

STAFF REPORT

TO: HONORABLE MAYOR AND CITY COUNCIL
FROM: ROBERT PERRAULT, CITY MANAGER
SUBJECT: FIRST QUARTER REPORT AND REVISIONS TO FY 14 BUDGET

BACKGROUND

Last June, the City Council adopted the FY 14 Budget. In accordance with the City's Financial Policies, the Council is provided periodic updates regarding the status of the budget. As of September 30th, the first quarter of the fiscal year is complete. Based on an analysis of the first quarter's financial activity and the completion of the meet and confer process with labor units, staff is recommending the Council adopt a revised budget. The recommended revised FY 14 Budget (*please see Attachment 5*) is being distributed under separate cover. The completion of the first quarter also offers staff the opportunity to update the City Council regarding the status of the Council's adopted Work Program and the Capital Improvement Program. Staff is recommending the Council adopt the resolution amending the FY 14.

DISCUSSION

Administrative Services Director Chapman has prepared a concise review of the City's first quarter fiscal operations. (*Please see Attachment 2.*) As noted in Ms. Chapman's concluding remarks, the first quarter budget review is the most difficult to complete. Revenue receipts year-to-date are relatively few and consequently trends are difficult to determine. The City will not receive its first distribution of property tax revenue until early December. The revenue estimates contained in the report are based on the few receipts received and the analysis of the most recent information available. Conversely, expenditures are often a bit higher during the early portion of the year as one-time expenditures for insurance premiums often are due during the first quarter of operation.

Outlined below and in more detail in the Administrative Services Director's report are summaries regarding the City's major funds.

General Fund

At the time of original adoption, the FY 14 Budget had a slight deficit. The recommended revised budget is balanced with Revenues and Transfers noted at \$7,358,716 and Expenditures and Transfers noted as \$7,304,132. Revenues are estimated to be up by \$89,000 with a modest increase being recognized in property tax. This is the first year the City is actually projecting a

APPROVED FOR FORWARDING



**ROBERT PERRAULT
CITY MANAGER**

Please Review for the Possibility of a Potential Conflict of Interest:

- | | |
|--|-----------------------------------|
| <input checked="" type="checkbox"/> None Identified by Staff | <input type="checkbox"/> Lee |
| <input type="checkbox"/> Peterson | <input type="checkbox"/> Marshall |
| <input type="checkbox"/> Bright | <input type="checkbox"/> Nicolls |

positive increase in the property tax since 2009. Revised expenditures reflect the completion of the meet and confer process with employees and minor adjustments to certain line items.

Water Enterprise Fund

Water Revenues are estimated to be \$3,227,861 and expenditures are budgeted at \$3,100,284. Water sales have been strong during the first quarter of the year, due in part to current drought conditions. Expenditures have been adjusted to reflect implementation of the modified employee concession program. Cash reserves are recovering from the deficits experienced in past years.

Wastewater Fund

As the City Council will recall, the Storm Water Fund was combined with the Wastewater Fund last fiscal year. The combined Revenues for the Wastewater Fund are budgeted at \$2,123,002 and expenditures are budgeted at \$2,166,759. As noted, expenditures are expected to exceed revenues by \$43,757. While expenditures have also been adjusted to reflect employee concessions, the total reflects the additional \$30,000 required to assist with implementation of the Storm Water Program and minor capital expenditures.

Status of City's Work Program

Attached to this report (*please see Attachment 3*), the Council will find a copy of the Council's approved Work Program. This document includes modified completion dates where applicable. (Modified completion dates are designated with double underlined font, with the original dates indicated with ~~strikeout~~ font.) The modified dates are reflective of progress made on the individual work items and current staff workload. It should be noted that during a recently completed Executive Team meeting, more than sixty five individual work tasks were identified by the Executive Team. While a number of these tasks are directly related to the Council's Work Program, several of the tasks are either required for compliance with state-mandated programs, are necessary to meet grant requirements, or are necessary to improve the day-to-day operations of the City. Specific updates to key City projects are noted as follows:

- The ***Grover Beach Lodge Project*** is continuing to move forward. Further progress is dependent on the receipt of information from Pacifica Companies sufficient to enable the Council to issue the Coastal Development Permit. Once the permit is issued, the entitlement process can be completed and the financing agreement finalized. Completion dates have consequently been modified to reflect current progress.
- The City is now in the process of winding up discussions with Digital West for the development of the ***Municipal Broadband Network***. The discussions include issues related to the timing of installation, operational standards, and payment provisions. We anticipate these discussions to be completed and final agreements brought to the Council by the end of the year.
- Staff is completing updated recommendations regarding the ***Short- and Long-term Strategy for Street Repair*** and is preparing this information for presentation in a public workshop to be held in early December.

