



CITY OF GRAND TERRACE

City Council

AGENDA • May 27, 2025

Council Chambers

Regular Meeting

6:00 PM

Grand Terrace Civic Center • 22795 Barton Road

COMMENTS FROM THE PUBLIC

The public is encouraged to address the City Council on any matter posted on the agenda or on any other matter within its jurisdiction. If you wish to address the City Council, please complete a Request to Speak card located at the front entrance and provide it to the City Clerk. Speakers will be called upon by the Mayor at the appropriate time and each person is allowed three (3) minutes speaking time.

The City wants you to know that you can also submit your comments by email to ccpubliccomment@grandterrace-ca.gov. To give the City Clerk adequate time to print out your comments for consideration at the meeting, please submit your written comments prior to 5:00 p.m.; or if you are unable to email, please call the City Clerk's Office at (909) 954-5207 by 5:00 p.m.

If you wish to have your comments read to the City Council during the appropriate Public Comment period, please indicate in the Subject Line "FOR PUBLIC COMMENT" and list the item number you wish to comment on. Comments that you want read to the City Council will be subject to the three (3) minute time limitation (approximately 350 words).

Pursuant to the provisions of the Brown Act, no action may be taken on a matter unless it is listed on the agenda, or unless certain emergency or special circumstances exist. The City Council may direct staff to investigate and/or schedule certain matters for consideration at a future City Council meeting.

PLEASE NOTE: Copies of staff reports and supporting documentation pertaining to each item on this agenda are available for public viewing and inspection at City Hall, 1st Floor Lobby Area and 2nd Floor Reception Area during regular business hours and on the City's website www.grandterrace-ca.gov. For further information regarding agenda items, please contact the office of the City Clerk at (909) 954-5207, or via e-mail at dalcocer@grandterrace-ca.gov.

Any documents provided to a majority of the City Council regarding any item on this agenda will be made available for public inspection in the City Clerk's office at City Hall located at 22795 Barton Road during normal business hours. In addition, such documents will be posted on the City's website at www.grandterrace-ca.gov.

AMERICANS WITH DISABILITIES ACT

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the City Clerk's Office, (909) 954-5207 at least 48 hours prior to the advertised starting time of the meeting. This will enable the City to make reasonable arrangements to ensure accessibility to this meeting. Later requests will be accommodated to the extent feasible [28 CFR 34.102.104 ADA Title II].

Call to Order

Invocation

Pledge of Allegiance

AB 2449 Disclosures

Remote participation by a member of the legislative body for just cause or emergency circumstances.

Roll Call

A. REORDERING OF, ADDITIONS TO, OR REMOVAL OF ITEMS FROM THE AGENDA

B. PUBLIC COMMENT

This is the opportunity for members of the public to comment on any items not appearing on the regular agenda. Because of restrictions contained in California Law, the City Council may not discuss or act on any item not on the agenda, but may briefly respond to statements made or ask a question for clarification. The Mayor may also request a brief response from staff to questions raised during public comment or may request a matter be agendaized for a future meeting.

C. SPECIAL PRESENTATIONS - NONE

D. CONSENT CALENDAR

The following Consent Calendar items are expected to be routine and noncontroversial. They will be acted upon by the City Council at one time without discussion. Any Council Member, Staff Member, or Citizen may request removal of an item from the Consent calendar for discussion.

- 1) Waive Full Reading of Ordinances on Agenda

DEPARTMENT: City Clerk

- 2) Approval of Minutes - Special Meeting Workshop - May 13, 2025
Approval of Minutes - Regular Meeting - May 13, 2025

DEPARTMENT: City Clerk

- 3) Amendment No. 2 to Hirsch & Associates to Amended and Restated Agreement

DEPARTMENT: Public Works

- 4) Award of Agreement for Street Sweeping Services

DEPARTMENT: Public Works

- 5) Historical & Cultural Activities Committee Member Resignations and Authorization to Post Notice of Vacancies

DEPARTMENT: City Clerk

- 6) Second Reading to Form Community Facilities District No. 2025-1 (Public Maintenance Services)

RECOMMENDATION:

- 1. Adopt Resolution No. 2025-XX, forming Community Facilities District (CFD) No. 2025-1.**

DEPARTMENT: Public Works

- 7) SB 1 Project List Adoption for FY 2025–26

DEPARTMENT: Public Works

E. PUBLIC HEARINGS

- 8) Update Facility Use Fees

RECOMMENDATION:

- 1. Hold a public hearing on the proposed revision of the Facility Use Fees as part of the Facility Use Agreement.**
- 2. Approve the revised Facility Use Fees, as outlined in the proposed Facility Use Fee schedule.**

DEPARTMENT: Public Works

F. UNFINISHED BUSINESS - NONE

G. NEW BUSINESS

- 9) Adoption of the FY2025-26 Proposed Budget

RECOMMENDATION: Adopt a RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GRAND TERRACE, CALIFORNIA, ADOPTING THE ANNUAL BUDGET FOR FISCAL YEAR 2025-26.

DEPARTMENT: Finance

H. FUTURE AGENDA ITEMS

At this time, the City Council may propose items for discussion and/or action at a future duly agendized City Council meeting. A consensus of a majority of the quorum is required to place an item on a future agenda.

I. CITY COUNCIL COMMUNICATIONS

Council Member Matt Brown
Council Member Jeff Allen
Council Member Doug Wilson
Mayor Pro Tem Michelle Sabino
Mayor Bill Hussey

J. CITY MANAGER COMMUNICATIONS

K. CLOSED SESSION - NONE

L. ADJOURN

The next Regular City Council Meeting will be held on June 10, 2025, at 6:00 PM. Any request to have an item placed on a future agenda must be made in writing and submitted to the City Clerk's office.



CITY OF GRAND TERRACE

City Council

MINUTES • May 13, 2025

Council Chambers

Special Meeting Workshop

4:00 PM

Grand Terrace Civic Center • 22795 Barton Road

CALL TO ORDER

Mayor Bill Hussey convened the Special Meeting Workshop for Tuesday, May 13, 2025, at 4:00 p.m.

Roll Call

Present:	Mayor Bill Hussey Mayor Pro Tem Michelle Sabino Council Member Doug Wilson Council Member Jeff Allen Council Member Matt Brown
Absent:	

A. PUBLIC COMMENT

None.

B. NEW BUSINESS

1) Budget Workshop FY 2025-2026

Konrad Bolowich, City Manager, invited the following members of staff to give a presentation of each department's highlights, accomplishments and goals for FY 2024-25 and FY 2025-26:

Konrad Bolowich, City Manager Presented Annual Stats on behalf of Code Enforcement
Vickie Thompson, Senior Center & Senior Transportation
Shanita Tillman, Public Works
Rigo Morales provided a [PowerPoint](#) Presentation on behalf of Public Works Maintenance.
Assistant Chief Gary Jager, San Bernardino County Fire Protection District.
Sergeant Mark Addy, San Bernardino County Sheriff's Department provided a [PowerPoint](#) presentation.
Luis Gardea, Building & Safety
Michelle Fuentes, Human Resources & Risk Management
Daysi Alcocer, City Clerk
Gabriel Arguelles, Assistant Planner
Judith Garcia, Management Analyst

The [PowerPoint](#) presentation of Christine Clayton, Finance Director was continued to the Regular Meeting of the City Council for Tuesday, May 13, 2025, at 5:58 p.m. and ended at 6:05 p.m.

RECIEVE & FILE

C. ADJOURN

Mayor Hussey, adjourned the Special Meeting Workshop at 6:05 p.m. The next Regular City Council Meeting will be held on May 13, 2025, at 6:00 PM.

Bill Hussey, Mayor

Daysi Alcocer, City Clerk



CITY OF GRAND TERRACE

City Council

MINUTES • May 13, 2025

Council Chambers

Regular Meeting

6:00 PM

Grand Terrace Civic Center • 22795 Barton Road

Call to Order

Mayor Bill Hussey convened the regular Meeting of the City Council for Tuesday, May 13, 2025, at 6:07 p.m.

Invocation

The Invocation was given by Pastor Jason Olvera from Living Word Inland Empire Church.

Pledge of Allegiance

The Pledge of Allegiance was led by Mayor Hussey.

AB 2449 Disclosures

None.

Roll Call

Present:	Mayor Bill Hussey Mayor Pro Tem Michelle Sabino Council Member Doug Wilson Council Member Jeff Allen Council Member Matt Brown
Absent:	

A. REORDERING OF, ADDITIONS TO, OR REMOVAL OF ITEMS FROM THE AGENDA

None.

B. PUBLIC COMMENT

Shad Boal, Grand Terrace Resident, invited the City Council and members of the public to participate in the Memorial Day Service taking place on May 26, 2025, at 11am at Freedom Park and a light show at his home.

Toni Roslaes, Field Representative for Assemblywoman Leticia Castillo, provided a legislative update and announced that their office will have an informational booth at the Blue Mountain Festival on May 17, 2025.

Bobbie Forbes, Grand Terrace Resident, is thankful for the recent paving done on Mt. Vernon Ave. would like an update on what will happen to the location of TSG as well as JC Wallace as she has not heard of any updates, and has concerns about commercial trucks parking on Canal St. Ms. Forbes also commented on the relocation of the speedometer near Grand Terrace Road and Barton Road. She was happy to see that it had been moved to a better location.

Konrad Bolowich, City Manager, responded to Ms. Forbes' concerns stating that residents are doing right by calling the sheriff's after-hours office when it comes to commercial truck parking.

C. SPECIAL PRESENTATIONS

None.

D. CONSENT CALENDAR

NO PUBLIC COMMENT

Council Member Jeff Allen motioned with a second by Council Member Matt Brown to approve items # 1-2,6,7,9,11-14,16-18, 21, and 22 from the Consent Calendar.

Before the vote, Adrian Guerra, City Attorney, read by title only, waive further reading, Adoption of an Ordinance of the City Council of the City of Grand Terrace Amending the Grand Terrace Municipal Code; Chapter 5.06 (Home Occupation Permits); Chapter 5.40 (Garage Sales); Chapter 5.42 (Integrated Waste Management); Chapter 5.48 (Massage Parlors and Massage Technicians); Chapter 8.108 (Noise); Chapter 8.112 (Fireworks); Chapter 9.05 (Vending on City Sidewalks); Chapter 10.16 (Storage of Vehicles – Intersection Obstruction); Chapter 12.32 (Conduct on Public Property – Parks); Chapter 12.56 (Wireless Telecommunications Facilities in the Public Right-Of-Way); Chapter 15.56 (Water Efficient Landscape); Chapter 18.10 (Residential Districts); Chapter 18.53 (AG Agricultural Overlay District); Chapter 18.56 (AG-2 Agricultural 2 Overlay District); Chapter 18.64 (Objective Design Standards); Chapter 18.80 (Signs); and Chapter 18.82 (Standards for Specified Land Uses and Activities)

RESULT:	APPROVED 5 TO 0
MOVER:	Council Member Allen
SECONDER:	Council Member Brown
AYES:	Mayor Hussey, Mayor Pro Tem Sabino, Council Member Wilson, Council Member Allen, Council Member Brown
NAYS:	None

- 1) Waive Full Reading of Ordinances on Agenda
- 2) Approval of Minutes - Regular Meeting - April 8, 2025
- 3) Mayor authority to Sign LOS for Private Entities & Legislative Offices

Consent Item # 3 was pulled for discussion by Council Member Brown. Council Member Brown stated that the Resolution on Item # 3 does not state that a Council Member and/or Mayor may request a letter of support of opposition on urgent legislation that is outside a City Council Meeting.

Adrian Guerra, City Attorney, suggested including the following language to the proposed resolution: "In instances of urgency legislation requiring a city response in less than 72 hours and where the City Council cannot otherwise convene, the City Manager (or Mayor) may sign a letter of support for the proposed legislation provided that it aligns with the City Council's stated goals and policies for the City."

Council Member Brown agreed to move the item with the additional language provided by the City Attorney, followed by a second by Mayor Hussey.

RESULT:	APPROVED 5 TO 0
MOVER:	Council Member Brown
SECONDER:	Mayor Hussey
AYES:	Mayor Hussey, Mayor Pro Tem Sabino, Council Member Wilson, Council Member Allen, Council Member Brown
NAYS:	None

- 4) Auditor's Annual Financial Report and Related Documents for the Fiscal Year Ended June 30, 2024

Consent Item # 4 was pulled for discussion by Council Member Doug Wilson.

RECIEVE & FILE

- 5) Housing Successor Agency Annual Financial Report for the Year Ended June 30, 2024

Consent Item # 5 was pulled for discussion by Council Member Doug Wilson.

RECIEVE & FILE

- 6) Measure I Fund Annual Financial & Compliance Report for the Year Ended June 30, 2024
- 7) Approval of the March-2025 Check Register in the Amount of \$559,751.44

Mayor Hussey recused himself on Item #7 for check number 82286.

- 8) Thirty-Second Amendment to Law Enforcement Services Contract No. 94-797 with the County of San Bernardino to Provide Law Enforcement Services for Fiscal Year 2025-2026 to the City of Grand Terrace

Consent Item # 8 was pulled for discussion by Council Member Doug Wilson. Council Member Wilson emphasized on the need for traffic control.

RESULT:	APPROVED 5 TO 0
MOVER:	Council Member Wilson
SECONDER:	Council Member Allen
AYES:	Mayor Hussey, Mayor Pro Tem Sabino, Council Member Wilson, Council Member Allen, Council Member Brown
NAYS:	None

- 9) Award Contracts for CIP 2025-26

- 10) Amendment No. 2 to Hirsch & Associates to Amended and Restated Agreement

Council Member Brown pulled this item for discussion. It was recommended that a robust community outreach plan be implemented. No action was taken, direction was provided to staff and this item will be brought back at the next regular city council meeting.

- 11) Award Contract for NPDES Support Services

- 12) Professional Services Agreement Amendment No. 1 Between the City of Grand Terrace and Lance, Soll & Lunghard, LLP for Financial Auditing Services

- 13) Professional Services Agreement Amendment No. 1 Between the City of Grand Terrace and HDL Companies for Business License Auditing and Administration Services

- 14) Amendment No. 2 to Agreement with EZ Sunnyday for Citywide Landscape Services

- 15) Amendment No. 1 to Superior Building Maintenance Contract for Facility Janitorial Services

Council Member Brown pulled this item for discussion. Council Member Brown's concerns regarding janitorial services for the senior center being limited to two times a week were addressed.

RESULT:	APPROVED 5 TO 0
MOVER:	Council Member Brown
SECONDER:	Mayor Pro Tem Sabino
AYES:	Mayor Hussey, Mayor Pro Tem Sabino, Council Member Wilson, Council Member Allen, Council Member Brown
NAYS:	None

- 16) Award Contract to Athletic Field Specialist for Richard Rollins Field Maintenance
- 17) 2025-2026 Landscape & Lighting Assessment District 89-1 Public Hearing Intent
- 18) 2025-2026 Trash and Sewer Special Assessments: Intent to Levy and Schedule Public Hearing
- 19) Intent to Update Facility Use Fees
- 20) Approval of a Public Convenience or Necessity for an Off-Sale General (Type 21) Alcoholic Beverage Retail License issued by the California Department of Alcoholic Beverage Control (ABC) for the Applicant, Mr. Ghatas Roumah, for their business the Grand Terrace Market located at 12490 Michigan Avenue, Grand Terrace, CA 92313 (APN 116718111)

Mayor Pro Tem Michelle Sabino pulled this item for discussion. Mayor Pro Tem Sabino's concerns are with regard to the proposed market requesting to sell alcohol in the center of a neighborhood.

RESULT:	APPROVED 4 TO 0
MOVER:	Council Member Allen
SECONDER:	Council Member Wilson
AYES:	Mayor Hussey, Council Member Wilson, Council Member Allen, Council Member Brown
ABSTAIN:	Mayor Pro Tem Michelle Sabino
NAYS:	None

21) Zoning Code Amendment (ZCA) 24-04: Second Reading and Adoption of an Ordinance Amending the Grand Terrace Municipal Code Chapter 5.06 (Home Occupation Permits); Chapter 5.40 (Garage Sales); Chapter 5.42 (Integrated Waste Management); Chapter 5.48 (Massage Parlors and Massage Technicians); Chapter 8.108 (Noise); Chapter 8.112 (Fireworks); Chapter 9.05 (Vending on City Sidewalks); Chapter 10.16 (Storage of Vehicles – Intersection Obstruction); Chapter 12.32 (Conduct on Public Property – Parks); Chapter 12.56 (Wireless Telecommunications Facilities in the Public Right-Of-Way); Chapter 15.56 (Water Efficient Landscape); Chapter 18.10 (Residential Districts); Chapter 18.53 (AG Agricultural Overlay District); Chapter 18.56 (AG-2 Agricultural 2 Overlay District); Chapter 18.64 (Objective Design Standards); Chapter 18.80 (Signs); and Chapter 18.82 (Standards for Specified Land Uses and Activities), and a Determination That ZCA 24-04 is Exempt From CEQA Pursuant to CEQA Guidelines Section §15061(b)(3) – Common Sense Exemption.)

22) Authorization to Install Security Gates at City Hall and Public Parks

E. PUBLIC HEARINGS

23) Public Hearing to Form Community Facilities District No. 2025-1 (Public Maintenance Services)

Susana Hernandez, Senior Project Manager with Willdan, provided the [PowerPoint](#) presentation for this item.

Mayor Hussey opened the public hearing at 7:35 p.m.

PUBLIC COMMENT

Bobbie Forbes, Grand Terrace Resident, expressed her concerns with this item as she did not understand what the item was entirely about.

Mayor Hussey closed the public hearing at 7:38 p.m.

Before the vote, Adrian Guerra, City Attorney, read by title only, waive further reading, First Reading and introduction of an Ordinance of the City Council of the City of Grand Terrace California levying special taxes within Grand Terrace, Community Facilities District No. 2025-1 (Public Maintenance Services) to finance certain services with the deletion of the fourth recital in the Ordinance.

RESULT:	APPROVED 5 TO 0
MOVER:	Council Member Allen
SECONDER:	Mayor Hussey
AYES:	Mayor Hussey, Mayor Pro Tem Sabino, Council Member Wilson, Council Member Allen, Council Member Brown
ABSTAIN:	None
NAYS:	None

F. UNFINISHED BUSINESS

None.

G. NEW BUSINESS

- 24) Introduction and First Reading by Title Only, with Further Reading Waived an Ordinance Amending Section 8.112.180 (Establishment of A No Fireworks Safety Zone) of Title 8 (Health and Safety) of the Grand Terrace Municipal Code

Adrian Guerra, City Attorney to read, by title only, waive reading of, and introduce, AN ORDINANCE AMENDING SECTION 8.112.180 (ESTABLISHMENT OF A NO FIREWORKS SAFETY ZONE) OF TITLE 8 (HEALTH AND SAFETY) OF THE GRAND TERRACE MUNICIPAL CODE

RESULT:	APPROVED 4 TO 0
MOVER:	Council Member Allen
SECONDER:	Mayor Hussey
AYES:	Mayor Hussey, Mayor Pro Tem Sabino, Council Member Allen, Council Member Brown
ABSTAIN:	Council Member Doug Wilson
NAYS:	None

H. FUTURE AGENDA ITEMS

None.

I. CITY COUNCIL COMMUNICATIONS

Council Member Matt Brown reported on the following:

Nothing to Report.

Council Member Jeff Allen reported on the following:

- Attended the City County Conference in Lake Arrowhead on May 8, 2025
- Listened to Mayor Dawson from Riverside speak at the Sea Sac Conference

Council Member Doug Wilson reported on the following:

- Attended the City County Conference in Lake Arrowhead on May 8, 2025
- Attended

Mayor Pro Tem Michelle Sabino reported on the following:

- Attended the City Leaders Summit in Sacramento on April 23-25, 2025

- Attended the Town Hall Meeting with Senator Rosilicie Ochoa Bogh on May 1, 2025, in the Council Chambers

Mayor Bill Hussey reported on the following:

- Attended the City Leaders Summit in Sacramento on April 23-25, 2025
- Attended the 41st Annual Art Show on May 3, 2025, in the Community Room

J. CITY MANAGER COMMUNICATIONS

Konrad Bolowich, City Manager, announced the following:

- Announced the Blue Mountain Festival will take place on May 17, 2025, at Richard Rollins Park
- Encouraged the public to visit the City Website "Just the Facts"
- Announced a community calendar on the City Website that can be utilized by the public with City Staff Approval
- Asked that the City Council meeting be closed in memory of San Bernardino County Fire Department firefighter paramedic, Ryan Spandrio

Fire Department Communications

- Announced that the memorial services for San Bernardino County Fire Department firefighter paramedic, Ryan Spandrio will take place on May 16, 2025, in Chino, California.

Sheriff Department Communications

Nothing to Report.

K. CLOSED SESSION

RECESS TO CLOSED SESSION

Mayor Hussey recessed the regular meeting of the City Council to closed session at 8:04 p.m.

CLOSED SESSION

1. CONFERENCE WITH REAL PROPERTY NEGOTIATOR – GOVERNMENT CODE SECTION 54956.8 Property: Palm & Barton Rd., 22795 Barton Rd., Grand Terrace, CA 92313, APN 0276-202-47 Property Negotiators: Anthony & Angeline Petta Trust Agency Negotiators: Konrad Bolowich, City Manager, and Adrian Guerra, City Attorney Under Negotiation: Price and Terms of Payment

2. CONFERENCE WITH REAL PROPERTY NEGOTIATOR – GOVERNMENT CODE SECTION 54956.8 Property: Palm & Barton Rd., 22795 Barton Rd., Grand Terrace, CA 92313, APN 0276-202-61 Property Negotiators: Anthony & Angeline Petta Trust Agency Negotiators: Konrad Bolowich, City Manager, and Adrian Guerra, City Attorney Under Negotiation: Price and Terms of Payment

3. CONFERENCE WITH REAL PROPERTY NEGOTIATOR – GOVERNMENT CODE SECTION 54956.8 Property: Palm & Barton Rd., 22757 Barton Rd., Grand Terrace, CA 92313, APN 0276-202-31 Property Negotiators: Anthony & Angeline Petta Trust Agency Negotiators: Konrad Bolowich, City Manager, and Adrian Guerra, City Attorney Under Negotiation: Price and Terms of Payment

RECONVENE TO OPEN SESSION

Mayor Hussey reconvened the regular meeting of the City Council from closed session at 8:18 p.m.

REPORT OUT OF CLOSED SESSION

Adrian Guerra, City Attorney, announced that there were three (3) closed session items under the heading "Conference with Real Property Negotiator" for two properties at 22795 and one at 22757 Barton Road. An update was provided by the City Manager; discussion was had and direction provided to the City Manager and no reportable action was taken.

L. ADJOURN

Mayor Hussey adjourned the Regular Meeting of the City Council at 8:21 p.m. in honor of San Bernardino County Fire Department firefighter paramedic, Ryan Spandrio, who lost his life on April 15, 2025. The next Regular City Council Meeting will be held on Tuesday, May 27, 2025, at 6:00 p.m.

Bill Hussey, Mayor

Daysi Alcocer, City Clerk



AGENDA REPORT

MEETING DATE: May 27, 2025

TITLE: Amendment No. 2 to Hirsch & Associates to Amended and Restated Agreement

PRESENTED BY: Shanita Tillman, Sr. Management Analyst

RECOMMENDATION:

1. Approve Amendment No. 2 with Hirsch & Associates for an additional \$141,440 to continue planning and construction support services for the completion of the Blue Mountain Trail Project, with a term ending June 30, 2028.
2. Direct the City Manager to execute the agreement, subject to approval as to form by the City Attorney.

2030 VISION STATEMENT:

This item supports Goal #4 - Develop and Implement Successful Partnerships through the design and planning of the Blue Mountain Trail and Trailhead.

BACKGROUND:

The City owns a 20-acre parcel at the northeast corner of Van Buren Avenue and Observation Drive designated for public use and intended for development as a public trail. To support this vision, the City was awarded a \$1,274,000 grant from the California Natural Resources Agency (CNRA) for the acquisition of land to develop a trail and trailhead. The trail will provide legal public access to Blue Mountain, which is currently only accessible during the City's annual Blue Mountain Hike.

To initiate community involvement at the start of the project in 2018/2019, the City implemented various outreach methods. Notifications were issued through City Council meeting presentations, website postings, and flyers distributed via city programs and community-based partners, including Friends of the Blue Mountain and the Sierra Club. Additionally, social media platforms, such as Facebook, were used to reach a broader audience regarding opportunities for input. To gather feedback, the City conducted both online and hard copy surveys, in addition to hosting community meetings where residents could provide their input via interest cards collected at these events.

Progress on the project was delayed due to the COVID-19 pandemic, which impacted communication and coordination with property owners.

On May 26, 2021, Hirsch & Associates provided an update to the City. At that time, two trail route options were being evaluated—one north and one south of the existing water tower. The southern route raised concerns due to proximity to the water company's access road, while the northern route raised concerns among local residents regarding trail proximity to homes. The City also explored an alternate site off Palm Avenue; however, the property owner has since declined the City's request, as

they intend to pursue residential development.

To keep the project moving forward, certain elements have been scaled back. As of now, the City has expended \$130,403.08 under the existing agreement.

DISCUSSION:

Although the CNRA grant was initially awarded solely for land acquisition, the agency has since authorized the use of remaining funds for the design and construction of the Blue Mountain Nature Trail. The City is proceeding with the acquisition of three parcels and plans to use the remaining grant funds to complete design and planning through Hirsch & Associates.

The original scope of the Request for Proposals (RFP) included construction support services; however, this component was removed in a prior amendment. Staff now recommends reinstating construction support services to ensure proper oversight during implementation.

Amendment No. 2 will increase the contract by \$141,440, bringing the total contract amount to \$271,843.08 and extending the term through June 30, 2028.

In response to City Council's May 13, 2025 request for increased community engagement prior to developing bid-ready plans, City staff has launched additional outreach efforts. Staff distributed a survey at the Blue Mountain Festival and mailed notices to all residents within 500 feet of the trailhead site. The City will revisit and refine the conceptual plans based on this new community input. Feedback gathered through this process will guide the development of the final plans, which the consultant will present to City Council for review and approval. A total of 38 surveys were collected during the festival, and the survey will remain open through May 31.

Under CNRA grant terms, the project must be completed by March 2029.

ENVIRONMENTAL IMPACT:

The proposed action is exempt from the California Environmental Quality Act (CEQA) pursuant to Section 15301 (Existing Facilities) and will not have a significant effect on the environment.

FISCAL IMPACT:

The cost of Amendment No. 2 is \$141,440 and will be charged to Account No. 49-473-700-000. Sufficient funds are available in the CNRA grant to cover this expense. All previously expended funds and those under this amendment will be reimbursed through the grant but will reduce the total amount available for construction.

