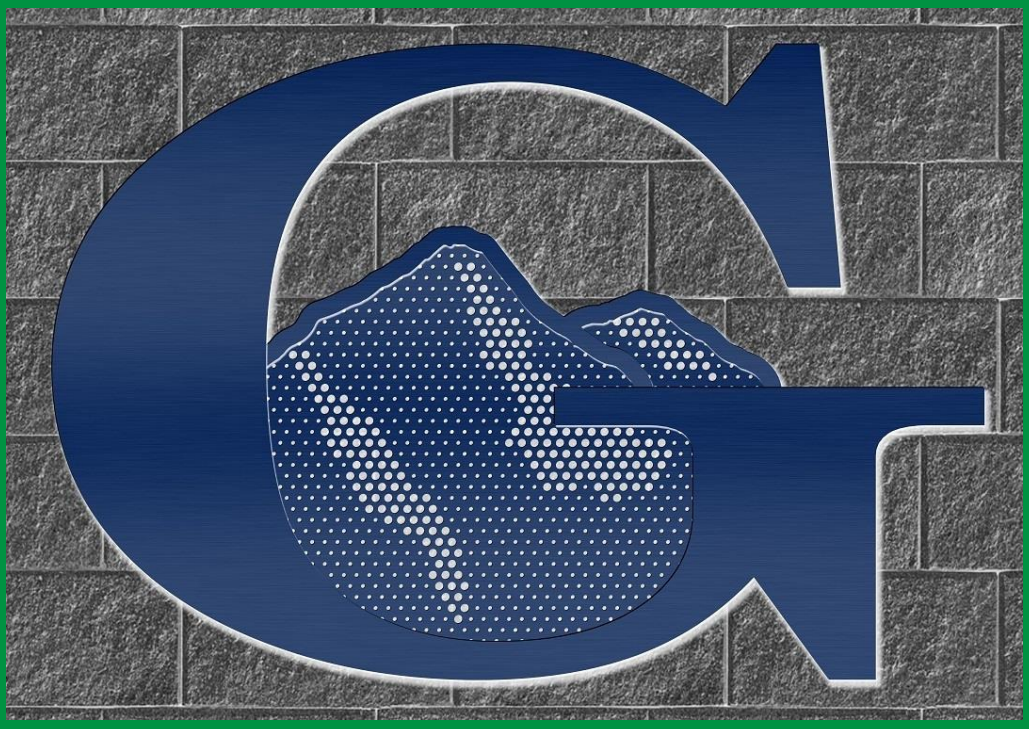

CITY OF GRAND TERRACE

Proposed Budget
Fiscal Years 2021 – 2022
June 22, 2021

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CITY OF GRAND TERRACE

PROPOSED BUDGET

FISCAL YEARS 2021-2022

COUNCIL CHAMBERS
GRAND TERRACE CIVIC CENTER - 22795 BARTON ROAD GRAND TERRACE, CA 92313

Darcy McNaboe, Mayor
Bill Hussey, Mayor Pro Tem
Sylvia Robles, Council Member
Doug Wilson, Council Member
Jeff Allen, Council Member

G. Harold Duffey, City Manager

CITY OF GRAND TERRACE

2030 VISION and
2014-2020 STRATEGIC PLAN

Our Mission

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

Our Vision

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

Our Core Values

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

Goals

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

2. ***Maintain Public Safety***
   - ***Ensure Staff Levels for Police Services Remain Adequate for Our Community***
   - ***Invest in Critical Improvements to Infrastructure***

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

4. ***Develop and Implement Successful Partnerships***
   - ***Work Collaboratively with Community Groups, Private and Public Sector Agencies to Facilitate the Delivery of Services Benefitting Youth, Seniors and Our Community***
   - ***Work with Local, Regional and State Agencies to Secure Funding for Programs and Projects***

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

FY2021-22

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CITY OF GRAND TERRACE

FY2021-22
INTRODUCTION

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Transmittal Letter

June 8, 2021
Honorable Mayor and
City Council of the
City of Grand Terrace

Introduction

For your consideration, I submit the Fiscal Year (FY) 2021/22 budget, which represents 43 years of Grand Terrace's incorporation. This budget reflects staff's continual effort to efficiently and effectively execute programs to achieve the goals and objectives established within the City Council's 2030 Vision and Annual Council Priorities. The FY 2021/22 budget continues the City's trend of a sustainable budget, after a short period of uncertainty during the second half of FY 2020/21 due to the Coronavirus pandemic. Grand Terrace's economy continues to improve. This is demonstrated with continual growth in Grand Terrace's core revenues, such as property and sales taxes. This budget represents the first time in decades that core revenues are not augmented by Redevelopment Agency (Successor Agency) Funds, as the Council moved to dissolve the Successor Agency (former Redevelopment Agency) earlier this year. The return to AB8 distribution (guarantees local government receives base property tax from previous year plus or minus any growth) sets the stage for Grand Terrace to potentially capture assessed values of approximately $1,000,000,000 in projects currently in land use review. The assessed value of residential property continues to grow providing sustainable revenues to meet community service demands.

Fund Balance/ Rainy Day Fund

The City of Grand Terrace's General Fund budget is a balanced budget for FY 2021/22 with revenues of $8.65 million and expenses of approximately $6.8 million, leaving a projected fund balance of approximately $1,848,674 of which, $1,798,700 is one-time resources from the sale of property. The overall budget increase in this fiscal year's budget, represents a pre-pandemic budget where the City was fully staffed and operated its facilities at full capacity. The FY 2021/22 budget maintains GFOA (Government Finance Officers Association) recommendations of unrestricted budgetary fund balance in the general fund of no less than two months of regular general fund operating revenues or regular general fund operating expenditures. The City is projected to have $1,848,674 or 27% in its Rainy Day Fund, this will be achieved from the sale of property for development (4.78 acres on

Barton Road) and the sale of Station No. 23 to San Bernardino County Fire Agency.

Personnel Increases/Operational Changes

The FY 2021/22 budget includes the addition of six (6) positions (and two (2) interns). The positions requested are in multiple departments to ensure we can delivery timely service in a consistent and professional manner. Staff augmentations to the existing team include Senior Management Analyst to manage Human Resources and Risk Management. A Secretary to assist the City Clerk with management of second floor calendars, communication, and committee support. A Senior Accountant and seasonal Auditor to round out the City's fiscal team and meet the City's regulatory reporting requirements. An Assistant Planner to support planning counter and work on Successor Housing Agency programs and a Maintenance Worker II to support Public Works and Park infrastructure. Salaries in this year's budget increased in two (2) ways. Most city employees are eligible for a 5% merit increase and based on feedback from Council the City Manager increased exempt employee's salary scale by 2%. We are currently in negotiations with our represented employees; therefore, the proposed budget does not include any increase for represented employees at this time.

Law Enforcement Services

The public safety services contract is set to increase by 2.7% to $2,269,316. However, staff budgeted the customary 6% increase of $84,624. If the Sheriff's increase is only 2.71% over last year and not in the customary 6% range, Council could utilize the budgeted overage of $84,624 to pay for an additional 30-hour officer, a resource the Council funded in the past two (2) fiscal years. Staff is also recommending that Council utilize Housing Successor Agency assets to fund a HOPE (Homeless Outreach Proactive Enforcement) officer.

Execution of Services

FY 2021/22 is the year where major projects will be presented at public hearing for land use decisions. Some of those projects will be heard in the first half of the fiscal year, with possible construction in the second half of FY 2021/22. Both Private and Public projects will fuel the activity in FY 2021/22:

- The City of Grand Terrace is currently managing over $2.5M in Grants. The Grants include Blue Mountain Nature Trail and Trail Head; Highway Safety Improvement (HSIP) for guard rails, SB 2 Grant for Transit Oriented Development, and a Parking District; The LEAP (Local Early Action Plan) Grant to support the rewrite of the City's Housing Element. The City will also be able to utilize its Prop 68 grant for park improvements.

- In addition, to complete the fourth phase of The Pavement Management Program, staff is working with the City of Colton in a joint effort to rehab La Cadena. The City will also undertake a monumental task with the start of construction of the expansion of Commerce Way.

- The City will complete several park improvements (Free Wi-Fi in Richard Rollins and Pico Park, ADA Swing, and shade sails at Fitness Park. The Parks and Recreations Committee also submitted recommendations for park maintenance and facility improvements*, all of which can be funded with funds from Prop 68.

- The 132-acre Gateway Specific Plan will receive a public hearing in 2021 and if approved, will start construction in the second quarter of 2022.

Economic Development Partnerships

The FY 2021/22 Budget also recognizes Council Goal #4 "to develop and implement successful partnerships". The City will utilize various economic development strategies to continue the forward movement of our local economy. Past economic development agreements included sales tax rebates to assist in initial startup or retention of a local business. The City will receive $1.15 Million in Federal Aid (American Recovery Plan Act (ARPA)). The City will develop programs to assist local businesses and support eligible infrastructure.

Economic Development is more than access to resources; the City's primary and most important roles are Urban Planning Services and Infrastructure Development. Approximately 250 acres of vacant land are in the last phase of the entitlements process. Grand Terrace's Planning and Development Department, along with the City's Public Works Department will play a key role by reviewing plans and conducting inspections in a timely manner.

Community Engagement and Quality of Life

The City of Grand Terrace is a community built on volunteerism; residents are the backbone of many activities supported or sponsored by the City. The City Council 's Community Benefits Fund ($25,000 awarded in increments up to $2,000) provides resources to community groups to further community spirit and community engagement. However, last year the Coronavirus halted most activities and only a small portion of the Community Benefit Fund was used. As California starts to reopen, Staff will utilize the various committees of the City (Historical and Cultural Committee and Parks and Recreation Committee) to re-engage the community and promote the Community

Benefits Fund. The City Developed and mailed a 2020 Activity Guide to every residence in the City. Staff will duplicate that effort and develop a 2022 Activities Guide.

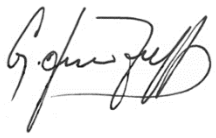
Council Priorities

The FY 2021/22 Budget is a fluid document designed to meet the needs of citizens and the business community within the City of Grand Terrace. Every Department within the City provides core services and the City Council, through the budgeting process, allocates resources to departments. In addition to Department core services, the Council also establishes priorities for the Community. The Council's Priorities are set at "Top Priority, High Priority and Priority". Each Department within the City has reviewed the Council's priorities and requested the appropriate number of resources to accomplish "Top" priorities the FY 2021/22 budget.

Year End Estimates and Budget Proposal

The Year-End estimates are projections based on nine (9) months of expenses and revenues. Staff also projects revenue for the new Fiscal Year from the same data, along with consultation from sales and property tax consultants. Therefore, the FY 2021/22 revenues within the budget are conservative estimates. Staff will check-in during the first quarter of FY 2021/22 to provide an update to the City Council on the accuracy of our estimates for FY 2021/22. We will return during the mid-year to make any additional adjustments. We are confident that FY 2021/22 will be the start of over $1,000,000,000 of new development over the next five (5) years, which will result in Grand Terrace achieving a healthy budget that will preserve the City's quality of life and increase community amenities.

Respectfully Submitted,



G. Harold Duffey, City Manager

*Attachment I to FY2021-2022 Budget: Parks & Recreation Advisory Committee Requests & Recommendations

FINANCIAL STRUCTURE

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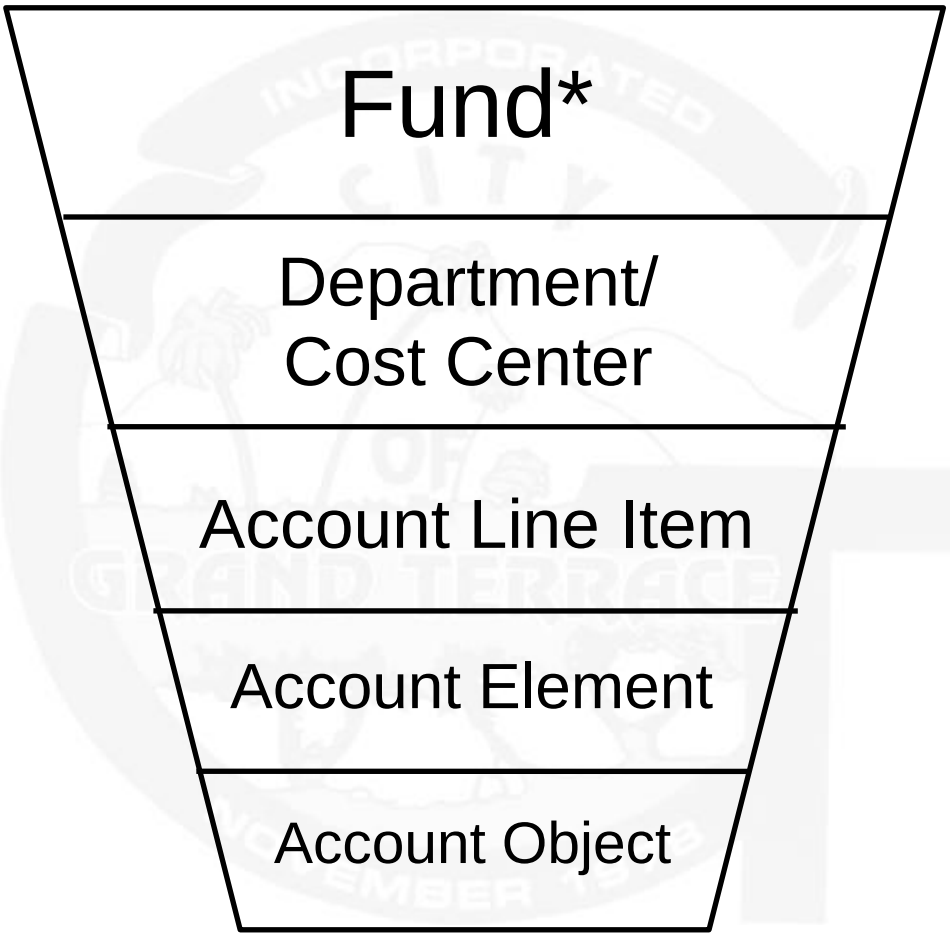
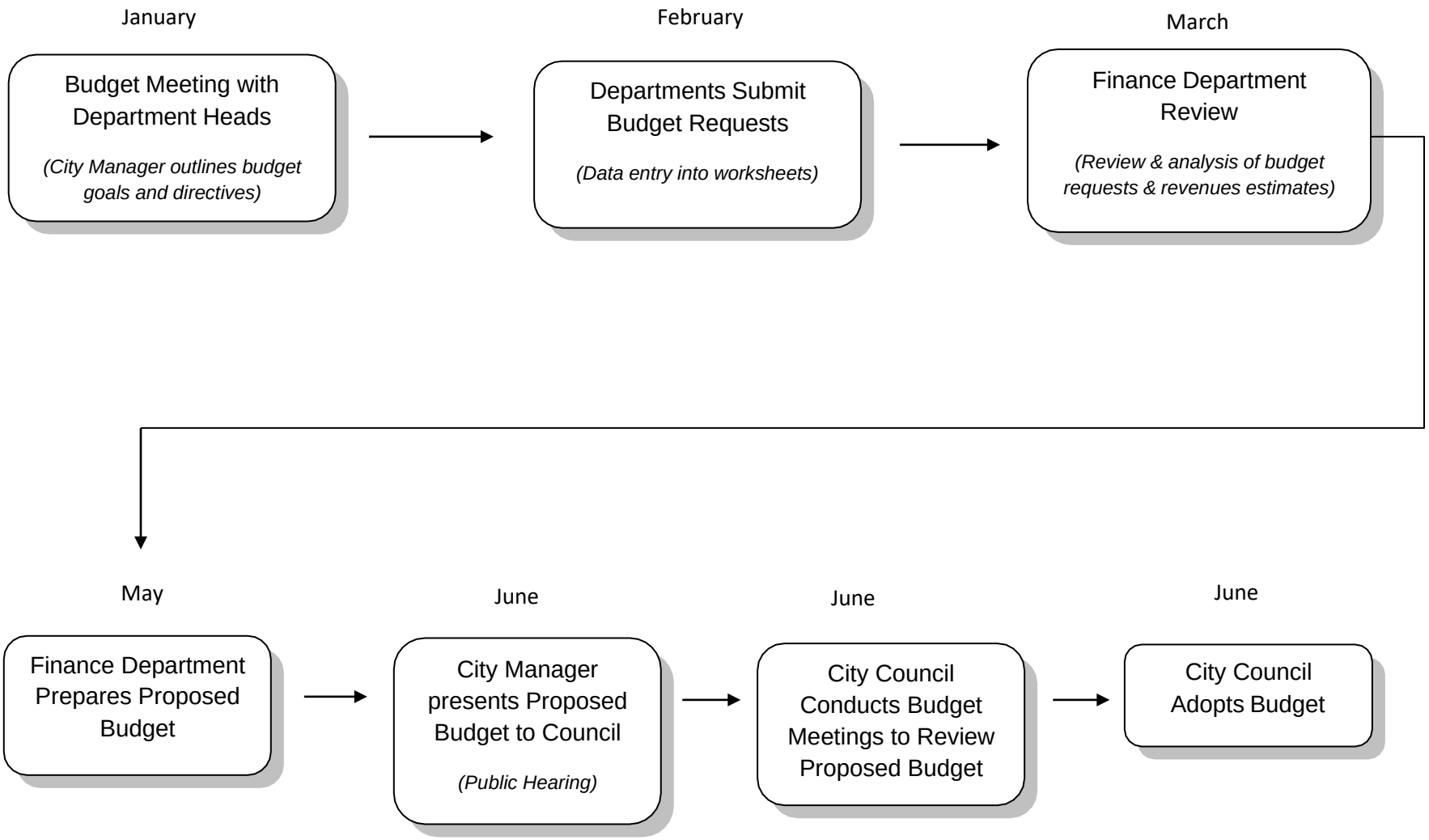
City of Grand Terrace
Financial Structure



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

City of Grand Terrace
Budget Process Flow Chart



CITY OF GRAND TERRACE

FY2021-22
FUND BALANCE

City of Grand Terrace
FY2020-21 Estimated Revenue, Expense & Fund Balance

Fund	Fund Title	Actual Fund Balance, June 30, 2020	Estimated Revenues FY2020-21	Estimated Expenditures FY2020-21	Estimated Fund Balance, June 30, 2021
	GENERAL FUND				
10	GENERALFUND	$3,558,613	$6,260,727	$6,179,632	$3,639,708
61	COMMUNITY BENEFITS FUND	$33,610	$10,094	$1,385	$42,319
62	LIGHT UP GRAND TERRACE	($528)	$5,535	$5,915	($908)
63	GT ILLEGAL FIREWORKS ENFORCEMENT	$224	$1	$0	$225
64	PUBLIC SAFETY FUND	$22,047	$105	$0	$22,152
68	40TH YEAR BIRTHDAY CELEBRATION FUND	$0	$0	$0	$0
69	COMMUNITY DAY FUND	$5	$0	$0	$5
70	EQUIPMENT REPLACEMENT RESERVE FUND	$1,022	$4	$0	$1,026
	DEVELOPMENT IMPACT FEES (DIF)				
11	STREET FUND	$663,392	$6,827	$0	$670,219
12	STORM DRAIN FUND	$255,966	$935	$0	$256,901
13	PARK FUND	$38,361	$304	$0	$38,665
19	FACILITIES FUND	$393,471	$3,016	$60,425	$336,062
	SPECIAL REVENUE FUNDS				
14	SLESF (AB3229 COPS)	$25,791	$157,161	$150,000	$32,952
15	AIR QUALITY IMPROVEMENT FUND	$136	$15,877	$5,000	$11,013
16	GAS TAX FUND	$9,595	$373,028	$431,984	($49,361)
17	TRAFFIC SAFETY FUND	$16,534	$3,903	$0	$20,437
20	MEASURE "I" FUND	$264,867	$255,833	$53,090	$467,610
25	SPRING MOUNTAIN RANCH	$725,292	$2,326	$5,720	$721,898
26	LNDSCP & LGTG ASSESSMENT DIST	$38,798	$48,522	$16,139	$71,181
56	ROAD MAINTENANCE & REHAB ACCT FUND	$303,896	$226,877	$202,000	$328,773
67	PUBLIC, EDUCATIONAL & GOVT ACCESS	$92,727	$17,637	$62	$110,302
76	EIFD - ENHANCED INFRAST FIN DIST	($46,368)	$0	$0	($46,368)
90	COVID-19 REIMBURSEMENT FUNDS	($30,269)	$574,550	$552,114	($7,833)
	ENTERPRISE FUND				
21	WASTE WATER DISPOSAL FUND	$1,591,176	$2,021	$0	$1,593,197
	GRANT FUNDS				
22	CDBG - COMM DEV BLOCK GRANT	($44,859)	$35,020	$30,638	($40,477)
65	SENIOR BUS PROGRAM FUND	$12,295	$20,789	$63,075	($29,991)
66	CAL RECYCLE GRANT	$169	$5,023	$0	$5,192
73	ACTIVE TRANSPORTATION PRGRM FUND	$3	$0	$3	($0)
74	HIGHWAY SAFETY IMPROV PROGRAM	($21,685)	$36,200	$417,508	($402,993)
77	SO CAL INCENTIVE PROJ (SCIP)	$0	$0	$0	$0
	SUCCESSOR AGENCY				
31	S/A RDA OBLIGATION RETIREMENT FUND	$27,933	$301,438	$0	$329,371
32	S/A CAPITAL PROJECTS FUND	$363,135	$0	$5,928	$769,207
33	S/A DEBT SERVICE FUND	$356,498	$0	$281,106	($75,608)
36	2011 TABS A & B BOND PROCEEDS	$461,795	$615	$3,670	$197,740
	CAPITAL PROJECT FUNDS				
45	CAPITAL IMPROVEMENTS - COMMERCE WAY	$809,130	$0	$65	$809,065
46	CAPITAL IMPROVEMENTS - STREETS	$45,158	$144	$0	$45,302
47	CAP.PRJ. BARTON/COLTON BRIDGE	($2,650)	$0	$13,418	($16,068)
48	CAPITAL PROJECTS FUND	$0	$0	$0	$0
49	CAPITAL PROJECTS FUND- PARKS	$247,738	$796	$13,145	$235,389
52	HOUSING AUTHORITY	$2,081,022	$7,165	$21,725	$2,066,462
95	DOG PARK ENDOWMENT FUND	$0	$115	$0	$115
		$12,294,040	$8,372,588	$8,513,748	$12,152,880

