is a key support department that provides services directly to the public through Utility Billing, Business Licenses, etc., and to all other departments and funds with the City of Paso Robles. Like no other department, ASD serves and interacts with every fund and department, often down to the employee level, with services such as budgeting, financial reporting, payroll, A/P and A/R, and more.

The department plays the lead role in the City's bi-annual budget process and also coordinates the annual municipal audit, and compiles all year-end financial records into the City's Comprehensive Annual Financial Report (CAFR). The CAFR has won the award for Outstanding Financial Reporting for 16 years straight.

Major Accomplishments

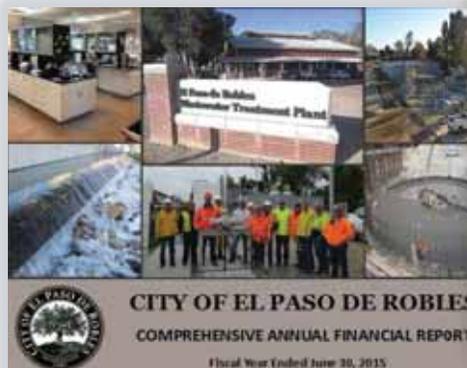
FY 2014-15

- Completed Mapping of new CAFR module
- Completed first budget using new financial system
- Implemented new quarterly reporting
- Received the 15th award for Outstanding Financial Reporting for the City's CAFR



FY 2015-16

- Finished implementation of new Payroll/HR module
- Implemented and began rollout of new online timekeeping system
- Received 16th award for Outstanding Financial Reporting for the City's CAFR





ADMINISTRATIVE SERVICES DEPARTMENT - continued

Major Goals

FY 2016-17

- Continued roll-out of Employee Self-Service for timekeeping/payroll
- Implementation of new Utility Billing software
- Implementation of new Business License (BL)/Transient Occupancy Tax (TOT) software
- Implementation of transparency software, allowing full view of City finances
- BL/TOT clerk consolidation to facilitate collection, audit, discovery of BL and TOT
- Updating of Water and Sewer Ordinances
- Addition of a journey level accountant
- Promote one of (6) Administrative Assistants II to an Administrative Assistant III
- General Fund consolidation

FY 2017-18

- Continued analysis of costs for potential savings

Key Metrics

<u>PERFORMANCE/WORKLOAD MEASURES</u>	<u>FY 2014-15 ACTUAL</u>	<u>FY 2015-16 PROJECTED</u>	<u>FY 2016-17 ADOPTED</u>	<u>FY 2017-18 ADOPTED</u>
Bond Rating -G.O.	AA	AA+	AA+	AA+
Bond Rating- Enterprise Funds - Water and Sewer	A+↑	A+	AA	AA
% of Quarter-End Reports Completed w/in 10 Business Days	75%	75%	75%	75%
Obtain the CSMFO Certificate of Excellence in Financial Reporting	YES	YES	YES	YES
Obtain the GFOA Distinguished Budget Presentation Award	NO	NO	YES	YES
% of Employees on Electronic Time Keeping	35%	75%	100%	100%



ADMINISTRATIVE SERVICES DEPARTMENT - continued

Adopted Service Level Options

<u>General Fund</u>	<u>FY 2016-17</u>	<u>FY 2017-18</u>
• TOT/BL Software		
Expense	\$48,000	\$8,000
Revenue	<u>\$48,000</u>	<u>\$8,000</u>
Net Expense	<u>\$0.00</u>	<u>\$0.00</u>

The current Business License/TOT software is over 10 years old and has no online payment capabilities. The current processes are manual which is time consuming and outdated. The new software will allow business owners and TOT customers to make payments online for their Business License fees as well as their TOT payments. It will also allow staff to email Business License renewals and make other updates in a more efficient manner.

• Administrative Assistant III-Internal Promotion	\$10,000	\$10,000
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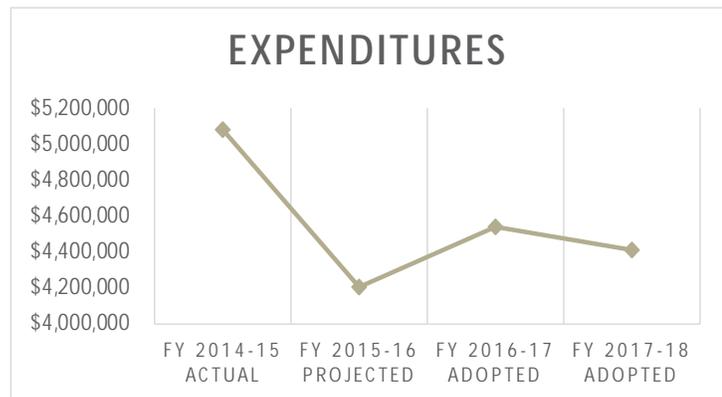
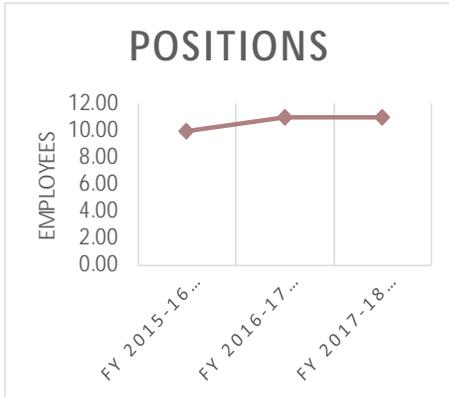
Promote one of (6) Administrative Assistants II to an Administrative Assistant III. This position would assist in budget and financial analysis, accounting and other function as needed as well as performing normal duties. This amounts represents the incremental cost to move an AAIL to an AAILL position.

<u>Enterprise Funds</u>	<u>FY 2016-17</u>	<u>FY 2017-18</u>
• Utility Billing Software	\$135,000	\$35,000

The current Utility Billing (UB) software was installed in 2005 as a beta-site. Since that time, there have not been any major upgrades or updates done to maintain the software and unfortunately, the software vendor has stated that there will not be any upgrades available for our current version. The current software lacks most online capabilities for our citizens and is cumbersome for staff to operate resulting in inefficiencies while doing basic maintenance on accounts. New UB software will allow more online access for our citizens as well as improve staff efficiency with daily operations.



**ADMINISTRATIVE SERVICES
FINANCIAL SUMMARY**



ELECTED POSITION

Treasurer

TOTAL ELECTED POSITION

FY 2015-16 ADJUSTED	FY 2016-17 ADOPTED	FY 2017-18 ADOPTED
1.00	1.00	1.00
1.00	1.00	1.00

POSITIONS

Executive Manager
Professional Manager I
Professional Manager III
Supervisor/Professional/Coordinator
Administrative Assistant II
Administrative Assistant III

Total Regular

Total Part-Time Hourly

TOTAL POSITIONS

FY 2015-16 ADJUSTED	FY 2016-17 ADOPTED	FY 2017-18 ADOPTED
1.00	1.00	1.00
0.00	1.00	1.00
1.00	1.00	1.00
1.00	1.00	1.00
6.00	5.00	5.00
1.00	2.00	2.00
10.00	11.00	11.00

DIVISIONS

Finance

Utility Billing Water

Utility Billing Sewer

Other Support

Transit

TOTAL EXPENDITURES

FY 2014-15 ACTUAL	FY 2015-16 REVISED	FY 2015-16 PROJECTED	FY 2016-17 ADOPTED	FY 2017-18 ADOPTED
\$ 1,226,394	\$ 841,894	\$ 992,202	\$ 1,128,872	\$ 1,090,531
594,826	695,928	676,399	703,374	655,363
465,143	568,421	517,954	725,647	686,145
2,783,093	1,921,891	1,991,548	1,966,827	1,962,681
13,135	11,685	26,907	11,750	11,750
\$ 5,082,591	\$ 4,039,819	\$ 4,205,010	\$ 4,536,470	\$ 4,406,470



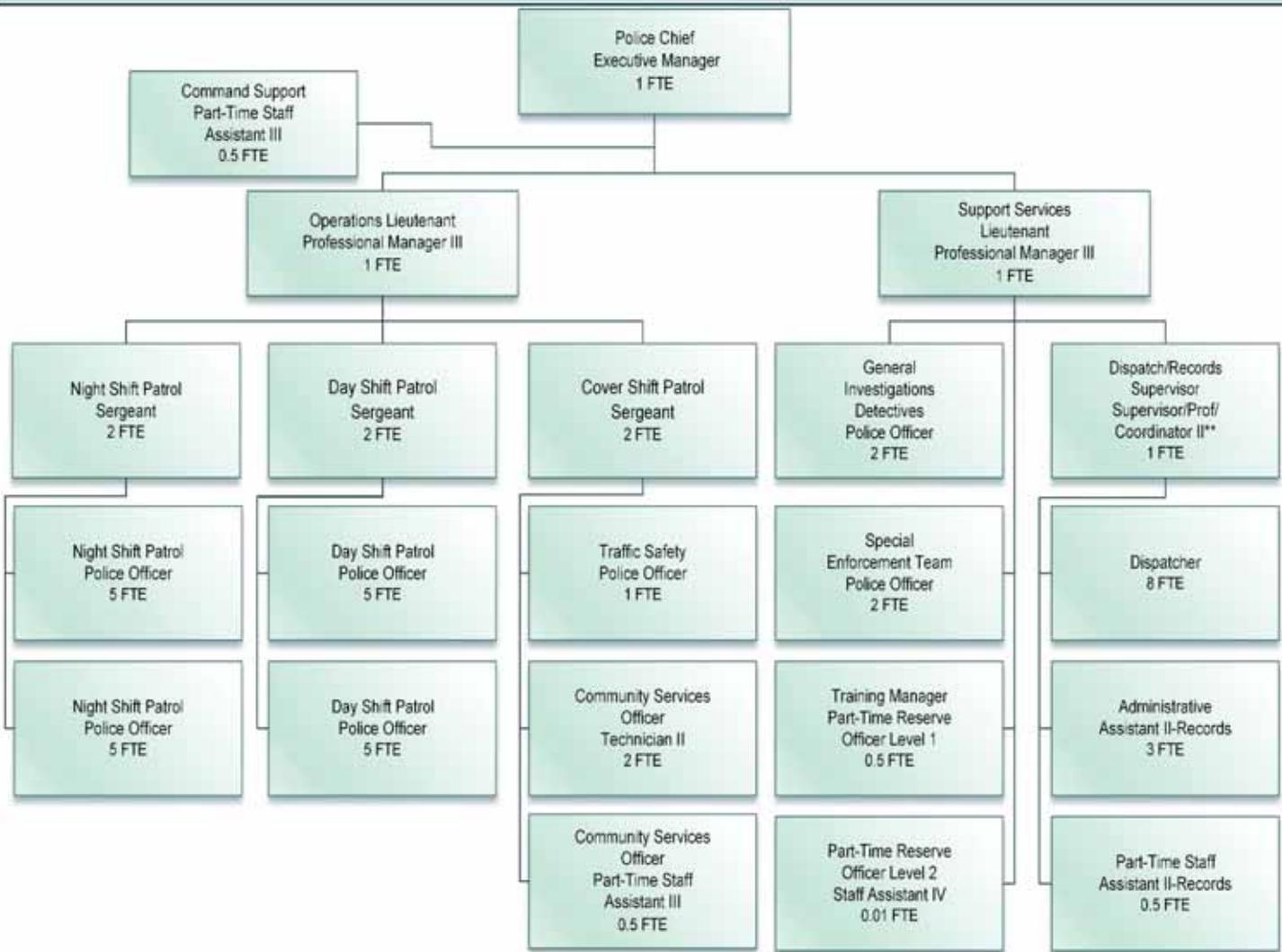
ADMINISTRATIVE SERVICES
FINANCIAL SUMMARY - continued

<u>EXPENDITURE SUMMARY</u>	FY 2014-15 ACTUAL	FY 2015-16 REVISED	FY 2015-16 PROJECTED	FY 2016-17 ADOPTED	FY 2017-18 ADOPTED
Personnel Services	\$ 1,172,274	\$ 1,217,283	\$ 1,203,473	\$ 1,437,842	\$ 1,442,498
Operating Expenses	1,593,156	1,509,701	1,563,218	1,520,433	1,556,583
Internal Service Charges	91,378	95,084	87,992	107,727	107,727
Debt Service	826,027	784,359	860,779	858,018	833,012
Capital Outlay	324,764	7,200	48,134	189,700	43,000
Transfers/Miscellaneous	1,063,309	414,507	429,664	411,000	411,900
Depreciation	11,683	11,685	11,750	11,750	11,750
<u>TOTAL EXPENDITURES</u>	\$ 5,082,591	\$ 4,039,819	\$ 4,205,010	\$ 4,536,470	\$ 4,406,470

<u>FUND SOURCES</u>	FY 2014-15 ACTUAL	FY 2015-16 REVISED	FY 2015-16 PROJECTED	FY 2016-17 ADOPTED	FY 2017-18 ADOPTED
General Fund	\$ 769,169	\$ 714,392	\$ 733,046	\$ 851,458	\$ 853,217
Equipment Replacement	337,807	9,767	133,256	149,979	108,579
Other	2,218,885	1,399,127	1,417,248	1,394,062	1,371,216
BID	683,626	640,500	700,200	700,200	720,200
Water	594,826	695,928	676,399	703,374	655,363
Sewer	465,143	568,420	517,954	725,647	686,145
Transit	13,135	11,685	26,907	11,750	11,750
<u>TOTAL FUNDING</u>	\$ 5,082,591	\$ 4,039,819	\$ 4,205,010	\$ 4,536,470	\$ 4,406,470



POLICE DEPARTMENT



**Reclassification approval in process

General Fund: Full-Time: 48 | Part-Time: 2.01 | Seasonal Part-Time: 0
Enterprise Funds: Full-Time: 0 | Part-Time: 0 | Seasonal Part-Time: 0

August 30, 2016



POLICE DEPARTMENT – continued

Department Mission Statement

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.

In accomplishing their mission, members will recognize that:

- *The power of the to fulfill their function and duties is dependent on public approval of their existence, actions and behavior, and on their ability to secure and maintain public respect.*
- *To secure and maintain the respect and approval of the public means also obtaining the willing cooperation of the public in the observance of the laws.*
- *The extent to which the cooperation of the public can be secured diminishes proportionately the necessity of using physical force and compulsion for achieving objectives.*
- *Officers will seek and preserve public favor, not by pandering to public opinion, but by constantly demonstrating absolutely impartial service to law; by ready offering of individual service to the public without regard to their wealth, social standing, race, religion or national original; by ready exercise of courtesy and good humor, and by ready offering of individual sacrifice in protecting and preserving life.*

Overview

The Paso Robles Police Department is divided into three (3) primary areas (Administration, Operations and Support Services). Within these three (3) areas are six (6) budgetary divisions (Administration, Patrol Operations, Investigations, Community Service, Records and Communications Dispatch):

- **Administration**

The Chief of Police and two Lieutenants comprise the Administrative team. The Lieutenants report directly to the Chief, and assume his duties in his absence. The Lieutenants primarily work as Station Commanders with one overseeing the Operation Division and one overseeing the Support Services Division. They are accountable for day-to-day operational and policy decisions as well as making recommendations to the Chief in promotional and disciplinary matters.

- **Operations**

The Operations Division consists of uniformed Patrol, Reserve Officers, Community Services Officers, K9, SWAT and Community Volunteer Patrol Program.



POLICE DEPARTMENT – continued

Overview-continued

• **Support Services**

The Support Services Division consists of the Investigations Program (Detectives), Special Enforcement Team, Communications Program, Records Program and the Community Services Program, including the Police Activities League (PAL), and other community-based programs.

Major Accomplishments

FY 2014-15

- Implemented the Police and Community Together (PACT) Program
- Implemented the social media outreach website Nextdoor.com
- Created New Employee Evaluations
- Consolidated 2 part-time Dispatch positions into 1 full-time position
- Implemented a new fleet of Police Vehicles (Ford Explorer, Chevy Caprice, Zero Motorcycle)
- Implemented an ordinance prohibiting Synthetic Drug Sales in Paso Robles



FY 2015-16

- Re-established a Traffic Safety Program
- Applied for and received an Off-Highway Vehicle grant
- Evacuated the Salinas Riverbed of homeless individuals to preserve life

Major Goals

FY 2016-17

- Implement a fixed camera surveillance system in the City of Paso Robles
- Have the Dispatch Supervisor/Administrative Assistant take over Records supervision to free up a Police Sergeant for patrol related duty.
- Hire a part-time employee to take over the vacated full-time Administrative Assistant clerical duties
- Recruit additional police officers to replace expected police officer retirements in 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



POLICE DEPARTMENT – continued

Major Goals-continued

FY 2016-17-continued

- Evaluate body cameras for field personnel
- Research and implement a parking program downtown
- Increased patrol supervision due to the new Records / Dispatch Supervisor position
- Proactive police officer recruitment for anticipated retirements will keep our staffing numbers intact and prevent service level inconsistencies

FY 2017-18

- Update our In-Car Audio/Video equipment and Implement Body Cameras for Patrol Officers.
- Replace our aging Radio Base Stations/Repeaters
- Replace our CAD/RMS software systems
- Explore possible options to replace the Department shooting range

Key Metrics

<u>PERFORMANCE/WORKLOAD MEASURES</u>	<u>CY 2015 ACTUAL</u>	<u>CY 2016 PROJECTED</u>	<u>CY 2017 ADOPTED</u>	<u>CY 2018 ADOPTED</u>
UCR Violent Crimes	329	358	358	358
UCR Property Crimes	1,111	1,156	1,156	1,156
DUI	189	165	165	165
Traffic Collisions	557	556	556	556
Traffic Citations	2,740	4,368	4,368	4,368
911 Calls Received	10,676	10,915	10,915	10,915
Business Calls Received	56,608	58,951	58,951	58,951



POLICE DEPARTMENT – continued

Adopted Service Level Options

<u>General Fund</u>	<u>FY 2016-17</u>	<u>FY 2017-18</u>
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- Dispatch/Records Supervisor \$36,000 \$36,000

When Patrol Sergeants are gone from work due to vacation, illness and other unforeseen situations, we have Acting Watch Commanders (ACW's) fill in for them. The ACW's consist of regular Patrol Officers who have not had formalized supervisory training or experience in dealing with critical situations. As a result, we are exposing the Department and the City to increased liability due to decisions made by these inexperienced acting supervisors. To eliminate this situation, we need to reassign our Administrative Assistant/Dispatch Supervisor to a Records/Dispatch Supervisor. This will relieve the Administrative Sergeant from his normal duties of supervising Records and allow him to cover Patrol Sergeants absences. This change will increase the current Admin/Dispatch Supervisor work load so a change in pay status would be needed. Integral to this option, a part-time Admin. Assistant would be hired to handle administrative clerical duties.

- Police Officer Recruit-Trainee \$81,400 \$162,800

The Police Department anticipates multiple police officer retirements in 2017. Due to the lengthy police officer recruiting and background approval process, the Department needs to start a recruitment now and overfill our police officer staffing for approximately 8 months. The positions would be entry level police officer recruits that are less expensive than tenured police officers.

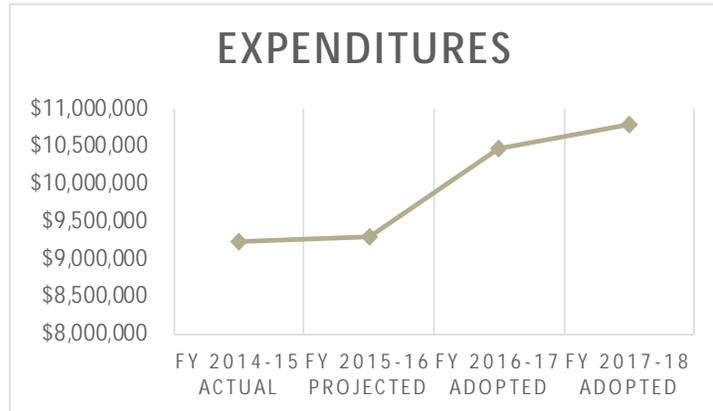
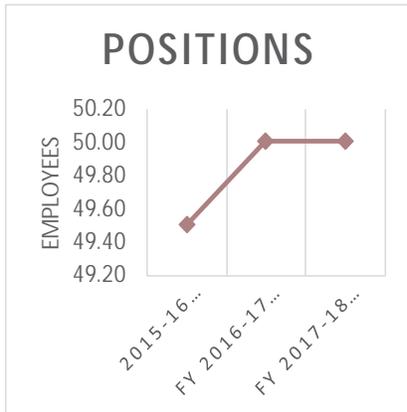
- Parking Enforcement

Expense	\$50,000	\$50,000
Revenue	<u>\$12,500</u>	<u>\$25,000</u>
Net Expense	<u>\$37,500</u>	<u>\$25,000</u>

The Police Department receives 2,000 parking complaints per year. In addition, parking downtown is becoming increasingly problematic. Main Street has indicated that each space now not available to customers is reducing sales in the downtown by \$43,800 per year. An integrated approach to addressing parking issues is needed. This can include: addition of a subset of the spaces as called for in the 2013 parking study; 3-hour parking limits in the core downtown; sale of monthly reserve parking spaces in selected municipal lots; and use of new, electronic enforcement technologies. By adding spaces and reserved spaces outside the core downtown, business employees and other all-day parkers can be moved out of the core, freeing up spaces for visitors and shoppers. Preliminary discussions with downtown merchants and Main Street have indicated the feasibility of a collaborative approach.



POLICE DEPARTMENT
FINANCIAL SUMMARY



POSITIONS

Executive Manager	
Professional Manager III	
Supervisor/Professional/Coordinator I	
Supervisor/Professional/Coordinator II	
Sergeant	
Police Officer	
Technician II	
Administrative Assistant II	
Dispatcher	
Total Regular	
Total Part-Time Hourly	
TOTAL POSITIONS	

	2015-16 ADJUSTED	FY 2016-17 ADOPTED	FY 2017-18 ADOPTED
Executive Manager	1.00	1.00	1.00
Professional Manager III	2.00	2.00	2.00
Supervisor/Professional/Coordinator I	1.00	0.00	0.00
Supervisor/Professional/Coordinator II	0.00	1.00	1.00
Sergeant	6.00	6.00	6.00
Police Officer	25.00	25.00	25.00
Technician II	2.00	2.00	2.00
Administrative Assistant II	3.00	3.00	3.00
Dispatcher	8.00	8.00	8.00
Total Regular	48.00	48.00	48.00
Total Part-Time Hourly	1.51	2.01	2.01
TOTAL POSITIONS	49.51	50.01	50.01

DIVISIONS

Administration
Patrol Operations
Investigations
Community Service
Records
Communications Dispatch
TOTAL EXPENDITURES

	FY 2014-15 ACTUAL	FY 2015-16 REVISED	FY 2015-16 PROJECTED	FY 2016-17 ADOPTED	FY 2017-18 ADOPTED
Administration	\$1,462,923	\$1,554,183	\$1,462,342	\$2,110,487	\$2,514,056
Patrol Operations	5,666,005	6,101,633	5,413,136	5,761,884	5,682,231
Investigations	736,878	723,583	794,964	956,574	941,618
Community Service	133,342	288,184	290,477	296,260	297,670
Records	383,826	296,977	311,706	311,106	331,763
Communications Dispatch	844,083	931,783	1,023,780	1,034,323	1,034,397
TOTAL EXPENDITURES	\$9,227,057	\$9,896,343	\$9,296,405	\$10,470,634	\$10,801,735



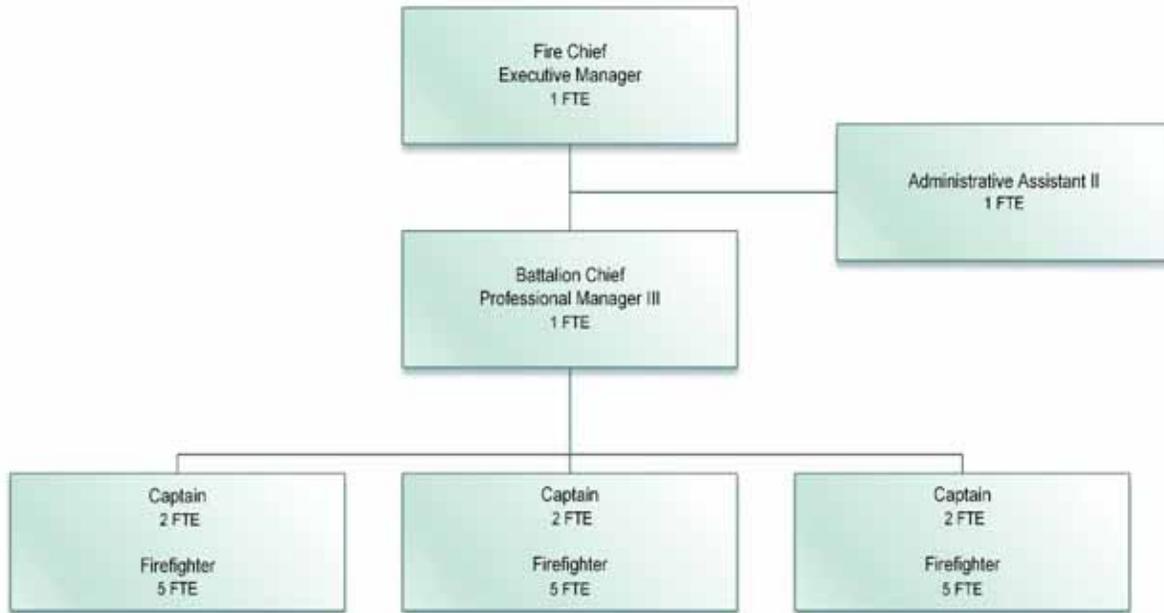
POLICE DEPARTMENT
FINANCIAL SUMMARY – continued

EXPENDITURE SUMMARY	FY 2014-15 ACTUAL	FY 2015-16 REVISED	FY 2015-16 PROJECTED	FY 2016-17 ADOPTED	FY 2017-18 ADOPTED
Personnel Services	\$6,807,418	\$ 7,365,291	\$6,988,532	\$ 7,480,956	\$ 7,569,910
Operating Expenses	968,861	987,638	954,117	1,041,439	1,057,850
Internal Service Charges	748,118	828,642	840,484	1,554,538	1,555,282
Debt Service	98,057	196,135	196,135	187,584	93,793
Capital Outlay	604,603	412,137	317,137	152,000	524,900
Transfers/Miscellaneous		106,500		54,117	
TOTAL EXPENDITURES	\$9,227,057	\$9,896,343	\$9,296,405	\$10,470,634	\$10,801,735

FUND SOURCE	FY 2014-15 ACTUAL	FY 2015-16 REVISED	FY 2015-16 PROJECTED	FY 2016-17 ADOPTED	FY 2017-18 ADOPTED
General Fund	\$8,435,069	\$9,210,565	\$8,672,928	\$10,063,433	\$10,180,442
Equipment Replacement	782,977	523,278	520,277	353,084	621,293
COPS	9,011	162,500	103,200	54,117	
TOTAL FUNDING	\$9,227,057	\$9,896,343	\$9,296,405	\$10,470,634	\$10,801,735



EMERGENCY SERVICES DEPARTMENT





EMERGENCY SERVICES DEPARTMENT - continued

Department Mission Statement

To minimize the loss of life, property, and the environment from fires, natural disasters and life-threatening situations.

