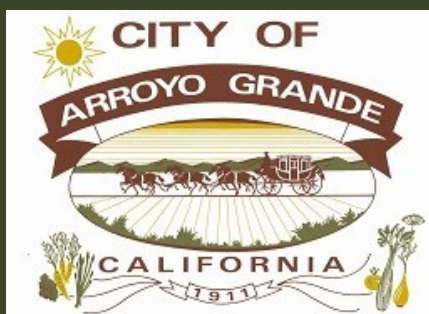


City of Arroyo Grande

**FY 2023-25**

# BIENNIAL BUDGET



Mayor Caren Ray Russom  
Mayor Pro Tem Kristen Barneich  
Council Member Lan George  
Council Member Jim Guthrie  
Council Member Kate Secrest

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Stephen Lieberman, Fire Chief  
Nicole Valentine, Administrative Services Director/City Treasurer  
Brian Pedrotti, Community Development Director  
Michael Martinez, Police Chief  
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Other Key Staff Involved in the Budget Process:

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Shane Taylor, Utilities Manager  
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# CITY OF ARROYO GRANDE

## FY 2023-25 BIENNIAL BUDGET

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# Budget Message

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June 13, 2023

To the Residents of Arroyo Grande, Honorable Mayor, and Members of the City Council:

The City of Arroyo Grande staff is pleased to present the Biennial Budget for Fiscal Years (FY) 2023-24 and 2024-25. The proposed budget is balanced, incorporates all City funds, continues to fund the high-quality services that the community has come to expect, and will invest in the future through capital improvements and maintenance activities.

At the time of the last Biennial Budget, I noted the economic impacts of the COVID-19 pandemic, and the uncertainties related to the pandemic on the City's financial outlook. Although the impacts of COVID-19 are largely behind us, the City is now faced with new uncertainties related to inflationary pressures, and unanticipated costs related to the January and March 2023 storm events. In addition, the 1% Sales Tax Ballot Measure (D-22) considered by voters on the November 8, 2022 ballot, did not pass. Measure D-22 was proposed by the City to raise revenue to address funding gaps for the City's streets and infrastructure. As the City is still facing funding constraints for its capital projects, included in the FY 23-25 Biennial Budget is funding for consultant services regarding a future ballot measure to evaluate options to fix the identified funding gaps. Since the November 2022 election, the City has also been working on finalizing a new Joint Powers Agreement for the Five Cities Fire Authority (FCFA) as the Oceano Community Services District exits the FCFA following the failure of its most recent ballot measure that was necessary to garner adequate funding for its member contributions to the JPA. Simultaneously, the Cities of Arroyo Grande and Grover Beach utilized consultants, Baker Tilly, to conduct an organizational assessment of the FCFA and identify current and future funding needs. As identified by Baker Tilly, the City's cost to fund fire services is increasing significantly, more than \$1.2 million in the upcoming fiscal year.

The City organization has a long history of thoughtful, cautious budgeting, which has benefited the City over the years and helped create the City's reasonably stable fiscal position today, even after facing inflationary pressures and increased costs. For example, cautious spending during the COVID-19 pandemic and the influx of one-time funds from the federal government through the American Rescue Plan Act has provided adequate reserves to enable the City to allocate additional funding to one-time Capital Projects, such as the Annual Pavement Management Project. Allocating more funding now will reduce City costs in the long-term and enable a "bundled package" approach and lower current paving costs to the City. In addition, Council has directed the allocation of fund balance to increase funding to the City's Community Services Grant program by \$50,000 each year to enable the City to provide \$75,000 in grant funding to local non-profit organizations that provide invaluable services and amenities to the Arroyo Grande community.

# Budget Message

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This was also the first budget in the past 4 years in which the City launched a Community Priorities Survey. This 5-question online survey was posted on the City website and promoted on social media channels. The survey allowed community members to provide input regarding their thoughts on what the top priorities should be for the City over the next 2-3 years. A summary of the responses was reviewed by Council before establishing four (4) major Council goals for staff to prioritize for the upcoming biennial budget. This set of priorities has been used by staff to create work plans and a proposed biennial budget. The Council Goals have been used as touchstones for where to recommend allocating scarce City resources.

The four major goals are:

- Funding
- Fire Services
- Infrastructure
- General Plan Update



The FY 2023-25 Biennial Budget proposes expenditures of approximately \$91.8 million to fund the operating and capital costs of all City programs over the next two fiscal years. The Consolidated General Fund budget includes approximately \$55.4 million, or about \$27.7 million in expenditures each year of the Biennial Budget.

The FY 2023-24 proposed budget includes a total of \$24.6 million in revenues and \$25.3 million in operating and capital budget for a net of \$720,000 more expenditures than revenues. The operating budget is balanced, with a \$6.3 million net operating surplus. The expenditures that exceed revenues are for one-time projects that the City has been anticipating or are choosing to fund to decrease longer term costs associated with the City's Pavement Management Program. Fund balances accumulated over time offset the additional expenditures and exceed the City's policy goal of 20% by 24.9%.

The FY 2024-25 proposed budget includes a total of \$25.2 million in revenues and \$30.1 million in operating and capital expenditures for a net of \$4.9 million more expenditures than revenues. The operating budget is balanced, with a \$493,851 net operating surplus. The expenditures that exceed revenues are for one-time projects that the City has been anticipating, such as the Traffic Way Bridge Replacement Project. Fund balances accumulated over time offset the additional expenditures and are still at the City's policy goal of 20%.

City staff took a new approach to developing the Capital Improvement Program (CIP) proposed for the upcoming 5-year period and prioritized each CIP request critically in consideration of many factors including:

- Safety
- Community benefit
- Funding source

# Budget Message

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- Funding schedule i.e., timeframe for completion before external funding expires
- Staff Capacity
- Urgency – consideration of deferred maintenance costs and/or end of useful life
- Number of Projects per department i.e., water, streets, parks, fire, police etc.

A rating system was employed based on a collaborative discussion; each project was assigned a score from 1 (highest priority) to 5 (lowest priority). Projects with a score of 5 were moved to the unfunded projects list. In some cases, a lower score of 3 or 4 resulted in a project being scheduled in a later year. In some cases, projects that commenced in FY 2022-23 or earlier were simply carried into the FY 2023-28 5-Year CIP budget and received a score of 1 or 2 (high priority). The process resulted in a 5-Year CIP plan that is more manageable and realistic considering staffing and time constraints. It is estimated that, in a normal year, the City should have capacity to complete approximately 10 capital projects per year. While the upcoming two-year period includes 16 and 17 projects respectively, the proposed CIP has been prepared to ensure greater levels of successful completion of identified projects, balancing the City's constrained resources with critical investments in the City's infrastructure.

The CIP budget allocates \$55.6 million for projects from various funding sources over a 5-year period. During the two years of the FY 2023-25 Biennial Budget, the proposed budget allocates \$23.8 million for CIP. Projects proposed to be funded include the Swinging Bridge Rehabilitation, Fire Station Apparatus Bay Doors, Public Safety Video Cameras, Pavement Management Program, Traffic Way Bridge Replacement, Financial Management Software, SCADA Software/Electronics Upgrade, Sewer and Water Infrastructure projects, and Halcyon Road Complete Streets Plan.

The proposed FY 2023-25 Biennial Budget represents the professional expertise of the City's entire executive management team for how to best direct funding for City services, operations and programs. It reflects both the Fiscal Policy and budget Goals and Priorities established by the City Council. The overall objective is to meet the community's needs and provide services in the most effective, efficient and responsive manner.

It would not be possible to develop or administer the City budget without the leadership and direction provided by the City Council and the ongoing commitment of all City staff. Therefore, this budget is presented with thankful appreciation for the efforts on behalf of the community.

Sincerely,



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**WHITNEY MCDONALD – CITY MANAGER**

# Basis of Budgeting

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## *INTRODUCTION*

The City adopts a budget annually for all funds. The basis of budgeting is the same as the basis of accounting in which governmental funds are budgeted and presented using the modified-accrual basis of accounting and proprietary and fiduciary funds are budgeted and presented using the accrual basis of accounting. This budget is effective July 1 for the ensuing fiscal year. From the effective date of the budget, which is adopted by the City Council and controlled by each department head, the amounts stated therein as Adopted expenditures become appropriations to the various City departments. The City Council may amend the budget by resolution during the fiscal year. The City's financial policies authorize the City Manager to administratively approve budget adjustments within the adopted budget up to \$25,000. Requests for increases in appropriations over these amounts or any adjustments to capital projects require approval by the City Council. Changes in appropriations during the year must be submitted by the City Manager to the City Council for review and approval, and must be accompanied by appropriate fiscal impact analysis. The City Manager is authorized to transfer at the fund level budgeted appropriations, including capital projects, provided no change is made to the total amount provided for any one fund. During the fiscal year, supplemental adjustments to appropriations may be adopted by City Council and will be included in future budget versus actual financial statements.

Annual budgets are adopted on a basis consistent with generally accepted accounting principles. Under encumbrance accounting, purchase orders, contracts and other commitments of the expenditures are recorded in order to reserve that portion of the applicable appropriation. Encumbrance accounting is employed as an extension of the formal budgetary process.

# Budget Process

## INTRODUCTION

Every two years, staff and Council prepare a Biennial Budget document, which commits government resources and services to accomplish the City's mission of making Arroyo Grande the best place possible for everyone who lives, works, and visits here. Work is now underway to develop the upcoming biennial budget for Fiscal Years 2023-25. The anticipated 5-step process and timeline for this budget cycle is depicted below:



**Step 1:** On January 3, 2023, an Arroyo Grande Community Priorities Survey was published. This 5-question online survey was posted on the City website and promoted on social media channels. The survey was open for one month and closed on February 20th. The survey allowed community members to provide input regarding their thoughts on what the top priorities should be for the City over the next 2-3 years. The survey included a combination of multiple choice and short response questions. A summary of the responses is included in [Attachment 4 of the March 2, Special Council Meeting Staff Report](#).

# Budget Process

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**Step 2:** At the March 2, Special Council Meeting, Council established 4 major City goals for staff to prioritize for the upcoming biennial budget cycle. The goals were determined based on the results of the community survey and input from the public and staff. This set of priorities will be used by staff to create work plans and a proposed biennial budget.

**Step 3:** Following completion of the study session, staff will develop a proposed budget by implementing the following steps:

- March 14, 2023 - Financial Forecast
  - Staff presented to Council a 5-year financial forecast with budget assumptions, challenges, goals, and strategies. [March 14, 2023 Council Meeting - 12.a Consideration of General Fund Five-Year Financial Forecast](#)
- Spring 2023 - Staff Develop Work Plans
  - Staff will finalize operating and Capital Improvement Plan (CIP) preliminary budgets that reflect the established major City goals and the financial forecast.
- May 9, 2023 - Review of CIP
  - Staff presented to Council a 5-year CIP for review and input from the City Council, and by the Planning Commission for determination of consistency with the General Plan. [May 9, 2023 Council Meeting – 12.1 Consideration of the 5-Year Capital Improvement Program and 5-year Local sales Tax Fund Expenditure Program](#)

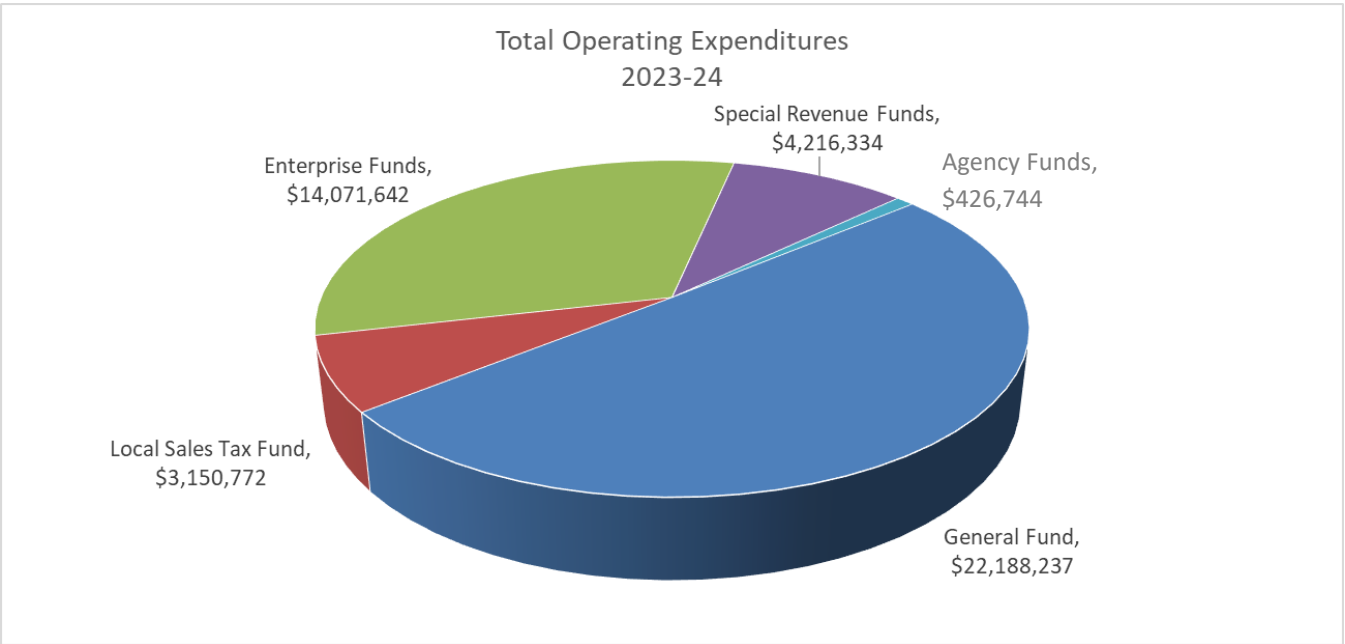
**Step 4:** The proposed operating budgets, work plans, and CIP is incorporated into a proposed FY 2023-25 Biennial Budget for discussion and consideration by Council in June 2023.

**Step 5:** Adoption of the FY 2023-25 Biennial Budget will occur by the end of June 2023. Once Council approves the FY 23-25 Biennial budget, FY 23-24 funds will be appropriated on July 1, 2023.

# Guide to Using the FY 2023-25 Biennial Budget

## INTRODUCTION

The City’s Biennial Budget is a two-year, Council-approved spending plan that is the legal authority for departments to commit financial resources to provide services within the City of Arroyo Grande. The Operating Budget for Fiscal Year (FY) 2023-24 is \$44.1 million, which includes \$25.4 million in Consolidated General Fund expenditures and \$18.7 million in Other Funds (e.g. Water & Sewer Operations, Grant Funds, Street Maintenance, etc.). The City’s General Fund Budget is approximately 57.5% of the total Operating Budget in FY 2023-24. The City’s General Fund Budget provides the majority of services commonly associated with local city government (e.g. public safety, recreation, community development, general government, and public works). More detail is provided throughout this document.



# Guide to Using the FY 2023-25 Biennial Budget

## HOW TO READ THE BUDGET INFORMATION

### Fund Summaries

A summary of each fund's revenues, expenditures and fund balances is provided in the Fund Summaries section of the document.

### Department Budgets

Each City Department's budget is reflected in the document and provides summary information regarding expenditures by program (such as City Manager, City Attorney or Public Works Administration) as well as by category (such as salaries, services and supplies or debt service).

Each summary has the following columns:

- 2021-22 Actual: This represents the actual results for the 2021-22 fiscal year.
- 2022-23 Adopted Budget: This is the original budget adopted by the City Council for the 2022-23 fiscal year.
- 2022-23 Projection Budget: This is the current budget, which could be different from the Adopted Budget due to adjustments made during the fiscal year or for the carryover of funds that were unexpended in the prior year but are planned to be spent this year.
- 2023-24 Proposed Budget: This is the proposed budget for the 2023-24 fiscal year.
- 2024-25 Proposed Budget: This is the proposed budget for the 2024-25 fiscal year.

Significant budget changes are provided in each department to assist in identifying specific items that cause an increase or decrease in the budget.

	2021-22	FISCAL YEAR 2022-23		2023-24	2024-25
	FINAL	ADOPTED	PROJECTION	PROPOSED	PROPOSED
	ACTUAL	BUDGET	BUDGET	BUDGET	BUDGET
<b>Expenditures by Program</b>					
City Council	\$ 165,460	\$ 115,800	\$ 115,800	\$ 157,500	\$ 159,300
Retirees Health	237,673	235,000	235,000	235,000	235,000
City Manager	299,468	465,100	465,100	599,800	613,500
Human Resources	161,247	224,156	224,156	206,200	213,200
City Attorney	262,145	290,000	290,000	294,400	303,142
Total	\$ 1,125,993	\$ 1,330,056	\$ 1,330,056	\$ 1,492,900	\$ 1,524,142

### Appendix

The appendix contains additional demographic information about the City, certain budgetary and financial policies as well as a glossary of terms used throughout the document.

# Guide to Using the FY 2023-25 Biennial Budget

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## ***KEY BUDGET ASSUMPTIONS***

The preparation of any budget is based on a series of assumptions about revenues and expenditures. These assumptions will be carefully monitored throughout the fiscal year while evaluating budgetary performance.

The key budget assumptions include:

1. Sales Tax revenues are estimated to increase by 1.1% in FY 2023-24 and increase by 2.8% in FY 2024-25.
2. Property Tax revenues are estimated to increase by 3.3% in FY 2023-24 and increase by 3.5% in FY 2024-25.
3. Transient Occupancy Tax revenues are estimated to increase by 3% in FY 2023-24 and increase by 3% in FY 2024-25.
4. For the proposed budget period a cost-of-living inflator has been added to salary and benefit line items.
5. The contribution to the Five Cities Fire Authority (FCFA) is based on the Baer Tilly study A-4 FY 2023-24 model.
6. General increase of 2% inflationary factor for some contracts/agreements.

# Budget Awards

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## *GOVERNMENT FINANCE OFFICERS ASSOCIATION (GFOA) DISTINGUISHED BUDGET PRESENTATION AWARD*

The Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to the City of Arroyo Grande, California for its biennial budget for the biennium beginning July 1, 2021. In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as an operations guide, as a financial plan, and as a communications device.



GOVERNMENT FINANCE OFFICERS ASSOCIATION

### *Distinguished Budget Presentation Award*

PRESENTED TO

**City of Arroyo Grande  
California**

For the Biennium Beginning

**July 01, 2021**

*Christopher P. Morill*

Executive Director

# City Council

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Mayor

Caren Ray Russom

12/22-12/24



Mayor Pro Tem

Kristen

Barneich

12/20-12/24



Council Member

Lan George

12/20-12/24



District 4

Council Member

Jim Guthrie

12/22 - 12/26



District 1

Council Member

Kate Secrest

12/22 - 12/26

# Council Goals (CG's)

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## INTRODUCTION

At the March 2, Special Council Meeting, Council established four (4) major City goals for staff to prioritize for the upcoming biennial budget cycle. The goals were established considering the results of the community survey and input from the public and staff. This set of priorities has been used by staff to create work plans and a proposed biennial budget.

### Goal Statements



#### **Funding**

Support a thriving community through fiscal responsibility, economic development efforts, and additional and alternative revenue streams.



#### **Fire Services**

Implement operational and fire and emergency service delivery improvements through the Five Cities Fire Authority, and complete the transition of services to Oceano due to its exit from the Authority.



#### **Infrastructure**




Invest in and complete critical infrastructure projects throughout the City through the strategic prioritization of projects based on available resources.





#### **General Plan Update**

Prioritize and complete major work efforts for the comprehensive General Plan update to provide a vision and framework for future development within the City.

## Council Goal's Work Plan

Goal	Strategy	Task/Action	Carryover Action or New	Responsible Department	Anticipated to Start	Completion Target
<b>Funding</b> 	1. 1 Economic Development	1.1a Evaluate Economic Development Management Services	New	CMO	1Q FY2023-24	2Q FY 2023-24
		1.1b Obtain Economic Development Management Services	New	CMO	3Q FY 2023-24	3Q FY 2023-24
		1.1c Support Modifications to the AGTBID	New	CMO/CA/RS/LIS	In Progress	2Q FY 2023-24
		1.1c.i. Transition Administration to City staff	New	CMO/RS	In Progress	1Q FY 2023-24
		1.1c.ii. Complete Modifications to AGTBID Bylaws and Advisory Board Structure	New	CMO/CA/LIS	In Progress	2Q FY 2023-24
		1.1d 400 W. Branch Disposition and Development Agreement	New	CMO/CA/CD	In Progress	4Q FY 2023-24
		1.1e Complete Transition of Temporary Parklets to Permanent Parklets	Carryover	CD/PW	In Progress	1Q FY2023-24
		1.1f Develop 1-3 Special Events that drive visitation during shoulder and winter months and build destination awareness	New	Rec	In Progress	4Q FY 2023-24
	1.2 Pursue Revenue Measure	1.2a Issue an RFP for a consultant to develop a survey and outreach strategy to community	New	CMO/LIS	1Q FY2023-24	1Q FY2023-24
		1.2b Award contract with consultant to develop a survey and outreach strategy to community	New	CMO/LIS	1Q FY2023-24	1Q FY2023-24
		1.2c Conduct public outreach to the community to communicate need for additional revenue, including facilitation of a Citizen Committee	Carryover	CMO/LIS	1Q FY2023-24	1Q FY 2024-25
		1.2d Bring Revenue ballot measure to Council for consideration	Carryover	CMO/AS/LIS	3Q FY 2023-24	4Q FY 2023-24
	1.3 Evaluate Potential to Enable Cannabis Businesses within City	1.3a Conduct study session with the City Council regarding potential cannabis ordinance	Carryover	CD/CA/CMO	3Q FY 2023-24	3Q FY 2023-24
		1.3b Prepare and adopt cannabis ordinance, if directed by the City Council	New	CD/CA/CMO	3Q FY 2023-24	1Q FY 2024-25
		1.3c Evaluate feasibility of a Cannabis Tax	New	CD/AS/CA/CMO	3Q FY 2023-24	1Q FY 2024-25
<b>Fire Services</b> 	2.1 Work with Regional Partners on Fire Services in 5 Cities	2.1a Pursue potential contract with the County to serve Oceano	New	Fire/CMO	3Q FY 2023-24	4Q FY 2023-24
	2.2 Funding for Fire Services	2.2a Consider including Public Safety in proposed Revenue measure	New	CMO/AS/LIS	4Q FY 2024-25	4Q FY 2024-25
<b>Infrastructure</b> 	3.1 Pursue Alternative Funding Sources for Infrastructure Needs	3.1a Consider Community partnership for Mark M. Millis Community Center construction	Carryover	CMO/Rec/PW	In progress	4Q FY 2023-24
		3.1b Include infrastructure in new Revenue Measure plans and outreach	Carryover	AS/CMO/LIS/ PW/CD	1Q FY 2023-24	4Q FY 2024-25
		3.1c Collect FEMA reimbursement for January - March 2023 storm damage	New	AS	In progress	3Q FY2024-25
		3.1d Pursue Grant applications and administration for infrastructure projects	Carryover	PW/CD/AS	In progress	Ongoing
	3.2 Work with Regional Partners on Infrastructure Projects	3.2a Support ongoing development and financing of Central Coast Blue project	Carryover	CMO/AS/PW	In Progress	Ongoing
		3.2b NCMA Management Agreement Amendments	New	PW	3Q FY 2023-24	Ongoing

## Council Goal's Work Plan

Goal	Strategy	Task/Action	Carryover Action or New	Responsible Department	Anticipated to Start	Completion Target
Infrastructure (continued) 	3.3 Prioritize Key Infrastructure Projects	3.3a Traffic Way Bridge	Carryover	CD/PW	In progress	2Q FY 2025-26
		3.3a.i. Traffic Way Bridge Design	Carryover	CD/PW	In progress	4 Q FY 2023-24
		3.3a.ii. Traffic Way Bridge ROW	Carryover	CD/PW	1Q FY 2023-24	3Q FY 2023-24
		3.3a.iii. Traffic Way Bridge Construction	Carryover	CD/PW	3Q FY 2024-25	2Q FY 2025-26
		3.3b Swinging Bridge Rehabilitation	Carryover	CD/PW	In progress	2Q FY 2024-25
		3.3b.i. Swinging Bridge Rehabilitation NEPA	Carryover	CD/PW	In progress	3Q FY 2023-24
		3.3bii Swinging Bridge Rehabilitation Bid for Construction	Carryover	CD/PW	3Q FY 2023-24	3Q FY 2023-24
		3.3b.iii. Swinging Bridge Construction	New	CD/PW	4Q FY 2023-24	2Q FY 2024-25
		3.3c Halcyon Complete Streets	New	CD/PW		
		3.3c.i. Halcyon Complete Streets Design acquisition	New	CD/PW	1Q FY 2024-25	1Q FY 2024-25
		3.3c.ii. Halcyon Complete Streets ROW acquisition	New	CD/PW	1Q FY 2023-24	1Q FY 2024-25
		3.3c.iii. Halcyon Complete Streets Construction	New	CD/PW	1Q FY 2024-25	2Q FY 2025-26
		3.3d ATP Development	New	CD/PW	In Progress	3Q FY 2024-25
		3.3d.i. Award ATP Contract to Consultant	New	CD/PW	4Q FY 2022-23	4Q FY 2022-23
		3.3d.ii. Final Approval of ATP by Council	New	CD/PW	3Q FY 2024-25	3Q FY 2024-25
		3.3e 2022 Pavement Management Program Construction	New	CD/PW	1Q FY 2023-24	2Q FY 2023-24
		3.3f 2024 Pavement Management Program Design	New	CD/PW	2Q FY 2023-24	3Q FY 2023-24
		3.3g 2024 Pavement Management Program Construction	New	CD/PW	4Q FY 2023-24	1Q FY 2024-25
		3.3h Community Safety Camera Network	Carryover	Police/CD	In Progress	4Q FY 2024-25
		3.3i Replacement Generator at Station 1	New	CD/PW/Fire	4Q FY 2022-23	4Q FY 2023-24
		3.3j Lift Station 3	New	CD/PW	1Q FY 2023-24	1Q FY 2024-25
		3.3k AG Creek Remediation (Debris removal and bank stabilization)	New	CD/PW	4Q FY 2022-23	4Q FY 2023-24
		3.3l Concrete Repair Program	New	CD/PW	1Q FY 2024-25	4Q FY 2024-25
		3.3m Concept plan/design for new Mark M. Millis Community Center Building	New	CD/PW/Rec	1Q FY 2023-24	4Q FY 2023-24
		3.3n CMP Lining	New	CD/PW	1Q FY 2024-25	Ongoing
General Plan Update 	4.1 Public Outreach	4.1a Plan and Host a Kick-Off Meeting with Community	New	CD/LIS	1Q FY 2023-24	1Q FY 2023-24
	4.2 Diversity Equity Inclusion Justice Lens	4.2a Management of DEIJ consultant	New	CD	In Progress	Ongoing
	4.3 General Plan Elements		New	CD	2Q FY 2023-24	3Q FY 2024-25
	4.4 Baseline Analysis of Existing and Future Business Needs	4.4a Survey Local Businesses	Carryover Action	CD	1Q FY 2023-24	4Q FY 2023-24
		4.4b Conduct a Retail Market Analysis	New	CD	1Q FY 2023-24	4Q FY 2023-24
	4.5 Climate Action Plan		New	CD	2Q FY 2023-24	3Q FY 2025-26
	4.6 Code Update	4.6a Bring code changes to Planning Commission for approval	New	CD	3Q FY 2025-26	3Q FY 2025-26
		4.6b Bring draft Ordinance of code revision update to Council	New	CD	4Q FY 2025-26	4Q FY 2025-26
	4.7 EIR	4.7a Complete draft EIR	New	CD	1Q FY 2024-25	3Q FY 2024-25
		4.7b Complete final EIR	New	CD	3Q FY 2024-25	4Q FY 2024-25
	4.8 Objective Design Standards		Carryover	CD/CA	1Q FY 2023-24	1Q FY 2023-24

Key	
CMO	City Manager's Office
AS	Administrative Services
LIS	Legislative and Information Services
PD	Police Department
PW	Public Works
Rec	Recreation Services
Fire	Five Cities Fire Authority
CD	Community Development

# Personnel Summary

	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25
City Manager's Office					
<u>Elected Officials:</u>					
Mayor and City Council	5.00	5.00	5.00	5.00	5.00
<u>Full-time:</u>					
City Manager	1.00	1.00	1.00	1.00	1.00
Human Resources Manager	-	1.00	1.00	1.00	1.00
Management Analyst	-	-	1.00	1.00	1.00
<u>Contract:</u>					
City Attorney	1.00	1.00	1.00	1.00	1.00
City Manager's Office total	7.00	8.00	9.00	9.00	9.00
Legislative & Information Services					
<u>Full-time:</u>					
Director	1.0	1.0	1.0	1.0	1.0
Information Tech Manager	1.0	-	-	-	-
Information Tech Specialist	1.0	-	-	-	-
Exec Asst/Deputy City Clerk	1.0	1.0	-	-	-
Deputy City Clerk/Communications Coordinator	-	-	1.0	1.0	1.0
<u>Part time (FTE):</u>					
Sr. Office Assistant	0.6	-	-	-	-
Executive Secretary	-	0.6	0.6	0.6	0.6
Legislative & Information Services total	4.6	2.6	2.6	2.6	2.6
Administrative Services					
<u>Full-time:</u>					
Director	1.0	1.0	1.0	1.0	1.0
Human Resources Manager	1.0	-	-	-	-
Information Tech Manager	-	1.0	1.0	1.0	1.0
Accounting Manager	1.0	1.0	1.0	1.0	1.0
Accounting Supervisor	-	-	-	-	-
Senior Accounting Clerk	3.0	3.0	3.0	3.0	3.0
Information Tech Specialist	-	1.0	1.0	1.0	1.0
Accounting Clerk	-	-	-	-	-
Admin Services Total	6.0	7.0	7.0	7.0	7.0
Community Development Department					
<u>Full-time:</u>					
Director	1.0	1.0	1.0	1.0	1.0
Planning Manager	-	-	1.0	1.0	1.0
Associate Planner	1.0	1.0	1.0	1.0	1.0
Assistant Planner	1.0	1.0	1.0	1.0	1.0
Community Services Specialist	-	-	1.0	1.0	1.0
City Engineer	1.0	1.0	1.0	-	-
Associate Engineer	-	1.0	1.0	-	-
Assistant Engineer	1.0	1.0	-	-	-
Permit Technician	1.0	1.0	1.0	1.0	1.0
Program Analyst	1.0	1.0	-	-	-
Engineering Inspector	1.0	1.0	1.0	-	-
Building Official	1.0	1.0	-	-	-
Building Permit Technician	1.0	1.0	1.0	1.0	1.0
<u>Part time (FTE):</u>					
Office Assistant I	-	-	0.5	0.5	0.5
Comm. Development Intern	0.5	0.5	-	-	-
CDD Total	10.5	11.5	10.5	7.5	7.5

# Personnel Summary

	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25
<u>Full-time:</u>					
Chief of Police	1.0	1.0	1.0	1.0	1.0
Commander	2.0	2.0	2.0	2.0	2.0
Sergeant	5.0	5.0	5.0	5.0	5.0
Senior Police Officer	6.0	6.0	6.0	6.0	6.0
Police Officer	13.0	13.0	13.0	13.0	13.0
Executive Secretary	1.0	1.0	1.0	1.0	1.0
Records Clerk	2.0	2.0	2.0	2.0	2.0
Police Services Technician	-	-	-	-	1.0
<u>Part time (FTE):</u>					
Neighborhood Services Tech	1.4	1.4	-	-	-
Level I Reserve Officer	0.5	0.5	-	-	-
Cadet	1.0	1.0	1.0	0.5	0.5
Training Technician	0.5	0.5	0.5	-	-
PD total	33.4	33.4	31.5	30.5	31.5
<u>Recreation Administration</u>					
<u>Full time:</u>					
Recreation Director	1.0	1.0	1.0	1.0	1.0
Recreation Supervisor	0.3	0.3	0.3	1.0	1.0
Recreation Coordinator	0.4	0.4	0.4	1.0	1.0
<u>Part time (FTE):</u>					
Office Assistant I	0.4	0.4	0.4	-	-
Administrative Secretary	0.6	0.6	0.6	-	-
Volunteer & Class Coordinator	0.5	0.5	0.5	0.5	0.5
Facility Attendant	1.7	1.7	1.7	1.7	1.7
Sports Facilities Attendant	0.2	0.2	0.2	0.2	0.2
Subtotal	5.1	5.1	5.1	5.4	5.4
<u>Recreation Preschool</u>					
<u>Full time:</u>					
Recreation Supervisor	0.2	0.2	0.2	-	-
<u>Part time (FTE):</u>					
Preschool Teacher	1.7	1.7	1.7	-	-
Subtotal	1.9	1.9	1.9	-	-
<u>Children in Motion</u>					
<u>Full time:</u>					
Recreation Supervisor	0.5	0.5	0.5	-	-
Recreation Coordinator	0.6	0.6	0.6	-	-
<u>Part time (FTE):</u>					
Teacher	3.5	3.5	3.5	-	-
Assistant Teacher	1.2	1.2	1.2	-	-
Assistant I & II	2.2	2.2	2.2	-	-
Subtotal	8.0	8.0	8.0	-	-
Recreation total	15.0	15.0	15.0	5.4	5.4
<u>Public Works Administration</u>					
<u>Full time:</u>					
Director of Public Works	1.0	1.0	1.0	1.0	1.0
Public Works Manager	0.5	0.5	0.5	0.5	0.5
Administrative Secretary	1.0	1.0	1.0	1.0	1.0
Capital Projects Manager	1.0	1.0	1.0	1.0	1.0
Assistant Capital Projects Manager	-	-	1.0	1.0	1.0
Subtotal	3.5	3.5	4.5	4.5	4.5

# Personnel Summary

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	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25
<u>Engineering</u>					
Full time:					
City Engineer	-	-	-	1.0	1.0
Associate Engineer	-	-	-	1.0	1.0
Engineering Inspector	-	-	-	1.0	1.0
Subtotal	-	-	-	3.0	3.0
<u>Parks</u>					
Full time:					
Parks, Trees, & Landscape Supervisor	-	-	1.0	1.0	1.0
Maintenance Lead Worker	1.0	1.0	1.0	1.0	1.0
Maintenance Worker	1.0	1.0	2.0	2.0	2.0
Part time (FTE):					
Maintenance Worker	1.4	1.4	0.7	0.7	0.7
Subtotal	3.4	3.4	4.7	4.7	4.7
<u>Streets</u>					
Full time:					
Public Works Manager	0.5	0.5	0.5	0.5	0.5
Streets Maintenance Supervisor	-	-	1.0	1.0	1.0
Maintenance Lead Worker	1.0	1.0	1.0	1.0	1.0
Maintenance Worker	2.0	2.0	1.0	1.0	1.0
Subtotal	3.5	3.5	3.5	3.5	3.5
<u>Soto Sports Complex</u>					
Full time:					
Maintenance & Coordination Supervisor	-	-	1.0	1.0	1.0
Maintenance Worker	2.0	2.0	1.0	1.0	1.0
Subtotal	2.0	2.0	2.0	2.0	2.0
<u>Automotive Shop</u>					
Full time:					
Fleet Maintenance Coordinator	1.0	1.0	1.0	1.0	1.0
Subtotal	1.0	1.0	1.0	1.0	1.0
<u>Government Buildings</u>					
Full time:					
Building Maintenance Worker	1.0	1.0	1.0	1.0	1.0
Part time (FTE):					
Maintenance Worker	0.7	0.7	0.7	0.7	0.7
	1.7	1.7	1.7	1.7	1.7

# Personnel Summary

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	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25
<u>Water Fund</u>					
Full time:					
Utilities Manager	0.5	0.5	0.5	0.5	0.5
Public Works Supervisor	-	-	1.0	1.0	1.0
Public Works Lead Worker	1.0	1.0	1.0	1.0	1.0
Water Services Worker	1.0	1.0	1.0	0.6	0.6
Maintenance Worker	4.0	4.0	3.0	3.0	3.0
Part time (FTE):					
Summer Interns	0.7	0.7	0.7	0.7	0.7
Subtotal	7.2	7.2	7.2	6.8	6.8
<u>Sewer Fund</u>					
Full time:					
Utilities Manager	0.5	0.5	0.5	0.5	0.5
Water Services Worker	-	-	-	0.4	0.4
Maintenance Worker	2.0	2.0	2.0	2.0	2.0
Part time (FTE):					
Summer Interns	0.7	0.7	0.7	0.7	0.7
Subtotal	3.2	3.2	3.2	3.6	3.6
Department total	25.5	25.5	27.8	31.8	31.8
Elected total:	5.0	5.0	5.0	5.0	5.0
Contract City Attorney total:	1.0	1.0	1.0	1.0	1.0
Full time total:	76.0	77.0	80.0	80.0	81.0
Part time (FTE) total:	20.0	20.0	17.4	6.8	6.8
City Total:	102.0	103.0	103.4	92.7	93.7

# Long Range Financial Forecast

## INTRODUCTION

The General Fund is the City's largest fund and is used to account for the revenues and expenditures that support most services commonly associated with local government, including police, fire, public works, community development, parks and recreation, and administration. The preparation of the Fiscal Year (FY) 2023-24 through FY 2027-28 Five-Year Financial Forecast is one of the first steps in the City's budget process.

The City of Arroyo Grande's Forecast is a long-range fiscal planning tool that serves as the framework for the development of the FY 2023-24 and FY 2024-25 General Fund Biennial Budget. The Forecast provides City Council, key stakeholders, and the public information about the City's financial resources to facilitate discussion and decision-making regarding the General Fund budget.

The Forecast is a fiscally conservative, yet realistic, point-in-time estimate of the capacity of the General Fund to pay for both ongoing services and capital needs for the next five years. Because the General Fund is the City's primary fund and is where most discretionary funds reside, this Forecast does not include other City funds such as the water, sewer, transportation, and park development funds. The Forecast takes into account cost inflation over its five-year timeline while also implementing a "Status Quo" approach to staffing and program levels by projecting costs into the future with no material changes.

As depicted in Table 1 below, expenditures are expected to exceed revenues by \$1.8 million in the current fiscal year (2022-23) due to a planned drawdown of reserves to support spending on streets, sidewalks, employee retention incentive program, and capital equipment. This expected deficit in FY 2022-23, however, is less than the originally planned reserve drawdown of \$2.4 million. This is mainly due to better-than-expected projections for property, sales, and transient occupancy taxes in the current fiscal year while budgeted expenditures are largely on target.

	Table 1 General Fund Financial Forecast (In thousands)						
	FY 2022-23 Adopted	FY 2022-23 Projection	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28
Beginning Fund Balance	\$7,999	\$10,500	\$8,662	\$8,506	\$8,356	\$7,804	\$7,173
Total Revenue	20,901	22,104	21,731	22,358	23,014	23,689	24,386
Total Expenditures	23,279	23,941	21,887	22,508	23,565	24,321	25,102
Surplus or (Deficit)	(2,378)	(1,838)	(157)	(150)	(552)	(631)	(716)
Ending Fund Balance	\$5,621	\$8,662	\$8,506	\$8,356	\$7,804	\$7,173	\$6,457
Fund Balance %	24.1%	36.2%	38.9%	37.1%	33.1%	29.5%	25.7%

# Long Range Financial Forecast

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As shown in Table 2 below, revenues in FY 2023-24 are projected to dip slightly from FY 2022-23 due in part to non-recurring grant revenues in the current year, in part to a mild economic slowdown in sales tax receipts anticipated by the City's sales tax consultant (HdL), and in another part to the discontinuation of some recreation programs (before and after school childcare). According to HdL, Gross Domestic Product (GDP) is expected to increase only 0.8% in FY 2022-23, rising to a modest 2.5% in the following year. Though HdL does not project that a recession is an inevitable outcome in the near future, they do expect some economic pullback in the near term and do not write off the possibility of a deeper recession depending on choices made by state and national policymakers in the months ahead. Most revenues after the current fiscal year are, therefore, expected to increase modestly each year.

[Consideration of General Fund Five-Year Financial Forecast](#)

# Long Range Financial Forecast

Table 2 Fiscal Year 2024-2028 Financial Forecast (In thousands)								
	FY 2021-22 Actual	FY 2022-23 Adopted	FY 2022-23 Projection	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28
<b>REVENUE &amp; OTHER SOURCES</b>								
<b>Taxes</b>								
Property Tax	\$ 7,957	\$ 8,013	\$ 8,066	\$ 8,329	\$ 8,618	\$ 8,917	\$ 9,227	\$ 9,547
Sales Tax	5,389	4,730	5,377	5,318	5,469	5,633	5,802	5,976
Transient Occupancy Tax	1,477	1,300	1,500	1,545	1,591	1,639	1,688	1,739
Franchise Fees	782	704	780	796	812	828	844	861
<b>Licenses &amp; Permits</b>	531	529	529	540	551	562	573	584
<b>Charges for Services</b>								
Community Development	411	354	354	361	368	375	383	391
Other Charges for Services	1,202	1,378	1,388	990	1,010	1,030	1,051	1,072
<b>Other Revenue</b>								
Fines & Forfeitures	61	47	47	48	49	50	51	52
Use of Money	402	537	537	548	558	570	581	593
Intergovernmental	193	296	513	120	120	120	120	120
<b>Transfers</b>	2,993	3,013	3,013	3,137	3,213	3,291	3,370	3,452
<b>Total Revenues</b>	<b>\$ 21,398</b>	<b>\$ 20,901</b>	<b>\$ 22,104</b>	<b>\$ 21,731</b>	<b>\$ 22,358</b>	<b>\$ 23,014</b>	<b>\$ 23,689</b>	<b>\$ 24,386</b>

10/20/23

<b>EXPENDITURES &amp; OTHER USES</b>								
<b>Salary &amp; Benefits</b>								
Salary & Taxes	\$ 6,783	\$ 7,679	\$ 7,736	\$ 8,006	\$ 8,286	\$ 8,576	\$ 8,876	\$ 9,187
Flexible benefits	1,157	1,430	1,430	1,496	1,564	1,636	1,711	1,789
Workers' Compensation	558	626	626	676	731	789	852	920
Employee retention	-	1,030	1,030	-	-	-	-	-
Pension Normal Cost	690	899	899	1,000	1,003	1,020	1,025	1,034
CalPERS Unfunded Liab	1,520	1,905	2,302	1,272	1,421	1,546	1,677	1,581
OPEB	143	235	235	235	235	235	235	235
<b>Total Salary &amp; Benefits</b>	<b>10,851</b>	<b>13,804</b>	<b>14,258</b>	<b>12,685</b>	<b>13,239</b>	<b>13,802</b>	<b>14,375</b>	<b>14,746</b>
<b>Services &amp; Supplies</b>								
Contractual Services	1,776	2,465	2,490	2,275	2,320	2,366	2,414	2,462
Five Cities Fire Services	2,052	2,052	2,052	3,114	3,012	3,328	3,323	3,536
Liability Insurance	653	622	622	684	752	827	910	1,001
Utility Charges	445	526	526	536	547	558	569	581
Other Operating Expense	1,529	1,534	1,662	1,567	1,598	1,630	1,663	1,696
<b>Total Service &amp; Supplies</b>	<b>6,455</b>	<b>7,199</b>	<b>7,351</b>	<b>8,175</b>	<b>8,229</b>	<b>8,710</b>	<b>8,879</b>	<b>9,276</b>
<b>Debt Service</b>	128	286	286	286	286	286	286	286
<b>Transfers</b>	1399	1,536	1,591	641	654	667	680	694
<b>Capital Purchases</b>	13	454	454	100	100	100	100	100
<b>Total Expenditures</b>	<b>\$ 18,846</b>	<b>\$ 23,279</b>	<b>\$ 23,941</b>	<b>\$ 21,887</b>	<b>\$ 22,508</b>	<b>\$ 23,565</b>	<b>\$ 24,321</b>	<b>\$ 25,102</b>
<b>General Fund (Shortfall)/Surplus</b>	<b>\$ 2,552</b>	<b>\$ (2,378)</b>	<b>\$ (1,838)</b>	<b>\$ (157)</b>	<b>\$ (150)</b>	<b>\$ (552)</b>	<b>\$ (631)</b>	<b>\$ (716)</b>

# Long Range Financial Forecast

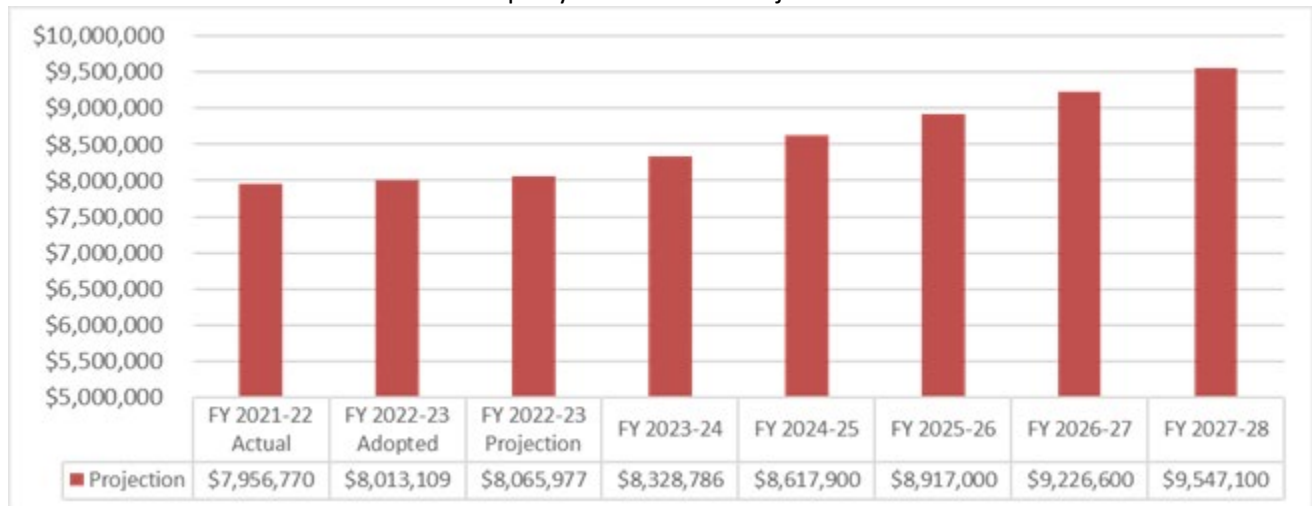
Table 2 above also shows that expenditures are expected to decline from the current fiscal year to the next, mostly due to the one-time nature of the employee retention incentive program and larger than normal expenditures related to streets, sidewalks, and capital equipment budgeted in FY 2022-23. Offsetting these expenditure decreases somewhat is an expected increase in the cost to provide fire services to our residents through the Five Cities Fire Authority. Unless otherwise noted, most expenditures are projected to increase modestly over time.

