CITY OF GRAND TERRACE

City Council

AGENDA ● September 8, 2026

Council Chambers **Regular Meeting** **6:00 PM**

Grand Terrace Civic Center ● 22795 Barton Road

COMMENTS FROM THE PUBLIC

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

Members of the public who wish to participate in the meeting and speak on an agenda item may do so via Zoom or by telephone. Access the meeting using the Zoom link or dial the telephone number listed below. Participants will be placed in a virtual waiting room and remain muted until it is their turn to speak.

Meeting ID: 879 3340 3983
Passcode: 134177
+1 669 444 9171

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

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

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

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

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

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

CALL TO ORDER

INVOCATION

PLEDGE OF ALLEGIANCE

Boy Scouts Troop 40

AB 2449 DISCLOSURES

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

ROLL CALL

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

B. PUBLIC COMMENT

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

C. SPECIAL PRESENTATIONS

2040 Vision Statement Update — Presented by Natalie Oros, Management Analyst

D. CONSENT CALENDAR

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

1) Waive Full Reading of, and Direct the City Attorney to Read by Title only for, Ordinances on the Agenda

2) Approval of Minutes - Regular Meeting - August 11, 2026
Approval of Minutes - Special Meeting - August 25, 2026

3) Approval of the June-2026 Check Register in the Amount of $622,692.68.

RECOMMENDATION: APPROVE THE CHECK REGISTER NO. 06302026 IN THE AMOUNT OF $622,692.68 AS SUBMITTED, FOR THE MONTH ENDING JUNE 30, 2026

DEPARTMENT: Finance

4) Approve Check #83782 to Mayor Hussey in the amount of $419.20 from the June 2026 Check Register

RECOMMENDATION: APPROVE CHECK #83782 TO MAYOR HUSSEY IN THE AMOUNT OF $419.20 FROM THE JUNE 2026 CHECK REGISTER

DEPARTMENT: Finance

5) Approval of the July-2026 Check Register in the Amount of $1,329,968.86.

RECOMMENDATION: APPROVE THE CHECK REGISTER NO. 07312026 IN THE AMOUNT OF $1,329,968.86 AS SUBMITTED, FOR THE MONTH ENDING JULY 31, 2026

DEPARTMENT: Finance

6) Approve Check #83821 to Mayor Hussey in the amount of $419.20 from the July 2026 Check Register

RECOMMENDATION: APPROVE CHECK #83821 TO MAYOR HUSSEY IN THE AMOUNT OF $419.20 FROM THE JULY 2026 CHECK REGISTER

DEPARTMENT: Finance

7) Approve Check #83827 to Councilmember Wilson in the amount of $1,217.40 from the July 2026 Check Register

RECOMMENDATION: APPROVE CHECK #83827 TO COUNCILMEMBER WILSON IN THE AMOUNT OF $1,217.40 FROM THE JULY 2026 CHECK REGISTER

DEPARTMENT: Finance

8) Approve Check #83830 to Councilmember Allen in the amount of $386.41 from the July 2026 Check Register

RECOMMENDATION: APPROVE CHECK #83830 TO COUNCILMEMBER ALLEN IN THE AMOUNT OF $386.41 FROM THE JULY 2026 CHECK REGISTER

DEPARTMENT: Finance

9) Approval of an Extension of the Existing Information Technology Management Services Agreement with Onsite Computing, Inc.

RECOMMENDATION: THAT THE CITY COUNCIL APPROVE AN EXTENSION TO THE EXISTING INFORMATION TECHNOLOGY MANAGEMENT SERVICES AGREEMENT BETWEEN THE CITY OF GRAND TERRACE AND ONSITE COMPUTING, INC. TO ENSURE THE CONTINUED PROVISION OF INFORMATION TECHNOLOGY SUPPORT AND MANAGEMENT SERVICES, AND AUTHORIZE THE CITY MANAGER TO

EXECUTE THE AGREEMENT EXTENSION SUBJECT TO CITY ATTORNEY APPROVAL AS TO FORM; AND

APPROVE ADDITIONAL APPROPRIATIONS OF $10,000

DEPARTMENT: City Manager

10) CalRecycle Beverage Container Recycling Payment Program and Five-Year Funding Authorization

RECOMMENDATION: ADOPT A RESOLUTION AUTHORIZING THE CITY'S PARTICIPATION IN, AND SUBMISSION OF FUNDING REQUESTS FOR, CALRECYCLE'S BEVERAGE CONTAINER RECYCLING CITY/COUNTY PAYMENT PROGRAM, INCLUDING ACCEPTANCE OF THE CITY'S ANTICIPATED $5,000 ALLOCATION AND EXECUTION OF RELATED DOCUMENTS; AND

ADOPT A RESOLUTION AUTHORIZING THE CITY TO APPLY FOR ELIGIBLE CALRECYCLE GRANT AND PAYMENT PROGRAMS THROUGH JUNE 30, 2031; AND

AUTHORIZE THE CITY MANAGER, OR HIS DESIGNEE, TO EXECUTE ALL NECESSARY DOCUMENTS, AGREEMENTS, AMENDMENTS, AND PAYMENT REQUESTS REQUIRED FOR THE APPLICATION PROCESS AND SUBSEQUENT GRANT ADMINISTRATION, IN ACCORDANCE WITH ALL APPLICABLE FEDERAL, STATE, AND LOCAL LAWS, ORDINANCES, AND REGULATIONS GOVERNING THE CALRECYCLE BEVERAGE CONTAINER RECYCLING GRANT PROGRAM

DEPARTMENT: City Manager

11) Authorize Submittal of an Application for the Statewide Park Development and Community Revitalization Program (SPP) Round 5

RECOMMENDATION: ADOPT A RESOLUTION AUTHORIZING THE SUBMISSION OF AN APPLICATION FOR THE CALIFORNIA DEPARTMENT OF PARKS AND RECREATION'S STATEWIDE PARK DEVELOPMENT AND COMMUNITY REVITALIZATION PROGRAM (SPP) ROUND 5 AND AUTHORIZING THE CITY MANAGER, OR DESIGNEE, TO EXECUTE ALL DOCUMENTS NECESSARY FOR THE APPLICATION

DEPARTMENT: City Manager

12) Adoption of Revisions to Fiscal Policy No. 3.01.01, Purchasing, and Fiscal Policy No. 3.04, Grants

RECOMMENDATION: ADOPT THE REVISED FISCAL POLICY NO. 3.01.01 AND 3.04 – RELATED TO GRANT ADMINISTRATION

DEPARTMENT: City Manager

13) Award of Contract for the Veterans Park Pickleball Court Conversion Project

RECOMMENDATION: AWARD A CONTRACT TO TRUELINE CONSTRUCTION, INC.

FOR THE VETERANS PARK PICKLEBALL COURT CONVERSION PROJECT IN THE AMOUNT OF $69,096.00 AND APPROVE A 10% CONTINGENCY OF $6,910.00; AND

AUTHORIZE THE CITY MANAGER TO EXECUTE THE AGREEMENT, SUBJECT TO CITY ATTORNEY APPROVAL AS TO FORM; AND

DETERMINE AND APPROVE THE FUNDING SOURCE FOR THE PROJECT

DEPARTMENT: Public Works

14) Fiscal Years 2026-27 Through 2030-31 Capital Improvement Program Update: Road Rehabilitation Projects

RECOMMENDATION: APPROVE AN UPDATED 5 YEAR CAPITAL IMPROVEMENT PLAN FOR FISCAL YEARS 2026-27 THROUGH 2030-31; AND

ADOPT FIVE-YEAR CAPITAL IMPROVEMENT PLAN VIA THE MAP OF PROJECTS FOR FISCAL YEARS 2026-27 THROUGH 2030-31

DEPARTMENT: Public Works

E. PUBLIC HEARINGS

15) Public Hearing and Adoption of Revised Resolutions for Fiscal Year 2026-2027 Landscaping and Lighting Assessment District Assessments and Delinquent Refuse and Sewer Charges

RECOMMENDATION: ADOPT A REVISED RESOLUTION APPROVING THE ENGINEER'S REPORT, CONFIRMING THE DIAGRAM AND ASSESSMENT, AND ORDERING THE LEVY AND COLLECTION OF THE FISCAL YEAR 2026-2027 LANDSCAPING AND LIGHTING ASSESSMENT DISTRICT NO. 89-1 ASSESSMENTS, INCLUDING THE REQUIRED COUNTY PROCESSING FEE; AND

ADOPT A REVISED RESOLUTION CONFIRMING THE DELINQUENT REFUSE AND SEWER USER FEE REPORTS AND AUTHORIZING PLACEMENT AND COLLECTION OF THE CHARGES ON THE FISCAL YEAR 2026-2027 PROPERTY TAX ROLL, INCLUDING THE REQUIRED COUNTY PROCESSING FEE

DEPARTMENT: Public Works

F. UNFINISHED BUSINESS - NONE

G. NEW BUSINESS

16) Community Benefit Fund Grant Award to Legacy Regiment Boosters in the amount of $2,000

RECOMMENDATION: APPROVE THE COMMUNITY BENEFIT FUND GRANT APPLICATION FROM LEGACY REGIMENT BOOSTERS IN THE AMOUNT OF $2,000.00
DEPARTMENT: Finance

17) Community Benefit Fund Grant Award to the Titan Strikers FC in the Amount of $2,000

RECOMMENDATION: APPROVE THE COMMUNITY BENEFIT FUND GRANT APPLICATION FROM THE TITAN STRIKERS FC IN THE AMOUNT OF $2,000 TO SUPPORT PLAYER REGISTRATION, UNIFORMS AND EQUIPMENT COSTS

DEPARTMENT: Finance

18) Adopt a Resolution amending the City Council and Planning Commission Procedures Regarding Written Public Comment

RECOMMENDATION: STAFF RECOMMENDS THAT THE CITY COUNCIL ADOPT A RESOLUTION AMENDING THE CITY COUNCIL AND PLANNING COMMISSION PROCEDURES REGARDING WRITTEN PUBLIC COMMENT

DEPARTMENT: City Manager

H. FUTURE AGENDA ITEMS

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

I. CITY COUNCIL COMMUNICATIONS

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

J. COMMUNICATIONS FROM THE CITY MANAGER, SHERIFFS' DEPARTMENT, AND FIRE DEPARTMENT

City Manager Konrad Bolowich
Lieutenant Kevin Fries
Assistant Fire Chief Gary Jager

K. CLOSED SESSION

PUBLIC EMPLOYEE PERFORMANCE EVALUATION
Pursuant to Section 54957(b)(1)
Title: City Manager

L. ADJOURN

The next Regular City Council Meeting will be held on September 22, 2026, at 6:00 PM. Any request to have an item placed on a future agenda must be made in writing and submitted to the City Clerk’s office.

CITY OF GRAND TERRACE

City Council

MINUTES ● August 11, 2026

Council Chambers **Regular Meeting** **6:00 PM**

Grand Terrace Civic Center ● 22795 Barton Road

CALL TO ORDER

Mayor Pro Tem Michelle Sabino convened the Regular Meeting of the City Council for Tuesday, August 11, 2026, at 6:00 PM.

INVOCATION

The Invocation was given by Reverend Bill Dunn from Trinity Episcopal Church.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Council Member Doug Wilson.

AB 2449 DISCLOSURES

None.

ROLL CALL

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

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

None.

B. PUBLIC COMMENT

Matthew Hernandez, Relay for Life Chairman, provided information on the upcoming Relay for Life race scheduled for September 26, 2026.

C. SPECIAL PRESENTATIONS

Ava Firnkoess, Cadet Major & Grand Terrace Resident, was presented with a Certificate of Recognition for all her accomplishments and service to the community.

D. CONSENT CALENDAR

NO PUBLIC COMMENT

Council Member Jeff Allen pulled Consent Calendar item No. 5 for discussion, and motioned to approve items No. 1–4, seconded by Council Member Matt Brown.

RESULT:	**APPROVED - UNANIMOUS**
MOVER:	Council Member Allen
SECONDER:	Council Member Brown
AYES:	Mayor Pro Tem Sabino, Council Member Wilson, Council Member Allen, Council Member Brown
NAYS:	None

1) Waive Full Reading of, and Direct the City Attorney to Read by Title only for, Ordinances on the Agenda

2) Approval of Minutes - Regular Meeting - July 28, 2026

3) Adopt a Resolution Opposing Tentative Order No. R8-2026-0034 in its Current Form and Authorizing Continued Regional Coordination and Advocacy

4) Annual Update to the Capital Project Needs Analysis (CPNA) for FY 2028-2032

5) Agreement with Willdan Engineering for Construction Inspection Services for the Gateway at Grand Terrace Development

RESULT:	**APPROVED - UNANIMOUS**
MOVER:	Council Member Allen
SECONDER:	Council Member Brown
AYES:	Mayor Pro Tem Sabino, Council Member Wilson, Council Member Allen, Council Member Brown
NAYS:	None

E. PUBLIC HEARINGS - NONE

F. UNFINISHED BUSINESS - NONE

G. NEW BUSINESS - NONE

H. FUTURE AGENDA ITEMS - NONE

I. CITY COUNCIL COMMUNICATIONS

Council Member Matt Brown reported on the following:

- Attended the San Bernardino County Homeless Partnership Local Continuum of Care (CoC) Homeless Services Board Meeting on August 6, 2026
- Attended the California Building Industry Association (CBIA) 2026 Housing Attainability Conference on July 31, 2026
- Announced that the monthly meeting for Coffee Connections will be held at Azure Hills Church on August 12, 2026, at 8am

Council Member Jeff Allen reported on the following:

- Attended San Bernardino County Homeless Partnership Central Valley Regional Steering Committee Meeting on August 5, 2026
- Announced the upcoming scheduled Paws and Relax, taking place at Richard Rollins Park on August 15, 2026, at 10am

Council Member Doug Wilson reported on the following:

- Discussed the general election and the public interest, and outlined how a variety of topics relate to the goals and development of the upcoming 2040 Vision Statement

Mayor Pro Tem Michelle Sabino had no comments.

Mayor Bill Hussey was absent.

J. COMMUNICATIONS FROM THE CITY MANAGER, SHERIFFS' DEPARTMENT, AND FIRE DEPARTMENT

Konrad Bolowich, City Manager, announced the following:

- Shared information on the process for implementing the City's 2040 Vision Statement based on community input and direction regarding where residents would like the City to be by the year 2040
- Announced the implementation of AI for after hours

SHERIFF DEPARTMENT COMMUNICATIONS

Lieutenant Fries reported on the following:

- Shared how important community involvement is

FIRE DEPARTMENT COMMUNICATIONS

Assistant Fire Chief Jager was absent.

- Battalion Chief Justin Brutt had nothing to report.

K. CLOSED SESSION - NONE

L. ADJOURN

Mayor Pro Tem Sabino adjourned the Regular Meeting of the City Council at 6:36 p.m. The next Regular City Council Meeting will be held on Tuesday, August 25, at 6:00 p.m.

