



Council Agenda Report

From: Ryan Cornell, Finance Manager

Subject: Mid-Year Budget Report and Adjustments – 2nd Quarter Fiscal Year 2018-19

Date: March 19, 2019

Facts

1. In accordance with the Council's adopted fiscal policies, the City prepares periodic financial reports of actual revenues and expenditures for review by the City Council.
2. This report provides an overview of the City's financial position based on actual transactions incurred for the first half of Fiscal Year (FY) 2018-19 ending December 31, 2018.
3. The City Council adopted the two-year budget for FY 2018-19 and 2019-20 in June 2018.
4. The City Council was presented with the first Quarterly Budget Report on November 6, 2018.
5. In addition to providing the financial condition for the City's major funds, this report also provides department metrics and status of departmental goals.
6. On August 7, 2018, City Council adopted an ordinance to reauthorize the imposition of the Public, Education and Governmental (PEG) Fee.
7. On January 17, 2017, City Council directed the City Manager to submit a membership application to National League of Cities (NLC) for a trial period. The NLC is a national network of over 2,000 cities, towns, villages and boroughs, and 49 state municipal leagues, working for constant improvement in America's communities.
8. With the trial period ending with the 2018 calendar year and our 2019 membership fee due, this is an appropriate time to consider whether the City should remain a member of NLC. The City's membership fee for 2019 is \$1,917; the cost of full participation in NLC events however, is far greater.
9. City staff have identified circumstances that require consideration of reclassification of appropriations in the Park/Facility Maintenance and Planning Divisions (i.e., General Fund) and the Capital Improvement Program Fund and additional appropriations from reserves in the PEG Fund.

Analysis and Conclusions

The Mid-Year Financial Report provides an opportunity to examine the financial status of the City for the first half of the 2018-19 FY. The City adopted its Biennial Budget in June 2018, establishing the City's financial plan for the period beginning on July 1, 2018 and ending on June 30, 2020. Because there are a number of assumptions and predictions used in the budget process, it is extremely important to revisit those assumptions to ensure the budget continues to be financially sound. Similar with previous financial reports, this report will concentrate on the General, Water, Wastewater and Capital Improvement Program Funds of the City.

General Fund

The City's financial position is better than expected based on the actual activity seen in the first six-months of the Biennial Budget period. The current budget amounts project that the General Fund's reserve balance at June 30, 2019, would be \$13.9 million, or 30% of (non-capital) appropriations. However, with the review of the activity that has occurred thus far in the fiscal year, the latest projection shows ending reserve balance of \$20.2 million, or 50% of appropriations, a \$6.3 million favorable variance.

There are several reason for the positive outlook. The City’s General Fund had originally estimated revenues to be \$43.5 million but now is projecting them to be \$46.1 million. This is \$2.6 million over original estimates, however, \$1.8 million is related to the sale of City-owned property on Riverside. Removing this one-time event, revenues would be approximately 2% over original estimates, or \$800,000. General Fund expenditures are projected to be 94% of appropriations and represent approximately \$3.7 million of savings. However, \$2.2 million of the \$3.7 million is related to salary savings due to positions being unfilled during all or part of the fiscal year. Salary savings from unfilled positions should be viewed as “one-time” because positions will eventually be filled. Expending approximately 94% of appropriations is consistent with previous fiscal years, and is due to vacant positions and department staff continually being fiscally prudent.

GENERAL FUND INCOME STATEMENT

	Budget	Projected	Variance	Projected % Received/ Expended
Revenues				
Sales Tax	\$15,560,000	\$16,112,449	\$ 552,449	104%
Property Tax	10,374,000	10,992,130	618,130	106%
Transient Occupancy Tax	6,615,000	6,214,205	(400,795)	94%
All Other Taxes	4,386,200	4,614,952	228,752	105%
All Other Revenues	4,897,723	6,279,678	1,381,955	128%
Interfund Transfers In	1,681,500	1,879,780	198,280	112%
Total Revenue	43,514,423	46,093,194	2,578,771	106%
Expenditures				
City Manager/City Council	2,838,867	2,815,112	(23,755)	99%
Administrative Services	4,221,100	3,684,239	(536,861)	87%
Police Services	12,072,486	11,150,477	(922,009)	92%
Emergency Services	7,538,082	6,643,108	(894,975)	88%
Public Works	3,436,480	3,257,627	(178,853)	95%
Community Services	7,209,729	6,815,856	(393,873)	95%
Community Development	4,154,601	3,565,229	(589,372)	86%
Interfund Transfers Out	18,085,425	18,085,425	-	100%
Contingency Set-aside	250,000	50,000	(200,000)	20%
Total Expenditures	59,806,770	56,067,073	(3,739,697)	94%
Change in Fund Balance	(16,292,347)	(9,973,879)	6,318,468	
Actual Reserve Balance – July 1, 2018	30,171,868	30,171,868	-	
Projected Reserve Balance – June 30, 2019	<u>\$13,879,521</u>	<u>\$20,197,989</u>	<u>\$ 6,318,468</u>	

As mentioned earlier, one of the reasons for the positive outlook is due to the sale of City-owned property at 625 Riverside for \$1.8 million. This was not anticipated during the Biennial Budget process; however, sale of property is one-time in nature and should be utilized only for one-time expenses. As such, staff is recommending transferring this revenue out of the General Fund and into the Capital Improvement Program (CIP) Fund, for use toward the potential purchase of the CYA Boys Correctional facility.

Outside of the sale of the property on Riverside, the General Fund revenues are projecting to be 102% of original estimates, which translates into additional revenues of approximately \$800,000. Sales tax revenues are coming in \$550,000 higher than original estimates. However, this is inflated due to back payments related to the problems the State experienced with its new computer reporting system during the prior

fiscal year. Revenues were actually up 5.2% when these and other aberrations are factored out and are only projected to increase by 1.6% in FY 2019-20.

Property tax revenues are projected to be 106% of original estimates, which is approximately \$600,000 more revenue than anticipated. At the same time however, transient occupancy tax is projecting at 94% of original estimates, \$400,000 less in revenue than anticipated. Another item to note is license and permit revenues, which were budgeted at \$800,000, but are projecting closer to \$500,000. During the Biennial Budget Report, staff does its best to project revenues but it is just that, estimated revenues. Over and under variances are going to occur (ideally between 95% to 105%) and this is why it is imperative to perform periodic reviews of budget estimates. As mentioned earlier, excluding the sale of the property on Riverside, total revenues for the General Fund are at 102% of original estimates. In other words, revenue estimates are on pace to meet original amounts and no further adjustment is being recommended at this time (other than transferring the proceeds from sale of the Riverside property to the CIP Fund).

Similar to revenues, expenses are contributing to the positive outlook and are projected to be under budget at 94% of appropriations. While City departments continue to do an excellent job of being conservative with expenditures, the majority of the expenditure savings are due to vacant, but budgeted positions. There were several positions added during the Biennial Budget, but not all positions were able to be filled at July 1. There has also been an unusually high vacancy rate during this fiscal year. Regardless, it is not intended that positions will remain unfilled over the long-term, and as such, this \$2.2 million should be considered one-time savings and be used to pay for one-time expenses, such as one-time payment to the Section 115 Prepaid Pension Trust account.