Overview

The Department of Emergency Services (ES) provides a wide range of assistance, including emergency medical, fire, and rescue response services for the citizens and guests of Paso Robles. The Department also provides a number of non-emergency services, including Fire Code enforcement and public education. Facilities include staffed fire stations at 900 Park Street (Public Safety Center) and 235 Santa Fe, and an unstaffed station at the Paso Robles Airport.

ES services are available every day, around-the-clock. ES accomplishes this through 24 employees. 21 of these are assigned to work shifts, meaning there are a total of 7 firefighters assigned each day to the protection of 30,000 people plus visitors.

All employees engage in direct service delivery. No employees are assigned to divisions or other specialized sub-units. Each perform multiple functions in meeting resident and visitor needs.

Major Accomplishments

FY 2014-15

- Filled Battalion Chief vacancy (one of two)
- Replaced fire engine from equipment replacement fund
- Reestablished training funding lost in the recession (\$35,000 per annum)



FY 2015-16

- Replaced handheld radios from equipment replacement fund
- Replaced all Self-Contained Breathing Apparatus (SCBA) with Federal grant funding of \$223,000
- Hosted major county-wide drill (CHEMPACK)





EMERGENCY SERVICES DEPARTMENT - continued

Major Goals

FY 2016-17

- Replace breathing air compressor
- Fill Battalion Chief vacancy (second of two positions)
- Implement field-level EMS report writing compliant with the Affordable Care Act
- Receive and integrate additional fire engine (provided by State; OES engine) for increased personnel training and certification opportunities.

FY 2017-18

- Identify training facility location and initiate construction with Development Impact Fee funding
- Fill Battalion Chief position (for a total of three); provide overhead supervision 24/7
- Improve and increase professional development through updated training plan
- Conduct self-assessment as part of CPSE Accreditation

Key Metrics

<u>PERFORMANCE/WORKLOAD MEASURES</u>	<u>FY 2014-15 ACTUAL</u>	<u>FY 2015-16 PROJECTED</u>	<u>FY 2016-17 ADOPTED</u>	<u>FY 2017-18 ADOPTED</u>
<u>SERVICE CALL ACTIVITY</u>				
Fire	90	93	96	99
Emergency Medical Services	2,405	2,576	2,761	2,957
Hazardous Condition	85	91	97	104
Service Call	382	409	437	468
Good Intent Call	378	404	433	463
False Alarm	136	146	156	167
Special Incident	10	11	11	12
TOTAL CALLS FOR SERVICE	3,486	3,730	3,991	4,270
<u>CODE ENFORCEMENT ACTIVITY</u>				
Plan Check	139	153	168	185
Sprinkler Checks/Installs	101	111	122	134
Other	38	42	46	51
Business Inspections	253	250	250	250
Violations Issued	221	220	220	220
<u>PUBLIC EDUCATION ACTIVITY</u>				
Public Education	235	250	250	250



EMERGENCY SERVICES DEPARTMENT - continued

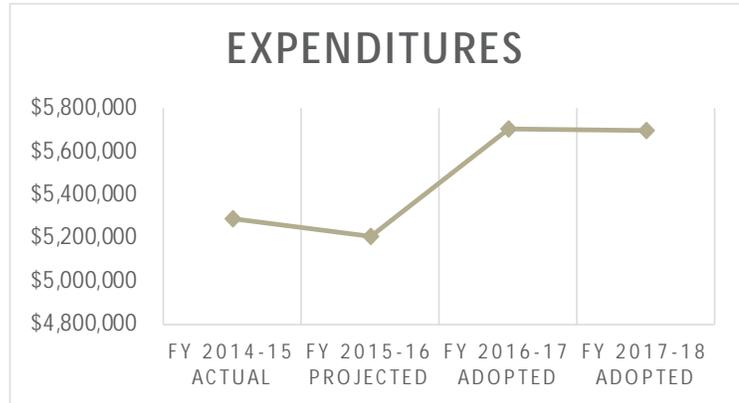
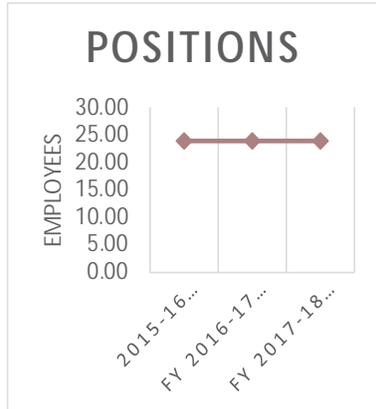
Adopted Service Level Options

<u>General Fund</u>	<u>FY 2016-17</u>	<u>FY 2017-18</u>
• Strategic Plan	\$6,000	\$ 6,000

The planning process will provide a resource allocation guide for future budgets while maximizing financial resources based on future service level needs. This plan will also better define the expectations for Emergency Services employees while educating the City Council on services provided as well as including citizen participation to gauge their desired level of service so that the development of Emergency Services is consistent with community needs and City Council desires.



EMERGENCY SERVICES
FINANCIAL SUMMARY



POSITIONS

Executive Manager
Professional Manager III
Administrative Assistant II
Captain/Paramedic
Captain
Firefighter/Paramedic
Firefighter
Total Regular
Total Part-Time Hourly
TOTAL POSITIONS

	2015-16 ADJUSTED	FY 2016-17 ADOPTED	FY 2017-18 ADOPTED
Executive Manager	1.00	1.00	1.00
Professional Manager III	1.00	1.00	1.00
Administrative Assistant II	1.00	1.00	1.00
Captain/Paramedic	5.00	5.00	5.00
Captain	1.00	1.00	1.00
Firefighter/Paramedic	8.00	8.00	8.00
Firefighter	7.00	7.00	7.00
Total Regular	24.00	24.00	24.00
Total Part-Time Hourly	0.00	0.00	0.00
TOTAL POSITIONS	24.00	24.00	24.00

DIVISIONS

Code Enforcement
Emergency Preparedness
Response
Administration
TOTAL EXPENDITURES

	FY 2014-15 ACTUAL	FY 2015-16 REVISED	FY 2015-16 PROJECTED	FY 2016-17 ADOPTED	FY 2017-18 ADOPTED
Code Enforcement	\$ 216,020	\$ 265,420	\$ 52,740	\$ 63,049	\$ 63,049
Emergency Preparedness	1,100	500	-	5,926	526
Response	4,506,255	4,546,394	4,568,580	4,488,959	4,534,897
Administration	565,810	614,711	585,266	1,145,478	1,100,784
TOTAL EXPENDITURES	\$5,289,185	\$5,427,025	\$5,206,586	\$5,703,412	\$5,699,256



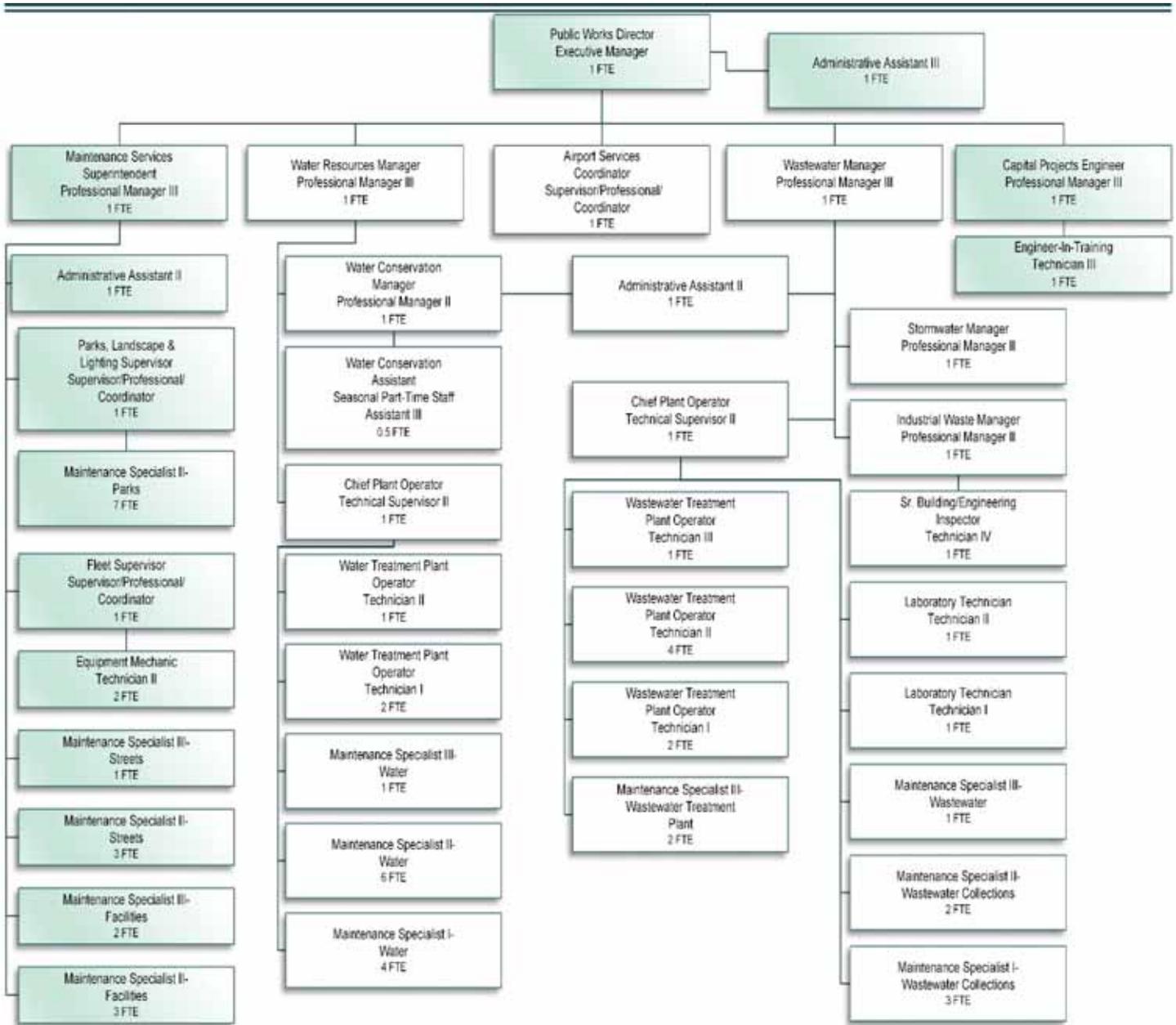
EMERGENCY SERVICES
FINANCIAL SUMMARY – continued

<u>EXPENDITURE SUMMARY</u>	<u>FY 2014-15 ACTUAL</u>	<u>FY 2015-16 REVISED</u>	<u>FY 2015-16 PROJECTED</u>	<u>FY 2016-17 ADOPTED</u>	<u>FY 2017-18 ADOPTED</u>
Personnel Services	\$3,974,442	\$ 4,140,962	\$3,889,852	\$4,076,374	\$4,076,237
Operating Expenses	409,902	756,392	736,650	478,538	468,388
Internal Service Charges	298,167	331,043	321,784	935,748	936,081
Debt Service	58,710	58,710	118,551	118,552	118,550
Capital Outlay	528,082	139,918	139,749	94,200	100,000
Transfers/Miscellaneous	19,882				
<u>TOTAL EXPENDITURES</u>	<u>\$5,289,185</u>	<u>\$5,427,025</u>	<u>\$5,206,586</u>	<u>\$5,703,412</u>	<u>\$5,699,256</u>

<u>FUND SOURCE</u>	<u>FY 2014-15 ACTUAL</u>	<u>FY 2015-16 REVISED</u>	<u>FY 2015-16 PROJECTED</u>	<u>FY 2016-17 ADOPTED</u>	<u>FY 2017-18 ADOPTED</u>
General Fund	\$4,682,511	\$5,143,262	\$4,863,161	\$5,481,560	\$5,479,206
Equipment Replacement	606,674	283,763	343,425	221,852	220,050
<u>TOTAL FUNDING</u>	<u>\$5,289,185</u>	<u>\$5,427,025</u>	<u>\$5,206,586</u>	<u>\$5,703,412</u>	<u>\$5,699,256</u>



PUBLIC WORKS DEPARTMENT



General Fund: Full-Time: 27 | Part-Time: 0 | Seasonal Part-Time: 0.0
Enterprise Funds: Full-Time: 40 | Part-Time: 0 | Seasonal Part-Time: 0.5

August 26, 2016

- General Fund
- Enterprise Funds



PUBLIC WORKS DEPARTMENT – continued

Department Mission Statement

Protect public health and safety, operate and maintain infrastructure and public places, make the community a safe, fun, and healthy place for people to live, work and grow.

Overview

The Public Works Department (PWD) is a key provider of direct services to the public, including water, wastewater, stormwater, recycled water, airport, capital projects engineering, street maintenance, parks maintenance, and fleet and facilities services to other departments with the City of Paso Robles.

PWD is a key player in ensuring regulatory compliance in a number of environmental areas, including industrial pretreatment, stormwater phase II permit, NPDES permit for wastewater, and Safe Drinking Water Act compliance. PWD is also the lead department in working on securing and developing the City's drinking water supplies, including Salinas River underflow wells, Paso Robles basin groundwater wells, Lake Nacimiento surface water, and the recycled water system.

The department plays a key role in the City's permit and development process, assisting the lead department, which is Community Development. The Public Works Department is the leader in bringing in large grants and loans for major transportation, water and wastewater projects. Public Works is the largest department in the City and provides the widest array of services to the community.

- **Administration**

Administration provides overall direction and leadership for the department. Administration is responsible for the budget, City Council agenda items, personnel matters, oversight of solid waste and landfill programs, and policy work on regional water, wastewater and transportation matters.

- **Capital Projects Engineering**

Capital Projects Engineering manages the design, funding, and construction of all capital projects for all City departments, with the exception of the two treatment plants recently completed. The main body of work includes transportation/street projects, including the replacements of sewer, water and stormwater pipes.

- **Airport**

Paso Robles has a general aviation airport that is one of only 5% of airports that is self-sustaining (meaning that it is not subsidized by the General Fund). The airport is home to more than 190 aircraft and several businesses. The airport is also home to a California Highway Patrol base, and a Cal Fire aircraft base. The airport serves a number of events each year, and is used extensively by the military.



PUBLIC WORKS DEPARTMENT – continued

Overview-continued

- **Maintenance**

The Maintenance Division includes Street Maintenance, Park Maintenance, Fleet Maintenance and Facilities Maintenance, and includes primary responsibility for the Landscape & Lighting District and Special Events. The city has about 150 miles of streets, 120 acres of park, 200 fleet vehicles, and several public buildings, all of which are maintained by this division.

- **Water**

The Water Division provides safe and healthy drinking water to the community each day. Water manages three water supplies (Salinas River, Groundwater, and Lake Nacimiento) and two water treatment plants. Water is responsible for maintaining and operating an extensive distribution system including pipes, valves, hydrants, pumps and reservoirs.

- **Wastewater/Stormwater**

The Wastewater Division is responsible for collection and treatment of all wastes in the city, including industrial wastewater. Wastewater manages the Industrial Pretreatment program and the Stormwater program. Wastewater operates a new treatment plant with a power cogeneration system and a laboratory.

Major Accomplishments

FY 2014-15

- Completed solid waste rate study
- Completed water and wastewater rate study
- Received Project of the Year awards for Union Road, the Downtown Pervious Pavement parking lot, and the new Wastewater Treatment Plant
- Completed significant street improvement projects
- Completed construction and the opening of a new City park – Uptown Family Park





PUBLIC WORKS DEPARTMENT – continued

Major Accomplishments-continued

FY 2015-16

- Implemented new rates for solid waste and water
- Completed the Nacimiento Water Treatment Plant
- Completed the Wastewater Treatment Plant
- Completed Full Subscription for the Lake Nacimiento water supply
- Completed work on Airport Road, Scott Street, Hot Spot Repairs and other projects
- Completed re-balloting for Landscape & Lighting District (June)
- Completion of the City Park Rehabilitation and re-opening of Centennial Pool
- Project award for 12th Street improvements



Major Goals

FY 2016-17

- Complete work on Spring Street, 1st to 10th
- Complete work on Union, Golden Hill to Hwy 46
- Secure Prop 1 grant funds and SRF loan funds for Tertiary Treatment and Recycled Water (purple pipe) system
- Ramp up the street maintenance program with summer crews and more repairs
- Ramp up the parks maintenance program with summer crews and significant repairs
- Taxiway resurfacing at the Airport
- Replacement of old water and sewer lines
- HVAC and lighting replacements at City Hall, Public Safety Center, and Centennial Park
- Storm drainage retrofit projects
- Downtown upgrades
- Salinas River cleanup, and litter removal
- Start contract janitorial services
- Airport business plan and airport marketing
- Additional staffing for Water with new plant online
- GIS software for Water and Wastewater
- Stormwater legislative support



PUBLIC WORKS DEPARTMENT – continued

Major Goals-continued

FY 2017-18

- Replacement of 21st Street Reservoir
- Tertiary Treatment plant construction
- Spring Street, 16th to 24th construction
- Purple Pipe main line construction
- Propeller Drive extension at the Airport
- Continue Downtown upgrades

Key Metrics

<u>PERFORMANCE/WORKLOAD MEASURES</u>	<u>FY 2014-15 ACTUAL</u>	<u>FY 2015-16 PROJECTED</u>	<u>FY 2016-17 ADOPTED</u>	<u>FY 2017-18 ADOPTED</u>
Airport Special Events	5	6	6	7
City Trees Trimmed	641	750	800	800
Maintenance Work Orders Handled	1,150	1,500	1,600	1,700
Landscape Water Conservation Rebates	248	189	180	170

Adopted Service Level Options

General Fund

- Downtown Upgrades

FY 2016-17

FY 2017-18

\$100,000

\$100,000

The Downtown is in need of some maintenance and upgrade work to improve striping, signs, trees grates, plants and other downtown streetscape.

- Salinas River Clean-up

\$40,000

\$40,000

The City recently removed homeless encampments from the Salinas River area to protect the safety of the inhabitants. There will need to be some level of ongoing cleanup work associated with the River. In addition, litter pickup is necessary to keep the community looking clean and healthy. This will fund that contract work annually by an allotment from the solid waste revenues in the General Fund.



PUBLIC WORKS DEPARTMENT – continued

Adopted Service Level Options-continued

General Fund-continued

FY 2016-17

FY 2017-18

- Janitorial \$140,000 \$140,000

City buildings are in need of regular janitorial service. Currently janitorial service is being performed by highly skilled City maintenance staff (as opposed to janitorial staff). Our facilities are in desperate need of additional maintenance to better take care of what we have, and our skilled maintenance staff could put their time to much higher and better uses. This proposal is to have that work performed by a local janitorial contractor, and to include City Hall/Library, Public Safety Center, Centennial Park and others as needed. This contract will also specifically include opening and closing park restrooms and cleaning and stocking those restrooms.

Enterprise Funds

FY 2016-17

FY 2017-18

- Airport Business Plan \$20,000 \$ -

Professional services/support to complete designated tasks in the adopted Airport Business Improvement Plan. That plan includes a number of tasks for continued improvement of the Airport, and specifically for bringing businesses to the Airport, and this would be funding for any studies, site evaluations, or other work products.

- Airport Marketing \$5,000 \$ -

Marketing of the Airport per the Business Improvement Plan, for events, economic development, and promotion of the airport and the community.

- Water Division MS I/II Positions (Two positions) \$218,648 \$168,648

Adding two new positions is necessary to run two independent repair crews. Currently there are six maintenance specialists dedicated to system maintenance and repair. Crews of three are often too small to effectively work in the City ROW. Adding a fourth person and running two crews will significantly increase productivity and reduce the time it takes to repair leaks and perform preventative maintenance. The first year funding includes purchasing a utility vehicle and some tools for that second crew.

- Water Division Technical Supervisor \$122,640 \$122,640

The Technical Supervisor position was vacated when Mike Maaser transitioned to the position of Chief Plant Operator. This new position is needed to oversee and direct all daily activities of the water system operation and maintenance crews, and to perform all related administrative duties.

- ESRI Software \$15,500 \$2,500

Upgrade ESRI software from a single-user to a multi-user platform to allow additional users to access live GIS data. This will benefit multiple departments (Enterprise and General Fund) and outside users.



PUBLIC WORKS DEPARTMENT – continued

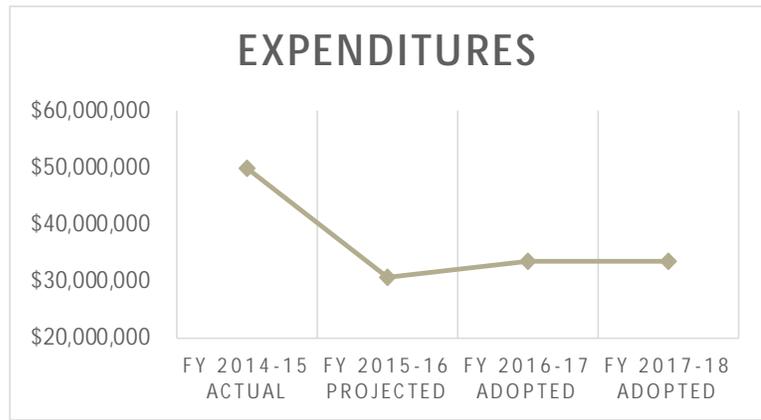
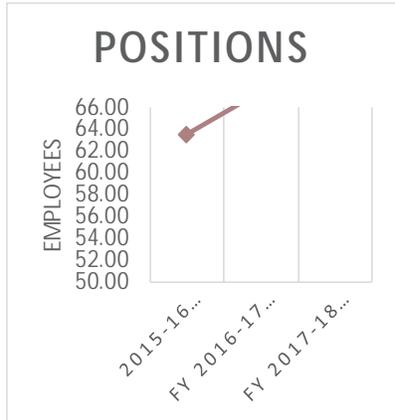
Adopted Service Level Options-continued

<u>Enterprise Funds</u>	<u>FY 2016-17</u>	<u>FY 2017-18</u>
• Stormwater Legislative Support	\$10,000	\$ -

Paso Robles is a Phase II City under our Federal NPDES permit for stormwater. Unlike most states, California has not enabled cities to create a stormwater utility to distribute costs in a fair manner as with other utilities. There is an effort underway to create a mechanism for a stormwater utility, but the effort needs legislative support. As was evidenced during Hurricane Dolores, the City has significant need in stormwater management and compliance, but no real way to fund that effort.



PUBLIC WORKS
FINANCIAL SUMMARY



POSITIONS

Executive Manager
Administrative Assistant II
Administrative Assistant III
Maintenance Specialist I
Maintenance Specialist II
Maintenance Specialist III
Professional Manager II
Professional Manager III
Supervisor/Professional/Coordinator
Technical Supervisor II
Technician I
Technician II
Technician III
Technician III - EIT
Technician IV
Total Regular
Total Part-Time Hourly
TOTAL POSITIONS

	2015-16 ADJUSTED	FY 2016-17 ADOPTED	FY 2017-18 ADOPTED
Executive Manager	1.00	1.00	1.00
Administrative Assistant II	2.00	2.00	2.00
Administrative Assistant III	1.00	1.00	1.00
Maintenance Specialist I	7.00	7.00	7.00
Maintenance Specialist II	19.00	21.00	21.00
Maintenance Specialist III	5.00	7.00	7.00
Professional Manager II	3.00	3.00	3.00
Professional Manager III	4.00	4.00	4.00
Supervisor/Professional/Coordinator	3.00	3.00	3.00
Technical Supervisor II	2.00	2.00	2.00
Technician I	5.00	5.00	5.00
Technician II	8.00	8.00	8.00
Technician III	1.00	1.00	1.00
Technician III - EIT	1.00	1.00	1.00
Technician IV	1.00	1.00	1.00
Total Regular	63.00	67.00	67.00
Total Part-Time Hourly	0.50	0.50	0.50
TOTAL POSITIONS	63.50	67.50	67.50



PUBLIC WORKS
FINANCIAL SUMMARY – continued

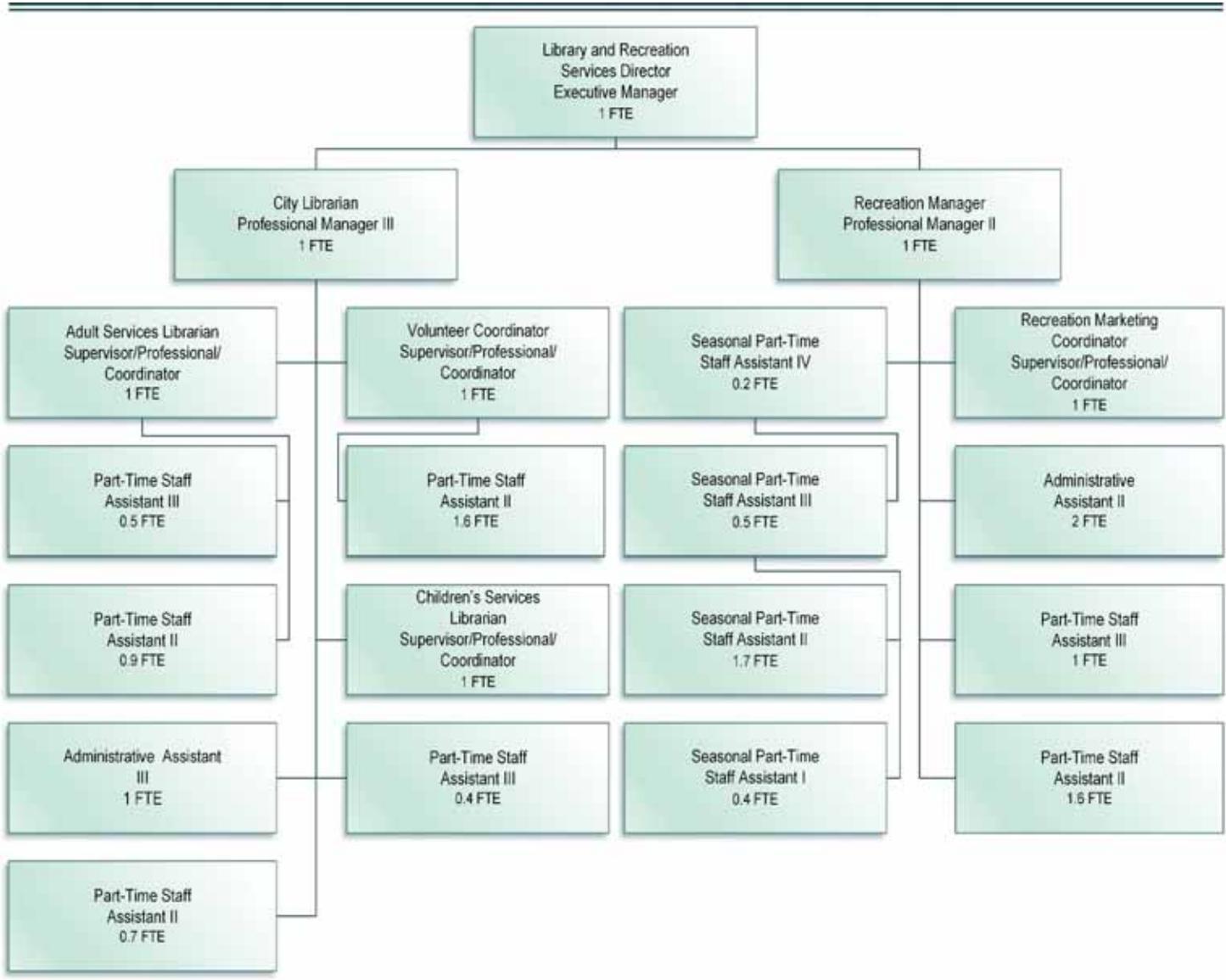
<u>DIVISIONS</u>	<u>FY 2014-15</u> <u>ACTUAL</u>	<u>FY 2015-16</u> <u>REVISED</u>	<u>FY 2015-16</u> <u>PROJECTED</u>	<u>FY 2016-17</u> <u>ADOPTED</u>	<u>FY 2017-18</u> <u>ADOPTED</u>
Engineering	\$ 173,722	\$ 230,606	\$ 210,982	\$ 254,889	\$ 253,822
Community Events	111,257	61,087	64,788	59,810	60,617
Administration	551,938	662,574	651,357	593,522	592,863
Fleet Maintenance	104,749	(50,777)	(174,917)	44,004	32,003
Stormwater Management	179,236	214,008	273,872	298,577	299,247
Landfill	405,061	454,436	417,876	424,228	424,228
Parks	1,799,747	2,590,707	2,395,545	2,227,506	2,278,907
Facilities	1,213,509	1,822,990	1,622,272	1,742,421	1,721,572
Street Maintenance	12,685,369	3,258,101	3,326,823	1,528,988	1,551,528
Water	22,548,260	11,640,863	11,272,320	12,759,089	12,164,223
Sewer	7,464,630	7,494,005	8,124,312	11,101,635	11,707,446
Airport	1,217,539	825,900	864,916	874,351	845,895
Landscape and Lighting	1,484,821	1,551,746	1,642,993	1,531,474	1,545,696
TOTAL EXPENDITURES	\$ 49,939,838	\$ 30,756,246	\$ 30,693,139	\$ 33,440,494	\$ 33,478,047