_____ _____

Bill Hussey, Mayor Daysi Alcocer, City Clerk

CITY OF GRAND TERRACE

City Council

MINUTES ● August 25, 2026

Council Chambers **Special Meeting** **5:30 PM**

Grand Terrace Civic Center ● 22795 Barton Road

CALL TO ORDER

Mayor Bill Hussey convened the Special Meeting of the City Council for Tuesday, August 25, 2026 at 5:30 PM.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Mayor Hussey.

AB 2449 DISCLOSURES

None.

ROLL CALL

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

A. NEW BUSINESS

1) AB 98 Truck Routes and Signage: City Council and Planning Commission Outreach and Engagement Workshop

Michael Sahimi, Senior Planner with Kittleson & Associates, provided the PowerPoint presentation for this item.

PUBLIC COMMENT

Bobbie Forbes, Grand Terrace Resident, provided a comment on this item.

2) Multifamily Objective Design Standards Update

Gabriel Arguelles, Associate Planner, & Cameron Savois, Planner with Michael Baker International provided the PowerPoint presentation on this item.

NO PUBLIC COMMENT

B. ADJOURN

The next Regular City Council Meeting will be held on September 8, 2026, at 6:00 PM. Any request to have an item placed on a future agenda must be made in writing and submitted to the City Clerk's office.

_____ _____

Bill Hussey, Mayor Daysi Alcocer, City Clerk

AGENDA REPORT

MEETING DATE: September 8, 2026

TITLE: Approval of the June-2026 Check Register in the Amount of $622,692.68.

PRESENTED BY: Christine Clayton, Finance Director

RECOMMENDATION: **APPROVE THE CHECK REGISTER NO. 06302026 IN THE AMOUNT OF $622,692.68 AS SUBMITTED, FOR THE MONTH ENDING JUNE 30, 2026**

2030 VISION STATEMENT:
This staff report supports Goal #1, “Ensuring Our Fiscal Viability”, through the continuous monitoring of expenditure budgets, allocations, and operational costs.

BACKGROUND:
The check register for the month of June-2026 has been prepared in accordance with Government Code §37202 and is hereby submitted for City Council’s approval.

The check register lists all vendor payments for the respective month, along with a brief description of the type of goods or services purchased and the account code(s) associated with each payment. The check registers list all payments made to vendors and employee reimbursements during the month of June-2026.

The attached index to the Check Register is a guideline account list only and is not intended to replace the comprehensive chart of accounts used by the City and Grand Terrace Successor Agency. Expenditure account number formats are XX-XXX-XXX [Fund-Department-Account]. Expenditures may be made from trust/agency accounts (Fund 23-XXX-) or temporary clearing accounts that do not have a budgetary impact.

DISCUSSION:
CHECK REGISTER

A total of $622,692.68 in accounts payable checks and/or wires were issued during the period for services, reimbursements, supplies, and contracts and are detailed in the individual monthly register.

Below is a table that lists payments larger than $10,000 for the month of June-2026.

Payments larger than $10,000:

Check No.	Payee	Description	Amount
83775	FLOCK SAFETY	MONITORING FEES AND DATA RETENTION FOR (12) CAMERAS	$39,600.00

83786	LANCE SOLL AND LUNGHARD LLP	2026 GOVERNMENT AUDIT - INTERIM PROGRESS	$19,520.00
83793	ONSITE COMPUTING	JUL 2026 IT SERVICES	$11,043.32
83799	RIVERSIDE HIGHLAND WATER CO	03/23/2026-05/18/2026 WATER USAGE	$12,722.84
83802	SB COUNTY SHERIFF	JUN 2026 LAW ENFORCEMENT SERVICES	$229,220.00
18271550	PUBLIC EMPLOYEES RETIREMENT	RETIREMENT CONTRIBUTIONS FOR PAY DATE 05/28/2026	$12,923.58
18298016	PUBLIC EMPLOYEES RETIREMENT	RETIREMENT CONTRIBUTIONS FOR PAY DATE 06/11/2026	$13,059.67
18303395	CA PUB EMPLOYEES RETIRE SYSTEM	JUN 2026 PERS HEALTH INSURANCE	$29,953.49
4660836	SO CA EDISON COMPANY	MAY 2026 ENERGY USAGE	$18,117.36
438075726	US BANK	MAY-JUN 2026 CAL CARD CHARGES	$12,038.87
	TOTAL PAYMENTS LARGER THAN $10,000		**$398,199.13**

PAYROLL

Payroll costs for the month:

Pay Per.		Period Start		Period End	Pay Date	Amount
Jun-26						
25	From	5/23/2026	to	6/5/2026	6/11/2026	$85,229.16
26	From	6/6/2026	to	6/19/2026	6/25/2026	$129,545.57
						$214,774.73

ENVIRONMENTAL IMPACT:
N/A

FISCAL IMPACT:

All disbursements (including payroll) were made in accordance with the approved budget for Fiscal Year 2025-26 in the amount of:

Description	Amount
June-26	
Check Register	$622,692.68
Payroll	$214,774.73
	$837,467.41

CITY OF GRAND TERRACE
FY2025-26

GRAND TERRACE CIVIC CENTER
22795 BARTON ROAD GRAND TERRACE, CA 92313

CHECK REGISTER
Account Index

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

The Grand Terrace City Council meets on the Second Tuesday of each month at 6:00 pm.

Fund No.	Fund Name	Dept No.	Department Cost Center	Acct No.	General Account Numbers
09	CHILD CARE FUND	110	CITY COUNCIL	110	SALARIES/WAGES
10	GENERAL FUND	120	CITY MANAGER	115	OVERTIME
11	STREET FUND	125	CITY CLERK	120	COUNCIL STIPENDS
12	STORM DRAIN FUND	140	FINANCE	138	MEDICARE / SUI
13	PARK FUND	160	CITY ATTORNEY	139	EMPLOYEES' BENEFIT PLAN
14	AB 3229 COPS FUND	172	BUILDING & SAFETY	140	RETIREMENT
15	AIR QUALITY IMPROVEMENT FUND	175	PUBLIC WORKS	142	HEALTH/LIFE INSURANCE
16	GAS TAX FUND	180	COMMUNITY EVENTS	143	WORKERS' COMPENSATION
17	TRAFFIC SAFETY FUND	185	RENTAL INSPECTION PROGRAM	210	OFFICE EXPENSE
18	TRANS. DEV. ACT (T D A FUND)	187	ENFORCEMENT PROGRAM	211	POSTAGE & MAILING
19	FACILITIES DEVELOPMENT FUND	190	NON-DEPARTMENTAL	220	SPECIAL DEPARTMENTAL EXP
20	MEASURE I FUND	195	FACILITIES MAINTENANCE	230	ADVERTISING
21	WASTE WATER DISPOSAL FUND	370	PLANNING & DEVELOPMENT SVCS	235	COMMUNICATIONS
22	COMMUNITY DEV. BLOCK GRANT	380	MGT INFORMATION SYSTEMS	238	UTILITIES
25	SPRING MOUNTAIN RANCH FUND	410	LAW ENFORCEMENT	240	RENTS & LEASES
26	LSCPG/ LGHTG ASSESSMENT DIST.	411	ASSET FORFEITURES	244	CUSTODIAL SERVICES
32	S/A CAPITAL PROJECTS FUND	430	RECREATION SERVICES	245	MAINT BLDG GRNDS EQUIPMNT
36	S/A 2011 TABS BOND PROCEEDS	441	CHILD CARE - NUTRITION GRANT	246	MAINT/OPER OF EQUIPMNT
45	CIP - COMMERCE WAY	445	CHILD CARE - TINY TOTS	250	PROFESSIONAL SERVICES
46	CIP - STREET IMPROVEMENTS	446	CHILD CARE - AFTER SCHOOL	251	BANKING SERVICE CHARGES
47	CIP - BARTON RD. BRIDGE PROJECT	447	CHILD CARE - PRE-SCHOOL	252	ROAD MAINTENANCE
48	CIP - CAPITAL PROJECTS FUND	450	PARKS MAINTENANCE	254	STREET SWEEPING
49	CIP - PARKS	461	COMMUNITY GRANTS	255	CONTRACTUAL SERVICES
50	CAPITAL PROJECT BOND PROCEEDS	500	AIR QUALITY PROGRAMS	256	ANIMAL SHELTERING SVCS
52	HOUSING AUTHORITY	510	STREET & SIGNAL LIGHTING	260	INSURANCE & SURETY BONDS
61	COMMUNITY BENEFITS FUND	573	LINE MAINTENANCE	265	MEMBERSHIPS & DUES
62	LIGHT UP GRAND TERRACE FUND	600	ZONE 1 13364 CANAL -TERR PINES	268	TRAINING
63	ILLEGAL FIREWORKS FUND	601	ZONE 3 TRACT 14471 PICO & ORIOLE	270	TRAVEL/CONFERENCES/MTGS
64	PUBLIC SAFETY FUND	602	ZONE 2 14264 FORREST CITY PHASE II	271	MILEAGE
65	SENIOR BUS PROGRAM FUND	603	ZONE 4 TRACT 17766 GREENBRIAR	625	NPDES
66	CAL RECYCLE GRANT	604	ZONE 5 TRACT 18793 PALOMINO	631	STORM DRAIN MAINTENANCE
67	PUBLIC EDUC & GOVT ACCESS (PEG)	605	ZONE 6 TRACT 18071 JADEN	801	PLANNING COMMISSION
68	40TH YR CELEBRATION FUND	606	ZONE 7 TRACT 18604 TESORO/VAN BUREN	804	HISTORICAL & CULTURAL COMM.
69	COMMUNITY DAY FUND	625	NPDES	311	FACILITY IMPROVEMENTS
70	FIXED ASSED/EQUIP REPL FUND	631	STORM DRAIN MAINTENANCE	570	WASTEWATER TREATMENT
73	ACTIVE TRANS PRGM (ATP) GRANT	700	CAPITAL OUTLAY	400	OTHER COMMUNITY GRANTS
74	HIGHWAY SFTY IMPV PRGM (HSIP)	705	EVERY 15 MINUTES	601	ELECTRICAL VEHICLE STATIONS
75	EMER MGMT PREP GRANT (EMPG)	801	PLANNING COMMISSION	700	COMPUTER EQUIPMENT
76	ENHANCED INFRA FIN DIST (EIFD)	804	HISTORICAL & CULTURAL COMMITTEE	701	CAPITAL IMPROVEMENT OTHER
77	SO CAL INCENTIVE PROJECT (SCIP)	805	SENIOR CITIZENS PROGRAM	705	VEHICLES
90	COVID-19 EMERGENCY FUND	808	EMERGENCY OPERATIONS PROG.	998	OVERHEAD COST ALLOCATION
95	DOG PARK ENDOWMENT FUND	999	TRANSFERS	999	TRANSFERS OUT

CITY OF GRAND TERRACE
FY2025-26

GRAND TERRACE CIVIC CENTER
22795 BARTON ROAD GRAND TERRACE, CA 92313

MONTHLY CHECK REGISTER For the Period Ending June 30, 2026

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

The Grand Terrace City Council meets on the Second Tuesday of each month at 6:00 pm.

Check Register
CITY OF GRAND TERRACE
As of 6/30/2026

Check #	Date	Vendor	Invoice #	Invoice Description	Inv. Date	Amount Paid	Check Total
83707	06/11/2026	8X8 INC	5657369	JUN 2026 SERVICE CHARGE FOR (46) POLYCOM VVX 450 PHONES	06/01/2026		
				E 10-190-235-000-000		1,329.68	
						1,329.68	
							1,329.68
83708	06/11/2026	ADT SECURITY SERVICES	1218479765	JUN-JUL 2026 SENIOR CENTER SECURITY MONITORING	05/27/2026		
				E 10-805-245-000-000		56.55	
						56.55	
							56.55
83709	06/11/2026	AIRWAVE COMMUNICATION	15328	(3) P25 TWO WAY RADIOS	05/21/2026		
				E 10-808-220-000-000		3,812.57	
						3,812.57	
							3,812.57
83710	06/11/2026	AMERITAS LIFE INSURANCE CORP	JUN 2026	JUN 2026 EMPLOYEE PAID DENTAL INSURANCE	06/01/2026		
				B 10-022-70-00		918.48	
						918.48	
							918.48
83711	06/11/2026	ASCAP	100006856443	FY2026-27 MUSIC LICENSE FEE	05/20/2026		
				B 10-017-00-00		463.42	
						463.42	
							463.42
83712	06/11/2026	AT AND T	JUN 2026 AT&T	JUN 2026 AT&T	06/01/2026		
				E 10-190-235-000-000		3,101.09	
				E 10-450-235-000-000		704.56	
				E 10-805-235-000-000		1,371.70	
						5,177.35	
							5,177.35

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83713	06/11/2026	ATHLETIC FIELD SPECIALISTS	8635	MAY 2026 TURF MAINTENANCE FOR RICHARD ROLLINS PARK	05/30/2026		
				E 10-450-245-000-000		2,350.00	
						2,350.00	
							2,350.00
83714	06/11/2026	BENSON PRODUCTIONS	1633	MAY 2026 VIDEOGRAPHER SERVICES FOR CITY COUNCIL AND BLUE MOUNTAIN FESTIVAL 2026	05/27/2026		
				E 67-380-250-000-000		1,275.00	
				E 69-120-220-000-000		540.00	
						1,815.00	
							1,815.00
83715	06/11/2026	CA DEPT OF INDUSTRIAL RELATION	S 2289580 SB	ELEVATOR INSPECTION FOR PREVIOUS NON-COMPLIANCE	05/28/2026		
				E 10-195-246-000-000		675.00	
						675.00	
							675.00
83716	06/11/2026	CAT TRACKING INC	220405	TRAFFIC CONTROL FOR 2026 BLUE MOUNTAIN FESTIVAL	05/22/2026		
				E 69-120-220-000-000		8,350.00	
						8,350.00	
							8,350.00
83717	06/11/2026	CBRE INC	055647-3-26	APPRAISAL REPORT - BLUE MOUNTAIN TRAIL AT VAN BUREN AND OBSERVATION	05/29/2026		
				E 49-473-700-000-000		3,750.00	
						3,750.00	
							3,750.00
83718	06/11/2026	CHARTER COMMUNICATIONS	25430460105212	CITY HALL INTERNET - PEG CITY HALL - MAY-JUN 2026	05/21/2026		
				E 67-380-250-000-000		540.00	
						540.00	