The following summarizes key assumption made for revenues and expenditures:

## **GENERAL FUND REVENUES**

**Property Taxes** – Property tax is the City’s largest revenue source, representing 36% of all General Fund revenues based on the FY 2022-23 Projected Budget. The following Chart 1 shows FY 2021-22 actual revenues, the FY 2022-23 Adopted Budget and revised property tax revenue projection and a five-year Forecast for FY 2023-24 through FY 2027-28. The FY 2022-23 and 2023-24 projections are based on recent estimates provided by the County Auditor-Controller’s Office. In the outyears of the Forecast, property tax revenue are projected to increase 3.5% annually, reflecting the combination of the 2% inflator added each year to assessed values along with increases resulting from the sale of existing properties at higher values than their current assessed valuations.

Chart 1  
Property Tax Revenue Projection



**Sales and Use Tax** – Sales Tax is the City’s second largest revenue source, representing 24% of General Fund revenues based on the FY 2022-23 Projected Budget. Sales tax revenue includes both taxes collected at the point of sale as well as taxes collected from online sales. The City receives the basic local Bradley-Burns rate of 1.0% of the total City’s sales tax rate of 7.75% based on point-of-sale transactions within the City. Additionally, a half percent (0.50%) of the total sales tax is also paid to the City and is attributed to the Local Sales Tax measure approved in 2006. The majority of the Local Sales Tax is utilized for Capital Improvement Projects. However, a portion of the Local Sales Tax collected is used to support public safety programs, including payments to the Five Cities Fire Authority and the costs of a Senior Police Officer.

# Long Range Financial Forecast

Chart 2 shows HdL’s projected reduction in sales tax revenues of 0.2% in the current fiscal year and another 1.1% in FY 2023-24 due to the anticipated minor slowdown noted earlier. These projections reflect expected declines in categories like automobiles and transportation, fuel and service stations, and general consumer goods. The lower projections in these categories are the result of lower expected consumer demand in the short-term and, in the case of fuel, lower prices at the pump. In addition, the state and county pools sales tax category, which captures online sales, is projected to grow 14% this year, or \$92,000, over the original Adopted Budget. Categories that are expected to increase modestly over the next year include building and construction, restaurants and hotels, and receipts from the county sales tax pool. This pool is made up primarily of transactions that occur online rather than point of sale in Arroyo Grande and used automobile sales purchased outside the City. The economic Forecast for sales tax revenue in the outyears assumes a 3% growth rate, which is in line with recommendations of the City’s sales tax consultant.

Chart 2  
Sales Tax Revenue Projection

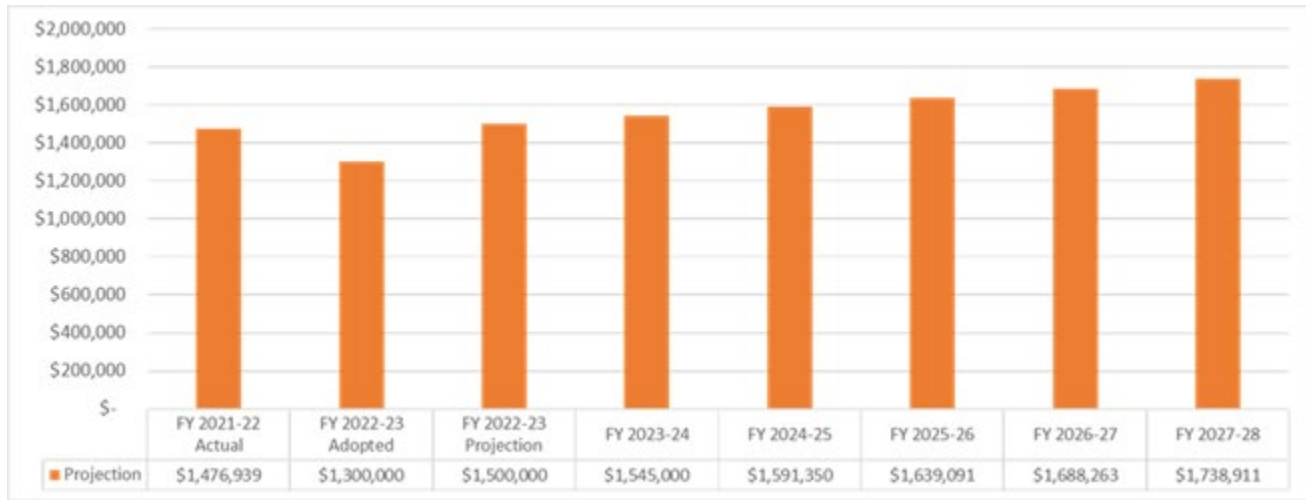


**Transient Occupancy Tax (TOT)** – The primary economic drivers of TOT revenues are lodging capacity, room rates, and occupancy. The following Chart 3 shows that the original TOT projection of \$1.3 million for FY 2022-23 underestimated the rebound from previous pandemic related lows. Based on final numbers from FY 2021-22 of \$1.48 million, and after reviewing TOT receipts so far in FY 2022-23, this estimate has been revised to \$1.5 million, or a modest 1.6% increase over the previous fiscal year.

The 5-year Forecast projects a modest but healthy increase of 3.0% year-over-year. The Forecast does not factor in any increase in the City’s current room capacity or the addition of new hotels within the City limits over the next five years. Nor does it factor in any efforts the City is making to increase TOT compliance with short-term rentals.

# Long Range Financial Forecast

Chart 3  
Transient Occupancy Tax Revenue Projection



**License and Permits** – The License and permit category includes revenue associated with regulating certain activities within the City, such as permits for building, encroachment, electrical, police, and fire. License and permit revenue represents 2.4% of General Fund revenues based on the FY 2022-23 Projected Budget. License and permit revenue reflects a flat projection for FY 2022-23 Adopted Budget with an expected 2.0% increase each year in the Forecast thereafter.

**Charges for Service** – The City provides a variety of fee-based services that provide a benefit to an individual or group such as recreation programs, plan checking, and engineering inspections. Together, these charges for services represent 8% of General Fund revenues, so are an important part of the budget.

## GENERAL FUND EXPENDITURES

**Salaries and Taxes** – Because municipalities are service entities, personnel costs are the largest category of expenditure, accounting for almost 60% of General Fund expenditures. The salaries and payroll taxes represent all employee salaries (e.g. full-time, part-time, overtime, holiday, sick leave, etc.) and their associated payroll taxes. In addition to this, total personnel costs include employee benefits, workers' compensation, and pension related expenses. The following Table 3 shows that Forecast includes a 3.5% inflator for the next five fiscal years based on current employee contracts and anticipated cost increases over the next few years.

Table 3 Salary & Payroll Taxes Five-Year Forecast									
	FY 2019-20	FY 2021-22	FY 2022-23 Adopted	FY 2022-23 Projection	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28
Growth Rate			14.0%	14.9%	3.5%	3.5%	3.5%	3.5%	3.5%
Salary & Taxes	\$ 6,734,663	\$ 6,782,962	\$ 7,679,100	\$ 7,736,442	\$ 8,006,000	\$ 8,286,200	\$ 8,576,200	\$ 8,876,400	\$ 9,187,100

**Services and Supplies** – Non-personnel expenditures include contractual and professional services, insurance, utilities, and other operating expenditures. These non-personnel related costs make up 38% of all General Fund

# Long Range Financial Forecast

expenditures. In addition, the portion of fire services contracted through the Five Cities Fire Authority (FCFA) and paid for with General Funds currently represents another 9% of total expenditures.

## **LOCAL SALES TAX FUND**

The City prepares a 5-year plan for the Local Sales Tax Fund shown in Table 4. The City has been diligent in using the local sales tax funds for the four purposes originally identified: infrastructure improvements, including the street, drainage and creek systems; transportation projects; public safety needs; and facility upgrades. In 2015, the City Council added Information Technology infrastructure to the list of infrastructure systems supported by the Sales Tax Fund. The proposed 5-year plan for the Local Sales Tax Fund is provided as an additional forecast .

The Local Sales Tax Fund provides for both operating and capital needs, with approximately 64% of the revenue generated by this half-percent tax allocated for capital programs. The 5-year revenue and expenditure plan provided is prepared in order to support the multi-year nature of the capital projects funded with revenue from the Local Sales Tax Fund.

**Table 4 – Local Sales Tax Fund**

<b>CITY OF ARROYO GRANDE</b>						
5-Year Revenue and Expenditure Plan						
Item	2023-24	2024-25	2025-26	2026-27	2027-28	5-Year Total
Fair Oaks/Orchard Rd Intersection Imp	75,000	225,000	236,250	236,250	-	772,500
Swinging Bridge Reinforcement	-	-	-	-	-	-
Traffic Way Bridge Improvements	82,355	624,175	624,175	-	-	1,330,705
Subtotal Transportation	157,355	849,175	860,425	236,250	-	2,103,205
Pavement Management Program	1,210,080	2,062,870	1,250,000	-	1,250,000	5,772,950
Striping and Sidewalk Improvements	-	240,000	-	200,000	-	440,000
Short Street Plaza	-	-	-	30,000	-	30,000
Harloe Elem Ped Access Enhancements	-	-	-	-	-	-
191 Tally Ho	110,000	-	-	-	-	110,000
Guardrail Replacement	-	-	-	-	-	-
Active Transportation Plan	14,337	-	-	-	-	14,337
Arroyo Grande Creek Remediation	26,000	-	-	-	-	26,000
Arroyo Grande Creek Stabilization	-	-	40,000	-	-	40,000
Subtotal Street/Park Improvements	1,360,417	2,302,870	1,290,000	230,000	1,250,000	6,433,287
CMP Replacements	-	100,000	100,000	100,000	100,000	400,000
Trash Capture Devices	-	-	214,000	-	-	214,000
Subtotal Drainage Improvements	-	100,000	314,000	100,000	100,000	614,000
Fire JPA	949,000	994,500	1,024,335	1,044,822	1,065,718	5,078,375
Police Senior Officer Position	183,700	190,100	196,800	203,700	210,800	985,100
Narcotics Task Force	24,600	24,600	24,600	24,600	24,600	123,000
Animal Services Building Debt Service	60,000	60,000	60,000	60,000	60,000	300,000
Subtotal Public Safety	1,217,300	1,269,200	1,305,735	1,333,122	1,361,118	6,486,475

# Long Range Financial Forecast

CITY OF ARROYO GRANDE						
5-Year Revenue and Expenditure Plan						
Item	2023-24	2024-25	2025-26	2026-27	2027-28	5-Year Total
City Hall Debt Service	20,000	20,000	20,000	20,000	20,000	100,000
Corporation Yard Renovations	-	-	-	-	-	-
Recreation Services / Community Center Building	-	150,000	-	1,500,000	-	1,650,000
Elm St. Park Playground Structure	-	-	-	-	-	-
Fire Station 1 Generator Replacement	-	-	-	-	-	-
Lift Station 3	55,200	-	-	-	-	55,200
Various Open Space Fire/Fuel Management	-	-	-	-	-	-
ADA Transition Plan	-	75,834	-	-	-	75,834
Public Works Office Space Remodel	100,000	-	-	-	-	100,000
Police Department Building Roof Repair	-	20,000	-	-	-	20,000
Property and Evidence Storage System Upgrade	-	-	-	-	25,000	25,000
Generator for City Hall	-	-	-	-	200,000	200,000
Fire Station Apparatus Bay Doors	115,000	-	-	-	-	115,000
City Hall Second Story Patio Repair	-	40,000	-	-	-	40,000
Woman's Club Improvements	-	-	-	-	-	-
Le Point Street Parking Lot Expansion	-	85,000	6,000	-	-	91,000
Financial Management System	93,000	-	-	-	-	93,000
Network Switch Replacement	-	-	-	-	-	-
Fuel Management System/Dispenser Replcmnt.	-	-	-	-	-	-
Subtotal City Facilities	383,200	390,834	26,000	1,520,000	245,000	2,565,034
Annual Audit and Sales Tax Report	7,500	7,500	7,500	7,500	7,500	37,500
Contingency	25,000	25,000	25,000	25,000	25,000	125,000
Subtotal Other	32,500	32,500	32,500	32,500	32,500	162,500
Total Expenses	3,150,772	4,944,579	3,828,660	3,451,872	2,988,618	18,364,501
Revenue	2,962,000	3,033,000	3,124,000	3,217,700	3,314,200	15,650,900
Revenue Over/(Under) Expenses	(188,772)	(1,911,579)	(704,660)	(234,172)	325,582	
Beginning Fund Balance	3,092,620	2,903,848	992,269	287,609	53,438	
Estimated Ending Fund Balance	2,903,848	992,269	287,609	53,438	379,019	
% Fund Balance of Estimated Revenues	98%	33%	9%	2%	11%	

## FUND SUMMARIES

# CONSOLIDATED SUMMARY – ALL FUNDS

### 2023-24 BUDGET

	General Fund	Local Sales Tax Fund	Enterprise Funds	Special Revenue	Agency Funds	Total
Beginning Fund Balance	\$ 8,992,955	\$ 3,092,620	\$ 7,429,554	\$ 10,730,087	\$ (607,613)	\$ 29,637,603
Revenues:						
Revenues	18,544,027	2,962,000	10,012,543	2,433,985	423,944	34,376,500
Transfers In	3,114,066	-	4,299,371	475,000	-	7,888,437
Total Revenues	21,658,093	2,962,000	14,311,914	2,908,985	423,944	42,264,937
Expenditures:						
Salaries and Benefits	12,089,400	-	1,146,000	547,200	-	13,782,600
Services and Supplies	9,434,771	1,041,500	6,404,221	1,091,965	7,900	17,980,357
Debt Service	309,566	-	-	8,369	382,944	700,879
Capital Outlay	239,500	-	82,000	-	-	321,500
Transfers Out	115,000	2,109,272	6,439,421	2,568,800	35,900	11,268,393
Total Expenditures	22,188,237	3,150,772	14,071,642	4,216,334	426,744	44,053,729
Total Operating Incr/(Dec	(530,144)	(188,772)	240,272	(1,307,349)	(2,800)	(1,788,792)
Available Fund Balance	\$ 8,462,811	\$ 2,903,848	\$ 7,669,826	\$ 9,422,738	\$ (610,413)	\$ 27,848,811

### 2024-25 BUDGET

	General Fund	Local Sales Tax Fund	Enterprise Funds	Special Revenue	Agency Funds	Total
Beginning Fund Balance	\$ 8,462,811	\$ 2,903,848	\$ 7,669,826	\$ 9,422,738	\$ (610,413)	\$ 27,848,811
Revenues:						
Revenues	18,999,668	3,033,000	9,881,840	2,484,950	423,944	34,823,402
Transfers In	3,185,100	-	4,080,985	500,000	-	7,766,085
Total Revenues	22,184,769	3,033,000	13,962,825	2,984,950	423,944	42,589,487
Expenditures:						
Salaries and Benefits	12,437,200	-	1,182,900	565,000	-	14,185,100
Services and Supplies	9,774,816	1,087,000	6,575,184	1,090,015	7,900	18,534,915
Debt Service	294,386	-	-	8,369	382,944	685,699
Capital Outlay	149,500	-	47,500	-	-	197,000
Transfers Out	2,475,000	3,857,579	6,485,585	1,291,400	35,900	14,145,463
Total Expenditures	25,130,902	4,944,579	14,291,169	2,954,784	426,744	47,748,177
Total Operating Incr/(Dec	(2,946,133)	(1,911,579)	(328,344)	30,166	(2,800)	(5,158,690)
Available Fund Balance	\$ 5,516,678	\$ 992,269	\$ 7,341,482	\$ 9,452,904	\$ (613,213)	\$ 22,690,121

## FUND SUMMARIES

### FUND: 010 GENERAL FUND

This is the primary operating fund of the City, which accounts for resources and services traditionally associated with government. The General Fund provides administrative, financial, police protection, community development, public works, and recreation services to the community and other funds. The General Fund accounts for revenues that have unrestricted uses and are not required legally or by contractual agreement to be accounted for in another fund.

ITEM	2021-22 ACTUAL	2022-23 ADOPTED BUDGET	2022-23 PROJECTION BUDGET	2023-24	2024-25
				PROPOSED BUDGET	PROPOSED BUDGET
Beginning Fund Balance	\$ 8,088,010	\$ 7,999,075	\$ 10,639,986	\$ 8,992,955	\$ 8,462,811
Revenues:					
Revenues	18,404,418	17,888,444	19,091,882	18,544,027	18,999,668
Transfers In	2,993,204	3,012,700	3,012,700	3,114,066	3,185,100
Total Revenues	21,397,622	20,901,144	22,104,582	21,658,093	22,184,768
Expenditures:					
Salaries and Benefits	10,850,612	13,804,135	14,163,700	12,089,400	12,437,200
Services and Supplies	6,454,835	7,199,231	7,351,431	9,434,771	9,774,816
Debt Service	128,493	286,261	286,261	309,566	294,386
Capital Outlay	12,998	453,865	358,865	239,500	149,500
Transfers Out	1,398,707	1,535,785	1,591,356	115,000	2,475,000
Total Expenditures	18,845,646	23,279,277	23,751,613	22,188,237	25,130,902
Total Operating Increases	2,551,977	(2,378,133)	(1,647,031)	(530,144)	(2,946,134)
Available Fund Balance	\$ 10,639,986	\$ 5,620,942	\$ 8,992,955	\$ 8,462,811	\$ 5,516,677
Percent of Expenditures	56.5%	24.1%	37.9%	38.1%	22.0%

## FUND SUMMARIES

### FUND: 218 LOCAL SALES TAX

This fund accounts for the revenues derived from Measure O-06, a local 1/2% sales tax approved by the City's voters in November 2006.

ITEM	2021-22	2022-23		2023-24	2024-25
	FINAL ACTUAL	ADOPTED BUDGET	PROJECTION BUDGET	PROPOSED BUDGET	PROPOSED BUDGET
Beginning Fund Balance	\$ 4,761,493	\$ 5,967,140	\$ 5,967,140	\$ 3,092,620	\$ 2,903,848
Revenues:					
Revenues	2,840,596	2,846,000	3,064,627	2,962,000	3,033,000
Transfers In	-	-	-	-	-
Total Revenues	2,840,596	2,846,000	3,064,627	2,962,000	3,033,000
Expenditures:					
Salaries and Benefits	-	-	-	-	-
Services and Supplies	591,981	645,394	593,553	1,041,500	1,087,000
Capital Outlay	-	-	-	-	-
Transfers Out	1,042,968	6,886,709	5,345,594	2,109,272	3,857,579
Total Expenditures	1,634,949	7,532,103	5,939,147	3,150,772	4,944,579
Change in Fund Balance	1,205,647	(4,686,103)	(2,874,520)	(188,772)	(1,911,579)
Ending Fund Balance	\$ 5,967,140	\$ 1,281,037	\$ 3,092,620	\$ 2,903,848	\$ 992,269

## FUND SUMMARIES

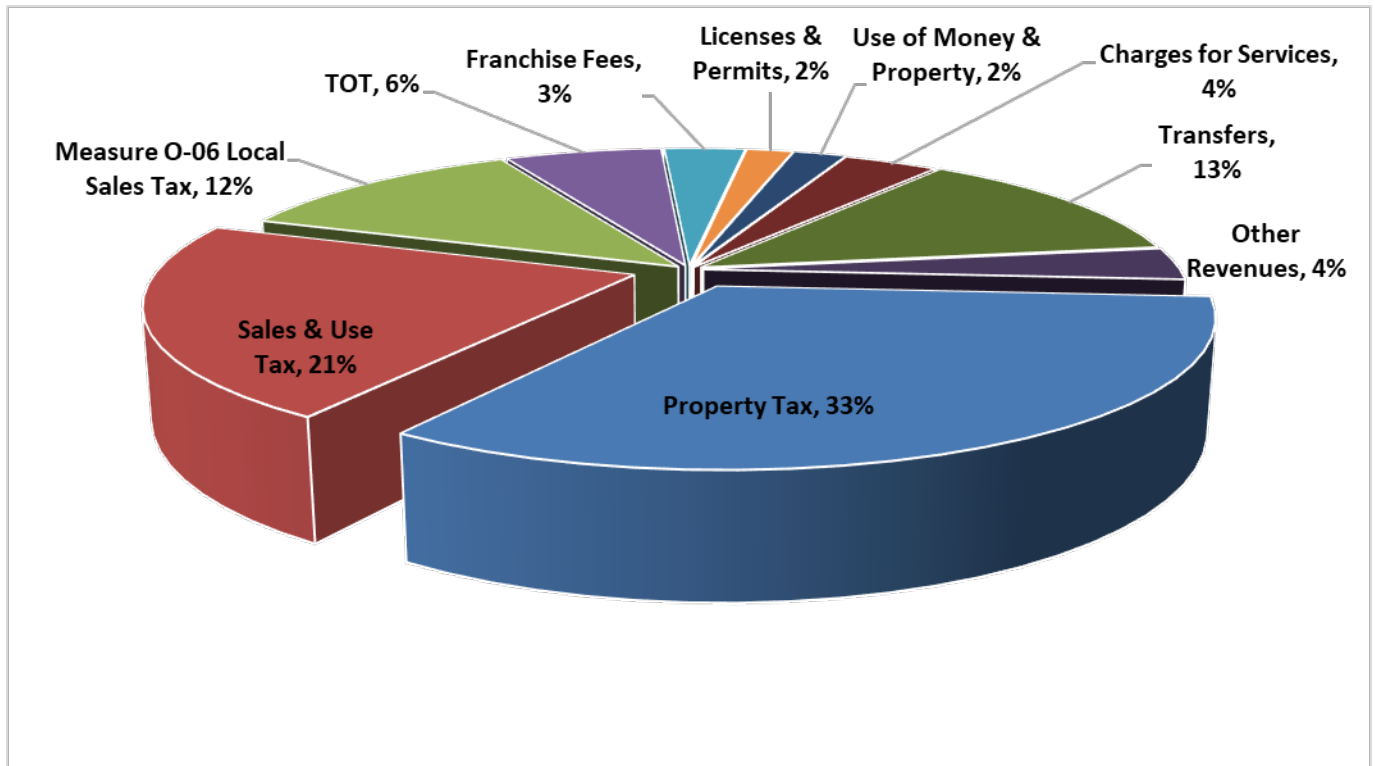
# CONSOLIDATED GENERAL FUND

The General Fund is the primary operating fund of the City, which accounts for resources and services traditionally associated with government. The General Fund provides administrative, financial, police protection, community development, public works, fire, and recreation services to the community and other funds. The General Fund accounts for revenues that have unrestricted uses and are not required legally or by contractual agreement to be accounted for in another fund. The City has historically reported on the General Fund separately from the Local Sales Tax Fund, although the City's auditors traditionally combine this information in the Annual Comprehensive Financial Report (ACFR). The Local Sales Tax Fund accounts for the revenues derived from Measure O-06, a local 1/2% sales tax approved by the City's voters in November 2006. Measure O-06 included advisory measures when passed providing direction on the uses to which the funding should be allocated. To ensure accountability, the measure included a provision requiring the City to publish and distribute an annual report to each household on the revenues and expenditures from the sales tax proceeds. To aid in the collection and reporting of this information, the City has accounted for this fund in a separate account.

	FY 2023-24			FY 2024-25		
	General Fund	Local Sales	Consolidated Total	General Fund	Local Sales	Consolidated Total
<b>Beginning Fund Balance</b>	\$8,993	\$3,093	\$12,086	\$8,462	\$2,904	\$11,366
<b>Revenues:</b>						
Revenues	18,544	2,962	21,506	19,000	3,033	22,033
Transfers In	3,114	-	3,114	3,185	-	3,185
<b>Total Revenues</b>	<b>21,658</b>	<b>2,962</b>	<b>24,620</b>	<b>22,185</b>	<b>3,033</b>	<b>25,218</b>
<b>Expenditures:</b>						
Salaries and Benefits	12,089	-	12,089	12,437	-	12,437
Services and Supplies	9,435	1,042	10,477	9,775	1,087	10,862
Debt Service	310	-	310	294	-	294
Capital Outlay	240	-	240	150	-	150
Transfers Out	115	2,109	2,224	2,475	3,858	6,333
<b>Total Expenditures</b>	<b>22,189</b>	<b>3,151</b>	<b>25,340</b>	<b>25,131</b>	<b>4,945</b>	<b>30,076</b>
<b>Total Operating Incr/(Decr)</b>	<b>(531)</b>	<b>(189)</b>	<b>(720)</b>	<b>(2,946)</b>	<b>(1,912)</b>	<b>(4,858)</b>
<b>Available Fund Balance</b>	<b>\$8,462</b>	<b>\$2,904</b>	<b>\$11,366</b>	<b>\$5,516</b>	<b>\$992</b>	<b>\$6,508</b>
<b>Reserve %</b>	38.1%	92.2%	44.9%	22.0%	20.1%	21.6%
<b>\$ Above Reserve Policy</b>	4,025	2,274	6,299	491	3	494
<b>Funds Available to Allocate</b>	3,500	1,695	5,195	400	-	400

# CONSOLIDATED GENERAL FUND REVENUES BY SOURCE

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## FUND SUMMARIES

# CONSOLIDATED GENERAL FUND REVENUE TRENDS

### Property Tax

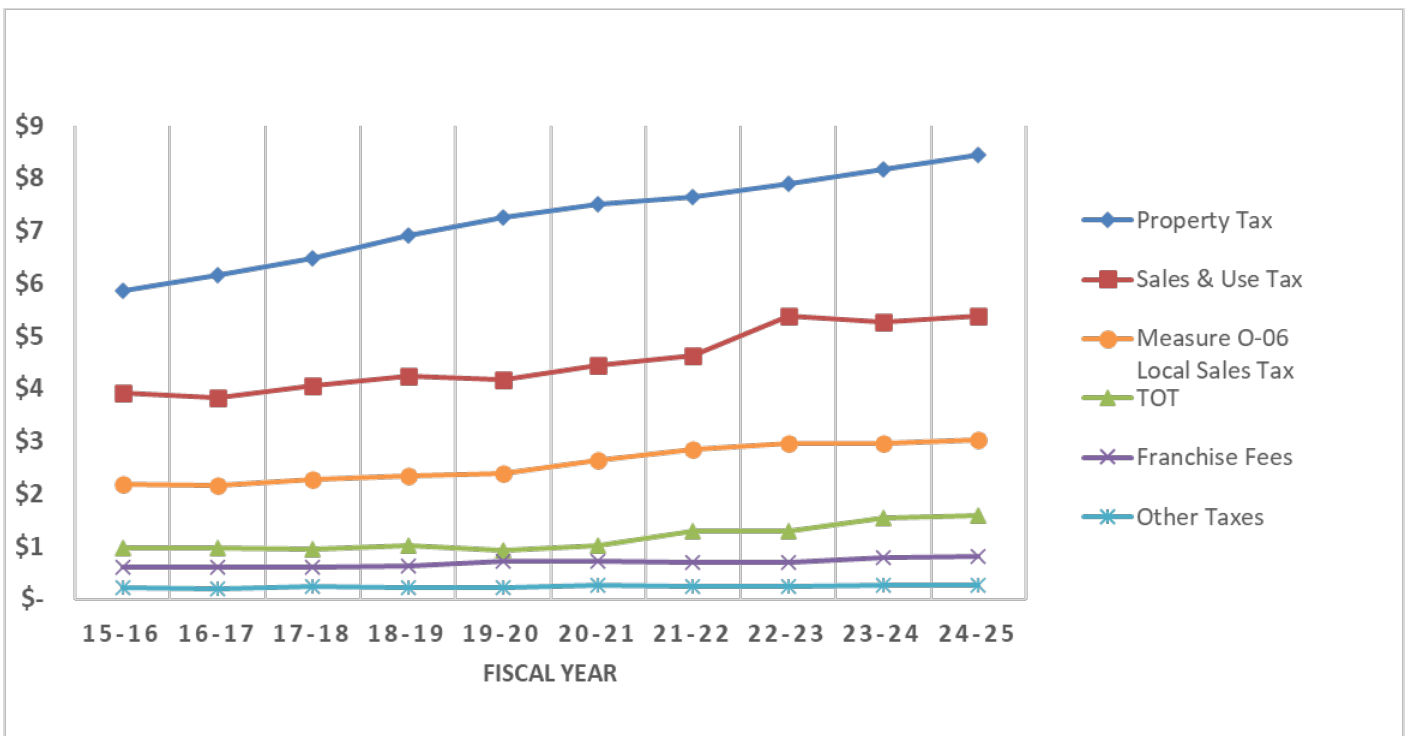
Property Tax revenues are estimated to increase by 3.3% in FY 2023-24 and increase by 3.5% in FY 2024-25.

### Sales & Use Tax

Sales Tax revenues are estimated to decrease by 1.1% in FY 2023-24 and increase by 2.8% in FY 2024-25.

### Transient Occupancy Tax

Transient Occupancy Tax revenues are estimated to increase by 3% in FY 2023-24 and increase by 3% in FY 2024-25.



## FUND SUMMARIES

# CONSOLIDATED GENERAL FUND REVENUE DETAIL

		2021-22	FISCAL YEAR 2022-23		2023-24	2024-25
		FINAL	ADOPTED	PROJECTION	PROPOSED	PROPOSED
ACCOUNT	LINE ITEM	ACTUAL	BUDGET	BUDGET	BUDGET	BUDGET
<u>TAXES</u>						
4001	Current Secured	\$ 5,494,101	\$ 5,736,124	\$ 5,788,992	\$ 5,976,386	\$ 6,187,300
4002	Current Unsecured	201,742	200,425	200,425	205,000	210,000
4003	Prior Secured	(26,738)	(18,000)	(18,000)	(18,000)	(18,000)
4004	Prior Unsecured	3,638	4,600	4,600	4,600	4,600
4005	Redemptions	262	300	300	300	300
4007	Property Tax in Lieu of VLF	1,901,447	1,933,600	1,933,600	2,001,300	2,071,300
4010	Transient Occupancy Tax	1,476,939	1,300,000	1,500,000	1,545,000	1,591,350
4011	Sales & Use Tax	5,195,913	4,553,023	5,175,215	5,071,135	5,193,568
4012	Sales Tax-Safety	193,213	177,352	201,970	197,023	202,934
4013	Property Transfer Tax	147,489	156,060	156,060	159,200	162,400
4018	Measure O-06 Sales & Use Tax	2,840,596	2,846,000	3,064,627	2,962,000	3,033,000
4030	Franchise Taxes	782,494	703,900	780,000	795,600	811,500
4050	Business License Tax	97,812	98,000	98,000	100,000	100,000
Total		18,308,909	17,691,384	18,885,789	18,999,544	19,550,252
<u>LICENSES &amp; PERMITS</u>						
4124	Fire Permits	5,505	16,600	16,600	12,300	12,500
4125	Police Permits	25,434	41,600	41,600	38,500	39,300
4126	Other Permits-Alcohol	10	-	-		
4127	Other Permits-Tobacco Retailers	2,045	2,000	2,000	2,100	2,100
4128	Other Permits-Solicitation	-	200	200	200	200
4141	Other Permits-Encroachment	81,608	88,900	88,900	77,300	78,800
4161	Sign Permits	6,870	4,200	4,200	7,000	7,100
4162	Use Permits	10,273	15,600	15,600	32,000	32,600
4164	Use Permits-Temporary	1,176	2,100	2,100	1,600	1,600
4181	Building Permits	178,623	170,000	170,000	173,400	176,900
4182	Plumbing Permits	5,624	4,500	4,500	5,100	5,200
4183	Electrical Permits	91,191	53,000	53,000	78,500	80,100
4185	Excav/Grade Permits	11,006	19,800	19,800	15,900	16,200
4187	Mechanical Permits	9,043	10,600	10,600	9,100	9,300
4188	Other Permits-Roof	-	-	-		
4189	Other Permits-Demolition	4,380	2,000	2,000	2,800	2,800
Total		432,787	431,100	431,100	455,800	464,700

## FUND SUMMARIES

		2021-22	FISCAL YEAR 2022-23		2023-24	2024-25
		FINAL	ADOPTED	PROJECTION	PROPOSED	PROPOSED
ACCOUNT	LINE ITEM	ACTUAL	BUDGET	BUDGET	BUDGET	BUDGET
<u>FINES</u>						
4201	Vehicle Code Fines	54,830	36,400	36,400	38,000	39,000
4202	Local Ordinance	387	2,000	2,000	400	400
4203	Parking	6,102	8,400	8,400	5,500	5,500
Total		61,318	46,800	46,800	43,900	44,900
<u>USE OF MONEY AND PROPERTY</u>						
4301	Interest	73,257	40,000	40,000	10,000	10,200
4350	Rent	58,905	65,700	65,700	50,000	51,000
4351	Telecommunication Site Leases	398,933	357,900	357,900	378,000	385,600
4353	Rent-Commercial Buildings	7,705	12,000	12,000	12,200	12,400
4354	Park User Fees	95,994	60,000	60,000	70,100	71,500
4355	Building Supervision	425	-	-	-	-
4356	Le Point Charging Station	1,252	1,000	1,000	1,000	1,000
4375	Returned Check Fees	75	200	200	200	200
4376	Collection-Credit Bureau	-				
Total		636,547	536,800	536,800	521,500	531,900
<u>AID FROM OTHER GOVERNMENTS</u>						
4411	Motor Vehicle License Fees	20,281	13,600	15,800	15,800	16,100
4413	Homeowners P.T.R.	32,595	32,600	33,000	33,000	33,700
4424	ICAC Reimbursement	140	5,200	-	-	-
4426	P.O.S.T. Reimbursement	19,503	10,400	10,600	10,600	10,800
4427	Mandated Cost Recovery	10,623	5,700	10,500	10,500	10,700
4451	Lucia Mar Reimbursement	-	78,750	80,300	80,300	81,900
4458	State Grant	13,241	-	-	-	-
4460	Department of Justice Grant	-	-	-	-	-
4479	Office of Traffic Safety Grant - Police	-	-	-	-	-
4499	Rev from other Govmt Agencies	-	150,000	363,710	363,416	363,416
Total		192,739	296,250	513,910	513,616	516,616

## FUND SUMMARIES

		2021-22	FISCAL YEAR 2022-23		2023-24	2024-25
		FINAL	ADOPTED	PROJECTION	PROPOSED	PROPOSED
ACCOUNT	LINE ITEM	ACTUAL	BUDGET	BUDGET	BUDGET	BUDGET
<u>COMMUNITY DEVELOPMENT CHARGES FOR SERVICES</u>						
4501	Developer Application Fees	31,857	11,400	11,400	21,400	21,800
4502	Filing/Certificate Fees	-	6,900	6,900	2,100	2,100
4504	File Fees-Appeals	4,471	1,000	1,000	1,000	1,000
4505	Plan Check Fees	286,846	270,000	270,000	275,400	280,900
4506	Lot Split/Subdivision	20,990	10,400	10,400	15,000	15,300
4507	Architect Review Fees	7,591	10,400	10,400	10,000	10,200
4509	Home Occupancy Permits	10,317	7,000	7,000	8,500	8,700
4510	Miscellaneous Plan Fees	47,521	29,200	29,200	33,600	34,300
4511	Pre-application Reviews	1,228	2,700	2,700	2,800	2,800
4512	Sign Reviews	-	2,700	2,700	600	600
4514	Minor Exceptions	-	2,000	2,000	1,100	1,100
4518	EIR Administrative Fee	-	-	-	-	-
Total		410,821	353,700	353,700	371,500	378,800
<u>RECREATION CHARGES FOR SERVICES</u>						
4602	Children in Motion	349,297	340,800	340,800	60,615	-
4603	Play/Learn Sessions	61,775	77,120	77,120	4,752	-
4604	Play/Learn-Summer	3,287	126,000	126,000	-	-
4605	Special Interest Classes	332,176	215,000	215,000	285,000	290,700
4606	Sports Leagues	8,044	22,360	22,360	22,800	23,300
4607	Special Events	24,336	16,050	16,050	19,100	19,500
4608	Softball Leagues	17,787	25,280	25,280	18,600	19,000
4609	Recreation - Other Revenue	28,122	-	-	5,000	5,100
4613	Five Cities Youth Basketball	-	-	-	-	-
4614	Youth Wrestling Fund Raising	-	-	-	-	-
4615	Children in Motion - Classes	-	-	-	-	-
4655	Building Supervision	2,460	-	-	-	-
Total		827,286	822,610	822,610	415,867	357,600
<u>PUBLIC WORKS CHARGES FOR SERVICES</u>						
4701	Miscellaneous Engineering Fees	-	3,000	3,000	700	700
4702	Engineering Map/Plan Check	12,614	8,400	8,400	15,200	15,500
4703	Engineering Inspection Fees	69,670	61,200	61,200	62,400	63,600
4704	Grading Fees	-	2,000	2,000	-	-
4706	Stormwater Permit Fees	5,607	-	-	-	-
Total		87,891	74,600	74,600	78,300	79,800

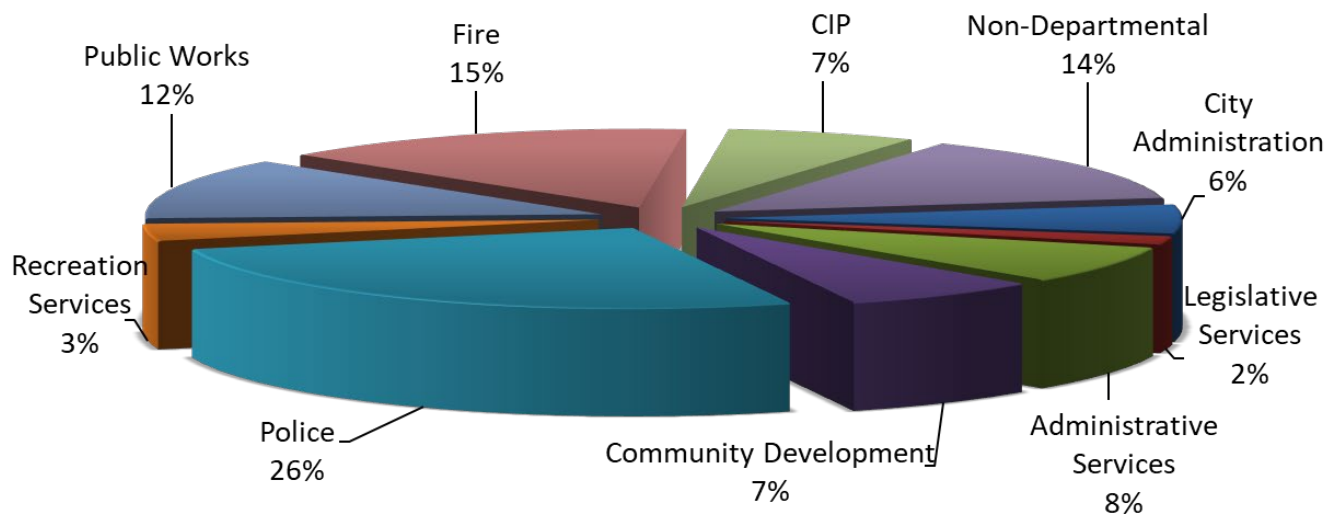
## FUND SUMMARIES

		2021-22	FISCAL YEAR 2022-23		2023-24	2024-25
		FINAL	ADOPTED	PROJECTION	PROPOSED	PROPOSED
ACCOUNT	LINE ITEM	ACTUAL	BUDGET	BUDGET	BUDGET	BUDGET
<u>OTHER CHARGES FOR SERVICES</u>						
4728	Fingerprint Fees	-				
4731	Live Scan Fingerprinting	1,525	1,700	1,700	1,300	1,300
4753	Sanitation District Billing Services	27,759	17,000	17,000	21,400	21,800
4762	Sewer Facility Charge	1,049	6,600	6,600	4,800	4,900
4771	County TMD Assessment Admin Fee	4,391	1,500	1,500	3,100	3,200
4772	FCFA Admin/Support Services	46,762	33,900	33,900	34,600	35,300
Total		81,486	60,700	60,700	65,200	66,500
<u>OTHER REVENUE</u>						
4801	Other Revenue	21,058	15,000	15,000	15,300	15,600
4802	Sales-Land	-	-	-	-	-
4803	Sales-Equipment/Materials	144,346	-	10,000	-	-
4804	Sales-Publications/Reports	362	500	500	500	500
4805	Insurance Refunds/Dividends	-	-	-	-	-
4807	Expense Recovery	1,624	8,000	8,000	8,000	8,200
4808	Expense Recovery-Police	14,552	387,000	387,000	7,000	7,100
4809	Donations	14,459			-	-
4816	Other Financing Sources	-	-	-	-	-
4817	Santa Cop Sponsorship	8,799	10,000	10,000	10,000	10,200
4818	Cash over(short)	31	-	-	-	-
4820	Coronavirus Relief Fund	-	-	-	-	-
4826	Capital Contributions	-	-	-	-	-
4880	Bond Proceeds	-	-	-	-	-
Total		205,231	420,500	430,500	40,800	41,600
<u>TRANSFERS IN</u>						
4901	Personnel Transfers	1,454,508	1,410,500	1,410,500	798,800	823,900
4902	Operating Transfers	-	-	-	-	-
4903	Cost Allocation	1,306,092	1,306,100	1,306,100	1,974,466	2,014,000
4907	Transfers In - CDBG Fund	-	-	-	-	-
4909	Transfers In - TBID Fund	3,000	3,000	3,000	42,500	42,500
4920	Transfers In - Streets Fund	-	-	-	-	-
4930	Transfers In - Sewer Fund	-	-	-	-	-
4940	Transfers In - Water Fund	-	-	-	-	-
4950	Transfers In - Sales Tax Fund	202,104	263,100	263,100	268,300	274,700
4952	Transfers In - RDA Successor Fund	27,500	30,000	30,000	30,000	30,000
4965	Transfers In - American Rescue Plan Act	-	-	-	-	-
Total		2,993,204	3,012,700	3,012,700	3,114,066	3,185,100
Grand Total		\$ 24,238,218	\$ 23,747,144	\$ 25,169,209	\$ 24,620,093	\$ 25,217,769