In addition to the financial analysis of the City's General Fund, the Mid-Year Budget Report provides an opportunity for staff to review current appropriations with upcoming projects and programs. As such, staff is requesting the reclassification of appropriations of \$74,500 for fiscal impact analyses of three geographic areas and \$52,500 for the Gateway Annexation EIR Change of which \$37,500 of which will be reimbursed by the developers of the Beechwood and South Chandler/Olsen specific plan areas. Both the estimated revenues and budgeted expenditures will be adjusted with some of the activity occurring in FY 2018-19 and the remainder in the second year of the two-year budget.

Additionally, the trial period with the National League of Cities has come to conclusion. Renewing the city's membership in the NLC could build on the credibility and influence already developed. This must be balanced against the continued cost, which includes the approximately annual \$2,000 membership fee and the costs of staff and Councilmember time, as well as the costs of travel.

In conclusion, the Biennial Budget Report had projected General Fund reserves at June 30, 2019 to be \$20.2 million.

Water Fund

WATER FUND INCOME STATEMENT

	Budget	Projected	Variance	Projected % Received/ Expended
Revenues				
Charge for Services	\$13,850,000	\$13,543,196	\$ (306,804)	98%
Connection Fees	1,400,000	546,432	(853,568)	39%
Proceeds from Issuance of Debt	4,000,000	4,000,000	-	100%
All Other Revenues	323,000	291,045	(31,955)	90%
Total Revenue	19,573,000	18,380,673	(1,192,327)	94%

Expenditures

Administrative Services	553,500	466,323	(87,177)	84%
Public Works	6,789,268	5,974,836	(814,432)	88%
Capital Projects	13,967,903	10,552,771	(3,415,132)	76%
Cost Allocation Transfers	820,500	870,698	50,198	106%
Total Expenditures	<u>22,131,171</u>	<u>17,864,628</u>	<u>(3,739,697)</u>	<u>81%</u>
Change in Fund Balance	(2,558,171)	516,046	3,074,217	
Actual Reserve Balance – July 1, 2018	<u>6,438,348</u>	<u>6,438,348</u>	<u>-</u>	
Projected Reserve Balance – June 30, 2019	<u>\$ 3,880,177</u>	<u>\$ 6,954,393</u>	<u>\$ 3,074,217</u>	

As presented in the Biennial Budget Report, the Water Fund had estimated its reserve balance at June 30, 2019 to be \$7.8 million. It is now expected to be just under \$7.0 million, a change of approximately \$850,000. As mentioned in the First Quarter Financial Report, there are three main reasons for this variance: connection fee revenues, the Steinbeck litigation and the Emergency Bank Stabilization Project.

Connection fee revenues are very difficult to predict because it is solely dependent on community development and specifically when development connects to water (and sewer, if applicable) services. During the Biennial Budget process, connection fee revenues were estimated to be \$1.4 million, however, only \$273,000 has been received as of December 31, with an end-of-year projection of approximately \$550,000. Connection fee revenues are restricted, in that they can only be utilized to expand current water system infrastructure and are not to be spent on water operations. As such, with the delay in water connection revenue, it could delay some infrastructure-related projects in the future. However, projects anticipated to be completed over the next five years will not be impacted.

The City continues to incur legal costs associated with the Steinbeck litigation and from July 1 to December 31, 2018, the City has expended just under \$1.0 million. With the majority of the case already settled, these services should start to decline. However, even if all legal fees were to stop today, the fund has expended well above what it had anticipated and is a major factor in the overall decline in fund reserves.

Lastly, the Emergency Bank Stabilization project utilized reserves to pay for this unexpected situation. As such, the Thunderbird wellfield was jeopardized due to the deterioration of the Salinas River riverbed. The project is completed at a cost of just over \$770,000. The use of reserves for this project is one of the biggest reasons why the City maintains a reserve balance. Regardless, the total cost of this emergency project was not factored into the Biennial Budget Report and is a contributing factor to the lower than estimated reserve balance.

Wastewater Fund

WASTEWATER FUND INCOME STATEMENT

	Budget	Projected	Variance	Projected % Received/ Expended
Revenues				
Charge for Service	\$ 9,506,000	\$ 9,647,723	\$ 141,723	101%
Connection Fees	1,000,000	242,786	(757,214)	24%
Proceeds from Issuance of Debt	15,041,242	15,041,242	-	100%
All Other Revenues	115,000	66,936	(48,064)	58%
Total Revenue	<u>25,662,242</u>	<u>24,998,687</u>	<u>(663,555)</u>	<u>97%</u>
Expenditures				
Administrative Services	535,000	459,984	(75,016)	86%

Public Works	10,525,890	9,441,347	(1,084,543)	90%
Capital Projects	18,083,213	18,083,213	-	100%
Cost Allocation Transfers	655,000	809,213	154,213	124%
Total Expenditures	<u>29,799,103</u>	<u>28,793,757</u>	<u>(1,005,346)</u>	<u>97%</u>
Change in Fund Balance	(4,136,861)	(3,795,070)	341,791	
Actual Reserve Balance – July 1, 2018	<u>8,442,081</u>	<u>8,442,081</u>	<u>-</u>	
Projected Reserve Balance – June 30, 2019	<u>\$ 4,305,220</u>	<u>\$ 4,647,011</u>	<u>\$ 3,074,217</u>	

The Wastewater Fund is doing slightly better than expected with the projected fund balance at June 30, 2019 increasing by approximately \$340,000 to \$4.6 million. With non-capital expenditure appropriations totaling \$11.1 million, the fund has approximately a 42% reserve balance.

Similar to the Water Fund, the Wastewater Fund budget for connection fee revenue is over-estimated. Through the first six months of the fiscal year, connection fee revenue totaled \$121,393 out of the total \$1.0 million originally estimated. The combination of lower connection fee charges and the lack of development connecting to the system has contributed to the new estimated end of year projection of under \$250,000. As previously stated, connection fee revenues are restricted, in that they can only be utilized to expand current system infrastructure and are not to be spent on wastewater operations. As such, with the delay in wastewater connection revenue, it could delay some infrastructure-related projects in the future. However, projects anticipated to be completed over the next five years will not be impacted.

Capital Projects

The chart below represents the projects that are included in the Capital Improvement Program (CIP) Fund along with project budget, project expenditures-to-date (not necessarily by fiscal year) and the current status of said project. Typically, savings from projects coming in under-budget will remain in the CIP and be applied to another project when appropriate and determined by City Council.

