



**CITY OF EL PASO DE ROBLES**  
*"The Pass of the Oaks"*

**CITY COUNCIL AGENDA**  
Tuesday, February 3, 2009 7:30 PM

**ADDENDUM**  
**to Regular Meeting**

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

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**DISCUSSION**

10. [Financial Forecast Fiscal Years 2008/09 – 2010/11](#)  
J. App, City Manager

For the City Council to receive and file an updated projection of the City's finances (General Fund) through June 30, 2011

\*\*\* *End of Addendum* \*\*\*

*To include Attachments to Item No. 10*

# Expenditure Reductions

(General Fund)

• Vacant Positions	<b>\$2,852,700</b>
• Elimination of Temporary/Contract Help	<b>\$298,000</b>
• Estimate Staff Turnover	<b>\$394,000</b>
• Elimination of Janitorial Services	<b>\$200,000</b>
• Elimination of Night-time Security (BSP)	<b><u>\$40,000</u></b>
• Total Reductions in Expenditures	<b><u><u>\$3,784,700</u></u></b>

# Current Staff Profile vs Budget

(General Fund, Benefit Eligible)

<u>Department</u>	<u>Budget</u>	<u>Current</u>	<u>Variance</u>	
			<u>Amount</u>	<u>Percent</u>
• City Manager's Office	13.5	11.0	-2.5	-18.5%
• Administrative Services	6.0	6.0	0.0	0.0%
• Community Development	9.0	7.6	-1.4	-15.6%
• Emergency Services	31.5	26.0	-5.5	-17.5%
• Library & Recreation Services	15.5	14.1	-1.4	-9.0%
• Police	57.0	51.0	-6.0	-10.5%
• Public Works	<u>45.0</u>	<u>36.0</u>	<u>-9.0</u>	-20.0%
• Total	<u>177.5</u>	<u>151.7</u>	<u>-25.8</u>	-14.5%

# Revenue & Expense Comparison

## 3-Year Summary

	FY06/07	FY07/08	FY08/09	FY09/10	FY10/11
	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>
<b>General Fund Revenue</b>					
Property Tax	7,584,685	8,638,732	8,907,530	8,976,334	9,063,794
Other Taxes	13,209,218	12,874,064	12,572,876	12,096,387	12,104,098
Licenses/Fees	924,967	853,515	789,826	796,441	1,005,700
Fines & Forfeitures	321,533	379,876	378,906	381,938	384,234
Use of Money & Property	1,250,178	465,383	464,735	458,414	453,054
Revenue From Other Agencies	797,674	2,103,391	540,819	519,521	506,373
Charges for Current Services	1,660,150	1,729,128	1,867,378	1,716,209	1,708,580
Transfers In	255,204	856,789	731,698	628,100	542,800
Miscellaneous	<u>153,241</u>	<u>480,685</u>	<u>100,582</u>	<u>100,996</u>	<u>101,412</u>
<b>Total Revenue</b>	<b><u>26,156,850</u></b>	<b><u>28,831,562</u></b>	<b><u>26,354,350</u></b>	<b><u>25,674,340</u></b>	<b><u>25,870,046</u></b>
<b>General Fund Expense</b>					
Salary/Wages/Benefits	17,337,348	18,303,879	18,772,356	19,421,241	20,051,829
Maintenance & Operations	11,353,948	10,743,465	10,885,638	11,256,882	11,648,534
Debt Service	352,408	295,368	259,565	225,823	225,823
Operating Capital	148,037	1,503,132	305,071	67,071	67,071
Transfers Out	273,192	818,449	536,700	694,700	944,700
Allocations To/From Others	<u>(3,457,861)</u>	<u>(3,283,593)</u>	<u>(3,379,593)</u>	<u>(3,493,022)</u>	<u>(3,493,022)</u>
<b>Total Expense</b>	<b><u>26,007,071</u></b>	<b><u>28,380,701</u></b>	<b><u>27,379,736</u></b>	<b><u>28,172,694</u></b>	<b><u>29,444,934</u></b>
<b>Projected Rev/(Exp)</b>	<b><u>\$149,799</u></b>	<b><u>\$861</u></b>	<b><u>\$(1,025,386)</u></b>	<b><u>\$(2,498,354)</u></b>	<b><u>\$(3,574,888)</u></b>

