



# City of Grand Terrace FY 2016-17 Proposed Budget



## City Council

**Darcy McNaboe, Mayor**

**Sylvia Robles, Mayor Pro-Tem**

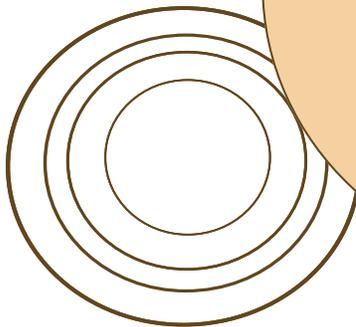
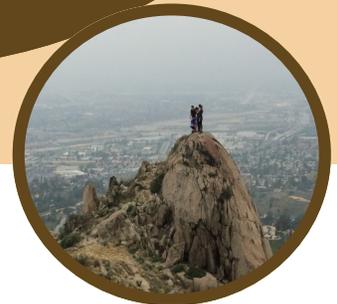
**Jackie Mitchell, Council Member**

**Doug Wilson, Council Member**

**Bill Hussey, Council Member**



City Manager  
**G. Harold Duffey**



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# 2016-17



*Grand Terrace, California*



**City of Grand Terrace  
Proposed Budget  
2016-2017**

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**City of Grand Terrace**  
**2015-16 PROPOSED BUDGET**  
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# Introduction



## CITY OF GRAND TERRACE 2030 VISION

### Our Mission

*To preserve and protect our community and its exceptional quality of life through thoughtful planning, within the constraints of fiscally responsible government.*

### Our Vision

*Grand Terrace is an exceptionally safe and well managed City, known for its natural beauty and recreational opportunities; a vibrant and diverse local economy; a place where residents enjoy an outstanding quality of life that fosters pride and an engaged community, encouraging families to come and remain for generations.*

### Our Core Values

*Open and Inclusive Government  
Exceptional Customer Service  
Honesty and Integrity  
Innovation and Creativity  
Mutual Respect  
Positive and Productive Work Environment*



## 2030 VISION GOALS

### 1. Ensure Our Fiscal Viability

- Commit to a Balanced Budget
- Identify Additional Revenue Sources
- Review Expenditures and Seek Savings
- Explore Creative Means to Provide Services
- Ensure Appropriate Cost Recovery for Services

### 2. Maintain Public Safety

- Ensure Staff Levels for Police Services Remain Adequate for Our Community
- Invest in Critical Improvements to Infrastructure

### 3. Promote Economic Development

- Develop Proactive Economic Development Plan to Attract New Businesses
- Invest in Infrastructure Needed to Support Business Attraction and Retention
- Prepare for Development by Updating Zoning and Development Codes including the Sign Code

### 4. Develop and Implement Successful Partnerships

- Work Collaboratively with Community Groups, Private and Public Sector Agencies to Facilitate the Delivery of Services Benefitting Youth, Seniors & Our Community
- Work with Local, Regional and State Agencies to Secure Funding for Programs and Projects

### 5. Engage in Proactive Communication

- Develop and Implement a Cost Effective Proactive Communication Program
- Utilize Technology and Web-Based Tools to Disseminate Information
- Engage the Community by Participation

Grand Terrace 2030 Vision

NOVEMBER 1978

# Transmittal Letter

**June 14, 2016**  
**Honorable Mayor and**  
**City Council of the**  
**City of Grand Terrace**



## **Introduction**

I submit for your consideration the Fiscal Year (FY) 2016/17 Budget Proposal and Five-Year Balanced Budget Forecast. The State of California is seeing a resurgence in consumer confidence that is being lead by the once battered real estate market. The San Bernardino County Region's economy is also improving and we are seeing year over year increases in Grand Terrace's core revenues, such as; sales, use, and property taxes.

## **Fund Balance or Rainy Day Fund**

The City of Grand Terrace's General Fund budget is a balanced budget for 2016/17 with revenue of \$4.78 million and expenses of approximately \$4.64, leaving a projected fund balance of \$133,000. The revenue estimates include baseline revenue such as sales, use and property taxes. Staff anticipates that additional revenue will be gained from sale of Successor Agency property, waste water agreement with City of Colton and from revenue enhancements, liquidation of assets, new fees and Public Private Partnerships.

The Proposed Budget is derived from the baseline budget of 2015/16. The budget philosophy in 2016/17 relies on allocating appropriate costs to non-general fund accounts, in an effort to increase services and eliminate the cycle of service insolvency, which stems from balancing the budget with services well below historical standards of a community with Quality of Life Standards like the City of Grand Terrace.

## **Personnel Increases and partial restoration of concessions**

The 2016/17 budget has an increase in existing labor cost of approximately \$150,000. The increase labor costs are due partially to the elimination of the reduced work week during the second half of fiscal year of 2016/17. Another contributor to the rise in labor costs stems from the request for additional staff. Departments were required to identify how the requested positions will either enhance service or increase revenue. No position was added without reviewing its ability to enhance the City's economic development projects or maintain the City's quality of life programs. The new positions in the budget are

either partially funded by the general fund or replacements for budgeted positions in 2015/16.

## **Organizational Structure**

The Proposed Budget does not call for any dramatic changes or restructuring to the various departments within the City. The major department change occurred in the current fiscal year (FY2015/16) where the Council created the Department of Planning and Development Services and Public Works Department, resulting in the creation of the Public Works Director position.

The City Clerk's Office is responsible for Information Technology (IT) services and contracts with the City of Loma Linda for these services. The cost for those services has almost doubled from \$35,000 to \$65,000 as Loma Linda tries to recover their true cost to provide the City of Grand Terrace with IT services. Loma Linda has indicated that they may not renew the contract with the City next year and staff will be monitoring fiscal implications of further costs for IT services. The City Clerk's Office has absorbed the bulk of this increase in their base budget and is requesting a \$5,000 increase in the IT services budget.

The City Clerk is also charged with digitizing files and moving toward paperless agendas. Based on comments from the Council and Public, staff is incorporating resources into the budget for an update of the City's webpage to ensure it is more user friendly.

## **Other Funds**

The proposed budget utilizes a significant amount of non-general fund appropriation requests as the various departments seek to use Special Funds for the Development of new Parks, Roads and Community Facilities. The City has over \$3.5 million in Special Funds (Development Impact Fees, Facility Fees, Gas Taxes and Quimby Fees) to implement Capital Improvement Programs. The Use of these Special Funds will most certainly have an economic impact on the local economy as local business bid for some of the request for proposals.

## **Child Care Program**

Special Revenue Funds are established to ensure that the purposes of the funds are not commingled with expenses of the General Fund. The City's Child Care program is a special revenue fund whose revenues are expended only for the Child Care's day-to-day operations. However based on our FY2014/15 audit and the year-end projections for FY2015/16, the Child Care Fund cannot support itself without significant contributions from the General Fund. This is partially due to the Child Care only receiving about 90% of projected annual revenues. However the primary reason Child Care can't break even is due to the CalPERS retirement system. When CalPERS investments don't reach

## **Economic Development**

the projected targets, they look to the cities to fill in retirement gaps. This year's FY2016/17 Child Care budget addresses the revenue shortfall by reducing administrative costs and only offering classes with 100% capacity. However, it does not address the additional retirement contribution of approximately \$150,000.

The quality of the program is not in question but the City would need to charge each child an additional \$1,000 annually in order to meet the retirement contribution for Child Care Employees. Without that charge, all of Grand Terrace taxpayers are subsidizing child care services for existing customers. City staff continues to monitor the situation and will report back to Council on ways to mitigate and or remove this liability from the General Fund.

The City should see a significant amount of construction this year with over 70 single family units under construction. The City will also transfer a significant amount of property from public ownership to private developers. It is estimated that over \$2,000,000 in city/agency owned property will be transferred/marketed to private developers. The overall value of the land at buildout is over \$100,000,000.

In addition to City property, San Bernardino County Association of Governments (SANBAG) continues to acquire land and right of ways for its \$80,000,000 I-215 Barton Road project, which is scheduled to start construction in the first part of the 2017/18 fiscal year. The City will also prepare its Last and Final ROPS (Recognized Obligations Payments) to the Department of Finance. Once the City completes that task, it will have access to an additional \$4,000,000 in bond funds to carry out projects that were originally listed in its redevelopment plan.

Another Economic Development tool within this year's budget is the City's desire to examine the potential Impacts of and EIFD (Enhanced Infrastructure and Financial District) which allows the City to use property tax increments (only its own) to help fund critical infrastructure and development projects. The City will also continue to work with private land owners in the City to facilitate development by fast tracking projects and meeting with developers interested in locating businesses to fill the retail sales leakage in Grand Terrace.

The FY2016/17 Proposed Budget also proposes to reduce long term liability with the prepayment of the Zion Loan. The Loan's current amount is \$1.0 million with an annual payment of \$250,000. Staff's recommendation is to use existing fund balance to pay off the loan and save approximately \$130,000 in interest. Payment of the loan from Fund Balance will take the fund balance below the Government Accounting Standards Board (GASB) recommended amount during the fiscal year

but staff projects that by the close of the fiscal year, the fund balance will return to GASB's recommended 17%.

The FY2016/17 budget also recognizes the Council's Goal #4 to develop and implement successful partnerships. Therefore staff has prepared a list of annual activities conducted at City facilities, which staff previously petitioned the Council on an individual basis to waive fees. However the organizations operating these programs are conducting programs which were once performed by the City the City needs to resume its partnership and at a minimum be present, acknowledged and support the organizations by including their activities through fee waivers in the City's annual budget.

The City's Community Benefits Fund was a success in FY2015/16 providing over \$8,400 for community events. Staff is recommending the budget for FY2016/17 include \$5,000 for the City's Christmas Tree Lighting Ceremony, leaving \$20,000 for direct grants to community groups.

The 2016/17 Budget also includes project sheets from each department highlighting specific projects the department will accomplish during this fiscal year. The project sheets identify the history, tasks, budget, timeline and point of contact for each particular project. There are over 25 project sheet representing the various projects that Council either approved or provided previous direction. The project sheets were developed to create a more transparent process on how we spend our time.

Finally I would like to acknowledge the collaborative process and the hard work the City staff put in to provide the City with a document that will guide it through the fiscal year. As always, we see the budget as a fluid document, we will check-in during the 1<sup>st</sup> quarter to provide an update to the City Council on the accuracy of our prior year closeout. We will return again during the mid-year to make any adjustments and finally for the 3<sup>rd</sup> quarter in preparation for the upcoming fiscal year. The City of Grand Terrace is fortunate to have dedicated employees, committed to preserving the City's quality of life by implementing the policy makers' vision.

Respectfully Submitted,



G. Harold Duffey,  
City Manager



## Our History

Grand Terrace's roots go back to Mexican land grants dating from the period between 1830 and 1840. According to the Riverside Press, in 1876 there were nine buildings in the Terrace-Colton area.

The development of Grand Terrace, or East Riverside as the Grand Terrace - Highgrove area was then called, became a reality with the construction of the Gage Canal in 1896. This 22-1/2 mile canal, built at a cost of 2 million dollars, brought water from the Santa Ana River marshlands below The Terrace. With plenty of irrigation water, Grand Terrace rapidly became an agricultural community featuring fine, quality citrus. However, the severe "freeze" of 1913 destroyed many groves. Walnuts, a hardier tree, were planted as replacements along with peaches as a quick-profit crop.

The social activities in the early 1900's centered around the Farm Bureau Extension Service and the Women's Club established in 1908, followed by the P.T.A. in the 1930's. Since there were no local churches, people traveled to surrounding communities for worship and other church activities.

Grand Terrace was originally called "The Terrace" because of its higher ground. Later, the name "Grand" was added referring to the area's lovely view. The area's first settlers were Dr. Benjamin Barton (hence Barton Road) and Dr. W.R. Fox. By the time the Riverside-Highland Water Company was formed in 1898, this community was known as Grand Terrace.



## Push to Cityhood

In 1962, the Grand Terrace Chamber of Commerce was organized. From the very beginning the Chamber was interested in preserving the local identity of the area, and therefore, was a strong supporter of cityhood.

The push by residents for cityhood led to hearings by the county's Local Agency Formation Commission (LAFCO), which was charged with deciding whether the town could succeed as a city.

According to Tony Petta, the City's first mayor, several hundred Grand Terrace residents attended the LAFCO hearings and the news they heard wasn't always encouraging. LAFCO members seemed to think the area was too small to support itself as a city.

Then Supervisor Dennis Hansberger during his first term in office said the concerns were that Grand Terrace had no tax base -- meaning little sales tax revenue and an insufficient amount of property taxes -- to pay for city services.



But Hansberger supported the city and helped obtain the \$28,000 needed for a feasibility study.

The residents got the issue on the ballot, and on November 7, 1978, 82 percent of Grand Terrace's voters said yes to incorporation. The city was officially formed on November 30 of that year, when the City Council had its first meeting at Terrace Hills Middle School and became the 16th City in San Bernardino County.

Eighteen residents applied to be city council members and five were elected: Tony Petta, Thomas A. Tillinghast, Hugh J. Grant, Doug Erway and Jack A. Allen. Tony Petta was chosen mayor.

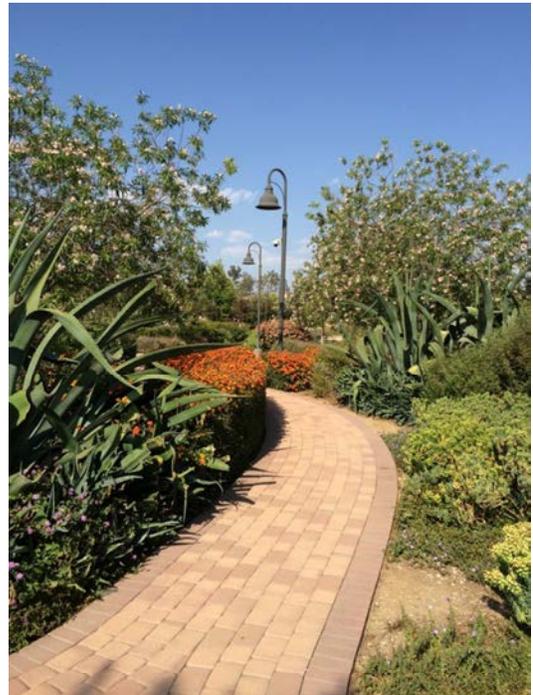


## Our Mission

To preserve and protect our community and its exceptional quality of life through thoughtful planning, within the constraints of fiscally responsible government.

## Our Vision

Grand Terrace is an exceptionally safe and well managed City, known for its natural beauty and recreational opportunities; a vibrant and diverse local economy; a place where residents enjoy an outstanding quality of life that fosters pride and an engaged community, encouraging families to come and remain for generations.



## Our Core Values

- Open and Inclusive Government
- Honesty and Integrity
- Mutual Respect
- Exceptional Customer Service
- Innovation and Creativity
- Positive and Productive Work Environment

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## **City of Grand Terrace Community Profile**

The City of Grand Terrace is located in San Bernardino County, is 5 miles south of the City of San Bernardino and is 7 miles northeast of the City of Riverside.

### **History:**

The City of Grand Terrace is a 3.6 sq.-mile community located in San Bernardino County, California with a current population of 12,157. When the town was still part of an unincorporated area in San Bernardino County, Tony Petta, resident and the president of the Grand Terrace Chamber of Commerce, saw a threat to the bedroom community when the City of Colton, a neighboring city, filed papers in 1976 to move Grand Terrace into its sphere of influence (SOI). A sphere of influence is defined as the probable future service boundary of a city or special district, and it represents the area within which the city or district is expected to grow. In this case, Colton was including the community of Grand Terrace as an area where they will grow into and was considering annexation of Grand Terrace.

It was popular sentiment of local residents at that time that Grand Terrace should keep its small-town feel by becoming its own city, rather than being annexed into the City of Colton. Petta, along with numerous volunteers from the community, convinced the county board of supervisors and the Local Agency Formation Committee (LAFCO) that cityhood was best for Grand Terrace.

LAFCO is responsible for the following:

1. Encourage orderly growth.
2. Promote logical and orderly service boundaries for cities and special districts (this includes incorporation and disincorporation of cities and service areas).
3. Discourage premature conversion of prime agricultural lands to urban uses.
4. Promote efficient and effective service delivery for cities and special districts.

Residents agreed overwhelmingly; the vote was 2,022 to 437.

**Date of Incorporation:** November 30, 1978

**Area:** 3.6 square miles

**County:** San Bernardino

**Altitude:** Average of 1,065 feet

**Form of Government:** General Law City

**Location:** Between the cities of Riverside and San Bernardino along the I-215

Grand Terrace is located between the cities of Riverside and San Bernardino.



# City of Grand Terrace Statistical Summary

As Provided by the Southern California Association of Governments  
(SCAG) 2014 Report.

<i>Category</i>	<i>Grand Terrace</i>	<i>San Bernardino County</i>	<i>Grand Terrace relative to San Bernardino County*</i>	<i>SCAG Region</i>
<b>2014 Total Population</b>	12,285	2,085,669	[0.59%]	18,645,437
<b>2014 Median Age (Years)</b>	36.3	32.6	3.7	35.5
<b>2014 Hispanic</b>	42.6%	51.4%	-8.8%	46.8%
<b>2014 Non-Hispanic White</b>	42.8%	30.8%	12.0%	31.8%
<b>2014 Non-Hispanic Asian</b>	6.1%	6.7%	-.6%	12.4%
<b>2014 Non-Hispanic Black</b>	5.3%	8.1%	-2.8%	6.3%
<b>2014 Non-Hispanic American Indian</b>	.4%	.4%	.0%	.3%
<b>2014 All Other Non-Hispanic</b>	2.7%	2.6%	.1%	2.5%
<b>2014 Number of Households</b>	4,430	617,749	[0.72%]	6,029,326
<b>2014 Average Household Size</b>	2.7	3.3	-0.6	3.1
<b>2014 Median Household Income (\$)</b>	53,637	50,080	3,557	56,737
<b>2014 Number of Housing Units</b>	4,677	706,314	[0.66%]	6,524,730
<b>2014 Homeownership Rate</b>	62.5%	54.5%	8%	54.5%
<b>2014 Median Existing Home Sales Price (\$)</b>	263,000	235,000	28,000	426,000
<b>2013 - 2014 Median Home Sales Price Change</b>	14.3%	14.6%	-0.29%	10.1%
<b>2014 Drive Alone to Work</b>	84.7%	78.0%	6.7%	78.2%
<b>2014 Mean Travel Time to Work (minutes)</b>	28.1	32.3	-4.2	31.7
<b>2013 Number of Jobs</b>	2,260	687,710	[0.33%]	7,660,489
<b>2012 - 2013 Total Jobs Change</b>	111	28,547	[0.39%]	231,953
<b>2013 Average Salary per Job (\$)</b>	38,466	39,616	-1,150	48,213
<b>2014 K-12 Public School Student Enrollment</b>	4,755	408,067	1.2%	3,058,957

Sources: U.S. Census Bureau American Community Survey, 2014; Nielsen Co.; California Department of Finance E-5, May 2014; MDA Data Quick; California Department of Education; and SCAG

\* Numbers with [ ] represent Grand Terrace's share of San Bernardino County. The other numbers represent the difference between Grand Terrace and San Bernardino County.

Mapped jurisdictional boundaries are as of July 1, 2012 and are for visual purposes only. Report data, however, are updated according to their respective sources.

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## City of Grand Terrace How to Read the Budget Document

The budget document is organized into the following sections:

- **INTRODUCTION:** The City Manager's Transmittal Letter provides an overview of the 2016-17 financial plan, a summary of the major operating program changes, and policy issues requiring City Council determination. This section also includes the City's history, mission, vision and core values, and the City's community profile.
- **ORGANIZATIONAL & FINANCIAL STRUCTURE:** This section provides the City's organizational chart, its elected officials, budget guidelines, structures and resolutions adopting the 2016-17 budget.
- **FINANCIAL SUMMARIES:** This section provides financial tables and charts which emphasize significant financial relationships and summarizes the overall budget document.

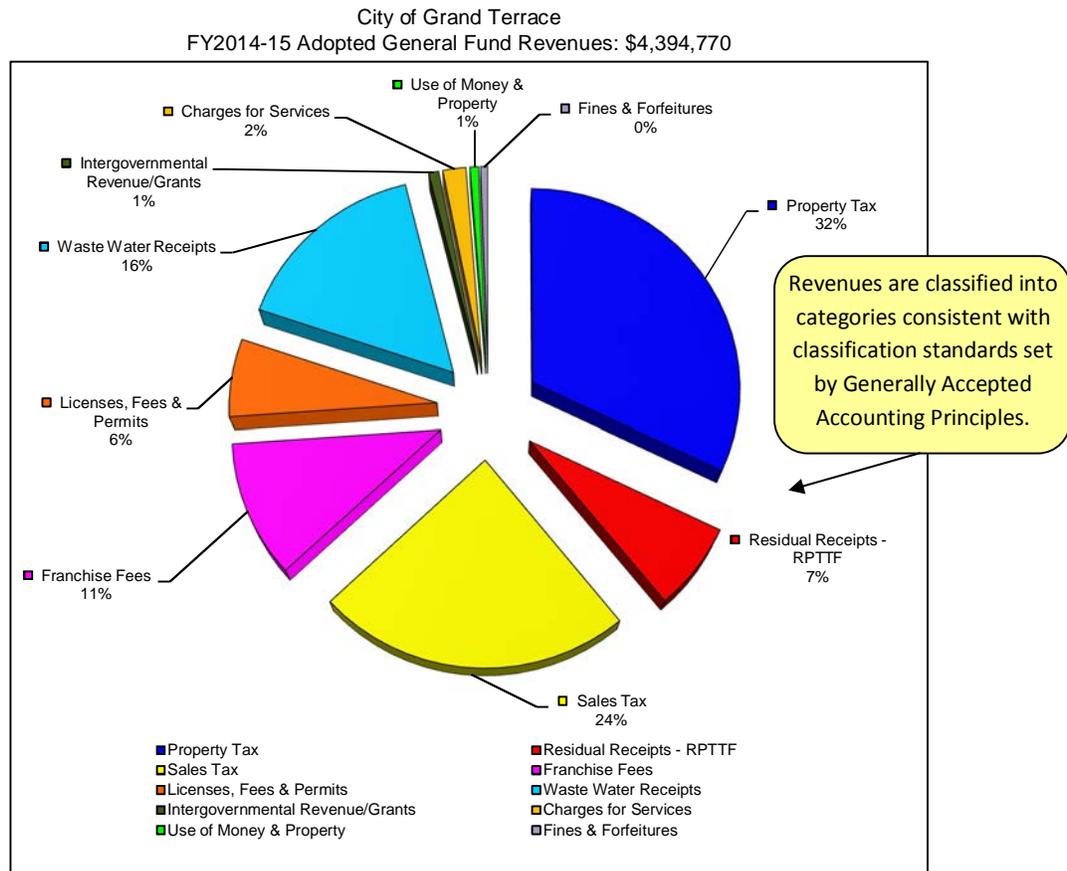
The following illustrations show the financial tables and charts that summarize the City's overall budget.

### FUND BALANCE

Fund balance is the difference between assets and liabilities in a governmental fund. It is the accumulation of revenues less expenditures. General Fund fund balance can be used for purposes determined by City Council. For example:

<b>City of Grand Terrace</b>				
Fund Balance				
	<b>2012-13 Fund Balance</b>	<b>2013-14 Projected Revenue</b>	<b>2013-14 Projected Expenditures</b>	<b>2013-14 Fund Balance</b>
General Fund				
10 GENERAL FUND	\$1,493,781	\$4,694,545	\$4,998,807	\$1,189,518
Special Revenue Funds				
11 STREET FUND	1,032,537	86,704	49,207	1,070,034
12 STORM DRAIN FUND	72,455	5,069	-	77,524
13 PARK FUND	233,081	9,244	1,584	240,741
14 SLESF (AB3229 COPS)	(935)	100,026	99,091	-
16 GAS TAX FUND	189,697	444,534	343,813	290,418
17 TRAFFIC SAFETY FUND	15,158	26,235	4,890	36,503
19 FACILITIES FUND	212,234	3,642	-	215,876
20 MEASURE "I" FUND	419,616	182,935	329,102	273,449
22 CDBG	7,938	16,676	-	24,614

## REVENUE . CATEGORIES



Property Tax	1,414,000	32%
Residual Receipts - RPTTF	306,370	7%
Sales Tax	1,047,000	24%
Franchise Fees	480,000	11%
Licenses, Fees & Permits	276,200	6%
Waste Water Receipts	700,000	16%
Intergovernmental Revenue/Grants	35,000	1%
Charges for Services	81,200	2%
Use of Money & Property	30,000	1%
Fines & Forfeitures	25,000	0%
	<u>4,394,770</u>	

Two years of historical data, prior year-end projection and adopted amounts.

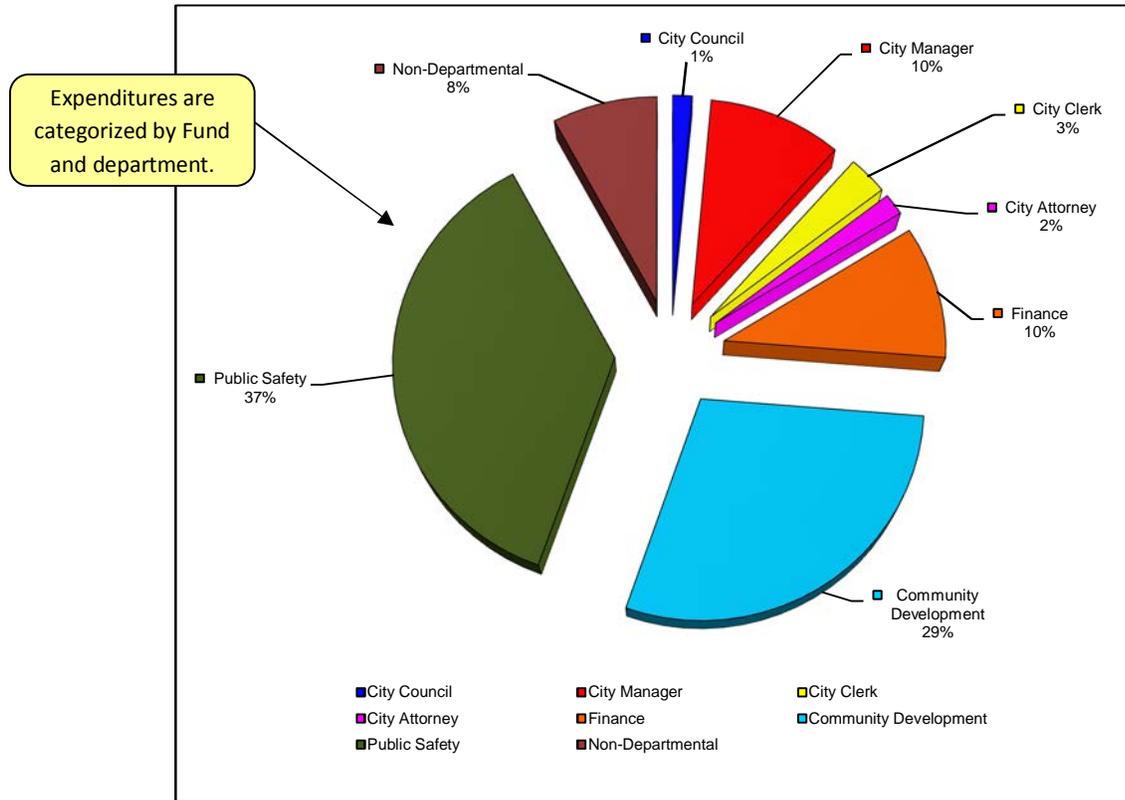
## REVENUE . DATA

**City of Grand Terrace**  
FY 2014-15 Adopted Revenue Detail by Fund

Fund	Fund Title	2011-12 Actuals	2012-13 Actuals	2013-14 Projected	2014-15 Adopted
10	GENERAL FUND				
	Property Tax	\$ 1,382,935	\$ 1,396,514	\$ 1,374,122	\$ 1,414,000
	Residual Receipts - RPTTF	-	902,440	827,304	306,370
	Sales Tax	963,439	971,549	979,235	1,047,000
	Franchise Fees	478,011	478,268	480,000	480,000
	Licenses, Fees & Permits	302,797	255,990	218,285	276,200

## EXPENDITURE . BY DEPARTMENT

City of Grand Terrace  
FY2014-15 Adopted General Fund Expenditures by Department: \$4,425,867



City Council	64,750	1%
City Manager	446,006	10%
City Clerk	132,492	3%
City Attorney	73,000	2%
Finance	446,070	10%
Community Development	1,287,549	29%
Public Safety	1,626,200	37%
Non-Departmental	349,800	
	<u>4,425,867</u>	

Four years of expenditure data by Fund. All costs for salaries and benefits, as well as related costs of services, supplies and equipment are included.

## EXPENDITURE . DATA

City of Grand Terrace  
FY 2014-15 Adopted Expenditure Detail by Fund

Fund	Fund Title	2011-12 Actuals	2012-13 Actuals	2013-14 Projected	2014-15 Adopted
10	GENERAL FUND				
	Salaries	\$ 791,344	\$ 659,164	\$ 667,171	\$ 730,230
	Benefits	422,011	394,494	359,730	388,380
	Professional/Contractual Services	2,260,392	2,317,798	2,597,161	2,829,657
	Materials & Supplies	311,513	246,897	277,707	307,900

- PROGRAM SUMMARIES: This section presents the adopted budget for each program categorized by department:
  - GENERAL FUND: This section presents the adopted budget for functions and programs funded by general fund revenues which include property and taxes, licenses, permits and other miscellaneous revenues and is categorized by department:
    - ❖ City Council
    - ❖ City Manager
    - ❖ City Clerk
    - ❖ City Attorney
    - ❖ Community Development
    - ❖ Finance
    - ❖ Law Enforcement
    - ❖ General Government (Non-Departmental)
  - SPECIAL REVENUE FUNDS: This section presents the adopted budget for programs and assessment districts funded through special revenues.
  - ENTERPRISE FUND: This section presents the adopted budget for the City's wastewater disposal operations.
  - CAPITAL PROJECT FUNDS: This section presents the City's construction and capital projects financed by various funding sources.
  - SUCCESSOR AGENCY: The Successor Agency to the Community Redevelopment Agency (CRA) of the City of Grand Terrace presents the adopted budget of the dissolution and wind-down activities of the city's former redevelopment agency.

The illustration on the following page explains each section of the program summary page for special revenue funds, capital projects funds, enterprise funds, and the Successor Agency.

**City of Grand Terrace**  
FY 2014-15 Adopted Program Detail

Fund: CHILD CARE FUND  
 Dept: Child Care  
 Program: **Child Care Services**

Indicates Fund No.,  
Dept. No. and Program.

Fund No.: 09  
 Program No.: 440

Program Desc: The Child Care Services program of the City is a fully licensed child care program operated by experienced child care educators. The program provides a structured environment for physical, intellectual, and social development of the child.

Provides a narrative of fundamental programs and services.

- Program Services:
- 1 Before and After School child care programs for children attending Kindergarten through 6th grades;
  - 2 Off Track Programs provided for elementary school children in the area when schools are not in session;
  - 3 Winter Day Camp is offered for 2 weeks during the holiday season;
  - 4 Year- round all day child care program are provided for newborn to 5 year-old children;
  - 5 Tiny tot Program operates for three hours daily at the Community Center/Lion's Club.

Provides a list of specific activities of the program.

**Position Summary** (before direct labor and overhead cost allocation distribution)

Position	2011-12	2012-13	2013-14	2014-15	Increase (Decrease) over(under)
	Actuals	Actuals	Projected	Adopted	
1 Child Care Director	1.0	1.0	1.0	1.0	0.00%
2 Assistant Child Care Director	2.0	2.0	2.0	2.0	0.00%
3 Lead Teacher	2.0	2.0	2.0	2.0	0.00%
4 Teacher	15.0	15.0	15.0	15.0	0.00%
5 Teaching Assistant	3.0	3.0	3.0	3.0	0.00%
6 Substitute Teacher (P/T)	2.0	2.0	2.0	2.0	0.00%
<b>Total</b>	<b>25.0</b>	<b>25.0</b>	<b>25.0</b>	<b>25.0</b>	<b>0.00%</b>

Provides a list of position staffing levels by job classification.

**Expenditure Summary**

Expenditure Category	2011-12	2012-13	2013-14	2014-15	Increase (Decrease) over(under)
	Actuals	Actuals	Projected	Adopted	
1 Salaries	\$ 510,019	\$ 536,725	\$ 560,000	\$ 575,460	2.76%
2 Benefits	217,501	250,597	262,026	263,250	0.47%
3 Materials & Supplies	60,506	60,124	58,738	60,800	3.51%
4 Professional/Contractual Services	27,421	19,503	24,115	24,200	0.35%
5 Utilities	14,768	16,278	17,097	17,100	0.02%
6 Lease of Facility/Equipment	3,200	3,200	8,000	8,000	0.00%
7 Equipment	1,531	383	350	400	14.29%
8 Capital Projects	34,457	-	15,200	11,400	-25.00%
9 Overhead Cost Allocation	213,252	196,884	198,800	198,800	0.00%
10 Debt Service	-	-	-	-	
11 Transfers Out	-	-	-	-	
<b>Total</b>					

Four years of expenditure data by program. All costs for salaries and benefits, as well as related cost of services, supplies and equipment are included.

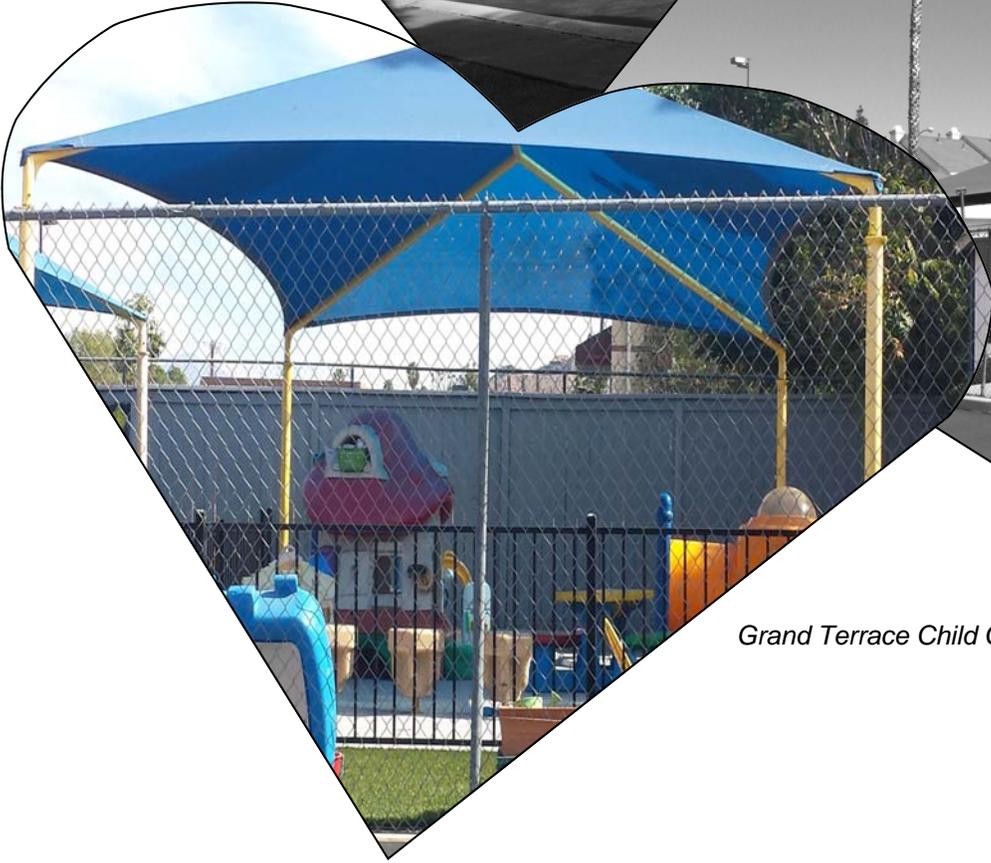
- **DEBT SERVICE:** The Debt Service section summarizes the City debt obligations and outlines the repayment periods.
- **APPENDICES:** This section contains supplementary information that has corresponding significance to information provided within this budget document and provides descriptions of funds, other governmental agencies and glossaries of terms and acronyms.

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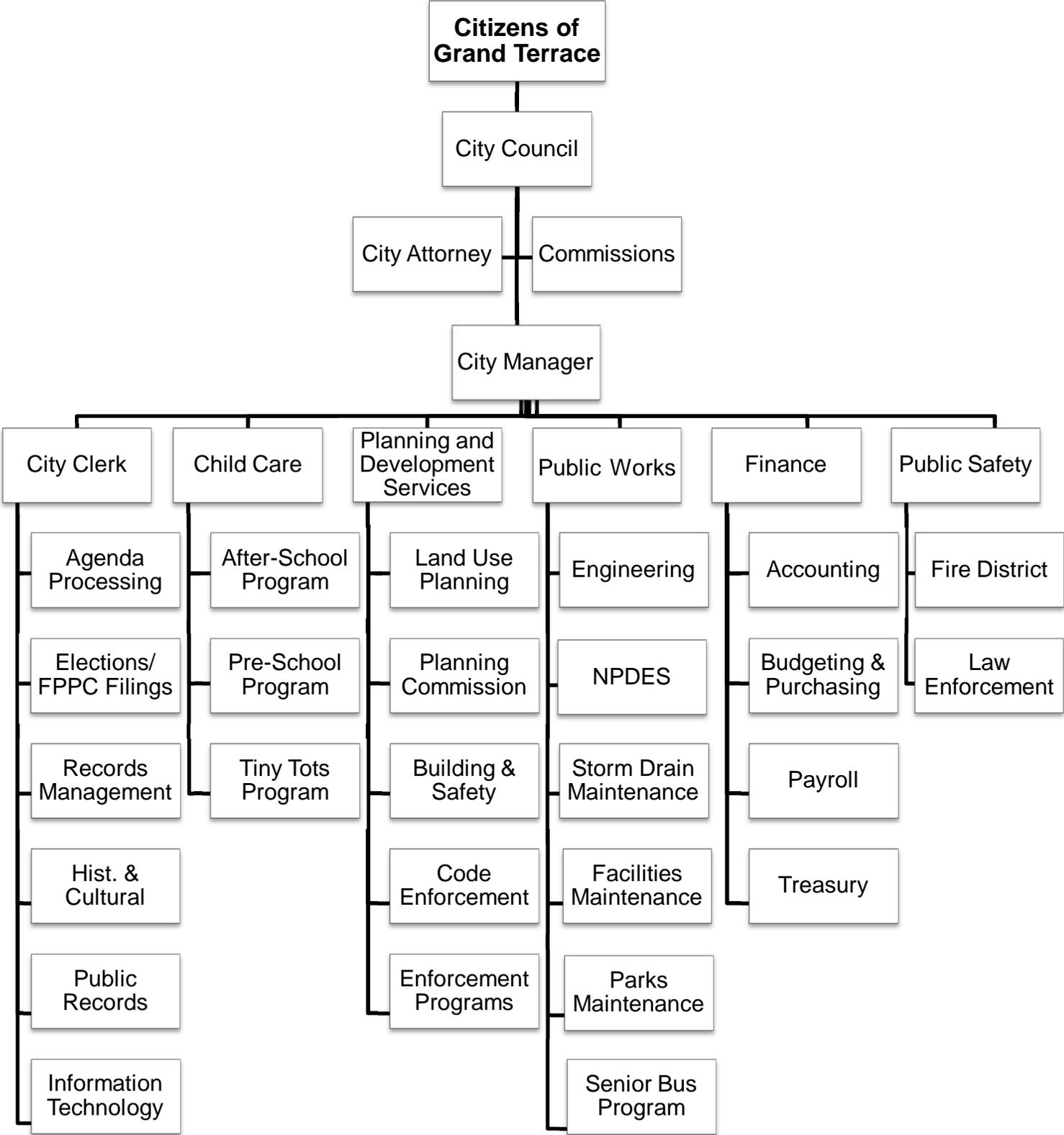
# Organizational & Financial Structure





*Grand Terrace Child Care Center*

# City of Grand Terrace Organization Chart





## City Council

### **Darcy McNaboe, Mayor**

- Elected Council Member 2010
- Directly Elected as Mayor 2014
- Current Term: November 2014 - November 2018

### **Sylvia Robles, Mayor Pro-Tem**

- Elected Council Member 2012
- Current Term: November 2012 - November 2016

### **Jackie Mitchell, Council Member**

- Elected Council Member 2012
- Current Term: November 2012 - November 2016

### **Doug Wilson, Council Member**

- Elected Council Member 2014
- Current Term: November 2014 - November 2018

### **Bill Hussey, Council Member**

- Appointed Council Member 2015 to fill Vacancy
- Current Term: January 2015 - November 2016

## **City of Grand Terrace Budget Process**

The budget process for the City of Grand Terrace, generally, begins in January each year with a department head meeting to discuss the following year's budget. The City Manager outlines the goals and directives for the development of the upcoming budget. Budget parameters are provided to the departments based on a preliminary revenue forecast and current economic conditions. The Finance Department creates the budget process calendar, and prepares the budget development guidelines and budget worksheets for each department to use in preparing the new budget. The guidelines outline the policies and procedures to be used in preparing the departmental budget submittals.

In February and March, after the departments have submitted their detailed budget requests into the worksheets, the Finance Department reviews, analyzes, compiles the data, and calculates the total expense budget requested by the various City departments. Finance prepares the revenue estimates for most of the general fund revenues and reviews all other revenue estimates for other City funds that are provided by various City departments.

In April, the Finance Department prepares the proposed budget document, reflecting the City Manager's proposal. The City Manager, then, submits the proposed budget to City Council, as required by the City of Grand Terrace Municipal Code and a public hearing is held. In May through June, the Council conducts several budget meetings to discuss the proposals and make revisions as warranted. The Council adopts the budget prior to the beginning of the fiscal year.

After the budget is adopted, the Finance Department integrates the budgetary data into the City's financial system at the beginning of the fiscal year. During the fiscal year, budgetary controls are maintained to ensure compliance with the budget as approved by the City Council. The level of budgetary control (that is, the level at which expenditures cannot legally exceed the appropriated amount) is at the program level.

Monthly Financial Reports and Mid-Year Budget Reviews are presented to the City Council to review budget-to-actual results for both revenues and expenditures. The Mid-Year Budget Review also includes a fiscal year-end projection such that adjustments in staffing and other budgetary resources may be made per Council's direction. Appropriation adjustments requested by departments are also considered during the Mid-Year Budget Review.

**Budget Amendments:** Supplemental appropriations requested during the fiscal year, when necessitating the use of reserves/fund balance, require approval by the City Council. Supplemental appropriations requested during the fiscal year with offsetting revenues and budget adjustments between funds and departments are approved by the City Manager throughout the fiscal year.

**Basis of Budgeting:** The City uses the modified accrual basis in budgeting governmental funds. As such, obligations of the City are budgeted as expenditures and revenues are recognized when they are both measurable and available to fund current expenditures.

**Enterprise Fund:** The City has an enterprise fund for its wastewater disposal operations. The City has entered into three (3) agreements with the City of Colton as follows:

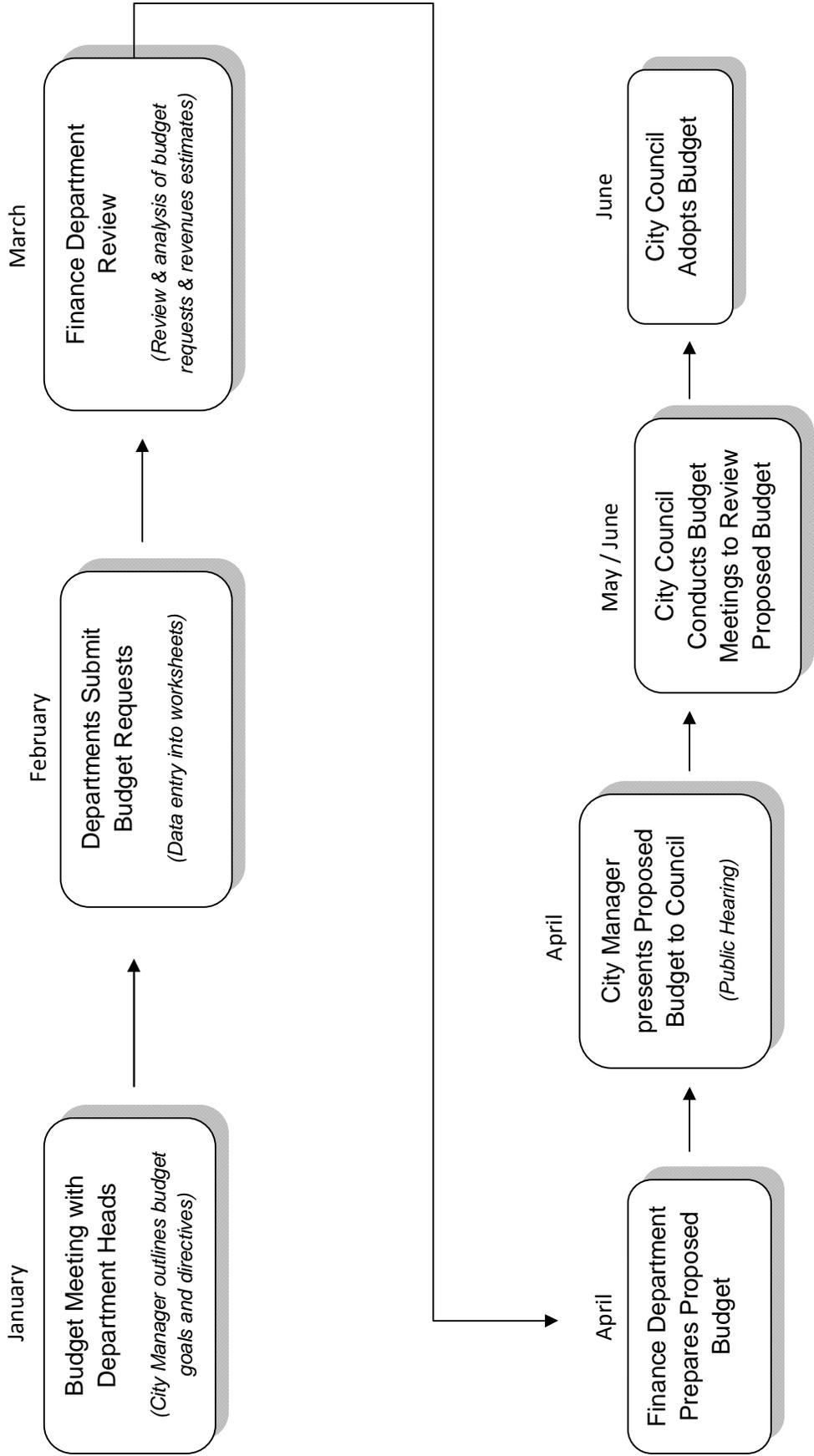
- a) a Wastewater Lease Agreement wherein the Colton Utility Authority shall collect revenues, operate, maintain, manage and monitor the City's Wastewater Enterprise;
- b) a Sewer Services Agreement wherein the Colton Utility Authority shall convey, treat, dispose of or reuse all wastewater received from the Grand Terrace Wastewater System; and
- c) a Settlement and Release Agreement that settled all pending waste water litigation between Grand Terrace and the City of Colton.

**Overhead Cost Allocation:** The City also utilizes an overhead cost allocation model for its general government costs.

The budgets for the enterprise and overhead cost allocation amounts are prepared on a full accrual basis, with expenses recognized when incurred and revenues recognized when due the City.

**Budgetary Data:** Annual budgets are legally adopted for all funds on a basis consistent with generally accepted accounting principles.

## City of Grand Terrace Budget Process Flow Chart



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**City of Grand Terrace  
Budget Development Guidelines  
FY 2016-17 Budget**

**Budget Development Guidelines**

- Departments should submit budgets that reflect no change in staffing or service levels from FY 2015-16.
  
- Personnel budgets have been developed by Finance and are based on current compensation levels, as follows:
  - Continuation of the 36-hour work week and corresponding 10% salary reduction;
  - Continued suspension of merit increases; and
  - No cost-of-living adjustment (COLA).
  
- Any reinstatement of the above compensation items will be by policy direction of the City Council.
  
- Payroll allocations for employees charging time to the Successor Agency have been adjusted in some cases, compared to FY 2015-16, based on the \$250,000 state-mandated limit on Successor Agency administrative allowance.
  
- A general inflation factor of 2% was applied to the base year budget for FY 2015-16 in operation and maintenance accounts. If multi-year contracts are in place that provide for inflationary adjustments greater or less than 2%, departments should enter the adjustment in the %Department Adjustment+column.
  
- A general inflation factor of 2% annually has also been applied to the additional 4-year projection amounts. If a department believes that this amount should be greater or less than 2%, the amount can be adjusted in the department recommended amounts.
  
- Following review by the City Manager & Finance Department, the City Manager will submit a Preliminary Base Budget and additional 4-year projection reflecting the above guidelines.
  
- Any proposed additions to the Preliminary Base Budget should be submitted for consideration as a New Budget Request, along with comprehensive justification and service level impact utilizing the attached form. Given the significant fiscal challenges facing the City, any such requests must have compelling justification.

**City of Grand Terrace  
Budget Preparation Instructions  
FY 2016-17 Budget**

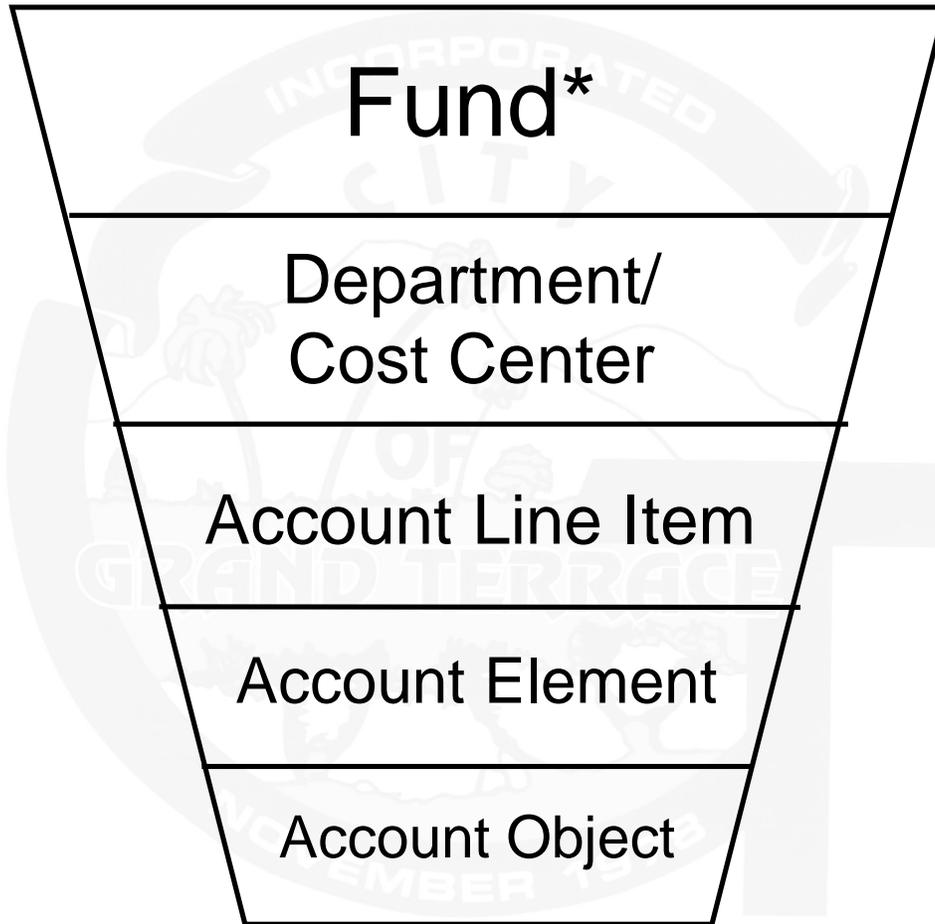
**Budget Preparation Instructions**

- Budgets should be keyed into the Department Excel Worksheets provided by Finance.
  