Project	Budget	Expended-to-Date	Estimated Completion	Note
<i>Miscellaneous</i>				
Sherwood Park Restroom	\$ 615,000	\$ 290,636	July 2019	1
Neighborhood Park Rehabilitation	28,945	23,089	June 2019	
BSP Lighting/Irrigation	96,643	99,839	Completed	2
Sherwood Park Rehabilitation	12,537	11,329	June 2019	
City Hall Remodel	45,000	3,750	TBD	3
Wayfinding Signage	120,000	-	TBD	
Uptown Park Shade Structures	105,000	2,064	April 2019	
Centennial Park Patio Umbrellas	11,400	-	TBD	
City Hall Stucco Repairs	65,000	-	TBD	
Municipal Pool Repairs	65,000	-	TBD	
Parking Lot Repairs: 13 th /Spring	280,000	3,578	2021	
911 Data Communication	200,000	-	TBD	4
CYA Boys School	5,200,000	8,218	TBD	5
Urban Apportionment STP	484,688	364,873	Completed	6
<i>Street Projects</i>				
12 th St: Spring to Fresno	3,617,800	2,795,245	Dec. 2019	7
Spring St: 1 st to 15 th	4,754,635	4,061,158	Dec. 2019	8
Creston Rd: River to Rolling Hills	2,095,000	1,466,628	2025	
Sherwood: Creston to Linne	2,350,000	2,380,321	2022	7
Spring St: 24 th to 36 th	3,100,000	20,248	2024	
Vine St: 1 st to 36 th	725,835	603,617	Completed	8

Project	Budget	Expended-to-Date	Estimated Completion	Note
24 th Street Bridge	833,744	371,252	2026	
CDBG Handicap Ramp Improvements	143,378	26,040	2020	
13 th St Pedestrian Improvements	1,427,800	148,455	2022	
Eastside Light Rehabilitation	1,197,551	1,089,444	Completed	8
Dry Creek Rd Improvements	481,660	167,733	2022	
Sierra Bonita ADA Ramp Improvements	113,780	29,855	2022	
Oak Creek Park ADA Ramp Improvements	169,692	-	2023	
Union Rd: along BSP	1,600,000	58,961	2022	
Niblick Rd Signal Synchronization	300,000	-	2022	
Union Rd/Golden Hill Rd Roundabout	1,440,000	1,072	2023	
13 th St & Niblick Rd Bridge Resurfacing	242,000	-	2023	
Niblick Rd Corridor	262,472	-	2022	
Ramada Dr/Vendels Cir Road Repair	-	346,345	Completed	7
8 th St Storm Drain	83,000	-	2022	
South Vine St Bridge	400,000	217,215	2025	
Union Rd/Hwy 46 Interchange	\$ 6,913,228	\$ 1,539,003	2030	
13 th St Bridge Improvements	12,542,735	12,364,325	Dec. 2019	9

Capital Improvement Notes:

1. There was an oversight in that sales tax was not included in the original purchase quote of the Sherwood Park restrooms, because the vendor is located out-of-state. The City is still required to pay sales tax on all purchases regardless if the vendor is from out-of-state. Additional appropriations may be needed depending on the results of the construction proposals anticipated to be received in the first part of April. An update to the project budget will be presented to City Council during consideration of the award of construction.
2. Deficit spending to be covered by operating appropriations.
3. Space planning consultant interviews were conducted the week of March 4, 2019. A proposed contract will be brought to the Council shortly.
4. Staff is currently evaluating the use of some handheld radios from Motorola. Staff anticipates encumbering funds this fiscal year (18-19) for these radios.
5. Project on-hold until State opens sale of property for the general public. Staff is recommending the sale proceeds from the Riverside property of \$1.8 million be transferred to the CIP Fund towards the possible purchase of this property.
6. Although the project is complete and under-budget, it was funded solely with a state grant. As such, no additional funds are available to be returned to reserves.
7. It is estimated that the 12th Street Project will be under-budget by \$812,555. Staff recommends allocating \$50,000 towards the Sherwood Road Project and \$350,00 towards the Ramada Dr/Vendels Circle Road Repair (near Firestone Walker), with the remaining project savings being returned to the CIP fund balance and used towards a future streets project.
8. Project completed or near completion and is under budget. Staff recommendation to return project savings to CIP fund and be used towards a future streets project.
9. Project completed and is under budget. Staff recommendation to return project savings to the Transportation Impact Fee Fund.

Public, Education, and Governmental Fees Fund

The City receives PEG Fees in the amount of approximately \$50,000 to \$60,000 each year towards the broadcasting and producing of government activities. The fund currently has a fund balance of approximately \$200,000. Staff is recommending the use of these revenues for two projects: Paso Talks and the City Council Chamber Audio/Video Project in the amount of \$30,000 and \$50,000, respectively. The Council Chamber Project is currently in conceptual design and will be presented to City Council for award.

Fiscal Impact

There is no fiscal impact to receive and file the report.

There are, however, reclassifications of budget appropriations and one additional appropriation being requested as summarized below.

	<u>Amount</u>
<u>Maintenance Services Division</u>	
Interfund Transfer to Replacement Funds	\$ (27,700)
Community Events	7,000
Travel & Training	5,700
Siemens Annual Contract	15,000
 <u>Planning Division</u>	
Fiscal Impact Analysis	36,500
Gateway Annexation EIR	52,500
Developer Reimbursement	(37,500)
Operating Expense (Professional Services)	(51,500)
 <u>Capital Projects</u>	
12 th St Project	(400,000)
Sherwood Rd Project	50,000
Ramada Dr. Project	350,000
 <u>Transfers to CIP Fund</u>	
Sale of Riverside Property	1,788,585
 <u>PEG Fee Fund</u>	
Civic Engagement	30,000
Audio/Video Equipment	50,000

Recommendation

1. Receive and file the report, providing any appropriate or needed direction; and
2. Provide direction regarding renewal of the City's membership in the National League of Cities; and
3. Approve Resolution No. 19-XXX, amending the budget for Fiscal Year 2018-19 by appropriating \$80,000 from the Public, Education, and Governmental (PEG) Fund.

Attachments

1. General, Water and Wastewater Fund Overviews
2. Department Matrices and Status of Major Goals
3. Resolution No. 19-XXX

CITY OF EL PASO DE ROBLES
MID-YEAR FINANCIAL REPORT
Fund Overview - General Fund
For the Fiscal Year Ending June 30, 2019