<u>EXPENDITURE SUMMARY</u>	<u>FY 2014-15</u> <u>ACTUAL</u>	<u>FY 2015-16</u> <u>REVISED</u>	<u>FY 2015-16</u> <u>PROJECTED</u>	<u>FY 2016-17</u> <u>ADOPTED</u>	<u>FY 2017-18</u> <u>ADOPTED</u>
Personnel Services	\$ 6,273,366	\$ 6,616,113	\$ 6,456,852	\$ 7,619,439	\$ 7,589,185
Operating Expenses	8,829,585	10,912,633	10,581,772	11,577,922	11,324,508
Internal Service Charges	2,110,909	1,929,400	2,020,266	2,070,277	2,070,158
Debt Service	2,208,901	4,494,169	4,489,039	7,285,406	7,620,146
Capital Outlay	602,719	1,989,167	2,066,595	593,600	580,200
Transfers/Miscellaneous	26,640,249	831,964	789,765	5,000	5,000
Depreciation	3,274,109	3,982,800	4,288,850	4,288,850	4,288,850
TOTAL EXPENDITURES	\$ 49,939,838	\$ 30,756,246	\$ 30,693,139	\$ 33,440,494	\$ 33,478,047

<u>FUND SOURCE</u>	<u>FY 2014-15</u> <u>ACTUAL</u>	<u>FY 2015-16</u> <u>REVISED</u>	<u>FY 2015-16</u> <u>PROJECTED</u>	<u>FY 2016-17</u> <u>ADOPTED</u>	<u>FY 2017-18</u> <u>ADOPTED</u>
General Fund	\$ 4,943,656	\$ 6,522,322	\$ 6,009,084	\$ 6,425,302	\$ 6,462,427
Equipment Replacement	320,082	1,691,894	1,691,894	133,308	139,902
Other	13,268,838	2,367,254	2,456,741	1,848,232	1,858,907
Water	22,548,260	11,640,863	11,272,320	12,759,089	12,164,223
Sewer	7,643,866	7,708,013	8,398,184	11,400,212	12,006,693
Airport	1,215,136	825,900	864,916	874,351	845,895
TOTAL FUNDING	\$ 49,939,838	\$ 30,756,246	\$ 30,693,139	\$ 33,440,494	\$ 33,478,047



LIBRARY AND RECREATION SERVICES DEPARTMENT



General Fund: Full-Time: 10 | Part-Time: 6.7 | Seasonal Part-Time: 2.8
Enterprise Funds: Full-Time: 0 | Part-Time: 0 | Seasonal Part-Time: 0

August 26, 2016



LIBRARY AND RECREATION SERVICES DEPARTMENT - continued

Library Division Mission Statement

The Paso Robles City Library is the place to discover, to learn, and to grow, empowering our community to achieve its vision for the future.

Library Division Overview

The Paso Robles City Library is the only city-run library in San Luis Obispo County. A variety of books, audio-visual materials, magazines and digital resources are available in addition to online databases which may be accessed remotely by library cardholders. The Paso Robles City Library is a member of the Black Gold Library Cooperative, enabling additional resource sharing among library systems in San Luis Obispo and Santa Barbara Counties. A variety of free programs for all ages is provided at the City Library including the Summer Reading Program for Children, tax preparation for seniors, a monthly book group for adults, story times for preschoolers and other cultural offerings such as film festivals and concerts. The Library is open 57 hours per week, Monday through Saturday. Paid staff is assisted by over 100 volunteers who generally work one 4-hour shift per week. A Library Study Center is also operated at 3600 Oak Street, offering after-school programming Monday through Thursday.

Library Division Major Accomplishments

FY 2014-15 and FY 2015-16

- Celebrated 20th year of expanded library service at the 1000 Spring Street location, after operating for 86 years in the historic Carnegie building.
- Continued our long history as a sound steward of public funds by efficiently deploying volunteer corps of over 100 which represents over 14,800 hours of service valued at nearly \$350,000 annually.
- Maintained 57 open hours per week despite severe staff reductions.
- Received private and State grants totaling \$28,000 for the purchase of library furnishings, a children’s computer and staff education.





LIBRARY AND RECREATION SERVICES DEPARTMENT – continued

Library Division 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

FY 2016-17 and FY 2017-18

- Fulfill the library’s fundamental role of ensuring literacy for all ages
 - Hire a Children’s Librarian
 - Implement “Every Child Ready to Read” – research based practices developed by the Public Library Association to help young children establish skills they need before they can learn to read
 - Restore the early literacy program “Mother Goose on the Loose”
 - Partner with Literacy for Life of San Luis Obispo County to provide meeting space and promote adult literacy programs at the Library Study Center and other locations as appropriate
- Collaborate with Paso Robles Joint Unified School District to enhance education opportunities
 - Co-sponsor teen substance abuse aversion programs with the Kayla Peach Foundation
 - Purchase children’s and teen books which complement the District Curriculum
 - Cohost the annual “Battle of the Books” competition for elementary school students
- Establish partnerships to develop citizenship and English as a Second Language programs at the Library Study Center
- Pursue additional grants for programs and materials purchasing
 - *Best Buy Community Grants Program* – supporting community-based youth programs for teens during out-of-school time.
- Enhance the Library Volunteer Associates Program to more fully engage the community, provide enriching volunteer experiences and appropriately balance volunteer assignments with professional library service.
- Provide access to relevant, popular and current materials
- Introduce technology that streamlines services and improves user experience
- Empower the community through programs and services that are current, enriching and promote: civic engagement, workforce development, and learning at all stages of life.
- Develop a well-trained, efficient, accountable and informed workforce
- Develop partnerships that position the Library as a key community resource that improves access to services
- Increase capacity and access of current facilities to create a safe, efficient and engaging environment.



LIBRARY AND RECREATION SERVICES DEPARTMENT – continued

Library Division Major Goals

FY 2016-17 and FY 2017-18

- Develop fundraising strategies to sustain and enhance collections, programs, facilities and access to technology.
- Increase community awareness of the core and critical services and learning opportunities offered through the Library.

Library Division Key Metrics

<u>PERFORMANCE/WORKLOAD MEASURES</u>	<u>FY 2014-15 ACTUAL</u>	<u>FY 2015-16 PROJECTED</u>	<u>FY 2016-17 ADOPTED</u>	<u>FY 2017-18 ADOPTED</u>
Library Cardholders	22,889	23,179	23,411	23,645
Library Visits	213,405	215,540	217,695	219,872
Items Circulated	259,951	262,551	265,177	267,829
Library Programs	379	400	410	420
Attendance at Programs	8,784	9,267	9,500	9,750
Public Internet Computer Sessions	25,375	35,000	35,000	35,000
Print Items held	69,008	71,000	73,000	75,000
Electronic Books	63,826	83,000	103,000	123,000
Physical Audio Materials	8,578	8,700	8,820	8,940
Online Video Materials	8,000	11,000	14,000	17,000
Staff FTE	8.29	9.29	9.29	9.29
Volunteer FTE	7.40	7.40	7.40	7.40



LIBRARY AND RECREATION SERVICES DEPARTMENT – continued

Adopted Library Division Service Level Options

<u>General Fund</u>	<u>FY 2016-17</u>	<u>FY 2017-18</u>
<ul style="list-style-type: none"> • Children’s Librarian-Full Time 	\$35,000	\$75,000

Paso Robles’ long history of employing a professional Children’s Librarian underscores the City’s commitment to providing high-quality educational opportunities for local youth. Scholarly research verifies positive community outcomes including early literacy, parent education, gang aversion, and overall economic vitality as a result of children’s library programming.

From as early as 1966, clinical research has indicated that precursors for reading begin well before any formal instruction in schools, positioning public children’s librarians as a young child’s first professional teacher. The role that public library service to children plays in school readiness was further emphasized in 1989, when President Bush and the National Governors’ Association declared that by the year 2000, “all children in America will start school ready to learn.” Public libraries heeded the call, focusing more keenly on strong children’s programming to not only prepare children for school, but to combat “summer slide” -- the tendency for students to lose some of the achievement gains they made during the previous school year.

Dr. Betsy Diamant-Cohen, in her article *First Day of Class: The Public Library’s Role in ‘School Readiness*, further supports the importance of children’s librarians in cultivating pro-social readiness skills such as social interaction, curiosity, and the ability to follow directions. Both the Public Library Association and the Association for Library Service to Children emphasize that public libraries can have a tremendous impact on early literacy by educating parents in addition to their children, which is also the role of a children’s librarian. “If the primary adults in a child’s life can learn more about the importance of literacy and how to nurture pre-reading skills at home, the effect of library efforts can be multiplied many times.”

As means of educating parents and preschoolers, Diamant-Cohen developed the “Mother Goose on the Loose” early learning program for libraries. The Paso Robles City Library initiated this program in 2014, and it was so well-received that the Children’s Librarian added an additional session within months of starting the program. Restoring the Children’s Librarian position will enable us to meet community demand by providing this and other early-learning programs.

Youth ages 12 to 18 will also benefit from the influence of a Children’s Librarian. Preparing teens for the workforce is a major concern, and our Children’s Librarian has traditionally offered services and programs for teens, including career planning and computer skills. Teens are recruited to work as interns to support summer programs in the library, helping them build practical job skills. Finally, there is a clear connection between providing library resources and programming to at-risk youth and a reduction in criminal behavior, teen suicide and substance abuse



LIBRARY AND RECREATION SERVICES DEPARTMENT – continued

Adopted Library Division Service Level Options-continued

<u>General Fund</u>	<u>FY 2016-17</u>	<u>FY 2017-18</u>
<ul style="list-style-type: none">• Travel and Training	\$7,850	\$7,850
<p>Attending conferences, workshops and other professional development opportunities enables staff to contribute more skillfully to the City organization and increases job satisfaction overall. During the recession, travel and training budgets were greatly reduced or cut completely. Restoration of these budgets is a significant priority in continuing to achieve economic recovery.</p>		
<ul style="list-style-type: none">• Library Book Budget	\$3,050	\$3,050
<p>Book prices increase with the cost of living. A static book budget erodes the collection development capacity for the Library. Recommended annual increases in book budget of 5% will keep the Library competitive and able to provide adequately for community needs. The Children's book budget was more severely reduced during the recession, and the proposed increase will restore it to pre-recession levels.</p>		



LIBRARY AND RECREATION SERVICES DEPARTMENT – continued

Recreation Division Mission Statement

The mission of Recreation Services is to create a better community through people, programs, places and experiences. We strive to achieve our mission by providing recreational and special event programming for personal enrichment, fitness and well-being for people of all ages.

Overview

The Recreation Division oversees programming in 7 major parks, tennis and Pickle Ball courts, a gymnasium, several meeting rooms, 2 public swimming pools, and a large banquet room with a commercial kitchen. Fee-based recreation classes and activities are offered at Centennial Park. Taught by independent contractors, these classes include fitness, karate, yoga, photography, dance, dog training, volleyball, and other recreation opportunities. Seasonal City aquatics staff conducts swim lessons and oversees public swim. Extreme budget cuts resulted in outsourcing of nearly all of Recreation Services programs such as the Senior Center, T-ball, youth basketball, summer day camps, and adult sports leagues; softball, basketball and volleyball.

Major Accomplishments

FY 2014-15 and FY 2015-16

- Conducted a 10-week Concerts in the Park series with the Paso Robles REC Foundation; total attendance = 25,000. Responded to downtown business owners’ requests to move concerts from Fridays to Thursdays, in keeping with the City’s goal to support local business. Concerts generated a net income of \$21,529, funds used for enhancement of City recreation facilities and for the City’s Youth Recreation Scholarship Program which enables youngsters to participate in community recreation activities.
- Provided a variety of annual community events, including a youth track meet for local elementary school children and a Martin Luther King, Jr. commemorative program which included local school children, a number of faith-based organizations, the City Youth Commission, and other community leaders.
- Managed a variety of outsourcing agreements to provide senior services, adult and youth sports and other recreational experiences for the community, saving the City well over \$1 million in programming, maintenance and staffing costs as compared to FY 2009-2010.
- In conjunction with Public Works:
 - Renovated Municipal and Centennial Pools
 - Restored exterior walls at Centennial Park
 - Renovated City Park

Recreation Division's Portion of
General Fund
Personnel and Operating Expenses



■ Recreation Division = 4%
■ Remaining General Fund = 96%





LIBRARY AND RECREATION SERVICES DEPARTMENT – continued

Recreation Division Major Goals

FY 2016-17 and FY 2017-18

- Expand collaboration with user groups such as the Youth Sports Council and nonprofit groups such as the Paso Robles REC Foundation to address maintenance concerns in our parks, on our playing fields and in other recreation facilities.
- Evaluate current outsourcing agreements to ensure a balance between program outsourcing and City oversight of recreation opportunities. Quality control and safety are of primary concern as we facilitate recreation programming in our community.
- Increase the professional development of staff by funding attendance at workshops, conferences, webinars, etc.
- Maximize City revenue by seeking grant opportunities such as the State of California Department of Parks and Recreation’s “California Youth Soccer and Recreation Development Program.” This grant opportunity offers up to \$1 million to develop new youth soccer, baseball, softball, or basketball facilities.
- Partner with the Paso Robles Joint Union School District to better coordinate use of all community playing fields and recreation facilities.
- Update the Sherwood Master Plan
- Update the Recreation portion of the City’s General Plan

Recreation Division Key Metrics

<u>PERFORMANCE/WORKLOAD MEASURES</u>	<u>FY 2014-15 ACTUAL</u>	<u>FY 2015-16 PROJECTED</u>	<u>FY 2016-17 ADOPTED</u>	<u>FY 2017-18 ADOPTED</u>
Staff FTE	7	7	7	7
Volunteer FTE	0.75	0.80	1	1
Recreation Class Sessions	3,360	4,000	4,600	5,290
Recreation Class Participants	25,827	29,700	34,155	39,278
Athletic Field Permits	3,341	3,580	3,580	3,580
Community Events	16	14	15	15
Event Attendees	34,000	30,000	33,000	35,000



LIBRARY AND RECREATION SERVICES DEPARTMENT – continued

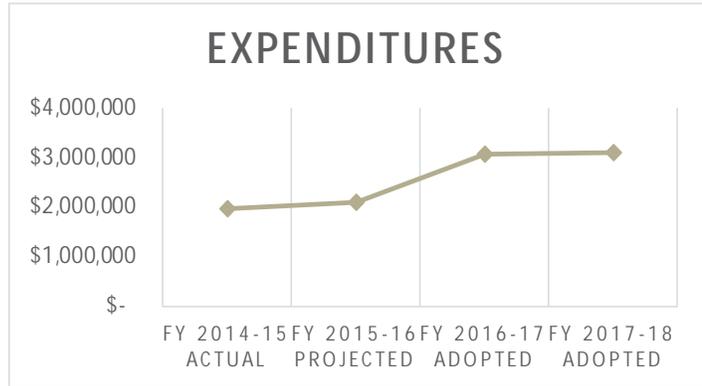
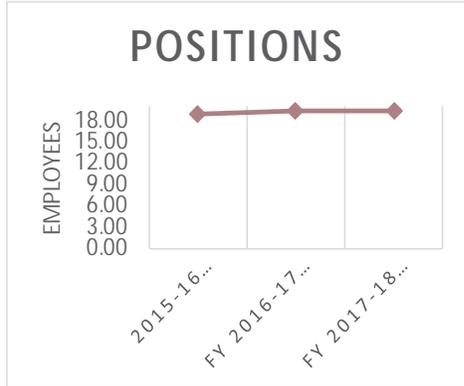
Adopted Recreation Division Service Level Options

<u>General Fund</u>	<u>FY 2016-17</u>	<u>FY 2017-18</u>
• Recreation Staff Asst. III-Internal Promotion	\$3,400	\$3,400

Promoting one of 5 current part-time Staff Assistant II's to a SAIII will enable the Recreation Division to explore additional opportunities for community events. Restoring popular events such as the Barney Schwartz Park Kite fest and Centennial Park's Hot Summer Nights will meet community demand and support tourism. A Staff Assistant III is qualified for this independent work as well as supervisory duties necessary to adequately oversee Recreation operations.



LIBRARY-RECREATION SERVICES
FINANCIAL SUMMARY



POSITIONS

Executive Manager	
Professional Manager II	
Professional Manager III	
Supervisor/Professional/Coordinator	
Administrative Assistant II	
Administrative Assistant III	
Total Regular	
Total Part-Time Hourly	
TOTAL POSITIONS	

	2015-16 ADJUSTED	FY 2016-17 ADOPTED	FY 2017-18 ADOPTED
Executive Manager	1.00	1.00	1.00
Professional Manager II	1.00	1.00	1.00
Professional Manager III	1.00	1.00	1.00
Supervisor/Professional/Coordinator	3.00	4.00	4.00
Administrative Assistant II	2.00	2.00	2.00
Administrative Assistant III	1.00	1.00	1.00
Total Regular	9.00	10.00	10.00
Total Part-Time Hourly	10.00	9.50	9.50
TOTAL POSITIONS	19.00	19.50	19.50

DIVISIONS

Library
Recreation
TOTAL EXPENDITURES

	FY 2014-15 ACTUAL	FY 2015-16 REVISED	FY 2015-16 PROJECTED	FY 2016-17 ADOPTED	FY 2017-18 ADOPTED
Library	\$ 950,466	\$ 990,244	\$ 928,589	\$1,805,340	\$1,822,761
Recreation	1,030,038	1,142,254	1,159,048	1,266,311	1,276,598
TOTAL EXPENDITURES	\$1,980,504	\$2,132,498	\$2,087,637	\$3,071,651	\$3,099,359



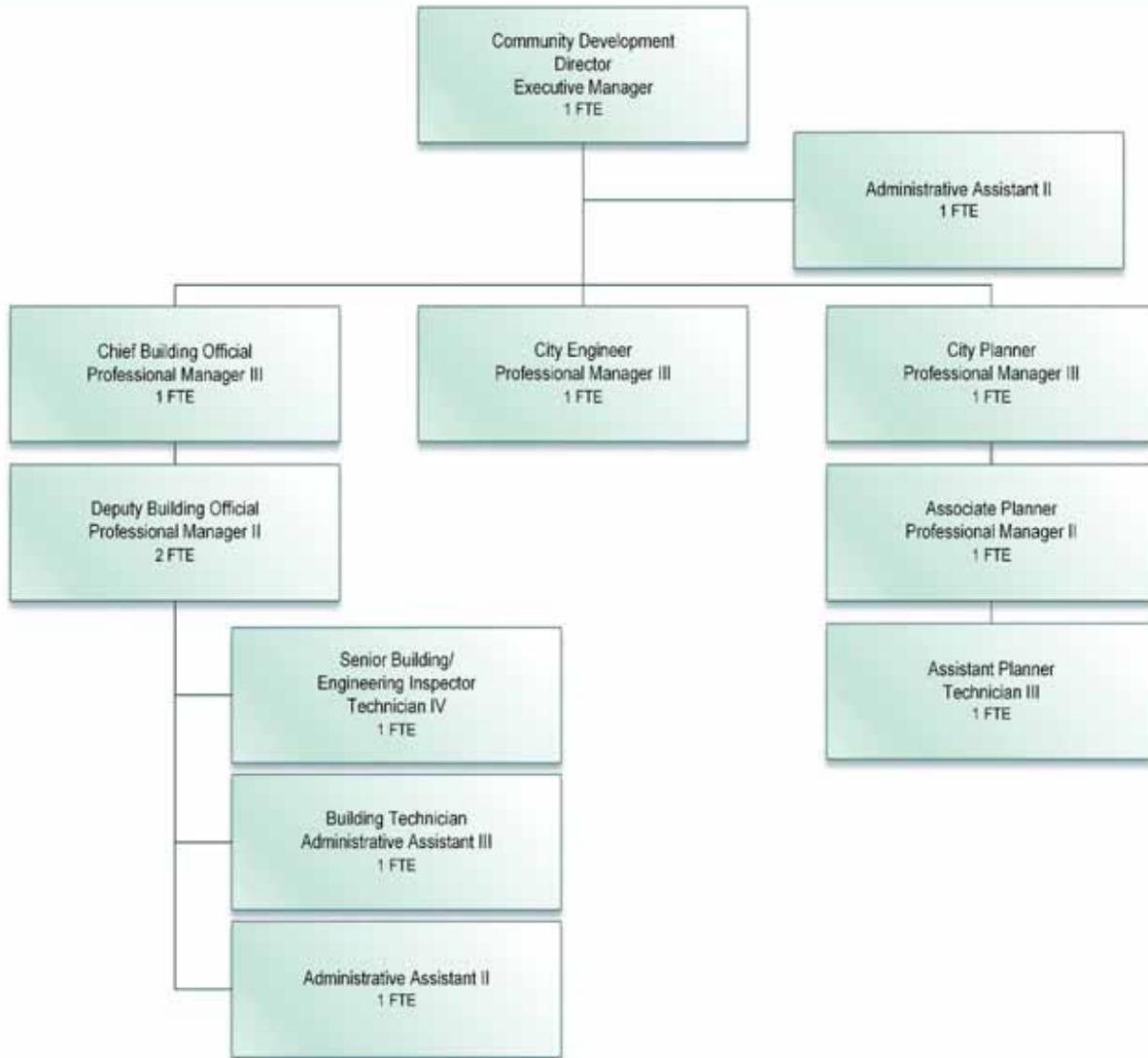
LIBRARY-RECREATION SERVICES
FINANCIAL SUMMARY - continued

<u>EXPENDITURE SUMMARY</u>	FY 2014-15 ACTUAL	FY 2015-16 REVISED	FY 2015-16 PROJECTED	FY 2016-17 ADOPTED	FY 2017-18 ADOPTED
Personnel Services	\$1,511,796	\$ 1,560,511	\$1,491,225	\$1,703,866	\$1,743,438
Operating Expenses	427,058	514,625	533,753	579,895	557,230
Internal Service Charges	41,650	40,662	45,959	787,890	787,891
Capital Outlay		16,700	16,700		10,800
<u>TOTAL EXPENDITURES</u>	<u>\$1,980,504</u>	<u>\$ 2,132,498</u>	<u>\$ 2,087,637</u>	<u>\$ 3,071,651</u>	<u>\$ 3,099,359</u>

<u>FUND SOURCE</u>	FY 2014-15 ACTUAL	FY 2015-16 REVISED	FY 2015-16 PROJECTED	FY 2016-17 ADOPTED	FY 2017-18 ADOPTED
General Fund	\$1,980,239	\$2,091,382	\$2,046,521	\$3,041,951	\$3,077,159
Equipment Replacement	265	41,116	41,116	29,700	22,200
<u>TOTAL FUNDING</u>	<u>\$1,980,504</u>	<u>\$ 2,132,498</u>	<u>\$ 2,087,637</u>	<u>\$ 3,071,651</u>	<u>\$ 3,099,359</u>



COMMUNITY DEVELOPMENT DEPARTMENT



August 26, 2016

General Fund: Full-Time: 12 | Part-Time: 0 | Seasonal Part-Time: 0
Enterprise Funds: Full-Time: 0 | Part-Time: 0 | Seasonal Part-Time: 0



COMMUNITY DEVELOPMENT DEPARTMENT - continued

Department Mission Statement

The Paso Robles Community Development Department administers the City's General Plan, zoning ordinance, building code, engineering standards, oak tree ordinance and CEQA environmental regulations.

Overview

The department provides three main functions:

- Planning Division
- Building Division
- City Engineer

The Planning Division in conjunction with the Planning Commission develops and implements long range plans and standards to provide balanced growth while preserving Paso Robles' "quality of life" and small town character. The Building Division provides plan check, fee collection and construction inspection services to ensure the public's health and safety within the built environment. The City Engineer is responsible for the City's engineering standards, improvements in the right-of-way, subdivision map processes, circulation plans, Storm Water Management Plan (SWMP) implementation and coordination with Public Works functions.

The department also staffs the one-stop permit counter and provides customer service for all development and planning related issues with an emphasis on customer service and efficiency.

The Community Development Department provides technical analysis and recommendations to the Planning Commission and City Council on all land use issues upon which they must act.

