



Agenda Report

From: Ryan Cornell, Interim Director of Administrative Services
Subject: Quarterly Budget Report and Adjustments – 2nd Quarter Fiscal Year 2019-20
Date: February 20, 2020

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 projected financial position based on actual transactions incurred for the first half of Fiscal Year (FY) 2019-20 ending December 31, 2019.
3. The City Council adopted the two-year budget for FY 2018-19 and 2019-20 in [June 2018](#). An update to the originally adopted budget for FY 2019-20 was adopted in [June 2019](#).
4. On [November 19, 2019](#), the City Council was presented with the first Quarterly Budget Report.
5. On [January 25, 2020](#), the City Council held a Budget Planning Session to more broadly consider the City's fiscal sustainability and future planning.
6. In addition to providing the financial condition for the City's General, Water, Sewer and Downtown Parking Funds, this report also provides a fiscal-year-to-date progress update on department metrics.

Analysis and Conclusions

The Mid-Year Financial Report provides an opportunity to examine the financial status of the City for the first half of FY 2019-20. As with previous Quarterly Financial Reports, the focus of this report is on the General, Water, and Sewer Funds as well as the newly established Downtown Parking and Capital Improvement Program (CIP) Funds. Because the City is over six months into the new fiscal year, it is prudent to examine the projections and assumptions used during the budget process and to ensure they are still accurate. Based on actual General Fund revenues received to-date, the current estimate is that the City will receive 101.4% of the original estimated revenues.

Previously Approved City Council Items

In order to lessen the administrative burden of producing and retaining City Council resolutions for all budget adjustments made throughout the year, in some instances the City Council provides authorization to move forward on service level increases with the intention of officially amending the budget during these quarterly budget reports. This allows multiple budget adjustments to be compiled into one resolution.

There is currently only one necessary adjustment: an update to the CIP Fund to reflect the changes made to the 6-Year Streets Maintenance and Repair Plan, as approved by the City Council on [February 4, 2020](#). It should be noted that the Dry Creek Road Project will begin in FY 2020-21 even though it was initially programmed in FY 2019-20. As such, the budget will be reduced in FY 2019-20 (this adjustment) with the anticipation of it being budgeted in FY 2020-21 (when the project is to be constructed).

Project	Current Budget	Revised per 6-Year Plan	Adjustment Needed
C0059- Creston Rd	\$ 4,000,000	\$ 4,000,000	\$ -
C0110- Dry Creek Rd	5,700,000	-	(5,700,000)
C0119- Union Rd by BSP	1,600,000	1,600,000	-
C0138- 13 th /Niblick Bridge Deck	28,000	160,000	132,000
C0143- West Side Streets	110,000	300,000	190,000
Total	<u>\$11,438,000</u>	<u>\$ 6,060,000</u>	<u>\$(5,378,000)</u>

General Fund

INCOME STATEMENT

	Budget	Projected	Variance	Projected % Received/Expended
Total General Fund Revenues	<u>\$45,211,039</u>	<u>\$45,835,093</u>	<u>\$ 624,054</u>	101%
Total General Fund Expenditures	<u>49,984,111</u>	<u>46,962,884</u>	<u>(3,021,227)</u>	94%
Change in Fund Balance	<u>(4,773,072)</u>	<u>(1,127,790)</u>	<u>3,645,282</u>	
Actual Reserve Balance – July 1, 2019	<u>19,774,647</u>	<u>19,774,647</u>	<u>-</u>	
Projected Reserve Balance – June 30, 2020	<u>\$15,001,575</u>	<u>\$18,646,857</u>	<u>\$ 3,645,282</u>	

General Fund revenues and expenditures are in line with the budgeted assumptions and estimates used during the budget process. Revenues are coming in 1% over originally estimated amounts, an increase of just over \$600,000. General Fund expenditures are also coming in under budget year-to-date; at this point staff estimates spending approximately 94% of budgeted appropriations by the end of the fiscal year. Similar to previous fiscal years, a large portion of the budget savings comes from vacancies, reflecting budgeted positions that are unfilled for a period of time during the fiscal year, due to turnover. Of the \$3.1 million expenditure savings, \$1.7 million is projected to come from salary savings.