Capital Improvement Program

Provided with this report is the Capital Improvement Program. *(Please see Attachment 4.)* The project narratives have been updated in order to provide the Council with the status of each project contained in the program.

ALTERNATIVES

The Council has the following alternatives to consider:

1. The Council could receive the First Quarter Report and then adopt the Resolution amending the FY 14 Budget;
2. The Council could receive the report and decide not to amend the FY 14 Budget at this time; or
3. The Council could provide staff with additional direction.

RECOMMENDED ACTION

It is recommended that the City Council receive the staff report and adopt the Resolution amending the FY 14 Budget.

FISCAL IMPACT

In taking the recommended action, the Council will be adopting a revised FY 14 Budget that will reflect revised revenues and expenditures for each of the City's major funds.

PUBLIC NOTIFICATION

The agenda was posted in accordance with the Brown Act.

Attachments

1. Draft Resolution Amending FY 14
2. FY 14 First Quarter Report and Re- Adoption (Chapman)
3. Goals and Work Program FY 14
4. Capital Improvement Plan (FY 14 Budget - Section 6)

Provided under separate cover:

5. Revised Recommended Budget (FY 14 Budget - Sections 2-5 and Section 7)

RESOLUTION NO. 13-

**A RESOLUTION OF THE CITY COUNCIL OF THE
CITY OF GROVER BEACH, CALIFORNIA AMENDING
THE FY 14 BUDGET**

WHEREAS, all requisite public hearings relating to the FY 14 budget and this amendment have been duly held, and all necessary findings have been made.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF GROVER BEACH AS FOLLOWS:

PART I

THAT the amounts set forth for the purposes named herein shall, upon the adoption of this Resolution, become the amended Budget for the City of Grover Beach for FY 14; and

PART II

THAT the general provisions governing this Resolution shall be as follows:

SECTION 1. APPROPRIATION OF THE AMENDED FY 14 BUDGET. Monies are hereby appropriated from each of the several funds of the City to each department of the City in the amounts set forth herein for employee services, supplies & services, minor capital, special activities, and capital improvements.

SECTION 2. TRANSFERS BETWEEN APPROPRIATIONS AND INCREASE IN APPROPRIATIONS.

- a. Consistent with the Financial Policies of the City that are contained in Resolution No. 03-67 of the City Council, any adjustments in the amounts appropriated for the purposes indicated herein at the department/fund level shall be made only upon the motion to amend this Resolution adopted by the affirmative votes of a majority of a quorum of the City Council. Administrative changes within the department/fund level may be made without the approval of the City Council pursuant to Subsection (d) of this Section.
- b. For accounting and auditing convenience, accounts may be established to receive transfers of appropriations from department appropriations for capital improvements & special activities in two or more different funds for the same project.

- c. Department appropriations in Intra-governmental Service Funds (ISF) may be administratively adjusted, provided no amendment to this Resolution would be required to adjust the appropriation in the department receiving the service from the ISF.
- d. Any adjustments made pursuant to Subsections (a), (b) or (c) of this Section shall be made consistent with written guidelines established by the City Manager.

SECTION 3. TRANSFER WITHIN AN APPROPRIATION. The funds allocated to the respective accounting object classes comprising the total appropriation for each program or department are for purposes of budgeting consideration and convenience only and are not intended to constitute separate appropriations; provided, however, that funds allocated to an object class may be expected for the purposes of any other object class if such expenditures are within the written guidelines established by the City Manager.

SECTION 4. CONTRADICTORY PROVISIONS OF PREVIOUS RESOLUTIONS. Any other prior Resolution or provision thereof of the City Council respecting the appropriation and administration of the FY 14 Budget which is in contradiction with this Resolution is hereby superseded. Notwithstanding any other provisions of this Resolution, no funds appropriated into the Reserves of the City shall be expended, transferred, obligated, used, encumbered or otherwise disposed of except as specifically authorized by previously approved bonded indebtedness or until the City Council reallocates such appropriations by amending this Resolution as provided in Subsection 2(a) of this Part.