# CONSOLIDATED GENERAL FUND EXPENDITURE

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## 2023-24 Consolidated General Fund Expenditures by Department



## FUND SUMMARIES

# GENERAL FUND EXPENDITURE SUMMARY BY DEPARTMENT

DEPARTMENT	2021-22	FISCAL YEAR 2022-23		2023-24	2024-25
	FINAL ACTUAL	ADOPTED BUDGET	PROJECTION BUDGET	PROPOSED BUDGET	PROPOSED BUDGET
<u>City Administration</u>					
4001 City Council	\$ 165,460	\$ 115,800	\$ 115,800	\$ 157,500	\$ 159,300
4099 Retirees	237,673	235,000	235,000	235,000	235,000
4101 City Manager	299,468	465,100	465,100	599,800	613,500
4110 Human Resources	161,247	224,156	224,156	206,200	213,200
4003 City Attorney	262,145	290,000	290,000	294,400	303,142
Total City Administration	1,125,993	1,330,056	1,330,056	1,492,900	1,524,142
<u>Legislative and Information Services</u>					
4002 City Clerk	346,425	471,275	471,275	411,260	486,260
4140 Information Technology	-	-	-	-	-
4102 Printing/Duplicating	18,918	25,600	25,600	29,900	29,900
Total Legislative & Information Services	365,343	496,875	496,875	441,160	516,160
<u>Administrative Services</u>					
4120 Administrative Services	689,306	884,010	884,010	799,480	825,280
4140 Information Technology	601,973	730,297	730,297	892,900	905,000
4145 Non-Departmental	3,989,880	5,723,421	6,290,757	3,501,400	5,901,637
4145 FCFA (Fire Service)	2,052,061	2,052,061	2,052,061	2,847,000	2,983,500
CalPERS UAL payment	-	-	-	-	-
Total Administrative Services	7,333,220	9,389,789	9,957,125	8,040,780	10,615,417
<u>Community Development</u>					
4130 Planning	460,887	887,600	887,600	1,305,982	1,334,882
4301 Engineering	661,724	749,300	749,300	-	-
4212 Building & Life Safety	403,052	462,700	462,700	470,640	474,140
Total Community Development	1,525,663	2,099,600	2,099,600	1,776,622	1,809,022
<u>Police Department</u>					
4201 Police	1,102,005	1,622,592	1,622,592	1,478,015	1,546,337
4203 Patrol Services	3,323,697	3,648,700	3,648,700	3,604,500	3,729,900
4204 Police Support Services	1,130,263	1,094,100	1,094,100	1,308,535	1,461,035
4208 DOJ Tobacco Grant	9,230	-	-	-	-
4209 OTS - Special Grant Programs	33,504	-	-	-	-
Total Police Department	5,598,698	6,365,392	6,365,392	6,391,050	6,737,272

## FUND SUMMARIES

		2021-22	FISCAL YEAR 2022-23		2023-24	2024-25
		FINAL	ADOPTED	PROJECTION	PROPOSED	PROPOSED
DEPARTMENT		ACTUAL	BUDGET	BUDGET	BUDGET	BUDGET
4421	Recreation Administration	441,507	443,100	443,100	552,700	524,700
4423	Pre-School Program	108,063	235,600	235,600	16,930	-
4424	Recreation-Special Programs	229,957	149,500	149,500	255,000	258,850
4425	Children In Motion	292,824	392,300	392,300	59,340	-
	Total Recreation Services	1,072,351	1,220,500	1,220,500	883,970	783,550
<u>Public Works</u>						
4307	Public Works Administration	865,803	1,075,500	1,075,500	1,075,175	1,109,950
4301	Engineering	-	-	-	711,600	681,000
4420	Park Maintenance	376,126	640,065	545,065	730,500	707,389
4430	Soto Sports Complex Maintenance	214,021	241,000	241,000	240,950	235,450
4305	Automotive Shop	175,956	155,600	155,600	181,280	172,000
4213	Government Buildings	192,470	264,900	264,900	222,250	239,550
	Total Public Works	1,824,377	2,377,065	2,282,065	3,161,755	3,145,339
	Grand Total	\$ 18,845,646	\$ 23,279,277	\$ 23,751,613	\$ 22,188,237	\$ 25,130,902

## FUND SUMMARIES

# GENERAL FUND EXPENDITURE BY OBJECT

		2021-22	FISCAL YEAR 2022-23		2023-24	2024-25
		FINAL	ADOPTED	PROJECTION	PROPOSED	PROPOSED
ACCOUNT	LINE ITEM	ACTUAL	BUDGET	BUDGET	BUDGET	BUDGET
<u>SALARIES/FRINGE BENEFITS</u>						
5101	Salaries-Full Time	\$ 4,687,631	\$ 6,580,000	\$ 6,542,574	\$ 6,994,400	\$ 7,224,200
5102	Salaries-Part Time	120,251	101,500	101,500	113,800	116,400
5103	Salaries-Temporary Part Time	387,084	580,000	580,000	199,900	224,700
5105	Salaries-Overtime	280,201	167,200	167,200	164,800	164,800
5107	Standby/Call Back Pay	7,200	12,400	12,400	7,000	7,000
5108	Holiday Pay	283,831	119,700	119,700	129,500	134,000
5109	Sick Leave Pay	102,148	-	-	-	-
5110	Annual Leave Buy Back	18,839	35,500	35,500	31,800	30,800
5111	Vacation Buy Back	20,365	18,500	18,500	21,500	21,500
5112	Sick Leave Buy Back	11,867	11,400	11,400	11,800	11,800
5113	Vacation Leave Pay	153,945	-	-	-	1,000
5114	Compensation Pay	81,619	-	-	-	-
5115	Annual Leave	149,867	-	-	-	-
5116	Field Training Premium	6,234	5,000	5,000	6,000	6,000
5121	PERS Retirement	690,239	898,600	898,600	880,500	906,000
5122	Social Security	451,661	511,200	511,200	535,500	549,400
5123	PARS-Retirement	7,987	10,800	10,800	5,200	5,500
5126	State Disability (SDI)	20,219	16,700	16,700	18,000	18,500
5127	Deferred Compensation	16,696	17,100	17,100	18,100	18,100
5128	UAL (Unfunded Accrued Liability)	1,519,503	1,904,700	2,301,691	1,380,100	1,350,200
5131	Health Insurance	944,476	1,219,700	1,219,700	1,127,000	1,218,600
5132	Dental Insurance	62,216	68,300	68,300	69,200	69,200
5133	Vision Insurance	15,775	19,700	19,700	19,000	18,900
5134	Life Insurance	7,704	9,200	9,200	9,400	9,200
5135	Long Term Disability Insurance	15,040	21,500	21,500	21,700	21,700
5136	Retirees Health Insurance	142,689	235,000	235,000	235,000	235,000
5137	Leave Payouts	15,260	-	-	-	-
5141	Workers Compensation	558,144	626,300	626,300	660,100	659,300
5142	Unemployment Insurance	12,559	1,000	1,000	-	-
5143	Uniform Allowance	10,195	11,500	11,500	10,900	10,900
5144	Car Allowance	20,159	20,700	20,700	20,100	20,100
5146	Expense Allowance	-	-	-	-	-

## FUND SUMMARIES

		2021-22	FISCAL YEAR 2022-23		2023-24	2024-25
		FINAL	ADOPTED	PROJECTION	PROPOSED	PROPOSED
ACCOUNT	LINE ITEM	ACTUAL	BUDGET	BUDGET	BUDGET	BUDGET
<u>SALARIES/FRINGE BENEFITS (CONTINUED)</u>						
5147	Employee Assistance Program	2,107	3,235	3,235	-	-
5147	Employee Retention Incentive Program	-	1,030,000	1,030,000	-	-
5148	Boot Allowance	1,853	2,200	2,200	2,200	2,200
5149	Motor Pay	2,229	2,000	2,000	2,000	2,000
5150	Bilingual Pay	3,611	3,600	3,600	3,600	3,600
5151	Cell Phone Allowance	18,044	19,900	19,900	26,700	26,000
5199	Salary Reimbursement	1,165	(480,000)	(480,000)	(635,400)	(649,400)
Total		\$ 10,850,612	\$ 13,804,135	\$ 14,163,700	\$ 12,089,400	\$ 12,437,200
<u>SERVICES &amp; SUPPLIES</u>						
5201	Supplies - Office	\$ 25,319	\$ 35,800	\$ 35,800	\$ 41,100	\$ 37,000
5208	Postage/Mailing	19,889	15,200	15,200	20,200	20,200
5250	Supplies-Volunteer Program	1,050	1,600	1,600	1,850	1,850
5251	Supplies-Classes	6,029	9,000	9,000	9,000	9,000
5252	Supplies-Recreation Events	20,083	11,600	11,600	15,000	15,000
5253	Play/Learn Sessions	2,381	2,600	2,600	930	-
5254	Play/Learn-Summer	448	126,000	126,000	300	-
5255	Special Department Supplies	67,697	67,750	67,750	73,675	72,050
5257	Supplies-Leagues	7,778	27,600	27,600	27,600	27,600
5259	Children In Motion Supplies-Snacks	5,510	6,000	6,000	750	-
5261	Santa Cop	8,799	10,000	10,000	10,000	10,000
5272	Protective/Safety Clothing	45,894	43,500	43,500	43,500	43,500
5273	Small Tools	4,621	6,000	6,000	6,100	6,200
5274	Chemicals	3,422	3,300	3,300	3,700	3,700
5301	Advertising	5,006	12,100	12,100	12,100	12,100
5303	Contractual Services	1,541,286	2,198,678	2,350,878	3,459,201	3,533,288
5304	Professional Services	234,633	266,400	266,400	266,400	274,392
5306	Printing Services	47	600	600	600	600
5307	Disposal Fees	-	2,000	2,000	2,200	2,200
5308	Street Trees	156	2,100	2,100	2,100	2,100
5313	Five Cities Fire Authority	2,052,061	2,052,061	2,052,061	2,847,000	2,983,500
5315	Pre-Employment Physicals	6,074	9,200	9,200	12,780	12,780
5316	Job Recruitment Expense	1,127	10,200	10,200	5,890	5,889
5319	Services-Miscellaneous	5,738	4,800	4,800	6,800	6,800
5321	Animal Control Services	74,455	88,500	88,500	100,405	105,425

## FUND SUMMARIES

		2021-22	FISCAL YEAR 2022-23		2023-24	2024-25
		FINAL	ADOPTED	PROJECTION	PROPOSED	PROPOSED
ACCOUNT	LINE ITEM	ACTUAL	BUDGET	BUDGET	BUDGET	BUDGET
<u>SERVICES &amp; SUPPLIES (Continued)</u>						
5322	Canine Program	-	-	-	-	-
5324	Forensic Mandate Services	13,135	15,500	15,500	15,500	15,500
5327	Services-Litigation Non-Insurance	24,814	20,400	20,400	25,000	25,750
5328	Task Force Services	24,600	24,600	24,600	30,000	30,000
5329	Live Scan Fingerprinting Expense	1,610	8,000	8,000	8,000	8,000
5330	Cable Casting Expense	27,896	35,000	35,000	35,000	35,000
5351	Services-Classes	185,075	85,000	85,000	150,000	150,000
5352	Services-Leagues	5,257	10,000	10,000	10,000	12,600
5353	Services-Events	4,685	4,700	4,700	41,550	42,800
5354	Building Supervision	-	100	100	250	250
5395	Community Services Grants	82,065	25,000	25,000	75,000	75,000
5396	Holiday Lights in the Village	-	-	-	-	-
5397	Business Assistance Grant	-	-	-	-	-
5398	Retraining Scholarship Program	15,000	-	-	-	-
5401	Utilities	230,459	285,800	285,800	245,300	255,800
5402	Power	214,529	240,000	240,000	230,000	235,000
5403	Telephone	45,599	44,400	44,400	48,700	48,700
5501	Travel/Conference/Training	105,862	121,500	121,500	135,220	133,220
5502	Tuition Reimbursement	3,940	5,300	5,300	5,300	5,300
5503	Memberships & Subscriptions	39,168	46,421	46,421	46,685	50,260
5504	Public Relations	58,937	23,600	23,600	37,500	38,000
5506	Elections	321	30,000	30,000	500	55,000
5508	Miscellaneous Expense	6,403	10,000	10,000	11,500	11,500
5551	Property Taxes	71	70	70	75	75
5552	Rent-Equipment	1,295	3,700	3,700	3,700	3,700
5553	Rent-Buildings & Land	11,942	4,220	4,220	17,500	18,000
5555	Bank Charges	64,929	33,000	33,000	55,000	60,000
5556	Penalties & Interest	-	-	-	-	-
5576	Liability Insurance-JPA Share	653,220	621,631	621,631	707,270	742,634
5578	Liability Insurance-Underground Tan	1,203	1,300	1,300	1,300	1,300
5579	Property Insurance	65,572	66,000	66,000	87,455	91,828
5580	Surety Bonds	1,401	1,600	1,600	1,600	1,600
5601	Maintenance-Vehicles	94,661	70,600	70,600	73,000	73,200
5602	Maintenance-Office Equipment	14,234	19,300	19,300	19,800	19,800
5603	Maintenance-Machinery & Equipmer	8,093	17,300	17,300	17,400	17,400
5604	Maintenance-Buildings	29,067	33,900	33,900	35,300	39,100

## FUND SUMMARIES

		2021-22	FISCAL YEAR 2022-23		2023-24	2024-25
		FINAL	ADOPTED	PROJECTION	PROPOSED	PROPOSED
ACCOUNT	LINE ITEM	ACTUAL	BUDGET	BUDGET	BUDGET	BUDGET
<u>SERVICES &amp; SUPPLIES (Continued)</u>						
5605	Maintenance-Grounds	52,410	59,400	59,400	57,210	57,950
5606	Maintenance-Radio Communications	16,327	22,500	22,500	22,750	22,750
5607	Maintenance-Automated Services	70,784	79,800	79,800	88,385	88,385
5608	Gas & Oil	93,132	88,400	88,400	91,400	92,200
5614	Maintenance - PD Remodel	-	-	-	-	-
5615	Janitorial Services	19,350	16,200	16,200	16,200	16,400
5701	Office Equipment and Furniture	5,794	2,200	2,200	5,000	5,000
5702	Data Processing Equipment	22,497	10,200	10,200	14,240	10,640
Total		\$ 6,454,835	\$ 7,199,231	\$ 7,351,431	\$ 9,434,771	\$ 9,774,816
<u>DEBT SERVICE</u>						
5801	Debt - Principal Payment	\$ 98,245	\$ 258,173	\$ 258,173	\$ 268,692	\$ 265,747
5802	Debt - Interest Payment	1,165	2,000	2,000	32,874	20,639
5803	Lease Purchase Payments	29,083	26,088	26,088	8,000	8,000
Total		\$ 128,493	\$ 286,261	\$ 286,261	\$ 309,566	\$ 294,386
<u>TRANSFERS</u>						
5904	Transfers out - CIP Fund	\$ 246,048	\$ 1,144,785	\$ 1,200,356	\$ -	\$ 2,360,000
5902	Transfer out - Streets Fund	1,020,352	351,000	351,000	75,000	75,000
5906	Transfers out - USDA City Hall loan	39,996	40,000	40,000	40,000	40,000
5907	Transfers out - OPEB Fund	92,311	-	-	-	-
5909	Transfers out - TBID Fund	-	-	-	-	-
5973	Stormwater Resource Planning Grant	-	-	-	-	-
Total		\$ 1,398,707	\$ 1,535,785	\$ 1,591,356	\$ 115,000	\$ 2,475,000
<u>CAPITAL OUTLAY</u>						
6001	Office Equipment & Furniture	\$ 366	\$ -	\$ -	\$ -	\$ -
6101	Data Processing Equipment	-	-	-	-	-
6103	Computer Licensing/Software	-	-	-	-	-
6201	Machinery & Equipment	12,632	145,565	50,565	29,500	149,500
6301	Vehicles	-	308,300	308,300	210,000	-
6401	Structures & Improvements	-	-	-	-	-
Total		\$ 12,998	\$ 453,865	\$ 358,865	\$ 239,500	\$ 149,500
Grand Total		\$ 18,845,646	\$ 23,279,277	\$ 23,751,613	\$ 22,188,237	\$ 25,130,902

## FUND SUMMARIES

# ENTERPRISE FUNDS

FUND: 612 SEWER

This fund is used to account for maintenance of sewer lines connecting City residents to the South San Luis Obispo County Sanitation District sewer treatment plant. Money is collected from utility bills paid by customers.

	2021-22	2022-23		2023-24	2024-25
	FINAL ACTUAL	CURRENT BUDGET	PROJECTION BUDGET	BUDGET	BUDGET
Beginning Working Capital	\$ 1,122,337	\$ 1,024,035	\$ 482,289	\$ 633,887	\$ 591,987
Revenues:					
Revenues	872,969	1,077,960	1,099,590	1,965,850	1,272,250
Transfers In	20,423	-	246,777	337,250	-
Total Revenues	893,392	1,077,960	1,346,367	2,303,100	1,272,250
Expenses:					
Salaries and Benefits	263,969	244,700	244,700	388,700	402,100
Services and Supplies	130,755	176,040	176,040	201,900	212,900
Debt Service	1,343	-	-	-	-
Operating Equipment	593,385	2,500	2,500	49,500	2,500
Capital Improvement Program	57,835	228,828	228,828	1,132,000	282,000
Transfers Out	486,153	542,700	542,700	572,900	531,400
Total Expenditures	1,533,440	1,194,768	1,194,768	2,345,000	1,430,900
Ending Available Working Capital	\$ 482,289	\$ 907,227	\$ 633,887	\$ 591,987	\$ 433,338

## FUND SUMMARIES

### FUND: 634 SEWER FACILITY

This fund is used to account for the accumulation of sewer facility revenues to be used in capital improvement projects in the City. Money is collected from development to offset the impacts new development has on the sewer collection system.

	2021-22		2022-23			
	FINAL	CURRENT	PROJECTION		2023-24	2024-25
	ACTUAL	BUDGET	BUDGET		BUDGET	BUDGET
Beginning Working Capital	\$ 324,066	\$ 341,066	\$ 328,790		\$ 370,790	\$ 407,790
Revenues:						
Revenues	4,724	42,000	42,000		37,000	37,000
Transfers In		-	-		-	-
Total Revenues	4,724	42,000	42,000		37,000	37,000
Expenses:						
Salaries and Benefits	-	-	-		-	-
Services and Supplies	-	-	-		-	-
Debt Service	-	-	-		-	-
Capital Outlay	-	-	-		-	-
Capital Improvement Program	-	-	-		-	-
Transfers Out	-	-	-		-	-
Total Expenditures		-	-		-	-
Ending Available Working Capital	\$ 328,790	\$ 383,066	\$ 370,790		\$ 407,790	\$ 444,790

## FUND SUMMARIES

### FUND: 640 WATER

This fund is used to account for the activities associated with the transmission and distribution of potable water by the City to its users. Money is collected from utility bills paid by customers.

	2021-22	2022-23		2023-24	2024-25
	FINAL ACTUAL	ORIGINAL BUDGET	PROJECTION BUDGET	BUDGET	BUDGET
Beginning Working Capital	3,867,001	\$ 1,315,076	3,011,897	\$ 3,981,134	4,161,306
Revenues:					
Revenues	6,703,369	7,873,037	7,873,037	7,944,693	8,507,590
Transfers In	343,398	417,250	2,943,355	-	-
Total Revenues	7,046,767	8,290,287	10,816,392	7,944,693	8,507,590
Expenses:					
Salaries and Benefits	679,074	833,200	833,200	757,300	780,800
Services and Supplies	651,098	800,440	800,440	1,064,400	1,569,300
Debt Service	19	-	-	-	-
Capital Outlay	310,173	1,200	1,200	32,500	45,000
Capital Improvement Program	362,331	1,362,622	2,371,687	43,800	430,000
Transfers Out	5,899,174	6,058,355	5,840,628	5,866,521	5,954,185
Total Expenditures	7,901,870	9,055,817	9,847,155	7,764,521	8,779,285
Ending Available Working Capital:	3,011,897	\$ 549,546	3,981,134	\$ 4,161,306	3,889,611

### FUND: 641 LOPEZ

This fund is responsible for the purchase of water from Lopez Dam. The City has a 50.55% share of the water and expense generated by Zone 3 – County of San Luis Obispo's Flood Control and Water Conservation District.

	2021-22	2022-23		2023-24	2024-25
	FINAL ACTUAL	ORIGINAL BUDGET	PROJECTION BUDGET	BUDGET	BUDGET
Beginning Working Capital	\$ 1,706,317	\$ 1,704,672	\$ 1,706,778	\$ 1,706,778	\$ 1,706,778
Revenues:					
Revenues	461	-	-		
Transfers In	3,693,150	3,828,355	3,610,628	3,962,121	4,080,985
Total Revenues	3,693,611	3,828,355	3,610,628	3,962,121	4,080,985
Expenses:					
Salaries and Benefits	-	-	-	-	-
Services and Supplies	3,693,150	3,828,355	3,610,628	3,962,121	4,080,985
Debt Service	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Capital Improvement Program	-	-	-	-	-
Transfers Out	-	-	-	-	-
Total Expenditures	3,693,150	3,828,355	3,610,628	3,962,121	4,080,985
Ending Available Working Capital	\$ 1,706,778	\$ 1,704,672	\$ 1,706,778	\$ 1,706,778	\$ 1,706,778

## FUND SUMMARIES

### FUND: 642 WATER FACILITY

This fund is used to account for the accumulation of water facility revenues to be used in capital improvement projects in the City. Money is collected from development to offset the impacts new development has on the water distribution system.

	2021-22	2022-23		2023-24	2024-25
	FINAL ACTUAL	ADOPTED BUDGET	PROJECTION BUDGET	BUDGET	BUDGET
Beginning Working Capital	1,021,269	1,036,269	1,013,711	\$ 736,963	\$ 801,963
Revenues:					
Revenues	(7,557)	65,000	65,000	65,000	65,000
Transfers In	-	-	-	-	-
Total Revenues	(7,557)	65,000	65,000	65,000	65,000
Expenses:					
Salaries and Benefits	-	-	-	-	-
Services and Supplies	-	-	-	-	-
Debt Service	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Capital Improvement Program	-	-	-	-	-
Transfers Out	-	269,750	341,748	-	-
Total Expenditures	-	269,750	341,748	-	-
Ending Available Working Capital	\$ 1,013,711	\$ 831,519	\$ 736,963	\$ 801,963	\$ 866,963

## FUND SUMMARIES

# SPECIAL REVENUE FUNDS

### FUND: 210 FIRE PROTECTION IMPACT FEES

This fund accounts for impact fees collected from developers for the expansion of the existing fire station in order to serve future development.

ITEM	2021-22	2022-23		2023-24	2024-25
	FINAL ACTUAL	ORIGINAL BUDGET	PROJECTION BUDGET	BUDGET	BUDGET
Beginning Fund Balance	\$ 341,820	\$ 359,019	\$ 354,561	\$ 405,561	\$ 426,561
Revenues:					
Revenues	12,741	51,000	51,000	21,000	26,000
Transfers In	-	-	-	-	-
Total Revenues	12,741	51,000	51,000	21,000	26,000
Expenditures:					
Salaries and Benefits	-	-	-	-	-
Services and Supplies	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Transfers Out	-	-	-	-	-
Total Expenditures	-	-	-	-	-
Change in Fund Balance	12,741	51,000	51,000	21,000	26,000
Ending Fund Balance	\$ 354,561	\$ 410,019	\$ 405,561	\$ 426,561	\$ 452,561

### FUND: 211 PUBLIC ACCESS TELEVISION

This fund accounts for fees collected from Charter Communications that are restricted for support of public, education, and government access programming and equipment.

ITEM	2021-22	2022-23		2023-24	2024-25
	FINAL ACTUAL	ORIGINAL BUDGET	PROJECTION BUDGET	BUDGET	BUDGET
Beginning Fund Balance	\$ 193,039	\$ 194,889	\$ 192,065	\$ 193,515	\$ 19,965
Revenues:					
Revenues	40,647	40,200	40,200	45,200	46,200
Transfers In	-	-	-	-	-
Total Revenues	40,647	40,200	40,200	45,200	46,200
Expenditures:					
Salaries and Benefits	-	-	-	-	-
Services and Supplies	41,621	16,800	38,750	218,750	39,900
Capital Outlay	-	-	-	-	-
Transfers Out	-	-	-	-	-
Total Expenditures	41,621	16,800	38,750	218,750	39,900
Change in Fund Balance	(974)	23,400	1,450	(173,550)	6,301
Ending Fund Balance	\$ 192,065	\$ 218,289	\$ 193,515	\$ 19,965	\$ 26,266

## FUND SUMMARIES

### FUND: 212 POLICE PROTECTION IMPACT FEES

This fund accounts for impact fees collected from developers for the expansion of the existing police facility in order to serve future development.

ITEM	2021-22	2022-23		2023-24	2024-25
	FINAL ACTUAL	ORIGINAL BUDGET	PROJECTION BUDGET	BUDGET	BUDGET
Beginning Fund Balance	\$ 53,433	\$ 58,734	\$ 54,271	\$ 59,571	\$ 64,871
Revenues:					
Revenues	838	5,300	5,300	5,300	5,300
Transfers In	-	-	-	-	-
Total Revenues	838	5,300	5,300	5,300	5,300
Expenditures:					
Salaries and Benefits	-	-	-	-	-
Services and Supplies	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Transfers Out	-	-	-	-	-
Total Expenditures	-	-	-	-	-
Change in Fund Balance	838	5,300	5,300	5,300	5,300
Ending Fund Balance	\$ 54,271	\$ 64,034	\$ 59,571	\$ 64,871	\$ 70,171

### FUND: 213 PARK DEVELOPMENT

This fund accounts for the receipts of park-in-lieu fees (Quimby) and grant revenues that are used for construction, park acquisition, and development of park facilities.

ITEM	2021-22	2022-23		2023-24	2024-25
	FINAL ACTUAL	ORIGINAL BUDGET	PROJECTION BUDGET	BUDGET	BUDGET
Beginning Fund Balance	\$ 1,337,995	\$ 1,443,994	\$ 1,417,202	\$ 1,508,202	\$ 1,564,202
Revenues:					
Revenues	79,207	91,000	91,000	56,000	56,000
Transfers In	-	-	-	-	-
Total Revenues	79,207	91,000	91,000	56,000	56,000
Expenditures:					
Salaries and Benefits	-	-	-	-	-
Services and Supplies	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Transfers Out	-	-	-	-	-
Total Expenditures	-	-	-	-	-
Change in Fund Balance	79,207	91,000	91,000	56,000	56,000
Ending Fund Balance	\$ 1,417,202	\$ 1,534,994	\$ 1,508,202	\$ 1,564,202	\$ 1,620,202

## FUND SUMMARIES

### FUND: 214 PARK IMPROVEMENT

Impact fees collected from developers for park improvements are to be used to maintain the adopted level of service for neighborhood and community parks of 4.0 acres per thousand population. This fund accounts for the receipt and use of these monies.

ITEM	2021-22	2022-23		2023-24	2024-25
	FINAL ACTUAL	ORIGINAL BUDGET	PROJECTION BUDGET	BUDGET	BUDGET
Beginning Fund Balance	\$ 308,247	\$ 164,196	\$ 215,690	\$ 206,590	\$ 182,490
Revenues:					
Revenues	23,063	70,900	50,900	50,900	50,900
Transfers In	-	-	-	-	-
Total Revenues	23,063	70,900	50,900	50,900	50,900
Expenditures:					
Salaries and Benefits	-	-	-	-	-
Services and Supplies	-	-	-	75,000	62,000
Capital Outlay	-	-	-	-	-
Transfers Out	115,620	126,000	60,000	-	-
Total Expenditures	115,620	126,000	60,000	75,000	62,000
Change in Fund Balance	(92,557)	(55,100)	(9,100)	(24,100)	(11,100)
Ending Fund Balance	\$ 215,690	\$ 109,096	\$ 206,590	\$ 182,490	\$ 171,390

### FUND: 215 RECREATION COMMUNITY CENTER

This fund accounts for impact fees collected from developers and used for recreation facilities in order to maintain the adopted level of service of recreation/community center facilities of 542 square feet per thousand population.

ITEM	2021-22	2022-23		2023-24	2024-25
	FINAL ACTUAL	ORIGINAL BUDGET	PROJECTION BUDGET	BUDGET	BUDGET
Beginning Fund Balance	\$ 25,260	\$ 29,714	\$ 26,485	\$ 30,685	\$ 32,885
Revenues:					
Revenues	1,225	4,200	4,200	2,200	2,200
Transfers In	-	-	-	-	-
Total Revenues	1,225	4,200	4,200	2,200	2,200
Expenditures:					
Salaries and Benefits	-	-	-	-	-
Services and Supplies	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Transfers Out	-	-	-	-	-
Total Expenditures	-	-	-	-	-
Change in Fund Balance	1,225	4,200	4,200	2,200	2,200
Ending Fund Balance	\$ 26,485	\$ 33,914	\$ 30,685	\$ 32,885	\$ 35,085

## FUND SUMMARIES

### FUND: 216 GRACE LANE ASSESSMENT DISTRICT

This fund accounts for the landscape maintenance within the Grace Lane housing tract. A special benefit assessment is levied on property owners to pay for landscape maintenance expenditures.

ITEM	2021-22	2022-23		2023-24	2024-25
	FINAL ACTUAL	ORIGINAL BUDGET	PROJECTION BUDGET	BUDGET	BUDGET
Beginning Fund Balance	\$ 40,467	\$ 39,156	\$ 39,156	\$ 29,221	\$ 23,086
Revenues:					
Revenues	8,767	9,500	9,500	10,000	10,000
Transfers In	-	-	-	-	-
Total Revenues	8,767	9,500	9,500	10,000	10,000
Expenditures:					
Salaries and Benefits	-	-	-	-	-
Services and Supplies	6,982	14,535	14,535	14,535	14,535
Capital Outlay	-	-	-	-	-
Transfers Out	3,096	4,900	4,900	1,600	1,600
Total Expenditures	10,078	19,435	19,435	16,135	16,135
Change in Fund Balance	(1,311)	(9,935)	(9,935)	(6,135)	(6,135)
Ending Fund Balance	\$ 39,156	\$ 29,221	\$ 29,221	\$ 23,086	\$ 16,951

### FUND: 217 LANDSCAPE MAINTENANCE DISTRICTS

This fund accounts for the landscape maintenance of parkways within two housing tracts. A special benefit assessment is levied on property owners to pay for landscape maintenance expenditures.

ITEM	2021-22	2022-23		2023-24	2024-25
	FINAL ACTUAL	ORIGINAL BUDGET	PROJECTION BUDGET	BUDGET	BUDGET
Beginning Fund Balance	\$ 1,287	\$ 4,164	\$ 4,418	\$ 4,418	\$ 3,218
Revenues:					
Revenues	5,732	5,900	5,900	5,900	5,900
Transfers In	-	-	-	-	-
Total Revenues	5,732	5,900	5,900	5,900	5,900
Expenditures:					
Salaries and Benefits	-	-	-	-	-
Services and Supplies	2,601	5,700	5,700	5,700	5,700
Capital Outlay	-	-	-	-	-
Transfers Out	-	200	200	1,400	1,400
Total Expenditures	2,601	5,900	5,900	7,100	7,100
Change in Fund Balance	3,131	-	-	(1,200)	(1,200)
Ending Fund Balance	\$ 4,418	\$ 4,164	\$ 4,418	\$ 3,218	\$ 2,018

## FUND SUMMARIES

### FUND: 219 PARKSIDE ASSESSMENT DISTRICT

This fund accounts for revenue derived from annual assessments, which are used to pay the cost incurred by the City for landscape maintenance.

ITEM	2021-22	2022-23		2023-24	2024-25
	FINAL ACTUAL	ORIGINAL BUDGET	PROJECTION BUDGET	BUDGET	BUDGET
Beginning Fund Balance	\$ 463,760	\$ 471,360	\$ 475,734	\$ 483,334	\$ 495,154
Revenues:					
Revenues	37,240	46,500	46,500	46,500	46,500
Transfers In	-	-	-	-	-
Total Revenues	37,240	46,500	46,500	46,500	46,500
Expenditures:					
Salaries and Benefits	-	-	-	-	-
Services and Supplies	19,170	30,000	30,000	32,380	32,380
Capital Outlay	-	-	-	-	-
Transfers Out	6,096	8,900	8,900	2,300	252,300
Total Expenditures	25,266	38,900	38,900	34,680	284,680
Change in Fund Balance	11,974	7,600	7,600	11,820	(238,180)
Ending Fund Balance	\$ 475,734	\$ 478,960	\$ 483,334	\$ 495,154	\$ 256,974

### FUND: 220 STREETS (GAS TAX)

This fund accounts for receipts and expenditures of money apportioned by the State under Streets and Highway Code. The use of gas tax revenues can only be used to construct and maintain streets, roads and highways.

ITEM	2021-22	2022-23		2023-24	2024-25
	FINAL ACTUAL	ORIGINAL BUDGET	PROJECTION BUDGET	BUDGET	BUDGET
Beginning Fund Balance	\$ 90,338	\$ -	\$ 81,326	\$ 244,024	282,790
Revenues:					
Revenues	970,471	799,352	891,066	992,435	1,027,100
Transfers In	471,048	576,000	576,000	475,000	500,000
Total Revenues	1,441,519	1,375,352	1,467,066	1,467,435	1,527,100
Expenditures:					
Salaries and Benefits	504,575	483,700	523,100	547,200	565,000
Services and Supplies	263,827	436,900	364,168	332,800	522,700
Debt Service	28,545	-	-	8,369	8,369
Capital Outlay	-	-	-	-	-
Transfers Out	653,584	456,167	417,100	540,300	561,100
Total Expenditures	1,450,531	1,376,767	1,304,368	1,428,669	1,657,169
Change in Fund Balance	(9,012)	(1,415)	162,698	38,766	(130,069)
Ending Fund Balance	\$ 81,326	\$ (1,415)	\$ 244,024	\$ 282,790	152,721

## FUND SUMMARIES

### FUND: 222 TRAFFIC SIGNALIZATION

This fund accounts for traffic signalization assessment levied against developments for the future cost of traffic signals.

ITEM	2021-22	2022-23		2023-24 BUDGET	2024-25 BUDGET
	FINAL ACTUAL	ORIGINAL BUDGET	PROJECTION BUDGET		
Beginning Fund Balance	\$ 1,139,198	\$ 1,153,198	\$ 1,130,771	\$ 1,186,771	1,222,771
Revenues:					
Revenues	(8,427)	56,000	56,000	36,000	36,000
Transfers In	-	-	-	-	-
Total Revenues	(8,427)	56,000	56,000	36,000	36,000
Expenditures:					
Salaries and Benefits	-	-	-	-	-
Services and Supplies	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Transfers Out	-	-	-	-	-
Total Expenditures	-	-	-	-	-
Change in Fund Balance	(8,427)	56,000	56,000	36,000	36,000
Ending Fund Balance	\$ 1,130,771	\$ 1,209,198	\$ 1,186,771	\$ 1,222,771	1,258,771

### FUND: 223 TRAFFIC CIRCULATION

This fund accounts for developer traffic mitigation measure fees charged as a result of an environmental review.

ITEM	2021-22	2022-23		2023-24 BUDGET	2024-25 BUDGET
	FINAL ACTUAL	ORIGINAL BUDGET	PROJECTION BUDGET		
Beginning Fund Balance	\$ 153,760	\$ 154,260	\$ 152,089	\$ 152,589	153,089
Revenues:					
Revenues	(1,671)	500	500	500	500
Transfers In	-	-	-	-	-
Total Revenues	(1,671)	500	500	500	500
Expenditures:					
Salaries and Benefits	-	-	-	-	-
Services and Supplies	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Transfers Out	-	-	-	-	-
Total Expenditures	-	-	-	-	-
Change in Fund Balance	(1,671)	500	500	500	500
Ending Fund Balance	\$ 152,089	\$ 154,760	\$ 152,589	\$ 153,089	\$ 153,589

## FUND SUMMARIES

### FUND: 224 TRANSPORTATION FACILITY IMPACT

This fund accounts for developer impact fees (AB1600 fees) paid to protect the public health, safety, and welfare by maintaining the existing level of public services for existing and future residents within the City of Arroyo Grande.

ITEM	2021-22	2022-23		2023-24	2024-25
	FINAL ACTUAL	ORIGINAL BUDGET	PROJECTION BUDGET	BUDGET	BUDGET
Beginning Fund Balance	\$ 2,601,058	\$ 1,848,589	\$ 2,587,414	\$ 1,359,946	\$ 1,419,946
Revenues:					
Revenues	(13,644)	150,000	150,000	60,000	60,000
Transfers In	-	-	-	-	-
Total Revenues	(13,644)	150,000	150,000	60,000	60,000
Expenditures:					
Salaries and Benefits	-	-	-	-	-
Debt Service	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Transfers Out	-	831,219	1,377,468	-	-
Total Expenditures	-	831,219	1,377,468	-	-
Change in Fund Balance	(13,644)	(681,219)	(1,227,468)	60,000	60,000
Ending Fund Balance	\$ 2,587,414	\$ 1,167,370	\$ 1,359,946	\$ 1,419,946	\$ 1,479,946

### FUND: 225 TRANSPORTATION

This revenue source is provided by the San Luis Obispo County of Government's (SLOCOG) Local Transportation Fund (LTF). The annual appropriation is restricted to transportation systems, including transit, pedestrian, street and road maintenance.

ITEM	2021-22	2022-23		2023-24	2024-25
	FINAL ACTUAL	ORIGINAL BUDGET	PROJECTION BUDGET	BUDGET	BUDGET
Beginning Fund Balance	\$ 540,130	\$ 965,130	\$ 967,679	\$ 1,248,679	\$ 1,363,679
Revenues:					
Revenues	660,553	364,000	514,000	515,000	516,000
Transfers In	-	-	-	-	-
Total Revenues	660,553	364,000	514,000	515,000	516,000
Expenditures:					
Salaries and Benefits	-	-	-	-	-
Services and Supplies	-	15,000	-	-	-
Debt Service	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Transfers Out	233,004	233,000	233,000	400,000	425,000
Total Expenditures	233,004	248,000	233,000	400,000	425,000
Change in Fund Balance	427,549	116,000	281,000	115,000	91,000
Ending Fund Balance	\$ 967,679	\$ 1,081,130	\$ 1,248,679	\$ 1,363,679	\$ 1,454,679

## FUND SUMMARIES

### FUND: 226 WATER NEUTRALIZATION IMPACT

The City requires development projects that increase total water consumption in the City to “neutralize” that demand by reducing water consumption in existing development by an equivalent amount or by paying a fee in-lieu of performing water consumption reductions. This fund accounts for the amount collected from developers and is used towards the City’s water conservation efforts.

ITEM	2021-22	2022-23		2023-24	2024-25
	FINAL ACTUAL	ORIGINAL BUDGET	PROJECTION BUDGET	BUDGET	BUDGET
Beginning Fund Balance	\$ 369,799	\$ 249,499	\$ 270,767	\$ 204,333	\$ 119,033
Revenues:					
Revenues	13,389	77,000	77,000	52,000	52,000
Transfers In	-	-	-	-	-
Total Revenues	13,389	77,000	77,000	52,000	52,000
Expenditures:					
Salaries and Benefits		-	-	-	-
Services and Supplies	112,420	137,300	143,434	137,300	137,300
Debt Service	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Transfers Out	-	-	-	-	-
Total Expenditures	112,420	137,300	143,434	137,300	137,300
Change in Fund Balance	(99,032)	(60,300)	(66,434)	(85,300)	(85,300)
Ending Fund Balance	\$ 270,767	\$ 189,199	\$ 204,333	\$ 119,033	\$ 33,733

### FUND: 231 DRAINAGE FACILITY

This fund accounts for impact fees paid by development and are restricted to improving drainage within the City.

ITEM	2021-22	2022-23		2023-24	2024-25
	FINAL ACTUAL	ORIGINAL BUDGET	PROJECTION BUDGET	BUDGET	BUDGET
Beginning Fund Balance	\$ 5,891	\$ 404	\$ 5,891	\$ 5,891	\$ 5,891
Revenues:					
Revenues	-	-	-	-	-
Transfers In	-	-	-	-	-
Total Revenues	-	-	-	-	-
Expenditures:					
Salaries and Benefits	-	-	-	-	-
Services and Supplies	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Transfers Out	-	-	-	-	-
Total Expenditures	-	-	-	-	-
Change in Fund Balance	-	-	-	-	-
Ending Fund Balance	\$ 5,891	\$ 404	\$ 5,891	\$ 5,891	\$ 5,891

## FUND SUMMARIES

### FUND: 232 IN-LIEU AFFORDABLE HOUSING

This fund accounts for monies paid by developers in meeting the City's mandatory affordable housing requirements.

ITEM	2020-21	2022-23		2023-24	2024-25
	FINAL ACTUAL	ORIGINAL BUDGET	PROJECTION BUDGET	BUDGET	BUDGET
Beginning Fund Balance	\$ 1,099,746	\$ 1,151,565	\$ 1,145,827	\$ 1,172,327	\$ 1,198,827
Revenues:					
Revenues	46,081	26,500	26,500	26,500	26,500
Transfers In	-	-	-	-	-
Total Revenues	46,081	26,500	26,500	26,500	26,500
Expenditures:					
Salaries and Benefits	-	-	-	-	-
Services and Supplies	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Transfers Out	-	-	-	-	-
Total Expenditures	-	-	-	-	-
Change in Fund Balance	46,081	26,500	26,500	26,500	26,500
Ending Fund Balance	\$ 1,145,827	\$ 1,178,065	\$ 1,172,327	\$ 1,198,827	\$ 1,225,327

### FUND: 233 IN-LIEU UNDERGROUND UTILITY

This fund accounts for monies paid by developers in meeting the City's underground utility requirements.

ITEM	2021-22	2022-23		2023-24	2024-25
	FINAL ACTUAL	ORIGINAL BUDGET	PROJECTION BUDGET	BUDGET	BUDGET
Beginning Fund Balance	\$ 19,943	\$ 20,004	\$ 19,658	\$ 19,658	\$ 19,658
Revenues:					
Revenues	(285)	-	-	-	-
Transfers In	-	-	-	-	-
Total Revenues	(285)	-	-	-	-
Expenditures:					
Salaries and Benefits	-	-	-	-	-
Services and Supplies	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Transfers Out	-	-	-	-	-
Total Expenditures	-	-	-	-	-
Change in Fund Balance	(285)	-	-	-	-
Ending Fund Balance	\$ 19,658	\$ 20,004	\$ 19,658	\$ 19,658	\$ 19,658

## FUND SUMMARIES

### FUND: 240 TOURISM BUSINESS IMPROVEMENT DISTRICT

The purpose of the Tourism Business Improvement District (TBID) is to provide projects, programs and activities that benefit lodging businesses located and operating within the City of Arroyo Grande. A two percent (2%) assessment is levied on all lodging businesses of the rent charged by the operator per occupied room per night for all transient occupancies.