## Potential Reallocations and Expenses

<b><u>Potential General Fund Reallocations</u></b>	<b><u>FY2009</u></b>	<b><u>FY2010</u></b>	<b><u>FY2011</u></b>
(1) No transfer from GF to City Hall Dev. Fund	\$340,000	\$340,000	\$490,000
(2) No transfer from GF to City Facility Maintenance Fund	\$100,000	\$100,000	\$100,000
(3) No transfer from GF to City Facility Repair Fund	\$31,500	\$31,500	\$31,500
(4) Re-appropriate transfer from Gen. Res.& Cont. Fund to GF	\$200,000	\$200,000	\$200,000
(5) No transfer from GF to Street Fund	\$150,000	\$150,000	\$250,000
(6) Amount left in Tailings of CCCSIF	\$0	\$410,000	\$0
(7) No transfer from GF to Equipment Replacement Fund	<u>\$0</u>	<u>\$350,000</u>	<u>\$0</u>
<b>(8) Total Potential General Fund Reallocations</b>	<b><u>\$821,500</u></b>	<b><u>\$1,581,500</u></b>	<b><u>\$1,071,500</u></b>

<b><u>Potential General Fund Expenses</u></b>	<b><u>FY2009</u></b>	<b><u>FY2010</u></b>	<b><u>FY2011</u></b>
(1) State Raid	\$0	\$1,200,000	\$0
(2) Ashwood Culvert Repair	\$0	\$250,000	\$0
(3) Building Repair/Replacement	\$400,000	\$400,000	\$400,000
(4) Parking Lot FEMA Un-reimbursed	<u>\$0</u>	<u>\$100,000</u>	<u>\$0</u>
<b>(5) Total Potential General Fund Expenses</b>	<b><u>\$400,000</u></b>	<b><u>\$1,950,000</u></b>	<b><u>\$400,000</u></b>

# Financial Projection Summary

## FY2009 - FY2011

<u>Description</u>	<u>FY08/09</u>	<u>FY09/10</u>	<u>FY10/11</u>	<u>Total</u>
Estimated Shortfall	\$(1,025,386)	\$(2,498,354)	\$(3,574,888)	\$(7,098,628)
Estimated Risks	<u>(400,000)</u>	<u>(1,950,000)</u>	<u>(400,000)</u>	<u>(2,750,000)</u>
<b>Sub-Total</b>	<b>(1,425,386)</b>	<b>(4,448,354)</b>	<b>(3,974,888)</b>	<b>(9,848,628)</b>
Reallocations	821,500	1,581,500	1,071,500	3,474,500
Wage Deferral	<u>184,007</u>	<u>762,421</u>	<u>789,252</u>	<u>1,735,680</u>
<b>Sub-Total</b>	<b>1,005,507</b>	<b>2,343,921</b>	<b>1,860,752</b>	<b>5,210,180</b>
<b>TOTAL</b>	<b><u>\$(419,879)</u></b>	<b><u>\$(2,104,433)</u></b>	<b><u>\$(2,114,136)</u></b>	<b><u>\$(4,638,448)</u></b>