- An additional worksheet will be provided requesting detailed vendor, description of goods and/or services and amounts of certain account line items to provide justification for the line item amount.
  
- All line items should be rounded to the nearest \$100.
  
- The 2016-17 Base Budget Column+column has been populated. If the department feels the need to adjust the base amount, all adjustments should be entered in the Department. Adjustment+ column and sufficient justification be provided for any increases.
  
- Salaries & benefits data has been entered by Finance and will be flat for the 2016-17 base year.
  
- With the exception of employees hired under an Employment Agreement, salaries for vacant positions that are still funded have been budgeted at the %6+ step of the applicable salary range; benefits for such vacant positions have been reduced in accordance with the new tier benefit structure.
  
- Salaries-TEMPORARY (Object 6120) & Salaries-OVERTIME (Object 6122) are the responsibility of each department. Please make sure your department reviews these amounts.
  
- Capital Assets (assets with an initial cost of \$5,000 or greater and an estimated useful life of at least two years) must meet replacement guidelines. However, departments should try to extend the useful life and keep the asset in service longer if possible. Consult with Finance before budgeting for replacement of a capital asset. (Note: Replacement assets are budgeted net of accumulated depreciation.)

**City of Grand Terrace  
Budget Calendar – Fiscal Year 2016-17**

<b>Event</b>	<b>Date</b>
Budget Introduction	Tuesday, June 14th
Budget Deliberations	Wednesday, June 15th
Continued Budget Deliberations <i>(if necessary)</i>	Tuesday, June 21st
Continued Budget Deliberations <i>(if necessary)</i>	Wednesday, June 22nd
<b>Budget Adoption</b>	<b>Tuesday, June 28th</b>

**City of Grand Terrace  
Financial Structure**



\*City Council adopts the  
Proposed Budget at the FUND Level.

# Financial Summaries





*Grand Terrace City Hall*

# **CITY-WIDE Fund Balance**



## **2016-17 Adopted Budget**

**City of Grand Terrace**  
Citywide Fund Balance

Fund	<u>Fund Balance</u> June 30, 2015	<u>Estimated</u> <u>Revenues</u> FY2015-16	<u>Projected</u> <u>Expenditures</u> FY2015-16	<u>Projected</u> <u>Fund Balance</u> June 30, 2016
10 GENERAL FUND	\$ 2,414,215	\$ 4,531,245	\$ 5,364,865	\$ 1,580,595
SPECIAL REVENUE FUNDS				
09 CHILD CARE CENTER FUND	(132,867)	1,079,333	1,109,721	(163,255)
11 STREET IMPROVEMENT FUND	1,297,760	800	-	1,298,560
12 STORM DRAIN IMPROVEMENT FUND	90,931	200	-	91,131
13 PARK DEVELOPMENT FUND	303,395	500	49,000	254,895
14 SUPPL LAW ENFORCE SVCS FUND (SLESF)	5,755	114,650	100,000	20,405
15 AIR QUALITY IMPROVEMENT FUND	49,659	13,300	-	62,959
16 GAS TAX FUND	437,377	364,600	421,730	380,247
17 TRAFFIC SAFETY FUND	45,341	15,000	26,556	33,785
19 FACILITIES DEVELOPMENT FUND	239,628	500	-	240,128
20 MEASURE "I" FUND	560,804	191,000	35,535	716,269
22 COMMUNITY DEV BLOCK GRANT (CDBG)	7,951	35,588	21,888	21,651
25 SPRING RANCH TRAFFIC MITIGATION	194,738	350	-	195,088
26 LANDSCAPE & LIGHTING ASSESS DISTRICT	6,681	12,000	15,630	3,051
65 SENIOR BUS PROGRAM FUND	-	9,980	9,980	-
66 CALRECYCLE GRANT (BEV. CONT. RECYC.)	-	5,010	-	5,010
67 PUBLIC EDU. & GOV'T ACCESS (PEG)	-	-	-	-
73 ACTIVE TRANSPORTATION PRGM (ATP) - 2	-	-	-	-
CAPITAL PROJECT FUNDS				
46 CAPITAL IMPROVEMENTS - STREETS	31,669	-	-	31,669
47 CAP.PRJ. BARTON/COLTON BRIDGE	2,332	-	-	2,332
48 CAPITAL PROJECTS FUND	(338,803)	-	410	(339,213)
50 CAPITAL PROJECT BOND PROCEEDS	-	-	-	-
ENTERPRISE FUND				
21 WASTE WATER DISPOSAL FUND	1,418,008	-	12,470	1,405,538
SUCCESSOR AGENCY (S/A)				
31 S/A RDA OBLIGATION RETIREMENT FUND	1,528,095	2,328,258	1,764,780	2,091,573
32 S/A CAPITAL PROJECTS FUND	4,842,472	249,012	249,012	4,842,472
33 S/A DEBT SERVICE FUND	(20,598,789)	1,352,302	1,352,302	(20,598,789)
36 S/A 2011 TABs BOND PROCEEDS	19,646,027	45,000	45,000	19,646,027
37 S/A CRA PROJECTS TRUST	22,803	163,466	186,139	130
TRUST FUND				
52 HOUSING AUTHORITY	1,942,276	-	5,700	1,936,576
61 COMMUNITY BENEFITS FUND	-	25,000	10,546	14,454
64 PUBLIC SAFETY SERVICES FUND	-	290,000	84,000	206,000
70 FIXED ASSET FUND	-	420,000	6,451	413,549
<b>GRAND TOTAL</b>	<b><u>\$ 14,017,458</u></b>	<b><u>\$ 11,247,094</u></b>	<b><u>\$ 10,871,715</u></b>	<b><u>\$ 14,392,837</u></b>

**City of Grand Terrace**

Citywide Fund Balance

<u>Proposed</u> <u>Revenues</u> <u>FY2016-17</u>	<u>Proposed</u> <u>Expenditures</u> <u>FY2016-17</u>	<u>Fixed Asset</u> <u>Transfers &amp;</u> <u>Approvals</u>	<u>Projected</u> <u>Fund Balance</u> <u>June 30, 2017</u>	<u>Fund</u>	
\$ 4,781,700	\$ 4,521,624	\$ 126,500	\$ 1,714,172	10	GENERAL FUND
					SPECIAL REVENUE FUNDS
1,057,830	1,057,830	-	(163,255)	09	CHILD CARE CENTER FUND
1,000	-	-	1,299,560	11	STREET IMPROVEMENT FUND
600	-	-	91,731	12	STORM DRAIN IMPROVEMENT FUND
500	101,000	-	154,395	13	PARK DEVELOPMENT FUND
100,000	100,000	-	20,405	14	SUPPL LAW ENFORCE SVCS FUND (SLESF)
13,100	5,000	-	71,059	15	AIR QUALITY IMPROVEMENT FUND
371,000	478,673	-	272,574	16	GAS TAX FUND
15,000	-	-	48,785	17	TRAFFIC SAFETY FUND
400	-	-	240,528	19	FACILITIES DEVELOPMENT FUND
180,200	82,435	-	814,034	20	MEASURE "I" FUND
48,456	48,456	-	21,651	22	COMMUNITY DEV BLOCK GRANT (CDBG)
400	-	-	195,488		
18,434	18,434	-	3,051	26	LANDSCAPE & LIGHTING ASSESS DISTRICT
60,178	60,178	-	-	65	SENIOR BUS PROGRAM FUND
5,000	5,000	-	5,010	66	CALRECYCLE GRANT (BEV. CONT. RECYC.)
-	-	-	-	67	PUBLIC EDU. & GOV'T ACCESS (PEG)
280,000	280,000	-	-	73	ACTIVE TRANSPORTATION PRGM (ATP) - 2
					CAPITAL PROJECT FUNDS
342,000	342,000	-	31,669	46	CAPITAL IMPROVEMENTS - STREETS
-	-	-	2,332	47	CAP.PRJ. BARTON/COLTON BRIDGE
-	-	-	(339,213)	48	CAPITAL PROJECTS FUND
-	-	-	-	50	CAPITAL PROJECT BOND PROCEEDS
					ENTERPRISE FUND
2,000	-	-	1,407,538	21	WASTE WATER DISPOSAL FUND
					SUCCESSOR AGENCY (S/A)
2,263,046	2,230,078	-	2,124,541	31	S/A RDA OBLIGATION RETIREMENT FUND
252,090	251,910	-	4,842,652	32	S/A CAPITAL PROJECTS FUND
1,977,988	1,977,988	-	(20,598,789)	33	S/A DEBT SERVICE FUND
48,000	48,000	-	19,646,027	36	S/A 2011 TABs BOND PROCEEDS
-	-	-	130	37	S/A CRA PROJECTS TRUST
-	9,700	-	1,926,876	52	HOUSING AUTHORITY
25,000	25,000	-	14,454	61	COMMUNITY BENEFITS FUND
-	202,374	-	3,626	64	
-	138,549	-	275,000	70	FIXED ASSET FUND
<b><u>\$ 11,843,922</u></b>	<b><u>\$ 11,984,229</u></b>	<b><u>\$ 126,500</u></b>	<b><u>14,126,031</u></b>		

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# CITY-WIDE Revenue & Expenditure Appropriations



**City of Grand Terrace**  
**FY 2016-17 Proposed Revenue Summary by Fund**

<u>Fund</u>	<u>Fund Title</u>	<u>2013-14</u> <u>Actuals</u>	<u>2014-15</u> <u>Actuals</u>	<u>2015-16</u> <u>Projected</u>	<u>2016-17</u> <u>Proposed</u>	Increase (Decrease) over(under) 2015-16 Projected
09	CHILD CARE CENTER FUND	\$1,093,112	\$1,119,685	\$1,079,333	\$1,057,830	-1.99%
10	GENERAL FUND	5,286,756	4,882,911	4,531,245	4,781,700	5.53%
11	STREET FUND	86,704	227,726	800	1,000	25.00%
12	STORM DRAIN FUND	5,069	13,408	200	600	200.00%
13	PARK FUND	9,244	62,654	500	500	0.00%
14	SLESF (AB3229 COPS)	100,026	106,251	114,650	100,000	-12.78%
15	AIR QUALITY IMPROVEMENT FUND	14,602	15,265	13,300	13,100	-1.50%
16	GAS TAX FUND	484,029	415,509	364,600	371,000	1.76%
17	TRAFFIC SAFETY FUND	26,235	18,125	15,000	15,000	0.00%
19	FACILITIES FUND	3,642	23,751	500	400	-20.00%
20	MEASURE "I" FUND	182,935	195,659	191,000	180,200	-5.65%
21	WASTE WATER DISPOSAL FUND	1,535,968	17,849	0	2,000	
22	CDBG	19,794	20,109	35,588	48,456	36.16%
25	SPRING RANCH TRAFFIC MITIGATION FEES	0	194,738	350	400	14.29%
26	LNDSCP & LGTG ASSESSMENT DIST	11,812	12,250	12,000	18,434	53.62%
31	S/A RDA OBLIGATION RETIREMENT FUND	1,409,537	2,105,688	2,328,258	2,263,046	-2.80%
32	S/A CAPITAL PROJECTS FUND	299,894	280,739	249,012	252,090	1.24%
33	S/A DEBT SERVICE FUND	1,088,103	1,997,295	1,352,302	1,977,988	46.27%
34	S/A LOW INCOME HOUSING FUND	0	0	0	0	
36	S/A 2011 TABS BOND PROCEEDS	0	2,903,234	45,000	48,000	6.67%
37	S/A CRA PROJECTS TRUST	719	734	163,466	0	-100.00%
41	PUB FIN AUTH DEBT SERVICE FUND	0	0	0	0	
44	CAPITAL PROJECT - BIKE LANE	0	0	0	0	
46	CAPITAL IMPROVEMENTS - STREETS	217,412	20	0	342,000	
47	CAP.PRJ. BARTON/COLTON BRIDGE	6	1	0	0	
48	CAPITAL PROJECTS FUND	413	493	0	0	
50	CAPITAL PROJECT BOND PROCEEDS	0	348	0	0	
52	HOUSING AUTHORITY	40	20,934	0	0	
61	COMMUNITY BENEFITS FUND	0	0	25,000	25,000	0.00%
64	PUBLIC SAFETY SVCS FUND	0	0	290,000	0	-100.00%
65	SENIOR BUS PROGRAM	0	0	9,980	60,178	502.99%
66	CALRECYCLE GRANT	0	0	5,010	5,000	-0.20%
70	FIXED ASSET FUND	0	0	420,000	0	-100.00%
73	ACTIVE TRANSP PROGRAM (ATP) CYCLE 2	<u>0</u>	<u>0</u>	<u>0</u>	<u>280,000</u>	
<b>Total Revenues</b>		<b><u>\$ 11,876,052</u></b>	<b><u>\$ 14,635,377</u></b>	<b><u>\$ 11,247,094</u></b>	<b><u>\$ 11,843,922</u></b>	5.31%

**City of Grand Terrace**  
**FY 2016-17 Proposed Expenditure Summary by Fund**

<u>Fund</u>	<u>Fund Title</u>	<u>2013-14</u> Actuals	<u>2014-15</u> Actuals	<u>2015-16</u> Projected	<u>2016-17</u> Proposed	Increase (Decrease) over(under) 2015-16 Projected
09	CHILD CARE CENTER FUND	\$ 1,104,354	\$ 1,265,516	\$ 1,109,721	\$ 1,057,830	-4.68%
10	GENERAL FUND	4,843,673	4,405,659	5,364,865	4,648,124	-13.36%
11	STREET FUND	49,207	0	0	0	
12	STORM DRAIN FUND	0	0	0	0	
13	PARK FUND	1,584	0	49,000	101,000	106.12%
14	SLESF (AB3229 COPS)	99,091	100,496	100,000	100,000	0.00%
15	AIR QUALITY IMPROVEMENT FUND	0	59,708	0	5,000	
16	GAS TAX FUND	343,885	307,974	421,730	478,673	13.50%
17	TRAFFIC SAFETY FUND	4,890	55	26,556	0	
19	FACILITIES FUND	0	0	0	0	
20	MEASURE "I" FUND	232,857	4,550	35,535	82,435	131.98%
21	WASTE WATER DISPOSAL FUND	1,578,036	1,306,014	12,470	0	
22	CDBG	19,783	20,106	21,888	48,456	121.38%
25	SPRING RANCH TRAFFIC MITIGATION	0	0	0	0	
26	LNDSCP & LGTG ASSESSMENT DIST	7,385	11,015	15,630	18,434	17.94%
31	S/A RDA OBLIGATION RETIREMENT FUND	283,853	2,532,169	1,764,780	2,230,078	26.37%
32	S/A CAPITAL PROJECTS FUND	296,586	275,155	249,012	251,910	1.16%
33	S/A DEBT SERVICE FUND	4,326,269	3,809,959	1,352,302	1,977,988	46.27%
34	S/A LOW INCOME HOUSING FUND	0	0	0	0	
36	S/A 2011 TABS BOND PROCEEDS	0	12,926	45,000	48,000	6.67%
37	S/A CRA PROJECTS TRUST	0	1,027,521	186,139	0	
41	PUB FIN AUTH DEBT SERVICE FUND	0	0	0	0	
44	CAPITAL PROJECT - BIKE LANE	0	0	0	0	
46	CAPITAL IMPROVEMENTS - STREETS	143,277	73,978	0	342,000	
47	CAP.PRJ. BARTON/COLTON BRIDGE	0	0	0	0	
48	CAPITAL PROJECTS FUND	202,526	1,791	410	0	
50	CAPITAL PROJECT BOND PROCEEDS	0	0	0	0	
52	HOUSING AUTHORITY	142	5,631	5,700	9,700	70.18%
61	COMMUNITY BENEFITS FUND	0	0	10,546	25,000	137.06%
64	PUBLIC SAFETY GRANT	0	0	84,000	202,374	140.92%
65	SENIOR BUS PROGRAM	0	0	9,980	60,178	502.99%
66	CALRECYCLE GRANT	0	0	0	5,000	
70	FIXED ASSET FUND	0	0	6,451	138,549	2047.71%
73	ACTIVE TRANSP PROGRAM (ATP) CYCLE 2	<u>0</u>	<u>0</u>	<u>0</u>	<u>280,000</u>	
<b>Total Expenditures</b>		<b><u>\$ 13,537,398</u></b>	<b><u>\$ 15,220,222</u></b>	<b><u>\$ 10,871,715</u></b>	<b><u>\$ 12,110,730</u></b>	<b>11.40%</b>

**City of Grand Terrace**  
**FY 2016-17 Proposed Revenue & Expense Summary by Category**

	<u>GENERAL FUND</u>	<u>SPECIAL REVENUE FUNDS</u>	<u>CAPITAL PROJECTS</u>	<u>ENTERPRISE FUND</u>
<b>Revenues</b>				
Property Tax	\$ 1,674,000	\$ 18,434	\$ -	\$ -
Residual Receipts - RPTTF	778,000	-	-	-
S/A Property Receipts	260,000	-	-	-
Sales Tax	858,000	180,000	-	-
Econ. Incentive Agreement	(120,000)	-	-	-
Franchise Fees	500,000	-	-	-
Licenses, Fees & Permits	327,700	105,000	-	-
Gas Tax	-	279,000	-	-
Wastewater Receipts	300,000	-	-	-
Intergovernmental Revenue/Grants	5,000	476,234	-	-
Charges for Services	114,700	1,057,830	-	-
Use of Money & Property	23,000	3,200	-	2,000
Fines & Forfeitures	58,500	15,000	-	-
Miscellaneous	2,800	2,400	-	-
Transfers In	-	15,000	342,000	-
Total Revenues	<u>4,781,700</u>	<u>2,152,098</u>	<u>342,000</u>	<u>2,000</u>
<b>Expenditures</b>				
Salaries	792,145	781,629	-	-
Benefits	466,158	322,427	-	-
Materials & Supplies	296,257	59,520	-	-
Professional/Contractual Services	3,109,734	581,231	-	-
Utilities	131,413	104,500	-	-
Lease of Facility/Equipment	7,652	-	-	-
Equipment	-	5,000	-	-
Capital Projects	-	141,000	342,000	-
Debt Service	-	-	-	-
Overhead Cost Allocation	(281,736)	241,700	-	-
Transfers Out	126,500	-	-	-
Total Expenditures	<u>4,648,124</u>	<u>2,237,007</u>	<u>342,000</u>	<u>-</u>
<b>Impact to Fund Balance</b>				
Revenues	4,781,700	2,152,098	342,000	2,000
Expenditures	<u>4,648,124</u>	<u>2,237,007</u>	<u>342,000</u>	<u>-</u>
<b>Net - Increase to or (Use of) Fund Balance</b>	<b><u>133,576</u></b>	<b><u>(84,909)</u></b>	<b><u>-</u></b>	<b><u>2,000</u></b>

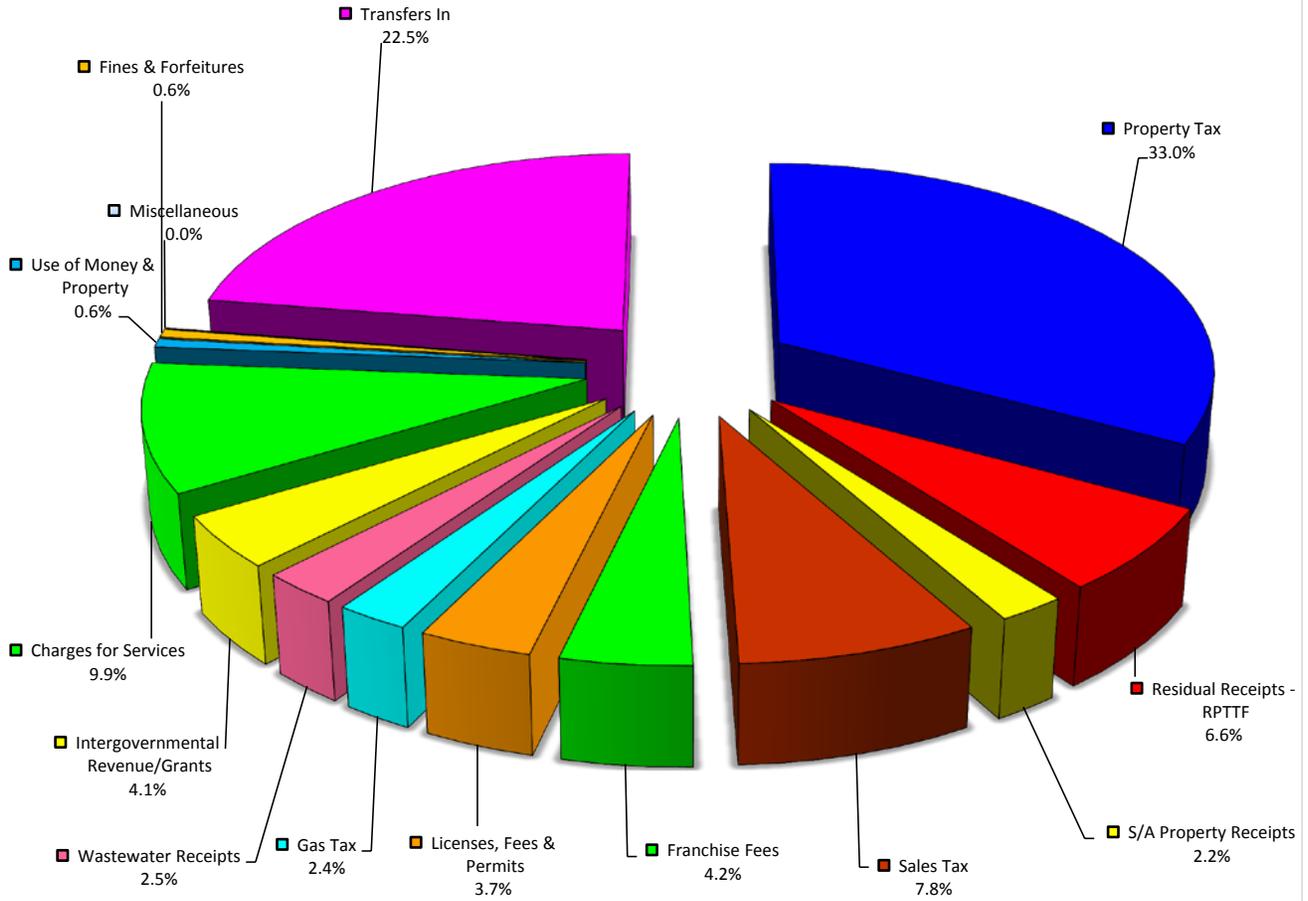
**City of Grand Terrace**  
**FY 2016-17 Proposed Revenue & Expense Summary by Category**

<u>SUCCESSOR</u> <u>AGENCY</u>	<u>TRUST</u> <u>FUND</u>	<u>HOUSING</u> <u>AUTHORITY</u>	<u>PUBLIC</u> <u>SAFETY</u> <u>SVCS</u>	
				Revenues
\$ 2,215,046	\$ -	\$ -	\$ -	Property Tax
-	-	-	-	Residual Receipts - RPTTF
-	-	-	-	S/A Property Receipts
-	-	-	-	Sales Tax
-	-	-	-	Econ. Incentive Agreement
-	-	-	-	Franchise Fees
-	-	-	-	Licenses, Fees & Permits
-	-	-	-	Gas Tax
-	-	-	-	Wastewater Receipts
-	-	-	-	Intergovernmental Revenue/Grants
-	-	-	-	Charges for Services
48,000	-	-	-	Use of Money & Property
-	-	-	-	Fines & Forfeitures
-	-	-	-	Miscellaneous
2,278,078	-	-	-	Transfers In
4,541,124	-	-	-	Total Revenues
				Expenditures
162,522	-	-	33,374	Salaries
32,698	-	-	-	Benefits
-	-	-	-	Materials & Supplies
1,800,551	-	9,700	169,000	Professional/Contractual Services
-	-	-	-	Utilities
-	-	-	-	Lease of Facility/Equipment
-	-	-	-	Equipment
-	-	-	-	Capital Projects
234,127	-	-	-	Debt Service
-	-	-	-	Overhead Cost Allocation
2,278,078	-	-	-	Transfers Out
4,507,976	-	9,700	202,374	Total Expenditures
				Impact to Fund Balance
4,541,124	-	-	-	Revenues
4,507,976	-	9,700	202,374	Expenditures
<b>33,148</b>	-	<b>(9,700)</b>	<b>(202,374)</b>	<b>Net - Increase to or (Use of) Fund Balance</b>

**City of Grand Terrace**  
**FY 201\* -1+ Proposed Revenue & Expense Summary by Category**

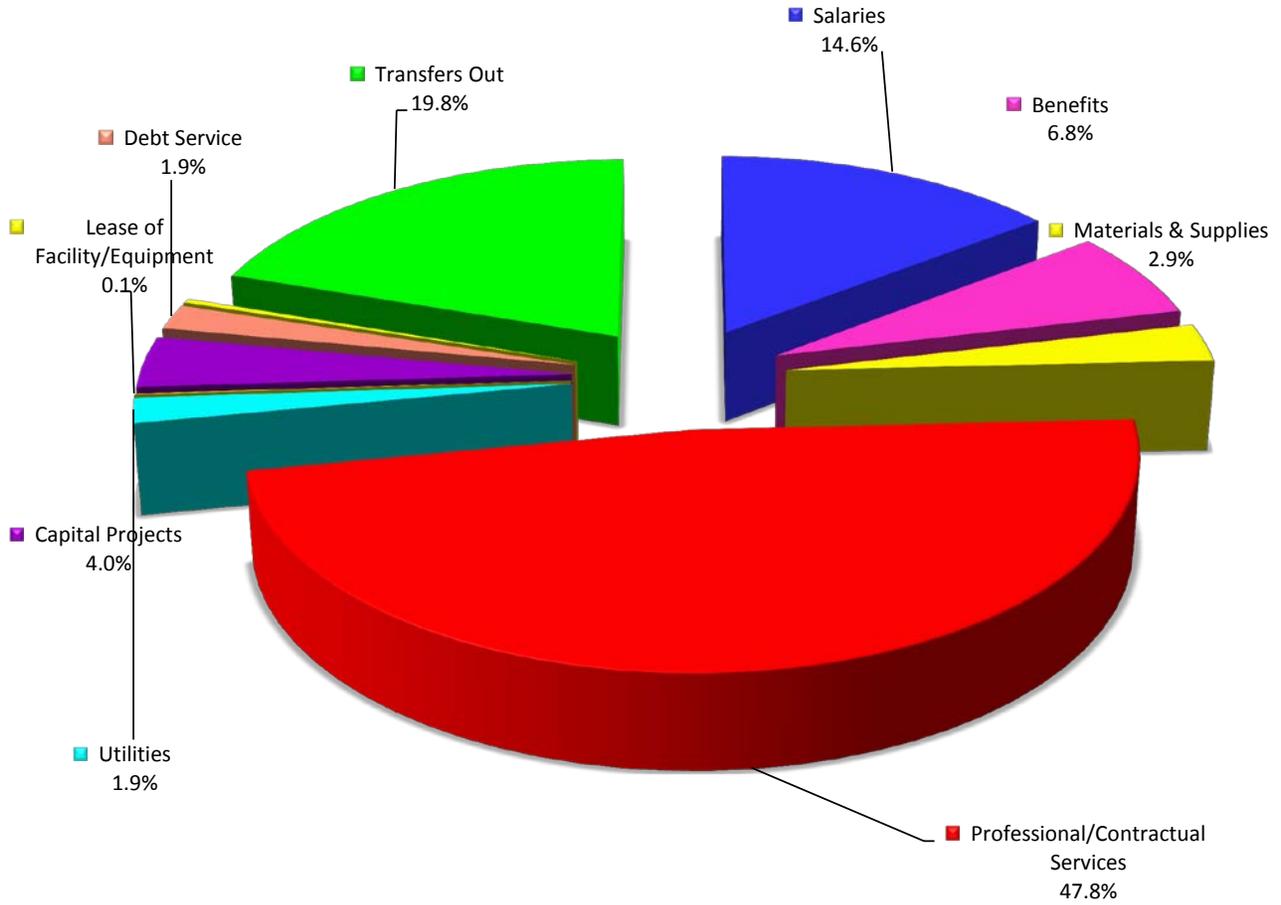
	<u>COMMUNITY</u> <u>BENEFITS</u>	<u>FIXED</u> <u>ASSETS</u>	<u>TOTAL</u>
<b>Revenues</b>			
Property Tax	\$ -	\$ -	\$ 3,907,480
Residual Receipts - RPTTF	-	-	778,000
S/A Property Receipts	-	-	260,000
Sales Tax	-	-	1,038,000
Econ. Incentive Agreement	-	-	(120,000)
Franchise Fees	-	-	500,000
Licenses, Fees & Permits	-	-	432,700
Gas Tax	-	-	279,000
Wastewater Receipts	-	-	300,000
Intergovernmental Revenue/Grants	-	-	481,234
Charges for Services	-	-	1,172,530
Use of Money & Property	-	-	76,200
Fines & Forfeitures	-	-	73,500
Miscellaneous	-	-	5,200
Transfers In	25,000	-	2,660,078
Total Revenues	<u>25,000</u>	<u>-</u>	<u>\$ 11,843,922</u>
<b>Expenditures</b>			
Salaries	-	-	\$ 1,769,671
Benefits	-	-	821,283
Materials & Supplies	-	-	355,777
Professional/Contractual Services	25,000	113,549	5,808,765
Utilities	-	-	235,913
Lease of Facility/Equipment	-	-	7,652
Equipment	-	25,000	30,000
Capital Projects	-	-	483,000
Debt Service	-	-	234,127
Overhead Cost Allocation	-	-	(40,036)
Transfers Out	-	-	2,404,578
Total Expenditures	<u>25,000</u>	<u>138,549</u>	<u>\$ 12,110,730</u>
<b>Impact to Fund Balance</b>			
Revenues	25,000	-	11,843,922
Expenditures	<u>25,000</u>	<u>138,549</u>	<u>12,110,730</u>
<b>Net - Increase to or (Use of) Fund Balance</b>	<u>-</u>	<u>(138,549)</u>	<u>(266,808)</u>

## City of Grand Terrace 2016-17 Citywide Projected Revenues (\$11,843,922)



Property Tax	\$ 3,907,480	33.0%
Residual Receipts - RPTTF	778,000	6.6%
S/A Property Receipts	260,000	2.2%
Sales Tax	918,000	7.8%
Franchise Fees	500,000	4.2%
Licenses, Fees & Permits	432,700	3.7%
Gas Tax	279,000	2.4%
Wastewater Receipts	300,000	2.5%
Intergovernmental Revenue/Grants	481,234	4.1%
Charges for Services	1,172,530	9.9%
Use of Money & Property	76,200	0.6%
Fines & Forfeitures	73,500	0.6%
Miscellaneous	5,200	0.0%
Transfers In	<u>2,660,078</u>	22.5%
<b>TOTAL</b>	<b><u>\$ 11,843,922</u></b>	

## City of Grand Terrace 2016-17 City-wide Proposed Expenditures (\$12,110,730)



Salaries	\$ 1,769,671
Benefits	821,283
Materials & Supplies	355,777
Professional/Contractual Services	5,808,765
Utilities	235,913
Lease of Facility/Equipment	7,652
Capital Projects	483,000
Debt Service	234,127
Overhead Cost Allocation	(40,036)
Transfers Out	2,404,578
	<u>\$ 12,110,730</u>

# CITY-WIDE Revenue & Expense Statements by Fund



**City of Grand Terrace**  
**FY 2016-17 Proposed Revenue & Expense Detail by Fund**

	CATEGORY			
	<u>SPECIAL</u> <u>REVENUE</u> <u>FUNDS</u>	<u>GENERAL</u> <u>FUND</u>	<u>SPECIAL</u> <u>REVENUE</u> <u>FUNDS</u>	<u>SPECIAL</u> <u>REVENUE</u> <u>FUNDS</u>
	FUND NUMBER & TITLE			
	<u>09</u>	<u>10</u>	<u>11</u>	<u>12</u>
	<u>CHILD CARE</u> <u>CENTER FUND</u>	<u>GENERAL</u> <u>FUND</u>	<u>STREET</u> <u>FUND</u>	<u>STORM DRAIN</u> <u>FUND</u>
<b>Revenues</b>				
Property Tax	\$ -	\$ 1,674,000	\$ -	\$ -
Residual Receipts - RPTTF	-	778,000	-	-
S/A Property Receipts	-	260,000	-	-
Sales Tax	-	858,000	-	-
Econ. Incentive Agreement	-	(120,000)	-	-
Franchise Fees	-	500,000	-	-
Licenses, Fees & Permits	-	327,700	-	500
Gas Tax	-	-	-	-
Wastewater Receipts	-	300,000	-	-
Intergovernmental Revenue/Grants	-	5,000	-	-
Charges for Services	1,057,830	114,700	-	-
Use of Money & Property	-	23,000	1,000	100
Fines & Forfeitures	-	58,500	-	-
Miscellaneous	-	2,800	-	-
Transfers In	-	-	-	-
Total Revenues	<u>\$ 1,057,830</u>	<u>\$ 4,781,700</u>	<u>\$ 1,000</u>	<u>\$ 600</u>
		(4,781,700)		
<b>Expenditures</b>				
Salaries	\$ 546,110	\$ 792,145	\$ -	\$ -
Benefits	225,180	466,158	-	-
Materials & Supplies	59,520	296,257	-	-
Professional/Contractual Services	50,320	3,109,734	-	-
Utilities	17,500	131,413	-	-
Lease of Facility/Equipment	-	7,652	-	-
Equipment	-	-	-	-
Capital Projects	-	-	-	-
Debt Service	-	-	-	-
Overhead Cost Allocation	159,200	(281,736)	-	-
Transfers Out	-	126,500	-	-
Total Expenditures	<u>1,057,830</u>	<u>4,648,124</u>	<u>-</u>	<u>-</u>
<b>Impact to Fund Balance</b>				
Revenues	1,057,830	4,781,700	1,000	600
Expenditures	<u>1,057,830</u>	<u>4,648,124</u>	<u>-</u>	<u>-</u>
<b>Net - Increase to or (Use of) Fund Balance</b>	<u>\$ -</u>	<u>\$ 133,576</u>	<u>\$ 1,000</u>	<u>\$ 600</u>

**City of Grand Terrace**  
**FY 2016-17 Proposed Revenue & Expense Detail by Fund**

CATEGORY				
<u>SPECIAL REVENUE FUNDS</u>	<u>SPECIAL REVENUE FUNDS</u>	<u>SPECIAL REVENUE FUNDS</u>	<u>SPECIAL REVENUE FUNDS</u>	
FUND NUMBER & TITLE				
13	14	15	16	
<u>PARK FUND</u>	<u>SLESF (AB3229 COPS)</u>	<u>AIR QUALITY IMPROVEMENT FUND</u>	<u>GAS TAX FUND</u>	
				Revenues
\$ -	\$ -	\$ -	\$ -	Property Tax
-	-	-	-	Residual Receipts - RPTTF
-	-	-	-	S/A Property Receipts
-	-	-	-	Sales Tax
-	-	-	-	Econ. Incentive Agreement
-	-	-	-	Franchise Fees
-	-	13,000	91,500	Licenses, Fees & Permits
-	-	-	279,000	Gas Tax
-	-	-	-	Wastewater Receipts
-	100,000	-	-	Intergovernmental Revenue/Grants
-	-	-	-	Charges for Services
500	-	100	500	Use of Money & Property
-	-	-	-	Fines & Forfeitures
-	-	-	-	Miscellaneous
-	-	-	-	Transfers In
<u>\$ 500</u>	<u>\$ 100,000</u>	<u>\$ 13,100</u>	<u>\$ 371,000</u>	Total Revenues
				Expenditures
\$ -	\$ -	\$ -	\$ 149,697	Salaries
-	-	-	87,476	Benefits
-	-	-	-	Materials & Supplies
-	99,500	-	119,500	Professional/Contractual Services
-	-	-	78,000	Utilities
-	-	-	-	Lease of Facility/Equipment
-	-	-	-	Equipment
101,000	-	-	-	Capital Projects
-	-	-	-	Debt Service
-	500	5,000	44,000	Overhead Cost Allocation
-	-	-	-	Transfers Out
<u>101,000</u>	<u>100,000</u>	<u>5,000</u>	<u>478,673</u>	Total Expenditures
				Impact to Fund Balance
500	100,000	13,100	371,000	Revenues
101,000	100,000	5,000	478,673	Expenditures
<u>\$ (100,500)</u>	<u>\$ -</u>	<u>\$ 8,100</u>	<u>\$ (107,673)</u>	<b>Net - Increase to or (Use of) Fund Balance</b>

**City of Grand Terrace**  
**FY 2016-17 Proposed Revenue & Expense Detail by Fund**

	CATEGORY			
	<u>SPECIAL</u> <u>REVENUE</u> <u>FUNDS</u>	<u>SPECIAL</u> <u>REVENUE</u> <u>FUNDS</u>	<u>SPECIAL</u> <u>REVENUE</u> <u>FUNDS</u>	<u>ENTERPRISE</u>
	FUND NUMBER & TITLE			
	<u>17</u>	<u>19</u>	<u>20</u>	<u>21</u>
	<u>TRAFFIC</u> <u>SAFETY FUND</u>	<u>FACILITIES</u> <u>FUND</u>	<u>MEASURE "I"</u> <u>FUND</u>	<u>WASTE WATER</u> <u>DISPOSAL FUND</u>
<b>Revenues</b>				
Property Tax	\$ -	\$ -	\$ -	\$ -
Residual Receipts - RPTTF	-	-	-	-
S/A Property Receipts	-	-	-	-
Sales Tax	-	-	180,000	-
Econ. Incentive Agreement	-	-	-	-
Franchise Fees	-	-	-	-
Licenses, Fees & Permits	-	-	-	-
Gas Tax	-	-	-	-
Wastewater Receipts	-	-	-	-
Intergovernmental Revenue/Grants	-	-	-	-
Charges for Services	-	-	-	-
Use of Money & Property	-	400	200	2,000
Fines & Forfeitures	15,000	-	-	-
Miscellaneous	-	-	-	-
Transfers In	-	-	-	-
Total Revenues	<u>\$ 15,000</u>	<u>\$ 400</u>	<u>\$ 180,200</u>	<u>\$ 2,000</u>
<b>Expenditures</b>				
Salaries	\$ -	\$ -	\$ -	\$ -
Benefits	-	-	-	-
Materials & Supplies	-	-	-	-
Professional/Contractual Services	-	-	12,435	-
Utilities	-	-	-	-
Lease of Facility/Equipment	-	-	-	-
Equipment	-	-	-	-
Capital Projects	-	-	40,000	-
Debt Service	-	-	-	-
Overhead Cost Allocation	-	-	30,000	-
Transfers Out	-	-	-	-
Total Expenditures	<u>-</u>	<u>-</u>	<u>82,435</u>	<u>-</u>
<b>Impact to Fund Balance</b>				
Revenues	15,000	400	180,200	2,000
Expenditures	-	-	82,435	-
<b>Net - Increase to or (Use of) Fund Balance</b>	<u><b>\$ 15,000</b></u>	<u><b>\$ 400</b></u>	<u><b>\$ 97,765</b></u>	<u><b>\$ 2,000</b></u>

**City of Grand Terrace**  
**FY 2016-17 Proposed Revenue & Expense Detail by Fund**

CATEGORY				
<u>SPECIAL REVENUE FUNDS</u>	<u>SPECIAL REVENUE FUNDS</u>	<u>SPECIAL REVENUE FUNDS</u>	<u>SUCCESSOR AGENCY</u>	
FUND NUMBER & TITLE				
<u>22</u>	<u>25</u>	<u>26</u>	<u>31</u>	
<u>CDBG</u>	<u>SPRING RANCH TRAFFIC MITIGATION</u>	<u>LNDSCP &amp; LGTG ASSESSMENT DIST</u>	<u>S/A RDA OBLIGATION RETIREMENT FUND</u>	
Revenues				
\$ -	\$ -	\$ 18,434	\$ 2,215,046	Property Tax
-	-	-	-	Residual Receipts - RPTTF
-	-	-	-	S/A Property Receipts
-	-	-	-	Sales Tax
-	-	-	-	Econ. Incentive Agreement
-	-	-	-	Franchise Fees
-	-	-	-	Licenses, Fees & Permits
-	-	-	-	Gas Tax
-	-	-	-	Wastewater Receipts
48,456	-	-	-	Intergovernmental Revenue/Grants
-	-	-	-	Charges for Services
-	400	-	-	Use of Money & Property
-	-	-	-	Fines & Forfeitures
-	-	-	-	Miscellaneous
-	-	-	48,000	Transfers In
<u>\$ 48,456</u>	<u>\$ 400</u>	<u>\$ 18,434</u>	<u>\$ 2,263,046</u>	Total Revenues
Expenditures				
\$ 11,344	\$ -	\$ -	\$ -	Salaries
9,770	-	-	-	Benefits
-	-	-	-	Materials & Supplies
27,342	-	6,434	-	Professional/Contractual Services
-	-	9,000	-	Utilities
-	-	-	-	Lease of Facility/Equipment
-	-	-	-	Equipment
-	-	-	-	Capital Projects
-	-	-	-	Debt Service
-	-	3,000	-	Overhead Cost Allocation
-	-	-	2,230,078	Transfers Out
<u>48,456</u>	<u>-</u>	<u>18,434</u>	<u>2,230,078</u>	Total Expenditures
Impact to Fund Balance				
48,456	400	18,434	2,263,046	Revenues
48,456	-	18,434	2,230,078	Expenditures
<u>\$ (0)</u>	<u>\$ 400</u>	<u>\$ -</u>	<u>\$ 32,968</u>	<b>Net - Increase to or (Use of) Fund Balance</b>

**City of Grand Terrace**  
**FY 2016-17 Proposed Revenue & Expense Detail by Fund**

	CATEGORY			
	<u>SUCCESSOR</u> <u>AGENCY</u>	<u>SUCCESSOR</u> <u>AGENCY</u>	<u>SUCCESSOR</u> <u>AGENCY</u>	<u>SUCCESSOR</u> <u>AGENCY</u>
	FUND NUMBER & TITLE			
	<u>32</u> <u>S/A CAPITAL</u> <u>PROJECTS</u> <u>FUND</u>	<u>33</u> <u>S/A DEBT</u> <u>SERVICE FUND</u>	<u>34</u> <u>S/A LOW</u> <u>INCOME</u> <u>HOUSING</u>	<u>36</u> <u>S/A 2011 TABS</u> <u>BOND</u> <u>PROCEEDS</u>
<b>Revenues</b>				
Property Tax	\$ -	\$ -	\$ -	\$ -
Residual Receipts - RPTTF	-	-	-	-
S/A Property Receipts	-	-	-	-
Sales Tax	-	-	-	-
Econ. Incentive Agreement	-	-	-	-
Franchise Fees	-	-	-	-
Licenses, Fees & Permits	-	-	-	-
Gas Tax	-	-	-	-
Wastewater Receipts	-	-	-	-
Intergovernmental Revenue/Grants	-	-	-	-
Charges for Services	-	-	-	-
Use of Money & Property	-	-	-	48,000
Fines & Forfeitures	-	-	-	-
Miscellaneous	-	-	-	-
Transfers In	252,090	1,977,988	-	-
Total Revenues	<u>\$ 252,090</u>	<u>\$ 1,977,988</u>	<u>\$ -</u>	<u>\$ 48,000</u>
<b>Expenditures</b>				
Salaries	\$ 162,522	\$ -	\$ -	\$ -
Benefits	32,698	-	-	-
Materials & Supplies	-	-	-	-
Professional/Contractual Services	56,690	1,743,861	-	-
Utilities	-	-	-	-
Lease of Facility/Equipment	-	-	-	-
Equipment	-	-	-	-
Capital Projects	-	-	-	-
Debt Service	-	234,127	-	-
Overhead Cost Allocation	-	-	-	-
Transfers Out	-	-	-	48,000
Total Expenditures	<u>251,910</u>	<u>1,977,988</u>	<u>-</u>	<u>48,000</u>
<b>Impact to Fund Balance</b>				
Revenues	252,090	1,977,988	-	48,000
Expenditures	251,910	1,977,988	-	48,000
<b>Net - Increase to or (Use of) Fund Balance</b>	<u><b>\$ 180</b></u>	<u><b>\$ -</b></u>	<u><b>\$ -</b></u>	<u><b>\$ -</b></u>

**City of Grand Terrace**  
**FY 2016-17 Proposed Revenue & Expense Detail by Fund**

CATEGORY				
<u>TRUST</u> <u>FUND</u>	<u>CAPITAL</u> <u>PROJECTS</u>	<u>CAPITAL</u> <u>PROJECTS</u>	<u>CAPITAL</u> <u>PROJECTS</u>	
FUND NUMBER & TITLE				
<u>37</u>	<u>46</u>	<u>48</u>	<u>50</u>	
<u>S/A CRA</u> <u>PROJECTS</u> <u>TRUST</u>	<u>CAPITAL</u> <u>IMPROV. -</u> <u>STREETS</u>	<u>CAPITAL</u> <u>PROJECTS</u> <u>FUND</u>	<u>CAPITAL PROJ.</u> <u>BOND</u> <u>PROCEEDS</u>	
				Revenues
\$ -	\$ -	\$ -	\$ -	Property Tax
-	-	-	-	Residual Receipts - RPTTF
-	-	-	-	S/A Property Receipts
-	-	-	-	Sales Tax
-	-	-	-	Econ. Incentive Agreement
-	-	-	-	Franchise Fees
-	-	-	-	Licenses, Fees & Permits
-	-	-	-	Gas Tax
-	-	-	-	Wastewater Receipts
-	-	-	-	Intergovernmental Revenue/Grants
-	-	-	-	Charges for Services
-	-	-	-	Use of Money & Property
-	-	-	-	Fines & Forfeitures
-	-	-	-	Miscellaneous
-	342,000	-	-	Transfers In
<u>\$ -</u>	<u>\$ 342,000</u>	<u>\$ -</u>	<u>\$ -</u>	Total Revenues
				Expenditures
\$ -	\$ -	\$ -	\$ -	Salaries
-	-	-	-	Benefits
-	-	-	-	Materials & Supplies
-	-	-	-	Professional/Contractual Services
-	-	-	-	Utilities
-	-	-	-	Lease of Facility/Equipment
-	-	-	-	Equipment
-	342,000	-	-	Capital Projects
-	-	-	-	Debt Service
-	-	-	-	Overhead Cost Allocation
-	-	-	-	Transfers Out
<u>-</u>	<u>342,000</u>	<u>-</u>	<u>-</u>	Total Expenditures
				Impact to Fund Balance
-	342,000	-	-	Revenues
<u>-</u>	<u>342,000</u>	<u>-</u>	<u>-</u>	Expenditures
<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<b>Net - Increase to or (Use of) Fund Balance</b>

**City of Grand Terrace**  
**FY 2016-17 Proposed Revenue & Expense Detail by Fund**

	CATEGORY			
	<u>HOUSING AUTHORITY</u>	<u>COMMUNITY BENEFITS</u>	<u>PUBLIC SAFETY SVCS</u>	<u>SPECIAL REVENUE FUNDS</u>
	FUND NUMBER & TITLE			
	<u>52</u>	<u>61</u>	<u>64</u>	<u>65</u>
	<u>HOUSING AUTHORITY</u>	<u>COMMUNITY BENEFITS FUND</u>	<u>PUBLIC SAFETY SVCS FUND</u>	<u>SENIOR BUS PROGRAM</u>
<b>Revenues</b>				
Property Tax	\$ -	\$ -	\$ -	\$ -
Residual Receipts - RPTTF	-	-	-	-
S/A Property Receipts	-	-	-	-
Sales Tax	-	-	-	-
Econ. Incentive Agreement	-	-	-	-
Franchise Fees	-	-	-	-
Licenses, Fees & Permits	-	-	-	-
Gas Tax	-	-	-	-
Wastewater Receipts	-	-	-	-
Intergovernmental Revenue/Grants	-	-	-	42,778
Charges for Services	-	-	-	-
Use of Money & Property	-	-	-	-
Fines & Forfeitures	-	-	-	-
Miscellaneous	-	-	-	2,400
Transfers In	-	25,000	-	15,000
Total Revenues	<u>\$ -</u>	<u>\$ 25,000</u>	<u>\$ -</u>	<u>\$ 60,178</u>
<b>Expenditures</b>				
Salaries	\$ -	\$ -	\$ 33,374	\$ 49,478
Benefits	-	-	-	-
Materials & Supplies	-	-	-	-
Professional/Contractual Services	9,700	25,000	169,000	10,700
Utilities	-	-	-	-
Lease of Facility/Equipment	-	-	-	-
Equipment	-	-	-	-
Capital Projects	-	-	-	-
Debt Service	-	-	-	-
Overhead Cost Allocation	-	-	-	-
Transfers Out	-	-	-	-
Total Expenditures	<u>9,700</u>	<u>25,000</u>	<u>202,374</u>	<u>60,178</u>
<b>Impact to Fund Balance</b>				
Revenues	-	25,000	-	60,178
Expenditures	9,700	25,000	202,374	60,178
<b>Net - Increase to or (Use of) Fund Balance</b>	<u><b>\$ (9,700)</b></u>	<u><b>\$ -</b></u>	<u><b>\$ (202,374)</b></u>	<u><b>\$ -</b></u>

**City of Grand Terrace**  
**FY 2016-17 Proposed Revenue & Expense Detail by Fund**

CATEGORY				
<u>SPECIAL REVENUE FUNDS</u>	<u>FIXED ASSETS</u>	<u>SPECIAL REVENUE FUNDS</u>		
FUND NUMBER & TITLE				
<u>66</u>	<u>70</u>	<u>73</u>	<u>GRAND TOTAL</u>	
<u>CALRECYCLE GRANT</u>	<u>FIXED ASSET EUND</u>	<u>ATP CYCLE 2</u>		
				Revenues
\$ -	\$ -	\$ -	\$ 3,907,480	Property Tax
-	-	-	778,000	Residual Receipts - RPTTF
-	-	-	260,000	S/A Property Receipts
-	-	-	1,038,000	Sales Tax
-	-	-	(120,000)	Econ. Incentive Agreement
-	-	-	500,000	Franchise Fees
-	-	-	432,700	Licenses, Fees & Permits
-	-	-	279,000	Gas Tax
-	-	-	300,000	Wastewater Receipts
5,000	-	280,000	481,234	Intergovernmental Revenue/Grants
-	-	-	1,172,530	Charges for Services
-	-	-	76,200	Use of Money & Property
-	-	-	73,500	Fines & Forfeitures
-	-	-	5,200	Miscellaneous
-	-	-	2,660,078	Transfers In
<u>\$ 5,000</u>	<u>\$ -</u>	<u>\$ 280,000</u>	<u>\$ 11,843,922</u>	Total Revenues
				11,843,922
				-
				Expenditures
\$ -	\$ -	\$ 25,000	\$ 1,769,671	Salaries
-	-	-	821,283	Benefits
-	-	-	355,777	Materials & Supplies
-	113,549	255,000	5,808,765	Professional/Contractual Services
-	-	-	235,913	Utilities
-	-	-	7,652	Lease of Facility/Equipment
5,000	25,000	-	30,000	Equipment
-	-	-	483,000	Capital Projects
-	-	-	234,127	Debt Service
-	-	-	(40,036)	Overhead Cost Allocation
-	-	-	2,404,578	Transfers Out
<u>5,000</u>	<u>138,549</u>	<u>280,000</u>	<u>12,110,730</u>	Total Expenditures
				Impact to Fund Balance
5,000	-	280,000	11,843,922	Revenues
5,000	138,549	280,000	12,110,730	Expenditures
<u>\$ -</u>	<u>\$ (138,549)</u>	<u>\$ -</u>	<u>\$ (266,808)</u>	<b>Net - Increase to or (Use of) Fund Balance</b>