Revenue collected is used to promote the lodging industry within the City.

ITEM	2021-22	2022-23		2023-24	2024-25
	FINAL ACTUAL	ORIGINAL BUDGET	PROJECTION BUDGET	BUDGET	BUDGET
Beginning Fund Balance	\$ 328,350	\$ 325,075	\$ 405,833	\$ 383,583	\$ 367,833
Revenues:					
Revenues	290,014	147,650	270,750	309,750	319,050
Transfers In	-	-	-	-	-
Total Revenues	290,014	147,650	270,750	309,750	319,050
Expenditures:					
Salaries and Benefits	-	-	-	-	-
Services and Supplies	204,527	221,500	285,000	275,500	275,500
Debt Service	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Transfers Out	8,004	8,000	8,000	50,000	50,000
Total Expenditures	212,531	229,500	293,000	325,500	325,500
Change in Fund Balance	77,483	(81,850)	(22,250)	(15,750)	(6,450)
Ending Fund Balance	\$ 405,833	\$ 243,225	\$ 383,583	\$ 367,833	\$ 361,383

### FUND: 241 WATER AVAILABILITY FUND

Pursuant to the provisions of Section 38743 of the Government Code, water availability charges is a "special charge" which is levied to each parcel of property not served with city water.

These charges are restricted for the sole purpose of expanding water supply such as desalination plant, recycled water, scalp plant, etc.

ITEM	2021-22	2022-23		2023-24	2024-25
	FINAL ACTUAL	ORIGINAL BUDGET	PROJECTION BUDGET	BUDGET	BUDGET
Beginning Fund Balance	\$ 1,601,901	\$ 45,950	\$ 1,291,275	\$ 0	\$ 58,000
Revenues:					
Revenues	(13,048)	78,000	78,000	58,000	58,000
Transfers In	-	-	-	-	-
Total Revenues	(13,048)	78,000	78,000	58,000	58,000
Expenditures:					
Services and Supplies	-	-	-	-	-
Debt Service	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Transfers Out	297,578	700,000	1,369,275	-	-
Total Expenditures	297,578	700,000	1,369,275	-	-
Change in Fund Balance	(310,626)	(622,000)	(1,291,275)	58,000	58,000
Ending Fund Balance	\$ 1,291,275	\$ (576,050)	\$ 0	\$ 58,000	\$ 116,000

## FUND SUMMARIES

### FUND: 250 CDBG GRANT FUND

This fund accounts for revenues and expenditures related to Community Development Block Grant (CDBG) Funds. The program is a flexible program that provides the City with resources to address a wide range of unique community development needs.

ITEM	2020-21	2022-23		2023-24	2024-25
	FINAL ACTUAL	ORIGINAL BUDGET	PROJECTION BUDGET	BUDGET	BUDGET
Beginning Fund Balance	\$ 17,242	\$ 17,242	\$ 17,242	\$ 17,242	17,242
Revenues:					
Revenues	-	-	53,341	56,749	-
Transfers In	-	-	-	-	-
Total Revenues	-	-	53,341	56,749	-
Expenditures:					
Salaries and Benefits	-	-	-	-	-
Services and Supplies	-	-	-	-	-
Debt Service	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Transfers Out	-	-	53,341	56,749	12,391
Total Expenditures	-	-	53,341	56,749	12,391
Change in Fund Balance	-	-	-	-	(12,391)
Ending Fund Balance	\$ 17,242	\$ 17,242	\$ 17,242	\$ 17,242	4,851

## FUND SUMMARIES

### FUND: 260 AMERICAN RESCUE PLAN ACT (ARPA)

This fund accounts for American Rescue Plan Act (ARPA) funds. On March 11, 2021 President Biden signed ARPA into law. ARPA is intended to provide financial aid to families, governments, businesses, schools, non-profits and others impacted by the COVID-19 public health crisis. To support the immediate pandemic response, bring back jobs, and lay the groundwork for a strong and equitable recovery, ARPA established the Coronavirus State and Local Recovery Fund, designed to deliver \$350 billion to state, local, territorial, and Tribal governments to bolster their response to the COVID-19 emergency and recover from the economic impacts caused by the public health crisis. This legislation provided \$27 billion in federal money to the State of California. The State will allocate \$1.2 billion to non-entitlement units of local government (NEUs). As an NEU, Arroyo Grande is eligible to receive \$4,300,241.

ITEM	2021-22	2022-23		2023-24	2024-25
	FINAL ACTUAL	CURRENT BUDGET	PROJECTION BUDGET	BUDGET	BUDGET
Beginning Fund Balance	\$ -	\$ 1,091,441	\$ 1,545,875	\$ 1,453,900	\$ 0
Revenues:					
Revenues	2,150,121	2,150,121	2,150,121	-	-
Transfers In	-	-	-	-	-
Total Revenues	2,150,121	2,150,121	2,150,121	-	-
Expenditures:					
Salaries and Benefits	-	-	-	-	-
Services and Supplies	31,643	594,391	562,748	-	-
Capital Outlay	-	-	-	-	-
Transfers Out	572,603	1,745,590	1,679,348	1,453,900	-
Total Expenditures	604,246	2,339,981	2,242,096	1,453,900	-
Change in Fund Balance	1,545,875	(189,861)	(91,975)	(1,453,900)	-
Ending Fund Balance	\$ 1,545,875	\$ 901,580	\$ 1,453,900	\$ 0	\$ 0

### FUND: 271 STATE COPS BLOCK GRANT

This fund accounts for the receipt and use of monies from the State of California restricted to the purchase of police equipment and technology for crime prevention.

ITEM	2021-22	2022-23		2023-24	2024-25
	FINAL ACTUAL	ORIGINAL BUDGET	PROJECTION BUDGET	BUDGET	BUDGET
Beginning Fund Balance	\$ 397,272	\$ 388,071	\$ 533,489	\$ 377,289	\$ 398,789
Revenues:					
Revenues	158,663	140,800	140,800	140,800	140,800
Transfers In	-	-	4,000	-	-
Total Revenues	158,663	140,800	144,800	140,800	140,800
Expenditures:					
Salaries and Benefits	-	-	-	-	-
Services and Supplies	-	-	26,000	-	-
Capital Outlay	22,446	-	-	-	-
Transfers Out	-	125,000	275,000	119,300	-
Total Expenditures	22,446	125,000	301,000	119,300	-
Change in Fund Balance	136,217	15,800	(156,200)	21,500	140,800
Ending Fund Balance	\$ 533,489	\$ 403,871	\$ 377,289	\$ 398,789	\$ 539,589

## FUND SUMMARIES

# AGENCY FUNDS

### FUND: 286 SUCCESSOR AGENCY TO THE FORMER REDEVELOPMENT AGENCY

This private-purpose trust fund was created to hold the assets of the former redevelopment agency of the City of Arroyo Grande until they are distributed to other units of state and local government after the payment of enforceable obligations have been made.

ITEM	2021-22	2022-23		2023-24	2024-25
	FINAL ACTUAL	ORIGINAL BUDGET	PROJECTION BUDGET	BUDGET	BUDGET
Beginning Fund Balance	\$ (2,342,921)	\$ (2,567,372)	\$ (2,567,372)	\$ (2,569,372)	\$ (2,571,372)
Revenues:					
Revenues	-	412,944	412,944	412,944	412,944
Transfers In	-	-	-	-	-
Total Revenues	-	412,944	412,944	412,944	412,944
Expenditures:					
Salaries and Benefits	-	-	-	-	-
Services and Supplies	6,854	2,000	2,000	2,000	2,000
Debt Service	182,943	382,944	382,944	382,944	382,944
Capital Outlay	-	-	-	-	-
Transfers Out	30,000	30,000	30,000	30,000	30,000
Total Expenditures	219,797	414,944	414,944	414,944	414,944
Change in Fund Balance	(219,797)	(2,000)	(2,000)	(2,000)	(2,000)
Ending Fund Balance	\$ (2,562,718)	\$ (2,569,372)	\$ (2,569,372)	\$ (2,571,372)	\$ (2,573,372)

## FUND SUMMARIES

### FUND: 287 SUCCESSOR AGENCY TO THE FORMER REDEVELOPMENT AGENCY - HOUSING FUNCTION

This private-purpose trust fund was created to hold the housing assets of the former redevelopment agency of the City of Arroyo Grande until they are distributed to other units of state and local government after the payment of enforceable obligations have been made.

ITEM	2021-22	2022-23		2023-24	2024-25
	FINAL ACTUAL	ORIGINAL BUDGET	PROJECTION BUDGET	BUDGET	BUDGET
Beginning Fund Balance	\$ 1,594,478	\$ 1,620,934	\$ 1,620,934	\$ 1,619,534	\$ 1,618,034
Revenues:					
Revenues	27,859	-	-	-	-
Transfers In	-			-	-
Total Revenues	27,859	-	-	-	-
Expenditures:					
Salaries and Benefits	-	-	-	-	-
Services and Supplies	1,491	1,400	1,400	1,500	1,500
Debt Service	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Transfers Out	-	-	-	-	-
Total Expenditures	1,491	1,400	1,400	1,500	1,500
Ending Fund Balance	\$ 1,620,847	\$ 1,619,534	\$ 1,619,534	\$ 1,618,034	\$ 1,616,534

### FUND: 751 DOWNTOWN PARKING

This agency fund collects assessments from Arroyo Grande Village merchants for the maintenance of the Village parking lots for the Downtown Village Merchants

ITEM	2021-22	2022-23		2023-24	2024-25
	FINAL ACTUAL	ORIGINAL BUDGET	PROJECTION BUDGET	BUDGET	BUDGET
Beginning Fund Balance	\$ 2,029	\$ 4,819	\$ 4,819	\$ 147,019	\$ 147,719
Revenues:					
Revenues	11,352	8,500	152,500	11,000	11,000
Transfers In	(104)	-		-	-
Total Revenues	11,248	8,500	152,500	11,000	11,000
Expenditures:					
Salaries and Benefits	-	-	-	-	-
Services and Supplies	4,807	4,400	4,400	4,400	4,400
Capital Outlay	-	-	-	-	-
Transfers Out	5,904	5,900	5,900	5,900	5,900
Total Expenditures	10,711	10,300	10,300	10,300	10,300
Ending Fund Balance	\$ 2,565	\$ 3,019	\$ 147,019	\$ 147,719	\$ 148,419

# Interfund Transfers

FY 2023-24

		Personnel	Operating	Cost Allocation	CIP	Other
<b>General Fund (010)</b>						
4901	Personnel Transfers	798,800				
4903	Cost Allocation			1,974,466		
4909	Transfers In - TBID Fund	42,500				3,000
4950	Transfers In - Sales Tax Fund				268,300	
4952	Transfers In - RDA Successor Fund					30,000
5902	Operating Transfers - Streets Fund		(75,000)			
5904	Transfers out - CIP Fund					
5906	Transfers out - USDA City Hall loan					(40,000)
5909	Transfers out - TBID Fund					
<b>Sewer Fund (612)</b>						
5901	Personnel Transfers	(189,700)				
5903	Cost Allocation Transfers			(330,700)		
5904	Transfers out - CIP Fund				(47,500)	
5906	Transfers out - USDA City Hall loan					(5,000)
<b>Water Fund (640)</b>						
5901	Personnel Transfers	(517,600)				
5903	Cost Allocation Transfers			(1,333,100)		
5904	Transfers out - CIP Fund				(47,500)	
5906	Transfers Out - USDA City Hall Loan					(8,800)
5913	Transfers Out - Lopez Fund					(3,962,121)
<b>Lopez Fund (641)</b>						
4940	Transfers In - Water Fund					3,962,121
<b>Grace Lane Assessment District (216)</b>						
5903	Cost Allocation Transfers			(1,600)		
<b>Landscape Maintenance District (217)</b>						
5903	Cost Allocation Transfers			(1,400)		
<b>Local Sales Tax Fund (218)</b>						
5904	Transfers out - CIP Fund				(1,880,972)	
5906	Transfers Out - USDA City Hall Loan					(20,000)
5910	Transfers Out - General Fund				(208,300)	
<b>Parkside Assessment District (219)</b>						
5903	Cost Allocation Transfers			(2,300)		
<b>Streets (Gas Tax) (220)</b>						
4902	Operating Transfer In Transportation		400,000			
4903	Operating Transfer In - General Fund		75,000			
5901	Personnel Transfers	(87,000)				
5903	Transfer out - CIP Fund				(453,300)	
5910	Transfers Out - General Fund			(299,466)		
<b>Transportation (225)</b>						
5902	Operating Transfers		(400,000)			

# Interfund Transfers

FY 2023-24

		Personnel	Operating	Cost Allocation	CIP	Other
<b>TBID Fund (240)</b>						
5901	Personnel Transfers	(47,000)				
5910	Transfer out - General Fund					(3,000)
<b>COPS Fund (271)</b>						
5904	Transfers out - CIP Fund				(119,300)	
<b>CIP Fund (350)</b>						
4920	Streets Fund				453,300	
4929	COPS Fund				119,300	
4930	Sewer Fund				47,500	
4940	Water Fund				47,500	
4950	Sales Tax				1,820,972	
<b>Downtown Parking Fund (751)</b>						
5903	Cost Allocation Transfers			(5,900)		
<b>USDA City Hall Loan Fund (472)</b>						
4910	Transfer In - General Fund					40,000
4930	Sewer Fund					5,000
4940	Water Fund					8,800
4950	Sales Tax					20,000
<b>RDA Successor Fund (286)</b>						
5910	Transfers Out - General Fund					(30,000)
<b>Total</b>						
		-	-	-	-	-

# Interfund Transfers

FY 2024-25

		Personnel	Operating	Cost Allocation	CIP	Other
<b>General Fund (010)</b>						
4901	Personnel Transfers	823,900				
4903	Cost Allocation			2,014,000		
4909	Transfers In - TBID Fund	42,500				3,000
4950	Transfers In - Sales Tax Fund				274,700	
4952	Transfers In - RDA Successor Fund					30,000
5902	Operating Transfers - Streets Fund		(75,000)			
5904	Transfers out - CIP Fund				(2,360,000)	
5906	Transfers out - USDA City Hall loan					(40,000)
<b>Sewer Fund (612)</b>						
5901	Personnel Transfers	(196,200)				
5903	Cost Allocation Transfers			(330,700)		
5906	Transfers out - USDA City Hall loan					(5,000)
<b>Water Fund (640)</b>						
4943	Transfer In - Water Availability Fund					
5901	Personnel Transfers	(531,300)				
5903	Cost Allocation Transfers			(1,333,100)		
5906	Transfers Out - USDA City Hall Loan					(8,800)
5913	Transfers Out - Lopez Fund					(4,080,985)
<b>Lopez Fund (641)</b>						
4940	Transfers In - Water Fund					4,080,985
<b>Grace Lane Assessment District (216)</b>						
5903	Cost Allocation Transfers			(1,600)		
<b>Landscape Maintenance District (217)</b>						
5903	Cost Allocation Transfers			(1,400)		
<b>Local Sales Tax Fund (218)</b>						
5904	Transfers out - CIP Fund				(3,622,879)	
5906	Transfers Out - USDA City Hall Loan					(20,000)
5910	Transfers Out - General Fund				(214,700)	
<b>Parkside Assessment District (219)</b>						
5903	Cost Allocation Transfers			(2,300)		
5904	Transfers out - CIP Fund				(250,000)	
<b>Streets (Gas Tax) (220)</b>						
4902	Operating Transfer In Transportation		425,000			
4903	Operating Transfer In - General Fund		75,000			
5901	Personnel Transfers	(91,900)				
5903	Transfer out - CIP Fund				(469,200)	
5910	Transfers Out - General Fund			(339,000)		
<b>Transportation (225)</b>						
5902	Operating Transfers		(425,000)			

# Interfund Transfers

## FY 2024-25

		Personnel	Operating	Cost Allocation	CIP	Other
<b>TBID Fund (240)</b>						
5901	Personnel Transfers	(47,000)				
5910	Transfer out - General Fund					(3,000)
<b>CIP Fund (350)</b>						
4910	General Fund				2,360,000	
4920	Streets Fund				450,000	
4930	Sewer Fund				282,000	
4940	Water Fund				430,000	
4950	Sales Tax				3,120,079	
<b>Downtown Parking Fund (751)</b>						
5903	Cost Allocation Transfers			(5,900)		
<b>USDA City Hall Loan Fund (472)</b>						
4910	Transfer In - General Fund					40,000
4930	Sewer Fund					5,000
4940	Water Fund					8,800
4950	Sales Tax					20,000
<b>RDA Successor Fund (286)</b>						
5910	Transfers Out - General Fund					(30,000)
<b>Total</b>						
		-	-	-	-	-

# The Administration of Your City Government

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## *INTRODUCTION*

Cities are a deliberate democratic choice to provide local enhanced public services above and beyond what the State can supply through the legislature and the County Board of Supervisors. In order to effectively operate business functions, the City of Arroyo Grande is organized into three departments (City Administration, Legislative and Information Services, and Administrative Services) that are the core of an effective government structure.

### **The City Council**

Your City government is entrusted to five elected officials that serve as the City Council – A Mayor (elected every two years) and four City Council Members (elected to represent one of four electoral districts every four years on staggered election schedules). These five elected officials make all policy decisions for the City. The Mayor is the ceremonial head of the City and is equal to the other City Council Members when it comes to power to make policy. In addition to interacting with the community and preparing for and attending City Council meetings, all City Council Members also serve on other government bodies such as the South San Luis Obispo County Sanitation District, Five Cities Fire Authority, the Air Pollution Control District, and the Integrated Waste Management Authority. City Council Members receive a small stipend to cover minor expenses of office. Additionally, each City Council Member is offered health insurance and they are enrolled in a non-CalPERS retirement plan.

### **City Attorney**

The City Attorney is a professional specializing in the area of Municipal Law. The City Council appoints a city attorney to whom it turns to for legal advice. The City Attorney attends Council meetings to advise on points of the law and to ensure that all proper procedures are maintained. The City Attorney also provides legal advice and represents the City Council, City Manager, City departments and other City boards and commissions on legal matters. The City Attorney is responsible for drafting ordinances, reviewing contracts, and prosecuting municipal code violations.

### **Retiree Health**

This program accounts for the City's obligations to retirees for post-employment benefits other than pensions. The City provides minimal health contributions for retirees that have met certain criteria related to years of service.

# The Administration of Your City Government

## CITY MANAGER

### PURPOSE

Support the City Council in carrying out the community's vision by identifying policy issues, analyzing and recommending solutions to those issues, implementing the Council's direction and managing the operation of the organization.

### SERVICES AND STRUCTURE

The City Manager's Office consists of the following programs:

#### **City Management**

Provide citywide leadership and coordination to the City organization; provide policy development support for the City Council; implement economic development initiatives; and represent the City's interests in local and regional issues.

#### **Human Resources**

Develop, implement, and support programs and processes that add value to the City and its employees; ensure organizational compliance with employment laws and regulations; coordinate employee training and development; and develop policies and procedures to ensure a safe and welcome workplace.

### FY 2022-23 SIGNIFICANT ACCOMPLISHMENTS

- Creation of the Central Coast Blue Regional Recycled Water Authority, participation in a joint City Council Meeting, and selection of the General Manager of the Authority
- Completion of an organizational assessment of the Five Cities Fire Authority (FCFA) and transition of the FCFA through Oceano's exit from the Joint Powers Authority, including the preparation of an Amended and Restated FCFA Joint Powers Agreement, a fee-for-service agreement with Oceano, and an agreement addressing ongoing liabilities following Oceano's exit from the JPA
- Coordination of the City's response to the winter 2023 storm emergencies
- Completion of a Request for Proposals and new agreement for City Attorney services
- Completion of a Citywide Compensation Study
- Facilitated Council goal setting process, as well as updates on current Fiscal Year (FY) goals
- Development of coordinated work plan process to implement Council goals for FY 2023-25



### PERFORMANCE MEASURES

	Measure	FY 21-22 Actual	FY 22-23 Projected Actual	FY 23-24 Target	FY 24-25 Target
1	City Manager's Office will hold in person meetings with community groups, organizations, and partners	12*	36	24	24
2	Number of DEIJ Trainings offered to City staff	N/A	4	4	4
3	Number of Vacant Positions	6	7	5	5

\* FY 21-22 actuals were lower due to COVID 19 restrictions

# The Administration of Your City Government

## FY 2023-25 DEPARTMENT WORK PLAN

	Strategic Goal	Task/Action	Timeline for Completion
	Standard Operations	Participate in FCFA Management Committee	Ongoing
	Standard Operations	Ensure recommendations of Baker Tilly for the FCFA are scheduled and completed	Begin 1Q FY2023-24, complete 4Q FY2023-24
	Standard Operations	Update the City's Emergency Operations Plan	Obtain grant funding for a consultant to prepare an updated EOP; begin 1Q FY2024-25 and complete by 4Q FY2024-25, depending on grant availability.
	Standard Operations	DEIJ Training	Conduct training sessions at least once quarterly
	Standard Operations	Work with 5Cities Homeless Coalition on South County Shelter	Support efforts to develop a permanent warming shelter location within Arroyo Grande through necessary zoning ordinance amendments and use of ARPA funding
	Standard Operations	Support efforts to amend the IWMA JPA to add County as a party	Begin 1Q FY2023-24, complete 3Q FY2023-24
	Standard Operations	Serve on the Central Coast Community Energy (3CE) Policy and Operations Boards	2Q FY 2025-26
	Funding	1.1a Evaluate Economic Development Management Services	2Q FY 2023-24
	Funding	1.1b Obtain Economic Development Management Services	3Q FY 2023-24
	Funding	1.1c Support Modifications to the AGTBID	2Q FY 2023-24
	Funding	1.1c.i. Transition Administration to City staff	1Q FY 2023-24
	Funding	1.1c.ii. Complete Modifications to AGTBID Bylaws and Advisory Board Structure	2Q FY 2023-24
	Funding	1.1d 400 W. Branch Disposition and Development Agreement	4Q FY 2023-24
	Funding	1.2a Issue an RFP for a consultant to develop a survey and outreach strategy to community	1Q FY2023-24
	Funding	1.2b Award contract with consultant to develop a survey and outreach strategy to community	1Q FY2023-24

# The Administration of Your City Government

	Strategic Goal	Task/Action	Timeline for Completion
	Funding	1.2c Conduct public outreach to the community to communicate need for additional revenue, including facilitation of a Citizen Committee	1Q FY 2024-25
	Funding	1.2d Bring Revenue ballot measure to Council for consideration	4Q FY 2023-24
	Funding	1.3a Conduct study session with the City Council regarding potential cannabis ordinance	3Q FY 2023-24
	Funding	1.3b Prepare and adopt cannabis ordinance, if directed by the City Council	1Q FY 2024-25
	Funding	1.3c Evaluate feasibility of a Cannabis Tax	1Q FY 2024-25
	Fire Services	2.1a Pursue potential contract with the County to serve Oceano	4Q FY 2023-24
	Fire Services	2.2a Consider including Public Safety in proposed Revenue measure	4Q FY 2024-25
	Infrastructure	3.1a Consider Community partnership for Mark M. Millis Community Center construction	4Q FY 2023-24
	Infrastructure	3.1b Include infrastructure in new Revenue Measure plans and outreach	4Q FY 2024-25
	Infrastructure	3.2a Support ongoing development and financing of Central Coast Blue project	Ongoing

## Council Goal's Key



Funding



Fire Services



Infrastructure



General Plan Update

# The Administration of Your City Government

	2021-22	FISCAL YEAR 2022-23		2023-24	2024-25
	FINAL	ADOPTED	PROJECTION	PROPOSED	PROPOSED
	ACTUAL	BUDGET	BUDGET	BUDGET	BUDGET
<b>Expenditures by Program</b>					
City Council	\$ 165,460	\$ 115,800	\$ 115,800	\$ 157,500	\$ 159,300
Retirees Health	237,673	235,000	235,000	235,000	235,000
City Manager	299,468	465,100	465,100	599,800	613,500
Human Resources	161,247	224,156	224,156	206,200	213,200
City Attorney	262,145	290,000	290,000	294,400	303,142
Total	\$ 1,125,993	\$ 1,330,056	\$ 1,330,056	\$ 1,492,900	\$ 1,524,142

<b>Expenditures by Category</b>					
Salary and Benefits	\$ 625,373	\$ 878,400	\$ 878,400	\$ 897,500	\$ 922,300
Services and Supplies	408,309	451,656	451,656	595,400	601,842
Operating Equipment	-	-	-	-	-
Debt Service	-	-	-	-	-
Capital Items and Transfers	92,311	-	-	-	-
Total	\$ 1,125,993	\$ 1,330,056	\$ 1,330,056	\$ 1,492,900	\$ 1,524,142

<b>Funding Sources</b>					
General Fund	\$ 1,125,993	\$ 1,330,056	\$ 1,330,056	\$ 1,492,900	\$ 1,524,142

<b>Personnel Complement</b>					
<u>Elected Officials:</u>					
Mayor and City Council	5.0	5.0	5.0	5.0	5.0
<u>Full-time:</u>					
City Manager	1.0	1.0	1.0	1.0	1.0
Human Resources Manager	1.0	1.0	1.0	1.0	1.0
Management Analyst	-	1.0	1.0	1.0	1.0
<u>Contract:</u>					
City Attorney	1.0	1.0	1.0	1.0	1.0
Total	8.0	9.0	9.0	9.0	9.0

# The Administration of Your City Government

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## LEGISLATIVE & INFORMATION SERVICES

### PURPOSE

*Be an effective, valuable communication point for the City Council, the public, and staff; to ensure transparency and access to the legislative process and ensure compliance with applicable State and local laws and regulations relating to municipal elections, open meetings, financial reporting, and access to public records.*

### SERVICES AND STRUCTURE

The Legislative & Information Services Department consists of the following programs:

#### **City Clerk**

The City Clerk is the local official who administers democratic processes, such as elections, access to City records, and all legislative actions, ensuring transparency to the public. The City Clerk also attests, seals, and/or certifies official documents; receives and files petitions, subpoenas, and summons. The City Clerk serves the City Council, City Manager, City staff, and the public.

#### **Public Information**

Collect, develop, and organize information for dissemination to the public through a variety of media including newspapers, newsletters, mailers, social media networks, email, the City website, and Government Access TV Channel.

### FY 2022-23 SIGNIFICANT ACCOMPLISHMENTS

- Administered the November 8, 2022 Municipal Election
- Coordinated the transition from an at-large to a by-district election system
- Coordinated education efforts for Transaction & Use Tax Measure, Measure D-22
- Overhauled and re-launched the City Facebook Page
- Conducted extensive public outreach during the winter 2023 storm events
- Completed digitization of all personnel records creating greater records efficiencies
- Created Electronic Signature Policy for greater efficiencies in processing agreements, official documents, and internal forms
- Launched the first Citywide newsletter in 8 years – the Arroyo Grande Gazette

# The Administration of Your City Government


## PERFORMANCE MEASURES

	Measure	FY 21-22 Actual	FY 22-23 Projected Actual	FY 23-24 Target	FY 24-25 Target
1	Percentage of Legal Notices published within established timelines	100%	100%	100%	100%
2	Percentage of Public Records Act Requests Processed within required timeframes	100%	100%	100%	100%
3	Citywide Newsletters Issued	0	2	4	4
4	Information spotlights on City website	70	105	90	90
5	Press Releases Issued	166*	70	80	80
6	Total followers on all City social media channels (Joined NextDoor in FY 22-23)	Apx 7,800**	14,341	15,000	15,500

\*This number of press releases is significantly higher due to the COVID-19 pandemic and the number of County Public Health news releases the City shared

\*\*This number is approximate due to the closure of the City's old Facebook page and relaunch of the new City Facebook page in 2022



## FY 2023-25 DEPARTMENT WORK PLAN

	Strategic Goal	Task/Action	Timeline for Completion
	State Mandate	In-house Ethics Training for Officials and Staff	Ongoing; Winter 2025 for newly electeds/advisory body members/staff
	State Mandate	2024 General Municipal Election	Candidate materials/handbook; Calling of the Election in Spring/Summer 2024; Ballot Measure Resos/Notices Spring/Summer 2024; Candidate nomination meetings Summer 2024; Candidate filing Summer 2024; Election filings and notices Summer 2024-Fall 2024; Candidate Forum Fall 2024; Campaign Statements; Certification of the Election and Council Reorganization Winter 2024
	Standard Operations	Continue training on Agenda Management	Ongoing training for new staff; Host tips/tricks/training refresher by

# The Administration of Your City Government

Strategic Goal		Task/Action	Timeline for Completion
	Standard Operations	Develop In-House Records Training for New Staff	Winter 2023; evaluate use of additional modules Host training by Winter 2023
	Standard Operations	Develop a City Seal Policy	Draft Policy for legal/CM review by Fall 2023; Issue by Winter 2024
	Standard Operations	Update Ticket Policy	Draft updated Policy for legal/CM review by Winter 2025; Issue by Spring 2025
	Standard Operations	Social Media Archiving	Evaluate need and options (demos) by Winter 2025; Develop budget request for FY 25-27 budget in Winter of 2025
	Standard Operations	Translation Services (supports DEIJ initiatives)	Evaluate options for translation services for print communications and public meetings by Summer 2023; Select translation service by Fall 2023
	Standard Operations	Develop Brand Guidelines	Develop draft guidelines and templates; convene "user group" for feedback; CM/Director review; Guidelines completion and implementation by Spring 2025
	Standard Operations	Implement new process for agreement retention through LaserFische	Draft process by Winter 2024; convene "user group" for review and feedback; User training; implement by Winter 2025
	Standard Operations	Broadcasting/Cablecasting Services	Evaluate options for broadcasting/cablecasting services for public meetings by Winter 2024; RFP; work with AS IT
	Standard Operations	Explore options for "Open City Hall" platform for community engagement	Summer 2024
	Funding	1.1c Support Modifications to the AGTBID	2Q FY 2023-24
		1.1c.ii. Complete Modifications to AGTBID Bylaws and Advisory Board Structure	2Q FY 2023-24
	Funding	1.2a Issue an RFP for a consultant to develop a survey and outreach strategy to community	1Q FY2023-24
	Funding	1.2b Award contract with consultant to develop a survey	1Q FY2023-24

# The Administration of Your City Government

	Strategic Goal	Task/Action	Timeline for Completion
	Funding	and outreach strategy to community 1.2c Conduct public outreach to the community to communicate need for additional revenue, including facilitation of a Citizen Committee	1Q FY 2024-25
	Funding	1.2d Bring Revenue ballot measure to Council for consideration	4Q FY 2023-24
	Fire Services	2.2a Consider including Public Safety in proposed Revenue measure	4Q FY 2024-25
	Infrastructure	3.1b Include infrastructure in new Revenue Measure plans and outreach	4Q FY 2024-25
	General Plan Update	4.1a Plan and Host a Kick-Off Meeting with Community	1Q FY 2023-24

## Council Goal's Key



Funding



Fire Services



Infrastructure



General Plan Update

# The Administration of Your City Government

	2021-22	FISCAL YEAR 2022-23		2023-24	2024-25
	FINAL	ADOPTED	PROJECTION	PROPOSED	PROPOSED
	ACTUAL	BUDGET	BUDGET	BUDGET	BUDGET
<b>Expenditures by Program</b>					
City Clerk	\$ 346,425	\$ 471,275	\$ 471,275	\$ 411,260	\$ 486,260
Printing/Duplicating	18,918	25,600	25,600	29,900	29,900
Total	\$ 365,343	\$ 496,875	\$ 496,875	\$ 441,160	\$ 516,160

<b>Expenditures by Category</b>					
Salary and Benefits	\$ 288,941	\$ 338,300	\$ 338,300	\$ 334,400	\$ 346,500
Services and Supplies	76,402	158,575	158,575	106,760	169,660
Operating Equipment	-	-	-	-	-
Debt Service	-	-	-	-	-
Capital Items	-	-	-	-	-
Total	\$ 365,343	\$ 496,875	\$ 496,875	\$ 441,160	\$ 516,160

<b>Funding Sources</b>					
General Fund	\$ 365,343	\$ 496,875	\$ 496,875	\$ 441,160	\$ 516,160

<b>Personnel Complement</b>					
<u>Full-time:</u>					
Director	1.0	1.0	1.0	1.0	1.0
Exec Asst/Deputy City Clerk	1.0	-	-	-	-
Deputy City Clerk/Communicat	-	1.0	1.0	1.0	1.0
<u>Part time (FTE):</u>					
Sr. Office Assistant	0.6	-	-	-	-
Executive Secretary	-	0.6	0.6	0.6	0.6
Total	2.6	2.6	2.6	2.6	2.6

# The Administration of Your City Government

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## ADMINISTRATIVE SERVICES DEPARTMENT

### PURPOSE

*Provide accurate and timely financial and accounting information through the maintenance of appropriate financial systems and effective internal controls to promote the City's fiscal accountability. To engage in a partnership with the departments to provide technical guidance in an effective, strategic, and fiscally responsible manner for all technology initiatives.*

### SERVICES AND STRUCTURE

The Administrative Services Department consists of the following programs:

#### **Financial Services**

The Administrative Services Department manages the City's financial systems by providing accurate and timely actions and information to City Council, operating departments, and the public. Policies, record keeping and reporting are carried out in compliance with generally accepted accounting principles and all applicable laws and regulations. Areas of responsibility include utility billing, cash receipting, accounts payable, payroll, budgeting, business licensing and non-departmental charges that are not directly related to a specific department.

#### **Information Technology**

The Information Technology (IT) Division handles all centralized and many decentralized City technology services, facilitating the City's ability to deliver effective and efficient service to the public. IT staff perform maintenance and upgrades of the City's IT network system, ensures network security, supports multiple software applications, manages the Citywide IT replacement program purchases, provides technical support City staff members, and completes research and planning for new technology solution.

### FY 2022-23 SIGNIFICANT ACCOMPLISHMENTS





- Awarded contract to Tyler Technologies to implement Enterprise ERP
- Awarded contract to Willdan Financial Services to update the City's comprehensive fee schedule, including development impact fees
- Awarded a contract to Baker Tilly to provide accounting support and update the Citywide Purchasing Policies
- Updated the Local Sales Tax Measure Annual report
- Started working with FEMA to receive funding related to the winter 2023 storm events

# The Administration of Your City Government

## PERFORMANCE MEASURES

	Measure	FY 21-22 Actual	FY 22-23 Projected Actual	FY 23-24 Target	FY 24-25 Target
1	Complete ACFR 180 days after close of fiscal year	04/12/2022	04/11/2023	12/31/2023	12/31/2024
2	Number of A/P checks generated annually	3612	3600	3600	3600
3	Number of payroll checks generated annually	3,429	3,430	3,450	3,450
4	Number of IT tickets processed	769	417	565	575

## FY 2023-25 DEPARTMENT WORK PLAN

	Strategic Goal	Task/Action	Timeline for Completion
	Standard Operations	Complete Purchasing Policy Update	Q1 FY 2023-24
	Standard Operations	Initiate ERP conversion	Initiate Q1 FY 2023-24
	Standard Operations	Council Adoption of updated User Fees and Development Impact Fees	Q1 FY 2023-24
	Standard Operations	Finalize 2023 ACFR by 12/31/24	Q2 FY 2023-24
	Funding	1.2d Bring Revenue ballot measure to Council for consideration	4Q FY 2023-24
		1.3c Evaluate feasibility of a Cannabis Tax	1Q FY 2024-25
	Fire Services	2.2a Consider including Public Safety in proposed Revenue measure	4Q FY 2024-25
	Infrastructure	3.1b Include infrastructure in new Revenue Measure plans and outreach	4Q FY 2024-25
	Infrastructure	3.1c Collect FEMA reimbursement for January - March 2023 storm damage	3Q FY2024-25
	Infrastructure	3.1d Pursue Grant applications and administration for infrastructure projects	Ongoing
	Infrastructure	3.2a Support ongoing development and financing	Ongoing
	Infrastructure		

# The Administration of Your City Government

Strategic Goal	Task/Action	Timeline for Completion
	of Central Coast Blue project	

## Council Goal's Key



Funding



Fire Services



Infrastructure



General Plan Update

	2021-22	FISCAL YEAR 2022-23		2023-24	2024-25
	FINAL ACTUAL	ADOPTED BUDGET	PROJECTION BUDGET	PROPOSED BUDGET	PROPOSED BUDGET
<b>Expenditures by Program</b>					
Administrative Services	\$ 689,306	\$ 884,010	\$ 884,010	\$ 799,480	\$ 825,280
Information Technology	601,973	730,297	730,297	892,900	905,000
Non-Departmental	3,989,880	5,723,421	6,290,757	3,501,400	5,901,637
FCFA (Fire Service)	2,052,061	2,052,061	2,052,061	2,847,000	2,983,500
CalPERS UAL payment	-	-	-	-	-
Total	\$ 7,333,220	\$ 9,389,789	\$ 9,957,125	\$ 8,040,780	\$ 10,615,417

<b>Expenditures by Category</b>					
Salary and Benefits	\$ 2,431,537	\$ 4,020,035	\$ 4,587,371	\$ 2,365,600	\$ 2,358,800
Services and Supplies	3,583,688	3,822,169	3,822,169	5,548,580	5,770,017
Operating Equipment	-	-	-	-	-
Debt Service	11,600	11,800	11,800	11,600	11,600
Capital Items and Transfers	1,306,396	1,535,785	1,535,785	115,000	2,475,000
Total	\$ 7,333,220	\$ 9,389,789	\$ 9,957,125	\$ 8,040,780	\$ 10,615,417

<b>Funding Sources</b>					
General Fund	\$ 7,333,220	\$ 9,389,789	\$ 9,957,125	\$ 8,040,780	\$ 10,615,417

## Personnel Complement

### Full-time:

Director	1.0	1.0	1.0	1.0	1.0
Information Tech Manager	1.0	1.0	1.0	1.0	1.0
Accounting Manager	1.0	1.0	1.0	1.0	1.0
Accounting Supervisor	-	-	-	-	-
Senior Accounting Clerk	3.0	3.0	3.0	3.0	3.0
Information Tech Specialist	1.0	1.0	1.0	1.0	1.0
Accounting Clerk	-	-	-	-	-
Total	7.0	7.0	7.0	7.0	7.0

# Public Works

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## **PURPOSE**

*The City of Arroyo Grande Public Works Department provides high-quality, cost-effective services that ensure that the design, construction, maintenance and operation of public infrastructure, facilities, and services are responsive to the needs of residents, visitors, businesses, and other City departments.*

## **SERVICES AND STRUCTURE**

The Public Works Department consists of the following programs:

### **Emergency and Day to Day Demands**

Staff respond to emergency events such as storms and resulting flooding, etc. After traffic accidents, staff facilitate street closures and debris cleanup. In addition, the Department repairs and fills potholes, installs red curbs and street signs. In addition, staff maintain all street and traffic lighting. The Department responds to fallen trees or branches within the City limits and also facilitates homeless encampment posting and cleanup. Staff respond to any facility maintenance requests, such as electrical, plumbing, pest control, or other safety issues and disposes of and collects trash within the City limits.

### **Facilities Maintenance**

Staff conduct all maintenance activities at City Facilities, such as AC/heating maintenance, office painting, moving and assembly of office furniture, trash and sanitization of offices and restrooms, and landscape maintenance. The Department also maintains all Public Use facilities such as the Woman's Club, Recreation building, park facilities (gazeboes, BBQs, picnic tables), and public restrooms (plumbing repairs, graffiti removal, vandalism repair, maintenance, stocking, and sanitization).

### **Annual Pavement Management Plan/Street Repairs Program**

Each year the Department identifies street segments that require certain maintenance treatments. The intention of this is to perform slurry seal, overlays, and digout repairs to slow the deterioration and avoid near-term reconstruction. In addition to the treatments mentioned above, the Program proposes to include refreshing existing traffic striping and pavement markings on certain arterial streets.

### **Annual Concrete Repairs Program**

Each year staff identifies damaged sidewalks (priority locations: commercial areas, high pedestrian traffic areas, and safe routes to schools) requiring repair to mitigate the potential for trip and fall hazards located in the public right-of-way. Sidewalk gaps are also evaluated for cost and connectivity, and curb ramp improvements are included to the extent possible.

### **Annual Storm Drain Maintenance Program**

The City's storm drain maintenance program includes removal of debris in the City's 517 storm drain inlets and outfalls. All maintenance is in preparation for storm events, compliance with MS4 permits and allowing drainage to function as designed. This also includes maintenance of all 8 City-owned drainage and retention basins and other drainage facilities.

### **Annual Soto Sports Complex Annual Field Maintenance Program**

Annually, the Department conducts hydro seeding and turf maintenance as well as infield and outfield dirt improvements. Staff manage all irrigation maintenance, fence repairs and field lighting maintenance.

# Public Works

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## **Annual Vegetation Maintenance Program**

Staff conduct annual street, parks, and open space tree and shrub trimming, removal, and planting, fire fuel vegetation management at development and interfaces (i.e. Ocean Oaks Condos), as well as turf management at parks. The City has received USA accreditation as a Tree City.

## **Sewer Lift Station Maintenance**

All five (5) sewer lift stations are cleaned along with 10 check valves. This maintenance program helps ensure trouble free operation of these stations.

## **Water Conservation Programs**

Cash for Grass projects, Washing Machine Rebates, and Home Water Audits are provided as part of the City's Water Conservation Program. Home water audits help our customers make changes in their current water use to help them continue to conserve water.

## **Annual Water System Air/Vacuum Valve Program**

All of the City's 130 Air/Vac valves are cleaned and tested for proper operation. Air and vacuums formed in the pipeline can have serious effects on the operation of the pipeline like pipe failure, pressure build and vibration. Air/Vacuum valves allow large volumes of air to be exhausted from or admitted into a pipeline as it is being filled or drained.

## **Annual Water Audit Program**

The Audit is a requirement from the Department of Water Resources. This detailed audit must be validated by a third party certified by the American Water Works Association.

## **Fleet, Equipment, and Fuel Management and Coordination (not FCFA)**

The Department maintains the Citywide fleet which includes tire and oil changes, brake pads and rotors maintenance, and more complex repairs on equipment. Staff manage the replacement program and surplus vehicles and equipment program (not including FCFA), including the procurement and bids for new vehicles and equipment. The Department manages fuel purchasing, pumps system and fuel dispenser system maintenance, and annually reviews the San Luis Obispo County Air Pollution Control District (APCD) Permit.

## **Engineering Division**

The Division is responsible for the City's long term City infrastructure, including projects for repair or improvement of existing infrastructure, as well as ensuring new infrastructure, including infrastructure built by new development, meets the City's standards.