SECTION 5. ADMINISTRATION. The City Manager or his/her designee shall maintain all changes to this Resolution and shall cause to be filed with the City Clerk and the Administrative Services Director a copy of, and subsequent amendments to, this Resolution following its adoption by the City Council.

SECTION 6. CLERICAL CORRECTIONS. The adoption of this Resolution implements the motions and actions of the City Council with respect to the proposed Budget, as amended by those motions and actions, if any, for the direction in drafting this Resolution. By adoption of this Resolution, the City Council hereby directs responsible City staff members to make necessary technical and clerical corrections to this Resolution to implement the intent of the City Council. Such corrections shall not alter, in any manner, the substance or intent of the City Council's adoption of this Resolution.

PART III

THAT the following amounts are appropriated to the various departments for the purpose or purposes indicated:

<u>FUND 01 - GENERAL FUND</u>	FY 14
TO: NON DEPARTMENTAL	\$1,300,167
TO: CITY MANAGEMENT DEPARTMENT Legislative, General Management, Human Resources	655,160
TO: ADMINISTRATIVE SERVICES DEPARTMENT General Accounting, Risk Management	350,100
TO: COMMUNITY DEVELOPMENT DEPARTMENT Planning, Building Inspection	478,775
TO: PUBLIC WORKS AND UTILITIES DEPARTMENT Facility Maintenance, Street Construction and Repair, City Shop/Corp Yard, Code Enforcement	774,605
TO: PARKS AND RECREATION DEPARTMENT Recreation, Parks Facilities, Community Services	318,645
TO: POLICE DEPARTMENT Police Support Services, Police Operations, Investigations, Communications & Records	3,303,580
TO: NON DEPARTMENTAL Transfers Out	94,500
TO: CAPITAL IMPROVEMENT PROGRAM	<u>28,600</u>
SUBTOTAL OPERATING & CAPITAL	\$7,304,132
TO: NON-DEPARTMENTAL General Contingency	360,482
TO: NON-DEPARTMENTAL General Reserve	720,963
TO: NON-DEPARTMENTAL Emergency Reserve	<u>\$892,943</u>
SUBTOTAL RESERVES	<u>\$1,974,388</u>
TOTAL GENERAL FUND	<u>\$9,278,520</u>

FUND 02 - GAS TAX FUND

TO: PUBLIC WORKS AND UTILITIES DEPARTMENT Street Construction and Repair	\$189,500
TO: CAPITAL IMPROVEMENT PLAN	200,000
TO: NON-DEPARTMENTAL Transfers Out	<u>3,000</u>
TOTAL GAS TAX FUND	<u>\$392,500</u>

FUND 03 - PUBLIC SAFETY GRANTS FUND

TO: POLICE DEPARTMENT Police Operations, Investigations; Communications & Records	<u>\$102,650</u>
TOTAL PUBLIC SAFETY GRANTS FUND	<u>\$102,650</u>

FUND 04 - TRANSPORTATION GRANTS FUND

TO: PUBLIC WORKS Street Construction and Repair	<u>\$94,288</u>
TOTAL TRANSPORTATION GRANTS FUND	<u>\$94,288</u>

FUND 05 - WASTEWATER ENTERPRISE FUND

TO: PUBLIC WORKS AND UTILITIES DEPARTMENT Wastewater System; Storm Water System	\$1,733,410
TO: ADMINISTRATIVE SERVICES DEPARTMENT Utility Billing	139,725
TO: CAPITAL IMPROVEMENT PLAN	122,210
TO: NON-DEPARTMENTAL Transfers Out	<u>171,414</u>
TOTAL WASTEWATER ENTERPRISE FUND	<u>\$2,166,759</u>

FUND 06 - WATER ENTERPRISE FUND

TO: PUBLIC WORKS AND UTILITIES DEPARTMENT Water System	\$2,207,686
TO: ADMINISTRATIVE SERVICES DEPARTMENT Utility Billing	443,695
TO: CAPITAL IMPROVEMENT PLAN	143,600
TO: NON-DEPARTMENTAL Transfers Out	<u>305,303</u>
TOTAL WATER ENTERPRISE FUND	<u>\$3,095,84</u>