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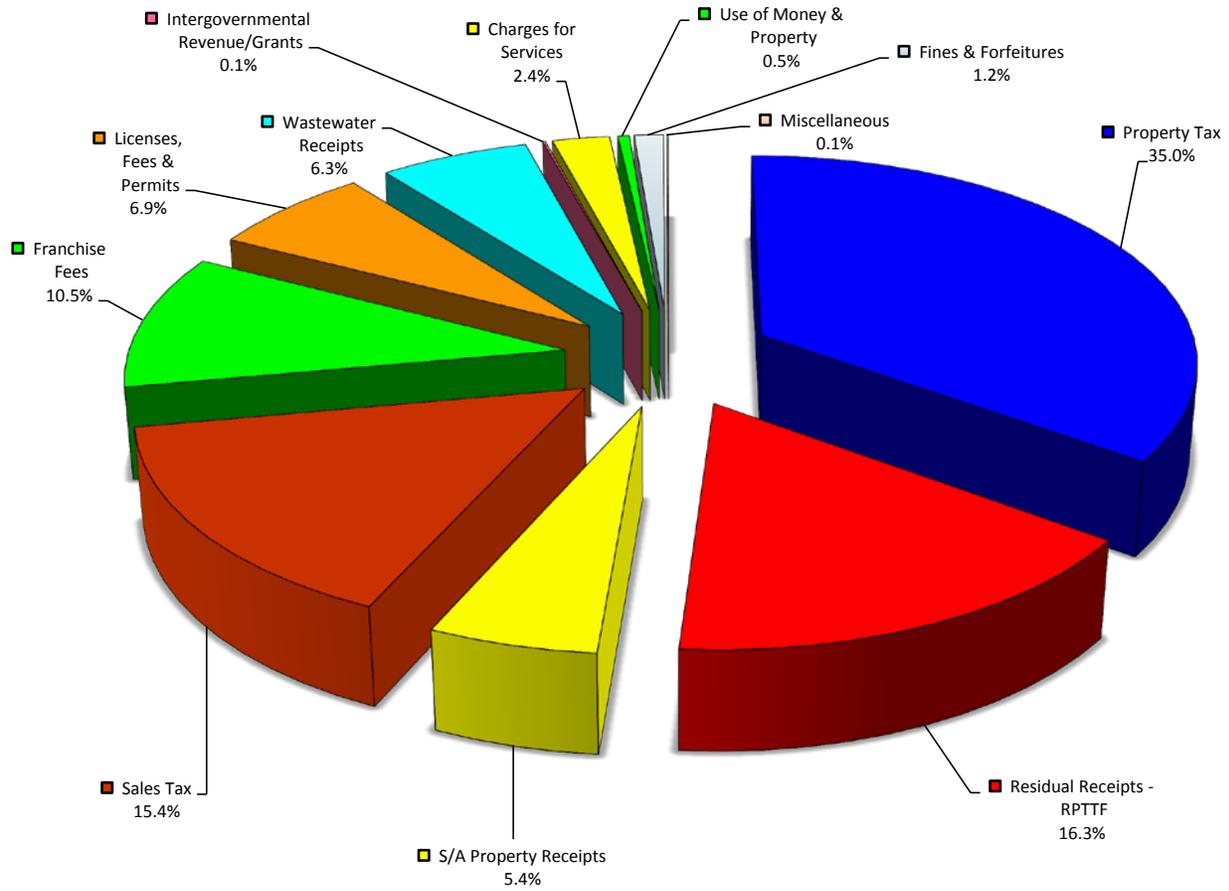
# GENERAL FUND Revenue & Expenditure



**City of Grand Terrace**  
**FY 2016-17 Proposed General Fund Revenue and Expenditure Report**  
**by Department**

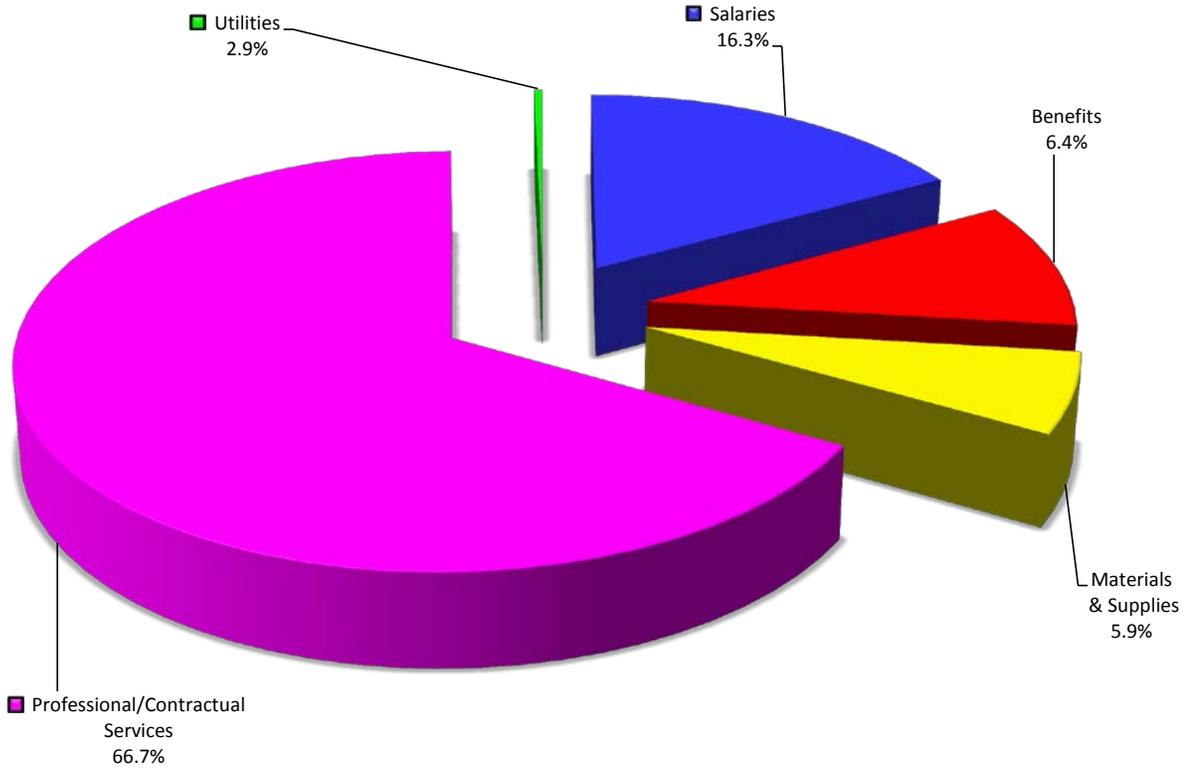
	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>	Increase (Decrease) over(under ) 2015-16 Projected
	<u>Actuals</u>	<u>Actuals</u>	<u>Projected</u>	<u>Proposed</u>	
<b>Revenues</b>					
Property Tax	\$ 1,454,971	\$ 1,515,189	\$ 1,615,811	\$ 1,674,000	3.60%
Residual Receipts - RPTTF	1,790,323	761,318	862,058	778,000	-9.75%
S/A Property Receipts	-	-	-	260,000	
Sales Tax	958,649	827,251	799,004	858,000	7.38%
Econ. Incentive Agreement	-	-	(60,000)	(120,000)	100.00%
Franchise Fees	477,395	499,828	498,593	500,000	0.28%
Licenses, Fees & Permits	243,468	305,877	322,213	327,700	1.70%
Wastewater Receipts	3,798	700,000	300,000	300,000	0.00%
Intergovernmental Revenue/Grants	9,289	14,762	4,984	5,000	0.32%
Charges for Services	104,715	107,805	101,457	114,700	13.05%
Use of Money & Property	22,049	22,506	23,650	23,000	-2.75%
Fines & Forfeitures	32,985	53,825	45,635	58,500	28.19%
Miscellaneous	189,114	74,550	17,839	2,800	-84.30%
Transfers	-	-	-	-	
<b>Total Revenues</b>	<b><u>5,286,756</u></b>	<b><u>4,882,911</u></b>	<b><u>4,531,245</u></b>	<b><u>4,781,700</u></b>	<b>5.53%</b>
<b>Approved Appropriations</b>					
Community Benefit Fund			25,000		
Fixed Asset Fund			420,000		
Quality of Life & Achievement Programs (QLEAP)			100,000		
Quality of Life & Achievement Programs (QLEAP) - Public Safety Fund			<u>290,000</u>		
			<b><u>835,000</u></b>		
<b>Expenditures by Department</b>					
City Council	49,013	48,247	58,066	60,396	4.01%
City Manager	330,014	375,630	466,707	465,152	-0.33%
City Clerk	248,956	219,410	218,398	223,746	2.45%
City Attorney	64,243	63,772	63,874	65,000	1.76%
Finance	364,944	409,982	458,004	510,140	11.38%
Planning & Development Svcs	506,128	577,756	552,044	731,568	32.52%
Public Works	395,507	487,801	610,043	650,084	6.56%
Public Safety	1,528,578	1,599,908	1,651,887	1,722,600	4.28%
Non-Departmental	1,356,290	623,154	1,285,842	219,437	-82.93%
<b>Total Expenditures</b>	<b><u>4,843,673</u></b>	<b><u>4,405,659</u></b>	<b><u>5,364,865</u></b>	<b><u>4,648,124</u></b>	<b>-13.36%</b>
<b>Revenues</b>					
	5,286,756	4,882,911	4,531,245	4,781,700	5.53%
<b>Expenditures by Department</b>					
	<u>4,843,673</u>	<u>4,405,659</u>	<u>5,364,865</u>	<u>4,648,124</u>	-13.36%
<b>Surplus or Approved Use of Fund Balance</b>	<b><u>\$ 443,083</u></b>	<b><u>\$ 477,251</u></b>	<b><u>\$ 1,380</u></b>	<b><u>\$ 133,576</u></b>	

## City of Grand Terrace 2016-17 General Fund Proposed Revenues (\$4,781,700)



Property Tax	\$ 1,674,000
Residual Receipts - RPTTF	778,000
S/A Property Receipts	260,000
Sales Tax	738,000
Franchise Fees	500,000
Licenses, Fees & Permits	327,700
Wastewater Receipts	300,000
Intergovernmental Revenue/Grants	5,000
Charges for Services	114,700
Use of Money & Property	23,000
Fines & Forfeitures	58,500
Miscellaneous	2,800
<b>TOTAL</b>	<b><u>\$ 4,781,700</u></b>

**City of Grand Terrace  
2016-17 General Fund  
Proposed Expenditures by Category  
(\$4,648,124)**



Salaries	\$ 792,145
Benefits	466,158
Materials & Supplies	296,257
Professional/Contractual Services	3,109,734
Utilities, Overhead & Transfers	(16,171)
	<u>\$ 4,648,124</u>

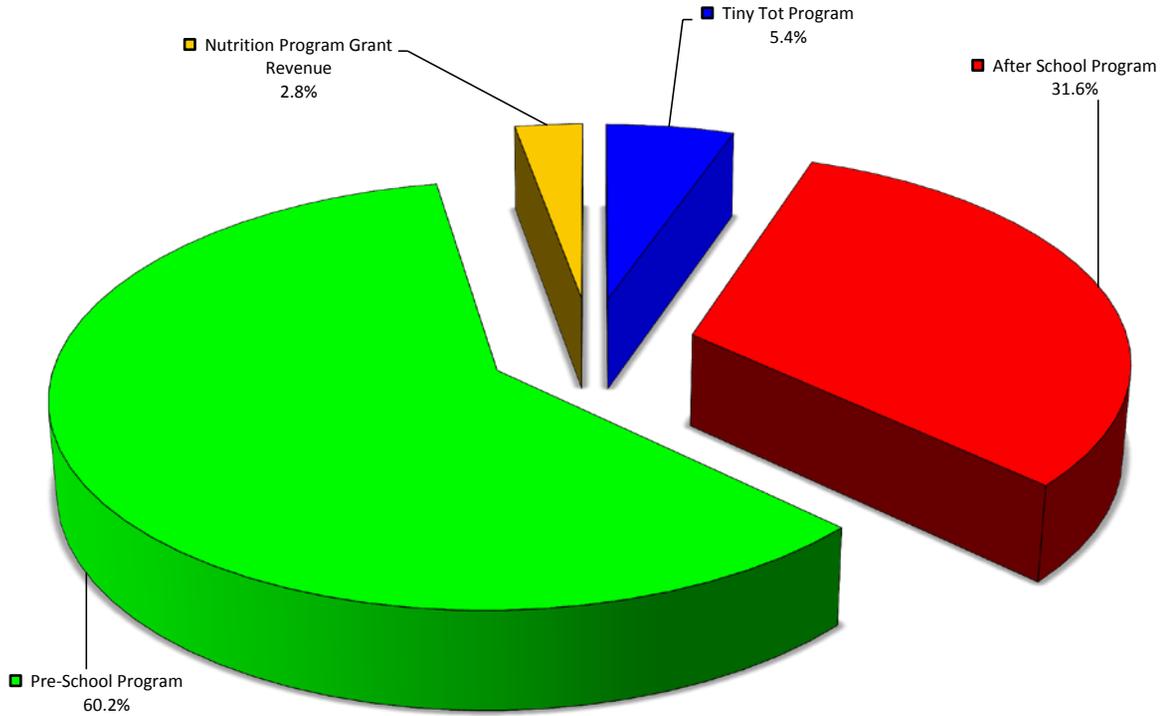
# CHILD CARE FUND Revenue & Expenditure



**City of Grand Terrace**  
**FY 2016-17 Proposed Revenue & Expense Summary**  
**Child Care Services Fund**

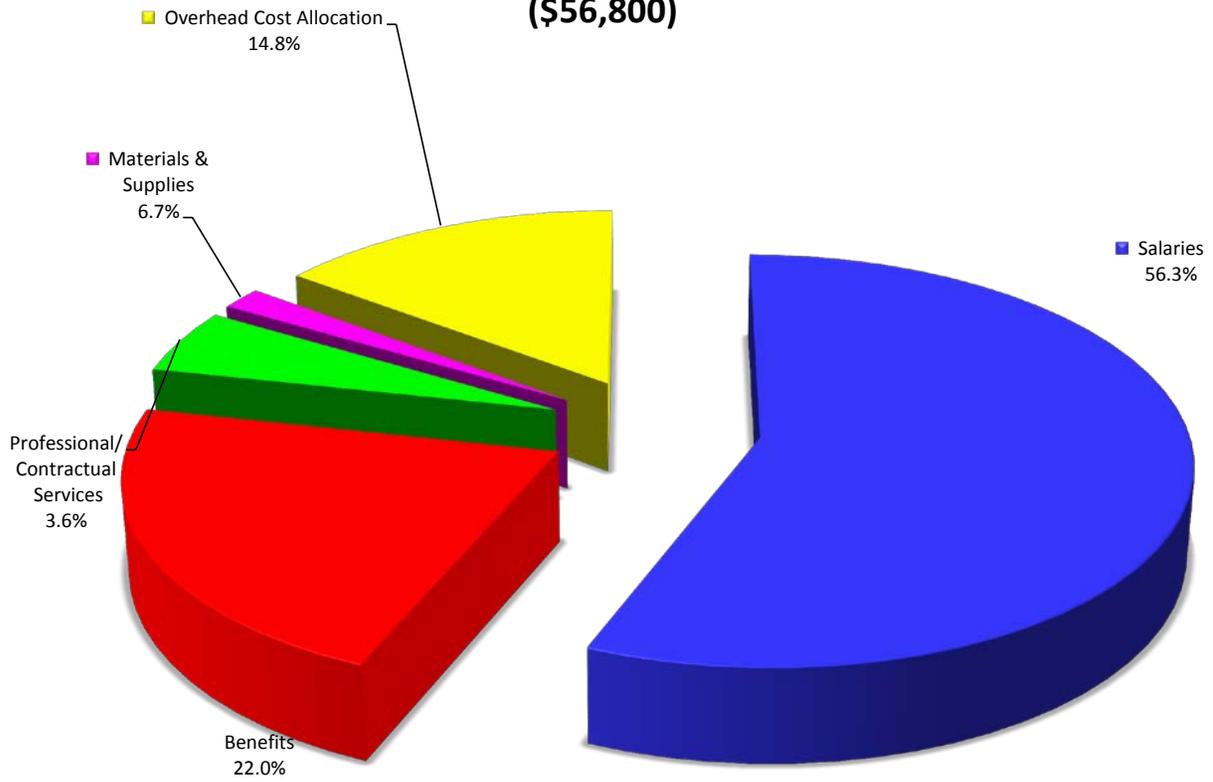
	<u>09-441</u>	<u>09-445</u>	<u>09-446</u>	<u>09-447</u>	
	<u>NUTRITION</u>	<u>TINY TOTS</u>	<u>AFTER SCHOOL</u>	<u>PRE-SCHOOL</u>	<u>TOTAL</u>
	<u>PROGRAM</u>				
<b>Revenues</b>					
Property Tax	\$ -	\$ -	\$ -	\$ -	\$ -
Sales Tax	-	-	-	-	-
Franchise Fees	-	-	-	-	-
Licenses, Fees & Permits	-	-	-	-	-
Residual Receipts - RPTTF	-	-	-	-	-
Gas Tax	-	-	-	-	-
Wastewater Receipts	-	-	-	-	-
Intergovernmental Revenue/Grants	-	-	-	-	-
Charges for Services	30,000	56,800	334,450	636,580	1,057,830
Use of Money & Property	-	-	-	-	-
Fines & Forfeitures	-	-	-	-	-
Miscellaneous	-	-	-	-	-
Transfers In	-	-	-	-	-
Total Revenues	<u>30,000</u>	<u>56,800</u>	<u>334,450</u>	<u>636,580</u>	<u>1,057,830</u>
<b>Expenditures</b>					
Salaries	-	31,980	182,220	331,910	546,110
Benefits	-	12,520	74,510	138,150	225,180
Materials & Supplies	30,000	1,000	15,500	13,020	59,520
Professional/Contractual Services	-	2,900	6,220	41,200	50,320
Utilities	-	-	-	17,500	17,500
Lease of Facility/Equipment	-	-	-	-	-
Equipment	-	-	-	-	-
Overhead Cost Allocation	-	8,400	56,000	94,800	159,200
Transfers Out	-	-	-	-	-
Total Expenditures	<u>30,000</u>	<u>56,800</u>	<u>334,450</u>	<u>636,580</u>	<u>1,057,830</u>
<b>Net</b>	-	-	-	-	-

**City of Grand Terrace  
2016-17 Child Care Proposed Revenues (\$1,057,530)**



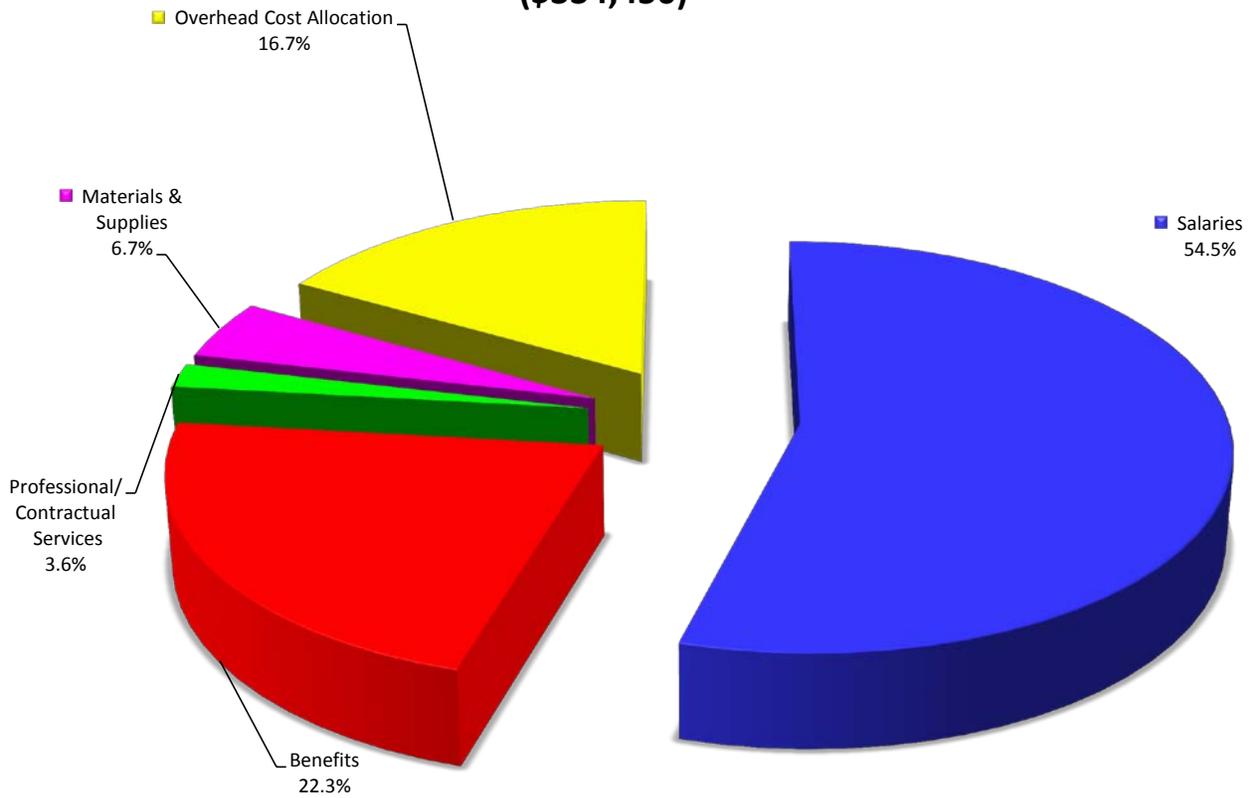
Tiny Tot Program	\$	56,800
After School Program	\$	334,450
Pre-School Program	\$	636,580
Nutrition Program Grant Revenue	\$	30,000
	<b>\$</b>	<b><u>1,057,830</u></b>

**City of Grand Terrace  
2016-17 Child Care Proposed Expenditures - Tiny Tots  
(\$56,800)**



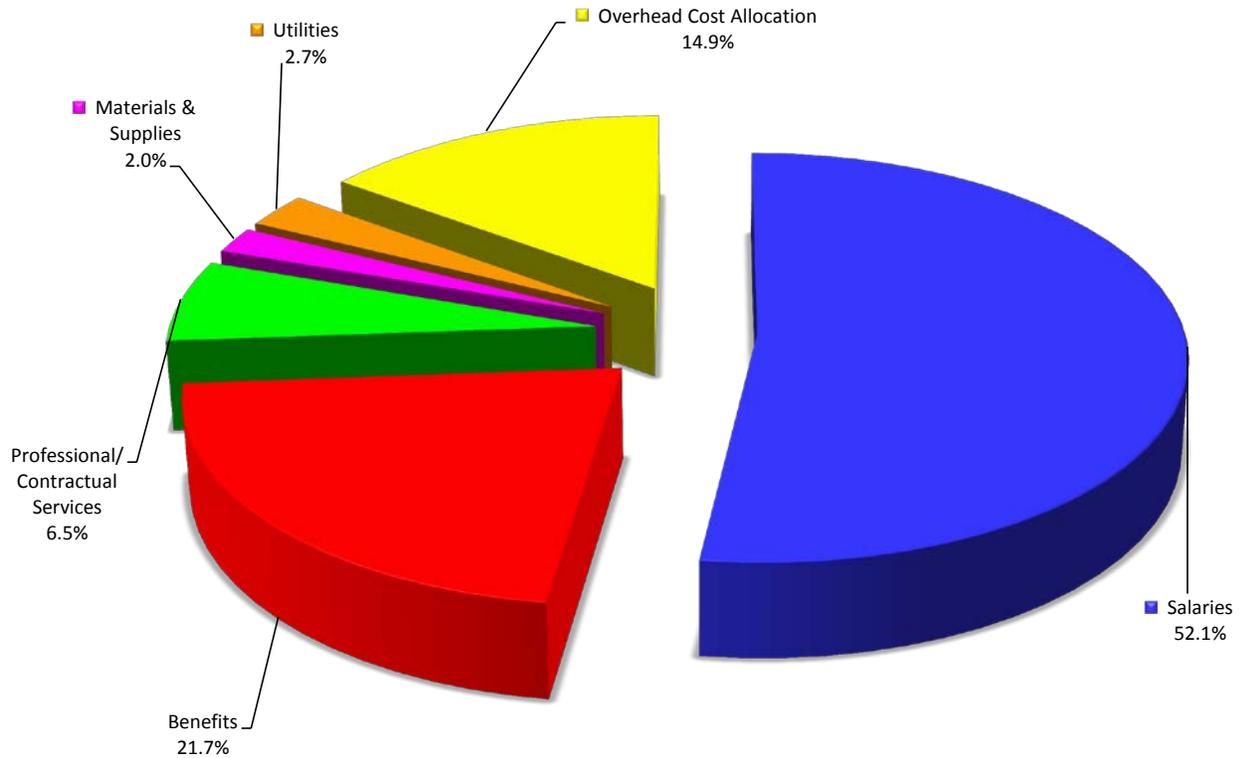
10Salaries	Salaries	\$	31,980	56.3%
10Benefits	Benefits		12,520	22.0%
10Professional/Con	Professional/Contractual Services		2,900	5.1%
10Materials & Supp	Materials & Supplies		1,000	1.8%
10Overhead Cost A	Overhead Cost Allocation		8,400	14.8%
			<u>\$</u>	<u>56,800</u>

## City of Grand Terrace 2016-17 Child Care Proposed Expenditures - After School (\$334,450)



10Salaries	Salaries	\$	182,220	54.5%
10Benefits	Benefits		74,510	22.3%
10Professional/Con	Professional/Contractual Services		6,220	1.9%
10Materials & Supp	Materials & Supplies		15,500	4.6%
10Overhead Cost A	Overhead Cost Allocation		56,000	16.7%
			<u>\$</u>	<u>334,450</u>

**City of Grand Terrace  
2016-17 Child Care Proposed Expenditures by Category - Pre-School  
(\$636,580)**



10Salaries	Salaries	\$	331,910	52.1%
10Benefits	Benefits		138,150	21.7%
10Professional/Con	Professional/Contractual Services		41,200	6.5%
10Materials & Supp	Materials & Supplies		13,020	2.0%
10Utilities	Utilities		17,500	2.7%
10Overhead Cost A	Overhead Cost Allocation		<u>94,800</u>	14.9%
		\$	<b>636,580</b>	

# CITY-WIDE Position Summary



**City of Grand Terrace**  
**FY 2016-17 Proposed Summary of Positions**

<b>Elected and Appointed Officials</b>	<u>Position</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>	Increase (Decrease) over(under) 2015-16 Actual	Annual Minimum	Annual Maximum
		<u>Actual</u>	<u>Actual</u>	<u>Projected</u>	<u>Proposed</u>			
1	Council Members	5.0	5.0	5.0	5.0	0.00%	\$3,600	\$3,600
2	Planning Commissioners	5.0	5.0	5.0	5.0	0.00%	\$600	\$600
	<b>Total</b>	<b>10.0</b>	<b>10.0</b>	<b>10.0</b>	<b>10.0</b>	<b>0.00%</b>		

<b>City Hall</b>	<u>Position</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>	Increase (Decrease) over(under) 2015-16 Projected	Annual Minimum	Annual Maximum
		<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Proposed</u>			
1	Assistant City Manager	-	-	-	-		\$131,026	\$159,263
2	Associate Planner	-	-	-	-		\$60,026	\$72,962
3	Assistant Planner	-	-	-	1.0	100.00%		
4	Building & Safety Technichian II	1.0	-	-	-			
5	Building Permit Technician	-	1.0	1.0	1.0	0.00%	\$44,795	\$54,448
6	Building Official	-	-	-	-		\$76,608	\$93,118
7	City Clerk	1.0	1.0	1.0	1.0	0.00%	\$80,435	\$97,769
8	City Manager	1.0	1.0	1.0	1.0	0.00%	\$180,000	\$180,000
9	Code Enforcement Specialist/Park	-	-	0.5	0.5	50.00%	\$44,795	\$54,448
10	Community Development Director	1.0	1.0	-	-		\$124,798	\$151,693
11	Department Secretary	1.0	1.0	1.0	1.0	0.00%	\$38,698	\$47,038
12	Executive Assistant	1.0	1.0	1.0	1.0	0.00%	\$47,027	\$57,161
13	Finance Director	1.0	-	-	-		\$102,663	\$124,788
14	Financial Analyst	-	-	-	-		\$51,848	\$63,021
15	Finance Technician	1.0	1.0	-	-		\$36,860	\$44,803
16	Human Resources Analyst	-	-	-	-		\$51,848	\$63,021
17	Human Resources Technician	0.5	0.5	0.5	0.5	0.00%	\$42,656	\$51,849
18	Intern A	-	0.5	0.5	0.5			
19	Intern B	-	0.5	0.5	0.5	0.00%	\$26,186	\$31,830
20	Maintenance Crew Leader	1.0	1.0	1.0	1.0	0.00%	\$40,630	\$49,386
21	Maintenance Crew Leader (PT)	-	-	0.5	-			
22	Maintenance Worker I	1.0	1.0	1.0	2.0	100.00%	\$30,313	\$36,846
23	Maintenance Worker II	1.0	1.0	1.0	1.0	0.00%	\$33,427	\$40,631
24	Management Analyst	1.0	1.0	1.0	1.0	0.00%	\$51,848	\$63,021
25	Office Assistant	-	-	-	-		\$27,499	\$33,426
26	Office Specialist	-	-	0.5	0.5	0.00%	\$30,313	\$36,846
27	Planning Technician	-	-	0.5	-		\$40,630	\$49,386
28	Planning & Development Svcs Dir	-	-	1.0	1.0	100.00%	\$113,196	\$137,590
29	Principal Accountant	-	-	-	-		\$60,026	\$72,962

**City of Grand Terrace**  
**FY 2016-17 Proposed Summary of Positions**

30 Public Works Director	-	-	1.0	1.0	100.00%	\$124,798	\$151,693
31 Senior Finance Technician	-	-	-	-		\$42,656	\$51,849
32 Senior Civil Engineer	-	-	1.0	-		\$84,468	\$102,671
33 Sr. Code Enforcement Officer	1.0	1.0	1.0	1.0	0.00%	\$51,848	\$63,021
34 Bus Driver	-	-	0.5	0.5	0.00%	\$38,688	\$0
<b>Total</b>	<b>13.5</b>	<b>13.5</b>	<b>17.0</b>	<b>17.0</b>	<b>0.00%</b>		

**Child Care Services**

Position	2013-14	2014-15	2015-16	2016-17	Increase (Decrease) over(under) 2015-16 Actual	Annual Minimum	Annual Maximum
	Actual	Actual	Actual	Proposed			
1 Child Care Services Director	1.0	1.0	1.0	1.0	0.00%	\$53,768	\$69,888
2 Assistant Child Care Director	2.0	2.0	2.0	1.0	-50.00%	\$42,182	\$52,728
3 Lead Teacher	3.0	3.0	3.0	3.0	0.00%	\$32,448	\$40,560
4 Teacher	10.0	11.0	10.0	10.0	0.00%	\$24,960	\$31,200
5 Teacher (P/T) (2)	1.0	1.0	1.0	0.5	-50.00%	\$24,960	\$31,200
6 Teaching Assistant	1.0	1.0	1.0	1.0	0.00%	\$20,800	\$22,880
7 Teaching Assistant (P/T) (2)	1.0	1.0	1.0	1.0	0.00%	\$20,800	\$22,880
8 Substitute Teacher (P/T) (4)	2.0	2.0	2.0	2.0	0.00%	\$24,960	\$31,200
9 Cook	-	-	1.0	1.0	0.00%	\$24,960	\$31,200
<b>Total</b>	<b>21.0</b>	<b>22.0</b>	<b>22.0</b>	<b>20.5</b>	<b>-6.82%</b>		

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# GENERAL FUND Five-Year Projection



**City of Grand Terrace**  
**General Fund**  
**FY2016-17 Proposed Budget - Five-Year Projection**

	<u>2016-17</u>	<u>2017-18</u>	<u>2018-19</u>	<u>2019-20</u>	<u>2020-21</u>
	<u>Proposed</u>	<u>Projected</u>	<u>Projected</u>	<u>Projected</u>	<u>Projected</u>
<b>REVENUES</b>					
Property Tax	\$ 1,674,000	\$ 1,707,480	\$ 1,742,943	\$ 1,779,422	\$ 1,816,590
Residual Receipts - RPTTF	778,000	793,560	809,431	825,620	842,132
S/A Property Receipts	260,000	0	0	0	0
Franchise Fees	500,000	510,000	520,200	530,604	541,216
Licenses, Fees & Permits	327,700	337,754	350,020	362,821	378,446
Sales Tax	858,000	875,160	892,663	914,000	932,280
Econ. Incentive Agreement	(120,000)	0	0	0	0
Intergovernmental Revenue/Grants	5,000	5,100	5,202	5,306	5,412
Charges for Services	114,700	121,394	123,822	126,298	131,989
Fines & Forfeitures	58,500	59,670	60,863	62,081	63,322
Miscellaneous	2,800	2,856	2,913	2,971	3,031
Use of Money & Property	23,000	23,460	23,929	24,408	24,896
Transfers In	0	0	0	0	0
Residual Receipts - Sr Housing	0	0	0	0	0
Wastewater Receipts	<u>300,000</u>	<u>300,000</u>	<u>300,000</u>	<u>300,000</u>	<u>300,000</u>
	<u>\$ 4,781,700</u>	<u>\$ 4,736,434</u>	<u>\$ 4,831,987</u>	<u>\$ 4,933,530</u>	<u>\$ 5,039,315</u>
<b>EXPENDITURES</b>					
City Council	\$ 60,396	\$ 60,409	\$ 60,422	\$ 60,435	\$ 60,449
City Manager	465,152	506,199	507,282	508,403	509,563
City Clerk	223,746	223,808	223,871	223,937	224,006
City Attorney	65,000	65,000	65,000	65,000	65,000
Finance	510,140	520,075	530,208	540,544	551,087
Planning & Development Svcs	731,568	731,974	736,118	740,408	744,847
Public Works	650,084	651,133	652,218	653,341	654,503
Public Safety	1,722,600	1,800,117	1,881,122	1,965,773	2,054,233
Non-Departmental	<u>219,437</u>	<u>131,564</u>	<u>131,564</u>	<u>131,564</u>	<u>131,564</u>
	<u>\$ 4,648,124</u>	<u>\$ 4,690,277</u>	<u>\$ 4,787,805</u>	<u>\$ 4,889,405</u>	<u>\$ 4,995,252</u>
<b>NET (Revenues less Expenditures)</b>	<b><u>133,576</u></b>	<b><u>46,157</u></b>	<b><u>44,182</u></b>	<b><u>44,125</u></b>	<b><u>44,063</u></b>
Child Care unfunded accrued liability	<u>(147,820)</u>	<u>(148,000)</u>	<u>(148,000)</u>	<u>(148,000)</u>	<u>(148,000)</u>
Net	<u>(14,244)</u>	<u>(101,843)</u>	<u>(103,818)</u>	<u>(103,875)</u>	<u>(103,937)</u>
Beginning Fund Balance	1,580,595	1,566,351	1,464,508	1,360,690	1,256,816
Net Surplus or (Deficit)	<u>(14,244)</u>	<u>(101,843)</u>	<u>(103,818)</u>	<u>(103,875)</u>	<u>(103,937)</u>
Ending Fund Balance	<b><u>1,566,351</u></b>	<b><u>1,464,508</u></b>	<b><u>1,360,690</u></b>	<b><u>1,256,816</u></b>	<b><u>1,152,878</u></b>

# General Fund





*Grand Terrace Fitness Park*

**City of Grand Terrace**  
**FY2016-17 Proposed Budget - General Fund**

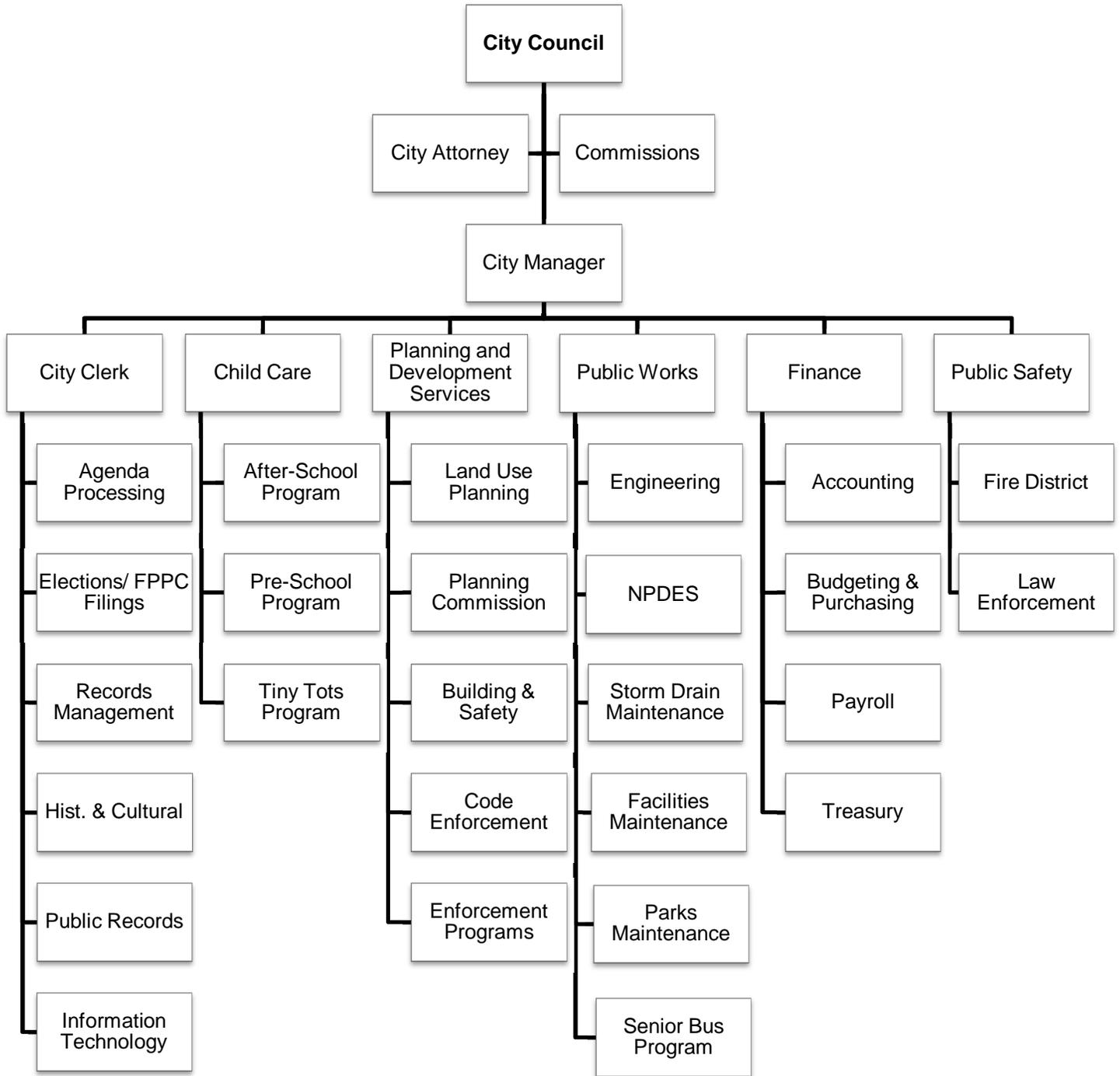
	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>
	<u>Actuals</u>	<u>Actuals</u>	<u>Projections</u>	<u>Total Proposed</u>
<b>REVENUES</b>				
Property Tax	1,454,971	1,515,189	1,615,811	1,674,000
Residual Receipts - RPTTF	1,790,323	761,318	862,058	778,000
S/A Property Receipts	0	0	0	260,000
Franchise Fees	477,395	499,828	498,593	500,000
Licenses, Fees & Permits	243,468	305,877	322,213	327,700
Sales Tax	958,649	827,251	799,004	858,000
Econ. Incentive Agreement	0	0	(60,000)	(120,000)
Intergovernmental Revenue/Grants	9,289	14,762	4,984	5,000
Charges for Services	104,715	107,805	101,457	114,700
Fines & Forfeitures	32,985	53,825	45,635	58,500
Miscellaneous	189,114	74,550	17,839	2,800
Use of Money & Property	22,049	22,506	23,650	23,000
Transfers In	0	0	0	0
Residual Receipts - Sr Housing	0	0	0	0
Wastewater Receipts	<u>3,798</u>	<u>700,000</u>	<u>300,000</u>	<u>300,000</u>
	<u>5,286,756</u>	<u>4,882,911</u>	<u>4,531,245</u>	<u>4,781,700</u>
<b>APPROVED APPROPRIATIONS</b>				
Community Benefit Fund			25,000	
Fixed Asset Fund			420,000	
Quality of Life & Achievement Programs (QLEAP)			100,000	
Quality of Life & Achievement Programs (QLEAP) - Public Safety Fund			<u>290,000</u>	
			<u>835,000</u>	
<b>EXPENDITURES</b>				
City Council	49,013	48,247	58,066	60,396
City Mgr - Administration	293,318	339,196	420,648	428,152
Senior Citizens Program	31,734	33,063	31,072	32,000
Emer. Ops. Center	4,962	3,371	14,987	5,000
City Attorney	64,243	63,772	63,874	65,000
City Clerk - Administration	106,686	129,694	150,314	151,246
Hist. & Cultural Comm.	668	699	1,118	1,000
Building & Safety	157,101	151,614	128,463	159,891
Public Works	127,163	220,222	302,935	306,083
Community Events	(460)	0	0	0
Code Enforcement	70,382	72,760	70,426	121,763
Enforcement Programs	139,600	182,174	175,385	196,958
Facilities Maintenance	48,615	73,655	77,607	80,430
CDD - Planning	138,222	169,451	174,598	246,335
Park Maintenance	139,078	151,773	152,859	183,667
NPDES	63,858	40,731	41,869	59,904
Storm Drain Maintenance	16,793	1,420	34,773	20,000
Planning Commission	1,283	1,757	3,172	6,621
Finance - Administration	364,944	409,982	458,004	510,140
Information Technology	141,602	89,016	66,965	71,500
Non-Departmental	1,832,457	869,115	1,567,578	501,173
Overhead Cost Alloc	(476,167)	(245,961)	(281,736)	(281,736)
Law Enforcement	1,528,578	1,590,357	1,652,037	1,722,600
Every 15 Minutes	<u>0</u>	<u>9,551</u>	<u>(150)</u>	<u>0</u>
	<u>4,843,673</u>	<u>4,405,659</u>	<u>5,364,865</u>	<u>4,648,124</u>
<b>NET (Revenues less Expenditures)</b>	<b><u>443,083</u></b>	<b><u>477,251</u></b>	<b><u>1,380</u></b>	<b><u>133,576</u></b>

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# CITY COUNCIL

## Organization Chart



## CITY COUNCIL

### Department Description

The City Council is a legislative body of five members elected at large by the citizens of Grand Terrace. The City Council is comprised of one (1) Mayor and four (4) Council Members. Each member is elected to a four-year term. The City Council ratifies laws and provides policy direction with regards to City services to provide for the welfare of the citizens of the City. The City Council also serves as the Board of Directors of the Successor Agency to the Community Redevelopment Agency of the City of Grand Terrace. The Mayor presides over Council meetings and serves as the ceremonial head of our City Government. The City Council provides political leadership for the City, makes appointments to various commissions and advisory boards, represents the City in matters involving governmental affairs and activities, performs fiduciary duties for the benefit of the citizens of Grand Terrace, establishes priorities and direction for policies regarding City services, conducts public meetings of the City agenda, adopts and amends municipal codes and ordinances, passes resolutions, and adopts the City's annual operating and capital budgets.



*Grand Terrace City Council Chambers*

**City of Grand Terrace**  
**FY 2016-17 Proposed Program Detail**

Fund: GENERAL FUND Fund No.: 10  
 Dept: City Council  
 Program: **City Council** Program No.: 110

Program Desc: The City Council is a legislative body of five members elected at large by the citizens of Grand Terrace. Each member is elected to a four-year term. The City Council provide policy direction with regards to City services. The City Council also serves as the Board of Directors of the Successor Agency to the Community Redevelopment Agency of City of Grand Terrace.

- Program 1 Provide political leadership for the City;  
 Services: 2 Make appointments to various commissions and advisory boards;  
 3 Represent the City in matters involving governmental affairs and activities;  
 4 Perform fiduciary duties for the benefit of the citizens of Grand Terrace;  
 5 Establish priorities and direction for policies regarding City services;  
 6 Conduct public meetings of City agenda;  
 7 Serve on the Successor Agency to the Community Redevelopment Agency of the City of Grand Terrace;  
 8 Adopt and amend municipal codes and ordinances, and pass resolutions;  
 9 Adopt the City's annual operating and capital budgets.

<b>Position Summary</b> (before direct labor and overhead cost allocation distribution)						Increase (Decrease) over(under) 2016-17 Actual
<u>Position</u>	<u>2013-14</u> <u>Actual</u>	<u>2014-15</u> <u>Actual</u>	<u>2015-16</u> <u>Projected</u>	<u>2016-17</u> <u>Proposed</u>		
1 Councilmember	5.0	5.0	5.0	5.0		0.00%
	-	-	-	-		
<b>Total</b>	<b><u>5.0</u></b>	<b><u>5.0</u></b>	<b><u>5.0</u></b>	<b><u>5.0</u></b>		<b>0.00%</b>

<b>Expenditure Summary</b>						Increase (Decrease) over(under) 2015-16 Projected
<u>Expenditure Category</u>	<u>2013-14</u> <u>Actual</u>	<u>2014-15</u> <u>Actual</u>	<u>2015-16</u> <u>Projected</u>	<u>2016-17</u> <u>Proposed</u>		
1 Salaries	\$ 18,232	\$ 16,234	\$ 18,865	\$ 18,000		-4.59%
2 Benefits	28,518	27,142	30,164	33,196		10.05%
3 Materials & Supplies	246	653	1,212	1,200		-0.96%
4 Professional/Contractual Services	2,017	4,218	7,826	8,000		2.23%
5 Utilities	-	-	-	-		
6 Lease of Facility/Equipment	-	-	-	-		
7 Equipment	-	-	-	-		
8 Capital Projects	-	-	-	-		
9 Overhead Cost Allocation	-	-	-	-		
10 Debt Service	-	-	-	-		
11 Transfers Out	-	-	-	-		
<b>Total</b>	<b><u>\$ 49,013</u></b>	<b><u>\$ 48,247</u></b>	<b><u>\$ 58,066</u></b>	<b><u>\$ 60,396</u></b>		<b>4.01%</b>

# CITY COUNCIL

## 2030 Vision / Goals

1. Ensure Our Fiscal Viability
  - Commit to a Balanced Budget
  - Identify Additional Revenue Sources
  - Review Expenditures and Seek Savings
  - Explore Creative Means to Provide Services
  - Ensure Appropriate Cost Recovery for Services
  
2. Maintain Public Safety
  - Ensure Staff Levels for Police Services Remain Adequate for Our Community
  - Invest in Critical Improvements to Infrastructure
  
3. Promote Economic Development
  - Develop Proactive Economic Development Plan to Attract New Businesses
  - Invest in Infrastructure Needed to Support Business Attraction and Retention
  - Prepare for Development by Updating Zoning and Development Codes including the Sign Code
  
4. Develop and Implement Successful Partnerships
  - Work Collaboratively with Community Groups, Private and Public Sector Agencies to Facilitate the Delivery of Services Benefitting Youth, Seniors & Our Community
  - Work with Local, Regional and State Agencies to Secure Funding for Programs and Projects
  
5. Engage in Proactive Communication
  - Develop and Implement a Cost Effective Proactive Communication Program
  - Utilize Technology and Web-Based Tools to Disseminate Information
  - Engage the Community by Participation

## CITY COUNCIL



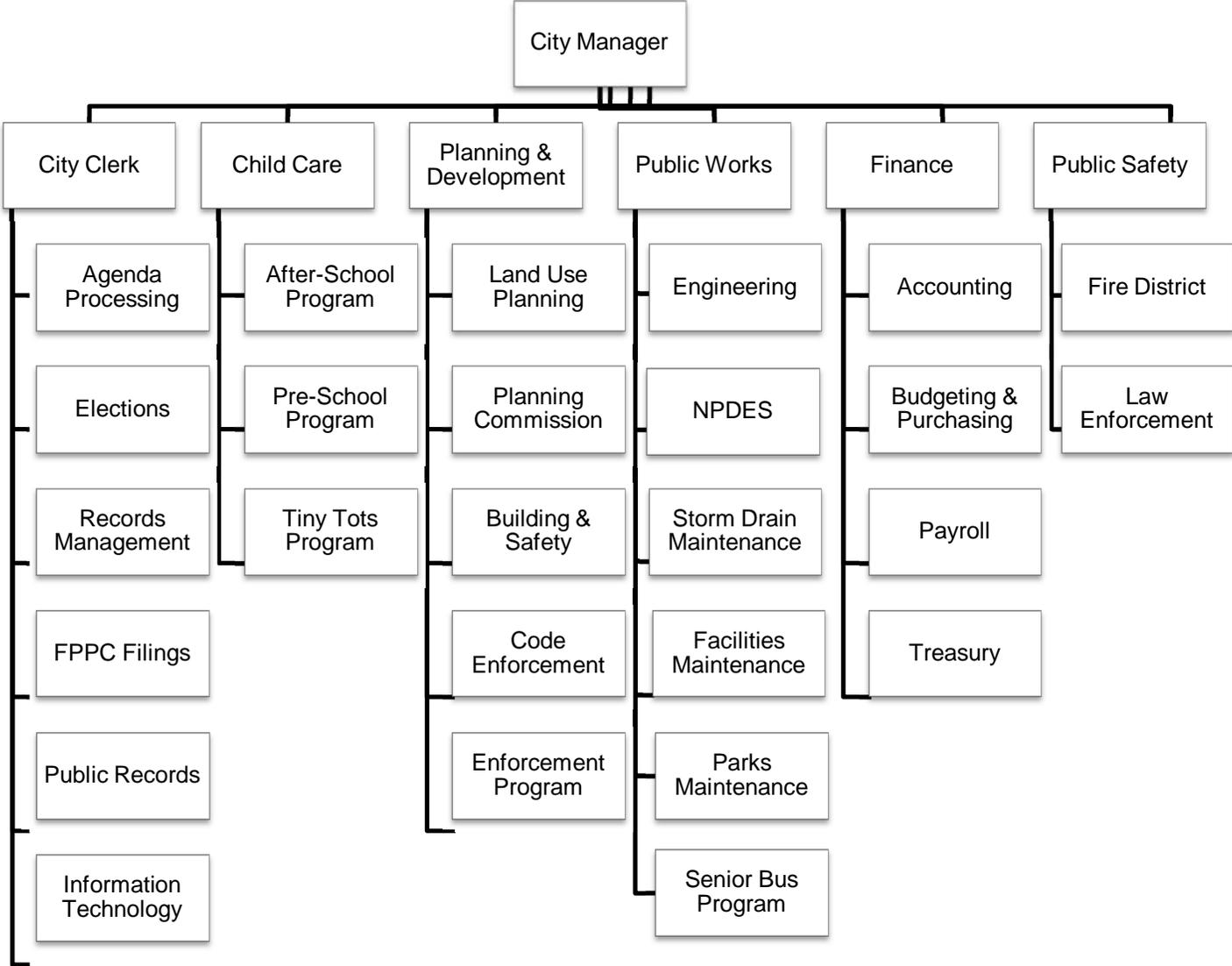
*Grand Terrace City Council Members  
(From right to left: Councilmembers Doug Wilson, Jacqueline Mitchell,  
Mayor Darcy McNaboe, Mayor Pro-tem Sylvia Robles,  
and Councilmember William Hussey)*

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# CITY MANAGER

**Organization Chart**



## CITY MANAGER

### Department Description

The City Manager's Office, under the direction of the City Council, is responsible for planning, organizing, and evaluating City services, and providing management direction to all City departments. It continually evaluates the organizational structure of the City as it relates to requirements for effective, efficient, and economical public service. The City Manager's Office carries out the directives and policies of the City Council, reviews and presents the City's annual budget to the City Council for consideration and approval. It is the City Manager's responsibility to provide leadership in the development, program planning, and coordination of City operations for the purpose of effectively and efficiently achieving City Council goals and objectives. The City Manager represents the City at various regional government agencies, ensures that the City Council receives information and documentation necessary to make informed decisions regarding problems and issues facing the community. The City Manager also negotiates, administers, and implements contracts for the provision of municipal services.



