



TO: City Council

FROM: Thomas Frutchey, City Manager
Jim Throop, Administrative Services Director

SUBJECT: Adoption of FY 2016-17 and 2017-18 Operating and Capital Budget, Appropriation Limit, and Annual Schedule of Service Fees

DATE: June 21, 2016

NEEDS: For the City Council to approve the FY 2016-17 and 2017-18 Operating and Capital Budget for all funds, the appropriations limit, and master fee schedule.

Facts: 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.

The City Council conducted a budget workshop on May 12, 2016 and held its first public hearings for the proposed biannual budget for Fiscal Years 2016-2017 and 2017-18 on June 7. The second public hearing is being held on June 21.

The budget document contains all projected revenues, appropriations, and transfers, and shall be implemented by the City Manager per Council policies and direction. The direction and suggestions from the Council at the previous sessions have been incorporated into the proposed budget.

Total projected General Fund revenues for FY 2016-17 are \$37.5M and total projected General Fund expenditures, including all operating expenses, capital expenses, and debt service, are \$37.4M. For FY 2017-18 total projected General Fund revenues are \$39.1M and total projected General Fund expenditures, are \$38.2M. Resulting surpluses would be added to City reserves at the end of each fiscal year.

There are also four Enterprise funds: Water, Sewer, Airport, and Transit. The Enterprise funds are each run like a private business – i.e., with no tax support; all costs are recovered from users.

The Budget includes other funds as well, such as the Lighting and Landscape District fund and the Traffic Development Impact fund, as required by law and good practice, based on guidelines established by the Government Accounting Services Board (GASB).

Total projected City revenues for all funds for FY 2016-17 is \$78.7M and total projected expenditures for all funds, including all operating expenses, capital expenses, and debt service, is \$79.8M. Several of the enterprise funds have major capital projects being initiated during the fiscal year, and therefore show expenses in excess of revenues. This is a planned approach, called “pay as you go;” by using reserves and grants for such major capital projects, the need for project financing is reduced, thus reducing overall costs.

For FY 2017-18, total revenues are projected at \$102.6M and total expenditures at \$102.9M. The significant increase is due to the planned expansion of the sewage treatment plant, in order to produce recycled water for use by agricultural and for landscaping. This expansion will be financed primarily by a State grant and a low-interest loan available to the City as a result of Proposition 1, passed by the voters statewide in 2014.

The budget includes road maintenance and repair expenditure levels that exceed the sum of the maintenance of effort (provided by Gas Tax and other funding sources) level plus the contributions from the supplemental sales tax measure approved by the voters in 2012. The budget proposes working ahead of the receipt of revenues in order to make headway addressing the backlog of needed work. This approach can have multiple benefits, including minimizing the cost of repairs, reducing the wear and tear on vehicles, potentially reducing accidents, and providing a more enjoyable driving and bicycling experience to residents and visitors alike.

Staffing authorization includes 199 full-time equivalents, which can be filled with full- or part-time personnel, within those classifications as detailed in the budget. Consideration on meeting new personnel needs will be directed at all options, including volunteers, part-time staff, full-time staff, not-for-profits, and private sector alternatives. Two major initiatives during the budget period will be to look at increasing the use of part-time employees and increasing the use of contracting for those services that can be performed more cost effectively by others.

As a result of Proposition 4 in 1979, the City is required to calculate a General Fund appropriations limit each year (the Gann Limit). The prior year’s calculated limit is adjusted for population change and inflation. The City Council may not appropriate General Fund expenses in excess of this limit. The calculated appropriations limit for FY 2016-17 is \$46,720,546, almost half-again larger than the budgeted expenditures for the year (see Attachment 3).

The City charges fees for certain services. These services are deemed to be those for which a particular individual or group is the primary beneficiary, as opposed to the public at large. Examples of such services include Recreation programs and building plan review and inspection. As a result, it is more equitable to charge for these services rather than fund them out of general

taxes. The City is not allowed to charge more than the cost of providing the service. The City adjusts the fees to be charged each year to reflect the actual costs of services (see Attachment 4).

ANALYSIS &

CONCLUSION: At its first public hearing on the budget, on June 7, the Council reviewed the full set of options included in the proposed budget, offered additional options, and provided informal direction. Attachment 1 includes a full set of changes that have been made to the proposed budget to reflect the direction and suggestions from the Council.

Inclusion of a capital expense or capital project in the budget is just the first step. Except for minor expenses, each of these projects will come back to the Council at least once, for approval of plans, award of contract, etc. This provides the council with additional opportunities to review the proposal and determine the preferred course of action.