	Budget			Actual			% Variance
	Original	Adjustments	Final	As of 12/31/18	Projected	Variance	
REVENUES							
Taxes							
Sales Tax	\$ 15,560,000	\$ -	\$ 15,560,000	\$ 4,392,915	\$ 16,112,449	\$ 552,449	4%
Property Tax	10,374,000	-	10,374,000	3,390,085	10,992,130	618,130	6%
Transient Occupancy Tax	6,615,000	-	6,615,000	2,442,304	6,214,205	(400,795)	-6%
Other Taxes	4,386,200	-	4,386,200	1,796,793	4,614,952	228,752	5%
Total Taxes	36,935,200	-	36,935,200	12,022,097	37,933,736	998,536	3%
Charges for Current Services	2,499,100	-	2,499,100	1,078,181	2,402,042	(97,058)	-4%
Licenses and permits	800,000	-	800,000	210,401	536,120	(263,880)	-33%
Operating Grant Revenue	-	756,523	756,523	27,323	733,860	(22,663)	-3%
Use of Money and Property	340,000	-	340,000	1,811,838	2,126,375	1,786,375	525%
Fines and forfeitures	200,500	-	200,500	53,114	122,904	(77,596)	-39%
Revenues from other government agencies	186,100	-	186,100	49,166	241,946	55,846	30%
Other revenues	115,500	-	115,500	71,943	116,431	931	1%
Interfund transfers	1,681,500	-	1,681,500	939,890	1,879,780	198,280	12%
Total revenues	42,757,900	756,523	43,514,423	16,263,953	46,093,194	2,578,771	6%
EXPENDITURES							
City Council/City Manager's Office							
Personnel services	1,791,700	229,000	2,020,700	817,352	1,985,261	(35,439)	-2%
Operating expenses	507,400	212,667	720,067	202,724	731,752	11,685	2%
Interfund Transfer to Replacement Funds	98,100	-	98,100	52,200	98,100	-	0%
Total City Manager's Office	2,397,200	441,667	2,838,867	1,072,276	2,815,112	(23,755)	-1%
Administrative Services							
Personnel services	1,305,600	175,500	1,481,100	489,656	1,376,783	(104,317)	-7%
Operating expenses	2,334,800	49,700	2,384,500	1,701,360	1,951,956	(432,544)	-18%
Debt service	349,500	-	349,500	174,750	349,500	-	0%
Interfund Transfer to Replacement Funds	6,000	-	6,000	3,000	6,000	-	0%
Total Administrative Services	3,995,900	225,200	4,221,100	2,368,765	3,684,239	(536,861)	-13%
Police							
Personnel services	8,685,900	1,577,705	10,263,605	3,503,324	9,495,876	(767,729)	-7%
Operating expenses	1,254,700	182,400	1,437,100	574,879	1,263,750	(173,351)	-12%
Capital outlay	-	61,481	61,481	24,100	60,100	(1,381)	-2%
Interfund Transfer to Replacement Funds	310,300	-	310,300	309,802	330,752	20,452	7%
Total Police	10,250,900	1,821,586	12,072,486	4,412,105	11,150,477	(922,009)	-8%
Emergency Services							
Personnel services	5,323,300	1,293,382	6,616,682	2,270,087	5,734,239	(882,443)	-13%
Operating expenses	530,000	38,600	568,600	233,957	549,743	(18,858)	-3%
Interfund Transfer to Replacement Funds	352,800	-	352,800	356,776	359,126	6,326	2%
Total Emergency Services	6,206,100	1,331,982	7,538,082	2,860,820	6,643,108	(894,975)	-12%
Public Works							
Personnel services	1,112,600	149,400	1,262,000	505,968	1,244,457	(17,543)	-1%
Operating expenses	1,885,780	-	1,885,780	604,547	1,711,284	(174,496)	-9%
Debt service	138,600	-	138,600	69,299	138,598	(2)	0%
Interfund Transfer to Replacement Funds	150,100	-	150,100	161,888	163,288	13,188	9%
Total Public Works	3,287,080	149,400	3,436,480	1,341,703	3,257,627	(178,853)	-5%
Community Services							
Personnel services	3,367,800	414,050	3,781,850	1,498,927	3,673,395	(108,455)	-3%
Operating expenses	2,936,590	18,288	2,954,878	1,345,456	2,704,290	(250,588)	-8%
Debt service	-	205,500	205,500	102,734	205,468	(32)	0%
Capital outlay	-	18,901	18,901	5,363	18,901	-	0%
Interfund Transfer to Replacement Funds	235,000	13,600	248,600	179,105	213,802	(34,798)	-14%
Total Community Services	6,539,390	670,339	7,209,729	3,131,585	6,815,856	(393,873)	-5%
Community Development							
Personnel services	2,155,800	294,750	2,450,550	809,641	2,148,876	(301,674)	-12%
Operating expenses	1,592,300	27,262	1,619,562	600,262	1,332,444	(287,119)	-18%
Capital outlay	40,000	18,389	58,389	29,887	58,389	-	0%
Interfund Transfer to Replacement Funds	26,100	-	26,100	23,670	25,520	(580)	-2%
Total Community Development	3,814,200	340,401	4,154,601	1,463,459	3,565,229	(589,372)	-14%

Continued

CITY OF EL PASO DE ROBLES
MID-YEAR FINANCIAL REPORT
Fund Overview - General Fund
For the Fiscal Year Ending June 30, 2019

	Budget			Actual		Variance	% Variance
	Original	Adjustments	Final	As of 12/31/18	Projected		
Interfund Transfers/City-wide Contingency							
Transfers to Capital Projects Fund	\$ 6,003,400	\$ 8,957,025	\$ 14,960,425	\$ 12,781,425	\$ 14,960,425	\$ -	0%
Transfers to the Landfill Closure Fund	125,000		125,000	125,000	125,000	-	0%
Transfers to Public Facility Replacement Fund	3,000,000		3,000,000	3,000,000	3,000,000	-	0%
City-wide contingency	250,000		250,000	-	50,000	(200,000)	-80%
Total Interfund Transfers	<u>9,378,400</u>	<u>8,957,025</u>	<u>18,335,425</u>	<u>15,906,425</u>	<u>18,135,425</u>	<u>(200,000)</u>	<u>-1%</u>
Total expenditures	<u>45,869,170</u>	<u>13,937,600</u>	<u>59,806,770</u>	<u>32,557,139</u>	<u>56,067,073</u>	<u>(3,739,697)</u>	<u>-6%</u>
Deficiency of revenues under expenditures	<u>(3,111,270)</u>		<u>(16,292,347)</u>	<u>(16,293,186)</u>	<u>(9,973,879)</u>	<u>6,318,468</u>	
Estimated Reserve Balance - July 1, 2018	23,370,387						
Actual Reserve Balance - July 1, 2018			<u>30,171,868</u>		<u>30,171,868</u>		
Estimated Reserve Balance - June 30, 2019	<u>\$ 20,259,117</u>		<u>\$ 13,879,521</u>		<u>\$ 20,197,989</u>		

Concluded

CITY OF EL PASO DE ROBLES
MID-YEAR FINANCIAL REPORT
Fund Overview - Water Fund
For the Fiscal Year Ending June 30, 2019