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			18875320105212	CITY HALL INTERNET - CITY HALL - MAY-JUN 2026	05/21/2026		
				E 10-190-238-000-000		329.99	
						329.99	
			18875330105212	RICHARD ROLLINS PARK INTERNET - MAY-JUN 2026	05/21/2026		
				E 10-450-238-000-000		329.99	
						329.99	
			18875300105212	SR CENTER INTERNET - HSD3 - MAY-JUN 2026	05/21/2026		
				E 10-805-238-000-000		140.00	
						140.00	
			18875370105212	PICO PARK INTERNET - MAY-JUN 2026	05/21/2026		
				E 10-450-238-000-000		88.81	
						88.81	
			188753101052126	CITY HALL CABLE - CITY HALL - MAY-JUN 2026	05/21/2026		
				E 10-190-238-000-000		60.01	
						60.01	
							1,488.80
83719	06/11/2026	COUNTY OF RIVERSIDE TLMA ADM	TL0000018191	FEB 2026 TRAFFIC SIGNAL MONITORING AT MAIN ST AND MICHIGAN ST	06/01/2026		
				E 10-175-246-000-000		1,033.70	
						1,033.70	
							1,033.70
83720	06/11/2026	DATA TICKET INC	193434	APR 2026 CODE ENFORCEMENT CITATION PROCESSING	05/31/2026		
				E 10-185-255-000-000		2,710.00	
						2,710.00	
			192185	GRAND TERRACE - CODE ENFORCEMENT PROCESSING MAR 2026	04/30/2026		
				E 10-185-255-000-000		332.00	
						332.00	

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			193863	GRAND TERRACE - STREET SWEEPING FOR APR 2026	05/31/2026		
				E 10-140-255-000-000		75.00	
						75.00	
			192619	GRAND TERRACE - STREET SWEEPING FOR MAR 2026	04/30/2026		
				E 10-140-255-000-000		71.46	
						71.46	
							3,188.46
83721	06/11/2026	DM CONTRACTING	7298	RETENTION PAYMENT - FY2025-26 CONCRETE REHABILITATION PROJECT	05/18/2026		
				E 46-900-321-000-000		2,277.78	
						2,277.78	
							2,277.78
83722	06/11/2026	EYEMED FIDELITY SECURITY LIFE	167375898	JUN 2026 EMPLOYEE PAID VISION INSURANCE	05/21/2026		
				B 10-022-71-00		185.64	
						185.64	
							185.64
83723	06/11/2026	FEDEX FREIGHT INC	302668977341	ADDITIONAL CHARGE TO BOTTLE FILLER DELIVERY FOR ADDED LIFTGATE	05/08/2026		
				E 10-450-710-000-000		207.00	
						207.00	
							207.00
83724	06/11/2026	FENNEMORE CRAIG PC	1361589	APR 2026 LEGAL SERVICES FOR PETTA FAMILY TRUST	05/13/2026		
				E 10-160-250-100-000		8,723.00	
						8,723.00	
							8,723.00
83725	06/11/2026	FIREMASTER	0001430250	(5) NEW FIRE EXTINGUISHERS FOR CITY HALL	05/29/2026		
				E 10-195-245-000-000		758.44	
						758.44	
							758.44

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83726	06/11/2026	BRUCE FULPER	06102026	3RD PLACE - BATTLE OF THE BANDS FOR BLUE MOUNTAIN FESTIVAL 2026	06/10/2026		
				E 69-120-220-000-000		100.00	
						100.00	
							100.00
83727	06/11/2026	GOODMAN AND ASSOCIATES	6138	MAY 2026 INTERIM CITY ENGINEER SERVICES	06/03/2026		
				E 10-175-250-020-000		5,757.50	
						5,757.50	
							5,757.50
83728	06/11/2026	GRAINGER	9924956957	FIRE EXTINGUISJER BRACKETS FOR CODE ENFORCEMENT VEHICLES	05/21/2026		
				E 10-185-272-000-000		29.23	
						29.23	
							29.23
83729	06/11/2026	GRAND TERRACE CITY NEWS	21588	APR 2026 WEEKLY QUARTER-PAGE DISPLAY AD	04/30/2026		
				E 10-120-230-000-000		1,200.00	
						1,200.00	
			21589	MAY 2026 WEEKLY QUARTER-PAGE DISPLAY AD	05/07/2026		
				E 10-120-230-000-000		960.00	
						960.00	
			21070	GT 04.09.2026 CITY AD: ORD 375 2ND READING	04/08/2026		
				E 10-125-230-000-000		399.60	
						399.60	
			21490	GT 05.21.2026 CITY AD: ORD 377	05/19/2026		
				E 10-370-230-000-000		148.80	
						148.80	
			21492	GT 05.21.2026 CITY AD: ORD 378	05/19/2026		
				E 10-370-230-000-000		142.24	
						142.24	
							2,850.64

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83730	06/11/2026	REBECCA HAGGERTY	06102026	REFUND YARD SALE SIGN DEPOSIT FOR (5) YARD SALE SIGNS	06/10/2026		
				B 23-515-22-00		50.00	
						50.00	
							50.00
83731	06/11/2026	HDL SOFTWARE LLC	SIN063663	APR 2026 BUSINESS LICENSE PROCESSING FEES	04/30/2026		
				E 10-140-250-000-000		198.12	
						198.12	
							198.12
83732	06/11/2026	HEALTH BENEFIT AND RETIREMENT	PAYDATE 05142	PAYDATE 05142026 ARS RETIREMENT	05/14/2026		
				B 10-022-68-00		262.29	
						262.29	
			PAYDATE 05282	PAYDATE 05282026 ARS RETIREMENT	05/28/2026		
				B 10-022-68-00		235.13	
						235.13	
							497.42
83733	06/11/2026	KONICA MINOLTA	49262177	JUN-JUL 2026 RENT FOR (2) PHOTOCOPIERS	06/02/2026		
				E 10-190-700-000-000		260.32	
						260.32	
							260.32
83734	06/11/2026	KONICA MINOLTA BUS. SOLUTIONS	508541079	MAY 2026 CITYWIDE PHOTOCOPIER MAINTENANCE	05/31/2026		
				E 10-190-212-000-000		252.66	
						252.66	
							252.66
83735	06/11/2026	ODP BUSINESS SOLUTIONS LLC	470430855001	TOILET PAPER FOR CITY HALL AND PARKS	05/28/2026		
				E 10-190-210-000-000		112.48	
				E 10-450-245-000-000		337.44	
						449.92	

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			470426392001	BREAKROOM SUPPLIES FOR CITY HALL	05/28/2026		
				E 10-190-210-000-000		414.48	
						414.48	
			470514094001	BREAKROOM SUPPLIES AND PHONE FOR ELEVATOR AT CITY HALL	05/22/2026		
				E 10-190-210-000-000		24.77	
				E 10-195-246-000-000		31.88	
						56.65	
			470508502001	BREAKROOM SUPPLIES FOR CITY HALL	05/22/2026		
				E 10-190-210-000-000		44.52	
						44.52	
							965.57
83736	06/11/2026	PRIMO BRANDS	06F8710353697	MAY 2026 WATER SERVICES FOR CITY HALL AND SENIOR CENTER	06/06/2026		
				E 10-190-238-000-000		376.32	
				E 10-805-238-000-000		259.68	
						636.00	
							636.00
83737	06/11/2026	PROGRESSIVE SOLUTIONS	4163	FY2026-27 ANNUAL SOFTWARE MAINTENANCE FOR PAYMENT CENTRAL	06/30/2026		
				B 10-017-00-00		5,061.09	
						5,061.09	
							5,061.09
83738	06/11/2026	MICHAEL REYA	06102026	2ND PLACE - BATTLE OF THE BANDS FOR BLUE MOUNTAIN FESTIVAL 2026	06/10/2026		
				E 69-120-220-000-000		150.00	
						150.00	
							150.00
83739	06/11/2026	RHYTHM TECH PRODUCTIONS LLC	1839	BLUE MOUNTAIN FESTIVAL 2026 - STAGE/SOUND/LIGHTS	03/03/2026		
				E 69-120-220-000-000		2,928.25	
						2,928.25	
							2,928.25

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83740	06/11/2026	RINCON LLC	3307	FINAL PAYMENT - CONSULTING SERVICES TO CONDUCT PUBLIC OPINION RESEARCH	06/01/2026		
				E 10-120-250-000-000		7,750.00	
						7,750.00	7,750.00
83741	06/11/2026	RIVERSIDE PERSONNEL SERVICE	91658	WEEK ENDING 05/31/2026 - STAFFING SOLUTIONS FOR PUBLIC WORKS	06/05/2026		
				E 10-175-250-000-000		943.92	
						943.92	943.92
83742	06/11/2026	SB COUNTY ASSESSOR	109519	JUN 2026 MONTHLY ASSESSOR PARCEL MAP	06/04/2026		
				E 10-370-210-000-000		2.00	
						2.00	2.00
83743	06/11/2026	SCA OF CA LLC	CA0943849	MAY 2026 STREET SWEEPING SERVICES	05/31/2026		
				E 16-900-254-000-000		8,688.67	
						8,688.67	
			CA0943878	SPECIAL SWEEP - BLUE MOUNTAIN FESTIVAL PARADE 2026	05/31/2026		
				E 69-120-220-000-000		195.00	
						195.00	8,883.67
83744	06/11/2026	MICHAEL SEDZMAK	06102026	REFUND YARD SALE SIGN DEPOSIT FOR (4) YARD SALE SIGNS	06/10/2026		
				B 23-515-22-00		40.00	
						40.00	40.00
83745	06/11/2026	JESSICA SERRANO	06102026	REFUND RESERVATION DEPOSIT FOR SENIOR CENTER 04/11/2026	06/10/2026		
				B 23-515-22-00		600.00	
						600.00	600.00

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83746	06/11/2026	SITEONE LANDSCAPE SUPPLY	166555251-001	IRRIGATION SUPPLIES FOR FREEDOM PARK AND BARTON RD	05/21/2026		
				E 10-175-244-000-000		43.07	
				E 10-450-245-000-000		50.70	
						93.77	
							93.77
83747	06/11/2026	SMS DIGITAL	IN-1260526068	MAY 2026 SEE SOMETHING SAY SOMETHING CAMPAIGN ADVERTISING	05/31/2026		
				E 10-120-230-000-000		650.00	
						650.00	
							650.00
83748	06/11/2026	ST FRANCIS ELECTRIC	221477100	MAY 2026 RESPONSE TRAFFIC SIGNAL MAINTENANCE	05/31/2026		
				E 16-510-255-000-000		765.18	
						765.18	
			22147799	MAY 2026 ROUTINE TRAFFIC SIGNAL MAINTENANCE	05/31/2026		
				E 16-510-255-000-000		557.55	
						557.55	
							1,322.73
83749	06/11/2026	T MOBILE	MAY26 TMOBILE	MAY 2026 BACKUP INTERNET SERVICE	05/20/2026		
				E 10-380-250-000-000		33.85	
						33.85	
							33.85
83750	06/11/2026	LIANNA TAFFE	06102026	REFUND RESERVATION DEPOSIT FOR CITY HALL COMMUNITY ROOM 05/24/2026	06/10/2026		
				B 23-515-22-00		200.00	
						200.00	
							200.00
83751	06/11/2026	TERMINIX	472243242	MAY 2026 GOPHER CONTROL FOR GRIFFIN PARK	05/20/2026		
				E 10-450-245-000-000		208.00	
						208.00	

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			472604199	MAY 2026 GOPHER CONTROL FOR PICO PARK	05/19/2026		
				E 10-450-245-000-000		170.00	
						170.00	
			472212639	MAY 2026 PEST CONTROL SERVICES - CITY HALL	05/19/2026		
				E 10-195-245-000-000		138.00	
						138.00	
			472243234	MAY 2026 PEST CONTROL SVCS FOR SENIOR CENTER	05/20/2026		
				E 10-805-245-000-000		133.00	
						133.00	
			472211289	MAY 2026 GOPHER CONTROL FOR RICHARD ROLLINS PARK	05/19/2026		
				E 10-450-245-000-000		102.00	
						102.00	
			472211876	MAY 2026 GOPHER CONTROL FOR DOG PARK	05/19/2026		
				E 10-450-245-000-000		102.00	
						102.00	
			472211265	MAY 2026 GOPHER CONTROL FOR POCKET PARK	05/19/2026		
				E 10-450-245-000-000		88.00	
						88.00	
							941.00
83752	06/11/2026	DANIEL TORRIJOS	06102026	1ST PLACE - BATTLE OF THE BANDS FOR BLUE MOUNTAIN FESTIVAL 2026	06/10/2026		
				E 69-120-220-000-000		350.00	
						350.00	
							350.00
83753	06/11/2026	UNDERGROUND SERVICE ALERT	520260328	JUN 2026 MONTHLY DATABASE MAINTENANCE FEE	06/01/2026		
				E 16-900-220-000-000		89.55	
						89.55	

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			25-263958	JUN 2026 CA STATE FEE FOR REGULATORY COST	06/01/2026		
				E 16-900-220-000-000		46.43	
						46.43	
							135.98
83754	06/11/2026	VERIZON WIRELESS	6144415493	ALPR CARD LINE CHARGES APR-MAY 2026	05/23/2026		
				E 10-190-235-000-000		190.05	
						190.05	
							190.05
83755	06/11/2026	ROSIE WHITEHEAD	06102026	REFUND YARD SALE SIGN DEPOSIT FOR (4) YARD SALE SIGNS	06/10/2026		
				B 23-515-22-00		40.00	
						40.00	
							40.00
83756	06/11/2026	WILLDAN	002-38255	MAY 2026 PLAN CHECK/ INSPECTION SVCS FOR BUILDING & SAFETY	06/03/2026		
				E 10-172-250-100-000		5,473.50	
						5,473.50	
			002-38256	MAY 2026 PLAN CHECKING SERVICES FOR VARIOUS DEVELOPERS	06/09/2026		
				E 10-175-250-020-000		270.00	
				B 23-520-13-00		337.50	
						607.50	
			00423575	FEB 2026 PROFESSIONAL SERVICES FOR DUTCH BROS	03/11/2026		
				B 23-515-81-00		544.00	
						544.00	
							6,625.00
83757	06/25/2026	A STORAGE PLACE	07/01/2026 - B15	JUL 2026 RENT FOR UNIT B15	06/16/2026		
				B 10-017-00-00		260.00	
						260.00	
							260.00

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83758	06/25/2026	AAA HOARDING AND BIOHAZARD	6112026	REMOVAL AND DISPOSAL OF MATERIALS AT HOMELESS ENCAMPMENT AT 21875 DE BERRY ST	06/11/2026		
				E 10-187-256-020-000		3,185.00	
						3,185.00	3,185.00
83759	06/25/2026	ALL LEAGUE FENCE CO	3017	FENCE REPAIR ON CANAL ST	06/09/2026		
				E 10-175-244-000-000		1,872.00	
						1,872.00	1,872.00
83760	06/25/2026	KERINA ALMEIDA	06242026	REFUND YARD SALE SIGN DEPOSIT FOR (3) YARD SALE SIGNS	06/24/2026		
				B 23-515-22-00		30.00	
						30.00	30.00
83761	06/25/2026	WILMA BROCK	06242026	REFUND YARD SALE SIGN DEPOSIT FOR (3) YARD SALE SIGNS	06/24/2026		
				B 23-515-22-00		30.00	
						30.00	30.00
83762	06/25/2026	BURRTEC WASTE INDUSTRIES INC	06162026 TRASH	11/06/2025 - 04/27/2026 DELINQ TRASH COLLECTIONS AND CREDIT FOR OVERPAYMENT	06/16/2026		
				B 23-302-90-00		58,212.96	
						58,212.96	58,212.96
83763	06/25/2026	CACEO	300024062	MEMBERSHIP DUES - GILBERT GARZA	05/05/2026		
				E 10-185-265-000-000		100.00	
						100.00	100.00