**Summary of Funds**

		Cash Balance As Of		Encumbered	
Fund #	Fund Name	6/30/2007	6/30/2008	Amount	Fund Description
<b>General Operation Funds</b>					
100	General Fund	\$5,806,577	\$5,425,798	\$45,000	General reserve funds
110	General Reserve & Contingency Fund	\$1,366,692	\$1,076,809	\$0	Contingency funds
224	Public Facilities Development Fund	\$1,419,187	\$1,486,802	\$0	RDA repayment for Library
121	City Hall Development Fund	\$1,337,155	\$690,966	\$200,000	General Revenue funds for new/expanded city hall
111	Capital Projects Fund	\$0	\$599,430	\$599,430	Grant revenue
112	Equipment Replacement Fund	\$2,052,448	\$2,339,082	\$700,000	Annual depreciation for purchase of new equipment
120	Capital Improvement Fund	\$67,771	\$2,214	\$0	Grant revenue
612	Solid Waste Contingency Fund	\$41,065	\$43,022	\$0	To assist with landfill closure/operations
234	Oak Tree Preservation Fund	\$0	\$1,030	\$0	Oak Tree Replacement
320	Art in Public Places Fund	\$4,467	\$4,599	\$0	For public art work
230	Youth Scholarship Fund	<u>\$38,078</u>	<u>\$44,467</u>	<u>\$0</u>	To assist recreation participants
	<b>Subtotal General Operation Funds</b>	<b>\$12,133,440</b>	<b>\$11,714,219</b>	<b>\$1,544,430</b>	
<b>Impact Fee Funds</b>					
219	Public Meeting Facility Development Fund	\$317,909	\$359,986	\$0	Impact Fee Revenue
222	Aquatics Facility Development Fund	\$307,608	\$353,344	\$0	Impact Fee Revenue
223	Library Expansion Facility Development Fund	\$631,936	\$746,328	\$0	Impact Fee Revenue
231	City Hall/General Government Facility Development Fund	\$1,623,736	\$1,872,198	\$0	Impact Fee Revenue
113	Electronic Archiving Fees Fund	\$67,848	\$66,505	\$0	Fees charged during permitting
114	Building Education Fund	\$112,663	\$112,947	\$0	Fees charged during permitting
122	Permit Automation Fee Fund	\$103,008	\$126,290	\$0	Fees charged during permitting
123	Community Development Nexus Study Fund	\$1,617	\$2,705	\$0	Fees charged during permitting
213	Streets, Traffic Signal, Bridge Development Fund	\$3,307,060	\$2,162,358	\$2,150,000	Impact Fee Revenue
215	Bridge Development Fund	\$83,975	\$87,976	\$87,976	Impact Fee Revenue
225	Union/46 SP Development Fund	\$157,998	\$168,179	\$100,000	Impact Fee Revenue
237	Bike & Pedestrian Path Facilities	\$0	\$8,200	\$8,200	Impact Fee Revenue
211	Law Enforcement Facility Development Fund	\$59,397	\$78,688	\$0	Impact Fee Revenue
212	Fire Protection Facility Development Fund	\$930,770	\$1,145,205	\$0	Impact Fee Revenue
216	Park/Land & Open Space Acquisition Development Fund	\$1,631,128	\$2,061,268	\$150,000	Impact Fee Revenue
217	Storm Drainage Development Fund	\$377,449	\$227,716	\$0	Impact Fee Revenue
238	Downtown Parking In-Lieu Fee Fund	<u>\$37,323</u>	<u>\$477,278</u>	<u>\$0</u>	Impact Fee Revenue
	<b>Subtotal Impact Fee Funds</b>	<b>\$9,751,425</b>	<b>\$10,057,171</b>	<b>\$2,496,176</b>	
<b>Other General Operation funds</b>					
228	Borkey Specific Plan Fund	\$787,049	\$840,161	\$0	Funds related to specific plan
236	Olsen/Beechwood Specific Plan Fund	\$127,037	\$0	\$0	Funds related to specific plan
116	City/School Facility Improvements Fund	\$37,348	\$44,312	\$0	Agreement with PRSD for maintenance/repair
119	City Facility Repair Fund	\$1,013,451	\$561,488	\$256,000	Funds generated by recreation surcharge
308	Landscape and Lighting Dist #1 Fund	\$459	\$13,829	\$0	Assessment District
310	CFD Community Facilities District Fund	<u>\$25,726</u>	<u>\$0</u>	<u>\$0</u>	Assessment District