**AMENDMENT NO. 2
TO THE AMENDED AND RESTATED AGREEMENT FOR CONTRACT SERVICES
BETWEEN THE CITY OF GRAND TERRACE AND HIRSCH & ASSOCIATES, INC**

This AMENDMENT NO. 2 TO THE AMENDED AND RESTATED AGREEMENT FOR CONTRACT SERVICES BETWEEN THE CITY OF GRAND TERRACE AND HIRSCH & ASSOCIATES, INC (“Amendment No. 2”) by and between the **CITY OF GRAND TERRACE** (“City”) and **HIRSCH & ASSOCIATES, INC**, a California corporation (“Consultant”) is effective as of the _____ day of _____, 2025.

RECITALS

A. In 2019, City sought, by issuance of a Request for Proposals or Invitation for Bids, the performance of the services defined and described particularly in Article 1 of this Agreement.

B. Consultant, following submission of a proposal or bid for the performance of the services defined and described particularly in Article 1 of this Agreement, was selected by the City to perform those services.

C. Pursuant to the City of Grand Terrace Municipal Code, City entered into that certain agreement with Consultant for the services design, engineering, and construction management of the Blue Mountain Trailhead and Trail Project (“Project”), defined and described particularly in Article 1 of such agreement and dated February 12, 2019, in the amount of \$145,510.00 (“Original Agreement”).

D. Though certain services under the Original Agreement were commenced and completed by Consultant, the COVID-19 pandemic of 2020 and subsequent pandemic measures (such as social distancing and limitations on meetings in groups greater than 10) has delayed the completion of services in the Original Agreement.

E. Thereafter, on February 9, 2021, City and Consultant entered into an Amended and Restated Agreement for Contract Services (“Agreement”) with Consultant to amend and restate the Original Agreement in its entirety and allow the City to utilize the Consultant to complete the services in the Original Agreement.

F. On July 26, 2022, City and Consultant entered into Amendment No. 1 to the Agreement (“Amendment No. 1”) to increase the total compensation under the Agreement by \$72,876.00, amend the Scope of Services to include certain services relating to the study of the “Sigdestad property” (Assessor’s Parcel No. 1178-061-01-0000) with an additional compensation increase of \$39,995.00, and further increase the total compensation under the Agreement by \$112,971.00, bringing the total to \$258,381.00.

G. On June 30, 2024, the term of the Agreement expired pursuant to Amendment No. 1, and work on the Project stalled. It is in the City’s best interest to continue utilizing Consultant to complete the services of the Agreement, as Consultant has substantial knowledge and information invested in the Project. Sourcing a new consultant would likely increase City costs and would hinder the progress of the Project due to the time and resources required to bring on a new Consultant.

H. Based on the forgoing, the City wishes to restart and amend the Agreement with the Consultant to proceed and complete the services to phase the Project and allow for future extensions of the trail to be constructed as funding becomes available.

I. City has expended to Consultant a total of \$130,403.08 of the Contract Sum over the course of the Project to date. The Consultant has agreed to complete the services under this Amendment No. 2, pursuant to a revised scope of work dated January 17, 2025, for an additional \$141,440.00, bringing the total Contract Sum to \$271,843.08.

J. The City and Consultant now further desire to enter into this Amendment No. 2 to allow the City to utilize the Consultant to complete the services as provided herein, implementing the previous work and study for trail location access up the slope in this final design phase, and to extend the term of the Agreements such that it will expire on June 30, 2028.

TERMS

1. Contract Amendments. The Agreement is amended as provided herein:

1.1 Section 2.1(a) is hereby amended as follows:

“Subject to any limitation set forth in this Agreement, City agrees to pay Consultant the amounts specified in the “Schedule of Compensation” attached hereto as Exhibit “C” and incorporated herein by this reference. The total compensation, including reimbursement for actual expenses, under the Original Agreement and this Agreement, **inclusive of its Amendments**, shall not exceed **\$271,843.08** (the “Contract Sum”), unless additional compensation is approved pursuant to Section 1.8.”

1.2 Section 2.1(b) is hereby amended as follows:

“The Consultant acknowledges and agrees that the City has compensated Consultant in the amount of \$127,393.00 pursuant to the Original Agreement for the tasks marked as “**(COMPLETE)**” as shown in Exhibit “A”. Consultant agrees that Consultant shall only be compensated for the completion of tasks marked as “**(INCOMPLETE)**” as provided in Exhibit “A”, but in no event shall compensation exceed \$141,440.00 for tasks marked as “**(INCOMPLETE)**” as set forth above.”

1.3 Exhibit “A” is hereby amended and replaced in its entirety with Exhibit “A”, attached hereto.

1.4 Section V of Exhibit “C” shall be amended as follows:

“The total compensation for the Services under the Original Agreement and this Agreement shall not exceed \$271,843.08 as provided in Section 2.1 of this Agreement.”

1.5 Exhibit “C-1” is hereby amended and replaced in its entirety with Exhibit “C-1” attached hereto.

1.6 Section III of Exhibit “D” is hereby amended as follows:

“Unless earlier terminated in accordance with Article 7 of this Agreement, this Agreement shall continue in full force and effect from and after the Effective Date of this Agreement until June 30, 2028 (“Term”).”

2. Continuing Effect of Agreement. Except as amended by this Amendment No. 2, all provisions of the Agreement shall remain unchanged and in full force and effect. From and after the date of this Amendment No. 2, whenever the term “Agreement” appears in the Agreement, it shall mean the Agreement, as amended by Amendment No. 2.

3. Affirmation of Agreement; Warranty Re Absence of Defaults. City and Consultant each ratify and reaffirm each and every one of the respective rights and obligations arising under the Agreement. Each party represents and warrants to the other that there have been no written or oral modifications to the Agreement other than as provided herein. Each party represents and warrants to the other that the Agreement is currently an effective, valid, and binding obligation.

Consultant represents and warrants to City that, as of the date of this Amendment No. 2, City is not in default of any material term of the Agreement and that there have been no events that, with the passing of time or the giving of notice, or both, would constitute a material default under the Agreement.

City represents and warrants to Consultant that, as of the date of this Amendment No. 2, Consultant is not in default of any material term of the Agreement and that there have been no events that, with the passing of time or the giving of notice, or both, would constitute a material default under the Agreement.

4. Adequate Consideration. The parties hereto irrevocably stipulate and agree that they have each received adequate and independent consideration for the performance of the obligations they have undertaken pursuant to this Amendment No. 2.

5. Authority. The persons executing this Amendment No. 2 on behalf of the parties hereto warrant that (i) such party is duly organized and existing, (ii) they are duly authorized to execute and deliver this Amendment No. 2 on behalf of said party, (iii) by so executing this Amendment No. 2, such party is formally bound to the provisions of the Agreement, as amended and (iv) the entering into this Amendment No. 2 does not violate any provision of any other agreement to which said party is bound.

[SIGNATURES ON FOLLOWING PAGE]

IN WITNESS WHEREOF, the parties hereto have executed this Amendment No. ____ on the date and year first-above written.

CITY:

CITY OF GRAND TERRACE,
a municipal corporation

Konrad Bolowich, City Manager

ATTEST:

Daysi Alcocer, City Clerk

APPROVED AS TO FORM:

ALESHIRE & WYNDER, LLP

Adrian R. Guerra, City Attorney

CONSULTANT:

Hirsch & Associates, Inc,
a California corporation

By:_____

Name: Charles Foley
Title: President

Address: 2221 East Winston Road, Suite A
Anaheim, California, 92806

NOTE: CONSULTANT'S SIGNATURES SHALL BE DULY NOTARIZED, AND APPROPRIATE ATTESTATIONS SHALL BE INCLUDED AS MAY BE REQUIRED BY THE BYLAWS, ARTICLES OF INCORPORATION, OR OTHER RULES OR REGULATIONS APPLICABLE TO DEVELOPER'S BUSINESS ENTITY .

CALIFORNIA ALL-PURPOSE ACKNOWLEDGMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy or validity of that document.

STATE OF CALIFORNIA

COUNTY OF SAN BERNARDINO

On _____, 2025 before me, _____, personally appeared _____, proved to me on the basis of satisfactory evidence to be the person(s) whose names(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature: _____

OPTIONAL

Though the data below is not required by law, it may prove valuable to persons relying on the document and could prevent fraudulent reattachment of this form.

CAPACITY CLAIMED BY SIGNER

DESCRIPTION OF ATTACHED DOCUMENT

☐

INDIVIDUAL

☐

CORPORATE OFFICER

TITLE(S)

TITLE OR TYPE OF DOCUMENT

☐

PARTNER(S) ☐ LIMITED
☐ GENERAL

☐

ATTORNEY-IN-FACT

☐

TRUSTEE(S)

☐

GUARDIAN/CONSERVATOR

☐

OTHER _____

NUMBER OF PAGES

SIGNER IS REPRESENTING:
(NAME OF PERSON(S) OR ENTITY(IES))

DATE OF DOCUMENT

SIGNER(S) OTHER THAN NAMED
ABOVE

CALIFORNIA ALL-PURPOSE ACKNOWLEDGMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy or validity of that document.

STATE OF CALIFORNIA

COUNTY OF SAN BERNARDINO

On _____, 2025 before me, _____, personally appeared _____, proved to me on the basis of satisfactory evidence to be the person(s) whose names(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature: _____

OPTIONAL

Though the data below is not required by law, it may prove valuable to persons relying on the document and could prevent fraudulent reattachment of this form.

CAPACITY CLAIMED BY SIGNER

- ☐ INDIVIDUAL
☐ CORPORATE OFFICER

TITLE(S)
☐ PARTNER(S) ☐ LIMITED
☐ GENERAL
☐ ATTORNEY-IN-FACT
☐ TRUSTEE(S)
☐ GUARDIAN/CONSERVATOR
☐ OTHER _____

DESCRIPTION OF ATTACHED DOCUMENT

TITLE OR TYPE OF DOCUMENT

NUMBER OF PAGES

DATE OF DOCUMENT

SIGNER IS REPRESENTING:
(NAME OF PERSON(S) OR ENTITY(IES))

SIGNER(S) OTHER THAN NAMED
ABOVE

EXHIBIT “A”
SCOPE OF SERVICES

- I. Consultant has performed certain Tasks in this Exhibit “A” pursuant to the Original Agreement and Amendment No. 1; however, due to the delays, certain Tasks are incomplete. As provided below, Tasks that have been complete are marked as “(COMPLETE)” and Tasks that have not been completed are marked “(INCOMPLETE)”. For a Task marked “(INCOMPLETE)” and only has a certain percentage remaining, then the approximate remaining percentage incomplete will also be shown below.**

Consultant will perform the following Services:

SERVICES

- A. Consultant shall provide the following Services (detailed further in the phases provided below):**
- i. (INCOMPLETE)** Consultant shall provide design, engineering, and construction management services for the Blue Mountain Trailhead and Trail Project, which includes a new trailhead, parking lot, trail, and associated amenities. The project is located on City-owned property at the intersection of Observation Street and Van Buren Street.
 - ii. (COMPLETE)** Contractor shall perform all the necessary professional landscape architectural and engineering services in a timely and professional manner consistent with the standards of the profession.
 - iii. (INCOMPLETE)** Contractor shall provide overall Project management, Project scheduling and consult with all parties and team members throughout the entire length of the project.
 - iv. (COMPLETE)** Contractor shall also meet with City Staff, and others as directed to establish communications and formulate working relationships.
 - v. (INCOMPLETE)** Contractor shall participate in consultations and conferences with City Staff and other agencies having jurisdiction over the Project that may be necessary for the completion of the Project. Such consultations and conferences shall continue throughout the project duration. Communication will include a combination of email, telephone and in person meetings at City Hall and/or project site.
 - vi. (INCOMPLETE)** Contractor shall provide advice and assistance in determining the feasibility of the Project, analyze the type and quality of materials and construction methods to be selected, and other initial planning matters.

- vii. **(INCOMPLETE)** Contractor shall use its best judgment in determining the balance between the size, type and quality of construction to achieve a satisfactory solution to maintain the City's stated budget.

PHASE I

B. Task 1 - Administration

- i. **(INCOMPLETE)** This task includes the project management services including the requirements for meeting documentation, project schedules, progress reports, invoicing, and administration of Consultant work.
- ii. **(COMPLETE)** Consultant shall coordinate with the City to schedule a kickoff within 3 working days of the Task Order/Notice to proceed to review Project objectives and requirements, receive initial information from City/Utilities, establish the communication plan and protocols, baseline delivery schedule, and address other issues as necessary to ensure successful Project initiation.
- iii. **(INCOMPLETE)** Consultant Deliverables: Project Schedule, Progress Reports, Meeting Notes and invoices.
- iv. **(INCOMPLETE)** Consultant shall manage the Project tasks as provided in this Exhibit in order to complete the design work within the approved Project schedule milestone dates as provided in the Schedule of Performance.

C. Task 2 - Preliminary Design

- i. **(COMPLETE)** Consultant shall review existing data, such as as-builts, pertaining to the Project.
- ii. Survey – Consultant shall conduct a survey of the Project site as follows:
 - 1. **(COMPLETE)** AREA - This Project covers the Blue Mountain Trail site in Grand Terrace, California.
 - 2. **(COMPLETE)** GROUND CONTROL - Consultant will acquire the necessary aerial ground control. The horizontal control will be tied into the street monumentation. The vertical control will be based upon Mean Sea Level datum tied to local government benchmarks.

A total of seven (7) aerial control points will be required. See the attached imagery in **Exhibit "A-1"** for the control point layout.
 - 3. **(COMPLETE)** AERIAL PHOTOGRAPHY - The aerial photography will consist of one (1) flight line and four (4) exposures

at an approximate scale of 1"= 300'. The aerial photography will be flown with a precision aerial mapping camera using black and white film.

4. **(COMPLETE)** TOPOGRAPHIC MAPPING - The topographic mapping will be prepared at a scale of 1"= 40' showing a one (1) foot contour interval in the southwest corner of the site. The mapping for the remainder of the site will be delivered at 1"= 40' scale with a two (2) foot contour interval.

The aerial mapping will be field completed on the southwest portion of the site only, showing the utilities, sidewalks, street curb and gutters on both sides of Observation Street and the street centerline, fences, walls, trails, parking area and other planimetric details that are not visible on the aerial photography.

Delivery will include a digital black and white orthophoto in the form of a JPEG file suitable for viewing at a scale of 1"= 20'. The aerial mapping will meet or exceed National Map Accuracy Standards for a 1"= 40' scale map with a one (1) foot contour interval.

5. SURVEY DELIVERY ITEMS

(COMPLETE) Item 1: One (1) set of uncontrolled pdf files of the aerial photography scans.

(COMPLETE) Item 2: One (1) set of control data and field completion used on the Project.

(COMPLETE) Item 3: One (1) set of digital (AutoCAD) data of the above described DTM and mapping data

(INCOMPLETE) Item 4: One (1) black and white digital orthophoto in the form of a JPEG file. Consultant shall carry out the following tasks in creating such orthophoto:

- (i) **(COMPLETE)** Photo document existing conditions
- (ii) **(COMPLETE)** Conduct Site Analysis to identify opportunities and constraints of the Project site.
- (iii) **(COMPLETE)** Obtain and review preliminary utility information and prepare and send utility notifications to all utility companies known to operate within the Project area to identify the type and locations of utilities for the Project.

(iv) **(COMPLETE)** Develop provisions to accommodate existing and new utility facilities (e.g., maintained in place, removed, adjusted, abandoned, or installed).

(v) **(COMPLETE)** Effectively identify utilities locations and resolve conflicts on proposed plans to keep Project on schedule. Consultant shall prepare Utility Conflict Sheet to summarize conflict and resolution.

(vi) **(COMPLETE)** Notify responsible utility owner of necessary facility relocation or adjustment.

(vii) **(COMPLETE)** Ensure significant utility impacts shall be reflected in the Project schedule and coordinated to not conflict with the design work.

(viii) **(COMPLETE)** Prepare a Geotechnical Report as follows:

- Review soils, geologic data and maps
- Visit park site to observe existing conditions and Hand Auger and collect soil samples as well as perform infiltration test.
- Field engineer to log excavation and collect soil samples
- Laboratory testing of select soils samples for moisture density, sieve analysis, sand equivalents and corrosion potential (pH, resistivity, chlorides and water soluble sulfates).

(ix) **(COMPLETE)** Conduct first community presentation to introduce Project scope, schedule and process. Listen to concerns and comments the public has related to the Project. City provided design concepts as well as Google Earth images and site photos will be used to describe the Project.

(x) **(COMPLETE)** Prepare Conceptual Design plan utilizing the formal survey as the base sheet. The provided preliminary design shall be the basis of the conceptual design. Verify the preliminary plan horizontal and vertical control is achievable. Provide design alternates as needed to site the proposed required amenities is relationship with existing grades and ADA accessible code requirements.

- (xi) **(INCOMPLETE)** Obtain restroom design proposals from (3) manufacturers for review and comparison.
 - (xii) **(INCOMPLETE)** Obtain bridge design proposals from (2) manufacturers for review and comparison.
 - (xiii) **(INCOMPLETE)** Obtain manufacturer options for solar lighting, hydration station, fencing, tables and chairs, parking lot materials, trail materials, landscape plantings and irrigation equipment/materials.
 - (xiv) **(INCOMPLETE)** Prepare preliminary construction cost estimate.
 - (xv) **(INCOMPLETE)** Meet with City Staff to review design concept and estimate. Revise as needed based on input received.
 - (xvi) **(INCOMPLETE)** Provide design boards of concepts and amenities to present to the community at second meeting for review and comment. Include digital presentation of concepts and renderings.
 - (xvii) **(INCOMPLETE)** From input received, revise design concepts as necessary.
 - (xviii) **(INCOMPLETE)** Provide design boards of revised concepts to City Staff for review and comment.
 - (xvix) **(INCOMPLETE)** Prepare final design concepts and cost estimate intended to be presented to City Council.
 - (xx) **(INCOMPLETE)** Attend City Council Meeting to present the revised/selected concept/estimate to finalize aesthetic design choice and receive approval.
 - (xxi) **(INCOMPLETE)** Conduct a Soils/Geotechnical Report and Infiltration test
 - (xxii) **(INCOMPLETE)** Review existing Project site power plans and determine if existing power is available to power splash pad system.
- iii. **(INCOMPLETE)** Task 2.A - Consultant shall develop design alternates/concepts for a trail marker at the terminus of the upper trail located at the peak. Consultant shall work with City Staff, Community Members and Council to identify commonalities in interests for the feature.

Consultant shall prepare design exhibits featuring source images of inspiration, form features and scale. Such exhibits shall be combination of 2 dimensional plan and elevation views as well as 3D sketch up model.

- iv. **(COMPLETE)** Consultant Deliverables: Preliminary Design Concept Drawings and estimate (AutoCAD version compatible with City and PDF). Renderings of the design concept and amenities exhibit featuring photos of proposed materials (PowerPoint and Photoshop). Site Survey (AutoCAD version compatible with City and PDF). Preliminary Grading Plan (AutoCAD version compatible with City and PDF). Preliminary Wet/Dry Utility Plan (AutoCAD version compatible with City and PDF). Soils/Geotechnical and Infiltration Test Report. Supporting Documentation

D. (INCOMPLETE) Task 3 - Construction Documentation

Consultant shall develop and assemble Contract Construction Bid Documents ("Bid Documents") for advertisement and bidding the Project for construction consistent with applicable law and regulations, including local and California law and regulations. Plans shall depict all property/right-of-way lines and all existing improvements such as, but not limited to, curb and gutter, curb returns, cross gutters, sidewalk, access, and utilities as shown the existing topographic map. Any removals and possible relocations shall be shown on a demolition plan. The Bid Documents shall in include all necessary Civil, Landscaping and Structural (Solar Light Pole Footings only) Construction Plans and supporting documentation for a complete biddable set. Furthermore, Consultant shall provide Technical Specifications and Cost Estimates associated with the design plans. All Bid Documents shall be prepared and stamped by a California licensed Landscape Architect and Professional Engineer with the appropriate license per each disciplines of work. The design shall comply with all latest applicable codes, guidelines, and standards with respect to each design category (i.e. mechanical, plumbing, structural, civil, building, etc.). Plans shall be drawn at 1"=20' and include the following:

1. Title/Index Sheet;
2. Demolition/Protection Plan;
3. Erosion Control Plan;
4. Grading and Drainage Plans, Calculations, Details and Notes;
 - a. Include ADA cross-slopes and accessible routes where applicable.
5. Construction Plans, Details, Notes (Including Horizontal Control);

- a. Ensure trail surfacing materials and cross-sections are included.
6. WQMP – Water Quality Management Plan (SWPPP/NOI is excluded as not required, project site is less than 1 acre);
7. Wet Utility Plan, Details and Notes;
8. Photometric Plan;
9. Landscape Plan, Details and Notes;
10. Irrigation Plans, Calculations Details and Notes;
11. Technical Specifications – City shall prepare the boiler plate specifications; and
12. Amenities and Signage – Address in construction or landscape plans; and
 - a. Includes benches, trash receptacles, drinking fountains, trailhead kiosks, and signage. Details can be shown on site layout or landscape sheets.
13. Probable Construction Cost Estimates with back-up/support information on quantities and unit prices.
- ii. The Plan format, standard construction notes, and sheet borders shall be commensurate with City standards. Deliverables include:
 1. 50%, 90% Full Set Construction Set Drawings (AutoCAD version compatible with City and PDF);
 2. 50%, 90% Contract Technical Specifications (Word and PDF);
 3. 50%, 90% Engineers Estimate (Excel and PDF); and
 4. Supporting Design Documentation/Calculations (Word, Excel, and PDF). Deliverables include:
 - a. Construction Drawings and estimate (AutoCAD version compatible with City and digital PDF); and
 - b. Meeting Minutes and Supporting Documentation.

E. (INCOMPLETE) Task 4 – Bidding:

- i. Consultant shall be available throughout the advertisement and bidding period to provide technical assistance to the City, including support with

bidder inquiries, preparation of addenda, participation in the pre-bid field meeting, technical evaluation of bids, and related documentation, with the following deliverables to be provided:

1. Pre-bid meeting notes;
2. Comments and responses to bidder inquiries (RFIs);
3. Plan/specification revisions, and content for bid addenda;
4. Technical evaluations of bids to confirm consistency with the design intent and bid documents.

F. (INCOMPLETE) Task 5 – Construction Support :

- i. Prepare the Pre-Construction meeting agenda for the City's review. The following items will be reviewed at the Pre-Construction meeting:
 1. Plans, Specifications and Inspection Process;
 2. Submittals and the approval process;
 3. Agreed communication;
 4. Contract Change Order (CCO) process; and
 5. Final project walkthrough, punch list items.
- ii. Conduct preconstruction meeting with City and Contractor. Prepare meeting minutes and distribute to all parties.
- iii. Coordinate with City project manager, City staff and inspector as necessary during construction.
- iv. Review contractor prepared construction schedule and verify adherence during the life of the project.
- v. Update schedule and progress verification as field operations continue and change original schedule.
- vi. Review and approve product submittals and shop drawings in accordance with construction documents.
- vii. Attend on-site project meetings to review work of the contractor. Prepare written reports.
- viii. Coordinate with all Parties by telephone, fax and e-mail as necessary.

- ix. Respond to contractor's Request for Information (RFI's) and other questions during project construction.
- x. Conduct punch walk and identify items of correction.
- xi. Conduct final inspection for project sign off and obtain contractor provided as-builts.

G. (INCOMPLETE) Labor Compliance:

- i. The Consultant will apply their extensive working knowledge of CDBG-funded and Federal, and Section 3 compliance regulations to ensure compliance with federal, state, and local labor compliance requirements.
- ii. HAI labor compliance consulting services tasks will include the following:
 - 1. Provide review and compliance with the following laws and regulations:
 - a. California Labor Code Sections 1774-1775, 1776, & 1777.5;
 - b. Senate Bill 854 (SB 854) and Assembly Bill 219 (AB 219) Requirements;
 - c. Federal Davis Bacon (DOL) and Department of Industrial Relations (DIR);
 - d. All documents mandated by State of California, Federal Department of Labor, City of Los Alamitos and by the contractor;
 - e. Section 3 monitoring completing the Summary Report (60002 form);
 - f. HUD reporting (2516 form) Contractor Subcontractor Activity Report; and
 - g. HUD 5.7 Enforcement Report.
- iii. Schedule and conduct pre-construction meeting with contractor and subcontractors to review labor compliance regulations (EEO, Section 3, Prevailing Wage, and other applicable labor compliance information). Prepare necessary documentation to be distributed at such meetings.
- iv. Monitor prime and subcontractor(s) payment of applicable prevailing wage rates, payment of training funds, and ensure employment of properly registered apprentices and that appropriate apprenticeship ratio is being met.

- v. Monitor construction sites by performing on-site review of postings (to ensure compliance with EEO posting requirements) and interviews for verification of proper payments of prevailing wage rates and work classification.
- vi. Provide discrepancy notices no less than (1) once per month on all items missing, incomplete, or incorrect. Follow-up to ensure compliance.
- vii. Provide a recommendation to withhold contract payments and imposing penalties for noncompliance, as applicable.
- viii. Identify potential labor compliance claim issues before they arise and investigate probable violation and complaints of underpayments. Assist prime and subcontractor(s) with the completion of required labor compliance documentation and wage determination as necessary or required.
- ix. Assist with Public Works/Prevailing Wage questions, issues, and research as needed or required.

H. (INCOMPLETE) FINAL DESIGN DELIVERABLE FORMAT

Final Bid Package Submittal (100% PS&E):

- i. Full Construction Bid Ready Plans (1 PDF file for City duplication and printing and Autocad files)
- ii. Specifications (PDF and DOC file formats)
- iii. Project Cost Estimate (Excel file, and PDF)
- iv. All Supporting Documents(PDF and/or DOC)

I. City Responsibilities

- i. The City shall provide the following to assist the Consultant with the Project:
- ii. Existing Utility as-builts for the adjacent streets and utilities.
- iii. Sample contract specifications package (boilerplate)
- iv. CEQA Environmental Document
- v. Pay for all printing, mailing, overnight transmittal at cost.
- vi. In addition, the City shall be responsible for advertising the Project, holding a pre-bid meeting, receiving contractors' bids, printing plans and specifications for bidding purposes, conducting the bid opening, preparing the Notice of Award, scheduling and conducting the pre-construction

meeting, preparing and distributing the pre-construction meeting agenda and minutes, and construction management and oversight. The City shall be responsible for receiving, opening, and evaluating the completeness of bids. The Consultant shall assist the City, upon request, in the technical evaluation of bids to confirm consistency with the design intent and bid documents.

- vii. The City shall provide all existing documentation it has on file for the Project that may include existing utility locations and depths, survey/boundary information, copies of easement documentation, list of agencies having jurisdiction over the Project, and the contact person for the agency, street improvement plans and storm drain plans. Consultant shall make a good-faith effort to verify the accuracy of such information and utilize it in the preparation of the final working drawings and specifications. **Consultant acknowledges and agrees that the City has completed this requirement.**

II. As part of the Services, Consultant will prepare and deliver the following tangible work products to the City:

- A. In addition to the tangible work products provided above, Consultant shall provide such other tangible work products as may be required by the City from time to time.