However, the City’s General Fund financial position has changed significantly since the 1st Quarter Financial Report, due to the purchase of property at 2955 Union Road for \$2.43 million, which the City Council approved on [January 7, 2020](#). Year-end reserves are anticipated to decrease by \$1.9 million to \$18.6 million at June 30, 2020. As a result, the current estimated General Fund reserve balance at June 30, 2020, would be approximately 41% of General Fund revenues.

Water Fund

INCOME STATEMENT

	Budget	Projected	Variance	Projected % Received/Expended
Total Water Fund Revenues	<u>\$15,213,000</u>	<u>\$14,593,828</u>	<u>\$ (619,172)</u>	96%
Total Water Fund Expenditures	<u>28,145,357</u>	<u>26,346,301</u>	<u>(1,799,056)</u>	94%
Change in Fund Balance	<u>(12,932,357)</u>	<u>(11,752,472)</u>	<u>1,179,885</u>	
Actual Reserve Balance – July 1, 2019	<u>15,745,532</u>	<u>15,745,532</u>	<u>-</u>	
Projected Reserve Balance – June 30, 2020	<u>\$ 2,813,175</u>	<u>\$ 3,993,060</u>	<u>\$ 1,179,885</u>	

The Water Fund is in better financial position than what was reported in the Quarter 1 Financial Report despite lower-than-estimated water revenues. The underestimation is likely due to a timing issue caused by the implementation of the new utility billing system as well as some level of reduced water consumption by City customers. Projected end-of-year revenues will be better estimated at the 3rd Quarter Financial Report.

Expenditures are projected to be under budget at 94% of appropriations. Projected expenditures have decreased by an additional \$310,000 since the first Quarter Financial Report mainly from to the reduction in water treatment necessary since the Nacimiento water line has been broken. Overall, the estimated reserve balance at June 30, 2020 is just under \$4.0 million and is approximately \$1.2 million better than initially anticipated at the beginning of the fiscal year.

Wastewater Fund

INCOME STATEMENT

	Budget	Projected	Variance	Projected % Received/ Expended
Total Sewer Fund Revenues	\$31,673,531	\$31,766,194	\$ 92,663	100%
Total Sewer Fund Expenditures	37,649,171	36,705,711	(894,690)	98%
Change in Fund Balance	(5,975,640)	(4,939,517)	1,036,123	
Actual Reserve Balance – July 1, 2018	7,558,299	7,558,299	-	
Projected Reserve Balance – June 30, 2019	<u>\$ 1,582,659</u>	<u>\$ 2,618,782</u>	<u>\$ 1,036,123</u>	

The Sewer Fund is tracking close to budget, with revenues projected to be over original estimates by just under \$100,000, and expenditures tracking at approximately 98% of approved budget. As a result, the financial position of the sewer fund is better than anticipated at budget adoption, and ending reserves at June 30, 2020 are projected to be \$2.6 million.

Downtown Parking Fund

INCOME STATEMENT

	Budget	Actual as of 12/31/19
<u>Revenues</u>		
Permit Revenues	\$ 10,000	\$ 5,395
Parking Revenues	80,000	15,096
Parking Fines	30,000	116
Total Revenue	<u>120,000</u>	<u>20,607</u>
<u>Expenditures</u>		
Salary & Benefits	114,500	20,203
Operating Expenses	138,000	66,215
Capital Outlay	410,500	394,374
Total Expenditures	<u>663,000</u>	<u>480,792</u>

The new Downtown Parking program began on August 14th, 2019; because the program is in its infancy, end-of-year projections have not been made. This is because neither full enforcement nor full compliance with the program have been established yet. The Parking Fund’s beginning fund balance was \$88,648 and is intended to utilize an inter-fund loan with the General Fund to cover the start-up costs as approved by City Council on [October 1, 2019](#).

As shown above, only \$116 has been collected from parking fines, since initial compliance efforts focused on warnings, not citations. It should also be noted that there are one-time expenditures shown above; specifically approximately \$400,000 in capital costs, which includes the parking kiosks, parking signs, and vehicle and license plate readers, as well as approximately \$100,000 in operating costs related to the consultant services needed to assist the City with the implementation of the program. As such, it is anticipated that revenues will increase and expenditures will decrease over time.