## **FY 2022-23 SIGNIFICANT ACCOMPLISHMENTS**

- Oak Park and El Camino Real drainage repair
- Implementation of water conservation programs and preparation of a Resolution rescinding the declaration of Stage 1 Water Shortage Emergency and related restrictions and penalties
- Approval of both the Pavement Management Plan and Concrete Repairs Programs
- Safe, responsive, and coordinated response to the winter 2023 storm emergencies
- Storm-related debris removal projects in AG Creek





# Public Works

## PERFORMANCE MEASURES

	Measure	FY 21-22 Actual	FY 22-23 Projected Actual	FY 23-24 Target	FY 24-25 Target
1	Pavement Condition Index	53	54	56	57
2	Pothole repairs (sacks of fill)	76 sacks = 85 pothole repairs	154 sacks = 200+ potholes	200 pothole repairs*	100 pothole repairs
3	Larger in-house pavement repairs	2 yards	7 yard of asphalt hot mix	8 yards of hot mix	3 to 5 yards of hot mix
4	Storm Drain Inlet inspection and maintenance	517 inlets	517 inlets	517 inlets	517 inlets

\* Pothole estimates in FY 2023-24 are high due to effect of 2023 winter storms

## FY 2023-25 DEPARTMENT WORK PLAN

	Strategic Goal	Task/Action	Timeline for Completion
	Standard Operations	Soto Sports Field Lighting Improvement	4Q FY 2024-25
	Standard Operations	Expand Charging Stations on Public Property	4Q FY 2024-25
	Standard Operations	Drainage improvement needs identified during the 2023 Winter Storms	2Q FY 2024-25
	Standard Operations	Public Works office Space Expansion	4Q FY 2023-24
	Standard Operations	Negotiate Agreement for an Interconnect with Golden State Water Company	4Q FY 2024-25
	Standard Operations	Reorganization of Engineering under Public Works	1Q FY 2023-24
	State Mandate	Maintain Permit Requirements as mandated through the State Regional Water Quality Control Board	Ongoing
	State Mandate	SB 1383 Administration	Ongoing
	State Mandate	Conduct Speed Surveys	2Q FY 2023-24
	Funding	1.1e Complete Transition of Temporary Parklets to Permanent Parklets	1Q FY2023-24
	Infrastructure	3.1a Consider Community partnership for Mark M. Millis Community Center construction	4Q FY 2023-24
	Infrastructure	3.1b Include infrastructure in new Revenue Measure plans and outreach	4Q FY 2024-25
	Infrastructure	3.1d Pursue Grant applications and administration for infrastructure projects	Ongoing

# Public Works

Strategic Goal	Task/Action	Timeline for Completion
Infrastructure	3.2a Support ongoing development and financing of Central Coast Blue project	Ongoing
Infrastructure	3.2b NCMA Management Agreement Amendments	Ongoing
Infrastructure	3.3a.i. Traffic Way Bridge Design	2Q FY 2025-26
Infrastructure	3.3a.ii. Traffic Way Bridge ROW	3Q FY 2023-24
Infrastructure	3.3a.iii. Traffic Way Bridge Construction	2Q FY 2025-26
Infrastructure	3.3b Swinging Bridge Rehabilitation	2Q FY 2024-25
Infrastructure	3.3b.i. Swinging Bridge Rehabilitation NEPA	3Q FY 2023-24
Infrastructure	3.3bii Swinging Bridge Rehabilitation Bid for Construction	3Q FY 2023-24
Infrastructure	3.3b.iii. Swinging Bridge Construction	2Q FY 2024-25
Infrastructure	3.3c Halcyon Complete Streets	
Infrastructure	3.3c.i. Halcyon Complete Streets Design acquisition	1Q FY 2024-25
Infrastructure	3.3c.ii. Halcyon Complete Streets ROW acquisition	1Q FY 2024-25
Infrastructure	3.3c.iii. Halcyon Complete Streets Construction	2Q FY 2025-26
Infrastructure	3.3d.i. Award ATP Contract to Consultant	4Q FY 2022-23
Infrastructure	3.3d.ii. Final Approval of ATP by Council	3Q FY 2024-25
Infrastructure	3.3e 2022 Pavement Management Program Construction	2Q FY 2023-24
Infrastructure	3.3f 2024 Pavement Management Program Design	3Q FY 2023-24
Infrastructure	3.3g 2024 Pavement Management Program Construction	1Q FY 2024-25
Infrastructure	3.3h Community Safety Camera Network	4Q FY 2024-25
Infrastructure	3.3i Replacement Generator at Station 1	4Q FY 2023-24
Infrastructure	3.3j Lift Station 3	1Q FY 2024-25
Infrastructure	3.3k AG Creek Remediation (Debris removal and bank stabilization)	4Q FY 2023-24
Infrastructure	3.3l Concrete Repair Program	4Q FY 2024-25
Infrastructure	3.3m Concept plan/design for new Mark M. Millis Community Center Building	4Q FY 2023-24
Infrastructure	3.3n CMP Lining	Ongoing

## Council Goal's Key



Funding



Fire Services



Infrastructure



General Plan Update

# Public Works

	2021-22	FISCAL YEAR 2022-23		2023-24	2024-25
	FINAL	ADOPTED	PROJECTION	PROPOSED	PROPOSED
	ACTUAL	BUDGET	BUDGET	BUDGET	BUDGET
<b>Expenditures by Program</b>					
Public Works Administration	\$ 865,803	\$ 1,075,500	\$ 1,075,500	\$ 1,075,175	\$ 1,109,950
Engineering	-	-	-	711,600	681,000
Park Maintenance	376,126	640,065	545,065	730,500	707,389
Soto Sports Complex Maint.	214,021	241,000	241,000	240,950	235,450
Automotive Shop	175,956	155,600	155,600	181,280	172,000
Government Buildings	192,470	264,900	264,900	222,250	239,550
Total	<u>\$ 1,824,377</u>	<u>\$ 2,377,065</u>	<u>\$ 2,282,065</u>	<u>\$ 3,161,755</u>	<u>\$ 3,145,339</u>
<b>Expenditures by Category</b>					
Salary and Benefits	\$ 1,279,007	\$ 1,576,900	\$ 1,576,900	\$ 2,092,300	\$ 2,174,200
Services and Supplies	508,612	623,100	623,100	844,275	851,139
Operating Equipment	-	177,065	82,065	160,000	120,000
Debt Service	36,758	-	-	15,180	-
Capital Items	-	-	-	50,000	-
Transfers	-	-	-	-	-
Total	<u>\$ 1,824,377</u>	<u>\$ 2,377,065</u>	<u>\$ 2,282,065</u>	<u>\$ 3,161,755</u>	<u>\$ 3,145,339</u>
<b>Funding Sources</b>					
General Fund	1,824,377	2,377,065	2,282,065	3,161,755	3,145,339
Funding Source Total	<u>\$ 1,824,377</u>	<u>\$ 2,377,065</u>	<u>\$ 2,282,065</u>	<u>\$ 3,161,755</u>	<u>\$ 3,145,339</u>

# Public Works

	2021-22	2022-23	2022-23	2023-24	2024-25
	FINAL	ADOPTED	PROJECTION	PROPOSED	PROPOSED
	ACTUAL	BUDGET	BUDGET	BUDGET	BUDGET
<b>Personnel Complement</b>					
<u>Public Works Administration</u>					
Full time:					
Director of Public Works	1.0	1.0	1.0	1.0	1.0
Administrative Secretary	1.0	1.0	1.0	1.0	1.0
Capital Projects Manager	1.0	1.0	1.0	1.0	1.0
Assistant Capital Projects Manager	-	1.0	1.0	1.0	1.0
Subtotal	3.0	4.0	4.0	4.0	4.0
<u>Engineering</u>					
Full time:					
City Engineer	-	-	-	1.0	1.0
Associate Engineer	-	-	-	1.0	1.0
Engineering Inspector	-	-	-	1.0	1.0
Subtotal	-	-	-	3.0	3.0
<u>Parks</u>					
Full time:					
Public Works Manager	0.5	0.5	0.5	0.5	0.5
Parks, Trees, & Landscape Supervisor	-	1.0	1.0	1.0	1.0
Maintenance Lead Worker	1.0	1.0	1.0	1.0	1.0
Maintenance Worker	1.0	2.0	2.0	2.0	2.0
Part time (FTE):					
Maintenance Worker	1.4	0.7	0.7	0.7	0.7
Subtotal	3.9	5.2	5.2	5.2	5.2
<u>Streets</u>					
Full time:					
Public Works Manager	0.5	0.5	0.5	0.5	0.5
Streets Maintenance Supervisor	-	1.0	1.0	1.0	1.0
Maintenance Lead Worker	1.0	1.0	1.0	1.0	1.0
Maintenance Worker	2.0	1.0	1.0	1.0	1.0
Part time (FTE):					
Maintenance Worker	-	-	-	-	-
Subtotal	3.5	3.5	3.5	3.5	3.5
<u>Soto Sports Complex</u>					
Full time:					
Maintenance & Coordination Supervisor	-	1.0	1.0	1.0	1.0
Maintenance Worker	2.0	1.0	1.0	1.0	1.0
Subtotal	2.0	2.0	2.0	2.0	2.0
<u>Automotive Shop</u>					
Full time:					
Fleet Maintenance Coordinator	1.0	1.0	1.0	1.0	1.0
Subtotal	1.0	1.0	1.0	1.0	1.0

# Public Works

	2021-22	2022-23	2022-23	2023-24	2024-25
	FINAL	ADOPTED	PROJECTION	PROPOSED	PROPOSED
	ACTUAL	BUDGET	BUDGET	BUDGET	BUDGET
<u>Government Buildings</u>					
Full time:					
Building Maintenance Worker	1.0	1.0	1.0	1.0	1.0
Part time (FTE):					
Maintenance Worker	0.7	0.7	0.7	0.7	0.7
	1.7	1.7	1.7	1.7	1.7
<u>Water Fund</u>					
Full time:					
Utilities Manager	1.0	1.0	1.0	1.0	1.0
Public Works Supervisor	-	1.0	1.0	1.0	1.0
Public Works Lead Worker	1.0	1.0	1.0	1.0	1.0
Maintenance Worker	5.0	4.0	4.0	4.0	4.0
Part time (FTE):					
Summer Interns	0.7	0.7	0.7	0.7	0.7
Subtotal	7.7	7.7	7.7	7.7	7.7
<u>Sewer Fund</u>					
Full time:					
Maintenance Worker	2.0	2.0	2.0	2.0	2.0
Part time (FTE):					
Summer Interns	0.7	0.7	0.7	0.7	0.7
Subtotal	2.7	2.7	2.7	2.7	2.7
Department Total	25.5	27.8	27.8	30.8	30.8

# Community Development

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## **PURPOSE**

*The Community Development Department is dedicated to promoting a diverse and equitable city while maintaining the City's unique environment and character, and balancing economic opportunities through effective land use planning and development review processes.*

## **SERVICES AND STRUCTURE**

The Community Development Department strives toward its mission through three divisions staffed by highly specialized professionals:

### **Planning Division**

Professional planners develop new long-range plans and programs for the development or redevelopment of the City based upon the ever-changing needs and wants of the community to enhance the quality of life for our community. This includes: land use, circulation, housing, economic development, agriculture and open space stewardship.

Professional planners review proposed development projects to assure they are designed and will function according to the adopted plans of the community. By doing so, new developments must meet high standards.

### **Building and Life Safety Division**

The State of California mandates that virtually all buildings and structures be constructed to very detailed building codes in order to reduce death, injuries, and damage from improperly designed and constructed buildings and fires, earthquakes, and other natural disasters. The California Building Codes also incorporate many regulations to achieve State public policy goals such as disabled access and energy conservation. The Division also reviews project plans, issues permits and provides inspection services for compliance with City ordinances, fire and life safety codes, International Property Maintenance Code and works closely with the Community Services Specialist for code compliance.

### **Community Services Division**

The Community Services Specialist (CSS) conducts code enforcement for the City. The CSS performs a wide variety of tasks such as providing information, educating the public, and conducting appropriate investigations. The CSS investigates alleged violations generated by observation or public complaints to ensure compliance with regulations in the Arroyo Grande Municipal Code (AGMC).

The code enforcement aspect also includes the enforcement of regulations related to temporary signs and banners; abandoned, junk or inoperable vehicles; unauthorized living in recreational vehicles; grossly unreasonable accumulations of garbage, trash, or any other material that creates an unsafe or unhealthy condition for the neighborhood or the public in general.

## **FY 2022-23 SIGNIFICANT ACCOMPLISHMENTS**

- Adoption of an Accessory Dwelling Unit Ordinance
- Adoption of a Short Term Rental Ordinance
- Adoption of a Tiny Homes on Wheels Ordinance
- Adoption of a Senate Bill 9 Ordinance
- Adoption of the 2022 California Building Codes
- Establishment of a Permanent Parklet Program
- Completion of Draft Halcyon Complete Streets Plan




# Community Development

- Initiated a Comprehensive General Plan Update



## PERFORMANCE MEASURES

	Measure	FY 21-22 Actual	FY 22-23 Projected Actual	FY 23-24 Target	FY 24-25 Target
1	Building Permits Reviewed within 15 days	95%	95%	95%	95%
2	Percent of potential code enforcement cases with investigation initiated within 7 days	95%	95%	95%	95%
3	Percent of discretionary permits with initial completeness review within 30 days	100%	100%	100%	100%

## FY 2023-25 DEPARTMENT WORK PLAN

	Strategic Goal	Task/Action	Timeline for Completion
	Standard Operations	Sign Ordinance	PC and CC hearings in 2025
	Standard Operations	General Plan Annual Report	Present to PC in Feb and to CC in March of each year on consent
	Standard Operations	Work with 5Cities Homeless Coalition on South County Shelter	Process a Development Code Amendment to allow emergency shelters in Fair Oaks Mixed Use zone with minor use permit. Introduce to CC in July 2023, with possible Adoption in August 2023.
	Standard Operations	Community Services Grants	Accept applications Oct-Nov. Convene Review Committee in December. Award grants at CC in January
	Standard Operations	Reevaluate Public Art Guidelines	Winter 2025
	Standard Operations	Draft ADU Ordinance	1Q FY 2023-24
	Standard Operations	Bring ADU Ordinance to Planning Commission for Approval	2Q FY 2023-24
	Standard Operations	Bring ADU Ordinance to Council for Approval	3Q FY 2023-24
	State Mandate	CDBG program	Present staff recommendations to CC in Nov/Dec and finalize projects at CC in Feb/Mar
	State Mandate	SB 1383 Enforcement	Ongoing
	Funding	1.1d 400 W. Branch Disposition and Development Agreement	3Q FY 2024-25

# Community Development

Strategic Goal		Task/Action	Timeline for Completion
	Funding	1.1e Complete Transition of Temporary Parklets to Permanent Parklets	1Q FY2023-24
	Funding	1.3a Conduct study session with the City Council regarding potential cannabis ordinance	3Q FY 2023-24
	Funding	1.3b Prepare and adopt cannabis ordinance, if directed by the City Council	1Q FY 2024-25
	Funding	1.3c Evaluate feasibility of a Cannabis Tax	1Q FY 2024-25
	Infrastructure	3.1b Include infrastructure in new Revenue Measure plans and outreach	4Q FY 2024-25
	Infrastructure	3.1d Pursue Grant applications and administration for infrastructure projects	Ongoing
	Infrastructure	3.3c Halcyon Complete Streets	2Q FY 2025-26
	Infrastructure	3.3c.i. Halcyon Complete Streets Design acquisition	1Q FY 2024-25
	Infrastructure	3.3c.ii. Halcyon Complete Streets ROW acquisition	1Q FY 2024-25
	Infrastructure	3.3c.iii. Halcyon Complete Streets Construction	2Q FY 2025-26
	Infrastructure	3.3d.i. Award ATP Contract to Consultant	4Q FY 2022-23
	Infrastructure	3.3d.ii. Final Approval of ATP by Council	3Q FY 2024-25
	General Plan Update	4.1a Plan and Host a Kick-Off Meeting with Community	1Q FY 2023-24
	General Plan Update	4.2a Management of DEIJ consultant	Ongoing
	General Plan Update	4.3 General Plan Elements	3Q FY 2024-25
	General Plan Update	4.4a Survey Local Businesses	4Q FY 2023-24
	General Plan Update	4.4b Conduct a Retail Market Analysis	4Q FY 2023-24
	General Plan Update	4.5 Climate Action Plan	3Q FY 2025-26
	General Plan Update	4.6a Bring code changes to Planning Commission for approval	3Q FY 2025-26
	General Plan Update	4.6b Bring draft Ordinance of code revision update to Council	4Q FY 2025-26
	General Plan Update	4.7a Complete draft EIR	3Q FY 2024-25
	General Plan Update	4.7b Complete final EIR	4Q FY 2024-25
	General Plan Update	4.8 Objective Design Standards	1Q FY 2023-24

# Community Development

## Council Goal's Key



Funding



Fire Services



Infrastructure



General Plan Update

	2021-22	FISCAL YEAR 2022-23		2023-24	2024-25
	FINAL	ADOPTED	PROJECTION	PROPOSED	PROPOSED
	ACTUAL	BUDGET	BUDGET	BUDGET	BUDGET
<b>Expenditures by Program</b>					
Planning	\$ 460,887	\$ 887,600	\$ 887,600	\$ 1,305,982	\$ 1,334,882
Engineering	661,724	749,300	749,300	-	-
Building & Life Safety	403,052	462,700	462,700	470,640	474,140
Total	\$ 1,525,663	\$ 2,099,600	\$ 2,099,600	\$ 1,776,622	\$ 1,809,022

<b>Expenditures by Category</b>					
Salary and Benefits	\$ 974,301	\$ 1,366,400	\$ 1,366,400	\$ 921,000	\$ 955,900
Services and Supplies	551,362	733,200	733,200	855,622	853,122
Operating Equipment	-	-	-	-	-
Debt Service	-	-	-	-	-
Capital Items and Transfers	-	-	-	-	-
Total	\$ 1,525,663	\$ 2,099,600	\$ 2,099,600	\$ 1,776,622	\$ 1,809,022

<b>Funding Sources</b>					
General Fund	1,520,663	2,094,600	2,094,600	1,771,622	1,804,022
TBID	5,000	5,000	5,000	5,000	5,000
Funding Source Total	\$ 1,525,663	\$ 2,099,600	\$ 2,099,600	\$ 1,776,622	\$ 1,809,022

<b>Personnel Complement</b>					
<u>Full-time:</u>					
Director	1.0	1.0	1.0	1.0	1.0
Planning Manager	-	1.0	1.0	1.0	1.0
Associate Planner	1.0	1.0	1.0	1.0	1.0
Assistant Planner	1.0	1.0	1.0	1.0	1.0
Community Services Specialist	-	1.0	1.0	1.0	1.0
City Engineer	1.0	1.0	1.0	-	-
Associate Engineer	1.0	1.0	1.0	-	-
Permit Technician	1.0	1.0	1.0	1.0	1.0
GIS Analyst	1.0	1.0	-	-	-
Engineering Inspector	1.0	1.0	1.0	-	-
Building Official	1.0	-	-	-	-
Building Permit Technician	1.0	1.0	1.0	1.0	1.0
<u>Part time (FTE):</u>					
Comm. Development Intern	0.5	0.5	0.5	0.5	0.5
Total	10.5	11.5	10.5	7.5	7.5

# Public Safety

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## *INTRODUCTION*

Keeping people safe is a core element of City services. In addition to the City's efforts to avoid unsafe conditions, the City also provides services that quickly respond when needed.

## *POLICE DEPARTMENT*

### PURPOSE

The purpose of the Arroyo Grande Police Department is to maintain public peace, safeguard lives and property, and provide for a quality of life whereby those persons within the City of Arroyo Grande have a sense of security and freedom in their daily activities. To achieve these ends, the Arroyo Grande Police Department will maintain the capability to provide a superior level of law enforcement and related services that are appropriate and timely. Specifically, the Arroyo Grande Police Department will maintain a viable proactive organization that recognizes and effectively responds to current and future community needs and maximizes the available resources, personnel, and technology.

### SERVICES AND STRUCTURE

The Police department is responsible for maintaining public order and safety, enforcing the law, and preventing, detecting, and investigating criminal activities.

The Police Department is led by a Chief of Police and is supported by two Commanders who oversee two bureaus, Support Services, and Patrol Services. Support Services consist of investigations, neighborhood services, records, property and evidence, regional SWAT, and School Resource Officer. Patrol Services consists of patrol operations, traffic bureau, and Explorer POST.

The Police Department operates the following programs:

#### **Support Services Program**

Support Services facilitates Crime prevention education, homeless outreach, neighborhood watch programs, military surplus acquisition, and planning for special events.

#### **Patrol Services Program**

Patrol Services facilitates directed traffic enforcement, DUI grants, tobacco compliance, Sex Offender registration, probation and warrant sweeps, high-risk operations, and emergency services.

### FY 2022-23 SIGNIFICANT ACCOMPLISHMENTS

- Successful completion of a compliance audit of police records and training in accordance with the Commission of Peace Officers Standards and Training.
- Partnered with the Five Cities Homeless Coalition to help designate the SLO County Regional Center as a dedicated warming shelter for the 22/23 winter season.
- Establishment of an Officer Wellness Program designed to provide police staff with additional resources such as peer support, therapist consulting, and an online app used as a self-assessment well-being tool kit.
- Implemented a new E-Ticket writing and traffic collision report writing software program funded through a grant from the Office of Traffic Safety.

# Public Safety

- Transitioned to a new and improved weapon sighting system for all sworn staff which involved a 3-day skill building introduction.


## PERFORMANCE MEASURES

	Measure	FY 21-22 Actual*	FY 22-23 Projected Actual*	FY 23-24 Target*	FY 24-25 Target*
1	Calls related to Homelessness	232	225	216	179
2	Reduce Crime (# of total Part I Crime by year)**	359	355	350	345
3	Traffic Collisions	274	220	200	200

\*Note numbers are reported by calendar year

\*\* Part I Crimes include: homicide, larceny, rape, assault, arson, robbery, burglary, and vehicle theft.

## FY 2023-25 DEPARTMENT WORK PLAN

	Strategic Goal	Task/Action	Timeline for Completion
	Standard Operations	Re-Classify Part-time Cadet position into a full time Community Services Technician	1Q FY 2024-25
	Standard Operations	Complete after-action report for wellness grant	4Q FY 2023-24
	Standard Operations	Replace Expired Protective Equipment	Ongoing
	Standard Operations	Complete Fleet Project	2Q FY 2023-24
	Standard Operations	RIPA (Racial and Identity Profiling Advisory) Board Reporting	Ongoing
	Standard Operations	Amend Camping Ordinance	3Q FY 2023-24
	State Mandate	Continued Mandated Training for Staff	Ongoing
	Infrastructure	3.3h Community Safety Camera Network	4Q FY 2024-25

### Council Goal's Key



Funding



Fire Services



Infrastructure



General Plan Update

# Public Safety

	2021-22	FISCAL YEAR 2022-23	2023-24	2024-25
	FINAL	ADOPTED	PROJECTION	PROPOSED
	ACTUAL	BUDGET	BUDGET	BUDGET
<b>Expenditures by Program</b>				
Police	\$ 1,102,005	\$ 1,622,592	\$ 1,622,592	\$ 1,478,015
Patrol Services	3,323,697	3,648,700	3,648,700	3,604,500
Police Support Services	1,130,263	1,094,100	1,094,100	1,308,535
OTS - Special Grant Programs	33,504	-	-	-
DOJ Tobacco Grant	9,230	-	-	-
Total	\$ 5,598,698	\$ 6,365,392	\$ 6,365,392	\$ 6,391,050

<b>Expenditures by Category</b>				
Salary and Benefits	\$ 4,498,623	\$ 4,738,600	\$ 4,738,600	\$ 4,900,700
Services and Supplies	1,007,308	1,075,531	1,075,531	1,178,064
Debt Service	80,136	274,461	274,461	282,786
Operating Equipment	12,632	276,800	276,800	29,500
Capital Items and Transfers	-	-	-	-
Total	\$ 5,598,698	\$ 6,365,392	\$ 6,365,392	\$ 6,391,050

<b>Funding Sources</b>				
General Fund	5,598,698	6,365,392	6,365,392	6,391,050

<b>Personnel Complement</b>				
<u>Full-time:</u>				
Chief of Police	1.0	1.0	1.0	1.0
Commander	2.0	2.0	2.0	2.0
Sergeant	5.0	5.0	5.0	5.0
Senior Police Officer	6.0	6.0	6.0	6.0
Police Officer	13.0	13.0	13.0	13.0
Executive Secretary	1.0	1.0	1.0	1.0
Records Clerk	2.0	2.0	2.0	2.0
Police Services Technician	-	-	-	1.0
Total	30.0	30.0	30.0	31.0
<u>Part time (FTE):</u>				
Neighborhood Services Tech	1.4	-	-	-
Level I Reserve Officer	0.5	-	-	-
Cadet	1.0	1.0	1.0	-
Training Technician	0.5	0.5	0.5	0.5
Fleet/Equipment Technician	-	-	-	-
Total	3.4	1.5	1.5	0.5
Sworn Employees	28.0	28.0	28.0	27.0
Non-sworn Employees	5.4	3.5	3.5	3.5

# Public Safety

## *FIRE DEPARTMENT- FIVE CITIES FIRE AUTHORITY*

In 2004, the cities of Arroyo Grande and Grover Beach collaboratively entered an agreement to share one fire chief and training officer. This agreement was expanded over the next several years to include equipment sharing, a consolidation of the reserve firefighter program and the introduction of "boundary drops," meaning that the closest fire resource would be dispatched to a 9-1-1 call without consideration of community boundary. In 2009, the Oceano Community Services District (OCSD) joined the other communities and on July 9, 2010, a complete fire department consolidation took place, resulting in the creation of the Five Cities Fire Authority (FCFA) Joint Powers Authority (JPA). The Five Cities Fire Authority was created to increase service levels to citizens and visitors, to ensure consistent and professional training standards, and to increase operational efficiencies. Since the establishment of the JPA, the OCSD has failed twice to pass a special tax measure to raise additional revenue to ensure funding consistent with the Strategic Plan. Since the failure of the special tax measure, a defined one-year wind down period per the second amendment to the JPA began on July 1, 2022. A new JPA is currently being considered by Council with an effective date of July 1, 2023.

When an Arroyo Grande resident dials 9-1-1, they have likely found themselves in a situation that they can no longer manage on their own. Today's fire service must have the personnel, training and tools to respond to a variety of situations including:

- Medical emergencies
- Traffic collisions
- Technical rescues
- Structure and vegetation fires
- Hazardous materials

	2021-22	FISCAL YEAR 2022-23		2023-24	2024-25
	FINAL	ADOPTED	PROJECTION	PROPOSED	PROPOSED
	ACTUAL	BUDGET	BUDGET	BUDGET	BUDGET
<b>Expenditures by Program</b>					
City Contribution to FCFA	2,580,955	2,580,955	2,580,955	3,796,000	3,978,000
<b>Expenditures by Category</b>					
Services and Supplies	2,580,955	2,580,955	2,580,955	3,796,000	3,978,000
<b>Funding Sources</b>					
General Fund	2,052,061	2,052,061	2,052,061	2,847,000	2,983,500
Local Sales Tax Fund	528,894	528,894	528,894	949,000	994,500
Funding Source Total	2,580,955	2,580,955	2,580,955	3,796,000	3,978,000

# Recreation Services

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## **PURPOSE**

*To provide healthy, sustainable, and safe environments and offer quality recreation, leisure, and cultural activities for people of all ages to play, learn, and build community. To foster human development and provide affordable health and wellness opportunities while supporting economic development by strengthening community image and sense of place.*

## **SERVICES AND STRUCTURE**

The Recreation Services Department consists of the following programs:

### **Recreation Administration**

Implement Council goals and direction; provide leadership of and for the Recreation Services Department; coordinate with other City departments to accomplish goals and objectives; provide high level customer service to the community (internal and external); and represent the City in non-profit and business partnerships. In addition, in FY 2023-24 Recreation Administration will take on the administration of the Tourism Business Improvement District (TBID).

### **Facilities**

Provide and facilitate access to public facilities (two community centers, public parks, Soto Sports Complex, community gardens, tennis and pickleball courts); coordinate public requests and develop relationships with external users; organize maintenance and City schedules; administer and collect fees; oversee facility supervision and operations.

### **Special Events**

Plan, develop and provide opportunities for community engagement, fun and celebration. Work with local agencies, non-profits and businesses to enrich the community through historical, cultural and relevant events.

### **Volunteer Program**

Recruit, train and oversee volunteers to assist with events, special projects and City operations. Develop relationships with community and neighboring agencies to provide continuity and support.

### **Adult Sports**

Coordinate adult basketball and softball sports leagues for the community. Provide relevant active sports opportunities for adults.

### **Youth Sports**

Coordinate the Youth Wrestling program. Provide relevant active sports opportunities for youth.

### **Special Interest Classes**

Contract with instructors to teach exercise, art and a variety of enrichment classes. Contract with instructors/agencies to provide holiday and summer camps for youth and programs to support health and wellness for the community.

## **FY 2022-23 SIGNIFICANT ACCOMPLISHMENTS**

- Transition the before and after school child care at Branch Elementary School to the YMCA
- Assist with the coordination of the first annual Tree Lighting & Snow event at Elm Street Park
- Transition, assume leadership, and conduct the Holiday Parade, including the Jingle Bell Dash



# Recreation Services

- Completion of the awards and distribution of the Child Care Assistance Grant Program utilizing ARPA funding
- Completion of the installation and grand opening of the Kiwanis Inclusive Playground
- Development of the Art in the Park series, Mother's Day Tea, and Senior Dance events
- Ongoing and new partnerships with local agencies and non-profits to provide Recreation events, programs and activities
- Achieved an all-time high in enrollments and revenues for special interest classes (exceeding revenue target by 31.7% as of May 31, 2023)
- Public Art installation/basketball court resurfacing with Project Backboard and Public Art at Strother Park


## PERFORMANCE MEASURES

	Measure	FY 21-22 Actual	FY 22-23 Projected Actual	FY 23-24 Target	FY 24-25 Target
1	Number of specialty class offerings	555	603	610	620
2	Number of special events	9	24	25	27
3	Number of volunteer hours	4,057	4,100	4,150	4,200
4	Participation (registration in classes, leagues, sports, programs)	6,837	7,226	7,326	7,426

## FY 2023-25 DEPARTMENT WORK PLAN

	Strategic Goal	Task/Action	Timeline for Completion
	Standard Operations	Transition the before and after school child care at Ocean View Elementary to the YMCA	1Q FY 2023-24
	Standard Operations	Identify new location and transition the Recreation Services Department to an alternate location with the closing of the Mark M. Millis Community Center	2Q FY 2023-24
	Standard Operations	Develop special event policy manual for the City of Arroyo Grande (public and community events)	4Q FY 2023-24
	Standard Operations	Implement Comprehensive Fee Schedule updates once approved by Council	1Q FY 2023-24
	Funding	1.1c Support Modifications to the AGTBID	2Q FY 2023-24
	Funding	1.1c.i. Transition Administration of the AGTBID to City staff	1Q FY 2023-24
	Funding	1.1f Develop 1-3 Special Events that drive visitation during shoulder and winter months and build destination awareness	4Q FY 2023-24

# Recreation Services

Strategic Goal	Task/Action	Timeline for Completion
 Infrastructure	3.1a Consider Community partnership for Mark M. Millis Community Center construction	4Q FY 2023-24
Infrastructure	3.3m Concept plan/design for new Mark M. Millis Community Center Building	4Q FY 2023-24

## Council Goal's Key



Funding



Fire Services



Infrastructure



General Plan Update

	2021-22	FISCAL YEAR 2022-23		2023-24	2024-25
	FINAL	ADOPTED	PROJECTION	PROPOSED	PROPOSED
	ACTUAL	BUDGET	BUDGET	BUDGET	BUDGET
<b>Expenditures by Program</b>					
Recreation Administration	\$ 441,507	\$ 443,100	\$ 443,100	\$ 552,700	\$ 524,700
Pre-School Program	108,063	235,600	235,600	16,930	-
Recreation-Special Programs	229,957	149,500	149,500	255,000	258,850
Children In Motion	292,824	392,300	392,300	59,340	-
Total	\$ 1,072,351	\$ 1,220,500	\$ 1,220,500	\$ 883,970	\$ 783,550
<b>Expenditures by Category</b>					
Salary and Benefits	\$ 752,831	\$ 885,500	\$ 885,500	\$ 577,900	\$ 487,300
Services and Supplies	319,155	335,000	335,000	306,070	296,250
Operating Equipment	366	-	-	-	-
Capital Items and Transfers	-	-	-	-	-
Total	\$ 1,072,351	\$ 1,220,500	\$ 1,220,500	\$ 883,970	\$ 783,550
<b>Funding Sources</b>					
General Fund	\$ 1,072,351	\$ 1,220,500	\$ 1,220,500	\$ 883,970	\$ 783,550

# Recreation Services

	2021-22	FISCAL YEAR 2022-23		2023-24	2024-25
	FINAL	ADOPTED	PROJECTION	PROPOSED	PROPOSED
	ACTUAL	BUDGET	BUDGET	BUDGET	BUDGET
<b>Personnel Complement</b>					
<u>Recreation Administration</u>					
Full time:					
Recreation Director	1.0	1.0	1.0	1.0	1.0
Recreation Supervisor	0.3	0.3	0.3	1.0	1.0
Recreation Coordinator	0.4	0.4	0.4	1.0	1.0
Part time (FTE):					
Office Assistant I	0.4	0.4	0.4	-	-
Administrative Secretary	0.6	0.6	0.6	-	-
Volunteer & Class Coordinator	0.5	0.5	0.5	0.5	0.5
Facility Attendant	1.7	1.7	1.7	1.7	1.7
Sports Facilities Attendant	0.2	0.2	0.2	0.2	0.2
Subtotal	5.1	5.1	5.1	5.4	5.4
<u>Recreation Preschool</u>					
Full time:					
Recreation Supervisor	0.2	0.2	0.2	-	-
Part time (FTE):					
Preschool Teacher	1.7	1.7	1.7	-	-
Subtotal	1.9	1.9	1.9	-	-
<u>Children in Motion</u>					
Full time:					
Recreation Supervisor	0.5	0.5	0.5	-	-
Recreation Coordinator	0.6	0.6	0.6	-	-
Part time (FTE):					
Teacher	3.5	3.5	3.5	-	-
Assistant Teacher	1.2	1.2	1.2	-	-
Assistant I & II	2.2	2.2	2.2	-	-
Subtotal	8.0	8.0	8.0	-	-
Department Total	15.0	15.0	15.0	5.4	5.4

# Capital Improvement Program

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## *INTRODUCTION*

The Capital Improvement Program (CIP) is a five year plan that addresses infrastructure maintenance and improvements throughout the City. The CIP is divided into six major project types – Miscellaneous, Parks, Streets, Drainage, Sewer and Water. The CIP is funded through a variety of sources including significant grants and transfers from other funds.

The following pages provide summary information for each project with proposed funding during the five year period as well as an overall summary of all projects.

Project Number	Request Title	Funding Source	Total Project Budget	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	5-Year Total
MISCELLANEOUS PROJECTS									
350-5453	Financial Management Software	4930 - Sewer Fund	95,000	47,500	-	-	-	-	
		4940 - Water Fund	95,000	47,500	-	-	-	-	
		4950 - Sales Tax	223,000	93,000	-	-	-	-	188,000
350-5468	Community Safety Camera Network	4929 - COPS	244,300	119,300	-	-	-	-	
		4965 - ARPA	880,700	880,700	-	-	-	-	1,000,000
350-54XX	City Hall Second Story Patio Repair	4950 - Sales Tax	-	-	40,000	-	-	-	40,000
350-54XX	Public Works Office Space Remodel	4950 - Sales Tax	100,000	100,000	-	-	-	-	100,000
350-5475	ADA Transition Plan	4463 - CDBG	12,391	-	12,391	-	-	-	
		4499 - Other Gov Agencies	23,500	-	23,500	-	-	-	
		4950 - Sales Tax	75,834	-	75,834	-	-	-	111,725
350-54XX	Police Department Building Roof Repair	4950 - Sales Tax	20,000	-	20,000	-	-	-	20,000
350-5422	Le Point Street Parking Lot Expansion	4950 - Sales Tax	91,000	-	85,000	6,000	-	-	
		49XX - In-Lieu Parking Fee	144,000	-	-	144,000	-	-	235,000
350-5430	Short Street Plaza	4950 - Sales Tax	30,000	-	-	-	30,000	-	30,000
350-54XX	Arroyo Grande Creek Remediation	4950 - Sales Tax	26,000	26,000	-	-	-	-	
		44XX - FEMA Reimbursement	300,000	300,000	-	-	-	-	
		44XX - CalOES Reimbursement	74,000	74,000	-	-	-	-	400,000
350-54XX	Fire Station Apparatus Bay Doors	4950 - Sales Tax	115,000	115,000	-	-	-	-	115,000
350-5470	Report Management System (RMS) Upgrade at PD	4929 - COPS	150,000	-	-	-	-	150,000	150,000
350-54XX	Property and Evidence Storage System Upgrade	4950 - Sales Tax	25,000	-	-	-	-	25,000	25,000
350-54XX	Generator for City Hall	4950 - Sales Tax	200,000	-	-	-	-	200,000	200,000
Total Miscellaneous Projects			2,924,725	1,803,000	256,725	150,000	30,000	375,000	2,614,725

Project Number	Request Title	Funding Source	Total Project Budget	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	5-Year Total
PARKS PROJECTS									
350-5556	Recreation Services / Community Center Building	4950 - Sales Tax	1,696,195	-	150,000	-	1,500,000	-	
		4499 - Other Gov Agencies	4,500,000	-	-	-	4,500,000	-	6,150,000
350-55XX	New Play Structure - Parkside Park	4915 - Parkside Assessment District	250,000	-	250,000	-	-	-	250,000
350-55XX	Ash Street Restroom Roof Replacement	4914 - Park Improvement	65,000	-	-	65,000	-	-	65,000
Total Parks Projects			6,511,195	-	400,000	65,000	6,000,000	-	6,465,000

Project Number	Request Title	Funding Source	Total Project Budget	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	5-Year Total
STREETS PROJECTS									
350-5601	Fair Oaks Ave Active Transportation Improvements, Valley Road to Traffic Way	4825 - Developer	50,000	-	-	-	-	-	
		4499 - Other Gov Agencies	6,472,500	-	-	236,250	236,250	6,000,000	
		4950 - Sales Tax	772,500	75,000	225,000	236,250	236,250	-	7,245,000
350-5606	Halcyon Road Complete Streets	4479 - HSIP	252,000	252,000	-	-	-	-	
		4482 - RSHA	749,000	-	749,000	-	-	-	
		4486 - USHA	267,530	-	-	-	-	-	
		44XX - Safe Routes to School	100,000	-	-	-	-	-	
		4910 - General Fund	8,014	-	-	-	-	-	
		4950 - Sales Tax	11,602	-	-	-	-	-	
		44XX - ATP	8,169,000	1,052,000	3,684,500	3,432,500	-	-	9,170,000
350-5614	Bridge Street Bridge Habitat Mitigation	4487 - HBP	243,140	48,628	48,628	48,628			145,884
350-5638	Pavement Management Program	4486 - USHA	68,900	-	-	-	-	-	
		4910 - General Fund	3,128,685	-	2,360,000	-	-	-	
		4920 - SB1	2,560,500	453,300	450,000	450,000	450,000	450,000	
		4950 - Sales Tax	10,414,713	1,210,080	2,062,870	1,250,000	1,000,000	1,250,000	11,386,250
350-5658	Sidewalk Repairs and Improvements	4950 - Sales Tax	480,000	-	240,000	-	240,000	-	480,000
350-5679	Traffic Way Bridge Replacement	4487 - HBP	11,407,543	635,645	4,817,626	4,817,626	-	-	
		4950 - Sales Tax	1,583,960	82,355	624,175	624,175	-	-	11,601,600
350-56XX	Active Transportation Plan (ATP)	44XX - ATP	221,325	110,663	-	-	-	-	
		4950 - Sales Tax	28,675	14,337	-	-	-	-	125,000
350-56XX	Virginia Drive and S. Halcyon Road Curb Ramp and Sidewalk Improvement	4463 - CDBG	56,749	56,749	-	-	-	-	56,749
350-56XX	191 Tally Ho	4950 - Sales Tax	110,000	110,000	-	-	-	-	110,000
350-5621	Arroyo Grande Creek Stabilization	4950 - Sales Tax	40,000	-	-	40,000	-	-	40,000
Total Streets Projects			48,272,605	4,100,757	15,261,798	11,095,428	2,162,500	7,700,000	40,360,483

Project Number	Request Title	Funding Source	Total Project Budget	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	5-Year Total
DRAINAGE PROJECTS									
350-5794	Corrugated Metal Pipe (CMP) Investigation and Repair	4950 - Sales Tax	400,000	-	100,000	100,000	100,000	100,000	400,000
350-5798	Trash Capture Devices	4950 - Sales Tax	214,000	-	-	214,000	-	-	214,000
Total Drainage Projects			614,000	-	100,000	314,000	100,000	100,000	614,000

Project Number	Request Title	Funding Source	Total Project Budget	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	5-Year Total
SEWER PROJECTS									
612-5817	Trenchless Sewer Rehabilitation - El Camino Read to West Branch Street	4965 - ARPA	282,000	282,000	-	-	-	-	282,000
612-58XX	Lift Station 3	4950 - Sales Tax	55,250	55,250	-	-	-	-	
		44XX - FEMA Reimbursement	637,500	637,500	-	-	-	-	
		44XX - CalOES Reimbursement	157,250	157,250	-	-	-	-	850,000
612-58XX	Trenchless Sewer Rehabilitation - Pilgrim Way, Orchard Avenue, West Cherry Avenue and California Street	4930 - Sewer Fund	282,000	-	282,000	-	-	-	282,000
612- 5854	Wastewater Master Plan Update	4930 - Sewer Fund	100,000	-	-	100,000	-	-	100,000
612-5849	Maintenance Hole Rehabilitation	4930 - Sewer Fund	300,000	-	-	100,000	100,000	100,000	300,000
612-58XX	Trenchless Sewer Rehabilitation - South Alpine and Ash Street	4930 - Sewer Fund	175,000	-	-	175,000	-	-	175,000
612-58XX	Trenchless Sewer Rehabilitation - Alder and Cameron Court to Victorian Way	4930 - Sewer Fund	300,000	-	-	-	300,000	-	300,000
612-5826	Trenchless Sewer Rehabilitation - Woodland Drive	4930 - Sewer Fund	132,200	-	-	-	-	132,200	132,200
Total Sewer Projects			875,000	-	-	375,000	400,000	100,000	2,421,200

Project Number	Request Title	Funding Source	Total Project Budget	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	5-Year Total
WATER PROJECTS									
640-5973	Phased Main Replacement - Highway 101 Crossing Upgrade, El Camino Real to West Branch Street	4940 - Water Fund	43,800	43,800	-	-	-	-	
		4965 - ARPA	291,200	-	-	-	-	-	43,800
640-5953	SCADA Software/Electronics Design and Upgrade	4940 - Water Fund	330,000	-	330,000	-	-	-	330,000
640-59XX	Reservoir No. 5 Redundancy Interconnect	4940 - Water Fund	100,000	-	100,000	-	-	-	100,000
640-59XX	Water Master Plan Update	4940 - Water Fund	100,000	-	-	100,000	-	-	100,000
640-59XX	Phased Main Replacement – Cornwall Street	4940 - Water Fund	1,000,000	-	-	125,000	875,000	-	1,000,000
640-5911	Phased Mains Replacement - North Halcyon to El Camino	4940 - Water Fund	673,500	-	-	-	673,500	-	
		4942 - Water Facility	100,000	-	-	-	100,000	-	773,500
640-5948	Reservoir No. 4 Exterior Coating	4940 - Water Fund	500,000	-	-	-	500,000	-	500,000
640-59XX	Miller Way Booster Zone Upgrade	4940 - Water Fund	300,000	-	-	-	-	300,000	300,000
Total Water Projects			3,438,500	43,800	430,000	225,000	2,148,500	300,000	3,147,300

Grand Total, All Capital Projects			64,222,225	7,079,557	16,730,523	12,264,428	10,841,000	8,707,200	55,622,708
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# Financial Management Software

Project Number:	350-5453	Department:	Administrative Services
Total Capital Cost:	\$188,000	Type:	Misc

**Request description:**  
Upgrade the software that processes utility billing, payroll, accounts payable, accounts receivable, financial ledgers and budgeting.