City of Grand Terrace
FY2021-22 Proposed Revenue, Expense & Fund Balance

Fund	Fund Title	Estimated Fund Balance, June 30, 2021	Adopted Revenues FY2021-22	Adopted Expenditures FY2021-22	Projected Fund Balance, June 30, 2022
	GENERAL FUND				
10	GENERALFUND	$3,639,708	$8,654,269	$6,805,595	$5,488,382
61	COMMUNITY BENEFITS FUND	$42,319	$20,000	$20,000	$42,319
62	LIGHT UP GRAND TERRACE	($908)	$5,000	$5,000	($908)
63	GT ILLEGAL FIREWORKS ENFORCEMENT	$225	$250	$250	$225
64	PUBLIC SAFETY FUND	$22,152	$0	$0	$22,152
68	40TH YEAR BIRTHDAY CELEBRATION FUND	$0	$0	$0	$0
69	COMMUNITY DAY FUND	$5	$0	$0	$5
70	EQUIPMENT REPLACEMENT RESERVE FUND	$1,026	$0	$0	$1,026
	DEVELOPMENT IMPACT FEES (DIF)				
11	STREET FUND	$670,219	$88,000	$0	$758,219
12	STORM DRAIN FUND	$256,901	$800	$0	$257,701
13	PARK FUND	$38,665	$800	$0	$39,465
19	FACILITIES FUND	$336,062	$20,600	$0	$356,662
	SPECIAL REVENUE FUNDS				
14	SLESF (AB3229 COPS)	$32,952	$160,000	$150,000	$42,952
15	AIR QUALITY IMPROVEMENT FUND	$11,013	$15,500	$13,000	$13,513
16	GAS TAX FUND	($49,361)	$375,200	$722,075	($396,236)
17	TRAFFIC SAFETY FUND	$20,437	$4,000	$4,000	$20,437
20	MEASURE "I" FUND	$467,610	$248,600	$119,272	$596,938
25	SPRING MOUNTAIN RANCH	$721,898	$53,000	$50,000	$724,898
26	LNDSCP & LGTG ASSESSMENT DIST	$71,181	$57,325	$66,009	$62,497
	ROAD MAINTENANCE & REHAB ACCT FUND	$328,773	$239,000	$0	$567,773
67	PUBLIC, EDUCATIONAL & GOVT ACCESS	$110,302	$19,300	$21,500	$108,102
76	EIFD - ENHANCED INFRAST FIN DIST	($46,368)	$0	$0	($46,368)
90	COVID-19 REIMBURSEMENT FUNDS	($7,833)	$0	$0	($7,833)
	ENTERPRISE FUND				
21	WASTE WATER DISPOSAL FUND	$1,593,197	$4,000	$0	$1,597,197
	GRANT FUNDS				
22	CDBG - COMM DEV BLOCK GRANT	($40,477)	$69,934	$69,934	($40,477)
65	SENIOR BUS PROGRAM FUND	($29,991)	$156,765	$121,067	$5,707
66	CAL RECYCLE GRANT	$5,192	$0	$0	$5,192
73	ACTIVE TRANSPORTATION PRGRM FUND	($0)	$0	$0	($0)
74	HIGHWAY SAFETY IMPROV PROGRAM	($402,993)	$44,000	$44,000	($402,993)
77	SO CAL INCENTIVE PROJ (SCIP)	$0	$0	$0	$0
	SUCCESSOR AGENCY				
31	S/A RDA OBLIGATION RETIREMENT FUND	$329,371	$0	$0	$329,371
32	S/A CAPITAL PROJECTS FUND	$769,207	$0	$0	$769,207
33	S/A DEBT SERVICE FUND	($75,608)	$0	$0	($75,608)
36	2011 TABS A & B BOND PROCEEDS	$197,740	$0	$0	$197,740
	CAPITAL PROJECT FUNDS				
45	CAPITAL IMPROVEMENTS - COMMERCE WAY	$809,065	$0	$839,594	($30,529)
46	CAPITAL IMPROVEMENTS - STREETS	$45,302	$0	$0	$45,302
47	CAP.PRJ. BARTON/COLTON BRIDGE	($16,068)	$0	$0	($16,068)
48	CAPITAL PROJECTS FUND	$0	$0	$0	$0
49	CAPITAL PROJECTS FUND- PARKS	$235,389	$1,412,000	$1,624,000	$23,389
52	HOUSING AUTHORITY	$2,066,462	$65,000	$19,248	$2,112,214
95	DOG PARK ENDOWMENT FUND	$115	$0	$0	$115
		$12,152,880	$11,713,343	$10,694,544	$13,171,679

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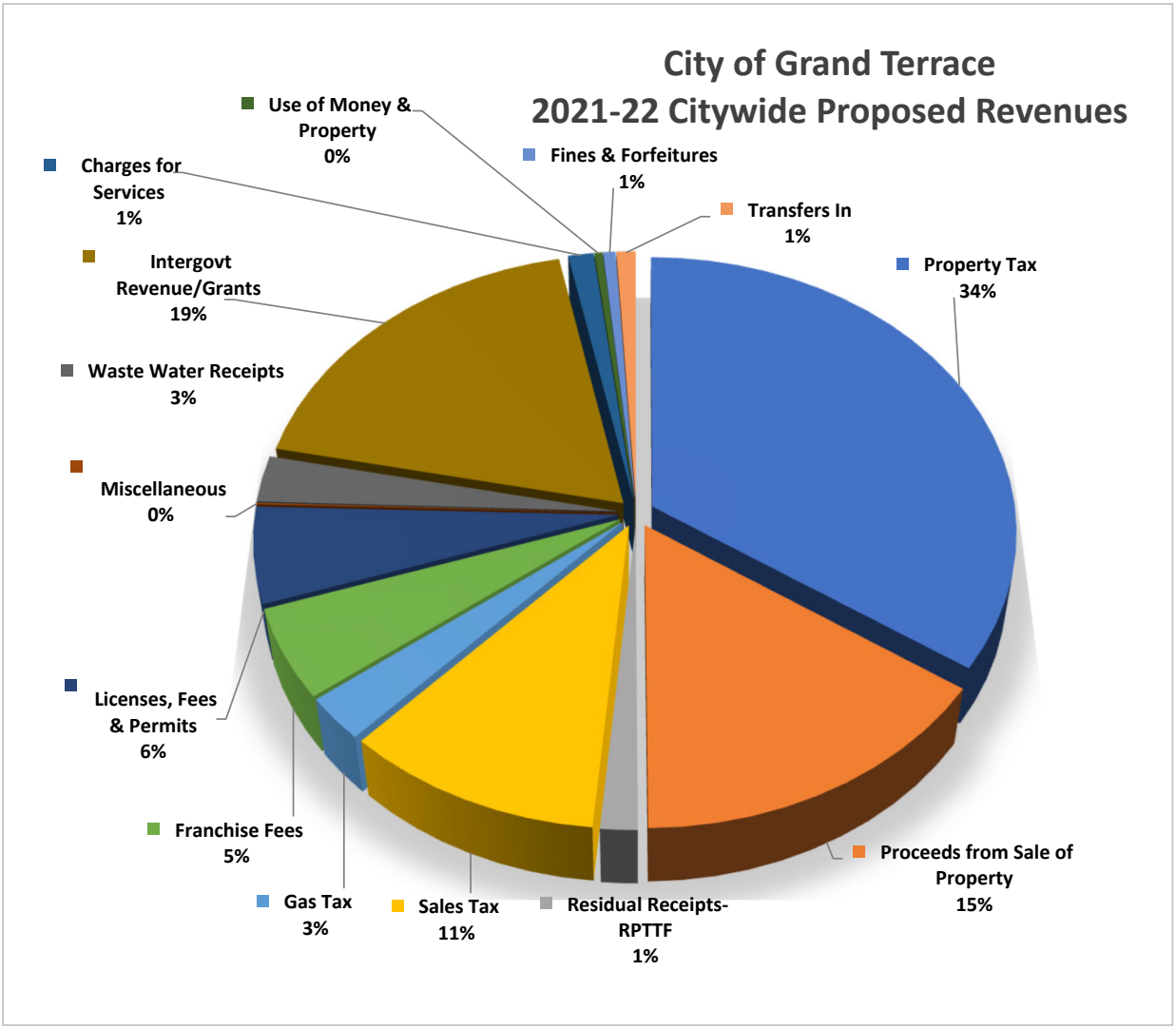
CITY OF GRAND TERRACE

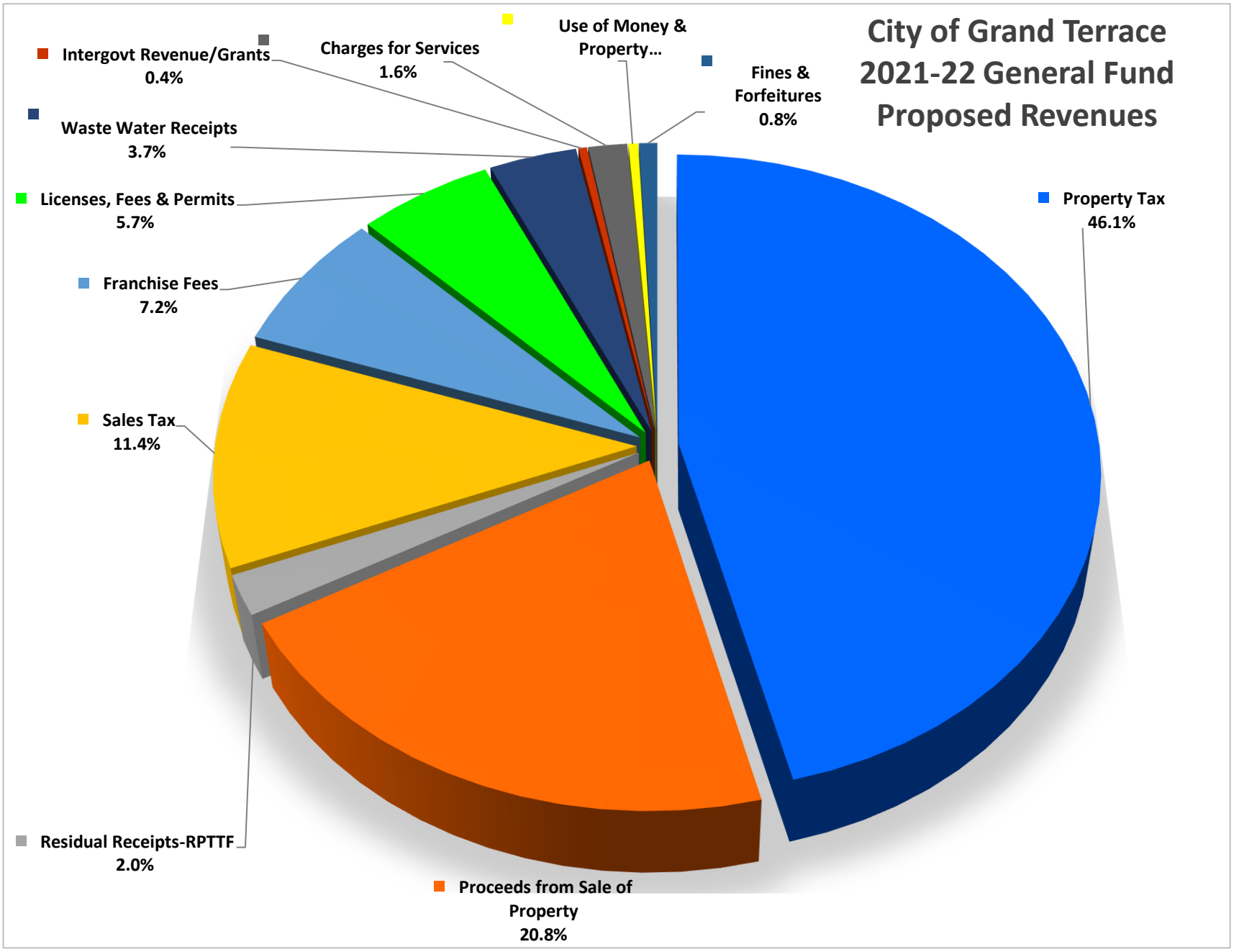
FY2021-22
REVENUE SUMMARY

Cityof Grand Terrace
FY 2021-22 Proposed Revenue Summary by Fund

Fund	Fund Title	2018-19 Actual	2019-20 Actuals	2020-21 Projected	2021-22 Proposed Budget
	GENERAL FUNDS				
10	GENERAL FUND	$5,850,058	$6,480,870	$6,260,727	$8,654,269
61	COMMUNITY BENEFITS FUND	$20,347	$20,377	$10,094	$20,000
62	LIGHT UP GRAND TERRACE	$7,758	$13,006	$5,535	$5,000
63	GT ILLEGAL FIREWORKS ENFORCEMENT	$109	$6	$1	$250
64	PUBLIC SAFETY FUND	$388	$326	$105	$0
69	COMMUNITY DAY FUND	$2,050	$5	$0	$0
68	40TH YEAR BIRTHDAY CELEBRATION FND	$22,947	$0	$0	$0
70	EQUIP REPLACEMENT RESERVE FUND	$18	$15	$4	$0
	DEVELOPMENT IMPACT FEES (DIF)				
11	STREET FUND	$97,169	$92,272	$6,827	$88,000
12	STORM DRAIN FUND	$48,864	$4,231	$935	$800
13	PARK FUND	$219,199	$2,254	$304	$800
19	FACILITIES FUND	$41,748	$36,675	$3,016	$20,600
	SPECIAL REVENUE FUNDS				
14	SLESF (AB3229 COPS)	$150,667	$157,324	$157,161	$160,000
15	AIR QUALITY IMPROVEMENT FUND	$17,285	$12,255	$15,877	$15,500
16	GAS TAX FUND	$373,697	$417,236	$373,028	$375,200
17	TRAFFIC SAFETY FUND	$7,507	$5,314	$3,903	$4,000
20	MEASURE "I" FUND	$219,078	$254,068	$255,833	$248,600
25	SPRING MOUNTAIN RANCH	$165,098	$223,598	$2,326	$53,000
26	LNDSCP & LGTG ASSESSMENT DIST	$19,927	$46,483	$48,522	$57,325
56	ROAD MAINTENANCE & REHAB ACCT	$229,668	$304,810	$226,877	$239,000
67	PUBLIC, EDUCATIONAL & GOVT ACCESS	$22,118	$23,180	$17,637	$19,300
76	EIFD - ENHANCED INFRAST FIN DIST	$20	$0	$0	$0
90	COVID-19 FEMA REIMBURSEMENT FUND	$0	$0	$574,574	$0
	ENTERPRISE FUND				
21	WASTEWATER DISPOSAL FUND	$72,758	$38,590	$2,021	$4,000
	GRANT FUNDS				
22	CDBG - COMM DEV BLOCK GRANT	$35,043	$42,164	$35,020	$69,934
65	SENIOR BUS PROGRAM FUND	$57,610	$33,982	$20,789	$156,765
66	CAL RECYCLE GRANT	$29,630	$1,073	$5,023	$0
73	ACTIVE TRANSPORTATION PRGRM FUND	$123,293	$0	$0	$0
74	HIGHWAY SAFETY IMPROV PROGRAM	$24,956	$0	$36,200	$44,000
77	SO CAL INCENTIVE PROJ (SCIP) GRANT		$178,900	$0	$0
	SUCCESSOR AGENCY				
31	S/A RDA REVENUE FUND	$2,057,414	$292,285	$301,438	$0
32	S/A CAPITAL PROJECTS FUND	($7,994)	$11,113	$0	$0
33	S/A DEBT SERVICE FUND	$2,032,021	$18,282,143	$0	$0
36	2011 TABS A & B BOND PROCEEDS	$427,400	$79,832	$615	$0
	CAPITAL PROJECT FUNDS				
45	CIP - COMMERCE WAY	$998,567	$12,628	$0	$0
46	CAPITAL IMPROVEMENTS - STREETS	$105,337	$139,177	$144	$0
47	CAP.PRJ. BARTON/COLTON BRIDGE	$0	$0	$0	$0
48	CAPITAL PROJECTS FUND	$1,971	$1,186	$0	$0
49	CAPITAL PROJECTS FUND- PARKS	$148,846	$402,946	$796	$1,412,000
52	HOUSING AUTHORITY	$208,510	$14,206	$7,165	$65,000
95	DOG PARK ENDOWMENT FUND	$0	$0	$115	$0
		$13,831,082	**$27,624,530**	**$8,372,612**	**$11,713,343**



Property Tax	$4,046,365	34.5%
Proceeds from Sale of Property	$1,798,700	15.4%
Residual Receipts-RPTTF	$176,900	1.5%
Sales Tax	$1,236,200	10.6%
Gas Tax	$304,800	2.6%
Franchise Fees	$620,000	5.3%
Licenses, Fees & Permits	$658,500	5.6%
Miscellaneous	$10,000	0.1%
Waste Water Receipts	$318,349	2.7%
Intergovt Revenue/Grants	$2,173,329	18.6%
Charges for Services	$144,100	1.2%
Use of Money & Property	$46,690	0.4%
Fines & Forfeitures	$70,550	0.6%
Transfers In	$108,860	0.9%
TOTAL	**$11,713,343**	



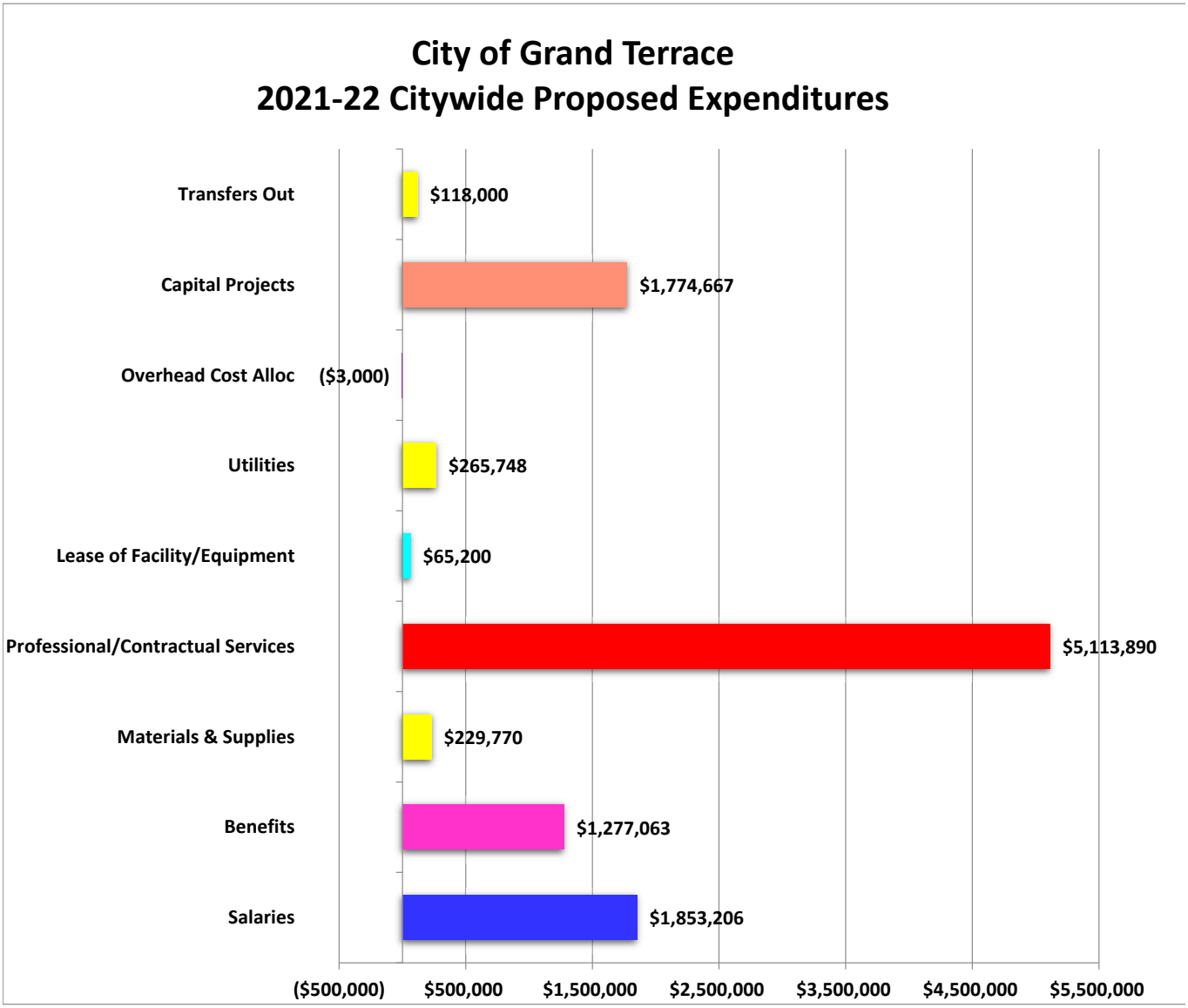
Property Tax	$3,989,040	46.1%
Proceeds from Sale of Property	$1,798,700	20.8%
Residual Receipts-RPTTF	$176,900	2.0%
Sales Tax	$988,000	11.4%
Franchise Fees	$620,000	7.2%
Licenses, Fees & Permits	$490,000	5.7%
Waste Water Receipts	$318,349	3.7%
Intergovt Revenue/Grants	$31,220	0.4%
Charges for Services	$141,100	1.6%
Use of Money & Property	$34,660	0.4%
Fines & Forfeitures	$66,300	0.8%
TOTAL	**$8,654,269**	