III. In addition to the requirements of Section 6.2, during performance of the Services, Consultant will keep the City apprised of the status of performance by delivering the following status reports:

- A. In addition to the status reports provided above, Consultant shall provide such other status reports as may be required by the City from time to time.

IV. All work product is subject to review and acceptance by the City, and must be revised by the Consultant without additional charge to the City until found satisfactory and accepted by City.

V. All of the above described documents and additional reports, plans, and specifications will be organized in accordance with the City requirements. They will be boxed in storage boxes and submitted to the City as permanent City records.

VI. Consultant will utilize the following personnel to accomplish the Services:

- A. Charles E. Foley, Vice President & Director of Projects

**EXHIBIT “A-1”
PROJECT DOCUMENTS**

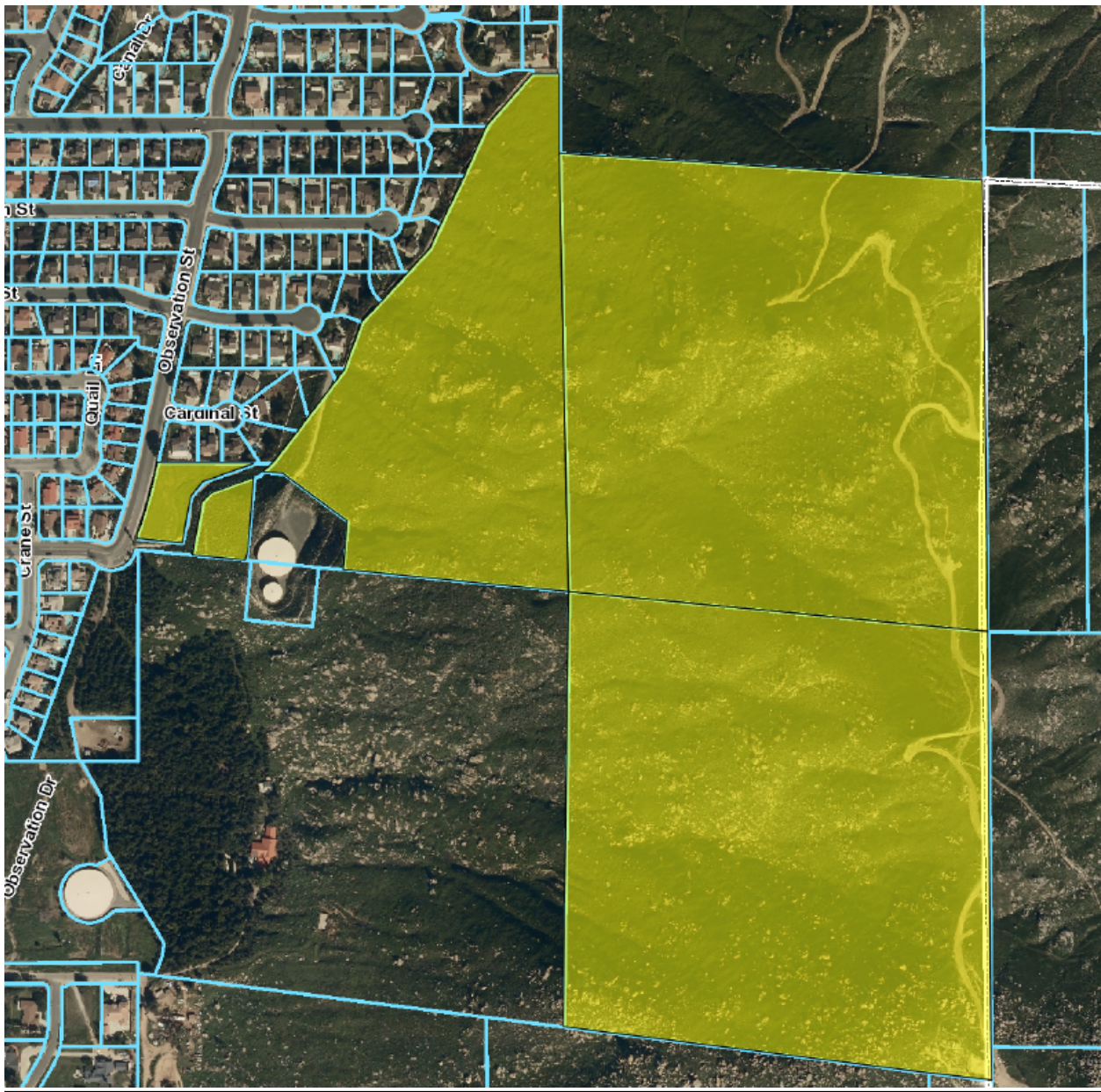


EXHIBIT “B”
SPECIAL REQUIREMENTS
(Superseding Contract Boilerplate)

EXHIBIT C-1

PROFESSIONAL FEE SCHEDULE

The professional fees for services stated include all costs for general overhead, profit, and telephone, clerical, travel and incidental expenses not separately requested by the City.

Blue Mountain Trail

Scope of Work - Phase I

Item

Administration	HAI	Blue Peak	GCAP	Landmark	Totals
Clerical 24hrs @ \$75	\$1,800.00				\$1,800.00
Landscape Architect 40hrs @ \$185	\$7,400.00				<u>\$7,400.00</u>
					\$9,200.00
Construction Documents					
WQMP		\$6,200.00			\$6,200.00
Civil Grading Review 12hrs @ \$250		\$2,700.00			\$2,700.00
Structural Engineering				\$8,000.00	\$8,000.00
Technical Staff 600hrs @ \$95	\$57,000.00				\$57,000.00
Landscape Architect 80hrs @ \$185	\$14,800.00				<u>\$14,800.00</u>
					\$88,700.00
Bidding					
Landscape Architect 8hrs @ \$185	\$1,200.00				\$1,200.00
Pre-Bid Meeting 1 @ \$750	\$750.00				<u>\$750.00</u>
					\$1,950.00
Sub Total	\$82,950.00	\$8,900.00		\$8,000.00	\$99,850.00
OPTIONAL					
Construction Support					
Landscape Architect 24hrs @ \$185	\$4,440.00				\$4,440.00
Project Manager 80@\$105	\$8,400.00				\$8,400.00
Construction Meetings 20@ \$750	\$15,000.00				<u>\$15,000.00</u>
					\$27,840.00
Labor Compliance					
Manager 30hrs @ \$165			\$4,950.00		\$4,950.00
Analyst 80hrs @ \$110			\$8,800.00		<u>\$8,800.00</u>
					\$13,750.00
Sub Total	\$27,840.00	\$0.00	\$13,750.00	\$0.00	\$41,590.00
Grand Total	\$110,790.00	\$8,900.00	\$13,750.00	\$8,000.00	\$141,440.00

Professional Fees

Professional fees for services stated are based upon the scope of work and include all costs for general overhead, profit, telephone, clerical, travel and incidental expenses. Fees shall be valid for the life of the contract.

Reimbursement Expenses

All printing, blueprinting, computer plotting, computer scans, photographic reproductions and special overnight deliveries, other than US Postal Service, requested by the City shall be paid as a direct reimbursable expense plus 10% to Hirsch & Associates.

HAI

Principal Landscape Architect	\$185
Project Manager	\$105
Designer	\$95
Construction Meetings	\$750/ea
Reproduction / Printing	Cost Plus 10%

Blue Peak

Civil Engineer	\$225/hr
Design Engineer	\$190/hr
Drafter	\$90/hr

Landmark

Structural Engineer	\$235/hr
---------------------	----------

GCap

Labor Compliance Manager	\$165
Labor Compliance Supervisor	\$125
Analyst	\$110



AGENDA REPORT

MEETING DATE: May 27, 2025

TITLE: Award of Agreement for Street Sweeping Services

PRESENTED BY: Shanita Tillman, Sr. Management Analyst

RECOMMENDATION: 1. Award and approve the agreement to Sweeping Corporation of America, LLC, for street sweeping services from July 1, 2025, through June 30, 2030, with a total contract sum not to exceed \$104,264 for year one.

2. Authorize the City Manager to execute the Agreement subject to the City Attorney's approval as to form.

2030 VISION STATEMENT:

This staff report aligns with Goal #2, "Maintain Public Safety," by investing in critical infrastructure improvements.

BACKGROUND:

On April 12, 2022, the City entered into an agreement with the current street sweeping contractor, Sweeping Corporation of America, LLC, which was set to expire on April 12, 2023. The City renewed the agreement with Amendment No. 2 on June 11, 2024, which will expire on June 30, 2025.

DISCUSSION:

The City conducted a bidding process for annual street sweeping services via the online platform Public Purchase, from March 28 to April 24, 2025. Sweeping Corporation of America, LLC, our current vendor, submitted a base bid of \$104,262 for the first year. Guardian Street Sweeping bid \$126,196. The City recommends SCA as the lowest responsive bidder for a five-year term with two possible extensions.

ENVIRONMENTAL IMPACT:

The street sweeping services help maintain clean streets and reduce the amount of debris and pollutants that could potentially reach the stormwater system, improving water quality and minimizing environmental harm.

FISCAL IMPACT:

The fiscal impact for year one is a total not to exceed \$104,264. The budget allocations for subsequent years are as follows:

- Year 2: \$107,391.92
- Year 3: \$110,613.69

- Year 4: \$113,932.11
- Year 5: \$117,350.08

Expenditures will be charged to account #16-900-254-000. The amount for year one has been included in the 2025-26 budget.

AGREEMENT FOR CONTRACT SERVICES

By and Between

CITY OF GRAND TERRACE

and

SCA OF CA, LLC

**AGREEMENT FOR CONTRACT SERVICES
BY AND BETWEEN THE CITY OF GRAND TERRACE AND
SCA OF CA, LLC**

This “AGREEMENT FOR CONTRACT SERVICES BY AND BETWEEN THE CITY OF GRAND TERRACE AND SCA OF CA, LLC” (herein “Agreement”) is made and entered into this 27th day of May, 2025 by and between the City of Grand Terrace, a California municipal corporation (“City”) and SCA OF CA, LLC, a California corporation (“Consultant”). City and Consultant are sometimes hereinafter individually referred to as “Party” and hereinafter collectively referred to as the “Parties.”

RECITALS

A. City has sought, by issuance of a Request for Proposals or Invitation for Bids, the performance of the services defined and described particularly in Article 1 of this Agreement.

B. Consultant, following submission of a proposal or bid for the performance of the services defined and described particularly in Article 1 of this Agreement, was selected by City to perform those services.

C. Pursuant to the City of Grand Terrace Municipal Code, City has authority to enter into and execute this Agreement.

D. The Parties desire to formalize the selection of Consultant for performance of those services defined and described particularly in Article 1 of this Agreement and desire that the terms of that performance be as particularly defined and described herein.

OPERATIVE PROVISIONS

NOW, THEREFORE, in consideration of the mutual promises and covenants made by the Parties and contained herein and other consideration, the value and adequacy of which are hereby acknowledged, the Parties agree as follows:

ARTICLE 1. SERVICES OF CONSULTANT

1.1 Scope of Services.

In compliance with all terms and conditions of this Agreement, Consultant shall provide those services specified in the “Scope of Services” attached hereto as Exhibit “A” and incorporated herein by this reference, which may be referred to herein as the “services” or “work” hereunder. As a material inducement to City entering into this Agreement, Consultant represents and warrants that it has the qualifications, experience, and facilities necessary to properly perform the services required under this Agreement in a thorough, competent, and professional manner, and is experienced in performing the work and services contemplated herein. Consultant shall at all times faithfully, competently and to the best of its ability, experience and talent, perform all services described herein. Consultant covenants that it shall follow the highest professional standards in performing the work and services required hereunder and that all materials will be both of good quality as well as fit for the purpose intended. For purposes of this Agreement, the phrase “highest

professional standards” shall mean those standards of practice recognized by one or more first-class firms performing similar work under similar circumstances.

1.2 Consultant’s Proposal.

The Scope of Service shall include Consultant’s scope of work or bid which shall be incorporated herein by this reference as though fully set forth herein. In the event of any inconsistency between the terms of such proposal and this Agreement, the terms of this Agreement shall govern.

1.3 Compliance with Law.

Consultant shall keep itself informed concerning, and shall render all services hereunder in accordance with, all ordinances, resolutions, statutes, rules, and regulations of City and any Federal, State or local governmental entity having jurisdiction in effect at the time service is rendered.

1.4 Licenses, Permits, Fees and Assessments.

Consultant shall obtain at its sole cost and expense such licenses, permits and approvals as may be required by law for the performance of the services required by this Agreement. Consultant shall have the sole obligation to pay for any fees, assessments and taxes, plus applicable penalties and interest, which may be imposed by law and arise from or are necessary for Consultant’s performance of the services required by this Agreement, and shall indemnify, defend and hold harmless City, its officers, employees or agents of City, against any such fees, assessments, taxes, penalties or interest levied, assessed or imposed against City hereunder.

1.5 Familiarity with Work.

By executing this Agreement, Consultant warrants that Consultant (i) has thoroughly investigated and considered the scope of services to be performed, (ii) has carefully considered how the services should be performed, and (iii) fully understands the facilities, difficulties and restrictions attending performance of the services under this Agreement. If the services involve work upon any site, Consultant warrants that Consultant has or will investigate the site and is or will be fully acquainted with the conditions there existing, prior to commencement of services hereunder. Should Consultant discover any latent or unknown conditions, which will materially affect the performance of the services hereunder, Consultant shall immediately inform City of such fact and shall not proceed except at Consultant’s risk until written instructions are received from the Contract Officer.

1.6 Care of Work.

Consultant shall adopt reasonable methods during the life of the Agreement to furnish continuous protection to the work, and the equipment, materials, papers, documents, plans, studies and/or other components thereof to prevent losses or damages, and shall be responsible for all such damages, to persons or property, until acceptance of the work by City, except such losses or damages as may be caused by City’s own negligence.

1.7 Further Responsibilities of Parties.

Both Parties agree to use reasonable care and diligence to perform their respective obligations under this Agreement. Both Parties agree to act in good faith to execute all instruments, prepare all documents and take all actions as may be reasonably necessary to carry out the purposes of this Agreement. Unless hereafter specified, neither Party shall be responsible for the service of the other.

1.8 Additional Services.

City shall have the right at any time during the performance of the services, without invalidating this Agreement, to order extra work beyond that specified in the Scope of Services or make changes by altering, adding to or deducting from said work. No such extra work may be undertaken unless a written order is first given by the Contract Officer to Consultant, incorporating therein any adjustment in (i) the Contract Sum for the actual costs of the extra work, and/or (ii) the time to perform this Agreement, which said adjustments are subject to the written approval of Consultant. Any increase in compensation of up to ten percent (10%) of the Contract Sum or \$25,000, whichever is less; or, in the time to perform of up to one hundred eighty (180) days, may be approved by the Contract Officer. Any greater increases, taken either separately or cumulatively, must be approved by the City Council. It is expressly understood by Consultant that the provisions of this Section shall not apply to services specifically set forth in the Scope of Services. Consultant hereby acknowledges that it accepts the risk that the services to be provided pursuant to the Scope of Services may be more costly or time consuming than Consultant anticipates and that Consultant shall not be entitled to additional compensation therefor. City may in its sole and absolute discretion have similar work done by other consultants. No claims for an increase in the Contract Sum or time for performance shall be valid unless the procedures established in this Section are followed.

1.9 Special Requirements.

Additional terms and conditions of this Agreement, if any, which are made a part hereof are set forth in the "Special Requirements" attached hereto as Exhibit "B" and incorporated herein by this reference. In the event of a conflict between the provisions of Exhibit "B" and any other provisions of this Agreement, the provisions of Exhibit "B" shall govern.

ARTICLE 2. COMPENSATION AND METHOD OF PAYMENT

2.1 Contract Sum.

Subject to any limitations set forth in this Agreement, City agrees to pay Consultant the amounts specified in the "Schedule of Compensation" attached hereto as Exhibit "C" and incorporated herein by this reference. The total compensation, including reimbursement for actual expenses, shall not exceed One Hundred Four Thousand, Two Hundred Sixty Four Dollars U.S. Dollars and Zero Cents (\$104,264.00) (the "Contract Sum"), unless additional compensation is approved pursuant to Section 1.8.

2.2 Method of Compensation.

The method of compensation may include: (i) a lump sum payment upon completion; (ii) payment in accordance with specified tasks or the percentage of completion of the services, less contract retention; (iii) payment for time and materials based upon Consultant's rates as specified in the Schedule of Compensation, provided that (a) time estimates are provided for the performance of sub tasks, (b) contract retention is maintained, and (c) the Contract Sum is not exceeded; or (iv) such other methods as may be specified in the Schedule of Compensation.

2.3 Reimbursable Expenses.

Compensation may include reimbursement for actual and necessary expenditures for reproduction costs, telephone expenses, and travel expenses approved by the Contract Officer in advance, or actual subcontractor expenses of an approved subcontractor pursuant to Section 4.5, and only if specified in the Schedule of Compensation. The Contract Sum shall include the attendance of Consultant at all project meetings reasonably deemed necessary by City. Coordination of the performance of the work with City is a critical component of the services. If Consultant is required to attend additional meetings to facilitate such coordination, Consultant shall not be entitled to any additional compensation for attending said meetings.

2.4 Invoices.

Each month Consultant shall furnish to City an original invoice for all work performed and expenses incurred during the preceding month in a form approved by City's Director of Finance. By submitting an invoice for payment under this Agreement, Consultant is certifying compliance with all provisions of the Agreement. The invoice shall detail charges for all necessary and actual expenses by the following categories: labor (by sub-category), travel, materials, equipment, supplies, and sub-contractor contracts. Sub-contractor charges shall also be detailed by such categories. Consultant shall not invoice City for any duplicate services performed by more than one person.

City shall independently review each invoice submitted by Consultant to determine whether the work performed and expenses incurred are in compliance with the provisions of this Agreement. Except as to any charges for work performed or expenses incurred by Consultant which are disputed by City, or as provided in Section 7.3, City will use its best efforts to cause Consultant to be paid within forty-five (45) days of receipt of Consultant's correct and undisputed invoice; however, Consultant acknowledges and agrees that due to City warrant run procedures, City cannot guarantee that payment will occur within this time period. In the event any charges or expenses are disputed by City, the original invoice shall be returned by City to Consultant for correction and resubmission. Review and payment by City for any invoice provided by Consultant shall not constitute a waiver of any rights or remedies provided herein or any applicable law.

2.5 Waiver.

Payment to Consultant for work performed pursuant to this Agreement shall not be deemed to waive any defects in work performed by Consultant.

ARTICLE 3. PERFORMANCE SCHEDULE

3.1 Time of Essence.

Time is of the essence in the performance of this Agreement.

3.2 Schedule of Performance.

Consultant shall commence the services pursuant to this Agreement upon receipt of a written notice to proceed and shall perform all services within the time period(s) established in the "Schedule of Performance" attached hereto as Exhibit "D" and incorporated herein by this reference. When requested by Consultant, extensions to the time period(s) specified in the Schedule of Performance may be approved in writing by the Contract Officer but not exceeding one hundred eighty (180) days cumulatively.

3.3 Force Majeure.

The time period(s) specified in the Schedule of Performance for performance of the services rendered pursuant to this Agreement shall be extended because of any delays due to unforeseeable causes beyond the control and without the fault or negligence of Consultant, including, but not restricted to, acts of God or of the public enemy, unusually severe weather, fires, earthquakes, floods, epidemics, quarantine restrictions, riots, strikes, freight embargoes, wars, litigation, and/or acts of any governmental agency, including City, if Consultant shall within ten (10) days of the commencement of such delay notify the Contract Officer in writing of the causes of the delay. The Contract Officer shall ascertain the facts and the extent of delay, and extend the time for performing the services for the period of the enforced delay when and if in the judgment of the Contract Officer such delay is justified. The Contract Officer's determination shall be final and conclusive upon the Parties to this Agreement. In no event shall Consultant be entitled to recover damages against City for any delay in the performance of this Agreement, however caused, Consultant's sole remedy being extension of the Agreement pursuant to this Section.

3.4 Term.

Unless earlier terminated in accordance with Article 7 of this Agreement, this Agreement shall continue in full force and effect until completion of the services but not exceeding five (5) years from the date hereof, except as otherwise provided in the Schedule of Performance (Exhibit "D").

ARTICLE 4. COORDINATION OF WORK

4.1 Representatives and Personnel of Consultant.

The following principals of Consultant ("Principals") are hereby designated as being the principals and representatives of Consultant authorized to act in its behalf with respect to the work specified herein and make all decisions in connection therewith:

Rick Anderson, Direct Sales Manager	
(Name)	(Title)
(Name)	(Title)
(Name)	(Title)

It is expressly understood that the experience, knowledge, capability and reputation of the foregoing Principals were a substantial inducement for City to enter into this Agreement. Therefore, the foregoing Principals shall be responsible during the term of this Agreement for directing all activities of Consultant and devoting sufficient time to personally supervise the services hereunder. All personnel of Consultant, and any authorized agents, shall at all times be under the exclusive direction and control of Principals. For purposes of this Agreement, the foregoing Principals may not be replaced nor may their responsibilities be substantially reduced by Consultant without the express written approval of City. Additionally, Consultant shall utilize only competent personnel to perform services pursuant to this Agreement. Consultant shall make every reasonable effort to maintain the stability and continuity of Consultant's staff and subcontractors, if any, assigned to perform the services required under this Agreement. Consultant shall notify City of any changes in Consultant's staff and subcontractors, if any, assigned to perform the services required under this Agreement, prior to and during any such performance.

4.2 Status of Consultant.

Consultant shall have no authority to bind City in any manner, or to incur any obligation, debt or liability of any kind on behalf of or against City, whether by contract or otherwise, unless such authority is expressly conferred under this Agreement or is otherwise expressly conferred in writing by City. Consultant shall not at any time or in any manner represent that Consultant or any of Consultant's officers, employees, or agents are in any manner officials, officers, employees or agents of City. Neither Consultant, nor any of Consultant's officers, employees or agents, shall obtain any rights to retirement, health care or any other benefits which may otherwise accrue to City's employees. Consultant expressly waives any claim Consultant may have to any such rights.

4.3 Contract Officer.

The Contract Officer shall be Senior Management Analyst, Shanita Tillman, [or such person as may be designated by the City Manager]. It shall be Consultant's responsibility to assure that the Contract Officer is kept informed of the progress of the performance of the services and Consultant shall refer any decisions which must be made by City to the Contract Officer. Unless otherwise specified herein, any approval of City required hereunder shall mean the approval of the Contract Officer. The Contract Officer shall have authority, if specified in writing by the City Manager, to sign all documents on behalf of City required hereunder to carry out the terms of this Agreement.

4.4 Independent Contractor.

Neither City nor any of its employees shall have any control over the manner, mode or means by which Consultant, its agents or employees, perform the services required herein, except

as otherwise set forth herein. City shall have no voice in the selection, discharge, supervision or control of Consultant's employees, servants, representatives or agents, or in fixing their number, compensation or hours of service. Consultant shall perform all services required herein as an independent contractor of City and shall remain at all times as to City a wholly independent contractor with only such obligations as are consistent with that role. Consultant shall not at any time or in any manner represent that it or any of its agents or employees are agents or employees of City. City shall not in any way or for any purpose become or be deemed to be a partner of Consultant in its business or otherwise or a joint venturer or a member of any joint enterprise with Consultant.

4.5 Prohibition Against Subcontracting or Assignment.

The experience, knowledge, capability and reputation of Consultant, its principals and employees were a substantial inducement for City to enter into this Agreement. Therefore, Consultant shall not contract with any other entity to perform in whole or in part the services required hereunder without the express written approval of City. In addition, neither this Agreement nor any interest herein may be transferred, assigned, conveyed, hypothecated or encumbered voluntarily or by operation of law, whether for the benefit of creditors or otherwise, without the prior written approval of City. Transfers restricted hereunder shall include the transfer to any person or group of persons acting in concert of more than twenty five percent (25%) of the present ownership and/or control of Consultant, taking all transfers into account on a cumulative basis. In the event of any such unapproved transfer, including any bankruptcy proceeding, this Agreement shall be void. No approved transfer shall release Consultant or any surety of Consultant of any liability hereunder without the express consent of City.

ARTICLE 5. INSURANCE AND INDEMNIFICATION

5.1 Insurance Coverages.

Consultant shall procure and maintain, at its sole cost and expense, in a form and content satisfactory to City, during the entire term of this Agreement including any extension thereof, the following policies of insurance which shall cover all elected and appointed officers, employees and agents of City:

(a) General Liability Insurance (Occurrence Form CG0001 or equivalent). A policy of comprehensive general liability insurance written on a per occurrence basis for bodily injury, personal injury and property damage. The policy of insurance shall be in an amount not less than \$1,000,000.00 per occurrence or if a general aggregate limit is used, then the general aggregate limit shall be twice the occurrence limit.

(b) Worker's Compensation Insurance. A policy of worker's compensation insurance in such amount as will fully comply with the laws of the State of California and which shall indemnify, insure and provide legal defense for Consultant against any loss, claim or damage arising from any injuries or occupational diseases occurring to any worker employed by or any persons retained by Consultant in the course of carrying out the work or services contemplated in this Agreement.

(c) Automotive Insurance (Form CA 0001 (Ed 1/87) including “any auto” and endorsement CA 0025 or equivalent). A policy of comprehensive automobile liability insurance written on a per occurrence for bodily injury and property damage in an amount not less than \$1,000,000.00. Said policy shall include coverage for owned, non-owned, leased, hired cars and any automobile.

(d) Professional Liability. Professional liability insurance appropriate to Consultant’s profession. This coverage may be written on a “claims made” basis, and must include coverage for contractual liability. The professional liability insurance required by this Agreement must be endorsed to be applicable to claims based upon, arising out of or related to services performed under this Agreement. The insurance must be maintained for at least five (5) consecutive years following the completion of Consultant’s services or the termination of this Agreement. During this additional five (5) year period, Consultant shall annually and upon request of City submit written evidence of this continuous coverage.

(e) Subcontractors. Consultant shall include all subcontractors as insureds under its policies or shall furnish separate certificates and certified endorsements for each subcontractor. All coverages for subcontractors shall include all of the requirements stated herein.

(f) Additional Insurance. Policies of such other insurance, as may be required in the Special Requirements in Exhibit “B”.

5.2 General Insurance Requirements.

All of the above policies of insurance shall be primary insurance and shall name City, its elected and appointed officers, employees and agents as additional insureds and any insurance maintained by City or its officers, employees or agents may apply in excess of, and not contribute with Consultant’s insurance. The insurer is deemed hereof to waive all rights of subrogation and contribution it may have against City, its officers, employees and agents and their respective insurers. Moreover, the insurance policy must specify that where the primary insured does not satisfy the self-insured retention, any additional insured may satisfy the self-insured retention.