	Budget			Actual			
	Original	Adjustments	Final	As of 12/31/18	Projected	Variance	% Variance
REVENUES							
Water Sales	\$ 13,850,000	\$ -	\$ 13,850,000	\$ 7,639,077	\$ 13,543,196	\$ (306,804)	-2%
Water Connection Fees	1,400,000	-	1,400,000	273,216	546,432	(853,568)	-61%
Fines and Penalties	278,000	-	278,000	146,855	261,694	(16,306)	-6%
Service Installation	20,000	-	20,000	4,693	7,791	(12,209)	-61%
Use of Money and Property	25,000	-	25,000	(13,409)	20,006	(4,994)	-20%
Proceeds from Issuance of Debt	4,000,000	-	4,000,000	-	4,000,000	-	0%
Other Revenues	-	-	-	1,553	1,554	1,554	-
Total Revenues	19,573,000	-	19,573,000	8,051,985	18,380,673	(1,192,327)	-6%
EXPENDITURES							
Administrative Services							
Personnel Services	239,500	29,500	269,000	107,781	237,385	(31,615)	-12%
Operating Expenses	259,500	-	259,500	96,735	203,938	(55,562)	-21%
Capital Outlay	25,000	-	25,000	91	25,000	-	0%
Total Administrative Services	524,000	29,500	553,500	204,607	466,323	(87,177)	-16%
Public Works							
Personnel Services	2,302,200	300,100	2,602,300	952,087	2,427,475	(174,825)	-7%
Operating Expenses	3,946,800	67,818	4,014,618	2,173,873	3,375,039	(639,579)	-16%
Debt Service	9,400	-	9,400	668	9,372	(28)	0%
Capital Outlay	-	162,950	162,950	112,956	162,950	-	0%
Total Public Works	6,258,400	530,868	6,789,268	3,239,584	5,974,836	(814,432)	-12%
Capital Projects							
Well Maintenance & Operation	274,000	1,359,592	1,633,592	-	302,800	(1,330,792)	-81%
Annual Pipeline Replacement	1,800,000	254,739	2,054,739	6,423	6,423	(2,048,316)	-100%
Drill New Wells	350,000	1,221,844	1,571,844	-	350,000	(1,221,844)	-78%
Vine St Pipeline	-	147,100	147,100	138,319	147,100	-	0%
24th St to 36th St Pipeline	-	-	-	-	2,500,000	2,500,000	-
Emergency Bank Stabilization	250,000	496,930	746,930	768,636	768,636	21,706	3%
Golden Hill Reservoir Recoating	350,000	-	350,000	-	-	(350,000)	-100%
Water Tank Coating	42,000	-	42,000	-	42,000	-	0%
21st St Reservoir	4,000,000	1,452,680	5,452,680	62,910	5,452,680	-	0%
Dry Creek Road Pipeline	475,000	505,890	980,890	202,431	980,890	-	0%
Dry Creek Road Recycled Pipeline	475,000	513,128	988,128	1,647	2,242	(985,886)	-100%
Total Capital Projects	8,016,000	5,951,903	13,967,903	1,180,366	10,552,771	(3,415,132)	-24%
Cost Allocation Transfers	820,500	-	820,500	870,698	870,698	50,198	6%
Total Expenditures	15,618,900	6,512,271	22,131,171	5,495,255	17,864,627	(4,266,544)	-19%
Revenues over/(under) expenditures	3,954,100	(6,512,271)	(2,558,171)	2,556,731	516,046	3,074,217	
Estimated Reserve Balance - July 1, 2018	3,853,201						
Actual Reserve Balance - July 1, 2018			6,438,348		6,438,348		
Estimated Reserve Balance - June 30, 2019	7,807,301		3,880,177		6,954,393		

CITY OF EL PASO DE ROBLES
MID-YEAR FINANCIAL REPORT
Fund Overview - Sewer Fund
For the Fiscal Year Ending June 30, 2019

	Budget			Actual			
	Original	Adjustments	Final	As of 12/31/18	Projected	Variance	% Variance
REVENUES							
Charges for Services	\$ 9,506,000	\$ -	\$ 9,506,000	\$ 5,168,217	\$ 9,647,723	\$ 141,723	1%
Sewer Connection Fees	1,000,000	-	1,000,000	121,393	242,786	(757,214)	-76%
Fines and Penalties	35,000	-	35,000	19,357	35,794	794	2%
Use of Money and Property	75,000	-	75,000	(18,998)	29,900	(45,100)	-60%
Proceeds from Issuance of Debt	-	15,041,242	15,041,242	4,491,451	15,041,242	-	0%
Other Revenues	5,000	-	5,000	621	1,242	(3,758)	100%
Total Revenues	<u>10,621,000</u>	<u>15,041,242</u>	<u>25,662,242</u>	<u>9,782,041</u>	<u>24,998,687</u>	<u>(663,555)</u>	<u>-3%</u>
EXPENDITURES							
Administrative Services							
Personnel Services	239,500	29,400	268,900	107,755	249,256	(19,644)	-7%
Operating Expenses	251,100	-	251,100	96,444	185,728	(65,373)	-26%
Capital Outlay	15,000	-	15,000	-	25,000	10,000	67%
Total Administrative Services	<u>505,600</u>	<u>29,400</u>	<u>535,000</u>	<u>204,199</u>	<u>459,984</u>	<u>(75,016)</u>	<u>-14%</u>
Public Works							
Personnel Services	3,404,800	436,800	3,841,600	1,234,631	3,280,182	(561,418)	-15%
Operating Expenses	2,523,300	339,065	2,862,365	815,295	2,255,539	(606,826)	-21%
Debt Service	3,190,425	-	3,190,425	2,814,002	3,190,360	(65)	0%
Capital Outlay	58,500	573,000	631,500	549,379	715,266	83,766	13%
Total Public Works	<u>9,177,025</u>	<u>1,348,865</u>	<u>10,525,890</u>	<u>5,413,306</u>	<u>9,441,347</u>	<u>(1,084,543)</u>	<u>-10%</u>
Capital Projects							
Rehabilitate and/or Replace Sewer Lines	869,000	-	869,000	285,796	869,000	-	0%
Lift Station Upgrades	87,000	175,338	262,338	84,099	262,338	-	0%
Airport Sewer Extension	-	4,000,000	4,000,000	252,819	4,000,000	-	0%
Tertiary Treatment Facilities	-	10,073,741	10,073,741	3,573,436	10,073,741	-	0%
Recycled Water Distribution	-	2,008,134	2,008,134	291,597	2,008,134	-	0%
Sewer Master Plan	150,000	-	150,000	39,437	150,000	-	0%
32nd St Sewer Relief	338,000	-	338,000	-	338,000	-	0%
Almendra Sewer Rehabilitation	382,000	-	382,000	213,678	382,000	-	0%
Total Capital Projects	<u>1,826,000</u>	<u>16,257,213</u>	<u>18,083,213</u>	<u>4,740,860</u>	<u>18,083,213</u>	<u>-</u>	<u>0%</u>
Cost Allocation Transfers	655,000	-	655,000	809,213	809,213	154,213	24%
Total Expenditures	<u>12,163,625</u>	<u>17,635,478</u>	<u>29,799,103</u>	<u>11,167,579</u>	<u>28,793,757</u>	<u>(1,005,346)</u>	<u>-3%</u>
Revenues over/(under) expenditures	<u>(1,542,625)</u>	<u>(2,594,236)</u>	<u>(4,136,861)</u>	<u>(1,385,538)</u>	<u>(3,795,070)</u>	<u>341,791</u>	
Estimated Reserve Balance - July 1, 2018	7,225,525						
Actual Reserve Balance - July 1, 2018			8,442,081		8,442,081		
Estimated Reserve Balance - June 30, 2019	<u>5,682,900</u>		<u>4,305,220</u>		<u>4,647,011</u>		