Major Accomplishments

FY 2014-15 and FY 2015-16

- Ayres Hotel completion
- Paso Robles Horse Park completion
- Firestone Brewery Expansion approval
- San Antonio Winery approval and construction
- The Oaks Assisted Living Project - South River Road approval
- Nacimiento full allocation CEQA process
- Grading Ordinance Advisory Committee recommendation to City Council
- Historic Ad Hoc Committee recommendation to City Council
- Housing Constraints and Opportunities Committee formation
- Building Board of Appeals formation
- Expedited Solar Permitting Process – 345 solar permits issued in 2015
- Completion of Building Permit Audit and Workshop Process
- Building Liaison Committee Formation and five meetings
- Merger of Building Division with Community Development Department





COMMUNITY DEVELOPMENT DEPARTMENT – continued

Major Accomplishments-continued

- Improved single-family residential plan check process
- 1026 total building permits issued in 2015 (most permits since 2004)



Major Goals

FY 2016-17 and FY 2017-18

- River Oaks II General Plan / specific plan amendment completion
- Wisteria Road Business Park General Plan amendment completion
- Additional Hotel and Lodging Project Approvals
 - Oxford Suites construction – 4th Street
 - Hyatt Place Hotel – Theater Drive
 - Marriott Residence Inn – Union Road
 - Links RV Park – Jardine Road
 - Pine Street Promenade Hotel redesign
 - Sensorio Discovery Garden Project
 - Casa RV Park – Golden Hill Road
 - Black Oak Lodge – Black Oak Drive
 - Destino Resort Amendment- Airport Road
- Beechwood Specific Plan public outreach, specific plan process and approval
- Uptown / Town Center Specific Plan implementation
- Oak Park Housing Project - phase III
- Uptown Center Mixed Use Project – phase I
- Housing Constraints and Opportunities Committee process
 - Mixed Use residential fee reduction
 - 2nd Unit fee reductions
 - Commercial Development Impact Fees updates
 - Circulation Facilities Needs List Update
- Short-term rental task force and policy
- New “Building Permit” Software system (Building, Planning, City Engineer, Code Enforcement, Stormwater)
- Continued improvement of Building Division plan check process
- Continued improvement of customer service
- 46 West Gateway Vision Plan
- 46 East / Airport Road Circulation Program
- City Hall floor plan / front counter redesign
- Staff transition plans



COMMUNITY DEVELOPMENT DEPARTMENT – continued

Major Goals-continued

FY 2016-17 and FY 2017-18-continued

- Contractor inspector program
- Downtown alleyway enhancement program
- Chamber of Commerce / Main St. Outreach program

Key Metrics

<u>PERFORMANCE/WORKLOAD MEASURES</u>	<u>FY 2014-15 ACTUAL</u>	<u>FY 2015-16 PROJECTED</u>	<u>FY 2016-17 ADOPTED</u>	<u>FY 2017-18 ADOPTED</u>
Specific Plans	1	1	1	1
Conditional Use Permits	22	10	12	15
General Plan Amendment/Zone Changes	10	6	7	7
Planning Entitlements	44	56	58	58
Subdivision Map Act Entitlements	15	17	21	21
Public Records Requests	25	30	30	30
Building Permits Issued	685	1,026	1,100	1,200
Building Inspections	3,600	3,800	4,000	4,500
Short-term rental licensing	100	150	200	250
311 Case Responses	-	75	150	200

Adopted Service Level Options

General Fund

- ADA Transition Plan

FY 2016-17

FY 2017-18

\$100,000

\$100,000

Staff time, legal services and special CASP consultants will be needed to complete this plan update. This update will include the review and audit of all Capital Improvement Projects built since 2008.



COMMUNITY DEVELOPMENT DEPARTMENT – continued

Adopted Service Level Options-continued

General Fund **FY 2016-17** **FY 2017-18**

- Bike-Pedestrian Plan Update \$ - \$50,000

The Bicycle Master Plan was adopted in 2009 and did not include a pedestrian element. The project list needs to be updated to acknowledge accomplishments since the adoption, identify new projects and to ensure its alignment with our 2011 Circulation Element. The Bike-Pedestrian Plan will also be added to Needs List of the AB 1600 Program which not only provides a funding source for these projects but it also serves as a source for matching funds to pursue grant opportunities.

- 2016 Building Code Update

Expense	\$50,000	\$ -
Revenue	<u>\$50,000</u>	<u> </u>
Net Expense	\$0.00	\$ -

Need to adopt a new CA Building Code, revise local code, purchase new code books and train staff accordingly.

- Building/Engineering Inspector-Full Time

Expense	\$105,500	\$211,000
Revenue	<u>\$105,500</u>	<u>\$211,000</u>
Net Expense	\$0.00	\$0.00

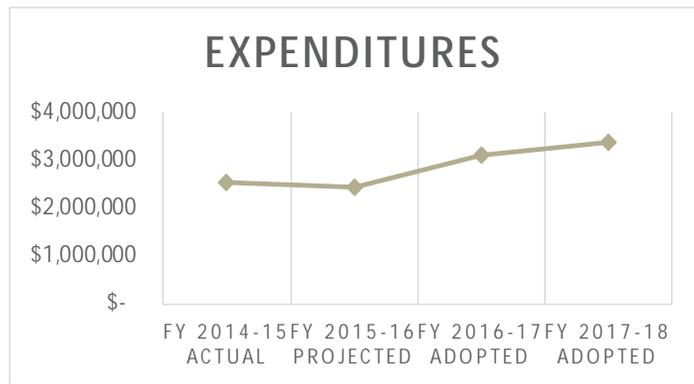
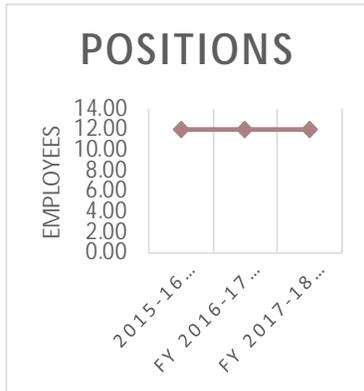
Due to the projection that residential tract development will increase significantly in FY 17-18, an additional Building or Engineering Inspector may be needed in order to keep up with increased inspection activity.

- Zoning Code Update \$ - \$75,000

The current Zoning Code is in need of a comprehensive update in order to support the housing and economic development goals of the City. The existing Zoning Code is disorganized, duplicative, and out of date.



**COMMUNITY DEVELOPMENT
FINANCIAL SUMMARY**



POSITIONS

Executive Manager
Administrative Assistant II
Administrative Assistant III
Professional Manager II
Professional Manager III
Technician III
Technician IV
Total Regular
Total Part-Time Hourly
TOTAL POSITIONS

	2015-16 ADJUSTED	FY 2016-17 ADOPTED	FY 2017-18 ADOPTED
Executive Manager	1.00	1.00	1.00
Administrative Assistant II	2.00	2.00	2.00
Administrative Assistant III	1.00	1.00	1.00
Professional Manager II	3.00	3.00	3.00
Professional Manager III	3.00	3.00	3.00
Technician III	1.00	1.00	1.00
Technician IV	1.00	1.00	1.00
Total Regular	12.00	12.00	12.00
Total Part-Time Hourly	0.00	0.00	0.00
TOTAL POSITIONS	12.00	12.00	12.00

DIVISIONS

Planning-Engineering
Building
Facilities Districts
TOTAL EXPENDITURES

	FY 2014-15 ACTUAL	FY 2015-16 REVISED	FY 2015-16 PROJECTED	FY 2016-17 ADOPTED	FY 2017-18 ADOPTED
Planning-Engineering	\$1,388,542	\$1,402,801	\$1,289,398	\$1,357,413	\$1,473,392
Building	1,087,355	1,156,122	1,066,655	1,635,014	1,768,839
Facilities Districts	54,206	91,500	91,500	121,002	121,002
TOTAL EXPENDITURES	\$2,530,103	\$2,650,423	\$2,447,553	\$3,113,429	\$3,363,233



COMMUNITY DEVELOPMENT
FINANCIAL SUMMARY – continued

<u>EXPENDITURE SUMMARY</u>	<u>FY 2014-15</u>	<u>FY 2015-16</u>	<u>FY 2015-16</u>	<u>FY 2016-17</u>	<u>FY 2017-18</u>
	<u>ACTUAL</u>	<u>REVISED</u>	<u>PROJECTED</u>	<u>ADOPTED</u>	<u>ADOPTED</u>
Personnel Services	\$1,546,989	\$ 1,750,241	\$1,572,261	\$1,885,231	\$1,891,313
Operating Expenses	472,248	412,250	405,035	677,668	879,153
Internal Service Charges	359,073	284,227	266,585	418,416	418,453
Debt Service	32,521	8,280	8,280	7,812	7,812
Capital Outlay	69,272	108,425	108,392	7,800	50,000
Transfers/Miscellaneous	50,000	87,000	87,000	116,502	116,502
<u>TOTAL EXPENDITURES</u>	<u>\$2,530,103</u>	<u>\$2,650,423</u>	<u>\$2,447,553</u>	<u>\$3,113,429</u>	<u>\$3,363,233</u>

<u>FUND SOURCE</u>	<u>FY 2014-15</u>	<u>FY 2015-16</u>	<u>FY 2015-16</u>	<u>FY 2016-17</u>	<u>FY 2017-18</u>
	<u>ACTUAL</u>	<u>REVISED</u>	<u>PROJECTED</u>	<u>ADOPTED</u>	<u>ADOPTED</u>
General Fund	\$2,190,524	\$2,170,489	\$2,056,768	\$2,933,265	\$3,118,669
Equipment Replacement	73,407	133,038	133,038	22,912	87,312
Other	78,386	97,001	87,500	157,102	157,102
CDBG	187,786	249,895	170,247	150	150
<u>TOTAL FUNDING</u>	<u>\$2,530,103</u>	<u>\$2,650,423</u>	<u>\$2,447,553</u>	<u>\$3,113,429</u>	<u>\$3,363,233</u>



**NON-DEPARTMENTAL
FINANCIAL SUMMARY**

EXPENDITURE SUMMARY	FY 2014-15 ACTUAL	FY 2015-16 REVISED	FY 2015-16 PROJECTED	FY 2016-17 ADOPTED	FY 2017-18 ADOPTED
Operating Expenses	\$ 2,582,192	\$ 982,579	\$ 642,339	\$ 642,339	\$ 654,839
Internal Service Charges	(1,194,525)	(1,116,321)	(1,093,629)	(3,955,215)	(3,955,215)
Debt Service	2,921,017	2,926,838	2,926,838	2,917,913	2,921,688
Transfers/Miscellaneous	1,678,403	440,507	440,507	164,500	164,500
TOTAL EXPENDITURES	\$5,987,087	\$3,233,603	\$2,916,055	\$ (230,463)	\$ (214,188)

FUND SOURCE	FY 2014-15 ACTUAL	FY 2015-16 REVISED	FY 2015-16 PROJECTED	FY 2016-17 ADOPTED	FY 2017-18 ADOPTED
General Fund	\$ 3,066,070	\$ 306,765	\$ (10,783)	\$(3,148,376)	\$(3,135,876)
Government Obligation Bonds	2,921,017	2,926,838	2,926,838	2,917,913	2,921,688
TOTAL FUNDING	\$5,987,087	\$3,233,603	\$2,916,055	\$ (230,463)	\$ (214,188)

CAPITAL EXPENDITURES





CAPITAL EXPENDITURES
FINANCIAL SUMMARY

<u>EXPENDITURE SUMMARY</u>	FY 2014-15 ACTUAL	FY 2015-16 REVISED	FY 2015-16 PROJECTED	FY 2016-17 ADOPTED	FY 2017-18 ADOPTED
Personnel	\$ -	\$ 15,000	\$ -	\$ 47,000	\$ 70,000
Operating Expenses	102,867	555,379	82,968	4,345	4,545
Internal Service Charges				3,812	3,812
Capital Outlay	34,410,384	41,205,883	23,490,662	18,230,900	41,194,900
Transfers/Miscellaneous	515,971	2,737,265	2,737,298	900,000	550,000
TOTAL EXPENDITURES	\$35,029,222	\$44,513,527	\$26,310,928	\$19,186,057	\$41,823,257

<u>FUND SOURCE</u>	FY 2014-15 ACTUAL	FY 2015-16 REVISED	FY 2015-16 PROJECTED	FY 2016-17 ADOPTED	FY 2017-18 ADOPTED
General Fund	\$ 4,472,048	\$ 15,447,807	\$ 9,438,048	\$ 7,807,312	\$ 7,817,812
Gas Tax	204,440	1,347,560	1,347,560	900,000	550,000
Other	6,414,268	1,844,687	384,745	4,345	4,545
Water	9,945,860	6,645,698	5,151,257	2,285,900	8,679,600
Sewer	11,003,616	11,660,236	9,137,800	7,138,500	23,771,300
Airport	2,243,250	6,779,495	219,505	1,050,000	1,000,000
Transit	745,740	788,044	632,013		
TOTAL FUNDING	\$35,029,222	\$44,513,527	\$26,310,928	\$19,186,057	\$41,823,257



**CAPITAL EXPENDITURES
BY FUND**

PROJECT/DESCRIPTION	FY 2014-15 ACTUAL	FY 2015-16 REVISED	FY 2015-16 PROJECTED	FY 2016-17 ADOPTED	FY 2017-18 ADOPTED
GENERAL FUND					
C0015 City Hall-Library Re-Roof	\$ 10,290	\$ -	\$ -	\$ -	\$ -
C0028 21st Street Green Update	101,963	50,000	25,000		
C0029 Uptown Family Park	760,279				
C0036 Hot Spots Street Repair	31,847				
C0045 Spring Street - 16th to 24th	1,164,899	634,265	100,000		
C0046 Four Road Project	1,416,451				
C0050 Three Road Project	5,308	885,401	885,401		
C0053 12th Street-Spring to Fresno	188,544	3,320,640	2,500,000		
C0054 Union Road - Kleck - Montebello		570,000			
C0055 Scott Street - Creston to Airport	63,200	2,488,026	1,700,000		
C0056 Creston Road - Golden Hill - Oak Meadow	4,492	316,902		350,000	
C0057 Union Road - Golden Hill - Hwy 46	1,619	894,540	100,000	623,000	
C0058 Spring Street - 1st to 15th	27,813	460,276	100,000	2,600,000	1,000,000
C0059 Creston Road SR Rd - Rolling Hills	17,798	130,708	130,708	1,235,000	
C0060 Sherwood - Creston to Linne	755	107,443		200,000	2,000,000
C0061 Spring Street - 24th to 36th		100,000			3,000,000
C0062 Vine Street 1st - 36th	13,550	80,015			
C0064 UPRR Track Upgrades	42,811				
C0066 City Park Repair	80,901	1,051,720	1,190,000		
C0074 15 Road Maintena	4,440	1,759,573	1,759,573		
C0084 24th St Bridge Rehab Project				503,000	
C0085 Annual Slurry Seal/Chip Seal - 103				350,000	500,000
C0089 Sherwood Park Restroom				115,000	500,000
C0090 Neighborhood Park Rehabilitation				23,500	11,500
C0091 BSP Lighting/Irrigation				80,000	20,000
C0092 Sherwood Park Rehabilitation				32,000	2,500
C0093 Street Tree Trimming				25,000	25,000
C0094 Larry Moore Park				250,000	
C0095 Centennial Park Rehabilitation				60,000	
C0096 Centennial HVAC/Lighting				160,000	30,000
C0097 Public Safety Center HVAC/Lighting				100,000	20,000
C0098 City Hall HVAC/Lighting				100,000	20,000
C0099 City Hall Refresh/Remodel					45,000
C0100 Senior Center HVAC/Lighting				100,000	20,000
P0008 Urban Apportionment	96,384				
P0015 Centennial Pool		508,250	36,515		
P0016 Municipal Pool Rehab		242,950	10,000		
RM001 Annual Crack Filling/Sealing				100,000	100,000
RM002 Annual Pavement Striping Marking Refresh				50,000	50,000
RM003 Annual Sidewalk/Curb Ramp Replace				50,000	50,000
RM004 Annual Slurry Seal/Chip Seal				400,000	250,000
RM005 Annual Hot Spot Repair				100,000	100,000
RM006 Update Pavement Condition Index				50,000	
RM007 Remove Bump at Airport Road				100,000	
X0007 Union Rd-Hwy 46	19,640	950,000	100,000		
X0012 Bikepath South River Road	37,706	107,864	10,000		
TOTAL GENERAL FUND	\$ 4,090,689	\$ 14,658,572	\$ 8,647,197	\$ 7,756,500	\$ 7,744,000



**CAPITAL EXPENDITURES
BY FUND - CONTINUED**

PROJECT/DESCRIPTION	FY 2014-15 ACTUAL	FY 2015-16 REVISED	FY 2015-16 PROJECTED	FY 2016-17 ADOPTED	FY 2017-18 ADOPTED
<u>SPECIAL REVENUE FUNDS</u>					
227 CDBG:					
C0011 Install Handicap Ramp	\$ -	\$ 9,089	\$ -	\$ -	\$ -
C0012 Turtle Creek Sidewalk		13,600			
C0047 14 CDBG Handicap Ramps	80,344	58,780	20,000		
C0072 15 CDBG Handicap Ramps		124,453			
TOTAL 227 CDBG	80,344	205,922	20,000		
TOTAL SPECIAL REVENUE FUND	\$ 80,344	\$ 205,922	\$ 20,000	\$ -	\$ -
<u>CAPITAL PROJECTS FUNDS</u>					
213 Traffic Development Impact:					
C0043 Buena Vista Drive Improvements	\$ 232,908	\$ 13,533	\$ 8,000	\$ -	\$ -
X0006 South Vine Bridge Design	62,313	182,784			
X0008 13th St Bridge Improvement	3,378,872	881,846	250,000		
X0009 Hwy 101-46 West PAED		50,000			
TOTAL 213 Traffic Development Impact	3,674,093	1,128,164	258,000		
217 Storm Drainage Development:					
X0003 8th Street Storm Drain		83,000			
TOTAL 217 Storm Drainage Dev		83,000			
225 Union-46 Specific Plan:					
X0002 13th St Bridge Widening		39,500			
X0005 Improve Union Road	2,641,156	111,348	100,000		
TOTAL 225 Union-46 Specific Plan	2,641,156	150,848	100,000		
235 Airport Rd PSR:					
X0001 Airport Road		55,552			
TOTAL 235 Airport Rd PSR		55,552			
TOTAL CAPITAL PROJECTS FUNDS	\$6,315,249	\$1,417,564	\$ 358,000	\$ -	\$ -



**CAPITAL EXPENDITURES
BY FUND - CONTINUED**

PROJECT/DESCRIPTION	FY 2014-15 ACTUAL	FY 2015-16 REVISED	FY 2015-16 PROJECTED	FY 2016-17 ADOPTED	FY 2017-18 ADOPTED
ENTERPRISE FUNDS					
207 Transit:					
C0024 Pine Street Storage Demo	\$ 745,740	\$ 176,031	\$ 20,000		
TOTAL 207 Transit	745,740	176,031	20,000		
600 Water:					
Undefined Dry Creek Rd Water main		108,909	110,000		
C0004 M&O Well Rehab	49,343	85,057	85,057	250,000	250,000
C0005 Annual Pipeline		441,300	150,000	309,000	318,300
C0010 Drill New Wells		750,000			
C0014 CIP Well Rehab		300,000		257,800	265,500
C0016 Nacimiento Water	9,896,006	3,400,000	3,400,000		
C0027 Recycle Water Master Plan		12,000			
C0076 Meter Replacement				42,400	43,700
C0077 Private Well Meters				65,000	
C0088 Fiber Optic Network				25,000	
P0003 Water Tank Coating		127,000			
P0004 Rehab Various Wells		1,250,100	1,250,100		
P0006 21st Street Reservoir		56,100	56,100	1,336,700	7,802,100
P0018 Urban Water Management Plan		100,232	100,000		
TOTAL 600 Water Fund	9,945,349	6,630,698	5,151,257	2,285,900	8,679,600
601 Sewer:					
C0006 Rehab Westside Sewer Line	207,670	300,000			
C0007 Rehab-Replace Old Sewer		1,016,000	796,000	844,100	869,400
C0018 Lift Station Upgrades		345,000		84,400	86,900
C0025 Wastewater Facility	10,406,673	6,584,464	6,584,464		
C0027 Recycle Water Master Plan		11,999			
C0039 Sewer Extension Airport Area	79,393	1,010	5,420		
C0041 Recycled Water Production Facility	205,816	(538,200)			
C0073 Tertiary Treatment	91,848	1,688,828	1,688,828	5,100,000	11,900,000
C0078 Recycled Water Distribution		1,500,000		1,065,000	10,915,000
C0079 Re-Coating Sewer		210,000			
C0088 Fiber Optic Network				45,000	
TOTAL 601 Sewer Fund	10,991,400	11,119,102	9,074,712	7,138,500	23,771,300



CAPITAL EXPENDITURES
BY FUND - CONTINUED

PROJECT/DESCRIPTION	FY 2014-15 ACTUAL	FY 2015-16 REVISED	FY 2015-16 PROJECTED	FY 2016-17 ADOPTED	FY 2017-18 ADOPTED
<u>ENTERPRISE FUNDS - CONTINUED</u>					
602 Airport:					
C0019 Taxiway C Extension		1,600,000			
C0020 Runway 19 Extension		150,000			
C0021 Taxiway Rehab Construction		800,000		600,000	
C0031 Runway 19 Rehab		14,800	14,800		
C0033 Design Access Road Airport		70,000			
C0034 Fuel Island Airport	876,648	129,109	129,109		
C0040 Design Airport Taxiway A&F	56,639	11,737	11,737		
C0042 Terminal Apron Rehab		3,800,000			
C0044 Construct Airport Taxiway A&F	1,308,326	63,850	63,850		
C0075 Airport Taxiway		140,000			
C0080 Propeller Drive				200,000	1,000,000
C0081 Ramp Resurfacing				100,000	
C0082 4860 Wing Way Project				150,000	
TOTAL 602 Airport Fund	2,241,613	6,779,495	219,495	1,050,000	1,000,000
TOTAL ENTERPRISE FUNDS	\$ 23,924,102	\$ 24,705,326	\$ 14,465,465	\$ 10,474,400	\$ 33,450,900
<u>DEBT SERVICE FUND</u>					
712 Successor Agency:					
C0002 ADA Lawsuit		218,498			
TOTAL 712 Successor Agency		218,498			
TOTAL DEBT SERVICE FUND	\$ -	\$ 218,498	\$ -	\$ -	\$ -
GRAND TOTAL	\$ 34,410,384	\$ 41,205,883	\$ 23,490,662	\$ 18,230,900	\$ 41,194,900



CAPITAL EXPENDITURES- GENERAL FUND

Project - TBD		Sponsor Department:		Public Works				
Sidewalk Replacement - Annual		Category:		Streets				
Annual maintenance to address uplifted sidewalks at various locations		Annual O&M Costs: \$		-		Prevailing Wage Project: YES		
Funding Sources		FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2022-2026	Project Total
Gas Tax		50,000	50,000	50,000	50,000	50,000	250,000	\$ 500,000
Total		\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 250,000	\$ 500,000
Funding Uses		FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2022-2026	Project Total
Construction Phase		50,000	50,000	50,000	50,000	50,000	250,000	\$ 500,000
Total		\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 250,000	\$ 500,000

Project - TBD		Sponsor Department:		Public Works				
Pavement Striping and Marking - Annual		Category:		Streets				
Annual refreshment of pavement striping and markings at various locations		Annual O&M Costs: \$		-		Prevailing Wage Project: YES		
Funding Sources		FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2022-2026	Project Total
Gas Tax		50,000	50,000	50,000	50,000	50,000	250,000	\$ 500,000
Total		\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 250,000	\$ 500,000
Funding Uses		FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2022-2026	Project Total
Construction Phase		50,000	50,000	50,000	50,000	50,000	250,000	\$ 500,000
Total		\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 250,000	\$ 500,000

Project - TBD		Sponsor Department:		Public Works				
Annual Crack Filling/Sealing		Category:		Streets				
Annual pavement surface crack sealing/filling		Annual O&M Costs: \$		-		Prevailing Wage Project: YES		
Funding Sources		FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2022-2026	Project Total
Gas Tax		100,000	100,000	100,000	100,000	100,000	500,000	\$ 1,000,000
Total		\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 500,000	\$ 1,000,000
Funding Uses		FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2022-2026	Project Total
Construction Phase		100,000	100,000	100,000	100,000	100,000	500,000	\$ 1,000,000
Total		\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 500,000	\$ 1,000,000



CAPITAL EXPENDITURES- GENERAL FUND-continued

Project - TBD		Sponsor Department:		Public Works				
Annual Slurry Seal/Chip Seal		Category:		Streets				
Annual pavement resurfacing		Annual O&M Costs:		\$ -		Prevailing Wage Project: YES		
Funding Sources		FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2022-2026	Project Total
Gas Tax		400,000	250,000	250,000	250,000	250,000	1,250,000	\$ 2,650,000
Supplemental Tax		350,000	500,000	500,000	500,000	-	-	\$ -
Total		\$ 750,000	\$ 750,000	\$ 750,000	\$ 750,000	\$ 250,000	\$ 1,250,000	\$ 4,500,000
Funding Uses		FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2022-2026	Project Total
Construction Phase		750,000	750,000	750,000	750,000	250,000	1,250,000	\$ 4,500,000
Total		\$ 750,000	\$ 750,000	\$ 750,000	\$ 750,000	\$ 250,000	\$ 1,250,000	\$ 4,500,000

Project - TBD		Sponsor Department:		Public Works				
Annual Hot Spot Repairs		Category:		Streets				
Annual program to dig up and repair isolated pavement failure locations		Annual O&M Costs:		\$ -		Prevailing Wage Project: YES		
Funding Sources		FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2022-2026	Project Total
Gas Tax		100,000	100,000	100,000	100,000	100,000	500,000	\$ 1,000,000
Total		\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 500,000	\$ 1,000,000
Funding Uses		FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2022-2026	Project Total
Construction Phase		100,000	100,000	100,000	100,000	100,000	500,000	\$ 1,000,000
Total		\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 500,000	\$ 1,000,000

Project - TBD		Sponsor Department:		Public Works				
Update Pavement Condition Index		Category:		Streets				
Periodic update of the Pavement Condition Index, which is generally required by the State when applying for grants		Annual O&M Costs:		\$ -		Prevailing Wage Project: YES		
Funding Sources		FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2022-2026	Project Total
Supplemental Tax		50,000	-	-	-	-	-	\$ 50,000
Total		\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,000
Funding Uses		FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2022-2026	Project Total
Analysis		50,000	-	-	-	-	-	\$ 50,000
Total		\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,000



CAPITAL EXPENDITURES- GENERAL FUND-continued

Project - TBD		Sponsor Department:		Public Works				
Remove Bump at Airport Road		Category:		Streets				
Tree removal and pavement reconstruction at box culvert on Airport Road		Annual O&M Costs:		\$ -		Prevailing Wage Project: YES		
Funding Sources		FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2022-2026	Project Total
Supplemental		100,000	-	-	-	-	-	\$ 100,000
Total		\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100,000
Funding Uses		FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2022-2026	Project Total
Construction Phase		100,000	-	-	-	-	-	\$ 100,000
Total		\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100,000

Project - C0056		Sponsor Department:		Public Works				
Creston Road - Golden Hill		Category:		Streets				
Road re-construction/repairs inc. new and upgraded traffic signals		Annual O&M Costs:		\$5000 for new signal		Prevailing Wage Project: YES		
Funding Sources		FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2022-2026	Project Total
Supplemental Sales Tax		350,000	-	-	-	-	-	\$ 350,000
Total		\$ 350,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 350,000
Funding Uses		FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2022-2026	Project Total
Construction Phase		350,000	-	-	-	-	-	\$ 350,000
Total		\$ 350,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 350,000

Project - C0057		Sponsor Department:		Public Works				
Union Road - Golden Hill		Category:		Streets				
Road re-construction and repairs		Annual O&M Costs:		0		Prevailing Wage Project: YES		
Funding Sources		FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2022-2026	Project Total
Supplemental Sales Tax		623,000	-	-	-	-	-	\$ 623,000
Total		\$ 623,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 623,000
Funding Uses		FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2022-2026	Project Total
Construction Phase		623,000	-	-	-	-	-	\$ 623,000
Total		\$ 623,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 623,000



CAPITAL EXPENDITURES- GENERAL FUND-continued

Project - C0058 Spring Street - 1st to 15th		Sponsor Department: Category:		Public Works Streets				
Road re-construction and maintenance								
Annual O&M Costs: \$				Prevailing Wage Project: YES				
Funding Sources		FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2022-2026	Project Total
Supplemental Sales Tax		2,600,000	1,000,000	-	-	-	-	\$ 3,600,000
Total		\$ 2,600,000	\$ 1,000,000	\$ -	\$ -	\$ -	\$ -	\$ 3,600,000
Funding Uses		FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2022-2026	Project Total
Construction Phase		2,600,000	1,000,000	-	-	-	-	\$ 3,600,000
Total		\$ 2,600,000	\$ 1,000,000	\$ -	\$ -	\$ -	\$ -	\$ 3,600,000