*Grand Terrace City Hall*

### Cost Centers – City Manager

1. City Manager (10-120)
2. Senior Citizen's Program (10-805)
3. Emergency Operations Program (10-808)

**City of Grand Terrace**  
**FY 2016-17 Proposed Program Detail**

Fund:	GENERAL FUND	Fund No.:	10
Dept:	City Manager		
Program:	<b>City Manager</b>	Program No.:	120

Program Desc: The City Manager's Office, under the direction of the City Council, is responsible for planning, organizing and evaluating City services and providing management direction to all City departments. It also continually evaluates the organizational structure of the City as it relates to requirements for effective, efficient, and economical public service.

- Program 1 Carries out the directives and policies of the City Council
- Services: 2 Reviews and presents the City's annual budget to the City Council for consideration and approval.
- 3 Provide leadership in the development, program planning, and coordination of City operations for the purpose of effectively and efficiently achieving City Council goals and objectives.
- 4 Represents the City at various regional government agencies.
- 5 Ensures that the City Council receives, in a timely manner, information and documentation necessary to make informed decisions regarding problems and issues facing the community.
- 6 Negotiates, administers and implements contracts for the provision of municipal services.

<b>Position Summary</b> <i>(before direct labor and overhead cost allocation distribution)</i>					Increase (Decrease) over(under) 2016-17
<u>Position</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>	
	<u>Actual</u>	<u>Actual</u>	<u>Projected</u>	<u>Proposed</u>	Actual
1 City Manager	1.0	1.0	1.0	1.0	0.00%
2 Human Resources Technician (P/T)	0.5	0.5	0.5	0.5	0.00%
3 Executive Assistant	1.0	1.0	1.0	1.0	0.00%
4 Intern - 1 (P/T)	-	0.5	0.5	0.5	0.00%
5 Intern - 2 (P/T)	-	0.5	0.5	0.5	0.00%
<b>Total</b>	<u><b>2.5</b></u>	<u><b>3.5</b></u>	<u><b>3.5</b></u>	<u><b>3.5</b></u>	<b>0.00%</b>

<b>Expenditure Summary</b>					Increase (Decrease) over(under) 2015-16
<u>Expenditure Category</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>	
	<u>Actual</u>	<u>Actual</u>	<u>Projected</u>	<u>Proposed</u>	Projected
1 Salaries	\$ 223,628	\$ 197,976	\$ 197,504	\$ 264,147	33.74%
2 Benefits	66,902	98,944	77,814	87,505	12.45%
3 Materials & Supplies	1,647	7,352	18,387	20,000	8.78%
4 Professional/Contractual Services	333	27,175	22,613	46,500	105.63%
5 Utilities	-	-	-	-	
6 Lease of Facility/Equipment	-	-	-	-	
7 Equipment	-	-	-	-	
8 Capital Projects	-	-	-	-	
9 Overhead Cost Allocation	-	-	-	-	
10 Debt Service	-	-	-	-	
11 Transfers Out	-	-	-	-	
<b>Total</b>	<u><b>\$ 292,510</b></u>	<u><b>\$ 331,447</b></u>	<u><b>\$ 316,318</b></u>	<u><b>\$ 418,152</b></u>	<b>32.19%</b>

## CITY MANAGER

### **Senior Citizens Program (10-805)**

The City provides facility and maintenance costs to support activities for the social interaction and health of the local senior citizen population. These programs are run by dedicated volunteers. Hot lunches are served each week day to 25-40 individuals by Family Services Association, a monthly general meeting and a monthly planning meeting is conducted, information and referral services are provided to the senior citizen population, recreation and meeting areas are held for various activities such as: crafts, bridge, pinochle, bingo; crime prevention, citizens patrol board, and general meetings are also available.



*Grand Terrace Senior Center – Susan Petta Park*

**City of Grand Terrace**  
**FY 2016-17 Proposed Program Detail**

Fund:	GENERAL FUND	Fund No.:	10
Dept:	City Manager		
Program:	<b>Senior Citizens Program</b>	Program No.:	805

Program Desc: The City provides facility and maintenance costs to support activities for the social interaction and health of the local senior citizen population. These programs are run by dedicated volunteers.

- Program Services:
- 1 A hot lunch is served each week day to 25-40 individuals by Family Services Association;
  - 2 Conduct a monthly general meeting and a monthly planning meeting;
  - 3 Provide information and referral services to the senior citizen population;
  - 4 Provide recreation and meeting areas for various activities such as crafts, bridge, pinochle, bingo, crime prevention and citizens patrol board and general meetings;

<b>Position Summary</b> <i>(before direct labor and overhead cost allocation distribution)</i>					Increase (Decrease) over(under) 2016-17 Actual
<u>Position</u>	<u>2013-14</u> Actual	<u>2014-15</u> Actual	<u>2015-16</u> Projected	<u>2016-17</u> Proposed	
1 Sr. Center Coordinator	-	-	-	-	
2 Volunteers	-	-	-	-	
	-	-	-	-	
<b>Total</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	

<b>Expenditure Summary</b>					Increase (Decrease) over(under) 2015-16 Projected
<u>Expenditure Category</u>	<u>2013-14</u> Actual	<u>2014-15</u> Actual	<u>2015-16</u> Projected	<u>2016-17</u> Proposed	
1 Salaries	\$ -	\$ -	\$ -	\$ -	
2 Benefits	-	-	-	-	
3 Materials & Supplies	2,439	2,537	1,703	2,500	46.77%
4 Professional/Contractual Services	1,791	2,152	2,414	2,500	3.58%
5 Utilities	27,504	28,374	26,955	27,000	0.17%
6 Lease of Facility/Equipment	-	-	-	-	
7 Equipment	-	-	-	-	
8 Capital Projects	-	-	-	-	
9 Overhead Cost Allocation	-	-	-	-	
10 Debt Service	-	-	-	-	
11 Transfers Out	-	-	-	-	
<b>Total</b>	<u>\$ 31,734</u>	<u>\$ 33,063</u>	<u>\$ 31,072</u>	<u>\$ 32,000</u>	<b>2.99%</b>

## CITY MANAGER

### Emergency Operations Program (10-808)

The Emergency Operations Program provides trained and prepared volunteers to assist the City in responding to emergency situations. The volunteers assist City staff with the City's Emergency Operations Plan and Communications System, promote informed public response to emergency situations, coordinate activities with the CERT (Citizens Emergency Response Team). The program educates residents on how to protect families and property during an emergency situation.



*Blue Mountain Hike - 2016*

**City of Grand Terrace**  
**FY 2016-17 Proposed Program Detail**

Fund: GENERAL FUND Fund No.: 10  
 Dept: City Manager  
 Program: **Emergency Operations Program** Program No.: 808

Program Desc: Provides trained and prepared volunteers to assist the City in responding to emergency situations.

- Program 1 Assist City staff with the City's Emergency Operations Plan and Communications System;  
 Services: 2 Promote an informed public response to emergency situations;  
 3 Coordinate activities with the CERT (Citizens Emergency Response Team) Program;  
 4 Educate residents on how to protect families and property during an emergency situation.

<b>Position Summary</b> (before direct labor and overhead cost allocation distribution)					Increase (Decrease) over(under) 2016-17 Actual
<u>Position</u>	<u>2013-14</u> <u>Actual</u>	<u>2014-15</u> <u>Actual</u>	<u>2015-16</u> <u>Projected</u>	<u>2016-17</u> <u>Proposed</u>	
1 Volunteers	-	-	-	-	
	-	-	-	-	
<b>Total</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	

<b>Expenditure Summary</b>					Increase (Decrease) over(under) 2015-16 Projected
<u>Expenditure Category</u>	<u>2013-14</u> <u>Actual</u>	<u>2014-15</u> <u>Actual</u>	<u>2015-16</u> <u>Projected</u>	<u>2016-17</u> <u>Proposed</u>	
1 Salaries	\$ -	\$ -	\$ -	\$ -	
2 Benefits	-	-	-	-	
3 Materials & Supplies	2,551	1,911	12,489	2,500	-79.98%
4 Professional/Contractual Services	2,411	1,460	2,498	2,500	0.08%
5 Utilities	-	-	-	-	
6 Lease of Facility/Equipment	-	-	-	-	
7 Equipment	-	-	-	-	
8 Capital Projects	-	-	-	-	
9 Overhead Cost Allocation	-	-	-	-	
10 Debt Service	-	-	-	-	
11 Transfers Out	-	-	-	-	
<b>Total</b>	<u>\$ 4,962</u>	<u>\$ 3,371</u>	<u>\$ 14,987</u>	<u>\$ 5,000</u>	<b>-66.64%</b>

## CITY MANAGER

### Department Strategies

#### 1. Ensure Our Fiscal Viability:

##### 1.1. Commit to a Balanced Budget

###### City Manager

CM 1.1.1- Oversee the development of a balanced annual budget that reflects the priorities of the City Council and maintains adequate funding levels for public safety and community development.

CM 1.1.2- Explore and identify opportunities to outsource services when doing so provides a cost-benefit to the City, such as Information Technology and Animal Services.

CM 1.1.3- Oversee the development of the annual department budget and ensure that all costs and expenditures remain consistent with the Council's approved annual City budget.

###### Human Resources

HR 1.1.1- Review classifications and compensation packages for employees to ensure appropriate level of pay for services.

HR 1.1.2- Review administrative policies and procedures and update accordingly.

##### 1.2. Identify Additional Revenue Sources

###### City Manager

CM 1.2.1- Explore potential sales, utility, and/or parcel tax measures to fund services and infrastructure improvements.

CM 1.2.2- Review services offered by the City that may be provided to other agencies on a fee basis.

CM 1.2.3- Aggressively implement the Economic Development Strategic Plan.

##### 1.3. Review Expenditures and Seek Savings

###### City Manager

CM 1.3.1- Implement energy audit for the purpose of identifying potential savings to the City.

##### 1.4. Explore Creative Means to Provide Services

###### City Manager

CM 1.4.1- Explore viability of forming special district(s) to provide specific services and/or maintenance.

CM 1.4.2- Continue to manage outsourced contracts for finance, information technology, City attorney, police and other services that result in efficiency increases and decreased cost to the City.

## CITY MANAGER

### 1.5. Ensure Appropriate Cost Recovery for Services

#### City Manager

CM 1.5.1- Review and manage cost recovery opportunities with all departments.

## 2. Maintain Public Safety

### 2.1 Ensure Staff Levels for Police Services Remain Adequate for Our Community

#### City Manager

CM 2.1.1- Work with City Council and staff to prioritize annual budget to allocate adequate funding for police services.

CM 2.1.2- Explore sales or parcel tax measure and/or special district financing to ensure adequately funded public safety.

### 2.2 Invest in Critical Improvements to Infrastructure

#### City Manager

CM 2.2.1- Explore potential sale, utility, and/or parcel tax measure to fund infrastructure improvements.

CM 2.2.2- Continue to work with legal counsel and the Community Development and Finance Directors to gain control of former redevelopment public financing proceeds for infrastructure development purposes.

## 3. Promote Economic Development

### 3.1 Develop Proactive Economic Development Plan to Attract New Businesses and Support Retention and Expansion of Existing Businesses

#### City Manager

CM 3.1.1. Working with Economic Development and the Community Development Department, develop a comprehensive plan prioritizing economic development efforts for the next five years.

### 3.2 Invest in Infrastructure Needed to Support Business Attraction and Retention

#### City Manager

CM 3.2.1- Identify and prioritize key infrastructure requirements based on current and projected market conditions and General Plan build-out.

### 3.3 Prepare for Development by Updating Zoning and Development Codes including the Sign Code

## CITY MANAGER

### City Manager

CM 3.3.1- Gain approval of the Long Range Property Management Plan (LRPMP) for the purpose of facilitating the development on parcels owned by successor to the former redevelopment agency.



*Grand Terrace Sign (Mt. Vernon and Main St.)*

#### 4. Develop and Implement Successful Partnerships

- 4.1 Work Collaboratively with Community Groups, Private and Public Sector Agencies to Facilitate the Delivery of Services Benefitting Youth, Seniors & Our Community

### City Manager

CM 4.1.1- Continue to work proactively with community groups to provide programming for youth sports programs.

CM 4.1.2- Engage local Chamber of Commerce, identify opportunities for mutual benefit and assist in the City's business retention and expansion efforts.

CM 4.1.3- Continue to collaborate with neighboring cities, the County and other agencies, as appropriate, to identify mutual benefits for sharing physical and human resources to deliver services.

## CITY MANAGER

- 4.2 Work with Local, Regional and State Agencies to Secure Funding for Programs and Projects

City Manager

CM 4.2.1- Proactively contact local, regional and state agencies to identify new grand and/or funding opportunities for programs and projects.

5. Engage in Proactive Communication

- 5.1 Develop and Implement a Cost Effective Proactive Communication Program

City Manager

CM 5.1.1- Oversee the development and implementation of a comprehensive communication plan to reach residents, business interests and future economic development interests in Grand Terrace and the surrounding communities.

CM 5.1.2- Implement communication protocols for City staff.

CM 5.1.3- Implement communication protocols for City Council and Planning Commission.

Human Resources

HR 5.1.1- Provide employees and contractors up-to-date information regarding City policies, benefits and programs.

HR 5.1.2- Maintain appropriate employee records.

- 5.2 Utilize Technology and Web-Based Tools to Disseminate Information

City Manager

CM 5.2.1- Identify cost-effective means for online viewing of City Council and Planning Commission meetings and accessing meeting agendas, minutes and reports.

CM 5.2.2- Update the City's website design and content.

CM 5.2.3- Utilize electronic means of information distribution to the public including email, text, social media and RSS feeds.

- 5.3 Engage the Community by Participation

City Manager

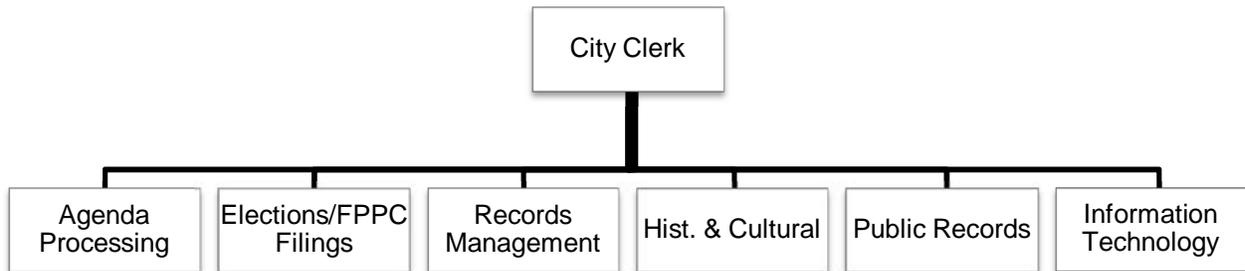
CM 5.3.1- Coordinate with City Council and staff, as appropriate, to attend and/or make presentations in the community on behalf of the City.

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# CITY CLERK

## Organization Chart



## Department Description

The City Clerk's Office provides the administrative and records management services legally required by California Government Codes and Grand Terrace Municipal Codes. It also protects and preserves official City records and oversees the City's records management program. The City Clerk's office is the custodian of City records, keeping track of various contracts and agreements. The Department maintains and updates Municipal code books, prepares, distributes, and posts agenda-related materials and minutes on a timely basis. The City Clerk's Office ensures that City residents have the opportunity to elect legally qualified representatives and express their views on City measures by providing for the efficient and legal conduct of regular and special municipal elections. The Department provides continuous updates to the City Council agendas and reports, public hearing notices, election information and campaign forms, campaign disclosure statements, the Municipal Code, and the calendar of City meetings and events.

## Cost Centers – City Clerk

1. City Clerk (10-125)
2. Historical & Cultural Committee (10-804)
3. Management Information Systems (10-380)

**City of Grand Terrace**  
**FY 2016-17 Proposed Program Detail**

Fund: GENERAL FUND Fund No.: 10  
 Dept: City Clerk  
 Program: **City Clerk** Program No.: 125

Program Desc: The City Clerk's Office provides the administrative and records management services legally required by California Government Codes and Grand Terrace Municipal Codes. It also protects and preserves official City records and oversees the City's records management program.

- Program 1 Custodian of City records, contracts and agreements.  
 Services: 2 Maintains and updates Municipal code books.  
 3 Prepares, distributes, and posts agenda-related materials and minutes on a timely basis.  
 4 Ensures that City residents have the opportunity to elect legally qualified representatives and express their views on City measures by providing for the efficient and legal conduct of regular and special municipal elections.  
 5 Provide continuous updates to the City Council agendas and reports, public hearing notices, election information and campaign forms, campaign disclosure statements, the Municipal Code, and the calendar of City meetings and events.

<b>Position Summary</b> <i>(before direct labor and overhead cost allocation distribution)</i>					Increase (Decrease) over(under) 2016-17 Actual
<u>Position</u>	<u>2013-14</u> Actual	<u>2014-15</u> Actual	<u>2015-16</u> Projected	<u>2016-17</u> Proposed	
1 City Clerk	1.0	1.0	1.0	1.0	0.00%
2 Deputy City Clerk	-	-	-	-	
	-	-	-	-	
<b>Total</b>	<b><u>1.0</u></b>	<b><u>1.0</u></b>	<b><u>1.0</u></b>	<b><u>1.0</u></b>	<b>0.00%</b>

<b>Expenditure Summary</b>					Increase (Decrease) over(under) 2012-13 Projected
<u>Expenditure Category</u>	<u>2013-14</u> Actual	<u>2014-15</u> Actual	<u>2015-16</u> Projected	<u>2016-17</u> Proposed	
1 Salaries	\$ 60,836	\$ 73,742	\$ 85,454	\$ 87,992	2.97%
2 Benefits	16,971	25,283	27,629	25,754	-6.79%
3 Materials & Supplies	4,168	17,990	20,439	20,200	-1.17%
4 Professional/Contractual Services	24,711	20,212	19,208	22,300	16.10%
5 Utilities	-	-	-	-	
6 Lease of Facility/Equipment	-	-	-	-	
7 Equipment	-	-	-	-	
8 Capital Projects	-	-	-	-	
9 Overhead Cost Allocation	-	-	-	-	
10 Debt Service	-	-	-	-	
11 Transfers Out	-	-	-	-	
	<b><u>\$ 106,686</u></b>	<b><u>\$ 137,226</u></b>	<b><u>\$ 152,730</u></b>	<b><u>\$ 156,246</u></b>	<b>2.30%</b>

## CITY CLERK

### Historical & Cultural Committee (10-804)

The Historical and Cultural Activities Committee preserves the history of Grand Terrace and facilitates cultural activities for the benefit of all citizens in the City. They make continuing efforts to seek out, select, identify and suitably preserve the historical records of Grand Terrace. They enhance all forms of cultural activities and expression in the City and actively promote them. The Committee makes reports and recommendations to the City Council as an advisory committee and keeps minutes of committee proceedings, conducts an Annual Art Show, Country Fair and City Birthday Party.



*Susan Petta Park*

**City of Grand Terrace**  
**FY 2016-17 Proposed Program Detail**

Fund:	GENERAL FUND	Fund No.:	10
Dept:	City Clerk		
Program:	<b>Historical &amp; Cultural Committee</b>	Program No.:	804
Program Desc:	The Historical and Cultural Activities Committee preserves the history of Grand Terrace and facilitates cultural activities for the benefit of all citizens in the City.		

- Program 1 Adopt rules and policies which will guide them in carrying out their responsibilities;
- Services: 2 Make continuing efforts to seek out, select, identify and suitably preserve the historical records of Grand Terrace;
- 3 Enhance all forms of cultural activities and expression in the City and to actively promote them;
- 4 Make reports and recommendations to the City Council as an advisory committee and keep minutes of committee proceedings;
- 5 Conduct an Annual Art Show, County Fair and City Birthday Party;
- 6 Search for articles in the newspapers regarding the City of Grand Terrace.

<b>Position Summary</b> <i>(before direct labor and overhead cost allocation distribution)</i>					Increase (Decrease) over(under) 2016-17 Actual
<u>Position</u>	<u>2013-14</u> <u>Actual</u>	<u>2014-15</u> <u>Actual</u>	<u>2015-16</u> <u>Projected</u>	<u>2016-17</u> <u>Proposed</u>	
1 Volunteers	-	-	-	-	
	-	-	-	-	
<b>Total</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	

<b>Expenditure Summary</b>					Increase (Decrease) over(under) 2015-16 Projected
<u>Expenditure Category</u>	<u>2013-14</u> <u>Actual</u>	<u>2014-15</u> <u>Actual</u>	<u>2015-16</u> <u>Projected</u>	<u>2016-17</u> <u>Proposed</u>	
1 Salaries	\$ -	\$ -	\$ -	\$ -	
2 Benefits	-	-	-	-	
3 Materials & Supplies	-	106	267	200	-25.18%
4 Professional/Contractual Services	668	593	851	800	-5.98%
5 Utilities	-	-	-	-	
6 Lease of Facility/Equipment	-	-	-	-	
7 Equipment	-	-	-	-	
8 Capital Projects	-	-	-	-	
9 Overhead Cost Allocation	-	-	-	-	
10 Debt Service	-	-	-	-	
11 Transfers Out	-	-	-	-	
<b>Total</b>	<u>\$ 668</u>	<u>\$ 699</u>	<u>\$ 1,118</u>	<u>\$ 1,000</u>	<b>-10.57%</b>

## CITY CLERK

### Management Information Systems (10-380)

Provides computer hardware and software support, network coordination and GIS (Geographic Information Systems) support, maintains updates and supports networks and computers, maintains updates and supports GIS, supports desktop software, and maintains network security.



*Karger Park*

**City of Grand Terrace**  
**FY 2016-17 Proposed Program Detail**

Fund:	GENERAL FUND	Fund No.:	10
Dept:	City Clerk		
Program:	<b>Management Information Systems</b>	Program No.:	380
Program Desc:	Provides computer hardware and software support, network coordination and GIS (Geographic Information Systems) support.		

Program 1 Maintains, updates and supports networks and computers;  
 Services: 2 Maintains, updates and supports GIS;  
 3 Supports desktop software;  
 4 Maintains network security.

<b>Position Summary</b> <i>(before direct labor and overhead cost allocation distribution)</i>					Increase (Decrease) over(under) 2016-17 Actual
<u>Position</u>	<u>2013-14</u> <u>Actual</u>	<u>2014-15</u> <u>Actual</u>	<u>2015-16</u> <u>Projected</u>	<u>2016-17</u> <u>Proposed</u>	
1 MIS Specialist	1.0	-	-	-	
	-	-	-	-	
<b>Total</b>	<b><u>1.0</u></b>	<b><u>-</u></b>	<b><u>-</u></b>	<b><u>-</u></b>	

<b>Expenditure Summary</b>					Increase (Decrease) over(under) 2015-16 Projected
<u>Expenditure Category</u>	<u>2013-14</u> <u>Actual</u>	<u>2014-15</u> <u>Actual</u>	<u>2015-16</u> <u>Projected</u>	<u>2016-17</u> <u>Proposed</u>	
1 Salaries	\$ 55,842	\$ -	\$ -	\$ -	
2 Benefits	28,302	1,467	2,023	-	-100.00%
3 Materials & Supplies	45,378	23,749	3,750	5,500	46.67%
4 Professional/Contractual Services	12,080	63,800	61,193	66,000	7.86%
5 Utilities	-	-	-	-	
6 Lease of Facility/Equipment	-	-	-	-	
7 Equipment	-	-	-	-	
8 Capital Projects	-	-	-	-	
9 Overhead Cost Allocation	-	-	-	-	
10 Debt Service	-	-	-	-	
11 Transfers Out	-	-	-	-	
<b>Total</b>	<b><u>\$ 141,602</u></b>	<b><u>\$ 89,016</u></b>	<b><u>\$ 66,965</u></b>	<b><u>\$ 71,500</u></b>	<b>6.77%</b>

# CITY CLERK

## Department Strategies

### 1. Ensure Our Fiscal Viability:

#### 1.1. Commit to a Balanced Budget

##### City Clerk

CC 1.1.1- The City Clerk will oversee the development of the annual department budget ensure that all costs and expenditures remain consistent with the Council's approved annual City budget.

### 2. Maintain Public Safety:

#### 2.1 Ensure Staff Levels for Police Services Remain Adequate for Our Community

##### City Clerk

CM 2.1.1- Provide noticing and appropriate document support for public meetings involving public safety.

### 5. Engage in Proactive Communication:

#### 5.1 Develop and Implement a Cost Effective Proactive Communication Program

##### City Clerk

CC 5.1.1- Support the implementation of the Communications Plan with appropriate noticing and placement of advertisements announcing City meetings and initiatives as appropriate.

CC 5.1.2- Facilitate all public records requests and ensure complete transparency in records management.

#### 5.2 Utilize Technology Web-Based Tools to Disseminate Information:

##### City Clerk

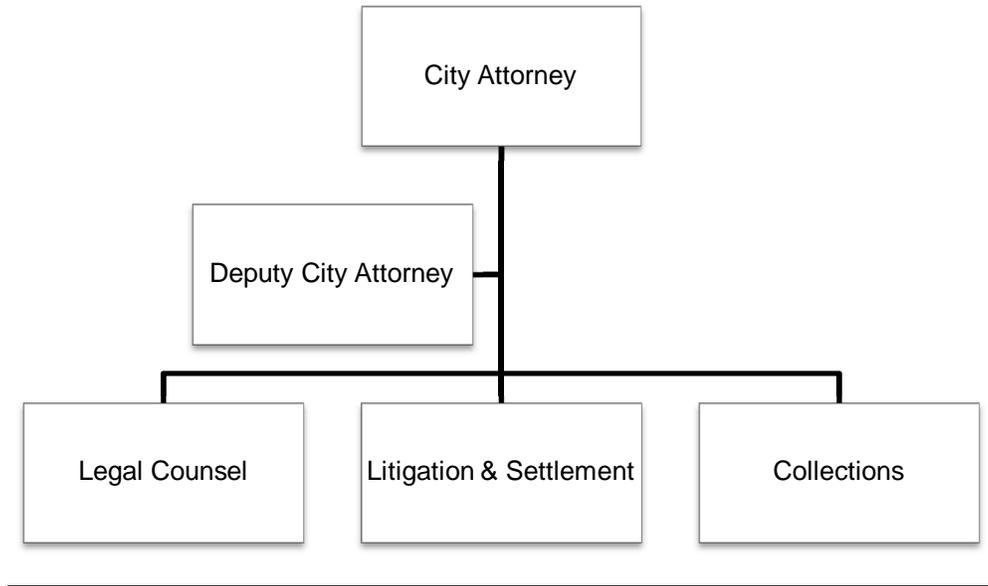
CC 5.2.1- Utilize electronic means of information distribution to the public including email, website updates and social media.

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# CITY ATTORNEY

## Organization Chart



## Department Description

The City Attorney's Office provides a wide range of legal services for City Council, City boards and commissions, and operating departments. This includes the coordinating and monitoring of the investigation, settlement, and litigation arising out of personal injury claims. In addition to defending minor personal injury suits against the City, the City Attorney is also responsible for handling minor collection cases on the City's behalf. The City Attorney's Office provides day-to-day legal advice to City officials and employees, drafts contracts, opinions, resolutions, and ordinances, defends the City, its officers, and employees in civil litigation. The City Attorney prosecutes criminal and civil violations of the City's Municipal Code, provides staff support to the City's administrative code compliance program, represents the City in discovery matters initiated by third parties, and negotiates civil settlements, franchises, and agreements on behalf of the City.

**City of Grand Terrace**  
**FY 2016-17 Proposed Program Detail**

Fund: GENERAL FUND Fund No.: 10  
 Dept: City Attorney  
 Program: **City Attorney** Program No.: 160

Program Desc: The City Attorney's Office provides a wide range of legal services for City Council, City boards and commissions, and operating departments. This includes the coordinating and monitoring the investigation, settlement, and litigation arising out of personal injury claims; defending minor personal injury suits against the City; and handling minor collection cases on the City's behalf.

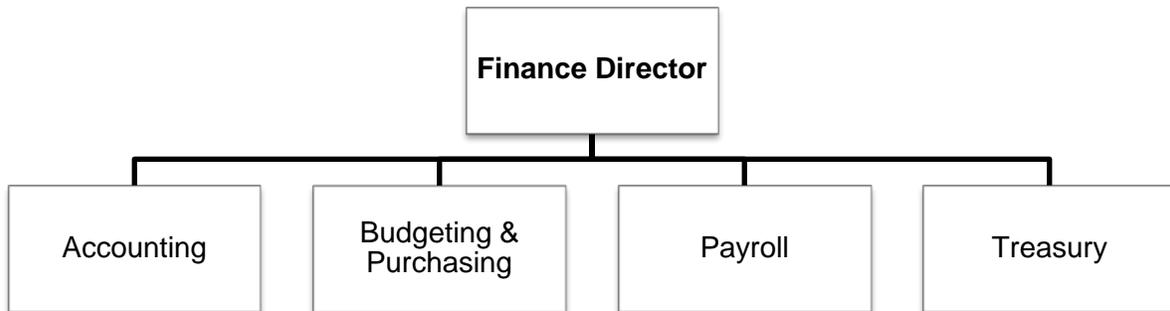
- Program Services:
- 1 Provides day-to-day legal advice to City officials and employees.
  - 2 Drafts contracts, opinions, resolutions, and ordinances.
  - 3 Defends the City, its officers, and employees in civil litigation.
  - 4 Prosecutes criminal and civil violations of the City's Municipal Code.
  - 5 Provides staff support to the City's administrative code compliance program.
  - 6 Represents the City in discovery matters initiated by third parties.
  - 7 Negotiates civil settlements, franchises, and agreements on behalf of the City.

<b>Position Summary</b> <i>(before direct labor and overhead cost allocation distribution)</i>					Increase (Decrease) over(under) 2016-17 Actual
<u>Position</u>	<u>2013-14</u> <u>Actual</u>	<u>2014-15</u> <u>Actual</u>	<u>2015-16</u> <u>Projected</u>	<u>2016-17</u> <u>Proposed</u>	
	-	-	-	-	
<b>Total</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	

<b>Expenditure Summary</b>					Increase (Decrease) over(under) 2015-16 Projected
<u>Expenditure Category</u>	<u>2013-14</u> <u>Actual</u>	<u>2014-15</u> <u>Actual</u>	<u>2015-16</u> <u>Projected</u>	<u>2016-17</u> <u>Proposed</u>	
1 Salaries	\$ -	\$ -	\$ -	\$ -	
2 Benefits	-	-	-	-	
3 Materials & Supplies	-	-	-	-	
4 Professional/Contractual Services	64,243	63,772	63,874	65,000	1.76%
5 Utilities	-	-	-	-	
6 Lease of Facility/Equipment	-	-	-	-	
7 Equipment	-	-	-	-	
8 Capital Projects	-	-	-	-	
9 Overhead Cost Allocation	-	-	-	-	
10 Debt Service	-	-	-	-	
11 Transfers Out	-	-	-	-	
<b>Total</b>	<u>\$ 64,243</u>	<u>\$ 63,772</u>	<u>\$ 63,874</u>	<u>\$ 65,000</u>	<b>1.76%</b>

# FINANCE

## Organization Chart



## Department Description

The Finance Department is responsible for all financial transactions of City business and provides various support services to other City departments. These services include financial reporting, budget coordination, cash management, payroll, accounts payable, business licensing, cashiering, and debt administration. The Finance Department coordinates the preparation of the City-wide budget and develops and administers the Proposed budget; maintains the City's financial records and coordinates the annual financial City audits, is responsible for all financial related reporting to management and the City Council, issues business licenses to various businesses within the City, as well as to contractors outside the City; is responsible for daily cash management, including cash receipting and accounts receivable. Processes purchase orders and performs accounts payable and payroll functions/ maintain the investment portfolio; handle the administration of all City debts.

## Cost Centers – Finance

1. Finance (10-140)
2. Non-Departmental (10-190)
3. Overhead Cost Allocation (10-999)



**City of Grand Terrace**  
**FY 2016-17 Proposed Program Detail**

Fund: GENERAL FUND Fund No.: 10  
 Dept: Finance  
 Program: **Finance** Program No.: 140

Program Desc: The Finance Department is responsible for all financial transactions of City business and provides various support services to other City departments. These services include financial reporting, budget coordination, cash management, payroll, accounts payable, business licensing, cashing and debt administration.

- Program 1 Coordinate the preparation of the City-wide budget and develop and administer the adopted budget;  
 Services: 2 Maintain the City's financial records and coordinate the annual financial City audits;  
 3 Responsible for all financial related reporting to management and the City Council;  
 4 Issue business licenses to various businesses within the City, as well as to contractors outside the City;  
 5 Responsible for daily cash management, including cash receipting and accounts receivable;  
 6 Process purchase orders and perform the accounts payable and payroll functions;  
 7 Maintain the investment portfolio;  
 8 Handle the administration of all City debts.

<b>Position Summary</b> (before direct labor and overhead cost allocation distribution)					Increase (Decrease) over(under) 2016-17 Actual
<u>Position</u>	<u>2013-14</u> Actual	<u>2014-15</u> Actual	<u>2015-16</u> Projected	<u>2016-17</u> Proposed	
1 Finance Director	1.0	-	-	-	
2 Senior Accounting Technician	-	-	-	-	
3 Accounting Technician	1.0	1.0	-	-	
	-	-	-	-	
<b>Total</b>	<b>2.0</b>	<b>1.0</b>	<b>-</b>	<b>-</b>	

<b>Expenditure Summary</b>					Increase (Decrease) over(under) 2015-16 Projected
<u>Expenditure Category</u>	<u>2013-14</u> Actual	<u>2014-15</u> Actual	<u>2015-16</u> Projected	<u>2016-17</u> Proposed	
1 Salaries	\$ 25,860	\$ 10,746	\$ -	\$ -	
2 Benefits	16,761	10,170	0	-	-100.00%
3 Materials & Supplies	4,667	6,273	5,229	9,000	72.13%
4 Professional/Contractual Services	316,168	381,180	450,249	498,240	10.66%
5 Utilities	-	-	-	-	
6 Lease of Facility/Equipment	1,488	1,612	2,520	2,900	15.08%
7 Equipment	-	-	-	-	
8 Capital Projects	-	-	-	-	
9 Overhead Cost Allocation	-	-	-	-	
10 Debt Service	-	-	-	-	
11 Transfers Out	-	-	-	-	
<b>Total</b>	<b>\$ 364,944</b>	<b>\$ 409,982</b>	<b>\$ 457,998</b>	<b>\$ 510,140</b>	<b>11.38%</b>

## FINANCE

### Non-Departmental (10-190/10-999)

The General Government (Non Department) Fund is comprised of services used by all departments which are not directly chargeable to any specific department and includes various general expenditures not attributable to any specific program: postage and mailing for all City correspondence, pre-employment physicals and background checks, copy machine costs, maintenance and supplies, general utilities, City membership due in regional bodies (SANBAG, SCAG, League of California Cities), liability and Workers Compensation Insurance, administrative fees and expenditures shared citywide or not assigned to any department

The General Government (Non Department) Fund accounts for the overhead cost allocation of General Fund City departments and various other cost centers and programs to record calculated overhead costs chargeable to various departments and programs as established in the approved budget, using a reasonably equitable basis for the allocation of costs.



*Blue Mountain Trail*

**City of Grand Terrace**  
**FY 2016-17 Proposed Program Detail**

Fund: GENERAL FUND Fund No.: 10  
 Dept: General Government  
 Program: **General Government (Non-Dept)** Program No.: 190

Program Desc: Non- departmental is comprised of services used by all departments which are not directly chargeable to any specific department and includes various general expenditures not attributable to any specific program.

- Program 1 Postage and mailing for all City correspondence;  
 Services: 2 Pre-employment physicals and background checks;  
 3 Copy machine costs, maintenance and supplies;  
 4 General utilities;  
 5 City membership due in regional bodies (SANBAG, SCAG, League of California Cities);  
 6 Liability and Worker's Compensation Insurance;  
 7 Administrative fees;  
 8 Expenditures shared citywide or not assigned to any department.

<b>Position Summary</b> (before direct labor and overhead cost allocation distribution)					Increase (Decrease) over(under) 2016-17 Actual
<u>Position</u>	<u>2013-14</u> <u>Actual</u>	<u>2014-15</u> <u>Actual</u>	<u>2015-16</u> <u>Projected</u>	<u>2016-17</u> <u>Proposed</u>	
	-	-	-	-	
	-	-	-	-	
	-	-	-	-	
	-	-	-	-	
<b>Total</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	

<b>Expenditure Summary</b>					Increase (Decrease) over(under) 2015-16 Projected
<u>Expenditure Category</u>	<u>2013-14</u> <u>Actual</u>	<u>2014-15</u> <u>Actual</u>	<u>2015-16</u> <u>Projected</u>	<u>2016-17</u> <u>Proposed</u>	
1 Salaries	\$ -	\$ -	\$ -	\$ -	
2 Benefits	-	124,607	140,000	62,873	-55.09%
3 Materials & Supplies	140,988	230,137	242,620	199,000	-17.98%
4 Professional/Contractual Services	208,686	104,934	43,334	47,800	10.31%
5 Utilities	58,539	63,663	60,276	65,000	7.84%
6 Lease of Facility/Equipment	-	-	-	-	
7 Equipment	-	-	-	-	
8 Capital Projects	-	-	-	-	
9 Overhead Cost Allocation	(476,167)	(245,961)	(281,736)	(281,736)	0.00%
10 Debt Service	254,848	254,848	254,848	-	-100.00%
11 Transfers Out	1,169,396	90,927	826,500	126,500	-84.69%
<b>Total</b>	<u>\$ 1,356,290</u>	<u>\$ 623,154</u>	<u>\$ 1,285,842</u>	<u>\$ 219,437</u>	<b>-82.93%</b>

# FINANCE

## Department Strategies

### 1. Ensure Our Fiscal Viability:

#### 1.1 Commit to a Balanced Budget

##### Finance

F 1.1.1 - Working closely with the City Manager, the Finance Department will develop an annual budget for the City based on projected market conditions and conservative fiscal projections.

F 1.1.2 - Finance will provide City Council with clear and concise information regarding revenues and expenditures on a monthly basis.

F 1.1.3 - Finance will perform financial responsibilities in accordance with the City of Grand Terrace fiscal policies, statutory regulations and standards promulgated by professional associations and regulatory agencies.

F 1.1.4 - Account for the City's fiscal activities in an accurate and timely manner with generally accepted accounting principles (GAAP) and other legal requirements.

F 1.1.5 - Finance will provide all departments with online access to the financial system for ongoing departmental budget analysis, forecasting and report generation purposes.

F 1.1.6 - The Finance Director will oversee the development of the annual department budget and ensure that all costs and expenditures remain consistent with the Council's approved annual City budget.

##### Finance

#### 1.2 Identify Additional Revenue Sources

F 1.2.1 - Explore potential sales, utility and/or parcel tax measures to fund services and infrastructure improvements.

F 1.2.2 - Review service areas in all departments and coordinate with staff to identify potential new revenue sources.

F 1.2.3 - Work with Community Development staff to ensure appropriate cost recovery for services provided.

##### Finance

#### 1.3 Review Expenditures and Seek Savings

F 1.3.1 - Review expenditures by department and identify potential savings opportunities detailed in the 2013-2014 Five Year Fiscal Analysis and Budget Stabilization Plan and provide annual updates and/or recommendations for new savings/revenue opportunities.

F 1.3.2 - Institute comprehensive business licensing/audit program.

##### Finance

#### 1.4 Explore Creative Means to Provide Services

F 1.4.1 - Work with City Manager to explore viability of forming special district(s) to provide specific services and/or fund infrastructure investment and/or maintenance.

## FINANCE

- 1.5 Finance  
Ensure Appropriate Cost Recovery for Services  
F 1.5.1 - Review cost of services for all departments, including parks and Recreation.

### 2. Maintain Public Safety

- 2.1 Finance  
Ensure Staff Levels for Police Services Remain Adequate for Our Community  
F 2.1.1 - Prioritize annual budget to allocate adequate funding for police services.

### 3. Promote Economic Development

- 3.2 Finance  
Invest in Infrastructure Needed to Support Business Attraction and Retention  
F 3.2.1 - Continue to work with legal counsel and the City Manager to secure the release of former redevelopment funds from the State that may be used for infrastructure improvements to support economic development.  
F 3.2.2 - Work with the Community Development Department on the development of online development, application processing and permitting.  
F 3.2.3 - Establish use of credit/debit cards for City bills and development permitting.



# PLANNING & DEVELOPMENT SERVICES DEPARTMENT

## Organization Chart



*Grand Terrace City Hall Front Counter*

## PLANNING & DEVELOPMENT SERVICES DEPARTMENT

### Department Description

The Planning & Development Services Department provides planning, , zoning, code enforcement, and supports economic development services. The Department advises, administers and implements policies established by the Planning Commission and City Council on matters concerning the orderly growth, and physical and economic development of the City. The Department processes development cases and responds to numerous counter and phone inquiries, is responsible for implementation and update of the City's General Plan, the City Zoning Code and Specific Plans, processing of zoning and sign code enforcement cases, participation in SANBAG's comprehensive transportation plan development and participation in the Greenhouse Gas Reduction Plan.

### Cost Centers – Planning & Development

1. Planning & Development . Planning (10-370)
2. Planning Commission (10-801)
3. Building & Safety (10-172)
4. Code Enforcement (10-185)
5. Enforcement Programs (10-187)



*Grand Terrace Fitness Park*

**City of Grand Terrace**  
**FY 2016-17 Proposed Program Detail**

Fund: GENERAL FUND Fund No.: 10  
 Dept: Planning & Development Services  
 Program: **Community & Economic Dev** Program No.: 370

Program Desc: Provide planning, economic development, zoning, code enforcement, and development services. Advises, administers and implements policies established by the Planning Commission and City Council on matters concerning the orderly growth, and physical and economic development of the City.

- Program Services:
- 1 Processes development cases and responds to numerous counter and phone inquiries;
  - 2 Issues environmental clearances, monitors and evaluates project entitlement conditions for S&A, CUP, etc.;
  - 3 Responsible for implementation and updating of the City General Plan;
  - 4 Responsible for implementation and updating of the City Zoning Code and Specific Plans;
  - 5 Processes zoning and sign code enforcement cases;
  - 6 Participates in SANBAG's comprehensive transportation plan development;
  - 7 Participates in Greenhouse Gas Reduction Plan.

<b>Position Summary</b> <i>(before direct labor and overhead cost allocation distribution)</i>					Increase (Decrease) over(under) 2016-17 Actual
<u>Position</u>	<u>2013-14</u> <u>Actual</u>	<u>2014-15</u> <u>Actual</u>	<u>2015-16</u> <u>Projected</u>	<u>2016-17</u> <u>Proposed</u>	
1 Planning & Dev. Svcs. Director	-	-	1.0	1.0	0.00%
2 Community Dev. Director	1.0	1.0	-	-	
3 Assistant Planner	-	-	-	1.0	
4 Planning Technician (P/T)	-	-	0.5	-	-100.00%
<b>Total</b>	<b>1.0</b>	<b>1.0</b>	<b>1.5</b>	<b>2.0</b>	<b>33.33%</b>

<b>Expenditure Summary</b>					Increase (Decrease) over(under) 2015-16 Projected
<u>Expenditure Category</u>	<u>2013-14</u> <u>Actual</u>	<u>2014-15</u> <u>Actual</u>	<u>2015-16</u> <u>Projected</u>	<u>2016-17</u> <u>Proposed</u>	
1 Salaries	\$ 84,849	\$ 108,765	\$ 105,166	\$ 117,946	12.15%
2 Benefits	50,352	55,701	50,292	101,676	102.17%
3 Materials & Supplies	1,979	2,270	2,660	4,682	75.99%
4 Professional/Contractual Services	1,042	2,715	16,480	22,030	33.68%
5 Utilities	-	-	-	-	
6 Lease of Facility/Equipment	-	-	-	-	
7 Equipment	-	-	-	-	
8 Capital Projects	-	-	-	-	
9 Overhead Cost Allocation	-	-	-	-	
10 Debt Service	-	-	-	-	
11 Transfers Out	-	-	-	-	
<b>Total</b>	<b>\$ 138,222</b>	<b>\$ 169,451</b>	<b>\$ 174,598</b>	<b>\$ 246,335</b>	<b>41.09%</b>

## PLANNING & DEVELOPMENT SERVICES DEPARTMENT

### Planning Commission (10-801)

The Planning Commission is an Advisory Board to the City Council as approved by State Government Code, and set in the Municipal Code and general procedures. The Planning Commission also serves as the Architectural Review Board and Board of Appeals on Code Enforcement, Planning, and Building and Fire issues. The Planning Commission adopts rules and policies which will guide the Commission in carrying out their responsibilities; issue legally binding decisions and determine Conditions of Approval on planning projects within the City, develop and maintain a General Plan, develop and maintain the City Zoning Code, and develop such Specific Plans as may be necessary or desirable.



*Mount Vernon Avenue*

**City of Grand Terrace**  
**FY 2016-17 Proposed Program Detail**

Fund: GENERAL FUND Fund No.: 10  
 Dept: Planning & Development Services  
 Program: **Planning Commission** Program No.: 801

Program Desc: The Planning Commission is an Advisory Body to the City Council as approved by State Government Code, and set in the Municipal Code and general procedures. The Planning Commission also serves as the Architectural Review Board and Board of Appeals on Code Enforcement, Planning , Building and Fire issues.

- Program 1 To adopt rules and policies which will guide the commission in carrying out their responsibilities;  
 Services: 2 Issue legally binding decisions and determine conditions of approval on Planning projects within the City;  
 3 Develop and maintain a General Plan;  
 4 Develop and maintain the City Zoning Code;  
 5 Develop such specific plans as maybe necessary or desirable.

<b>Position Summary</b> <i>(before direct labor and overhead cost allocation distribution)</i>					Increase (Decrease) over(under) 2016-17 Actual
<u>Position</u>	<u>2013-14</u> <u>Actual</u>	<u>2014-15</u> <u>Actual</u>	<u>2015-16</u> <u>Projected</u>	<u>2016-17</u> <u>Proposed</u>	
1 Planning Commissioners	5.0	5.0	5.0	5.0	0.00%
	-	-	-	-	
	-	-	-	-	
	-	-	-	-	
<b>Total</b>	<b><u>5.0</u></b>	<b><u>5.0</u></b>	<b><u>5.0</u></b>	<b><u>5.0</u></b>	<b>0.00%</b>

<b>Expenditure Summary</b>					Increase (Decrease) over(under) 2015-16 Projected
<u>Expenditure Category</u>	<u>2013-14</u> <u>Actual</u>	<u>2014-15</u> <u>Actual</u>	<u>2015-16</u> <u>Projected</u>	<u>2016-17</u> <u>Proposed</u>	
1 Salaries	\$ 1,250	\$ 1,650	\$ 1,630	\$ 3,000	84.05%
2 Benefits	55	107	168	621	268.77%
3 Materials & Supplies	-	-	-	-	
4 Professional/Contractual Services	(22)	-	1,374	3,000	118.38%
5 Utilities	-	-	-	-	
6 Lease of Facility/Equipment	-	-	-	-	
7 Equipment	-	-	-	-	
8 Capital Projects	-	-	-	-	
9 Overhead Cost Allocation	-	-	-	-	
10 Debt Service	-	-	-	-	
11 Transfers Out	-	-	-	-	
<b>Total</b>	<b><u>\$ 1,283</u></b>	<b><u>\$ 1,757</u></b>	<b><u>\$ 3,172</u></b>	<b><u>\$ 6,621</u></b>	<b>108.73%</b>

## PLANNING & DEVELOPMENT SERVICES DEPARTMENT

### Building and Safety (10-172)

This program ensures that all structures built in the City of Grand Terrace meet all acceptable state-mandated laws and uniform building codes as incorporated into the City's Municipal Code. It also ensures compliance with all zoning, signage, and noise ordinances. Building and Safety is responsible for code enforcement of building and safety violations, building inspections and permit issuance. They provide plan check services for new and existing residential housing, apartments, lots, splits, tracks and grading plans. They provide plan check services for new and existing commercial buildings, site plans, grading plans, tenant improvements and signage, perform all field investigations and construction inspections, provide information on building, electrical, plumbing, mechanical and code information. This department section maintains records and provides information to county, state and federal agencies on building activity.



*Barton Road establishments*

**City of Grand Terrace**  
**FY 2016-17 Proposed Program Detail**

Fund:	GENERAL FUND	Fund No.:	10
Dept:	Planning & Development Services		
Program:	<b>Building &amp; Safety</b>	Program No.:	172

Program Desc: This program ensures that all structures built in the City of Grand Terrace meet all acceptable state-mandated laws and uniform building codes as incorporated into the City's Municipal Code. It also ensures compliance with all zoning, signage and noise ordinances.

- Program 1 Responsible for code enforcement of building and safety violations.
- Services: 2 Responsible for all building inspections and permit issuance.
- 3 Provides plan check services for new and existing residential housing, apartments, lots, splits, tracks and grading plans.
- 4 Provides plan check services for new and existing commercial buildings, site plans, grading plans, tenant improvements and signage.
- 5 Performs all field investigations and construction inspections.
- 6 Provides information on building, electrical, plumbing, mechanical and code information.
- 7 Maintains records and provides information to county, state and federal agencies on building activity.

<b>Position Summary</b> <i>(before direct labor and overhead cost allocation distribution)</i>					Increase (Decrease) over(under) 2016-17 Actual
<u>Position</u>	<u>2013-14</u> Actual	<u>2014-15</u> Actual	<u>2015-16</u> Projected	<u>2016-17</u> Proposed	
1 Building & Safety Technician II	1.0	-	-	-	
2 Building Permit Technician	-	1.0	1.0	1.0	0.00%
	-	-	-	-	
<b>Total</b>	<u><u>1.0</u></u>	<u><u>1.0</u></u>	<u><u>1.0</u></u>	<u><u>1.0</u></u>	<b>0.00%</b>

<b>Expenditure Summary</b>					Increase (Decrease) over(under) 2015-16 Projected
<u>Expenditure Category</u>	<u>2013-14</u> Actual	<u>2014-15</u> Actual	<u>2015-16</u> Projected	<u>2016-17</u> Proposed	
1 Salaries	\$ 63,173	\$ 41,671	\$ 43,553	\$ 51,447	18.13%
2 Benefits	13,493	15,174	12,541	16,374	30.56%
3 Materials & Supplies	2,109	2,727	1,312	2,164	65.00%
4 Professional/Contractual Services	77,602	91,235	69,978	88,695	26.75%
5 Utilities	724	806	1,080	1,211	12.15%
6 Lease of Facility/Equipment	-	-	-	-	
7 Equipment	-	-	-	-	
8 Capital Projects	-	-	-	-	
9 Overhead Cost Allocation	-	-	-	-	
10 Debt Service	-	-	-	-	
11 Transfers Out	-	-	-	-	
<b>Total</b>	<u><u>\$ 157,101</u></u>	<u><u>\$ 151,614</u></u>	<u><u>\$ 128,463</u></u>	<u><u>\$ 159,891</u></u>	<b>24.46%</b>

## PLANNING & DEVELOPMENT SERVICES DEPARTMENT

### Code Enforcement (10-185)

Code Enforcement, which includes the Rental Inspection Program, ensures that single family and multi-family rentals within the City are maintained in a satisfactory manner, which in turn increases property values and improves public safety. The Program provides an annual inspection of single family rentals for compliance with the Municipal Code and the Uniform Housing Code, provides annual inspections of multi-family rentals for compliance with the Municipal Code and the Uniform Housing Code, and provides annual inspections of apartment rentals for compliance with the Municipal Code and the Uniform Housing Code.



*Street Sweeping Sign - Warbler Ave.*

**City of Grand Terrace**  
**FY 2016-17 Proposed Program Detail**

Fund: GENERAL FUND Fund No.: 10  
 Dept: Planning & Development Services  
 Program: **Rental Inspection Program** Program No.: 185

Program Desc: The Rental Inspection Program's main purpose is to make sure that single family and multi-family rentals within the City are maintained in a satisfactory manner, which in turn increases property values and improves public safety.