CITY OF EL PASO DE ROBLES
MID-YEAR FINANCIAL REPORT
 Department Matrices and Status of Major Goals

City Manager's Office

PERFORMANCE/ WORKLOAD MEASURES	FY 2016-17 ACTUAL	FY 2017-18 ACTUAL	FY 2018-19 QUARTER 1	FY 2018-19 QUARTER 2	FY 2018-19 ESTIMATED
Public Records Requests	106	135	48	39	180
City Council Meetings	34	36	6	8	36
Community Engagement Events	-	12	14	4	30
Desktop Computer Replacements	52	24	2	1	56
Network Servers	4	1	-	1	2
MDC's & Laptops	20	2	1	1	2

DEPARTMENT GOALS	STATUS	ESTIMATED DATE OF COMPLETION
<u>Administration</u>		
Establish standards for and further sustain organization excellence	In progress	Ongoing
Maintain and improve interagency relations	In progress	Ongoing
Pursue additional economic development initiatives	In progress	Ongoing
Continue to attract and develop individuals to assume community leadership roles	In progress	Ongoing
Lead transition to by-district elections	CC action March 2019	Apr-19
Develop a plan for transitioning to an alternative electoral system	In progress	Summer 2019
Establish a downtown parking program and recommend policy improvements	In progress	Jun-19
Establish a business success center and co-working space	CC action Spring 2019	Fall 2019
Identify and develop telecommuting community	Planning 2019 Spring Event	Summer 2019
Develop resources for entrepreneurs and rural sourcing	Planning 2019 Spring Event	Ongoing
<u>Civic Engagement</u>		
Establish new community outreach effort (Paso Talks)	Completed 2018	Planning 2019
Establish community outreach events throughout Paso Robles	In progress	Ongoing
Develop a community engagement component process for projects and policy initiatives	Established 2018	Ongoing
Update staff report format to provide community engagement information	Completed	
Support by-district transition through outreach to community groups	In progress	Spring 2019
<u>City Clerk</u>		
Conduct 2018 General Election	Completed	
Continue to meet public record retention and noticing requirements to ensure transparency	In progress	Ongoing
Support effort to replace file management system	In progress	Summer 2019
Support effort to transition to by-district elections	In progress	Apr-19
Create file inventory of City Manager's Office documents and employ scanning services for document retention and public transparency	Established Oct. 2018	Ongoing
<u>Information Technology</u>		
Replace City website and implement Citizen Request Tracker	Completed	Fall 2018
New IT strategic Plan and risk assessment (Cyber Security)	Reviewing Draft	Spring 2019
Wastewater Collections SCADA communications replacement	80% completed	Summer 2019
Upgrade Fiber Optic connectivity by partnering with SLO County	Draft MOU	Spring 2019
Utility Billing software replacement	CC approval 03/05	Summer 2019
Maintain and support user systems	In progress	Ongoing
Transition to Office 365	CC approval 03/05	Summer 2019

CITY OF EL PASO DE ROBLES
MID-YEAR FINANCIAL REPORT
 Department Matrices and Status of Major Goals

Administrative Services Department

PERFORMANCE/ WORKLOAD MEASURES	FY 2016-17 ACTUAL	FY 2017-18 ACTUAL	FY 2018-19 QUARTER 1	FY 2018-19 QUARTER 2	FY 2018-19 ESTIMATED
Pension Section 115 Prefunding	\$2,500,000	\$484,900	\$0	\$2,000,000	\$2,849,000
Number of New Business Licenses	750	800	253	167	815
Number of Short Term Rentals	210	269	277	298	300
Amount of TOT collected on Short Term Rentals	\$365,731	\$484,000	\$169,790	\$147,933	\$531,000
Average Number of Utility Accounts Billed Monthly	10,568	10,599	10,593	10,601	10,599
Percentage of Accounts Billed (from previous month) Paid Late	7.90%	8.64%	8.27%	8.72%	8.60%
Percentage of Accounts Billed (from previous month) that are Shut Off	0.09%	0.17%	0.10%	0.14%	0.20%
Number of Training and Development Hours	3,099	2,295	485	925	3,100
Number of Vacancies Filled	50	61	11	18	70
Cost of Work Comp Claims Per \$100 of Payroll Compared to Pool					
Paso Robles	\$2.08	\$2.54	\$2.07	\$2.11	\$2.54
Pool	\$3.12	\$3.22	\$2.85	\$2.89	\$3.22
Cost of General Liability Claims Per \$100 of Payroll Compared to Pool					
Paso Robles	\$2.14	\$3.08	\$3.21	\$2.30	\$3.08
Pool	\$2.71	\$3.45	\$3.14	\$3.21	\$3.45

DEPARTMENT GOALS	STATUS	ESTIMATED DATE OF COMPLETION
Implementation of new Utility Billing software	Contract approved by CC 3/5/19	December 2019
Implementation of transparency software, allowing full view of City finances	Begin in January 2020	June 2020
Implementation of Munis – Human Resources Information System	-	June 2020
Purchasing Policy	In Progress	April 2019
Cash Handling/Payment Card Industry Compliance Policy	In Progress	April 2019
Fixed Asset Policy	In Progress	April 2019
Fiscal Policy	-	October 2019
Personnel Rules and Regulations	-	December 2019
Performance Evaluations	-	December 2019
Safety Programs	-	June 2020
Employee Onboarding Programs	-	June 2020
Develop Employee Recognition Program	-	June 2020
Succession Planning Program	In Progress	On-going

CITY OF EL PASO DE ROBLES
MID-YEAR FINANCIAL REPORT
 Department Matrices and Status of Major Goals

Police Department

PERFORMANCE/ WORKLOAD MEASURES	FY 2016-17 ACTUAL	FY 2017-18 ACTUAL	FY 2018-19 QUARTER 1	FY 2018-19 QUARTER 2	FY 2018-19 ESTIMATED
UCR Violent Crimes	37	317	72	74	37
UCR Property Crimes	927	867	229	192	927
Driving Under the Influence	148	155	31	49	148
Traffic Collisions	477	524	147	158	477
Traffic Citations	4,220	3,329	560	667	4,220
911 Calls Received	11,811	12,153	3,487	3,100	11,811
Business Calls Received	61,721	59,443	15,861	15,108	62,500