Project - C0059 Creston Road - South River Road to Rolling Hills		Sponsor Department: Category:		Public Works Streets				
Road planning, re-construction and repairs, masonry wall repair								
Annual O&M Costs: \$				Prevailing Wage Project: YES				
Funding Sources		FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2022-2026	Project Total
Supplemental Sales Tax		1,050,000	-	-	-	-	-	\$ 1,050,000
Grant		185,000	-	-	-	-	-	\$ 185,000
Total		\$ 1,235,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,235,000
Funding Uses		FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2022-2026	Project Total
Preliminary Design Phase		185,000	-	-	-	-	-	\$ 185,000
Construction		1,050,000	-	-	-	-	-	\$ 1,050,000
Total		\$ 1,235,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,235,000

Project - C0060 Sherwood - Creston - Linne		Sponsor Department: Category:		Public Works Streets				
Road re-construction and repairs								
Annual O&M Costs: \$				Prevailing Wage Project: YES				
Funding Sources		FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2022-2026	Project Total
Supplemental Sales Tax		200,000	2,000,000	-	-	-	-	\$ 2,200,000
Total		\$ 200,000	\$ 2,000,000	\$ -	\$ -	\$ -	\$ -	\$ 2,200,000
Funding Uses		FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2022-2026	Project Total
Design Phase		200,000	-	-	-	-	-	\$ 200,000
Construction Phase		-	2,000,000	-	-	-	-	\$ 2,000,000
Total		\$ 200,000	\$ 2,000,000	\$ -	\$ -	\$ -	\$ -	\$ 2,200,000



CAPITAL EXPENDITURES- GENERAL FUND-continued

Project - C0061		Sponsor Department:		Public Works				
Spring Street - 24th to 36th		Category:		Streets				
Road re-construction and repairs								
Annual O&M Costs: \$ - Prevailing Wage Project: YES								
Funding Sources		FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2022-2026	Project Total
Supplemental Sales Tax		-	3,000,000	-	-	-	-	\$ 3,000,000
Total		\$ -	\$ 3,000,000	\$ -	\$ -	\$ -	\$ -	\$ 3,000,000
Funding Uses		FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2022-2026	Project Total
Design Phase		-	-	-	-	-	-	\$ -
Construction Phase		-	3,000,000	-	-	-	-	\$ 3,000,000
Total		\$ -	\$ 3,000,000	\$ -	\$ -	\$ -	\$ -	\$ 3,000,000

Project - C0084		Sponsor Department:		Public Works				
24th Street Bridge Rehab		Category:		Streets				
Bridge Rehab to provide ped/bike access								
Annual O&M Costs: \$ - Prevailing Wage Project: YES								
Funding Sources		FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2022-2026	Project Total
Supplemental Sales Tax		80,000	-	-	-	-	-	\$ 80,000
Grant		423,000	-	-	-	-	-	\$ 423,000
Apply for Potential Grant		-	-	-	-	-	-	\$ -
Total		\$ 503,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 503,000
Funding Uses		FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2022-2026	Project Total
Design Services		503,000	-	-	-	-	-	\$ 503,000
Construction Phase		-	-	-	-	-	-	\$ -
Total		\$ 503,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 503,000



CAPITAL EXPENDITURES- WATER FUND

Project - C0004		Sponsor Department:		Public Works				
M&O Well Rehab		Category:		Water				
<p>Various maintenance on existing wells including due to normal wear: Replace motors/pumps/column/oil tube/shaft etc. Also includes swabbing, scrubbing and chemical treatments. Rehabs are prioritized using results of annual efficiency testing.</p>								
Annual O&M Costs: \$				-				
				Prevailing Wage Project: Yes, On Maint Services				
Funding Sources		FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2022-2026	Project Total
Enterprise Fund		250,000	250,000	273,500	281,700	290,200	1,600,000	2,945,400
Total		\$ 250,000	\$ 250,000	\$ 273,500	\$ 281,700	\$ 290,200	\$ 1,600,000	\$ 2,945,400
Funding Uses		FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2022-2026	Project Total
Maintenance Services		12,890	13,275	13,675	14,085	14,510	80,000	148,435
Materials and supplies		237,110	236,725	259,825	267,615	275,690	1,520,000	2,796,965
Total		\$ 250,000	\$ 250,000	\$ 273,500	\$ 281,700	\$ 290,200	\$ 1,600,000	\$ 2,945,400

Project - C0005		Sponsor Department:		Public Works				
Annual Pipeline Replacement		Category:		Water				
<p>Pipe replacement program to improve fireflow, reliability, and provide for growth as outlined in the WMP.</p>								
Annual O&M Costs: \$				-				
				Prevailing Wage Project: Yes, on Construction				
Funding Sources		FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2022-2026	Project Total
Enterprise Fund		309,000	318,300	947,000	886,000	1,744,000	11,585,000	15,789,300
Total		\$ 309,000	\$ 318,300	\$ 947,000	\$ 886,000	\$ 1,744,000	\$ 11,585,000	\$ 15,789,300
Funding Uses		FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2022-2026	Project Total
Professional Services		46,350	47,745	142,050	132,900	261,600	1,737,750	2,368,395
Construction Services		262,650	270,555	804,950	753,100	1,482,400	9,847,250	13,420,905
Total		\$ 309,000	\$ 318,300	\$ 947,000	\$ 886,000	\$ 1,744,000	\$ 11,585,000	\$ 15,789,300

Project - C0014		Sponsor Department:		Public Works				
CIP Well Rehab		Category:		Water				
<p>These are for Major well overhaul that can not be completed by staff either due to complexity or staffing limitations. It's is budgeted as an annual cost, but it's likely that budgeted funds would be carried over for multiple years to fund just a few projects. Such projects would likely include a complete re-drill/or replacement well.</p>								
Annual O&M Costs: \$				-				
				Prevailing Wage Project: Yes				
Funding Sources		FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2022-2026	Project Total
Enterprise Fund		257,800	265,500	273,500	281,700	290,200	1,585,000	2,953,700
Total		\$ 257,800	\$ 265,500	\$ 273,500	\$ 281,700	\$ 290,200	\$ 1,585,000	\$ 2,953,700
Funding Uses		FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2022-2026	Project Total
Professional Services		25,780	26,550	27,350	28,170	29,020	158,500	295,370
Construction Services		232,020	238,950	246,150	253,530	261,180	1,426,500	2,658,330
Total		\$ 257,800	\$ 265,500	\$ 273,500	\$ 281,700	\$ 290,200	\$ 1,585,000	\$ 2,953,700



CAPITAL EXPENDITURES- WATER FUND-continued

Project - C0076		Sponsor Department:		Public Works				
Meter Replacement		Category:		Water				
<p>This is really a maintenance activity. This includes our ongoing meter replacement program needed to limit non-revenue water. Money spent here is quickly recovered through increased revenue.</p>								
Annual O&M Costs: \$				-				
				Prevailing Wage Project: No				
Funding Sources		FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2022-2026	Project Total
Please enter Funding Sources		42,400	43,700	45,000	46,000	48,000	260,000	\$ 485,100
Total		\$ 42,400	\$ 43,700	\$ 45,000	\$ 46,000	\$ 48,000	\$ 260,000	\$ 485,100
Funding Uses		FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2022-2026	Project Total
Materials Cost		42,400	43,700	45,000	46,000	48,000	260,000	\$ 485,100
Total		\$ 42,400	\$ 43,700	\$ 45,000	\$ 46,000	\$ 48,000	\$ 260,000	\$ 485,100

Project - C0077		Sponsor Department:		Public Works				
Private Well Meters		Category:		Water				
<p>Costs are very preliminary at this point. Still researching the number and size of private wells and the cost associated with installing and monitoring usage. Cost included below likely preliminary estimate of the meters only. Does not include installation monitoring, testing/calibration and maintenance.</p>								
Annual O&M Costs: \$				-				
				Prevailing Wage Project: Yes				
Funding Sources		FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2022-2026	Project Total
Enterprise Fund		65,000	-	-	-	-	-	\$ 65,000
Total		\$ 65,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 65,000
Funding Uses		FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2022-2026	Project Total
Construction Services		65,000	-	-	-	-	-	\$ 65,000
Total		\$ 65,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 65,000

Project - P0006		Sponsor Department:		Public Works				
21st Street Reservoir		Category:		Water				
<p>Demolition of existing and construction of a new 4MG Reservoir that provides emergency/fire/operational storage for the West side of the City. Existing reservoir is at the end of its useful life.</p>								
Annual O&M Costs:				\$1,000		Prevailing Wage Project: Yes for Construction		
Funding Sources		FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2022-2026	Project Total
Enterprise Fund		1,336,700	7,802,100	-	-	-	-	\$ 9,138,800
Total		\$ 1,336,700	\$ 7,802,100	\$ -	\$ -	\$ -	\$ -	\$ 9,138,800
Funding Uses		FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2022-2026	Project Total
Professional Services		1,000,000	1,000,000	-	-	-	-	\$ 2,000,000
Construction Services		336,700	6,802,100	-	-	-	-	\$ 7,138,800
Total		\$ 1,336,700	\$ 7,802,100	\$ -	\$ -	\$ -	\$ -	\$ 9,138,800



CAPITAL EXPENDITURES- WATER FUND-continued

Project - C0088		Sponsor Department:		Public Works				
Fiber Optic Network		Category:		Water				
Planned communications part of a joint Water and Sewer effort		Annual O&M Costs:		\$200		Prevailing Wage Project: Yes		
Funding Sources		FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2022-2026	Project Total
Enterprise Fund		25,000	-	-	-	-	-	\$ 25,000
Total		\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25,000
Funding Uses		FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2022-2026	Project Total
Construction Services		25,000	-	-	-	-	-	\$ 25,000
Total		\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25,000



CAPITAL EXPENDITURES- SEWER FUND

Project - C0007		Sponsor Department:		Public Works				
Rehab-Replace Old Sewer Lines		Category:		Sewer				
Ongoing rehabilitation and replacement of various old sewer lines and manholes; often in conjunction with street rehabilitation projects.								
		Annual O&M Costs:		\$ -		Prevailing Wage Project: YES		
Funding Sources		FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2022-2026	Project Total
Sewer Fund Reserves		844,100	869,400	869,000	896,000	922,000	5,700,000	\$ 10,100,500
Total		\$ 844,100	\$ 869,400	\$869,000	\$ 896,000	\$ 922,000	\$ 5,700,000	\$ 10,100,500
Funding Uses		FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2022-2026	Project Total
Professional Services		168,820	173,880	173,800	179,200	184,400	1,140,000	\$ 2,020,100
Construction		675,280	695,520	695,200	716,800	737,600	4,560,000	\$ 8,080,400
Total		\$ 844,100	\$ 869,400	\$869,000	\$ 896,000	\$ 922,000	\$ 5,700,000	\$ 10,100,500

Project - C0018		Sponsor Department:		Public Works				
Lift Station Upgrades		Category:		Sewer				
Ongoing upgrade of 14 sewage lift stations, including mechanical, electrical, and communications systems, and wet well rehabilitation.								
		Annual O&M Costs:		\$ -		Prevailing Wage Project: Yes		
Funding Sources		FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2022-2026	Project Total
Sewer Fund Reserves		84,400	86,900	87,000	90,000	92,000	475,000	\$ 915,300
Total		\$ 84,400	\$ 86,900	\$ 87,000	\$ 90,000	\$ 92,000	\$ 475,000	\$ 915,300
Funding Uses		FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2022-2026	Project Total
Professional Services		16,880	17,380	17,400	18,000	18,400	95,000	\$ 183,060
Construction		67,520	69,520	69,600	72,000	73,600	380,000	\$ 732,240
Total		\$ 84,400	\$ 86,900	\$ 87,000	\$ 90,000	\$ 92,000	\$ 475,000	\$ 915,300

Project - C0073		Sponsor Department:		Public Works				
Tertiary Treatment Facilities		Category:		Sewer				
Addition of flow equalization, cloth media filtration, and UV disinfection to produce up to 4.9 MGD of tertiary quality recycled water. Includes storage and a major pump station.								
		Annual O&M Costs:		\$450,000		Prevailing Wage Project: Yes		
Funding Sources		FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2022-2026	Project Total
Combination SRF Loan and Prop. 1 Grant		5,100,000	11,900,000	-	-	-	-	\$ 17,000,000
Total		\$5,100,000	\$11,900,000	\$ -	\$ -	\$ -	\$ -	\$ 17,000,000
Funding Uses		FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2022-2026	Project Total
Professional Services		510,000	1,190,000	-	-	-	-	\$ 1,700,000
Construction		4,590,000	10,710,000	-	-	-	-	\$ 15,300,000
Total		\$5,100,000	\$11,900,000	\$ -	\$ -	\$ -	\$ -	\$ 17,000,000



CAPITAL EXPENDITURES- SEWER FUND-continued

Project - C0088 Sponsor Department: Public Works
Fiber Optic Network Category: Sewer

Sewer Fund's contribution to completion of a fiber optic network, to connect the WWTP and WTP with City Hall, via the Nacimiento Water Project Fiber Optic Backbone.

Annual O&M Costs: \$1,200 Prevailing Wage Project: Yes

Funding Sources	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2022-2026	Project Total
Sewer Fund Reserves	45,000	-	-	-	-	-	\$ 45,000
Total	\$ 45,000	\$ -	\$ 45,000				

Funding Uses	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2022-2026	Project Total
Professional Services	9,000	-	-	-	-	-	\$ 9,000
Construction	36,000	-	-	-	-	-	\$ 36,000
Total	\$ 45,000	\$ -	\$ 45,000				

Project - C00XX Sponsor Department: Public Works
Recycled Water Distribution System Category: Sewer

An approximately 4 mile long, 24 inch diameter, purple pipe transmission main to deliver recycled water to use sites and an elevated storage reservoir in the vicinity of Barney Schwartz Park, plus short extensions to facilitate future delivery to agricultural areas north and east of city limits.

Annual O&M Costs: \$200,000 Prevailing Wage Project: Yes

Funding Sources	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2022-2026	Project Total
Combination SRF Loan and Prop. 1 Grant	1,065,000	10,915,000	-	-	-	-	\$ 11,980,000
Total	\$1,065,000	\$10,915,000	\$ -	\$ -	\$ -	\$ -	\$ 11,980,000

Funding Uses	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2022-2026	Project Total
Professional Services	1,065,000	1,091,500	-	-	-	-	\$ 2,156,500
Construction	-	9,823,500	-	-	-	-	\$ 9,823,500
Total	\$1,065,000	\$10,915,000	\$ -	\$ -	\$ -	\$ -	\$ 11,980,000



CAPITAL EXPENDITURES- AIRPORT FUND

Project - C0021 Taxiway Rehab Construction Rehabilitation of approx. 8,000 lineal feet of taxiway (B-E) with slurry seal and select reconstruction areas.		Sponsor Department: Public Works Category:						
		Annual O&M Costs: \$ -		Prevailing Wage Project: Yes				
Funding Sources		FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2022-2026	Project Total
FAA AIP Grant (90%)			-	-	-	-	-	\$ -
CALTRANS Aeronautics Grant (5%)			-	-	-	-	-	\$ -
Airport Fund 604 (Capital)		600,000	-	-	-	-	-	\$ 600,000
Total		\$ 600,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 600,000
Funding Uses		FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2022-2026	Project Total
Professional Services		60,000	-	-	-	-	-	\$ 60,000
Construction Services		540,000	-	-	-	-	-	\$ 540,000
Total		\$ 600,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 600,000

Project - C0081 Ramp Resurfacing Select removal and replacement of failed sections of the main concrete aircraft parking apron.		Sponsor Department: Public Works Category:						
		Annual O&M Costs: \$ -		Prevailing Wage Project: Yes				
Funding Sources		FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2022-2026	Project Total
Airport Fund 602 (Maintenance)		100,000	-	-	-	-	-	\$ 100,000
Total		\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100,000
Funding Uses		FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2022-2026	Project Total
Construction Services		100,000	-	-	-	-	-	\$ 100,000
Total		\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100,000



CAPITAL EXPENDITURES- AIRPORT FUND-continued

Project - C0082 Sponsor Department: Public Works
4860 Wing Way Category:

Rehabilitate existing City-owned hangar including removal of asbestos hazards and installation of fire sprinklers.

Annual O&M Costs: \$ - Prevailing Wage Project: Yes

Funding Sources	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2022-2026	Project Total
Airport Fund 604 (Capital)	150,000	-	-	-	-	-	\$ 150,000
Total	\$ 150,000	\$ -	\$ 150,000				

Funding Uses	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2022-2026	Project Total
Construction Services	150,000	-	-	-	-	-	\$ 150,000
Total	\$ 150,000	\$ -	\$ 150,000				

Project - C0080 Sponsor Department: Public Works
Propeller Drive Extension Category:

Preliminary design of street alignment and drainage improvements to connect north side (CalFire) facility with airport streets.

Annual O&M Costs: \$ - Prevailing Wage Project: Yes

Funding Sources	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2022-2026	Project Total
Airport Fund 604 (Capital)	200,000	100,000	-	-	-	-	\$ 300,000
FAA AIP Grant (90%)	-	900,000	-	-	-	-	\$ 900,000
Total	\$ 200,000	\$1,000,000	\$ -	\$ -	\$ -	\$ -	\$ 1,200,000

Funding Uses	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2022-2026	Project Total
Professional Services (Design)	50,000	50,000	-	-	-	-	\$ 100,000
Construction Services	150,000	950,000	-	-	-	-	\$ 1,100,000
Total	\$ 200,000	\$1,000,000	\$ -	\$ -	\$ -	\$ -	\$ 1,200,000

CAPITAL EXPENDITURES GENERAL FUND OPTIONS





CAPITAL EXPENDITURES-GENERAL FUND ADOPTED OPTIONS-SUMMARY

<u>DEPARTMENT</u>	<u>PROJECT NAME</u>	<u>FY 2016-17 ADOPTED</u>	<u>FY 2017-18 ADOPTED</u>
Police Department:			
	Base Radio Station/Repeaters	\$ 50,000	\$ 450,000
	TOTAL PD	50,000	450,000
Emergency Services:			
	ES Electronic Patient Care Reporting System	45,000	
	Breathing Air Compressor		100,000
	TOTAL ES	45,000	100,000
Public Works:			
	Sherwood Park Restroom	115,000	500,000
	Neighborhood Park Rehabilitation	23,500	11,500
	BSP Lighting/Irrigation	80,000	20,000
	Sherwood Park Rehabilitation	32,000	2,500
	Street Tree Trimming	25,000	25,000
	Larry Moore Park	250,000	
	Centennial Park Rehabilitation	60,000	
	Centennial HVAC/Lighting	160,000	30,000
	Public Safety Center HVAC/Lighting	100,000	20,000
	City Hall HVAC/Lighting	100,000	20,000
	City Hall Refresh/Remodel		45,000
	Senior Center HVAC/Lighting	100,000	20,000
	TOTAL PW	1,045,500	694,000
Community Development:			
	Vehicle for Inspector		25,000
	TOTAL CD		25,000
	GRAND TOTAL	\$1,140,500	\$1,269,000



CAPITAL EXPENDITURES-GENERAL FUND ADOPTED OPTIONS-DETAIL

Project - TBD		Sponsor Department: Police Department						Project
PD - Base Radio Station/Repeaters		Category:						Total
Replacement of current Base Radio Station/Repeater. Originally installed in 2001, the system is now 15 years old and has an end of life in April 2018 and will no longer be serviceable due to its age. Necessary for radio contact for both Police and Emergency Services.								
Annual O&M Costs: \$ - Prevailing Wage Project: No								
Funding Sources		FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2022-2026	Project
General Fund		50,000	450,000	-	-	-	-	\$ 500,000
Total		\$ 50,000	\$ 450,000	\$ -	\$ -	\$ -	\$ -	\$ 500,000
Funding Uses		FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2022-2026	Project
Equipment		50,000	450,000	-	-	-	-	\$ 500,000
Total		\$ 50,000	\$ 450,000	\$ -	\$ -	\$ -	\$ -	\$ 500,000

Project - TBD		Sponsor Department: Emergency Services						Project
ES - Electronic Patient Care Reporting System		Category:						Total
Replacement for current call reporting (records management system). Adds capability to capture Federally mandated patient call information in the field. Also increases statistical analyses capability of call/performance data.								
Annual O&M Costs: \$ 15,000 Prevailing Wage Project: No								
Funding Sources		FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2022-2026	Project
General Fund		45,000	-	-	-	-	-	\$ 45,000
Total		\$ 45,000	\$ -	\$ 45,000				
Funding Uses		FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2022-2026	Project
Equipment		45,000	-	-	-	-	-	\$ 45,000
Total		\$ 45,000	\$ -	\$ 45,000				



CAPITAL EXPENDITURES-GENERAL FUND ADOPTED OPTIONS-DETAIL-continued

Project - TBD ES - Breathing Air Compressor Replacement of operationally critical equipment. Air compressor is required to refill breathing air bottles. Compressor now in use is 21 years old.		Sponsor Department: Emergency Services Category:						
		Annual O&M Costs: \$ 3,550		Prevailing Wage Project: No				
Funding Sources		FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2022-2026	Project Total
General Fund		-	100,000	3,550	3,550	3,550	17,750	\$ 128,400
	Total	\$ -	\$ 100,000	\$ 3,550	\$ 3,550	\$ 3,550	\$ 17,750	\$ 128,400
Funding Uses		FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2022-2026	Project Total
Equipment		-	100,000	3,550	3,550	3,550	17,750	\$ 128,400
	Total	\$ -	\$ 100,000	\$ 3,550	\$ 3,550	\$ 3,550	\$ 17,750	\$ 128,400

Project - TBD Sherwood Park Restroom Heavy use, vandalism and age make east and west-side restrooms impossible to maintain. Propose to demolish the existing restrooms and build 1 large facility to serve the entire park.		Sponsor Department: Public Works Category: Parks						
		Annual O&M Costs: \$ 6,300		Prevailing Wage Project: YES same as City Park restroom janitorial/custodial/repair				
Funding Sources		FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2022-2026	Project Total
General Fund		115,000	500,000	-	-	-	-	\$ 615,000
	Total	\$ 115,000	\$ 500,000	\$ -	\$ -	\$ -	\$ -	\$ 615,000
Funding Uses		FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2022-2026	Project Total
Professional Services - architect/other		115,000	-	-	-	-	-	\$ 115,000
Construction Services		-	500,000	-	-	-	-	\$ 500,000
	Total	\$ 115,000	\$ 500,000	\$ -	\$ -	\$ -	\$ -	\$ 615,000



CAPITAL EXPENDITURES-GENERAL FUND ADOPTED OPTIONS-DETAIL-continued

Project - TBD		Sponsor Department: Public Works						Project
Neighborhood Park Rehabilitation		Category: Parks						Total
<p>Royal Oak, Turtle Creek & Oak Creek parks have deteriorating infrastructure and amenities. Located in active neighborhoods. Replace site furnishings, repair irrigation, safety trim trees.</p> <p>Annual O&M Costs: \$ 500 Prevailing Wage Project: YES</p>								
Funding Sources		FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2022-2026	Project Total
General Fund		23,500	11,500	11,500	11,500	11,500	57,500	\$ 127,000
Total		\$ 23,500	\$ 11,500	\$ 11,500	\$ 11,500	\$ 11,500	\$ 57,500	\$ 127,000
Funding Uses		FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2022-2026	Project Total
General Repairs & Maintenance - site furnishing		12,000	-	-	-	-	-	\$ 12,000
General Repairs & Maintenance - irrigation repair		6,500	6,500	6,500	6,500	6,500	32,500	\$ 65,000
Annual Contract - tree trimming		5,000	5,000	5,000	5,000	5,000	25,000	\$ 50,000
Total		\$ 23,500	\$ 11,500	\$ 11,500	\$ 11,500	\$ 11,500	\$ 57,500	\$ 127,000

Project - TBD		Sponsor Department: Public Works						Project
Barney Schwartz Park Lighting/Irrigation		Category: Parks						Total
<p>Reinstate needed ongoing maintenance programs: (1) convert all site lighting to LED; field lighting repair and bulb replacement; (2) Replace aging/leaking irrigation equipment.</p> <p>Annual O&M Costs: \$ - Prevailing Wage Project: YES</p>								
Funding Sources		FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2022-2026	Project Total
General Fund		80,000	20,000	20,000	15,000	10,000	50,000	\$ 195,000
Total		\$ 80,000	\$ 20,000	\$ 20,000	\$ 15,000	\$ 10,000	\$ 50,000	\$ 195,000
Funding Uses		FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2022-2026	Project Total
Construction Services - LED retrofit		60,000	-	-	-	-	-	\$ 60,000
General Repairs & Maintenance - lighting		15,000	15,000	15,000	10,000	7,000	35,000	\$ 97,000
General Repairs & Maintenance - repair irrigation		5,000	5,000	5,000	5,000	3,000	15,000	\$ 38,000
Total		\$ 80,000	\$ 20,000	\$ 20,000	\$ 15,000	\$ 10,000	\$ 50,000	\$ 195,000



CAPITAL EXPENDITURES-GENERAL FUND ADOPTED OPTIONS-DETAIL-continued

Project - TBD
 Sherwood Park Rehabilitation
 Deteriorating amenities and infrastructure have become a safety issue: (1) resurface tennis courts; (2) replace site furnishings; (3) repair irrigation
 Sponsor Department: Public Works
 Category: Parks
 Annual O&M Costs: \$ 1,000 Prevailing Wage Project: YES

Funding Sources	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2022-2026	Project Total
General Fund	32,000	2,500	2,500	2,500	2,500	12,500	\$ 54,500
Total	\$ 32,000	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 12,500	\$ 54,500

Funding Uses	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2022-2026	Project Total
Construction Services - resurface tennis courts	25,000	-	-	-	-	-	\$ 25,000
General Repairs & Maintenance - site furnishing	4,500	-	-	-	-	-	\$ 4,500
General Repairs & Maintenance - irrigation repa	2,500	2,500	2,500	2,500	2,500	12,500	\$ 25,000
Total	\$ 32,000	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 12,500	\$ 54,500

Project - TBD
 Street Tree Trimming - Annual
 City street trees in need of hazard-abatement trimming - # and size of some trees require the services of a tree trimming contractor.
 Sponsor Department: Public Works
 Category: Streets
 Annual O&M Costs: \$ - Prevailing Wage Project: YES

Funding Sources	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2022-2026	Project Total
General Fund	25,000	25,000	25,000	25,000	25,000	125,000	\$ 250,000
Total	\$ 25,000	\$ 125,000	\$ 250,000				

Funding Uses	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2022-2026	Project Total
Annual Contract - Tree Trimming	25,000	25,000	25,000	25,000	25,000	125,000	\$ 250,000
Total	\$ 25,000	\$ 125,000	\$ 250,000				



CAPITAL EXPENDITURES-GENERAL FUND ADOPTED OPTIONS-DETAIL-continued

Project - TBD

Sponsor Department: Public Works

Larry Moore Park Rehab

Category: Parks

The City will taking over the maintenance of this park and overall inspection reveals many needed repairs to playground equipment, bathrooms, etc.