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83764	06/25/2026	CALIBER	26	SHIRTS FOR 250TH ANNIVERSARY CELEBRATION	06/20/2026		
				E 10-190-220-000-000		540.96	
						540.96	540.96
83765	06/25/2026	MARTHA CARDENAS	06242026	REFUND YARD SALE SIGN DEPOSIT FOR (1) YARD SALE SIGN	06/24/2026		
				B 23-515-22-00		10.00	
						10.00	10.00
83766	06/25/2026	CHARTER COMMUNICATIONS	23470380106012	CITY HALL ELEVATOR PHONE - JUN 2026	06/01/2026		
				E 10-195-246-000-000		215.09	
						215.09	215.09
83767	06/25/2026	COLTON PUBLIC UTILITIES	FEB-MAR26 GT S	FEB-MAR 2026 GT SEWER COMM	06/11/2026		
				E 10-190-238-000-000		1,596.52	
						1,596.52	1,596.52
83768	06/25/2026	COMPUTERIZED EMBROIDERY CO INC	61617	EMBROIDERY OF CITY LOGO ON SHIRTS FOR CITY ATTORNEY	06/04/2026		
				E 10-190-220-000-000		16.31	
						16.31	16.31
83769	06/25/2026	DENTAL HEALTH SERVICES	2562218	JUL 2026 EMPLOYEE PAID DENTAL INSURANCE	06/16/2026		
				B 10-017-00-00		157.20	
						157.20	157.20

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83770	06/25/2026	DNM CONSTRUCTION INC	06192026	REFUND WQMP DEPOSIT IN FULL FOR PERMIT B00-005-943	06/19/2026		
				B 23-520-25-00		450.00	
						450.00	
							450.00
83771	06/25/2026	DUNN EDWARDS CORP	2018A60372	PAINT SUPPLIES FOR PARKS	06/08/2026		
				E 10-450-245-000-000		80.22	
						80.22	
							80.22
83772	06/25/2026	EVERON LLC	161129956	SECURITY MONITORING AT CITY HALL 07/01/2026-09/30/2026	06/09/2026		
				B 10-017-00-00		330.43	
						330.43	
			161129958	SECURITY MONITORING AT MAINTENANCE BUILDING 07/01/2026-09/30/2026	06/09/2026		
				B 10-017-00-00		330.43	
						330.43	
			161129957	SECURITY MONITORING AT SHERIFF SUBSTATION 07/01/2026-09/30/2026	06/09/2026		
				B 10-017-00-00		330.43	
						330.43	
							991.29
83773	06/25/2026	EZ SUNNYDAY LANDSCAPE	10863	JUN 2026 LANDSCAPING SERVICES - PARKS, CIVIC CENTER, CANAL STRIP, ORIOLE	06/17/2026		
				E 10-175-244-000-000		80.00	
				E 10-195-245-000-000		200.00	
				E 10-450-245-000-000		3,285.00	
				E 26-600-255-000-000		150.00	
				E 26-601-255-000-000		80.00	
						3,795.00	

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			10862	JUN 2026 LANDSCAPING SERVICES - TRACT 18070 JADEN	06/17/2026		
				E 26-605-255-000-000		750.00	
						750.00	
			10735	MAY 2026 LANDSCAPING SERVICES - TRACT 18070 JADEN	05/17/2026		
				E 26-605-255-000-000		750.00	
						750.00	
			10861	JUN 2026 JADEN CT IRRIGATION MAINTENANCE	06/17/2026		
				E 26-605-255-000-000		150.00	
						150.00	
							5,445.00
83774	06/25/2026	FENNEMORE CRAIG PC	1367359	MAY 2026 LEGAL SERVICES FOR PETTA FAMILY TRUST	06/09/2026		
				E 10-160-250-100-000		244.00	
						244.00	
							244.00
83775	06/25/2026	FLOCK SAFETY	INV-96336	MONITORING FEES AND DATA RETENTION FOR (12) ALPR CAMERAS	06/12/2026		
				E 10-410-900-000-000		39,600.00	
						39,600.00	
							39,600.00
83776	06/25/2026	G AND D DEMOLITION INC	06192026	REFUND WQMP DEPOSIT IN FULL FOR PERMIT B00-006-217	06/19/2026		
				B 23-520-29-00		750.00	
						750.00	
							750.00
83777	06/25/2026	GRAND TERRACE CITY NEWS	21746	GT 06.11.2026 CITY AD: HEARING NOTICE HOUSING ELEMENT PG 2	06/09/2026		
				E 10-370-230-000-000		666.00	
						666.00	

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			21745	GT 06.11.2026 CITY AD: HEARING NOTICE HOUSING ELEMENT PG 1	06/09/2026		
				E 10-370-230-000-000		582.75	
						582.75	
			21747	GT 06.11.2026 CITY AD: HEARING NOTICE HOUSING ELEMENT PG 3	06/09/2026		
				E 10-370-230-000-000		166.50	
						166.50	
							1,415.25
83778	06/25/2026	HARBOR ELECTRICAL SERVICES	1924	MICROPHONE AND VOTING BUTTON REPLACEMENT IN CITY COUNCIL CHAMBERS	06/22/2026		
				E 10-195-246-000-000		1,850.00	
						1,850.00	
							1,850.00
83779	06/25/2026	HEALTH BENEFIT AND RETIREMENT	PAYDATE 06112	PAYDATE 06112026 ARS RETIREMENT	06/11/2026		
				B 10-022-68-00		212.85	
						212.85	
			PAYDATE 06252	PAYDATE 06252026 ARS RETIREMENT	06/25/2026		
				B 10-022-68-00		212.85	
						212.85	
							425.70
83780	06/25/2026	HINDERLITER DE LLAMAS ASSOC	SIN064370	APR-JUN 2026 SALES TAX & AUDIT SERVICES	06/12/2026		
				E 10-140-250-000-000		1,484.64	
						1,484.64	
							1,484.64
83781	06/25/2026	HOME DEPOT CREDIT SERVICE	7272300	MAINTENANCE SUPPLIES FOR VETERAN'S FREEDOM PARK	05/19/2026		
				E 10-450-245-000-000		294.20	
						294.20	
			6031376	MAINTENANCE SUPPLIES FOR VETERAN'S FREEDOM PARK	05/20/2026		
				E 10-450-245-000-000		201.11	
						201.11	

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			9374955	OFFICE SUPPLIES FOR CITY HALL AND IRRIGATION SUPPLIES FOR ORANGE GROVES	05/07/2026		
				E 10-175-244-000-000		127.95	
				E 10-190-210-000-000		23.78	
						151.73	
			8510463	PAINT SUPPLIES FOR RESTROOMS AT RICHARD ROLLINS PARK	04/28/2026		
				E 10-450-245-000-000		93.81	
						93.81	
			2021079	MAINTENANCE SUPPLIES FOR RICHARD ROLLINS PARK	05/04/2026		
				E 10-450-245-000-000		86.19	
						86.19	
			4271629	RETAINING WALL BLOCK AND SUPPLIES FOR BLUE MOUNTAIN FESTIVAL 2026	05/12/2026		
				E 10-195-245-000-000		36.08	
				E 69-120-220-000-000		47.81	
						83.89	
			5513442	PAINTING SUPPLIES FOR RESTROOMS AT VETERAN'S FREEDOM PARK	05/21/2026		
				E 10-450-245-000-000		70.91	
						70.91	
			8270281	MAINTENANCE SUPPLIES FOR CITY HALL	04/28/2026		
				E 10-195-245-000-000		69.21	
						69.21	
			9623417	TABLE FOR RADIO STATION AND EXTENSION CORD FOR MAINTENANCE YARD DOOR	05/27/2026		
				E 10-175-218-000-000		16.28	
				E 10-370-210-000-000		48.92	
						65.20	
			4031546	SUPPLIES FOR EYE WASH AREA AT MAINT SHOP AND DRINKING FOUNTAIN AT CITY HALL	05/22/2026		
				E 10-195-245-000-000		63.87	
						63.87	

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			8522486	MAINTENANCE SUPPLIES FOR CITY HALL	04/28/2026		
				E 10-195-245-000-000		60.26	
						60.26	
			4614626	MAINTENANCE SUPPLIES FOR RICHARD ROLLINS PARK	05/12/2026		
				E 10-450-245-000-000		35.35	
						35.35	
			1044541	PAINT FOR TRASH ENCLOSURE AT RICHARD ROLLINS PARK	05/05/2026		
				E 10-450-245-000-000		21.66	
						21.66	
			8270282	ELECTRIC BOX FOR TRIANGLE OUTSIDE CITY HALL	04/28/2026		
				E 10-175-244-000-000		18.47	
						18.47	
			3271728	CONCRETE FOR VETERAN'S FREEDOM PARK	05/13/2026		
				E 10-450-245-000-000		17.33	
						17.33	
			4161453	CREDIT FOR RETURNED PLANTS FOR CITY HALL	05/02/2026		
				E 10-195-245-000-000		-151.92	
						-151.92	
							1,181.27
83783	06/25/2026	JONS FLAGS AND POLES	F92669	FLAG REPLACEMENT FOR PARKS AND CITY HALL	04/02/2026		
				E 10-195-245-000-000		97.88	
				E 10-450-245-000-000		97.87	
						195.75	
							195.75
83784	06/25/2026	KONICA MINOLTA	49348928	JUN-JUL 2026 RENT FOR ADDITIONAL PHOTOCOPIER	06/21/2026		
				E 10-190-700-000-000		142.92	
						142.92	
							142.92

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83785	06/25/2026	KONICA MINOLTA BUS. SOLUTIONS	9010911211	05/15/2026-06/14/2026 CITYWIDE PHOTOCOPIER SERVICES	06/14/2026		
				E 10-190-212-000-000		136.31	
						136.31	136.31
83786	06/25/2026	LANCE SOLL AND LUNGHARD LLP	75489	2026 GOVERNMENT AUDIT - INTERIM PROGRESS AND 2026 APPROPRIATIONS LIMIT	06/15/2026		
				E 10-140-250-000-000		19,520.00	
						19,520.00	19,520.00
83787	06/25/2026	LYNN MERRILL AND ASSOCIATES	26-9	MAY 2026 NPDES SUPPORT SERVICES	06/08/2026		
				E 10-625-255-000-000		2,029.90	
						2,029.90	2,029.90
83788	06/25/2026	MCA DIRECT LLC	2026223	2026 ELECTION HANDBOOK, BINDER, AND SUPPORTING DOCUMENTS	06/22/2026		
				E 10-125-220-000-000		513.33	
						513.33	513.33
83789	06/25/2026	REYNA MELCHOR	06242026	REFUND YARD SALE SIGN DEPOSIT FOR (3) YARD SALE SIGNS	06/24/2026		
				B 23-515-22-00		30.00	
						30.00	30.00
83790	06/25/2026	MERCURY MAILING SYSTEMS INC	44424	PRINTING AND MAILING OF NOTICES FOR ZONING CHANGE PROPOSAL	06/12/2026		
				E 10-370-230-000-000		2,259.19	
						2,259.19	2,259.19

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83791	06/25/2026	MOORE IACOFANO GOLTSMAN INC	0094879	DEC 2025 PROFESSIONAL SERVICES FOR BOZNER DUPLEX	01/20/2026		
				B 23-520-24-00		1,820.00	
						1,820.00	
			0096609	APR 2026 PROFESSIONAL SERVICES FOR BOZNER DUPLEX	05/22/2026		
				B 23-520-24-00		1,680.00	
						1,680.00	
			0095324	JAN 2026 PROFESSIONAL SERVICES FOR BOZNER DUPLEX	02/23/2026		
				B 23-520-24-00		910.00	
						910.00	
			0096058	MAR 2026 PROFESSIONAL SERVICES FOR BOZNER DUPLEX	04/20/2026		
				B 23-520-24-00		630.00	
						630.00	
			0097036	MAY 2026 PROFESSIONAL SERVICES FOR BOZNER DUPLEX	06/20/2026		
				B 23-520-24-00		490.00	
						490.00	
							5,530.00
83792	06/25/2026	ODP BUSINESS SOLUTIONS LLC	467985634001	BREAKROOM AND RESTROOM SUPPLIES FOR CITY HALL	06/09/2026		
				E 10-190-210-000-000		76.95	
						76.95	
							76.95
83793	06/25/2026	ON SITE COMPUTING	54005451	JUL 2026 IT SERVICES	06/01/2026		
				B 10-017-00-00		11,043.32	
						11,043.32	
							11,043.32

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83794	06/25/2026	OTIS ELEVATOR COMPANY	100402362498	FY2026-27 ELEVATOR MAINTENANCE AND SERVICES	06/15/2026		
				B 10-017-00-00		6,638.88	
						6,638.88	
							6,638.88
83795	06/25/2026	PACIFIC PRODUCTS AND SERVICES	38420	POLES FOR STREET SIGNS THROUGHOUT CITY	06/17/2026		
				E 10-175-244-000-000		347.46	
						347.46	
			38392	WARNING SIGN FOR CITY HALL	06/11/2026		
				E 10-195-245-000-000		237.08	
						237.08	
			38393	SIGNS FOR BARTON RD AND CITY HALL YARD	06/11/2026		
				E 10-175-244-000-000		117.45	
				E 10-195-245-000-000		52.20	
						169.65	
							754.19
83796	06/25/2026	NEIL PETERSON	06242026	REFUND RESERVATION DEPOSIT FOR RICHARD ROLLINS PARK 06/06/2026	06/24/2026		
				B 23-515-22-00		50.00	
						50.00	
							50.00
83797	06/25/2026	POTTER ELECTRIC	572	TROUBLESHOOTING AND REPAIRS FOR SHOCK HAZARD AT FREEDOM PARK	05/11/2026		
				E 10-450-245-000-000		2,727.00	
						2,727.00	
							2,727.00
83798	06/25/2026	MICHAEL REYA	06182026	2ND PLACE REMAINING AWARD AMOUNT - BATTLE OF THE BANDS FOR BLUE MOUNTAIN FEST	06/18/2026		
				E 69-120-220-000-000		50.00	
						50.00	
							50.00