FUND 08 - LOCAL TRANSPORTATION FUND

TO: ADMINISTRATIVE SERVICES DEPARTMENT General Accounting	\$3,500
TO: PUBLIC WORKS AND UTILITIES DEPARTMENT Street Construction and Repair	50,000
TO: CAPITAL IMPROVEMENT PLAN	2,278,920
TO: NON-DEPARTMENTAL Transfers Out	<u>102,000</u>
TOTAL LOCAL TRANSPORTATION FUND	<u>\$2,434,420</u>

FUND 09 - WATER CONSERVATION FUND

TO: WATER CONSERVATION Water Conservation	\$65,200
TO: CAPITAL IMPROVEMENT PLAN	5,000
TO: NON-DEPARTMENTAL Transfers Out	<u>13,784</u>
TOTAL WATER CONSERVATION FUND	<u>\$83,954</u>

FUND 10 - PARKS CONSTRUCTION FUND

TO: PARKS AND RECREATION DEPARTMENT Parks Facilities	\$8,800
TO: NON-DEPARTMENTAL Transfers Out	500
TO: CAPITAL IMPROVEMENT PLAN	<u>74,900</u>
TOTAL PARKS CONSTRUCTION FUND	<u>\$84,200</u>

FUND 13 - SUBSIDIZED SENIOR TRANSPORTATION FUND

TO: PUBLIC WORKS AND UTILITIES DEPARTMENT Senior Taxi Program	<u>\$3,000</u>
TOTAL SUBSIDIZED SENIOR TRANSPORTATION FUND	<u>\$3,000</u>

FUND 16 - UNDERGROUND UTILITIES FUND

TO: CAPITAL IMPROVEMENT PLAN	<u>\$197,970</u>
TOTAL UNDERGROUND UTILITIES FUND	<u>\$197,970</u>

FUND 30 - CDBG CURRENT YEAR FUND

TO: CAPITAL IMPROVEMENT PLAN	<u>\$56,716</u>
TOTAL CDBG FUND	<u>\$56,716</u>

FUND 41 - GOVERNMENT ACCESS CHANNEL FUND

TO: CITY MANAGEMENT DEPARTMENT Legislative	<u>\$53,800</u>
TOTAL GOVERNMENT ACCESS CHANNEL FUND	<u>\$53,800</u>

FUND 42 - SPECIAL EVENT FUND

TO: PARKS AND RECREATION DEPARTMENT \$49,000
Community Services

TOTAL SPECIAL EVENT FUND \$49,000

FUND 70 – TRANSPORTATION DEVELOPMENT IMPACT FEE FUND

TO: NON-DEPARTMENTAL \$18,746
Transfers Out

TOTAL TRANSPORTATION DEVELOPMENT \$18,746
IMPACT FEE FUND

FUND 73 – FIRE DEVELOPMENT IMPACT FEE FUND

TO: NON-DEPARTMENTAL \$3,524
Transfers Out

TOTAL FIRE DEVELOPMENT IMPACT FEE FUND \$3,524

FUND 76 – PARKS FACILITIES DEVELOPMENT IMPACT FEE FUND

TO: NON-DEPARTMENTAL \$20,000
Transfers Out

TOTAL PARKS FACILITIES DEVELOPMENT IMPACT FEE FUND \$20,000

On motion by Council Member seconded by Council Member, and on the following roll-call vote, to wit:

AYES: Council Members –
NOES: Council Members -
ABSENT: Council Members -
ABSTAIN: Council Members -

the foregoing Resolution was **PASSED, APPROVED, AND ADOPTED** at a regular meeting by the City Council of the City of Grover Beach, California, this 4 day of November, 2013.