CITY OF GRAND TERRACE

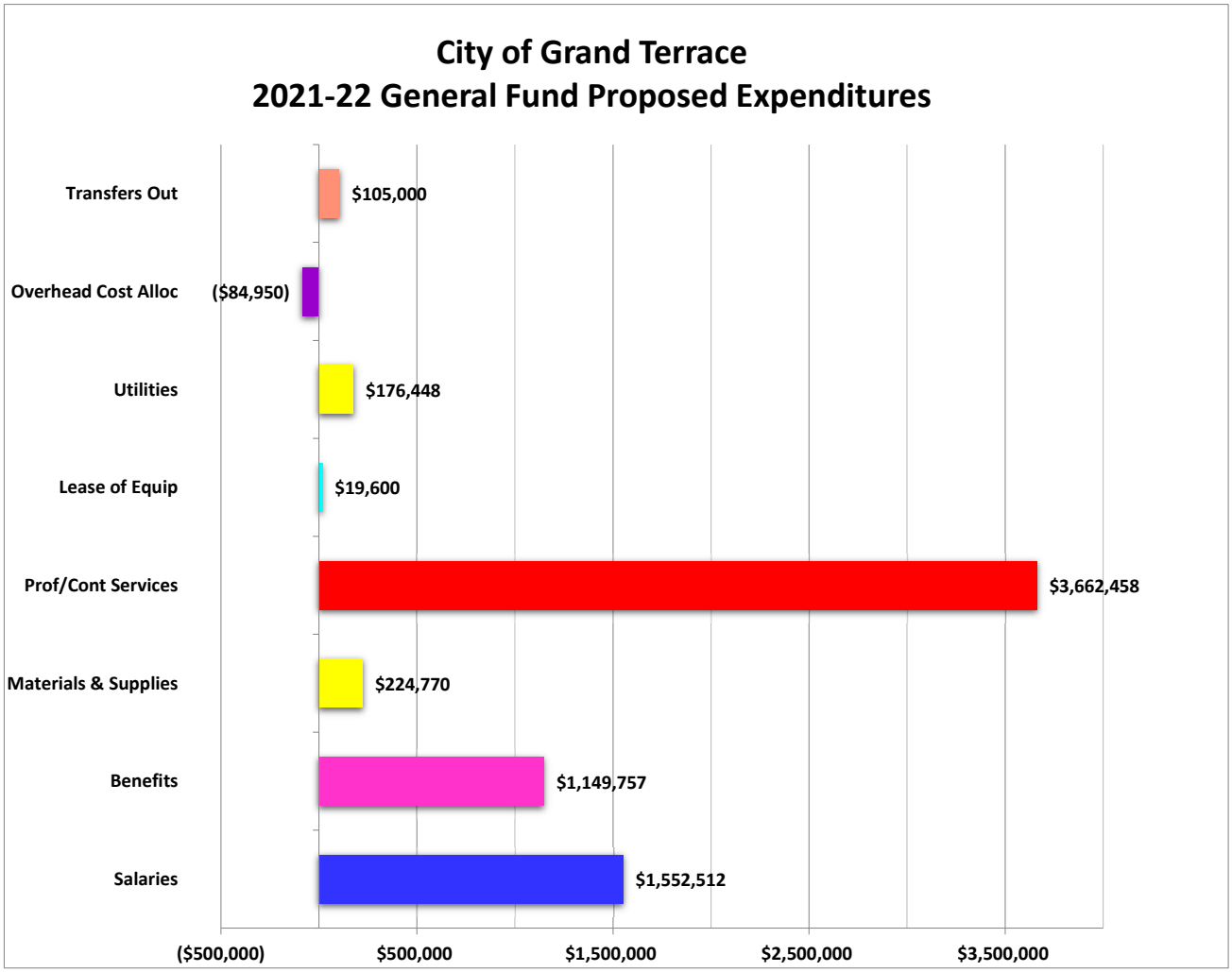
FY2021-22
EXPENDITURE SUMMARY

Cityof Grand Terrace
FY 2021-22 Proposed Expenditure Summary by Fund

Fund	Fund Title	2018-19 Actual	2019-20 Actuals	2020-21 Projected	2021-22 Proposed Budget
	GENERAL FUNDS				
10	GENERAL FUND	$5,949,834	$6,106,120	$6,179,632	$6,805,595
61	COMMUNITY BENEFITS FUND	$15,250	$7,997	$1,385	$20,000
62	LIGHT UP GRAND TERRACE	$7,920	$13,535	$5,915	$5,000
63	GT ILLEGAL FIREWORKS ENFORCEMENT	$57	$236	$0	$250
64	PUBLIC SAFETY FUND	$0	$0	$0	$0
69	COMMUNITY DAY FUND	$2,050	$0	$0	$0
68	40TH YEAR BIRTHDAY CELEBRATION FND	$22,947	$0	$0	$0
70	EQUIP REPLACEMENT RESERVE FUND	$0	$0	$0	$0
	DEVELOPMENT IMPACT FEES (DIF)				
11	STREET FUND	$30,771	$40,457	$0	$0
12	STORM DRAIN FUND	$0	$0	$0	$0
13	PARK FUND	$145,510	$100,000	$0	$0
19	FACILITIES FUND	$0	$0	$60,425	$0
	SPECIAL REVENUE FUNDS				
14	SLESF (AB3229 COPS)	$150,050	$157,274	$150,000	$150,000
15	AIR QUALITY IMPROVEMENT FUND	$60,075	$54,353	$5,000	$13,000
16	GAS TAX FUND	$627,322	$527,924	$431,984	$722,075
17	TRAFFIC SAFETY FUND	$0	$0	$0	$4,000
20	MEASURE "I" FUND	$635,144	$28,432	$53,090	$119,272
25	SPRING MOUNTAIN RANCH	$1,940	$80,600	$5,720	$50,000
26	LNDSCP & LGTG ASSESSMENT DIST	$17,140	$16,181	$16,139	$66,009
56	ROAD MAINTENANCE & REHAB ACCT	$0	$914	$202,000	$0
67	PUBLIC, EDUCATIONAL & GOVT ACCESS	$0	$0	$62	$21,500
76	EIFD - ENHANCED INFRAST FIN DIST	$8,100	$4,725	$0	$0
90	COVID-19 FEMA REIMBURSEMENT FUND	$0	$30,268	$552,114	$0
	ENTERPRISE FUND				
21	WASTEWATER DISPOSAL FUND	$88,570	$88,570	$0	$0
	GRANT FUNDS				
22	CDBG - COMM DEV BLOCK GRANT	$42,164	$53,724	$30,638	$69,934
65	SENIOR BUS PROGRAM FUND	$46,899	$67,315	$63,075	$121,067
66	CAL RECYCLE GRANT	$29,630	$937	$0	$0
73	ACTIVE TRANSPORTATION PRGRM FUND	$52,662	$0	$3	$0
74	HIGHWAY SAFETY IMPROV PROGRAM	$24,956	$21,685	$417,508	$44,000
77	SO CAL INCENTIVE PROJ (SCIP) GRANT	$0	$178,900	$0	$0
	SUCCESSOR AGENCY				
31	S/A RDA REVENUE FUND	$2,053,573	$1,527,676	$0	$0
32	S/A CAPITAL PROJECTS FUND	$397,847	$11,111	$5,928	$0
33	S/A DEBT SERVICE FUND	$1,082,033	$918,551	$281,106	$0
36	2011 TABS A & B BOND PROCEEDS	$1,210	$16,941,138	$3,670	$0
	CAPITAL PROJECT FUNDS				
45	CIP - COMMERCE WAY	$165,681	$36,384	$65	$839,594
46	CAPITAL IMPROVEMENTS - STREETS	$978,684	$139,986	$0	$0
47	CAP.PRJ. BARTON/COLTON BRIDGE	$2,379	$2,650	$13,418	$0
48	CAPITAL PROJECTS FUND	$1,446	$1,186	$0	$0
49	CAPITAL PROJECTS FUND- PARKS	$102,535	$13,495	$13,145	$1,624,000
52	HOUSING AUTHORITY	$34,536	$26,829	$21,725	$19,248
95	DOG PARK ENDOWMENT FUND			$0	
		$12,778,915	**$27,199,153**	**$8,513,747**	**$10,694,544**



Salaries	$1,853,206	17.3%
Benefits	$1,277,063	11.9%
Materials & Supplies	$229,770	2.1%
Professional/Contractual Services	$5,113,890	47.8%
Lease of Facility/Equipment	$65,200	0.6%
Utilities	$265,748	2.5%
Overhead Cost Alloc	($3,000)	0.0%
Capital Projects	$1,774,667	16.6%
Transfers Out	$118,000	1.1%
TOTAL	**$10,694,544**	



Salaries	$1,552,512	22.8%
Benefits	$1,149,757	16.9%
Materials & Supplies	$224,770	3.3%
Prof/Cont Services	$3,662,458	53.8%
Lease of Equip	$19,600	0.3%
Utilities	$176,448	2.6%
Overhead Cost Alloc	($84,950)	-1.2%
Transfers Out	$105,000	1.5%
TOTAL	**$6,805,595**	

CITY OF GRAND TERRACE

FY2021-22
REVENUE & EXPENDITURE STATEMENT

City of Grand Terrace

FY 2021-22 Proposed Citywide Revenue and Expenditure Report

	2019-20 Adjusted Budget	2019-20 Actuals	2020-21 Adjusted Budget	2020-21 Year-End Projections	2021-22 Proposed Budget
Revenues					
Property Tax	$4,055,890	$2,391,099	$4,195,441	$2,606,914	$4,046,365
Residual Receipts - RPTTF	$1,442,400	$1,911,591	$1,798,163	$1,483,046	$176,900
Proceeds from Sale of Property	$0	$3,720	$0	$0	$1,798,700
Franchise Fees	$534,790	$549,823	$445,000	$620,000	$620,000
Licenses, Fees & Permits	$620,160	$721,146	$492,740	$385,010	$658,500
Sales Tax	$978,400	$1,084,319	$943,000	$1,225,000	$1,236,200
Intergovernmental Revenue/Grants	$1,276,802	$640,731	$1,361,296	$948,036	$2,173,329
Charges for Services	$207,900	$135,639	$100,300	$125,511	$144,100
Fines & Forfeitures	$79,000	$71,795	$76,500	$68,656	$70,550
Miscellaneous	$115,388	$13,636	$100,240	($4,999)	$10,000
Use of Money & Property	$75,050	$269,705	$80,550	$50,738	$46,690
Waste Water Receipts	$318,349	$318,349	$318,349	$318,349	$318,349
Transfers In	$2,968,850	$18,917,742	$2,874,850	$264,350	$108,860
Residual Receipts - Sr Ctr	$0	$1,440	$0	$0	$0
Gas Tax	$319,800	$294,195	$560,000	$282,000	$304,800
Total Revenues	**$12,992,779**	**$27,324,930**	**$13,346,429**	**$8,372,612**	**$11,713,343**
Expenditures by Category					
Salaries	$1,531,351	$1,495,553	$1,319,970	$1,226,178	$1,853,206
Benefits	$947,636	$900,532	$1,230,282	$1,015,453	$1,277,063
Materials & Supplies	$264,977	$259,893	$195,956	$189,119	$229,770
Professional/Contractual Services	$7,269,252	$5,148,798	$5,569,330	$4,383,518	$5,113,890
Equipment	$196,750	$186,263	$5,000	$0	$0
Lease of Facility/Equipment	$13,420	$13,392	$42,123	$17,514	$65,200
Utilities	$218,380	$205,409	$224,668	$252,144	$265,748
Overhead Cost Allocation	$0	$2	$0	$0	($3,000)
Capital Projects	$1,631,167	$139,037	$1,653,482	$817,990	$1,774,667
Debt Service	$266,400	$26,782	$233,438	$231,106	$0
Transfers Out	$2,925,050	$18,750,101	$971,488	$380,725	$118,000
Total Expenditures	**$15,264,383**	**$27,125,762**	**$11,445,737**	**$8,513,748**	**$10,694,544**
Revenues	$12,992,779	$27,324,930	$13,346,429	$8,372,612	$11,713,343
Expenditures by Category	($15,264,383)	($27,125,762)	($11,445,737)	($8,513,748)	($10,694,544)
Surplus or Approved Use of Fund Balance	**($2,271,604)**	**$199,168**	**$1,900,692**	**($141,136)**	**$1,018,799**

City of Grand Terrace

FY 2021-22 Proposed General Fund Revenue and Expenditure Report

	2018-19 Actual	2019-2020 Actuals	2020-21 Projections	2021-22 Proposed Budget
Revenues				
Property Tax	$1,881,364	$2,052,014	$2,257,080	$3,989,040
Residual Receipts - RPTTF	$1,441,813	$1,911,591	$1,483,046	$176,900
Proceeds from Sale of Property	$0	$3,720	$0	$1,798,700
Franchise Fees	$520,774	$549,823	$620,000	$620,000
Licenses, Fees & Permits	$422,427	$389,162	$362,330	$490,000
Sales Tax	$831,321	$833,919	$970,000	$988,000
Intergovernmental Revenue/Grants	$46,209	$46,400	$30,549	$31,220
Charges for Services	$141,143	$132,506	$125,311	$141,100
Fines & Forfeitures	$71,593	$66,667	$64,806	$66,300
Miscellaneous	$78,919	$4,346	($5,004)	$0
Use of Money & Property	$93,771	$76,325	$34,260	$34,660
Waste Water Receipts	$318,349	$318,349	$318,349	$318,349
Transfers In	$2,379	$94,608	$0	$0
Residual Receipts - Sr Ctr	$0	$1,440	$0	$0
Total Revenues	**$5,850,062**	**$6,480,870**	**$6,260,727**	**$8,654,269**
Expenditures by Category				
Salaries	$1,210,981	$1,253,641	$1,084,765	$1,552,512
Benefits	$739,524	$824,206	$965,636	$1,149,757
Materials & Supplies	$208,439	$219,204	$186,446	$224,770
Professional/Contractual Services	$3,316,160	$3,417,731	$3,618,510	$3,662,458
Equipment	$0	$7,730	$0	$0
Lease of Facility/Equipment	$8,549	$13,392	$17,514	$19,600
Utilities	$141,041	$130,555	$162,009	$176,448
Overhead Cost Allocation	($87,450)	($54,056)	($81,950)	($84,950)
Capital Projects	$0	$86,558	$113,402	$0
Debt Service	$0	$26,782	$0	$0
Transfers Out	$155,346	$180,377	$113,300	$105,000
Total Expenditures	**$5,692,590**	**$6,106,120**	**$6,179,632**	**$6,805,595**
Revenues	$5,850,062	$6,480,870	$6,260,727	$8,654,269
Expenditures by Category	($5,692,590)	($6,106,120)	($6,179,632)	($6,805,595)
Surplus or Approved Use of Fund Balance	**$157,472**	**$374,750**	**$81,095**	**$1,848,674**

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CITY OF GRAND TERRACE

FY2021-22
POSITION SUMMARY

City of Grand Terrace

Summary of Positions

	Class Title	2016-17	2017-18	2018-19	2019-20	2020-21	Proposed Requests	2021-22	Annual Minimum	Annual Maximum
1	Assistant City Manager	1.0	1.0	1.0	1.0	1.0	0.0	1.0	$140,407	$170,666
2	Assistant Planner	1.0	1.0	1.0	1.0	-	1.0	1.0	$50,366	$61,219
3	Assistant to CM	-	-	-	-	-	-	-	$70,882	$86,157
4	Associate Planner	-	-	-	-	1.0	-	1.0	$58,305	$70,870
5	Budget Officer	1.0	1.0	1.0	1.0	1.0		-	$61,227	$74,422
6	Building Official	0.5	0.5	0.5	0.5	-	1.0	1.0	$78,141	$94,980
7	Building Permit Tech	1.0	1.0	1.0	1.0	1.0	-	1.0	$44,794	$54,448
8	Bus Driver	0.5	0.5	0.5	0.5	1.0	-	1.0	$33,427	$40,631
9	City Clerk	1.0	1.0	1.0	1.0	1.0	-	1.0	$82,044	$99,725
10	City Manager	1.0	1.0	1.0	1.0	1.0	-	1.0	$215,000	$215,000
11	Code Enf/Animal Ctrl Off	-		1.0	1.0	1.0	-	1.0	$51,848	$63,021
12	Code Enf/Animal Ctrl Sp	-		1.0	1.0	1.0	-	1.0	$44,794	$54,448
13	Code Enforcement Sp (P/T)	0.5	0.5	-	-	-	-	-	$44,795	$54,448
14	Community Development Dir	-	-	-	-	-	-	-	$127,294	$154,727
15	Department Secretary	1.0	1.0	1.0	1.0	-	1.0	1.0	$38,698	$47,038
16	Executive Assistant	1.0	1.0	1.0	1.0	-	-	-	$47,027	$57,161
17	Finance Director	-	-	-	-	-	-	-	$104,717	$127,284
18	Financial Analyst	-	1.0	-	-	-	-	-	$52,884	$64,281
19	Human Res. Tech (P/T)	0.5	-	-	-	-	-	-	$42,656	$51,849
20	Intern-1 (P/T)	0.5	-	-	-	-	0.5	0.5	$26,186	$31,830
21	Intern-2 (P/T)	0.5	-	-	-	-	0.5	0.5	$26,186	$31,830
22	Internal Auditor (P/T)	-	-	-	-	-	0.5	0.5	$61,227	$74,422
23	Maintenance Crew Leader	1.0	1.0	1.0	1.0	1.0	-	1.0	$40,630	$49,386
24	Maintenance Crew Leader (PT)	-	-	-	-	-	-	-	$40,630	$49,386
25	Maintenance Worker I	1.0	1.0	-	-	-	1.0	1.0	$30,313	$36,846
26	Maintenance Worker II	2.0	2.0	3.0	3.0	2.0	-	2.0	$33,427	$40,631
27	Management Analyst	1.0	2.0	2.0	2.0	1.0	-	1.0	$52,884	$64,281
28	Office Specialist	1.5	2.0	2.0	2.0	1.0	-	1.0	$30,313	$36,846
29	Planning & Development Svcs Dir	1.0	1.0	1.0	1.0	1.0	-	1.0	$115,459	$140,342
30	Planning Technician	-	-	-	-	-	-	-	$40,630	$49,386
31	Principal Accountant	0.5	0.5	-	-	-	-	-	$61,227	$74,422
32	Public Works Director	1.0	1.0	1.0	1.0	1.0	-	1.0	$127,294	$14,727
32	Senior Accountant	-	-	-	-	2.0	1.0	3.0	$58,311	$70,878
33	Senior Finance Tech	-	-	-	-	-		-	$42,656	$51,849
34	Sr. Code Enforcement Off	1.0	1.0	1.0	-	-	-	-		
35	Sr. Management Analyst	0.0	0.0	0.0	0.0	0.0	1.0	1.0	$67,502	$82,050
	TOTAL	**21.0**	**22.0**	**22.0**	**21.0**	**18.0**	**7.5**	**24.5**		

CITY OF GRAND TERRACE

FY2021-22
TRANSFERS

City of Grand Terrace
FY2021-22 Proposed Budget Transfers

INTERFUND TRANSFERS

Fund	Account Number	2020-21 Adopted
OPERATIONS		
TRANSFERS OUT		
10 GENERAL FUND	10-190-999-000-000	$80,000
		$80,000
TRANSFERS IN		
16 GAS TAX FUND	16-800-10	$70,000
		$70,000
GRANTS		
TRANSFERS OUT		
15 AIR QUALITY IMPROVEMENT FUND	15-999-999-000-000	$3,860
		$3,860
TRANSFERS IN		
65 SENIOR BUS PROGRAM FUND	65-800-10	$10,000
65 SENIOR BUS PROGRAM FUND	65-800-15	$3,860
		$13,860

INTRA-FUND TRANSFERS

Fund	Account Number	2020-21 Adopted
GENERAL FUND		
TRANSFERS OUT		
10 GENERAL FUND	10-999-999-061-000	$20,000
10 GENERAL FUND	10-999-999-062-000	$5,000
		$25,000
TRANSFERS IN		
61 COMMUNITY BENEFITS FUND	61-800-10	$20,000
62 LIGHT UP GRAND TERRACE FUND	62-800-10	$5,000
		$25,000

CITY OF GRAND TERRACE

FY2021-22
GENERAL FUND
By Department

General Fund (10)

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

General Fund (sub- funds)

Community Benefits Fund (61) This fund is used to account for the grant funding program approved by the City Council to assist local community groups in providing funding for community projects that must be completed during the fiscal year. Successful applicants are required to sign a letter of agreement that outlines the terms and conditions of funding. Successful applicants are also required to provide participation data, and data that demonstrate if the funded applicationhas achieved City Council's outcomes.

Light Up Grand Terrace Fund (62) This fund was established to record revenues & expenditures related to the annual lighting up of the City of Grand Terrace during the Christmas Season. Revenues for this fund come from donations from various individuals and organizations supporting the festivities.

GT Illegal Fireworks Enforcement (63) This fund accounts for revenues received in the enforcement of campaign against illegal fireworks in the City of Grand Terrace, most especially around the Fourth of July holiday. Expenditures incurred relating to illegal fireworks enforcement are also recorded in this fund.

Public Safety Fund (64) This fund was initially established to account for the QLEAP funding (Quality of Life Enhancement and Preservation) for public safety enhancements approved by the City Council. This fund will account for financial transactions relating to public safety charges for overtime, City camera projects, weekend code enforcement and emergency operations coordination.

Community Day Fund (69) This fund was established to celebrate the City's community spirit and 40 years of incorporation by showcasing the community's art, history, and culture, as well as provide food, fun and entertainment

Equipment Replacement Reserve Fund (70) This fund accounts for all financial transactions involving the purchase of budgeted capital expenditures funded by reserves for equipment replacement. The General Fund provided the initial funding for this equipment replacement reserve fund.