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83799	06/25/2026	RIVERSIDE HIGHLAND WATER CO	APR-MAY 2026 F	03/23/2026-05/18/2026 RIVERSIDE HIGHLAND WATER CO	06/04/2026		
				B 10-015-60-00		69.20	
				E 10-175-238-000-000		510.66	
				E 10-190-238-000-000		1,688.47	
				E 10-450-238-000-000		6,761.87	
				E 10-805-238-000-000		2,755.40	
				E 26-600-239-000-000		584.19	
				E 26-601-239-000-000		118.65	
				E 26-605-238-000-000		234.40	
						12,722.84	
							12,722.84
83800	06/25/2026	RIVERSIDE PERSONNEL SERVICE	91701	WEEK ENDING 06/21/2026 - STAFFING SOLUTIONS FOR PUBLIC WORKS	06/26/2026		
				E 10-175-250-000-000		1,573.20	
						1,573.20	
			91645	WEEK ENDING 05/24/2026 - STAFFING SOLUTIONS FOR PUBLIC WORKS	05/29/2026		
				E 10-175-250-000-000		1,573.20	
						1,573.20	
			91671	WEEK ENDING 06/07/2026 - STAFFING SOLUTIONS FOR PUBLIC WORKS	06/12/2026		
				E 10-175-250-000-000		1,474.88	
						1,474.88	
							4,621.28
83801	06/25/2026	JULIA SALAS	06222026	REFUND BOOTH RESERVATION FEE FOR BLUE	06/22/2026		
				E 69-120-220-000-000		50.00	
						50.00	
							50.00

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83802	06/25/2026	SB COUNTY SHERIFF	1800002579	JUN 2026 LAW ENFORCEMENT SERVICES	05/14/2026		
				E 10-410-255-000-000		3,056.25	
				E 10-410-256-000-000		209,959.59	
				E 14-411-256-000-000		16,204.16	
						229,220.00	
							229,220.00
83803	06/25/2026	JORDAN SHAHAK	26-7-24 HAO CO	DJ FOR SENIOR DANCE AT SENIOR CENTER	06/10/2026		
				B 10-017-00-00		350.00	
						350.00	
							350.00
83804	06/25/2026	SITEONE LANDSCAPE SUPPLY	167400473-001	IRRIGATION SUPPLIES FOR TJ AUSTIN PARK	06/10/2026		
				E 10-450-245-000-000		129.55	
						129.55	
							129.55
83805	06/25/2026	SPARKLING CLEAN CAR WASH INC	836	CAR WASH FOR (8) CITY HALL VEHICLES	04/15/2026		
				E 10-175-272-000-000		32.00	
				E 10-185-272-000-000		45.00	
				E 10-190-272-000-000		109.00	
						186.00	
			852	CAR WASH FOR (1) CITY HALL VEHICLE	06/10/2026		
				E 10-175-272-000-000		13.00	
						13.00	
							199.00
83806	06/25/2026	SPOTLIGHT EDUCATION	06242026	REFUND PROJECTOR DEPOSIT AND USE FEES FOR COMMUNITY ROOM RESERVATION 06/16-18/26	06/24/2026		
				R 10-450-01		80.00	
				B 23-515-22-00		100.00	
						180.00	
							180.00

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83807	06/25/2026	STERICYCLE INC	8014551117	APR-MAY 2026 RECORDS DESTRUCTION	06/10/2026		
				E 10-125-250-000-000		362.73	
						362.73	
							362.73
83808	06/25/2026	TEAMSTERS LOCAL 1932	059	JUL 2026 EMPLOYEE PAID MEMBERSHIP DUES	06/17/2026		
				B 10-017-00-00		766.84	
						766.84	
							766.84
83809	06/25/2026	DEBRA THOMAS	000057	ELECTIONS TRAINING WITH CITY CLERK	06/02/2026		
				E 10-125-250-000-000		180.00	
						180.00	
							180.00
83810	06/25/2026	UNDERGROUND SERVICE ALERT	25-263588	MAY 2026 CA STATE FEE FOR REGULATORY COST	05/01/2026		
				E 16-900-220-000-000		46.43	
						46.43	
							46.43
83811	06/25/2026	WILLDAN	00424215	MAY 2026 PLAN CHECK/INSPECTION SERVICES FOR PUBLIC WORKS	06/17/2026		
				E 10-175-250-020-000		1,144.00	
						1,144.00	
			00424120	MAY 2026 PROFESSIONAL SERVICES FOR DUTCH BROS	06/10/2026		
				B 23-515-81-00		544.00	
						544.00	
			00424234	MAY 2026 PROFESSIONAL SERVICES FOR JAY GEES	06/17/2026		
				B 23-515-55-00		544.00	
						544.00	

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			00424121	MAY 2026 PROFESSIONAL SERVICES FOR RHWC WATER TREATMENT FACILITY	06/10/2026		
				B 23-520-26-00		42.69	
						42.69	
							2,274.69
1630179	06/12/2026	SO CA GAS COMPANY	MAY 2026 GAS S	MAY 2026 GAS SERVICE	06/09/2026		
				E 10-190-238-000-000		47.86	
				E 10-805-238-000-000		175.67	
						223.53	
							223.53
4660836	06/08/2026	SO CA EDISON COMPANY	MAY 2026 EDISC	MAY 2026 EDISON	06/01/2026		
				E 10-175-238-000-000		20.89	
				E 10-190-238-000-000		6,126.11	
				E 10-450-238-000-000		3,500.01	
				E 16-510-238-000-000		7,897.91	
				E 26-600-238-000-000		79.56	
				E 26-601-238-000-000		64.64	
				E 26-602-238-000-000		89.51	
				E 26-603-238-000-000		14.92	
				E 26-604-238-000-000		70.82	
				E 26-605-238-000-000		56.99	
				E 65-425-700-000-000		196.00	
						18,117.36	
							18,117.36
18271550	06/08/2026	PUBLIC EMPLOYEES RETIREMENT	PAYDTE 052820	RETIREMENT CONTRIBUTIONS FOR PAY DATE 05/28/2026	05/28/2026		
				B 10-022-62-00		12,923.58	
						12,923.58	
							12,923.58
18298016	06/17/2026	PUBLIC EMPLOYEES RETIREMENT	PAYDTE 061120	RETIREMENT CONTRIBUTIONS FOR PAY DATE 06/11/2026	06/11/2026		
				B 10-022-62-00		13,059.67	
						13,059.67	
							13,059.67

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18303395	06/02/2026	CA PUB EMPLOYEES RETIRE SYSTEM	06012026 HPERS	JUN 2026 PERS HEALTH INSURANCE	06/01/2026		
				ACH 1003301119			
				B 10-022-61-00		2,636.78	
				E 10-120-142-000-000		4,276.52	
				E 10-125-142-000-000		1,888.66	
				E 10-140-142-000-000		2,807.39	
				E 10-172-142-000-000		969.92	
				E 10-175-142-000-000		3,879.68	
				E 10-185-142-000-000		1,939.84	
				E 10-190-142-000-000		5,837.55	
				E 10-370-142-000-000		918.73	
				E 10-450-142-000-000		1,939.84	
				E 16-175-142-000-000		969.92	
				E 22-425-142-000-000		918.74	
				E 65-425-142-000-000		969.92	
						29,953.49	
							29,953.49
18316725	06/08/2026	CALPERS 457 PLAN	PAYDATE 05282	EFT PAYMENT CALPERS ACH CONFIRM	05/28/2026		
				#1003306126			
				B 10-022-63-00		2,800.00	
						2,800.00	
							2,800.00
18332561	06/17/2026	CALPERS 457 PLAN	PAYDATE 06112	EFT PAYMENT CALPERS ACH CONFIRM	06/11/2026		
				#1003312221			
				B 10-022-63-00		2,800.00	
						2,800.00	
							2,800.00
26009593	06/01/2026	RINCON LLC	3304	INITIAL PAYMENT - CONSULTING SERVICES	06/01/2026		
				TO CONDUCT PUBLIC OPINION RESEARCH			
				E 10-120-250-000-000		7,750.00	
						7,750.00	
							7,750.00

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113086025	06/15/2026	WEX BANK	113086025	MAY-JUN 2026 VEHICLE FUEL CHEVRON	06/06/2026		
				E 10-175-272-000-000		2,657.24	
				E 10-185-272-000-000		638.52	
				E 10-190-272-000-000		30.43	
						3,326.19	
							3,326.19
126680220	06/09/2026	VERIZON WIRELESS	6144938874	MAY-JUN 2026 MONTHLY PHONE CHARGES	06/01/2026		
				E 10-120-235-000-000		116.46	
				E 10-125-235-000-000		77.64	
				E 10-140-235-000-000		116.46	
				E 10-172-235-000-000		38.82	
				E 10-175-235-000-000		718.79	
				E 10-185-235-000-000		162.32	
				E 10-190-235-000-000		270.07	
				E 10-370-235-000-000		77.64	
				E 10-805-235-000-000		38.82	
				E 65-425-235-000-000		38.82	
						1,655.84	
							1,655.84

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438075726	06/18/2026	US BANK	MAY2026 CAL C/	MAY-JUN 2026 CAL CARD CHARGES	06/08/2026		
				B 10-017-00-00		2,045.88	
				E 10-110-210-000-000 OFFICE SUPPLIES		42.51	
				E 10-110-270-000-000 CONFERENCE		1,709.60	
				E 10-120-210-000-000 OFFICE SUPPLIES		430.55	
				E 10-120-220-000-000 MTRLS & SUPPLIES		105.69	
				E 10-125-210-000-000 OFFICE SUPPLIES		279.10	
				E 10-125-265-000-000 MEMBERSHIP/DUES		207.73	
				E 10-140-210-000-000 OFFICE SUPPLIES		-269.15	
				E 10-140-241-000-000 MTRLS & SUPPLIES		260.00	
				E 10-172-272-000-000 VEHICLE MAINT		1,865.39	
				E 10-175-210-000-000 OFFICE SUPPLIES		20.00	
				E 10-175-218-000-000 MTRLS & SUPPLIES		54.36	
				E 10-175-220-000-000 MTRLS & SUPPLIES		155.28	
				E 10-175-240-000-000 MTRLS & SUPPLIES		-1,000.00	
				E 10-175-244-000-000 MTRLS & SUPPLIES		16.29	
				E 10-175-246-000-000 MTRLS & SUPPLIES		976.19	
				E 10-175-272-000-000 VEHICLE MAINT		519.17	
				E 10-185-210-000-000 OFFICE SUPPLIES		95.73	
				E 10-185-268-000-000 CONFERENCE		213.42	
				E 10-190-210-000-000 OFFICE SUPPLIES		72.26	
				E 10-190-211-000-000 POSTAGE		272.04	
				E 10-190-220-000-000 MTRLS & SUPPLIES		340.31	
				E 10-190-272-000-000 VEHICLE MAINT		1,041.62	
				E 10-195-245-000-000 MTRLS & SUPPLIES		549.74	
				E 10-370-210-000-000 OFFICE SUPPLIES		20.00	
				E 10-380-210-000-000 OFFICE SUPPLIES		32.29	
				E 10-450-245-000-000 MTRLS & SUPPLIES		439.93	
				E 10-805-220-000-000 MTRLS & SUPPLIES		333.65	
				E 10-805-245-000-000 MTRLS & SUPPLIES		105.19	
				E 65-425-220-000-000 MTRLS & SUPPLIES		70.95	
				E 69-120-220-000-000 BLUE MTN FESTIVAL		1,033.15	
						12,038.87	
							12,038.87
					Total Checks:		**622,692.68**

Check Register
CITY OF GRAND TERRACE
As of 6/30/2026

Check #	Date	Vendor	Invoice #	Invoice Description	Inv. Date	Amount Paid	Check Total

IN ACCORDANCE WITH CALIFORNIA GOVERNMENT CODE SECTION 37202, I HEREBY CERTIFY THAT, TO THE BEST OF MY KNOWLEDGE, THE AFORE LISTED CHECKS FOR PAYMENT OF CITY LIABILITIES HAVE BEEN AUDITED BY ME AND ARE ACCURATE, NECESSARY AND APPROPRIATE EXPENDITURES FOR THE OPERATION OF THE CITY. I FURTHER CERTIFY, TO THE BEST OF MY KNOWLEDGE, THAT THE CITY HAS AVAILABLE FUNDS FOR PAYMENT THEREOF.

Christine Clayton

Christine Clayton, Finance Director

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AGENDA REPORT

MEETING DATE: September 8, 2026

TITLE: Approve Check #83782 to Mayor Hussey in the amount of $419.20 from the June 2026 Check Register

PRESENTED BY: Christine Clayton, Finance Director

RECOMMENDATION: **APPROVE CHECK #83782 TO MAYOR HUSSEY IN THE AMOUNT OF $419.20 FROM THE JUNE 2026 CHECK REGISTER**

2030 VISION STATEMENT:
This staff report supports Goal #1, “Ensuring Our Fiscal Viability”, through the continuous monitoring of expenditure budgets, allocations, and operational costs.

BACKGROUND:
The check register for the month of June-2026 was prepared in accordance with Government Code §37202 and submitted to City Council at the September 8, 2026 meeting.

The check register lists all vendor payments for the respective month, along with a brief description of the type of goods or services purchased and the account code(s) associated with each payment. The check registers list all payments made to vendors and employee reimbursements during the month.

DISCUSSION:
The June 2026 check register is submitted to City Council on September 8, 2026 with the exception of check #83782 to Mayor Hussey for $419.20 to reimburse him for health insurance. The Mayor has to recuse himself from voting on this check, necessitating a separate vote to approve this expenditure.

ENVIRONMENTAL IMPACT:
N/A

FISCAL IMPACT:
The disbursement was made in accordance with the approved budget for Fiscal Year 2025-26.

CITY OF GRAND TERRACE
FY2025-26

GRAND TERRACE CIVIC CENTER
22795 BARTON ROAD GRAND TERRACE, CA 92313

CHECK REGISTER
Account Index

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

The Grand Terrace City Council meets on the Second Tuesday of each month at 6:00 pm.