	<b>Subtotal Other General Operation Funds</b>	<b>\$1,991,070</b>	<b>\$1,459,790</b>	<b>\$256,000</b>	
	<b>Subtotal General Operations</b>	<b>\$23,875,935</b>	<b>\$23,231,180</b>	<b>\$4,296,606</b>	
<b>Water Funds</b>					
600	Water Operations Fund	\$6,492,832	\$10,834,405	\$0	Water User Fees
220	Water Connections Fund	\$279,280	\$4,015,351	\$1,530,300	Impact Fee Revenue
229	Nacimiento Water Treatment Fund	\$642,287	\$12,558	\$0	Planning of treatment plant
606	Nacimiento Water - Enterprise Fund	\$2,238,601	\$4,182,452	\$0	Monthly fixed fee of \$18.
226	Nacimiento Water Project Fund	<u>\$3,290,346</u>	<u>\$3,264,313</u>	<u>\$0</u>	Impact Fee Revenue
	<b>Subtotal Water Funds</b>	<b>\$12,943,346</b>	<b>\$22,309,079</b>	<b>\$1,530,300</b>	
<b>Sewer Funds</b>					
221	Sewer Connections Fund	\$4,495,669	\$4,890,412	\$4,800,000	Impact Fee Revenue
601	Sewer Operations Fund	<u>\$7,395,712</u>	<u>\$7,757,122</u>	<u>\$0</u>	Sewer User Fees
	<b>Subtotal Sewer Funds</b>	<b>\$11,891,381</b>	<b>\$12,647,534</b>	<b>\$4,800,000</b>	
<b>Airport Funds</b>					
602	Airport Operations Fund	\$752,034	\$957,992	\$0	User Fees
603	Airport Terminal Repair Fund	<u>\$206,438</u>	<u>\$216,274</u>	<u>\$0</u>	Funding reserved for repair of airport terminal
	<b>Subtotal Airport Funds</b>	<b>\$958,472</b>	<b>\$1,174,266</b>	<b>\$0</b>	
<b>Transportation Funds</b>					
200	Gas Tax 2106 Fund	\$1,145,687	\$1,086,337	\$100,000	Revenue for transportation projects only
201	Gas Tax 2107 Fund	\$23,303	\$0	\$0	Revenue for transportation projects only
202	Gas Tax 2107.5 Fund	\$0	\$0	\$0	Revenue for transportation projects only
204	AB 2928 Traffic Congestion Relief Fund	\$0	\$0	\$0	Revenue for transportation projects only
205	TDA Article 8A Fund	\$0	\$0	\$0	Revenue for transportation projects only
206	TDA Article 8C Fund	\$734,629	\$297,290	\$0	Transit System Revenue
210	Gas Tax 2105 Fund	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	Revenue for transportation projects only
	<b>Subtotal Transportation Funds</b>	<b>\$1,903,619</b>	<b>\$1,383,627</b>	<b>\$100,000</b>	
<b>Trustee Funds</b>					
<b>RDA/CDBG</b>					
227	Community Development Block Grant Fund	\$283,473	\$331,186	\$331,186	Federal funding for low-income housing and/or blighted areas
700	Redevelopment Agency Operations Fund	\$0	\$0	\$0	RDA operations
701	Redevelopment Agency Housing Fund	\$60,515	\$805,295	\$90,000	20% set aside required for all RDA's
702	Redevelopment Agency Debt Service Fund	\$876,432	\$771,787	\$771,787	Debt Service
704	Cuesta College Fiscal Agreement Fund	\$47,499	\$49,763	\$0	Agreement between City and College
705	SLO County Schools Fiscal Agreement Fund	<u>\$239,408</u>	<u>\$250,815</u>	<u>\$0</u>	Agreement between City and County
	<b>Subtotal RDA/CDBG Funds</b>				
		\$1,507,327	\$2,208,846	\$1,192,973	
<b>Other Trustee Funds</b>					
401	Senior Citizens Trust Fund	\$294,772	\$298,410	\$0	Trustee Fund
402	Hospital District Trust Fund	\$106,878	\$111,970	\$0	Trustee Fund
405	Business Improvement Association Trust Fund	\$1,368	\$5,365	\$0	Trustee Fund
406	Customer Deposits Fund	\$850,255	\$795,120	\$0	Trustee Fund
404	Other Post Employment Benefits Fund	\$422,600	\$623,604	\$0	Federal/State requirements
611	Landfill Closure/Post Closure Fund	\$1,373,145	\$1,514,511	\$0	Federal/State requirements
117	Citizens Option Public Safety Fund	<u>\$243,230</u>	<u>\$184,481</u>	<u>\$0</u>	To account for State AB3229 funds.
	<b>Subtotal Other Trustee Funds</b>	<b>\$3,292,248</b>	<b>\$3,533,461</b>	<b>\$0</b>	