City of Grand Terrace

General Fund Revenue & Expenditure Statement

	2020-21 Budget	2021-22 Proposed Budget
REVENUES		
Property Tax	$1,971,250	$3,989,040
Residual Receipts - RPTTF	$1,442,400	$176,900
Proceeds from Sale of Property	$0	$1,798,700
Franchise Fees	$534,790	$620,000
Licenses, Fees & Permits	$456,510	$490,000
Sales Tax	$785,400	$988,000
Intergovernmental Revenue/Grants	$26,500	$31,220
Charges for Services	$207,900	$141,100
Fines & Forfeitures	$72,500	$66,300
Miscellaneous	$15,148	$0
Use of Money & Property	$62,000	$34,660
Waste Water Receipts	$318,349	$318,349
Transfers In	$84,450	$0
Residual Receipts - Sr Ctr	$0	$0
Gas Tax	$0	$0
TOTAL REVENUES	**$5,977,197**	**$8,654,269**
EXPENDITURES		
City Council	$67,752	$76,621
City Manager		
City Manager	$593,124	$713,643
Information Technology	$93,937	$95,000
Senior Citizens Program	$39,592	$31,120
Emergency Operations	$3,608	$8,000
City Clerk		
City Clerk	$176,627	$232,963
Historical & Cultural Committee	$1,254	$0
City Attorney	$209,002	$210,000
Finance	$256,843	$480,364
Planning & Development Services		
Building & Safety	**$235,208**	$297,216
Code Enforcement	$250,087	$271,837
Enforcement Program	$50,439	$56,500
Community Development	$336,336	$432,088
Planning Commission	$6,882	$6,882

City of Grand Terrace

General Fund Revenue & Expenditure Statement

	2020-21 Budget	2021-22 Proposed Budget
Public Works		
Public Works	$350,252	$317,608
Facilities Manager	$58,262	$60,680
Parks Maintenance	$187,114	$234,357
Storm Drain Maintenance	$21,557	$29,000
NPDES	$8,522	$8,000
Law Enforcement	$2,160,076	$2,440,940
Non-Departmental		
Non-Departmental	$840,841	$852,726
Overhead Cost Allocation	($36,950)	($49,950)
REVENUES	$5,977,197	$8,654,269
EXPENDITURES	$5,910,365	$6,805,595
Surplus or Approved Use of Fund Balance	**$66,832**	**$1,848,674**

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CITY COUNCIL

Grand Terrace Fitness Park

CITY COUNCIL

2030 Vision / Goals

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

2. Maintain Public Safety
    - Ensure Staff Levels for Police Services Remain Adequate for Our Community
    - Invest in Critical Improvements to Infrastructure

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

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

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

City Council

Darcy McNaboe, Mayor

- Elected Council Member 2010
- Directly Elected as Mayor 2014
- Current Term: November 2018 - November 2022

Bill Hussey, Mayor Pro Tem

- Appointed Council Member 2015 to fill Vacancy
- Elected Council Member 2016
- Current Term: November 2020 - November 2024

Sylvia Robles, Council Member

- Elected Council Member 2012
- Current Term: November 2020 - November 2024

Doug Wilson, Council Member

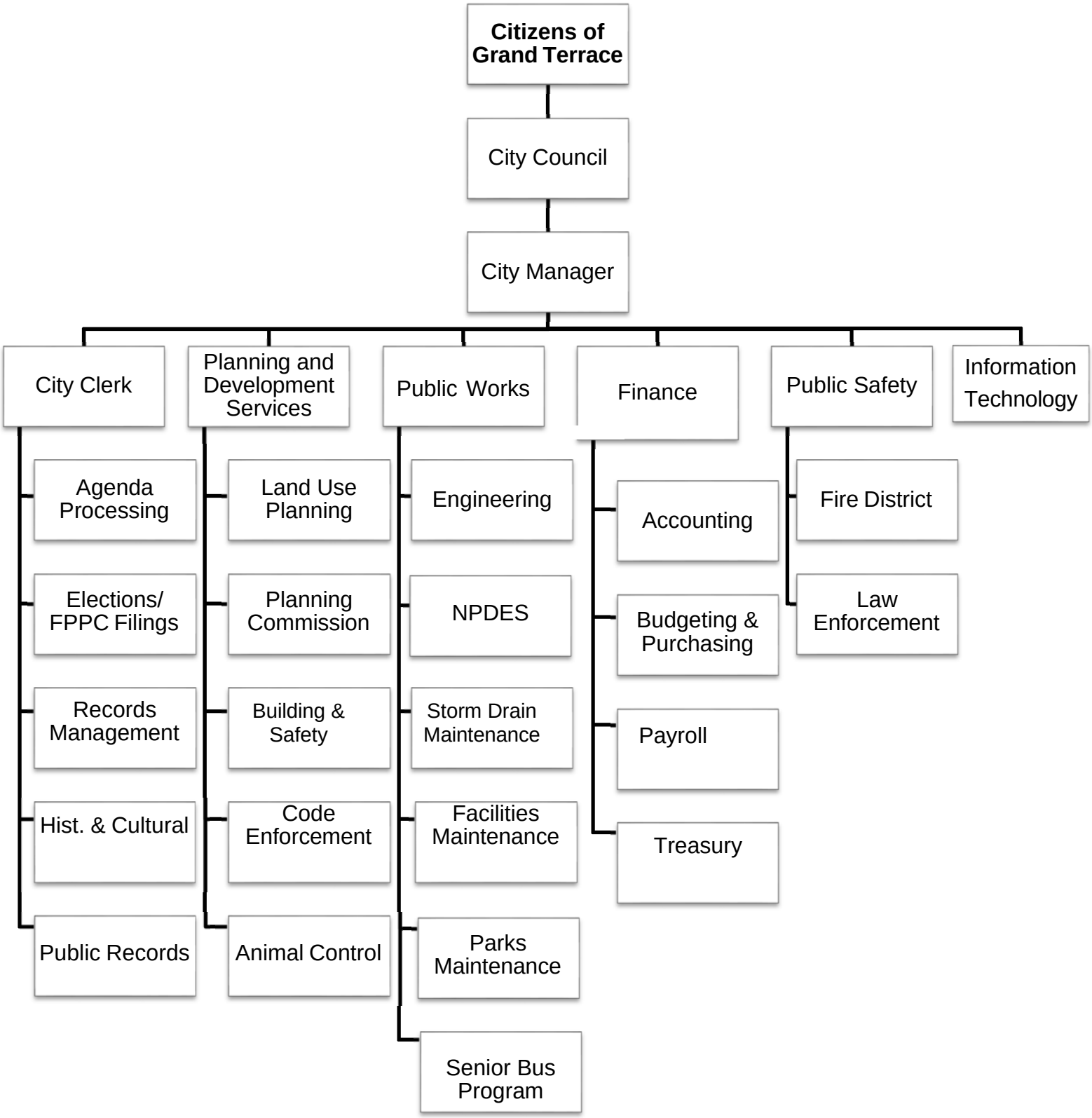
- Elected Council Member 2014
- Current Term: November 2018 - November 2022

Jeff Allen, Council Member

- Elected Council Member 2018
- Current Term: November 2020 – November 2024

Grand Terrace City Council Members
(From right to left: Mayor Pro-Tem William Hussey,
Councilmember Sylvia Robles, Mayor Darcy McNaboe, Councilmember Doug
Wilson,and Councilmember Jeff Allen

Organization Chart



Department Description

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

Grand Terrace City Council Chambers

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

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

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

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

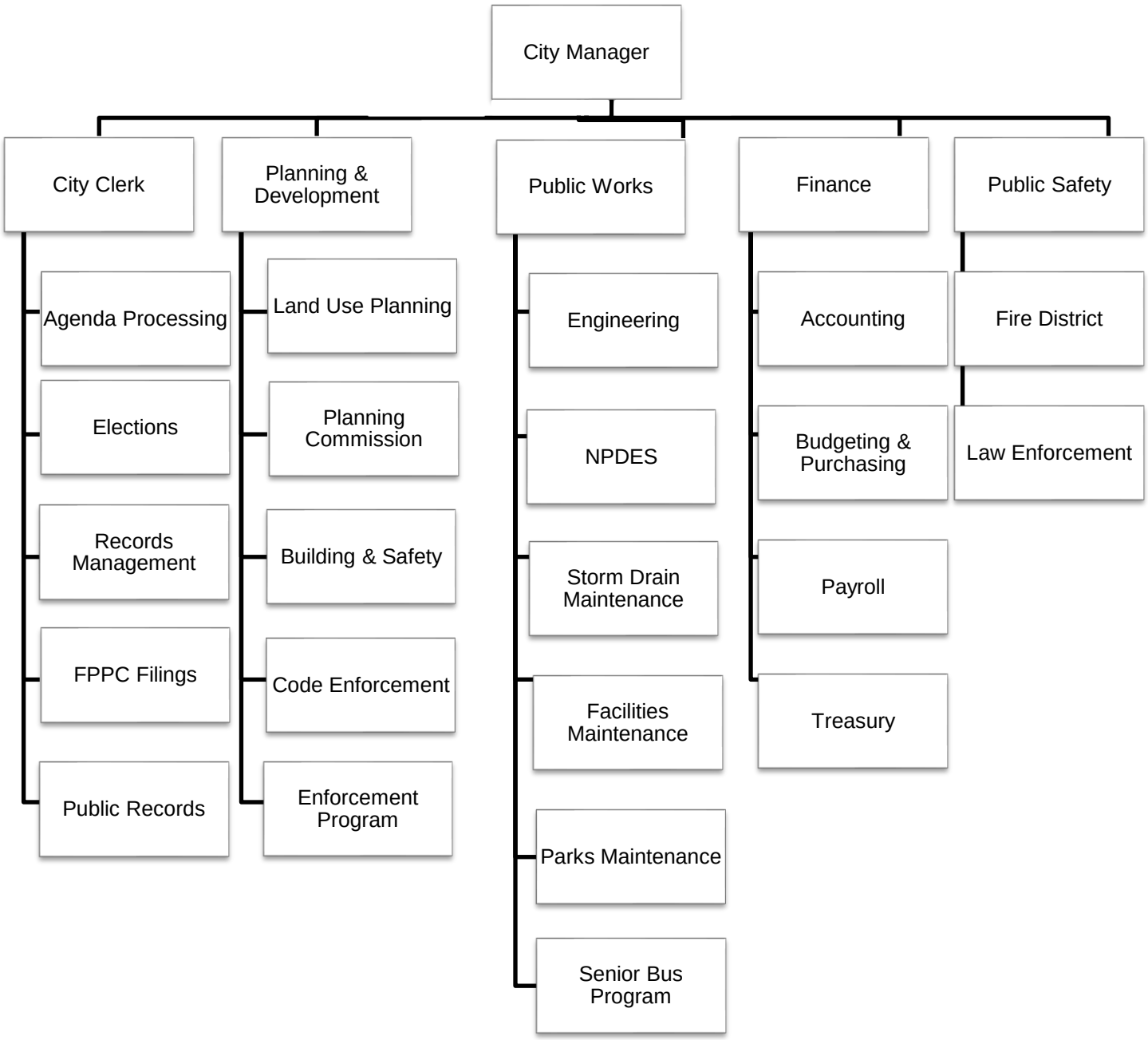
	Position	2018-19 Actual	2019-20 Actual	2020-21 Year End	2021-22 Proposed
1	Councilmember	5.0	5.0	5.0	5.0
		-	-	-	-
	Total	**5.0**	**5.0**	**5.0**	**5.0**

Expenditure Summary

	Expenditure Category	2018-19 Actual	2019-20 Actual	2020-21 Year End	2021-22 Proposed
1	Salaries	$18,050	$18,138	$18,069	$15,600
2	Benefits	$37,503	$34,502	$29,336	$52,021
3	Materials & Supplies	$7,714	$10,215	$1,801	$7,300
4	Professional/Contractual Services	$0	$1,001	$381	$1,700
5	Utilities	$0	$0	$0	$0
6	Lease of Facility/Equipment	$0	$0	$0	$0
7	Equipment	$0	$0	$0	$0
8	Capital Projects	$0	$0	$0	$0
9	Overhead Cost Allocation	$0	$0	$0	$0
10	Debt Service	$0	$0	$0	$0
11	Transfers Out	$0	$0	$0	$0
	Total	**$63,267**	**$63,856**	**$49,587**	**$76,621**

CITY MANAGER

Organization Chart



Department Description

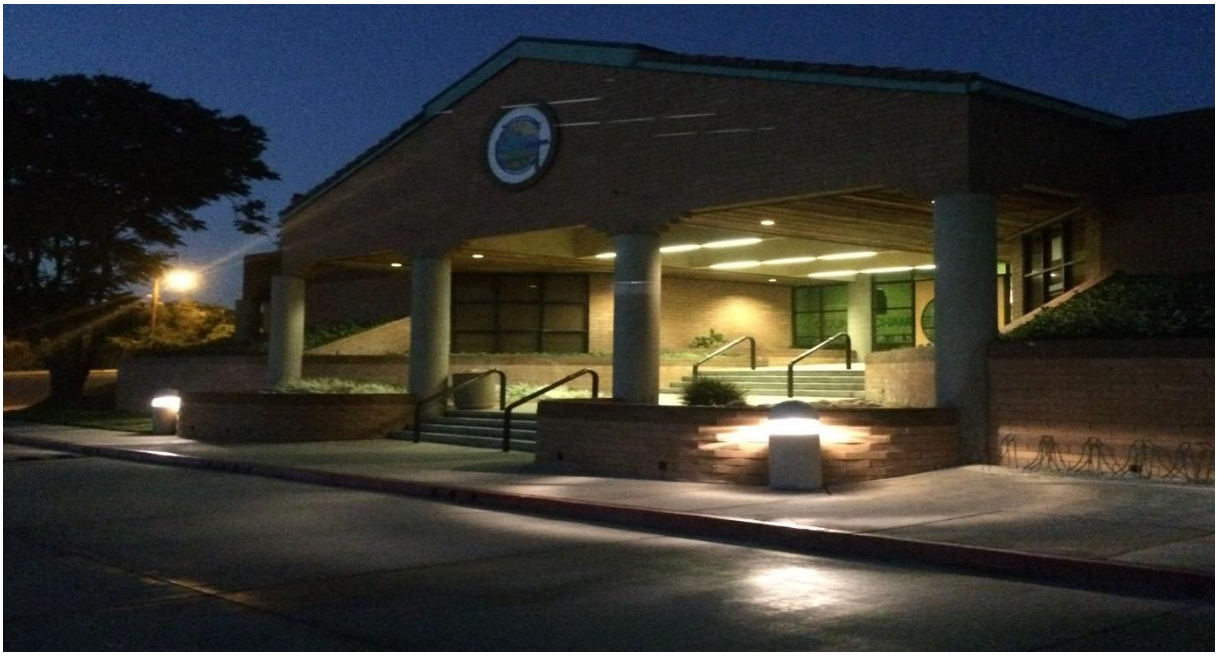
The City Manager's Office, under the direction of the City Council, is responsible for planning, organizing, and evaluating City services, and providing management direction to all City departments. It continually evaluates the organizational structure of the City as it relates to requirements for effective,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

City Council FY 2020/21 Priorities

In 2019, the City Council of the City of Grand Terrace established its Council Priority Projects. Additional items were added to the Council's Priority Projects as a subsequent City Council Agenda as a Future Agenda Item. The City Manager's Budget incorporates adequate resources to accomplish City Council Top Priority Projects for FY 2021/22 (Attachment II).

Cost Centers – City Manager

1. City Manager (10-120)
2. Senior Citizen's Program (10-805)
3. Emergency Operations Program (10-808)
4. Management Information Systems (10-380)



Grand Terrace City Hall (Night)

City of Grand Terrace

FY 2021-22 Proposed Program Detail

Fund: GENERAL FUND — Fund No.: 10

Dept: City Manager

Program: **City Manager** — Program No.: 120

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

Program Services:

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

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

	Position	2018-19 Actual	2019-20 Actual	2020-21 Year End	2021-22 Proposed
1	City Manager	1.0	1.0	1.0	1.0
2	Assistant City Manager	1.0	1.0	1.0	1.0
3	Human Resources Technician (P/T)	0.5	-	-	-
4	Executive Assistant	1.0	1.0	-	-
5	Bus Driver	0.5	0.5	1.0	1.0
6	Intern P/T (2)	1.0	-	-	1.0
7	Senior Management Analyst	-	-	-	1.0
	Total	**5.0**	**3.5**	**3.0**	**5.0**

Expenditure Summary

	Expenditure Category	2018-19 Actual	2019-20 Actual	2020-21 Year End	2021-22 Proposed
1	Salaries	$427,749	$424,332	$371,324	$498,030
2	Benefits	$111,261	$132,355	$114,935	$155,373
3	Materials & Supplies	$24,951	$34,897	$31,094	$38,140
4	Professional/Contractual Services	$93,124	$62,563	$75,754	$22,100
5	Utilities	$0	$0	$0	$0
6	Lease of Facility/Equipment	$0	$0	$0	$0
7	Equipment	$0	$7,730	$0	$0
8	Capital Projects	$0	$0	$0	$0
9	Overhead Cost Allocation	$0	$0	$0	$0
10	Debt Service	$0	$0	$0	$0
11	Transfers Out	$0	$0	$0	$0
	Total	**$327,394**	**$661,877**	**$593,107**	**$713,643**

Senior Citizens Program (10-805)

The City provides facility and maintenance costs to support activities for the social interaction and health of the local senior citizen population. These programs are run by dedicated volunteers. Hot lunches are served each weekday to 40-50 individuals by Family Services Association, a monthly general meeting and a monthly planning meeting is conducted, information and referral services are provided to the senior citizen population, recreation and meeting areas are held for various activities such as: crafts, bridge, pinochle, bingo; crime prevention, citizens patrol board, and general meetings are also available.

Grand Terrace Senior Center – Susan Petta Park

City of Grand Terrace
FY 2021-22 Proposed Program Detail

Fund: GENERAL FUND — Fund No.: 10
Dept: City Manager
Program: **Senior Citizens Program** — Program No.: 805

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

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

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

Position	2018-19 Actual	2019-20 Actual	2020-21 Year End	2021-22 Proposed
	-	-	-	-
	-	-	-	-
	-	-	-	-
Total	**-**	**-**	**-**	**-**

Expenditure Summary

	Expenditure Category	2018-19 Actual	2019-20 Actual	2020-21 Year End	2021-22 Proposed
1	Salaries	$0	$0	$0	$0
2	Benefits	$0	$0	$0	$0
3	Materials & Supplies	$3,713	$4,482	$5,114	$4,620
4	Professional/Contractual Services	17,877	$2,267	$2,568	$3,500
5	Utilities	$19,914	$16,397	$22,563	$23,000
6	Lease of Facility/Equipment	$0	$0	$0	$0
7	Equipment	$0	$0	$0	$0
8	Capital Projects	$0	$0	$0	$0
9	Overhead Cost Allocation	$0	$0	$0	$0
10	Debt Service	$0	$0	$0	$0
11	Transfers Out	$0	$0	$0	$0
	Total	**$41,504**	**$23,146**	**$30,245**	**$31,120**

Emergency Operations Program (10-808)

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

Blue Mountain Trail

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

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

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

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

Position	2018-19 Actual	2019-20 Actual	2020-21 Year End	2021-22 Proposed
	-	-	-	-
	-	-	-	-
Total	-	-	-	-

Expenditure Summary

	Expenditure Category	2018-19 Actual	2019-20 Actual	2020-21 Year End	2021-22 Proposed
1	Salaries	$0	$0	$0	$0
2	Benefits	$0	$0	$0	$0
3	Materials & Supplies	$2,770	$3,757	$4,531	$6,500
4	Professional/Contractual Services	$0	$0	$0	$1,500
5	Utilities	$0	$0	$0	$0
6	Lease of Facility/Equipment	$0	$0	$0	$0
7	Equipment	$0	$0	$0	$0
8	Capital Projects	$0	$0	$0	$0
9	Overhead Cost Allocation	$0	$0	$0	$0
10	Debt Service	$0	$0	$0	$0
11	Transfers Out	$0	$0	$0	$0
	Total	**$2,770**	**$2,893**	**$4,531**	**$8,000**

Management Information Systems (10-380)

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

Fund: GENERAL FUND — Fund No.: 10
Dept: City Manager
Program: **Management Information Systems** — Program No.: 380

Program Desc: Provides computer hardware and software support, network coordination and GIS (Geographic Information Systems) support.

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

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

	Position	2018-19 Actual	2019-20 Actual	2020-21 Year End	2021-22 Proposed
1	MIS Specialist	-	-	-	-
		-	-	-	-
	Total	**0.0**	**-**	**-**	**-**

Expenditure Summary

	Expenditure Category	2018-19 Actual	2019-20 Actual	2020-21 Year End	2021-22 Proposed
1	Salaries	$0	$0	$0	$0
2	Benefits	$0	$0	$0	$0
3	Materials & Supplies	$0	$618	$136	$1,000
4	Professional/Contractual Services	$73,312	$100,475	$90,297	$94,000
5	Utilities	$0	$0	$0	$0
6	Lease of Facility/Equipment	$0	$0	$0	$0
7	Equipment	$0	$0	$0	$0
8	Capital Projects	$0	$0	$0	$0
9	Overhead Cost Allocation	$0	$0	$0	$0
10	Debt Service	$0	$0	$0	$0
11	Transfers Out	$0	$0	$0	$0
	Total	**$73,312**	**$101,093**	**$90,433**	**$95,000**

Community Benefits Fund (61-461)

To contribute towards our vision for the City of Grand Terrace, Community Grants are provided to schools and not-for-profit sports and community organizations to carry out a municipal purpose while improving the people's quality of life.

Light Up Grand Terrace (62-120)

To bring together the community through public and private partnerships, while celebrating the holiday season in December.

Community Days Fund (69-120)

To celebrate the City's community spirit and 40 years of incorporation by showcasing the community's art, history and culture, as well as provide food, fun and entertainment.

Community Benefits Fund — Fund No.: 61
City Manager
Community Benefits Programs — Program No.: 461

Program Desc: The Community Benefits Fund program is delivered by the City of Grand Terrace City Council to support and empower people and communities to become engaged, to connect, and to take local action.

Program Services:

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

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

Position	2018-19 Actual	2019-20 Actual	2020-21 Year End	2021-22 Proposed
	-	-	-	-
	-	-	-	-
	-	-	-	-
	-	-	-	-
Total	**-**	**-**	**-**	**-**

Expenditure Summary

	Expenditure Category	2018-19 Actual	2019-20 Actual	2020-21 Year End	2021-22 Proposed
1	Salaries	$0	$0	$0	$0
2	Benefits	$0	$0	$0	$0
3	Materials & Supplies	$0	$0	$0	$0
4	Professional/Contractual Services	$15,250	$7,997	$1,385	$20,000
5	Utilities	$0	$0	$0	$0
6	Lease of Facility/Equipment	$0	$0	$0	$0
7	Equipment	$0	$0	$0	$0
8	Capital Projects	$0	$0	$0	$0
9	Overhead Cost Allocation	$0	$0	$0	$0
10	Debt Service	$0	$0	$0	$0
11	Transfers Out	$0	$0	$0	$0
	Total	**$15,250**	**$7,997**	**$1,385**	**$20,000**

Light Up Grand Terrace — Fund No.: 62
City Manager
Light Up Grand Terrace — Program No.: 120

Program Desc: This program accounts for financial resources utilized for the Annual holiday tree lighting ceremony festival.

Program Services:
1 Provides outdoor recreational activities and entertainment during the one day holiday season event.

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

Position	2018-19 Actual	2019-20 Actual	2020-21 Year End	2021-22 Proposed
	-	-	-	-
	-	-	-	-
	-	-	-	-
	-	-	-	-
Total	**-**	**-**	**-**	**-**

Expenditure Summary

	Expenditure Category	2018-19 Actual	2019-20 Actual	2020-21 Year End	2021-22 Proposed
1	Salaries	$0	$0	$0	$0
2	Benefits	$0	$0	$0	$0
3	Materials & Supplies	$0	$0	$0	$0
4	Professional/Contractual Services	$7,920	$13,535	$5,915	$10,000
5	Utilities	$0	$0	$0	$0
6	Lease of Facility/Equipment	$0	$0	$0	$0
7	Equipment	$0	$0	$0	$0
8	Capital Projects	$0	$0	$0	$0
9	Overhead Cost Allocation	$0	$0	$0	$0
10	Debt Service	$0	$0	$0	$0
11	Transfers Out	$0	$0	$0	$0
	Total	**$7,920**	**$13,535**	**$5,915**	**$10,000**

Community Day Celebration Fund — Fund No.: 69
City Manager
Community Day Celebration — Program No.: 120

Program Desc: This program accounts for financial resources utilized for the City's Community Day celebration. The City of Grand Terrace either participates and or supports a number of community activities throughout the year. City sponsored programs range from the City's Historical and Cultural Committee's Annual Art Show and Country Fair to supporting other celebrations like Community Day, Veterans Day.

Program Services:
1 Celebrate the City's community spirit and 40 years of incorporation by showcasing the community's art, history, and culture, as well as provide food, fun and entertainment.