Fund No.	Fund Name	Dept No.	Department Cost Center	Acct No.	General Account Numbers
09	CHILD CARE FUND	110	CITY COUNCIL	110	SALARIES/WAGES
10	GENERAL FUND	120	CITY MANAGER	115	OVERTIME
11	STREET FUND	125	CITY CLERK	120	COUNCIL STIPENDS
12	STORM DRAIN FUND	140	FINANCE	138	MEDICARE / SUI
13	PARK FUND	160	CITY ATTORNEY	139	EMPLOYEES' BENEFIT PLAN
14	AB 3229 COPS FUND	172	BUILDING & SAFETY	140	RETIREMENT
15	AIR QUALITY IMPROVEMENT FUND	175	PUBLIC WORKS	142	HEALTH/LIFE INSURANCE
16	GAS TAX FUND	180	COMMUNITY EVENTS	143	WORKERS' COMPENSATION
17	TRAFFIC SAFETY FUND	185	RENTAL INSPECTION PROGRAM	210	OFFICE EXPENSE
18	TRANS. DEV. ACT (T D A FUND)	187	ENFORCEMENT PROGRAM	211	POSTAGE & MAILING
19	FACILITIES DEVELOPMENT FUND	190	NON-DEPARTMENTAL	220	SPECIAL DEPARTMENTAL EXP
20	MEASURE I FUND	195	FACILITIES MAINTENANCE	230	ADVERTISING
21	WASTE WATER DISPOSAL FUND	370	PLANNING & DEVELOPMENT SVCS	235	COMMUNICATIONS
22	COMMUNITY DEV. BLOCK GRANT	380	MGT INFORMATION SYSTEMS	238	UTILITIES
25	SPRING MOUNTAIN RANCH FUND	410	LAW ENFORCEMENT	240	RENTS & LEASES
26	LSCPG/ LGHTG ASSESSMENT DIST.	411	ASSET FORFEITURES	244	CUSTODIAL SERVICES
32	S/A CAPITAL PROJECTS FUND	430	RECREATION SERVICES	245	MAINT BLDG GRNDS EQUIPMNT
36	S/A 2011 TABS BOND PROCEEDS	441	CHILD CARE - NUTRITION GRANT	246	MAINT/OPER OF EQUIPMNT
45	CIP - COMMERCE WAY	445	CHILD CARE - TINY TOTS	250	PROFESSIONAL SERVICES
46	CIP - STREET IMPROVEMENTS	446	CHILD CARE - AFTER SCHOOL	251	BANKING SERVICE CHARGES
47	CIP - BARTON RD. BRIDGE PROJECT	447	CHILD CARE - PRE-SCHOOL	252	ROAD MAINTENANCE
48	CIP - CAPITAL PROJECTS FUND	450	PARKS MAINTENANCE	254	STREET SWEEPING
49	CIP - PARKS	461	COMMUNITY GRANTS	255	CONTRACTUAL SERVICES
50	CAPITAL PROJECT BOND PROCEEDS	500	AIR QUALITY PROGRAMS	256	ANIMAL SHELTERING SVCS
52	HOUSING AUTHORITY	510	STREET & SIGNAL LIGHTING	260	INSURANCE & SURETY BONDS
61	COMMUNITY BENEFITS FUND	573	LINE MAINTENANCE	265	MEMBERSHIPS & DUES
62	LIGHT UP GRAND TERRACE FUND	600	ZONE 1 13364 CANAL -TERR PINES	268	TRAINING
63	ILLEGAL FIREWORKS FUND	601	ZONE 3 TRACT 14471 PICO & ORIOLE	270	TRAVEL/CONFERENCES/MTGS
64	PUBLIC SAFETY FUND	602	ZONE 2 14264 FORREST CITY PHASE II	271	MILEAGE
65	SENIOR BUS PROGRAM FUND	603	ZONE 4 TRACT 17766 GREENBRIAR	625	NPDES
66	CAL RECYCLE GRANT	604	ZONE 5 TRACT 18793 PALOMINO	631	STORM DRAIN MAINTENANCE
67	PUBLIC EDUC & GOVT ACCESS (PEG)	605	ZONE 6 TRACT 18071 JADEN	801	PLANNING COMMISSION
68	40TH YR CELEBRATION FUND	606	ZONE 7 TRACT 18604 TESORO/VAN BUREN	804	HISTORICAL & CULTURAL COMM.
69	COMMUNITY DAY FUND	625	NPDES	311	FACILITY IMPROVEMENTS
70	FIXED ASSED/EQUIP REPL FUND	631	STORM DRAIN MAINTENANCE	570	WASTEWATER TREATMENT
73	ACTIVE TRANS PRGM (ATP) GRANT	700	CAPITAL OUTLAY	400	OTHER COMMUNITY GRANTS
74	HIGHWAY SFTY IMPV PRGM (HSIP)	705	EVERY 15 MINUTES	601	ELECTRICAL VEHICLE STATIONS
75	EMER MGMT PREP GRANT (EMPG)	801	PLANNING COMMISSION	700	COMPUTER EQUIPMENT
76	ENHANCED INFRA FIN DIST (EIFD)	804	HISTORICAL & CULTURAL COMMITTEE	701	CAPITAL IMPROVEMENT OTHER
77	SO CAL INCENTIVE PROJECT (SCIP)	805	SENIOR CITIZENS PROGRAM	705	VEHICLES
90	COVID-19 EMERGENCY FUND	808	EMERGENCY OPERATIONS PROG.	998	OVERHEAD COST ALLOCATION
95	DOG PARK ENDOWMENT FUND	999	TRANSFERS	999	TRANSFERS OUT

CITY OF GRAND TERRACE
FY2025-26

GRAND TERRACE CIVIC CENTER
22795 BARTON ROAD GRAND TERRACE, CA 92313

CHECK REGISTER CHECK #83782

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

The Grand Terrace City Council meets on the Second Tuesday of each month at 6:00 pm.

Check Register
CITY OF GRAND TERRACE
As of 6/30/2026

Check #	Date	Vendor	Invoice #	Invoice Description	Inv. Date	Amount Paid	Check Total
83782	06/25/2026	WILLIAM HUSSEY	JUN 2026 HEALT	JUN 2026 HEALTH REIMBURSEMENT	06/23/2026		
				E 10-110-142-000-000		419.20	
						419.20	
							419.20
					Total Checks:		**419.20**

IN ACCORDANCE WITH CALIFORNIA GOVERNMENT CODE SECTION 37202, I HEREBY CERTIFY THAT, TO THE BEST OF MY KNOWLEDGE, THE AFORE LISTED CHECKS FOR PAYMENT OF CITY LIABILITIES HAVE BEEN AUDITED BY ME AND ARE ACCURATE, NECESSARY AND APPROPRIATE EXPENDITURES FOR THE OPERATION OF THE CITY. I FURTHER CERTIFY, TO THE BEST OF MY KNOWLEDGE, THAT THE CITY HAS AVAILABLE FUNDS FOR PAYMENT THEREOF.

Christine Clayton

Christine Clayton, Finance Director

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AGENDA REPORT

MEETING DATE: September 8, 2026

TITLE: Approval of the July-2026 Check Register in the Amount of $1,329,968.86.

PRESENTED BY: Christine Clayton, Finance Director

RECOMMENDATION: **APPROVE THE CHECK REGISTER NO. 07312026 IN THE AMOUNT OF $1,329,968.86 AS SUBMITTED, FOR THE MONTH ENDING JULY 31, 2026**

2030 VISION STATEMENT:
This staff report supports Goal #1, “Ensuring Our Fiscal Viability”, through the continuous monitoring of expenditure budgets, allocations, and operational costs.

BACKGROUND:
The check register for the month of July-2026 has been prepared in accordance with Government Code §37202 and is hereby submitted for City Council’s approval.

The check register lists all vendor payments for the respective month, along with a brief description of the type of goods or services purchased and the account code(s) associated with each payment. The check registers list all payments made to vendors and employee reimbursements during the month of July-2026.

The attached index to the Check Register is a guideline account list only and is not intended to replace the comprehensive chart of accounts used by the City and Grand Terrace Successor Agency. Expenditure account number formats are XX-XXX-XXX [Fund-Department-Account]. Expenditures may be made from trust/agency accounts (Fund 23-XXX-) or temporary clearing accounts that do not have a budgetary impact.

DISCUSSION:
CHECK REGISTER

A total of $1,329,968.86 in accounts payable checks and/or wires were issued during the period for services, reimbursements, supplies, and contracts and are detailed in the individual monthly register.

Below is a table that lists payments larger than $10,000 for the month of July-2026.

Payments larger than $10,000:

Check No.	Payee	Description	Amount
83829	ALESHIRE AND WYNDER LLP	MAY 2026 LEGAL SERVICES	$31,806.43

83833	CALIFORNIA JPIA	FY2026-27 GENERAL LIABILITY & WORKERS' COMP INSURANCE	$162,778.00
83849	NEW WORLD PLUMBING INC.	INSTALL (5) DRINKING FOUNTAINS AND (6) BASIN SINKS AT PARKS AND CITY HALL	$23,900.00
83867	SB COUNTY SHERIFF	FY2025-26 Q3 GAS & VEHICLE MAINT, PROACTIVE PATROL, QUALITY OF LIFE AND SHERIFF OT	$65,985.36
83881	ONSITE COMPUTING	AUG 2026 IT SERVICES	$11,043.32
83872	WILLDAN	JUN PLAN CHECK/INSPECTION SVCS, JUN 2026 PROFESSIONAL SVCS FOR DUTCH BROS, AND JUN 2026 PROFESSIONAL SVCS FOR VIVIENDA MANOR	$15,935.50
83875	CALIFORNIA JPIA	FY2026-27 PROPERTY INSURANCE PROGRAM POLICY	$21,883.00
83889	CARTER ENTERPRISES GROUP INC	CONCRETE REHAB AT VARIOUS LOCATIONS FOR SIDEWALKS	$95,739.10
18298041	PUBLIC EMPLOYEES RETIREMENT	RETIREMENT CONTRIBUTIONS FOR PAY DATE 06/25/2026	$12,994.67
18327062	PUBLIC EMPLOYEES RETIREMENT	RETIREMENT CONTRIBUTIONS FOR PAY DATE 07/09/2026	$13,648.83
18327082	PUBLIC EMPLOYEES RETIREMENT	RETIREMENT CONTRIBUTIONS FOR PAY DATE 07/23/2026	$13,382.28
18331714	CA PUB EMPLOYEES RETIRE SYSTEM	JUL 2026 PERS HEALTH INSURANCE	$29,953.49
18343153	CALPERS	UNFUNDED ACCRUED LIABILITY RATE FOR (3) PLANS	$589,459.00
40613742	SO CA EDISON COMPANY	JUN 2026 ENERGY USAGE	$20,811.04
442611126	US BANK	JUN-JUL 2026 CAL CARD CHARGES	$10,543.13
	TOTAL PAYMENTS LARGER THAN $10,000		**$1,119,863.15**

PAYROLL

Payroll costs for the month:

Pay Per.		Period Start		Period End	Pay Date	Amount
Jul-26						
1	From	6/20/2026	to	7/3/2026	7/9/2026	$88,017.68
2	From	7/4/2026	to	7/17/2026	7/23/2026	$86,168.12
						$174,185.80

ENVIRONMENTAL IMPACT:
N/A

FISCAL IMPACT:
All disbursements (including payroll) were made in accordance with the approved budget for Fiscal Year 2026-27 in the amount of:

Description	Amount
Jul-26	
Check Register	$1,329,968.86
Payroll	$174,185.80
	$1,504,154.66

CITY OF GRAND TERRACE
FY2026-27

GRAND TERRACE CIVIC CENTER
22795 BARTON ROAD GRAND TERRACE, CA 92313

CHECK REGISTER
Account Index

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

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12	STORM DRAIN FUND	140	FINANCE	138	MEDICARE / SUI
13	PARK FUND	160	CITY ATTORNEY	139	EMPLOYEES' BENEFIT PLAN
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15	AIR QUALITY IMPROVEMENT FUND	175	PUBLIC WORKS	142	HEALTH/LIFE INSURANCE
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18	TRANS. DEV. ACT (T D A FUND)	187	ENFORCEMENT PROGRAM	211	POSTAGE & MAILING
19	FACILITIES DEVELOPMENT FUND	190	NON-DEPARTMENTAL	220	SPECIAL DEPARTMENTAL EXP
20	MEASURE I FUND	195	FACILITIES MAINTENANCE	230	ADVERTISING
21	WASTE WATER DISPOSAL FUND	370	PLANNING & DEVELOPMENT SVCS	235	COMMUNICATIONS
22	COMMUNITY DEV. BLOCK GRANT	380	MGT INFORMATION SYSTEMS	238	UTILITIES
25	SPRING MOUNTAIN RANCH FUND	410	LAW ENFORCEMENT	240	RENTS & LEASES
26	LSCPG/ LGHTG ASSESSMENT DIST.	411	ASSET FORFEITURES	244	CUSTODIAL SERVICES
32	S/A CAPITAL PROJECTS FUND	430	RECREATION SERVICES	245	MAINT BLDG GRNDS EQUIPMNT
36	S/A 2011 TABS BOND PROCEEDS	441	CHILD CARE - NUTRITION GRANT	246	MAINT/OPER OF EQUIPMNT
45	CIP - COMMERCE WAY	445	CHILD CARE - TINY TOTS	250	PROFESSIONAL SERVICES
46	CIP - STREET IMPROVEMENTS	446	CHILD CARE - AFTER SCHOOL	251	BANKING SERVICE CHARGES
47	CIP - BARTON RD. BRIDGE PROJECT	447	CHILD CARE - PRE-SCHOOL	252	ROAD MAINTENANCE
48	CIP - CAPITAL PROJECTS FUND	450	PARKS MAINTENANCE	254	STREET SWEEPING
49	CIP - PARKS	461	COMMUNITY GRANTS	255	CONTRACTUAL SERVICES
50	CAPITAL PROJECT BOND PROCEEDS	500	AIR QUALITY PROGRAMS	256	ANIMAL SHELTERING SVCS
52	HOUSING AUTHORITY	510	STREET & SIGNAL LIGHTING	260	INSURANCE & SURETY BONDS
61	COMMUNITY BENEFITS FUND	573	LINE MAINTENANCE	265	MEMBERSHIPS & DUES
62	LIGHT UP GRAND TERRACE FUND	600	ZONE 1 13364 CANAL -TERR PINES	268	TRAINING
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66	CAL RECYCLE GRANT	604	ZONE 5 TRACT 18793 PALOMINO	631	STORM DRAIN MAINTENANCE
67	PUBLIC EDUC & GOVT ACCESS (PEG)	605	ZONE 6 TRACT 18071 JADEN	801	PLANNING COMMISSION
68	40TH YR CELEBRATION FUND	606	ZONE 7 TRACT 18604 TESORO/VAN BUREN	804	HISTORICAL & CULTURAL COMM.
69	COMMUNITY DAY FUND	625	NPDES	311	FACILITY IMPROVEMENTS
70	FIXED ASSED/EQUIP REPL FUND	631	STORM DRAIN MAINTENANCE	570	WASTEWATER TREATMENT
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74	HIGHWAY SFTY IMPV PRGM (HSIP)	705	EVERY 15 MINUTES	601	ELECTRICAL VEHICLE STATIONS
75	EMER MGMT PREP GRANT (EMPG)	801	PLANNING COMMISSION	700	COMPUTER EQUIPMENT
76	ENHANCED INFRA FIN DIST (EIFD)	804	HISTORICAL & CULTURAL COMMITTEE	701	CAPITAL IMPROVEMENT OTHER
77	SO CAL INCENTIVE PROJECT (SCIP)	805	SENIOR CITIZENS PROGRAM	705	VEHICLES
90	COVID-19 EMERGENCY FUND	808	EMERGENCY OPERATIONS PROG.	998	OVERHEAD COST ALLOCATION
95	DOG PARK ENDOWMENT FUND	999	TRANSFERS	999	TRANSFERS OUT

CITY OF GRAND TERRACE
FY2026-27

GRAND TERRACE CIVIC CENTER
22795 BARTON ROAD GRAND TERRACE, CA 92313

MONTHLY CHECK REGISTER For the Period Ending July 31, 2026

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

The Grand Terrace City Council meets on the Second Tuesday of each month at 6:00 pm.