All of said policies of insurance shall provide that said insurance may not be amended or cancelled by the insurer or any Party hereto without providing thirty (30) days prior written notice by certified mail return receipt requested to City. In the event any of said policies of insurance are cancelled, Consultant shall, prior to the cancellation date, submit new evidence of insurance in conformance with Section 5.1 to the Contract Officer.

No work or services under this Agreement shall commence until Consultant has provided City with Certificates of Insurance, additional insured endorsement forms or appropriate insurance binders evidencing the above insurance coverages and said Certificates of Insurance or binders are approved by City. City reserves the right to inspect complete, certified copies of and endorsements to all required insurance policies at any time. Any failure to comply with the reporting or other provisions of the policies including breaches or warranties shall not affect coverage provided to City.

All certificates shall name City as additional insured (providing the appropriate endorsement) and shall conform to the following “cancellation” notice:

CANCELLATION:

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATED THEREOF, THE ISSUING COMPANY SHALL MAIL THIRTY (30)-DAY ADVANCE WRITTEN NOTICE TO CERTIFICATE HOLDER NAMED HEREIN.

[to be initialed]

Consultant's Initials

City, its respective elected and appointed officers, directors, officials, employees, agents and volunteers are to be covered as additional insureds as respects: liability arising out of activities Consultant performs; products and completed operations of Consultant; premises owned, occupied or used by Consultant; or any automobiles owned, leased, hired or borrowed by Consultant. The coverage shall contain no special limitations on the scope of protection afforded to City, and their respective elected and appointed officers, officials, employees or volunteers. Consultant's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.

Any deductibles or self-insured retentions must be declared to and approved by City. At the option of City, either the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects City or its respective elected or appointed officers, officials, employees and volunteers or Consultant shall procure a bond guaranteeing payment of losses and related investigations, claim administration, defense expenses and claims. Consultant agrees that the requirement to provide insurance shall not be construed as limiting in any way the extent to which Consultant may be held responsible for the payment of damages to any persons or property resulting from Consultant's activities or the activities of any person or persons for which Consultant is otherwise responsible nor shall it limit Consultant's indemnification liabilities as provided in Section 5.3.

In the event Consultant subcontracts any portion of the work in compliance with Section 4.5 of this Agreement, the contract between Consultant and such subcontractor shall require the subcontractor to maintain the same policies of insurance that Consultant is required to maintain pursuant to Section 5.1, and such certificates and endorsements shall be provided to City.

5.3 Indemnification.

To the full extent permitted by law, Consultant agrees to indemnify, defend and hold harmless City, its officers, employees and agents ("Indemnified Parties") against, and will hold and save them and each of them harmless from, any and all actions, either judicial, administrative, arbitration or regulatory claims, damages to persons or property, losses, costs, penalties, obligations, errors, omissions or liabilities whether actual or threatened (herein "claims or liabilities") that may be asserted or claimed by any person, firm or entity arising out of or in connection with the negligent performance of the work, operations or activities provided herein of Consultant, its officers, employees, agents, subcontractors, or invitees, or any individual or entity

for which Consultant is legally liable (“Indemnitors”), or arising from Consultant’s or Indemnitors’ reckless or willful misconduct, or arising from Consultant’s or Indemnitors’ negligent performance of or failure to perform any term, provision, covenant or condition of this Agreement, and in connection therewith:

(a) Consultant will defend any action or actions filed in connection with any of said claims or liabilities and will pay all costs and expenses, including legal costs and attorney’s fees incurred in connection therewith;

(b) Consultant will promptly pay any judgment rendered against City, its officers, agents or employees for any such claims or liabilities arising out of or in connection with the negligent performance of or failure to perform such work, operations or activities of Consultant hereunder; and Consultant agrees to save and hold City, its officers, agents, and employees harmless therefrom;

(c) In the event City, its officers, agents or employees is made a party to any action or proceeding filed or prosecuted against Consultant for such damages or other claims arising out of or in connection with the negligent performance of or failure to perform the work, operation or activities of Consultant hereunder, Consultant agrees to pay to City, its officers, agents or employees, any and all costs and expenses incurred by City, its officers, agents or employees in such action or proceeding, including but not limited to, legal costs and attorney’s fees.

Consultant shall incorporate similar indemnity agreements with its subcontractors and if it fails to do so Consultant shall be fully responsible to indemnify City hereunder therefore, and failure of City to monitor compliance with these provisions shall not be a waiver hereof. This indemnification includes claims or liabilities arising from any negligent or wrongful act, error or omission, or reckless or willful misconduct of Consultant in the performance of professional services hereunder. The provisions of this Section do not apply to claims or liabilities occurring as a result of City’s sole negligence or willful acts or omissions, but, to the fullest extent permitted by law, shall apply to claims and liabilities resulting in part from City’s negligence, except that design professionals’ indemnity hereunder shall be limited to claims and liabilities arising out of the negligence, recklessness or willful misconduct of the design professional. The indemnity obligation shall be binding on successors and assigns of Consultant and shall survive termination of this Agreement.

5.4 Sufficiency of Insurer.

Insurance required by this Agreement shall be satisfactory only if issued by companies qualified to do business in California, rated “A” or better in the most recent edition of Best Rating Guide, The Key Rating Guide or in the Federal Register, and only if they are of a financial category Class VII or better, unless such requirements are waived by the Risk Manager of City (“Risk Manager”) due to unique circumstances. If this Agreement continues for more than three (3) years duration, or in the event the Risk Manager determines that the work or services to be performed under this Agreement creates an increased or decreased risk of loss to City, Consultant agrees that the minimum limits of the insurance policies may be changed accordingly upon receipt of written notice from the Risk Manager.

ARTICLE 6. RECORDS, REPORTS, AND RELEASE OF INFORMATION

6.1 Records.

Consultant shall keep, and require subcontractors to keep, such ledgers, books of accounts, invoices, vouchers, canceled checks, reports, studies or other documents relating to the disbursements charged to City and services performed hereunder (the “books and records”), as shall be necessary to perform the services required by this Agreement and enable the Contract Officer to evaluate the performance of such services. Any and all such documents shall be maintained in accordance with generally accepted accounting principles and shall be complete and detailed. The Contract Officer shall have full and free access to such books and records at all times during normal business hours of City, including the right to inspect, copy, audit and make records and transcripts from such records. Such records shall be maintained for a period of three (3) years following completion of the services hereunder, and City shall have access to such records in the event any audit is required. In the event of dissolution of Consultant’s business, custody of the books and records may be given to City, and access shall be provided by Consultant’s successor in interest. Notwithstanding the above, Consultant shall fully cooperate with City in providing access to the books and records if a public records request is made and disclosure is required by law including but not limited to the California Public Records Act.

6.2 Reports.

Consultant shall periodically prepare and submit to the Contract Officer such reports concerning the performance of the services required by this Agreement as the Contract Officer shall require. Consultant hereby acknowledges that City is greatly concerned about the cost of work and services to be performed pursuant to this Agreement. For this reason, Consultant agrees that if Consultant becomes aware of any facts, circumstances, techniques, or events that may or will materially increase or decrease the cost of the work or services contemplated herein or, if Consultant is providing design services, the cost of the project being designed, Consultant shall promptly notify the Contract Officer of said fact, circumstance, technique or event and the estimated increased or decreased cost related thereto and, if Consultant is providing design services, the estimated increased or decreased cost estimate for the project being designed.

6.3 Ownership of Documents.

All drawings, specifications, maps, designs, photographs, studies, surveys, data, notes, computer files, reports, records, documents and other materials (the “documents and materials”), including any electronic documents and materials, prepared by Consultant, its employees, subcontractors and agents in the performance of this Agreement shall be the property of City and shall be delivered to City in a format of City’s choice upon request of the Contract Officer or upon the termination of this Agreement, and Consultant shall have no claim for further employment or additional compensation as a result of the exercise by City of its full rights of ownership use, reuse, or assignment of the documents and materials hereunder. Any use, reuse or assignment of such completed documents for other projects and/or use of uncompleted documents without specific written authorization by Consultant will be at City’s sole risk and without liability to Consultant, and Consultant’s guarantee and warranties shall not extend to such use, reuse or assignment. Consultant may retain copies of such documents for its own use. Consultant shall have the right to

use the concepts embodied therein. All subcontractors shall provide for assignment to City of any documents or materials prepared by them, and in the event Consultant fails to secure such assignment, Consultant shall indemnify City for all damages resulting therefrom. Moreover, Consultant with respect to any documents and materials that may qualify as “works made for hire” as defined in 17 U.S.C. § 101, such documents and materials are hereby deemed “works made for hire” for City.

6.4 Confidentiality and Release of Information.

(a) All information gained or work product produced by Consultant in performance of this Agreement shall be considered confidential, unless such information is in the public domain or already known to Consultant. Consultant shall not release or disclose any such information or work product to persons or entities other than City without prior written authorization from the Contract Officer.

(b) Consultant, its officers, employees, agents or subcontractors, shall not, without prior written authorization from the Contract Officer or unless requested by City Attorney, voluntarily provide documents, declarations, letters of support, testimony at depositions, response to interrogatories or other information concerning the work performed under this Agreement. Response to a subpoena or court order shall not be considered “voluntary” provided Consultant gives City notice of such court order or subpoena.

(c) If Consultant, or any officer, employee, agent or subcontractor of Consultant, provides any information or work product in violation of this Agreement, then City shall have the right to reimbursement and indemnity from Consultant for any damages, costs and fees, including attorney’s fees, caused by or incurred as a result of Consultant’s conduct.

(d) Consultant shall promptly notify City should Consultant, its officers, employees, agents or subcontractors be served with any summons, complaint, subpoena, notice of deposition, request for documents, interrogatories, request for admissions or other discovery request, court order or subpoena from any party regarding this Agreement and the work performed there under. City retains the right, but has no obligation, to represent Consultant or be present at any deposition, hearing or similar proceeding. Consultant agrees to cooperate fully with City and to provide City with the opportunity to review any response to discovery requests provided by Consultant. However, this right to review any such response does not imply or mean the right by City to control, direct, or rewrite said response.

ARTICLE 7. ENFORCEMENT OF AGREEMENT AND TERMINATION

7.1 California Law.

This Agreement shall be interpreted, construed and governed both as to validity and to performance of the Parties in accordance with the laws of the State of California. Legal actions concerning any dispute, claim or matter arising out of or in relation to this Agreement shall be instituted in the Superior Court of the County of San Bernardino, State of California, or any other appropriate court in such county, and Consultant covenants and agrees to submit to the personal jurisdiction of such court in the event of such action. In the event of litigation in a U.S. District

Court, venue shall lie exclusively in the Central District of California, in the County of San Bernardino, State of California.

7.2 Disputes; Default.

In the event that Consultant is in default under the terms of this Agreement, City shall not have any obligation or duty to continue compensating Consultant for any work performed after the date of default. Instead, City may give notice to Consultant of the default and the reasons for the default. The notice shall include the timeframe in which Consultant may cure the default. This timeframe is presumptively thirty (30) days, but may be extended, though not reduced, if circumstances warrant. During the period of time that Consultant is in default, City shall hold all invoices and shall, when the default is cured, proceed with payment on the invoices. In the alternative, City may, in its sole discretion, elect to pay some or all of the outstanding invoices during the period of default. If Consultant does not cure the default, City may take necessary steps to terminate this Agreement under this Article. Any failure on the part of City to give notice of Consultant's default shall not be deemed to result in a waiver of City's legal rights or any rights arising out of any provision of this Agreement.

7.3 Retention of Funds.

Consultant hereby authorizes City to deduct from any amount payable to Consultant (whether or not arising out of this Agreement) (i) any amounts the payment of which may be in dispute hereunder or which are necessary to compensate City for any losses, costs, liabilities, or damages suffered by City, and (ii) all amounts for which City may be liable to third parties, by reason of Consultant's acts or omissions in performing or failing to perform Consultant's obligation under this Agreement. In the event that any claim is made by a third party, the amount or validity of which is disputed by Consultant, or any indebtedness shall exist which shall appear to be the basis for a claim of lien, City may withhold from any payment due, without liability for interest because of such withholding, an amount sufficient to cover such claim. The failure of City to exercise such right to deduct or to withhold shall not, however, affect the obligations of Consultant to insure, indemnify, and protect City as elsewhere provided herein.

7.4 Waiver.

Waiver by any Party to this Agreement of any term, condition, or covenant of this Agreement shall not constitute a waiver of any other term, condition, or covenant. Waiver by any Party of any breach of the provisions of this Agreement shall not constitute a waiver of any other provision or a waiver of any subsequent breach or violation of any provision of this Agreement. Acceptance by City of any work or services by Consultant shall not constitute a waiver of any of the provisions of this Agreement. No delay or omission in the exercise of any right or remedy by a non-defaulting Party on any default shall impair such right or remedy or be construed as a waiver. Any waiver by either Party of any default must be in writing and shall not be a waiver of any other default concerning the same or any other provision of this Agreement.

7.5 Rights and Remedies are Cumulative.

Except with respect to rights and remedies expressly declared to be exclusive in this Agreement, the rights and remedies of the Parties are cumulative and the exercise by either Party

of one or more of such rights or remedies shall not preclude the exercise by it, at the same or different times, of any other rights or remedies for the same default or any other default by the other Party.

7.6 Legal Action.

In addition to any other rights or remedies, either Party may take legal action, in law or in equity, to cure, correct or remedy any default, to recover damages for any default, to compel specific performance of this Agreement, to obtain declaratory or injunctive relief, or to obtain any other remedy consistent with the purposes of this Agreement. Notwithstanding any contrary provision herein, Consultant shall file a statutory claim pursuant to Government Code Sections 905 *et seq.* and 910 *et seq.*, in order to pursue a legal action under this Agreement.

7.7 Termination Prior to Expiration of Term.

This Section shall govern any termination of this Contract except as specifically provided in the following Section for termination for cause. City reserves the right to terminate this Contract at any time, with or without cause, upon written notice to Consultant. In addition, Consultant may terminate this Contract for cause, upon sixty (60) days' advance written notice to City. Upon receipt of any notice of termination, Consultant shall immediately cease all services hereunder except such as may be specifically approved by the Contract Officer. Except where Consultant has initiated termination, Consultant shall be entitled to compensation for all services rendered prior to the effective date of the notice of termination and for any services authorized by the Contract Officer thereafter in accordance with the Schedule of Compensation or such as may be approved by the Contract Officer, except as provided in Section 7.3. In the event Consultant has initiated termination, Consultant shall be entitled to compensation only for the reasonable value of the work product actually produced hereunder. In the event of termination without cause pursuant to this Section, the terminating Party need not provide the non-terminating Party with the opportunity to cure pursuant to Section 7.2.

7.8 Termination for Default of Consultant.

If termination is due to the failure of Consultant to fulfill its obligations under this Agreement, City may, after compliance with the provisions of Section 7.2, take over the work and prosecute the same to completion by contract or otherwise, and Consultant shall be liable to the extent that the total cost for completion of the services required hereunder exceeds the compensation herein stipulated (provided that City shall use reasonable efforts to mitigate such damages), and City may withhold any payments to Consultant for the purpose of set-off or partial payment of the amounts owed City as previously stated.

7.9 Attorney's Fees.

If either Party to this Agreement is required to initiate or defend or made a Party to any action or proceeding in any way connected with this Agreement, the prevailing Party in such action or proceeding, in addition to any other relief which may be granted, whether legal or equitable, shall be entitled to reasonable attorney's fees. Attorney's fees shall include attorney's fees on any appeal, and in addition a Party entitled to attorney's fees shall be entitled to all other reasonable costs for investigating such action, taking depositions and discovery and all other necessary costs

the court allows which are incurred in such litigation. All such fees shall be deemed to have accrued on commencement of such action and shall be enforceable whether or not such action is prosecuted to judgment.

ARTICLE 8. CITY OFFICERS AND EMPLOYEES: NON-DISCRIMINATION

8.1 Non-liability of City Officers and Employees.

No officer or employee of City shall be personally liable to Consultant, or any successor in interest, in the event of any default or breach by City or for any amount which may become due to Consultant or to its successor, or for breach of any obligation of the terms of this Agreement.

8.2 Conflict of Interest.

Consultant covenants that neither it, nor any officer or principal of its firm, has or shall acquire any interest, directly or indirectly, which would conflict in any manner with the interests of City or which would in any way hinder Consultant's performance of services under this Agreement. Consultant further covenants that in the performance of this Agreement, no person having any such interest shall be employed by it as an officer, employee, agent or subcontractor without the express written consent of the Contract Officer. Consultant agrees to at all times avoid conflicts of interest or the appearance of any conflicts of interest with the interests of City in the performance of this Agreement.

8.3 Covenant Against Discrimination.

Consultant covenants that, by and for itself, its heirs, executors, assigns, and all persons claiming under or through them, that there shall be no discrimination against or segregation of, any person or group of persons on account of race, color, creed, religion, sex, gender, sexual orientation, marital status, national origin, ancestry or other protected class in the performance of this Agreement. Consultant shall take affirmative action to insure that applicants are employed and that employees are treated during employment without regard to their race, color, creed, religion, sex, gender, sexual orientation, marital status, national origin, ancestry or other protected class.

8.4 Unauthorized Aliens.

Consultant hereby promises and agrees to comply with all of the provisions of the Federal Immigration and Nationality Act, 8 U.S.C. § 1101, *et seq.*, as amended, and in connection therewith, shall not employ unauthorized aliens as defined therein. Should Consultant so employ such unauthorized aliens for the performance of work and/or services covered by this Agreement, and should any liability or sanctions be imposed against City for such use of unauthorized aliens, Consultant hereby agrees to and shall reimburse City for the cost of all such liabilities or sanctions imposed, together with any and all costs, including attorney's fees, incurred by City.

ARTICLE 9. MISCELLANEOUS PROVISIONS

9.1 Notices.

Any notice, demand, request, document, consent, approval, or communication either Party desires or is required to give to the other Party or any other person shall be in writing and either served personally or sent by prepaid, first-class mail, in the case of City, to the City Manager and to the attention of the Contract Officer (with her/his name and City title), City of Grand Terrace, 22795 Barton Rd, Grand Terrace, CA 92313, and in the case of Consultant, to the person(s) at the address designated on the execution page of this Agreement. Either Party may change its address by notifying the other Party of the change of address in writing. Notice shall be deemed communicated at the time personally delivered or in seventy-two (72) hours from the time of mailing if mailed as provided in this Section.

9.2 Interpretation.

The terms of this Agreement shall be construed in accordance with the meaning of the language used and shall not be construed for or against either Party by reason of the authorship of this Agreement or any other rule of construction which might otherwise apply.

9.3 Counterparts and Electronic Signatures.

This Agreement may be executed in two or more counterparts, each of which when so executed shall be deemed to be an original and all of which when taken together shall constitute one and the same instrument. The words “execution,” “signed,” “signature,” and words of like import in this Agreement or in any other certificate, agreement or document related to this Agreement, shall include images of manually executed signatures transmitted by facsimile or other electronic format (including, without limitation, “pdf”, “tif” or “jpg”) and other electronic signatures (including, without limitation, DocuSign and AdobeSign). The use of electronic signatures and electronic records (including, without limitation, any contract or other record created, generated, sent, communicated, received, or stored by electronic means) shall be of the same legal effect, validity and enforceability as a manually executed signature or use of a paper-based record-keeping system to the fullest extent permitted by applicable law, including the Federal Electronic Signatures in Global and National Commerce Act, the California Uniform Electronic Transactions Act and any other applicable law, including, without limitation, any state law based on the Uniform Electronic Transactions Act or the Uniform Commercial Code.

9.4 Integration; Amendment.

This Agreement including the attachments hereto is the entire, complete and exclusive expression of the understanding of the Parties. It is understood that there are no oral agreements between the Parties hereto affecting this Agreement and this Agreement supersedes and cancels any and all previous negotiations, arrangements, agreements and understandings, if any, between the Parties, and none shall be used to interpret this Agreement. No amendment to or modification of this Agreement shall be valid unless made in writing and approved by Consultant and by the City Council. The Parties agree that this requirement for written modifications cannot be waived and that any attempted waiver shall be void.

9.5 Severability.

In the event that any one or more of the phrases, sentences, clauses, paragraphs, or sections contained in this Agreement shall be declared invalid or unenforceable by a valid judgment or decree of a court of competent jurisdiction, such invalidity or unenforceability shall not affect any of the remaining phrases, sentences, clauses, paragraphs, or sections of this Agreement which are hereby declared as severable and shall be interpreted to carry out the intent of the Parties hereunder unless the invalid provision is so material that its invalidity deprives either Party of the basic benefit of their bargain or renders this Agreement meaningless.

9.6 Warranty & Representation of Non-Collusion.

No official, officer, or employee of City has any financial interest, direct or indirect, in this Agreement, nor shall any official, officer, or employee of City participate in any decision relating to this Agreement which may affect his/her financial interest or the financial interest of any corporation, partnership, or association in which (s)he is directly or indirectly interested, or in violation of any corporation, partnership, or association in which (s)he is directly or indirectly interested, or in violation of any State or municipal statute or regulation. The determination of “financial interest” shall be consistent with State law and shall not include interests found to be “remote” or “noninterests” pursuant to Government Code Sections 1091 or 1091.5.

Nor shall any such officer or employee participate in any decision relating to the Agreement which affects her/his financial interest or the financial interest of any corporation, partnership or association in which (s)he is, directly or indirectly, interested, in violation of any State statute or regulation, including but not limited to the Political Reform Act (Government Code Sections 81000, *et seq.*)

Consultant warrants and represents that it has not paid or given, and will not pay or give, to any third party including, but not limited to, any City official, officer, or employee, any money, consideration, or other thing of value as a result or consequence of obtaining or being awarded any agreement. Consultant further warrants and represents that (s)he/it has not engaged in any act(s), omission(s), or other conduct or collusion that would result in the payment of any money, consideration, or other thing of value to any third party including, but not limited to, any City official, officer, or employee, as a result of consequence of obtaining or being awarded any agreement. Consultant is aware of and understands that any such act(s), omission(s) or other conduct resulting in such payment of money, consideration, or other thing of value will render this Agreement void and of no force or effect.

Consultant's Authorized Initials _____

9.7 Corporate Authority.

The persons executing this Agreement on behalf of the Parties hereto warrant that (i) such Party is duly organized and existing, (ii) they are duly authorized to execute and deliver this Agreement on behalf of said Party, (iii) by so executing this Agreement, such Party is formally bound to the provisions of this Agreement, and (iv) the entering into this Agreement does not violate any provision of any other Agreement to which said Party is bound. This Agreement shall be binding upon the heirs, executors, administrators, successors and assigns of the Parties.

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement on the date and year first-above written.

CITY:

City of Grand Terrace, a municipal corporation

Konrad Bolowich, City Manager

ATTEST:

Daysi Alcocer, City Clerk

APPROVED AS TO FORM:
ALESHIRE & WYNDER, LLP

Adrian R. Guerra, City Attorney

CONSULTANT:

SCA OF CA, LLC, a California limited liability company

By: _____
Name: Gerry Kesselring
Title: Chief Operating Officer

By:

Name: Patrick Bobo
Title: CLO, Secretary

Address: 4141 Rockside Road, Suite 100,
Seven Hills, OH 44131

Two corporate officer signatures required when Consultant is a corporation, with one signature required from each of the following groups: 1) Chairman of the Board, President or any Vice President; and 2) Secretary, any Assistant Secretary, Chief Financial Officer or any Assistant Treasurer. CONSULTANT'S SIGNATURES SHALL BE DULY NOTARIZED, AND APPROPRIATE ATTESTATIONS SHALL BE INCLUDED AS MAY BE REQUIRED BY THE BYLAWS, ARTICLES OF INCORPORATION, OR OTHER RULES OR REGULATIONS APPLICABLE TO CONSULTANT'S BUSINESS ENTITY.

CALIFORNIA ALL-PURPOSE ACKNOWLEDGMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy or validity of that document.

STATE OF CALIFORNIA

COUNTY OF SAN BERNARDINO

On _____, 2025 before me, _____, personally appeared _____, proved to me on the basis of satisfactory evidence to be the person(s) whose names(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature: _____

OPTIONAL

Though the data below is not required by law, it may prove valuable to persons relying on the document and could prevent fraudulent reattachment of this form.

CAPACITY CLAIMED BY SIGNER

DESCRIPTION OF ATTACHED DOCUMENT

☐

INDIVIDUAL

☐

CORPORATE OFFICER

TITLE(S)

TITLE OR TYPE OF DOCUMENT

☐

PARTNER(S)

☐

LIMITED

☐

GENERAL

NUMBER OF PAGES

☐

ATTORNEY-IN-FACT

☐

TRUSTEE(S)

☐

GUARDIAN/CONSERVATOR

☐

OTHER _____

DATE OF DOCUMENT

SIGNER IS REPRESENTING:

(NAME OF PERSON(S) OR ENTITY(IES))

SIGNER(S) OTHER THAN NAMED ABOVE

CALIFORNIA ALL-PURPOSE ACKNOWLEDGMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy or validity of that document.

STATE OF CALIFORNIA

COUNTY OF SAN BERNARDINO

On _____, 2025 before me, _____, personally appeared _____, proved to me on the basis of satisfactory evidence to be the person(s) whose names(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature: _____

OPTIONAL

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DESCRIPTION OF ATTACHED DOCUMENT

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INDIVIDUAL

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ATTORNEY-IN-FACT

☐

TRUSTEE(S)

☐

GUARDIAN/CONSERVATOR

☐

OTHER _____

DATE OF DOCUMENT

SIGNER IS REPRESENTING:

(NAME OF PERSON(S) OR ENTITY(IES))

SIGNER(S) OTHER THAN NAMED ABOVE

EXHIBIT “A”
SCOPE OF SERVICES

I. Consultant will perform the following Services:

Consultant shall provide street sweeping services in a thorough and professional manner and furnish all labor, tools, equipment, materials, and supplies necessary to complete the work in a timely manner in accordance with the City’s requirements.

A. Objectives - The primary objectives of the sweeping program are to:

- i. Establish and adhere to a regular schedule of performance;
- ii. Maintain gutter flow lines free of debris for free flow of water;
- iii. Maintain a state of cleanliness for road safety acceptable to the City and its residents;
- iv. Meet all Federal, State, County, and City laws, regulations, and ordinances;
- v. Meet South Coast Air Quality Management District (AQMD) requirements;
- vi. Meet all National Pollution Discharge Elimination System (NPDES) requirements to remove and properly dispose of dust, silt, dirt, leaves, and other organic and inorganic materials from City streets prior to such materials entering the City’s storm drain system;
- vii. Sweep approximately 88 curb miles per month.

B. Regular Services

- i. Consultant shall furnish all labor, equipment, tools, fuel, insurance, supervision, disposal costs, and materials (except water) to sweep City streets in accordance with the schedule and specifications in this Exhibit.
- ii. Consultant shall sweep by machine all residential and commercial public streets and paved public alleys in accordance with the schedule in Exhibit A-1.
- iii. Commercial and residential streets are defined as paved public City streets regularly used for the operation of motor vehicles.