Capital Projects

The chart below represents the projects that are included in the CIP Fund along with project budget and project expenditures-to-date (not necessarily by fiscal year). Project status and estimated completion dates are regularly presented to City Council on a monthly basis. Typically, savings from projects coming in under budget will remain in the CIP and be applied to another project when appropriate, and as determined by the City Council.

Project	Budget	Expended-to-Date	Project Status
<i>Miscellaneous</i>			
Sherwood Park Restroom	633,100	628,404	
City Hall Remodel	164,670	3,750	Space planning consultant contract approved
Wayfinding Signage	168,335	3,554	Awarded the contract for construction
Uptown Park Shade Structures	114,828	67,262	
Centennial Park Patio Umbrellas	11,400	-	
City Hall Stucco Repairs	65,000	-	
Municipal Pool Repairs	65,000	13,920	
Parking Lot Repairs: 13 th /Spring	280,000	135,558	Completed
911 Data Communication	700,000	322,801	Preliminary planning started. Additional appropriations for construction anticipated in FY 20-21
CYA Boys School	3,088,585	8,218	Project on hold until State determination is made
Melody Basin Rehabilitation	100,000	-	
BSP Upper Playground	350,585	132,585	
Fiber Optic Network	500,000	-	
Emergency Warming Shelter	110,000	155,705	
Warming Shelter Pathway	-	4,989	
<i>Street Projects</i>			
Creston Rd: River to Rolling Hills	6,095,000	1,784,363	Applying for grant
Sherwood: Creston to Linne	2,400,000	2,390,310	Completed
Spring St: 24 th to 36 th	3,100,000	130,107	Pipeline work completed, paving summer 2020
24 th Street Bridge	833,744	435,677	In design
13 th St Pedestrian Improvements	1,427,800	1,300,529	Substantially complete
Dry Creek Rd Improvements	1,281,661	300,640	Pipeline complete, Phase I paving 2020, Phase II paving 2021 – environmental review now
Union Rd: along BSP	2,000,000	431,702	Under construction
Niblick Rd Signal Synchronization	300,000	-	In progress
Union Rd/Golden Hill Rd Roundabout	1,440,000	112,100	In final design
13 th St & Niblick Rd Bridge Resurfacing	374,000	-	Waiting for grant allocation
Niblick Rd Corridor	262,472	78,166	
West Side Street Repairs	742,000	85,751	Designed, bid ready, construction 2020
Buena Vista Culvert Repair	45,000	43,075	Completed
19 th /Oak Drainage Improvements	310,000	3,839	In progress
Buena Vista Pedestrian Improvements	266,700	7,855	In progress
Huer Huero Creek Bridge/Roundabout	1,600,000	653	Environmental
Paso Robles St/101 Off-Ramp Round.	450,000	-	Discussion with SLOCOG
South Vine St Bridge	700,000	232,478	Design & permits
Jardine Road Improvements	500,000	-	Working with County
Union Rd/Hwy 46 Interchange	6,913,227	2,014,495	Environmental

Fiscal Impact

There is one budget adjustment that will reduce budget appropriations by \$5,378,000 in the Capital Improvement Program Fund to reflect the changes made to the 6-Year Street Maintenance and Repair Plan. It is intended that this amount will be reallocated in FY 2020-21.

Recommendation

1. Receive and file the second quarter budget report, providing any direction or requests for future reports, to ensure that they meet Council needs.
2. Approve Resolution 20-XXX, amending the budget for Fiscal Year 2019-20, to reflect the budget changes previously approved by City Council relating to the 6-Year Street Maintenance and Repair Plan.