Check Register
CITY OF GRAND TERRACE
As of 7/31/2026

Check #	Date	Vendor	Invoice #	Invoice Description	Inv. Date	Amount Paid	Check Total
1597	07/29/2026	AMERICAN FIDELITY ASSURANCE CO	E001597	AUG 2026 - EMPLOYEE CANCER & ACCIDENT INSURANCE	08/01/2026		
				B 23-250-20-00		668.02	
						668.02	668.02
83812	07/09/2026	AMERITAS LIFE INSURANCE CORP	JUL 2026	JUL 2026 EMPLOYEE PAID DENTAL INSURANCE	07/01/2026		
				B 10-022-70-00		918.48	
						918.48	918.48
83813	07/09/2026	MICHAEL BORST	07082026	REFUND YARD SALE SIGN DEPOSIT FOR (5) YARD SALE SIGNS	07/08/2026		
				B 23-515-22-00		50.00	
						50.00	50.00
83814	07/09/2026	CALIBER	29	SHIRTS FOR 250TH ANNIVERSARY CELEBRATION	07/01/2026		
				E 10-190-220-000-000		388.89	
						388.89	388.89
83815	07/09/2026	FEDERICO ESPINOZA	07082026	REFUND YARD SALE SIGN DEPOSIT FOR (1) YARD SALE SIGN	07/08/2026		
				B 23-515-22-00		10.00	
						10.00	10.00
83816	07/09/2026	ELYSIA FERNANDEZ	07012026	PHOTOGRAPHING SERVICES FOR HISTORICAL AND CULTURAL COMMITTEE	07/01/2026		
				E 10-804-220-000-000		250.00	
						250.00	250.00

Check Register
CITY OF GRAND TERRACE
As of 7/31/2026

Check #	Date	Vendor	Invoice #	Invoice Description	Inv. Date	Amount Paid	Check Total
83817	07/09/2026	GOVPILOT	SDL-002373	FY2026-27 REPORT A CONCERN AND DOG LICENSE SOFTWARE	06/18/2026		
				E 10-175-220-000-000		2,400.00	
				E 10-187-246-000-000		7,200.00	
						9,600.00	
							9,600.00
83818	07/09/2026	GRAND TERRACE CITY NEWS	21972	GT 07.02.2026 CITY AD: NOTICE OF HEARING CUP 26-01	07/01/2026		
				B 23-520-30-00		582.75	
						582.75	
							582.75
83819	07/09/2026	GRANTWELL TECHNOLOGIES LLC	109	FY2026-27 GRANT MANAGEMENT PLATFORM	07/07/2026		
				E 10-120-220-000-000		1,495.00	
				E 10-370-701-000-000		1,000.00	
				E 65-425-220-000-000		2,500.00	
						4,995.00	
							4,995.00
83820	07/09/2026	HIGH TECH SECURITY SYSTEMS	148515	FY2026-27 SECURITY MAINTENANCE AGREEMENT	07/01/2026		
				E 10-195-247-000-000		600.00	
				E 10-450-246-000-000		300.00	
						900.00	
							900.00
83822	07/09/2026	JONS FLAGS AND POLES	F93147	(2) FLAGS FOR PARKS	07/07/2026		
				E 10-450-245-000-000		213.15	
						213.15	
							213.15
83823	07/09/2026	NIKKI KERN	07082026	REFUND YARD SALE SIGN DEPOSIT FOR (3) YARD SALE SIGNS	07/08/2026		
				B 23-515-22-00		30.00	
						30.00	
							30.00

Check Register
CITY OF GRAND TERRACE
As of 7/31/2026

Check #	Date	Vendor	Invoice #	Invoice Description	Inv. Date	Amount Paid	Check Total
83824	07/09/2026	SO CA ASSOC OF GOVERNMENTS	SCAG FY27 0064	SCAG MEMBERSHIP FY2026-27	07/01/2026		
				E 10-120-265-000-000		2,026.00	
						2,026.00	
							2,026.00
83825	07/09/2026	SUPERIOR BUILDING MAINTENANCE	10752	JUL 2026 JANITORIAL SERVICES FOR CIVIC CENTER, PARKS, AND SENIOR CENTER	06/25/2026		
				E 10-195-245-000-000		3,378.00	
				E 10-450-245-000-000		1,922.00	
				E 10-805-245-000-000		1,708.00	
						7,008.00	
							7,008.00
83826	07/09/2026	UNITED STATES POSTAL SERVICE	07012026	REPLENISH FUNDS FOR POSTAGE METER - FY2026-27	07/01/2026		
				E 10-190-211-000-000		4,000.00	
						4,000.00	
							4,000.00
83828	07/09/2026	ADT SECURITY SERVICES	1224285679	JUL-AUG 2026 SENIOR CENTER SECURITY MONITORING	06/27/2026		
				B 10-017-00-00		56.55	
						56.55	
							56.55
83829	07/09/2026	ALESHIRE AND WYNDER LLP	106097	MAY 2026 LEGAL SERVICES - GENERAL	06/25/2026		
				E 10-160-250-000-000		10,670.00	
						10,670.00	
			106854	MAY 2026 LEGAL SERVICES - GENERAL AFTER 42 HRS	06/25/2026		
				E 10-160-250-000-000		10,458.20	
						10,458.20	
			106102	MAY 2026 LEGAL SERVICES - HOUSING ELEMENT	06/25/2026		
				E 10-160-250-100-000		4,017.60	
						4,017.60	

Check Register
CITY OF GRAND TERRACE
As of 7/31/2026

Check #	Date	Vendor	Invoice #	Invoice Description	Inv. Date	Amount Paid	Check Total
			106103	MAY 2026 LEGAL SERVICES - COMMUNITY HOUSING GROUP, LLC	06/25/2026		
				E 10-160-250-100-000		2,361.03	
						2,361.03	
			106099	MAY 2026 LEGAL SERVICES - LITIGATION	06/25/2026		
				E 10-160-250-100-000		1,971.20	
						1,971.20	
			106101	MAY 2026 LEGAL SERVICES - REAL ESTATE	06/25/2026		
				E 10-160-250-000-000		1,502.50	
						1,502.50	
			106100	MAY 2026 LEGAL SERVICES - PERSONNEL	06/25/2026		
				E 10-160-250-100-000		443.20	
						443.20	
			106096	MAY 2026 LEGAL SERVICES FOR GATEWAY SPECIFIC PLAN	06/25/2026		
				B 23-515-90-00		261.10	
						261.10	
			106104	MAY 2026 LEGAL SERVICES - 12466 MICHIGAN/21600 WALNUT	06/25/2026		
				E 10-160-250-100-000		121.60	
						121.60	
							31,806.43
83831	07/09/2026	ATHLETIC FIELD SPECIALISTS	8678	VERTICUTTING AND DETHATCHING FOR RICHARD ROLLINS SOCCER FIELD	06/29/2026		
				E 10-450-245-000-000		6,825.00	
						6,825.00	
			8677	JUN 2026 TURF MAINTENANCE FOR RICHARD ROLLINS PARK	06/29/2026		
				E 10-450-245-000-000		2,350.00	
						2,350.00	
							9,175.00

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83832	07/09/2026	BARR DOOR INC	34924	INSTALLATION OF SWITCH ON DOOR AT CITY HALL	06/17/2026		
				E 10-195-245-000-000		1,885.53	
						1,885.53	
							1,885.53
83833	07/09/2026	CALIFORNIA JPIA	PRIM-00165	FY2026-27 GENERAL LIAB & WOKER'S COMP	06/24/2026		
				B 10-017-00-00		162,778.00	
						162,778.00	
							162,778.00
83834	07/09/2026	CHAMPION FIRE SYSTEMS INC	80514	FY2026-27 Q1 CITY HALL ALARM TROUBLESHOOT AND RESET	06/26/2026		
				B 10-017-00-00		144.00	
						144.00	
							144.00
83835	07/09/2026	CHARTER COMMUNICATIONS	25430460106212	CITY HALL INTERNET - PEG CITY HALL - JUN-JUL 2026	06/21/2026		
				E 67-380-250-000-000		540.00	
						540.00	
			18875370106212	PICO PARK INTERNET - JUN-JUL 2026	06/21/2026		
				E 10-450-238-000-000		329.99	
						329.99	
			18875330106212	RICHARD ROLLINS PARK INTERNET - JUN-JUL 2026	06/21/2026		
				E 10-450-238-000-000		329.99	
						329.99	
			18875320106212	CITY HALL INTERNET - CITY HALL - JUN-JUL 2026	06/21/2026		
				E 10-190-238-000-000		329.99	
						329.99	
			18875300106212	SR CENTER INTERNET - HSD3 - JUN-JUL 2026	06/21/2026		
				E 10-805-238-000-000		140.00	
						140.00	

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			18875310106212	CITY HALL CABLE - CITY HALL - JUN-JUL 2026	06/21/2026		
				E 10-190-238-000-000		60.01	
						60.01	
							1,729.98
83836	07/09/2026	COMPUTERIZED EMBROIDERY CO INC	61801	EMBROIDERY OF CITY LOGO ON SHIRTS FOR CITY HALL STAFF	06/24/2026		
				E 10-190-220-000-000		33.71	
						33.71	
							33.71
83837	07/09/2026	COUNTY OF RIVERSIDE TLMA ADM	TL0000018222	MAR 2026 TRAFFIC SIGNAL MONITORING AT MAIN ST AND MICHIGAN ST	06/18/2026		
				E 10-175-246-000-000		884.54	
						884.54	
			TL0000018260	MAY 2026 TRAFFIC SIGNAL MONITORING AT MAIN ST AND MICHIGAN ST	06/30/2026		
				E 10-175-246-000-000		516.19	
						516.19	
			TL0000018235	APR 2026 TRAFFIC SIGNAL MONITORING AT MAIN ST AND MICHIGAN ST	06/23/2026		
				E 10-175-246-000-000		229.64	
						229.64	
							1,630.37
83838	07/09/2026	DATA TICKET INC	194698	MAY 2026 CODE ENFORCEMENT CITATION PROCESSING	06/26/2026		
				E 10-185-255-000-000		2,616.10	
						2,616.10	
			195357	GRAND TERRACE - STREET SWEEPING FOR MAY 2026	06/26/2026		
				E 10-140-255-000-000		37.50	
						37.50	
							2,653.60

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83839	07/09/2026	EYEMED FIDELITY SECURITY LIFE	167419615	JUL 2026 EMPLOYEE PAID VISION INSURANCE	06/22/2026		
				B 10-017-00-00		185.64	
						185.64	
							185.64
83840	07/09/2026	GOODMAN AND ASSOCIATES	6148	JUN 2026 INTERIM CITY ENGINEER SERVICES	07/01/2026		
				E 10-175-250-020-000		7,166.25	
						7,166.25	
							7,166.25
83841	07/09/2026	GRAND TERRACE CITY NEWS	21880	GT 06.25.2026 TO 07.02.2026 CITY AD: NOTICE OF UNCLAIMED MONEY	06/23/2026		
				E 10-140-220-000-000		1,165.50	
						1,165.50	
			21960	GT 07.02.2026 CITY AD: NOTICE OF ELECTION	06/30/2026		
				B 10-017-00-00		499.50	
						499.50	
			21949	GT 07.02.2026 CITY AD: ORD 379 - 1ST READING	06/30/2026		
				B 10-017-00-00		156.96	
						156.96	
							1,821.96
83842	07/09/2026	GTHS TITANS WRESTLING BOOSTER	06302026	COMMUNITY BENEFIT FUND EXPENSE - WRESTLING TOURNAMENTS	06/30/2026		
				E 61-461-100-000-000		2,000.00	
						2,000.00	
							2,000.00
83843	07/09/2026	LYNNE HARMON	06032026	REIMBURSEMENT - GIFT CARDS FOR LUNCHES	06/03/2026		
				E 10-804-220-000-000		40.00	
						40.00	
							40.00
83844	07/09/2026	HDL SOFTWARE LLC	SIN062129	MAR 2026 BUSINESS LICENSE PROCESSING FEES	03/31/2026		
				E 10-140-250-000-000		429.26	
						429.26	

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			SIN064768	MAY 2026 BUSINESS LICENSE PROCESSING FEES	05/31/2026		
				E 10-140-250-000-000		214.63	
						214.63	
							643.89
83845	07/09/2026	HIGH TECH SECURITY SYSTEMS	148280	PURCHASE AND INSTALLATION OF (5) SECURITY CAMERAS FOR RICHARD ROLLINS PARK	06/01/2026		
				E 10-450-227-000-000		1,951.12	
						1,951.12	
							1,951.12
83846	07/09/2026	INFORMATION STATION SPECIALIST	048-2603	AM RADIO STATION ANTENNA INSTALLATION	06/02/2026		
				E 10-808-703-000-000		7,380.34	
						7,380.34	
							7,380.34
83847	07/09/2026	INTERSTATE BATTERIES OF SB	410597	BATTERY REPLACEMENT FOR PUBLIC WORKS TRUCK	06/22/2026		
				E 10-175-272-000-000		175.52	
						175.52	
							175.52
83848	07/09/2026	JBI GROUP	2462	CUBICLE CURTAIN INSTALLATION AT CITY HALL	06/12/2026		
				E 10-195-245-000-000		4,677.00	
						4,677.00	
							4,677.00
83849	07/09/2026	NEW WORLD PLUMBING INC	1428	INSTALLATION OF (5) DRINKING FOUNTAINS AT PARKS AND CITY HALL	05/25/2026		
				E 10-195-245-000-000		4,000.00	
				E 10-450-245-000-000		16,000.00	
						20,000.00	