Capital Costs	FY2024	Total
7001 - Construction		\$0
7002 - PW Construction		\$0
7005 - PW Construction - Concrete		\$0
7006 - PW Construction - Asphalt		\$0
7201 - Construction Contingencies		\$0
7301 - Contract Admin	\$188,000	\$188,000
7302 - Appraisals		\$0
7303 - Land Acquisition		\$0
7501 - Design & Survey		\$0
7701 - Studies		\$0
Total	\$188,000	\$188,000



Funding Source	FY2024	Total
4463 - CDBG		\$0
4499 - Other Gov Agencies		\$0
4809 - Donations		\$0
4910 - General Fund		\$0
4914 - Park Improvement		\$0
4929 - COPS		\$0
4930 - Sewer Fund	\$47,500	\$47,500
4940 - Water Fund	\$47,500	\$47,500
4950 - Sales Tax	\$93,000	\$93,000
4965 - ARPA		\$0
49XX - In-Lieu Parking Fee		\$0
Total	\$188,000	\$188,000

## Additional Information

Type of Project                      Replacement

# Community Safety Camera Network

Project Number:

350-5468

Total Capital Cost:

\$1,000,000

Department:

Police Department

Type:

Misc

**Request description:**  
Replace failed public safety video system with a local vender in order to monitor City buildings and identified intersections.

Capital Costs	FY2024	Total
7001 - Construction	\$1,000,000	\$1,000,000
7002 - PW Construction		\$0
7005 - PW Construction - Concrete		\$0
7006 - PW Construction - Asphalt		\$0
7201 - Construction Contingencies		\$0
7301 - Contract Admin		\$0
7302 - Appraisals		\$0
7303 - Land Acquisition		\$0
7501 - Design & Survey		\$0
7701 - Studies		\$0
Total	\$1,000,000	\$1,000,000

Funding Source	FY2024	Total
4463 - CDBG		\$0
4499 - Other Gov Agencies		\$0
4809 - Donations		\$0
4910 - General Fund		\$0
4914 - Park Improvement		\$0
4929 - COPS	\$119,300	\$119,300
4930 - Sewer Fund		\$0
4940 - Water Fund		\$0
4950 - Sales Tax		\$0
4965 - ARPA	\$880,700	\$880,700
49XX - In-Lieu Parking Fee		\$0
Total	\$1,000,000	\$1,000,000



**Additional Information**

Type of Project	Replacement
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# City Hall Second Story Patio Repair

Project Number: 350-54XX  
Total Capital Cost: \$40,000

Department: Public Works  
Type: Misc

**Request description:**  
The outdoor balcony off the City Hall conference room has current issues with the worn and leaking waterproof deck membrane, and dry rot on the exterior siding. Repairs are required to prevent future water damage.

Capital Costs	FY2025	Total
7001 - Construction	\$40,000	\$40,000
7002 - PW Construction		\$0
7005 - PW Construction - Concrete		\$0
7006 - PW Construction - Asphalt		\$0
7201 - Construction Contingencies		\$0
7301 - Contract Admin		\$0
7302 - Appraisals		\$0
7303 - Land Acquisition		\$0
7501 - Design & Survey		\$0
7701 - Studies		\$0
Total	\$40,000	\$40,000

Funding Source	FY2025	Total
4463 - CDBG		\$0
4499 - Other Gov Agencies		\$0
4809 - Donations		\$0
4910 - General Fund		\$0
4914 - Park Improvement		\$0
4929 - COPS		\$0
4930 - Sewer Fund		\$0
4940 - Water Fund		\$0
4950 - Sales Tax	\$40,000	\$40,000
4965 - ARPA		\$0
49XX - In-Lieu Parking Fee		\$0
Total	\$40,000	\$40,000



## Additional Information

Type of Project: Renovation

Public Works Office Space Remodel

Project Number:

350-54XX

Total Capital Cost:

\$100,000

Department:

Public Works

Type:

Misc

**Request description:**  
City Engineer and CIP staff reorganization warrants remodeling of existing office space in Corporation Yard building B to accommodate CIP staff. ADA upgrades are required at Building C (Public Works main office and front desk) to be in compliance with The Americans with Disabilities Act.

Capital Costs	FY2024	Total
7001 - Construction	\$100,000	\$100,000
7002 - PW Construction		\$0
7005 - PW Construction - Concrete		\$0
7006 - PW Construction - Asphalt		\$0
7201 - Construction Contingencies		\$0
7301 - Contract Admin		\$0
7302 - Appraisals		\$0
7303 - Land Acquisition		\$0
7501 - Design & Survey		\$0
7701 - Studies		\$0
Total	\$100,000	\$100,000

Funding Source	FY2024	Total
4463 - CDBG		\$0
4499 - Other Gov Agencies		\$0
4809 - Donations		\$0
4910 - General Fund		\$0
4914 - Park Improvement		\$0
4929 - COPS		\$0
4930 - Sewer Fund		\$0
4940 - Water Fund		\$0
4950 - Sales Tax	\$100,000	\$100,000
4965 - ARPA		\$0
49XX - In-Lieu Parking Fee		\$0
Total	\$100,000	\$100,000



**Additional Information**

Type of Project	Renovation
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# ADA Transition Plan

<b>Project Number:</b>	350-5475	<b>Department:</b>	Community Development
<b>Total Capital Cost:</b>	\$111,725	<b>Type:</b>	Misc

**Request description:**  
American with Disabilities Act (ADA) Title II Self-Evaluation and Transition Plan to evaluate and identify potential barriers at City owned facilities.

Capital Costs	FY2025	Total
7001 - Construction		\$0
7002 - PW Construction		\$0
7005 - PW Construction - Concrete		\$0
7006 - PW Construction - Asphalt		\$0
7201 - Construction Contingencies		\$0
7301 - Contract Admin		\$0
7302 - Appraisals		\$0
7303 - Land Acquisition		\$0
7501 - Design & Survey		\$0
7701 - Studies	\$111,725	\$111,725
Total	\$111,725	\$111,725

Funding Source	FY2025	Total
4463 - CDBG	\$12,391	\$12,391
4499 - Other Gov Agencies	\$23,500	\$23,500
4809 - Donations		\$0
4910 - General Fund		\$0
4914 - Park Improvement		\$0
4929 - COPS		\$0
4930 - Sewer Fund		\$0
4940 - Water Fund		\$0
4950 - Sales Tax	\$75,834	\$75,834
4965 - ARPA		\$0
49XX - In-Lieu Parking Fee		\$0
Total	\$111,725	\$111,725

Additional Information	
Type of Project	Study

# Police Department Building Roof Repair

Project Number: 350-54XX  
Total Capital Cost: \$20,000

Department: Police Department  
Type: Misc

**Request description:**  
During inclement weather the police building experiences significant leaking along the south wall and into adjoining rooms. It is very common to encounter various levels of water dripping from the ceiling based on the amount of rain. It is unknown if black mold is present in the drywall material where the water is most significant.

Capital Costs	FY2025	Total
7001 - Construction	\$20,000	\$20,000
7002 - PW Construction		\$0
7005 - PW Construction - Concrete		\$0
7006 - PW Construction - Asphalt		\$0
7201 - Construction Contingencies		\$0
7301 - Contract Admin		\$0
7302 - Appraisals		\$0
7303 - Land Acquisition		\$0
7501 - Design & Survey		\$0
7701 - Studies		\$0
Total	\$20,000	\$20,000

Funding Source	FY2025	Total
4463 - CDBG		\$0
4499 - Other Gov Agencies		\$0
4809 - Donations		\$0
4910 - General Fund		\$0
4914 - Park Improvement		\$0
4929 - COPS		\$0
4930 - Sewer Fund		\$0
4940 - Water Fund		\$0
4950 - Sales Tax	\$20,000	\$20,000
4965 - ARPA		\$0
49XX - In-Lieu Parking Fee		\$0
Total	\$20,000	\$20,000



**Additional Information**  
Type of Project                      Rehabilitation

# Le Point Street Parking Lot Expansion

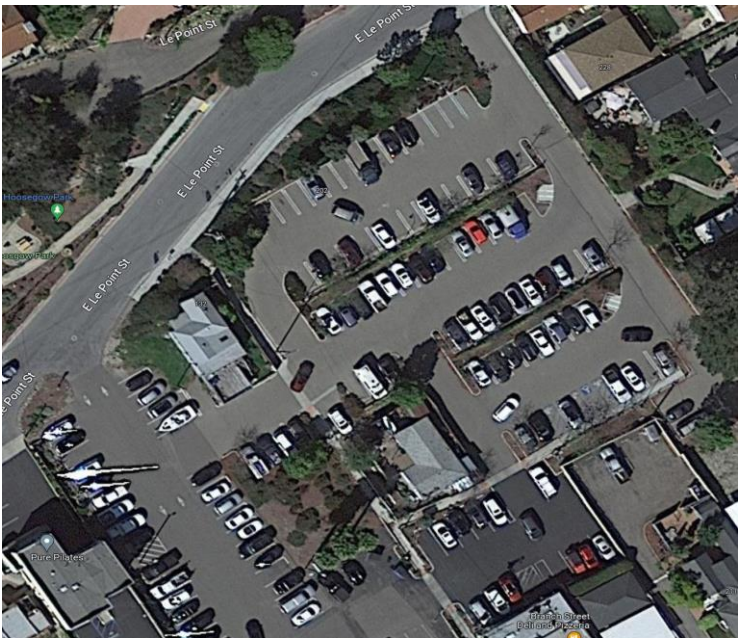
Project Number: 350-5422  
Total Capital Cost: \$235,000

Department: Public Works  
Type: Misc

**Request description:**  
The life of the existing structure as a safe residence is at its end. A historical and archeological analysis will be completed in anticipation of demolition and regrading/repaving of the site to allow for the design and construction of approximately 15 additional parking spaces.

Capital Costs	FY2025	FY2026	Total
7001 - Construction	\$85,000	\$125,000	\$210,000
7002 - PW Construction			\$0
7005 - PW Construction - Concrete			\$0
7006 - PW Construction - Asphalt			\$0
7201 - Construction Contingencies			\$0
7301 - Contract Admin			\$0
7302 - Appraisals			\$0
7303 - Land Acquisition			\$0
7501 - Design & Survey		\$25,000	\$25,000
7701 - Studies			\$0
Total	\$85,000	\$150,000	\$235,000

Funding Source	FY2025	FY2026	Total
4463 - CDBG			\$0
4499 - Other Gov Agencies			\$0
4809 - Donations			\$0
4910 - General Fund			\$0
4914 - Park Improvement			\$0
4929 - COPS			\$0
4930 - Sewer Fund			\$0
4940 - Water Fund			\$0
4950 - Sales Tax	\$85,000	\$6,000	\$91,000
4965 - ARPA			\$0
49XX - In-Lieu Parking Fee		\$144,000	\$144,000
Total	\$85,000	\$150,000	\$235,000



**Additional Information**  
Type of Project: New Construction

# Short Street Plaza

Project Number: 350-5430  
Total Capital Cost: \$30,000

Department: Public Works  
Type: Misc

**Request description:**  
Develop Short Street into a vibrant pedestrian-friendly plaza including, dining areas, vendor spaces and an amphitheater park area. The development will permanently close Short Street to traffic.

Capital Costs	FY2027	Total
7001 - Construction	\$30,000	\$30,000
7002 - PW Construction		\$0
7005 - PW Construction - Concrete		\$0
7006 - PW Construction - Asphalt		\$0
7201 - Construction Contingencies		\$0
7301 - Contract Admin		\$0
7302 - Appraisals		\$0
7303 - Land Acquisition		\$0
7501 - Design & Survey		\$0
7701 - Studies		\$0
Total	\$30,000	\$30,000



Funding Source	FY2027	Total
4463 - CDBG		\$0
4499 - Other Gov Agencies		\$0
4809 - Donations		\$0
4910 - General Fund		\$0
4914 - Park Improvement		\$0
4929 - COPS		\$0
4930 - Sewer Fund		\$0
4940 - Water Fund		\$0
4950 - Sales Tax	\$30,000	\$30,000
4965 - ARPA		\$0
49XX - In-Lieu Parking Fee		\$0
Total	\$30,000	\$30,000

## Additional Information

Type of Project                      New Construction

Arroyo Grande Creek Remediation

Project Number: 350-54XX  
Total Capital Cost: \$400,000

Department: Public Works  
Type: Misc

**Request description:**  
The heavy rains in the Winter of 22/23 have caused extensive damage to Arroyo Grande Creek. This includes erosion, creek bank failures, vegetation removed and tree trunks deposited. This project will repair creek bank failures, replace lost native vegetation and remove deposited material.

Capital Costs	FY2024	Total
7001 - Construction	\$400,000	\$400,000
7002 - PW Construction		\$0
7005 - PW Construction - Concrete		\$0
7006 - PW Construction - Asphalt		\$0
7201 - Construction Contingencies		\$0
7301 - Contract Admin		\$0
7302 - Appraisals		\$0
7303 - Land Acquisition		\$0
7501 - Design & Survey		\$0
7701 - Studies		\$0
7401 - Testing		\$0
Total	\$400,000	\$400,000

Funding Source	FY2024	Total
4479 - HSIP		\$0
4482 - RSHA		\$0
4486 - USHA		\$0
4487 - HBP		\$0
4490 - STIP		\$0
4816 - Other Financing		\$0
4825 - Developer		\$0
4920 - SB1		\$0
4922 - Traffic Signalization		\$0
4924 - Drainage Facility		\$0
4926 - Transportation Facility		\$0
4928 - Transportation Fund		\$0
4950 - Sales Tax	\$26,000	\$26,000
4463 - CDBG		\$0
44XX - ATP		\$0
4910 - General Fund		\$0
44XX - MPDG		\$0
4499 - Other Gov Agencies		\$0
44XX - CalOES Reimbursement	\$74,000	\$74,000
44XX - FEMA Reimbursement	\$300,000	\$300,000
Total	\$400,000	\$400,000



Additional Information

Type of Project                      Rehabilitation

# Fire Station Apparatus Bay Doors

Project Number: 350-54XX  
Total Capital Cost: \$115,000

Department: Administrative Services  
Type: Misc

**Request description:**  
Apparatus Bay doors at Fire Station 1 are obsolete with replacement parts no longer available. The Bay 6 door has been purposely removed from service in order to salvage replacement parts to maintain operation of the remaining doors. These doors allow for the response, secure storage, and maintenance of emergency response vehicles serving the community.

Capital Costs	FY2024	Total
7001 - Construction	\$115,000	\$115,000
7002 - PW Construction		\$0
7005 - PW Construction - Concrete		\$0
7006 - PW Construction - Asphalt		\$0
7201 - Construction Contingencies		\$0
7301 - Contract Admin		\$0
7302 - Appraisals		\$0
7303 - Land Acquisition		\$0
7501 - Design & Survey		\$0
7701 - Studies		\$0
Total	\$115,000	\$115,000

Funding Source	FY2024	Total
4463 - CDBG		\$0
4499 - Other Gov Agencies		\$0
4809 - Donations		\$0
4910 - General Fund		\$0
4914 - Park Improvement		\$0
4929 - COPS		\$0
4930 - Sewer Fund		\$0
4940 - Water Fund		\$0
4950 - Sales Tax	\$115,000	\$115,000
4965 - ARPA		\$0
49XX - In-Lieu Parking Fee		\$0
Total	\$115,000	\$115,000



**Additional Information**  
Type of Project Replacement

# Report Management System (RMS) Upgrade at PD

Project Number:

350-5470

Total Capital Cost:

\$150,000

Department:

Police Department

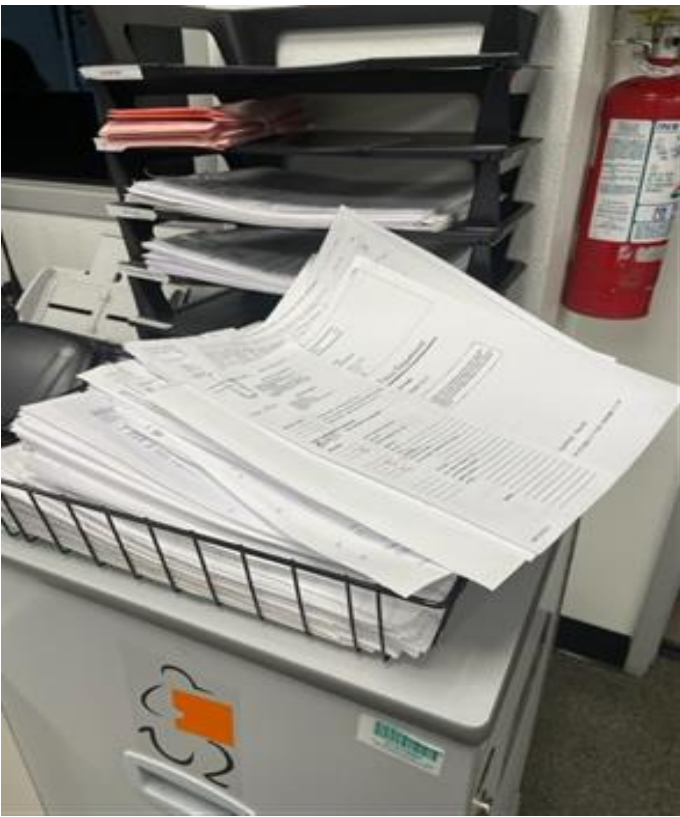
Type:

Misc

**Request description:**  
Upgrade the Police Department report writing system to Pro Phoenix to coincide with the San Luis Obispo Sherriff's Department upgrade.

Capital Costs	FY2028	Total
7001 - Construction	\$150,000	\$150,000
7002 - PW Construction		\$0
7005 - PW Construction - Concrete		\$0
7006 - PW Construction - Asphalt		\$0
7201 - Construction Contingencies		\$0
7301 - Contract Admin		\$0
7302 - Appraisals		\$0
7303 - Land Acquisition		\$0
7501 - Design & Survey		\$0
7701 - Studies		\$0
Total	\$150,000	\$150,000

Funding Source	FY2028	Total
4463 - CDBG		\$0
4499 - Other Gov Agencies		\$0
4809 - Donations		\$0
4910 - General Fund		\$0
4914 - Park Improvement		\$0
4929 - COPS	\$150,000	\$150,000
4930 - Sewer Fund		\$0
4940 - Water Fund		\$0
4950 - Sales Tax		\$0
4965 - ARPA		\$0
49XX - In-Lieu Parking Fee		\$0
Total	\$150,000	\$150,000



**Additional Information**

Type of Project	Equipment
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# Property and Evidence Storage System Upgrade

Project Number: 350-54XX  
Total Capital Cost: \$25,000

Department: Police Department  
Type: Misc

Request description:  
Upgrade current property and evidence storage system with custom storage compartments and electronic organization system.

Capital Costs	FY2028	Total
7001 - Construction	\$25,000	\$25,000
7002 - PW Construction		\$0
7005 - PW Construction - Concrete		\$0
7006 - PW Construction - Asphalt		\$0
7201 - Construction Contingencies		\$0
7301 - Contract Admin		\$0
7302 - Appraisals		\$0
7303 - Land Acquisition		\$0
7501 - Design & Survey		\$0
7701 - Studies		\$0
Total	\$25,000	\$25,000

Funding Source	FY2028	Total
4463 - CDBG		\$0
4499 - Other Gov Agencies		\$0
4809 - Donations		\$0
4910 - General Fund		\$0
4914 - Park Improvement		\$0
4929 - COPS		\$0
4930 - Sewer Fund		\$0
4940 - Water Fund		\$0
4950 - Sales Tax	\$25,000	\$25,000
4965 - ARPA		\$0
49XX - In-Lieu Parking Fee		\$0
Total	\$25,000	\$25,000



Additional Information  
Type of Project Equipment

# Generator for City Hall

Project Number: 350-54XX  
Total Capital Cost: \$200,000

Department: Public Works  
Type: Misc

**Request description:**  
This generator will provide backup power in the event of a power outage to help provide essential support services to the City from City Hall. The current generator only supports the City’s IT Server Room.

Capital Costs	FY2028	Total
7001 - Construction	\$200,000	\$200,000
7002 - PW Construction		\$0
7005 - PW Construction - Concrete		\$0
7006 - PW Construction - Asphalt		\$0
7201 - Construction Contingencies		\$0
7301 - Contract Admin		\$0
7302 - Appraisals		\$0
7303 - Land Acquisition		\$0
7501 - Design & Survey		\$0
7701 - Studies		\$0
Total	\$200,000	\$200,000

Funding Source	FY2028	Total
4463 - CDBG		\$0
4499 - Other Gov Agencies		\$0
4809 - Donations		\$0
4910 - General Fund		\$0
4914 - Park Improvement		\$0
4929 - COPS		\$0
4930 - Sewer Fund		\$0
4940 - Water Fund		\$0
4950 - Sales Tax	\$200,000	\$200,000
4965 - ARPA		\$0
49XX - In-Lieu Parking Fee		\$0
Total	\$200,000	\$200,000

## Additional Information

Type of Project                      Equipment

Recreation Services / Community Center Building

Project Number:

350-5556

Total Capital Cost:

\$6,150,000

Department:

Recreation Services

Type:

Parks

**Request description:**  
Conceptual study that presents design alternatives and cost analysis, and then preparation of construction documents for a new Recreation Services/Community Center building. Includes ADA bathroom design and construction.

Capital Costs	FY2025	FY2027	Total
7001 - Construction		\$6,000,000	\$6,000,000
7002 - PW Construction			\$0
7005 - PW Construction - Concrete			\$0
7006 - PW Construction - Asphalt			\$0
7201 - Construction Contingencies			\$0
7301 - Contract Admin			\$0
7302 - Appraisals			\$0
7303 - Land Acquisition			\$0
7501 - Design & Survey	\$150,000		\$150,000
7701 - Studies			\$0
Total	\$150,000	\$6,000,000	\$6,150,000

Funding Source	FY2025	FY2027	Total
4458 - State Grant			\$0
4914 - Park Improvement			\$0
4921 - Park Development			\$0
4950 - Sales Tax	\$150,000	\$1,500,000	\$1,650,000
4915 - Parkside Assessment District			\$0
4499 - Other Gov Agencies		\$4,500,000	\$4,500,000
Total	\$150,000	\$6,000,000	\$6,150,000



Additional Information

Type of Project                      New Construction

New Play Structure - Parkside Park

Project Number: 350-55XX  
Total Capital Cost: \$250,000

Department: Public Works  
Type: Parks

Request description:  
Parkside park play structure replacement.

Capital Costs	FY2025	Total
7001 - Construction	\$200,000	\$200,000
7002 - PW Construction		\$0
7005 - PW Construction - Concrete		\$0
7006 - PW Construction - Asphalt		\$0
7201 - Construction Contingencies		\$0
7301 - Contract Admin		\$0
7302 - Appraisals		\$0
7303 - Land Acquisition		\$0
7501 - Design & Survey	\$50,000	\$50,000
7701 - Studies		\$0
Total	\$250,000	\$250,000

Funding Source	FY2025	Total
4458 - State Grant		\$0
4914 - Park Improvement		\$0
4921 - Park Development		\$0
4950 - Sales Tax		\$0
4915 - Parkside Assessment District	\$250,000	\$250,000
4499 - Other Gov Agencies		\$0
Total	\$250,000	\$250,000



Additional Information  
Type of Project Replacement

# Ash Street Restroom Roof Replacement

Project Number: 350-55XX  
Total Capital Cost: \$65,000

Department: Public Works  
Type: Parks

Request description:  
Replace roof structure on the Ash Street Restroom building.

Capital Costs	FY2026	Total
7001 - Construction	\$65,000	\$65,000
7002 - PW Construction		\$0
7005 - PW Construction - Concrete		\$0
7006 - PW Construction - Asphalt		\$0
7201 - Construction Contingencies		\$0
7301 - Contract Admin		\$0
7302 - Appraisals		\$0
7303 - Land Acquisition		\$0
7501 - Design & Survey		\$0
7701 - Studies		\$0
Total	\$65,000	\$65,000

Funding Source	FY2026	Total
4458 - State Grant		\$0
4914 - Park Improvement	\$65,000	\$65,000
4921 - Park Development		\$0
4950 - Sales Tax		\$0
4915 - Parkside Assessment District		\$0
4499 - Other Gov Agencies		\$0
Total	\$65,000	\$65,000



## Additional Information

Type of Project Replacement

Fair Oaks Ave Active Transportation Improvements, Valley Road to Traffic Way

Project Number:	350-5601	Department:	Public Works
Total Capital Cost:	\$7,245,000	Type:	Streets

**Request description:**  
Construct improvements on this corridor with better pedestrian and bicycle facilities, traffic calming and improved access and circulation at the intersection of US 101 south bound ramps and Orchard Ave. Work toward applying for Active Transportation Project funding to complete the design and construction.

Capital Costs	FY2024	FY2025	FY2026	FY2027	FY2028	Total
7001 - Construction			\$472,500	\$472,500	\$6,000,000	\$945,000
7002 - PW Construction						\$0
7005 - PW Construction - Concrete						\$0
7006 - PW Construction - Asphalt						\$0
7201 - Construction Contingencies						\$0
7301 - Contract Admin						\$0
7302 - Appraisals						\$0
7303 - Land Acquisition						\$0
7501 - Design & Survey	\$75,000	\$225,000				\$300,000
7701 - Studies						\$0
7401 - Testing						\$0
Total	\$75,000	\$225,000	\$472,500	\$472,500	\$6,000,000	\$7,245,000

Funding Source	FY2024	FY2025	FY2026	FY2027	FY2028	Total
4479 - HSIP						\$0
4482 - RSHA						\$0
4486 - USHA						\$0
4487 - HBP						\$0
4490 - STIP						\$0
4816 - Other Financing						\$0
4825 - Developer						\$0
4920 - SB1						\$0
4922 - Traffic Signalization						\$0
4924 - Drainage Facility						\$0
4926 - Transportation Facility						\$0
4928 - Transportation Fund						\$0
4950 - Sales Tax	\$75,000	\$225,000	\$236,250	\$236,250		\$772,500
4463 - CDBG						\$0
44XX - ATP						\$0
4910 - General Fund						\$0
44XX - MPDG						\$0
4499 - Other Gov Agencies			\$236,250	\$236,250	\$6,000,000	\$6,472,500
44XX - CalOES Reimbursement						\$0
44XX - FEMA Reimbursement						\$0
Total	\$75,000	\$225,000	\$472,500	\$472,500	\$6,000,000	\$7,245,000

Additional Information

Type of Project                      New Construction



## Halcyon Road Complete Streets

**Project Number:** 350-5606  
**Total Capital Cost:** \$9,170,000

**Department:** Community Development  
**Type:** Streets

**Request description:**  
The project consists of Complete Streets improvements along 1.7 Miles of Halcyon Road from US 101 to The Pike. The project narrow vehicle driving lanes, add buffered bike lanes with green conflict striping, fill in sidewalk gaps, add two-staged crossings with stop control at key intersections, and install a new signal or roundabout at Fair Oaks Avenue. A safety education program will be part of the project to inform residents of the benefits and proper use of roundabouts (If the roundabout is the preferred alternative at Fair Oaks)

Capital Costs	FY2024	FY2025	FY2026	Total
7001 - Construction	\$1,304,000	\$4,433,500	\$3,432,500	\$5,737,500
7002 - PW Construction				\$0
7005 - PW Construction - Concrete				\$0
7006 - PW Construction - Asphalt				\$0
7201 - Construction Contingencies				\$0
7301 - Contract Admin				\$0
7302 - Appraisals				\$0
7303 - Land Acquisition				\$0
7501 - Design & Survey				\$0
7701 - Studies				\$0
7401 - Testing				\$0
Total	\$1,304,000	\$4,433,500	\$3,432,500	\$9,170,000

Funding Source	FY2024	FY2025	FY2026	Total
4479 - HSIP	\$252,000			\$252,000
4482 - RSHA		\$749,000		\$749,000
4486 - USHA				\$0
4487 - HBP				\$0
4490 - STIP				\$0
4816 - Other Financing				\$0
4825 - Developer				\$0
4920 - SB1				\$0
4922 - Traffic Signalization				\$0
4924 - Drainage Facility				\$0
4926 - Transportation Facility				\$0
4928 - Transportation Fund				\$0
4950 - Sales Tax				\$0
4463 - CDBG				\$0
44XX - ATP	\$1,052,000	\$3,684,500	\$3,432,500	\$8,169,000
4910 - General Fund				\$0
44XX - MPDG				\$0
4499 - Other Gov Agencies				\$0
44XX - CalOES Reimbursement				\$0
44XX - FEMA Reimbursement				\$0
Total	\$1,304,000	\$4,433,500	\$3,432,500	\$9,170,000



### Additional Information

Type of Project      New Construction

Bridge Street Bridge Habitat Mitigation

Project Number:

350-5614

Department:

Public Works

Total Capital Cost:

\$145,884

Type:

Streets

Request description:

Five year post-construction environmental mitigation and monitoring for the Bridge Street Bridge Rehabilitation project.

Capital Costs	FY2024	FY2025	FY2026	Total
7001 - Construction	\$48,628	\$48,628	\$48,628	\$145,884
7002 - PW Construction				\$0
7005 - PW Construction - Concrete				\$0
7006 - PW Construction - Asphalt				\$0
7201 - Construction Contingencies				\$0
7301 - Contract Admin				\$0
7302 - Appraisals				\$0
7303 - Land Acquisition				\$0
7501 - Design & Survey				\$0
7701 - Studies				\$0
7401 - Testing				\$0
Total	\$48,628	\$48,628	\$48,628	\$145,884



Funding Source	FY2024	FY2025	FY2026	Total
4479 - HSIP				\$0
4482 - RSHA				\$0
4486 - USHA				\$0
4487 - HBP	\$48,628	\$48,628	\$48,628	\$145,884
4490 - STIP				\$0
4816 - Other Financing				\$0
4825 - Developer				\$0
4920 - SB1				\$0
4922 - Traffic Signalization				\$0
4924 - Drainage Facility				\$0
4926 - Transportation Facility				\$0
4928 - Transportation Fund				\$0
4950 - Sales Tax				\$0
4463 - CDBG				\$0
44XX - ATP				\$0
4910 - General Fund				\$0
44XX - MPDG				\$0
4499 - Other Gov Agencies				\$0
44XX - CalOES Reimbursement				\$0
44XX - FEMA Reimbursement				\$0
Total	\$48,628	\$48,628	\$48,628	\$145,884

Additional Information

Type of Project                      Rehabilitation

Pavement Management Program

Project Number: 350-5638  
Total Capital Cost: \$11,386,250

Department: Public Works  
Type: Streets

**Request description:**  
The City’s Pavement Management Program provides maintenance history and pavement condition index (PCI) for all public streets in Arroyo Grande. The City annually performs pavement maintenance on public streets to the extent that funds are available. Streets are selected based on pavement condition, location, and the type of maintenance application. Maintenance applications are digouts, slurry seals, chip seals, and pavement overlays.

Capital Costs	FY2024	FY2025	FY2026	FY2027	FY2028	Total
7001 - Construction	\$1,150,380	\$4,512,870	\$1,340,000	\$1,090,000	\$1,340,000	\$9,433,250
7002 - PW Construction	\$60,000	\$60,000	\$60,000	\$60,000	\$60,000	\$300,000
7005 - PW Construction - Concrete						\$0
7006 - PW Construction - Asphalt						\$0
7201 - Construction Contingencies	\$88,000	\$88,000	\$88,000	\$88,000	\$88,000	\$440,000
7301 - Contract Admin	\$22,500	\$22,500	\$22,500	\$22,500	\$22,500	\$112,500
7302 - Appraisals						\$0
7303 - Land Acquisition						\$0
7501 - Design & Survey	\$300,000	\$147,000	\$147,000	\$147,000	\$147,000	\$888,000
7701 - Studies	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500	\$12,500
7401 - Testing	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000	\$200,000
Total	\$1,663,380	\$4,872,870	\$1,700,000	\$1,450,000	\$1,700,000	\$11,386,250

Funding Source	FY2024	FY2025	FY2026	FY2027	FY2028	Total
4479 - HSIP						\$0
4482 - RSHA						\$0
4486 - USHA						\$0
4487 - HBP						\$0
4490 - STIP						\$0
4816 - Other Financing						\$0
4825 - Developer						\$0
4920 - SB1	\$453,300	\$450,000	\$450,000	\$450,000	\$450,000	\$2,253,300
4922 - Traffic Signalization						\$0
4924 - Drainage Facility						\$0
4926 - Transportation Facility						\$0
4928 - Transportation Fund						\$0
4950 - Sales Tax	\$1,210,080	\$2,062,870	\$1,250,000	\$1,000,000	\$1,250,000	\$6,772,950
4463 - CDBG						\$0
44XX - ATP						\$0
4910 - General Fund		\$2,360,000				\$2,360,000
44XX - MPDG						\$0
4499 - Other Gov Agencies						\$0
44XX - CalOES Reimbursement						\$0
44XX - FEMA Reimbursement						\$0
Total	\$1,663,380	\$4,872,870	\$1,700,000	\$1,450,000	\$1,700,000	\$11,386,250

Additional Information

Type of Project Rehabilitation



## Sidewalk Repairs and Improvements

**Project Number:** 350-5658  
**Total Capital Cost:** \$480,000

**Department:** Public Works  
**Type:** Streets

**Request description:**  
Biennial funding allocated towards sidewalk improvements and repairs throughout the City.

Capital Costs	FY2025	FY2027	Total
7001 - Construction	\$172,364	\$172,364	\$344,728
7002 - PW Construction			\$0
7005 - PW Construction - Concrete			\$0
7006 - PW Construction - Asphalt			\$0
7201 - Construction Contingencies	\$17,236	\$17,236	\$34,472
7301 - Contract Admin	\$400	\$400	\$800
7302 - Appraisals			\$0
7303 - Land Acquisition			\$0
7501 - Design & Survey	\$50,000	\$50,000	\$100,000
7701 - Studies			\$0
7401 - Testing			\$0
Total	\$240,000	\$240,000	\$480,000

Funding Source	FY2025	FY2027	Total
4479 - HSIP			\$0
4482 - RSHA			\$0
4486 - USHA			\$0
4487 - HBP			\$0
4490 - STIP			\$0
4816 - Other Financing			\$0
4825 - Developer			\$0
4920 - SB1			\$0
4922 - Traffic Signalization			\$0
4924 - Drainage Facility			\$0
4926 - Transportation Facility			\$0
4928 - Transportation Fund			\$0
4950 - Sales Tax	\$240,000	\$240,000	\$480,000
4463 - CDBG			\$0
44XX - ATP			\$0
4910 - General Fund			\$0
44XX - MPDG			\$0
4499 - Other Gov Agencies			\$0
44XX - CalOES Reimbursement			\$0
44XX - FEMA Reimbursement			\$0
Total	\$240,000	\$240,000	\$480,000

### Additional Information

Type of Project Replacement

### Types of Work

Tree Wells





Tile Bands





Crosswalks





Traffic Way Bridge Replacement

Project Number: 350-5679  
Total Capital Cost: \$11,601,600

Department: Public Works  
Type: Streets

Request description:  
Design and construction to replace the three lane bridge constructed in 1932 over Arroyo Grande Creek.

Capital Costs	FY2024	FY2025	FY2026	Total
7001 - Construction		\$2,930,200	\$5,441,800	\$8,372,000
7002 - PW Construction				\$0
7005 - PW Construction - Concrete				\$0
7006 - PW Construction - Asphalt				\$0
7201 - Construction Contingencies		\$1,255,800		\$1,255,800
7301 - Contract Admin		\$1,255,800		\$1,255,800
7302 - Appraisals				\$0
7303 - Land Acquisition	\$650,000			\$650,000
7501 - Design & Survey	\$68,000			\$68,000
7701 - Studies				\$0
7401 - Testing				\$0
Total	\$718,000	\$5,441,800	\$5,441,800	\$11,601,600

Funding Source	FY2024	FY2025	FY2026	Total
4479 - HSIP				\$0
4482 - RSHA				\$0
4486 - USHA				\$0
4487 - HBP	\$635,645	\$4,817,626	\$4,817,626	\$10,270,896
4490 - STIP				\$0
4816 - Other Financing				\$0
4825 - Developer				\$0
4920 - SB1				\$0
4922 - Traffic Signalization				\$0
4924 - Drainage Facility				\$0
4926 - Transportation Facility				\$0
4928 - Transportation Fund				\$0
4950 - Sales Tax	\$82,355	\$624,175	\$624,175	\$1,330,704
4463 - CDBG				\$0
44XX - ATP				\$0
4910 - General Fund				\$0
44XX - MPDG				\$0
4499 - Other Gov Agencies				\$0
44XX - CalOES Reimbursement				\$0
44XX - FEMA Reimbursement				\$0
Total	\$718,000	\$5,441,800	\$5,441,800	\$11,601,600



Additional Information

Type of Project Replacement

Active Transportation Plan (ATP)

Project Number: 350-56XX  
Total Capital Cost: \$125,000

Department: Community Development  
Type: Streets

**Request description:**  
This ATP will assist in achieving the Caltrans Grant Program Objectives of Accessibility, Safety, and Social Equity, Health, and Economy. Identifying a network of bicycle and pedestrian improvements across the City will make active transportation more accessible to a broader cross-section of residents and visitors, and will improve accessibility to destinations. These infrastructure improvements, along with programs and policies identified in the ATP, will also improve safety for people walking and bicycling by providing dedicated facilities, increasing motorist awareness of bicyclists and pedestrians, and employing other strategies to reduce the risk of collisions. With a robust multimodal system, the community will have more opportunities to choose alternate transportation in benefiting their health and making the community more livable and desirable for those living in and visiting Arroyo Grande.

Capital Costs	FY2024	Total
7001 - Construction		\$0.00
7002 - PW Construction		\$0.00
7005 - PW Construction - Concrete		\$0.00
7006 - PW Construction - Asphalt		\$0.00
7201 - Construction Contingencies		\$0.00
7301 - Contract Admin		\$0.00
7302 - Appraisals		\$0.00
7303 - Land Acquisition		\$0.00
7501 - Design & Survey		\$0.00
7701 - Studies	\$125,000.00	\$125,000.00
7401 - Testing		\$0.00
Total	\$125,000.00	\$125,000.00



Funding Source	FY2024	Total
4479 - HSIP		\$0.00
4482 - RSHA		\$0.00
4486 - USHA		\$0.00
4487 - HBP		\$0.00
4490 - STIP		\$0.00
4816 - Other Financing		\$0.00
4825 - Developer		\$0.00
4920 - SB1		\$0.00
4922 - Traffic Signalization		\$0.00
4924 - Drainage Facility		\$0.00
4926 - Transportation Facility		\$0.00
4928 - Transportation Fund		\$0.00
4950 - Sales Tax	\$14,337.00	\$14,337.00
4463 - CDBG		\$0.00
44XX - ATP	\$110,663.00	\$110,663.00
4910 - General Fund		\$0.00
44XX - MPDG		\$0.00
4499 - Other Gov Agencies		\$0.00
44XX - CalOES Reimbursement		\$0.00
44XX - FEMA Reimbursement		\$0.00
Total	\$125,000.00	\$125,000.00

Additional Information

Type of Project Study

# Virginia Drive and S. Halcyon Road Curb Ramp and Sidewalk Improvement

Project Number:	350-56XX	Department:	Public Works
Total Capital Cost:	\$56,749	Type:	Streets

**Request description:**  
At the intersection of Virginia Drive and S. Halcyon Road, the southeast corner does not have a curb ramp, nor is there sidewalk between this corner and the adjacent property to the south. The project will replace the existing curb with an ADA compliant curb ramp and add approximately 125 feet of City standard sidewalk between the new curb ramp and the adjacent property to the south. The proposed project, in conjunction with the current infrastructure improvement projects occurring between Virginia Drive and Farroll Road, will result in a complete sidewalk route along the east side of Halcyon Road between Fair Oaks Avenue and the southern boundary of the City.

Capital Costs	FY2024	Total
7001 - Construction	\$56,749	\$56,749
7002 - PW Construction		\$0
7005 - PW Construction - Concrete		\$0
7006 - PW Construction - Asphalt		\$0
7201 - Construction Contingencies		\$0
7301 - Contract Admin		\$0
7302 - Appraisals		\$0
7303 - Land Acquisition		\$0
7501 - Design & Survey		\$0
7701 - Studies		\$0
7401 - Testing		\$0
Total	\$56,749	\$56,749

Funding Source	FY2024	Total
4479 - HSIP		\$0
4482 - RSHA		\$0
4486 - USHA		\$0
4487 - HBP		\$0
4490 - STIP		\$0
4816 - Other Financing		\$0
4825 - Developer		\$0
4920 - SB1		\$0
4922 - Traffic Signalization		\$0
4924 - Drainage Facility		\$0
4926 - Transportation Facility		\$0
4928 - Transportation Fund		\$0
4950 - Sales Tax		\$0
4463 - CDBG	\$56,749	\$56,749
44XX - ATP		\$0
4910 - General Fund		\$0
44XX - MPDG		\$0
4499 - Other Gov Agencies		\$0
44XX - CalOES Reimbursement		\$0
44XX - FEMA Reimbursement		\$0
Total	\$56,749	\$56,749



Additional Information	
Type of Project	New Construction

191 Tally Ho

Project Number:	350-56XX	Department:	Public Works
Total Capital Cost:	\$110,000	Type:	Streets

**Request description:**  
Design and construct frontage improvements on Tally Ho Road. This will include construction of road surface pave out, curb and gutters, retaining walls and driveways. This will greatly improve the aesthetic of the area, improve vehicle and bicycle circulation and improve the area drainage.

Capital Costs	FY2024	Total
7001 - Construction	\$110,000	\$110,000
7002 - PW Construction		\$0
7005 - PW Construction - Concrete		\$0
7006 - PW Construction - Asphalt		\$0
7201 - Construction Contingencies		\$0
7301 - Contract Admin		\$0
7302 - Appraisals		\$0
7303 - Land Acquisition		\$0
7501 - Design & Survey		\$0
7701 - Studies		\$0
7401 - Testing		\$0
Total	\$110,000	\$110,000



Funding Source	FY2024	Total
4479 - HSIP		\$0
4482 - RSHA		\$0
4486 - USHA		\$0
4487 - HBP		\$0
4490 - STIP		\$0
4816 - Other Financing		\$0
4825 - Developer		\$0
4920 - SB1		\$0
4922 - Traffic Signalization		\$0
4924 - Drainage Facility		\$0
4926 - Transportation Facility		\$0
4928 - Transportation Fund		\$0
4950 - Sales Tax	\$110,000	\$110,000
4463 - CDBG		\$0
44XX - ATP		\$0
4910 - General Fund		\$0
44XX - MPDG		\$0
4499 - Other Gov Agencies		\$0
44XX - CalOES Reimbursement		\$0
44XX - FEMA Reimbursement		\$0
Total	\$110,000	\$110,000

Additional Information

Type of Project                      New Construction

# Arroyo Grande Creek Stabilization

Project Number: 350-5621  
Total Capital Cost: \$40,000

Department: Public Works  
Type: Streets

Request description:  
Geotechnical engineering investigation to determine the stability of the slopes, and to recommend remediation for potential slope failures.

Capital Costs	FY2026	Total
7001 - Construction	\$40,000	\$40,000
7002 - PW Construction		\$0
7005 - PW Construction - Concrete		\$0
7006 - PW Construction - Asphalt		\$0
7201 - Construction Contingencies		\$0
7301 - Contract Admin		\$0
7302 - Appraisals		\$0
7303 - Land Acquisition		\$0
7501 - Design & Survey		\$0
7701 - Studies		\$0
7401 - Testing		\$0
Total	\$40,000	\$40,000

Funding Source	FY2026	Total
4479 - HSIP		\$0
4482 - RSHA		\$0
4486 - USHA		\$0
4487 - HBP		\$0
4490 - STIP		\$0
4816 - Other Financing		\$0
4825 - Developer		\$0
4920 - SB1		\$0
4922 - Traffic Signalization		\$0
4924 - Drainage Facility		\$0
4926 - Transportation Facility		\$0
4928 - Transportation Fund		\$0
4950 - Sales Tax	\$40,000	\$40,000
4463 - CDBG		\$0
44XX - ATP		\$0
4910 - General Fund		\$0
44XX - MPDG		\$0
4499 - Other Gov Agencies		\$0
44XX - CalOES Reimbursement		\$0
44XX - FEMA Reimbursement		\$0
Total	\$40,000	\$40,000



Additional Information  
Type of Project: Rehabilitation

Corrugated Metal Pipe (CMP) Investigation and Repair

Project Number:

350-5794

Total Capital Cost:

\$400,000

Department:

Public Works

Type:

Drainage

Request description:  
Annual project to repair deteriorating corrugated metal pipes (CMP) throughout the City.