Attachments

1. Resolution 20-XXX
2. General, Water, Sewer and Downtown Parking Income Statements
3. Department Metrics

RESOLUTION NO. 20-XXX

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PASO ROBLES AMENDING THE BUDGET FOR FISCAL YEAR 2019-20

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 updated the originally adopted FY 2019-20 budget on June 18, 2019; 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, to lessen the administrative burden of producing and retaining City Council resolutions for all budget adjustments made throughout the year, in some instances the City Council provides authorization to move forward on service level increases with the intention of "officially" amending the budget during quarterly budget reports; and

WHEREAS, it is desirable to formally approve appropriations added to the Fiscal Year 2019-20 budget.

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 proposed amendments to the FY 2019-20 Capital Improvement Program Fund Budget in the amount of \$(5,378,000), to reflect the changes made to the 6-Year Street Maintenance and Repair Plan adopted by City Council on February 4, 2020, is hereby approved.

APPROVED by the City Council of the City of Paso Robles this 20th day of February 2020 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST:

Steven W. Martin, Mayor

Melissa Martin, Deputy City Clerk

	Originally Adopted Budget	Updated Budget	Actuals 7/1 to 12/31	Projected End of Year	Variance Projected End of Year	Projected % Received/ Expended
REVENUES						
Taxes						
Sales Tax	\$ 15,676,800	\$ 15,676,800	\$ 5,300,879	\$ 15,729,212	\$ 52,412	100.3%
Property Tax	11,431,000	11,431,000	4,014,554	11,634,305	203,305	101.8%
Transient Occupancy Tax	6,773,000	6,773,000	3,259,861	6,730,715	(42,285)	99.4%
Other Taxes	4,552,000	4,552,000	1,945,613	4,652,343	100,343	102.2%
Total Taxes	38,432,800	38,432,800	14,520,906	38,746,575	313,775	100.8%
Charges for Current Services	2,611,000	2,631,000	1,670,460	2,644,534	13,534	100.5%
Licenses and Permits	650,000	650,000	434,584	785,664	135,664	120.9%
Use of Money and Property	340,000	340,000	211,888	422,850	82,850	124.4%
Fines and Forfeitures	145,000	145,000	42,669	95,420	(49,580)	65.8%
Operating Grants	968,000	1,106,639	199,852	1,158,196	51,557	104.7%
Other Revenues	196,500	196,500	107,297	272,754	76,254	138.8%
Interfund Transfers	1,345,600	1,709,100	1,708,997	1,709,100	-	100.0%
Total Revenues	44,688,900	45,211,039	18,896,654	45,835,093	624,054	101.4%
EXPENDITURES						
City Council/City Manager's Office						
Personnel Services	1,768,500	1,768,500	758,745	1,729,294	(39,206)	97.8%
Operating Expenses	693,200	814,290	274,669	750,670	(63,620)	92.2%
Transfer to Replacement Funds	108,300	108,300	54,150	108,300	-	100.0%
Total City Manager's Office	2,570,000	2,691,090	1,087,564	2,588,264	(102,826)	96.2%
Administrative Services						
Personnel Services	1,368,500	1,373,500	621,840	1,247,124	(126,376)	90.8%
Operating Expenses	2,234,200	2,234,200	1,779,545	2,030,775	(203,425)	90.9%
Transfer to Replacement Funds	6,200	6,200	3,100	6,200	-	100.0%
Total Administrative Services	3,608,900	3,613,900	2,404,485	3,284,100	(329,800)	90.9%
Police						
Personnel Services	8,857,800	9,303,633	3,705,536	8,435,707	(867,926)	90.7%
Operating Expenses	1,300,700	1,426,785	441,236	1,219,703	(207,082)	85.5%
Capital Outlay	-	19,586	10,400	71,143	51,557	363.2%
Transfer to Replacement Funds	408,000	472,340	201,841	403,681	(68,659)	85.5%
Total Police	10,566,500	11,222,344	4,359,012	10,130,234	(1,092,110)	90.3%
Emergency Services						
Personnel Services	6,035,400	6,098,400	2,631,309	5,606,856	(491,544)	91.9%
Operating Expenses	512,650	864,950	531,978	838,168	(26,782)	96.9%
Capital Outlay	6,500	6,500	-	6,500	-	100.0%
Transfer to Replacement Funds	411,250	411,250	211,074	422,148	10,898	102.6%
Total Emergency Services	6,965,800	7,381,100	3,374,360	6,873,672	(507,428)	93.1%
Public Works						
Personnel Services	1,127,600	1,127,600	471,103	1,066,039	(61,561)	94.5%
Operating Expenses	1,918,240	1,929,440	598,719	1,875,122	(54,318)	97.2%
Debt Service	138,600	138,600	69,299	138,600	-	100.0%
Capital Outlay	-	26,000	25,999	25,999	(1)	100.0%
Transfer to Replacement Funds	182,600	182,600	91,860	183,720	1,120	100.6%
Total Public Works	3,367,040	3,404,240	1,256,979	3,289,480	(114,760)	96.6%