- Program Services: 1 Annual inspection of single family rentals for compliance with the municipal code & the Uniform Housing Code.  
 2 Annual inspection of multi- family rentals for compliance with the municipal code & the Uniform Housing Code.  
 3 Annual inspection of apartment rentals for compliance with the municipal code & the Uniform Housing Code.

<b>Position Summary</b> <i>(before direct labor and overhead cost allocation distribution)</i>						Increase (Decrease) over(under) 2016-17 Actual
<u>Position</u>	<u>2013-14</u> Actual	<u>2014-15</u> Actual	<u>2015-16</u> Projected	<u>2016-17</u> Proposed		
1 Sr. Code Enforcement Officer	1.0	1.0	1.0	1.0	0.00%	
2 Code Enforcement Specialist (P/T)	-	-	-	0.5		
3 Office Specialist (P/T)	-	-	0.5	0.5	0.00%	
	-	-	-	-		
<b>Total</b>	<b><u>1.0</u></b>	<b><u>1.0</u></b>	<b><u>1.5</u></b>	<b><u>2.0</u></b>	<b>33.33%</b>	

<b>Expenditure Summary</b>						Increase (Decrease) over(under) 2015-16 Projected
<u>Expenditure Category</u>	<u>2013-14</u> Actual	<u>2014-15</u> Actual	<u>2015-16</u> Projected	<u>2016-17</u> Proposed		
1 Salaries	\$ 40,618	\$ 40,051	\$ 47,714	\$ 61,517	28.93%	
2 Benefits	28,687	30,956	21,569	47,635	120.85%	
3 Materials & Supplies	1,077	1,753	1,142	9,761	754.41%	
4 Professional/Contractual Services	-	-	-	1,275		
5 Utilities	-	-	-	-		
6 Lease of Facility/Equipment	-	-	-	-		
7 Equipment	-	-	-	-		
8 Capital Projects	-	-	-	-		
9 Overhead Cost Allocation	-	-	-	-		
10 Debt Service	-	-	-	-		
11 Transfers Out	-	-	-	-		
<b>Total</b>	<b><u>\$ 70,382</u></b>	<b><u>\$ 72,760</u></b>	<b><u>\$ 70,426</u></b>	<b><u>\$ 120,188</u></b>	<b>70.66%</b>	

## PLANNING & DEVELOPMENT SERVICES DEPARTMENT

### Enforcement Program (10-187)

The Enforcement Program addresses code violations on public and private properties within the City limits in order to protect the health and safety of the residents in the community. The City contracts with the City of San Bernardino Police Department for animal control services. The City contracts with the City of San Bernardino Fire Department for household hazardous waste services.



*Westwood Street*

**City of Grand Terrace**  
**FY 2016-17 Proposed Program Detail**

Fund:	GENERAL FUND	Fund No.:	10
Dept:	Planning & Development Services		
Program:	<b>Enforcement Program</b>	Program No.:	187
Program Desc:	To address code violations on public and private properties within the City limits in order to protect the health and safety of the residents in the community.		

Program 1 The City contracts with the City of San Bernardino Police Department for animal control services.  
 Services: 2 The City contracts with the City of San Bernardino Fire Department for household hazardous waste services.

<b>Position Summary</b> <i>(before direct labor and overhead cost allocation distribution)</i>					Increase (Decrease) over(under) 2016-17 Actual
<u>Position</u>	<u>2013-14</u> <u>Actual</u>	<u>2014-15</u> <u>Actual</u>	<u>2015-16</u> <u>Projected</u>	<u>2016-17</u> <u>Proposed</u>	
	-	-	-	-	
	-	-	-	-	
	-	-	-	-	
	-	-	-	-	
<b>Total</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	

<b>Expenditure Summary</b>					Increase (Decrease) over(under) 2015-16 Projected
<u>Expenditure Category</u>	<u>2013-14</u> <u>Actual</u>	<u>2014-15</u> <u>Actual</u>	<u>2015-16</u> <u>Projected</u>	<u>2016-17</u> <u>Proposed</u>	
1 Salaries	\$ -	\$ -	\$ -	\$ -	
2 Benefits	-	-	-	-	
3 Materials & Supplies	-	-	-	-	
4 Professional/Contractual Services	139,600	182,174	175,385	196,958	12.30%
5 Utilities	-	-	-	-	
6 Lease of Facility/Equipment	-	-	-	-	
7 Equipment	-	-	-	-	
8 Capital Projects	-	-	-	-	
9 Overhead Cost Allocation	-	-	-	-	
10 Debt Service	-	-	-	-	
11 Transfers Out	-	-	-	-	
<b>Total</b>	<u>\$ 139,600</u>	<u>\$ 182,174</u>	<u>\$ 175,385</u>	<u>\$ 196,958</u>	<b>12.30%</b>

## PLANNING & DEVELOPMENT SERVICES DEPARTMENT

### Department Strategies

#### 1. Ensure Our Fiscal Viability:

##### 1.1. Commit to a Balanced Budget

###### Planning & Development

CD 1.1.1- The Planning & Development Director will oversee the development of the annual department budget, verify payment of invoices, and ensure all costs and expenditures remain consistent with the Council's approved annual City budget.



*Grand Terrace Town Square McDonald's*

##### 1.2. Identify Additional Revenue Sources

###### Planning & Development

CD 1.2.2- Review all service areas to identify potential new revenue sources.

CD 1.2.3- Implement appropriate cost recovery programs for application processing and permitting services.

## PLANNING & DEVELOPMENT SERVICES DEPARTMENT

### 1.4. Explore Creative Means to Provide Services

#### Planning & Development

CD 1.4.1- Explore potential for outsourcing expedited planning services via a cost recovery model, which allows developers to pay for Fast-Track application processing and permitting services.

CD 1.4.2- Explore potential for utilization of students/interns from local colleges and universities to support staffing.

### 1.5. Ensure Appropriate Cost Recovery for Services

#### Planning & Development

CD 1.5.1- Review planning, and building fees to ensure appropriate cost recovery for services.

CD 1.5.2- Begin review of development impact fees and determine if an update is required.

CD 1.5.3- Establish a policy and procedure relating to requests for fee waivers.

## 2. Maintain Public Safety:

### 2.2 Invest in Critical Improvements to Infrastructure

#### Planning & Development

CD 2.2.1- Ensure through inspections via Building & Safety that all residential, commercial, and other construction in the City meets or exceeds the minimum requirements of codes that have been Proposed by both the State of California and the City of Grand Terrace.

CD 2.2.2- Continue to manage the City's Stormwater Master Plan and identify areas of deficiency for future investment.

CD 2.2.3- Support efforts for Code Enforcement to educate the community in preventative maintenance and encourage residents to maintain their property and property values, keeping the city clean and beautiful.

CD 2.2.4- Continue to coordinate efforts for public safety with San Bernardino County Fire Department office of Emergency Services (OES) and the Multi-Jurisdictional Multi-Hazard Mitigation Plan.

CD 2.2.5- Position the City so it can competitively apply for grant funding, which includes a certified Housing Element.

## 3. Promote Economic Development

### 3.1 Develop Proactive Economic Development Plan to Attract New Businesses and Support Retention and Expansion of Existing Businesses

### 3.2 Invest in Infrastructure Needed to Support business Attraction and Retention

## PLANNING & DEVELOPMENT SERVICES DEPARTMENT

### Planning & Development

CD 3.2.1- Identify infrastructure deficiencies related to circulation, drainage, water and sewer in the City and assist in the development of budgets for improvements and/or investments.

CD 3.2.2- Create a new best practices+ business packet that explains the development review process for new businesses, including sign provisions.

CD 3.2.3- In conjunction with the development of a new information technology program, assess and determine which development applications can be received, processed and permitted online.



- 3.3 Prepare for Development by Updating Zoning and Development Codes including the Sign Code

### Planning & Development

CD 3.3.1- Prepare for future development by updating the zoning map and development code.

CD 3.3.2- Update current Sign Code Ordinance.

CD 3.3.3- Continue management of the Long-Range Property Management Plan (LRPMP) and support the development and/or liquidation of parcels once approved by the State.

CD 3.3.4- Ensure adequate and creative staffing solutions to facilitate the entitlement process for new development.

## PLANNING & DEVELOPMENT SERVICES DEPARTMENT

### 4. Develop and Implement Successful Partnerships

- 4.2 Work with Local, Regional and State Agencies to Secure Funding for Programs and Projects

Planning & Development

CD 4.2.1- Identify and apply for appropriate Planning & Development Block Grants to fund projects in the City.

CD 4.2.2- Identify and apply for appropriate funding for programs and projects through the State of California, the Southern California Association of Governments (SCAG), the San Bernardino County and/or other outside agencies.

### 5. Engage in Proactive Communication

- 5.3 Engage the Community by Participation

Planning & Development

CD 5.3.1- Support effort for Code Enforcement to educate the community about preventative maintenance and encourage tenants, property owners and businesses to maintain their property to keep the city clean and beautiful.

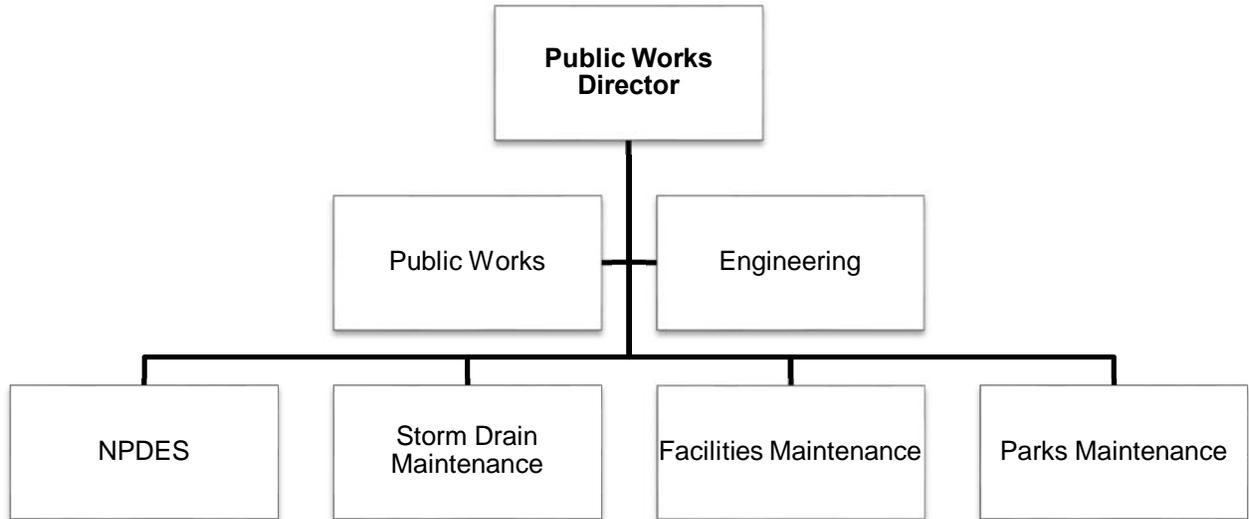
CD 5.3.2- Provide adequate notification and education regarding proposed projects, land use and development activities.

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# PUBLIC WORKS DEPARTMENT

## Organization Chart



*Susan Petta Park*

## **PUBLIC WORKS DEPARTMENT**

### **Department Description**

The Public Works Department provides engineering and public works/maintenance services. The Department administers and implements policies that enhance the safety and aesthetic environment of the City for its residents, businesses, and outside visitors. This includes maintaining and rehabilitating all City landscape, roads, traffic signals, parks, and parking lots in accordance with the City's goals. The Department also responds to numerous counter and phone inquiries, issues environmental clearances, monitors and evaluates project entitlement conditions for S&A, CUP, etc.

### **Cost Centers – Public Works**

1. Parks Maintenance (10-450)
2. National Pollution Discharge Elimination System (10-625)
3. Storm Drain Maintenance (10-631)
4. Public Works (10-175)
5. Facilities Maintenance (10-195)



*Grand Terrace City Hall*

## PUBLIC WORKS DEPARTMENT

### Parks Maintenance (10-450)

Parks Maintenance, under the direction of the Public Works Director, maintains Richard Rollins Park, Pico Park, the Grand Terrace Senior Center, Child Care Center, Civic Center/Library Complex, and various greenbelt areas located throughout the city. Parks Maintenance is responsible for the daily upkeep of all landscaped parks and parkways at City owned facilities, weekly mowing of over 30 acres of park area and the maintenance of three acres of landscaping. This section also maintains over 300 sprinklers and irrigation controllers, and is responsible for the repair and installation of ball field lights, park irrigation, and ancillary support functions.



*Grand Terrace Fitness Park*

**City of Grand Terrace**  
**FY 2016-17 Proposed Program Detail**

Fund: GENERAL FUND Fund No.: 10  
 Dept: Public Works  
 Program: **Parks Maintenance** Program No.: 450

Program Desc: Parks maintenance, under the direction of the Public Works director is implemented through the Parks Maintenance Division. The division maintains Richard Rollins Park, Pico Park, the Grand Terrace Senior Center, Child Care Center, Civic Center/Library Complex and various greenbelt areas.

- Program 1 Daily upkeep of all landscaped parks and parkways at City owned facilities;  
 Services: 2 Weekly mowing of over 30 acres of park area and the maintenance of 3 acres of landscaping;  
 3 Maintenance of over 300 sprinklers and irrigation controllers;  
 4 Maintenance of the Civic Center/Library, Child Care Center, Senior Center and park support facilities;  
 5 Repair and installation of ball field lights, park irrigation and ancillary support functions.

<b>Position Summary</b> (before direct labor and overhead cost allocation distribution)						Increase (Decrease) over(under) 2016-17 Actual
<u>Position</u>	<u>2013-14</u> <u>Actual</u>	<u>2014-15</u> <u>Actual</u>	<u>2015-16</u> <u>Projected</u>	<u>2016-17</u> <u>Proposed</u>		
1 Maintenance Crew Lead	1.0	1.0	1.0	1.0		0.00%
2 Maintenance Crew Lead (P/T)	-	-	0.5	-		-100.00%
3 Maintenance Worker I	1.0	1.0	1.0	2.0		100.00%
4 Maintenance Worker II	<u>1.0</u>	<u>1.0</u>	<u>1.0</u>	<u>1.0</u>		0.00%
<b>Total</b>	<b><u>3.0</u></b>	<b><u>3.0</u></b>	<b><u>3.5</u></b>	<b><u>4.0</u></b>		<b>14.29%</b>

<b>Expenditure Summary</b>						Increase (Decrease) over(under) 2015-16 Projected
<u>Expenditure Category</u>	<u>2013-14</u> <u>Actual</u>	<u>2014-15</u> <u>Actual</u>	<u>2015-16</u> <u>Projected</u>	<u>2016-17</u> <u>Proposed</u>		
1 Salaries	\$ 21,786	\$ 20,850	\$ 29,909	\$ 23,337		-21.97%
2 Benefits	10,001	9,270	13,422	20,845		55.31%
3 Materials & Supplies	841	1,074	1,114	1,200		7.68%
4 Professional/Contractual Services	61,915	74,230	71,808	101,165		40.88%
5 Utilities	44,579	46,348	36,606	37,120		1.41%
6 Lease of Facility/Equipment	-	-	-	-		
7 Equipment	(44)	-	-	-		
8 Capital Projects	-	-	-	-		
9 Overhead Cost Allocation	-	-	-	-		
10 Debt Service	-	-	-	-		
11 Transfers Out	-	-	-	-		
<b>Total</b>	<b><u>\$ 139,078</u></b>	<b><u>\$ 151,773</u></b>	<b><u>\$ 152,859</u></b>	<b><u>\$ 183,667</u></b>		<b>20.15%</b>

## **PUBLIC WORKS DEPARTMENT**

### **National Pollution Discharge & Elimination System (10-625)**

The Public Works Department administers the City's National Pollutant Discharge Elimination System (NPDES) Program in order to comply with the water discharge requirements of urban storm water, from areas of San Bernardino County within the Santa Ana Region to waters of the US (general fund portion). The Department obtains permits from the Santa Ana Regional Water Control Board, provides an effective storm water management program and ensures that discharge of storm water into the various drainage channels and washes throughout the City complies with the standards set by the Santa Ana Regional Water Control Board. The Program provides public information/education and outreaches to businesses and residents and enforces a County-wide permit through inspections and education.



*Commerce Way*

**City of Grand Terrace**  
**FY 2016-17 Proposed Program Detail**

Fund: GENERAL FUND Fund No.: 10  
 Dept: Public Works  
 Program: **National Pollution Discharge & Elimination System (NPDES)** Program No.: 625

Program Desc: Administer the City's National Pollutant Discharge Elimination System (NPDES) Program in order to comply with the water discharge requirements of urban storm water, from areas of San Bernardino County within the Santa Ana Region to waters of the US (general fund portion).

- Program 1 Obtain a permit from the Santa Ana Regional Water Control Board;  
 Services: 2 Provide an effective storm water management program and ensure that discharge of storm water into the various drainage channels and washes throughout the City complies with the standards set by the Santa Ana Regional Water Control Board.  
 3 To provide public information/education and out reach to businesses and residents;  
 4 To enforce a County-wide permit through inspections and education.

<b>Position Summary</b> (before direct labor and overhead cost allocation distribution)					Increase (Decrease) over(under) 2016-17 Actual
<u>Position</u>	<u>2013-14</u> Actual	<u>2014-15</u> Actual	<u>2015-16</u> Projected	<u>2016-17</u> Proposed	
1 Management Analyst	-	-	-	-	
	-	-	-	-	
	-	-	-	-	
	-	-	-	-	
<b>Total</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	

<b>Expenditure Summary</b>					Increase (Decrease) over(under) 2015-16 Projected
<u>Expenditure Category</u>	<u>2013-14</u> Actual	<u>2014-15</u> Actual	<u>2015-16</u> Projected	<u>2016-17</u> Proposed	
1 Salaries	\$ 21,130	\$ 8,369	\$ -	\$ -	
2 Benefits	12,120	3,270	-	-	
3 Materials & Supplies	174	-	-	-	
4 Professional/Contractual Services	30,434	29,092	41,869	59,904	43.07%
5 Utilities	-	-	-	-	
6 Lease of Facility/Equipment	-	-	-	-	
7 Equipment	-	-	-	-	
8 Capital Projects	-	-	-	-	
9 Overhead Cost Allocation	-	-	-	-	
10 Debt Service	-	-	-	-	
11 Transfers Out	-	-	-	-	
<b>Total</b>	<u>\$ 63,858</u>	<u>\$ 40,731</u>	<u>\$ 41,869</u>	<u>\$ 59,904</u>	<b>43.07%</b>

## PUBLIC WORKS DEPARTMENT

### Storm Drain Maintenance (10-631)

The Department maintains the storm drain system. This department is responsible for cleaning storm drains per requirements set forth by the County Storm Water Program. The department also takes videos of storm drains for maintenance purposes.



*Stater Bros – Barton Road*

**City of Grand Terrace**  
**FY 2016-17 Proposed Program Detail**

Fund:	GENERAL FUND	Fund No.:	10
Dept:	Public Works		
Program:	<b>Storm Drain Maintenance</b>	Program No.:	631
Program Desc:	Maintains the storm drain system.		

Program 1 Clean storm drains per requirements set forth by the County storm water permit;  
 Services: 2 Video storm drains for maintenance purposes.

<b>Position Summary</b> <i>(before direct labor and overhead cost allocation distribution)</i>					Increase (Decrease) over(under) 2016-17 Actual
<u>Position</u>	<u>2013-14</u> <u>Actual</u>	<u>2014-15</u> <u>Actual</u>	<u>2015-16</u> <u>Projected</u>	<u>2016-17</u> <u>Proposed</u>	
	-	-	-	-	
	-	-	-	-	
	-	-	-	-	
	-	-	-	-	
<b>Total</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	

<b>Expenditure Summary</b>					Increase (Decrease) over(under) 2015-16 Projected
<u>Expenditure Category</u>	<u>2013-14</u> <u>Actual</u>	<u>2014-15</u> <u>Actual</u>	<u>2015-16</u> <u>Projected</u>	<u>2016-17</u> <u>Proposed</u>	
1 Salaries	\$ -	\$ -	\$ -	\$ -	
2 Benefits	-	-	-	-	
3 Materials & Supplies	-	-	-	-	
4 Professional/Contractual Services	16,793	1,420	34,773	20,000	-42.48%
5 Utilities	-	-	-	-	
6 Lease of Facility/Equipment	-	-	-	-	
7 Equipment	-	-	-	-	
8 Capital Projects	-	-	-	-	
9 Overhead Cost Allocation	-	-	-	-	
10 Debt Service	-	-	-	-	
11 Transfers Out	-	-	-	-	
<b>Total</b>	<u>\$ 16,793</u>	<u>\$ 1,420</u>	<u>\$ 34,773</u>	<u>\$ 20,000</u>	<b>-42.48%</b>

## PUBLIC WORKS DEPARTMENT

### Public Works (10-175)

The Public Works Division has the responsibility over City infrastructures of sewer, water, gas, telephone, cable, and electric systems that fall within the public right of way. The Division coordinates plans and permits with utility companies, reviews plans and prepares permits and inspection work for tracts, and major commercial developments, reviews all off-site plans for water, street, sewer and storm drains. They maintain all original sewer, water, street improvement, storm drain, tract, parcel maps, record of survey, address maps, street lighting, signal maps including files for all capital improvement projects, prepare plans, specifications and contracts for City infrastructure capital projects, coordinate and monitor maintenance alerts.



*Grand Terrace Fire Station*

**City of Grand Terrace**  
**FY 2016-17 Proposed Program Detail**

Fund:	GENERAL FUND	Fund No.:	10
Dept:	Public Works		
Program:	<b>Public Works</b>	Program No.:	175
Program Desc:	The Public Works Division has the responsibility over City infrastructures of sewer, water, gas, telephone, cable, and electric systems that fall within the public right of way.		

- Program 1 Coordinates plans and permits with utility companies;
- Services: 2 Review plans and prepare permits and inspection work for tracts, and major commercial developments;
- 3 Review all off-site plans for water, street, sewer and storm drains;
- 4 Maintain all original sewer, water, street improvement, storm drain, tract, parcel maps, record of survey, address maps, street lighting, signal maps including files for all capital improvement projects;
- 5 Prepare plans, specifications and contracts for City infrastructure capital projects;
- 6 Coordinates and monitors maintenance alerts;
- 7 Interviews and selects engineering firms to prepare cost estimates and contracts to take to the City Council.

<b>Position Summary</b> <i>(before direct labor and overhead cost allocation distribution)</i>					Increase (Decrease) over(under) 2016-17 Actual
<u>Position</u>	<u>2013-14</u> Actual	<u>2014-15</u> Actual	<u>2015-16</u> Projected	<u>2016-17</u> Proposed	
1 Community Development Director	-	-	-	-	
2 Public Work Director	-	-	1.0	1.0	0.00%
3 Management Analyst	1.0	1.0	1.0	1.0	
4 Department Secretary	1.0	1.0	1.0	1.0	0.00%
5 Bus Driver	-	-	-	1.0	
<b>Total</b>	<u><b>2.0</b></u>	<u><b>2.0</b></u>	<u><b>3.0</b></u>	<u><b>4.0</b></u>	<b>33.33%</b>

<b>Expenditure Summary</b>					Increase (Decrease) over(under) 2015-16 Projected
<u>Expenditure Category</u>	<u>2013-14</u> Actual	<u>2014-15</u> Actual	<u>2015-16</u> Projected	<u>2016-17</u> Proposed	
1 Salaries	\$ 50,981	\$ 123,114	\$ 168,321	\$ 164,758	-2.12%
2 Benefits	30,720	52,621	69,769	69,679	-0.13%
3 Materials & Supplies	12,092	15,522	10,744	18,350	70.80%
4 Professional/Contractual Services	30,156	25,722	48,885	47,462	-2.91%
5 Utilities	724	806	1,080	1,082	0.21%
6 Lease of Facility/Equipment	2,490	2,437	4,137	4,752	14.86%
7 Equipment	-	-	-	-	
8 Capital Projects	-	-	-	-	
9 Overhead Cost Allocation	-	-	-	-	
10 Debt Service	-	-	-	-	
11 Transfers Out	-	-	-	-	
<b>Total</b>	<u><b>\$ 127,163</b></u>	<u><b>\$ 220,222</b></u>	<u><b>\$ 302,935</b></u>	<u><b>\$ 306,083</b></u>	<b>1.04%</b>

## PUBLIC WORKS DEPARTMENT

### Facilities Maintenance (10-195)

Facilities Maintenance provides management and administration of in-house and contract maintenance repair services for the Civic Center and all other City facilities and parks. They provide day-to-day maintenance operations of the various City facilities; oversee a preventative maintenance program, including cleaning services and pest control. They maintain City parks and grounds, city-wide trees, provide for the maintenance of the Civic Center security system, oversee the HVAC service agreement contract, and provide for custodial, locksmith and security services.



*Terrace Hills Middle School*

**City of Grand Terrace**  
**FY 2016-17 Proposed Program Detail**

Fund:	GENERAL FUND	Fund No.:	10
Dept:	Public Works		
Program:	<b>Facilities Maintenance</b>	Program No.:	195
Program Desc:	Provide management and administration of in-house and contract maintenance repair services for the Civic Center and all other City facilities and parks.		

- Program 1 Provide day-to-day maintenance operations of the various City facilities;  
 Services: 2 Oversee a preventive maintenance program, including cleaning services and pest control;  
 3 Maintain City parks and grounds;  
 4 Maintain City-wide trees;  
 5 Provide for the maintenance of the Civic Center security system;  
 6 Oversee the HVAC service agreement contract;  
 7 Provide for custodial, locksmith and security services.

<b>Position Summary</b> <i>(before direct labor and overhead cost allocation distribution)</i>					Increase (Decrease) over(under) 2016-17 Actual
<u>Position</u>	<u>2013-14</u> Actual	<u>2014-15</u> Actual	<u>2015-16</u> Projected	<u>2016-17</u> Proposed	
	-	-	-	-	
	-	-	-	-	
	-	-	-	-	
	-	-	-	-	
<b>Total</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	

<b>Expenditure Summary</b>					Increase (Decrease) over(under) 2015-16 Projected
<u>Expenditure Category</u>	<u>2013-14</u> Actual	<u>2014-15</u> Actual	<u>2015-16</u> Projected	<u>2016-17</u> Proposed	
1 Salaries	\$ -	\$ -	\$ -	\$ -	
2 Benefits	-	-	-	-	
3 Materials & Supplies	-	-	-	-	
4 Professional/Contractual Services	48,615	73,655	77,607	80,430	3.64%
5 Utilities	-	-	-	-	
6 Lease of Facility/Equipment	-	-	-	-	
7 Equipment	-	-	-	-	
8 Capital Projects	-	-	-	-	
9 Overhead Cost Allocation	-	-	-	-	
10 Debt Service	-	-	-	-	
11 Transfers Out	-	-	-	-	
<b>Total</b>	<u>\$ 48,615</u>	<u>\$ 73,655</u>	<u>\$ 77,607</u>	<u>\$ 80,430</u>	<b>3.64%</b>

# PUBLIC WORKS DEPARTMENT

## Department Strategies

### 1. Ensure Our Fiscal Viability:

#### 1.1. Commit to a Balanced Budget

##### Public Works

PW 1.1.1 - Oversee the development of the annual department budget and ensure all costs and expenditures remain consistent with the Council's approved annual City budget.



*Karger Park*

#### 1.2. Identify Additional Revenue Sources

##### Public Works

PW 1.2.1 - Review all service areas to identify potential new revenue sources.

PW 1.2.2 - Explore opportunities for providing landscape and/or maintenance services to outside agencies on a fee basis.

## **PUBLIC WORKS DEPARTMENT**

### 1.4. Explore Creative Means to Provide Services

#### Public Works

PW 1.4.1 - Review current service contracts and create new agreements to provide better, more cost effective services.

PW 1.4.2 - Work in conjunction with neighboring agencies and utility providers to provide services and pool resources.

### 1.5. Ensure Appropriate Cost Recovery for Services

#### Public Works

PW 1.5.1 - Review costs of delivering services and identify, where appropriate, opportunities for cost recovery via fees, assessments and/or other means of underwriting costs.

## 2. Maintain Public Safety:

### 2.2 Invest in Critical Improvements to Infrastructure

#### Public Works

PW 2.2.1 - Monitor the condition of City streets, pavement, sidewalks and lighting; make recommendations for repairs and maintenance.

PW 2.2.2 - Initiate process for the development of a Pavement Management System (PMS) so, when funding is acquired, street improvement priorities will have been identified.

PW 2.2.3 - Maintain and repair City properties including parks and recreation facilities, City Hall and child care services facilities.

PW 2.2.4 - Ensure all new street construction, drainage, traffic signal and street lighting plans are checked by staff to assure compliance with Proposed standards and specifications.

PW 2.2.5 - Identify potential projects for capital improvement planning.

## 3. Promote Economic Development

### 3.1 Develop Proactive Economic Development Plan to Attract New Businesses and Support Retention and Expansion of Existing Businesses

### 3.2 Invest in Infrastructure Needed to Support business Attraction and Retention

#### Public Works

PW 3.2.1 - Identify infrastructure deficiencies in the City and assist in the development of budgets for improvements and/or investments.

## PUBLIC WORKS DEPARTMENT

PW 3.2.2 - Ensure infrastructure is maintained to attract and retain businesses.

PW 3.2.3 - Create building permit submittal check lists for developers with clear guidance on submittal requirements.

### 4. Develop and Implement Successful Partnerships

- 4.2 Work with Local, Regional and State Agencies to Secure Funding for Programs and Projects.

#### Public Works

PW 4.2.1 - Identify potential projects for inclusion in regional Transportation Plan(s), Safe Routes to schools and other state and federally funded transportation planning efforts.

### 5. Engage in Proactive Communication

- 5.3 Engage the Community by Participation

#### Public Works

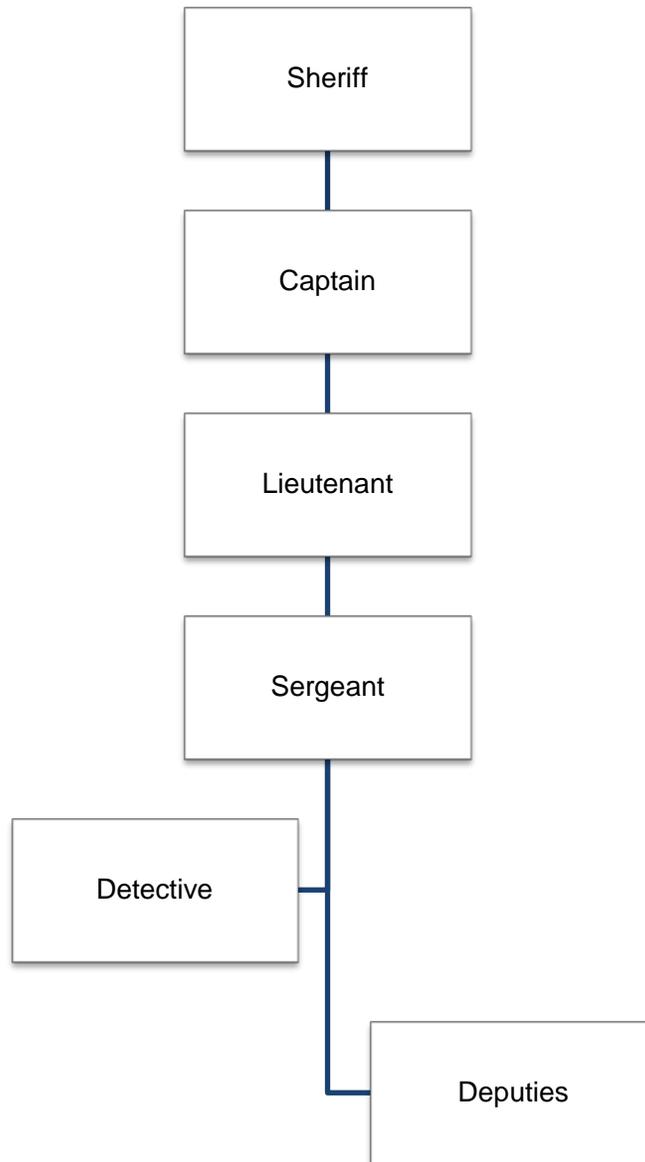
PW 5.3.1 - Encourage comments from residents, businesses, regional agencies as well as internal stakeholders on project planning or program implementation.

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# PUBLIC SAFETY

## Organization Chart



## PUBLIC SAFETY

### Department Description

The City contracts with the San Bernardino County Sheriff's Department to provide law enforcement services.



*San Bernardino County Central Station*

**City of Grand Terrace**  
**FY 2016-17 Proposed Program Detail**

Fund:	GENERAL FUND	Fund No.:	10
Dept:	Public Safety		
Program:	<b>Law Enforcement</b>	Program No.:	410
Program Desc:	The City contracts with the San Bernardino County Sheriff's Department to provide law enforcement services.		

- Program 1 Provide patrol services;  
 Services: 2 Provide detective services;  
 3 Provide traffic enforcement services;  
 4 Provide Sheriff's Service Specialist services (Crime Prevention, Citizens on Patrol, community programs);  
 5 Provide emergency back up and specialized law enforcement resources;  
 6 Provide access to various sheriff's special units as needed.

<b>Position Summary</b> <i>(before direct labor and overhead cost allocation distribution)</i>					Increase (Decrease) over(under) 2016-17 Actual
<u>Position</u>	<u>2013-14</u> Actual	<u>2014-15</u> Actual	<u>2015-16</u> Projected	<u>2016-17</u> Proposed	
	-	-	-	-	
	-	-	-	-	
	-	-	-	-	
	-	-	-	-	
<b>Total</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	

<b>Expenditure Summary</b>					Increase (Decrease) over(under) 2015-16 Projected
<u>Expenditure Category</u>	<u>2013-14</u> Actual	<u>2014-15</u> Actual	<u>2015-16</u> Projected	<u>2016-17</u> Proposed	
1 Salaries	\$ -	\$ -	\$ -	\$ -	
2 Benefits	-	-	-	-	
3 Materials & Supplies	-	-	-	-	
4 Professional/Contractual Services	1,528,578	1,590,357	1,652,037	1,722,600	4.27%
5 Utilities	-	-	-	-	
6 Lease of Facility/Equipment	-	-	-	-	
7 Equipment	-	-	-	-	
8 Capital Projects	-	-	-	-	
9 Overhead Cost Allocation	-	-	-	-	
10 Debt Service	-	-	-	-	
11 Transfers Out	-	-	-	-	
<b>Total</b>	<u>\$ 1,528,578</u>	<u>\$ 1,590,357</u>	<u>\$ 1,652,037</u>	<u>\$ 1,722,600</u>	<b>4.27%</b>

## **PUBLIC SAFETY**

### **Department Strategies**

#### 1. Ensure Our Fiscal Viability:

##### 1.1 Commit to a Balanced Budget

SD 1.1.1 - Oversee the department contract budget and ensure all costs and expenditures remain consistent with the Council's approved annual City budget.

SD 1.1.2 - Continue to identify and implement technology-based law enforcement programs and activities at no cost to the city.

#### 2. Maintain Public Safety

##### 2.1 Ensure Staff Levels for Police Services Remain Adequate for Our Community.

SD 2.1.1 - Continue to provide appropriate staffing levels to maintain low crime rate and adequate response times.

SD 2.1.2 - Continue to identify and implement technology-based law enforcement programs and activities at no cost to the City.

SD 2.1.3 - Continue to enhance mutual aid relationships and identify task force-oriented law enforcement programs, such as SMASH, to increase law enforcement services in Grand Terrace.

#### 4. Develop and Implement Successful Partnerships

##### 4.2 Work with Local, Regional and State Agencies to Secure Funding for Programs and Projects

SD 4.2.1 - Continue to work with regional, state and federal law enforcement agencies to coordinate services.

#### 5. Engage in Proactive Communication

##### 5.3 Engage the Community by Participation

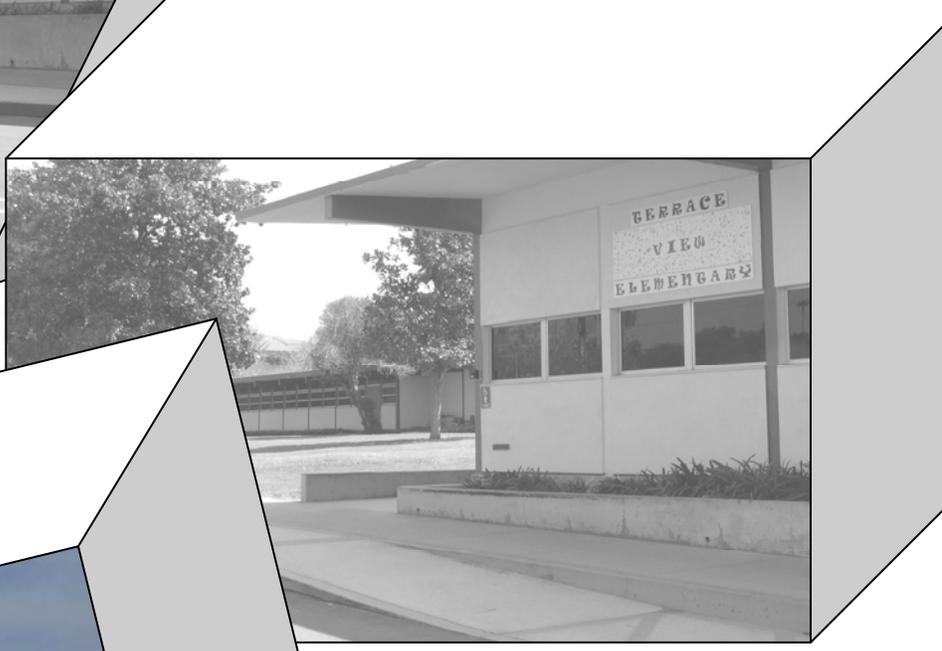
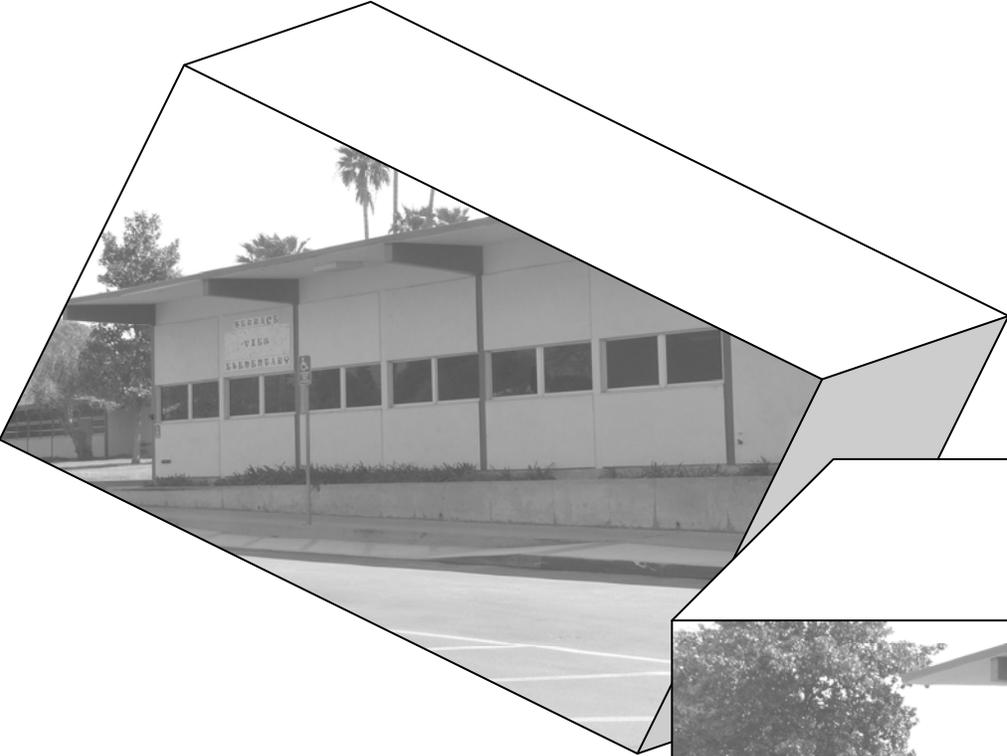
SD 5.3.1 - Provide crime prevention and education programs for residents and local business owners.

SD 5.3.2 - Assist with, and foster, neighborhood-based crime prevention programs and activities.

SD 5.3.3 - Provide opportunities for youth engagement and crime prevention.

# Special Revenue Funds





*Grand Terrace View Elementary*

**City of Grand Terrace**  
**FY 2016-17 Proposed Special Funds Expenditure Summary**  
**by Fund and Program**

<u>Fund and Program</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>	Increase (Decrease) over(under) 2015-16 Projected
	<u>Actuals</u>	<u>Actuals</u>	<u>Projected</u>	<u>Proposed</u>	
<b>CHILD CARE SERVICES FUND</b>					
Child Care Services	1,104,354	1,257,048	1,081,108	-	-100.00%
Nutrition Program Grant	-	8,467	28,613	30,000	4.85%
Tiny Tots Program	-	-	-	56,800	
Before & After School Program	-	-	-	334,450	
Pre School Program	-	-	-	636,580	
Total CHILD CARE SERVICES FUND	<u>1,104,354</u>	<u>1,265,515</u>	<u>1,109,721</u>	<u>1,057,830</u>	-4.68%
<b>STREET FUND</b>					
Streets & Roads	<u>49,207</u>	-	-	-	
Total STREET FUND	<u>49,207</u>	-	-	-	
<b>PARK FUND</b>					
Park Projects	<u>(716)</u>	-	49,000	101,000	106.12%
Total PARK FUND	<u>(716)</u>	-	49,000	101,000	106.12%
<b>SLESF (AB3229 COPS) FUND</b>					
Citizen's Option for Public Safety (COPS) Projects	<u>99,091</u>	100,496	100,000	100,000	0.00%
Total SLESF (AB3229 COPS) FUND	<u>99,091</u>	100,496	100,000	100,000	0.00%
<b>AIR QUALITY IMPROVEMENT FUND</b>					
Air Quality	<u>-</u>	59,708	-	5,000	
Total AIR QUALITY IMPROVEMENT FUND	<u>-</u>	59,708	-	5,000	
<b>GAS TAX FUND</b>					
Public Works	98,860	83,569	177,030	282,673	59.68%
Street & Signal Lighting	93,729	96,194	85,600	93,000	8.64%
Road Maintenance	107,290	84,254	115,100	59,000	-48.74%
Transportation	<u>44,006</u>	<u>43,957</u>	<u>44,000</u>	<u>44,000</u>	0.00%
Total GAS TAX FUND	<u>343,885</u>	<u>307,974</u>	<u>421,730</u>	<u>478,673</u>	13.50%
<b>TRAFFIC SAFETY FUND</b>					
Road Safety	<u>289</u>	-	26,556	-	-100.00%
Total TRAFFIC SAFETY FUND	<u>289</u>	-	26,556	-	-100.00%
<b>MEASURE "I" FUND</b>					
Intersections	217,255	4,550	-	52,435	
Transfers Out	<u>232,857</u>	-	35,535	30,000	-15.58%
Total MEASURE "I" FUND	<u>450,112</u>	<u>4,550</u>	<u>35,535</u>	<u>82,435</u>	131.98%

**City of Grand Terrace**  
**FY 2016-17 Proposed Special Funds Expenditure Summary**  
**by Fund and Program**

<u>Fund and Program</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>	Increase (Decrease) over(under) 2015-16 Projected
	<u>Actuals</u>	<u>Actuals</u>	<u>Projected</u>	<u>Proposed</u>	
<b>CDBG FUND</b>					
Community Development Block Grant (CDBG)	19,783	20,106	21,888	48,456	121.38%
<b>Total CDBG FUND</b>	<b>19,783</b>	<b>20,106</b>	<b>21,888</b>	<b>48,456</b>	<b>121.38%</b>
<b>LANDSCAPE &amp; LIGHTING ASSESSMENT DISTRICT</b>					
Terrace Pines Assessment District	2,634	5,394	9,680	7,797	-19.45%
Tract 14471 - Pico & Oriole	1,154	2,026	2,380	4,203	76.60%
Forrest City - Phase 2	697	697	670	3,434	412.54%
General Government (Non-Dept)	2,900	2,897	2,900	3,000	3.45%
<b>Total LANDSCAPE &amp; LIGHTING ASSESSMENT</b>	<b>7,385</b>	<b>11,014</b>	<b>15,630</b>	<b>18,434</b>	<b>17.94%</b>
<b>HOUSING AUTHORITY</b>					
Low & Moderate Housing Programs	142	5,631	5,700	9,700	70.18%
<b>Total HOUSING AUTHORITY</b>	<b>142</b>	<b>5,631</b>	<b>5,700</b>	<b>9,700</b>	<b>70.18%</b>
<b>COMMUNITY BENEFITS FUND</b>					
Community Benefit Programs	-	-	10,546	25,000	137.06%
<b>Total COMMUNITY BENEFITS FUND</b>	<b>-</b>	<b>-</b>	<b>10,546</b>	<b>25,000</b>	<b>137.06%</b>
<b>PUBLIC SAFTY SERVICES FUND</b>					
Addiitonal Public Safety Services	-	-	34,000	202,374	
Transfers Out	-	-	-	-	
<b>Total PUBLIC SAFTY SERVICES FUND</b>	<b>-</b>	<b>-</b>	<b>34,000</b>	<b>202,374</b>	<b>495.22%</b>
<b>SENIOR BUS PROGRAM</b>					
Senior Bus Program	-	-	9,980	60,178	502.99%
<b>Total SENIOR BUS PROGRAM</b>	<b>-</b>	<b>-</b>	<b>9,980</b>	<b>60,178</b>	<b>502.99%</b>
<b>CALRECYCLE GRANT</b>					
Beverage & Container Recycling	-	-	-	5,000	
<b>Total CALRECYCLE GRANT</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>5,000</b>	
<b>FIXED ASSET FUND</b>					
Capital Equipment Programs	-	-	6,451	138,549	
Transfers Out	-	-	-	-	
<b>Total FIXED ASSET FUND</b>	<b>-</b>	<b>-</b>	<b>6,451</b>	<b>138,549</b>	<b>2047.71%</b>
<b>ACTIVE TRANSPORTATION PROGRAM (ATP)</b>					
ATP - Cycle 2	-	-	-	280,000	
<b>Total ACTIVE TRANSPORTATION PROGRAM</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>280,000</b>	
<b>TOTAL SPECIAL REVENUE FUNDS</b>	<b>\$ 2,073,390</b>	<b>\$ 1,769,363</b>	<b>\$ 1,780,060</b>	<b>\$ 1,891,828</b>	<b>6.28%</b>

**City of Grand Terrace**  
**FY 2016-17 Proposed Program Detail**

Fund:	CHILD CARE FUND	Fund No.:	09
Dept:	Child Care		
Program:	<b>Nutrition Grant Program</b>	Program No.:	441
Program Desc:	The Nutrition Grant Program accounts for the grant monies received by Child Care Services from the State of California, Department of Education Child Nutrition Fiscal Services.		

Program Services: 1 Provide food, lunch & snacks to pre-school students.

<b>Position Summary</b> <i>(before direct labor and overhead cost allocation distribution)</i>					Increase (Decrease) over(under) 2016-17 Actual
<u>Position</u>	<u>2013-14</u> <u>Actual</u>	<u>2014-15</u> <u>Actual</u>	<u>2015-16</u> <u>Projected</u>	<u>2016-17</u> <u>Proposed</u>	
1 Child Care Director	-	-	-	-	
2 Assistant Child Care Director	-	-	-	-	
3 Lead Teacher	-	-	-	-	
4 Teacher	-	-	-	-	
5 Teaching Assistant	-	-	-	-	
6 Cook	-	-	-	-	
<b>Total</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	

<b>Expenditure Summary</b>					Increase (Decrease) over(under) 2015-16 Projected
<u>Expenditure Category</u>	<u>2013-14</u> <u>Actual</u>	<u>2014-15</u> <u>Actual</u>	<u>2015-16</u> <u>Projected</u>	<u>2016-17</u> <u>Proposed</u>	
1 Salaries	\$ -	\$ -	\$ -	\$ -	
2 Benefits	-	-	-	-	
3 Materials & Supplies	-	8,467	28,613	30,000	4.85%
4 Professional/Contractual Services	-	-	-	-	
5 Utilities	-	-	-	-	
6 Lease of Facility/Equipment	-	-	-	-	
7 Equipment	-	-	-	-	
8 Capital Projects	-	-	-	-	
9 Overhead Cost Allocation	-	-	-	-	
10 Debt Service	-	-	-	-	
11 Transfers Out	-	-	-	-	
<b>Total</b>	<u>\$ -</u>	<u>\$ 8,467</u>	<u>\$ 28,613</u>	<u>\$ 30,000</u>	<b>4.85%</b>

**City of Grand Terrace**  
**FY 2016-17 Proposed Program Detail**

Fund: CHILD CARE FUND  
 Dept: Child Care  
 Program: **Tiny Tots Program**

Fund No.: 09  
 Program No.: 445

Program Desc: The Child Care Services program of the City is a fully licensed child care program operated by experienced child care educators. The program provides a structured environment for physical, intellectual, and social development of the child.

Program Services: 1 Tiny Tot Program operates for three hours daily at the Community Center.

<b>Position Summary</b> <i>(before direct labor and overhead cost allocation distribution)</i>					Increase (Decrease) over(under) 2016-17 Actual
<u>Position</u>	<u>2013-14</u> <u>Actual</u>	<u>2014-15</u> <u>Actual</u>	<u>2015-16</u> <u>Projected</u>	<u>2016-17</u> <u>Proposed</u>	
1 Child Care Director	-	-	-	-	
2 Assistant Child Care Director	-	-	-	-	
3 Lead Teacher	-	-	-	-	
4 Teacher (P/T)	0.5	0.5	0.5	0.5	0.00%
5 Teaching Assistant (P/T)	0.5	0.5	0.5	0.5	0.00%
6 Cook	-	-	-	-	
<b>Total</b>	<b>1.0</b>	<b>1.0</b>	<b>1.0</b>	<b>1.0</b>	<b>0.00%</b>

<b>Expenditure Summary</b>					Increase (Decrease) over(under) 2015-16 Projected
<u>Expenditure Category</u>	<u>2013-14</u> <u>Actual</u>	<u>2014-15</u> <u>Actual</u>	<u>2015-16</u> <u>Projected</u>	<u>2016-17</u> <u>Proposed</u>	
1 Salaries	\$ -	\$ -	\$ -	\$ 31,980	
2 Benefits	-	-	-	12,520	
3 Materials & Supplies	-	-	-	1,000	
4 Professional/Contractual Services	-	-	-	2,900	
5 Utilities	-	-	-	-	
6 Lease of Facility/Equipment	-	-	-	-	
7 Equipment	-	-	-	-	
8 Capital Projects	-	-	-	-	
9 Overhead Cost Allocation	-	-	-	8,400	
10 Debt Service	-	-	-	-	
11 Transfers Out	-	-	-	-	
<b>Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 56,800</b>	

**City of Grand Terrace**  
**FY 2016-17 Proposed Program Detail**

Fund:	CHILD CARE FUND	Fund No.:	09
Dept:	Child Care		
Program:	<b>After School Program</b>	Program No.:	446

Program Desc: The Child Care Services program of the City is a fully licensed child care program operated by experienced child care educators. The program provides a structured environment for physical, intellectual, and social development of the child.