Capital Costs	FY2025	FY2026	FY2027	FY2028	Total
7001 - Construction	\$100,000	\$100,000	\$100,000	\$100,000	\$400,000
7002 - PW Construction					\$0
7005 - PW Construction - Concrete					\$0
7006 - PW Construction - Asphalt					\$0
7201 - Construction Contingencies					\$0
7301 - Contract Admin					\$0
7302 - Appraisals					\$0
7303 - Land Acquisition					\$0
7501 - Design & Survey					\$0
7701 - Studies					\$0
Total	\$100,000	\$100,000	\$100,000	\$100,000	\$400,000

Funding Source	FY2025	FY2026	FY2027	FY2028	Total
4924 - Drainage Fund					\$0
4950 - Sales Tax	\$100,000	\$100,000	\$100,000	\$100,000	\$400,000
4965 - ARPA					\$0
Total	\$100,000	\$100,000	\$100,000	\$100,000	\$400,000

Additional Information

Type of Project                      Renovation



# Trash Capture Devices

Project Number:

350-5798

Total Capital Cost:

\$214,000

Department:

Public Works

Type:

Drainage

**Request description:**  
Implementing trash capture devices as mandated by the MS4 Stormwater Permit required by the State.

Capital Costs	FY2026	Total
7001 - Construction	\$214,000	\$214,000
7002 - PW Construction		\$0
7005 - PW Construction - Concrete		\$0
7006 - PW Construction - Asphalt		\$0
7201 - Construction Contingencies		\$0
7301 - Contract Admin		\$0
7302 - Appraisals		\$0
7303 - Land Acquisition		\$0
7501 - Design & Survey		\$0
7701 - Studies		\$0
Total	\$214,000	\$214,000

Funding Source	FY2026	Total
4924 - Drainage Fund		\$0
4950 - Sales Tax	\$214,000	\$214,000
4965 - ARPA		\$0
Total	\$214,000	\$214,000



**Additional Information**

Type of Project

New Construction

# Trenchless Sewer Rehabilitation - El Camino Real to West Branch Street

Project Number:

612-5817

Department:

Public Works

Total Capital Cost:

\$282,000

Type:

Sewer

**Request description:**  
Cured-in-place pipe rehabilitation along the entire length of the sections mentioned below to reduce infiltration, root intrusion, and maintenance requirements, as well as probability of failure.

**Location**

El Camino Real to West Branch Street (under Highway 101)

Capital Costs	FY2024	Total
7001 - Construction	\$215,700	\$215,700
7002 - PW Construction		\$0
7005 - PW Construction - Concrete		\$0
7006 - PW Construction - Asphalt		\$0
7201 - Construction Contingencies	\$19,000	\$19,000
7301 - Contract Admin	\$19,000	\$19,000
7302 - Appraisals		\$0
7303 - Land Acquisition		\$0
7501 - Design & Survey	\$28,300	\$28,300
7701 - Studies		\$0
Total	\$282,000	\$282,000

Funding Source	FY2024	Total
4825 - Developer		\$0.00
4930 - Sewer Fund		\$0.00
4931 - Sewer Facility		\$0.00
4965 - ARPA	\$282,000.00	\$282,000.00
4499 - Other Gov Agencies		\$0.00
44XX - FEMA Reimbursement		\$0.00
44XX - CalOES Reimbursement		\$0.00
4950 - Sales Tax		\$0.00
Total	\$282,000.00	\$282,000.00

**Additional Information**

Type of Project

Rehabilitation

Lift Station 3

Project Number: 612-58XX  
Total Capital Cost: \$850,000

Department: Public Works  
Type: Sewer

**Request description:**  
The heavy rains in the Winter of 22/23 have caused erosion at the top of the bank of Arroyo Grande Creek at Lift Station # 3. There is concerns the heavy flow of storm water in the Creek may have eroded the bottom of the creek bank and exposed an existing sewer force main located in the flowline of the Creek. Repair the erosion at the top of the Creek Bank and make improvements to reduce the storm water flow over the creek bank. Investigate the condition of the bottom of the creek bank and the sewer force main to see if they are vulnerable to damage caused by future storm events.

Capital Costs	FY2024	Total
7001 - Construction	\$850,000	\$850,000
7002 - PW Construction		\$0
7005 - PW Construction - Concrete		\$0
7006 - PW Construction - Asphalt		\$0
7201 - Construction Contingencies		\$0
7301 - Contract Admin		\$0
7302 - Appraisals		\$0
7303 - Land Acquisition		\$0
7501 - Design & Survey		\$0
7701 - Studies		\$0
Total	\$850,000	\$850,000

Funding Source	FY2024	Total
4825 - Developer		\$0
4930 - Sewer Fund		\$0
4931 - Sewer Facility		\$0
4965 - ARPA		\$0
4499 - Other Gov Agencies		\$0
44XX - FEMA Reimbursement	\$637,500	\$637,500
44XX - CalOES Reimbursement	\$157,250	\$157,250
4950 - Sales Tax	\$55,250	\$55,250
Total	\$850,000	\$850,000



Additional Information

Type of Project                      Rehabilitation

Trenchless Sewer Rehabilitation - Pilgrim Way, Orchard Avenue, West Cherry Avenue and California Street

Project Number:

612-58XX

Department:

Public Works

Total Capital Cost:

\$282,000

Type:

Sewer

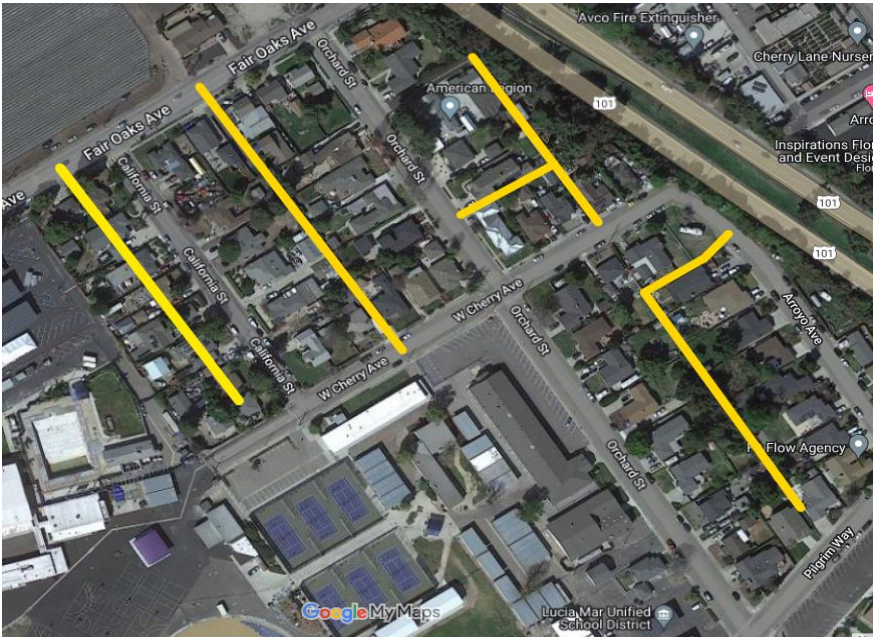
**Request description:**  
Cured-in-place pipe rehabilitation along the entire length of the sections mentioned below to reduce infiltration, root intrusion, and maintenance requirements, as well as probability of failure.

Location

- Pilgrim Way and Orchard Avenue
- West Cherry Avenue to US-101
- California Street and West Cherry Avenue

Capital Costs	FY2025	Total
7001 - Construction	\$208,900	\$208,900
7002 - PW Construction		\$0
7005 - PW Construction - Concrete		\$0
7006 - PW Construction - Asphalt		\$0
7201 - Construction Contingencies	\$20,900	\$20,900
7301 - Contract Admin	\$20,900	\$20,900
7302 - Appraisals		\$0
7303 - Land Acquisition		\$0
7501 - Design & Survey	\$31,300	\$31,300
7701 - Studies		\$0
Total	\$282,000	\$282,000

Funding Source	FY2025	Total
4825 - Developer		\$0
4930 - Sewer Fund	\$282,000	\$282,000
4931 - Sewer Facility		\$0
4965 - ARPA		\$0
4499 - Other Gov Agencies		\$0
44XX - FEMA Reimbursement		\$0
44XX - CalOES Reimbursement		\$0
4950 - Sales Tax		\$0
Total	\$282,000	\$282,000



Additional Information

Type of Project

Rehabilitation

# Wastewater Master Plan Update

Project Number:

612-5854

Department:

Public Works

Total Capital Cost:

\$100,000

Type:

Sewer

**Request description:**  
Ten year update to the 2012 Wastewater System Master Plan and computer model to reflect subsequent growth/changes in the City’s General Plan, subsequent wastewater system improvements, and changes in wastewater flow patterns.

Capital Costs	FY2026	Total
7001 - Construction		\$0
7002 - PW Construction		\$0
7005 - PW Construction - Concrete		\$0
7006 - PW Construction - Asphalt		\$0
7201 - Construction Contingencies		\$0
7301 - Contract Admin		\$0
7302 - Appraisals		\$0
7303 - Land Acquisition		\$0
7501 - Design & Survey		\$0
7701 - Studies	\$100,000	\$100,000
Total	\$100,000	\$100,000

Funding Source	FY2026	Total
4825 - Developer		\$0
4930 - Sewer Fund	\$100,000	\$100,000
4931 - Sewer Facility		\$0
4965 - ARPA		\$0
4499 - Other Gov Agencies		\$0
44XX - FEMA Reimbursement		\$0
44XX - CalOES Reimbursement		\$0
4950 - Sales Tax		\$0
Total	\$100,000	\$100,000

## Additional Information

Type of Project

Study

Maintenance Hole Rehabilitation

Project Number:612-5849

Total Capital Cost:\$300,000

Department:Public Works

Type:Sewer

Request description:  
Rehabilitate existing sanitary sewer manholes with an epoxy liner

Capital Costs	FY2026	FY2027	FY2028	Total
7001 - Construction	\$100,000	\$100,000	\$100,000	\$300,000
7002 - PW Construction				\$0
7005 - PW Construction - Concrete				\$0
7006 - PW Construction - Asphalt				\$0
7201 - Construction Contingencies				\$0
7301 - Contract Admin				\$0
7302 - Appraisals				\$0
7303 - Land Acquisition				\$0
7501 - Design & Survey				\$0
7701 - Studies				\$0
Total	\$100,000	\$100,000	\$100,000	\$300,000

Funding Source	FY2026	FY2027	FY2028	Total
4825 - Developer				\$0
4930 - Sewer Fund	\$100,000	\$100,000	\$100,000	\$300,000
4931 - Sewer Facility				\$0
4965 - ARPA				\$0
4499 - Other Gov Agencies				\$0
44XX - FEMA Reimbursement				\$0
44XX - CalOES Reimbursement				\$0
4950 - Sales Tax				\$0
Total	\$100,000	\$100,000	\$100,000	\$300,000

Additional Information

Type of ProjectReplacement

# Trenchless Sewer Rehabilitation - South Alpine and Ash St

Project Number:

612-58XX

Total Capital Cost:

\$175,000

Department:

Public Works

Type:

Sewer

Request description:

Cured-in-place pipe rehabilitation along the entire length of the sections mentioned below to reduce infiltration, root intrusion, and maintenance requirements, as well as probability of failure.

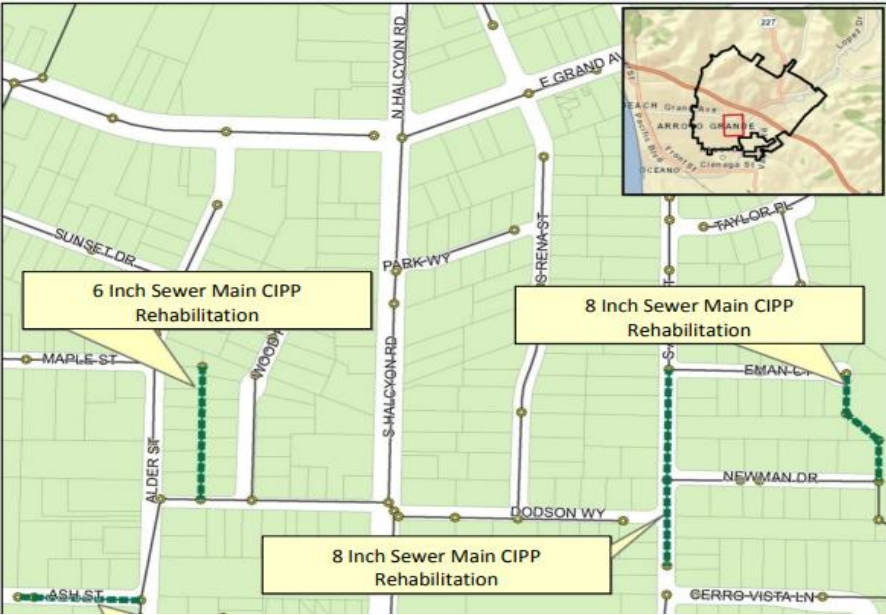
Location

South Alpine Street

Ash Street

Capital Costs	FY2026	Total
7001 - Construction	\$175,000	\$175,000
7002 - PW Construction		\$0
7005 - PW Construction - Concrete		\$0
7006 - PW Construction - Asphalt		\$0
7201 - Construction Contingencies		\$0
7301 - Contract Admin		\$0
7302 - Appraisals		\$0
7303 - Land Acquisition		\$0
7501 - Design & Survey		\$0
7701 - Studies		\$0
Total	\$175,000	\$175,000

Funding Source	FY2026	Total
4825 - Developer		\$0
4930 - Sewer Fund	\$175,000	\$175,000
4931 - Sewer Facility		\$0
4965 - ARPA		\$0
4499 - Other Gov Agencies		\$0
44XX - FEMA Reimbursement		\$0
44XX - CalOES Reimbursement		\$0
4950 - Sales Tax		\$0
Total	\$175,000	\$175,000



Additional Information

Type of Project                      Replacement

Trenchless Sewer Rehabilitation - Alder and Cameron Court to Victorian Way

Project Number:	612-58XX	Department:	Public Works
Total Capital Cost:	\$300,000	Type:	Sewer

**Request description:**  
Cured-in-place pipe rehabilitation along the entire length of the sections mentioned below to reduce infiltration, root intrusion, and maintenance requirements, as well as probability of failure.

Location

Alder and Cameron Court to Victorian Way

Capital Costs	FY2027	Total
7001 - Construction	\$300,000	\$300,000
7002 - PW Construction		\$0
7005 - PW Construction - Concrete		\$0
7006 - PW Construction - Asphalt		\$0
7201 - Construction Contingencies		\$0
7301 - Contract Admin		\$0
7302 - Appraisals		\$0
7303 - Land Acquisition		\$0
7501 - Design & Survey		\$0
7701 - Studies		\$0
Total	\$300,000	\$300,000

Funding Source	FY2027	Total
4825 - Developer		\$0
4930 - Sewer Fund	\$300,000	\$300,000
4931 - Sewer Facility		\$0
4965 - ARPA		\$0
4499 - Other Gov Agencies		\$0
44XX - FEMA Reimbursement		\$0
44XX - CalOES Reimbursement		\$0
4950 - Sales Tax		\$0
Total	\$300,000	\$300,000

Additional Information

Type of Project                      Rehabilitation



Trenchless Sewer Rehabilitation - Woodland Drive

Project Number: 612-5826  
Total Capital Cost: \$132,200

Department: Public Works  
Type: Sewer

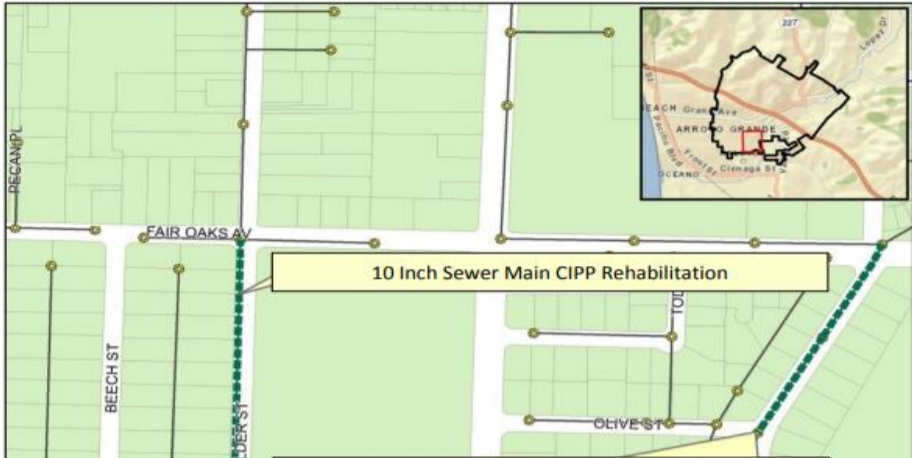
**Request description:**  
Cured-in-place pipe rehabilitation along the entire length of the sections mentioned below to reduce infiltration, root intrusion, and maintenance requirements, as well as probability of failure.

Location

Woodland Drive

Capital Costs	FY2028	Total
7001 - Construction	\$132,200	\$132,200
7002 - PW Construction		\$0
7005 - PW Construction - Concrete		\$0
7006 - PW Construction - Asphalt		\$0
7201 - Construction Contingencies		\$0
7301 - Contract Admin		\$0
7302 - Appraisals		\$0
7303 - Land Acquisition		\$0
7501 - Design & Survey		\$0
7701 - Studies		\$0
Total	\$132,200	\$132,200

Funding Source	FY2028	Total
4825 - Developer		\$0
4930 - Sewer Fund	\$132,200	\$132,200
4931 - Sewer Facility		\$0
4965 - ARPA		\$0
4499 - Other Gov Agencies		\$0
44XX - FEMA Reimbursement		\$0
44XX - CalOES Reimbursement		\$0
4950 - Sales Tax		\$0
Total	\$132,200	\$132,200



Additional Information

Type of Project                      Rehabilitation

Phased Main Replacement - Highway 101 Crossing Upgrade, El Camino Real to West Branch Street

Project Number: 640-5973  
Total Capital Cost: \$43,800

Department: Public Works  
Type: Water

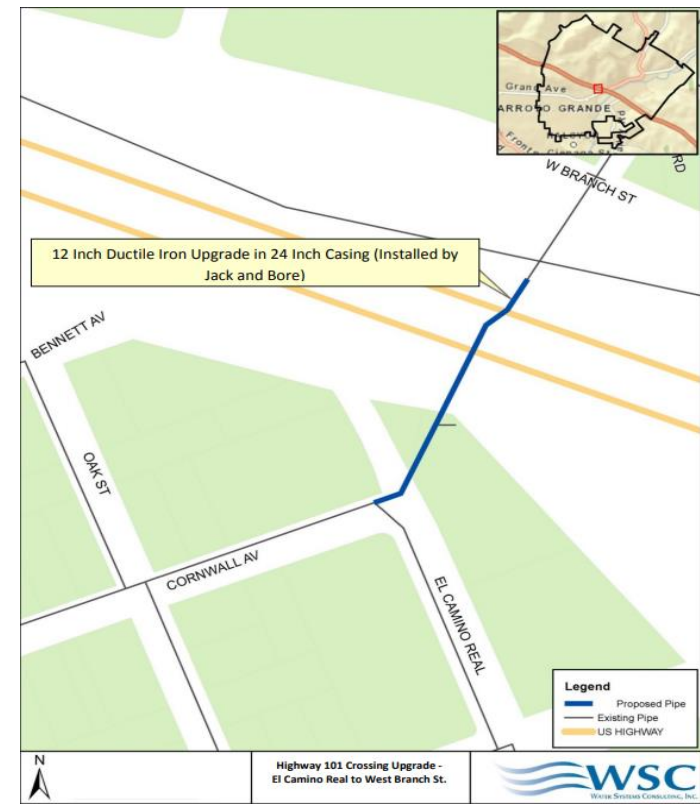
**Request description:**  
Upgrade the existing 8-inch cast iron pipe to an 8-inch high density polyethylene (HDPE) pipe under Highway 101 from El Camino Real to West Branch Street.

Location

Highway 101-El Camino Real to West Branch Street

Capital Costs	FY2024	Total
7001 - Construction	\$43,800	\$43,800
7002 - PW Construction		\$0
7005 - PW Construction - Concrete		\$0
7006 - PW Construction - Asphalt		\$0
7201 - Construction Contingencies		\$0
7301 - Contract Admin		\$0
7302 - Appraisals		\$0
7303 - Land Acquisition		\$0
7501 - Design & Survey		\$0
7701 - Studies		\$0
Total	\$43,800	\$43,800

Funding Source	FY2024	Total
4816 - Other Financing		\$0
4940 - Water Fund	\$43,800	\$43,800
4942 - Water Facility		\$0
4943 - Water Availability		\$0
4965 - ARPA		\$0
Total	\$43,800	\$43,800



Additional Information

Type of Project Replacement

SCADA Software/Electronics Design and Upgrade

Project Number:	640-5953	Department:	Public Works
Total Capital Cost:	\$330,000	Type:	Water

**Request description:**  
Provide two new redundant workstations, to run a new Windows?based SCADA software package to replace the existing SCADA desktop computer to increase the reliability of the City’s SCADA system. Water System Master Plan Project B-3.

Capital Costs	FY2025	Total
7001 - Construction	\$330,000	\$330,000
7002 - PW Construction		\$0
7005 - PW Construction - Concrete		\$0
7006 - PW Construction - Asphalt		\$0
7201 - Construction Contingencies		\$0
7301 - Contract Admin		\$0
7302 - Appraisals		\$0
7303 - Land Acquisition		\$0
7501 - Design & Survey		\$0
7701 - Studies		\$0
Total	\$330,000	\$330,000

Funding Source	FY2025	Total
4816 - Other Financing		\$0
4940 - Water Fund	\$330,000	\$330,000
4942 - Water Facility		\$0
4943 - Water Availability		\$0
4965 - ARPA		\$0
Total	\$330,000	\$330,000

Additional Information	
Type of Project	Equipment

# Reservoir No. 5 Redundancy Interconnect

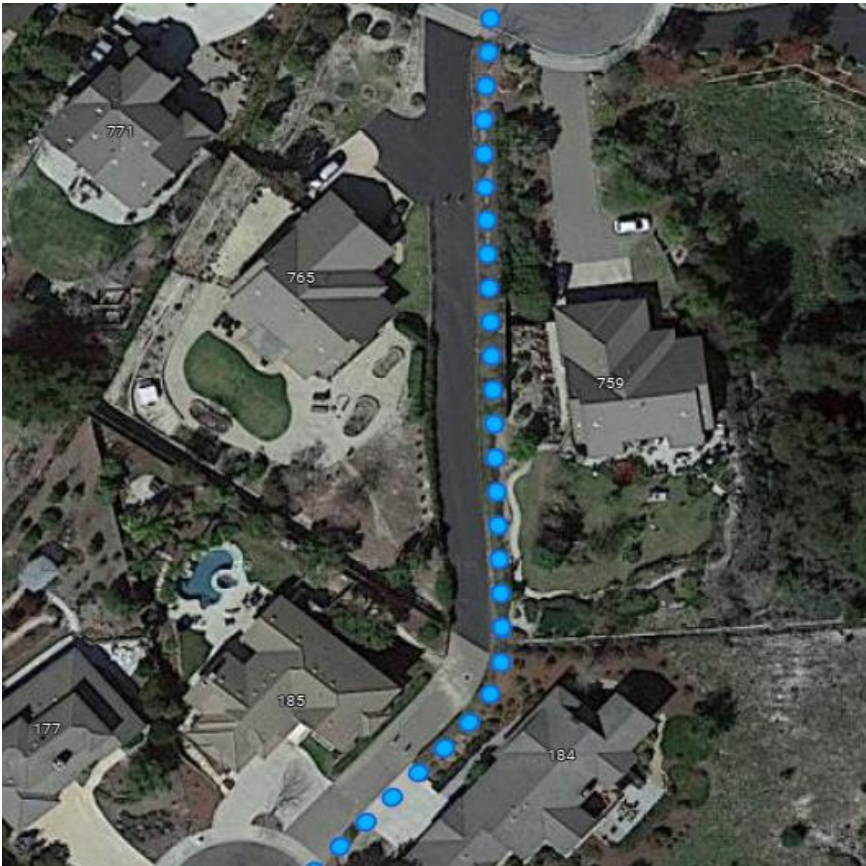
Project Number: 640-59XX  
Total Capital Cost: \$100,000

Department: Public Works  
Type: Water

**Request description:**  
The water distribution system for Reservoir No. 5 pressure zone has only one watermain that can provide water to the pressure zone. This project will provide a redundant interconnect to assure the zone has water delivery from Reservoir No. 5 with the watermain off. The project will interconnect the watermain from Los Ciervos to Andre Drive.

Capital Costs	FY2025	Total
7001 - Construction	\$100,000	\$100,000
7002 - PW Construction		\$0
7005 - PW Construction - Concrete		\$0
7006 - PW Construction - Asphalt		\$0
7201 - Construction Contingencies		\$0
7301 - Contract Admin		\$0
7302 - Appraisals		\$0
7303 - Land Acquisition		\$0
7501 - Design & Survey		\$0
7701 - Studies		\$0
Total	\$100,000	\$100,000

Funding Source	FY2025	Total
4816 - Other Financing		\$0
4940 - Water Fund	\$100,000	\$100,000
4942 - Water Facility		\$0
4943 - Water Availability		\$0
4965 - ARPA		\$0
Total	\$100,000	\$100,000



**Additional Information**  
Type of Project: New Construction

# Water Master Plan Update

<b>Project Number:</b>	640-59XX	<b>Department:</b>	Public Works
<b>Total Capital Cost:</b>	\$100,000	<b>Type:</b>	Water

**Request description:**  
Ten year update to the 2012 Water System Master Plan and computer model to reflect subsequent growth/changes in the City’s General Plan, subsequent water system improvements, and changes in water demand.

Capital Costs	FY2026	Total
7001 - Construction		\$0
7002 - PW Construction		\$0
7005 - PW Construction - Concrete		\$0
7006 - PW Construction - Asphalt		\$0
7201 - Construction Contingencies		\$0
7301 - Contract Admin		\$0
7302 - Appraisals		\$0
7303 - Land Acquisition		\$0
7501 - Design & Survey		\$0
7701 - Studies	\$100,000	\$100,000
Total	\$100,000	\$100,000

Funding Source	FY2026	Total
4816 - Other Financing		\$0
4940 - Water Fund	\$100,000	\$100,000
4942 - Water Facility		\$0
4943 - Water Availability		\$0
4965 - ARPA		\$0
Total	\$100,000	\$100,000

<b>Additional Information</b>	
Type of Project	Study

# Phased Main Replacement – Cornwall Street

Project Number: 640-59XX  
Total Capital Cost: \$1,000,000

Department: Public Works  
Type: Water

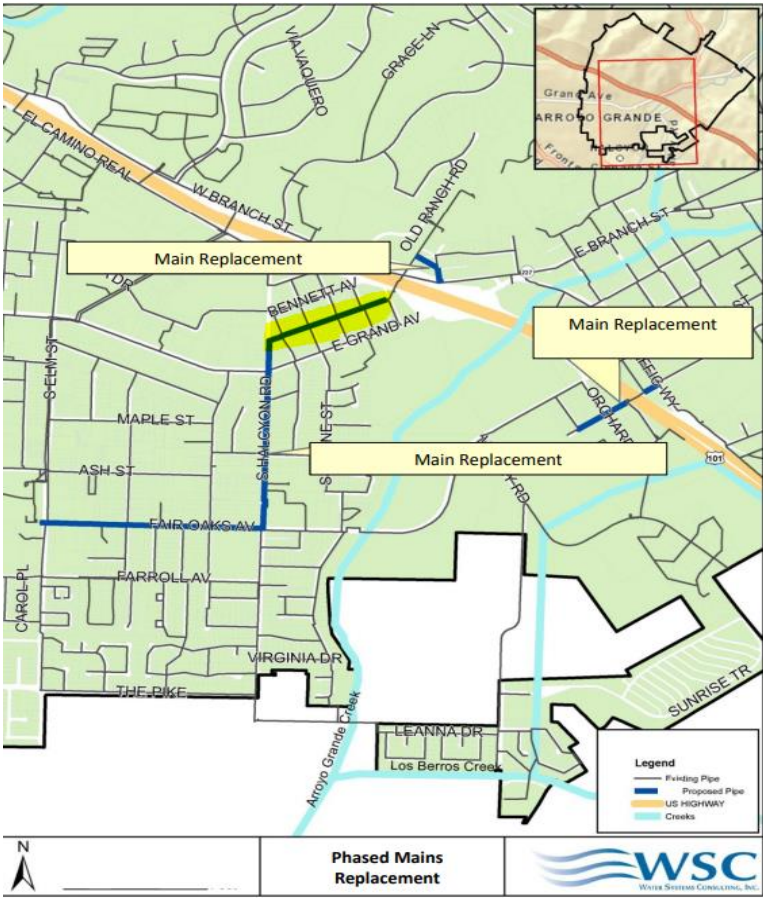
**Request description:**  
This project will replace the existing 8-inch cast iron pipes with new 8-inch PVC pipes in Cornwall Street between North Halcyon Road to just west of El Camino Real.

**Location**

Cornwall St from Barnett St to Halcyon Rd

Capital Costs	FY2026	FY2027	Total
7001 - Construction	\$125,000	\$875,000	\$1,000,000
7002 - PW Construction			\$0
7005 - PW Construction - Concrete			\$0
7006 - PW Construction - Asphalt			\$0
7201 - Construction Contingencies			\$0
7301 - Contract Admin			\$0
7302 - Appraisals			\$0
7303 - Land Acquisition			\$0
7501 - Design & Survey			\$0
7701 - Studies			\$0
Total	\$125,000	\$875,000	\$1,000,000

Funding Source	FY2026	FY2027	Total
4816 - Other Financing			\$0
4940 - Water Fund	\$125,000	\$875,000	\$1,000,000
4942 - Water Facility			\$0
4943 - Water Availability			\$0
4965 - ARPA			\$0
Total	\$125,000	\$875,000	\$1,000,000



**Additional Information**

Type of Project Replacement

**Phased Mains Replacement - North Halcyon to El Camino**

**Project Number:** 640-5911 **Department:** Public Works  
**Total Capital Cost:** \$773,500 **Type:** Water

**Request description:**  
 This project will replace the existing 8-inch cast iron water main with new 8-inch PVC pipe along North Halcyon Road to El Camino.

**Location**

North Halcyon Road to El Camino

Capital Costs	FY2027	Total
7001 - Construction	\$572,900	\$572,900
7002 - PW Construction		\$0
7005 - PW Construction - Concrete		\$0
7006 - PW Construction - Asphalt		\$0
7201 - Construction Contingencies	\$57,300	\$57,300
7301 - Contract Admin	\$57,300	\$57,300
7302 - Appraisals		\$0
7303 - Land Acquisition		\$0
7501 - Design & Survey	\$86,000	\$86,000
7701 - Studies		\$0
Total	\$773,500	\$773,500

Funding Source	FY2027	Total
4816 - Other Financing		\$0
4940 - Water Fund	\$673,500	\$673,500
4942 - Water Facility	\$100,000	\$100,000
4943 - Water Availability		\$0
4965 - ARPA		\$0
Total	\$773,500	\$773,500

**Additional Information**

Type of Project Replacement

Reservoir No. 4 Exterior Coating

Project Number:	640-5948	Department:	Public Works
Total Capital Cost:	\$500,000	Type:	Water

**Request description:**  
Sand blast, prime and re-coat Reservoir No. 4 exterior. The tank was built in 1983 and has never been painted since it was originally built.

Capital Costs	FY2027	Total
7001 - Construction	\$500,000	\$500,000
7002 - PW Construction		\$0
7005 - PW Construction - Concrete		\$0
7006 - PW Construction - Asphalt		\$0
7201 - Construction Contingencies		\$0
7301 - Contract Admin		\$0
7302 - Appraisals		\$0
7303 - Land Acquisition		\$0
7501 - Design & Survey		\$0
7701 - Studies		\$0
Total	\$500,000	\$500,000

Funding Source	FY2027	Total
4816 - Other Financing		\$0
4940 - Water Fund	\$500,000	\$500,000
4942 - Water Facility		\$0
4943 - Water Availability		\$0
4965 - ARPA		\$0
Total	\$500,000	\$500,000



Additional Information	
Type of Project	Renovation

# Miller Way Booster Zone Upgrade

Project Number: 640-59XX  
Total Capital Cost: \$300,000

Department: Public Works  
Type: Water

**Request description:**  
Complete upgrade on the Miller Way Booster Station, including a new pump building (or enclosed package pump station), new pumps and motors (2 x 5-HP), and new bladder tanks. The upgraded booster station will have a design capacity of 75-gpm. This will increase the reliability of the water supply to the Miller Way zone and will improve water service pressure. In addition, this is expected to decrease maintenance costs and increase efficiency.

Capital Costs	FY2028	Total
7001 - Construction	\$300,000	\$300,000
7002 - PW Construction		\$0
7005 - PW Construction - Concrete		\$0
7006 - PW Construction - Asphalt		\$0
7201 - Construction Contingencies		\$0
7301 - Contract Admin		\$0
7302 - Appraisals		\$0
7303 - Land Acquisition		\$0
7501 - Design & Survey		\$0
7701 - Studies		\$0
Total	\$300,000	\$300,000

Funding Source	FY2028	Total
4816 - Other Financing		\$0
4940 - Water Fund	\$300,000	\$300,000
4942 - Water Facility		\$0
4943 - Water Availability		\$0
4965 - ARPA		\$0
Total	\$300,000	\$300,000



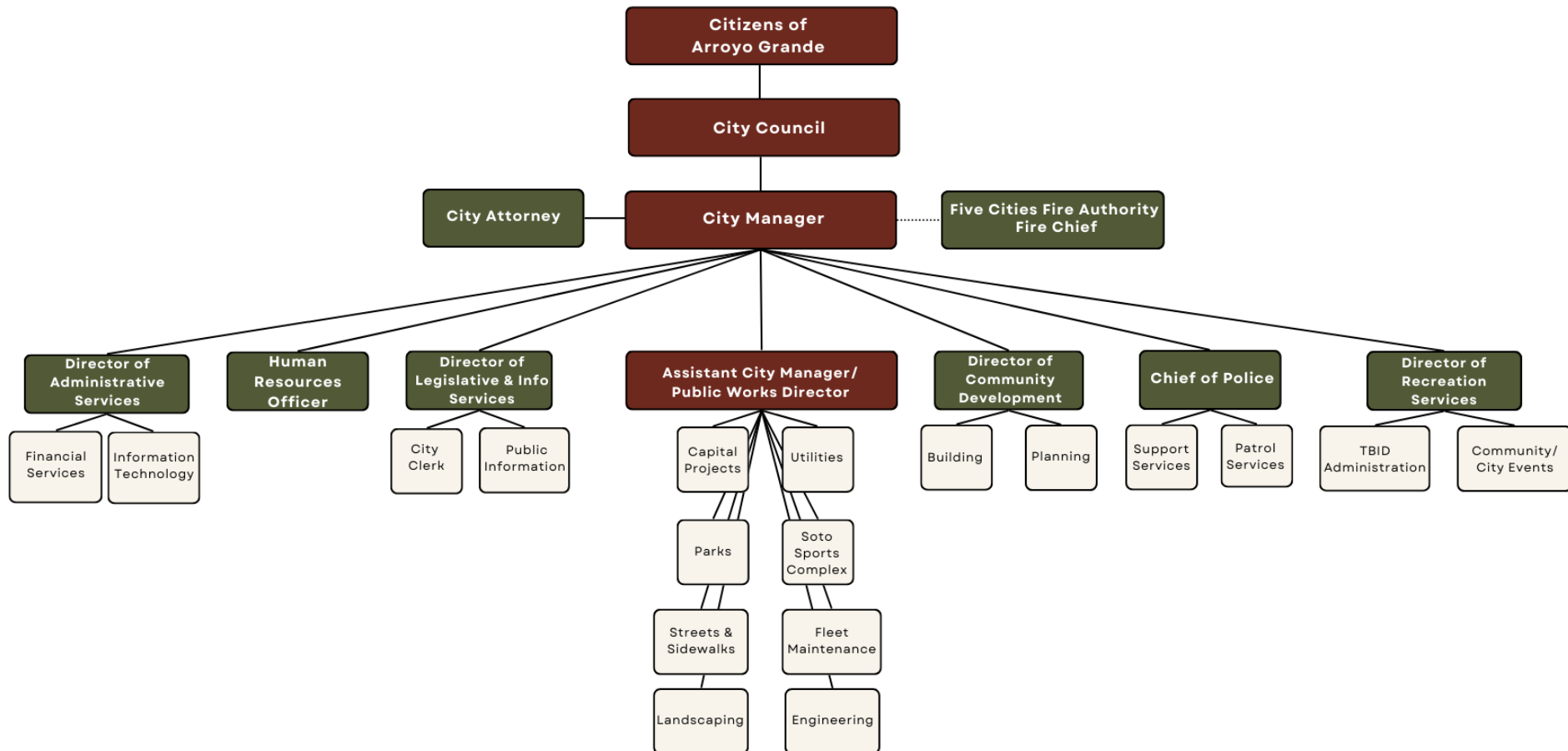
**Additional Information**  
Type of Project Replacement

## Appendix A

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# CITY OF ARROYO GRANDE ORGANIZATIONAL CHART

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# Community Profile

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## INTRODUCTION

The City of Arroyo Grande is located five miles inland from the central California coastline. Incorporated in 1911, the City contains acres of agriculturally productive land in a valley created by the Arroyo Grande Creek. The fertile soil produces several crop harvests annually, including celery, lettuce, and strawberries. There are several wineries in the vicinity, designating the area as the Arroyo Grande wine region.

The City, locally known as one of the “Five Cities”, adjoins Pismo Beach and Grover Beach, and is neighbor to Avila Beach and Shell Beach. The economy of the five cities depends heavily on tourists and retail sales.

Many of the residents of Arroyo Grande commute to work in neighboring communities. Others are employed in the service industries of Arroyo Grande, such as retail, education, and health care. Pacific Gas & Electric and its Diablo Canyon Nuclear Power Plant is a significant employer in the region. A small quantity of manufacturing is located within the City.



The heart of the City is the Village of Arroyo Grande, a unique section of the community from which the modern City derived its roots. Antique shops, an ice cream parlor, and turn of the century architecture are reminiscent of an earlier age.

Within the Village is a swinging bridge that was originally constructed in 1875 to connect land divided by the Arroyo Grande Creek. The 171-foot bridge is the only one of its kind in California. When the bridge was donated to the City of Arroyo Grande in 1911, the City assumed responsibility for maintenance and care.



# Community Profile

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## City Recreation Areas & Programs

The City has several parks with picnic, barbecue, and playground areas. Strother Community Park, located along the bank of the Arroyo Grande Creek, is ideal for reunions, picnics, and barbecues. Elm Street Park has volleyball standards and playground equipment for all ages. The Heritage Square Park, connected to the Village area by the historical Swinging Bridge, is a favorite place for tourists and locals to enjoy lunchtime.



The Hart-Collett Memorial Park, the Terra De Oro Park, and the Kiwanis Park are small parks with picnic tables and benches only. Rancho Grande Park is also ideal for family gatherings or special celebrations.

The twenty-six acre Soto Sports Complex serves the Five Cities region by providing four lighted tennis courts, a Little League field, a lighted Babe Ruth field, four lighted softball fields, and two unlit ball fields. The fields are converted to soccer and football use in the fall.

The James Way Oak Habitat and Wildlife Preserve has equestrian and jogging/walking trails for public use. The habitat, winding along a hillside in an oak preserve, has an abundant array of wildlife.

The City offers a wide variety of recreational opportunities for local residents and visitors. From youth and adult sports leagues, child care programs, and special events to classes for seniors and summer youth camps, there are programs available for nearly every age.



# Population Overview



TOTAL POPULATION

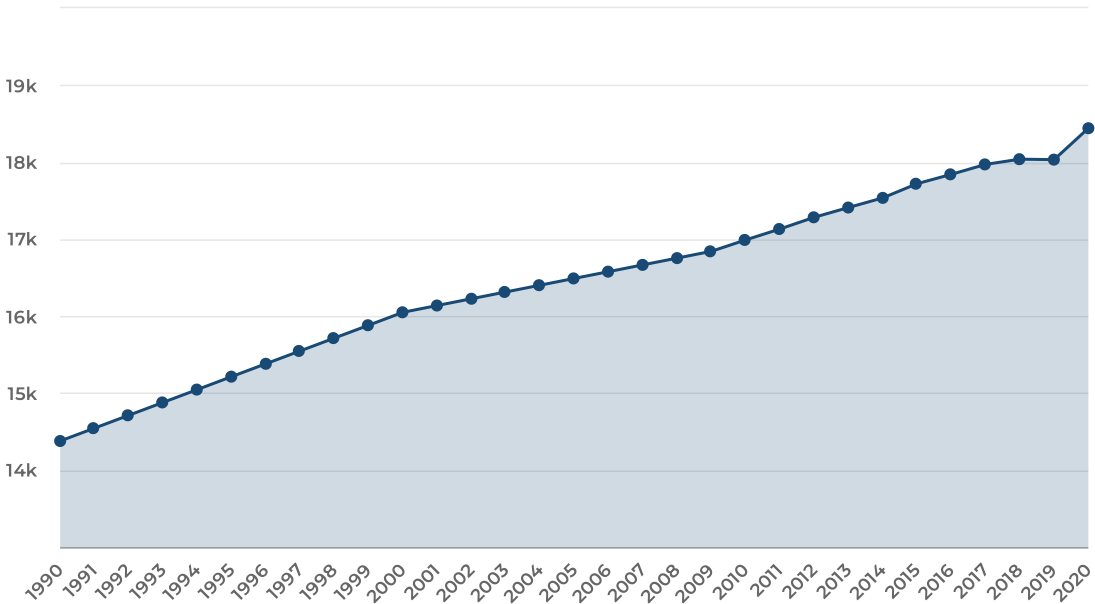
18,441

▲ 2.3%  
vs. 2019

GROWTH RANK

185 out of 493

Municipalities in California



*\* Data Source: U.S. Census Bureau American Community Survey 5-year Data and the 2020, 2010, 2000, and 1990 Decennial Censuses*



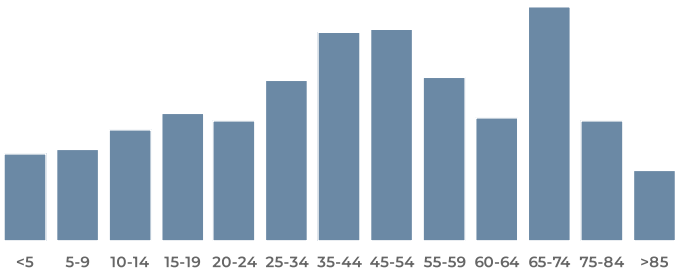
DAYTIME POPULATION

17,545

Daytime population represents the effect of persons coming into or leaving a community for work, entertainment, shopping, etc. during the typical workday. An increased daytime population puts greater demand on host community services which directly impacts operational costs.