Continued

	Originally Adopted Budget	Updated Budget	Actuals 7/1 to 12/31	Projected End of Year	Variance Projected End of Year	% Received/ Expended
EXPENDITURES - continued						
Community Services						
Personnel Services	3,376,800	3,376,800	1,499,014	3,365,589	(11,211)	99.7%
Operating Expenses	3,090,800	3,257,737	1,483,332	2,953,946	(303,791)	90.7%
Debt Service	205,500	205,500	51,367	205,500	-	100.0%
Capital Outlay	28,600	335,300	246,744	335,300	-	100.0%
Transfer to Replacement Funds	206,500	206,500	102,968	205,936	(564)	99.7%
Total Community Services	6,908,200	7,381,837	3,383,425	7,066,271	(315,566)	95.7%
Community Development						
Personnel Services	2,151,800	2,151,800	911,831	2,048,041	(103,759)	95.2%
Operating Expenses	1,481,800	1,591,700	445,694	1,316,389	(275,311)	82.7%
Capital Outlay	-	50,000	-	50,000	-	100.0%
Transfer to Replacement Funds	46,100	46,100	22,967	45,932	(168)	99.6%
Total Community Development	3,679,700	3,839,600	1,380,492	3,460,363	(379,237)	90.1%
Non-Departmental/Interfund Transfers/City-wide Contingency						
Transfers to CIP Fund	6,519,000	9,449,000	6,519,000	9,449,000	-	100.0%
Transfers to Landfill Closure Fund	125,000	472,000	-	472,000	-	100.0%
Debt Service (OPEB/COP Bonds)	641,500	349,500	179,276	349,500	-	100.0%
City-wide Contingency	250,000	179,500	-	-	(179,500)	0.0%
Total Interfund Transfers	7,535,500	10,450,000	6,698,276	10,270,500	(179,500)	98.3%
Total Expenditures	45,201,640	49,984,111	23,944,593	46,962,884	(3,021,227)	94.0%
Deficiency of Revenues under Expenditures	\$ (512,740)	\$ (4,773,072)	\$ (5,047,939)	\$ (1,127,790)	\$ 3,645,282	