C. Description of Work

- i. City Residential Sweeping (One Time Per Month) following the six-zone schedule in Exhibit A-1.
 - 1. Zones 1 & 2: First Thursday of the month
 - 2. Zones 3 & 6: Second Thursday of the month
 - 3. Zones 4 & 5: Third Thursday of the month
- ii. Business District Sweeping (One Time Per Week)
 - 1. Both sides of Barton Road from 21800 Barton Road to 23200 Barton

Road.

2. Both sides of Mt. Vernon Avenue, from Main Street (North), approximately 1,500 feet north of Grand Terrace Road.

iii. City Facilities (Once per Week)

1. City Hall Parking Lot (22795 Barton Rd., Grand Terrace, Ca 92313).
2. City Hall Maintenance Yard (22795 Barton Rd., Grand Terrace, Ca 92313).
3. Veterans Freedom Park Parking Lot (21950 Pico St., Grand Terrace, Ca 92313) (as part of designated zones)
4. Richard Rollins Community Park Parking Lot (22745 De Berry St., Grand Terrace, Ca 92313) (as part of designated zones)

iv. Exclusions

1. Street sweeping does not include any portion of the I-215 freeway, as identified on the referenced map.

v. On-Call, Special Event, and Emergency Street Sweeping.

1. Consultant shall respond within 8 hours for on-call/special events and within 2 hours for emergency requests.
2. Provide up-to-date contact info for after-hours/emergency requests.

vi. Operating Hours

1. Residential: Thursdays, starting at 6:00 a.m. (must finish same day by 3:00 p.m.)
2. Commercial: 9:00 p.m. Wednesday to 6:00 a.m. Thursday
3. Complaints on sweeping outside approved times must be resolved to the City's satisfaction.

vii. Rain Scheduling

1. Sweeping canceled for 50%+ rain forecast or rain during scheduled hours.
2. Notify City by 6:00 a.m. on day of service; reschedule for 4th Thursday or earliest available.

D. Special Requirements

1. The Consultant must obtain a City of Grand Terrace business license.
2. Consultant shall utilize a GPS system capable of tracking sweeping activity and provide monthly service reports.
3. Sweeping speed shall not exceed 8 MPH.

E. Labor, Equipment and Materials

1. The Consultant shall use and furnish at their own expense all labor, equipment, and materials necessary for the satisfactory performance of

the works set forth in this contract.

2. The operators shall be competent in all aspects of street sweeper operations. This includes knowledge of all operational aspects of the equipment used, knowledge of the California Vehicle Code, knowledge of standard safety practices, and knowledge of notification procedures should the need arise to contact City personnel.
3. The primary equipment shall be of a recognized make and shall be kept in good and safe repair and not greater than 10-years old for either the chassis and/or the vacuum system. Semi-annual inspection of all equipment must be conducted with findings from those inspections to be submitted to the City in writing.

B. Quality Control

1. Sweeping shall be done in a neat, orderly and professional manner. The street sweeper shall leave designated areas of sweeping free of dirt, litter, debris, obstructions, smears and visual dust in accordance with the City's standards of cleanliness.
2. While sweeping shall normally consist of a single pass over an area, the Consultant shall make additional passes or such extra effort as may be required to adequately clean the street. Extra effort shall be required when sweeping equipment leaves a dirt/silt smear in its pathway. Extra effort will be strictly enforced during and after windy conditions and storm weather. The cost of any extra effort shall be included in the contract cost.
3. Items that cannot be swept such as: tree limbs, palm fronds, rocks, trash and debris shall be removed from the sweeping path by the sweeping operator rather than going around it. Larger obstructions such as impaired vertical and/or horizontal clearance by tree limbs, construction or landscaping debris shall be immediately reported to the City when the location cannot be swept.
4. The City Manager or his/her designee shall be the sole judge of the quality of work. In the event that the results of a sweep are considered to be unsatisfactory, the City will notify the Consultant of exact location and description of deficiency. The Consultant shall completely re-sweep the unsatisfactory area at its own expense and shall provide responses within one (1) working day of receiving notice of the deficient sweeping.

5. The Consultant shall also provide back-up capabilities for instances when sweeping cannot be completed on schedule due to street sweeper mechanical failure.

C. Disposal

1. Consultant shall dispose of all refuse and debris collected from sweeping operations in the City's Corporate Yard. The cost for disposal is not included in the Agreement cost.

D. Sweeping Practices and Standards of Performance

1. Areas of Street – Areas of the street to be swept include curb lines along both sides of the roadway or to the edge of the pavement where no curb exists, along all curbs on raised medians, over all portions of painted median, painted left and right turn pockets, and all intersection turn pockets and arterial intersection center areas and dead spots are to be maintained on the same frequency as the median or intersection for which they are associated and included in the curb mile price. Curb returns (radii) at intersections of arterial and residential streets will be swept along their entire length and free of debris on scheduled arterial sweeping days. Excluded from areas to be swept are those that would cause damage to the equipment used. While Consultant is normally responsible for the 8' strip (sweeper width), curb to curb sweeping, an additional width of street may need to be swept at some locations due to unforeseen circumstances and shall be included within the curb mile price.
2. Flow of Traffic – Sweeping shall be accomplished in the same direction as traffic flow at all times during sweeping
3. Warning Devices – Vehicles shall be equipped with top-mounted warning lights (rotating or beacon) visible for 360° or comparable traffic safety lights when sweeping. A rear-mounted left/right arrow stick shall be required for arterial and bike lane sweepers.
4. Sweeping Speed – Sweeping speed shall be adjusted to street and debris condition with a maximum speed of eight miles per hour (8 MPH). City streets swept while driver exceeds eight miles per hour (8 MPH) will be re-swept in their entirety at Consultant's expense. In addition, a verbal warning will be given for the first violation. A written warning will be given for the second violation, and a "Failure to Perform" notice will be issued upon the third violation.
5. Notification of Non-sweeping – Consultant shall provide City representatives on a daily basis (when applicable) with a list of all streets not swept when regular sweeping schedule is interrupted for any reason and shall deduct said street from Consultant's invoices for that day/week. Consultant shall provide a list of streets that cannot be swept to the City by the end of each day that Consultant is required to sweep streets

pursuant to this Agreement. The City shall notify the Consultant by phone on non-sweeping conditions due to inclement weather. The City's notification will serve as a non-sweep day and Consultant shall not be compensated by the City unless an alternative sweeping schedule is coordinated by the Consultant and is submitted to the City for its written approval and Consultant actually performs such street sweeping pursuant to the alternative sweeping schedule. For such street sweeping, Consultant shall be compensated pursuant to the Cost per Curb Mile rates provided in Section I of Exhibit "C-1".

6. Holidays and Potential Conflicts with the Waste and Recycling Contractor – Consultant will observe all City holidays and holidays observed by the City's franchised waste hauler. Approved non-sweep days will not be paid for by the City unless an alternative sweeping schedule is coordinated by the Consultant and is submitted to the City for its written approval and Consultant actually performs such street sweeping pursuant to the alternative sweeping schedule. For such street sweeping, Consultant shall be compensated pursuant to the Cost per Curb Mile rates provided in Section I of Exhibit "C-1". Trash and recycling collection days will take priority over street sweeping days and cannot be both performed on the same day. Currently, the City is serviced by Burrtec Waste Industries, Inc. on Monday, Tuesday and Wednesday (Fridays for City parks); however, Consultant shall independently verify Burrtec Waste Industries, Inc.'s schedule within the City.

E. Water

1. The Consultant shall obtain water for sweeping operations at locations designated by the City. The City shall bear the cost of the water used. If water is not used during operations, the Consultant must provide the City with a valid reason. If the reason is deemed unacceptable, sweeping may be rescheduled at the discretion of the City.

F. Payment Adjustment for Missed Service

1. Approved non-sweep days will not be compensated unless an alternative schedule is submitted, approved, and performed.
2. Daily rate will be calculated by dividing the annual cost by the number of service days.

II. As part of the Services, Consultant will prepare and deliver the following tangible work products to City:

- A.** In addition to any tangible work products required elsewhere in this Agreement, Consultant shall prepare and deliver such tangible work products that may be required by the City from time to time under this Agreement.

III. In addition to the requirements of Section 6.2, during performance of the Services, Consultant will keep City appraised of the status of performance by delivering the following status reports:

- A.** Consultant shall prepare and deliver such status reports as may be required by the City from time to time under this Agreement.

IV. All work product is subject to review and acceptance by City, and must be revised by Consultant without additional charge to City until found satisfactory and accepted by City.

Exhibit "A-1"

Sweeping Schedule

MAP

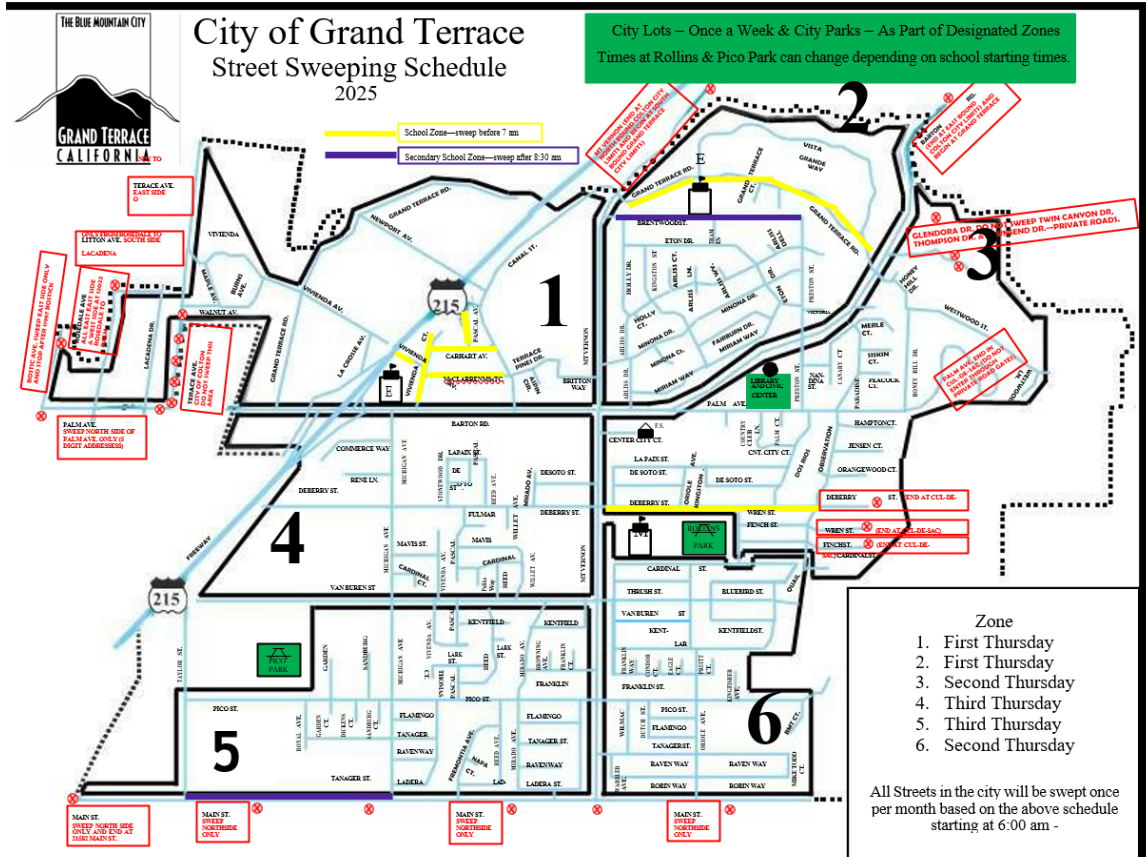


EXHIBIT “B”
SPECIAL REQUIREMENTS
(Superseding Contract Boilerplate)

EXHIBIT “C”
SCHEDULE OF COMPENSATION

- I. Consultant shall perform the Services at the rates provided in Exhibit “C-1” of this Agreement.**
- A. For Services not including On-Call and Special Event Street Sweeping and Emergency Street Sweeping, Consultant shall only be compensated per curb mile actually swept pursuant to the Cost per Curb Mile provided in Section I of Exhibit “C-1”. Consultant’s compensation provided herein shall not exceed the applicable maximums provided in Section I of Exhibit “C-1”.
 - B. For On-Call and Special Event Street Sweeping and Emergency Street Sweeping, Consultant shall be compensated per hour pursuant to Section II of Exhibit “C-1”. Consultant’s compensation provided herein shall not exceed the applicable maximum provided in Section II of Exhibit “C-1”.
 - C. Within the budgeted amounts for the Services described above, and with the written approval of the Contract Officer, funds may be shifted from one subbudget to another so long as the Contract Sum is not exceeded per Section 2.1, unless Additional Services are approved per Section 1.8.
- II. The City will compensate Consultant for the Services performed upon submission of a valid invoice to City of Grand Terrace, 22795 Barton Rd., Grand Terrace, CA 92313, to the attention of the City Manager. Each invoice shall include:**
- A. Purchase Order Number
 - B. Project name/description
 - C. Line items for all personnel describing the work performed, the title/classification under which such personnel is billed, the number of hours worked, the number of curb miles swept (including weekly start and completion odometer readings for the vehicle utilized), and the hourly rate pay.
 - D. Line items for all materials and equipment properly charged to the Services.
 - E. Line items for all other approved reimbursable expenses claimed, with supporting documentation.
 - F. Line items for all approved subcontractor labor, supplies, equipment, materials, and travel properly charged to the Services.
 - G. Such other information as may be required by the Contract Officer.
- III. The total compensation for the Services shall not exceed \$104,264 as provided in Section 2.1 of this Agreement.**

IV. The Consultant's billing rates for the Services are attached as Exhibit "C-1".

Exhibit “C-1”

I. Regularly Scheduled Street Sweeping

PRIMARY SWEEP VEHICLE INFORMATION

Year	Make	Model	License	Vehicle Identification Number (VIN)	Compliance with CA Emission Standards
2022	Freightliner	M2 112 Schwarze A7 Tornado CNG	8WYA576	1FVAC4FT0NHMZ8203	☒ Compliant ☐ Non-Compliant ☐ Exempt

SECONDARY SWEEP VEHICLE INFORMATION

Year	Make	Model	License	Vehicle Identification Number (VIN)	Compliance with CA Emission Standards
2021	Freghtliner	M2 Tymco 600 CNG	8TQK325	1FVAC4FT9MHMR2141	☒ Compliant ☐ Non-Compliant ☐ Exempt

STREET SWEEPING SERVICE

Residential Daily Rate: Thursdays between 6:00 am – 3:00 pm – 2 zones per Thursday

Estimated Monthly Curb Mileage: 88 miles

Service	YEAR 1 (7/1/2025 - 6/30/2026)	YEAR 2 (7/1/2026 - 6/30/2027)	YEAR 3 (7/1/2027 - 6/30/2028)	YEAR 4 (7/1/2028 - 6/30/2029)	YEAR 5 (7/1/2029 - 6/30/2030)
Residential Rate (88 miles/month)	\$65,472.00	\$67,436.16	\$69,459.25	\$71,543.03	\$73,689.32
Business District: Serviced Wednesdays to Thursdays between 9:00 pm – 6:00 am	\$32,552.00	\$33,528.56	\$34,534.42	\$35,570.46	\$36,637.58
City Hall Lots: Maintenance yard and City Hall Parking Lot - Serviced once a week	\$6,240.00	\$6,427.20	\$6,620.02	\$6,818.62	\$7,023.18

The City will award the contract to the lowest responsive/responsible bidder. The lowest responsive bidder will be determined

TOTAL BASE BID AMOUNT (For each year):

YEAR 1: \$ 104,264.00

YEAR 4: \$ 113,932.11

YEAR 2: \$ 107,391.92

YEAR 5: \$ 117,350.08

YEAR 3: \$ 110,613.69

For Services not including On-Call and Special Event Street Sweeping and Emergency Street Sweeping, Consultant's total compensation under this Agreement shall not exceed \$104,264 for year one.

II. On-Call and Special Event Street Sweeping and Emergency Street Sweeping

OPTIONAL: STREET SWEEPING SERVICES

Hourly Rate: Sunday through Saturday (On-Call and Special Events as needed)

Year	YEAR 1 (7/1/2025 - 6/30/2026)	YEAR 2 (7/1/2026 - 6/30/2027)	YEAR 3 (7/1/2027 - 6/30/2028)	YEAR 4 (7/1/2028 - 6/30/2029)	YEAR 5 (7/1/2029 - 6/30/2030)
Hourly Rate	\$195.00	\$200.85	\$206.88	\$213.09	\$219.49

For On-Call, Special Event, and Emergency Street Sweeping services, Consultant's total compensation shall not exceed \$25,000 over the five-year term of the Agreement. This amount is based on an estimated need for up to three call-outs per year at eight hours each, totaling approximately \$24,847.44. Compensation for these services shall be paid through a separate purchase order, independent of the purchase order issued for routine sweeping services, and shall be processed under the City Manager's purchasing authority, not to exceed \$25,000.

EXHIBIT “D”
SCHEDULE OF PERFORMANCE

- I. Consultant shall perform all Services timely in accordance with the schedule developed by the City and subject to modification by written approval of the Contract Officer.
- II. Unless earlier terminated in accordance with Article 7 of this Agreement, this Agreement shall continue in full force and effect until completion of the services but not exceeding five (5) years from the date hereof. The Parties may agree to extend the term of this Agreement by two (2) terms of one (1) years each.



AGENDA REPORT

MEETING DATE: May 27, 2025

TITLE: Historical & Cultural Activities Committee Member Resignations and Authorization to Post Notice of Vacancies

PRESENTED BY: Daysi Alcocer, City Clerk

RECOMMENDATION: Accept the Resignation of Historical & Cultural Activities Committee Members Dianne Johnson and Toni Epps, Direct the City Clerk to Prepare and Send a Letter of Appreciation on Behalf of the City Council and Direct the City Clerk to Post a Notice of Vacancies

2030 VISION STATEMENT:

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

BACKGROUND:

The Historical & Cultural Activities Committee is a seven-member Committee appointed by the Mayor, subject to City Council approval, and serves four-year terms at the pleasure of the City Council (Municipal Code Chapter 2.16). The terms alternate so that every two years at least two appointments are set to expire. Committee Treasurer, Dianne Johnson, submitted her written resignation on May 11, 2025, via email, resigning from the Committee effective May 22, 2025. Vice-Chair, Toni Epps, submitted her resignation letter on May 16, 2025, via email effective immediately. The table below depicts the composition and terms of the Committee:

NAME	APPOINTED	APPOINTED BY:	TERM ENDS
Marie "Toni" Epps	07/25/2023	Council At Large	06/30/2026
Stephanie Darwin	06/25/2024	Council At Large	06/30/2026
Lynne Harmon	08/27/2024	Council Member Allen	06/30/2028
Dianne Johnson	08/27/2024	Council Member Brown	06/30/2028
Monica Gutierrez	08/27/2024	Council Member Sabino	06/30/2028
Margie Miller	01/28/2025	Mayor Hussey	06/30/2028
Jason Greeley	01/28/2025	Mayor Pro Tem Wilson	06/30/2026

DISCUSSION:

Pursuant to Government Code section 54974(a), "[w]henver an unscheduled vacancy occurs in any board, commission, or committee for which the legislative body has the appointing power, whether due to resignation, death, termination, or other causes, a special vacancy notice shall be posted in

the office of the clerk of the local agency, on either the local agency's Internet Website or at the library designated pursuant to Section 54973, and in other places as directed by the legislative body, not earlier than 20 days before or not later than 20 days after the vacancy occurs. Final appointment to the board, commission, or committee shall not be made by the legislative body for at least 10 working days after the posting of the notice in the clerk's office."

With the resignation of Ms. Johnson and Ms. Epps, the Historical & Cultural Activities Committee will have two (2) member vacancies. After acceptance of Ms. Johnson and Ms. Epps' resignation from the City Council, staff recommends that the City Council direct the City Clerk to prepare and send a letter of appreciation to Ms. Johnson and Ms. Epps, and post a notice of vacancy pursuant to Government Code Section 54974. The City Clerk will then begin accepting applications beginning June 10, 2025, from residents who may wish to serve on the committee. The vacancy notice and application information will be disbursed through a press release and posting on the City's website and reader board.

Upon receipt of applications from interested residents, staff would provide the applications to the City Council for review at a regularly scheduled City Council meeting. At that meeting, subject to the City Council's approval, the Mayor shall appoint new committee members.

ENVIRONMENTAL IMPACT:

None.

FISCAL IMPACT:

None.

Daysi Alcocer

From: Dianne Johnson [REDACTED]
Sent: Sunday, May 11, 2025 7:16 AM
To: Daysi Alcocer
Subject: Historical & Cultural Activities Committee

RECEIVED

MAY 12 2025

**CITY OF GRAND TERRACE
CITY CLERK'S DEPARTMENT**

May 10, 2025

Dianne Johnson
[REDACTED]

Dear Daysi

Please accept this letter as formal notification that I am leaving my position with the Historical & Cultural Activities Committee on May 22, 2025.

Please let me know how I can help during this transition. I wish the Committee all the best as it continues to grow.

Respectfully,

Dianne Johnson

Toni Epps

[REDACTED]

[REDACTED]

[REDACTED]

RECEIVED
MAY 16 2025
CITY OF GRAND TERRACE
CITY CLERK'S DEPARTMENT

Date: 05/16/2025

To the Grand Terrace Historical and Cultural Activities Committee,

It is with a heavy heart that I submit my resignation from the Grand Terrace Historical and Cultural Activities Committee, effective immediately.

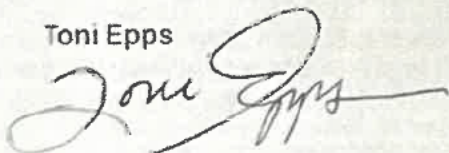
Due to ongoing health issues and personal matters that require my full attention, I find myself unable to continue serving in the capacity that this committee—and our community—deserves. This has not been an easy decision, as my time on the committee over the past two years has been incredibly meaningful to me.

I want to sincerely thank each of you for the graciousness, support, and kindness you've extended to me throughout my service. It has been a privilege to work alongside such passionate individuals dedicated to preserving and celebrating the rich history and culture of Grand Terrace.

I will always cherish the experiences and relationships I've gained during my time on the committee and will continue to support its mission in any way I can, albeit from a distance for now.

With gratitude and warm regards,

Toni Epps





AGENDA REPORT

MEETING DATE: May 27, 2025

TITLE: Second Reading to Form Community Facilities District No. 2025-1 (Public Maintenance Services)

PRESENTED BY: Shanita Tillman, Sr. Management Analyst

RECOMMENDATION: **Adopt Resolution No. 2025-XX, forming Community Facilities District (CFD) No. 2025-1.**

2030 VISION STATEMENT:

Goal #1, "Ensure Our Fiscal Viability," by implementing a funding mechanism for public maintenance services in response to new development.

BACKGROUND:

On May 13, 2025, the City Council held the first reading of the proposal to establish Community Facilities District (CFD) No. 2025-1. The formation of the CFD follows the approval of Final Tract Map No. 20395 on June 25, 2024, which involves a six-lot residential development. The City Council also adopted Resolution No. 2025-03 on January 14, 2025, to establish CFD No. 2025-1 and authorize the levy of a special tax for public maintenance services. The public hearing for this item was initially scheduled for February 25, 2025, but was rescheduled to March 11, 2025. A landowner election has been conducted, with the results to be declared in this report.

DISCUSSION:

The development project, located south of Litton Avenue, west of La Cadena Drive, and east of Rosedale Street, will require funding for landscaping, lighting, drainage, and street maintenance, which will be financed through CFD 2025-1. The special tax revenue will cover the ongoing maintenance services needed. Following the second reading, the tax will be levied once the formation process is complete and at least two-thirds of the votes approve. The annual special tax, starting the fiscal year after the issuance of a building permit, will be \$1,816 per dwelling unit, generating an estimated total of \$10,896 annually for the six parcels.

ENVIRONMENTAL IMPACT:

Establishing a Community Facilities District (CFD) itself does not create a physical environmental impact, as it is primarily a financial mechanism for funding public services like landscaping, lighting, drainage, and street maintenance.

FISCAL IMPACT:

The annual special tax for CFD 2025-1 is expected to generate \$1,816 per dwelling unit, totaling \$10,896 annually for the six residential parcels, with adjustments for inflation. The special tax will be included in the property tax bills, as per the Rate and Method of Apportionment. Expenditures related to this CFD will be charged to a newly created account specifically for the administration and

maintenance of CFD 2025-1.

ORDINANCE NO. XXXX

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF GRAND TERRACE, CALIFORNIA, LEVYING SPECIAL TAXES WITHIN THE CITY OF GRAND TERRACE COMMUNITY FACILITIES DISTRICT NO. 2025-1 (PUBLIC MAINTENANCE SERVICES)

WHEREAS, on March 25, 2025, the City Council of the City of Grand Terrace (the "City Council") adopted Resolution No. 2025-XX entitled "A Resolution of the City Council of the City of Grand Terrace Declaring Its Intention to Establish City of Grand Terrace Community Facilities District No. 2025-1 (Public Maintenance Services) and to Authorize the Levy of a Special Tax Therein to Finance Certain Services" (the "Resolution of Intention"), stating its intention to establish the City of Grand Terrace Community Facilities District No. 2025-1 (Public Maintenance Services) (the "District") to fund certain services described therein (the "Services") pursuant to the Mello-Roos Community Facilities Act of 1982, California Government Code section 53311 *et seq.* (the "Act"); and

WHEREAS, notice was published as required by the Act of the public hearing called pursuant to the Resolution of Intention as to the City Council's intention to form the District and to provide for the costs of the Services; and

WHEREAS, the Resolution of Intention called for a public hearing on the District to be held on May 13, 2025, and on this date the City Council held a public hearing, as required by the Act, relative to its decision to proceed with the formation of the District and the levy of special taxes therein; and

WHEREAS, at the public hearing all persons desiring to be heard on all matters pertaining to the formation of the District and the levy of the special taxes were heard, evidence was presented and considered by this City Council and a full and fair hearing was held; and

WHEREAS, subsequent to the close of the public hearing, this City Council adopted resolutions entitled "Resolution of Formation of the City Council of the City of Grand Terrace to establish City of Grand Terrace Community Facilities District No. 2025-1 (Public Maintenance Services), to establish an Appropriations Limit therefor, to authorize the Levy of A Special Tax therein, and to Submit the establishment of an Appropriations Limit and the Levy of Special Taxes to the Qualified Electors thereof" (the "Resolution of Formation"), and "Resolution of the City Council of the City of Grand Terrace calling a Special Election and submitting to the Qualified Electors of City of Grand Terrace Community Facilities District No. 2025-1 (Public Maintenance Services) propositions regarding the establishment of an appropriations Limit and the annual Levy of a Special Tax Within the Community Facilities District", which resolutions established the District, authorized the levy of a special tax within the District, and called an election within the District on the proposition of levying a special tax within, and establishing an appropriations limit for, the District; and

WHEREAS, an election was held within the District in which the landowners approved said propositions by ballots cast in the election.