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

Position	2018-19 Actual	2019-20 Actual	2020-21 Year End	2021-22 Proposed
	-	-	-	-
	-	-	-	-
	-	-	-	-
	-	-	-	-
Total	**-**	**-**	**-**	**-**

Expenditure Summary

	Expenditure Category	2018-19 Actual	2019-20 Actual	2020-21 Year End	2021-22 Proposed
1	Salaries	$0	$0	$0	$0
2	Benefits	$0	$0	$0	$0
3	Materials & Supplies	$0	$0	$0	$0
4	Professional/Contractual Services	$35,766	$0	$0	$10,000
5	Utilities	$0	$0	$0	$0
6	Lease of Facility/Equipment	$0	$0	$0	$0
7	Equipment	$0	$0	$0	$0
8	Capital Projects	$0	$0	$0	$0
9	Overhead Cost Allocation	$0	$0	$0	$0
10	Debt Service	$0	$0	$0	$0
11	Transfers Out	$0	$0	$0	$0
	Total	**$35,766**	**$0**	**$0**	**$10,000**

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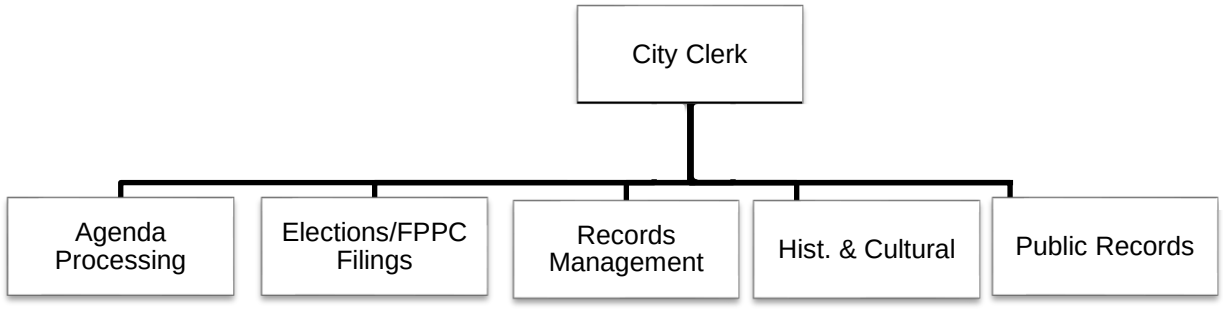
CITY CLERK

Organization Chart



Department Description

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

The City Clerk's Office, on average, receives 150 of public records request annually. A significant number of requests pertain to property improvements records, such as structure additions, solar panel installation, roof replacement. The City Clerk has a 100% percent fulfillment record in accordance with the 10 day determination period identified by Government Code Section 6253(c).

In addition, the City Clerk is in the process of continuously converting vital records from paper copies to accessible web files. Upon execution, documents approved by City Council are uploaded into the Electronic Document Management System. Those records prior to 2017 consist of thousands of pages of documentation. To digitally convert all of the City's records will be a very expensive and lengthy process and it is expected the process will take up to 5 years. It is the goal of the City's Clerk's office to have all records digitized and accessible through the City's online web portal.

City Council FY 2020/21 Priorities

In 2019, the City Council of the City of Grand Terrace established its Council Priority Projects. Additional items were added to the Council's Priority Projects as a subsequent City Council Agenda as a Future Agenda Item. The City Clerk's Budget incorporates adequate resources to accomplish City Council Top Priority Projects for FY 2021/22 (Attachment I).

Cost Centers – City Clerk

1. City Clerk (10-125)
2. Historical & Cultural Committee (10-804)

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

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

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

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

	Position	2018-19 Actual	2019-20 Actual	2020-21 Year End	2021-22 Proposed
1	City Clerk	1.0	1.0	1.0	1.0
2	Office Specialist	2.0	2.0	-	-
3	*Secretary*	-	-	-	1.0
	Total	**3.0**	**3.0**	**1.0**	**2.0**

Expenditure Summary

	Expenditure Category	2018-19 Actual	2019-20 Actual	2020-21 Year End	2021-22 Proposed
1	Salaries	$116,332	$104,129	$86,761	$137,640
2	Benefits	$50,061	$43,896	$32,777	$57,555
3	Materials & Supplies	$4,889	$6,667	$4,110	$6,600
4	Professional/Contractual Services	$37,205	$31,763	$45,913	$31,168
5	Utilities	$0	$0	$0	$0
6	Lease of Facility/Equipment	$0	$0	$0	$0
7	Equipment	$0	$0	$0	$0
8	Capital Projects	$0	$0	$0	$0
9	Overhead Cost Allocation	$0	$0	$0	$0
10	Debt Service	$0	$0	$0	$0
11	Transfers Out	$0	$0	$0	$0
		$208,487	**$186,455**	**$169,561**	**$232,963**

Historical & Cultural Committee (10-804)

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

The Historical and Cultural Activities Committee shall consist of seven (7) members. Each member of the City Council appoints one (1) member of the Historical and Cultural Activities Committee as their appointee. Two (2) other members shall be appointed by as an At-Large Historical & Cultural Activities Committee Member.

34th Annual Grand Terrace Art Show

City of Grand Terrace
FY 2021-22 Proposed Program Detail

Fund: GENERAL FUND — Fund No.: 10
Dept: City Clerk
Program: **Historical & Cultural Committee** — Program No.: 804

Program Desc: The Historical and Cultural Activities Committee preserves the history of Grand Terrace and facilitates cultural activities for the benefit of all citizens in the City.

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

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

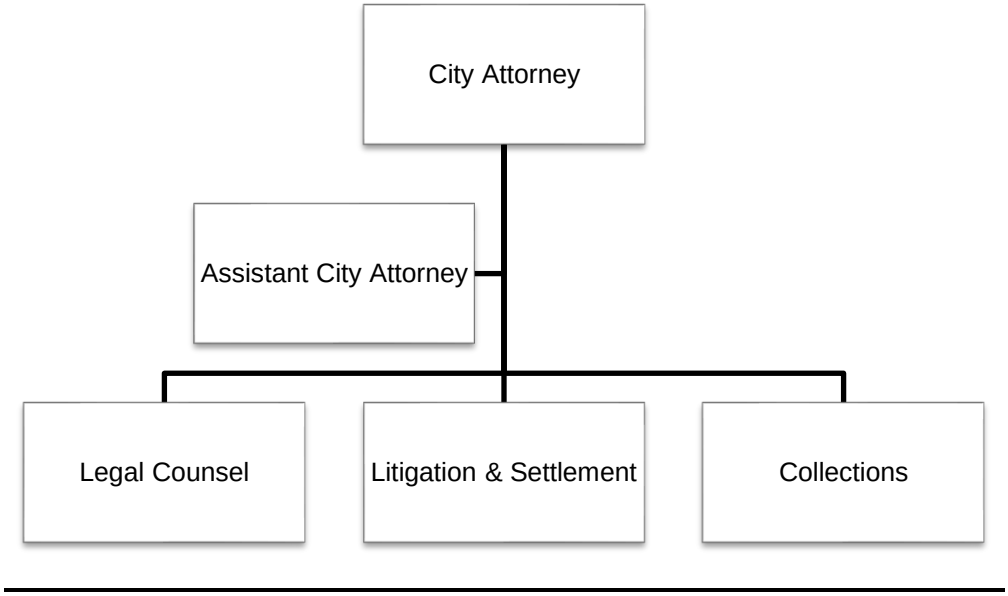
Position	2018-19 Actual	2019-20 Actual	2020-21 Year End	2021-22 Proposed
	-	-	-	-
	-	-	-	-
Total	-	-	-	-

Expenditure Summary

	Expenditure Category	2018-19 Actual	2019-20 Actual	2020-21 Year End	2021-22 Proposed
1	Salaries	$0	$0	$0	$0
2	Benefits	$0	$0	$0	$0
3	Materials & Supplies	$0	$0	$0	$0
4	Professional/Contractual Services	$686	$731	$0	$1,800
5	Utilities	$0	$0	$0	$0
6	Lease of Facility/Equipment	$0	$0	$0	$0
7	Equipment	$0	$0	$0	$0
8	Capital Projects	$0	$0	$0	$0
9	Overhead Cost Allocation	$0	$0	$0	$0
10	Debt Service	$0	$0	$0	$0
11	Transfers Out	$0	$0	$0	$0
	Total	**$686**	**$731**	**$0**	**$1,800**

CITY ATTORNEY

Organization Chart



Department Description

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

City Council FY 2020/21 Priorities

In 2019, the City Council of the City of Grand Terrace established its Council Priority Projects. Additional items were added to the Council's Priority Projects as a subsequent City Council Agenda as a Future Agenda Item. The City Attorney's Budget incorporates adequate resources to accomplish City Council Top Priority Projects for FY 2021/22 (Attachment I).

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

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

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

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

Position	2018-19 Actual	2019-20 Actual	2020-21 Year End	2021-22 Proposed
	-	-	-	-
Total	-	-	-	-

Expenditure Summary

	Expenditure Category	2018-19 Actual	2019-20 Actual	2020-21 Year End	2021-22 Proposed
1	Salaries	$0	$0	$0	$0
2	Benefits	$0	$0	$0	$0
3	Materials & Supplies	$0	$0	$0	$0
4	Professional/Contractual Services	$211,750	$268,797	$286,996	$210,000
5	Utilities	$0	$0	$0	$0
6	Lease of Facility/Equipment	$0	$0	$0	$0
7	Equipment	$0	$0	$0	$0
8	Capital Projects	$0	$0	$0	$0
9	Overhead Cost Allocation	$0	$0	$0	$0
10	Debt Service	$0	$0	$0	$0
11	Transfers Out	$0	$0	$0	$0
	Total	**$211,750**	**$268,797**	**$286,996**	**$210,000**

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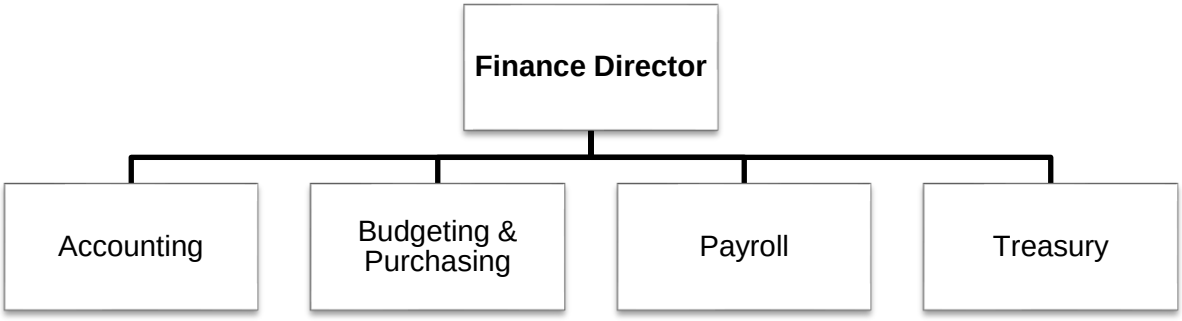
FINANCE

Organization Chart



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

City Council FY 2020/21 Priorities

In 2019, the City Council of the City of Grand Terrace established its Council Priority Projects. Additional items were added to the Council's Priority Projects on a subsequent City Council Agenda as a Future Agenda Item. Finance's Budget incorporates adequate resources to accomplish City Council Top Priority Projects for FY 2021/22 (Attachment I).

Cost Centers – Finance

1. Finance (10-140)
2. Non-Departmental (10-190)
3. Overhead Cost Allocation (10-999) (we need picture of front counter to put in this location)

City of Grand Terrace
FY 2021-22 Proposed Program Detail

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

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

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

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

	Position	2018-19 Actual	2019-20 Actual	2020-21 Projected	2021-22 Proposed
1	Budget Officer	1.0	1.0	1.0	1.0
2	Financial Analyst	1.0	-	-	-
3	Senior Accountant	-	-	2.0	2.0
4	Internal Auditor (P/T)	-	-	-	0.5
	Total	**2.0**	**1.0**	**3.0**	**3.5**

Expenditure Summary

	Expenditure Category	2018-19 Actual	2019-20 Actual	2020-21 Projected	2021-22 Proposed
1	Salaries	$81,866	$93,178	$178,927	$263,905
2	Benefits	$24,708	$27,878	$46,530	$94,959
3	Materials & Supplies	$7,603	$2,936	$5,396	$4,500
4	Professional/Contractual Services	$160,946	$119,661	$157,052	$111,000
5	Utilities	$0	$0	$0	$0
6	Lease of Facility/Equipment	$3,696	$5,676	$6,149	$6,000
7	Equipment	$0	$0	$0	$0
8	Capital Projects	$0	$0	$0	$0
9	Overhead Cost Allocation	$0	$0	$0	$0
10	Debt Service	$0	$0	$0	$0
11	Transfers Out	$0	$0	$0	$0
	Total	**$278,819**	**$249,329**	**$394,054**	**$480,364**

City of Grand Terrace
FY 2021-22 Proposed Program Detail

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

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

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

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

Position	2018-19 Actual	2019-20 Actual	2020-21 Projected	2021-22 Proposed
	-	-	-	-
	-	-	-	-
	-	-	-	-
	-	-	-	-
Total	-	-	-	-

Expenditure Summary

	Expenditure Category	2018-19 Actual	2019-20 Actual	2020-21 Projected	2021-22 Proposed
1	Salaries	$0	$0	$0	$0
2	Benefits	$144,300	$203,909	$522,439	$540,226
3	Materials & Supplies	$61,086	$78,885	$66,288	$54,900
4	Professional/Contractual Services	$224,151	$87,997	$207,417	$112,600
5	Utilities	$68,206	$66,805	$73,240	$75,000
6	Lease of Facility/Equipment	$0	$0	$0	$0
7	Equipment	$0	$0	$0	$0
8	Capital Projects	$0	$0	$0	$0
9	Overhead Cost Allocation	($200,080)	($200,080)	($150,060)	($84,950)
10	Debt Service	$0	$0	$0	$0
11	Transfers Out	$109,859	$120,377	$90,800	$105,000
	Total	**$407,522**	**$357,893**	**$810,124**	**$802,776**

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

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

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

Blue Mountain Trail

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PLANNING & DEVELOPMENT SERVICES

Organization Chart

Grand Terrace City Hall Front Counter

Department Description

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

City Council FY 2020/21 Priorities

In 2019, the City Council of the City of Grand Terrace established its Council Priority Projects. Additional items were added to the Council's Priority Projects as a subsequent City Council Agenda as a Future Agenda Item. Planning & Development Service's Budget incorporates adequate resources to accomplish City Council Top Priority Projects for FY 2021/22 (Attachment I).

Cost Centers – Planning & Development

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

Approved Development Project

City of Grand Terrace
FY 2021-22 Proposed Program Detail

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

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

Program Services:

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

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

	Position	2018-19 Actual	2019-20 Actual	2020-21 Projected	2021-22 Proposed
1	Planning & Dev. Svcs. Director	1.0	1.0	1.0	1.0
2	Associate Planner	-	-	1.0	1.0
3	Assistant Planner	1.0	1.0	1.0	1.0
	Total	**2.0**	**2.0**	**3.0**	**3.0**

Expenditure Summary

	Expenditure Category	2018-19 Actual	2019-20 Actual	2020-21 Projected	2021-22 Proposed
1	Salaries	$130,837	$154,356	$132,825	$197,272
2	Benefits	$111,492	$113,254	$56,873	$72,721
3	Materials & Supplies	$5,256	$11,602	$2,715	$6,895
4	Professional/Contractual Services	$42,981	$99,087	$59,596	$155,200
5	Utilities	$0	$0	$0	$0
6	Lease of Facility/Equipment	$0	$0	$0	$0
7	Equipment	$0	$0	$0	$0
8	Capital Projects	$0	$0	$0	$0
9	Overhead Cost Allocation	$0	$0	$0	$0
10	Debt Service	$0	$0	$0	$0
11	Transfers Out	$0	$0	$0	$0
	Total	**$290,566**	**$378,299**	**$252,009**	**$432,088**

Planning Commission (10-801)

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

Development Projects on Barton Rd.

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

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

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

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

	Position	2018-19 Actual	2019-20 Actual	2020-21 Projected	2021-22 Proposed
1	Planning Commissioners	5.0	5.0	5.0	5.0
		-	-	-	-
		-	-	-	-
		-	-	-	-
	Total	**5.0**	**5.0**	**5.0**	**5.0**

Expenditure Summary

	Expenditure Category	2018-19 Actual	2019-20 Actual	2020-21 Projected	2021-22 Proposed
1	Salaries	$2,558	$980	$2,070	$6,000
2	Benefits	$1,885	$2,289	$436	$582
3	Materials & Supplies	$2,960	$0	$250	$300
4	Professional/Contractual Services	$0	$0	$0	$0
5	Utilities	$0	$0	$0	$0
6	Lease of Facility/Equipment	$0	$0	$0	$0
7	Equipment	$0	$0	$0	$0
8	Capital Projects	$0	$0	$0	$0
9	Overhead Cost Allocation	$0	$0	$0	$0
10	Debt Service	$0	$0	$0	$0
11	Transfers Out	$0	$0	$0	$0
	Total	**$7,403**	**$3,269**	**$2,756**	**$6,882**

Building and Safety (10-172)

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

Barton Road establishments

Fund: GENERAL FUND — Fund No.: 10
Dept: Planning & Development Services
Program: **Building & Safety** — Program No.: 172

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

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

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

	Position	2018-19 Actual	2019-20 Actual	2020-21 Projected	2021-22 Proposed
1	Building Official (P/T)	0.5	0.5	1.0	1.0
2	Building Permit Technician	1.00	1.0	1.0	1.0
	Total	**1.5 -**	**1.5**	**2.0**	**2.0**

Expenditure Summary

	Expenditure Category	2018-19 Actual	2019-20 Actual	2020-21 Projected	2021-22 Proposed
1	Salaries	$41,534	$41,978	$43,841	$129,619
2	Benefits	$18,924	$20,727	$22,669	$47,397
3	Materials & Supplies	$1,096	$3,044	$2,476	$2,370
4	Professional/Contractual Services	$120,566	$173,829	$166,937	$116,130
5	Utilities	$1,053	$807	$1,451	$1,700
6	Lease of Facility/Equipment	$0	$0	$0	$0
7	Equipment	$0	$0	$0	$0
8	Capital Projects	$0	$0	$0	$0
9	Overhead Cost Allocation	$0	$0	$0	$0
10	Debt Service	$0	$0	$0	$0
11	Transfers Out	$0	$0	$0	$0
	Total	**$183,173**	**$240,385**	**$237,374**	**$297,216**

Code Enforcement (10-185)

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

Animal Control and Code Enforcement Vehicle at 40th Anniversary Car Show (11/18).

Fund: GENERAL FUND — Fund No.: 10
Dept: Planning & Development Services
Program: **Code Enforcement** — Program No.: 185

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

Program Services:
1 Annual inspection of single & multi-family rentals & apartment rentals for compliance with the municipal code & the Uniform Housing Code.
2 Effective July 1, 2018, approved animal control services in-house.

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

	Position	2018-19 Actual	2019-20 Actual	2020-21 Projected	2021-22 Proposed
1	Sr Code Enforcement Officer	1.0	-	-	-
2	Code Enforcement Specialist (P/T)	-	-	-	-
3	Animal Ctrl/Code Enf Officer	1.0	1.0	1.0	1.0
4	Animal Ctrl/Code Enf Sp	1.0	1.0	1.0	1.0
5	Office Specialist	2.0	2.0	1.0	1.0
		-	-	-	-
	Total	**5.0**	**3.0**	**3.0**	**3.0**

Expenditure Summary

	Expenditure Category	2018-19 Actual	2019-20 Actual	2020-21 Projected	2021-22 Proposed
1	Salaries	$116,856	$116,020	$137,756	$155,253
2	Benefits	$87,533	$91,064	$64,187	$69,924
3	Materials & Supplies	$14,828	$14,534	$7,799	$23,885
4	Professional/Contractual Services	$66,192	$53,036	$12,826	$22,775
5	Utilities	$0	$0	$0	$0
6	Lease of Facility/Equipment	$0	$0	$0	$0
7	Equipment	$0	$0	$0	$0
8	Capital Projects	$0	$0	$0	$0
9	Overhead Cost Allocation	$0	$0	$0	$0
10	Debt Service	$0	$0	$0	$0
11	Transfers Out	$0	$0	$0	$0
	Total	**$285,409**	**$274,654**	**$222,568**	**$271,837**

Enforcement Program (10-187)

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

Westwood Street

City of Grand Terrace
FY 2021-22 Proposed Program Detail

Fund:	GENERAL FUND	Fund No.:	10
Dept:	Planning & Development Services		
Program:	**Enforcement Program**	Program No.:	187

Program Desc: To address code violations on public and private properties within the City limits in order to protect the health and safety of the residents in the community.

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

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

Position	2018-19 Actual	2019-20 Actual	2020-21 Projected	2021-22 Proposed
	-	-	-	-
	-	-	-	-
	-	-	-	-
	-	-	-	-
Total	**-**	**-**	**-**	**-**

Expenditure Summary

	Expenditure Category	2018-19 Actual	2019-20 Actual	2020-21 Projected	2021-22 Proposed
1	Salaries	$0	$0	$0	$0
2	Benefits	$0	$0	$0	$0
3	Materials & Supplies	$0	$0	$0	$0
4	Professional/Contractual Services	$24,231	$25,160	$32,410	$56,500
5	Utilities	$0	$0	$0	$0
6	Lease of Facility/Equipment	$0	$0	$0	$0
7	Equipment	$0	$0	$0	$0
8	Capital Projects	$0	$0	$0	$0
9	Overhead Cost Allocation	$0	$0	$0	$0
10	Debt Service	$0	$0	$0	$0
11	Transfers Out	$0	$0	$0	$0
	Total	**$24,231**	**$25,160**	**$32,410**	**$56,500**

City of Grand Terrace
FY 2021-22 Proposed Program Detail

Fund:	GT Illegal Fireworks Enforcement	Fund No.:	63
Dept:	Planning & Development Services		
Program:	**GT Illegal Fireworks Enforcement**	Program No.:	185

Program Desc: The purpose of the GT Illegal Fireworks Enforcement program is to establish administrative fines and penalties for Illegal fireworks and expressly prohibiting "dangerous fireworks" in accordance with Ordinance No. 285.

Program Services:
1 Administer administrative fines and penalties for Illegal fireworks.