- Program Services:
- 1 Before and After School child care programs for children attending Kindergarten through 6th grades;
  - 2 Off Track Programs provided for elementary school children in the area when schools are not in session;
  - 3 Winter Day Camp is offered for 2 weeks during the holiday season;

<b>Position Summary</b> <i>(before direct labor and overhead cost allocation distribution)</i>					Increase (Decrease) over(under) 2016-17 Actual
<u>Position</u>	<u>2013-14</u> <u>Actual</u>	<u>2014-15</u> <u>Actual</u>	<u>2015-16</u> <u>Projected</u>	<u>2016-17</u> <u>Proposed</u>	
1 Child Care Director	-	-	-	-	
2 Assistant Child Care Director	-	-	-	-	
3 Lead Teacher	2.0	2.0	2.0	2.0	0.00%
4 Teacher	1.0	1.0	1.0	1.0	0.00%
5 Teaching Assistant	1.0	1.0	1.0	1.0	0.00%
6 Teaching Assistant (P/T)	0.5	0.5	0.5	0.5	0.00%
<b>Total</b>	<u><u>4.5</u></u>	<u><u>4.5</u></u>	<u><u>4.5</u></u>	<u><u>4.5</u></u>	<b>0.00%</b>

<b>Expenditure Summary</b>					Increase (Decrease) over(under) 2015-16 Projected
<u>Expenditure Category</u>	<u>2013-14</u> <u>Actual</u>	<u>2014-15</u> <u>Actual</u>	<u>2015-16</u> <u>Projected</u>	<u>2016-17</u> <u>Proposed</u>	
1 Salaries	\$ -	\$ -	\$ -	\$ 182,220	
2 Benefits	-	-	-	74,510	
3 Materials & Supplies	-	-	-	15,500	
4 Professional/Contractual Services	-	-	-	6,220	
5 Utilities	-	-	-	-	
6 Lease of Facility/Equipment	-	-	-	-	
7 Equipment	-	-	-	-	
8 Capital Projects	-	-	-	-	
9 Overhead Cost Allocation	-	-	-	56,000	
10 Debt Service	-	-	-	-	
11 Transfers Out	-	-	-	-	
<b>Total</b>	<u><u>\$ -</u></u>	<u><u>\$ -</u></u>	<u><u>\$ -</u></u>	<u><u>\$ 334,450</u></u>	

**City of Grand Terrace**  
**FY 2016-17 Proposed Program Detail**

Fund: CHILD CARE FUND  
 Dept: Child Care  
 Program: **Pre-school Program**

Fund No.: 09  
 Program No.: 447

Program Desc: The Child Care Services program of the City is a fully licensed child care program operated by experienced child care educators. The program provides a structured environment for physical, intellectual, and social development of the child.

- Program Services:
- 1 Before and After School child care programs for children attending Kindergarten through 6th grades;
  - 2 Winter Day Camp is offered for 2 weeks during the holiday season;
  - 3 Year- round all day child care program are provided for newborn to 5 year-old children;

<b>Position Summary</b> <i>(before direct labor and overhead cost allocation distribution)</i>						Increase (Decrease) over(under) 2016-17 Actual
<u>Position</u>	<u>2013-14</u> <u>Actual</u>	<u>2014-15</u> <u>Actual</u>	<u>2015-16</u> <u>Projected</u>	<u>2016-17</u> <u>Proposed</u>		
1 Child Care Director	1.0	1.0	1.0	1.0		0.00%
2 Assistant Child Care Director	2.0	2.0	2.0	1.0		-50.00%
3 Lead Teacher	1.0	1.0	1.0	1.0		0.00%
4 Teacher	9.0	10.0	9.0	9.0		0.00%
5 Teacher (P/T)	0.5	0.5	0.5	-		-100.00%
6 Cook	-	-	1.0	1.0		0.00%
<b>Total</b>	<b>13.5</b>	<b>14.5</b>	<b>14.5</b>	<b>13.0</b>		<b>-10.34%</b>

<b>Expenditure Summary</b>					0 Increase (Decrease) over(under) 2015-16 Projected
<u>Expenditure Category</u>	<u>2013-14</u> <u>Actual</u>	<u>2014-15</u> <u>Actual</u>	<u>2015-16</u> <u>Projected</u>	<u>2016-17</u> <u>Proposed</u>	
1 Salaries	\$ -	\$ -	\$ -	\$ 331,910	
2 Benefits	-	-	-	138,150	
3 Materials & Supplies	-	-	-	13,020	
4 Professional/Contractual Services	-	-	-	41,200	
5 Utilities	-	-	-	17,500	
6 Lease of Facility/Equipment	-	-	-	-	
7 Equipment	-	-	-	-	
8 Capital Projects	-	-	-	-	
9 Overhead Cost Allocation	-	-	-	94,800	
10 Debt Service	-	-	-	-	
11 Transfers Out	-	-	-	-	
<b>Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 636,580</b>	

**City of Grand Terrace**  
**FY 2016-17 Proposed Program Detail**

Fund:	STREET FUND	Fund No.:	11
Dept:	Public Works		
Program:	<b>Streets &amp; Roads</b>	Program No.:	999
Program Desc:	Established as a special revenue fund to account for the collection of arterial improvement and traffic signal development fees. Fees are derived exclusively from new development. Funds are transferred to the Capital Projects - Streets for street improvements.		
Program Services:	1 Supplement Gas Tax revenues; 2 Provide Street Capital Improvement funds; 3 Provide funds for major street improvements; 4 Provide funds for traffic signal construction.		

<b>Position Summary</b> <i>(before direct labor and overhead cost allocation distribution)</i>					Increase (Decrease) over(under) 2016-17 Actual
<u>Position</u>	<u>2013-14</u> <u>Actual</u>	<u>2014-15</u> <u>Actual</u>	<u>2015-16</u> <u>Projected</u>	<u>2016-17</u> <u>Proposed</u>	
	-	-	-	-	
	-	-	-	-	
	-	-	-	-	
	-	-	-	-	
<b>Total</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	

<b>Expenditure Summary</b>					Increase (Decrease) over(under) 2015-16 Projected
<u>Expenditure Category</u>	<u>2013-14</u> <u>Actual</u>	<u>2014-15</u> <u>Actual</u>	<u>2015-16</u> <u>Projected</u>	<u>2016-17</u> <u>Proposed</u>	
1 Salaries	\$ -	\$ -	\$ -	\$ -	
2 Benefits	-	-	-	-	
3 Materials & Supplies	-	-	-	-	
4 Professional/Contractual Services	-	-	-	-	
5 Utilities	-	-	-	-	
6 Lease of Facility/Equipment	-	-	-	-	
7 Equipment	-	-	-	-	
8 Capital Projects	-	-	-	-	
9 Overhead Cost Allocation	49,207	-	-	-	
10 Debt Service	-	-	-	-	
11 Transfers Out	-	-	-	-	
<b>Total</b>	<u>\$ 49,207</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	

**City of Grand Terrace**  
**FY 2016-17 Proposed Program Detail**

Fund:	PARK FUND	Fund No.:	13
Dept:	Public Works		
Program:	<b>Park Projects</b>	Program No.:	445

Program Desc: Park Development Fund is a special revenue fund established by City Ordinance. Fees are set under Municipal Code 4.80.010, B for Capital Improvement and Maintenance Fees. Funds are to be used for capital improvements and major maintenance of City parks. Fees are derived exclusively from development.

Program 1 Capital improvement of parks;  
 Services: 2 Major improvements/repairs of existing parks.

<b>Position Summary</b> <i>(before direct labor and overhead cost allocation distribution)</i>					Increase (Decrease) over(under) 2016-17 Actual
<u>Position</u>	<u>2013-14</u> <u>Actual</u>	<u>2014-15</u> <u>Actual</u>	<u>2015-16</u> <u>Projected</u>	<u>2016-17</u> <u>Proposed</u>	
	-	-	-	-	
	-	-	-	-	
	-	-	-	-	
	-	-	-	-	
<b>Total</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	

<b>Expenditure Summary</b>					Increase (Decrease) over(under) 2015-16 Projected
<u>Expenditure Category</u>	<u>2013-14</u> <u>Actual</u>	<u>2014-15</u> <u>Actual</u>	<u>2015-16</u> <u>Projected</u>	<u>2016-17</u> <u>Proposed</u>	
1 Salaries	\$ -	\$ -	\$ -	\$ -	
2 Benefits	-	-	-	-	
3 Materials & Supplies	-	-	-	-	
4 Professional/Contractual Services	(716)	-	-	-	
5 Utilities	-	-	-	-	
6 Lease of Facility/Equipment	-	-	-	-	
7 Equipment	-	-	-	-	
8 Capital Projects	-	-	49,000	101,000	106.12%
9 Overhead Cost Allocation	-	-	-	-	
10 Debt Service	-	-	-	-	
11 Transfers Out	-	-	-	-	
<b>Total</b>	<u>\$ (716)</u>	<u>\$ -</u>	<u>\$ 49,000</u>	<u>\$ 101,000</u>	<b>106.12%</b>

**City of Grand Terrace**  
**FY 2016-17 Proposed Program Detail**

Fund:	SLESF (AB3229 COPS)	Fund No.:	14
Dept:	Public Safety		
Program:	<b>COPs Projects</b>	Program No.:	411

Program Desc: Assembly Bill - AB3229 established a COPS Program (Citizen's Option for Public Safety) for local agencies. Funds are used for "front line" law enforcement or crime prevention activities. Money must supplement not supplant existing funding. This State funding requires an appropriation each fiscal year, The City is required to report its appropriations and actual expenditures to a county oversight committee consisting of law enforcement and local government officials.

- Program Services:
- 1 Sheriff Special Services Officer;
  - 2 One General Law 40 hour patrol car;
  - 3 Citizen's Patrol Liaison;
  - 4 Community service programs.

<b>Position Summary</b> <i>(before direct labor and overhead cost allocation distribution)</i>					Increase (Decrease) over(under) 2016-17 Actual
<u>Position</u>	<u>2013-14</u> <u>Actual</u>	<u>2014-15</u> <u>Actual</u>	<u>2015-16</u> <u>Projected</u>	<u>2016-17</u> <u>Proposed</u>	
	-	-	-	-	
	-	-	-	-	
	-	-	-	-	
	-	-	-	-	
<b>Total</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	

<b>Expenditure Summary</b>					Increase (Decrease) over(under) 2015-16 Projected
<u>Expenditure Category</u>	<u>2013-14</u> <u>Actual</u>	<u>2014-15</u> <u>Actual</u>	<u>2015-16</u> <u>Projected</u>	<u>2016-17</u> <u>Proposed</u>	
1 Salaries	\$ -	\$ -	\$ -	\$ -	
2 Benefits	-	-	-	-	
3 Materials & Supplies	-	-	-	-	
4 Professional/Contractual Services	98,591	99,996	99,500	99,500	0.00%
5 Utilities	-	-	-	-	
6 Lease of Facility/Equipment	-	-	-	-	
7 Equipment	-	-	-	-	
8 Capital Projects	-	-	-	-	
9 Overhead Cost Allocation	500	500	500	500	0.00%
10 Debt Service	-	-	-	-	
11 Transfers Out	-	-	-	-	
<b>Total</b>	<u>\$ 99,091</u>	<u>\$ 100,496</u>	<u>\$ 100,000</u>	<u>\$ 100,000</u>	<b>0.00%</b>

**City of Grand Terrace**  
**FY 2016-17 Proposed Program Detail**

Fund:	AIR QUALITY IMPROVEMENT FUND	Fund No.:	15
Dept:	Public Works		
Program:	<b>Air Quality Fund</b>	Program No.:	500

Program Desc: Air Quality Improvement Fund is a special revenue fund to account for fees received from the California Department of Motor Vehicles (DMV). Its expenditure is legally restricted to air quality improvement. The City of Grand Terrace has adopted Ordinance No 135, Mobile Source Air Pollution Ordinance to support projects and programs that reduce air pollution from motor vehicles in order to be eligible to receive AB2766 Subvention funds.

- Program 1 Monitor and implement General Plan objectives related to air quality;  
 Services: 2 Promote air quality improvement to City residents and businesses;  
 3 Provide periodic reports to AQMD on City Air Quality programs.

<b>Position Summary</b> <i>(before direct labor and overhead cost allocation distribution)</i>					Increase (Decrease) over(under) 2016-17 Actual
<u>Position</u>	<u>2013-14</u> Actual	<u>2014-15</u> Actual	<u>2015-16</u> Projected	<u>2016-17</u> Proposed	
	-	-	-	-	
	-	-	-	-	
	-	-	-	-	
	-	-	-	-	
<b>Total</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	

<b>Expenditure Summary</b>					Increase (Decrease) over(under) 2015-16 Projected
<u>Expenditure Category</u>	<u>2013-14</u> Actual	<u>2014-15</u> Actual	<u>2015-16</u> Projected	<u>2016-17</u> Proposed	
1 Salaries	\$ -	\$ -	\$ -	\$ -	
2 Benefits	-	-	-	-	
3 Materials & Supplies	-	-	-	-	
4 Professional/Contractual Services	-	-	-	-	
5 Utilities	-	-	-	-	
6 Lease of Facility/Equipment	-	-	-	-	
7 Equipment	-	59,708	-	-	
8 Capital Projects	-	-	-	-	
9 Overhead Cost Allocation	-	-	-	-	
10 Debt Service	-	-	-	-	
11 Transfers Out	-	-	-	5,000	
<b>Total</b>	<u>\$ -</u>	<u>\$ 59,708</u>	<u>\$ -</u>	<u>\$ 5,000</u>	

**City of Grand Terrace**  
**FY 2016-17 Proposed Program Detail**

Fund:	GAS TAX FUND	Fund No.:	16
Dept:	Public Works	Program No.:	175
Program:	<b>Public Works</b>		

Program Desc: Gas Tax is a special revenue fund used to account for the receipt of gas tax revenues and expenditures, as restricted by Streets and Highways Code Section 2106, 2107, and 2107.5. Consumers are levied a gasoline tax of \$.18 per gallon. The City receives an apportionment of approximately 13% (\$0.24) on a per capita basis.

Program Services: 1 Prepare, review and process staff reports related to public works issues and concerns;  
 2 Administer programs and projects funded by Gas Tax monies.

<b>Position Summary</b> <i>(before direct labor and overhead cost allocation distribution)</i>					
<u>Position</u>	<u>2013-14</u> <u>Actual</u>	<u>2014-15</u> <u>Actual</u>	<u>2015-16</u> <u>Projected</u>	<u>2016-17</u> <u>Proposed</u>	Increase (Decrease) over(under) 2016-17 Actual
1 Maintenance Crew Leader	1.0	1.0	1.0	1.0	0.00%
2 Maintenance Worker 2	2.0	1.0	1.0	1.0	0.00%
3 Maintenance Worker 3	1.0	-	-	-	
	-	-	-	-	
<b>Total</b>	<u><b>4.0</b></u>	<u><b>2.0</b></u>	<u><b>2.0</b></u>	<u><b>2.0</b></u>	<b>0.00%</b>

<b>Expenditure Summary</b>					
<u>Expenditure Category</u>	<u>2013-14</u> <u>Actual</u>	<u>2014-15</u> <u>Actual</u>	<u>2015-16</u> <u>Projected</u>	<u>2016-17</u> <u>Proposed</u>	Increase (Decrease) over(under) 2015-16 Projected
1 Salaries	\$ 65,328	\$ 51,592	\$ 74,400	\$ 149,697	101.21%
2 Benefits	30,867	31,978	19,400	87,476	350.91%
3 Materials & Supplies	-	-	-	-	
4 Professional/Contractual Services	2,665	-	83,230	45,500	-45.33%
5 Utilities	-	-	-	-	
6 Lease of Facility/Equipment	-	-	-	-	
7 Equipment	-	-	-	-	
8 Capital Projects	-	-	-	-	
9 Overhead Cost Allocation	-	-	-	-	
10 Debt Service	-	-	-	-	
11 Transfers Out	-	-	-	-	
<b>Total</b>	<u><b>\$ 98,860</b></u>	<u><b>\$ 83,569</b></u>	<u><b>\$ 177,030</b></u>	<u><b>\$ 282,673</b></u>	<b>59.68%</b>

**City of Grand Terrace**  
**FY 2016-17 Proposed Program Detail**

Fund:	GAS TAX FUND	Fund No.:	16
Dept:	Public Works		
Program:	<b>Street &amp; Signal Lighting</b>	Program No.:	510
Program Desc:	This program is responsible for the maintenance and improvements of street lights and traffic signals.		

Program 1 Provide for energy costs for street lights and traffic signals;  
 Services: 2 Provide for traffic signal maintenance costs.

<b>Position Summary</b> <i>(before direct labor and overhead cost allocation distribution)</i>					Increase (Decrease) over(under) 2016-17 Actual
<u>Position</u>	<u>2013-14</u> <u>Actual</u>	<u>2014-15</u> <u>Actual</u>	<u>2015-16</u> <u>Projected</u>	<u>2016-17</u> <u>Proposed</u>	
	-	-	-	-	
	-	-	-	-	
	-	-	-	-	
	-	-	-	-	
<b>Total</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	

<b>Expenditure Summary</b>					Increase (Decrease) over(under) 2015-16 Projected
<u>Expenditure Category</u>	<u>2013-14</u> <u>Actual</u>	<u>2014-15</u> <u>Actual</u>	<u>2015-16</u> <u>Projected</u>	<u>2016-17</u> <u>Proposed</u>	
1 Salaries	\$ -	\$ -	\$ -	\$ -	
2 Benefits	-	-	-	-	
3 Materials & Supplies	-	-	-	-	
4 Professional/Contractual Services	20,739	20,176	14,500	15,000	3.45%
5 Utilities	72,990	76,018	71,100	78,000	9.70%
6 Lease of Facility/Equipment	-	-	-	-	
7 Equipment	-	-	-	-	
8 Capital Projects	-	-	-	-	
9 Overhead Cost Allocation	-	-	-	-	
10 Debt Service	-	-	-	-	
11 Transfers Out	-	-	-	-	
<b>Total</b>	<u>\$ 93,729</u>	<u>\$ 96,194</u>	<u>\$ 85,600</u>	<u>\$ 93,000</u>	<b>8.64%</b>

**City of Grand Terrace**  
**FY 2016-17 Proposed Program Detail**

Fund:	GAS TAX FUND	Fund No.:	16
Dept:	Public Works	Program No.:	900
Program:	<b>Road Maintenance</b>		

Program Desc: This program is responsible for the maintenance of streets and roads in the City.

- Program Services:
- 1 Street sweeping;
  - 2 Architectural barrier removal;
  - 3 Weed control;
  - 4 Road patching.

<b>Position Summary</b> <i>(before direct labor and overhead cost allocation distribution)</i>					Increase (Decrease) over(under) 2016-17 Actual
<u>Position</u>	<u>2013-14</u> <u>Actual</u>	<u>2014-15</u> <u>Actual</u>	<u>2015-16</u> <u>Projected</u>	<u>2016-17</u> <u>Proposed</u>	
	-	-	-	-	
	-	-	-	-	
	-	-	-	-	
	-	-	-	-	
<b>Total</b>	-	-	-	-	

<b>Expenditure Summary</b>					Increase (Decrease) over(under) 2015-16 Projected
<u>Expenditure Category</u>	<u>2013-14</u> <u>Actual</u>	<u>2014-15</u> <u>Actual</u>	<u>2015-16</u> <u>Projected</u>	<u>2016-17</u> <u>Proposed</u>	
1 Salaries	\$ -	\$ -	\$ -	\$ -	
2 Benefits	-	-	-	-	
3 Materials & Supplies	-	-	-	-	
4 Professional/Contractual Services	107,290	84,254	115,100	59,000	-48.74%
5 Utilities	-	-	-	-	
6 Lease of Facility/Equipment	-	-	-	-	
7 Equipment	-	-	-	-	
8 Capital Projects	-	-	-	-	
9 Overhead Cost Allocation	-	-	-	-	
10 Debt Service	-	-	-	-	
11 Transfers Out	-	-	-	-	
<b>Total</b>	<b>\$ 107,290</b>	<b>\$ 84,254</b>	<b>\$ 115,100</b>	<b>\$ 59,000</b>	<b>-48.74%</b>

**City of Grand Terrace**  
**FY 2016-17 Proposed Program Detail**

Fund:	GAS TAX FUND	Fund No.:	16
Dept:	Public Works	Program No.:	999
Program:	<b>Transportation</b>		

Program Desc: Gas Tax is a special revenue fund used to account for the receipt of gas tax revenues and expenditures, as restricted by Streets and Highways Code Section 2106, 2107, and 2107.5. The Gas Tax fund is charged an overhead cost allocation fee for administrative services which include agenda processing, human resources, budgeting, purchasing, accounts receivable and accounts payable functions.

Program Services: 1 Accounts for share of the Gas Tax Fund in the City-wide annual cost allocation.

<b>Position Summary</b> <i>(before direct labor and overhead cost allocation distribution)</i>					Increase (Decrease) over(under) 2016-17 Actual
<u>Position</u>	<u>2013-14</u> <u>Actual</u>	<u>2014-15</u> <u>Actual</u>	<u>2015-16</u> <u>Projected</u>	<u>2016-17</u> <u>Proposed</u>	
1 Maintenance Crew Leader	-	-	-	-	
2 Maintenance Worker 2	-	-	-	-	
3 Maintenance Worker 3	-	-	-	-	
	-	-	-	-	
<b>Total</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	

<b>Expenditure Summary</b>					Increase (Decrease) over(under) 2015-16 Projected
<u>Expenditure Category</u>	<u>2013-14</u> <u>Actual</u>	<u>2014-15</u> <u>Actual</u>	<u>2015-16</u> <u>Projected</u>	<u>2016-17</u> <u>Proposed</u>	
1 Salaries	\$ -	\$ -	\$ -	\$ -	
2 Benefits	-	-	-	-	
3 Materials & Supplies	-	-	-	-	
4 Professional/Contractual Services	-	-	-	-	
5 Utilities	-	-	-	-	
6 Lease of Facility/Equipment	-	-	-	-	
7 Equipment	-	-	-	-	
8 Capital Projects	-	-	-	-	
9 Overhead Cost Allocation	44,006	43,957	44,000	44,000	0.00%
10 Debt Service	-	-	-	-	
11 Transfers Out	-	-	-	-	
	-	-	-	-	
<b>Total</b>	<u>\$ 44,006</u>	<u>\$ 43,957</u>	<u>\$ 44,000</u>	<u>\$ 44,000</u>	<b>0.00%</b>

**City of Grand Terrace**  
**FY 2016-17 Proposed Program Detail**

Fund:	TRAFFIC SAFETY FUND	Fund No.:	17
Dept:	Public Works		
Program:	<b>Road Safety</b>	Program No.:	900

Program Desc: Traffic Safety fund is a special revenue fund that receives revenue from 50% of all fines and forfeitures of bail related to misdemeanors in the Vehicle Code of the City (Section 1463, Penal Code). Expenditures are restricted to: (V.C. section 4220) - traffic control devices, traffic law enforcement supplies and equipment, construction and improvement of public streets, bridges and culverts, maybe also be used for crossing guards.

Program 1 Overlay/Sealing of streets;  
 Services: 2 Patching of street roads for the safety of the residents.

<b>Position Summary</b> <i>(before direct labor and overhead cost allocation distribution)</i>					Increase (Decrease) over(under) 2016-17 Actual
<u>Position</u>	<u>2013-14</u> <u>Actual</u>	<u>2014-15</u> <u>Actual</u>	<u>2015-16</u> <u>Projected</u>	<u>2016-17</u> <u>Proposed</u>	
	-	-	-	-	
	-	-	-	-	
	-	-	-	-	
	-	-	-	-	
<b>Total</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	

<b>Expenditure Summary</b>					Increase (Decrease) over(under) 2015-16 Projected
<u>Expenditure Category</u>	<u>2013-14</u> <u>Actual</u>	<u>2014-15</u> <u>Actual</u>	<u>2015-16</u> <u>Projected</u>	<u>2016-17</u> <u>Proposed</u>	
1 Salaries	\$ -	\$ -	\$ -	\$ -	
2 Benefits	-	-	-	-	
3 Materials & Supplies	-	-	-	-	
4 Professional/Contractual Services	-	-	-	-	
5 Utilities	-	-	-	-	
6 Lease of Facility/Equipment	-	-	-	-	
7 Equipment	289	-	26,556	-	-100.00%
8 Capital Projects	-	-	-	-	
9 Overhead Cost Allocation	-	-	-	-	
10 Debt Service	-	-	-	-	
11 Transfers Out	-	-	-	-	
<b>Total</b>	<u>\$ 289</u>	<u>\$ -</u>	<u>\$ 26,556</u>	<u>\$ -</u>	<b>-100.00%</b>

**City of Grand Terrace**  
**FY 2016-17 Proposed Program Detail**

Fund:	MEASURE "I" FUND	Fund No.:	20
Dept:	Community Development		
Program:	<b>Intersections</b>	Program No.:	200

Program Desc: Measure I is a special revenue fund that provides funding for road improvement and traffic management programs. One half of one percent (.50%) addition was added to the Sales Tax rate in San Bernardino County in 1989 (current rate including .50% is 8.00%). Revenues are disbursed from the San Bernardino Transportation Authority. City is required to adopt a resolution approving a five year Capital Improvement plan, which is developed and implemented by the Public Works Department.

- Program Services:
- 1 Street overlay/ sealing contract;
  - 2 Street patching;
  - 3 Major repairs and improvements of City streets;
  - 4 Provide funding for transportation/ traffic management projects.

<b>Position Summary</b> <i>(before direct labor and overhead cost allocation distribution)</i>					Increase (Decrease) over(under) 2016-17 Actual
<u>Position</u>	<u>2013-14</u> <u>Actual</u>	<u>2014-15</u> <u>Actual</u>	<u>2015-16</u> <u>Projected</u>	<u>2016-17</u> <u>Proposed</u>	
	-	-	-	-	
	-	-	-	-	
	-	-	-	-	
	-	-	-	-	
<b>Total</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	

<b>Expenditure Summary</b>					Increase (Decrease) over(under) 2015-16 Projected
<u>Expenditure Category</u>	<u>2013-14</u> <u>Actual</u>	<u>2014-15</u> <u>Actual</u>	<u>2015-16</u> <u>Projected</u>	<u>2016-17</u> <u>Proposed</u>	
1 Salaries	\$ -	\$ -	\$ -	\$ -	
2 Benefits	-	-	-	-	
3 Materials & Supplies	-	-	-	-	
4 Professional/Contractual Services	-	4,550	-	12,435	
5 Utilities	-	-	-	-	
6 Lease of Facility/Equipment	-	-	-	-	
7 Equipment	-	-	-	-	
8 Capital Projects	-	-	-	40,000	
9 Overhead Cost Allocation	-	-	-	-	
10 Debt Service	-	-	-	-	
11 Transfers Out	217,255	-	-	-	
<b>Total</b>	<u>\$ 217,255</u>	<u>\$ 4,550</u>	<u>\$ -</u>	<u>\$ 52,435</u>	

**City of Grand Terrace**  
**FY 2016-17 Proposed Program Detail**

Fund:	MEASURE "I" FUND	Fund No.:	20
Dept:	Community Development		
Program:	<b>Measure I Transfers out</b>	Program No.:	999

Program Desc: Measure I is a special revenue fund that provides funding for road improvement and traffic management programs. One half of one percent (.50%) addition was added to the Sales Tax rate in San Bernardino County in 1989 (current rate including .50% is 8.00%). Revenues are disbursed from the San Bernardino Transportation Authority. City is required to adopt a resolution approving a five year Capital Improvement plan, which is developed and implemented by the Public Works Department.

Program Services: <sup>1</sup> Accounts for the transfer of funds from the Measure I fund to the specific capital project fund(s) where budgeted capital project improvements are to be expended.

<b>Position Summary</b> <i>(before direct labor and overhead cost allocation distribution)</i>					Increase (Decrease) over(under) 2016-17 Actual
<u>Position</u>	<u>2013-14</u> Actual	<u>2014-15</u> Actual	<u>2015-16</u> Projected	<u>2016-17</u> Proposed	
	-	-	-	-	
	-	-	-	-	
	-	-	-	-	
	-	-	-	-	
<b>Total</b>	-	-	-	-	

<b>Expenditure Summary</b>					Increase (Decrease) over(under) 2015-16 Projected
<u>Expenditure Category</u>	<u>2013-14</u> Actual	<u>2014-15</u> Actual	<u>2015-16</u> Projected	<u>2016-17</u> Proposed	
1 Salaries	\$ -	\$ -	\$ -	\$ -	
2 Benefits	-	-	-	-	
3 Materials & Supplies	-	-	-	-	
4 Professional/Contractual Services	-	-	-	-	
5 Utilities	-	-	-	-	
6 Lease of Facility/Equipment	-	-	-	-	
7 Equipment	-	-	-	-	
8 Capital Projects	-	-	-	-	
9 Overhead Cost Allocation	15,602	-	35,535	30,000	-15.58%
10 Debt Service	-	-	-	-	
11 Transfers Out	217,255	-	-	-	
<b>Total</b>	<b>\$ 232,857</b>	<b>\$ -</b>	<b>\$ 35,535</b>	<b>\$ 30,000</b>	<b>-15.58%</b>

**City of Grand Terrace**  
**FY 2016-17 Proposed Program Detail**

Fund:	CDBG	Fund No.:	22
Dept:	Community Development		
Program:	<b>Community Dev Block Grant (CDBG)</b>	Program No.:	425

Program Desc: The federal Housing and Community Act of 1974, as amended, created the Community Development Block Grant (CDBG) program to return federal funds to local communities in order to implement a wide range of community development activities directed toward neighborhood revitalization, economic development, and the provision of improved community facilities and services.

- Program Services:
- 1 Address code violations on public and private property;
  - 2 Respond to citizen complaints within the Community Development Block Grant (CDBG) area in order to protect the health & safety of the residents;
  - 3 Daily inspections of CDBG grant area.

<b>Position Summary</b> <i>(before direct labor and overhead cost allocation distribution)</i>					Increase (Decrease) over(under) 2016-17 Actual
<u>Position</u>	<u>2013-14</u> Actual	<u>2014-15</u> Actual	<u>2015-16</u> Projected	<u>2016-17</u> Proposed	
	-	-	-	-	
	-	-	-	-	
	-	-	-	-	
	-	-	-	-	
<b>Total</b>	-	-	-	-	

<b>Expenditure Summary</b>					Increase (Decrease) over(under) 2015-16 Projected
<u>Expenditure Category</u>	<u>2013-14</u> Actual	<u>2014-15</u> Actual	<u>2015-16</u> Projected	<u>2016-17</u> Proposed	
1 Salaries	\$ -	\$ -	\$ 50	\$ 11,344	22587.66%
2 Benefits	-	-	3,610	9,770	170.65%
3 Materials & Supplies	-	-	-	-	
4 Professional/Contractual Services	19,783	20,106	18,228	27,342	50.00%
5 Utilities	-	-	-	-	
6 Lease of Facility/Equipment	-	-	-	-	
7 Equipment	-	-	-	-	
8 Capital Projects	-	-	-	-	
9 Overhead Cost Allocation	-	-	-	-	
10 Debt Service	-	-	-	-	
11 Transfers Out	-	-	-	-	
<b>Total</b>	<b>\$ 19,783</b>	<b>\$ 20,106</b>	<b>\$ 21,888</b>	<b>\$ 48,456</b>	<b>121.38%</b>

**City of Grand Terrace**  
**FY 2016-17 Proposed Program Detail**

Fund:	LNDSCP & LGTG ASSESSMENT DIST	Fund No.:	26
Dept:	Community Development		
Program:	<b>Terrace Pines Assessment District</b>	Program No.:	600
Program Desc:	Monitor city-maintained landscaping and street lighting within the Terrace Pines Assessment District and insure that they are properly maintained.		

- Program 1 Assure safe vehicular traffic by keeping street lights within the Terrace Pines Assessment District properly lit;
- Services: 2 Respond to service requests from residents and promptly report problems and lighting- related issues in the assessment district to Southern California Edison;
- 3 Properly maintain landscaped areas within the assessment district.

<b>Position Summary</b> <i>(before direct labor and overhead cost allocation distribution)</i>					Increase (Decrease) over(under) 2016-17 Actual
<u>Position</u>	<u>2013-14</u> Actual	<u>2014-15</u> Actual	<u>2015-16</u> Projected	<u>2016-17</u> Proposed	
	-	-	-	-	
	-	-	-	-	
	-	-	-	-	
	-	-	-	-	
<b>Total</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	

<b>Expenditure Summary</b>					Increase (Decrease) over(under) 2015-16 Projected
<u>Expenditure Category</u>	<u>2013-14</u> Actual	<u>2014-15</u> Actual	<u>2015-16</u> Projected	<u>2016-17</u> Proposed	
1 Salaries	\$ -	\$ -	\$ -	\$ -	
2 Benefits	-	-	-	-	
3 Materials & Supplies	-	-	-	-	
4 Professional/Contractual Services	-	-	930	4,000	330.11%
5 Utilities	2,634	5,394	8,750	3,797	-56.61%
6 Lease of Facility/Equipment	-	-	-	-	
7 Equipment	-	-	-	-	
8 Capital Projects	-	-	-	-	
9 Overhead Cost Allocation	-	-	-	-	
10 Debt Service	-	-	-	-	
11 Transfers Out	-	-	-	-	
<b>Total</b>	<u>\$ 2,634</u>	<u>\$ 5,394</u>	<u>\$ 9,680</u>	<u>\$ 7,797</u>	<b>-19.45%</b>

**City of Grand Terrace**  
**FY 2016-17 Proposed Program Detail**

Fund:	LNDSCP & LGTG ASSESSMENT DIST	Fund No.:	26
Dept:	Community Development		
Program:	<b>Tract 14471 Pico &amp; Oriole</b>	Program No.:	601
Program Desc:	Monitor city-maintained landscaping and street lighting within Tract 14471- Pico & Oriole area and ensure that they are properly maintained.		

- Program Services:
- 1 Assure safe vehicular traffic by keeping street lights within Tract 14471 - Pico & Oriole area properly lit;
  - 2 Respond to service requests from residents and promptly report problems and lighting- related issues in the assessment district to Southern California Edison;
  - 3 Properly maintain landscaped areas within the assessment district.

<b>Position Summary</b> <i>(before direct labor and overhead cost allocation distribution)</i>					Increase (Decrease) over(under) 2016-17 Actual
<u>Position</u>	<u>2013-14</u> <u>Actual</u>	<u>2014-15</u> <u>Actual</u>	<u>2015-16</u> <u>Projected</u>	<u>2016-17</u> <u>Proposed</u>	
	-	-	-	-	
	-	-	-	-	
	-	-	-	-	
	-	-	-	-	
<b>Total</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	

<b>Expenditure Summary</b>					Increase (Decrease) over(under) 2015-16 Projected
<u>Expenditure Category</u>	<u>2013-14</u> <u>Actual</u>	<u>2014-15</u> <u>Actual</u>	<u>2015-16</u> <u>Projected</u>	<u>2016-17</u> <u>Proposed</u>	
1 Salaries	\$ -	\$ -	\$ -	\$ -	
2 Benefits	-	-	-	-	
3 Materials & Supplies	-	-	-	-	
4 Professional/Contractual Services	-	-	400	2,000	400.00%
5 Utilities	1,154	2,026	1,980	2,203	11.26%
6 Lease of Facility/Equipment	-	-	-	-	
7 Equipment	-	-	-	-	
8 Capital Projects	-	-	-	-	
9 Overhead Cost Allocation	-	-	-	-	
10 Debt Service	-	-	-	-	
11 Transfers Out	-	-	-	-	
<b>Total</b>	<u>\$ 1,154</u>	<u>\$ 2,026</u>	<u>\$ 2,380</u>	<u>\$ 4,203</u>	<b>76.60%</b>

**City of Grand Terrace**  
**FY 2016-17 Proposed Program Detail**

Fund:	LNDSCP & LGTG ASSESSMENT DIST	Fund No.:	26
Dept:	Community Development		
Program:	<b>Forrest City - Phase 2</b>	Program No.:	602
Program Desc:	Monitor city-maintained landscaping and street lighting within the Forrest City- Phase 2 assessment district area and ensure that they are properly maintained.		

- Program Services:
- 1 Assure safe vehicular traffic by keeping street lights within Forrest City- Phase 2 area properly lit;
  - 2 Respond to service requests from residents and promptly report problems and lighting- related issues in the assessment district area to Southern California Edison;
  - 3 Properly maintain landscaped areas within the assessment district.

<b>Position Summary</b> <i>(before direct labor and overhead cost allocation distribution)</i>					Increase (Decrease) over(under) 2016-17 Actual
<u>Position</u>	<u>2013-14</u> Actual	<u>2014-15</u> Actual	<u>2015-16</u> Projected	<u>2016-17</u> Proposed	
	-	-	-	-	
	-	-	-	-	
	-	-	-	-	
	-	-	-	-	
<b>Total</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	

<b>Expenditure Summary</b>					Increase (Decrease) over(under) 2015-16 Projected
<u>Expenditure Category</u>	<u>2013-14</u> Actual	<u>2014-15</u> Actual	<u>2015-16</u> Projected	<u>2016-17</u> Proposed	
1 Salaries	\$ -	\$ -	\$ -	\$ -	
2 Benefits	-	-	-	-	
3 Materials & Supplies	-	-	-	-	
4 Professional/Contractual Services	-	-	-	434	
5 Utilities	697	697	670	3,000	347.76%
6 Lease of Facility/Equipment	-	-	-	-	
7 Equipment	-	-	-	-	
8 Capital Projects	-	-	-	-	
9 Overhead Cost Allocation	-	-	-	-	
10 Debt Service	-	-	-	-	
11 Transfers Out	-	-	-	-	
<b>Total</b>	<u>\$ 697</u>	<u>\$ 697</u>	<u>\$ 670</u>	<u>\$ 3,434</u>	<b>412.54%</b>

**City of Grand Terrace**  
**FY 2016-17 Proposed Program Detail**

Fund:	LNDSCP & LGTG ASSESSMENT DIST	Fund No.:	26
Dept:	General Government		
Program:	<b>General Government (Non-Dept)</b>	Program No.:	999
Program Desc:	To account for the fund's portion of general government services (overhead cost allocation).		
Program Services:	1 Overhead cost allocation expenditures.		

<b>Position Summary</b> <i>(before direct labor and overhead cost allocation distribution)</i>					Increase (Decrease) over(under) 2016-17 Actual
<u>Position</u>	<u>2013-14</u> <u>Actual</u>	<u>2014-15</u> <u>Actual</u>	<u>2015-16</u> <u>Projected</u>	<u>2016-17</u> <u>Proposed</u>	
	-	-	-	-	
	-	-	-	-	
	-	-	-	-	
	-	-	-	-	
<b>Total</b>	-	-	-	-	

<b>Expenditure Summary</b>					Increase (Decrease) over(under) 2015-16 Projected
<u>Expenditure Category</u>	<u>2013-14</u> <u>Actual</u>	<u>2014-15</u> <u>Actual</u>	<u>2015-16</u> <u>Projected</u>	<u>2016-17</u> <u>Proposed</u>	
1 Salaries	\$ -	\$ -	\$ -	\$ -	
2 Benefits	-	-	-	-	
3 Materials & Supplies	-	-	-	-	
4 Professional/Contractual Services	-	-	-	-	
5 Utilities	-	-	-	-	
6 Lease of Facility/Equipment	-	-	-	-	
7 Equipment	-	-	-	-	
8 Capital Projects	-	-	-	-	
9 Overhead Cost Allocation	2,900	2,897	2,900	3,000	3.45%
10 Debt Service	-	-	-	-	
11 Transfers Out	-	-	-	-	
<b>Total</b>	\$ 2,900	\$ 2,897	\$ 2,900	\$ 3,000	3.45%

**City of Grand Terrace**  
**FY 2016-17 Proposed Program Detail**

Fund:	HOUSING AUTHORITY	Fund No.:	52
Dept:	City Manager		
Program:	<b>LOW MOD PROGRAMS</b>	Program No.:	400
Program Desc:	The purpose of the City of Grand Terrace Housing Element is to provide the residents, development community and elected and appointed officials with a clear understanding of the City's housing needs.		

- Program Services:
- 1 Allocate salaries and wages of CDD staff in connection with the redevelopment dissolution and wind down activities;
  - 2 To ensure that cities and counties prepare and implement housing elements which, along with federal and State programs, will move toward attainment of the State housing goal;
  - 3 Represent the City in matters involving governmental affairs and activities;
  - 4 To recognize that each locality is best capable of determining what efforts are required by it to contribute to the attainment of the State housing goal as well as regional housing needs;
  - 5 To ensure that each local government cooperates with other local governments to address regional housing needs.

<b>Position Summary</b> <i>(before direct labor and overhead cost allocation distribution)</i>					Increase (Decrease) over(under) 2016-17 Actual
<u>Position</u>	<u>2013-14</u> Actual	<u>2014-15</u> Actual	<u>2015-16</u> Projected	<u>2016-17</u> Proposed	
	-	-	-	-	
<b>Total</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	

<b>Expenditure Summary</b>					Increase (Decrease) over(under) 2015-16 Projected
<u>Expenditure Category</u>	<u>2013-14</u> Actual	<u>2014-15</u> Actual	<u>2015-16</u> Projected	<u>2016-17</u> Proposed	
1 Salaries	\$ -	\$ -	\$ -	\$ -	
2 Benefits	-	-	-	-	
3 Materials & Supplies	-	-	-	-	
4 Professional/Contractual Services	142	5,631	5,700	9,700	70.18%
5 Utilities	-	-	-	-	
6 Lease of Facility/Equipment	-	-	-	-	
7 Equipment	-	-	-	-	
8 Capital Projects	-	-	-	-	
9 Overhead Cost Allocation	-	-	-	-	
10 Debt Service	-	-	-	-	
11 Transfers Out	-	-	-	-	
<b>Total</b>	<u>\$ 142</u>	<u>\$ 5,631</u>	<u>\$ 5,700</u>	<u>\$ 9,700</u>	<b>70.18%</b>

**City of Grand Terrace**  
**FY 2016-17 Proposed Program Detail**

Fund:	Community Benefits Fund	Fund No.:	61
Dept:	City Manager		
Program:	<b>Community Benefits Programs</b>	Program No.:	461
Program Desc:	The Community Benefits Fund program is delivered by the City of Grand Terrace City Council to support and empower people and communities to become engaged, to connect, and to take local action.		

- Program Services:
- 1 Build relationships and partner with the community;
  - 2 Provide the opportunity for the community to identify and respond to local issues;
  - 3 Empower the community to take an active role in improving their quality of life;
  - 4 Foster community involvement and participation.

<b>Position Summary</b> <i>(before direct labor and overhead cost allocation distribution)</i>					Increase (Decrease) over(under) 2016-17 Actual
<u>Position</u>	<u>2013-14</u> <u>Actual</u>	<u>2014-15</u> <u>Actual</u>	<u>2015-16</u> <u>Projected</u>	<u>2016-17</u> <u>Proposed</u>	
	-	-	-	-	
	-	-	-	-	
	-	-	-	-	
	-	-	-	-	
<b>Total</b>	-	-	-	-	

<b>Expenditure Summary</b>					Increase (Decrease) over(under) 2015-16 Projected
<u>Expenditure Category</u>	<u>2013-14</u> <u>Actual</u>	<u>2014-15</u> <u>Actual</u>	<u>2015-16</u> <u>Projected</u>	<u>2016-17</u> <u>Proposed</u>	
1 Salaries	\$ -	\$ -	\$ -	\$ -	
2 Benefits	-	-	-	-	
3 Materials & Supplies	-	-	-	-	
4 Professional/Contractual Services	-	-	10,546	25,000	137.06%
5 Utilities	-	-	-	-	
6 Lease of Facility/Equipment	-	-	-	-	
7 Equipment	-	-	-	-	
8 Capital Projects	-	-	-	-	
9 Overhead Cost Allocation	-	-	-	-	
10 Debt Service	-	-	-	-	
11 Transfers Out	-	-	-	-	
<b>Total</b>	\$ -	\$ -	\$ 10,546	\$ 25,000	137.06%

**City of Grand Terrace**  
**FY 2016-17 Proposed Program Detail**

Fund:	Public Safety Services Fund	Fund No.:	64
Dept:	City Manager		
Program:	Additional Public Safety Services	Program No.:	410

Program Desc: This fund was approved by City Council as a Quality of Life Enhancements and Preservation (QLEAP) project. This program will provide additional public safety services, weekend code enforcement and Emergency Operations Coordination.

Program Services: 1 Increased Public Safety services such as additional public safety for 4th of July.  
 2 Weekend code enforcement.

<b>Position Summary</b> <i>(before direct labor and overhead cost allocation distribution)</i>					Increase (Decrease) over(under) 2016-17 Actual
<u>Position</u>	<u>2013-14</u> <u>Actual</u>	<u>2014-15</u> <u>Actual</u>	<u>2015-16</u> <u>Projected</u>	<u>2016-17</u> <u>Proposed</u>	
	-	-	-	-	
<b>Total</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	

<b>Expenditure Summary</b>					Increase (Decrease) over(under) 2015-16 Projected
<u>Expenditure Category</u>	<u>2013-14</u> <u>Actual</u>	<u>2014-15</u> <u>Actual</u>	<u>2015-16</u> <u>Projected</u>	<u>2016-17</u> <u>Proposed</u>	
1 Salaries	\$ -	\$ -	\$ 3,000	\$ 33,374	1012.47%
2 Benefits	-	-	-	-	
3 Materials & Supplies	-	-	-	-	
4 Professional/Contractual Services	-	-	31,000	169,000	445.16%
5 Utilities	-	-	-	-	
6 Lease of Facility/Equipment	-	-	-	-	
7 Equipment	-	-	-	-	
8 Capital Projects	-	-	-	-	
9 Overhead Cost Allocation	-	-	-	-	
10 Debt Service	-	-	-	-	
11 Transfers Out	-	-	-	-	
<b>Total</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 34,000</u>	<u>\$ 202,374</u>	<b>495.22%</b>

**City of Grand Terrace**  
**FY 2016-17 Proposed Program Detail**

Fund:	Senior Bus Program Fund	Fund No.:	65
Dept:	Public Works		
Program:	<b>Senior Bus Program</b>	Program No.:	425
Program Desc:	The Senior Bus Program will provide transportation services for seniors to and from the Senior Center.		
Program Services:	1 Transportation services for seniors in the community.		

<b>Position Summary</b> <i>(before direct labor and overhead cost allocation distribution)</i>					Increase (Decrease) over(under) 2016-17 Actual
<u>Position</u>	<u>2013-14</u> <u>Actual</u>	<u>2014-15</u> <u>Actual</u>	<u>2015-16</u> <u>Projected</u>	<u>2016-17</u> <u>Proposed</u>	
	-	-	-	-	
	-	-	-	-	
	-	-	-	-	
	-	-	-	-	
<b>Total</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	

<b>Expenditure Summary</b>					Increase (Decrease) over(under) 2015-16 Projected
<u>Expenditure Category</u>	<u>2013-14</u> <u>Actual</u>	<u>2014-15</u> <u>Actual</u>	<u>2015-16</u> <u>Projected</u>	<u>2016-17</u> <u>Proposed</u>	
1 Salaries	\$ -	\$ -	\$ 8,246	\$ 49,478	500.02%
2 Benefits	-	-	-	-	
3 Materials & Supplies	-	-	-	-	
4 Professional/Contractual Services	-	-	1,734	10,700	517.07%
5 Utilities	-	-	-	-	
6 Lease of Facility/Equipment	-	-	-	-	
7 Equipment	-	-	-	-	
8 Capital Projects	-	-	-	-	
9 Overhead Cost Allocation	-	-	-	-	
10 Debt Service	-	-	-	-	
11 Transfers Out	-	-	-	-	
<b>Total</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 9,980</u>	<u>\$ 60,178</u>	<b>502.99%</b>

**City of Grand Terrace**  
**FY 2016-17 Proposed Program Detail**

Fund:	CalRecycle Grant	Fund No.:	66
Dept:	Public Works		
Program:	<b>California Recycle Grant</b>	Program No.:	466
Program Desc:	The California Department of Resources Recycling and Recovery (CalRecycle) offers funding opportunities authorized by legislation to assist public and private entities in the safe and effective management of the waste stream.		

- Program 1 New or existing curbside recycling programs;  
 Services: 2 Neighborhood drop-off recycling programs;  
 3 Public education promoting the program;  
 4 Litter prevention and cleanup programs;  
 5 Cooperative regional efforts between two or more cities, counties or both;  
 6 Other beverage container recycling programs.

<b>Position Summary</b> <i>(before direct labor and overhead cost allocation distribution)</i>					Increase (Decrease) over(under) 2016-17 Actual
<u>Position</u>	<u>2013-14</u> <u>Actual</u>	<u>2014-15</u> <u>Actual</u>	<u>2015-16</u> <u>Projected</u>	<u>2016-17</u> <u>Proposed</u>	
	-	-	-	-	
	-	-	-	-	
	-	-	-	-	
	-	-	-	-	
<b>Total</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	

<b>Expenditure Summary</b>					Increase (Decrease) over(under) 2015-16 Projected
<u>Expenditure Category</u>	<u>2013-14</u> <u>Actual</u>	<u>2014-15</u> <u>Actual</u>	<u>2015-16</u> <u>Projected</u>	<u>2016-17</u> <u>Proposed</u>	
1 Salaries	\$ -	\$ -	\$ -	\$ -	
2 Benefits	-	-	-	-	
3 Materials & Supplies	-	-	-	-	
4 Professional/Contractual Services	-	-	-	-	
5 Utilities	-	-	-	-	
6 Lease of Facility/Equipment	-	-	-	-	
7 Equipment	-	-	-	5,000	
8 Capital Projects	-	-	-	-	
9 Overhead Cost Allocation	-	-	-	-	
10 Debt Service	-	-	-	-	
11 Transfers Out	-	-	-	-	
<b>Total</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 5,000</u>	

**City of Grand Terrace**  
**FY 2016-17 Proposed Program Detail**

Fund:	Fixed Asset Fund	Fund No.:	70
Dept:	City Manager		
Program:	Capital Equipment Programs	Program No.:	Various
Program Desc:	An Equipment Replacement Reserve will be maintained in an Equipment Replacement Fund to fund replacement costs of existing equipment, vehicles, computers and office furnishings as they reach the end of their useful lives.		
Program Services:	<p>1 The City will strive to maintain a minimum balance in the Equipment Replacement Reserve Fund of at least the average annual replacement cost of the current items accounted for in this fund.</p> <p>2 Contributions to the Equipment Replacement Reserve will be made through annual depreciation charges in accordance with the City's Fixed Asset Policy.</p>		

<b>Position Summary</b> <i>(before direct labor and overhead cost allocation distribution)</i>					Increase (Decrease) over(under) 2016-17 Actual
<u>Position</u>	<u>2013-14</u> <u>Actual</u>	<u>2014-15</u> <u>Actual</u>	<u>2015-16</u> <u>Projected</u>	<u>2016-17</u> <u>Proposed</u>	
	-	-	-	-	
<b>Total</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	

<b>Expenditure Summary</b>					Increase (Decrease) over(under) 2015-16 Projected
<u>Expenditure Category</u>	<u>2013-14</u> <u>Actual</u>	<u>2014-15</u> <u>Actual</u>	<u>2015-16</u> <u>Projected</u>	<u>2016-17</u> <u>Proposed</u>	
1 Salaries	\$ -	\$ -	\$ -	\$ -	
2 Benefits	-	-	-	-	
3 Materials & Supplies	-	-	-	-	
4 Professional/Contractual Services	-	-	6,451	113,549	1660.18%
5 Utilities	-	-	-	-	
6 Lease of Facility/Equipment	-	-	-	-	
7 Equipment	-	-	-	25,000	
8 Capital Projects	-	-	-	-	
9 Overhead Cost Allocation	-	-	-	-	
10 Debt Service	-	-	-	-	
11 Transfers Out	-	-	-	-	
<b>Total</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 6,451</u>	<u>\$ 138,549</u>	<b>2047.71%</b>

**City of Grand Terrace**  
**FY 2016-17 Proposed Program Detail**

Fund:	Active Transportation Program- Cycle 2	Fund No.:	73
Dept:	Planning & Development Services		
Program:	Active Transportation Program- Cycle 2	Program No.:	370
Program Desc:	The Active Transportation Program (ATP) was created by Senate Bill 99 (Chapter 359, Statutes of 2013) and Assembly Bill 101 (Chapter 34, Statutes of 2013) to encourage increased use of active modes of transportation, such as biking and walking.		