DRAFT

DEBBIE PETERSON, MAYOR

ATTEST:

DONNA L. McMAHON, CITY CLERK



CITY OF GROVER BEACH INTEROFFICE MEMORANDUM

TO: BOB PERRAULT, CITY MANAGER
FROM: GAYLA R. CHAPMAN, ADMINISTRATIVE SERVICES DIRECTOR
DATE: OCTOBER 8, 2013
SUBJECT: FY 14 FIRST QUARTER BUDGET REVIEW AND RE-ADOPTION

Gayla R. Chapman

BACKGROUND

After the close of the first quarter each budget year, a review of the City's financial position is brought before the City Council. This financial review is intended to give the City Council an early view of how the budget compares to the actual revenues received and funds expended. The first quarter is the most difficult timeframe in which to make projections with regards to where we will end up for FY 14. Many revenue sources are difficult to project until mid-year. The City's largest revenue source, Property Taxes are difficult to project until December when the first half of the property taxes is paid.

DISCUSSION
General Fund

The General Fund is the City's primary fund. Proceeds of taxes and major user fees are accounted for in this fund. Basic public services such as Police, Fire, Public Works, Community Development, Administration, and Parks and Recreation are funded from these resources.

The City Council adopted a FY 14 Budget that had expenditures over revenues by (\$86,925). Since the adoption of the budget all bargaining units have agreed to concessions equivalent to seven (7) furlough days for this fiscal year. As part of this first quarter review, a revised version of the budget is present which show that the budget is now balanced.

Revenues

Based on receipts of revenue through September 30, 2013, staff is estimating that overall General Fund revenues will be higher than projected by approximately \$89,000 and a revised version of the budget document reflects these. The budget resolution adopted earlier this year is requested to be replaced by a new Resolution which is attached to this budget review.

The major changes to revenue estimates are listed below:

Property Taxes – Current Secured	\$101,000
Property Taxes – Property Tax	40,000
Franchise Fees	(24,000)
Sales Tax	(55,000)
Sales Tax – Add On	24,000
Total Major changes	\$86,000

Expenditures

City staff has worked to keep expenditures at a minimum. At this time there are no unusual expenditures which need to be reported. There is a one reclassification from one line item to another in the police department, but this adjustment does not change the budget document adopted expenditures.

Staff is requesting some training and equipment purchases be added to the budget document. Included in the resolution adopting the revised budget are the following items:

01-122-4210 Marketing & Meetings increase of \$1,200 for City Clerks Conference
01-122-4850 Office Furniture and Equipment increase of \$5,000 in City Management
01-122-4900 Debt Service Principal increase of \$11,100 for retrofit principal
01-122-4930 Debt Service Interest increase of \$2,000 for retrofit interest
01-123-4220 Advertising and Notices increase of \$5,000 in Human Resources
01-123-4355 Medical increase of \$13,500 in Human Resources
01-144-4205 Subscription increase of \$1,200 for new 2013 Building Code

The FY 14 budget document, which was adopted in June, showed employee salaries at full funding and benefits for medical insurance was estimated. Staff has adjusted employee salaries and benefits based on the seven (7) furlough days which were agreed to by each bargaining group as well as by actual costs for medical insurance.

General Fund Summary

As noted above, revenues are anticipated to be approximated \$89,000 higher than anticipated for FY 14. Expenditures are anticipated to be near budget. The budget has been revised by \$39,000 to include the above referenced additional expenditures.

Staff is recommending that the changes to the budget be memorialized with a resolution adopting the new budgeted amounts. Staff will continue to monitor General Fund revenues and expenditures on a monthly basis.

Enterprise Funds

Water Enterprise Fund

As shown during the FY 14 Budget, the Water Fund is anticipating adding to cash reserves \$127,577 for a total cash reserve at the end of FY 14 of \$668,589.

Revenues for the Water Enterprise Fund are anticipated to be higher by approximately \$112,398 when compared to the budget document adopted in June. This increase is attributable to higher than anticipated water receipts during the first quarter of the fiscal year. Staff has included an adjustment in the anticipated receipt of revenues in the budget resolution which is attached to this report.

Expenditures are occurring as anticipated. Salaries and benefits have been adjusted for the seven (7) furlough days as listed in the General Fund section. At the beginning of the fiscal year there are some large expenditures which are made. These include payments to the County of San Luis Obispo for the operation of Lopez Dam and workers compensation.

In summary, revenues are higher than anticipated. To date expenditures are occurring as anticipated.

Wastewater Fund

With the beginning of FY 13 the Storm Water Fund was combined with the Wastewater Fund. A funding source for Storm Water was enacted in April 2012 through the Proposition 218 process.