Concluded

	Originally Adopted Budget	Updated Budget	Actuals 7/1 to 12/31	Projected End of Year	Variance Projected End of Year	Projected % Received/ Expended
REVENUES						
Water Sales	\$ 14,010,000	\$ 14,010,000	\$ 4,888,667	\$ 13,339,923	\$ (670,077)	95.2%
Water Connection Fees	900,000	900,000	267,114	1,008,709	108,709	112.1%
Fines and Penalties	258,000	258,000	103,793	210,524	(47,476)	81.6%
Service Installation	20,000	20,000	7,867	16,688	(3,312)	83.4%
Use of Money and Property	25,000	25,000	4,560	14,150	(10,850)	56.6%
Proceeds from Debt Issuance	4,000,000	-	-	-	-	- %
Other Revenues	-	-	3,833	3,834	3,834	- %
Total Revenues	19,213,000	15,213,000	5,275,834	14,593,828	(619,172)	95.9%
EXPENDITURES						
Utility Billing						
Personnel Services	251,300	251,300	95,553	202,121	(49,179)	80.4%
Operating Expenses	265,600	265,600	88,650	203,236	(62,364)	76.5%
Capital Outlay	34,500	25,258	20,300	25,258	-	100.0%
Total Utility Billing	551,400	542,158	204,503	430,615	(111,543)	79.4%
Water Production						
Personnel Services	1,312,000	1,312,000	519,071	1,149,421	(162,579)	87.6%
Operating Expenses	2,734,700	2,734,700	1,032,963	2,093,984	(640,716)	76.6%
Nacimiento Operations	6,245,560	6,245,560	5,798,577	6,092,822	(152,738)	97.6%
Debt Service	9,400	677,000	334,363	677,000	-	100.0%
Capital Outlay	-	24,000	29,172	29,173	5,173	121.6%
Total Water Production	10,301,660	10,993,260	7,714,146	10,042,400	(950,860)	91.4%
Water Treatment						
Personnel Services	619,900	719,900	413,075	778,062	58,162	108.1%
Operating Expenses	1,095,400	1,095,400	194,718	456,107	(639,293)	41.6%
Total Water Treatment	1,715,300	1,815,300	607,793	1,234,169	(581,131)	68.0%
Water Conservation						
Personnel Services	242,200	242,200	105,590	229,451	(12,749)	94.7%
Operating Expenses	155,000	155,000	11,125	30,585	(124,415)	19.7%
Total Water Conservation	397,200	397,200	116,715	260,036	(137,164)	65.5%
Capital Projects	6,055,000	13,747,239	3,633,372	13,747,239	-	100.0%
Cost Allocation Transfer	650,200	650,200	631,842	631,842	(18,358)	97.2%
Total Expenditures	19,670,760	28,145,357	12,908,371	26,346,301	(1,799,056)	93.6%
Deficiency of Revenues under Expenditures	\$ (457,760)	\$ (12,932,357)	\$ (7,632,537)	\$ (11,752,472)	\$ 1,179,885	

	Originally Adopted Budget	Updated Budget	Actuals 7/1 to 12/31	Projected End of Year	Variance Projected End of Year	Projected % Received/ Expended
REVENUES						
Charges for Services	\$ 9,551,000	\$ 9,551,000	\$ 3,065,863	\$ 9,609,384	\$ 58,384	100.6%
Sewer Connection Fees	300,000	300,000	161,856	323,712	23,712	107.9%
Fines and Penalties	35,000	35,000	14,031	28,062	(6,938)	80.2%
Use of Money and Property	75,000	75,000	26,593	97,353	22,353	129.8%
Proceeds from Debt Issuance	15,600,000	21,707,531	1,296,954	21,707,531	-	100.0%
Other Revenues	5,000	5,000	-	152	(4,848)	- %
Total Revenues	25,566,000	31,673,531	4,565,297	31,766,194	92,663	100.3%
EXPENDITURES						
Utility Billing						
Personnel Services	249,700	249,700	95,535	201,799	(47,901)	80.8%
Operating Expenses	268,500	268,500	88,462	198,103	(70,397)	73.8%
Capital Outlay	15,000	15,848	20,300	25,258	9,410	159.4%
Total Utility Billing	533,200	534,048	204,297	425,160	(108,888)	79.6%
Stormwater Management						
Personnel Services	237,400	237,400	106,003	222,959	(14,441)	93.9%
Operating Expenses	80,570	182,070	31,287	147,741	(34,329)	81.1%
Debt Service	1,600	1,600	95	1,600	-	100.0%
Total Stormwater Mgmt	319,570	421,070	137,386	372,300	(48,770)	88.4%
Sewer Collection						
Personnel Services	880,900	880,900	353,830	796,278	(84,622)	90.4%
Operating Expenses	356,900	356,900	141,984	294,933	(61,967)	82.6%
Debt Service	6,250	6,250	381	6,250	-	100.0%
Capital Outlay	91,000	256,888	20,042	256,888	-	100.0%
Total Sewer Collection	1,335,050	1,500,938	516,238	1,354,349	(146,589)	90.2%
Sewer Treatment						
Personnel Services	2,139,300	2,139,300	745,141	1,844,352	(294,948)	86.2%
Operating Expenses	1,760,300	2,054,000	622,776	1,791,574	(262,426)	87.2%
Debt Service	3,621,975	3,621,975	3,248,760	3,621,975	-	100.0%
Total Sewer Treatment	7,521,575	7,815,275	4,616,677	7,257,901	(557,374)	92.9%
Source Control						
Personnel Services	239,500	239,500	105,152	225,301	(14,199)	94.1%
Operating Expenses	109,550	109,550	11,065	23,547	(86,003)	21.5%
Total Source Control	349,050	349,050	116,217	248,848	(100,202)	71.3%
Capital Projects	17,854,000	26,501,490	1,420,297	26,501,490	-	100.0%
Cost Allocation Transfer	527,300	527,300	545,663	545,663	18,363	103.5%
Total Expenditures	28,439,745	37,649,171	7,556,774	36,705,711	(943,460)	97.5%
Deficiency of Revenues under Expenditures	\$ (2,873,745)	\$ (5,975,640)	\$ (2,991,478)	\$ (4,939,517)	\$ 1,036,123	