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Grand Terrace as follows:

1. By the passage of this Ordinance, this City Council hereby authorizes and levies special taxes within the District, pursuant to the Act, at the rate and in accordance with the rate and method of apportionment of special taxes appended as **Exhibit B** to the Resolution of Formation (the "Rate and Method of Apportionment"), which Resolution of Formation is by this reference incorporated herein. The Special Tax is hereby levied to pay for the Services for the District, as contemplated by the Resolution of Formation and the Rate and Method of Apportionment, commencing in fiscal year 2025-26 and in each fiscal year thereafter.
2. The Public Works Director of the City or her designee is hereby authorized and directed each fiscal year to determine the specific special tax rate and amount to be levied for each parcel of real property within the District, in the manner and as provided in the Rate and Method of Apportionment.
3. Exemptions from the levy of the Special Tax shall be as provided in the Resolution of Formation and the applicable provisions of the Act. In no event shall special taxes be levied on any parcel within the District in excess of the maximum tax specified in the Rate and Method of Apportionment.
4. All of the collections of the special tax shall be used as provided for in the Act and in the Resolution of Formation, including, but not limited to, the payment of costs of providing the Services, the payment of City costs in administering the District and the costs of collecting and administering the special tax.
5. The special taxes shall be collected from time to time as necessary to meet the financial obligations of the District. The special taxes will be collected in the same manner as ordinary ad valorem property taxes, and the special taxes shall have the same lien priority, and be subject to the same penalties and the same procedure and sale in cases of delinquency as provided for ad valorem taxes. In addition, the provisions of California Government Code section 53356.1 shall apply to delinquent special tax payments. The Public Works Director or her designee is hereby authorized and directed to provide all necessary information to the auditor/tax collector of the County of San Bernardino and to take all actions necessary to effect proper billing and collection of the special tax, so that the special tax shall be levied and collected in sufficient amounts and at the times necessary to satisfy the financial obligations of the District in each fiscal year.

Notwithstanding the foregoing, any special taxes that cannot be collected on the County tax roll, or are not so collected, may be collected through direct billing by the City.

6. If for any reason a court with jurisdiction finds any portion of this ordinance to be invalid or finds the special tax to be inapplicable to any particular parcel, then the balance of this ordinance and the application of the special tax to the remaining parcels shall not be affected.

7. This ordinance shall take effect and be in force immediately as a tax measure; and before the expiration of fifteen (15) days after its passage the same shall be published, with the names of the members voting for and against the same, at least once in a newspaper of general circulation published and circulated in the District.

PASSED, APPROVED and ADOPTED this 27th day of May, 2025 by the following votes:

AYES:

NOES:

ABSENT:

ABSTAIN:

Bill Hussey, Mayor
City of Grand Terrace

ATTEST:

Daysi Alcocer, City Clerk
City of Grand Terrace

I hereby certify that the foregoing is a true and correct copy of an ordinance, being Ordinance No. XXXX, duly passed and adopted at a meeting of the City Council of the City of Grand Terrace, California, held on May 27, 2025.

Daysi Alcocer, City Clerk
City of Grand Terrace

APPROVED AS TO FORM:

Adrian Guerra, City Attorney
City of Grand Terrace



AGENDA REPORT

MEETING DATE: May 27, 2025

TITLE: SB 1 Project List Adoption for FY 2025–26

PRESENTED BY: Shanita Tillman, Sr. Management Analyst

RECOMMENDATION: Adopt resolution of projects funded by SB 1: The Road Repair And Accountability Act of 2017 for FY 2025-26

2030 VISION STATEMENT:

This staff report aligns with Goal #1, *“Ensure Our Fiscal Viability,”* by identifying additional revenue sources, and Goal #2, *“Maintain Public Safety,”* by investing in improvements to public infrastructure.

BACKGROUND:

The Road Maintenance and Rehabilitation Account (RMRA) was established through Senate Bill 1 (SB 1), also known as the Road Repair and Accountability Act of 2017. RMRA is funded by increased state fuel taxes and vehicle registration fees and is administered by the California State Controller’s Office. It is a designated component of the broader Highway Users Tax Account (Gas Tax).

RMRA funds are allocated annually to local jurisdictions and are restricted to eligible transportation projects, such as pavement rehabilitation, roadway safety improvements, ADA accessibility upgrades, and complete streets enhancements.

DISCUSSION:

Through SB 1, cities receive additional gas tax revenue to address deferred maintenance of local streets and road systems. The City of Grand Terrace is projected to receive \$343,315 in SB 1 RMRA funds for Fiscal Year 2025–26.

Each year, the City Council is presented with an updated list of proposed street segments to be rehabilitated using these funds. For FY 2025–26, the following streets are included in the Capital Improvement Program (CIP):

Street	From	To
GRAND TERRACE RD	MOUNT VERNON AVE	GRAND TERRACE CT
BRENTWOOD ST	MOUNT VERNON AVE	PRESTON ST

ENVIRONMENTAL IMPACT:

The proposed improvements are categorically exempt from the California Environmental Quality Act (CEQA) under Section 15301, Existing Facilities.

FISCAL IMPACT:

The City is projected to receive \$343,315 in SB 1 RMRA funds for FY 2025–26. These funds will be applied to the CIP Street Improvement Project.

The Capital Improvement Program is supported through a combination of funding sources, including:

- RMRA (SB 1) – Fund 56
- Gas Tax – Fund 16
- Measure I – Fund 20 (administered by the San Bernardino County Transportation Authority)
- City Reserves

Additional local funding may be allocated if necessary to fully fund construction and associated costs.

RESOLUTION NO. 2025-XX

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GRAND TERRACE ADOPTING A LIST OF PROJECTS FOR FISCAL YEAR 2025-26 FUNDED BY SB 1: THE ROAD REPAIR AND ACCOUNTABILITY ACT OF 2017

WHEREAS, Senate Bill 1 (SB 1), the Road Repair and Accountability Act of 2017 (Chapter 5, Statutes of 2017), was passed by the Legislature and signed into law by the Governor in April 2017 to address significant multi-modal transportation funding shortfalls statewide; and

WHEREAS, SB 1 includes accountability and transparency provisions to ensure that the residents of the City of Grand Terrace are aware of the projects proposed for funding in their community and which projects have been completed each fiscal year; and

WHEREAS, the City of Grand Terrace must adopt, by resolution, a list of projects proposed to receive fiscal year funding from the Road Maintenance and Rehabilitation Account (RMRA), created by SB 1, which must include a description and location of each proposed project, a proposed schedule for project completion, and the estimated useful life of the improvement; and

WHEREAS, the City of Grand Terrace will receive an estimated \$343,315 in RMRA funding in Fiscal Year 2025–26 from SB 1; and

WHEREAS, this is the seventh year in which the City of Grand Terrace is receiving SB 1 funding, which enables the City to continue essential road maintenance and rehabilitation projects, safety improvements, replacement of aging infrastructure, and enhancements to access and mobility for the traveling public—efforts that would not otherwise be possible without SB 1; and

WHEREAS, the City of Grand Terrace has conducted a thorough evaluation to ensure that streets heavily trafficked by residents are prioritized and included in the transportation project list; and

WHEREAS, funding from SB 1 will help the City maintain and rehabilitate several streets and expand active transportation infrastructure throughout the City in future years; and

WHEREAS, the 2023 California Statewide Local Streets and Roads Needs Assessment found that the City’s streets and roads are in an “at-risk” condition, and this revenue will help increase the overall quality of the road system, bringing it to a “good” condition over the next decade and improving safety and mobility citywide; and

WHEREAS, the SB 1 project list and overall investment in local streets and roads infrastructure will have a significant positive impact on the City of Grand Terrace. This funding allows the City to focus on basic maintenance and safety, invest in complete streets infrastructure, and utilize high-quality materials and practices. Without SB 1 funding, the City's ability to undertake these crucial projects would be severely limited, hindering efforts to enhance the quality and safety of our transportation network. This investment ensures continued maintenance and improvement of heavily trafficked streets, supports safer and more efficient travel routes, and contributes to the long-term sustainability of the City's infrastructure.

NOW, THEREFORE IT IS HEREBY RESOLVED, ORDERED AND FOUND BY THE CITY COUNCIL OF THE CITY OF GRAND TERRACE, STATE OF CALIFORNIA, AS FOLLOWS:

SECTION 1. The City Council finds that the above recitals are true and correct and, accordingly, are incorporated herein as findings and made a material part of this Resolution.

SECTION 2. The following list of newly proposed projects will be funded in-part or solely with fiscal year 2025-26 Road Maintenance and Rehabilitation Account revenues:

Project Title:	2025-26 CIP Street Improvement Project
Project Description:	Rehabilitate Brentwood Street from Mt. Vernon Avenue to Preston Street, and Michigan Avenue from De Berry Street to Van Buren Street.
Project Location:	Mount Vernon Ave, Grand Terrace, CA
Estimated Project Schedule:	Start: 07/2025 - Completion: 07/2025
Estimated Project Useful Life:	10-20 years

SECTION 3. This Resolution shall go into full force and effect immediately.

SECTION 4. The City Clerk shall certify to the adoption of this Resolution.

PASSED, APPROVED AND ADOPTED by the City Council of the City of Grand Terrace at a regular meeting held on the 27th day of May 2025.

Bill Hussey
Mayor

ATTEST:

Daysi Alcocer
City Clerk

APPROVED AS TO FORM:

Adrian R. Guerra
City Attorney



AGENDA REPORT

MEETING DATE: May 27, 2025

TITLE: Update Facility Use Fees

PRESENTED BY: Shanita Tillman, Sr. Management Analyst

RECOMMENDATION:

- 1. Hold a public hearing on the proposed revision of the Facility Use Fees as part of the Facility Use Agreement.**
- 2. Approve the revised Facility Use Fees, as outlined in the proposed Facility Use Fee schedule.**

2030 VISION STATEMENT:

This staff report supports Goal #4: 'Develop and Implement Successful Partnerships.'

BACKGROUND:

The City has revised its Facility Use Agreement multiple times since the initial adoption of park policies and fee structures in 1994 and 2002, with updates in 2012 to improve facility management. Most recently, the fees were updated on November 12, 2024. The City has continued to refine this agreement, including clarifying applicant responsibilities for using City facilities.

DISCUSSION:

The revised Facility Use Agreement clarifies applicant responsibilities for using City facilities.

Priority scheduling will continue to be granted to the Grand Terrace Community Soccer Club, Grand Terrace Titans, and Grand Terrace Little League. These groups will have 30 days after the end of their season to schedule for the following season. After this window, any remaining dates will be made available to the public.

To help manage the growing workload on the City's five-person Public Works maintenance team, staff recommends a \$50 setup fee and a \$50 breakdown fee. These fees cover the time required to return rooms to the standard layout, as defined by the Public Works Department. The standard layouts for the Community Room and Senior Center are included in the Event Rental Form. These fees may be waived if the applicant sets up and restores the layout themselves; however, failure to do so will result in a deduction from the deposit. The fees will apply per event, including for non-profit and community-based groups. The goal is to preserve staff capacity for essential operations while maintaining facility standards.

The revised agreement also includes the following policy updates:

- Shelters and fields may not be subleased or transferred to individuals or organizations not listed on the original agreement. Violations will result in termination of the agreement, forfeiture

of all rental and deposit funds, and possible revocation of future reservation privileges at the discretion of the City Manager.

- Only established teams and recognized city leagues may use Richard Rollins Field, in order to protect the integrity of the field.
- Lighting fees, which were previously collected at the end of each term, will now be due at the time of registration. Collecting fees upfront ensures the City is not left waiting to recover costs after field use.

Lastly, the City Manager retains the authority to grant exceptions to any rules or fees in the Facility Use Agreement should specific circumstances or community needs warrant such a decision.

ENVIRONMENTAL IMPACT:

No environmental impact.

FISCAL IMPACT:

The revised Facility Use Fees are anticipated to generate additional revenue, which will be used to support the maintenance and operational costs of City facilities. The fee structure aims to promote equitable access for community organizations while ensuring that outside teams can also use the facilities. This will help balance cost recovery with affordable access for non-profits and local organizations.

Facilities Rental Fees

Any person, group, or organization wishing to use City facilities must pay the rates set forth below. Fees will be periodically reviewed and may be recommended for revision by the City Council if necessary. Fees may be waived at the discretion of the City Manager.

COMMUNITY ROOM OR SENIOR CENTER	Maximum Occupancy: (50) Community Room (120) Senior Center
Grand Terrace Residents	\$30.00 per hour
Non-Grand Terrace Residents	\$50.00 per hour
Non-Profits or Community Based Groups	\$10 annual registration; See application front for details.
All event and room reservations require the following: \$10.00 Registration Fee (Non-Refundable) \$200.00 Refundable Deposit – <i>Refunded after a post-event inspection confirms no damages. This does not apply to non-profits or community-based groups</i>	

OUTDOOR PARK SHELTERS	Maximum Occupancy: 50
Grand Terrace Residents	\$10.00 per hour, minimum 2-hour rental
Non-Grand Terrace Residents	\$15.00 per hour, minimum 2-hour rental
All park reservations require the following: \$10.00 Registration Fee (Non-Refundable) \$50.00 Refundable Deposit – <i>Refund issued upon confirmation of no damages, decorations, or trash left behind</i>	

COURT AND FIELD RENTAL	
GTCSC, GTLL, GTT: \$5 per player during league term	Due at the end of the first month of the term
Teams, Private Use, or Team Practices (including league teams)	Hourly Rate: \$50.00 per hour Flat Rate: \$800.00 for 32 hours of use per fiscal year
Basketball Teams: \$3 per player per agreement term	Due at the end of the first month of the agreement term
\$10.00 Registration Fee (Non-Refundable) \$200.00 Refundable Deposit (<i>Excluding designated leagues, subject to no damages to the field or buildings during reservation</i>)	

STAFF CALL-OUT & SETUP AND BREAKDOWN FEES & GENERAL CLEANUP FEE	
Staff Call-Out: \$50.00 per hour, (2-hour minimum) Setup and Breakdown: \$50 for each service - <i>if assistance is required beyond the standard layout.</i>	General Cleanup Fee: \$32 for the first hour; \$64 for events of two hours or more – <i>Deducted from deposit when trash, debris, or other waste is left behind in the Senior Center or Community Room</i>

Field lighting fees will automatically apply to scheduled usage after dusk

FIELD LIGHTING FOR LITTLE LEAGUE, SOCCER, AND FOOTBALL ONLY	
\$20.00 per hour	Due at the end of the agreement term
BASKETBALL COURT LIGHTING	
\$2.00 per hour	Due at the end of agreement term

City of Grand Terrace – Event Rental Form

Room and Equipment Reservation Number: (909) 954-5195

To request equipment or a specific room setup, submit the Event Equipment Rental Form to noros@grandterrace-ca.gov or drop it off at Public Works at least **7 days before** your event. Late forms will result in standard equipment and default layout only, with additional items unavailable. Standard room setups are included in the rental fee. Custom setups and breakdowns are \$50 each and require a diagram submitted with the form and City approval. Equipment is subject to availability and must be returned to its original location.

Note: This form is not for park shelter reservations.

Name of Event:

Is Event Sponsored or Co-Sponsored by the City? Yes ☐ No ☐ If Yes, Name Department:

Event Date(s):

Event Time:

Name of Person Placing this Order:

Phone Number:

Email Address:

Cell Phone Number:

Community Room Items	Description	Quantity/Cost
8' Table	8'x30" Rectangle (12 available)	
Round Table	48" Round (1 available)	
Metal Folding Chairs	Black Metal Chair with Black Padded Seat 80 available (<i>maximum 50 permitted in Community Room</i>)	
Podium	Podium Without Microphone (1 Available)	
Burrtec Waste Trash Bins	Rectangular Cardboard Waste Bins from Trash Contractor	
Projector	Projector Rental Fee: \$40 per day with a \$100 refundable deposit if returned in good condition.	
Bluetooth Speaker with Microphone	Speaker Rental Fee: \$60 per day with a \$150 refundable deposit if returned in good condition.	
Refrigerator and Microwave	Available for Use	

Senior Center Items	Description	Quantity/Cost
6' Table	6'x30" Rectangle (14 available)	
Chairs	Black Chairs with Padding (120 chairs available)	
Projector	Projector Rental Fee: \$40 per day with a \$100 refundable deposit if returned in good condition.	
Bluetooth Speaker with Microphone	Speaker Rental Fee: \$60 per day with a \$150 refundable deposit if returned in good condition.	
TV w/ HDMI Connector, Projector Screen	Available for Use	
Coffee Pot	Available for Use – Coffee Supplies Not Provided	
Refrigerator and Microwave	Available for Use	

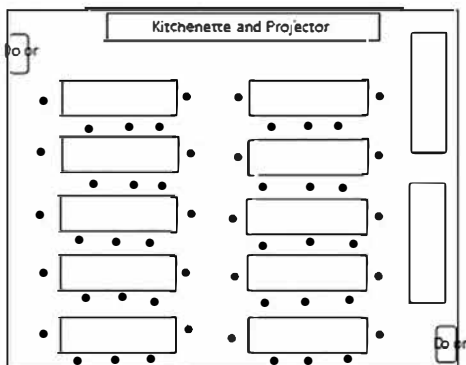
A walk-through of the Senior Center is recommended to discuss logistics. Please contact Natalie Oros at 909-954-5195 or Vickie Thompson at the Senior Center at 909-824-1491 between 8 am and 4 pm.

City of Grand Terrace – Facility Layout Form
Room and Equipment Reservation Number: (909) 954-5195

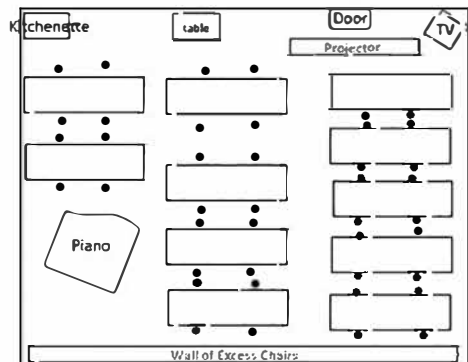
The Senior Center and Community Room are **do-it-yourself** spaces.
Tables and chairs are provided, but applicants are responsible for setting up,
arranging, and returning the room to its standard layout unless the \$50 setup and
\$50 breakdown fees have been paid.



Community Room Standard Layout



Senior Center Standard Layout



RESOLUTION NO. [XXXX]

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GRAND TERRACE, CALIFORNIA, APPROVING A REVISED SCHEDULE OF FACILITY USE FEES

WHEREAS, in 1994 and 2002, the City Council adopted park policies and associated fee schedules, with the 2002 schedule including a temporary discounted rate for ballfield lighting; and

WHEREAS, in 2009, the City Council adopted a separate use policy specific to the Senior Center, outlining usage restrictions and permitting conditions; and

WHEREAS, on July 24, 2012, the City Council approved a comprehensive Facility Use Policy and template Facility Use Agreement to govern the use of public facilities such as Pico and Rollins Parks, the Community Room, and the Senior Center, consolidating reservation procedures, user responsibilities, and maintenance requirements into a single document; and

WHEREAS, in 2017, the City entered into a 10-year licensing agreement with Colton Joint Unified School District (CJUSD) for the shared use of Terrace Hills Middle School's pool and soccer fields, with community organizations reimbursing the City for field maintenance costs; and

WHEREAS, the City has continued to refine the template Facility Use Agreement to improve administrative clarity and operational efficiency, including the responsibilities of applicants and guidelines for proper use of City facilities; and

WHEREAS, the revised agreement specifies that shelters and fields may not be rented to individuals or organizations not listed on the original agreement. If such a rental occurs, the agreement may be terminated, and rental and deposit funds forfeited. Future reservation privileges may also be revoked at the discretion of the City Manager; and

WHEREAS, pursuant to Article XIII C(e)(4), the City has the authority to charge patrons for entrance or use of local government property, and may charge what the market will bear; and

WHEREAS, the City has prepared a revised fee schedule to include a \$50 fee for setup and a \$50 fee for breakdown, which may be waived if the applicant returns the room to its standard layout. Failure to do so may result in a deduction from the applicant's deposit. These fees apply to all nonprofit and community-based groups per event; and

WHEREAS, notice of the public hearing was duly published in accordance with the law, and the City Council held the public hearing on May 27, 2025, to review and receive public comment on the proposed revised Facility Use Fees; and

NOW, THEREFORE, the City Council of the City of Grand Terrace does hereby resolve as follows:

1. The City Council hereby approves the revised Facility Use Fees, attached hereto as Exhibit "A".
2. The revised Facility Use Fees shall take effect immediately upon adoption of this resolution.
3. The City Manager is authorized to implement the revised Facility Use Fees and manage the day-to-day administration and execution of the form Facility Use Agreement in accordance with this resolution.

PASSED AND ADOPTED by the City Council of the City of Grand Terrace at a regular meeting held on May 27, 2025, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Bill Hussey, Mayor

City of Grand Terrace

ATTEST:

Daysi Alcocer, City Clerk

City of Grand Terrace



AGENDA REPORT

MEETING DATE: May 27, 2025

TITLE: Adoption of the FY2025-26 Proposed Budget

PRESENTED BY: Christine Clayton, Finance Director

RECOMMENDATION: **Adopt a RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GRAND TERRACE, CALIFORNIA, ADOPTING THE ANNUAL BUDGET FOR FISCAL YEAR 2025-26.**

2030 VISION STATEMENT:

This staff report supports City Council Goal #1 "Ensure of Fiscal Viability" through the continuous monitoring of revenue receipts and expenditure disbursements against approved budget appropriations.

BACKGROUND:

In prior years, staff has submitted, for City Council's review and approval, the proposed budget for the upcoming year. Once approved, this document has served as the City's financial plan for the following year and acts as the basis for budgetary control.

For Fiscal Year (FY) 2024-25, City Council approved a one-year budget, with any adjustments submitted for the FY2024-25 budget, during the current year.

An annual budget allows the city to:

1. Improve financial management,
2. Greater flexibility to respond to our confusing and uncertain environment,
3. Greater ability to shift resources because of service level demands; and
4. Quickly Reallocation and redeploy resources.

DISCUSSION:

GENERAL FUND

FISCAL YEAR 2024-25

Table 1 reflects the FY2024-25 Year-End Revenue and Expenditure projections.

**City of Grand Terrace
FY 2024-25 General Fund Revenue and Expenditure Report**

Revenues	2024-25 Adj. Budget 05-13-25	2024-25 Projections 03-12-2025
Property Tax	\$4,910,000	\$4,948,948
Proceeds from Sale of Property	\$0	\$1,325
Franchise Fees	\$675,000	\$695,329
Licenses, Fees & Permits	\$658,770	\$538,761
Sales Tax	\$1,360,000	\$1,571,896
Intergovernmental Revenue/Grants	\$58,500	\$61,695
Charges for Services	\$132,500	\$106,992
Fines & Forfeitures	\$39,000	\$30,972
Miscellaneous	\$26,710	\$19,614
Use of Money & Property	\$72,660	\$109,620
Wastewater Receipts	\$318,349	\$401,500
Transfers In	\$0	\$0
Total Revenues	\$8,251,489	\$8,486,652
Expenditures		
Salaries	\$1,983,894	\$1,921,172
Benefits	\$1,468,901	\$1,466,060
Materials & Supplies	\$489,280	\$502,164
Professional/Cont. Services	\$4,664,897	\$5,079,817
Equipment	\$7,100	\$9,141
Lease of Facility/Equipment	\$8,700	\$9,166
Utilities	\$251,880	\$248,342
Overhead Cost Allocation	(\$281,950)	(\$281,950)
Capital Projects	\$0	\$9,705
Debt Service	\$0	\$8
Transfers Out	\$141,289	\$141,289
Total Expenditures	\$8,733,991	\$9,104,914
Revenues	\$8,251,489	\$8,486,652
Expenditures	(\$8,733,991)	(\$9,104,914)
Projected Surplus	(\$482,502)	(\$618,282)

FISCAL YEAR 2025-26

The City continues to receive optimistic sales tax projections that build on the success from prior and current year sales tax growth. Staff continues to meet with our property and sales tax consultants (HdL) to monitor quarterly sales tax trends.

Revenues:

1. Sales Tax projections: HdL projected higher sales tax revenues for FY2025-26 in the amount of \$1,600,000,
2. Property Tax projections: Were provided by HdL with funds being received in the amount of \$3,340,000; and
3. Property Tax VLF swap projections were provided by HdL in the amount of \$1,850,000.

Expenditures:

1. For the Sheriff's Department, the proposed contract amount is \$2,525,581, which is a 0.6% decrease from fiscal year 2024-25, which equates to \$14,531.
2. General Fund Maintenance of Effort: The City receives Measure "I" funds (1/2 cent sales tax collected throughout San Bernardino County for transportation improvements - \$340k) and Road Maintenance and Rehabilitation Program (RMRP) funds (\$325k) into the RMRA Fund for use on local street and road systems. The term "Maintenance of Effort" (MOE) generally refers to a requirement placed upon state and federally funded grant programs that requires local cities and counties to maintain general fund spending for streets and roads either through a certain percentage or formula, which may include the local agency's history of past spending on street rehabilitation and/or maintenance.

Table 2 summarizes the FY2025-26 Proposed Budget:

City of Grand Terrace
FY 2025-26 Proposed General Fund Revenue and Expenditure Report

<u>Revenues</u>	<u>Proposed 05/13/2025</u>
Property Tax	\$5,190,000
Franchise Fees	\$675,000
Licenses, Fees & Permits	\$505,320
Sales Tax	\$1,600,000
Intergovernmental Revenue/Grants	\$58,500
Charges for Services	\$132,500
Fines & Forfeitures	\$41,000
Miscellaneous	\$33,624
Use of Money & Property	\$72,660
Wastewater Receipts	\$401,500
Transfers In	\$0
Total Revenues	<u>\$8,710,104</u>
<u>Expenditures</u>	<u>Proposed 05/13/2025</u>
Salaries	\$2,186,753
Benefits	\$1,642,959
Materials & Supplies	\$455,175
Professional/Contractual Services	\$4,184,141
Equipment	\$50,400
Lease of Facility/Equipment	\$3,750
Utilities	\$257,620
Overhead Cost Allocation	(\$281,950)
Transfers Out	\$208,152
Total Expenditures	<u>\$8,707,000</u>
Revenues	\$8,710,104
Expenditures	(\$8,707,000)
Fund Balance	<u>\$3,104</u>

There is no liquidation of assets that will impact the Fund Balance. The projected revenues are

greater than the projected expenditures. This is consistent with the City Council's policy to not fund ongoing expenses with one-time revenue.