Revenues are proceeding as anticipated. One new expenditure item for storm water has been added to the FY 14 Budget document under contractual obligations. This is for the City's storm water obligations. At the time of the budget the amount of the obligation was unknown. It has been budgeted in line item 05-163-4390 in the amount of \$30,000.

Wastewater also has the savings in Salaries and benefits from the adjustment for the seven (7) furlough days agreed to by all bargaining units.

Final Thoughts

Salary and benefit savings from the seven (7) furlough days benefit several city funds. These savings are reflected in the new FY 14 Budget Resolution. There have been changes to the budget as listed above in the report. The major City Funds have been covered in this report.

The first quarter budget review is the most difficult review of the year to conduct. There are many unknowns this early in the budget year. Based on the information available, the FY 14 Budget as revised in this report, gives the City a spending plan which reflects the best information available at this time. A mid-year review will be scheduled to come before the City Council in February, and at that time a more accurate picture of the City's revenues and expenditures will be available.



City of Grover Beach

Goals and Work Program - FY 14

(Approved by the City Council on April 15, 2013)

RECOMMENDED REVISIONS TO BE CONSIDERED BY CITY COUNCIL ON NOVEMBER 4, 2013

(Modified completion dates designated with double underlined font, original dates indicated with ~~strikeout~~ font.)

1. ECONOMIC VITALITY

Goal: Develop a strong, vital municipal organization empowered to maximize current and future resources and to work with its partners to deliver quality services to its citizens and improve infrastructure.

1A - ECONOMIC DEVELOPMENT

Goal: Continue to strengthen the City's economic base by promoting the City for business and tourism, cooperatively with economic development organizations and business owners to retain existing jobs, and create employment opportunities.

- **Move the Grover Beach Lodge through the pre-construction process necessary for the issuance of building permits.**
 - Complete and Implement Financing Agreement with Pacifica Companies. (~~09-30-13~~) (12-30-13)
 - Complete City plan check of construction plans and coordinate plan review with the State. (~~06-30-14~~) (This will likely occur after July 1, 2014)
 - Modification of Agreement between the City / State and Concessionaire. (~~12-01-13~~) (02-28-14)
- **Complete Implementation of Municipal Broadband Network.**
 - Complete discussions with Digital West. (~~07-01-13~~) (11-30-13)
 - Complete installation of the Network. (06-01-14)
 - Establish a marketing plan directed at new businesses and coordinating promotion efforts with partners and agencies within the area. (06-01-14)
- **Maintain the existing marketing program by continuing to support and work collaboratively with local businesses and organizations, focusing on local events and public relations efforts.**
 - Support Savor the Central Coast, Stone Soup / Dune Run Run, Train Day, and Car-free events. (~~09-30-14~~) (09-30-13)
- **Strengthen the City's economic base by supporting existing businesses, and modifying existing goals and policies to facilitate business development.**
 - Update the Economic Development Strategy to focus on economic efforts based on available resources, identifying one or two project areas. (06-30-14)
 - Continue to implement a program to meet with new businesses in order to acquaint them with services and resources available through the City and other economic development organizations. (ongoing)
 - Make recommendations to City Council regarding revisions to current infrastructure requirements associated with new development. (04-01-14)

1B - FINANCING AND FUNDING

Goal: *Implement a strategy that increases revenues and makes the best use of existing resources to sustain and improve core City services and meet infrastructure funding requirements.*

- **Review current and future revenue options.**
 - Continue to explore options to revise the Business Tax Certificate Program. (~~10-01-13~~) (05-15-14)
 - Review with the City Council financing options for the Long-term Street Rehabilitation Program for discussion with the public. (08-30-14)
 - Continue solicitation of grant alternatives. (ongoing)
- **Identify and implement best municipal practices to efficiently and prudently use existing resources.**
 - Provide City Council with recommendations for placement of the Charter Measure on the ballot in 2014. (~~07-30-13~~) (12-15-14)
 - Work with community partners to improve the use of energy resources for public facilities. (ongoing)

2. STREETS, UTILITIES, AND INFRASTRUCTURE

Goal: *Develop and maintain a modern street and infrastructure system that will provide for the safe and continuous movement of traffic and anticipates future demands for water distribution, wastewater, and stormwater collection and drainage.*