CITY OF EL PASO DE ROBLES
SECOND QUARTER FINANCIAL REPORT
Downtown Parking Fund
For the Fiscal Year Ending June 30, 2020

	Budget	Actuals 8/14 to 12/31
REVENUES		
Permit Revenue	\$ 10,000	\$ 5,395
Parking Revenue	80,000	15,096
Parking Fines	30,000	235
Use of Money & Property	-	(119)
Other Revenues	-	-
Total Revenues	<u>120,000</u>	<u>20,607</u>
EXPENDITURES		
Salary and Benefits	114,500	20,203
Operating Expenses		
Office Expense	2,000	-
Copy and Printing	-	2,616
Noticing and Advertising	-	5,920
Credit Card Fees	1,000	2,299
General Maintenance	-	33
Public Education	10,000	-
Professional Services	120,000	49,938
Travel and Training	-	2,331
Legal Fees	-	3,078
Vehicle Maintenance	5,000	-
Total Operating Expenses	<u>138,000</u>	<u>66,215</u>
Capital Outlay	<u>410,500</u>	<u>394,374</u>
Total Expenditures	<u>663,000</u>	<u>480,792</u>
Deficiency of revenues under expenditures	<u>\$ (543,000)</u>	<u>\$ (460,185)</u>

City Manager's Office

PERFORMANCE/ WORKLOAD MEASURES	FY 2017-18 ACTUAL	FY 2018-19 ACTUAL	FY 2019-20 QUARTER 1	FY 2019-20 QUARTER 2
Public Records Requests	135	178	42	46
City Council Meetings	36	28	7	6
Community Engagement Events	12	58	14	12
Desktop Computer Replacements	24	47	2	14
Network Servers	1	7	3	11
MDC's & Laptops	2	7	2	7

Administrative Services Department

PERFORMANCE/ WORKLOAD MEASURES	FY 2017-18 ACTUAL	FY 2018-19 ACTUAL	FY 2019-20 QUARTER 1	FY 2019-20 QUARTER 2
Pension Section 115 Prefunding	\$484,900	\$3,081,000	\$ -	\$ -
Number of New Business Licenses	800	815	175	120
Number of Short-Term Rentals	269	315	374	348
Amount of TOT collected on Short Term Rentals	\$491,017	\$614,929	\$211,159	\$140,938
Average Number of Utility Accounts Billed Monthly	10,599	10,623	10,648	10,772
Percentage of Accounts Billed (from previous month) Paid Late	8.64%	8.02%	8.99%	3.01%
Percentage of Accounts Billed (from previous month) that are Shut Off	0.17%	0.12%	0.13%	0.08%
Number of Training and Development Hours	2,295	2,907	481	646
Number of Vacancies Filled	61	82	18	11
Cost of Work Comp Claims Per \$100 of Payroll Compared to Pool				
Paso Robles	\$2.54	\$2.29	\$2.32	\$2.85
Pool	\$3.22	\$2.96	\$2.98	\$3.14
Cost of General Liability Claims Per \$100 of Payroll Compared to Pool				
Paso Robles	\$3.08	\$2.21	\$2.59	\$2.64
Pool	\$3.45	\$3.20	\$3.46	\$3.62