**Summary of Funds**

<u>Fund #</u>	<u>Fund Name</u>	<u>Cash Balance As Of</u>		<u>Encumbered</u>	<u>Fund Description</u>
		<u>6/30/2007</u>	<u>6/30/2008</u>	<u>Amount</u>	
	<b>Subtotal Trustee Funds</b>	\$4,799,575	\$5,742,307	\$1,192,973	
<b><u>Debt Service Funds</u></b>					
505	Library/City Hall Debt Service Fund	\$480,138	\$480,089	\$0	Debt Service
506	1998 Measure D GO Bonds Fund	<u>\$7,128,828</u>	<u>\$6,277,461</u>	<u>\$0</u>	Debt Service
	<b>Subtotal Debt Service Funds</b>	\$7,608,966	\$6,757,550	\$0	
	<b>Total Reserve All Funds</b>	<b><u>\$63,981,294</u></b>	<b><u>\$73,245,543</u></b>	<b><u>\$11,919,879</u></b>	

**Professional Services/Contracts  
FYE 09**

				Total	12/31/2008
Dept	Vendor	Description of Services	Commitment	Total	Remaining
			Commitment	Commitment	Commitment
Expert Svcs	PW	SCS	Cont PO Eng Services - Landfill	125,000	85,000
Expert Svcs	CMO	Kraftwerks	Branding	40,000	30,000
Expert Svcs	PW	TJ Cross	Coordinate Issuance RFP- Landfill Master Plan	14,400	14,400
Expert Svcs	AS	HdL	Property and sales tax services	29,200	12,100
Expert Svcs	PW	R. Thompson Consulting	Civil Eng - Spring & 24th Street	30,000	6,814
Expert Svcs	CMO	Bill Avery	Labor Relations Services	13,200	6,600
Expert Svcs	AS	Moss, Levy & Hartzheim	Audit services	24,000	5,200
Expert Svcs	AS	AK & Company	State Mandated Cost preparation & submission	4,000	3,750
Expert Svcs	CMO	Lieberty, Cassidy Whitmore	Employee training & legal consult services	3,200	3,200
Expert Svcs	AS	United Portfolio	Investment Fees	2,000	1,875
Expert Svcs	AS	DLT Solutions, Inc	LINUX Advanced Platform	<u>1,400</u>	<u>1,400</u>
			<b>Subtotal Consultant</b>	<b>286,400</b>	<b>170,339</b>
Econ Strategy	CMO	Paso Robles Chamber of Commerce	Visitor Center	100,000	41,666
Econ Strategy	CMO	Main Street	Downtown Promotions	92,880	38,700
Econ Strategy	CMO	Wine Country Alliance	Public Relations	60,000	35,000
Econ Strategy	CMO	Pacific Coast Cutters	Sponsorship of Derby and Futurity	10,000	10,000
Econ Strategy	CMO	UCSB Economic Forecast	SLO County Forecast	<u>5,000</u>	<u>5,000</u>
			<b>Subtotal Contributions</b>	<b>267,880</b>	<b>130,366</b>
General	PD	SLO County Sheriff Dept	Animal Services	174,300	87,150
General	LRS	Black Gold	Cooperative Library System	66,320	29,607
General	CMO	Verizon Wireless	Cell phone and Mobile Data	54,000	27,000
General	PW	PR Joint Unified School Dist	Reimbursement Offset Irrigation	53,000	26,500
General	LRS	Oak Park/HUD	After school programs	46,800	23,200
General	PW	Martinelli Landscape Company	Annual diskng and trimming	45,000	0
General	PW	Ameripride	Uniforms/ Rugs	40,000	24,000
General	LRS	Library Study Center/First 5	Building usage	31,200	13,000
General	LRS	YMCA	Run After School Programs	29,000	14,500
General	PD	PR School District	Crossing Guard Contribution	18,100	9,050
General	PW	Paso Robles Roll-Off	Trash Pickup	16,000	8,000
General	LRS	LRS Activity Guide	Listing of all LRS activities	14,000	7,000
General	CMO	N.I.T.	Tourism Website	10,000	6,600
General	CMO	AT&T	internet connection	9,600	4,800