The Council has indicated its interest in holding a study session in July or August to examine General Fund reserves, the appropriate level to be maintained, and possible uses.

POLICY

REFERENCE: Council goals – “Live within our means”; Fiscal policy – maintain 15% reserve.

FISCAL

IMPACT: General Fund. Not included in the forecast are the potential costs of:

- ❖ State or federal reductions or take-aways in revenue
- ❖ Adjustments to employee compensation
- ❖ Natural disasters or other unanticipated events.

To the extent that any of these occurred, projected operating surpluses, and a portion of reserves, would be negatively impacted.

Enterprise Funds. Each of the enterprises also faces risks from unanticipated events, such as natural disasters. The Water Fund is also facing a unique risk, as a voter initiative is being sponsored that would repeal the recently approved increases in rates, due to start in January, 2017. If successful, this would require a reduction in operating costs and capital projects, and require the infusion of General Fund support.

OPTIONS: 1 a. Approve Resolution 16-xxx approving the FY 2016-17 Operating and Capital Improvement Budget, as presented, with Council-directed adjustments, for all funds and for all expenditures, and direct the City Manager to implement the budget, returning at appropriate intervals to report on the progress and request any needed adjustments.

- b. Approve Resolution 16-xxx adopting an appropriations limit calculation for Fiscal Year 2016-17.
 - c. Approve Resolution 16-xxx approving the annual schedule of cost for service fees for City services.
2. Amend, modify, or reject the above option.

ATTACHMENTS:

1. Council-initiated and Council-directed changes to the proposed budget
2. Resolution 16-xxx approving the adoption of the budget
3. Resolution 16-xxx approving the appropriations limit calculation for Fiscal Year 2016-17
4. Resolution 16-xxx approving the annual schedule of service fees for City services

Note: The complete proposed budget document was provided for the June 7 public hearing. It is available at the City Library, at the City Clerk's Office, and on-line at www.prcity.com/government/departments/adminservices/budget.asp

Council-Initiated and Directed Changes at June 7 Public Hearing to Proposed Budget

Note: the following changes were either requested by individual Councilmembers or were developed by staff as a result of questions, comments, or concerns by the Council. There were no straw votes, however, so additional discussion by the Council may be warranted for some or all. These changes are reflected in the resolution for the budget's adoption (Attachment 2).

City Council

No changes.

City Attorney's Office

No changes.

City Manager's Office

Civic Engagement/Volunteer Coordinator—Revised as follows:

Appropriate funds as placeholder

City Manager to return to Council with full description of the goals, key metrics, and activities to be undertaken, as well as an analysis of alternative approaches for filling the need

Cyber Security Audit--Defer

Administrative Services Department

Utility Billing software upgrade—This is a capital project. The upgrade will enable tracking of water use data, as well as address major security concerns and inefficiencies. As a capital project, to be paid for by the Water and Sewer funds, and already factored into the rates, the money will be appropriated but not spent until the City Manager returns to Council with a full analysis of the options.

Police Department

Recruit / Trainee overhires—Start as a pilot program; focus on recruiting local residents; provide a report back to the Council on the program's effectiveness.

Emergency Services Department

2nd Battalion Chief—Defer consideration until the strategic plan effort and Council study session detailed below.

Strategic plan—Revised as follows:

- Independent review of department operations and community needs by Stu Gary, the head of the Fire and Emergency Services practice at CityGate, the top firm in this field.

- Collection and analysis of department data; meetings with Fire Chief, City Manager, and others as necessary.
- Comprehensive discussion at Council study session, with significant public input.
- Short list of recommendations that incorporate local needs and best practices.
- Total cost of \$5,000 plus per diem.

Public Works Department

No changes.

Library and Recreation Services Department

Children's Librarian--Revised as follows: The City has a half-time Library Staff Assistant III staffing the Uptown Library Study Center. This employee is currently enrolled in a Library Master's Degree program with an emphasis on children's services, and has completed 16 units to date. Instead of adding a full-time Children's Librarian position, convert this half-time position to a full-time Children's Librarian, adding the duties of collection development and children's programming at the Main Library.

Advantages over the original budget proposal include:

- Annual savings of \$27,574 by not filling the vacated part-time position.
- Maintenance of competent coverage of the Library Study Center while also providing Children's Services in the City Library.

Community Development Department

Engineering/Building Inspectors—Contract services, not in-house staff

Non-Departmental

No changes.

Capital Expenditures

No changes.

Each project is subject to returning to Council for approval of plans, award of contract, etc., thereby providing the City Council with one or more additional opportunities to review the proposal and determine the preferred course of action.