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

Position	2018-19 Actual	2019-20 Actual	2020-21 Projected	2021-22 Proposed
	-	-	-	-
	-	-	-	-
	-	-	-	-
	-	-	-	-
Total	**-**	**-**	**-**	**-**

Expenditure Summary

	Expenditure Category	2018-19 Actual	2019-20 Actual	2020-21 Projected	2021-22 Proposed
1	Salaries	$0	$0	$0	$0
2	Benefits	$0	$0	$0	$0
3	Materials & Supplies	$0	$0	$0	$0
4	Professional/Contractual Services	$57	$236	$0	$3,500
5	Utilities	$0	$0	$0	$0
6	Lease of Facility/Equipment	$0	$0	$0	$0
7	Equipment	$0	$0	$0	$0
8	Capital Projects	$0	$0	$0	$0
9	Overhead Cost Allocation	$0	$0	$0	$0
10	Debt Service	$0	$0	$0	$0
11	Transfers Out	$0	$0	$0	$0
	Total	**$57**	**$236**	**$0**	**$3,500**

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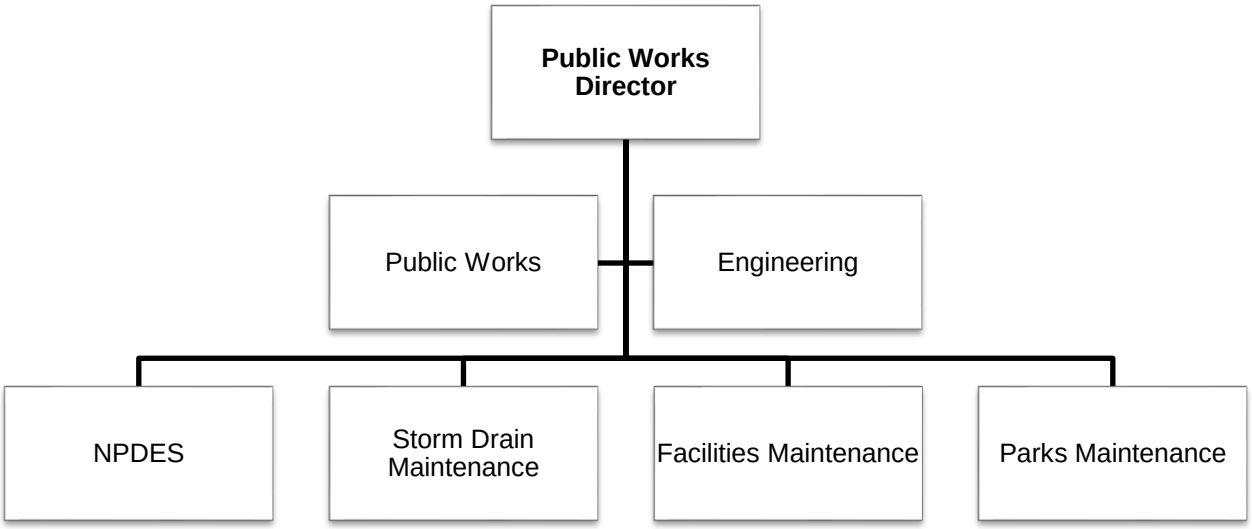
PUBLIC WORKS

Organization Chart



Public Works Arterial Road Project – Expansion of Commerce Way

Department Description

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

City Council FY 2020/21 Priorities

In 2019, the City Council of the City of Grand Terrace established its Council Priority Projects. Additional items were added to the Council's Priority Projects as a subsequent City Council Agenda as a Future Agenda Item. Public Works' Budget incorporates adequate resources to accomplish City Council Top Priority Projects for FY 2021/22 (Attachment I).

Cost Centers – Public Works

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

Grand Terrace Dog Park

Parks Maintenance (10-450)

Parks Maintenance, under the direction of the Public Works Director, maintains the following City parks:

Fitness Park	Griffin Park (Greenbelt)	Karger Park (Pocket Park)
Dog Park	Richard Rollins Park	TJ Austin Park
Veteran's Freedom Park	Susan Petta Park (Senior Villa Staff Maintains)	

as well as, Civic Center/Library Complex, and various greenbelt areas located throughout the city. Parks Maintenance is responsible for the daily upkeep of all landscaped parks and parkways at City owned facilities, weekly mowing of over 30 acres of park area and the maintenance of three acres of landscaping. This section also maintains over 300 sprinklers and irrigation controllers, and is responsible for the repair and installation of ball field lights, park irrigation, and ancillary support functions.

Grand Terrace Fitness Park

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

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

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

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

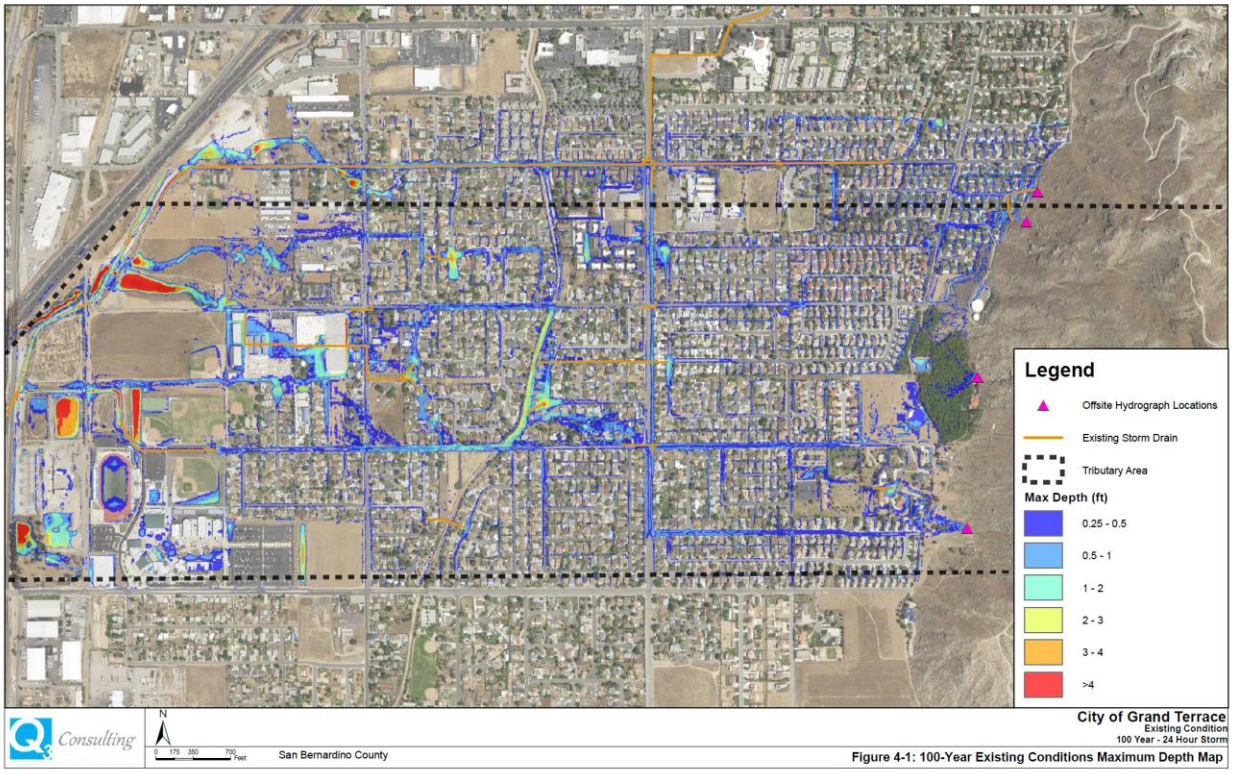
	Position	2018-19 Actual	2019-20 Actual	2020-21 Year End	2021-22 Proposed
1	Maintenance Crew Lead	0	0	1.0	1.0
2	Maintenance Crew Lead (P/T)	0	-	-	-
3	Maintenance Worker I	0	0	-	1.0
4	Maintenance Worker II	3.0	3.0	2.0	2.0
	Total	**3.0**	**3.0**	**3.0**	**4.0**

Expenditure Summary

	Expenditure Category	2018-19 Actual	2019-20 Actual	2020-21 Year End	2021-22 Proposed
1	Salaries	$67,227	$61,067	$61,616	$40,696
2	Benefits	$38,055	$38,574	$20,862	$21,361
3	Materials & Supplies	$1,986	$2,408	$2,739	$3,300
4	Professional/Contractual Services	$47,545	$102,920	$98,652	$98,000
5	Utilities	$98,088	$44,003	$59,964	$71,000
6	Lease of Facility/Equipment	$0	$0	$0	$0
7	Equipment	$0	$0	$0	$0
8	Capital Projects	$0	$0	$0	$0
9	Overhead Cost Allocation	$0	$0	$0	$0
10	Debt Service	$0	$0	$0	$0
11	Transfers Out	$0	$0	$0	$0
	Total	**$252,901**	**$248,972**	**$243,833**	**$234,357**

National Pollution Discharge & Elimination System (10-625)

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



Storm Drainage System in Grand Terrace

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

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

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

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

Position	2018-19 Actual	2019-20 Actual	2020-21 Year End	2021-22 Proposed
	-	-	-	-
	-	-	-	-
	-	-	-	-
	-	-	-	-
Total	**-**	**-**	**-**	**-**

Expenditure Summary

	Expenditure Category	2018-19 Actual	2019-20 Actual	2020-21 Year End	2021-22 Proposed
1	Salaries	$0	$0	$0	$0
2	Benefits	$0	$0	$0	$0
3	Materials & Supplies	$0	$0	$0	$0
4	Professional/Contractual Services	$42,319	$43,331	$39,594	$29,000
5	Utilities	$0	$0	$0	$0
6	Lease of Facility/Equipment	$0	$0	$0	$0
7	Equipment	$0	$0	$0	$0
8	Capital Projects	$0	$0	$0	$0
9	Overhead Cost Allocation	$0	$0	$0	$0
10	Debt Service	$0	$0	$0	$0
11	Transfers Out	$0	$0	$0	$0
	Total	**$42,319**	**$43,331**	**$39,594**	**$29,000**

Storm Drain Maintenance (10-631)

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

Storm Drain

Fund: GENERAL FUND — Fund No.: 10
Dept: Public Works
Program: **Storm Drain Maintenance** — Program No.: 631

Program Desc: Maintains the storm drain system.

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

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

Position	2018-19 Actual	2019-20 Actual	2020-21 Year End	2021-22 Proposed
	-	-	-	-
	-	-	-	-
	-	-	-	-
	-	-	-	-
Total	**-**	**-**	**-**	**-**

Expenditure Summary

	Expenditure Category	2018-19 Actual	2019-20 Actual	2020-21 Year End	2021-22 Proposed
1	Salaries	$0	$0	$0	$0
2	Benefits	$0	$0	$0	$0
3	Materials & Supplies	$0	$0	$0	$0
4	Professional/Contractual Services	$0	$4,971	$0	$8,000
5	Utilities	$0	$0	$0	$0
6	Lease of Facility/Equipment	$0	$0	$0	$0
7	Equipment	$0	$0	$0	$0
8	Capital Projects	$0	$0	$0	$0
9	Overhead Cost Allocation	$0	$0	$0	$0
10	Debt Service	$0	$0	$0	$0
11	Transfers Out	$0	$0	$0	$0
	Total	**$0**	**$4,971**	**$0**	**$8,000**

Public Works (10-175)

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

Grand Terrace Public Works

Fund: GENERAL FUND — Fund No.: 10
Dept: Public Works
Program: **Public Works** — Program No.: 175

Program Desc: The Public Works Division has the responsibility over City infrastructures of sewer, water, gas, telephone, cable, and electric systems that fall within the public right of way.

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

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

Position	2018-19 Actual	2019-20 Actual	2020-21 Year End	2021-22 Proposed
1 Community Development Director	-	-	-	-
2 Public Work Director	1.0	1.0	1.0	1.0
3 Management Analyst	2.0	2.0	1.0	1.0
4 Department Secretary	1.0	1.0	0	-
Total	**4.0**	**4.0**	**2.0**	**2.0**

Expenditure Summary

Expenditure Category	2018-19 Actual	2019-20 Actual	2020-21 Year End	2021-22 Proposed
1 Salaries	$199,827	$234,143	$45,941	$108,497
2 Benefits	$121,947	$121,079	$60,229	$37,638
3 Materials & Supplies	$29,571	$29,198	$21,947	$34,460
4 Professional/Contractual Services	$144,449	$79,276	$176,141	$117,665
5 Utilities	$4,323	$2,543	$4,791	$5,748
6 Lease of Facility/Equipment	$4,853	$7,716	$11,365	$13,600
7 Equipment	$0	$0	$0	$0
8 Capital Projects	$0	$14,400	$0	$0
9 Overhead Cost Allocation	$0	$0	$0	$0
10 Debt Service	$0	$0	$0	$0
11 Transfers Out	$0	$0	$0	$0
Total	**$504,970**	**$488,355**	**$320,414**	**$317,608**

Facilities Maintenance (10-195)

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

Grand Terrace City Hall

Fund: GENERAL FUND — Fund No.: 10
Dept: Public Works
Program: **Facilities Maintenance** — Program No.: 195

Program Desc: Provide management and administration of in-house and contract maintenance repair services for the Civic Center and all other City facilities and parks.

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

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

Position	2018-19 Actual	2019-20 Actual	2020-21 Year End	2021-22 Proposed
	-	-	-	-
	-	-	-	-
	-	-	-	-
	-	-	-	-
Total	**-**	**-**	**-**	**-**

Expenditure Summary

	Expenditure Category	2018-19 Actual	2019-20 Actual	2020-21 Year End	2021-22 Proposed
1	Salaries	$0	$0	$0	$0
2	Benefits	$0	$0	$0	$0
3	Materials & Supplies	$0	$0	$0	$0
4	Professional/Contractual Services	$65,367	$62,200	$43,546	$60,680
5	Utilities	$0	$0	$0	$0
6	Lease of Facility/Equipment	$0	$0	$0	$0
7	Equipment	$0	$0	$0	$0
8	Capital Projects	$0	$0	$0	$0
9	Overhead Cost Allocation	$0	$0	$0	$0
10	Debt Service	$0	$0	$0	$0
11	Transfers Out	$0	$0	$0	$0
	Total	**$65,367**	**$62,200**	**$43,546**	**$60,680**

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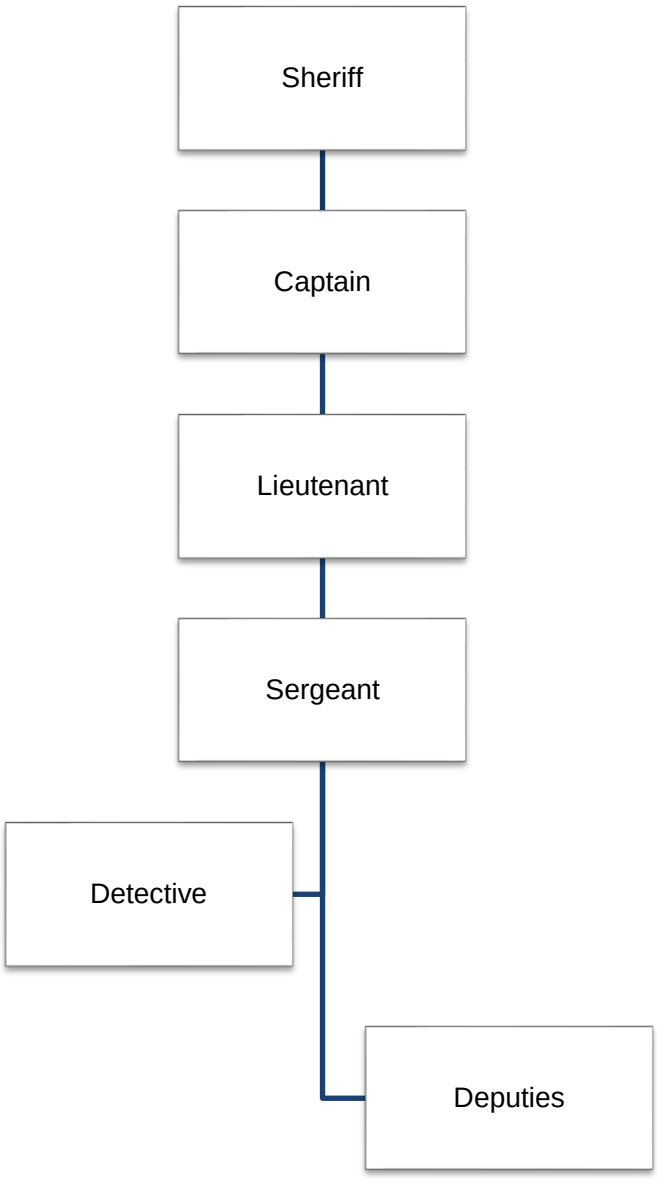
PUBLIC SAFETY

Organization Chart



Department Description

The City contracts with the San Bernardino County Sheriff's Department to provide patrol services, detective services, traffic enforcement services, Sheriff's Service Specialist services (Crime Prevention, Citizens on Patrol, community programs), emergency back up and specialized law enforcement resources and access to various sheriff's special units as needed.

City Council FY 2020/21 Priorities

In 2019, the City Council of the City of Grand Terrace established its Council Priority Projects. Additional items were added to the Council's Priority Projects as a subsequent City Council Agenda as a Future Agenda Item. Public Safety's Budget incorporates adequate resources to accomplish City Council Top Priority Projects for FY 2021/22 (Attachment I).

San Bernardino County Central Station

City of Grand Terrace
FY 2021-22 Proposed Program Detail

Fund:	GENERAL FUND	Fund No.:	10
Dept:	Public Safety		
Program:	**Law Enforcement**	Program No.:	410

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

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

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

Position	2018-19 Actual	2019-20 Actual	2020-21 Projected	2021-22 Proposed
	-	-	-	-
	-	-	-	-
	-	-	-	-
	-	-	-	-
Total	-	-	-	-

Expenditure Summary

	Expenditure Category	2018-19 Actual	2019-20 Actual	2020-21 Projected	2021-22 Proposed
1	Salaries	$0	$0	$0	$0
2	Benefits	$0	$0	$0	$0
3	Materials & Supplies	$0	$0	$0	$0
4	Professional/Contractual Services	$1,932,931	$2,114,626	$2,234,638	$2,440,990
5	Utilities	$0	$0	$0	$0
6	Lease of Facility/Equipment	$0	$0	$0	$0
7	Equipment	$0	$0	$0	$0
8	Capital Projects	$0	$0	$0	$0
9	Overhead Cost Allocation	$0	$0	$0	$0
10	Debt Service	$0	$0	$0	$0
11	Transfers Out	$0	$0	$0	$0
	Total	**$1,932,931**	**$2,114,626**	**$2,234,638**	**$2,440,990**

FY2021-22
DEVELOPMENT IMPACT FEES

Street Improvements Fund (11) All new development is required to pay a Development Impact Fee for Streets. This fund accounts for all revenue collected for Street Capital Improvement Fees under the Municipal Code. Funds should be expended in accordance with the latest adopted fiscal impact study and capital needs assessment.

Storm Drain Improvements Fund (12) All new development is required to pay a Development Impact Fee for Storm Drain Capital Improvement. This fund accounts for all revenue collected for Storm Drain Capital Improvement Fees under the Municipal Code. Funds should be expended in accordance with the latest adopted fiscal impact study and capital needs assessment. Storm drain capital improvement and maintenance fund, for the purpose of developing a storm drain master plan and a storm drain system in accordance with the master plan. The fees shall be established by a resolution and shall be placed in a fund exclusively for the use specified in this subsection. (Ord. 102 § 18, 1986; Ord. 44 § 2(D), 1981)

Park Fund (13) All new development is required to pay a Development Impact Fee for Parks. This fund accounts for all revenue collected for Park Improvement Capital Improvement Fees under the Municipal Code. Funds should be expended in accordance with the latest adopted fiscal impact study and capital needs assessment or master plan. Park capital improvement and maintenance fund, for the purpose of purchasing the land and developing and maintaining the City park system. The City Council shall have the option to request dedication of land for park purposes or, in lieu thereof, request that the applicant pay a fee in accordance with the resolution setting the fees. (Ord. 102 § 18, 1986; Ord. 44 § 2(D), 1981).

Facilities Development Fund (19) Public Use Facilities Fund development impact fee. Funds should be expended in accordance with the latest adopted fiscal impact study and capital needs assessment or master plan.

City of Grand Terrace

FY 2021-22 Proposed Revenue & Expense Report by Fund

DEVELOPMENT IMPACT FEES

	11 Street Fund	12 Storm Drain Fund	13 Park Fund
Revenues			
Property Tax	$0	$0	$0
Residual Receipts - RPTTF	$0	$0	$0
Proceeds from Sale of Property	$0	$0	$0
Franchise Fees	$0	$0	$0
Licenses, Fees & Permits	$83,000	$0	$0
Sales Tax	$0	$0	$0
Gas Tax	$0	$0	$0
Intergovernmental Revenue/Grants	$0	$0	$0
Charges for Services	$3,000	$0	$0
Fines & Forfeitures	$0	$0	$0
Miscellaneous	$0	$0	$0
Use of Money & Property	$2,000	$800	$800
Waste Water Receipts	$0	$0	$0
Residual Receipts - Sr Ctr	$0	$0	$0
Transfers In	$0	$0	$0
Total Revenues	**$88,000**	**$800**	**$800**
Expenditures			
Salaries	$0	$0	$0
Benefits	$0	$0	$0
Materials & Supplies	$0	$0	$0
Professional/Contractual Services	$0	$0	$0
Equipment	$0	$0	$0
Lease of Facility/Equipment	$0	$0	$0
Utilities	$0	$0	$0
Capital Projects	$0	$0	$0
Debt Service	$0	$0	$0
Transfers Out	$0	$0	$0
Overhead Cost Allocation	$0	$0	$0
Total Expenditures	**$0**	**$0**	**$0**
Impact to Fund Balance			
Revenues	$88,000	$800	$800
Expenditures	$0	$0	$0
Net - Increase to or (Use of) Fund Balance	**$88,000**	**$800**	**$800**

City of Grand Terrace

FY 2021-22 Proposed Revenue & Expense Report by Fund

DEVELOPMENT IMPACT FEES

	19 Facilities Fund	Total
Revenues		
Property Tax	$0	$0
Residual Receipts - RPTTF	$0	$0
Proceeds from Sale of Property	$0	$0
Franchise Fees	$0	$0
Licenses, Fees & Permits	$20,000	$103,000
Sales Tax	$0	$0
Gas Tax	$0	$0
Intergovernmental Revenue/Grants	$0	$0
Charges for Services	$0	$3,000
Fines & Forfeitures	$0	$0
Miscellaneous	$0	$0
Use of Money & Property	$600	$4,200
Waste Water Receipts	$0	$0
Residual Receipts - Sr Ctr	$0	$0
Transfers In	$0	$0
Total Revenues	**$20,600**	**$110,200**
Expenditures		
Salaries	$0	$0
Benefits	$0	$0
Materials & Supplies	$0	$0
Professional/Contractual Services	$0	$0
Lease of Facility/Equipment	$0	$0
Utilities	$0	$0
Utilities	$0	$0
Capital Projects	$0	$0
Debt Service	$0	$0
Transfers Out	$0	$0
Overhead Cost Allocation	$0	$0
Total Expenditures	**$0**	**$0**
Impact to Fund Balance		
Revenues	$20,600	$110,200
Expenditures	$0	$0
Net - Increase to or (Use of) Fund Balance	**$20,600**	**$110,200**

FY2021-22
SPECIAL REVENUE FUNDS

Supplemental Law Enforcement Services (SLESF) Fund (14) State Legislature has granted monies for the purpose of providing funds to local governments for front line law enforcement services. GC 30061-30065. This was originally funded by the state as a pacifier to local governments for the ERAF shift.