Police Department

PERFORMANCE/ WORKLOAD MEASURES	FY 2017-18 ACTUAL	FY 2018-19 ACTUAL	FY 2019-20 QUARTER 1	FY 2019-20 QUARTER 2
UCR Violent Crimes	317	303	87	67
UCR Property Crimes	867	792	157	126
Driving Under the Influence	155	178	80	50
Traffic Collisions	524	537	145	130
Traffic Citations	3,329	2,763	916	709
911 Calls Received	12,153	12,524	3,586	3,230
Business Calls Received	59,443	62,197	16,577	14,799

Emergency Services Department

PERFORMANCE/ WORKLOAD MEASURES	FY 2017-18 ACTUAL	FY 2018-19 ACTUAL	FY 2019-20 QUARTER 1	FY 2019-20 QUARTER 2
Fire	133	116	39	31
Emergency Medical Services	2,368	2,397	631	627
Hazardous Condition	87	108	22	25
Service Call	1,267	1,242	339	364
Plan Check	128	155	32	27
Title 19 Sprinkler Inspections	66	39	12	10
Licensed Day Care	10	18	5	3
Business Inspections	722	484	209	267
Violations Issued	880	115	60	40
Public Education	66	60	10	19
Construction Inspections	U/A	136	57	50
Enforcement Actions	U/A	41	12	14

Public Works Department

PERFORMANCE/ WORKLOAD MEASURES	FY 2017-18 ACTUAL	FY 2018-19 ACTUAL	FY 2019-20 QUARTER 1	FY 2019-20 QUARTER 2
Airport Special Events	13	9	1	-
Street-related Work Orders	411	349	91	110
Water-related Work Orders	3,352	5,424	1,478	1,691
Water Conservation Rebates	71	68	12	6
Fleet Vehicles Repaired/Serviced	566	2,352	618	585
Sewage Spills per 100 Lane Miles	-	-	-	-

Community Services Department

PERFORMANCE/ WORKLOAD MEASURES	FY 2017-18 ACTUAL	FY 2018-19 ACTUAL	FY 2019-20 QUARTER 1	FY 2019-20 QUARTER 2
<u>Library</u>				
Library Cardholders	16,315	19,102	19,502	20,076
Library Visits	158,174	157,116	39,409	35,930
Items Circulated	282,148	305,906	73,330	73,205
Library Programs	420	517	140	130
Attendance at Programs	10,780	11,044	2,586	2,209
Public Internet Computer Sessions	37,709	36,783	9,263	8,197
Volunteer FTE	7	6.7	6.5	6.5
<u>Recreation</u>				
Program Hours Reserved	5,900	9,877	2,526	2,343
Program Attendance	33,628	30,174	11,301	10,396
Program Revenue	\$267,157	\$260,088	\$84,010	\$39,000
Facility Hours Reserved	20,050	19,172	6,489	4,738
Facility Attendance	260,500	205,728	101,534	88,498
Facility Rent & Lease Revenue	\$138,000	\$120,704	\$36,803	\$34,748
Community Events Attendance	27,300	27,854	12,100	645
<u>Park and Facility Maintenance</u>				
Maintenance Work Orders	1,285	1,100	416	257
City Trees Trimmed	750	2,275	155	418
City Trees Planted	65	64	6	13

Community Development Department

PERFORMANCE/ WORKLOAD MEASURES	FY 2017-18 ACTUAL	FY 2018-19 ACTUAL	FY 2019-20 QUARTER 1	FY 2019-20 QUARTER 2
Specific Plans/Annexations	3	3	3	3
Conditional Use Permits	15	14	5	5
General Plan Amendment/Zone Changes	7	18	3	3
Subdivision Map Act Entitlements Tracts, Parcel Map, Lot-line Adjustment	15	11	7	5
Total Planning Entitlements Applications	150	141	385	237
Planning Commission/Public Meetings	100	79	16	15
Building Permits Issued	1000	1,076	323	296
Building Inspections	3,800	3,905	1,018	1,079
Single-family Residential Units	50	21	4	6
Multi-family Residential Units	150	96	5	0
Commercial/Industrial square footage	200,000	386,792	7,133	29,913