CITY-WIDE PROPOSED FY2025-26 BUDGET

The total Proposed Budget for FY2025-26 is \$11,204,651 in revenues and \$11,104,788 in expenditures.

The City's Proposed Budget, which is presented for City Council's review and consideration,

- Supports the City's mission, vision, core values and goals by preserving and protecting the community and its exceptional quality of life; and

PROPOSED BUDGET BY FUND FY 2025-26

The next two tables show the Citywide Proposed Revenues and Expenditure budgets by fund:

Table 3 (Proposed Revenues)

City of Grand Terrace

FY 2025-26 Proposed Revenue Summary by Fund

Table 4 (Proposed Expenditures)

City Of Grand Terrace

FY 2025-26 Proposed Expense Summary by Fund

Fund	Type	<u>2023-24</u> <u>Adjusted</u> <u>Budget</u>	<u>2023-24</u> <u>Actuals</u>	<u>2024-25</u> <u>Adjusted</u> <u>Budget</u>	<u>2024-25</u> <u>Year-End</u> <u>Projections</u>	<u>2025-26</u> <u>Proposed</u> <u>Budget</u>
<u>GENERAL FUNDS</u>						
10	GENERAL FUND	\$7,809,967	\$7,981,623	\$8,733,991	\$9,104,914	\$8,707,000
61	COMMUNITY BENEFITS FUND	\$20,000	\$11,350	\$20,000	\$17,500	\$20,000
62	LIGHT UP GRAND TERRACE	\$20,000	\$26,626	\$33,000	\$24,451	\$33,000
63	GT ILLEGAL FIREWORKS ENFORCEMENT	\$2,000	\$0	\$2,000	\$0	\$0
64	PUBLIC SAFETY FUND	\$0	\$0	\$0	\$0	\$0
69	COMMUNITY DAY FUND	\$15,000	\$20,266	\$22,000	\$22,000	\$20,000
68	40TH YEAR BIRTHDAY CELEBRATION FND	\$0	\$0	\$0	\$0	\$0
70	EQUIP REPLACEMENT RESERVE FUND	\$0	\$35,598	\$0	\$61,909	\$0

<u>DEVELOPMENT</u>						
<u>IMPACT FEES (DIF)</u>						
11	STREET FUND	\$0	\$0	\$0	\$0	\$0
12	STORM DRAIN FUND	\$0	\$0	\$0	\$0	\$0
13	PARK FUND	\$0	\$0	\$0	\$0	\$0
19	FACILITIES FUND	\$0	\$5,000	\$0	\$0	\$0
<u>SPECIAL</u>						
<u>REVENUE FUNDS</u>						
14	SLESF (AB3229 COPS)	\$160,550	\$186,851	\$185,550	\$185,550	\$195,000
15	AIR QUALITY IMPROVEMENT FUND	\$0	\$11,000	\$0	\$0	\$20,000
16	GAS TAX FUND	\$369,055	\$336,092	\$438,400	\$438,431	\$436,198
17	TRAFFIC SAFETY FUND	\$4,000	\$6,571	\$4,000	\$4,000	\$4,000
20	MEASURE "I" FUND	\$300,000	\$299,336	\$330,000	\$330,000	\$340,000
25	SPRING MOUNTAIN RANCH	\$52,000	\$50,000	\$0	\$0	\$0
26	LNDSCP & LGTG ASSESSMENT DIST	\$59,290	\$47,093	\$52,325	\$52,964	\$41,545
56	ROAD MAINT & REHAB ACCT	\$300,000	\$625,794	\$305,000	\$305,000	\$325,000
67	PUBLIC, EDUCATIONAL & GOVT ACCESS	\$19,300	\$9,142	\$16,800	\$16,800	\$16,800
76	EIFD - ENHANCED INFRAST FIN DIST	\$0	\$0	\$0	\$0	\$0
85	OPIOID SETTLEMENT PAYMENTS	\$0	\$0	\$0	\$0	\$0
90	COVID-19 FEMA REIMBURSEMENT FUND	\$0	\$0	\$0	\$0	\$0
91	SB COUNTY COVID-19	\$0	\$0	\$0	\$0	\$0
92	CDBG – COVID	\$0	\$22,995	\$0	\$0	\$0
93	COVID – INFRASTRUCTURE	\$0	\$0	\$0	\$0	\$0
94	ARPA	\$0	\$785,989	\$0	\$0	\$0
<u>ENTERPRISE</u>						
<u>FUND</u>						
21	WASTEWATER DISPOSAL FUND	\$0	\$88,570	\$0	\$0	\$0

<u>GRANT FUNDS</u>						
22	CDBG - COMM DEV BLOCK GRANT	\$56,020	\$43,526	\$90,000	\$90,645	\$138,678
65	SENIOR BUS PROGRAM FUND	\$193,238	\$306,027	\$114,996	\$99,496	\$109,334
66	CAL RECYCLE GRANT	\$21,219	\$0	\$0	\$0	\$0
73	ACTIVE TRANSPORTATION PRGRM FUND	\$0	\$0	\$0	\$0	\$0
74	HIGHWAY SAFETY IMPROV PROGRAM	\$692,534	\$0	\$1,691	\$0	\$0
75	EMER MGMT PREP GRANT	\$29,000	\$29,212	\$0	\$0	\$27,216
77	SO CAL INCENTIVE PROJ (SCIP) GRANT	\$0	\$0	\$0	\$0	\$0
<u>SUCCESSOR AGENCY</u>						
31	S/A RDA REVENUE FUND	\$0	\$0	\$0	\$0	\$0
32	S/A CAPITAL PROJECTS FUND	\$0	\$0	\$0	\$0	\$0
33	S/A DEBT SERVICE FUND	\$0	\$0	\$0	\$0	\$0
36	2011 TABS A & B BOND PROCEEDS	\$0	\$0	\$0	\$0	\$0
<u>CAPITAL PROJECT FUNDS</u>						
45	CIP - COMMERCE WAY	\$0	\$0	\$0	\$0	\$0
46	CAPITAL IMPROVEMENTS - STREETS	\$524,894	\$916,682	\$811,304	\$820,625	\$650,000
47	CAP.PRJ. BARTON/COLTON BRIDGE	\$0	\$0	\$0	\$0	\$0
48	CAPITAL PROJECTS FUND	\$0	\$0	\$0	\$38,359	\$0
49	CAPITAL PROJECTS FUND- PARKS	\$1,456,940	\$27,426	\$0	\$5,000	\$0
50	CAPITAL PROJECTS BOND PROCEEDS	\$0	\$207,000	\$0	\$0	\$0
52	<u>HOUSING</u>	\$35,870	\$38,325	\$19,567	\$25,404	\$24,017

<u>AUTHORITY</u>						
95	<u>DOG PARK</u> <u>ENDOWMENT</u> <u>FUND</u>	\$0	\$0	\$0	\$0	\$0
		<u>\$12,138,877</u>	<u>\$12,118,094</u>	<u>\$11,180,624</u>	<u>\$11,643,048</u>	<u>\$11,107,788</u>

Budget Schedule

The proposed schedule leading to adoption of the FY2025-26 is as follows:

<u>Description</u>	<u>Date</u>
Budget Introduction	Tuesday, May 13th
Budget Deliberations and Adoption	Tuesday, May 27th
Budget Adoption (If needed)	Tuesday, June 10th

ENVIRONMENTAL IMPACT:

N/A

FISCAL IMPACT:

Fiscal impacts of the FY2025-26 Proposed Budget are identified in the FY2025-26 Proposed Budget Summary (which is being made available in the City Clerk's office).

RESOLUTION NO. 2025-xx

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GRAND TERRACE, CALIFORNIA, ADOPTING THE ANNUAL BUDGET FOR FISCAL YEAR 2025-2026

RECITALS

WHEREAS, a Proposed Budget for Fiscal Year 2025-2026 was introduced during a regularly scheduled City Council meeting on May 13, 2025; and

WHEREAS, continued deliberations for the Annual Budget for Fiscal Year 2025-2026 was continued during a regularly scheduled City Council meeting on May 27, 2025; and

WHEREAS, the City Manager has heretofore submitted to the City Council a Proposed Budget for the City for Fiscal Year 2025-2026, a copy of which, as may have been amended by the City Council, is on file in the City Clerk's Department and is available for public inspection; and

WHEREAS, the said Proposed Budget contains estimates of the services, activities and projects comprising the budget, and contains expenditure requirements and the resources available to the City; and

WHEREAS, the said Proposed Budget contains the estimates of uses of fund balance as required to stabilize the delivery of City services during periods of operational deficits; and

WHEREAS, the City Council authorizes payment of expenses incurred by means of a check register prepared by the Finance Department and approved at regular meetings of City Council; and

WHEREAS, said expenses are recurring in nature, the amounts having been previously approved by ordinance or resolution or otherwise entailing normal, administrative expenses including tax deposits, utility costs, storage fees and related costs of doing business; and

WHEREAS, the City Council has made such revisions to the Proposed Budget as so desired; and

WHEREAS, the Proposed Budget conforms with the City's 2030 Vision and 2014-2020 Strategic Plan; and

WHEREAS, the Proposed Budget, as herein approved, will enable the City Council to make adequate financial plans and will ensure that City officers can administer their respective functions in accordance with such plans.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF GRAND TERRACE, CALIFORNIA, DOES HEREBY RESOLVE AS FOLLOWS:

1. The Proposed Budget, with summaries listed as Attachment A to this Resolution and as on file in the City Clerk's Department and as may have been amended by the City Council, is hereby approved and adopted as the Annual Budget of the City of Grand Terrace for Fiscal Year 2025-2026.

2. The amounts of proposed expenditures, which include the uses of fund balance specified in the approved budget, are hereby appropriated for the various budget programs and units for said fiscal years.

3. If any section, subsection, sentence, clause, phrase, or portion of this Resolution is for any reason held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Resolution. The City Council of the City of Grand Terrace hereby declares that it would have adopted this Resolution and each section, subsection, sentence, clause, phrase, or portion thereof irrespective of the fact that any one or more sections, subsections, sentences, clauses, phrases, or portions be declared invalid or unconstitutional.

4. The City Clerk shall certify to the adoption of this Resolution.

5. This Resolution shall take effect immediately upon its adoption.

PASSED, APPROVED AND ADOPTED by the City Council of Grand Terrace at a regular meeting held on the 27th day of May 2025.

Bill Hussey
Mayor

ATTEST:

Daysi Alcocer
City Clerk

APPROVED AS TO FORM:

Adrian R. Guerra
City Attorney

FY 2025-26 Proposed Budget

Type	Fund	Comb 1	Fund	Type	2023-24 Adjusted Budget	2023-24 Actuals	2024-25 Adjusted Budget	2024-25 Year-End Projections	2025-26 Proposed Budget
R	10	R10	General Fund	Rev	\$7,866,852	\$11,197,404	\$8,251,489	\$8,486,652	\$8,710,104
E	10	E10	General Fund	Exp	7,809,967	7,981,623	8,733,991	9,104,914	8,707,000
					\$56,885	\$3,215,781	\$(482,502)	\$(618,262)	\$3,104
R	11	R11	Street Fund	Rev	88,000	70,646	88,000	55,000	58,000
E	11	E11	Street Fund	Exp	-	-	-	-	-
					\$88,000	\$70,646	\$88,000	\$55,000	\$58,000
R	12	R12	Storm Drain Fund	Rev	800	9,896	800	800	3,500
E	12	E12	Storm Drain Fund	Exp	-	-	-	-	-
					\$800	\$9,896	\$800	\$800	\$3,500
R	13	R13	Park Fund	Rev	800	4,330	800	800	800
E	13	E13	Park Fund	Exp	-	-	-	-	-
					\$800	\$4,330	\$800	\$800	\$800
R	14	R14	SLESF (AB3229 COPS)	Rev	165,000	188,355	185,500	195,920	196,100
E	14	E14	SLESF (AB3229 COPS)	Exp	160,550	186,851	185,550	185,550	195,000
					\$4,450	\$1,504	\$(50)	\$10,370	\$1,100
R	15	R15	Air Quality Improvement Fund	Rev	16,400	20,144	16,400	17,200	17,200
E	15	E15	Air Quality Improvement Fund	Exp	-	11,000	-	-	20,000
					\$16,400	\$9,144	\$16,400	\$17,200	\$(2,800)
R	16	R16	Gas Tax Fund	Rev	438,400	534,061	438,400	438,400	441,000
E	16	E16	Gas Tax Fund	Exp	369,055	336,092	438,400	438,431	436,198
					\$69,345	\$197,969	\$-	\$(31)	\$4,802
R	17	R17	Traffic Safety Fund	Rev	4,500	7,666	5,000	5,000	4,000
E	17	E17	Traffic Safety Fund	Exp	4,000	6,571	4,000	4,000	4,000
					\$500	\$1,095	\$1,000	\$1,000	\$-
R	19	R19	Facilities Fund	Rev	600	7,550	1,800	4,542	3,300
E	19	E19	Facilities Fund	Exp	-	5,000	-	-	-
					\$600	\$2,550	\$1,800	\$4,542	\$3,300
R	20	R20	Measure "I" Fund	Rev	300,400	351,743	330,400	330,400	342,500
E	20	E20	Measure "I" Fund	Exp	300,000	299,336	330,000	330,000	340,000
					\$400	\$52,407	\$400	\$400	\$2,500
R	21	R21	Waste Water Disposal Fund	Rev	4,000	64,578	4,000	4,000	10,000
E	21	E21	Waste Water Disposal Fund	Exp	-	88,570	-	-	-
					\$4,000	\$(23,992)	\$4,000	\$4,000	\$10,000



FY 2025-26 Proposed Budget (continued)

Type	Fund	Comb 1	Fund	Type	2023-24 Adjusted Budget	2023-24 Actuals	2024-25 Adjusted Budget	2024-25 Year-End Projections	2025-26 Proposed Budget
R	22	R22	CDBG - Comm Dev Block Grant	Rev	56,020	3,142	90,000	90,000	138,678
E	22	E22	CDBG - Comm Dev Block Grant	Exp	56,020	43,526	90,000	90,645	138,678
					\$-	\$(40,384)	\$-	\$(645)	\$-
R	25	R25	Spring Mountain Ranch	Rev	52,000	31,039	2,000	-	-
E	25	E25	Spring Mountain Ranch	Exp	50,000	50,000	-	-	-
					\$2,000	\$(18,961)	\$2,000	\$-	\$-
R	26	R26	LNDSCP & LGTG Assessment Dist	Rev	60,732	71,039	60,732	61,819	72,219
E	26	E26	LNDSCP & LGTG Assessment Dist	Exp	59,290	47,093	52,325	52,964	41,545
					\$1,442	\$23,946	\$8,407	\$8,855	\$30,674
R	31	R31	S/A RDA Obligation Retirement Fund	Rev	-	-	-	-	-
E	31	E31	S/A RDA Obligation Retirement Fund	Exp	-	-	-	-	-
					\$-	\$-	\$-	\$-	\$-
R	32	R32	S/A Capital Projects Fund	Rev	-	-	-	-	-
E	32	E32	S/A Capital Projects Fund	Exp	-	-	-	-	-
					\$-	\$-	\$-	\$-	\$-
R	33	R33	S/A Debt Service Fund	Rev	-	-	-	-	-
E	33	E33	S/A Debt Service Fund	Exp	-	-	-	-	-
					\$-	\$-	\$-	\$-	\$-
R	36	R36	2011 Tabs A & B Bond Proceeds	Rev	-	-	-	-	-
E	36	E36	2011 Tabs A & B Bond Proceeds	Exp	-	-	-	-	-
					\$-	\$-	\$-	\$-	\$-
R	45	R45	Capital Improvements - Commerce Way	Rev	-	26,388	-	-	-
E	45	E45	Capital Improvements - Commerce Way	Exp	-	-	-	-	-
					\$-	\$26,388	\$-	\$-	\$-
R	46	R46	Capital Improvements - Streets	Rev	524,894	851,878	664,833	664,833	650,000
E	46	E46	Capital Improvements - Streets	Exp	524,894	916,682	811,304	820,625	650,000
					\$-	\$(64,804)	\$(146,471)	\$(155,792)	\$-
R	47	R47	Cap. Prj. Barton/Colton Bridge	Rev	-	-	-	-	-
E	47	E47	Cap. Prj. Barton/Colton Bridge	Exp	-	-	-	-	-
					\$-	\$-	\$-	\$-	\$-
R	48	R48	Capital Projects Fund	Rev	-	-	-	-	-
E	48	E48	Capital Projects Fund	Exp	-	-	-	38,359	-
					\$-	\$-	\$-	\$(38,359)	\$-

FY 2025-26 Proposed Budget (continued)

Type	Fund	Comb 1	Fund	Type	2023-24 Adjusted Budget	2023-24 Actuals	2024-25 Adjusted Budget	2024-25 Year-End Projections	2025-26 Proposed Budget
R	49	R49	Capital Projects Fund - Parks	Rev	1,456,940	89	-	185,606	-
E	49	E49	Capital Projects Fund - Parks	Exp	1,456,940	27,426	-	5,000	-
					\$-	\$(27,337)	\$-	\$180,606	\$-
R	50	R50	Capital Project Bond Proceeds	Rev	-	-	-	-	-
E	50	E50	Capital Project Bond Proceeds	Exp	-	207,000	-	-	-
					\$-	\$(207,000)	\$-	\$-	\$-
R	52	R52	Housing Authority	Rev	65,000	44,932	-	63,144	-
E	52	E52	Housing Authority	Exp	35,870	38,325	19,567	25,404	24,017
					\$29,130	\$6,607	\$(19,567)	\$37,740	\$(24,017)
R	56	R56	Road Maintenance & Rehab Acct Fund	Rev	300,000	359,920	305,000	315,000	325,000
E	56	E56	Road Maintenance & Rehab Acct Fund	Exp	300,000	625,794	305,000	305,000	325,000
					\$-	\$(265,874)	\$-	\$10,000	\$-
R	61	R61	Community Benefits Fund	Rev	20,000	22,481	20,000	21,000	20,000
E	61	E61	Community Benefits Fund	Exp	20,000	11,350	20,000	17,500	20,000
					\$-	\$11,131	\$-	\$3,500	\$-
R	62	R62	Light Up Grand Terrace	Rev	20,000	33,920	33,000	31,195	33,000
E	62	E62	Light Up Grand Terrace	Exp	20,000	26,626	33,000	24,451	33,000
					\$-	\$7,294	\$-	\$6,744	\$-
R	63	R63	GT Illegal Fireworks Enforcement	Rev	2,000	6	2,000	-	-
E	63	E63	GT Illegal Fireworks Enforcement	Exp	2,000	-	2,000	-	-
					\$-	\$6	\$-	\$-	\$-
R	64	R64	Public Safety Fund	Rev	-	719	-	-	-
E	64	E64	Public Safety Fund	Exp	-	-	-	-	-
					\$-	\$719	\$-	\$-	\$-
R	65	R65	Senior Bus Program	Rev	106,238	162,377	114,996	114,994	109,334
E	65	E65	Senior Bus Program	Exp	193,238	306,027	114,996	99,496	109,334
					\$(87,000)	\$(143,650)	\$-	\$15,498	\$-
R	66	R66	Cal Recycle Grant	Rev	21,219	562	-	(21,219)	-
E	66	E66	Cal Recycle Grant	Exp	21,219	-	-	-	-
					\$-	\$562	\$-	\$(21,219)	\$-
R	67	R67	Public, Educational, & Govt Access	Rev	19,300	7,969	19,300	19,300	19,300
E	67	E67	Public, Educational, & Govt Access	Exp	19,300	9,142	16,800	16,800	16,800
					\$-	\$(1,173)	\$2,500	\$2,500	\$2,500



FY 2025-26 Proposed Budget (continued)

Type	Fund	Comb 1	Fund	Type	2023-24 Adjusted Budget	2023-24 Actuals	2024-25 Adjusted Budget	2024-25 Year-End Projections	2025-26 Proposed Budget
R	68	R68	40TH Year Birthday Celebration Fnd	Rev	-	-	-	-	-
E	68	E68	40TH Year Birthday Celebration Fnd	Exp	-	-	-	-	-
					\$-	\$-	\$-	\$-	\$-
R	69	R69	Community Day Fund	Rev	10,000	28,097	22,000	22,000	20,000
E	69	E69	Community Day Fund	Exp	15,000	20,266	22,000	22,000	20,000
					\$(5,000)	\$7,831	\$-	\$-	\$-
R	70	R70	Equip Replacement Reserve Fund	Rev	-	64,287	-	-	-
E	70	E70	Equip Replacement Reserve Fund	Exp	-	35,598	-	61,909	-
					\$-	\$28,689	\$-	\$(61,909)	\$-
R	73	R73	Active Transportation Prgm Fund	Rev	-	-	-	-	-
E	73	E73	Active Transportation Prgm Fund	Exp	-	-	-	-	-
					\$-	\$-	\$-	\$-	\$-
R	74	R74	Highway Safety Improv Program	Rev	692,534	-	-	-	-
E	74	E74	Highway Safety Improv Program	Exp	692,534	-	1,691	-	-
					\$-	\$-	\$(1,691)	\$-	\$-
R	75	R75	Emer Mgmt Prep Grant (EMPG) Fund	Rev	29,000	29,212	-	-	27,216
E	75	E75	Emer Mgmt Prep Grant (EMPG) Fund	Exp	29,000	29,212	-	-	27,216
					\$-	\$-	\$-	\$-	\$-
R	76	R76	Eifd - Enhanced Infrast Fin Dist	Rev	-	-	-	-	-
E	76	E76	Eifd - Enhanced Infrast Fin Dist	Exp	-	-	-	-	-
					\$-	\$-	\$-	\$-	\$-
R	77	R77	So Cal Incentive Proj (Scip) Grant	Rev	-	-	-	-	-
E	77	E77	So Cal Incentive Proj (Scip) Grant	Exp	-	-	-	-	-
					\$-	\$-	\$-	\$-	\$-
R	85	R85	Opiod Settlement Funds	Rev	3,400	5,740	3,400	25,946	3,400
E	85	E85	Opiod Settlement Funds	Exp	-	-	-	-	-
					\$3,400	\$5,740	\$3,400	\$25,946	\$3,400
R	90	R90	COVID-19 Reimbursement Funds	Rev	-	-	-	-	-
E	90	E90	COVID-19 Reimbursement Funds	Exp	-	-	-	-	-
					\$-	\$-	\$-	\$-	\$-
R	91	R91	SB County Corona Virus Relief	Rev	-	-	-	-	-
E	91	E91	SB County Corona Virus Relief	Exp	-	-	-	-	-
					\$-	\$-	\$-	\$-	\$-

FY 2025-26 Proposed Budget (continued)

Type	Fund	Comb 1	Fund	Type	2023-24 Adjusted Budget	2023-24 Actuals	2024-25 Adjusted Budget	2024-25 Year-End Projections	2025-26 Proposed Budget
R	92	R92	CDBG - Covid	Rev	-	-	-	-	-
E	92	E92	CDBG - Covid	Exp	-	22,995	-	-	-
					\$-	\$(22,995)	\$-	\$-	\$-
R	93	R93	Covid - Infrastructure	Rev	-	-	-	-	-
E	93	E93	Covid - Infrastructure	Exp	-	-	-	-	-
					\$-	\$-	\$-	\$-	\$-
R	94	R94	ARPA (American Rescue Plan Act)	Rev	-	747,544	-	-	-
E	94	E94	ARPA (American Rescue Plan Act)	Exp	-	785,989	-	-	-
					\$-	\$(38,445)	\$-	\$-	\$-
R	95	R95	Dog Park Endowment Fund	Rev	-	-	-	-	-
E	95	E95	Dog Park Endowment Fund	Exp	-	-	-	-	-
					\$-	\$-	\$-	\$-	\$-
R			Total Revenue		\$12,325,029	\$14,947,714	\$10,659,850	\$11,132,332	\$11,204,651
E			Total Expense		\$12,138,877	\$12,118,094	\$11,180,624	\$11,643,048	\$11,107,788
					\$186,152	\$2,829,620	\$(520,774)	\$(510,716)	\$96,863



FY 2025-26 Proposed Revenue Summary by Fund

Fund	Fund Title	2022-23 Actual	2023-24 Actual	2024-2025 Projected	2025-26 Proposed Budget
General Funds					
10	General Fund	\$9,337,050	\$11,197,404	\$8,486,652	\$8,710,104
61	Community Benefits Fund	21,378	22,481	21,000	20,000
62	Light Up Grand Terrace	14,822	33,920	31,195	33,000
63	GT Illegal Fireworks Enforcement	2,463	6	-	-
64	Public Safety Fund	452	719	-	-
69	Community Day Fund	3,758	28,097	22,000	20,000
70	Equip Replacement Reserve Fund	(352)	64,287	-	-
Development Impact Fees					
11	Street Fund	\$73,023	\$70,646	\$55,000	\$58,000
12	Storm Drain Fund	5,890	9,896	800	3,500
13	Park Fund	2,004	4,330	800	800
19	Facilities Fund	4,619	7,550	4,542	3,300
Special Revenue Funds					
14	SLESF (AB3229 COPS)	\$166,454	\$188,355	\$195,920	\$196,100
15	Air Quality Improvement Fund	62,701	20,144	17,200	17,200
16	Gas Tax Fund	533,570	534,061	438,400	441,000
17	Traffic Safety Fund	7,399	7,666	5,000	4,000
20	Measure "I" Fund	354,072	351,743	330,400	342,500
25	Spring Mountain Ranch	20,480	31,039	-	-
26	LNDSCP & LGTG Assessment Dist	63,235	71,039	61,819	72,219
56	Road Maintenance & Rehab Acct Fund	307,327	359,920	315,000	325,000
67	Public, Educational, & Govt Access	19,070	7,969	19,300	19,300
76	Eifd - Enhanced Infrast Fin Dist	(192)	-	-	-
85	Opiod Settlement Funds	7,558	5,740	25,946	3,400
94	ARPA (American Rescue Plan Act)	2,311,256	747,544	-	-
Enterprise Fund					
21	Waste Water Disposal Fund	\$30,935	\$64,578	\$4,000	\$10,000
Grant Funds					
22	CDBG - Comm Dev Block Grant	\$47,409	\$3,142	\$90,000	\$138,678
65	Senior Bus Program	124,271	162,377	114,994	109,334
66	Cal Recycle Grant	437	562	(21,219)	-
74	Highway Safety Improv Program	40,440	-	-	-
75	Emer Mgmt Prep Grant (EMPG) Fund	(134)	29,212	-	27,216
92	CDBG - Covid	9,045	-	-	-
Successor Agency					
33	S/A Debt Service Fund	4,000	-	-	-
36	2011 Tabs A & B Bond Proceeds	1,352	-	-	-
Capital Project Funds					
45	Capital Improvements - Commerce Way	\$16,599	\$26,388	\$-	\$-
46	Capital Improvements - Streets	591,553	851,878	664,833	650,000
47	Cap. Prj. Barton/Colton Bridge	(462)	-	-	-
49	Capital Projects Fund - Parks	2,229	89	185,606	-
Housing Authority					
52	Housing Authority	\$27,294	\$44,932	\$63,144	\$-
Dog Park Endowment Fund					
		\$14,213,005	\$14,947,714	\$11,132,332	\$11,204,651