General	PW	Great Western Alarm	Alarms	8,200	4,800
General	CMO	John Dunn	2009 Goal Setting	7,200	0
General	CMO	Mr. Paul O Smith	Billboard Rental	6,250	0
General	CMO	Paso Robles Chamber of Commerce	Chairman's Circle	5,000	0
General	CMO	Mooncatcher	Copywriter's for Website	4,533	0
General	CMO	The Blueprinter	Agenda for City Council	4,228	2,114
General	PD	Recruitment Hiring Costs	Recruitment Hiring Costs	4,050	450
General	PD	SLO County Bomb Task Force	Bomb Task Force	4,000	0
General	CMO	KPRL	Broadcasting of Council Meetings	3,840	1,920
General	CMO	TCSN	Web site hosting	2,880	1,440
General	CMO	Appraver	anti-spam filtering	2,724	1,362
General	CMO	Wallace Group	GIS parcel updates	2,000	0
General	CMO	Addiction Medicine Counselors	DOT random drug testing	1,520	0
General	PD	Language Line Services	Non-emergency telephonic interpretation	1,400	952
General	CMO	FedEx/Courier	Council Agenda to Attorney	1,216	608
General	CMO	Lxis Nexis	Web Posting of Ordinances	<u>500</u>	<u>250</u>
			<b>Subtotal General</b>	<b>666,861</b>	<b>294,303</b>
Maintenance	PW	Republic ITS	Traffic Signal Maintenance	98,500	74,500
Maintenance	AS	Harris Computer Systems	Annual computer support for finance system	40,734	36,290
Maintenance	PD	Motorola	Radio Service Contract	28,750	0
Maintenance	CMO	More Office Solutions	Copier maintenance	24,000	12,000
Maintenance	PD	Executive Information System	PS NET CAD?RMSD Maintenance Agreement	16,500	0
Maintenance	PW	McCloskey's Heating and Air	HVAC maintenance	15,600	9,200
Maintenance	PD	Motorola	State of California 911 Maintenance	11,900	6,000
Maintenance	AS	Sympro, Inc.	Annual software maintenance/support license renewal	7,800	0
Maintenance	PD	LE Communications	Maintenance Agreement - Mobile Vision	4,900	0
Maintenance	PD	DataNet Solutions	Lasefiche maintenance agreement	4,600	0
Maintenance	PD	Dynamic Imaging Systems	Main support contact for picture link	3,500	0
Maintenance	PW	Republic Elevator	Elevators monthly maintenance	3,200	1,900
Maintenance	CMO	Country Rose & Flower	Plant Maintenance	1,680	840
Maintenance	CMO	Country Rose & Flower	Plant Maintenance	540	270
Maintenance	CMO	Country Rose & Flower	Plant Maintenance	480	240
Maintenance	CMO	Country Rose & Flower	Plant Maintenance	<u>360</u>	<u>180</u>
			<b>Subtotal Maintenance</b>	<b>263,044</b>	<b>141,420</b>
Planning	CD	EPS	Purple Belt Planning	17,603	17,603
Planning	CD	EPS	Downtown Parking Plan	<u>7,370</u>	<u>7,370</u>
			<b>Subtotal Planning</b>	<b>24,973</b>	<b>24,973</b>
Supplies	PW	JB Dewar	Fuel	450,000	283,000
General	PW	Wayne's Tires	Tires, Tubes & Repairs	60,000	48,000
General	PW	Knorr Pool Systems	Chlorine Briquettes	42,714	23,700
Supplies	PD	K-9 Materials	K-9 Materials	7,000	3,650
Supplies	CMO	Sara Lee Coffee	Coffee Supplies	2,400	1,200
Supplies	CMO	Pepsi	Water for Council	1,700	850
Supplies	CMO	Paso Robles School District	Cookies for Council Meetings	600	300
Supplies	CMO	Davis Water	Reverse Osmosis Systems	<u>80</u>	<u>45</u>
			<b>Subtotal Supplies</b>	<b>564,494</b>	<b>360,745</b>
			<b>Total Contract Services</b>	<b>2,073,652</b>	<b>1,122,146</b>