Annual O&M Costs: \$ 1,000 Prevailing Wage Project: YES

Funding Sources	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2022-2026	Project Total
General Fund	250,000	-	-	-	-	-	\$ 250,000
Total	\$ 250,000	\$ -	\$ 250,000				

Funding Uses	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2022-2026	Project Total
General Repairs & Maintenance - site furnishings	250,000	-	-	-	-	-	\$ 250,000
Total	\$ 250,000	\$ -	\$ 250,000				

Project - TBD

Sponsor Department: Public Works

Centennial Park Rehabilitation

Category: Parks

Deteriorating amenities are a safety issue: (1) resurface tennis courts and replace windscreens; (2) replace site furnishings.

Annual O&M Costs: \$ 1,000 Prevailing Wage Project: YES

Funding Sources	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2022-2026	Project Total
General Fund	60,000	-	-	-	-	-	\$ 60,000
Total	\$ 60,000	\$ -	\$ 60,000				

Funding Uses	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2022-2026	Project Total
Construction Services - tennis courts	35,000	-	-	-	-	-	\$ 35,000
General Repairs & Maintenance - site furnishings	25,000	-	-	-	-	-	\$ 25,000
Total	\$ 60,000	\$ -	\$ 60,000				



CAPITAL EXPENDITURES-GENERAL FUND ADOPTED OPTIONS-DETAIL-continued

Project - TBD		Sponsor Department: Public Works						
Centennial HVAC/Lighting		Category:						
Energy saving project to replace the HVAC systems and upgrade the lighting to LED. This project may be partially funded through a PG&E energy audit and loan program, or through Siemens company.		Less than current operating						
		Annual O&M Costs: costs		Prevailing Wage Project: YES or NO				
Funding Sources		FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2022-2026	Project Total
General Fund/PG&E/Siemens		160,000	30,000	-	-	-	-	\$ 190,000
Total		\$ 160,000	\$ 30,000	\$ -	\$ -	\$ -	\$ -	\$ 190,000
Funding Uses		FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2022-2026	Project Total
Prof. Svcs		60,000	-	-	-	-	-	\$ 60,000
Construction svcs/materials		100,000	30,000	-	-	-	-	\$ 130,000
Total		\$ 160,000	\$ 30,000	\$ -	\$ -	\$ -	\$ -	\$ 190,000

Project - TBD		Sponsor Department: Public Works						
Public Safety Center HVAC/Lighting		Category:						
Energy saving project to replace the HVAC systems and upgrade the lighting to LED. This project may be partially funded through a PG&E energy audit and loan program, or through Siemens company.		Less than current operating						
		Annual O&M Costs: costs		Prevailing Wage Project: YES or NO				
Funding Sources		FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2022-2026	Project Total
General Fund/PG&E/Siemens		100,000	20,000	-	-	-	-	\$ 120,000
Total		\$ 100,000	\$ 20,000	\$ -	\$ -	\$ -	\$ -	\$ 120,000
Funding Uses		FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2022-2026	Project Total
Prof. Svcs		50,000	-	-	-	-	-	\$ 50,000
Construction svcs/materials		50,000	20,000	-	-	-	-	\$ 70,000
Total		\$ 100,000	\$ 20,000	\$ -	\$ -	\$ -	\$ -	\$ 120,000



CAPITAL EXPENDITURES-GENERAL FUND ADOPTED OPTIONS-DETAIL-continued

Project - TBD City Hall HVAC/Lighting Energy saving project to replace the HVAC systems and upgrade the lighting to LED. This project may be partially funded through a PG&E energy audit and loan program, or through Siemens company.		Sponsor Department: Public Works Category:					Less than current operating	Annual O&M Costs: costs	Prevailing Wage Project: YES or NO
Funding Sources		FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2022-2026	Project Total	
General Fund/PG&E/Siemens		100,000	20,000	-	-	-	-	\$ 120,000	
Total		\$ 100,000	\$ 20,000	\$ -	\$ -	\$ -	\$ -	\$ 120,000	
Funding Uses		FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2022-2026	Project Total	
Prof. Svcs		50,000	-	-	-	-	-	\$ 50,000	
Construction svcs/materials		50,000	20,000	-	-	-	-	\$ 70,000	
Total		\$ 100,000	\$ 20,000	\$ -	\$ -	\$ -	\$ -	\$ 120,000	

Project - TBD City Hall Refresh/Remodel The 21 year old City Hall/Library Lobby is the main reception area for a high amount of citizen and visitor traffic as well as the entrance to the City Council Chambers. The exterior doors are in need of replacement for proper locking and security, improved directional signage is needed to guide service needs, and the general reconfiguration of the inefficient central space will improve public access to the Library and City Hall facilities.		Sponsor Department: Public Works Category: Buildings					Annual O&M Costs: \$ -	Prevailing Wage Project: YES
Funding Sources		FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2022-2026	Project Total
General Fund		-	45,000	-	-	-	-	\$ 45,000
Total		\$ -	45,000	\$ -	\$ -	\$ -	\$ -	\$ 45,000
Funding Uses		FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2022-2026	Project Total
Construction/Professional Services		-	45,000	-	-	-	-	\$ 45,000
Total		\$ -	45,000	\$ -	\$ -	\$ -	\$ -	\$ 45,000



CAPITAL EXPENDITURES-GENERAL FUND ADOPTED OPTIONS-DETAIL-continued

Project - TBD		Sponsor Department: Public Works						Project
Senior Center HVAC/Lighting		Category:						Total
Energy saving project to replace the HVAC systems and upgrade the lighting to LED. This project may be partially funded through a PG&E energy audit and loan program, or through Siemens company.		Less than current operating				Annual O&M Costs: costs		Prevailing Wage Project: YES or NO
Funding Sources		FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2022-2026	Project Total
General Fund/PG&E/Siemens		100,000	20,000	-	-	-	-	\$ 120,000
Total		\$ 100,000	\$ 20,000	\$ -	\$ -	\$ -	\$ -	\$ 120,000
Funding Uses		FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2022-2026	Project Total
Prof. Svcs		50,000	-	-	-	-	-	\$ 50,000
Construction svcs/materials		50,000	20,000	-	-	-	-	\$ 70,000
Total		\$ 100,000	\$ 20,000	\$ -	\$ -	\$ -	\$ -	\$ 120,000

Project - TBD		Sponsor Department: Community Development						Project
Vehicle for Inspector		Category:						Total
Additional Building and Engineer Inspector will require an additional inspection vehicle.		Annual O&M Costs: \$ -				Prevailing Wage Project: No		
Funding Sources		FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2022-2026	Project Total
General Fund		-	25,000	-	-	-	-	\$ 25,000
Total		\$ -	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ 25,000
Funding Uses		FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2022-2026	Project Total
Equipment/Vehicle		-	25,000	-	-	-	-	\$ 25,000
Total		\$ -	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ 25,000

APPENDICES





APPENDICES

RESOLUTION NO. 16-085

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PASO ROBLES
ADOPTING THE BIENNIAL BUDGET FOR MAINTENANCE & OPERATIONS AND CAPITAL
APPROPRIATIONS FOR
FISCAL YEAR 2016-17 AND FISCAL YEAR 2017-18

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 of the City of Paso Robles conducted a budget workshop on May 12, 2016 and held public hearings for the proposed biannual budget for Fiscal Years 2016-2017 and 2017-18 on June 7 and June 21, 2016; and

WHEREAS, the total General Fund expense budget for FY 2016-17 is \$37.4M, for FY 2017-18 is \$38.3M. The total City expense budget, including Enterprise funds, Debt Service funds, Special Revenue funds, Capital Project funds, and Agency funds for FY 2016-17 is \$82.2M and for FY 2017-18 is \$105.5M; and

WHEREAS, staffing includes up to but not more than 199 full-time equivalents, plus any additional positions approved by Council, in those numbers and within those classifications as described in the budget; and

WHEREAS, the budget document contains all projected revenues, appropriations, and transfers, and shall be implemented by the City Manager per this resolution.

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 FY2016 -17 and FY2017-18 Financial Budget, as contained in Exhibit A, is hereby approved and that the operating, debt service and capital improvement plan budget for the fiscal year beginning July 1, 2016, and ending June 30, 2017 is hereby adopted; and
2. General Fund revenues, as well as the revenues of all other funds, shall be continuously monitored in order to measure collections against estimates. The City Manager shall return at appropriate intervals to report on the progress and request any needed adjustments.

APPROVED by the City Council of the City of Paso Robles this 21st day of June 2016 by the following vote:

AYES: Gregory, Strong, Hamon, Reed, Martin
NOES:
ABSENT:
ABSTAIN:



Steven W. Martin, Mayor

ATTEST:


Kristen L. Buxkemper, Deputy City Clerk



RESOLUTION NO. 16-086

A RESOLUTION OF THE CITY COUNCIL OF THE
CITY OF EL PASO DE ROBLES
ADOPTING AN APPROPRIATIONS LIMIT
FOR FISCAL YEAR 2016-17

WHEREAS, the City Council of the City of El Paso de Robles must annually adopt an appropriations limit for the General Fund; and

WHEREAS, General Fund expenditures may not exceed this limit; and

WHEREAS, the State of California has provided the necessary data for the City of El Paso de Robles to calculate its appropriations limit.

THEREFORE, BE IT HEREBY RESOLVED that the City Council of the City of El Paso de Robles adopts the following appropriations limitation for the fiscal year ending June 30, 2017.

FY2016 Appropriation Limit	\$44,272,288
Change in Population	0.0016
Change in Income	0.0537
Total Change	0.0553
FY2017 Appropriation Limit	\$46,720,546

APPROVED by the City Council of the City of El Paso de Robles this 21st day of June, 2016 by the following vote:

AYES: Strong, Gregory, Hamon, Reed, Martin
NOES:
ABSENT:
ABSTAIN:


Steven W. Martin, Mayor

ATTEST:

Kristen L. Buxkemper, Deputy City Clerk



RESOLUTION NO. 16-087

A RESOLUTION OF THE CITY OF EL PASO DE ROBLES
APPROVING ANNUAL SCHEDULE OF COST FOR SERVICE FEES FOR CITY SERVICES

WHEREAS, The City follows the Cost of Service Study results from 2005, and uses the study in accordance with Title 14, Division 1, Chapter 3, Article 8 of the Administrative Code of the State of California; and

WHEREAS, the proposed cost recovery fees meet the requirements that the fees be reasonable and equitable and that they do not exceed the cost of providing the services; and

WHEREAS, State law governing municipal planning and finance in California recognizes the validity of, and authorizes, the imposition by cities of fees for services.

NOW THEREFORE BE IT RESOLVED by the City Council of the City of El Paso de Robles that the attached Exhibit A, cost for service fee schedule is hereby approved and shall become effective July 1, 2016.

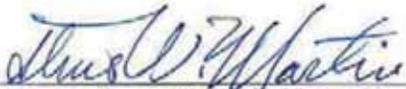
APPROVED by the City Council of the City of Paso Robles this 21st day of June 2016 by the following vote:

AYES: Gregory, Strong, Hamon, Reed, Martin

NOES:

ABSENT:

ABSTAIN:



Steven W. Martin, Mayor

ATTEST:


Kristen L. Buxkemper, Deputy City Clerk



**City of Paso Robles
COST OF SERVICES**

ACTUAL COST RESULTS

CITY MANAGER'S OFFICE

Fee #	Fee Service Name / Description	Approved Fee FY 2014	Approved Fee FY 2015	Approved Fee FY 2016	Approved Fee FY 2017
1	Pulling Nomination Papers	\$ -	\$ -	\$ -	\$ 50
2	Filing an Initiative Petition	\$ -	\$ -	\$ -	\$ 200

ADMINISTRATIVE SERVICES DEPARTMENT

Fee #	Fee Service Name / Description	Approved Fee FY 2014	Approved Fee FY 2015	Approved Fee FY 2016	Approved Fee FY 2017
1	Special Door Hanger	\$ 42	\$ 43	\$ 44	\$ 45
2	Routine Door Hanger	\$ 32	\$ 33	\$ 34	\$ 35
3	PENALTY Water Meter Lock Tampering - 1st Offense	\$ 60	\$ 62	\$ 63	\$ 65
4	PENALTY Water Meter Lock Tampering - 2nd Offense	\$ 91	\$ 94	\$ 96	\$ 99
5	PENALTY Customer Damage to Water Meter (plus cost of new meter)	\$ 122	\$ 125	\$ 128	\$ 131
6	Meter Re-read	\$ 37	\$ 38	\$ 39	\$ 40
7	Bench/Calibration Test	\$ 182	\$ 187	\$ 191	\$ 196
9	After Hours Connection	\$ 365	\$ 375	\$ 384	\$ 394
10	<30 days Hydrant Meter Rental	\$ 102	\$ 105	\$ 108	\$ 111
11	Hydrant Meter Relocation	\$ 140	\$ 144	\$ 147	\$ 151
12	Promisory Note	\$ 32	\$ 33	\$ 34	\$ 35
13	New Account Activation (Turn-On)	\$ 42	\$ 43	\$ 44	\$ 45
14	New Account Deposit	\$ 91	\$ 94	\$ 96	\$ 99
15	Service Restoration Penalty	\$ 91	\$ 94	\$ 96	\$ 99



POLICE DEPARTMENT

Fee #	Fee or Service Name / Description	Approved Fee FY 2014	Approved Fee FY 2015	Approved Fee FY 2016	Approved Fee FY 2017
1	Crime Report	\$ 27	\$ 28	\$ 29	\$ 30
2	Traffic Collision Report- property damage only	\$ 37	\$ 38	\$ 39	\$ 40
3	Traffic Collision Report- Full Investigation	\$ 60	\$ 62	\$ 63	\$ 65
4	Daily log copies	\$ 5	\$ 5	\$ 5	\$ 5
5	Clearance Letter	\$ 32	\$ 33	\$ 34	\$ 35
6	Photos - 35mm Prints	\$ 32	\$ 33	\$ 34	\$ 35
7	Photos -Digital on CD	\$ 27	\$ 28	\$ 29	\$ 30
8	Video Tapes	\$ 60	\$ 62	\$ 63	\$ 65
9	Audio Tapes	\$ 60	\$ 62	\$ 63	\$ 65
10	Livescan Fingerprint Service	\$ 32	\$ 33	\$ 34	\$ 35
11	Vehicle Release	\$ 122	\$ 125	\$ 128	\$ 131
12	VIN Verification	\$ 16	\$ 16	\$ 16	\$ 16
13	Citation Sign Off (No commercial...)	\$ 16	\$ 16	\$ 16	\$ 16
*14	Vehicle Repossession	\$ 15	\$ 15	\$ 15	\$ 15
15	Alarm Permits	\$ 54	\$ 56	\$ 57	\$ 59
16	False Alarm (after 3 responses) ¹	\$ 32	\$ 33	\$ 34	\$ 35
17	Second Hand Gun Dealer Permit	\$ 304	\$ 313	\$ 321	\$ 300
18	Taxi Permit	\$ 304	\$ 313	\$ 321	\$ 330
19	Concealed Weapons Permit	\$ 100	\$ 100	\$ 100	\$ 100
20	Concealed Weapons Permit - renewal	\$ 25	\$ 25	\$ 25	\$ 25
21	Diversion Program	\$ 109	\$ 112	\$ 115	\$ 118
*22	Subpoena Process Fee	\$ 15	\$ 15	\$ 15	\$ 15
23	Massage Therapist License	\$ 156	\$ 160	\$ 164	\$ 168
24	Massage Therapist License - Renewal	\$ 80	\$ 82	\$ 84	\$ 86
25	Street Close	\$ -	\$ -	\$ -	\$ -
26	Special Event Fees	\$ -	\$ -	\$ -	\$ -
27	Firearm seizure, impound and release	\$ 80	\$ 82	\$ 84	\$ 86
28	Failure to Display Handicap Placard	\$ 25	\$ 25	\$ 25	\$ 25
NF	Non-User Fee Activities				
*	Sum of Exclusions from Revenue Impacts				
	Card Dealer Permit	\$ 295	\$ 303	\$ 310	\$ 318
	Card Dealer Permit Renewal	\$ 77	\$ 79	\$ 81	\$ 83



LIBRARY

Fee #	Fee or Service Name / Description	Adopted Fee FY 2014*	Adopted Fee FY 2015*	Adopted Fee FY 2016*	Adopted Fee FY 2017*
Replacement Fee for Lost or Damaged Book Beyond Repair					
1	Adult fiction	\$ 35	\$ 35	\$ 35	\$ 35
2	Adult non fiction	\$ 40	\$ 40	\$ 40	\$ 40
3	Juvenile fiction	\$ 25	\$ 25	\$ 25	\$ 25
4	Juvenile non fiction	\$ 25	\$ 25	\$ 25	\$ 25
5	Non-catalogued paperbacks	\$ 10	\$ 10	\$ 10	\$ 10
6	Periodicals	\$ 8	\$ 8	\$ 8	\$ 8
7	Pamphlets	\$ 5	\$ 5	\$ 5	\$ 5
8	Audio Cassettes	\$10 per cassette	\$10 per cassette	\$10 per cassette	\$10 per cassette
9	Book/cassette set	\$10 per cassette	\$10 per cassette	\$10 per cassette	\$10 per cassette
10	Videocassettes & DVDs	\$25/\$30	\$25/\$30	\$25/\$30	\$25/\$30
11	CDs	\$ 30	\$ 30	\$ 30	\$ 30
Repair Damaged Book					
12	Adult fiction	\$ 5	\$ 5	\$ 5	\$ 5
13	Adult non fiction	\$ 5	\$ 5	\$ 5	\$ 5
14	Juvenile fiction	\$ 5	\$ 5	\$ 5	\$ 5
15	Juvenile non fiction	\$ 5	\$ 5	\$ 5	\$ 5
16	Non-catalogued paperbacks	\$ -	\$ -	\$ -	\$ -
17	Periodicals	\$ 5	\$ 5	\$ 5	\$ 5
18	Pamphlets	\$ -	\$ -	\$ -	\$ -
19	Audio Cassettes	\$ 5	\$ 5	\$ 5	\$ 5
20	Book/cassette set	\$ 5	\$ 5	\$ 5	\$ 5
21	Videocassettes	\$ 5	\$ 5	\$ 5	\$ 5
22	CDs & DVDs	\$ 5	\$ 5	\$ 5	\$ 5

CITY SPONSORED - Sports, Classes and Trips

RECREATION DIVISION

Fee #	Fee or Service Name / Description	FY 2014	FY 2015	FY 2016	FY 2017
Organized Sports					
1	Adult softball	contracted	contracted	contracted	contracted
2	Adult softball (summer)	contracted	contracted	contracted	contracted
3	Adult softball (fall)	contracted	contracted	contracted	contracted
4	Adult basketball	contracted	contracted	contracted	contracted
5	Adult basketball (fall)	contracted	contracted	contracted	contracted
6	Adult volleyball	contracted	contracted	contracted	contracted
7	Adult volleyball (summer)	contracted	contracted	contracted	contracted
8	Adult volleyball (fall)	contracted	contracted	contracted	contracted

Note: Schedule does not reflect any changes in full recovery cost amount. If and when the full cost recovery amount changes, the scheduled percentage increase shall be applied as stated to the newly calculated full cost recover amount.

Fee #	Fee or Service Name / Description	Adopted Fee FY 2014	Adopted Fee FY 2015	Adopted Fee FY 2016	Adopted Fee FY 2017
9	Youth Basketball (winter)	contracted	contracted	contracted	contracted
10	T-Ball/coach Pitch (spring)	contracted	contracted	contracted	contracted
11	Taco Bell Track meet	\$10	\$10	\$10	\$10
City Parks					
12	Rentals	\$26 per hour	\$26 per hour	\$26 per hour	\$26 per hour
13	Tournaments - Youth	10-12%	10-12%	10-12%	10-12%
	Tournaments - Adult	15-20%	15-20%	15-20%	15-20%
14	Concessions	per contract	per contract	per contract	per contract
Aquatics					
15	Entrance fee	\$3	\$3	\$3	\$3
16	Junior Lifeguard training	\$80	\$80	\$80	\$80
17	Lifeguard Training Title 22 & CPR	Discontinue	Discontinue	Discontinue	Discontinue
18	Monthly Swim Pass	Discontinue	Discontinue	Discontinue	Discontinue
19	RCS Swim Lesson	\$57	\$57	\$57	\$57
20	Private lessons RCS	\$177	\$177	\$177	Not Offered
21	Season Swim Pass	Discontinue	Discontinue	Discontinue	Discontinue
22	Swim Pass - 10 Punch	\$28	\$28	\$28	\$45
23	Hot August Night @ Centennial Pool	Discontinue	Discontinue	Discontinue	Discontinue
24	Classes Aquatic (contractor payment per person) was AFAP Tues/Thurs	contracted	contracted	contracted	contracted
25	Classes Aquatic (contractor payment per person) was AFAP MWF	contracted	contracted	contracted	contracted
	100 punch pass	\$215	\$215	\$215	\$357
26	Classes - All non-aquatic	\$10 per person	\$10 per person	\$10 per person	\$10 per person
27	Trips (average)	Discontinue	Discontinue	Discontinue	Discontinue



INDEPENDENT SPORT ACTIVITIES

City no long sponsors any youth or adult sports - all leagues are independent

RECREATION DIVISION

Fee #	Fee or Service Name / Description	Notes	Adopted Fee FY 2014	Adopted Fee FY 2015	Adopted Fee FY 2016	Adopted Fee FY 2017
1	American Youth Soccer League **	Youth	\$1.67 per field per hour			
2	Paso Robles Youth Football **	Youth	\$1.67 per field per hour			
3	Paso Robles Youth Baseball **	Youth	\$1.67 per field per hour			
4	Paso Robles T-ball **	Youth	\$1.67 per field per hour			
5	Paso Robles Girls' Softball **	Youth	\$1.67 per field per hour			
6	Club Teams (soccer, baseball, softball)	Youth	\$3.00 per field per hour			
7	Paso Robles Adult Soccer	Adult	\$6.00 per field per hour			
8	Paso Robles Adult Softball	Adult	\$6.00 per field per hour			

**Paso Robles Youth Sports Council members pay \$10,000 for up to 6,000 hours per Resolution 012-135. This computes to \$1.67 per hour.

CITY FACILITY RENTALS

RECREATION DIVISION

Fee #	Fee or Service Name / Description	Adopted Fee FY 2014	Adopted Fee FY 2015	Adopted Fee FY 2016	Adopted Fee FY 2017
Centennial Park					
1	Gymnasium **	\$ 102	\$ 105	\$ 108	\$ 111
2	Game Room	\$ 12	\$ 12	\$ 12	\$ 12
3	Acorn Room	\$ 9	\$ 9	\$ 9	\$ 9
4	Live Oak Room	\$ 15	\$ 15	\$ 15	\$ 15
5	White Oak Room	\$ 10	\$ 10	\$ 10	\$ 10
6	Banquet Room	\$ 56	\$ 58	\$ 59	\$ 61
7	Kitchen	\$ 8	\$ 8	\$ 8	\$ 8
8	Centennial Pool	\$ 69	\$ 71	\$ 73	\$ 75
9	Muni Pool	\$ 62	\$ 64	\$ 66	\$ 68
Senior Center					
1	Senior Center & Kitchen	\$ 20	\$ 21	\$ 22	\$ 23
2	Lounge	\$ 6	\$ 6	\$ 6	\$ 6

** Adult activities in gymnasium are charged at \$50.00/hr. per 9-4-12 City Council Action (50% of \$100.00)

** Youth activities in gymnasium are charged at \$25.00/hr. per 9-4-12 City Council Action (25% of \$100.00)



EMERGENCY SERVICES

Fee #	Fee Service Name / Description	Adopted Fee FY 2014	Adopted Fee FY 2015	Adopted Fee FY 2016	Adopted Fee FY 2017
1	Inspection - Aircraft Refueling Vehicles	\$121	\$125	\$128	\$131
2	Inspection - Aircraft Refueling Station	\$61	\$62	\$64	\$66
3	Open Flame (in public assembly)	\$121	\$125	\$128	\$131
4	Carnivals and Fairs	\$364	\$375	\$384	\$394
5	Dry Cleaning - Annual	\$121	\$125	\$128	\$131
6	Dust Producing Operations - Annual	\$121	\$125	\$128	\$131
7	Fireworks (per event)	\$364	\$375	\$384	\$394
8	Flammable or Combustible Liquids - Annual	\$121	\$125	\$128	\$131
9	Hazardous Materials - Annual	\$121	\$125	\$128	\$131
10	High Piled Combustible Storage - Annual	\$121	\$125	\$128	\$131
11	Liquefied Petroleum Gasses - Annual	\$121	\$125	\$128	\$131
12	Fueled Vehicles in Assembly Buildings - Per Event	\$121	\$125	\$128	\$131
13	Lumber Yards - Annual Permit	\$243	\$250	\$256	\$263
14	Places of Assembly - Annual Permit	\$121	\$125	\$128	\$131
15	Pyrotechnical Special Effects (per event)	\$364	\$375	\$384	\$394
16	Repair Garages - Annual Permit	\$121	\$125	\$128	\$131
17	Spraying or Dipping - Annual Permit	\$121	\$125	\$128	\$131
18	Tents and Canopies - Per Event	\$121	\$125	\$128	\$131
19	Tire Storage - Annual Permit	\$121	\$125	\$128	\$131
20	Certificate of Occupancy Inspection:	\$364	\$375	\$384	\$394
21	Child Day-care Facilities - Annual Permit	\$121	\$125	\$128	\$131
22	Adult Care Facilities - Annual Permit	\$121	\$125	\$128	\$131
23	Businesses not covered under permit - Annual Permit	\$61	\$62	\$64	\$66
24	Business Re-inspections by Company (per instance hour)	\$91	\$94	\$96	\$98
25	Fire Flows	\$449	\$462	\$473	\$486
26	Restaurant Hood Systems P/C	\$243	\$250	\$256	\$263
27	Underground Fire Lines P/C	\$364	\$375	\$384	\$394
28	UFC Interpretation Appeals	\$486	\$499	\$511	\$525
29	Fire Alarm System 0-15 Devices 2	\$243	\$250	\$256	\$263
30	Fire Alarm System 16 - 50 Devices 2	\$304	\$312	\$320	\$328
31	Fire Alarm System 51-100 Devices 2	\$364	\$375	\$384	\$394
32	Fire Alarm System 101-500 Devices 2	\$425	\$437	\$447	\$460
33	Fire Alarm System 500+ (ea add'l 100 devices) 2	\$182	\$187	\$192	\$197
40	Hazardous - Clean Agent Gas Systems	\$121	\$125	\$128	\$131
41	Hazardous - Dry Chemical Systems	\$121	\$125	\$128	\$131
42	Hazardous - Wet Chemical / Kitchen Hood	\$243	\$250	\$256	\$263
43	Hazardous - Foam Systems	\$243	\$250	\$256	\$263
44	Hazardous - Paint Spray Booth	\$243	\$250	\$256	\$263
45	Hazardous - Vehicle Access Gate	\$425	\$437	\$447	\$460
46	Extraordinary Response by company / High Use	\$304	\$312	\$320	\$328
47	False Alarm (3rd w/in one year) - time for 3 responses	\$364	\$375	\$384	\$394
48	DUI Response (per instance hour)	\$451	\$463	\$474	\$487
49	Structure Fire (per instance for insurance billing)	\$0	\$0	\$0	\$0
50	EMIII Fire Chief Hourly	\$182	\$187	\$192	\$197
51	PMIII Hourly	\$121	\$125	\$128	\$131
52	Admin Asst II Clerical Hourly	\$36	\$37	\$38	\$39
53	Firefighter Hourly	\$121	\$125	\$128	\$131
54	Firefighter / Paramedic Hourly	\$121	\$125	\$128	\$131
55	Captain - Firefighter Hourly	\$152	\$156	\$160	\$164
56	Captain - Paramedic Hourly	\$152	\$156	\$160	\$164
57	Code Enforcement Annual	\$0	\$0	\$0	\$0

1 4plex or more and commercial
2 Building fees
Adopted 9/20/05



TO: Thomas Frutchey, City Manager

FROM: Warren Frace, Community Development Director

SUBJECT: Amending Building Division User Fee Schedule

DATE: June 21, 2016

NEEDS: For City Council to consider amending the Building Division user fee schedule in an effort to improve Building Division cost recovery consistent with General Plan policy.