FY 2025-26 Proposed Expenditure Summary by Fund

Fund	Fund Title	2022-23 Actual	2023-24 Actual	2024-2025 Projected	2025-26 Proposed Budget
General Funds					
10	General Fund	\$7,364,836	\$7,981,623	\$9,104,914	\$8,707,000
61	Community Benefits Fund	6,371	11,350	17,500	20,000
62	Light Up Grand Terrace	18,783	26,626	24,451	33,000
69	Community Day Fund	11,590	20,266	22,000	20,000
70	Equip Replacement Reserve Fund	28,689	35,598	61,909	-
Development Impact Fees					
19	Facilities Fund	3,999	5,000	-	-
Special Revenue Funds					
14	SLESF (AB3229 COPS)	\$165,856	\$186,851	\$185,550	\$195,000
15	Air Quality Improvement Fund	11,000	11,000	-	20,000
16	Gas Tax Fund	332,360	336,092	438,431	436,198
17	Traffic Safety Fund	-	6,571	4,000	4,000
20	Measure "I" Fund	329,672	299,336	330,000	340,000
25	Spring Mountain Ranch	50,000	50,000	-	-
26	LNDSCP & LGTG Assessment Dist	27,885	47,093	52,964	41,545
56	Road Maintenance & Rehab Acct Fund	315,000	625,794	305,000	325,000
67	Public, Educational, & Govt Access	12,974	9,142	16,800	16,800
94	ARPA (American Rescue Plan Act)	2,206,011	785,989	-	-
Enterprise Fund					
21	Waste Water Disposal Fund	\$88,570	\$88,570	\$-	\$-
Grant Funds					
22	CDBG - Comm Dev Block Grant	\$46,284	\$43,526	\$90,645	\$138,678
65	Senior Bus Program	172,964	306,027	99,496	109,334
66	Cal Recycle Grant	165	-	-	-
74	Highway Safety Improv Program	875	-	-	-
75	Emer Mgmt Prep Grant (EMPG) Fund	-	29,212	-	27,216
92	CDBG - Covid	28,486	22,995	-	-
Successor Agency					
36	2011 Tabs A & B Bond Proceeds	1,352	-	-	-
Capital Project Funds					
46	Capital Improvements - Streets	599,453	916,682	820,625	650,000
48	Capital Projects Fund	-	-	38,359	-
49	Capital Projects Fund - Parks	196,496	27,426	5,000	-
50	Capital Project Bond Proceeds	-	207,000	-	-
Housing Authority					
52	Housing Authority	\$5,876	\$38,325	\$25,404	\$24,017
		\$12,025,547	\$12,118,094	\$11,643,048	\$11,107,788

FY 2025-26 Proposed Citywide Revenue and Expenditure Report

	2023-24 Adjusted Budget	2023-24 Actuals	2024-25 Adjusted Budget	2024-25 Year-End Projections	2025-26 Proposed Budget
REVENUES					
Property Tax	\$4,701,195	\$4,908,868	\$4,970,732	\$5,010,767	\$5,262,219
Residual Receipts - RPTTF	-	9,427	-	-	-
Proceeds from Sale of Property	-	7,310	-	1,325	-
Franchise Fees	650,000	738,481	675,000	695,329	675,000
Licenses, Fees & Permits	804,270	852,311	758,970	608,961	575,520
Sales Tax	1,534,000	4,013,723	1,690,000	1,901,896	1,940,000
Intergovernmental Revenue/Grants	2,927,417	1,510,279	749,007	989,051	791,876
Charges for Services	164,500	203,991	135,500	106,992	132,500
Fines & Forfeitures	47,700	76,117	49,400	61,918	48,400
Miscellaneous	44,710	69,455	42,710	33,809	49,624
Use of Money & Property	45,660	578,743	84,060	134,662	101,860
Waste Water Receipts	318,349	318,349	318,349	401,500	401,500
Transfers In	719,228	1,295,986	818,122	818,122	858,152
Residual Receipts - Sr Ctr	-	-	-	-	-
Gas Tax	368,000	364,674	368,000	368,000	368,000
Bond Proceeds	-	-	-	-	-
Total Revenues	\$12,325,029	\$14,947,714	\$10,659,850	\$11,132,332	\$11,204,651
EXPENDITURES BY CATEGORY					
Salaries	\$1,591,746	\$1,633,292	\$2,123,159	\$2,060,437	\$2,410,151
Benefits	1,284,707	1,123,117	1,532,638	1,529,683	1,746,015
Materials & Supplies	423,245	478,939	489,880	504,779	457,825
Professional/Contractual Services	5,017,147	5,977,595	5,278,785	5,714,991	4,798,250
Equipment	800	90,174	7,100	71,050	50,400
Lease of Facility/Equipment	16,500	8,872	8,700	9,166	3,750
Utilities	342,470	324,584	360,645	357,882	372,195
Overhead Cost Allocation	-	-	(248,400)	(248,400)	(248,400)
Capital Projects	2,776,868	1,185,535	821,995	837,330	659,450
Debt Service	-	-	-	8	-
Transfers Out	685,394	1,295,986	806,122	806,122	858,152
Total Expenditures	\$12,138,877	\$12,118,094	\$11,180,624	\$11,643,048	\$11,107,788
Revenues	12,325,029	14,947,714	10,659,850	11,132,332	11,204,651
Expenditures by Category	(12,138,877)	(12,118,094)	(11,180,624)	(11,643,048)	(11,107,788)
Surplus or Approved Use of Fund Balance	\$186,152	\$2,829,620	\$(520,774)	\$(510,716)	\$96,863



FY 2025-26 Proposed General Fund Revenue and Expenditure Report

	2023-24 Adjusted Budget	2023-24 Actuals	2024-25 Adjusted Budget	2024-25 Year-End Projections	2025-26 Proposed Budget
REVENUES					
Property Tax	\$4,640,463	\$4,842,819	\$4,910,000	\$4,948,948	\$5,190,000
Residual Receipts - RPTTF	-	9,427	-	-	-
Proceeds from Sale of Property	-	7,310	-	1,325	-
Franchise Fees	650,000	738,481	675,000	695,329	675,000
Licenses, Fees & Permits	654,870	795,673	658,770	538,761	505,320
Sales Tax	1,234,000	3,679,516	1,360,000	1,571,896	1,600,000
Intergovernmental Revenue/Grants	58,500	133,164	58,500	61,695	58,500
Charges for Services	161,500	203,991	132,500	106,992	132,500
Fines & Forfeitures	37,800	63,943	39,000	30,972	41,000
Miscellaneous	26,710	58,650	26,710	19,614	33,624
Use of Money & Property	34,660	296,081	72,660	109,620	72,660
Waste Water Receipts	318,349	318,349	318,349	401,500	401,500
Transfers In	50,000	50,000	-	-	-
Total Revenues	\$7,866,852	\$11,197,404	\$8,251,489	\$8,486,652	\$8,710,104
EXPENDITURES BY CATEGORY					
Salaries	\$1,473,430	\$1,520,557	\$1,983,894	\$1,921,172	\$2,186,753
Benefits	1,237,062	1,079,047	1,468,901	1,466,060	1,642,959
Materials & Supplies	417,745	422,637	489,280	502,164	455,175
Professional/Contractual Services	4,398,580	4,361,556	4,664,897	5,079,817	4,184,141
Equipment	800	54,576	7,100	9,141	50,400
Lease of Facility/Equipment	11,500	8,872	8,700	9,166	3,750
Utilities	242,300	216,837	251,880	248,342	257,620
Overhead Cost Allocation	(81,950)	(81,950)	(281,950)	(281,950)	(281,950)
Capital Projects	-	15,193	-	9,705	-
Debt Service	-	-	-	8	-
Transfers Out	110,500	384,298	141,289	141,289	208,152
Total Expenditures	\$7,809,967	\$7,981,623	\$8,733,991	\$9,104,914	\$8,707,000
Revenues	7,866,852	11,197,404	8,251,489	8,486,652	8,710,104
Expenditures by Category	(7,809,967)	(7,981,623)	(8,733,991)	(9,104,914)	(8,707,000)
Surplus or Approved Use of Fund Balance	\$56,885	\$3,215,781	\$(482,502)	\$(618,262)	\$3,104



FY 2025-26 Proposed General Fund Revenue and Expenditure Report

	2023-24 Adjusted Budget	2023-24 Actuals	2024-25 Adjusted Budget	2024-25 Year-End Projections	2025-26 Proposed Budget
REVENUES					
Property Tax	\$4,640,463	\$4,842,819	\$4,910,000	\$4,948,948	\$5,190,000
Residual Receipts - RPTTF	-	9,427	-	-	-
Proceeds from Sale of Property	-	7,310	-	1,325	-
Franchise Fees	650,000	738,481	675,000	695,329	675,000
Licenses, Fees & Permits	654,870	795,673	658,770	538,761	505,320
Sales Tax	1,234,000	3,679,516	1,360,000	1,571,896	1,600,000
Intergovernmental Revenue/Grants	58,500	133,164	58,500	61,695	58,500
Charges for Services	161,500	203,991	132,500	106,992	132,500
Fines & Forfeitures	37,800	63,943	39,000	30,972	41,000
Miscellaneous	26,710	58,650	26,710	19,614	33,624
Use of Money & Property	34,660	296,081	72,660	109,620	72,660
Waste Water Receipts	318,349	318,349	318,349	401,500	401,500
Transfers In	50,000	50,000	-	-	-
Total Revenues	\$7,866,852	\$11,197,404	\$8,251,489	\$8,486,652	\$8,710,104
EXPENDITURES BY DEPARTMENT					
City Council	\$119,528	\$112,203	\$115,650	\$109,485	\$110,522
City Manager	690,294	731,521	1,026,316	972,518	1,014,832
City Clerk	287,127	323,141	355,978	358,505	309,618
Finance	579,427	521,962	682,162	678,356	755,726
City Attorney	210,000	179,244	185,000	196,369	205,000
Planning & Dev. Svcs	1,213,342	928,036	1,366,671	1,269,960	1,064,654
Public Works	1,008,750	1,498,045	1,463,925	1,983,273	1,467,796
Non-Departmental	1,136,875	1,119,907	787,089	778,525	947,602
Public Safety	2,385,996	2,567,564	2,751,200	2,757,923	2,831,250
Total Expenditures	\$7,631,339	\$7,981,623	\$8,733,991	\$9,104,914	\$8,707,000
Revenues	\$7,866,852	\$11,197,404	\$8,251,489	\$8,486,652	\$8,710,104
Expenditures by Department	(7,631,339)	(7,981,623)	(8,733,991)	(9,104,914)	(8,707,000)
Surplus or Approved Use of Fund Balance	\$235,513	\$3,215,781	\$(482,502)	\$(618,262)	\$3,104

City Council
FY2025-26 Budget - GENERAL FUND

	<u>10-110</u> <u>City</u> <u>Council</u>	<u>TOTAL</u> <u>CITY COUNCIL</u>
Salaries	\$31,200	\$31,200
Benefits	\$53,522	\$53,522
Materials & Supplies	\$24,800	\$24,800
Professional/Contractual Services	\$1,000	\$1,000
Equipment	\$0	\$0
Lease of Facility/Equipment	\$0	\$0
Utilities	\$0	\$0
Overhead Cost Allocation	\$0	\$0
Capital Projects	\$0	\$0
Debt Service	\$0	\$0
Transfers Out	\$0	\$0
TOTAL	<u>\$110,522</u>	<u>\$110,522</u>

City Manager's Office
FY2025-26 Budget - GENERAL FUND

	<u>10-120</u> <u>City Manager's</u> <u>Office</u>	<u>10-805</u> <u>Sr. Citizen's</u> <u>Program</u>	<u>10-808</u> <u>Emergency</u> <u>Operations</u>	<u>10-380</u> <u>Mgmt</u> <u>Information Sys</u>	<u>TOTAL</u> <u>CITY MGR</u>
Salaries	\$527,798	\$0	\$0	\$0	\$527,798
Benefits	\$210,893	\$0	\$0	\$0	\$210,893
Materials & Supplies	\$33,600	\$11,360	\$10,500	\$425	\$55,885
Professional/Contractual Services	\$5,000	\$12,200	\$7,500	\$5,000	\$29,700
Special Events	\$10,000				\$10,000
Advertising	\$13,000				\$13,000
Janitors		\$20,496			\$20,496
OnSite				\$120,000	\$120,000
Equipment	\$0	\$3,300	\$0	\$0	\$3,300
Lease of Facility/Equipment	\$0	\$0	\$0	\$0	\$0
Utilities	\$0	\$23,760	\$0	\$0	\$23,760
Overhead Cost Allocation	\$0	\$0	\$0	\$0	\$0
Capital Projects	\$0	\$0	\$0	\$0	\$0
Debt Service	\$0	\$0	\$0	\$0	\$0
Transfers Out	\$0	\$0	\$0	\$0	\$0
TOTAL	<u>\$800,291</u>	<u>\$71,116</u>	<u>\$18,000</u>	<u>\$125,425</u>	<u>\$1,014,832</u>

City Clerk's Department
FY2025-26 Budget - GENERAL FUND

	<u>10-125</u> <u>City Clerk's</u> <u>Office</u>	<u>10-804</u> <u>Historical &</u> <u>Cultural Comm</u>	<u>TOTAL</u> <u>CITY CLERK</u>
Salaries	\$164,767	\$0	\$164,767
Benefits	\$82,441	\$0	\$82,441
Materials & Supplies	\$8,850	\$0	\$8,850
Professional/Contractual Services	\$27,560	\$2,000	\$29,560
<i>Agenda Mgmt System</i>	\$13,000		\$13,000
<i>Laserfiche</i>	\$11,000		\$11,000
Equipment	\$0	\$0	\$0
Lease of Facility/Equipment	\$0	\$0	\$0
Utilities	\$0	\$0	\$0
Overhead Cost Allocation	\$0	\$0	\$0
Capital Projects	\$0	\$0	\$0
Debt Service	\$0	\$0	\$0
Transfers Out	\$0	\$0	\$0
TOTAL	<u>\$307,618</u>	<u>\$2,000</u>	<u>\$309,618</u>

City Attorney
FY2025-26 Budget - GENERAL FUND

	<u>10-160</u> <u>City</u> <u>Attorney</u>	<u>TOTAL</u> <u>CITY ATTY</u>
Salaries	\$0	\$0
Benefits	\$0	\$0
Materials & Supplies	\$0	\$0
Professional/Contractual Services	\$0	\$0
<i>General Services</i>	\$150,000	\$150,000
<i>Litigation</i>	\$55,000	\$55,000
Equipment	\$0	\$0
Lease of Facility/Equipment	\$0	\$0
Utilities	\$0	\$0
Overhead Cost Allocation	\$0	\$0
Capital Projects	\$0	\$0
Debt Service	\$0	\$0
Transfers Out	\$0	\$0
TOTAL	<u>\$205,000</u>	<u>\$205,000</u>

Finance Department
FY2025-26 Budget - GENERAL FUND

	<u>10-140</u> <u>Finance</u> <u>Department</u>	<u>10-190</u> <u>Non-</u> <u>Departmental</u>	<u>10-999</u> <u>Overhead Cost</u> <u>Allocation</u>	<u>TOTAL</u> <u>FINANCE</u>
Salaries	\$391,411	\$0	\$0	\$391,411
Benefits	\$147,345	\$655,000	\$0	\$802,345
Materials & Supplies	\$8,470	\$81,750	\$0	\$90,220
Professional/Contractual Services	\$0	\$0	\$0	\$0
<i>Eden</i>	\$36,000			\$36,000
<i>LSL - Auditors</i>	\$48,700			\$48,700
<i>Payroll Processing</i>	\$20,000			\$20,000
<i>Gravity</i>	\$22,050			\$22,050
<i>Business License</i>	\$19,000			\$19,000
<i>GovInvest - Pension/OPEB</i>	\$17,000			\$17,000
<i>Various</i>	\$43,100			\$43,100
<i>Gen Liab Insurance</i>		\$90,281		\$90,281
<i>Property</i>		\$27,366		\$27,366
<i>Bank Fees</i>		\$10,000		\$10,000
<i>Various</i>		\$34,503		\$34,503
Equipment	\$0	\$0	\$0	\$0
Lease of Facility/Equipment	\$2,650	\$0	\$0	\$2,650
Utilities	\$0	\$122,500	\$0	\$122,500
Overhead Cost Allocation	\$0	\$0	(\$281,950)	(\$281,950)
Capital Projects	\$0	\$0	\$0	\$0
Debt Service	\$0	\$0	\$0	\$0
Transfers Out	\$0	\$70,000	\$138,152	\$208,152
TOTAL	<u>\$755,726</u>	<u>\$1,091,400</u>	<u>(\$143,798)</u>	<u>\$1,703,328</u>

Public Safety
FY2025-26 Budget - GENERAL FUND

	<u>10-410</u> <u>Sheriff's</u> <u>Department</u>	<u>TOTAL</u> <u>SHERIFF's</u>
Salaries	\$0	\$0
Benefits	\$0	\$0
Materials & Supplies	\$150,000	\$150,000
Professional/Contractual Services		\$0
<i>See next page for detail</i>	\$2,591,000	\$2,591,000
<i>Overtime</i>	\$230,000	\$230,000
<i>CAL ID</i>	\$15,100	\$15,100
<i>LESS: Amt coded to Fund 14</i>	(\$194,450)	(\$194,450)
Equipment	\$39,600	\$39,600
Lease of Facility/Equipment	\$0	\$0
Utilities	\$0	\$0
Overhead Cost Allocation	\$0	\$0
Capital Projects	\$0	\$0
Debt Service	\$0	\$0
Transfers Out	\$0	\$0
TOTAL	<u>\$2,831,250</u>	<u>\$2,831,250</u>

SCHEDULE A
Law Enforcement Services Contract
City of Grand Terrace
2025-26

<u>LEVEL OF SERVICE</u>		FY 2025-26
		<u>COST</u>
0.21	- Lieutenant	83,641 ¹
0.90	- Sergeant	293,309 ¹
0.56	- Detective/Corporal	154,428 ¹
5.76	- Deputy Sheriff Tier 2	1,322,767 ¹
0.14	- Sheriff's Service Specialist	13,720 ¹
1.26	- Office Specialist	125,222 ¹
3.00	- Marked Unit	67,976 ²
0.50	- Unmarked Unit	5,698 ²
0.50	- Command Staff Vehicle	7,840 ²
1.00	- Citizen Patrol Truck	8,763 ²
	Dispatch Services	146,316 ¹
9.00	- HTs (Amortization, Access & Maintenance)	14,418
7.00	- Taser Replacement (Amortized over 5-years)	7,221
	Administrative Support	12,175
	Office Automation	29,958
	Body Worn Cameras	9,818
	Vehicle Insurance	17,269
	Personnel Liability & Bonding	176,722
	Workers' Comp Experience Modification	(8,355)
	County Administrative Cost	36,675
Cost for FY2025-26		\$ 2,525,581 ¹⁻⁵

Monthly Payment Schedule

1 st payment due July 15, 2025:	\$210,466
2 nd through 12 th payments due the 5 th of each month:	\$210,465

¹ Personnel costs include salary and benefits and are subject to change by Board of Supervisors' action. Changes in salary and benefit costs will be billed to the City on a quarterly invoice.

² Vehicle costs do not include fuel and maintenance. The City is responsible for fuel, repair and maintenance of all contract vehicles, including collision damage. All fuel, repair and maintenance costs incurred by the County will be billed to the City on a quarterly invoice.

³ No replacement cost is included for grant funded or donated vehicles.

⁴ Services and supplies will be billed to the City on a quarterly invoice.

⁵ Grant funded, donated and non-replaceable vehicles will incur a vehicle insurance and equipment connection cost for the period the vehicle is in use.

Planning & Development Services
FY2025-26 Budget - GENERAL FUND

	<u>10-172</u> <u>Building</u> <u>& Safety</u>	<u>10-185</u> <u>Code</u> <u>Enforcement</u>	<u>10-187</u> <u>Enforcement</u> <u>Programs</u>	<u>10-370</u> <u>Planning &</u> <u>Development</u>	<u>10-801</u> <u>Planning</u> <u>Commission</u>	<u>TOTAL</u> <u>PLNG & DEV</u>
Salaries	\$214,308	\$159,308	\$0	\$227,720	\$6,000	\$607,336
Benefits	\$86,460	\$76,678	\$0	\$85,685	\$875	\$249,698
Materials & Supplies	\$9,450	\$33,895	\$0	\$7,625	\$2,300	\$53,270
Professional/Contractual Services	\$0	\$0	\$0	\$10,400	\$0	\$10,400
<i>Willdan</i>	\$40,000					\$40,000
<i>Various</i>	\$4,300					\$4,300
<i>SB Animal Shelter</i>		\$50,000				\$50,000
<i>Various</i>		\$4,200				\$4,200
<i>Household Waste</i>			\$22,000			\$22,000
<i>Weedabatement</i>			\$18,000			\$18,000
<i>Various</i>			\$5,450			\$5,450
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Lease of Facility/Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Utilities	\$0	\$0	\$0	\$0	\$0	\$0
Overhead Cost Allocation	\$0	\$0	\$0	\$0	\$0	\$0
Capital Projects	\$0	\$0	\$0	\$0	\$0	\$0
Debt Service	\$0	\$0	\$0	\$0	\$0	\$0
Transfers Out	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL	<u>\$354,518</u>	<u>\$324,081</u>	<u>\$45,450</u>	<u>\$331,430</u>	<u>\$9,175</u>	<u>\$1,064,654</u>

Public Works
FY2025-26 Budget - GENERAL FUND

	<u>10-175</u> <u>Public</u> <u>Works</u>	<u>10-195</u> <u>Facilities</u> <u>Maintenance</u>	<u>10-450</u> <u>Parks</u> <u>Maintenance</u>	<u>10-625</u> <u>NPDES</u>	<u>10-631</u> <u>Storm Drain</u> <u>Maintenance</u>	<u>TOTAL</u> <u>PUBLIC WKS</u>
Salaries	\$312,151	\$0	\$152,090	\$0	\$0	\$464,241
Benefits	\$191,156	\$0	\$52,904	\$0	\$0	\$244,060
Materials & Supplies	\$65,150	\$0	\$7,000	\$0	\$0	\$72,150
Professional/Contractual Services	\$0	\$0	\$0	\$81,400	\$60,093	\$141,493
<i>Goodman - Engineering Svcs</i>	\$101,920					\$101,920
<i>Willdan - Plan Check</i>	\$36,493					\$36,493
<i>Barton Rd Landscape</i>	\$19,000					\$19,000
<i>Various</i>	\$44,540					\$44,540
<i>HVAC Svcs</i>		\$5,200				\$5,200
<i>Maint of City Hall & grounds</i>		\$43,452				\$43,452
<i>Various</i>		\$0				\$0
<i>EZ Sunny Days</i>		\$5,100	\$44,120			\$49,220
<i>Mowing Rollins Field</i>			\$28,200			\$28,200
<i>Janitorial Svcs</i>		\$40,728	\$23,064			\$63,792
<i>Various</i>			\$34,275			\$34,275
Equipment	\$2,300	\$0	\$5,000	\$0	\$0	\$7,300
Lease of Facility/Equipment	\$1,100	\$0	\$0	\$0	\$0	\$1,100
Utilities	\$6,260	\$0	\$105,100	\$0	\$0	\$111,360
Overhead Cost Allocation	\$0	\$0	\$0	\$0	\$0	\$0
Capital Projects	\$0	\$0	\$0	\$0	\$0	\$0
Debt Service	\$0	\$0	\$0	\$0	\$0	\$0
Transfers Out	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL	<u>\$780,070</u>	<u>\$94,480</u>	<u>\$451,753</u>	<u>\$81,400</u>	<u>\$60,093</u>	<u>\$1,467,796</u>

Summary of Positions										
	Class Title	2020-21	2021-22	2022-23	2023-24	2024-25	Proposed Requests	2025-26	Annual Minimum	Annual Maximum
1	Assistant City Manager	1	1	-	-	-	-	-	\$164,609	\$200,083
2	Assistant Planner	-	1	1	1	1	-	1	63,554	77,251
3	Assistant to CM	-	-	-	-	-	-	-	73,746	89,638
4	Associate Planner	1	1	-	-	-	-	-	73,570	89,425
6	Building Official	-	1	1	1	1	-	1	104,133	126,575
7	Bus Driver	1	1	1	1	1	-	1	46,519	56,545
8	City Clerk	1	1	1	1	1	-	1	73,382	89,197
9	City Manager	1	1	1	1	1	-	1	253,050	253,050
10	Code Enf/Animal Ctrl Off	1	1	1	1	1	-	1	60,054	72,997
11	Department Secretary	-	2	2	2	2	-	2	49,227	59,836
12	Development Svcs Coordinator	1	1	1	1	1	-	1	55,561	67,535
13	Executive Assistant	-	-	-	-	-	-	-	57,698	70,132
14	Finance Director	-	-	1	1	1	-	1	144,930	176,164
15	Finance Manager	-	1	1	1	1	0	1	98,804	120,097
16	Finance Technician	-	-	-	1	1	-1	-	43,439	52,800
17	Intern-1 (P/T)	-	1	0.5	0.5	0.5	-	0.5	17,680	21,490
18	Maintenance Crew Leader	1	1	-	1	1	1	2	58,330	70,901
19	Maintenance Crew Leader (PT)	-	-	-	-	-	-	-	58,330	70,901
20	Maintenance Worker I	-	1	1	2	2	-1	1	43,527	52,908
21	Maintenance Worker II	2	2	3	1	1	-	1	50,388	61,247
22	Management Analyst	1	1	1	1	1	1	2	73,382	89,197
23	Office Specialist	1	1	-	-	1	-	1	42,524	51,688
24	Planning & Development Svcs Dir	1	1	-	1	1	-	1	141,938	172,527
25	Planning Technician	-	-	-	-	-	-	-	54,899	66,730
26	Public Works Director	1	1	-	-	-	-	-	138,969	168,917
27	Public Works Project Manager	-	-	-	-	-	1	1	99,807	121,316
28	Senior Accountant	2	2	1	-	1	-	1	73,579	89,436
29	Senior Finance Tech	-	-	-	-	-	-	-	51,415	62,496
30	Sr. Code Enforcement Off	-	-	1	1	1	-	1	69,517	84,498
31	Sr. Maint Crew Leader	-	-	1	1	1	-1	0	71,045	86,356
32	Sr. Management Analyst	-	1	1	2	2	0	2	85,007	103,327
33	Sr. Planner	0	0	1	0	0	-	-	89,824	109,182
TOTAL		16	23.5	21.5	22.5	24.5	-	24.5		