- Program 1 Increase the proportion of trips accomplished by biking and walking;  
 Services: 2 Increase the safety and mobility of non- motorized users;  
 3 Enhance public health, including reduction of childhood obesity through the use of programs including, but not limited to, projects eligible for Safe Routes to School Program funding;  
 4 Provide a broad spectrum of projects to benefit many types of transportation users.

<b>Position Summary</b> <i>(before direct labor and overhead cost allocation distribution)</i>					Increase (Decrease) over(under) 2016-17 Actual
<u>Position</u>	<u>2013-14</u> <u>Actual</u>	<u>2014-15</u> <u>Actual</u>	<u>2015-16</u> <u>Projected</u>	<u>2016-17</u> <u>Proposed</u>	
	-	-	-	-	
<b>Total</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	

<b>Expenditure Summary</b>					Increase (Decrease) over(under) 2015-16 Projected
<u>Expenditure Category</u>	<u>2013-14</u> <u>Actual</u>	<u>2014-15</u> <u>Actual</u>	<u>2015-16</u> <u>Projected</u>	<u>2016-17</u> <u>Proposed</u>	
1 Salaries	\$ -	\$ -	\$ -	\$ 25,000	
2 Benefits	-	-	-	-	
3 Materials & Supplies	-	-	-	-	
4 Professional/Contractual Services	-	-	-	255,000	
5 Utilities	-	-	-	-	
6 Lease of Facility/Equipment	-	-	-	-	
7 Equipment	-	-	-	-	
8 Capital Projects	-	-	-	-	
9 Overhead Cost Allocation	-	-	-	-	
10 Debt Service	-	-	-	-	
11 Transfers Out	-	-	-	-	
<b>Total</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 280,000</u>	

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# Capital Project Funds





*Snow in Grand Terrace*

**City of Grand Terrace**  
**FY 2016-17 Proposed Capital Project Funds Expenditure Summary**  
**by Fund and Program**

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<u>Fund and Program</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>	Increase (Decrease) over(under) 2015-16 Projected
	<u>Actuals</u>	<u>Actuals</u>	<u>Projected</u>	<u>Proposed</u>	
<b>CAPITAL IMPROVEMENT - STREETS</b>					
Street Projects	\$ 217,255	\$ -	\$ -	\$ 342,000	
Total CAPITAL IMPROVEMENT - STREETS	<u>217,255</u>	<u>-</u>	<u>-</u>	<u>342,000</u>	
 <b>CAPITAL PROJECTS FUND</b>					
Grand Terrace Fitness Park	<u>202,526</u>	<u>1,791</u>	<u>410</u>	<u>-</u>	-100.00%
Total CAPITAL PROJECTS FUND	<u>202,526</u>	<u>1,791</u>	<u>410</u>	<u>-</u>	-100.00%
 <b>TOTAL SPECIAL REVENUE FUNDS</b>	 <b><u>\$ 419,781</u></b>	 <b><u>\$ 1,791</u></b>	 <b><u>\$ 410</u></b>	 <b><u>\$ 342,000</u></b>	

**City of Grand Terrace**  
**FY 2016-17 Proposed Program Detail**

Fund:	CAPITAL IMPROVEMENTS - STREETS	Fund No.:	46
Dept:	Community Development		
Program:	<b>Street Projects</b>	Program No.:	900
Program Desc:	Capital Projects fund used to account for financial resources utilized to construct major capital street projects.		

Program Services: 1 Public Works will return to City Council and propose a comprehensive Capital Improvement Projects plan.

<b>Position Summary</b> <i>(before direct labor and overhead cost allocation distribution)</i>					Increase (Decrease) over(under) 2016-17 Actual
<u>Position</u>	<u>2013-14</u> <u>Actual</u>	<u>2014-15</u> <u>Actual</u>	<u>2015-16</u> <u>Projected</u>	<u>2016-17</u> <u>Proposed</u>	
	-	-	-	-	
	-	-	-	-	
	-	-	-	-	
	-	-	-	-	
<b>Total</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	

<b>Expenditure Summary</b>					Increase (Decrease) over(under) 2015-16 Projected
<u>Expenditure Category</u>	<u>2013-14</u> <u>Actual</u>	<u>2014-15</u> <u>Actual</u>	<u>2015-16</u> <u>Projected</u>	<u>2016-17</u> <u>Proposed</u>	
1 Salaries	\$ -	\$ -	\$ -	\$ -	
2 Benefits	-	-	-	-	
3 Materials & Supplies	-	-	-	-	
4 Professional/Contractual Services	-	-	-	-	
5 Utilities	-	-	-	-	
6 Lease of Facility/Equipment	-	-	-	-	
7 Equipment	-	-	-	-	
8 Capital Projects	217,255	-	-	342,000	
9 Overhead Cost Allocation	-	-	-	-	
10 Debt Service	-	-	-	-	
11 Transfers Out	-	-	-	-	
<b>Total</b>	<u>\$ 217,255</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 342,000</u>	

**City of Grand Terrace**  
**FY 2016-17 Proposed Program Detail**

Fund:	CAPITAL PROJECTS FUND	Fund No.:	48
Dept:	Community Development		
Program:	<b>Grand Terrace Fitness Park</b>	Program No.:	600
Program Desc:	The City of Grand Terrace was awarded approximately \$2,300,000 in state grant funding for the design and construction of a park on the west side of town.		
Program Services:	1 Allocate salaries and wages of CDD staff in connection with the redevelopment dissolution and wind down Track revenues and expenditures of state grant parks project, Grant Terrace Fitness Park.		

<b>Position Summary</b> <i>(before direct labor and overhead cost allocation distribution)</i>					Increase (Decrease) over(under) 2016-17 Actual
<u>Position</u>	<u>2013-14</u> <u>Actual</u>	<u>2014-15</u> <u>Actual</u>	<u>2015-16</u> <u>Projected</u>	<u>2016-17</u> <u>Proposed</u>	
	-	-	-	-	
	-	-	-	-	
	-	-	-	-	
	-	-	-	-	
<b>Total</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	

<b>Expenditure Summary</b>					Increase (Decrease) over(under) 2015-16 Projected
<u>Expenditure Category</u>	<u>2013-14</u> <u>Actual</u>	<u>2014-15</u> <u>Actual</u>	<u>2015-16</u> <u>Projected</u>	<u>2016-17</u> <u>Proposed</u>	
1 Salaries	\$ -	\$ -	\$ -	\$ -	
2 Benefits	-	-	-	-	
3 Materials & Supplies	-	-	-	-	
4 Professional/Contractual Services	-	-	-	-	
5 Utilities	-	-	-	-	
6 Lease of Facility/Equipment	-	-	-	-	
7 Equipment	-	-	-	-	
8 Capital Projects	202,526	1,791	410	-	-100.00%
9 Overhead Cost Allocation	-	-	-	-	
10 Debt Service	-	-	-	-	
11 Transfers Out	-	-	-	-	
<b>Total</b>	<u>\$ 202,526</u>	<u>\$ 1,791</u>	<u>\$ 410</u>	<u>\$ -</u>	<b>-100.00%</b>

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# Successor Agency





*Grand Terrace Blue Mountain*

**City of Grand Terrace**  
**FY 2016-17 Proposed Successor Agency Expenditure Summary**  
**by Fund and Program**

<u>Fund and Program</u>	<u>2013-14</u> Actuals	<u>2014-15</u> Actuals	<u>2015-16</u> Projected	<u>2016-17</u> Proposed	Increase (Decrease) over(under) 2015-16 Projected
<b>S/A RDA OBLIGATION RETIREMENT FUND</b>					
General Government (Non-Dept)	\$ 283,853	\$ 2,532,169	\$ 1,764,780	\$ 2,230,078	26.37%
Total S/A RDA OBLIGATION RETIREMENT	<u>283,853</u>	<u>2,532,169</u>	<u>1,764,780</u>	<u>2,230,078</u>	26.37%
<b>S/A CAPITAL PROJECTS FUND</b>					
General & Administration	264,917	250,406	239,672	250,320	4.44%
Community & Economic Dev	31,022	24,029	8,500	790	-90.71%
Capital Projects	647	720	840	800	-4.76%
Total S/A CAPITAL PROJECTS FUND	<u>296,586</u>	<u>275,155</u>	<u>249,012</u>	<u>251,910</u>	1.16%
<b>S/A DEBT SERVICE FUND</b>					
Debt Service	1,239,412	1,185,393	1,352,302	1,977,688	46.25%
Other Expenditures	-	-	-	-	
Total S/A DEBT SERVICE FUND	<u>1,239,412</u>	<u>1,185,393</u>	<u>1,352,302</u>	<u>1,977,688</u>	46.25%
<b>S/A 2011 TABs BOND PROCEEDS</b>					
Other Expenditures	-	-	-	-	
Transfers Out	-	12,926	45,000	48,000	6.67%
Total S/A 2011 TABs BOND PROCEEDS	<u>-</u>	<u>12,926</u>	<u>45,000</u>	<u>48,000</u>	6.67%
<b>S/A CRA PROJECTS TRUST</b>					
Capital Projects - Stater Bros.	-	1,027,521	186,139	-	-100.00%
Total S/A CRA PROJECTS TRUST	<u>-</u>	<u>1,027,521</u>	<u>186,139</u>	<u>-</u>	-100.00%
<b>TOTAL SUCCESSOR AGENCY</b>	<b><u>\$ 1,819,851</u></b>	<b><u>\$ 5,033,164</u></b>	<b><u>\$ 3,597,233</u></b>	<b><u>\$ 4,507,676</u></b>	<b>25.31%</b>

**City of Grand Terrace**  
**FY 2016-17 Proposed Program Detail**

Fund:	S/A CAPITAL PROJECTS FUND	Fund No.:	31
Dept:	Community Development		
Program:	<b>RDA Obligation Retirement Fund</b>	Program No.:	999
Program Desc:	This program accounts for Agency receipts related to Department of Finance (DOF) approval of Recognized Obligation Payment Schedule (ROPS) activities.		

Program Services: 1 RPTTF receipts for ROPS obligations.

<b>Position Summary</b> <i>(before direct labor and overhead cost allocation distribution)</i>					Increase (Decrease) over(under) 2016-17 Actual
<u>Position</u>	<u>2013-14</u> Actual	<u>2014-15</u> Actual	<u>2015-16</u> Projected	<u>2016-17</u> Proposed	
	-	-	-	-	
	-	-	-	-	
	-	-	-	-	
	-	-	-	-	
<b>Total</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	

<b>Expenditure Summary</b>					Increase (Decrease) over(under) 2015-16 Projected
<u>Expenditure Category</u>	<u>2013-14</u> Actual	<u>2014-15</u> Actual	<u>2015-16</u> Projected	<u>2016-17</u> Proposed	
1 Salaries	\$ -	\$ -	\$ -	\$ -	
2 Benefits	-	-	-	-	
3 Materials & Supplies	-	-	-	-	
4 Professional/Contractual Services	-	-	-	-	
5 Utilities	-	-	-	-	
6 Lease of Facility/Equipment	-	-	-	-	
7 Equipment	-	-	-	-	
8 Capital Projects	-	-	-	-	
9 Overhead Cost Allocation	-	-	-	-	
10 Debt Service	-	-	-	-	
11 Transfers Out	<u>283,853</u>	<u>2,532,169</u>	<u>1,764,780</u>	<u>2,230,078</u>	26.37%
<b>Total</b>	<u>\$ 283,853</u>	<u>\$ 2,532,169</u>	<u>\$ 1,764,780</u>	<u>\$ 2,230,078</u>	<b>26.37%</b>

**City of Grand Terrace**  
**FY 2016-17 Proposed Program Detail**

Fund:	S/A CAPITAL PROJECTS FUND	Fund No.:	32
Dept:	Community Development		
Program:	<b>General &amp; Administration</b>	Program No.:	200

Program Desc: This program accounts for City costs in related to the redevelopment dissolution and wind down activities.

Program Services: <sup>1</sup> Allocate salaries and wages of CDD staff in connection with the redevelopment dissolution and wind down activities.  
Account for other charges for contractual and professional services relating to redevelopment dissolution and wind down activities.

<b>Position Summary</b> <i>(before direct labor and overhead cost allocation distribution)</i>					Increase (Decrease) over(under) 2016-17 Actual
<u>Position</u>	<u>2013-14</u> Actual	<u>2014-15</u> Actual	<u>2015-16</u> Projected	<u>2016-17</u> Proposed	
	-	-	-	-	
	-	-	-	-	
	-	-	-	-	
	-	-	-	-	
<b>Total</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	

<b>Expenditure Summary</b>					Increase (Decrease) over(under) 2015-16 Projected
<u>Expenditure Category</u>	<u>2013-14</u> Actual	<u>2014-15</u> Actual	<u>2015-16</u> Projected	<u>2016-17</u> Proposed	
1 Salaries	\$ 157,008	\$ 150,390	\$ 141,920	\$ 162,522	14.52%
2 Benefits	78,008	57,939	49,302	32,698	-33.68%
3 Materials & Supplies	-	-	-	-	
4 Professional/Contractual Services	29,901	42,076	48,450	55,100	13.73%
5 Utilities	-	-	-	-	
6 Lease of Facility/Equipment	-	-	-	-	
7 Equipment	-	-	-	-	
8 Capital Projects	-	-	-	-	
9 Overhead Cost Allocation	-	-	-	-	
10 Debt Service	-	-	-	-	
11 Transfers Out	-	-	-	-	
<b>Total</b>	<u>\$ 264,917</u>	<u>\$ 250,406</u>	<u>\$ 239,672</u>	<u>\$ 250,320</u>	<b>4.44%</b>

**City of Grand Terrace**  
**FY 2016-17 Proposed Program Detail**

Fund:	S/A CAPITAL PROJECTS FUND	Fund No.:	32
Dept:	Community Development		
Program:	<b>Community &amp; Economic Dev</b>	Program No.:	370

Program Desc: This program accounts for community development City costs in related to the redevelopment dissolution and wind down activities, including costs for the property management disposition plan.

Program Services:

- 1 Allocate salaries and wages of CDD staff in connection with the redevelopment dissolution and wind down activities.
- 2 Allocate costs for the property management disposition plan.

<b>Position Summary</b> <i>(before direct labor and overhead cost allocation distribution)</i>					Increase (Decrease) over(under) 2016-17 Actual
<u>Position</u>	<u>2013-14</u> Actual	<u>2014-15</u> Actual	<u>2015-16</u> Projected	<u>2016-17</u> Proposed	
	-	-	-	-	
	-	-	-	-	
	-	-	-	-	
	-	-	-	-	
<b>Total</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	

<b>Expenditure Summary</b>					Increase (Decrease) over(under) 2015-16 Projected
<u>Expenditure Category</u>	<u>2013-14</u> Actual	<u>2014-15</u> Actual	<u>2015-16</u> Projected	<u>2016-17</u> Proposed	
1 Salaries	\$ -	\$ -	\$ -	\$ -	
2 Benefits	-	-	-	-	
3 Materials & Supplies	-	-	-	-	
4 Professional/Contractual Services	31,022	24,029	8,500	790	-90.71%
5 Utilities	-	-	-	-	
6 Lease of Facility/Equipment	-	-	-	-	
7 Equipment	-	-	-	-	
8 Capital Projects	-	-	-	-	
9 Overhead Cost Allocation	-	-	-	-	
10 Debt Service	-	-	-	-	
11 Transfers Out	-	-	-	-	
<b>Total</b>	<u>\$ 31,022</u>	<u>\$ 24,029</u>	<u>\$ 8,500</u>	<u>\$ 790</u>	<b>-90.71%</b>

**City of Grand Terrace**  
**FY 2016-17 Proposed Program Detail**

Fund:	S/A CAPITAL PROJECTS FUND	Fund No.:	32
Dept:	Community Development		
Program:	<b>Capital Projects</b>	Program No.:	600
Program Desc:	To account for financial resources for the acquisition or construction of major capital projects funded by the Successor Agency to the Community Redevelopment Agency of the City of Grand Terrace.		
Program Services:	1 Allocate salaries and wages of CDD staff in connection with the redevelopment dissolution and wind down activities.		

<b>Position Summary</b> <i>(before direct labor and overhead cost allocation distribution)</i>					Increase (Decrease) over(under) 2016-17 Actual
<u>Position</u>	<u>2013-14</u> <u>Actual</u>	<u>2014-15</u> <u>Actual</u>	<u>2015-16</u> <u>Projected</u>	<u>2016-17</u> <u>Proposed</u>	
	-	-	-	-	
	-	-	-	-	
	-	-	-	-	
	-	-	-	-	
<b>Total</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	

<b>Expenditure Summary</b>					Increase (Decrease) over(under) 2015-16 Projected
<u>Expenditure Category</u>	<u>2013-14</u> <u>Actual</u>	<u>2014-15</u> <u>Actual</u>	<u>2015-16</u> <u>Projected</u>	<u>2016-17</u> <u>Proposed</u>	
1 Salaries	\$ -	\$ -	\$ -	\$ -	
2 Benefits	-	-	-	-	
3 Materials & Supplies	-	-	-	-	
4 Professional/Contractual Services	647	720	840	800	-4.76%
5 Utilities	-	-	-	-	
6 Lease of Facility/Equipment	-	-	-	-	
7 Equipment	-	-	-	-	
8 Capital Projects	-	-	-	-	
9 Overhead Cost Allocation	-	-	-	-	
10 Debt Service	-	-	-	-	
11 Transfers Out	-	-	-	-	
<b>Total</b>	<u>\$ 647</u>	<u>\$ 720</u>	<u>\$ 840</u>	<u>\$ 800</u>	<b>-4.76%</b>

**City of Grand Terrace**  
**FY 2016-17 Proposed Program Detail**

Fund:	S/A DEBT SERVICE FUND	Fund No.:	33
Dept:	General Government		
Program:	<b>Debt Service</b>	Program No.:	300
Program Desc:	To account for debt service payments, both principal and interest obligations of the Successor Agency to the Community Redevelopment Agency of the City of Grand Terrace.		
Program Services:	1 Allocate salaries and wages of CDD staff in connection with the redevelopment dissolution and wind down activities.		

<b>Position Summary</b> <i>(before direct labor and overhead cost allocation distribution)</i>					Increase (Decrease) over(under) 2016-17 Actual
<u>Position</u>	<u>2013-14</u> <u>Actual</u>	<u>2014-15</u> <u>Actual</u>	<u>2015-16</u> <u>Projected</u>	<u>2016-17</u> <u>Proposed</u>	
	-	-	-	-	
	-	-	-	-	
	-	-	-	-	
	-	-	-	-	
<b>Total</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	

<b>Expenditure Summary</b>					Increase (Decrease) over(under) 2015-16 Projected
<u>Expenditure Category</u>	<u>2013-14</u> <u>Actual</u>	<u>2014-15</u> <u>Actual</u>	<u>2015-16</u> <u>Projected</u>	<u>2016-17</u> <u>Proposed</u>	
1 Salaries	\$ -	\$ -	\$ -	\$ -	
2 Benefits	-	-	-	-	
3 Materials & Supplies	-	-	-	-	
4 Professional/Contractual Services	1,239,412	1,185,393	1,352,302	1,743,861	28.95%
5 Utilities	-	-	-	-	
6 Lease of Facility/Equipment	-	-	-	-	
7 Equipment	-	-	-	-	
8 Capital Projects	-	-	-	-	
9 Overhead Cost Allocation	-	-	-	-	
10 Debt Service	-	-	-	234,127	
11 Transfers Out	-	-	-	-	
<b>Total</b>	<u>\$ 1,239,412</u>	<u>\$ 1,185,393</u>	<u>\$ 1,352,302</u>	<u>\$ 1,977,988</u>	<b>46.27%</b>

**City of Grand Terrace**  
**FY 2016-17 Proposed Program Detail**

Fund:	S/A DEBT SERVICE FUND	Fund No.:	36
Dept:	General Government		
Program:	<b>2011 TABs Bond Proceeds</b>	Program No.:	999
Program Desc:	To account for the Agency's remaining bond proceeds of the 2011 Tax Allocation Bonds (TABs) issued in June, 2011.		
Program Services:	1 To account for the Agency's bond proceeds		

<b>Position Summary</b> <i>(before direct labor and overhead cost allocation distribution)</i>					Increase (Decrease) over(under) 2016-17 Actual
<u>Position</u>	<u>2013-14</u> <u>Actual</u>	<u>2014-15</u> <u>Actual</u>	<u>2015-16</u> <u>Projected</u>	<u>2016-17</u> <u>Proposed</u>	
	-	-	-	-	
	-	-	-	-	
	-	-	-	-	
	-	-	-	-	
<b>Total</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	

<b>Expenditure Summary</b>					Increase (Decrease) over(under) 2015-16 Projected
<u>Expenditure Category</u>	<u>2013-14</u> <u>Actual</u>	<u>2014-15</u> <u>Actual</u>	<u>2015-16</u> <u>Projected</u>	<u>2016-17</u> <u>Proposed</u>	
1 Salaries	\$ -	\$ -	\$ -	\$ -	
2 Benefits	-	-	-	-	
3 Materials & Supplies	-	-	-	-	
4 Professional/Contractual Services	-	-	-	-	
5 Utilities	-	-	-	-	
6 Lease of Facility/Equipment	-	-	-	-	
7 Equipment	-	-	-	-	
8 Capital Projects	-	-	-	-	
9 Overhead Cost Allocation	-	-	-	-	
10 Debt Service	-	-	-	-	
11 Transfers Out	-	12,926	45,000	48,000	6.67%
<b>Total</b>	<u>\$ -</u>	<u>\$ 12,926</u>	<u>\$ 45,000</u>	<u>\$ 48,000</u>	<b>6.67%</b>

**City of Grand Terrace**  
**FY 2016-17 Proposed Program Detail**

Fund:	S/A CRA PROJECTS TRUST	Fund No.:	37
Dept:	Community Development		
Program:	<b>Capital Projects - Stater Bros.</b>	Program No.:	600
Program Desc:	Record commitment of obligations to redevelopment or economic development agreements for the Successor Agency to the Community Redevelopment Agency of the City of Grand Terrace.		
Program Services:	1 Allocate salaries and wages of CDD staff in connection with the redevelopment dissolution and wind down Account for the financial economic development agreement with Stater Bros in 2011.		

<b>Position Summary</b> <i>(before direct labor and overhead cost allocation distribution)</i>					Increase (Decrease) over(under) 2016-17 Actual
<u>Position</u>	<u>2013-14</u> <u>Actual</u>	<u>2014-15</u> <u>Actual</u>	<u>2015-16</u> <u>Projected</u>	<u>2016-17</u> <u>Proposed</u>	
	-	-	-	-	
	-	-	-	-	
	-	-	-	-	
	-	-	-	-	
<b>Total</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	

<b>Expenditure Summary</b>					Increase (Decrease) over(under) 2015-16 Projected
<u>Expenditure Category</u>	<u>2013-14</u> <u>Actual</u>	<u>2014-15</u> <u>Actual</u>	<u>2015-16</u> <u>Projected</u>	<u>2016-17</u> <u>Proposed</u>	
1 Salaries	\$ -	\$ -	\$ -	\$ -	
2 Benefits	-	-	-	-	
3 Materials & Supplies	-	-	-	-	
4 Professional/Contractual Services	-	388,806	186,139	-	-100.00%
5 Utilities	-	-	-	-	
6 Lease of Facility/Equipment	-	-	-	-	
7 Equipment	-	-	-	-	
8 Capital Projects	-	-	-	-	
9 Overhead Cost Allocation	-	-	-	-	
10 Debt Service	-	-	-	-	
11 Transfers Out	-	638,716	-	-	
<b>Total</b>	<u>\$ -</u>	<u>\$ 1,027,521</u>	<u>\$ 186,139</u>	<u>\$ -</u>	<b>-100.00%</b>

# Appendices





*Grand Terrace Senior Center Construction*

### Annual Debt Service Payment Schedules

<u>Fiscal Year</u>	<b>2011 A Tax Allocation Bonds</b>			<b>2011B Tax Allocation Bonds</b>		
	<u>Principal</u>	<u>Interest</u>	<u>Total</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2011	-	177,712	177,712	-	88,475	88,475
2012	260,000	841,795	1,101,795	220,000	419,090	639,090
2013	280,000	836,595	1,116,595	235,000	403,470	638,470
2014	285,000	828,195	1,113,195	255,000	386,785	641,785
2015	295,000	819,645	1,114,645	270,000	368,680	638,680
2016	310,000	807,845	1,117,845	290,000	349,510	639,510
2017	320,000	795,445	1,115,445	310,000	328,920	638,920
2018	330,000	783,445	1,113,445	335,000	306,910	641,910
2019	340,000	769,915	1,109,915	360,000	283,125	643,125
2020	360,000	755,040	1,115,040	385,000	257,565	642,565
2021	380,000	736,680	1,116,680	410,000	230,230	640,230
2022	400,000	717,300	1,117,300	440,000	198,660	638,660
2023	420,000	696,900	1,116,900	475,000	164,780	639,780
2024	440,000	671,700	1,111,700	515,000	128,205	643,205
2025	465,000	645,300	1,110,300	555,000	88,550	643,550
2026	495,000	617,400	1,112,400	595,000	45,815	640,815
2027	1,165,000	587,700	1,752,700	-	-	-
2028	1,240,000	517,800	1,757,800	-	-	-
2029	1,310,000	443,400	1,753,400	-	-	-
2030	1,390,000	364,800	1,754,800	-	-	-
2031	1,475,000	281,400	1,756,400	-	-	-
2032	1,560,000	192,900	1,752,900	-	-	-
2033	1,655,000	99,300	1,754,300	-	-	-
	<b><u>\$15,175,000</u></b>	<b><u>\$13,988,212</u></b>	<b><u>\$29,163,212</u></b>	<b><u>\$5,650,000</u></b>	<b><u>\$4,048,770</u></b>	<b><u>\$9,698,770</u></b>

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## **City of Grand Terrace Fund Descriptions**

### **General Fund (10)**

In public sector accounting, the primary or catchall fund of a government, government agency, or nonprofit entity such as a university. It is similar to a firm's general ledger account, and records all assets and liabilities of the entity that are not assigned to a special purpose fund. It provides the resources necessary to sustain the day-to-day activities and thus pays for all administrative, police and operating expenses. When governments or administrators talk about 'balancing the budget' they typically mean balancing the budget for their general fund.

### **Special Revenue Funds**

#### **Child Care Fund (09)**

The Child Care Fund accounts for all revenues collected and all expenditures incurred by the City's Child Care Services program. Resources in this fund come from fees paid by participants in the various services offered by the City's fully licensed child care program. The Child Care Program also receives nutrition grant revenues from the State of California, Department of Education.

#### **Street Improvements Fund (11)**

All new development is required to pay a Development Impact Fee for Streets. This fund accounts for all revenue collected for Street Capital Improvement Fees under the Municipal Code. Funds should be expended in accordance with the latest adopted fiscal impact study and capital needs assessment.

#### **Storm Drain Improvements Fund (12)**

All new development is required to pay a Development Impact Fee for Storm Drain Capital Improvement. This fund accounts for all revenue collected for Storm Drain Capital Improvement Fees under the Municipal Code. Funds should be expended in accordance with the latest adopted fiscal impact study and capital needs assessment. Storm drain capital improvement and maintenance fund, for the purpose of developing a storm drain master plan and a storm drain system in accordance with the master plan. The fees shall be established by a resolution and shall be placed in a fund exclusively for the use specified in this subsection. (Ord. 102 § 18, 1986; Ord. 44 § 2(D), 1981)

#### **Park Fund (13)**

All new development is required to pay a Development Impact Fee for Parks. This fund accounts for all revenue collected for Park Improvement Capital Improvement Fees under the Municipal Code. Funds should be expended in accordance with the latest adopted fiscal impact study and capital needs assessment or master plan. Park capital improvement and maintenance fund, for the purpose of purchasing the land and developing and maintaining the City park system. The City Council shall have the option to request dedication of land for park purposes or, in lieu thereof, request that the applicant pay a fee in accordance with the resolution setting the fees. (Ord. 102 § 18, 1986; Ord. 44 § 2(D), 1981).

## **City of Grand Terrace Fund Descriptions (continued)**

### Supplemental Law Enforcement Services (SLESF) Fund (14)

State Legislature has granted monies for the purpose of providing funds to local governments for front line law enforcement services. GC 30061-30065. This was originally funded by the state as a pacifier to local governments for the ERAF shift.

### Air Quality Improvement Fund (15)

"Mobile source air pollution reduction programs" means any program or project implemented by the city to reduce air pollution from motor vehicles which it determines will be consistent with the California Clean Air Act of 1988 or the plan proposed pursuant to Article 5 (commencing with Section 40460) of Chapter 5.5 of Part 3 of the California Health and Safety Code. All revenues received from the SCAQMD and deposited in the fund shall be exclusively expended on mobile source emission reduction programs as defined in Section 16.04.020. Such revenues and any interest earned on the revenues shall be expended within one year of the completion of the programs.

### Gas Tax Fund (16)

The Gas Tax Fund is the result of laws that tax the sale of gasoline. The City's share of gas tax revenue is based on a formula consisting of vehicle registration, assessed valuation, and population. The funding generated is used to perform citywide repairs and restoration to existing roadways, reduce congestion, improve safety, and provide for the construction of assets within the public right-of-way. The Gas Tax funds the maintenance of street lighting, traffic signals, traffic signs, and related facilities.

### Traffic Safety Fund (17)

#### VEHICLE CODE SECTION 42200-42205

42200. (a) Of the total amount of fines and forfeitures received by a city under Section 1463 of the Penal Code that proportion which is represented by fines and forfeitures collected from any person charged with a misdemeanor under this code following arrest by an officer employed by a city, shall be paid into the treasury of the city and deposited in a special fund to be known as the "Traffic Safety Fund," and shall be used exclusively for official traffic control devices, the maintenance thereof, equipment and supplies for traffic law enforcement and traffic accident prevention, and for the maintenance, improvement, or construction of public streets, bridges, and culverts within the city, but the fund shall not be used to pay the compensation of traffic or other police officers. The fund may be used to pay the compensation of school crossing guards who are not regular full-time members of the police department of the city.

### Facilities Development Fund (19)

Public Use Facilities Fund development impact fee. Funds should be expended in accordance with the latest adopted fiscal impact study and capital needs assessment or master plan.

### Measure I Fund (20)

The San Bernardino Associated Governments (SANBAG) administers San Bernardino County's half-cent transportation sales tax, Measure I. This half-cent tax, adopted by county voters in November 1989, provides funding for local and regional transportation projects countywide. Expenditure rules are generally similar to Gas Tax laws.

## **City of Grand Terrace Fund Descriptions** *(continued)*

### Community Development Block Grant (CDBG) Fund (22)

This fund is used to record the revenue received for related federal funds and expenditures for approved CDBG programs.

### Spring Mountain Ranch Fund (25)

This fund is used to account for revenues & expenditures applicable to traffic mitigation fees received for Spring Mountain Ranch.

### Landscape and Lighting Assessment District (26)

Accounts for the revenue and expenditures from Landscape and Street Lighting District 89-1. The district is an assessment district formed under the California Street Lighting Act of 1972 for the purpose of right of way lighting and landscaping. Revenue is derived from property tax assessments levied annually to pay for the related property maintenance.

Housing Authority Fund (52) This fund is used to account for the assets & liabilities of the former Low Income Housing Fund, as well as any financial transactions related to the operation of the City's Housing program.

### Community Benefits Fund (61)

This fund is used to account for the grant funding program approved by the City Council to assist local community groups in providing funding for community projects that must be completed during the fiscal year. Successful applicants are required to sign a letter of agreement that outlines the terms and conditions of funding. Successful applicants are also required to provide participation data, and data that demonstrate if the funded application has achieved City Council's outcomes.

### Public Safety Fund (64)

This fund was initially established to account for the QLEAP funding (Quality of Life Enhancement and Preservation) for public safety enhancements approved by the City Council. This fund will account for financial transactions relating to public safety charges for overtime, City camera projects, weekend code enforcement and emergency operations coordination.

### Senior Bus Program Fund (65)

This fund accounts for all financial transactions relating to the Senior Bus Program of the City funded by grant funds from V-trans. Additional funding for this program will come from the Air Quality Improvement Fund and the City's General Fund.

### CAL Recycle Grant Fund (66)

This fund was established to account for all financial transactions relating to grant funding from the Department of Resources Recycling and Recovery (CalRecycle). The eligible activities for this CAL Recycle grant funds include new or existing curbside recycling programs, neighborhood drop-off recycling programs, public education promoting the program, litter prevention and cleanup programs, cooperative regional efforts between two or more cities, counties or both & other beverage container recycling programs.

## **City of Grand Terrace Fund Descriptions** *(continued)*

### Equipment Replacement Reserve Fund (70)

This fund accounts for all financial transactions involving the purchase of budgeted capital expenditures funded by reserves for equipment replacement. The General Fund provided the initial funding for this equipment replacement reserve fund.

### Capital Projects Funds

#### Capital Improvements -Streets (46)

Capital Projects Fund used to account for financial resources used for the improvement of major capital street projects.

#### Capital Projects Fund (48)

Capital Projects Fund used to account for financial resources provided by grant funds for the land acquisition and construction of the Grand Terrace Fitness Park.

#### Capital Projects – Bond Proceeds (50)

Capital Projects Fund used to account for the 2011 tax allocation bond proceeds for capital project improvements.

### Enterprise Fund

#### Waste Water Disposal Fund (21)

An enterprise fund which uses accounting similar to business accounting utilizing full accrual and depreciation of assets. The City now has a Sewer Services Agreement with the City of Colton and the Colton Utility Authority. The purpose of this fund at this time is to account for the remaining assets and liabilities of this enterprise fund formerly operated by the City.

### Successor Agency (S/A) Funds

#### S/A RDA Obligation Retirement Fund (31)

All property tax increment received from the County of San Bernardino for redevelopment enforceable obligations are deposited into this fund. These funds are received from the Redevelopment Property Tax Trust Fund (RPTTF).

#### S/A Capital Projects Fund (32)

Since the passing of ABx1 26 resulting in redevelopment dissolution, all Successor Agency operating expenditures approved by the Department of Finance (DOF) as enforceable obligations are accounted for in this fund.

#### S/A Debt Service Fund (33)

Since the passing of ABx1 26 resulting in redevelopment dissolution, all Successor Agency debt service payments approved by the Department of Finance (DOF) as enforceable obligations are accounted for in this fund.

## **City of Grand Terrace Fund Descriptions** *(continued)*

### S/A Debt Service Fund (36)

This fund was established to account for the proceeds of the 2011 Tax Allocation Bonds and all related revenue and expenditure transactions.

### S/A CRA Projects Trust Fund (37)

This fund was created to record commitment or obligations to redevelopment or economic development agreements. The only funds held for commitment at this time is for the economic development agreement (2011) with Stater Bros.

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## **City of Grand Terrace Glossary of Agencies and Organizations**

### California Society of Municipal Finance Officers (CSMFO)

CSMFO promotes excellence in financial management through innovation, continuing education and the professional development of its' members. CSMFO members are involved in the key issues facing cities, counties, and special districts in the State of California.

### California Public Employees Retirement System (CalPERS)

An agency in the California executive branch that manages pension and health benefits for more than 1.6 million California public employees, retirees, and their families.

### City of Grand Terrace

The City of Grand Terrace is a general law city and municipal corporation formed under the laws of the State of California.

### Department of Finance (DOF)

The California Department of Finance is a state cabinet-level agency within the government of California. The Department of Finance is responsible for preparing, explaining, and administering the state's annual financial plan. The Department of Finance's duties include analyzing the budgets of proposed laws in the California State Legislature, creating and monitoring current and future economic forecasts of the state, estimating population demographics and enrollment projections, and maintaining the state's accounting and financial reporting systems.

### Governmental Accounting Standards Board (GASB)

The Governmental Accounting Standards Board is a recognized organization that provides accounting and financial reporting guidance to state and local governments. GASB generally sets the rules and standards for governmental agencies.

### Government Finance Officers Association (GFOA)

The purpose of the Government Finance Officers Association is to enhance and promote the professional management of governments for the public benefit by identifying and developing financial policies and best practices and promoting their use through education, training, facilitation of member networking, and leadership.

### Local Agency Formation Commission (LAFCO)

The fundamental principles of the Local Agency Formation Commission is to ensure the establishment of an appropriate, sustainable, and logical municipal level government structure for the distribution of efficient and effective public services. The Local Agency Formation Commission for San Bernardino County encourages and promotes communication among agencies (public and private), property owners and residents of the County to achieve these goals.

## **City of Grand Terrace Glossary of Agencies and Organizations *(continued)***

### **San Bernardino Associated Governments (SANBAG)**

This Agency is the council of governments and transportation planning agency for San Bernardino County. SANBAG is responsible for cooperative regional planning and furthering an efficient multi-modal transportation system countywide.

As the County Transportation Commission, SANBAG supports freeway construction projects, regional and local road improvements, train and bus transportation, railroad crossings, call boxes, ridesharing, congestion management efforts and long-term planning studies. SANBAG administers Measure I, the half-cent transportation sales tax approved by county voters in 1989.

### **South Coast Air Quality Management District (SCAQMD)**

The SCAQMD is the air pollution control agency for all of Orange County and the urban portions of Los Angeles, Riverside and San Bernardino counties. AQMD undertakes the necessary steps to protect public health from air pollution, with sensitivity to the impacts of its actions on the community and businesses. This is accomplished through a comprehensive program of planning, regulation, compliance assistance, enforcement, monitoring, technology advancement, and public education.

### **Southern California Association of Governments (SCAG)**

SCAG is the nation's largest metropolitan planning organization, representing six counties, 191 cities and more than 18 million residents. SCAG undertakes a variety of planning and policy initiatives to encourage a more sustainable Southern California.

### **Successor Agency to the CRA of the City of Grand Terrace**

This Agency is responsible for the city's redevelopment dissolution and wind-down activities as required by ABx1 26 and AB 1484.

## City of Grand Terrace Glossary of Acronyms

### ARC

Annual Required Contribution

### CalPERS

California Public Employees Retirement System

### CDBG

Community Development Block Grant

### CERT

Community Emergency Response Team

### COLA

Cost of Living Adjustment

### CPI

Consumer Price Index

### CPI-U

Consumer Price Index for All Urban Consumers

### COPS Grant

Citizens' Option for Public Safety Grant

### CRA

Community Redevelopment Agency

### CSD

Community Services District

### CSMFO

California Society of Municipal Finance Officers

### CUP

Conditional Use Permit

### DIF

Development Impact Fees

### DOF

Department of Finance

### DDR

Due Diligence Review

## **City of Grand Terrace Glossary of Acronyms** *(continued)*

DMV

Department of Motor Vehicles

EECBG

Energy Efficiency Conservation Block Grant

EOC

Emergency Operations Center Program

EOPS

Enforceable Obligation Payment Schedule

ERAF

Educational Revenue Augmentation Fund

FTE

Full-Time Equivalents

FY

Fiscal Year

GAAP

Generally Accepted Accounting Principles

GAAS

Generally Accepted Auditing Standards

GFOA

Government Finance Officers Association

LAFCO

Local Agency Formation Commission

MIS

Management Information Systems

NPDES

National Pollutant Discharge Elimination System

O/H

Overhead Cost Allocation

PEMHCA

Public Employees' Medical and Hospital and Care Act

**City of Grand Terrace Glossary of Acronyms** *(continued)*

ROPS

Recognized Obligation Payment Schedule

ROW

Right of Way

RPTTF

Redevelopment Property Tax Trust Fund

S/A

Successor Agency to the Community Redevelopment Agency of the City of Grand Terrace

S&A Review

Site and Architectural Review

SANBAG

San Bernardino Associated Governments

SCAG

Southern California Association of Governments

SCAQMD

Southern California Air Quality Management District

SERAF

Supplemental Educational Revenue Augmentation Fund

SLESF

Supplemental Law Enforcement Services Fund

TABs

Tax Allocation Bonds

UUT

Utility Users' Tax

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## **City of Grand Terrace Glossary of Terms**

### Air Quality Subvention Revenue

Beginning in 1991, a surcharge was added to this area's vehicle registration fees to help fund air pollution control efforts. This surcharge consists of a \$4 per vehicle state fee and an additional \$1 per vehicle District-wide fee. The \$1 fee and 30% of the \$4 fee from vehicles registered in our four counties goes to the AQMD to be used for Mobile source programs such as those promoting ridesharing and developing clean fuels. Forty percent of the \$4 fee goes directly to cities for air quality improvements involving mobile sources. Grants for programs intended to reduce vehicle emissions are available on a competitive basis subject to funds.

### Budget

A spending guideline adopted by the governing body of an organization by which the individual and specific goals and purpose of the organization are promoted and achieved.

### Budgetary Accounting

A method of accounting in which the planned amounts and actual amounts spent and received are both included in the accounts, so that you can see at any time how much of the planned amount remains.

### California Public Employees' Retirement System (CalPERS)

The California Public Employees' Retirement System is an agency in the California executive branch that manages pension and health benefits for more than 1.6 million California public employees, retirees, and their families.

### Citizens' Option for Public Safety (COPS) Grant

Assembly Bill 1913 (Schiff-Cardenas Crime Prevention Act), signed into law in 2000, provides funding to cities and counties for frontline law enforcement officers and juvenile justice initiatives. With the passage of Assembly Bill 118 in 2011, the State of California amended Government Code 30061 as part of the criminal justice realignment plan. This provided financing for the Citizens' Option for Public Safety (COPS) program.

### Community Development Block Grant (CDBG)

The primary federal objective of the CDBG program is the development of viable urban communities by providing decent housing and a suitable living environment and through expanding economic opportunities, principally, for persons of low-and moderate-income. Persons of low and moderate income are defined as families, households, and individuals whose incomes do not exceed 80 percent of the county median income, adjusted for family or household size.

### Conditional Use Permit

A conditional use permit is a document that allows a city or county to consider special uses that may be essential to a specific community, through a public hearing process. It is however not allowed as a matter of right within a zoning district. It enables a municipality to control certain uses that could have detrimental effects on the community.

## **City of Grand Terrace Glossary of Terms** *(continued)*

### Development Impact fees (DIF)

Development impact fees are one-time charges applied to offset the additional public-service costs of new development. They are usually applied at the time a building permit is issued and are dedicated to provision of additional services, such as water and sewer systems, roads, schools, libraries, and parks and recreation facilities, made necessary by the presence of new residents in the area. The funds collected cannot be used for operation, maintenance, repair, alteration, or replacement of existing capital facilities and cannot be added to general revenue. They are user fees levied in anticipation of use, expanding the capacity of existing services to handle additional demand.

### Energy Efficiency and Conservation Block Grant (EECBG)

The Energy Efficiency and Conservation Block Grant (EECBG) is a program in the United States, which provides federal grants to units of local government to reduce energy use and fossil fuel emissions, and for improvements in energy efficiency.

### Expenditures

Actual payment of cash or cash-equivalent for goods or services, or a charge against available funds in settlement of an obligation as evidenced by an invoice, receipt, voucher, or other such document.

### Expenditures Accounts

Expenditure accounts are generally differentiated as to type of expenditures. Generally, the types of expenditures are segregated between Salaries and benefit accounts; Maintenance and Operations accounts and Capital and Non-recurring accounts.

### Fund Accounting

Fund accounting is an accounting system emphasizing accountability rather than profitability, used by non-profit organizations and governments. In this system, a fund is a self-balancing set of accounts, segregated for specific purposes in accordance with laws and regulations or special restrictions and limitations.

### Fund Balance

Fund balance is defined as the difference between the assets and liabilities of a fund. Fund balance is terminology that is applicable to "fund level" reporting of individual Governmental funds and is based on the modified accrual basis of accounting. It is used as a measure of the amount available to budget or spend in the future.

### GAAP

Accounting Principle termed Generally Accepted Accounting Principles -Recognized accounting principles that the City is expected to follow for such items as revenue recognition and fund accounting.

### Property Tax

An annual tax on the owner of real or business property. The tax is generally allocated among overlapping taxing agencies that provide services to the property or property owner. The allocation percentages are generally frozen by passing of Proposition 13 in 1978.

**City of Grand Terrace Glossary of Terms** *(continued)*

Recognized Obligation Payment Schedule

A Recognized Obligation Payment Schedule is a document setting forth the minimum payment amounts and due dates of payments required by enforceable obligations for each six-month fiscal period as provided in subdivision (m) of Section 34177 of California's Health & Safety Codes.

Revenues

Financial resources received and recorded in a governmental agency. Revenues are generally taxes, fees, grants or use of money or property or some variation thereof.

Sales Tax

A tax on the sale of most goods but generally not services.