FACTS:

1. A number of services the Building Division regularly provides have been identified, that are provided to the permit applicants at no fee including:
 - Permit Time Extensions
 - Duplication of Plans
 - Requests for night-time construction
 - Reactivation of Dormant Permits
 - Code Interpretations
 - Change of permit applicants and design professionals
 - Investigation of work without a permit
2. Staff estimates 300 to 400 staff hours annually are devoted to these tasks.
3. Costs for providing services for which no user fee is collected are subsidized by the General Fund.
4. General Plan Policy LU-4A. Action Item 2 states the following:
New development pays construction, maintenance, and operation costs of City services and facilities.
5. The City Council has determined, through adoption of a fiscal policy, that it is financially prudent to impose user fees when appropriate to capture the cost for the delivery of services and goods.
6. City Council Resolution 05-192, approved a cost recovery study and User Fee Schedule.
7. In order to promote Building Division cost recovery, the fees shown in Exhibit A are proposed to be added to the User Fee Schedule.



ANALYSIS &

CONCLUSION:

A number of services have been identified, that have historically been provided to the development community for no fee (Exhibit A). The cost of providing services for which no user fee is collected must be subsidized by the General Fund. The City Council of the City of El Paso de Robles has determined, through adoption of a fiscal policy, that it is financially prudent to impose user fees when appropriate to capture the cost for the delivery of services and goods. In order to promote Building Division cost recovery, it is proposed the fees shown in Exhibit A be adopted and added to the User Fee Schedule. These fees would be collected when permit applicants request additional or special services related to a building permit. The amount of uncollected fees, represented by this proposal, is estimated at \$42,000[±] annually (300 – 400 staff hours).

POLICY

REFERENCE:

City Council resolution 05-192, General Plan Policy LU-4A. Action Item 2

FISCAL

IMPACT:

Collection of additional cost recovery fees will have an estimated positive impact on the General Plan of \$42,000[±] annually.

OPTIONS:

- a. Approve Draft Resolution A adding additional cost recovery services to the Building Division fee schedule.
- b. Amend above option.
- c. Refer back to staff for additional analysis.
- d. Take no action.

Attachments:

Draft Resolution A



BUILDING PERMIT- PLAN CHECK - INSPECTION FEES

COMMUNITY DEVELOPMENT - BUILDING DIVISION

Work Item	Unit	FY 2017
Standard Hourly Rate		\$ 155
MISCELLANEOUS PERMIT SERVICE ITEMS:		
Application/Permit Extensions	Minimum 1/2hr	\$77.50
Duplication of Plans	Minimum 1/2hr Plus Direct Costs	\$77.50
Request to work outside normal hours of construction	Minimum 1 Hr	\$155.00
Reactivation of Dormant Permits	Minimum 4 Hr	\$620.00
Code Modifications/Interpretations	Minimum 1 Hr	\$155.00
Change of Design Professional/Contractor	Minimum 1/2 Hr	\$77.50
Work Without a Permit	Minimum 2 Hr	\$310.00



CITY OF EL PASO DE ROBLES

FISCAL POLICY

I. GOAL STATEMENT

El Paso de Robles fiscal policy is established to assure that the City's finances are managed in a manner that will (1) provide for the delivery of quality services and products cost effectively, (2) provide for an acceptable level of services and products as the community grows, (3) ensure that the City is living within its means, and (4) provide reserves for unbudgeted needs that might arise from time to time.

II. GENERAL OBJECTIVES:

1. The City will maintain sound financial practices in accordance with State law, and direct its financial resources toward meeting the City's goals as identified and prioritized by the City Council.
2. The City will develop and maintain financial management programs to assure its long-term ability to pay the costs necessary to provide the services required by its citizens; i.e. two-year budget, four-year and ten-year financial plans.
3. The City will maintain accounting systems in conformance with generally accepted accounting principals as promulgated by the most current issue of National Council on Governmental Accounting Statement 1, the practices and methodologies contained in the Municipal Finance Officers Association publication "Governmental Accounting, Auditing, and Financial Reporting", and pronouncements issued by the Governmental Accounting Standards Board.
4. The City will maintain a financial records management information system capable of tracking revenues and expenditures by line item, by source, by fund, by department or any other format deemed necessary or desirable.
5. The City will establish and maintain an investment policy in accordance with State laws that stress financial safety and liquidity over yield (Attachment #1).
6. The City will establish and maintain a purchasing policy and procedures (Attachments #2 and #3).

III. REVENUE OBJECTIVES:

1. The City will strive to diversify and stabilize its revenue base, reducing dependency upon any single revenue source.



2. The City will implement the adopted economic development strategic plan and/or economic development element to the General Plan in order to increase and broaden its revenue base.
3. The City will maximize the availability of revenue proceeds through responsible collection and auditing of amounts owed the City.
4. The City will seek Federal and State grants and reimbursements for mandated costs whenever possible.
5. The City will investigate potential new revenue sources, particularly those that will not add to the tax burden of residents or local businesses.
6. General Fund revenues shall be pooled and allocated according to Council goals and established policy. Enterprise funds and other legally restricted sources shall be allocated according to their respective special purpose.
7. The City will establish and maintain a user fee policy (to be developed as attachment #4) that:
 - a. Imposes user fees when appropriate to capture the cost for the delivery of services and goods; and
 - b. Attempts to establish levels of cost recovery that support all costs including administrative overhead and depreciation; and
 - c. Determines the minimum frequency of user fee reviews.
8. The City will maintain and further develop methods to track major revenue sources and evaluate financial trends.
9. The City will prepare periodic financial reports of actual revenue received for review by the City Council.

IV. EXPENDITURE AND BUDGETING OBJECTIVES:

1. Budgeted expenditures shall reflect the Council's goals.
2. The operating budget will be prepared in the context of a four-year financial plan wherein appropriations for two fiscal years are adopted (Two Year Budget).
3. In the context of the operating budget, operating expenditures and revenues shall be balanced over the term of the four-year financial plan.
4. A ten-year financial plan will be developed for the purpose of identifying future financial challenges. It shall be updated every two years concurrent with the development of an updated four-year financial plan.



5. The City will deliver services and goods in a cost effective manner, including utilizing the services of volunteers where it is economically and operationally viable.
6. Surplus fund balances (and working capital in enterprise funds) may be used to increase reserves, fund Capital Improvement Projects, fund capital outlay or be carried forward to fund one-time special project/program expenses provided that the reserving requirements are met (refer to VI).
7. Operating expenditures, exclusive of debt service, within the General Fund or Enterprise Funds will not be directly supported by any debt financing, connection fees, development impact fees, or Enterprise Fund interest income.
8. Expenditures shall include funding of retirement systems, maintenance and replacement of capital and operating assets, and the components of the cost allocation plan.
9. The City will maintain and further develop methods to track expenditures and evaluate financial trends in order to identify potential problems.
10. The City will prepare periodic financial reports of expenditures for review by the City Council.
11. The Council may appoint an ad hoc committee, as needed, to:
 - a. Review the proposed two year budget/four year financial plan and make findings and recommendations to the Council; and
 - b. Review the cost allocation plan and make recommendations for any necessary adjustments to the Council; and
 - c. Review all new fees and revenue enhancements and make recommendations to the Council.

V. BUDGETARY CONTROLS:

1. Once adopted, operating appropriations shall not be subsequently adjusted unless specifically authorized by resolution identifying the fund from which the appropriation is to be made, the amount of the appropriation and budgetary account number.
2. The City Manager may authorize the transfer of appropriations from one program to another within the same department and fund.
3. The City Manager may take necessary actions to keep expenditures from exceeding revenues, including but not limited to establishing a budget freeze, postponing hiring of approved positions, implement layoffs and/or reduced workweek.



4. The City Manager may review and approve all change orders in accordance with adopted purchasing procedures.
5. The City Manager may approve purchase orders for budgeted expenditures and un-budgeted purchase orders in accordance with adopted purchasing procedures.
6. Agenda staff reports having a budgetary impact of \$10,000 or more shall require the review of the Director of Administrative Services. Review comments shall be provided to the City Manager.
7. For the purpose of budget control, operating capital is defined as equipment or furnishings having a useful life of two years or more and a cost of \$5,000 or more. Property, plant, or an improvement costing \$25,000 or less shall also be budgeted as operating capital. Property, plant or an improvement with an estimated cost of \$25,001 or more shall be considered a capital improvement and be budgeted as such.
8. Professional service contracts for one-time projects where the cost exceed \$25,000 shall be tracked separately from routine operating expenditures.
9. Annually, a report estimating the year-end results shall be presented to the Council in October following the close of the fiscal year being reported. Said report shall compare revenue estimates with actual collections, appropriation budgets with actual expenditures and revenues to expenditures in major budgetary funds. This report shall be followed with a presentation of the Comprehensive Annual Financial Report to the Council before January 1st.
10. Semi-annually, there will be comprehensive review of the operations to date in comparison to the existing budget. Projections of revenues and expenditures through the end of the fiscal year will be prepared and reviewed by the City Manager with a report submitted to the City Council by their first meeting in March.

VI. RESERVING OBJECTIVES:

In order to address unanticipated emergency and contingency needs of the City, and secure the continued financial well-being of the City, various reserves shall be maintained as follows:

1. Reserve for Contingencies - provides a fund from which appropriations may be made to meet minor, additional needs not specifically provided for in the current operating budget. Reserve for contingencies should be set at 2% of the annual General Fund operating expenditure budget excluding debt service and operating capital.
2. Reserve for Self Insurance - provides funding of a risk management program whereby the City obtains insurance contracts for catastrophic losses, but maintains relatively high deductible or retention limits on operating equipment



and maintains no insurance contracts on certain exposures. Minimum reserves shall be established by the JPA.

3. Reserve for Capital Asset Replacement - provides a sinking fund based on equipment depreciation for the replacement of capital and operating assets.
4. Reserve for Debt Service – provides funds in accordance with debt issuance documents; i.e. official statement and trustee agreement. Amount of reserve is established by bond covenants.
5. General Fund – unappropriated fund balance should be maintained at 15% of operating expenditures excluding debt service and operating capital.
6. Enterprise Funds – unappropriated working capital should be maintained at 15% as a reserve for contingencies; i.e. unanticipated fluctuations in revenue collections or operating expenditures.

VII. CAPITAL IMPROVEMENT PROGRAM

The Capital Improvement Program will be developed to protect the City's investment in capital infrastructure and facilities through timely and adequate maintenance and replacement of those assets.

1. The Capital Improvement Program should include all capital infrastructure and facilities required and/or anticipated during the General Plan build-out timeline. However, the Capital Improvement Program need only specifically identify those projects necessary to maintain an acceptable level of service delivery for the next four years including the project's cost and funding sources.
2. The Capital Improvement Program will be updated bi-annually in conjunction with the two-year operating budget.
3. The City will grant priority to funding projects that support economic development or will have a direct influence on achieving productivity/revenue gains for the City.
4. The Capital Improvement Program will reflect the various master plans and related studies identifying infrastructure needs of the City.
5. Various fees and charges identified by various plans; i.e. AB 1600 Plan (analysis of infrastructure needs of the City and the fees and charges necessary to meet said needs) shall be reviewed and modified as necessary every two years.
6. The City will prepare periodic financial reports of actual expenditures for review by the City Council.



VIII. DEBT OBJECTIVES:

1. The City will finance (borrow) only capital improvements or special non-recurring expenditure projects that cannot be financed from current revenues and sources.
2. When capital projects are financed, the City will amortize the debt within a period not to exceed the expected useful life of the project.
3. The City will limit the debt ratio (debt guaranteed by the General Fund) to 10%. The debt ratio is calculated by dividing the total debt, interest and principal, by total operating, recurring revenues.
4. Whenever possible, the City will investigate the use of special assessment, revenue or other self-supporting bonds to limit the General Fund obligation for debt service payments.
5. The City will not use long-term debt for current operations.
6. The City will not use short-term borrowing to support routine operations. However, it may be used to meet temporary cash flow needs.
7. The City shall always fully disclose the financial condition of the City to rating agencies and shall annually distribute financial disclosure reports in accordance with bond covenants.
8. The City will strive to maintain or improve the City's bond rating.
9. The use of inter-fund loans to fund the cost of financing capital improvements is discouraged.
10. If inter-fund loans are undertaken, formal promissory notes shall be established that carry an interest cost equal to the most current interest yield percentage paid by the Local Agency Investment Fund. The interest cost shall be re-calculated annually based upon the Local Agency Investment Fund rate for the quarterly period ending June 30th each fiscal year.



GENERAL FUND EXPENDITURES
BY LINE ITEM

OBJECT NUMBER	EXPENSE CLASSIFICATION	FY 2014-15 ACTUAL	FY 2015-16 REVISED	FY 2015-16 PROJECTED	FY 2016-17 ADOPTED	FY 2017-18 ADOPTED
<u>PERSONNEL</u>						
51010	Permanent Full Time	\$ 10,667,653	\$ 10,862,360	\$ 10,356,305	\$ 11,366,902	\$ 11,567,199
51020	Part Time Wages	479,394	573,915	518,640	591,240	592,240
51030	Overtime Wages	658,808	634,771	635,864	709,000	709,000
51040	Retirement	3,143,156	3,568,570	3,257,651	3,501,842	3,507,889
51050	Social Security	847,611	806,077	797,058	832,499	830,832
51060	Insurance	2,032,565	2,262,001	2,027,348	2,256,813	2,256,912
51070	Workers Compensation	354,067	587,403	566,266	576,971	577,856
51080	Unemployment Insurance	20,855	13,758	14,512	14,219	14,255
51090	Deferred Compensation	127,800	130,836	130,008	134,659	134,680
51100	Accrued Payroll	(168,862)				
51240	Temp Agency Service	40,259	5,600	15,000	192,600	215,600
TOTAL PERSONNEL		18,203,305	19,445,291	18,318,652	20,176,745	20,406,463
<u>OPERATING EXPENSES</u>						
52120	Office Expense	210,220	207,290	199,866	216,448	213,698
52121	Storage	18,445	20,600	11,700	12,000	12,000
52122	Copy-Printing	39,993	43,440	40,665	36,250	36,350
52123	Dues-Subscriptions	152,308	174,065	181,552	201,465	197,040
52124	Cell Phone	27,521	29,004	31,411	32,466	33,432
52126	Computer Software	60,292				
52127	Computer Hardware	81,542	159,979	155,231	112,700	43,900
52128	Data Communications	74,220	69,679	67,432	72,333	73,988
52129	Oak Tree Replacement	501				
52130	Postage	24,716	19,182	22,351	19,829	19,829
52131	Legal Notices and Advertising	17,020	16,950	21,760	22,450	22,450
52132	Fuel and Oil	218,680	242,300	257,100	322,100	322,100
52133	Safety Equipment	70,495	290,515	279,061	91,550	91,550
52134	Small Tools	7,814	6,400	10,349	7,150	7,150
52137	Staff Recruitment	73,718	37,499	32,787	26,250	26,250
52138	Bank Charges	10,710	10,200	9,435	9,300	9,300
52139	Sponsorships	15,000	26,000	26,000	26,000	26,000
52140	Laboratory Supplies	489	500	1,200	1,200	1,200
52141	Credit Card Fees	7,579	2,000	4,500	4,500	4,500
52142	Processing Fees	13,502	6,100	11,810	11,800	11,800
52143	Books-Library	16,187	23,850	23,850	29,725	29,725
52144	Audio-Library	5,362	10,600	10,600	10,600	10,600
52145	Rents & Leases-Structure	935	1,000	1,000	1,000	1,000
52146	Program Expense-Library	118	3,700	4,200	3,700	3,700
52147	Sporting Goods-REC		2,100	2,100	2,100	2,100
52150	Chemical Supplies	49,252	89,768	101,318	101,025	101,025
52151	Janitorial Supplies	40,206	43,100	47,650	41,950	41,950



GENERAL FUND EXPENDITURES
BY LINE ITEM - CONTINUED

OBJECT NUMBER	EXPENSE CLASSIFICATION	FY 2014-15 ACTUAL	FY 2015-16 REVISED	FY 2015-16 PROJECTED	FY 2016-17 ADOPTED	FY 2017-18 ADOPTED
52160	Utilities	5,771	5,045	5,045	5,045	5,045
52161	Utilities-Gas	59,371	59,430	62,825	65,700	67,300
52162	Utilities-Water/Sewer	429,571	496,710	458,780	462,850	478,600
52164	Utilities-Electric	670,470	715,885	738,700	760,760	783,700
52165	Utilities-Sanitation	54,170	54,739	74,519	62,050	63,850
52166	Utilities-Cable/Internet	8,469	8,875	8,790	9,100	9,325
52167	Uniform/Laundry	35,862	34,340	36,550	36,490	36,490
52200	Contract Personnel Services	157,514	163,100	163,100	163,100	163,100
52205	Maintenance-Annual Contracts	260,923	331,458	372,892	471,058	471,003
52210	Maintenance-Facilities R&M	258,084	161,865	145,125	147,480	129,480
52215	Maintenance-PW Service Agreements	23,362	22,050	23,500	163,550	163,550
52220	Maintenance-General R&M	180,786	817,984	608,435	668,300	671,800
52225	Equipment Rental	9,662	7,300	9,206	6,300	6,300
52226	Maintenance-Vehicles	114,506	162,750	124,800	165,300	165,300
52227	Maintenance-Traffic Signals	73,585	220,200	243,050	80,000	80,000
52231	Significant Value Purchase		85,000	84,821	25,000	25,000
52235	Public Education	1,639	3,000	1,000	32,500	32,500
52236	Broadcast Expense	3,840	3,840	3,840	3,840	3,840
52237	Election Expense	15,430	18,000		25,000	
52240	Professional Services	1,164,866	1,538,753	1,391,190	1,226,650	1,426,650
52241	Outside Services	122,738	116,000	101,000	116,000	116,000
52242	Plan Check Services	257,436	210,000	218,000	225,000	225,000
52243	Custodial Services	21,262	21,100	26,495	22,600	22,600
52250	Legal Services	1,121,364	975,500	992,700	997,500	997,500
52251	Property Tax	6,615	6,700	6,700	6,700	6,700
52252	Tonnage Fees	166,997	170,000	170,000	170,000	170,000
52253	Permit Fees	28,373	39,600	40,977	41,000	41,000
52260	Travel and Training	171,171	190,175	187,428	242,911	242,911
52261	Vehicle Allowance	6,757	6,612	6,612	9,762	9,762
52262	Uniform Allowance	78,800	68,250	66,450	68,250	68,250
52263	Boot & Tool Allowance	3,857	3,300	3,300	3,300	3,300
52265	Tuition Reimbursement	14,339	10,000	5,150	5,500	5,500
52271	Medical Expense	19,238	21,350	21,350	24,050	24,050
52272	K9 Expense	9,888	10,000	10,000	10,000	10,000
52273	Lab Fees	16,382	10,600	11,800	11,800	11,800
52274	Hazardous Waste	5,377	5,500	6,720	6,920	6,920
52275	Penalty Assessment	2,313	3,000	3,000	3,000	3,000
52280	Equipment Replacement	277,803	277,363	277,363	548,932	567,855
52290	IT Replacement Expense	281,160	150,879	150,879	177,174	177,174
52300	Insurance Prop-Liability	1,674,679	2,270,000	1,700,000	1,200,000	1,200,000
52310	OPEB	2,420,897	942,600	601,310	601,310	601,310
52350	Special Projects	2,652	5,600	8,400	19,400	8,400
52355	Special Investigation Expense			1,000	1,000	1,000
TOTAL OPERATING EXPENSES		11,474,801	11,960,273	10,727,730	10,508,073	10,645,502



GENERAL FUND EXPENDITURES

BY LINE ITEM - CONTINUED

OBJECT NUMBER	EXPENSE CLASSIFICATION	FY 2014-15 ACTUAL	FY 2015-16 REVISED	FY 2015-16 PROJECTED	FY 2016-17 ADOPTED	FY 2017-18 ADOPTED
<u>INTERNAL SERVICE CHARGES</u>						
52380	Cost Allocation-Charges From Others				2,820,032	2,820,032
52390	Cost Allocation-Charges To Others	(1,194,525)	(1,076,600)	(1,076,600)	(3,914,272)	(3,914,272)
52810	IDC Liability Insurance	1,204,127	1,211,750	1,211,750	871,416	871,416
52812	IDC Office		6,332	11,379	11,830	11,830
52822	IDC Copier		6,091	4,670	5,230	5,230
52825	IDC Phone		10,829	10,932	10,962	10,962
52829	IDC Depreciation		3,081	3,081	3,476	3,476
52830	IDC Postage		3,512	3,502	3,502	3,502
52832	IDC Fleet Maintenance	565,873	711,517	754,989	708,267	710,833
52850	IDC Legal Fees	559,279	526,800	486,280	495,000	495,000
59810	IDC Offset Liability Insurance	(1,674,897)	(2,270,000)	(1,700,000)	(1,200,000)	(1,200,000)
59812	IDC Offset Office		(9,742)	(13,720)	(13,720)	(13,720)
59822	IDC Offset Copier		(9,370)	(6,730)	(6,730)	(6,730)
59825	IDC Offset Phone		(11,957)	12,000	(11,914)	(11,914)
59829	IDC Offset Depreciation		(4,740)	(4,740)	(4,740)	(4,740)
59830	IDC Offset Postage		(3,912)	(3,839)	(3,839)	(3,839)
59832	IDC Offset Fleet Maintenance	(789,262)	(993,017)	(1,037,546)	(971,382)	(973,133)
59850	IDC Offset Legal	(1,113,095)	(970,000)	(990,000)	(991,500)	(991,500)
	TOTAL INTERNAL SERVICE CHARGES	(2,442,500)	(2,869,426)	(2,334,592)	(2,188,382)	(2,187,567)
<u>DEBT SERVICE</u>						
53400	Principal Retirement	308,203	384,453	501,752	522,475	435,031
53410	Interest Retirement	58,010	61,060	74,892	65,358	51,003
	TOTAL DEBT SERVICE	366,213	445,513	576,644	587,833	486,034
<u>CAPITAL OUTLAY</u>						
54520	Improvements Other	4,090,687	14,658,572	8,647,197	7,756,500	7,744,000
54540	Equipment-Furniture	1,806,378	2,538,179	2,475,944	474,100	1,069,400
	TOTAL CAPITAL OUTLAY	5,897,065	17,196,751	11,123,141	8,230,600	8,813,400
<u>MISC EXPENSE/TRANSFERS OUT</u>						
55010	Payments to Other Agency		44,000			
58990	Operating Transfers Out	2,057,635	1,305,232	1,305,232	331,002	331,002
	TOTAL MISC EXPENSE/TRANSFERS OUT	2,057,635	1,349,232	1,305,232	331,002	331,002
	GRAND TOTAL	\$ 35,556,518	\$ 47,527,635	\$ 39,716,807	\$ 37,645,871	\$ 38,494,834



ALL FUNDS EXPENDITURES
BY LINE ITEM

OBJECT NUMBER	EXPENSE CLASSIFICATION	FY 2014-15 ACTUAL	FY 2015-16 REVISED	FY 2015-16 PROJECTED	FY 2016-17 ADOPTED	FY 2017-18 ADOPTED
PERSONNEL						
51010	Permanent Full Time	\$ 13,617,201	\$ 14,146,070	\$ 13,405,403	\$ 15,173,434	\$ 15,330,470
51020	Part Time Wages	488,549	623,915	552,240	611,240	612,240
51030	Overtime Wages	818,781	763,971	782,614	873,250	873,250
51040	Retirement	3,884,677	4,395,186	4,147,488	4,481,046	4,488,804
51050	Social Security	1,078,497	1,046,028	1,039,312	1,089,843	1,087,502
51060	Insurance	2,651,396	2,883,115	2,671,455	2,949,690	2,949,759
51070	Workers Compensation	477,019	694,080	684,965	702,742	703,782
51080	Unemployment Insurance	26,727	18,025	19,518	18,883	18,928
51090	Deferred Compensation	180,142	189,410	186,815	190,532	190,540
51100	Accrued Payroll	(91,282)				
51240	Temp Agency Service	78,683	17,600	75,000	192,600	215,600
	TOTAL PERSONNEL	23,210,389	24,777,400	23,564,810	26,283,260	26,470,875
OPERATING EXPENSES						
52120	Office Expense	256,882	307,528	255,561	297,718	294,897
52121	Storage	21,747	22,550	14,035	13,700	13,750
52122	Copy-Printing	119,839	123,540	133,330	124,350	132,450
52123	Dues-Subscriptions	164,275	188,290	197,837	215,815	211,390
52124	Cell Phone	35,225	37,559	42,109	42,546	43,852
52126	Computer Software	145,730		4,454		
52127	Computer Hardware	90,256	237,246	233,937	133,000	61,500
52128	Data Communications	89,711	84,232	87,587	90,153	92,308
52129	Oak Tree Replacement	501				
52130	Postage	26,995	21,112	30,501	21,834	21,934
52131	Legal Notices and Advertising	22,383	19,450	24,260	24,950	24,950
52132	Fuel and Oil	223,786	282,425	296,789	366,293	366,451
52133	Safety Equipment	94,376	323,365	310,744	126,620	126,649
52134	Small Tools	37,779	31,725	35,365	33,371	33,391
52137	Staff Recruitment	81,718	44,449	40,542	33,200	33,200
52138	Bank Charges	11,064	10,600	10,135	10,100	10,100
52139	Sponsorships	15,000	26,000	26,000	26,000	26,000
52140	Laboratory Supplies	59,256	48,800	50,178	55,321	55,449
52141	Credit Card Fees	67,502	55,200	57,700	57,700	57,700
52142	Processing Fees	14,374	8,940	12,690	12,700	12,755
52143	Books-Library	16,187	23,850	23,850	29,725	29,725
52144	Audio-Library	5,362	10,600	10,600	10,600	10,600
52145	Rents & Leases-Structure	101,130	104,500	104,250	105,500	106,500
52146	Program Expense-Library	118	3,700	4,200	3,700	3,700
52147	Sporting Goods-REC		2,100	2,100	2,100	2,100
52150	Chemical Supplies	467,570	802,768	690,198	876,070	876,896
52151	Janitorial Supplies	47,927	51,800	56,300	50,750	50,750