RESOLUTION NO. 16-XXX

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 biennial 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:

NOES:

ABSENT:

ABSTAIN:

ATTEST:

Steven W. Martin, Mayor

Kristen L. Buxkemper, Deputy City Clerk

RESOLUTION NO. 16-XXX

**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:

NOES:

ABSENT:

ABSTAIN:

Steven W. Martin, Mayor

ATTEST:

Kristen L. Buxkemper, Deputy City Clerk

RESOLUTION NO. 16-XXX

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:
NOES:
ABSENT:
ABSTAIN:

ATTEST:

Steven W. Martin, Mayor

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

City of Paso Robles
COST OF SERVICES

ACTUAL COST RESULTS

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

City of Paso Robles
COST OF SERVICES

ACTUAL COST RESULTS

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

City of Paso Robles
COST OF SERVICES

ACTUAL COST RESULTS

LIBRARY

Fee #	Fee or Service Name / Description	Adopted Fee	Adopted Fee	Adopted Fee	Adopted Fee
		FY 2014*	FY 2015*	FY 2016*	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

City of Paso Robles
COST OF SERVICES

INDEPENDENT SPORT ACTIVITIES

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

RECREATION DIVISIO

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	\$1.67 per field per hour	\$1.67 per field per hour	\$1.67 per field per hour
2	Paso Robles Youth Football **	Youth	\$1.67 per field per hour	\$1.67 per field per hour	\$1.67 per field per hour	\$1.67 per field per hour
3	Paso Robles Youth Baseball **	Youth	\$1.67 per field per hour	\$1.67 per field per hour	\$1.67 per field per hour	\$1.67 per field per hour
4	Paso Robles T-ball **	Youth	\$1.67 per field per hour	\$1.67 per field per hour	\$1.67 per field per hour	\$1.67 per field per hour
5	Paso Robles Girls' Softball **	Youth	\$1.67 per field per hour	\$1.67 per field per hour	\$1.67 per field per hour	\$1.67 per field per hour
6	Club Teams (soccer, baseball, softball)	Youth	\$3.00 per field per hour	\$3.00 per field per hour	\$3.00 per field per hour	\$3.00 per field per hour
7	Paso Robles Adult Soccer	Adult	\$6.00 per field per hour	\$6.00 per field per hour	\$6.00 per field per hour	\$6.00 per field per hour
8	Paso Robles Adult Softball	Adult	\$6.00 per field per hour	\$6.00 per field per hour	\$6.00 per field per hour	\$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 of Paso Robles
 COST OF SERVICES

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)

**City of Paso Robles
COST OF SERVICES**

ACTUAL COST RESULTS

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 Assumbly 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 ¹	\$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 ¹ 100 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 - Parmaedic Hourly	\$152	\$156	\$160	\$164
57	Code Enforcement Annual	\$0	\$0	\$0	\$0

¹ 4 plex 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

Exhibit A

Building Division

Additional Cost Recovery Service Fees

City of Paso Robles

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

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

Attachment 1 - Draft Resolution A

CITY COUNCIL RESOLUTION 16-XXX

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PASO ROBLES AMENDING A SCHEDULE OF BUILDING DIVISION COST RECOVERY FEES

WHEREAS, the City of Paso Robles adopted a Maximus, Inc. Cost of Services Study in 2005; and

WHEREAS, the Cost of Services Study was prepared 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; and

WHEREAS, General Plan Policy LU-4A. Action Item 2 states that new development pays construction, maintenance, and operation costs of City services and facilities.

WHEREAS, a number of services the Building Division regularly provides have been identified, that are provided to the permit applicants at no fee and approximately 300 to 400 staff hours annually are devoted to these tasks

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Paso Robles, as follows:

1. The fees established identified in the attached Exhibit A are hereby approved and shall become effective July 1, 2016, though actual implementation may be delayed until such time as collection systems and methods are adequately modified to accurately collect and record said fees.
2. The fees established in Exhibit A, shall be adjusted annually, each July 1, by the percentage change in the Consumer Price Index (CPI) for the San Francisco-Oakland-San Jose area for Urban Wage Earners and Clerical Workers for the prior twelve-month period ending April 30. Should this index no longer be published, a similar index may be substituted.

PASSED AND ADOPTED **THIS 21st day of June, 2016**, by the following roll call vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Steven W. Martin, Mayor

ATTEST:

Kristen L. Buxkemper, Deputy City Clerk

Exhibit A – Building Division additional cost recovery service fees

Exhibit A

Building Division

Additional Cost Recovery Service Fees

City of Paso Robles

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