Air Quality Improvement Fund (15) "Mobile source air pollution reduction programs" means any program or project implemented by the City to reduce air pollution from motor vehicles which it determines will be consistent with the California Clean Air Act of 1988 or the plan proposed pursuant to Article 5 (commencing with Section 40460) of Chapter 5.5 of Part 3 of the California Health and Safety Code. All revenues received from the SCAQMD and deposited in the fund shall be exclusively expended on mobile source emission reduction programs as defined in Section 16.04.020. Such revenues and any interest earned on the revenues shall be expended within one year of the completion of the programs.

Gas Tax Fund (16) The Gas Tax Fund is the result of laws that tax the sale of gasoline. The City's share of gas tax revenue is based on a formula consisting of vehicle registration, assessed valuation, and population. The funding generated is used to perform citywide repairs and restoration to existing roadways, reduce congestion, improve safety, and provide for the construction of assets within the public right-of-way. The Gas Tax funds the maintenance of street lighting, traffic signals, traffic signs, and related facilities.

Traffic Safety Fund (17) VEHICLE CODE SECTIONS 42200-42205 42200. (a) Of the total amount of fines and forfeitures received by a city under Section 1463 of the Penal Code that proportion which is represented by fines and forfeitures collected from any person charged with a misdemeanor under this code following arrest by an officer employed by a city, shall be paid into the treasury of the city and deposited in a special fund to be known as the "Traffic Safety Fund," and shall be used exclusively for official traffic control devices, the maintenance thereof, equipment and supplies for traffic law enforcement and traffic accident prevention, and for the maintenance, improvement, or construction of
public streets, bridges, and culverts within the city, but the fund shall not be used to pay the compensation of traffic or other police officers. The fund may be used to pay the compensation of school crossing guards who are not regular full-time members of the police department of the city.

Measure I Fund (20) The San Bernardino County Transportation Authority (SBCTA) administers San Bernardino County's half-cent transportation sales tax, Measure I. This half-cent tax, initially adopted by county voters in November 1989 expired on March 31, 2010. However, county voters approved the continued imposition of the tax by SBCTA in the incorporated and unincorporated territory of the County of San Bernardino for a period of thirty (30) years beginning April 1, 2010.

This one-half of one percent retail transactions and use tax is statutorily dedicated for transportation planning, design, construction, operation and maintenance only in San Bernardino County and cannot be used for other governmental purposes or programs. This tax funds local and regional transportation projects countywide. Expenditure rules are generally similar to Gas Tax laws.

Spring Mountain Ranch Fund (25) This fund is used to account for revenues & expenditures applicable to traffic mitigation fees received for Spring Mountain Ranch.

Landscape and Lighting Assessment District (26) This fund accounts for revenues and expenditures from Landscape and Street Lighting District 89-1. The district is an assessment district formed under the California Street Lighting Act of 1972 for the purpose of right of way lighting and landscaping. Revenue is derived from property tax assessments levied annually to pay for the related property maintenance.

Road Maintenance & Rehabilitation Fund (56) This fund accounts for revenues and expenditures associated with road maintenance, rehabilitation, and critical safety projects on the local streets.

Public, Educational & Government (PEG) Access Programming (67) This fund is supported by the PEG fee that is assessed to each cable subscriber. PEG access may be mandated by local or state government to provide any combination of television production equipment, training and airtime on a local cable system to enable members of the public, accredited educational institutions, and government to produce their own shows and televise them to a mass audience.

Enhanced Infrastructure Financing District Fund (76) On September 29, 2014 SB 628 was signed into law by Gov. Jerry Brown. SB 628 grants cities and counties the power to create Enhanced Infrastructure Financing Districts (EIFDs) in order to finance public capital facilities or other specified projects of communitywide significance that provide significant benefits to the district or the surrounding community. SB 628 expands on the powers granted to cities and counties pursuant to Infrastructure Financing Districts (IFDs) and Community Facility Districts (CFDs). EIFDs provide greater flexibility to local governments seeking to invest in infrastructure and community revitalization, including a lower voter approval threshold to issue bonds and a wider range of infrastructure investments. This fund will account for all financial activities related to all EIFD efforts.

City of Grand Terrace

FY 2021-22 Adopted Revenue & Expense Report by Fund

SPECIAL REVENUE FUNDS

	14 Supplemental Law Enforcement Svcs Fund (SLESF)	15 Air Quality Improvement Fund	16 Gas Tax Fund
Revenues			
Property Tax	$0	$0	$0
Residual Receipts - RPTTF	$0	$0	$0
Proceeds from Sale of Property	$0	$0	$0
Franchise Fees	$0	$0	$0
Licenses, Fees & Permits	$0	$15,500	$0
Sales Tax	$0	$0	$0
Gas Tax	$0	$0	$304,800
Intergovernmental Revenue/Grants	$160,000	$0	$350,000
Charges for Services	$0	$0	$0
Fines & Forfeitures	$0	$0	$0
Miscellaneous	$0	$0	$0
Use of Money & Property	$0	$0	$400
Waste Water Receipts	$0	$0	$0
Residual Receipts - Sr Ctr	$0	$0	$0
Transfers In	$0	$0	$70,000
Total Revenues	**$160,000**	**$15,500**	**$725,200**
Expenditures			
Salaries	$0	$0	$250,575
Benefits	$0	$0	$97,330
Materials & Supplies	$0	$0	$5,000
Professional/Contractual Services	$149,450	$0	$238,770
Equipment	$0	$0	$0
Lease of Facility/Equipment	$0	$0	$0
Utilities	$0	$0	$82,000
Capital Projects	$0	$0	$0
Debt Service	$0	$0	$0
Transfers Out	$0	$13,000	$0
Overhead Cost Allocation	$550	$0	$48,400
Total Expenditures	**$150,000**	**$13,000**	**$722,075**
Impact to Fund Balance			
Revenues	$160,000	$15,500	$725,200
Expenditures	$150,000	$13,000	$722,075
Net - Increase to or (Use of) Fund Balance	**$10,000**	**$2,500**	**$3,125**

City of Grand Terrace

FY 2021-22 Adopted Revenue & Expense Report by Fund

SPECIAL REVENUE FUNDS

	17 Traffic Safety Fund	20 Measure "I" Fund	25 Spring Mountain Ranch Mitigation Fund
Revenues			
Property Tax	$0	$0	$0
Residual Receipts - RPTTF	$0	$0	$0
Proceeds from Sale of Property	$0	$0	$0
Franchise Fees	$0	$0	$0
Licenses, Fees & Permits	$0	$0	$50,000
Sales Tax	$0	$248,200	$0
Gas Tax	$0	$0	$0
Intergovernmental Revenue/Grants	$0	$0	$0
Charges for Services	$0	$0	$0
Fines & Forfeitures	$4,000	$0	$0
Miscellaneous	$0	$0	$0
Use of Money & Property	$0	$400	$3,000
Waste Water Receipts	$0	$0	$0
Residual Receipts - Sr Ctr	$0	$0	$0
Transfers In	$0	$0	$0
Total Revenues	**$4,000**	**$248,600**	**$53,000**
Expenditures			
Salaries	$0	$0	$0
Benefits	$0	$0	$0
Materials & Supplies	$0	$0	$0
Professional/Contractual Services	$4,000	$46,272	$50,000
Lease of Facility/Equipment	$0	$0	$0
Utilities	$0	$0	$0
Utilities	$0	$0	$0
Capital Projects	$0	$40,000	$0
Debt Service	$0	$0	$0
Transfers Out	$0	$0	$0
Overhead Cost Allocation	$0	$33,000	$0
Total Expenditures	**$4,000**	**$119,272**	**$50,000**
Impact to Fund Balance			
Revenues	$4,000	$248,600	$53,000
Expenditures	$4,000	$119,272	$50,000
Net - Increase to or (Use of) Fund Balance	**$0**	**$129,328**	**$3,000**

City of Grand Terrace

FY 2021-22 Adopted Revenue & Expense Report by Fund

SPECIAL REVENUE FUNDS

	26 Landscape & Lighting Assessment Dist	67 Public, Educational & Gov't Access (PEG)	76 Enhanced Infrastructure Fin Dist (EIFD)
Revenues			
Property Tax	$57,325	$0	$0
Residual Receipts - RPTTF	$0	$0	$0
Proceeds from Sale of Property	$0	$0	$0
Franchise Fees	$0	$0	$0
Licenses, Fees & Permits	$0	$0	$0
Sales Tax	$0	$0	$0
Gas Tax	$0	$0	$0
Intergovernmental Revenue/Grants	$0	$21,500	$0
Charges for Services	$0	$0	$0
Fines & Forfeitures	$0	$0	$0
Miscellaneous	$0	$0	$0
Use of Money & Property	$0	$0	$0
Waste Water Receipts	$0	$0	$0
Residual Receipts - Sr Ctr	$0	$0	$0
Transfers In	$0	$0	$0
Total Revenues	**$57,325**	**$21,500**	**$0**
Expenditures			
Salaries	$0	$0	$0
Benefits	$0	$0	$0
Materials & Supplies	$0	$0	$0
Professional/Contractual Services	$58,889	$21,500	$0
Lease of Facility/Equipment	$0	$0	$0
Utilities	$0	$0	$0
Utilities	$7,120	$0	$0
Capital Projects	$0	$0	$0
Debt Service	$0	$0	$0
Transfers Out	$0	$0	$0
Overhead Cost Allocation	$0	$0	$0
Total Expenditures	**$66,009**	**$21,500**	**$0**
Impact to Fund Balance			
Revenues	$57,325	$21,500	$0
Expenditures	$66,009	$21,500	$0
Net - Increase to or (Use of) Fund Balance	**($8,684)**	**$0**	**$0**

City of Grand Terrace

FY 2021-22 Adopted Revenue & Expense Report by Fund

SPECIAL REVENUE FUNDS

	56 RMRA Fund	TOTAL
Revenues		
Property Tax	$0	$57,325
Residual Receipts - RPTTF	$0	$0
Proceeds from Sale of Property	$0	$0
Franchise Fees	$0	$0
Licenses, Fees & Permits	$0	$65,500
Sales Tax	$0	$248,200
Gas Tax	$0	$304,800
Intergovernmental Revenue/Grants	$239,000	$418,300
Charges for Services	$0	$0
Fines & Forfeitures	$0	$4,000
Miscellaneous	$0	$0
Use of Money & Property	$0	$3,800
Waste Water Receipts	$0	$0
Residual Receipts - Sr Ctr	$0	$0
Transfers In	$0	$70,000
Total Revenues	**$239,000**	**$1,171,925**
Expenditures		
Salaries	$0	$250,575
Benefits	$0	$97,330
Materials & Supplies	$0	$5,000
Professional/Contractual Services	$0	$568,881
Equipment	$0	$0
Lease of Facility/Equipment	$0	$0
Utilities	$0	$89,120
Capital Projects	$0	$40,000
Debt Service	$0	$0
Transfers Out	$0	$13,000
Overhead Cost Allocation	$0	$81,950
Total Expenditures	**$0**	**$1,145,856**
Impact to Fund Balance		
Revenues	$239,000	$1,171,925
Expenditures	$0	$1,145,856
Net - Increase to or (Use of) Fund Balance	**$239,000**	**$26,069**

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FY2021-22
WASTE WATER FUNDS

Waste Water Disposal Fund (21) An enterprise fund which uses accounting similar to business accounting utilizing full accrual and depreciation of assets. The City now has a Sewer Services Agreement with the City of Colton and the Colton Utility Authority. The purpose of this fund at this time is to account for the remaining assets and liabilities of this enterprise fund formerly operated by the City.

City of Grand Terrace

FY 2021-22 Prposed Revenue & Expense Report by Fund

ENTERPRISE FUND

	21 Waste Water Disposal Fund	TOTAL
Revenues		
Property Tax	$0	$0
Residual Receipts - RPTTF	$0	$0
Proceeds from Sale of Property	$0	$0
Franchise Fees	$0	$0
Licenses, Fees & Permits	$0	$0
Sales Tax	$0	$0
Gas Tax	$0	$0
Intergovernmental Revenue/Grants	$0	$0
Charges for Services	$0	$0
Fines & Forfeitures	$0	$0
Miscellaneous	$0	$0
Use of Money & Property	$4,000	$4,000
Waste Water Receipts	$0	$0
Residual Receipts - Sr Ctr	$0	$0
Transfers In	$0	$0
Total Revenues	**$4,000**	**$4,000**
Expenditures		
Salaries	$0	$0
Benefits	$0	$0
Materials & Supplies	$0	$0
Professional/Contractual Services	$0	$0
Equipment	$0	$0
Lease of Facility/Equipment	$0	$0
Utilities	$0	$0
Capital Projects	$0	$0
Debt Service	$0	$0
Transfers Out	$0	$0
Overhead Cost Allocation	$0	$0
Total Expenditures	**$0**	**$0**
Impact to Fund Balance		
Revenues	$4,000	$4,000
Expenditures	$0	$0
Net - Increase to or (Use of) Fund Balance	**$4,000**	**$4,000**

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FY2021-22
GRANTS

Community Development Block Grant (CDBG) Fund (22) This fund is used to record the revenue received for related federal funds and expenditures for approved CDBG programs.

Senior Bus Program Fund (65) This fund accounts for all financial transactions relating to the Senior Bus Program of the City funded by grant funds from V-trans. Additional funding for this program comes from the Air Quality Improvement Fund and the City's General Fund.

CAL Recycle Grant Fund (66) This fund was established to account for all financial transactions relating to grant funding from the Department of Resources Recycling and Recovery (Cal Recycle). The eligible activities for the CAL Recycle grant funds include new or existing curbside recycling programs, neighborhood drop-off recycling programs, public education promoting the program, litter prevention and cleanup programs, cooperative regional efforts between two or more cities, counties or both & other beverage container recycling programs.

Active Transportation Program (ATP) Fund (73) The ATP consolidates existing federal and state transportation programs, including the Transportation Alternatives Program (TAP), Bicycle Transportation Account (BTA), and State Safe Routes to School (SR2S), into a single program with a focus to make California a national leader in active transportation.

The purpose of ATP is to encourage increased use of active modes of transportation by achieving the following goals:

- Increase the proportion of trips accomplished by biking and walking,
- Increase safety and mobility for non-motorized users,
- Advance efforts of regional agencies to achieve greenhouse gas reduction goals,
- Enhance public health,
- Ensure that disadvantaged communities fully share in the benefits of the program, and
- Provide a broad spectrum of projects to benefit many types of active transportation users.

Highway Safety Improvement Program Grant Fund (74) The Highway Safety Improvement Program (HSIP), codified as Section 148 of Title 23, United States Code (23 U.S.C. §148) is one of the core federal-aid programs in the new federal surface transportation act, Fixing America's Surface Transportation Act (FAST), which was signed into law on December 4, 2015. The purpose of the HSIP program is to achieve a significant reduction in traffic fatalities and serious injuries on all public roads, including non-State-owned public roads and roads on tribal land.
This federal grant award to the City of Grand Terrace will be spent on proposed roadway safety improvements on Mt. Vernon Ave, which include the following:

1. Installation of Radar Feedback Signs.
2. Improvements to roadways and crosswalk pavement markings and striping.
3. Installation of new street lights at locations where visibility needs to be enhanced.
4. Installation of flashing STOP signs and beacons.

Emergency Management Preparation Grant Fund (75) The EMPG grant fund accounts for revenues and expenditures related to the EMPG program. The EMPG Program's purpose is to provide a system of emergency preparedness for the protection of life and property in the United States from hazards.

Southern California Incentive Project (SCIP) Fund (77) This SCIP promotes easy access to zero-emission vehicle infrastructure by offering rebates for the purchase and installation of eligible public electric vehicle (EV) chargers in the counties of Los Angeles, Orange, Riverside and San Bernardino. Eligible rebates include up to $70k per DC fast charger (DCFC) for installations at new sites with stub-outs (Stub-out: Includes at least 2-inch minimum spare conduit run with pull rope that is sized, installed and located per the National Electrical Code for future installation of wiring supporting up to a 480-volt AC, 4-wire, 125-kilowatt (kW) load); and up to $40k per DC fast charges for installations at replacement and make-ready sites (Replacement/Make-ready: Existing site wired with all the electrical infrastructure needed to support the installation of EV charging).

City of Grand Terrace

FY 2021-22 Proposed Revenue & Expense Summary by Fund Category

GRANT FUNDS

	22 Community Dev Block Grant (CDBG)	65 Senior Bus Program	66 Cal Recycle Grant
Revenues			
Property Tax	$0	$0	$0
Residual Receipts - RPTTF	$0	$0	$0
Proceeds from Sale of Property	$0	$0	$0
Franchise Fees	$0	$0	$0
Licenses, Fees & Permits	$0	$0	$0
Sales Tax	$0	$0	$0
Gas Tax	$0	$0	$0
Intergovernmental Revenue/Grants	$69,934	$132,875	$0
Charges for Services	$0	$0	$0
Fines & Forfeitures	$0	$0	$0
Miscellaneous	$0	$10,000	$0
Use of Money & Property	$0	$30	$0
Waste Water Receipts	$0	$0	$0
Residual Receipts - Sr Ctr	$0	$0	$0
Transfers In	$0	$13,860	$0
Total Revenues	**$69,934**	**$156,765**	**$0**
Expenditures			
Salaries	$0	$36,648	$0
Benefits	$0	$24,449	$0
Materials & Supplies	$0	$0	$0
Professional/Contractual Services	$69,934	$14,370	$0
Equipment	$0	$0	$0
Lease of Facility/Equipment	$0	$45,600	$0
Utilities	$0	$0	$0
Capital Projects	$0	$0	$0
Debt Service	$0	$0	$0
Transfers Out	$0	$0	$0
Overhead Cost Allocation	$0	$0	$0
Total Expenditures	**$69,934**	**$121,067**	**$0**
Impact to Fund Balance			
Revenues	$69,934	$156,765	$0
Expenditures	$69,934	$121,067	$0
Net - Increase to or (Use of) Fund Balance	**$0**	**$35,698**	**$0**

City of Grand Terrace

FY 2021-22 Proposed Revenue & Expense Summary by Fund Category

GRANT FUNDS

	73 Active Transportation Program (ATP)	74 Highway Safety Improv Program (HSIP)	75 Emergency Mgmt Preparedness Grant (EMPG)	
Revenues				Rev
Property Tax	$0	$0	$0	
Residual Receipts - RPTTF	$0	$0	$0	
Proceeds from Sale of Property	$0	$0	$0	
Franchise Fees	$0	$0	$0	
Licenses, Fees & Permits	$0	$0	$0	
Sales Tax	$0	$0	$0	
Gas Tax	$0	$0	$0	
Intergovernmental Revenue/Grants	$0	$44,000	$0	
Charges for Services	$0	$0	$0	
Fines & Forfeitures	$0	$0	$0	
Miscellaneous	$0	$0	$0	
Use of Money & Property	$0	$0	$0	
Waste Water Receipts	$0	$0	$0	
Residual Receipts - Sr Ctr	$0	$0	$0	
Transfers In	$0	$0	$0	
Total Revenues	**$0**	**$44,000**	**$0**	
Expenditures				Exp
Salaries	$0	$0	$0	
Benefits	$0	$0	$0	
Materials & Supplies	$0	$0	$0	
Professional/Contractual Services	$0	$0	$0	
Lease of Facility/Equipment	$0	$0	$0	
Utilities	$0	$0	$0	
Utilities	$0	$0	$0	
Capital Projects	$0	$44,000	$0	
Debt Service	$0	$0	$0	
Transfers Out	$0	$0	$0	
Overhead Cost Allocation	$0	$0	$0	
Total Expenditures	**$0**	**$44,000**	**$0**	
Impact to Fund Balance				Imp
Revenues	$0	$44,000	$0	
Expenditures	$0	$44,000	$0	
Net - Increase to or (Use of) Fund Balance	**$0**	**$0**	**$0**	

City of Grand Terrace

FY 2021-22 Proposed Revenue & Expense Summary by Fund Category

GRANT FUNDS

	77 So. Cal Incentive Project (SCIP)	92 Community Dev Block Grant - Covid 19 (CDBG)	TOTAL
enues			
Property Tax	$0	$0	$0
Residual Receipts - RPTTF	$0	$0	$0
Proceeds from Sale of Property	$0	$0	$0
Franchise Fees	$0	$0	$0
Licenses, Fees & Permits	$0	$0	$0
Sales Tax	$0	$0	$0
Gas Tax	$0	$0	$0
Intergovernmental Revenue/Grants	$0	$141,000	$387,809
Charges for Services	$0	$0	$0
Fines & Forfeitures	$0	$0	$0
Miscellaneous	$0	$0	$10,000
Use of Money & Property	$0	$0	$30
Waste Water Receipts	$0	$0	$0
Residual Receipts - Sr Ctr	$0	$0	$0
Transfers In	$0	$0	$13,860
Total Revenues	**$0**	**$141,000**	**$411,699**
enditures			
Salaries	$0	$0	$36,648
Benefits	$0	$0	$24,449
Materials & Supplies	$0	$0	$0
Professional/Contractual Services	$0	$141,000	$225,304
Equipment	$0	$0	$0
Lease of Facility/Equipment	$0	$0	$45,600
Utilities	$0	$0	$0
Capital Projects	$0	$0	$44,000
Debt Service	$0	$0	$0
Transfers Out	$0	$0	$0
Overhead Cost Allocation	$0	$0	$0
Total Expenditures	**$0**	**$141,000**	**$376,001**
act to Fund Balance			
Revenues	$0	$141,000	$411,699
Expenditures	$0	$141,000	$376,001
Net - Increase to or (Use of) Fund Balance	**$0**	**$0**	**$35,698**

FY2021-22
SUCCESSOR AGENCY

Successor Agency (S/A) Funds

S/A RDA Obligation Retirement Fund (31) All property tax increment received from the County of San Bernardino for redevelopment enforceable obligations are deposited into this fund. These funds are received from the Redevelopment Property Tax Trust Fund (RPTTF). Funds needed by the S/A Capital Projects Fund, the S/A Successor Agency Fund, and the S/A CRA Projects Trust Fund are transferred out from this RDA Obligation Retirement Fund.

S/A Capital Projects Fund (32) Since the passing of ABx1 26 resulting in redevelopment dissolution, all Successor Agency operating expenditures approved by the Department of Finance (DOF) as enforceable obligations are accounted for in this fund.

S/A Debt Service Fund (33) Since the passing of ABx1 26 resulting in redevelopment dissolution, all Successor Agency debt service payments approved by the Department of Finance (DOF) as enforceable obligations are accounted for in this fund.

S/A Debt Service Fund (36) This fund was established to account for the proceeds of the 2011 Tax Allocation Bonds and all related revenue and expenditure transactions.