ALL FUNDS EXPENDITURES
BY LINE ITEM - CONTINUED

OBJECT NUMBER	EXPENSE CLASSIFICATION	FY 2014-15 ACTUAL	FY 2015-16 REVISED	FY 2015-16 PROJECTED	FY 2016-17 ADOPTED	FY 2017-18 ADOPTED
52160	Utilities	5,771	5,045	5,045	5,045	5,045
52161	Utilities-Gas	93,085	95,245	100,400	104,285	107,035
52162	Utilities-Water/Sewer	673,062	734,710	714,830	728,350	752,100
52163	Utilities-Landfill				100,000	100,000
52164	Utilities-Electric	2,194,057	2,543,230	2,621,595	2,782,605	2,873,620
52165	Utilities-Sanitation	69,250	74,121	91,469	79,890	82,150
52166	Utilities-Cable/Internet	9,669	10,075	9,990	10,350	10,625
52167	Uniform/Laundry	51,598	50,435	52,505	52,878	52,893
52170	Lift Station #1	7,926	10,000	2,000	10,000	10,000
52180	Lift Station #2	6,715	2,100	5,400	2,100	2,100
52200	Contract Personnel Services	157,514	163,100	163,100	163,100	163,100
52205	Maintenance-Annual Contracts	1,130,010	1,254,492	1,291,465	1,433,618	1,438,203
52210	Maintenance-Facilities R&M	497,094	819,865	756,374	769,730	752,003
52215	Maintenance-PW Service Agreements	27,232	26,450	34,600	174,950	174,950
52220	Maintenance-General R&M	586,123	1,037,984	915,173	936,500	1,037,083
52225	Equipment Rental	25,484	22,050	32,611	24,550	24,550
52226	Maintenance-Vehicles	121,935	170,150	132,200	262,332	176,782
52227	Maintenance-Traffic Signals	73,585	220,200	243,050	80,000	80,000
52231	Significant Value Purchase		85,000	84,821	25,000	25,000
52235	Public Education	87,285	130,970	42,970	74,170	74,170
52236	Broadcast Expense	3,840	3,840	3,840	3,840	3,840
52237	Election Expense	15,430	18,000		25,000	
52240	Professional Services	2,514,037	3,360,936	2,904,228	2,648,261	2,830,197
52241	Outside Services	122,738	116,000	101,000	116,000	116,000
52242	Plan Check Services	261,901	210,000	218,000	225,000	225,000
52243	Custodial Services	35,902	43,410	50,355	46,860	46,860
52250	Legal Services	1,121,364	975,500	992,700	997,500	997,500
52251	Property Tax	6,651	6,700	6,745	6,700	6,700
52252	Tonnage Fees	173,955	177,000	184,000	177,000	177,000
52253	Permit Fees	105,162	122,960	129,597	138,670	138,723
52260	Travel and Training	184,591	250,015	222,008	314,502	316,508
52261	Vehicle Allowance	10,458	10,497	10,497	12,597	12,597
52262	Uniform Allowance	78,800	68,250	66,450	68,250	68,250
52263	Boot & Tool Allowance	7,238	7,200	7,200	7,200	7,200
52265	Tuition Reimbursement	15,698	11,500	6,650	7,000	7,000
52271	Medical Expense	20,654	22,450	22,238	25,150	25,150
52272	K9 Expense	9,888	10,000	10,000	10,000	10,000
52273	Lab Fees	62,975	92,040	108,338	109,740	104,240
52274	Hazardous Waste	5,496	5,620	6,870	7,070	7,070
52275	Penalty Assessment	2,313	3,000	3,000	3,000	3,000
52276	Misc Consumables		120,000	60,000	120,000	120,000
52280	Equipment Replacement	277,803	277,363	277,363	548,932	567,855
52290	IT Replacement Expense	3,582,959	151,479	151,479	177,474	177,474
52300	Insurance Prop-Liability	1,680,960	2,276,300	1,706,300	1,206,300	1,206,300
52310	OPEB	2,420,897	942,600	681,785	681,785	681,785
52350	Special Projects	523,837	255,252	183,762	444,463	265,590
52355	Special Investigation Expense			1,000	1,000	1,000
52360	Franchise Fees	513,215	474,000	474,000	474,000	474,000
52420	Violation Penalty	321,000	54,000	54,000	200,000	54,000
TOTAL OPERATING EXPENSES		19,897,156	17,521,134	15,943,003	19,386,563	19,291,245



ALL FUNDS EXPENDITURES
BY LINE ITEM - CONTINUED

OBJECT NUMBER	EXPENSE CLASSIFICATION	FY 2014-15 ACTUAL	FY 2015-16 REVISED	FY 2015-16 PROJECTED	FY 2016-17 ADOPTED	FY 2017-18 ADOPTED
<u>INTERNAL SERVICE CHARGES</u>						
52380	Cost Allocation-Charges From Others	1,155,300	1,076,600	1,076,600	3,914,272	3,914,272
52390	Cost Allocation-Charges To Others	(1,194,525)	(1,076,600)	(1,076,600)	(3,914,272)	(3,914,272)
52810	IDC Liability Insurance	1,674,897	1,685,500	1,685,500	1,200,000	1,200,000
52812	IDC Office		9,742	13,720	13,720	13,720
52822	IDC Copier		9,370	6,730	6,730	6,730
52825	IDC Phone		11,957	12,000	12,000	12,000
52829	IDC Depreciation		4,740	4,740	4,740	4,740
52830	IDC Postage		3,912	3,839	3,839	3,839
52832	IDC Fleet Maintenance	789,262	1,004,017	1,058,952	987,382	990,133
52850	IDC Legal Fees	1,082,472	970,000	1,002,780	991,500	991,500
59810	IDC Offset Liability Insurance	(1,674,897)	(2,270,000)	(1,700,000)	(1,200,000)	(1,200,000)
59812	IDC Offset Office		(9,742)	(13,720)	(13,720)	(13,720)
59822	IDC Offset Copier		(9,370)	(6,730)	(6,730)	(6,730)
59825	IDC Offset Phone		(11,957)	12,000	(11,914)	(11,914)
59829	IDC Offset Depreciation		(4,740)	(4,740)	(4,740)	(4,740)
59830	IDC Offset Postage		(3,912)	(3,839)	(3,839)	(3,839)
59832	IDC Offset Fleet Maintenance	(789,262)	(993,017)	(1,037,546)	(971,382)	(973,133)
59850	IDC Offset Legal	(1,113,095)	(970,000)	(990,000)	(991,500)	(991,500)
	TOTAL INTERNAL SERVICE CHARGES	(69,847)	(573,500)	43,686	16,086	17,086
<u>DEBT SERVICE</u>						
52400	NW County Payment M & O	43,552	1,061,309	1,061,309	1,496,065	1,668,510
52410	NW County Payment Capital	355,453	2,675,695	2,675,695	2,439,627	2,255,129
53400	Principal Retirement	2,101,495	2,225,415	2,342,714	4,394,395	4,648,997
53410	Interest Retirement	3,637,870	2,495,872	2,509,704	3,034,998	3,012,165
53420	Paying Agent Charges	6,863	10,200	10,200	10,200	10,200
	TOTAL DEBT SERVICE	6,145,233	8,468,491	8,599,622	11,375,285	11,595,001
<u>CAPITAL OUTLAY</u>						
54500	Land			117,328		
54520	Improvements Other Than Building	34,760,589	41,205,883	23,490,662	18,230,900	41,194,900
54540	Equipment-Furniture	1,806,378	2,916,279	2,822,144	1,120,400	1,575,400
	TOTAL CAPITAL OUTLAY	36,566,967	44,122,162	26,430,134	19,351,300	42,770,300
<u>DEPRECIATION</u>						
52370	Amortization	(21,250)		(24,750)	(24,750)	(24,750)
57010	Depreciation-Buildings			46,000	46,000	46,000
57020	Depr-Improvements Other than Bldg	3,274,109	3,994,485	3,941,550	3,941,550	3,941,550
57030	Depreciation-Equipment			337,800	337,800	337,800
	TOTAL DEPRECIATION	3,252,859	3,994,485	4,300,600	4,300,600	4,300,600



ALL FUNDS EXPENDITURES
BY LINE ITEM - CONTINUED

OBJECT NUMBER	EXPENSE CLASSIFICATION	FY 2014-15 ACTUAL	FY 2015-16 REVISED	FY 2015-16 PROJECTED	FY 2016-17 ADOPTED	FY 2017-18 ADOPTED
<u>MISC EXPENSE/TRANSFERS OUT</u>						
52430	Loss On Disposal	198,632				
55010	Payments to Other Agency	92,053	113,000	69,000	69,000	69,000
56200	Contribution to Other Agency			15,157		
58090	Bad Debt Expense	19,164	30,000	30,000	30,000	30,000
58990	Operating Transfer Out	29,655,784	4,474,778	4,370,077	1,602,119	1,198,902
TOTAL MISC EXPENSE/TRANSFERS OUT		29,965,632	4,617,778	4,484,234	1,701,119	1,297,902
GRAND TOTAL		\$ 117,910,972	\$ 105,800,278	\$ 86,121,341	\$ 82,414,213	\$ 105,743,009



**CAPITAL OUTLAY - OPERATING
EQUIPMENT REPLACEMENT - IT (FUND 112), VEHICLES & EQUIPMENT (FUND 125)
BY DIVISION**

DESCRIPTION	FY 2014-15	FY 2015-16	FY 2015-16	FY 2016-17	FY 2017-18
	ACTUAL	REVISED	PROJECTED	ADOPTED	ADOPTED
FUND 112 - INFORMATION TECHNOLOGY	\$ 27,144	\$ 210,765	\$ 210,765	\$ -	\$ -
1 Trimble GeoXH GPS Navigation				8,300	
1 Checkpoint 1P4610 and Smart 1 Mgmt				10,000	
1 HP Printer				7,700	
1 HP DL360 Server				5,100	
2 HP X1600G2 6X2TB Network Storage				14,000	
1 Copier					5,100
1 Telephone System					194,000
FUND 112 - INFORMATION TECHNOLOGY	27,144	210,765	210,765	45,100	199,100
FUND 125 - INFORMATION TECHNOLOGY		32,000	32,000		
1 Transit Van					26,000
FUND 125 - INFORMATION TECHNOLOGY		32,000	32,000		26,000
TOTAL INFORMATION TECHNOLOGY	27,144	242,765	242,765	45,100	225,100
FUND 112 - PD ADMIN		6,500	6,500		
1 Copier					10,800
FUND 112 - PD ADMIN		6,500	6,500		10,800
FUND 125 - PD ADMIN	32,563	23,537	23,537		
TOTAL PD ADMINISTRATION	32,563	30,037	30,037		10,800
FUND 112 - PD PATROL	48,039				
FUND 125 - PD PATROL	426,313	150,598	150,598		
1 K-9 Ford Explorer				54,000	
1 CSO Ford Explorer				48,000	
1 CSO Ford Explorer					48,000
FUND 125 - PD PATROL	426,313	150,598	150,598	102,000	48,000
TOTAL PD PATROL	474,352	150,598	150,598	102,000	48,000



**CAPITAL OUTLAY - OPERATING
EQUIPMENT REPLACEMENT - IT (FUND 112), VEHICLES & EQUIPMENT (FUND 125)
BY DIVISION - CONTINUED**

DESCRIPTION	FY 2014-15 ACTUAL	FY 2015-16 REVISED	FY 2015-16 PROJECTED	FY 2016-17 ADOPTED	FY 2017-18 ADOPTED
FUND 112 - PD RECORDS		6,000	6,000		
1 Copier					5,100
1 Canon Imagerunner Copier					11,000
FUND 112 - PD RECORDS		6,000	6,000		16,100
TOTAL PD RECORDS		6,000	6,000		16,100
FUND 112 - FIRE EMERGENCY PREPAREDNESS					
1 Printer				5,400	
FUND 112 - FIRE EMERGENCY PREPAREDNESS				5,400	
TOTAL FIRE EMERGENCY PREPAREDNESS				5,400	
FUND 112 - FIRE EMERGENCY RESPONSE					
2 Data 911 M6 C2D-2.2 40GB/1GB/12' LCD				12,800	
1 Data 911 M6 C2D-2.2 40GB/1GB/12' LCD/15"LCD				9,000	
FUND 112 - FIRE EMERGENCY RESPONSE				21,800	
FUND 125 - FIRE EMERGENCY RESPONSE	528,082	120,918	120,918		
1 John Deer Gator				22,000	
FUND 125 - FIRE EMERGENCY RESPONSE	528,082	120,918	120,918	22,000	
TOTAL FIRE EMERGENCY RESPONSE	528,082	120,918	120,918	43,800	
FUND 112 - FLEET MAINTENANCE					
1 Copier		1,100	1,100		5,100
FUND 112 - FLEET MAINTENANCE		1,100	1,100		5,100
FUND 125 - FLEET MAINTENANCE	74,964				
1 Tire Machine Balancer				11,500	
1 Large Truck Scanner				5,500	
FUND 125 - FLEET MAINTENANCE	74,964			17,000	
TOTAL FLEET MAINTENANCE	74,964	1,100	1,100	17,000	5,100



**CAPITAL OUTLAY - OPERATING
EQUIPMENT REPLACEMENT - IT (FUND 112), VEHICLES & EQUIPMENT (FUND 125)
BY DIVISION - CONTINUED**

DESCRIPTION	FY 2014-15 ACTUAL	FY 2015-16 REVISED	FY 2015-16 PROJECTED	FY 2016-17 ADOPTED	FY 2017-18 ADOPTED
FUND 112 - PARKS	58,195	519,109	519,109		
1 3/4 Ton Truck					30,000
FUND 112 - PARKS	58,195	519,109	519,109		30,000
TOTAL PARKS	58,195	519,109	519,109		30,000
FUND 112 - FACILITIES					
2 Projectors, Video Sound Switch				72,000	
FUND 112 - FACILITIES				72,000	
FUND 125 - FACILITIES	11,437	111,000	111,000		
1 3/4 Ton Truck					30,000
1 3/4 Ton Utility Truck					29,000
FUND 125 - FACILITIES	11,437	111,000	111,000		59,000
TOTAL FACILITIES	11,437	111,000	111,000	72,000	59,000
FUND 125 - STREET MAINTENANCE	96,921	1,011,058	1,011,058		
1 Concrete Saw/Vac					12,500
FUND 125 - STREET MAINTENANCE	96,921	1,011,058	1,011,058		12,500
TOTAL STREET MAINTENANCE	96,921	1,011,058	1,011,058		12,500
FUND 112 - RECREATION		14,100	14,100		
1 Copier					10,800
FUND 112 - RECREATION		14,100	14,100		10,800
TOTAL RECREATION		14,100	14,100		10,800
FUND 112 - PLANNING-ENGINEERING					
1 Copier				7,800	
FUND 112 - PLANNING-ENGINEERING				7,800	
TOTAL PLANNING-ENGINEERING				7,800	



**CAPITAL OUTLAY - OPERATING
EQUIPMENT REPLACEMENT - IT (FUND 112), VEHICLES & EQUIPMENT (FUND 125)
BY DIVISION - CONTINUED**

DESCRIPTION	FY 2014-15 ACTUAL	FY 2015-16 REVISED	FY 2015-16 PROJECTED	FY 2016-17 ADOPTED	FY 2017-18 ADOPTED
FUND 125 - BUILDING DIVISION	55,152	104,692	104,692		
2 Ford Taurus's					50,000
FUND 125 - BUILDING DIVISION	55,152	104,692	104,692		50,000
TOTAL BUILDING DIVISION	55,152	104,692	104,692		50,000
FUND 600 - UB WATER		4,800	4,800		
1 server				6,700	
TOTAL UB WATER		4,800	4,800	6,700	
FUND 600 - PUBLIC WORKS WATER		171,800	171,800		
2 3/4 Ton Utility Trucks				60,000	
1 Vac Trailer				90,000	
1 Dozer Blade				7,200	
1 Sweeper Attachment				8,400	
1 Generator				255,000	
1 1/2 Ton Truck					25,000
TOTAL PUBLIC WORKS WATER		171,800	171,800	420,600	25,000
FUND 601 - PUBLIC WORKS SEWER		78,900	47,000		
1 Golf Cart				13,500	
1 Trash Pump				55,000	
1 Vac Con Truck					400,000
1 3/4 Ton Truck					30,000
1 Server					13,500
TOTAL PUBLIC WORKS SEWER		78,900	47,000	68,500	443,500
GRAND TOTAL	\$ 1,358,809	\$ 2,566,877	\$ 2,534,977	\$ 788,900	\$ 935,900
TOTALS BY FUND:					
FUND 112 - IT REPLACEMENT FUND	133,378	757,574	757,574	152,100	271,900
FUND 125 - VEHICLE/EQUIP REPLACEMENT FUND	1,225,431	1,553,803	1,553,803	141,000	195,500
FUND 600 - WATER FUND		176,600	176,600	427,300	25,000
FUND 601 - SEWER FUND		78,900	47,000	68,500	443,500
TOTALS BY FUND	\$ 1,358,809	\$ 2,566,877	\$ 2,534,977	\$ 788,900	\$ 935,900



OUTLINE OF FUND STRUCTURE AND DESCRIPTION OF FUNDS

GOVERNMENTAL FUNDS:

GENERAL FUND

General (100) Used for all financial resources except those to be accounted for in another fund

SPECIAL REVENUE

Capital Replacement- IT (112) Funds set aside for capital equipment-IT

Citizen Option Public Grants (117) Supplemental Law Enforcement Services (COPS) grant restricted to fund law enforcement services

Board of State Community Corrections Grants (118) Public Safety grants for a wide variety of law enforcement programs

Capital Replacement-Vehicles (125) Funds set aside for replacement of capital equipment-vehicles

State Gas Tax (200-205) Expenditures restricted to specific purposes as prescribed by law, primarily road construction, maintenance and certain administrative costs

Transportation Development Act- Article 8A (206) The ¼ % sales tax levied statewide for local transportation purposes. In 1971, the 6% sales tax levy was extended to gasoline purchases and divided into two categories; Article 8a, which is used for streets and roads and Article 8c, which is restricted for transit.

Prop 1B Public Transportation (208) Prop 1B transportation funds per State of California requirements

Community Development Block Grant (227) Federal grant funds received from the Dept of Housing and Urban Development for the rehabilitation of low and moderate income housing

Downtown Parking in Lieu (238) Council authorized fee paid by new or expanded downtown development in lieu of providing all or a portion of the required on-site parking

Landscape and Lighting (308) Finances the ongoing maintenance and operation costs of ongoing maintenance and operational costs of street lighting and landscaped mediums and parkways

Art in Public Places (320) Funds generated by a 1% surcharge on all public facility construction

Landfill Closure-Post Closure (611) Funds set aside by the City of cover any landfill contingencies that might arise after "decommissioning" the landfill

Successor Agency- Operations (710) Funds transferred from the former Redevelopment Agency to continue existing operations

Successor Agency- Housing (711) Funds transferred from the former Redevelopment Agency to continue existing operations

DEBT SERVICE FUNDS

Library- City Hall (505) Long Term debt service transactions relating to the construction of the Library and City Hall

Government Obligation Bonds (506) Measure D Go Bonds Debt

Successor Agency- Obligations (712) Funds transferred from the former Redevelopment Agency to continue existing obligations



OUTLINE OF FUND STRUCTURE AND DESCRIPTION OF FUNDS - continued

CAPITAL PROJECT FUNDS

Public Facilities Development (121,211,212,219,222-224,231)	Fees assessed and collected upon the issuance of a City certificate of occupancy. Funds are used to construct public facilities.
Traffic Mitigation Development (213)	Funds used for streets, traffic signals, and bridge development
Bridge Development (215)	Funds used for bridge development
Parkland Development (216)	Fees assessed and collected upon the issuance of a City building permit. Funds are used to acquire or construct park and recreation facilities throughout the City.
Storm Drainage Development (217)	Fees assessed and collected upon the issuance of a City building permit. Funds are used to construct storm drain facilities throughout the City.
Specific Plan (225,228,232,236)	Funds collected from the payment of development impact fees as identified in the Borkey, Union/46, Chandler Ranch and Olsen Beechwood Specific Plans for public facilities and infrastructure
Airport Road PSR (235)	Funds set aside for Pre-study reports
Bike-Pedestrian Path (237)	Funds specifically used for the development/improvement of bicycle and pedestrian pathways

PROPRIETARY FUNDS:

ENTERPRISE FUNDS

TDA Article 8C (207)	Funds used for specific transit maintenance and improvement projects as specified by the Transportation Development Act
Water Operations (600,220)	Funds used specifically for the City's water production, transmission, and distribution system
Sewer Operations (601,221)	Funds used specifically for the City's sewer collection and treatment system
Airport Operations (602-604)	Funds used specifically for the City's airport

AGENCY FUNDS:

AGENCY FUNDS

Senior Citizen Trust (401)	Funds received and expended by the Senior Advisory Committee
Hospital District Trust (402)	Funds that provide scholarships to graduated local high school students who undertake college courses in the medical field
OPEB (404)	Funds for Other Post Employment Benefits
Customer Deposits (405,406)	Deposits that are either refunded when performance criteria is met or applied against future amounts due to the City from the specified customer
PEG Funds (409)	Public Education and Government Channels Fee. These funds are received from Charter and passed onto the Paso Robles Joint Unified School District
BID Fund (410)	Additional 2% assessment from Hotels/Motels to be used exclusively by the Business Improvement District (TPRA) for tourism promotional activities



GLOSSARY

Adopted Budget- Formal action is taken by the City Council to set the financial plan (expenditures, revenues, positions) for the fiscal year.

Agency Funds- These funds are used to account for assets held by the City in a trustee capacity or as an agent for private individuals, organizations, or other governmental agencies.

Appropriation- A legislative act authorizing the expenditure of a designated amount of public funds for a specific purpose.

Assessed Value (AV)- A value established by the County Assessor which approximates fair-market value of real or personal property or fair-market value at the time of sale, change in ownership or completion of construction adjusted by the annual California Consumer Price Index not to exceed 2.0% annually. By State law, 100% of the property value is used for determining the basis for levying property taxes.

Bond- Capital raised by issuing a legal promise to pay a sum of money on a specific date at a specified interest rate. Bonds are used to finance large capital projects such as buildings, streets and bridges.

Capital Expenditures- Capital projects such as city buildings, general plan update, park renovations, etc. These projects are usually multi-year and, thus, extend beyond the annual budget. Capital expenditures are supported by a five-year expenditure plan detailing funding sources and expenditure amounts.

Capital Asset/Capital Outlay- Land, buildings, improvements, machinery and equipment, and infrastructure used in operations that have initial useful lives greater than one year. The City's policy is to capitalize all assets with costs exceeding certain minimum thresholds, \$5,000 for machinery and equipment and \$25,000 for buildings, improvements and infrastructure.

Carryover Balance- The difference between actual General Fund (GF) revenues received and actual GF expenditures (operating balance), plus any other GF one-time revenues or expenditures in a given fiscal year.

Certificates of Participation (COP's)- Provides long-term financing through a lease, installment of sale agreement or loan agreement used to construct or acquire capital facilities and equipment.

Community Development Block Grant (CDBG)- A grant received by the Department of Housing and Urban Development.



GLOSSARY-continued

Debt Service- The payment of principal and interest on borrowed funds such as bonds, notes or certificates of participation according to a predetermined schedule.

Debt Service Funds- Government fund type used to account for the accumulation of resources for and the payment of interest and principal on a debt issue.

Department- The highest organizational unit with the City which is responsible for managing divisions or activities within a functional area.

Depreciation- The cost of an asset divided by its expected useful life in years.

Discretionary Expenditure- An expenditure that is avoidable.

Division- An organization unit within a department that provides a specific service.

Encumbrances- Expenditure obligations of the City established when an agreement for services or goods is entered into. An encumbrance crosses fiscal years until the obligation is fully paid.

Ending Balance- A fund's accumulation of revenues over its expenditures available for appropriation.

Enterprise Funds- Used to account for an activity for which a fee or fees is charged to external users for goods or services. The City has three Enterprise Funds, Water, Wastewater and Airport, that account for the water services, wastewater or sewer services and the municipal airport.

Expenditures- The use of financial resources typically spent for goods or services.

Fiscal Year- A 12-month period specified for recording financial transactions. The City has specified July 1 to June 30 as its fiscal year.

Full-Time Equivalent (FTE)- Part-time and hourly positions expressed as a fraction of full-time positions (2,080 hours per year). Example: 3 positions working ½ time equal 1-1/2 FTE's.

Fund- A fiscal and accounting entity with a self-balancing set of accounts recording cash and other financial resources, together with all related liabilities and residual equities or balances, and changes therein, which are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions or limitations.

Fund Balance- The difference between fund assets and fund liabilities.



GLOSSARY-continued

GANN Limit/Prop 4- The City is required, under Article XIII B of the State Constitution, to limit appropriations from proceeds of taxes. The annual appropriation limit is based on data received from the State, including various growth measures such as population, CPI and nonresidential construction changes.

General Fund- The primary fund of the City used to account for all revenues and expenditures of the City not legally restricted as to use. This fund is used to accumulate the cost of the City's general operations.

General Obligation Bond (GO Bond)- Bonds backed by the full faith and credit of the City, used for various purposes and repaid by regular revenue raising powers (generally property taxes) of the City.

Goals- A set of criteria to be achieved within a certain time period.

Governmental Funds- Funds generally used to account for tax-supported activities. There are five different types of governmental funds: general fund, special revenue funds, debt service funds, capital projects funds and permanent funds.

Grant Funds- Moneys received from another government, such as the State or Federal government, usually restricted to a specific purpose. An example is the CDBG grant provided by the federal government.

Munis- The accounting and budgetary system used by the City of Paso Robles.

Infrastructure- A substructure or underlying foundation on which the continuance or growth of a community depends: roads, schools, transportation systems, etc.

Internal Service Charges- Charges from one department or fund to another department or fund within the government entity.

Internal Service Funds- Used to account for any activity that provides goods or services to other funds or departments on a cost reimbursement basis. The City uses Internal Service Funds for fleet maintenance, equipment replacement, Workers' Compensation, liability risk exposure, etc.

Mission Statement- A broad direction based on the needs of the community. A mission is general and timeless; it is not concerned with a specific achievement in a given period of time.

Non-Departmental- Appropriations of the General Fund not directly associated with a specific department.



GLOSSARY-continued

Operating Budget- The portion of the budget that pertains to daily operations and delivery of basic governmental services.

Performance/Workload Measures- Number or percentage of work category completed or performed. The performance/workload measures provide an indicator of the amount of work performed or measures the quality of effectiveness of work performed by a department or program from year to year.

Personnel Services- Salaries and benefits paid to City employees.

Projected Expenditures- The amount of expenditures expected in the current fiscal year.

Projected Revenue- The amount of revenue expected to be received in the current fiscal year.

Proposed Budget- The initial plan for the fiscal year presented to the City Council before adoption.

Proprietary Funds- Funds that focus on the determination of operating income, changes in net assets (or cost recovery), financial position and cash flows. There are two different types of proprietary funds: enterprise funds and internal service funds.

Reserves- Used to indicate that resources are not available for appropriation and subsequent spending, but is either for a specific purpose or to fund a liability.

Resolution- A special order of the City Council, which has a subordinate legal standing than an ordinance.

Revised Budget- Adopted plus/minus any midyear Council action.

Salaries and Benefits- The set of all City-related operating costs for personnel (e.g., salaries, wages, retirement, health, dental, etc.).

Special Revenue Funds- Governmental fund type used to account for the proceeds of specific revenue sources (other than major capital projects) that are legally restricted for specified purposes.

Transfers In/Out- Movement of money from one fund to another within the City of Paso Robles or component units of the City of Paso Robles.