State

State of California -General Fund	5.00%
State of California -Fiscal Recovery Fund	0.25%
State of California – Education Protection Account	0.25%

Local Revenue Fund

Counties for Health and Social Services	0.50%
Public Safety Fund (Proposition 172)	0.50%
County Transportation	0.25%
San Bernardino County Transportation Authority	0.50% Measure I

City

City of Grand Terrace	0.75%
Total Sales Tax Rate in Grand Terrace	<b>8.00%</b>

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2016/17 Project Sheet City Manager	Program Value: \$10,000
PROJECT: Computer Loan Purchase Program	Project Allocation \$10,000
<p>PROJECT DESCRIPTION:</p> <p><b><u>Computer Loan Purchase Program</u></b></p> <p>Employee growth is essential to the evolution of an organization. A better educated work force leads to a more productive work force. The Computer Loan program is away to insure employees have access to computers for personal and technology advancement. So much of our world is tied into the internet, with Facebook, YouTube, Tweets and Snapchat. Although traditionally The City only focused on its webpage, we have expanded our reach to the community with our Facebook, YouTube and Twitter account.</p> <p>The Computer Loan Program requires the Council to allocate \$10,000 for computer purchases. The program will allow employees to purchase a computers (computer or laptop or tablet) and printer. The total amount of the computer loan program is a maximum of \$2,000 (this is not a credit card that an employee can buy up to \$2,000) program will entitle employee to a computer, printer and Microsoft software. Repayment will be automatically deduced from payroll over a 24 monthly period.</p> <p>Employees will sign up and be chosen by seniority. Once the initial funds are distributed, a waiting list will be established. Employees on the waiting list will be funded as payments are received from previously funded Computer Loan participants. The entire amount of the Computer Loan Program purchase will be due upon separation from City Employment.</p>	
FUNDING SOURCE(S) Funding source to be incorporated in 2016/17 City Manager budget	
Staff is recommending the use of \$10,000 in Fund 10 The General Fund	
<p>MAJOR MILESTONE(S):</p> <p>Staff will return:</p> <ol style="list-style-type: none"> <li>1. With a Computer Loan Policy in August.</li> <li>2. Employees will be able to apply for a computer loan in September</li> <li>3. Staff will provide an update to the Council on the Computer Loan Program in December 2016</li> </ol>	
PROJECT MANAGER: Name G. Harold Duffey	Phone: #909-824-6621 ext. 212 Email hduffey@grandterrace-ca.gov



2016/17 Project Sheet City Manager	Program Value: \$5,000 - \$25,000
PROJECT: False Alarms	Project Allocation
<p>PROJECT DESCRIPTION:</p> <p><b><u>Alarms &amp; False Alarms</u></b></p> <p>Alarms are encouraged for residence and businesses to keep their property safe. However false alarms take away valuable public safety resources. Most cities have Alarm Ordinances that allow residents a certain number of false alarms before they are charged for public safety responding to false alarm. In Grand Terrace residents can have no more than 2 false alarms within 12 months before they are charged a false alarm fee. The City is currently not monitoring false alarms, when staff asked the Sheriff’s department for the data a significant number of businesses and residents had well over the two false alarms allowed in a sixth month period.</p> <p>Staff will be bringing forward some changes to the Alarm Ordinance to requiring all alarms to be registered (no fee for registration) we will also require all alarm companies installing alarms to have a business license to install alarms and register alarms installed. Registration of the alarms will allow the Sheriff’s Department to determine if an alarm is registered and how many false alarms they respond to at the address. If an alarm is not registered after six months, the new ordinance imposes a fee for response to the first false alarm, while registered alarms are only fined after 2 consecutive alarms in a twelve month period.</p> <p>The City’s false alarm program differs from other cities. Some cities charge for registration and an annual registration fee. Staff will examine and provide Council with the list of ways other communities address Alarm Permits.</p>	
FUNDING SOURCE(S)	
Staff will use standard operating budget to implement program	
<p>MAJOR MILESTONE(S):</p> <p>Staff will return:</p> <ol style="list-style-type: none"> <li>1. Staff will provide an updated ordinance to the council before September 2016</li> <li>2. Upon passage of the ordinance, staff will start registration of existing alarm owners and alarm companies installing alarms no later than November 2016.</li> <li>3. Staff will start fining for false alarms no later than April 2016 for non-registered false alarms and as soon as September for registered false alarms with more than 3 false alarms within a 6 month period.</li> </ol>	
PROJECT MANAGER: Name G. Harold Duffey	Phone: #909-824-6621 ext. 212 Email hduffey@grandterrace-ca.gov



2016/17 Project Sheet City Manager	Program Value: \$50,000
PROJECT: Renaming Pico Park	Project Allocation \$50,000
<p>PROJECT DESCRIPTION:</p> <p><b><u>Renaming Pico Park</u></b></p> <p>On February 9, 2016 the City of Grand Terrace City Council renamed Pico Park, Veteran’s Freedom Park and directed staff to work with MIG to develop additional amenities to co-inside with the new name and the Freedom Wall, which is proudly displayed within Veteran’s Freedom Park.</p> <p>Staff is currently working with MIG to assess the following:</p> <ol style="list-style-type: none"> <li>1. Any amenities to enhance the Veteran’s Freedom Park theme</li> <li>2. New entry way sign</li> <li>3. Directional signs to the Park</li> <li>4. Potential Rose garden</li> <li>5. Refurbishing of Basketball Courts with branches of Military at free throw and half court sign.</li> <li>6. A living display- developing an internet based story with each name on the wall. Including the history of the war which they fought and personalized stories from those wall recipients that want to share their story.</li> </ol>	
FUNDING SOURCE(S) staff will return for appropriation request upon completing of plans	
Staff is recommending that the City Council appropriate \$50,000 in Quimby Fees	
<p>MAJOR MILESTONE(S):</p> <p>Staff will return:</p> <ol style="list-style-type: none"> <li>1. Plan before the Council in September</li> <li>2. Unveil concept and new entry way sign to Veteran’s Freedom Park</li> <li>3. Outline and timeline for completion of all tasks associated with the Veteran’s Freedom Park</li> </ol>	
PROJECT MANAGER: Name G. Harold Duffey	Phone: #909-824-6621 ext. 212 Email hduffey@grandterrace-ca.gov



2016/17 Project Sheet Successor Agency	Program Value: \$100,000,000
PROJECT: Development Agreements	Project Allocation
<p>PROJECT DESCRIPTION:</p> <p><b><u>Development Agreements</u></b></p> <p>The City of Grand Terrace has a number of public and private vacant parcels available for development. The Council, through its Successor Agency has 55 acres of land near the I-215, which it has desires to develop over the last decade. In addition to those parcels, the City has Successor Agency land across from Stater Bros and Housing Successor Agency land next to Canal St. and Barton Road. In addition, several major retail centers on Barton Road, either have empty pads/parcels or vacant anchor space leaving many opportunities for new retail development.</p> <p>Staff expects to liquidate all of the City land by December 2016. Properties will be transferred and development agreements will be executed with private developers. Over the next several months staff will work closely with existing developer and property owners to try and consolidate properties to maximize the impact of any new development.</p> <p>Staff is also attending trade shows and reviewing economic development incentives to help owners of existing retail centers to attract retailer to fill retail sales leakage within the City of Grand Terrace.</p>	
FUNDING SOURCE(S) project will be managed with existing operations cost within 2016/17 budget request	
Staff is recommending that the City Council support long term strategy to develop comprehensive economic development strategy.	
<p>MAJOR MILESTONE(S):</p> <p>Staff will return:</p> <ol style="list-style-type: none"> <li>1. Complete Sale and transfer of Housing Successor Agency property by September 2016</li> <li>2. Complete the Sale and Transfer of City owned 55 Acre parcel by December 2016</li> <li>3. Complete the Sale and transfer of Successor Agency property no later than September 30, 2016</li> <li>4. Assist with the relocation of a Major and minor retailer no later than November 1, 2016</li> </ol>	
PROJECT MANAGER: Name G. Harold Duffey	Phone: #909-824-6621 ext. 212 Email hduffey@grandterrace-ca.gov



2016/17 Project Sheet City Manager	Program Value: \$25,000,000
PROJECT: Facility Needs Assessment	Project Allocation \$100,000
<p>PROJECT DESCRIPTION:</p> <p><b><u>Facility Needs Assessment</u></b></p> <p>Although Grand Terrace is a community built on volunteerism, it is void of public meeting space, community groups participating in recreation, social, and arts and crafts don't have access to public space to conduct their meetings. The City does not have an adequate community center or even meeting space at its many outstanding parks. In addition the County Library is in City Hall and has outgrown its space.</p> <p>Whenever a new development is introduced into the City, they are required to pay Development Impact Fees (DIF) or in this case a Facility Impact Fee. When developers build something that bring more people into the community, their project puts additional strain on community assets, and the DIF helps mitigate the impact. The City has approximately \$300,000 in DIF fees; staff will use a portion of the DIF funds to commission a community study to determine the facility needs of the community. Construction costs for new facilities dwarf DIF Funds, but they will allow the Council to commission a study to determine community needs, estimate costs and potential avenues for financing.</p>	
FUNDING SOURCE(S) Appropriation request will occur when project is presented to Council	
Staff is recommending that the City Council Use Fund 19, Facilities Fund for this project. Fund balance as of June 30, 2016 is \$239,629.00	
<p>MAJOR MILESTONE(S):</p> <p>Staff will return:</p> <ol style="list-style-type: none"> <li>1. Staff envisions commissioning an RFQ to companies with experience in providing assessments, conducting community meetings and design of city facilities by September 30, 2016.</li> <li>2. Staff envisions asking the consultant to take examine existing land and or master plan the existing city hall complex. Staff envisions a report to the County in Mach 2017.</li> <li>3. After initial conversations with the community and the consultants, staff envisions a report to the Council on findings and options by May 2017.</li> </ol>	
PROJECT MANAGER: Name G. Harold Duffey	Phone: #909-824-6621 ext. 212 Email hduffey@grandterrace-ca.gov



2016/17 Project Sheet City Manager	Program Value: \$350,000
PROJECT: Park Projects	Project Allocation \$150,000
<p>PROJECT DESCRIPTION: Joint Use      New Parks</p> <p><b><u>Completion of Park Projects</u></b></p> <p>On – the City Council approved a comprehensive Parks project to assess existing parks, review their capacity for recreational activities and examine the development of three new parks (Dog Park, Blue Mountain Nature Trails and Skate Park). The Council approved a contract with MIG, a Park design and development firm. MIG has conducted several community meetings to discuss the three new parks and is working closely with working groups for the design of each park.</p> <p>The initial park assessment was completed in May and provide to staff. The assessment provides existing conditions of each park and identifies opportunities for the future. The next step in the process is to meet with stakeholders to identify community needs associated with the parks to determine park capacity to meet future community demand. This exercise will allow the council to prioritize future park expenses, and recreation needs of the community.</p> <p>MIG is in the design phase for both Blue Mountain Nature Trails and Skate Park. The scope of work for these two parks stops at design, while their ability to scope for the Dog Park carry’s the project to the release of construction documents. The City released its initial design of the Dog Park in May and will be hosting a community meeting in July to garner some feedback. The initial estimated cost based on the design is approximately \$250,000 to build the dog park.</p>	
<b>FUNDING SOURCE(S)</b>	
Staff will return to Council once MIG report is complete. Projects qualify to use Quimby Fees	
<b>MAJOR MILESTONE(S):</b>	
<p>Staff will return:</p> <ol style="list-style-type: none"> <li>1. A community meeting with recreation districts to examine future park capacity needs by July 15, 2016</li> <li>2. Meeting with the Colton Joint Unified School District (CJUSD) to discuss facility usage to meet community recreation needs by July1, 2016.</li> <li>3. Community meetings in July and August to discuss progress on Blue Mountain Trails and Dog Park</li> <li>4. A meeting on the design of the Skateboard Park and the Skateboard committee before August 1, 2016.</li> <li>5. A request to use additional Quimby fees for Park construction and rehabilitation.</li> </ol>	
PROJECT MANAGER: Name    G. Harold Duffey	Phone: #909-824-6621 ext. 212 Email    hduffey@grandterrace-ca.gov



2016/17 Project Sheet City Manager	Program Value: \$35,000
PROJECT: EIFD	Project Allocation \$35,000
<p>PROJECT DESCRIPTION:</p> <p><b><u>Enhanced Infrastructure Financial District</u></b></p> <p>The City of Grand Terrace will examine the use of EIFD’s to help with future development and Redevelopment throughout Grand Terrace. Prior to the Dissolution of Redevelopment cities like Grand Terrace could use Tax increment financing to support investment into the community. Redevelopment allowed property taxes to be frozen at its current rate and any new assessed value could be used to support the infrastructure and buildings to increase overall value in the community.</p> <p>However, the state ended Redevelopment and cities are struggling with finding ways to entice developers to invest in communities. EIFD’s act like redevelopment agencies. Establish of an EIFD allows cities to use tax increment to support projects. However, cities can only use their tax increment, and cannot commit other taxing entities tax share without an agreement and in no case can tax increment which would normally go to a school district be used in an EIFD.</p>	
<p>FUNDING SOURCE(S) Staff will make formal request when contract is presented to Council</p>	
<p>Staff is recommending that the City Council Use General Fund money to investigate establishing an EIFD and hire Kosmot to review and establish an EIFD for the City of Grand Terrace.</p>	
<p>MAJOR MILESTONE(S):</p> <ol style="list-style-type: none"> <li>1. Staff will enter into contract with Kosmot to examine and define the properties of the city that might offer the best opportunities to establish an EIFD.</li> <li>2. Staff would return to the council with potential funding options available if the City established an EIFD.</li> </ol>	
<p>PROJECT MANAGER: Name G. Harold Duffey</p>	<p>Phone: # 530-681-6432 Email <a href="mailto:hduffey@grandterrace-ca.gov">hduffey@grandterrace-ca.gov</a></p>

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2016/17 Project Sheet City Clerk	Program Value: TBD
PROJECT: Records Management System	Project Allocation: \$45,000
<p>PROJECT DESCRIPTION:</p> <p><b><u>CITYWIDE ELECTRONIC DOCUMENT/RECORDS MANAGEMENT SYSTEM</u></b></p> <p>The City’s paper records are at a critical mass in City Hall, resulting in reduced customer service levels and increased operational expenses. Staff will set City-wide goals to provide a more efficient record and information management system. Implement the vision of providing improved access to all city departments’ public records by including the conversion of imaged records, new business processes for day-forward records, and scanning permanent and vital records. The assessment process is a comprehensive analysis, in which staff will conduct a survey of current systems and meet with departments on the following: customer service improvements, City Hall space opportunities, development of plans for all departments with cost projections.</p> <p>Council’s continued investment in this project will increase customer service levels, increase public access, improve staff efficiency, and provide wide access to documents. In addition, it will provide for disaster recovery and document protection, create space in City Hall, and reduce duplication of effort, copying and filing.</p>	
<p>FUNDING SOURCE(S) Fixed Asset Account # 70-125-700-002-000 and PEG Fund Equipment Account # 67-125-250-000-000 and PEG Fund Professional Services Account # 67-125-701-000</p>	
<p>Staff is recommending that the City Council Use Fixed Asset Fund Money to begin the City Wide Electronic Document/Records Management project.</p>	
<p>MAJOR MILESTONE(S):</p> <p>Staff will return:</p> <ol style="list-style-type: none"> <li>1. Staff envisions commissioning a company that will assist with the Request For Proposal information including the volume of documents and prepare cost assessments.</li> <li>2. Staff will request proposals for the Records Management System.</li> <li>3. Staff will also request proposal for the “Backfile (Scanning of old documents)</li> <li>4. Staff will present to Council the Assessment with a demonstration for the award of contracts.</li> </ol> <p>Project Start Date: January 2017</p>	
<p>PROJECT MANAGER: Name Pat Jacquez-Nares</p>	<p>Phone: #909-824-6621 ext. 230 Email pnares@grandterrace-ca.gov</p>



2016/17 Project Sheet City Clerk	Program Value: \$25,000
PROJECT: New Webpage	Project Allocation \$25,000
<p>PROJECT DESCRIPTION:</p> <p><b><u>City of Grand Terrace Website</u></b></p> <p>A City's webpage represents the City and you never have a second chance to make that first impression. Although the City recently migrated from its former website to a brand new free website, staff has some concerns about the limitation of the existing free website. Staff proposes the City join other leading cities in California and change providers to make our webpage user friendly and a portal to the soul of Grand Terrace. Staff would like to deploy a webpage that has an "Email Module" that is a full -service mass email and text communication distribution solution, digitally connecting Grand Terrace to groups as large as {20,000+} individuals. There are systems available that allow your emails to go out in newsletter format by using built in customized templates. With so many forms of social media, it is hard to determine which way is best to communicate: Twitter, Snapchat, email. New webpages require one click to share information like calendar events and news across popular social media streams including RSS, Facebook and Twitter.</p> <p>Webpages now have features that build awareness and maintain government transparency through a constant feed of news and information. From emergency alerts to simple announcements and social media sharing; imagine visiting the City's webpage and seeing the latest newsfeeds for the City and the region. It is also a place where residents would be able to see the Calendar Module of all city related events, meetings, or any public activity with ease. Event posts can be featured on the homepage or simultaneously on multiple calendars. Keeping residents informed and connected has never been easier with APIs and RSS feeds, as well as through social media channels like Facebook and Twitter. Directly connected to the News &amp; Alerts Module, the Social Media Module would instantly pull all socially distributed content into a simple dashboard.</p> <p>Staff can launch surveys and register people for events and integrate payment as well as incorporate GIS mapping. Webpages are so sophisticated now, that they have built in mapping applications with ESRI software that interface with GIS systems to create a number of mapping applications, including: crime mapping, parcel- and address-based information displays, capital improvement planning, business development mapping, and a number of client-specific customized displays. New webpages take transparency to another level.</p>	
<p>FUNDING SOURCE(S) Fixed Asset Fund Account # 70-120-700-001-000 and PEG Fund Equipment Account # 67-125-250-000-000 and PEG Fund Professional Services Account # 67-125-701-000</p>	
<p>Staff is recommending that the City Council Use Fixed Asset Fund for Professional contractual Services.</p>	
<p>MAJOR MILESTONE(S):</p> <p>Staff will return:</p> <ol style="list-style-type: none"> <li>1. Staff will request proposals for the development of the New City's Website and Employee Intranet. (Target Date: December 2016)</li> <li>2. Staff will bring to Council a demonstration and the request to award the contract. (Target Date: January 2016)</li> </ol>	
<p>PROJECT MANAGER: Name Pat Jacquez-Nares</p>	<p>Phone: #909-824-6621 ext 230 Email pnares@grandterrace-ca.gov</p>



2016/17 Project Sheet City Clerk	Program Value: \$32,500
PROJECT: E-Board Room	Project Allocation: \$32,500
<p>PROJECT DESCRIPTION:</p> <p><b><u>E-Board Room</u></b></p> <p>In June 9, 2016 the council authorized staff to upgrade our Council Agenda and Minutes process. In 2016 staff implemented video streaming with Accela software program. Accela also offers E-Board Room , a paperless way to conduct Council meetings. The E-Board Room component allows for the Council to view agenda packets and vote during the meeting on an I-Pad or Tablet. This new voting system will allow for the vote to be displayed on the PowerPoint Screen for better viewing on Channel 3 or Video Streaming. Once the City implements E-Board Room, we will have accomplished the Council’s goal to insure transparency be easy and accessible to all residents of Grand Terrace.</p>	
<p>FUNDING SOURCE(S) From 2014/15 Budget Surplus Fixed Asset Fund #70-125-700-001-000 and PEG Fund # 67-125-701-000-000</p>	
<p>Staff is recommending that the City Council Use Fixed Asset Fund Money to complete the upgrade purchase of the I-Pad’s or Tablets and the annual software and maintenance subscription.</p>	
<p>MAJOR MILESTONE(S):</p> <p>Staff will return:</p> <ol style="list-style-type: none"> <li>1. Staff will purchase I-Pad’s or Tablets for Council Members.</li> <li>2. Staff will bring to Council the contract with Accela not to exceed \$19,560 for the annual and maintenance subscription all three components: <ol style="list-style-type: none"> <li>a. Agenda/Minutes Preparation</li> <li>b. Video Streaming</li> <li>c. E-Board Room</li> </ol> </li> </ol> <p>Project Completion Date: September 30, 2016</p>	
<p>PROJECT MANAGER: Name Pat Jacquez-Nares</p>	<p>Phone: #909-824-6621 ext. 230 Email pnares@grandterrace-ca.gov</p>



2016/17 Project Sheet City Clerk IT	Program Value: TBD
PROJECT: Computer Replacement	Project Allocation: TBD
<p>PROJECT DESCRIPTION:</p> <p><b><u>Computer/Server Replacement Schedule</u></b></p> <p>Information technology is a critical tool for conducting City business; and departments have been unable to achieve predictable, appropriate replacement cycles, due to budget constraints. Staff is proposing that the City's Desktop, Notebook and Software Replacement schedule implement a five-year computer replacement cycle. Although it is critical for agencies to replace servers at optimal times, it is more difficult to recommend a specific life-cycle replacement time period. Server lifecycles could range from two years to six years, depending on their utilization. Staff is requesting a Server Replacement schedule to implement a seven year replacement cycle. Staff would like to have the departments reimburse this fund via a payment plan replenish the funds for future computer replacements.</p>	
FUNDING SOURCE(S) Fixed Asset Fund Account # 70-125-700-002-000	
Staff is recommending that the City Council Use Fixed Asset Fund money. Staff will bring back for Council Approval the Fixed Asset Fund Appropriation amount for the completion of this project.	
<p>MAJOR MILESTONE(S):</p> <p>Staff will return:</p> <ol style="list-style-type: none"> <li>1. Staff will provide for Council adoption the Replacement Schedule with Cost for both computers and servers.</li> </ol>	
PROJECT MANAGER: Name Pat Jacquez-Nares	Phone: #909-824-6621 ext 230 Email pnares@grandterrace-ca.gov



2016/17 Project Sheet City Clerk IT	Program Value: TBD
PROJECT: Fiber Connection & Optic Company	Project Allocation: TBD
<p>PROJECT DESCRIPTION:</p> <p><b><u>Grand Terrace City Hall Loma Linda Fiber Optic Connection</u></b></p> <p>The City of Loma Linda was a recipient of a grant and ran a fiber optic line down Barton Road from their City Hall to the City of Grand Terrace City Hall. Staff would like to optimize its telecommunications services by working with the City of Loma Linda and their consulting firm to achieve full connectivity to this fiber optic network and prepare a cost estimate on the further installation of this fiber optic line down Barton Road. This will provide advanced, fast, and reliable telecommunication services to businesses in the Barton Road corridor.</p>	
FUNDING SOURCE(S) Fixed Asset Fund Account # 70-125-700-002-000	
Staff is recommending that the City Council Use Fixed Asset Fund money. Staff will bring back for Council Approval the Fixed Asset Fund Appropriation amount for the completion of this project.	
<p>MAJOR MILESTONE(S):</p> <p>Staff will return:</p> <ol style="list-style-type: none"> <li>1. Staff will provide a cost estimate and timeline for City Hall connectivity</li> <li>2. Staff will provide a cost estimate and timeline for installation down Barton Road.</li> </ol>	
PROJECT MANAGER: Name Pat Jacquez-Nares	Phone: #909-824-6621 ext 230 Email pnares@grandterrace-ca.gov

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2016/17 Project Sheet Public Works Project	Program Value: \$100,000
<b>PROJECT: ADA Curb-Ramp Strategy</b>	<b>Project Allocation: \$100,000</b>
<p><b>PROJECT DESCRIPTION:</b></p> <p>ADA-Curb Ramps in School Vicinity.</p> <p>The City has an aging infrastructure and recently completed its latest Pavement Management Index (PCI) report. The report provided information on not only the condition of city streets and sidewalks, it also assess our ADA access ramps throughout the City. Based on those results, staff has identified a strategy to insure the city sets a path to insure all areas of the community are accessible. The City will construct a total of 30 ADA- Compliant Wheelchair Ramps at street intersections within a 2-block radius of all schools and other locations within vicinity of community centers.</p> <p>Curb ramps facilitate mobility for the elderly, baby strollers, skate boarders, and other pedestrians. They are an integral part of any City infrastructure and currently a large number of curbs ramps are either missing or do not meet the federal requirements for width, truncated domes, and side slopes.</p> <p>This project is a big step forward in bringing the City in compliance with State and Federal regulations.</p> <p><b><u>Project Significance:</u></b>          Constructing the ramps supports goal # 2 “Maintain Public Safety” of the City 2030 Vision &amp; Strategic Plan. This project will also promote walkability in residential neighborhoods and bring the City in compliance with The Americans with Disability Act of 1990.</p>	
<p><b>FUNDING SOURCE(S)</b> – Staff will return to Council with 2016/17 budget appropriations request          Staff is recommending that the City Council Use Gas Tax money for this project.</p>	
<p><b><u>MAJOR MILESTONE(S):</u></b></p> <ol style="list-style-type: none"> <li>1. The Construction Bid Package will be advertised in September 2016.</li> <li>2. Construction should commence in November 2016.</li> <li>3. Work to be completed in January 2017.</li> </ol> <p><b><u>Staff will return:</u></b></p> <p>Staff will return in October 2016 to City Council with recommendation to award the construction contract to the lowest responsible / responsive bidder.</p>	
<p><b>PROJECT MANAGER:</b>          Name   Yanni Demitri, P.E., T.E.</p>	<p>Phone: #909-824-6621 ext 251          Email   ydemitri@grandterrace-ca.gov</p>



2016/17 Project Sheet Public Works Project	Program Value: \$25,000
PROJECT: EOC Citywide Exercise	Project Allocation: \$5,000
<p>PROJECT DESCRIPTION:  <b><u>EOC Citywide Exercise</u></b></p> <p>Cities are required to prepare for natural disasters and other emergencies by conducting training for their staff and resident volunteers. Said training demonstrates some of the basic steps to be taken in case of an emergency, where to take shelter, communication plan with loved ones, preparing survival kits, response management, clean-up efforts, coordinating with first responders, etc.</p> <p>The City of Grand Terrace has a dedicated group of individuals that help the city with this exercise (EOC Committee). Over the past year the EOC committee has worked with City staff and County Fire Emergency Management to put together the City’s Emergency Operations Plan. The City Council recently hired a consultant to help the committee finish off the plan and do an assessment of our emergency preparedness. Part of the scope of work will be to help the City conduct an exercise to examine our response to various emergency situations.</p> <p><b><u>Project Significance:</u></b></p> <p>This project supports goal # 2 “Maintain Public Safety” by preparing our City for natural disasters and other emergencies. This event will demonstrate to the community various steps and processes to be taken to prepare for such event.</p>	
FUNDING SOURCE(S) Partially funded with QLEAP funds from 2014/15 fund balance remaining will be funded from Department budget.	
Staff is recommending that the City Council Use	
<p><b><u>MAJOR MILESTONE(S):</u></b></p> <p><b><u>Staff will return:</u></b></p> <ol style="list-style-type: none"> <li>1. The City has retained a consultant, Michael Gregory, to conduct an evaluation of the City’s current state pertaining to emergency response and preparedness.</li> <li>2. The report and recommendations will be completed in September 2016.</li> <li>3. The EOC Exercise is expected to be held in January 2017.</li> </ol> <p>In September 2016 with the completed report from consultant which will include specific recommendations for training, new equipment, procedures, etc.</p>	
PROJECT MANAGER: Name Yanni Demitri, P.E., T.E.	Phone: #909-824-6621 ext 251 Email ydemitri@grandterrace-ca.gov



2016/17 Project Sheet Public Works Project	Program Value: \$40,000
PROJECT: Sidewalk Repair Program	Project Allocation: \$40,000
<p>PROJECT DESCRIPTION:</p> <p>Repair damages and uplifted sidewalk citywide</p> <p>In fiscal year 2015/16 the City Council commissioned a Pavement Management Index Study, included within that study was a report on the condition of sidewalks throughout the City of Grand Terrace. Interwest consultants walked the entire City of Grand Terrace and visually inspected all sidewalks and curbs to determine their condition. Areas were photos and categorized into various condition categories.</p> <p>The City received a final report and will develop a strategy to repair sidewalks in an expeditious manner to reduce liability and increase safety of our walkable community. Some of the methods to repair sidewalks will be replacement of broken or chipped areas, grinding down areas that are popped up because of tree roots and complete replacement of sidewalk sections.</p> <p>This project supports goal # 2 “Maintain Public Safety” and goal # 3 “Promote Economic Development” by enhancing and improving our infrastructure. This project will also reduce liability from trip and fall claims.</p>	
<p>FUNDING SOURCE(S) Staff will return to Council with 2016/17 budget appropriations request</p>	
<p>Staff is recommending that the City Council Use Street Improvement Fund.</p>	
<p>MAJOR MILESTONE(S):</p> <p>Staff anticipates returning with the following:</p> <ol style="list-style-type: none"> <li>1. Staff anticipates putting together the bid specs and releasing the bid by ??</li> <li>2. Staff plans repairing 40,000 Sq.Ft. of damaged sidewalk citywide at an average cost of \$10.00 / Sq. Ft</li> <li>3. Staff expects the work to be completed by??</li> <li>4. Staff will identify inadequate ADA curb ramps and develop a replacement schedule by October 2016</li> </ol>	
<p>PROJECT MANAGER: Name   Yanni Demitri, P.E., T.E.</p>	<p>Phone: #909-824-6621 ext 251 Email   ydemitri@grandterrace-ca.gov</p>



2016/17 Project Sheet Public Works Department	Program Value: No Add'l Funds Needed Burrtec Contract
<b>PROJECT: Community Clean-Up Day</b>	<b>Project Allocation: N/A</b>
<p><b>PROJECT DESCRIPTION:</b></p> <p>Burrtec Community Clean-Up Day Community</p> <p>The City of Grand Terrace like most communities have a franchise contract trash hauler, Burrtec Waste. Burrtec provides weekly collection of Trash, Recycling and Green Waste. In addition Burrtec does provide collection of bulky item that residents can place on the curb every so often on their regularly scheduled trash collection day.</p> <p>In addition, Burrtec's contract requires they provide community cleanup upon the request of the City. This year the City will request Burrtec provide a community cleanup day to the citizens of Grand Terrace. Burrtec will place bins at a designated location within the City. Resident will be notified via social media and community Kiosk of the event. The Cleanup day will allow residents who want to self haul bulky items to the location to properly dispose of their large bulky items.</p> <p>This project supports goal # 2 "Maintain Public Safety" by collecting various household items that could end up abandoned on our streets or stored on private property and potentially contributing to fire and other health concerns.</p>	
<b>FUNDING SOURCE(S)</b> No Additional Funding needed	
Staff is recommending City Council exercise option to implement program based on the existing terms of our franchise agreement.	
<p><b>MAJOR MILESTONE(S):</b>          The event will be held on a Saturday in late August 2016.</p> <p>Staff will return:</p> <p>Staff will prepare specific details for the event which will include the exact date and a list of items to be collected.</p>	
<b>PROJECT MANAGER:</b> Name Yanni Demitri, P.E., T.E.	Phone: #909-824-6621 ext 251 Email ydemitri@grandterrace-ca.gov



2016/17 Project Sheet Public Works Project	Program Value: \$27,000
<b>PROJECT: Tree Trimming Schedule</b>	<b>Project Allocation: \$27,000</b>
<p>PROJECT DESCRIPTION:</p> <p>Tree Trimming Schedule</p> <p>The City owns approximately 1,900 trees citywide. The Annual Tree Pruning Project starting in Fiscal Year 2016/2017 will target the prune 270 trees each year in a 7-year cycle at an average cost of \$100 per tree. All trees in this program are in the public right-of-way. However the City's current ordinance requires residents to bare the responsibility to maintain the trees and even requires them to prune trees after contacting the City for permission.</p> <p>However in 2016 the City had every tree in the city identified and categorized. In addition the City's hired Arborist also looked at the health of each tree in the public right away and made recommendation on how to treat and remove sick and diseased trees. One of the best things the City can do is to take over the maintenance of the trees and prohibit anyone that is not a licensed arborist to cut a city tree in the public right of way.</p> <p>Council directed staff to return with a modified ordinance that forbids property owners from cutting or pruning city trees and if residents cant wait for our 7 year cycle and want their tree trimmed, they must use a certified Arborist with a business license issued by the City of Grand Terrace.</p>	
<p>FUNDING SOURCE(S) Appropriation request will be made when contract is presented to Council</p>	
<p>Staff is recommending that the City Council Use Street Improvement Fund, General Fund, and Gas Tax Fund.</p>	
<p>MAJOR MILESTONE(S):</p> <p>Staff will return:</p> <ol style="list-style-type: none"> <li>1. Tree pruning will commence in October 2016 and be completed in spring 2017.</li> <li>2. Staff will pursue grants to replace dead trees in late 2016.</li> <li>3. Staff will prepare a report to Council on October 25<sup>th</sup> to modify the Tree Ordinance.</li> </ol>	
<p>PROJECT MANAGER: Name: Yanni Demitri, P.E., T.E.</p>	<p>Phone: #909-824-6621 xt251 Email: ydemitri@grandterrace-ca.gov</p>

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2016/17 Project Sheet Planning & Development Services	Program Value: \$157,012.00
PROJECT: Code Compliance: Animal Control	Project Allocation \$157,012.00
PROJECT DESCRIPTION:  <b><u>Animal Control and Sheltering Services:</u></b>  The City is required to provide animal control and sheltering services, which the City accomplishes by contracting with the City of San Bernardino. A new Agreement was executed beginning with the 15-16 fiscal year, with a provision to extend twice, for one year each. FY 16-17 constitutes the second year extension. Staff will review performance of existing contract terms and measure the success of the program based on how well San Bernardino accomplished the levels of service laid out in the contract.	
<b>FUNDING SOURCE(S)</b> Incorporated into 2016/17 proposed budget	
Staff is recommending that the City Council Use General Fund money to fund the second year of the Professional Services Contract with City of San Bernardino for animal control and sheltering services.	
<b>MAJOR MILESTONE(S):</b>  Staff will return: <ol style="list-style-type: none"> <li>1. Staff will assess services provided in the last fiscal year, determine if changes are needed and establish implementation guidelines that the City and Service Provider both accept by the end of September 2016.</li> <li>2. Quarterly animal care education and information program will be implemented quarterly beginning September 2016.</li> </ol>	
<b>PROJECT MANAGER:</b> Name Sandra Molina	Phone: #909-824-6621 ext 225 Email smolina@grandterrace-ca.gov



2016/17 Project Sheet Planning & Development Services	Program Value: \$4,782.00
PROJECT: See Click Fix Performance	Project Allocation \$4,782.00
<p>PROJECT DESCRIPTION:</p> <p><b><u>SeeClickFix:</u></b></p> <p>SeeClickFix is a program that was instituted for two reasons: to allow our community members to send in public works or code enforcement issues via their mobile devices or online; and 2) to internally provide for greater efficiencies and streamlining. It would take takes 5-6 hours monthly to manually compile all work order statistics, not to mention the time spent writing and communicating work order to maintenance staff.</p> <p>SeeClickFix allows the community member to monitor the progress in addressing the issue and allows reports to be automatically generated to track work order progress. Internally, City Staff uses SeeClickFix to generate issues (work orders) for maintenance and code staff.</p> <p>Since its implementation in mid-January 218 issues were opened (98 Internally) and 198 have been closed. The average time to acknowledge new issues is 7 days, and 11 days to close.</p>	
FUNDING SOURCE(S)	
<p><b><i>The City received a discounted price to purchase two years of SeeClickFix, and no additional funding is needed this fiscal year.</i></b></p>	
<p>MAJOR MILESTONE(S):</p> <p>Staff will return:</p> <ol style="list-style-type: none"> <li>1) Staff will evaluate City response times and closure of issues and adjust as needed.</li> <li>2) Staff will prepare quarterly reports using the Dashboard feature of SeeClickFix.</li> </ol>	
<p>PROJECT MANAGER: Name Sandra Molina</p>	<p>Phone: #909-824-6621 ext 225 Email smolina@grandterrace-ca.gov</p>



2016/17 Project Sheet Planning & Development Services	Program Value: \$58,000.00
PROJECT: Street Sweeping	Project Allocation \$58,000.00
<p>PROJECT DESCRIPTION:</p> <p><b><u>Street Sweeping:</u></b> The City contracts with Clean Street for street sweeping services.</p> <p>Residential areas are separate into six zones and each zone is swept once a month. The business district, which is both sides of Barton Road and Mount Vernon Avenue is swept one time each week. In addition, City Hall; the Senior Center; Pico Park, Rollins Park and Fitness Park are swept once each month.</p> <p>A new street sweeping enforcement program was instituted with the new street sweeping contract. Clean Street vehicles are equipped with a camera and DVR system that documents vehicles parked in the way of the street sweeper. The Vendor provides code enforcement the necessary documentation to verify the violation and this is sent electronically to Data Ticket. Data Ticket issues and collects on the street sweeping violations.</p> <p>This new enforcement system is substantially more efficient than the previous system and frees up approximately 18 code enforcement hours each month.</p> <p>With this new system, complaints have reduced dramatically.</p> <p>Issues: Signs are replaced as needed; however, overall a number of the signs are beginning to fade and need to be replaced. In addition, because the Vendor is traveling all of our roadways, weekly, they are a potential resource to inform Staff of street maintenance issues.</p>	
<p><b>FUNDING SOURCE(S)</b> Included in 2016/17 proposed budget</p>	
<p>Staff is recommending that the City Council Use: Street sweeping fees collected through the Burrtec Franchise Agreement, which is approximately \$50,000 annually, and augment that amount with the Gas Tax Fund.</p>	
<p><b>MAJOR MILESTONE(S):</b></p> <p>Staff will return:</p> <ol style="list-style-type: none"> <li>1) Staff will provide a progress report on the new street sweeping citation process, in terms of the number of citations and collections twice a year.</li> <li>2) Establish a report-back process with the Vendor so that they can inform staff of maintenance issues that impede service, such as replacement of signs, potholes in streets, and/or tree maintenance. Establish by September 2016.</li> </ol>	
<p><b>PROJECT MANAGER:</b> Name Sandra Molina</p>	<p>Phone: #909-824-6621 ext 225 Email smolina@grandterrace-ca.gov</p>



2016/17 Project Sheet Planning & Development Services	Program Value: \$72,767.00
PROJECT: Rental Housing Inspection Program	Project Allocation \$72,767.00
<p>PROJECT DESCRIPTION:</p> <p><b><u>Non-Owner Occupied/Rental Inspection Program:</u></b></p> <p>This program was established in 2006, for the purpose of allowing the City to identify substandard rental properties and provide for their rehabilitation or elimination of those properties. The program ensures that the exterior of properties are inspected on an annual basis to verify that minimum standards are met, and upon the permission of the tenant or property owner to perform visual inspections.</p> <p>There are approximately 300 properties in the program, which include single family, apartments, duplexes, triplexes, four plexes. In the 2016 calendar year, all properties that have completed their 10<sup>th</sup> year in the program will revert to 1<sup>st</sup> year status, including applicable fees and inspections, which are more thorough. Currently, the full-time code enforcement officer conducts these inspections; however, given the number of units that will revert to first year status, it may prove challenging to absorb these inspections with current staffing levels.</p>	
FUNDING SOURCE(S) incorporated in existing 2016/17 proposed budget	
Staff is recommending that the City Council Use General Fund to fund staff resources to implement the program. These costs are offset by the revenue received.	
<p>MAJOR MILESTONE(S):</p> <p>Staff will return:</p> <ol style="list-style-type: none"> <li>1) Staff assess the number of properties reverting to first year status and return in November 2016 with a possible funding recommendation to augment Code Specialist hours to conduct inspections during the second half of the 16-17 fiscal year.</li> <li>2) If augmented, complete all inspections by June 30, 2017.</li> </ol>	
PROJECT MANAGER: Name Sandra Molina	Phone: #909-824-6621 ext 225 Email smolina@grandterrace-ca.gov



2016/17 Project Sheet Planning & Development Services	Program Value: \$32,000
PROJECT: Weekend Code Enforcement	Project Allocation \$32,000
<p>PROJECT DESCRIPTION:</p> <p><b><u>Weekend Code Enforcement:</u></b></p> <p>The weekend code enforcement/parking specialist position was created as part of the Quality of Life Enhancement Program, and the Specialist has been on board since April.</p> <p>The Specialist is scheduled on Saturdays and Sunday. This proactive program is intended to address quality of life and safety issues throughout the City. The Specialist remove signs in the public rights of way, ensures that garage sales are permitted, issues stop work notices on unpermitted construction activities, issues citations to vehicles parked for sale and any other street parking violations, follows up on code inspections, and opens new cases on quality of life cases. These cases include vehicles parked on grass or dirt, broken windows, overgrown/unmaintained landscaping.</p>	
FUNDING SOURCE(S) Incorporated in 2016/17 proposed budget	
Staff is recommending that the City Council Use: General Fund revenue, including the allocation from the Quality of Life Enhancement Fund.	
<p>MAJOR MILESTONE(S):</p> <p>Staff will return:</p> <p>1) Provide a report on Weekend Code Enforcement accomplishments for the 4<sup>th</sup> quarter of FY 15-16 by the end of August 2016.</p>	
<p>PROJECT MANAGER:</p> <p>Name Sandra Molina</p>	<p>Phone: #909-824-6621 ext 225</p> <p>Email smolina@grandterrace-ca.gov</p>



2016/17 Project Sheet Planning & Development Services	Program Value:
PROJECT: RDA Property Development	Project Allocation
<p>PROJECT DESCRIPTION:</p> <p><b><u>Development of Former RDA Property:</u></b></p> <p>There are number of former RDA properties that Staff anticipates process in the 16-17 fiscal year.</p> <ol style="list-style-type: none"> <li>1) Property #4 of LRPMP (property adjacent to the Freeway): The ENA with Lewis Group has expired; however, a new ENA will be before the Council to re-establish the ENA. Compensation Agreements will be executed which would allow the transfer of the property for future development. The transfer would be tied to development and performance agreements.</li> <li>2) Property #1 of LRPM (former O'Reilly site): Staff will market this property for development. Staff will ensure that development of the site provides long term value for the City. It is anticipated that development could be completed before the end of the 16-17 FY.</li> <li>3) Housing Agency property s/side of Barton Road: This property brings more long term value to the City with the incorporation of commercial development. Staff will market the property for development. Proceeds would reimburse the housing fund.</li> </ol> <p>Planning staff resources would need to be augmented to provide the Planning Director the ability to manage these projects. Staff's request for a full time Assistant Planner would provide the opportunity to do so.</p>	
<p>FUNDING SOURCE(S) Already incorporated in 2016/17 proposed budget</p>	
<p>Staff is recommending that the City Council Use General Fund or Successor Agency funds, as appropriate and as permitted to market the properties. Filing fees would fund any development applications and associated agreements or studies.</p>	
<p>MAJOR MILESTONE(S):</p> <p>Staff will return:</p> <ol style="list-style-type: none"> <li>1) Staff will return by August 2016 with a new ENA for Property #4, which would include a performance schedule.</li> <li>2) Staff would provide quarterly updates on the ENA performance schedule.</li> <li>3) Staff will return by August 2016 with a marketing plan for Property #2 and HA properties and brief the Council on any development proposals as they are submitted.</li> </ol>	
<p>PROJECT MANAGER: Name Sandra Molina</p>	<p>Phone: #909-824-6621 ext 225 Email smolina@grandterrace-ca.gov</p>



2016/17 Project Sheet Planning & Development Services	Program Value:
PROJECT: General Plan & Zoning Code	Project Allocation
<p>PROJECT DESCRIPTION:</p> <p><b><u>General Plan and Zoning Code Review:</u></b></p> <p>The City’s General Plan and Zoning Code should be reviewed and modified as needed. Revisions can be based on state law, proposed development or routine review of these documents.</p> <p>Staff is processing an amendment to the Housing Element, sign code, and will be bringing forwarded an ordinance on smoke shops/hookah lounges. It is anticipated that amendments will be made to both the General Plan and Zoning Code as development of the 54 acres along the Freeway is master planned.</p>	
FUNDING SOURCE(S)	
<p>Staff is recommending that the City Council Use General Funds, that are already included in the budget as staff time to process city-initiated actions, and filing fees to process amendments related to development.</p>	
<p>MAJOR MILESTONE(S):</p> <p>Staff will return:</p> <ol style="list-style-type: none"> <li>1) Staff expects the amendment of the Housing Element to be completed by July 30, 2016.</li> <li>2) Staff will return to the City Council by August 30, 2016, with an ordinance regulating smoke shops and hookah lounges.</li> <li>3) Staff will prepare an annual report on the update of the General Plan and Housing Element by April 30, 2017.</li> <li>4) Staff will keep the Council apprised of the master planning of the 54 acres adjacent to the Freeway and provide updates in accordance with the ENA.</li> </ol>	
<p>PROJECT MANAGER: Name Sandra Molina</p>	<p>Phone: #909-824-6621 ext 225 Email smolina@grandterrace-ca.gov</p>



2016/17 Project Sheet Planning & Development Services	Program Value: N/A
PROJECT: Art in Public Places	Project Allocation: N/A
<p>PROJECT DESCRIPTION:</p> <p><b>Art in Public Places Ordinance:</b></p> <p>Development Services Staff will revise the proposed Ordinance as directed by the City Council to make the program voluntary. Staff will work with the Planning Commission on the revisions and schedule the necessary public hearings. Staff will ask the Commission and Council to consider development incentives for providing public art.</p>	
FUNDING SOURCE(S)	
Staff is recommending that the City Council Use General Fund resources already budgeted.	
<p>MAJOR MILESTONE(S):</p> <p>Staff will return:</p> <ol style="list-style-type: none"> <li>1) Staff will schedule a public hearing before the Planning Commission by December 30, 2016.</li> <li>2) Staff will schedule the City Council public hearing by February 28, 2017.</li> </ol>	
PROJECT MANAGER: Name Sandra Molina	Phone: #909-824-6621 ext 225 Email smolina@grandterrace-ca.gov



2016/17 Project Sheet Planning & Development Services	Program Value: N/A
PROJECT: Land Uses Review	Project Allocation N/A
<p>PROJECT DESCRIPTION:</p> <p><b>Land Uses Review:</b></p> <p>There are opportunities throughout the City to examine land uses and land use interface, and well as opportunities to evaluate businesses operations for certain uses.</p> <p>There is the opportunity to examine our City boundaries, particularly on the west end and explore with the City of Colton, possible boundary changes; and also to have this discussion with LAFCO.</p> <p>Staff has met with a number of different business owners regarding business operations and entitlements. Planning staff has been working with a pallet business to obtain proper permits; and with a recycling company to possibly modify their existing entitlement. Open, unenclosed uses present aesthetic and operational issues, and there are additional areas within the City that Development Services staff would re-evaluate.</p>	
FUNDING SOURCE(S)	
Staff is recommending that the City Council Use General Fund resources which are already budgeted as staff time.	
<p>MAJOR MILESTONE(S):</p> <p>Staff will return:</p> <ol style="list-style-type: none"> <li>1) Staff will return by November 30, 2016, and report that the pallet business has obtained land use approvals, and is obtaining occupancy inspections.</li> <li>2) Staff will return by December 30, 2016, and report that the recycling business has modified its CUP.</li> <li>3) Staff will return by December 30, 2016, to provide an update on the boundary issues, and whether there is cooperation with Colton to consider boundary and sphere of influence modifications.</li> </ol>	
PROJECT MANAGER: Name Sandra Molina	Phone: #909-824-6621 ext 225 Email smolina@grandterrace-ca.gov



2016/17 Project Sheet Planning & Development Services	Program Value:
PROJECT: Administrative Citation	Project Allocation
<p>PROJECT DESCRIPTION:</p> <p><b><u>Administrative Citations:</u></b></p> <p>Code enforcement opened 395 cases during FY 15-16. Many of these cases are resolved without progressing to the citation level, and for the FY 108 administrative citations were issued. When a case is opened, a notice of correction is issued with correction required within 10 days. A field inspection is conducted and a notice of violation is issued if the issue has not been corrected. After 10 days an administrative citation is issued if still not corrected. Citations continued to be issued until corrected. In April, code enforcement implemented a rotational inspection schedule. The City is sectioned into 7 zones, with each zone inspected over the course of two weeks.</p> <p>Streamlining the code enforcement process, establishing efficiencies and instituting a comprehensive fine collection system will occur in FY 16-17. Staff will evaluate the proactive v. reactive enforcement, with proactive enforcement focusing on quality of life and health/safety issues, and establish procedures for each. Our method of collecting administrative citations will be outsourced to ensure that all fines are collected, and that the administrative costs associated with collections are also recouped. The bail schedule for administrative citations and parking enforcement has not been updated in several years and the schedule needs to be evaluated to ensure proper cost recovery.</p> <p>Additionally, also informing our community of code regulations, and generally what makes good neighbors and neighborhoods would be helpful.</p>	
FUNDING SOURCE(S)	
<p>Staff is recommending that the City Council Use the General Fund and CDBG funds. Code enforcement staffing is funding by the General Fund, and enhanced code enforcement is funded by CDBG.</p>	
MAJOR MILESTONE(S):	
<p>Staff will return:</p> <ol style="list-style-type: none"> <li>1) Staff will outsource collection of administrative fines, in three phases. By September 30, 2016, the first phase, consisting of collection of quality of life and health/safety citations, will be implemented. Phase 2 and 3, will be implemented by December 30, 2016, and March 30, 2017, respectively.</li> <li>2) By January 30, 2017, a comprehensive evaluation will be completed; and streamlined procedures established, which includes field work rotation schedule, proactive and reactive case processing and procedures, will be instituted b March 30, 2017.</li> <li>3) Staff will evaluate fine amounts and return to City Council by December 30, 2016, with recommended changes, and based on Council direction return by March 30, 2017, with appropriate resolutions/ordinances for adoption.</li> <li>4) Staff will return with the creation of a “good neighbor” guide by January 30, 2017.</li> <li>5)</li> </ol>	
<p>PROJECT MANAGER: Name Sandra Molina</p>	<p>Phone: #909-824-6621 ext 225 Email smolina@grandterrace-ca.gov</p>



2016/17 Project Sheet FINANCE	Program Value: \$28,568,000
PROJECT: Last and Final ROP's	Project Allocation: Annual - \$1,785,500
<p>PROJECT DESCRIPTION:</p> <p><b><u>Successor Agency (S/A) Last &amp; Final Recognized Obligation Payment Schedule (ROPS)</u></b></p> <p>Since redevelopment dissolution, California municipal agencies that have elected to act as Successor Agency to their former redevelopment agencies have been requesting and receiving property tax receipts to pay for their redevelopment obligations through the Recognized Obligation Payment Schedule (ROPS) process.</p> <p>On September 22, 2015, SB107 revised parameters regarding the submission of ROPS schedules and added authority for successor agencies to submit a Last and Final ROPS commencing January 1, 2016. The requirements for submission of a Last &amp; Final ROPS include the following:</p> <ol style="list-style-type: none"> <li>1. Received a "Finding of Completion" from the Department of Finance (DOF); the Grand Terrace Successor Agency received its Finding of Completion on May 9, 2013;</li> <li>2. The successor agency's remaining debt is limited to administrative cost and enforceable obligations with defined payment schedules;</li> <li>3. All remaining obligations have been previously listed on a ROPS schedule and approved for payment by the DOF;</li> <li>4. The successor agency is not a party to pending litigation, except as specified in subdivision (a)(3) of Health and Safety Code section 34191.6;</li> <li>5. The Last &amp; Final ROPS identifies each enforceable obligation on which payments will be required to be made by the Successor Agency from the day of approval to the DOF until its termination;</li> </ol> <p>The Grand Terrace Successor Agency has met all the above requirements. Submittal of a Last &amp; Final ROPS allows the Agency to:</p> <ol style="list-style-type: none"> <li>1. Streamline the agency dissolution process;</li> <li>2. One ROPS template is used to schedule payments for enforceable obligations over the remaining life of an agency;</li> <li>3. Have the Ability to complete one ROPS and be done with most of the RDA wind down process;</li> <li>4. Reduce workload for the Agency, DOF, and the County Auditor-Controller; and</li> <li>5. Allow an increased spending amount of the Agency's 2011 Bond Proceeds based upon the date of issuance.</li> </ol>	
FUNDING SOURCE(S)	
Staff is recommending that the Successor Agency authorize the completion of the Last and Final ROPS to allow access/use of the Agency's 2011 Bond Proceeds in conformance with the Redevelopment Plan.	
<p>MAJOR MILESTONE(S):</p> <p>Staff will prepare a Last and Final ROPS for the Successor Agency's review and approval;  Upon approval by the Agency' staff will submit to the Agency's oversight Board for their review and approval;  After approval by the Agency's Oversight Board, staff will submit the Last &amp; Final ROPS to the Department of Finance (DOF) for their approval;  Once approved by the DOF, staff will coordinate with the San Bernardino County Auditor-Controller for the bi-annual disbursement receipts for recognized obligation payments;  The Agency will no longer have to submit annual ROPS every year &amp; automatically receive ROPS receipts on a bi-annual basis.</p>	
PROJECT MANAGER: Name Cynthia A. Fortune	Phone: #909-824-6621 ext 216 Email cfortune@grandterrace-ca.gov



2016/17 Project Sheet FINANCE	Program Value: \$4,000,000
PROJECT: Acquisition of 4 Million Bond Funds	Project Allocation: \$4,000,000
<p>PROJECT DESCRIPTION:</p> <p><b><u>Use of the Successor Agency's 2011 Tax Allocation Bonds per Health &amp; Safety Code 34191.6</u></b></p> <p>On September 22, 2015, SB107 revised parameters regarding the submission of ROPS schedules and added authority for successor agencies to use their previous Redevelopment Agency bond proceeds as follows:</p> <ol style="list-style-type: none"> <li>1. Proceeds of bonds issued by RDAs prior to December 31, 2010 should be used as expeditiously as possible;</li> <li>2. For bonds issued between January 1, 2011 and June 30, 2011 (the Grand Terrace RDA bonds were issued on June 28, 2011); SB 107 allows:             <ol style="list-style-type: none"> <li>a) 5% be used upon receipt of a Finding of Completion; Grand Terrace Successor Agency received the Finding of Completion on May 3, 2013; and</li> <li>b) 15% with an approved Last and Final ROPS.</li> </ol> </li> </ol> <p>The Agency's bond proceeds total \$20,286,000. 20% of the issued bond proceeds (total of a &amp; b above) equals \$4,057,200.</p>	
<b>FUNDING SOURCE(S)</b>	
<p>Staff is recommending that the Successor Agency authorize the completion of the Last and Final ROPS to allow access/use of the Agency's 2011 Bond Proceeds in conformance SB107 and Health &amp; Safety Code 34191.6</p>	
<b>MAJOR MILESTONE(S):</b>	
<ol style="list-style-type: none"> <li>1. Staff will prepare a Last and Final ROPs for the Successor Agency's review and approval;</li> <li>2. Once approved by the Department of Finance (DOF), staff will prepare a project plan for the Successor Agency's review and approval in accordance with the redevelopment plan – which is the original intended use of the 2011 bond proceeds.</li> </ol>	
<p>PROJECT MANAGER: Name Cynthia A. Fortune</p>	<p>Phone: #909-824-6621 ext 216 Email cfortune@grandterrace-ca.gov</p>



2016/17 Project Sheet	Program Value: \$1,027,828.52
PROJECT: Child Care Services	Project Allocation \$1,027,828.52
<p>PROJECT DESCRIPTION:</p> <p><b><u>Child Care Services</u></b></p> <p>The City of Grand Terrace Child Care Services will be re-organized. Parents will sign contracts for services for a year.</p> <ul style="list-style-type: none"> <li>• Classes offered will need to meet a specific number of enrollees; if the class does not meet that specific requirement, it will only take place when there are the required enrollees.</li> <li>• The specific prerequisite for a class will be based on the required teacher to enrollee ratio. For example:             <ul style="list-style-type: none"> <li>➤ If a class requires 14 enrollees in order to meet the requirement for a single teacher but only 12 enroll, the class would not be established, until there is 14;</li> <li>➤ If a class requires 14 enrollees in order to meet the requirement for a single teacher but 16 enroll, only one class would be established. The other applicants will be put on a waiting list until such waiting list totals 14 to create a 2<sup>nd</sup> class;</li> <li>➤ If a class requires 14 enrollees in order to meet the requirement for a single teacher but 30 enroll, two classes would be established. The other applicants will be put on a waiting list until such waiting list totals 14 to create another class.</li> </ul> </li> </ul> <p>This approach will better align the Child Care Program with the needs of the Grand Terrace Community, as well as remove expenditures from classes that would not contribute to the Program's need to be self-sustaining.</p>	
FUNDING SOURCE(S)	
Self- sustaining (parent fee's)	
<p>MAJOR MILESTONE(S):</p> <ol style="list-style-type: none"> <li>1. The City of Grand Terrace Child Care Services will enter into contract with parents for one (1) year of services.</li> <li>2. Child Care Services estimates they will have 144 contracted children.</li> <li>3. The City of Grand Terrace Child Care Services will continue to cut/monitor expenses.</li> </ol>	
PROJECT MANAGER: Linda Phillips	Phone: # 909-783-0994 Email: <a href="mailto:lphillips@grandterrace-ca.gov">lphillips@grandterrace-ca.gov</a>

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2016/17 Project Sheet Sheriff	Program Value: \$30,000
PROJECT: ALPR Cameras	Project Allocation \$30,000
<p>PROJECT DESCRIPTION:</p> <p><b><u>ALPR Cameras</u></b></p> <p>Sheriff patrol cars are now equipped with Advanced License Plate Reader Cameras (ALPR). The cameras reads any license plate and runs it through local and state data base and provides the latest information on the vehicles, information could include whether the vehicle is stolen, owner has outstanding warrants and or tickets. The Sheriff would like to place two ALPR cameras within the City at a cost of approximately \$15,000 per lane. The City believes the ALPR cameras are proactive and will provide yet another tool for law enforcement to keep citizens safe within the community.</p> <p>The Cameras only reads license plates, the sheriff needs to place the Cameras in a location that bottlenecks traffic into one lane; this will allow them to read as many plates as possible.</p>	
<p>FUNDING SOURCE(S) included in the 2016/17 proposed budget</p> <p>Staff is recommending that the City Council Use Fund 17 Traffic Safety Fund revenues</p>	
<p>MAJOR MILESTONE(S):</p> <p>Staff will return:</p> <ol style="list-style-type: none"> <li>1. Installation of the ALPR camera before 2/1/2017</li> </ol>	
<p>PROJECT MANAGER:</p> <p>Name Lt. Wolfe</p>	<p>Phone: #909-884-0156</p> <p>Email dwolfe@sbcasd.org</p>

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2016/17 Project Sheet Fire Department	Program Value: \$3,000
PROJECT: First Aid Training	Project Allocation \$3,000
<p>PROJECT DESCRIPTION:</p> <p><b><u>First Aid Training</u></b></p> <p>During the course of our budget workshops many citizens were very receptive to the number of services the City provided and several citizens commented that they would like to have the Fire Department provide a first aide course for the citizens of Grand Terrace. Staff believes the course can be very helpful to residents within their home and also throughout the community.</p> <p>The Fire Department will be encourage to hold at minimum of two such courses either at the community room in city hall or at our local fire station.</p>	
<p>FUNDING SOURCE(S) Funding will come from City Managers operating budget 2016/17</p> <p>Staff is recommending that the City Council Use</p>	
<p>MAJOR MILESTONE(S):</p> <p>Staff will return:</p> <ol style="list-style-type: none"> <li>1. One first aide course taught before December 2016</li> <li>2. One first aide course taught before June 2017</li> </ol>	
<p>PROJECT MANAGER: Name Steve Lasiter</p>	<p>Phone: #909-855-4418 Email slasiter@sbcfire.org</p>

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