City of Grand Terrace

FY 2021-22 Proposed Revenue & Expense Report by Fund

SUCCESSOR AGENCY

	31 S/A RDA Obligation Retirement / Revenue Fund	32 S/A Capital Projects Fund	33 S/A Debt Service Fund
Revenues			
Property Tax	$0	$0	$0
Residual Receipts - RPTTF	$0	$0	$0
Proceeds from Sale of Property	$0	$0	$0
Franchise Fees	$0	$0	$0
Licenses, Fees & Permits	$0	$0	$0
Sales Tax	$0	$0	$0
Gas Tax	$0	$0	$0
Intergovernmental Revenue/Grants	$0	$0	$0
Charges for Services	$0	$0	$0
Fines & Forfeitures	$0	$0	$0
Miscellaneous	$0	$0	$0
Use of Money & Property	$0	$0	$0
Waste Water Receipts	$0	$0	$0
Residual Receipts - Sr Ctr	$0	$0	$0
Transfers In	$0	$0	$0
Total Revenues	**$0**	**$0**	**$0**
Expenditures			
Salaries	$0	$0	$0
Benefits	$0	$0	$0
Materials & Supplies	$0	$0	$0
Professional/Contractual Services	$0	$0	$0
Equipment	$0	$0	$0
Lease of Facility/Equipment	$0	$0	$0
Utilities	$0	$0	$0
Capital Projects	$0	$0	$0
Debt Service	$0	$0	$0
Transfers Out	$0	$0	$0
Overhead Cost Allocation	$0	$0	$0
Total Expenditures	**$0**	**$0**	**$0**
Impact to Fund Balance			
Revenues	$0	$0	$0
Expenditures	$0	$0	$0
Net - Increase to or (Use of) Fund Balance	**$0**	**$0**	**$0**

City of Grand Terrace

FY 2021-22 Proposed Revenue & Expense Report by Fund

SUCCESSOR AGENCY

	36 2011 A & B Taxx Allocation Bond Proceeds	Total
Revenues		
Property Tax	$0	$0
Residual Receipts - RPTTF	$0	$0
Proceeds from Sale of Property	$0	$0
Franchise Fees	$0	$0
Licenses, Fees & Permits	$0	$0
Sales Tax	$0	$0
Gas Tax	$0	$0
Intergovernmental Revenue/Grants	$0	$0
Charges for Services	$0	$0
Fines & Forfeitures	$0	$0
Miscellaneous	$0	$0
Use of Money & Property	$0	$0
Waste Water Receipts	$0	$0
Residual Receipts - Sr Ctr	$0	$0
Transfers In	$0	$0
Total Revenues	**$0**	**$0**
Expenditures		
Salaries	$0	$0
Benefits	$0	$0
Materials & Supplies	$0	$0
Professional/Contractual Services	$0	$0
Lease of Facility/Equipment	$0	$0
Utilities	$0	$0
Utilities	$0	$0
Capital Projects	$0	$0
Debt Service	$0	$0
Transfers Out	$0	$0
Overhead Cost Allocation	$0	$0
Total Expenditures	**$0**	**$0**
Impact to Fund Balance		
Revenues	$0	$0
Expenditures	$0	$0
Net - Increase to or (Use of) Fund Balance	**$0**	**$0**

FY2021-22
CAPITAL PROJECT FUNDS

Capital Projects Funds

Capital Improvements – Commerce Way (45) Capital Projects Fund used to account for financial resources used for the improvement of Commerce Way.

Capital Improvements - Streets (46) Capital Projects Fund used to account for financial resources used for the improvement of major capital street projects.

Capital Projects Fund – Barton/Colton Bridge (47) Capital Projects Fund used to account for financial resources used for the improvement of the Barton-Colton bridge. Costs incurred by this project will be split between the Cities of Grand Terrace and Colton.

Capital Projects Fund – Parks (49) Capital Projects Fund used to account for financial resources used for the improvement of Parks related projects such as the Blue Mountain Trail Project for approximately $1.4M from grants.

City of Grand Terrace

FY 2021-22 Proposed Revenue & Expense Report Fund

CAPITAL PROJECT FUNDS

	45 Capital Improvements - Commerce Way	46 Capital Improvements - Streets	47 Capital Projects Barton-Colton Bridge
Revenues			
Property Tax	$0	$0	$0
Residual Receipts - RPTTF	$0	$0	$0
Proceeds from Sale of Property	$0	$0	$0
Franchise Fees	$0	$0	$0
Licenses, Fees & Permits	$0	$0	$0
Sales Tax	$0	$0	$0
Gas Tax	$0	$0	$0
Intergovernmental Revenue/Grants	$0	$0	$0
Charges for Services	$0	$0	$0
Fines & Forfeitures	$0	$0	$0
Miscellaneous	$0	$0	$0
Use of Money & Property	$0	$0	$0
Waste Water Receipts	$0	$0	$0
Residual Receipts - Sr Ctr	$0	$0	$0
Transfers In	$0	$0	$0
Total Revenues	**$0**	**$0**	**$0**
Expenditures			
Salaries	$0	$0	$0
Benefits	$0	$0	$0
Materials & Supplies	$0	$0	$0
Professional/Contractual Services	$772,927	$0	$0
Equipment	$0	$0	$0
Lease of Facility/Equipment	$0	$0	$0
Utilities	$0	$0	$0
Capital Projects	$66,667	$0	$0
Debt Service	$0	$0	$0
Transfers Out	$0	$0	$0
Overhead Cost Allocation	$0	$0	$0
Total Expenditures	**$839,594**	**$0**	**$0**
Impact to Fund Balance			
Revenues	$0	$0	$0
Expenditures	$839,594	$0	$0
Net - Increase to or (Use of) Fund Balance	**($839,594)**	**$0**	**$0**

City of Grand Terrace

FY 2021-22 Proposed Revenue & Expense Report Fund

CAPITAL PROJECT FUNDS

	49 Capital Projects Fund - Parks	Total
Revenues		
Property Tax	$0	$0
Residual Receipts - RPTTF	$0	$0
Proceeds from Sale of Property	$0	$0
Franchise Fees	$0	$0
Licenses, Fees & Permits	$0	$0
Sales Tax	$0	$0
Gas Tax	$0	$0
Intergovernmental Revenue/Grants	$1,412,000	$1,412,000
Charges for Services	$0	$0
Fines & Forfeitures	$0	$0
Miscellaneous	$0	$0
Use of Money & Property	$0	$0
Waste Water Receipts	$0	$0
Residual Receipts - Sr Ctr	$0	$0
Transfers In	$0	$0
Total Revenues	**$1,412,000**	**$1,412,000**
Expenditures		
Salaries	$0	$0
Benefits	$0	$0
Materials & Supplies	$0	$0
Professional/Contractual Services	$0	$772,927
Lease of Facility/Equipment	$0	$0
Utilities	$0	$0
Utilities	$0	$0
Capital Projects	$1,624,000	$1,690,667
Debt Service	$0	$0
Transfers Out	$0	$0
Overhead Cost Allocation	$0	$0
Total Expenditures	**$1,624,000**	**$2,463,594**
Impact to Fund Balance		
Revenues	$1,412,000	$1,412,000
Expenditures	$1,624,000	$2,463,594
Net - Increase to or (Use of) Fund Balance	**($212,000)**	**($1,051,594)**

FY2021-22
HOUSING SUCCESSOR AGENCY

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

City of Grand Terrace

FY 2020-21 Proposed Revenue & Expense Report by Fund

HOUSING AUTHORITY

	52 Housing Authority	TOTAL
Revenues		
Property Tax	$0	$0
Residual Receipts - RPTTF	$0	$0
Proceeds from Sale of Property	$0	$0
Franchise Fees	$0	$0
Licenses, Fees & Permits	$0	$0
Sales Tax	$0	$0
Gas Tax	$0	$0
Intergovernmental Revenue/Grants	$313,000	$313,000
Charges for Services	$0	$0
Fines & Forfeitures	$0	$0
Miscellaneous	$0	$0
Use of Money & Property	$0	$0
Waste Water Receipts	$0	$0
Residual Receipts - Sr Ctr	$0	$0
Transfers In	$0	$0
Total Revenues	**$313,000**	**$313,000**
Expenditures		
Salaries	$48,147	$48,147
Benefits	$20,851	$20,851
Materials & Supplies	$0	$0
Professional/Contractual Services	$70	$70
Equipment	$0	$0
Lease of Facility/Equipment	$0	$0
Utilities	$180	$180
Capital Projects	$0	$0
Debt Service	$0	$0
Transfers Out	$0	$0
Overhead Cost Allocation	$0	$0
Total Expenditures	**$69,248**	**$69,248**
Impact to Fund Balance		
Revenues	$313,000	$313,000
Expenditures	$69,248	$69,248
Net - Increase to or (Use of) Fund Balance	**$243,752**	**$243,752**

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ATTACHMENTS

DATE: May 11, 2021

TO: Mayor and City Council

FROM: Parks & Recreation Advisory Committee

SUBJECT: **FY 2021-2022 PROJECT REQUESTS AND RECOMMENDATIONS**

The Parks & Recreation Advisory Committee met on May 13, 2021 to discuss its recommendations for park improvement projects to be submitted to the City Council at its budget deliberation meetings.

The following is a list, approved by the Committee, of recommendations requested be submitted to you for consideration in the FY 2021-2022 Budget:

- Poured-in-Place Rubberized Playground – TJ Austin Park
- Additional Fencing installed at Veteran's Freedom Park
- Pilot Program - Water Bottle Filling Station installed at Richard Rollins Park
- Bicycle Racks installed at all City Parks

DATE: August 13, 2020

TO: Mayor and City Council

FROM: G. Harold Duffey, City Manager
Cynthia Fortune, Assistant City Manager

SUBJECT: **PRIORITY PROJECTS UPDATE FOR 2020-2021 AS APPROVED BY CITY COUNCIL AT ITS SPECIAL MEETING WORKSHOP DATED MAY 28, 2020**

The City Manager's Office has multiple business lines and while our resources are limited, we continue to allocate our resources to achieve maximum returns in the following areas:

- Economic Development
- Efficient Services to Citizens
- Code Enforcement to Maintain the Community's Quality of Life
- Sustainability of the Organization

While the City Manager will be responsible to ensure all departments adhere to priorities as supported by the City Council, the City Manager's Office will also ensure the alignment of priorities based on its various business lines. The City Manager's priorities will be based on alignment with the City Manager's 2030 Vision Implementation Plan Phase II and the annual budget approved by City Council. The four categories of ranking used to prioritize the projects are:

1. Economic Development (40%)
2. Funding and Resources (25%)
3. Approved Council's Future Agenda Item Requests (20%)
4. Quality of Life (15%).

Priority projects are categorized as "A" Top Priority, "B" High Priority and "C" Priority.

City Manager Office Priority Projects for 2020-2021

Economic Development

"A" Top Priority	"B" High Priority	"C" Priority
Development of 4.78 Acres on Barton Rd.	Stater Bros. Expansion	Development on City Center Dr.
Gateway Specific Plan		
Taco Bell		Rails to Trails Grant to Access Santa Ana River
Storm Drainage Michigan		Walgreens Center Expansion
Mr. TV Video		Surgical Center
~~Kaz Ramen Coffee~~		
Edwin Fuels		Hollywood Video Conversion
Fire Station Agreement		
TOT Tax Implementation		
Adult Daycare to Advance Accessibility (Former Childcare Site)		
Pit Stop Development		
La Crosse Development		
RDA Lot 0.80 Acre Development		
Cage Park		
	Cannabis Related Activities and Licensing in the City	

CM – Committees & Commissions & Report Back

"A" Top Priority	"B" High Priority	"C" Priority
Youth Appointment to Parks Commission		Return to City Council with Options to Delegate Special Event Support
Establish Youth Council or Youth Council Week		
	Regional Joint Powers Policing Authority	
	Air Traffic Over COGT	
	Planning Commission Alternate Appointments	

CM – Human Resources

"A" Top Priority	"B" High Priority	"C" Priority
Employee Appreciation Program	Council & City Staff Social Events	
Review of Health and Compensation		

City Attorney Priority Project 2020-2021

"A" Top Priority	"B" High Priority	"C" Priority
Code of Conduct – Legislative Body Handbook		
	Cannabis Related Activities and Licensing in the City	

Finance & Senior Center Development 2020-2021

"A" Top Priority	"B" High Priority	"C" Priority
Review of Business License Fee		
Housing Agency Programs		
Expand Outreach for Senior Transportation Services. (Utility & Water Bill Inserts)		
Finance Department Staff Re-Organization		

City Clerk's Office Priority Projects 2020-2021

"A" Top Priority	"B" High Priority	"C" Priority
FPPC Compliance	Scanning	
Increase Content of Intranet - Ongoing	Records Destruction – Milestones and Research Grants	
Research Use of Facebook Live and Twitter	City Clerk's Department Operations Manual	
Manage City Neighborhood Recognition Programs	Lighting in City Council Chamber	
Manage Annual Acknowledgment Program	City Council Chamber Reception Area Upgrade	

Public Works Priority Projects 2020-2021

"A" Top Priority	"B" High Priority	"C" Priority
Fitness Park Canopy	Small Cell Site Infrastructure Plan	
Commerce Way Expansion		~~Utility Pole Undergrounding Master Plan~~
Mt. Vernon Slope Stabilization (New Grant Application)		
Year 3 & 4 CIP		
Fee Study		
Development Plans		
~~Fire Station Roof Repair~~		
Highway Safety Improvement Program Cycle 9 Guardrail		
Parking City Wide Strategy		
West Barton Bridge Replacement Road		
Support for Community Events		
Storm Drain Master Plan		
Traffic Circulation Study		
Park Enhancements		

Public Works Maintenance Priority Projects 2020-2021

"A" Top Priority	"B" High Priority	"C" Priority
Traffic Signal/Street Light	Storm Drain/Channel	
Streets, Sidewalks, Curb, Potholes & Parkway	City Facilities	
Parks	City Neighborhood Lighting Plan	
	Street Sign Replacement Program	

Planning & Development Services Priority Projects 2020-2021

"A" Top Priority	"B" High Priority	"C" Priority
4.78 Acres – PSA, Entitlements	Grand Terrace Road – Aegis	Sign Code
Amend Master Plan		Prohibit Use of Gas Leaf Blowers
Edwin Fuels		
Gateway SP		
Anita – Grocery Outlet Sign		
Taco Bell		
Mr. TV Video Parking Program		
Grand T-1 LLC Project		
Blue Mountain Trail Grant		
~~Farming Project – 40 Acre Greenbelt~~		
		Surgical Center
Housing Authority Report		
Barton Road Streetscape		
Michigan Street – Complete Street		
Safety Element Update		
Housing Element Update		
General Plan Update		
EOC - Update Hazard Mitigation Plan		
Rental Inspection Program Review		
Prohibit Sale of E-Cigarettes and Flavored Tobacco Products		

Public Safety Priority Projects 2020-2021

"A" Top Priority	"B" High Priority	"C" Priority
Protocols for Special Events & Seasonal Law Enforcement Needs	C.O.P. Recruitment	
Public Education & Citizens Arrests	Neighborhood Watch Program Expansion	
Stop the Bleed		

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GLOSSARY OF TERMS

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

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

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

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

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

Community Development Block Grant (CDBG)
The Community Development Block Grant (CDBG) program is a flexible program that provides communities with resources to address a wide range of unique community development needs. Beginning in 1974, the CDBG program is one of the longest continuously run programs at HUD.

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

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

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

Encroachment Permit
An Encroachment Permit is generally required to ensure that any work that occurs on public streets and sidewalks is performed according to current construction standards.

The purpose of an encroachment permit is to provide the City oversight concerning the safe and orderly use, operation, construction or placement of objects in the public right-of-way.

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

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

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

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

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

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

Government Finance Officers Association (GFOA)
The association identifies specific policies and procedures that contribute to improved government management. They aim to promote and facilitate positive change or recognize excellence rather than merely to codify current accepted practice. Best practices are applicable to all governments (both large and small). GFOA's recommended general fund reserve be two months of operating revenues or expenditures.

Oversight Board
Each successor agency has an oversight board. The oversight board is a seven member board established by ABX1 26 to oversee the successor agency in its efforts to wind down the former redevelopment agency's operations. Certain successor agency actions are subject to oversight board approval, including the Recognized Obligation Payment Schedule ("ROPS").

The oversight board is also required to direct the successor agency to carry out specific tasks, including the disposal of former redevelopment agency assets and properties, the transfer of affordable housing responsibilities to the entity that assumes those responsibilities, and the termination or renegotiation of outstanding agreements, if that would be in the best interests of the taxing entities.

Oversight boards have a fiduciary responsibility to holders of enforceable obligations and the taxing entities that benefit from the distribution of property tax and other revenues. Oversight board members are appointed by governmental entities located in the city, county or city and county that created the former redevelopment agency, including, the county board of supervisors, the mayor of the city, the largest special district (determined by property tax share), the county superintendent of education or county board of education, and the Chancellor of California Community Colleges. The oversight board also includes one member of the public appointed by the county board of supervisors and one member representing the employees of the former redevelopment agency appointed by the mayor from the recognized employee organization representing the largest number of former redevelopment agency employees employed by the successor agency at that time.

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

Redevelopment Property Tax Trust Fund (RPTTF)
Under this ABX1 26, revenues that would have been distributed to redevelopment agencies (RDA) prior to their dissolution will instead be deposited by County Auditors into a Redevelopment Property Tax Trust Funds (RPTTF) created in the County Treasury for each dissolved RDA. The County Auditor administers the RPTTF and disburses twice annually from this fund pass-through payments to affected taxing entities, an amount equal to the total of obligation payments that are required to be paid from tax increment as denoted on the Recognized Obligation Payment Schedule to Recognized Obligation Retirement Funds (RORF) established in the treasury of the Successor Agencies, and various allowed administrative fees and allowances. Any remaining balance is then distributed by the County Auditor back to affected taxing entities under a prescribed method that accounts for pass-through payments.

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

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

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

Successor Agency
A successor agency is an entity that is designated by ABX1 26 to serve as the successor to the dissolved redevelopment agency. In that capacity, the successor agency has all authority, rights, powers, duties and obligations previously vested with the former redevelopment agencies that were not repealed by ABX1 26.

The successor agency is charged, generally, with carrying out the enforceable obligations of the former redevelopment agency, repaying outstanding debts of the former redevelopment agency, and disposing of the former redevelopment agency's non-housing property and assets. The city, county, or city and county that authorized the creation of the redevelopment agency is the successor agency, unless that entity affirmatively decided by resolution not to serve as the successor agency.

Unfunded Accrued Liability (UAL)
A pension plan requires contributions both to fund benefits currently being accrued (normal cost) and to eliminate any shortfall between plan assets and accrued liabilities (called unfunded accrued liability). The unfunded accrued liability (UAL) comes about because past assumptions have not been met.

Essentially, the UAL is the amount of retirement that is owed to an employee in future years that exceed current assets and their projected growth.

Annual payment on the UAL is the amortized dollar amount needed to fund past service credit earned (or accrued) for members who are currently receiving benefits, active members, and for members entitled to deferred benefits, as of the valuation date.

The Unfunded Accrued Liability (UAL) obligation represents the market value of the assets minus the discounted value of the future liabilities. When a plan or pool's Market Value of Assets is less than the Actuarial Accrued Liability, the difference is the plan or pool's UAL. An unfunded liability results in the City paying contributions in excess of the normal cost or the employer Unfunded Accrued Liability (UAL) annual contribution amount.

The UAL is amortized over a period of time based on CalPERS amortization policies. The City's annual UAL contribution payment calculated by CalPERS is designed to pay down the UAL principal and interest over that amortization period (currently 30 years).

The 2016 CalPERS Actuarial Valuation (used to calculate 2018 required contributions) for the Miscellaneous Plan – Tier I is projecting a UAL of $4.8m ($14.2m of Entry Age Normal Accrued Liability minus $9.4m of Present Market Value). The City is currently on the 30-year amortization schedule shown in the table below.

CALPERS ACTUARIAL VALUATION - June 30, 2016
MISCELLANEOUS PLAN (TIER I) OF THE CITY OF GRAND TERRACE
30-Year Amortization Schedule and Alternatives

	Current Schedule 30-year Amortization		Alternate Schedules 20-year Amortization		15-year Amortization	
Date	**Balance**	**Payment**	**Balance**	**Payment**	**Balance**	**Payment**
6/30/2018	$4,845,872	$381,639	$4,845,872	$362,241	$4,845,872	$440,760
6/30/2019	$4,807,794	$433,768	$4,827,894	$373,108	$4,746,530	$453,983
6/30/2020	$4,712,889	$469,225	$4,797,329	$384,301	$4,626,161	$467,603
6/30/2021	$4,574,244	$507,081	$4,752,911	$395,830	$4,482,802	$481,631
6/30/2022	$4,386,148	$538,042	$4,693,272	$407,705	$4,314,333	$496,080
6/30/2023	$4,152,097	$379,535	$4,616,928	$419,937	$4,118,468	$510,962
6/30/2024	$4,065,033	$390,921	$4,522,280	$432,535	$3,892,737	$526,291
6/30/2025	$3,959,748	$402,649	$4,407,598	$445,511	$3,634,473	$542,080
6/30/2026	$3,834,547	$414,729	$4,271,011	$458,876	$3,340,803	$558,342
6/30/2027	$3,687,595	$427,170	$4,110,502	$472,642	$3,008,622	$575,092
6/30/2028	$3,516,913	$439,986	$3,923,891	$486,822	$2,634,587	$592,345
6/30/2029	$3,320,364	$453,185	$3,708,824	$501,426	$2,215,088	$610,115
6/30/2030	$3,095,642	$466,781	$3,462,763	$516,469	$1,746,238	$628,419
6/30/2031	$2,840,259	$480,784	$3,182,966	$531,963	$1,223,843	$647,271
6/30/2032	$2,551,530	$474,802	$2,866,480	$547,922	$643,387	$666,690
6/30/2033	$2,247,707	$468,028	$2,510,115	$564,360		
6/30/2034	$1,928,496	$452,725	$2,110,436	$581,290		
6/30/2035	$1,601,600	$436,083	$1,663,737	$598,729		
6/30/2036	$1,267,841	$196,871	$1,166,023	$616,691		
6/30/2037	$1,157,343	$194,369	$612,990	$635,192		
6/30/2038	$1,041,288	$191,539				
6/30/2039	$919,607	$197,285				
6/30/2040	$782,997	$203,204				
6/30/2041	$630,179	$173,104				
6/30/2042	$497,281	$169,669				
6/30/2043	$358,141	$149,607				
6/30/2044	$229,528	$108,354				
6/30/2045	$134,178	$64,491				
6/30/2046	$77,247	$59,860				
6/30/2047	$20,916	$21,674				
Totals		**$9,747,159**		**$9,733,551**		**$8,197,663**
Interest Paid		**$4,901,287**		**$4,887,679**		**$3,351,792**
Estimated Savings				**$13,609**		**$1,549,497**