- **Continue to implement short- and long-term strategies for the rehabilitation of streets.**
 - Identify proposed program and funding sources for short-term street rehabilitation, including curb, gutter, and sidewalk in FY 14. (~~07-01-13~~) (12-15-13)
 - Review with the City Council long-term strategy and funding options for street rehabilitation. (~~08-31-13~~) (12-15-13)
 - Explore alternative methods for improving City streets. (08-31-13)
 - Complete construction of West Grand Avenue Enhancement Project, Phase 3. (06-30-14)
 - Continue to seek funding for the repair of Oak Park Boulevard. (ongoing)
- **Install shadow conduit as a part of all major infrastructure projects where feasible and practical.** (ongoing)
- **Complete final design for the undergrounding of utilities on West Grand Avenue between Highway 1 and the Pacific Ocean.** (03-30-14)
- **Continue to maintain a water system that complies with State health requirements, and maintain sewer and stormwater systems that comply with Regional Water Quality Board requirements.** (ongoing)
 - Update the Stormwater Ordinance. (~~08-01-13~~) (12-15-13) (03-30-14)
- **Develop and present to the City Council a program to restore and maintain municipal facilities.** (06-01-14)

3. PUBLIC SAFETY - POLICE DEPARTMENT / FIVE CITIES FIRE JPA

Goal: Maintain a safe community by providing well-trained and equipped public safety / emergency medical services personnel (police and fire).

- **Increase sworn personnel to a full 19-officer complement.**
 - Fill one of the vacant positions, bringing the current complement to 17 sworn officers. ~~(10-01-13)~~ (12-30-13)
- **Support Five Cities Fire Authority's effort to establish an additional long-term and stable funding source for the Authority.**
 - Assist Five Cities Fire Authority in the development of a funding mechanism that will ensure the continued delivery of quality services to the public. (06-30-14)

4. COMMUNITY DEVELOPMENT AND HOUSING

Goal: Develop and implement plans consistent with the General Plan and the community's vision for the future of the City, balanced land uses, economic vitality, the creation of a wide range of housing opportunities, and improve the quality of life.

- **Continue the comprehensive update of the Zoning Code, as prioritized by the City Council. Zoning Code sections to be updated include:**
 - Sign Ordinance ~~(FY 14)~~ (Likely to be completed after July 1, 2014)
 - Parking Standards (FY 15)
 - Planned Unit Development Standards (FY 15)
- **Complete State-mandated updates to the following documents:**
 - Housing Element (06-30-14)
 - Climate Action Plan ~~(09-30-13)~~ (01-30-14)
 - Building and Fire Codes ~~(10-01-13)~~ (11-15-13)
- **Partner with a non-profit organization to develop an affordable housing project.**
(03-30-14)

5. PARKS, RECREATION, AND BEAUTIFICATION

Goal: Maintain existing park facilities and develop new park facilities that will contribute to improving the quality of life for residents and visitors to Grover Beach.

- **Update the City-approved street tree list.**
 - Forward list approved by Parks, Recreation & Beautification Commission to the City Council. ~~(08-01-13)~~ (01-30-14)
- **Explore opportunities to partner with community organizations and locate community garden sites throughout the community.** (02-01-14)

- Update inventory of park facilities and complete Parks, Recreation & Beautification Commission recommendations to the City Council regarding rehabilitation priorities. (~~03-01-14~~) (01-30-14)
- Increase use of online registration and reservations with the ActiveNet Program for park facilities and programs. (06-30-14)

6. TRANSPORTATION

Goal: Develop a multi-modal transportation system (to include automobile, transit, rail, etc.) and support infrastructure that facilitates the safe movement of goods and people through the community and the South County area.

- Complete preliminary design and construction plans for expansion of the Train Station. (~~07-30-13~~) (03-30-14)
- Work with South County Area Transit (SCAT) to implement an alternative bus route to improve service from the Ramona Transit Center to the Pismo Beach Outlet Center. (ongoing)

7. PUBLIC ADMINISTRATION

Goal: Facilitate the implementation of the City Council's vision for the community through the effective and efficient use of City resources and personnel.

- Reduce employee concessions and budget impacts. (ongoing)
- Prepare Charter Measure for consideration by voters. (01-30-14)

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