*\* Data Source: American Community Survey 5-year estimates*

## POPULATION BY AGE GROUP



*Aging affects the needs and lifestyle choices of residents. Municipalities must adjust and plan services accordingly.*

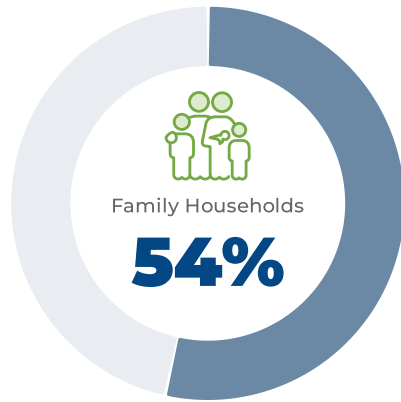
*\* Data Source: American Community Survey 5-year estimates*

## Household Analysis

TOTAL HOUSEHOLDS

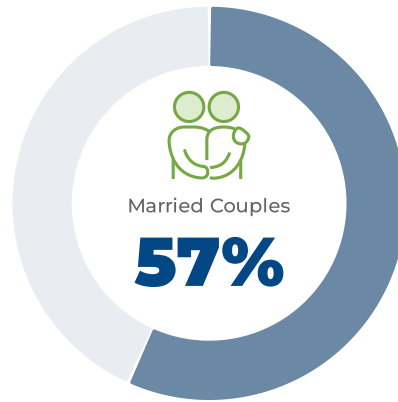
**7,026**

Municipalities must consider the dynamics of household types to plan for and provide services effectively. Household type also has a general correlation to income levels which affect the municipal tax base.



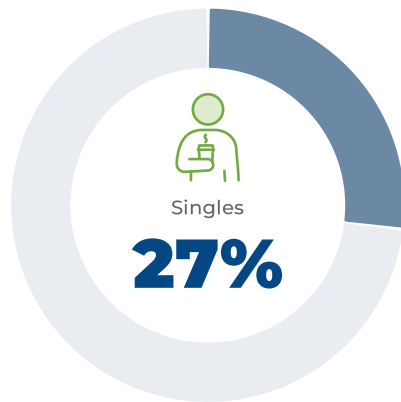
▲ 8%

higher than state average



▲ 14%

higher than state average



▲ 12%

higher than state average



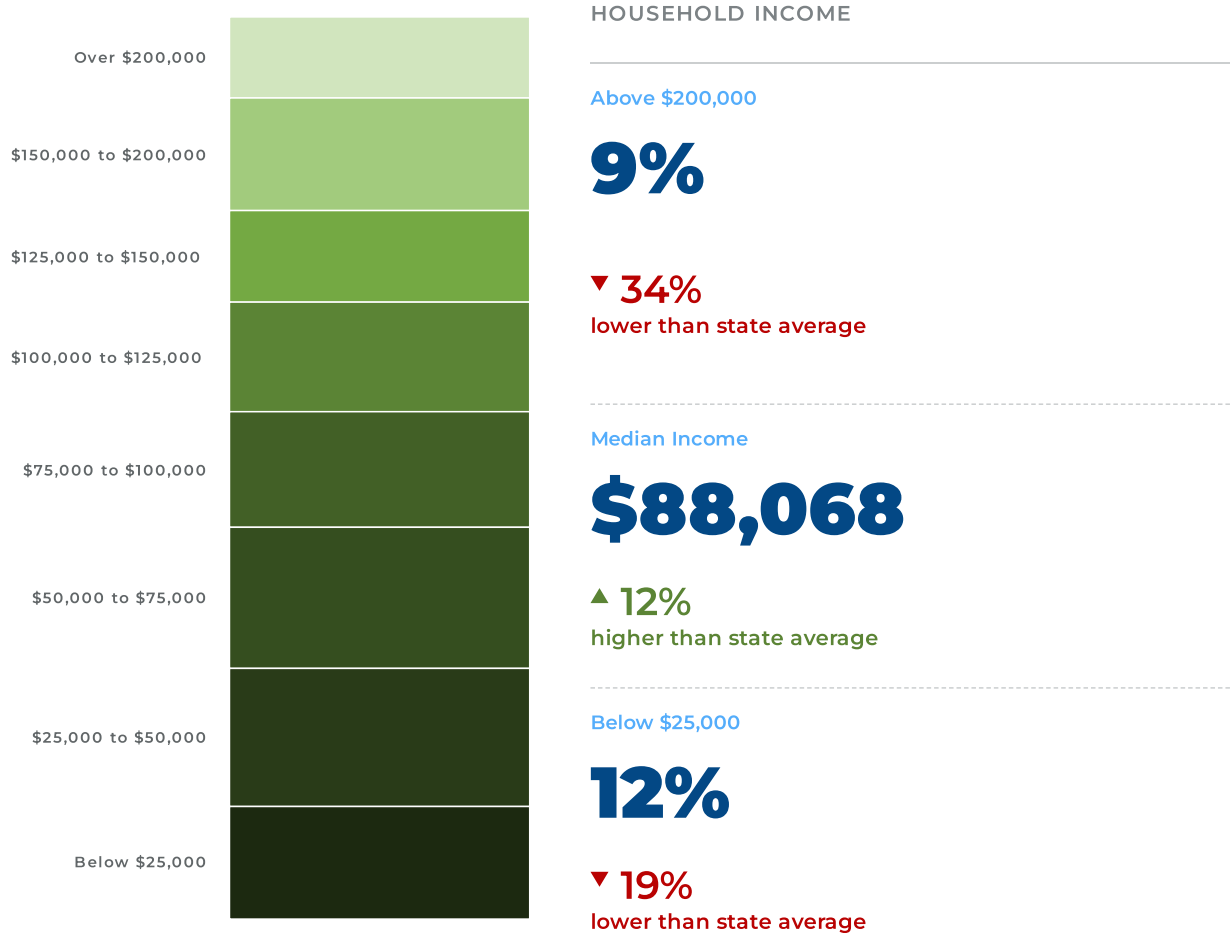
▲ 73%

higher than state average

*\* Data Source: American Community Survey 5-year estimates*

## Economic Analysis

Household income is a key data point in evaluating a community's wealth and spending power. Pay levels and earnings typically vary by geographic regions and should be looked at in context of the overall cost of living.

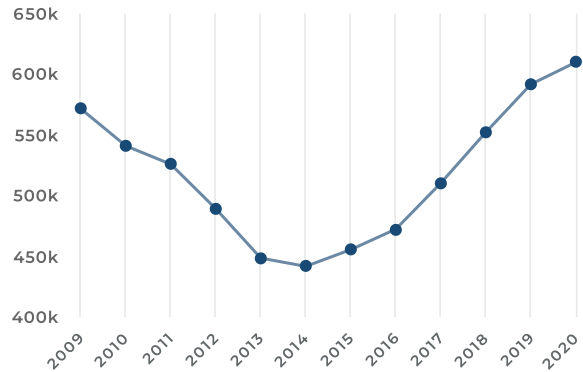


\* Data Source: American Community Survey 5-year estimates

## Housing Overview



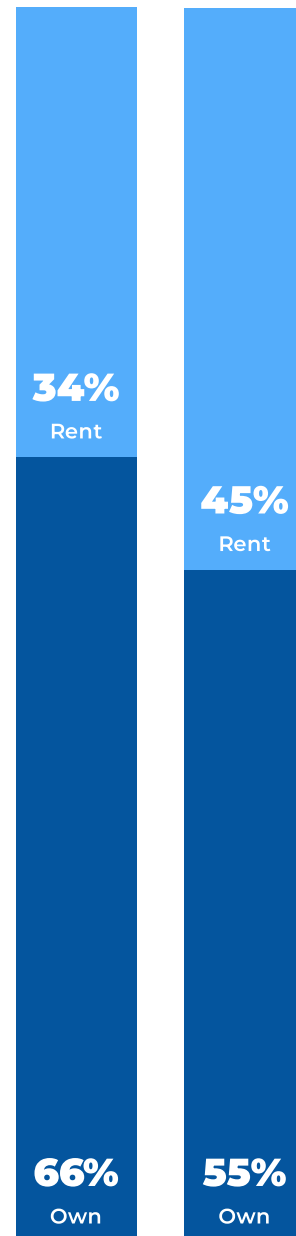
2020 MEDIAN HOME VALUE  
**\$610,000**



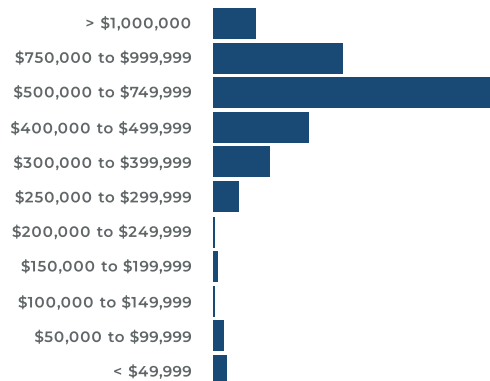
*\* Data Source: 2020 US Census Bureau  
(<http://www.census.gov/data/developers/data-sets.html>), American Community Survey. Home value data includes all types of owner-occupied housing.*

### HOME OWNERS VS RENTERS

Arroyo Grande State Avg.



### HOME VALUE DISTRIBUTION



*\* Data Source: 2020 US Census Bureau  
(<http://www.census.gov/data/developers/data-sets.html>), American Community Survey. Home value data includes all types of owner-occupied housing.*

*\* Data Source: 2020 US Census Bureau  
(<http://www.census.gov/data/developers/data-sets.html>), American Community Survey. Home value data includes all types of owner-occupied housing.*

# Fiscal Policy

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Adopted by the City Council: September 5, 1995

Revised: June 28, 2011

The budget document is a policy statement and financial plan that allocates City resources such as personnel, materials, and equipment in tangible ways to achieve the general goal of a balanced community. It is, therefore, prudent for the City Council to have adopted a Fiscal Policy to guide staff through the budget-development process. The Fiscal Policy is a guideline, not an absolute. The Policy describes goals the Council seeks to achieve to secure fiscal solvency, superior levels of customer service, and maximum cost efficiency. The Policy components are as follows:

## RESERVES

- Establish and maintain a Fund Balance reserve goal of 20% of expenditures with a minimum of 15% in the General Fund.
- Maintain a minimum of 5% of the General Fund budget as a Contingency Reserve.
- Contribute 10% of annual appropriations to the improvement of Infrastructure.

## FISCAL MANAGEMENT

- Maintain safety and liquidity while maximizing investment revenue.
- Utilize grants and subsidies from other sources when possible and cost-effective.
- Charge fees for services that reflect the cost of providing such services.
- Review fees annually, establish actual costs, adjust existing fees and establish new fees as needed.
- Recover costs when possible for facility use, planning and building services, code enforcement, community events and administrative costs.
- Develop short and long-term financial plans.
- Develop fiscal models to reflect development and planning policies to ensure resources are adequate to provide service needs.
- Maintain a PERS Retirement Fund in which the City funds retirement costs on an annual basis at no lower than the projected long-term average rates in order to eliminate the fluctuations in PERS costs and provide long-term stability.

## NEW SERVICES

Add new services only when a need has been identified and when adequate staffing and funding sources have been provided.

# Fiscal Policy

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## PUBLIC SAFETY

Provide funding to maintain the safety of the citizens of Arroyo Grande at a level that ensures that Arroyo Grande maintains its position as one of the safest cities in San Luis Obispo County.

## WATER, LOPEZ AND SEWER FUNDS

Maintain reserve funds equal to 90 days of operating expenses plus \$500,000 and one year of debt service.

## FACILITIES

- Plan for new facilities only if operations and maintenance costs for those new facilities will not negatively impact the operating budget.
- Provide adequate routine maintenance each year to avoid the cost of deferred maintenance.

## OPERATIONAL EFFICIENCIES

- Provide City services in the most cost-effective manner.
- Provide staffing levels that allow employees to respond promptly to service requests from the public.
- Utilize consultants and temporary help for special projects or peak workload periods.
- Utilize community expertise on a voluntary basis as appropriate.
- Ensure that fee-supported services are staffed appropriately to render the services for which customers have paid.
- Work through regional agencies to share costs for local and mandated programs whenever possible.

## EMPLOYEE DEVELOPMENT

Attract and retain competent employees for the City work force by compensating employees fairly, providing adequate training opportunities, ensuring safe working conditions, and maintaining a professional work environment.

# Fiscal Policy

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## ECONOMIC DEVELOPMENT

- Promote a mix of businesses that contributes to a balanced community, develop programs to enhance and retain existing businesses, and pursue new developments and businesses that add to but do not detract from the City's economic base.
- Maximize opportunities for the existing business community, thereby increasing existing sources of revenue to meet the increasing demands for service.

## RETIREE MEDICAL

Pre-fund retiree medical benefit costs.

# Significant Accounting Policies

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## REPORTING ENTITY

The City of Arroyo Grande was incorporated on July 10, 1911 under the laws of the State of California and enjoys all the rights and privileges applicable to a General Law City. An elected five-member board governs the City. The City operates under a Council-Manager form of government, and currently provides a wide variety of services to its citizens, including police, public services, community development, general administrative and other services.

## Description of Funds

### Fund Accounting Systems

The City uses funds and account groups to report on its financial position and the results of its operations. Fund accounting is designed to demonstrate legal compliance and to aid financial management by segregating transactions related to certain City functions or activities.

A fund is an accounting entity with a self-balancing set of accounts established to record the financial position and results of operations of a specific governmental activity. An account group is a financial reporting device designed to provide accountability for certain assets and liabilities that are not recorded in the funds because they do not directly affect net expendable available resources. The City maintains the following fund types and account groups:

## Types of Funds

### Governmental Fund Types

General Fund – is the general operating fund of the City and accounts for all unrestricted financial resources except those required to be accounted for in another fund.

Special Revenue Funds – to account for the proceeds of specific revenue sources (other than special assessments, expendable trusts, or capital projects) that are restricted by law or administrative action to expenditures for specific purposes.

Debt Service Funds – to account for the accumulation of resources for and the payment of, interest and principal on general long-term debt and related costs. The City currently does not have general long term debt that would be obligated to use a debt service fund.

Capital Project Funds – to account for financial resources segregated for the acquisition of major capital projects or facilities (other than those financed by proprietary fund types).

# Significant Accounting Policies

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## Proprietary Fund Types

Enterprise Funds – to account for operations in a manner similar to private business enterprises where the intent is to have the costs (expenses, including depreciation) of providing goods or services to the general public to be financed or recovered primarily through user charges.

## Fiduciary Fund Types

Agency Funds – to account for assets held by the City as trustee or agent for individuals, private organizations, or other governmental units, and/or other funds. These funds are custodial in nature (assets correspond with liabilities) and do not involve measurement of results of operations.

## Basis of Accounting

Basis of accounting refers to when revenues and expenditures or expenses are recognized in the accounts and reported in the financial statements. Specifically, it relates to the timing of the measurements made, regardless of the nature of the measurement. All governmental funds and Agency funds are accounted for using the modified accrual basis of accounting. Revenues are recognized when they become measurable and available as net current assets. In those funds where revenue is recognized on a modified accrual basis the following revenues may be accrued: property and sales taxes, revenue from the use of money and property, interfund transfers, unbilled service receivables and intergovernmental revenue. Licenses, permits, fines and forfeitures and similar items are, for the most part, not accrued and consequently are not recorded until received. Agency funds are purely custodial (assets equal liabilities) and thus do not involve measurement of results of operations. The assets and liabilities are accounted for on a modified accrual basis with the exception of the City's Deferred Compensation Plan, which is accounted for on a market value basis in accordance with Statement No. 2 of the Governmental Accounting Standards Board (GASB).

Property tax revenue is recognized in the fiscal year for which the taxes have been levied providing they become available, in accordance with National Council of Governmental Accounting GASB 33. In this context, available means when receivable and due, when payment is expected within the current period, or within sixty (60) days of year end, and thus available to pay debts of the current period.

Grants, entitlements, or shared revenues recorded in governmental funds are recognized as revenue in the accounting period when they become susceptible to accrual, i.e. both measurable and available (modified accrual basis).

Expenditures are generally recognized under the modified accrual basis of accounting when the related fund liability is incurred. Principal and interest on general long-term debt is recognized when due.

All proprietary funds are accounted for using the accrual basis of accounting. Their revenues are recognized when they are earned and become measurable, expenses are recognized when they are incurred if measurable.

# Significant Accounting Policies

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The City reports deferred revenue on its combined balance sheet. Deferred revenues arise when potential revenue does not meet both the “measurable” and “available” criteria for recognition in the current period. Deferred revenues also arise when the City receives resources before it has a legal claim to them, as when grant monies are received prior to the incurrence of qualifying expenditures. In subsequent periods, when both revenue recognition criteria are met, or when the City has a legal claim to the resources, the liability for deferred revenue is removed from the combined balance sheet and revenue is recognized.

## Budgetary Process

The City uses the following procedures in establishing the budgetary data reflected in the financial statements: after January 1, Department Directors prepare estimates for required appropriations for the fiscal year commencing the following July 1. The departmental estimates are presented to the City Manager for review. A Preliminary Budget is prepared that includes estimated expenditures and forecasted revenues for the fiscal year. Prior to July 1, the City Manager submits a Preliminary Budget for the upcoming fiscal year to the City Council. The Preliminary Budget includes a summary of the proposed expenditures and financial resources of the City, as well as historical data for preceding fiscal periods. Public meetings are conducted to obtain citizens’ comments. The City Council adopts the budget by June 30. Budgets are legally adopted for the general, special revenue, enterprise funds, agency funds and all capital projects programs during the fiscal year ended June 30. The appropriated budget covers substantially all City expenditures. All appropriated amounts shown are as originally adopted or as amended by the City Council. During the year, supplementary appropriations may be approved. Unexpended appropriations lapse at the year-end, unless approved for carryover by the City Manager to address multi-year projects or initiatives.

Department Directors are authorized to transfer budgeted amounts within their departments, within the same fund, with the approval of the City Manager. The City Manager has authority to make transfers of appropriations between departments, provided those changes do not impact budgeted year-end fund balances. Only the City Council may authorize transfers of appropriations between funds. Formal budgetary integration is employed as a management control device during the fiscal year for all governmental funds.

## Encumbrances

Encumbrances represent commitments related to unperformed contracts for goods or services. Encumbrance accounting, under which purchase orders, contracts, and other commitments for the expenditure of resources are recorded to reserve that portion of the applicable appropriation, is utilized in all funds. Encumbrances outstanding at year-end are reported as reservations of fund balances and do not constitute expenditures or liabilities because the commitments will be honored during the subsequent year. Amounts encumbered at year-end are reappropriated in the following year.

# Significant Accounting Policies

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## Budget Basis of Accounting

Budgets for governmental funds are adopted on a basis consistent with generally accepted accounting principles (GAAP).

## Cash and Investments

Cash includes amounts in demand deposits. Investments, including accrued interest, are stated at fair market value.

## Interfund Transactions

During the course of operations, numerous transactions occur between individual funds for goods provided or services rendered. These receivables and payables are classified as “due from other funds” or “due to other funds” on the balance sheet.

## Inventories

Inventories of materials and supplies are carried at cost on a first-in, first-out basis. The City uses the consumption method for accounting for inventories.

## Fixed Assets

All purchased fixed assets are valued at cost where historical records are available, and at an estimated historical cost where no historical records exist. Donated fixed assets are valued at their estimated fair market value on the date received.

The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend asset lives are not capitalized. Improvements are capitalized and depreciated, as applicable, over the remaining useful lives of the related fixed assets.

In accordance with GASB 34, all Public domain (“infrastructure”) fixed assets are now capitalized. Examples of infrastructure assets are: roads, bridges, curbs and gutters, streets and sidewalks, drainage and lighting systems.

Depreciation of fixed assets is computed using the straight-line method. The estimated useful lives are as follow:

Buildings and structures	40 – 55 years
Machinery	3 – 10 years
Equipment	5 – 20 years

## Compensated Absences

Vested or accumulated personal leave of employees, that is expected to be liquidated with expendable available financial resources, is reported as an expenditure and a fund liability of the governmental fund

# Significant Accounting Policies

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that will pay it. Amounts of vested or accumulated personal leave not expected to be liquidated with expendable available financial resources are reported in the City's financial statements as long-term debt. No expenditure is reported for those amounts. Vested or accumulated personal leave of proprietary funds is recorded as an expense and liability of those funds as the benefits accrue to employees.

## Property Taxes

The San Luis Obispo County Assessor and Tax Collector perform the duties of assessing and collecting property tax, respectively. Tax levies cover the period from July 1 to June 30 of each year. All tax liens attach annually on the first day in March proceeding the fiscal year for which the taxes are levied. Taxes are levied on both real and personal property as of March 1.

Secured property taxes are levied against real property and are due and payable in two equal installments. The first installment is due on November 1 and becomes delinquent if not paid by December 10. The second installment is due on February 1 and becomes delinquent if not paid by April 10. Unsecured personal property taxes are due on July 1 each year. These taxes become delinquent if not paid by August 31.

## Grants

Federal and state grant revenues are accrued to the extent expenditures are incurred. All such grants are subject to audit and adjustment by the grantor.

## Long-term Obligations

Long-term debt is recognized as a liability of a governmental fund when due or when resources have been accumulated in the debt service fund for payment early in the following year. Other long-term obligations to be financed from expendable available financial resources are reported as a fund liability of a governmental fund. The remaining portion of such obligations is reported in the financial statements. Long-term liabilities to be financed from proprietary fund operations are accounted for in those funds.

## Fund Equity

Contributed capital is recorded in proprietary funds that have received capital grants or contributions from developers, customers or other funds. These reserves represent those portions of fund equity not available for expenditure or that are legally segregated for a specific future use of financial resources. Fund designations are established to indicate tentative plans for the use of current financial resources in the future.

# Guide to Funds by Number

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**010 General Fund** –The primary operating fund of the City, which accounts for resources and services traditionally associated with government. The General Fund provides administrative, financial, police and fire protection, community development, parks and recreation, and public works services to the community and other funds. The General Fund accounts for revenues that have unrestricted uses and are not required legally or by contractual agreement to be accounted for in another fund.

**210 Fire Protection Impact** –This fund accounts for impact fees collected from developers for the expansion of the existing fire station in order to serve future development.

**211 Public Access Television** – This fund accounts for fees collected from Charter Communications that are restricted for support of public, education and government access programming and equipment.

**212 Police Protection Impact** –This fund accounts for impact fees collected from developers for the expansion of the existing police facility in order to serve future development.

**213 Park Development** – This fund accounts for the receipts of park-in-lieu fees (Quimby) and grant revenues that are used for construction, park acquisition, and development of park facilities.

**214 Park Improvement** – Impact fees that are collected for park improvements will be used to maintain the adopted level of service for neighborhood and community parks of 4.0 acres per thousand population. This fund accounts for the receipt of these monies.

**215 Recreation Community Center** – This fund accounts for impact fees collected for recreation facilities in order to maintain the adopted level of service of recreation/community center facilities of 542 square feet.

**216 Gracelane Assessment District** – Fund to account for revenues derived from annual assessments of properties within the District, which are used to pay the cost incurred by the City for landscape maintenance.

**217 Landscape Maintenance District** – This fund accounts for the landscape maintenance of parkways within two housing tracts. A special benefit assessment is levied on property owners to pay for landscape maintenance expenditures.

**218 Local Use Tax Fund** – Fund to account for the ½% local sales tax increase approved by the voters in November of 2006.

**219 Parkside Assessment District** –Fund to account for revenues derived from annual assessments of properties, which are used to pay the cost incurred by the City for landscape maintenance.

# Guide to Funds by Number

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**220 Street (Gas Tax) Fund** – The fund that accounts for receipts and expenditures of money apportioned by the State under Streets and Highway Code sections. Gas tax revenues can only be used to construct and maintain streets and highways.

**221 Traffic Congestion Relief Fund** – This fund accounts for receipts and expenditures of money apportioned by the State under AB 2928 for street or road maintenance or reconstruction.

**222 Traffic Signalization** – This fund accounts for traffic signalization assessments levied against developments for the future cost of traffic signals.

**223 Traffic Circulation** – This fund accounts for developer traffic mitigation measure fees charged as a result of an environmental review.

**224 Transportation Facility Impact** – This fund accounts for developer impact fees (AB1600 fees) paid to protect the public health, safety, and welfare by maintaining the existing level of public services for existing and future residents within the City of Arroyo Grande.

**225 Transportation Fund** – The fund accounts for revenues from the Local Transportation Fund (LTF), the South County Transit (SCT), and a senior taxi program administered by SCT. Expenditures are restricted to public transportation.

**226 Water Neutralization Impact Fund** – This fund accounts for mitigation fees collected from developers to neutralize projected water demand, of development projects, above historical usage amounts.

**230 Construction Tax** – The fund that accounts for the accumulation of tax revenues levied on construction of residential dwelling units, mobile home lots, and commercial buildings. Expenditures are restricted to public improvements, including but not limited to, facilities, fire stations, fire-fighting equipment, parks, street improvements, and equipment.

**231 Drainage Facility** – This fund accounts for development drainage fees restricted to improving drainage within the City.

**232 In-lieu Affordable Housing** – The fund accounts for monies paid by developers in meeting the City's mandatory affordable housing requirements.

**233 In-lieu Underground Utilities** – The fund accounts for monies paid by developers in meeting the City's underground utility requirements.

**240 Arroyo Grande Tourism Marketing Improvement District Fund** – The fund that accounts for assessments collected from lodging establishments, which are restricted for programs, projects and activities that benefit lodging businesses in the City.

# Guide to Funds by Number

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**241 Water Availability Fund** – The fund that accounts for impact fees collected to mitigate future water requirements.

**250 CDBG Grant Fund** – The fund accounts for revenues and expenditures related to Community Development Block Grant Funds.

**271 State COPS Block Grant Fund** – The fund that accounts for the receipt of revenues from the State of California restricted to the purchase of police equipment and technology for crime prevention.

**286 Successor Agency to the Former Redevelopment Agency Administration** – Fund used to account for tax increment revenues to be used for Successor Agency administration and payment of the former Redevelopment Agency enforceable obligations.

**287 Successor Agency to the Former Redevelopment Agency Housing Function** – The fund accounting for tax increment revenues of the former Redevelopment Agency to be used for low and moderate housing within the City.

**350 Capital Improvement Program** – Fund established to account for transfers from other City funds and grant revenues to be used for infrastructure improvements within the City. The Program is divided into six project types – Miscellaneous Projects, Park Projects, Street Projects, Drainage Projects, Sewer Projects, and Water Projects.

**612 Sewer Fund** – Fund used to account for maintenance of sewer lines connecting City residents to the San Luis Obispo County Sanitation District sewer plant. Maintenance costs are funded by user charges.

**634 Sewer Facility Fund** – This fund accounts for the accumulation of sewer facility revenues to be used in capital improvement projects in the City.

**640 Water Fund** – Fund used to account for the operation of water utility service to the community. Revenues are received from fees for service.

**641 Lopez Fund** – The Lopez Fund is responsible for the purchase of water, debt servicing, and the maintenance and operation of Lopez Dam. User Fee charges for water availability and utility billing are the major revenue sources of this fund.

**642 Water Facility Fund** – Fund used to account for the accumulation of revenues from charges for current services to be used for future water infrastructure improvements.

**751 Downtown Parking** – Agency Fund collecting assessments from Village merchants for the maintenance of Village parking for the Downtown Village Merchants Association.

# Fund Structure

ALL FUNDS								
GOVERNMENTAL FUNDS				PROPRIETARY FUNDS	FIDUCIARY FUNDS			
General Fund	Legislative & Information Services	Fire Protection Impact Fees	City Hall Debt Service	Enterprise Funds	Sewer	Private Purpose Fund	Successor Agency to RDA	Downtown Parking
	Administrative Services	Public Access Television			Sewer Facility			Sanitation Distribution
	Community Development	Police Protection Impact	Debt Service Funds		Water			
	Police Department	Park Development			Water Facility			
	Recreation Services	Park Improvement			Lopez Water			
	Public Works	Recreation Community Center						
Special Revenue Funds		Grace Lane Assessment District						
		Parkside Assessment District						
		Street (Gas Tax)						
		Traffic Signalization						
		Traffic Circulation						
		Transportation Facility Impact						
		Transportation						
		In-Lieu Water						
		Neutralization						
		In-Lieu Affordable Housing						
		Tourism Business Improvement Dist.						
		Water Availability						
		CDBG Grant Fund						
		American Rescue Plan Act (ARPA)						
		State COPS Block Grant						

## Governmental Fund Types

**General Fund** – is the general operating fund of the City and accounts for all unrestricted financial resources except those required to be accounted for in another fund.

# Fund Structure

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**Special Revenue Funds** – to account for the proceeds of specific revenue sources (other than special assessments, expendable trusts, or capital projects) that are restricted by law or administrative action to expenditures for specific purposes.

**Debt Service Funds** – to account for the accumulation of resources for and the payment of, interest and principal on general long-term debt and related costs. The City currently does not have general long term debt that would be obligated to use a debt service fund.

**Capital Project Funds** – to account for financial resources segregated for the acquisition of major capital projects or facilities (other than those financed by proprietary fund types).

## Proprietary Fund Types

**Enterprise Funds** – to account for operations in a manner similar to private business enterprises where the intent is to have the costs (expenses, including depreciation) of providing goods or services to the general public to be financed or recovered primarily through user charges.

## Fiduciary Fund Types

**Agency Funds** – to account for assets held by the City as trustee or agent for individuals, private organizations, or other governmental units, and/or other funds. These funds are custodial in nature (assets correspond with liabilities) and do not involve measurement of results of operations.

# Budget Glossary

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**Account:** A subdivision within a fund for the purpose of classifying transactions.

**Account Number:** A numeric identification of the account. Typically, a unique number or series of numbers. The City of Arroyo Grande's number structure is comprised of three (3) fields of characters. The first field is three (3) characters wide and identifies the various FUNDS within the account system. The next field contains four (4) characters and identifies the PROGRAMS and/or DIVISIONS within the City. The final field contains four (4) characters and identifies the OBJECT CODE of the account number. The combination of the three fields makes up the account number.

**Accrual Basis or Accrual Method:** Accounting method whereby income and expense items are recognized as they are earned or incurred, even though they may not have been received or actually paid in cash. The alternative is Cash Basis. The City of Arroyo Grande uses the method of "Modified Accrual" basis of accounting for governmental and agency funds. All proprietary funds are accounted for using the accrual basis of accounting.

**ACFR:** Annual Comprehensive Financial Report which is an audited and printed copy of the City's financial statement at the end of a given fiscal year.

**Actual:** The recorded revenue or expenditure for a specific account number. The actual columns, referenced in this document, report the revenues or expenditures as audited by an independent auditor.

**Adopted Budget:** A budget which typically has been reviewed by the public and "Adopted" (approved) by the City Council prior to the start of the fiscal year. The adopted budget is the legal authority to expend money for specified purposes in the fiscal year time period.

**AGPOA:** Arroyo Grande Police Officers Association. This union represents sworn and non-sworn police employees working for the City.

**AGTBID:** Arroyo Grande Tourism Business Improvement District. Established in May 2013 by Ordinance, the district exists to provide projects, programs and activities that benefit lodging businesses located and operating within the boundaries of the City. Assessments are levied on all lodging businesses and are subject to annual review by the City Council in accordance with the requirements contained in the Parking and Business Improvement Area Law of 1989 (Streets and Highways Code Sections 36500 et seq.).

**Appropriate:** Set apart for, or assign to, a particular purpose or use.

**Appropriated Expenditure:** A budget amount set-aside for a specific acquisition or purpose.

**Appropriation:** An authorization by the City Council to make expenditures and to incur obligation for specific amounts and purposes. For most local governments, the adopted budget document is the source for all or most appropriations.

# Budget Glossary

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**Assessed Valuation:** An official value established for real estate or other property as a basis for levying property taxes.

**Assessments:** Charges made to parties for actual services or benefits received.

**Assets:** Property owned by the City which has book or appraised monetary value.

**Audit:** A review of the accounting system and financial records to verify that government funds were spent and received in accordance with Generally Accepted Accounting Principles (GAAP) and in compliance with the legislative body's appropriations.

**Authorized Positions:** Employee positions, which are authorized in the adopted budget, to be filled during the year.

**Available (Undesignated) Fund Balance:** Funds remaining from prior years, which are available for appropriation and expenditure in the current year.

**Balance Sheet:** A statement presenting the financial position of an entity or fund by disclosing the value of its assets, liabilities, and equities as of a specified date.

**Balanced Budget:** Budgeted resources, including revenue, transfers from other funds, and unallocated fund balance from previous years meet or exceed the budgeted use of resources, including expenditures and transfers to other funds.

**Base Budget:** The ongoing expense level necessary to maintain service levels previously authorized by the City Council.

**Beginning Balance:** Unencumbered resources available in a fund from the prior fiscal year after payment of prior fiscal year expenditures.

**Bond:** A written promise from a local government to repay a sum of money on a specific date at a specified interest rate. Bonds are most frequently used to finance capital improvement projects such as buildings, streets, and bridges.

**Budget:** A plan of financial operation, for a set time period, which identifies specific types and levels of services to be provided, proposed appropriations or expenses, and the recommended means of financing them.

**Budget Amendments:** The City Council has the sole responsibility for adopting the City's budget, and may amend or supplement the budget at any time after adoption by majority vote. The City Manager and Administrative Services Director have joint authority to approve line item budgetary

# Budget Glossary

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transfers between expenditure objects of the budget, as long as transfers do not affect ending fund balances.

**Budgetary Basis:** The basis of accounting used to estimate financing sources and uses in the budget.

**Budget Message:** The opening section of the budget, which provides the City Council and the public with a general summary of the most important aspects of the budget, changes from previous years, and presents recommendations made by the City Manager.

**Budget Year:** Is the FISCAL YEAR for which the budget is being considered.

**Budgetary Unit:** An organizational component budgeted separately, usually a department or a division.

**Capital Expenditures:** An acquisition or an improvement (as distinguished from a repair) that will have a life of more than one year.

**Capital Improvement Budget:** A financial plan or authorized expenditures for tangible, long-term construction of, or improvement to, public physical facilities.

**Capital Improvement Program (CIP):** A long-term plan for multi-year projects such as street or park improvements, building construction, and various kinds of major facility maintenance. The projects set out in the plan usually require funding beyond the one-year period of the annual budget and the plan details funding sources and expenditure amounts.

**Capital Outlay:** Expenditures that result in the acquisition of or addition to, fixed assets. A capital item is tangible, durable, and non-consumable, and has a useful life of more than one year.

**Carryover:** Unspent funds, either encumbered, reserved, or unobligated, brought forward from prior fiscal years.

**Cash Basis:** A basis of accounting in which transactions are recognized only when cash is increased or decreased.

**Consumer Price Index (CPI):** Measure of change in consumer prices as determined by a monthly survey of the U.S. Bureau of Labor Statistics. Many pension and employment contracts are tied to changes in consumer prices as protection against inflation and reduced purchasing power. Among the CPI components are the costs of housing, transportation, and electricity. Also known as the Cost-of-Living Index.

# Budget Glossary

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**Contingency:** A budgetary reserve set aside for emergencies or unforeseen expenditures not otherwise budgeted.

**Contractual Services:** Services rendered to a government by private firms, individuals, or other governmental agencies. Examples include maintenance agreements, professional contracts, and tree trimming agreements.

**Debt Service:** The City's obligation to pay the principal and interest of all bonds and other debt instruments according to a pre-determined payment schedule.

**Deficit:** The excess of an entity's liabilities over its assets or the excess of expenditures or expenses over revenues during a single accounting period.

**Department:** A basic organizational unit of government that is functionally unique in its delivery of services. The components are hierarchically arranged as follows: Department (such as Public Works): and Division (such as Sewer Maintenance).

**Depreciation:** The loss in value of an asset, due to physical changes, obsolescence, or factors outside of the asset.

**Development-related Fees:** Fees and charges generated by building, development, and growth in a community. Included in development-related fees are building permits, development review fees, and zoning and subdivision fees.

**Disbursement:** The expenditure of monies from an account.

**Division:** An organizational component of a department.

**Encumbrance:** The commitment of appropriated funds to purchase goods or services. An encumbrance is not an expenditure. An encumbrance reserves funds to be expended on a specific item or service.

**Enterprise Fund:** A proprietary fund used to account for operations that are financed and operated in a manner similar to private business enterprises. The intent of enterprise funds is to have the costs of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges. The rate schedule for these services is established to ensure that revenues are adequate to meet all necessary expenditures.

**Expenditure/Expense:** The outflow of funds paid or to be paid for an asset obtained or goods and services obtained regardless of when the expenditure is actually paid. The term expenditure applies to Governmental Funds, while the term expense is used for Enterprise and Internal Service Funds.

# Budget Glossary

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**Expenditure Object Code:** Unique identification number and title for a minor expenditure category. Represents the most detailed level of budgeting and recording of expenditures, also referred to as a “line item.”

**Fiscal Policy:** A government’s policies with respect to revenues, spending, and debt management as these relate to government services, programs and capital investment. Fiscal policy provides an agreed-upon set of principles for the planning and programming of government budgets and their funding.

**Fiscal Year (FY):** The 12-month period for recording financial transactions. The City of Arroyo Grande has specified the fiscal year to begin July 1st and end June 30th.

**Fixed Assets:** Assets of long-term character such as land, buildings, machinery, equipment, and furniture.

**Franchise Fee:** A franchise fee is charged for the privilege of using public rights-of way and property within the City for public or private purposes. The City currently assesses franchise fees on utilities such as electricity, gas and solid waste collection.

**Full-time Equivalent Position (FTE):** Positions or fractions thereof based on full-time definition of forty hours of work per week.

**Fund:** A separate accounting entity with a self-balancing set of accounts to record all financial transactions (revenues and expenditures) for specific activities or government functions. Funds are classified into three categories: governmental, proprietary, and fiduciary. Commonly used funds in governmental accounting are General Fund, Special Revenue Funds, Debt Service Funds, Capital Project Funds, Enterprise Funds, Internal Service Funds, Agency Funds, and Special Assessment Funds.

**Fund Accounting:** The basis of accounting used particularly by governments. Since there is no profit motive, accountability is measured instead of profitability. The main purpose is stewardship of financial resources received and expended in compliance with legal requirements. Financial reporting is directed at the public rather than investors.

**Fund Balance:** The excess of assets over liabilities of a fund.

**GANN Limit:** State of California legislation that limits a City’s total appropriations from tax revenues.

**Gas Tax Fund:** A fund to account for receipts and expenditures of money apportioned under Street and Highway Code section 2105, 2106, 2107, and 2107.5 of the State of California.

**General Fund:** The primary operating fund of the City, which accounts for resources and services traditionally associated with government. The General Fund provides administrative, financial, police protection, community development, public works, and recreation services to the community and other

# Budget Glossary

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funds. The General Fund accounts for revenues that have unrestricted uses and are not required legally or by contractual agreement to be accounted for in another fund.

**Generally Accepted Accounting Principles (GAAP):** Uniform minimum standards for financial accounting and recording, encompassing the conventions, rules, and procedures that define accepted accounting principles.

**General Obligation Bond:** Bonds that are usually limited by state law as to the amount as well as the length of indebtedness that a government can have. These “Full Faith and Credit” bonds are secured by all of the financial assets of the local government, including property taxes.

**Goal:** A general statement of broad direction, purpose, or intent that describes the essential reason for existence and which is not limited to a one-year time frame. Generally, a goal does not change from year to year.

**Grant:** Contributions of gifts or cash or other assets from another governmental entity to be used or expended for a specific purpose, activity, or facility. An example is the Community Development Block Grant awarded by the federal government.

**Indirect Cost:** Costs that cannot be easily seen in the product or service. Electricity, insurance, and data processing costs are examples of indirect costs.

**Infrastructure:** The physical assets of the City, i.e. streets, water, sewer, public buildings, and parks, and the support structures within a development.

**Interfund Transfers:** The movement of monies between funds to assist in financing the services for the recipient fund.

**Intergovernmental Revenue:** Funds received from federal, state, and other local government sources in the form of grants, shared revenues, and payments in lieu of taxes.

**JPA:** Joint Powers Agreement. An entity created by two or more public authorities to jointly exercise any power common to all of them. The City of Arroyo Grande joined in a JPA, California Joint Powers Insurance Association, for the purpose of jointly managing liability and workers compensation issues. The City is also a member of the Five Cities Fire Authority, a JPA for fire services with the City of Grover Beach and Oceano Community Services District.

**Jurisdiction:** Geographic or political entity governed by a particular legal system or body of laws.

**Liability:** Debt or other legal obligations arising out of transactions in the past which must be liquidated, renewed or refunded at some future date.

# Budget Glossary

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**Local Use Tax Fund:** Fund to account for the ½% local sales tax increase approved by the voters in November of 2006.

**Long-term Debt:** Debt with a maturity of more than one year after the date of issuance.

**Modified Accrual Basis or Modified Accrual Method:** Accounting method whereby income and expense items are recognized, as they are available and measurable.

**Objective:** Measurable statement of the intended beneficial and tangible effects of a program's activities. An objective is a specific target toward which a manager can plan, schedule work activities, and make staff assignments. An objective is stated in quantifiable terms such that it is possible to know when it has been achieved. Examples are increase an activity by a specific amount by a certain date; maintain a service level; reduce the incidence of something by a specific amount by a given date, or eliminate a problem by a set date. The emphasis is on performance and its measurability.

**Operating Expense:** A series of object codes, which include expenditures for items, which primarily benefit the current period and not defined as personnel services, contractual services, or capital outlays.

**Operating Revenues:** Funds that the government receives as income to pay for ongoing operations. It includes such items as taxes, fees from specific services, interest earnings, and grant revenues. Operating revenues are used to pay for day-to-day services.

**Organization Chart:** A chart showing the interrelationships of positions within an organization in terms of authority and responsibilities. There are basically three patterns of organization: line organization, functional organization, and line and staff organization.

**Performance Measures:** Specific quantitative measures of work performed with a program (i.e. miles of streets cleaned). Also, specific quantitative measures of results obtained through a program (i.e. percent reduction in response time compared to previous year).

**PERS:** Public Employees Retirement System, which is the state retirement system for public employees that provides its members with benefits at retirement or upon disability or death.

**Program:** A group of related activities performed by one or more organizational units for the purpose of accomplishing a function for which the government is responsible.

**Proprietary Funds:** These funds account for records of operations similar to those found in a business, such as Enterprise funds and Internal Service funds.

**Redevelopment Agency (RDA):** A separate legal entity governed by the California Community Redevelopment Law. RDAs were officially dissolved by the California Legislature as of February 1, 2012. To facilitate the dissolution process, Successor Agencies were established to manage redevelopment

# Budget Glossary

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projects underway, make payments on enforceable obligations, and dispose of redevelopment assets and properties.

**Redevelopment Fund:** A fund to account for transactions related to proceeds from bonds and other resources and their use to perform redevelopment activities within specific project areas.

**Resolution:** A special or temporary order of a legislative body; an order of a legislative body requiring less legal formality than an ordinance or statute.

**Restricted Fund Balance:** The portion of a fund's balance legally restricted for a specific purpose and, therefore, not available for general appropriations.

**Revenues:** Funds received from various sources and treated as income to the City that are used to finance expenditures. Examples are tax payments, fees for services, receipts from other governments, fines, grants, licenses, permits, shared revenue, and interest income.

**SEIU:** Service Employees International Union, Local 620. This union represents all full time employees other than police and management employees.

**Special Assessment Fund:** Contain moneys received from special charges levied on property owners who benefit from a particular capital improvement or service.

**Special Revenue Fund:** A governmental fund type used to account for specific revenues that are legally restricted to expenditures for particular purposes.

**Subvention:** That portion of revenues collected by other government agencies on the City's behalf.

**Taxes:** Compulsory charges levied by a government for the purpose of financing services performed for the common benefit of the people. This term does not include specific charges made against particular persons or property for current or permanent benefit, such as special assessments.

**Transient Occupancy Tax:** A tax imposed on travelers who stay in temporary lodging establishments in the City. The tax is collected by the operators of lodging establishments located within the City, on behalf of the City. This tax is then remitted to the City.

**User Charges/Fees:** The payment of a fee for the direct receipt of a public service by the party benefitting from the service.