DEPARTMENT GOALS	STATUS	ESTIMATED DATE OF COMPLETION
Develop and implement a strategic plan		End of March 2019
Hold a team building workshop for Department management	Complete	
Improve community engagement through a social media presence	On-going	
Partner with the School District to establish a School Resource Officer	Complete	
Join the San Luis Obispo County Incident Management Team	Complete	
Enhance our fixed camera surveillance system	Complete	
Adopt smart phone technology for Patrol personnel		June of 2019
Enhance emergency preparedness through joint Emergency Operations Center drills with Emergency Services	On-going	
Research and implement a downtown parking program	In-progress	
Preserve sworn officer staffing levels and stabilize service delivery through police officer recruitments	On-going	
Update our In-Car Audio/Video equipment and implement Body Worn Cameras for patrol officers.	In-progress	
Replace our aging radio infrastructure		2020/2021
Replace our CAD/RMS software systems		2020
Explore options to replace the Department's shooting range		2020
Evaluate feasibility of regionalizing dispatch operations	In-progress	2020
Enhance crime analysis capabilities by evaluating feasibility of adding a crime analyst	Complete	
Enhance regional emergency preparedness by conducting joint critical incident training exercises	On-going	
Provide procedural justice training to all Departmental staff		March of 2019
Provide Active Shooter response training to City staff		By the end of 2019

CITY OF EL PASO DE ROBLES
MID-YEAR FINANCIAL REPORT
 Department Matrices and Status of Major Goals

Emergency Services Department

PERFORMANCE/ WORKLOAD MEASURES	FY 2016-17 ACTUAL	FY 2017-18 ACTUAL	FY 2018-19 QUARTER 1	FY 2018-19 QUARTER 2	FY 2018-19 ESTIMATED
Fire	153	133	33	23	143
Emergency Medical Services	2,394	2,368	622	603	2,812
Hazardous Condition	89	87	23	34	98
Service Call	1,060	1,267	314	303	1,437
Plan Check	92	128	18	44	185
Title 19 Sprinkler Inspections	4	66	4	11	114
Licensed Day Care	10	10	5	6	8
Business Inspections	324	722	116	86	696
Violations Issued	253	880	42	35	391
Public Education	135	66	12	13	126
Construction Inspections	U/A	U/A	U/A	37	70
Enforcement Actions	U/A	U/A	U/A	23	50

DEPARTMENT GOALS	STATUS	ESTIMATED DATE OF COMPLETION
Recruit for the remaining Battalion Chief position to complete the enhanced staffing level and provide overhead supervision 24/7	In progress	12/1/2019
Recruit for the Fire Marshal position to maximize Fire Prevention efforts	Complete	12/12/2018
Implement field-level EMS report writing compliant with the Affordable Healthcare Act	Complete	2/1/2019
Conduct EOC training for all Incident Command System (ICS) sections	In progress	3/13/2019
Identify location and funding for Fire Station #3	In progress	6/1/2019
Implement a two-person Rapid Response Vehicle to remove service level deficits related to concurrent calls for service	In progress	4/1/2019
Improve and increase professional development through updated training, succession and mentoring plan	In progress	12/1/2019
Develop a Strategic Plan and Standards of Cover Study including Mission/Vision planning	In progress	6/1/2020
Seek regional opportunities to expand fire department operations and training	In progress	
Enhance community emergency preparedness	In progress	
Replace current thermal imaging cameras and structure fire personnel protective equipment	In progress	8/1/2019
Update City of Paso Robles Local Hazard Mitigation Plan	In progress	12/1/2020
Update EOC Annexes and Emergency Plan	In progress	12/1/2020
Create City All Hazard Evacuation Plan	In progress	6/1/2019
Implement Riverbed Hazardous Fuel Reduction Program	In progress	9/1/2019
Create Hazardous Fuel Reduction (fuel breaks) in Fern Canyon	In progress	9/1/2019

CITY OF EL PASO DE ROBLES
MID-YEAR FINANCIAL REPORT
 Department Matrices and Status of Major Goals

Public Works Department

PERFORMANCE/ WORKLOAD MEASURES	FY 2016-17 ACTUAL	FY 2017-18 ACTUAL	FY 2018-19 QUARTER 1	FY 2018-19 QUARTER 2	FY 2018-19 ESTIMATED
Airport Special Events	6	13	1	3	10
Street-related Work Orders	604	411	60	62	650
Water-related Work Orders	5,088	3,352	1,025	1,234	4,800
Water Conservation Rebates	248	71	23	15	150
Fleet Vehicles Repaired/Service	1,856	566	699	568	2,000
Sewage Spills per 100 Lane Miles	0.70	-	-	-	0.00

DEPARTMENT GOALS	STATUS	ESTIMATED DATE OF COMPLETION
Complete design for the 24th Street Bridge	Environmental permitting underway	2021
Road construction on Spring Street from 24th Street to 36th Street including the upgrade of water and sewer mains	Water and sewer main upgrades out to bid	Mid 2020
Complete road construction on Sherwood Road	Done	Done
Complete construction of the 21st Street Reservoir	Bids Received	Fall 2020
Design and construct the Golden Hill Road at Union Road roundabout	Design underway	Dependent on funding
Complete the design of Vine Street extension and Theater Drive Bridge	Underway	Dependent on funding
Secure and hold an AOPA Fly-in event	Application Prepared	2021
Prepare a Citywide Watershed Plan	Underway	Early 2020
Complete construction and commission of Tertiary Treatment Plant	Testing phase	Mar-19
Complete construction of Recycled Water Distribution System and commence sale and delivery of recycled water	Design, permitting, & financing underway	Dec-20
Update Wastewater Collection Master Plan	Underway	Summer 2019
Construct Airport Road and Dry Creek water and sewer pipelines	Underway	Summer 2020
Complete 13th Street from Pine Street to Park Street Pedestrian Enhancements	Underway	Late 2019
Design and construct Creston Road and Union Road street improvements	Design underway	2021
Secure grant and construct cemetery area drainage basin and roadway reconfiguration	Underway	Mid 2019
Synchronize traffic signals on Niblick Road	Underway	Fall 2019
Complete Steinbeck et al Court Case	Three phases left	Late 2019
Conduct a Sewer Rate study	For FY 2019-20	Late 2020
Complete and submit the SGMA Groundwater Sustainability Plan	8 of 13 Chapters written	Late 2019
Resurface 13th Street Bridge Deck and Niblick Road Bridge Deck	Waiting for Fed Funds	2022/23

CITY OF EL PASO DE ROBLES
MID-YEAR FINANCIAL REPORT
 Department Matrices and Status of Major Goals

Community Services Department

PERFORMANCE/ WORKLOAD MEASURES	FY 2016-17 ACTUAL	FY 2017-18 ACTUAL	FY 2018-19 QUARTER 1	FY 2018-19 QUARTER 2	FY 2018-19 ESTIMATED
<u>Library</u>					
Library Cardholders	14,609	16,315	17,625	18,078	18,109
Library Visits	165,480	158,174	41,447	37,099	162,919
Items Circulated	286,735	282,148	78,794	72,110	284,969
Library Programs	412	420	121	114	425
Attendance at Programs	10,775	10,780	2,605	2,003	10,790
Public Internet Computer Sessions	43,890	37,709	9,528	8,614	38,000
Volunteer FTE	6.9	7	7	7	7
<u>Recreation</u>					
Program Hours Reserved	5,532	5,900	2,648	2,287	6,300
Program Attendance	10,889	11,150	7,317	6,781	11,715
Program Revenue	\$89,903	\$91,450	\$67,459	\$31,374	\$93,950
Facility Hours Reserved	17,568	20,050	4,123	4,268	22,550
Facility Attendance	256,437	260,500	43,536	40,097	265,500
Facility Rent & Lease Revenue	\$111,368	\$138,000	\$31,398	\$23,226	\$142,000
Community Events Attendance	26,928	27,300	14,250	2,152	28,500
<u>Park and Facility Maintenance</u>					
Maintenance Work Orders	1,102	1,285	273	219	1,385
City Trees Trimmed	760	750	903	350	800
City Trees Planted	141	65	29	18	65

DEPARTMENT GOALS	STATUS	ESTIMATED DATE OF COMPLETION
<u>Library</u>		
Work with City staff, key stakeholders and the community to implement the City Council approved Facilities Master Plan	Design firm to be hired to complete City Hall Facilities Master Plan that will take into consideration Library Facility Master Plan.	TBD
Increase access to reading material for children by introducing circulation at the Library Study Center	Circulation technology is now available; next step: staff reclassification to oversee added service at the facility.	Fall 2019
Respond to community demand by devoting a greater percentage of the budget on best-selling reading material and DVD's	\$15,000 grant received from Paso Robles Library Foundation for these library materials.	Ongoing
Streamline and improve processing of materials to expedite shelf ready time frame	Pursuing outsourcing of materials processing for greater efficiency.	Summer 2019
Enhance user experience by replacing current self-checkout system with RFID self-checks in the Circulation area and Children's area to facilitate patron checkout	Completed	Completed
Introduce self-service printing and scanning to increase patron privacy and streamline overall printing services	Printing-Completed Scanning to be re-evaluated	Completed
Increase opportunities for collaboration and learning at the Study Center through use of updated and flexible furnishings	Furniture has been replaced. Looking at replacing shelving now.	Fall 2019

CITY OF EL PASO DE ROBLES
MID-YEAR FINANCIAL REPORT

Department Matrices and Status of Major Goals

DEPARTMENT GOALS	STATUS	ESTIMATED DATE OF COMPLETION
<u>Recreation</u>		
Achieve higher cost recovery through fee adjustments, and expansion of class offerings and activities at Centennial Park	Increased number of classes and recreation activities; increased revenue.	Ongoing
Complete a Parks, Recreation and Event Strategic Plan	Facility and program inventory underway. Staff interviews to be completed in April 2019.	December-19
Revitalize and redefine the Senior Advisory Committee to expand its vision for high quality programs and services for the senior community	11/2018 -- Completed goal-setting workshop. FY18/19 -- Senior Program Participation increased. 1/2019 -- Created a North County Senior Resource Guide.	Completed
<u>Park and Facility Maintenance</u>		
Complete Sherwood Park area master plan and restroom replacement	Master Plan adopted 2/19/19. Restroom in progress.	June 2019
Institute a comprehensive facility preventative maintenance program	Instituted an Excel-based preventative maintenance program. Awaiting demo on City-compatible preventative maintenance software	April 2019
Remodel City Council Chamber to meet both regulatory and aesthetic needs	On hold per City Manager	Unknown
Replace the playground equipment at the Barney Schwartz Park upper play area	SSA Landscape Architects retained for playground design. In progress.	Summer 2019
Continue Larry Moore Park ballfield development	On hold pending funding	Unknown

CITY OF EL PASO DE ROBLES
MID-YEAR FINANCIAL REPORT
 Department Matrices and Status of Major Goals

Community Development Department

PERFORMANCE/ WORKLOAD MEASURES	FY 2016-17 ACTUAL	FY 2017-18 ACTUAL	FY 2018-19 QUARTER 1	FY 2018-19 QUARTER 2	FY 2018-19 ESTIMATED
Specific Plans/Annexations	1	3	3	3	3
Conditional Use Permits	14	15	2	2	15
General Plan Amendment/Zone Changes	7	7	2	3	7
Subdivision Map Act Entitlements Tracts, Parcel Map, Lot-line Adjustment	15	15	2	1	15
Total Planning Entitlements Applications	151	150	40	30	150
Planning Commission/Public Meetings	90	100	19	16	100
Building Permits Issued	811	1000	271	276	1,100
Building Inspections	3,600	3,800	813	1,027	4,000
Single-family Residential Units	21	50	5	3	100
Multi-family Residential Units	223	150	12	77	100
Commercial/Industrial square footage	105,000	200,000	192,596	30,937	200,000

DEPARTMENT GOALS	STATUS	ESTIMATED DATE OF COMPLETION
River Oaks II construction	In process	Working with applicant on final map financing issues
Erskine/Wisteria Road Business Park construction	In process	Applicant currently working on final map/ tract improvement plans and financing issues
Additional hotel and lodging project approvals	No new hotel/lodging projects currently in Planning process	As needed
600 additional hotel rooms to be constructed	Oxford Suites under construction; Building permits for various other hotels in plan check process	Oxford Suites estimated to be completed in Spring 2019
Beechwood Specific Plan approval	In process	Fall 2019
Olsen Ranch Specific Plan approval	In process	Fall 2019
South Chandler Ranch Specific Plan approval	Olsen Ranch/South Chandler have since been combined EIR in process	Fall 2019
Bike/Pedestrian Plan approval	Complete	None: action is completed
Continued Uptown/Town Center Specific Plan implementation	Ongoing	Ongoing
Oak Park Housing Project Phase IV	Phase IV under construction	Fall 2019
Uptown Center Mixed Use Project Phase II	Pending submittal of building permits	N/A
Housing Constraints and opportunities Committee process	Met 4 times in 2018; HCOC to meet next on Housing Element Update process	Ongoing action
Continued improvement of Building Division plan check process	Ongoing; Expedited plan check is available when requested at an additional fee	Ongoing action
Continued improvement of customer service	Ongoing	Ongoing action

RESOLUTION NO. 19-XXX

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PASO ROBLES
AMENDING THE BUDGET FOR FISCAL YEAR 2018-19

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 adopted a biannual budget for Fiscal Years 2018-19 and 2019-20 on June 20, 2018; and

WHEREAS, that budget contained all projected revenues, appropriations, and transfers, as well as the number and classification of all approved positions, to be implemented by the City Manager; and

WHEREAS, budgets are plans, and plans change as new information comes to light and as the environment in which the City operates changes; and

WHEREAS, it is necessary for the City Council to formally approve any additional appropriations.

NOW THEREFORE BE IT RESOLVED, by the City Council of the City of El Paso de Robles does hereby receive and file the mid-year budget report and amend the FY 2018-19 Operating and Capital Improvement Budget by appropriating \$80,000 from the Public, Education, and Governmental (PEG) Fund.

APPROVED by the City Council of the City of Paso Robles this 19th day of March 2019 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST:

Steven W. Martin, Mayor

Kristen L. Buxkemper, Deputy City Clerk