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			1429	INSTALLATION OF (6) STEEL BASIN SINKS AT PARKS	05/25/2026		
				E 10-450-245-000-000		3,900.00	
						3,900.00	
							23,900.00
83850	07/09/2026	OTIS ELEVATOR COMPANY	SAU17679001	PHONE REPLACEMENT INSTALLATION IN ELEVATOR AT CITY HALL	06/30/2026		
				E 10-195-246-000-000		2,768.13	
						2,768.13	
							2,768.13
83851	07/09/2026	PETTY CASH	07072026	REPLENISH PETTY CASH MAR 2026 TO JUN 2026	06/29/2026		
				E 10-125-210-000-000		21.23	
				E 10-175-219-000-000		43.10	
				E 10-175-270-000-000		92.84	
				E 10-185-268-000-000		145.00	
				E 10-195-245-000-000		88.24	
				E 10-195-246-000-000		76.00	
				E 10-370-210-000-000		50.00	
				E 10-450-245-000-000		9.70	
				E 10-805-220-000-000		195.20	
				E 65-425-220-000-000		21.47	
						742.78	
							742.78
83852	07/09/2026	Q3 CONSULTING	41464	MAY 2026 STORM DRAIN MASTER PLAN DEVELOPMENT	06/25/2026		
				E 10-631-255-000-000		2,135.00	
						2,135.00	
							2,135.00
83853	07/09/2026	RIVERSIDE PERSONNEL SERVICE	91716	WEEK ENDING 06/28/2026 - STAFFING SOLUTIONS FOR PUBLIC WORKS	07/03/2026		
				E 10-175-250-000-000		1,573.20	
						1,573.20	
							1,573.20

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83854	07/09/2026	SCA OF CA LLC	CA0944614	JUN 2026 STREET SWEEPING SERVICES	06/30/2026		
				E 16-900-254-000-000		8,688.67	
						8,688.67	
							8,688.67
83855	07/09/2026	SMS DIGITAL	IN-1260626262	JUN 2026 SEE SOMETHING SAY SOMETHING CAMPAIGN ADVERTISING	06/30/2026		
				E 10-120-230-000-000		650.00	
						650.00	
							650.00
83856	07/09/2026	T MOBILE	JUN26 TMOBILE	JUN 2026 BACKUP INTERNET SERVICE	06/20/2026		
				E 10-380-250-000-000		33.85	
						33.85	
							33.85
83857	07/09/2026	TERMINIX	473377726	JUN 2026 GOPHER CONTROL FOR GRIFFIN PARK	06/22/2026		
				E 10-450-245-000-000		208.00	
						208.00	
			473379783	JUN 2026 PEST CONTROL SERVICES - CITY HALL	06/22/2026		
				E 10-195-245-000-000		152.00	
						152.00	
			473377680	JUN 2026 PEST CONTROL SERVICES - CITY HALL	06/22/2026		
				E 10-195-245-000-000		138.00	
						138.00	
			473373296	JUN 2026 PEST CONTROL SVCS FOR SENIOR CENTER	06/22/2026		
				E 10-805-245-000-000		133.00	
						133.00	
			473377709	JUN 2026 GOPHER CONTROL FOR RICHARD ROLLINS PARK	06/22/2026		
				E 10-450-245-000-000		102.00	
						102.00	

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			473377697	JUN 2026 GOPHER CONTROL FOR DOG PARK	06/22/2026		
				E 10-450-245-000-000		102.00	
						102.00	
			473379757	JUN 2026 GOPHER CONTROL FOR POCKET PARK	06/22/2026		
				E 10-450-245-000-000		88.00	
						88.00	
							923.00
83858	07/09/2026	VERIZON WIRELESS	6146920179	ALPR CARD LINE CHARGES MAY-JUN 2026	06/23/2026		
				E 10-190-235-000-000		190.05	
						190.05	
							190.05
83859	07/09/2026	WEST COAST ARBORISTS INC	244896	MAY 2026 TREE MAINTENANCE OUT OF CYCLE	05/31/2026		
				E 10-175-245-000-000		668.00	
						668.00	
							668.00
83860	07/16/2026	BENSON PRODUCTIONS	1634	JUN 2026 VIDEOGRAPHER SERVICES FOR CITY COUNCIL	07/08/2026		
				E 67-380-250-000-000		825.00	
						825.00	
							825.00
83861	07/16/2026	BEST BUY RESTAURANT EQUIPMENT	133525	REPAIRS FOR KITCHEN STOVE AT SENIOR CENTER	05/15/2026		
				E 10-805-245-000-000		150.00	
						150.00	
							150.00
83862	07/16/2026	GRAND TERRACE CITY NEWS	21959	GT 07.02.2026 TO 07.09.2026 CITY AD: HEARING NOTICE OF DELINQUENT CHARGES	06/30/2026		
				B 10-017-00-00		832.50	
						832.50	
							832.50

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83863	07/16/2026	HOME DEPOT CREDIT SERVICE	9033062	IRRIGATION CLOCK, ORBIT CONTROL, AND BATTERY OP TIMER	06/16/2026		
				E 10-175-244-000-000		17.36	
				E 10-450-245-000-000		125.00	
						142.36	
			8042113	SHOP SUPPLIES FOR MAINTENANCE AND MAINTENANCE SUPPLIES FOR EX TRAILER	06/17/2026		
				E 10-175-210-000-000		85.69	
				E 10-175-246-000-000		21.46	
						107.15	
			24025	CLEANING AND MAINTENANCE SUPPLIES	06/25/2026		
				E 10-175-210-000-000		56.75	
				E 10-450-245-000-000		2.69	
				E 10-631-255-000-000		45.91	
						105.35	
			4023262	SUPPLIES TO CUT TRAILER FRAME TO REFURBISH	06/11/2026		
				E 10-175-246-000-000		104.14	
						104.14	
			8042153	MAINTENANCE SUPPLIES FOR RICHARD ROLLINS PARK	06/17/2026		
				E 10-450-245-000-000		83.69	
						83.69	
			7270029	SUPPLIES TO REPLACE IRRIGATION CLOCK AT POCKET PARK	06/18/2026		
				E 10-450-245-000-000		60.35	
						60.35	
			5521281	CORD FOR TV IN CITY HALL LOBBY AND BLADES FOR MAINTENANCE SHOP	06/10/2026		
				E 10-175-218-000-000		17.27	
				E 10-190-220-000-000		13.02	
						30.29	

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			7273274	SUPPLIES FOR PLANTS FOR CITY HALL	05/29/2026		
				E 10-195-245-000-000		17.33	
						17.33	
			3522363	LIGHT REPLACEMENT FOR LIBRARY AT CITY HALL	06/22/2026		
				E 10-195-245-000-000		14.12	
						14.12	
			1210814	RETURN - LIGHT REPLACEMENT FOR LIBRARY A	06/24/2026		
				E 10-195-245-000-000		-14.12	
						-14.12	
							650.66
83864	07/16/2026	KONICA MINOLTA BUS. SOLUTIONS	509055113	JUN 2026 CITYWIDE PHOTOCOPIER MAINTENANCE	06/30/2026		
				E 10-190-212-000-000		155.19	
						155.19	
							155.19
83865	07/16/2026	LYNN MERRILL AND ASSOCIATES	26-10	JUN 2026 NPDES SUPPORT SERVICES	07/08/2026		
				E 10-625-255-000-000		941.89	
						941.89	
							941.89
83866	07/16/2026	PACIFIC PRODUCTS AND SERVICES	38495	STREET SIGN REPLACEMENTS	06/25/2026		
				E 10-175-244-000-000		377.36	
						377.36	
							377.36
83867	07/16/2026	SB COUNTY SHERIFF	1800002530	FY2025-26 Q3 GT PROACTIVE PATROL	06/22/2026		
				E 10-410-250-000-000		33,342.30	
						33,342.30	
			1800002646	FY2025-26 Q3 GAS & VEHICLE MAINTENANCE &	06/22/2026		
				E 10-410-220-000-000		17,470.63	
				E 10-410-250-000-000		4,285.68	
						21,756.31	

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			1800002652	FY2025-26 Q3 GT QUALITY OF LIFE	06/01/2026		
				E 10-410-250-000-000		9,436.50	
						9,436.50	
			1800002529	FY2025-26 Q3 DEPUTY SHERIFF OVERTIME	06/18/2026		
				E 10-410-250-000-000		1,450.25	
						1,450.25	
							65,985.36
83868	07/16/2026	SO CAL LOCKSMITH	67882	NEW LOCK AND KEYS FOR CITY HALL	01/22/2026		
				E 10-195-245-000-000		488.39	
						488.39	
			67883	NEW LOCK AND KEYS FOR VETERAN'S FREEDOM PARK AND SHERIFF SUBSTATION	01/23/2026		
				E 10-195-245-000-000		145.04	
				E 10-450-245-000-000		314.51	
						459.55	
			67901	NEW LOCK AND KEYS FOR VETERAN'S FREEDOM PARK	01/27/2026		
				E 10-450-245-000-000		239.19	
						239.19	
			68322	LOCK CYLINDER REPLACEMENT FOR LIBRARY AT CITY HALL	06/04/2026		
				E 10-195-245-000-000		155.00	
						155.00	
							1,342.13
83869	07/16/2026	ST FRANCIS ELECTRIC	221477102	JUN 2026 RESPONSE TRAFFIC SIGNAL MAINTENANCE	06/30/2026		
				E 16-510-255-000-000		911.68	
						911.68	
			221477101	JUN 2026 ROUTINE TRAFFIC SIGNAL MAINTENANCE	06/30/2026		
				E 16-510-255-000-000		557.55	
						557.55	
							1,469.23

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83870	07/16/2026	STERICYCLE INC	8014830465	JUN 2026 RECORDS DESTRUCTION	07/10/2026		
				E 10-125-250-000-000		186.05	
						186.05	
							186.05
83871	07/16/2026	TERMINIX	473684301	JUN 2026 GOPHER CONTROL FOR PICO PARK	06/22/2026		
				E 10-450-245-000-000		170.00	
						170.00	
							170.00
83872	07/16/2026	WILLDAN	002-38570	JUN 2026 PLAN CHECK/ INSPECTION SVCS FOR BUILDING & SAFETY	07/07/2026		
				E 10-172-250-100-000		11,246.00	
						11,246.00	
			00424303	JUN 2026 PROFESSIONAL SERVICES FOR DUTCH BROS	07/13/2026		
				B 23-515-81-00		4,352.00	
						4,352.00	
			002-38571	JUN 2026 PROFESSIONAL SERVICES FOR VIVIENDA MANOR	07/07/2026		
				B 23-520-04-00		337.50	
						337.50	
							15,935.50
83873	07/16/2026	8X8 INC	5711684	JUL 2026 SERVICE CHARGE FOR (46) POLYCOM VVX 450 PHONES	07/01/2026		
				E 10-190-235-000-000		1,332.03	
						1,332.03	
							1,332.03
83874	07/16/2026	AT AND T	JUL 2026 AT&T	JUL 2026 AT&T	07/01/2026		
				E 10-190-235-000-000		3,091.09	
				E 10-450-235-000-000		704.56	
						3,795.65	
							3,795.65

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83875	07/16/2026	CALIFORNIA JPIA	PROP00158	FY2026-27 PROPERY INSURANCE PROGRAM POLICY	07/09/2026		
				E 10-190-260-000-000		21,883.00	
						21,883.00	
							21,883.00
83876	07/16/2026	CHARTER COMMUNICATIONS	23470380107012	CITY HALL ELEVATOR PHONE - JUL 2026	07/01/2026		
				E 10-195-246-000-000		104.26	
						104.26	
							104.26
83877	07/16/2026	COMPUTERIZED EMBROIDERY CO INC	61894	EMBROIDERY OF CITY LOGO ON SHIRTS FOR CITY HALL STAFF	07/07/2026		
				E 10-190-220-000-000		168.56	
						168.56	
							168.56
83878	07/16/2026	KONICA MINOLTA	49424742	JUL-AUG 2026 RENT FOR (2) PHOTOCOPIERS	07/02/2026		
				E 10-190-700-000-000		260.32	
						260.32	
							260.32

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83879	07/16/2026	LINCOLN NATIONAL LIFE INSURANC	LCLN JUL 2026	JUL 2026 LIFE/AD&D/DEP LIFE/WI/LTD	07/01/2026		
				B 10-022-66-00		1,218.35	
				E 10-120-142-000-000		77.14	
				E 10-125-142-000-000		23.71	
				E 10-140-142-000-000		55.63	
				E 10-172-142-000-000		10.34	
				E 10-175-142-000-000		32.86	
				E 10-185-142-000-000		22.65	
				E 10-370-142-000-000		33.82	
				E 10-450-142-000-000		21.61	
				E 16-175-142-000-000		10.81	
				E 22-425-142-000-000		11.86	
				E 52-400-142-000-000		2.51	
				E 65-425-142-000-000		7.14	
						1,528.43	
							1,528.43
83880	07/16/2026	GOVERNMENTJOBS COM INC NEOGO'	INV-160091	FY2026-27 INSIGHT ENTERPRISE SOFTWARE SUBSCRIPTION	05/21/2026		
				E 10-120-265-000-000		5,500.32	
						5,500.32	
							5,500.32
83881	07/16/2026	ON SITE COMPUTING	532032	AUG 2026 IT SERVICES	07/01/2026		
				E 10-380-250-000-000		11,043.32	
						11,043.32	
							11,043.32
83882	07/16/2026	SARA POKRAJAC	07152026	REFUND YARD SALE SIGN DEPOSIT FOR (5) YARD SALE SIGNS	07/15/2026		
				B 23-515-22-00		50.00	
						50.00	
							50.00

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83883	07/16/2026	RIVERSIDE PERSONNEL SERVICE	91743	WEEK ENDING 07/12/2026 - STAFFING SOLUTIONS FOR PUBLIC WORKS	07/17/2026		
				E 10-175-250-000-000		1,317.56	
						1,317.56	
							1,317.56
83884	07/16/2026	SAN BERNARDINO COUNTY FIRE DEP	GT127CC	JUL-SEP 2026 HOUSEHOLD HAZARDOUS WASTE SERVICES	07/01/2026		
				E 10-187-258-000-000		5,690.37	
						5,690.37	
			401951	FIRE SAFETY INSPECTION FOR THE SENIOR CENTER	07/08/2026		
				E 10-805-245-000-000		483.00	
						483.00	
							6,173.37
83885	07/16/2026	SB COUNTY TREASURER	1800002745	LAFCO APPORTIONMENT ANNUAL FEE FY2026-27	07/01/2026		
				E 10-190-265-000-000		1,265.78	
						1,265.78	
							1,265.78
83886	07/16/2026	UNDERGROUND SERVICE ALERT	620260326	JUL 2026 MONTHLY DATABASE MAINTENANCE FEE	07/01/2026		
				E 16-900-220-000-000		246.50	
						246.50	
			25-264328	JUL 2026 CA STATE FEE FOR REGULATORY COST	07/01/2026		
				E 16-900-220-000-000		46.43	
						46.43	
							292.93
83887	07/30/2026	CA DEPT OF TRANSPORTATION	SL261150	APR-JUN 2026 SIGNALS AND LIGHTING BILLING	07/15/2026		
				E 16-510-255-000-000		1,076.06	
						1,076.06	
							1,076.06

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83888	07/30/2026	CACEO	200035329	CEOSF: SAFETY AWARENESS AND SELF DEFENSE TRAINING	08/25/2025		
				E 10-185-268-000-000		49.00	
						49.00	
							49.00
83889	07/30/2026	CARTER ENTERPRISES GROUP INC	9039-1	CONCRETE REHABILITATION AT VARIOUS LOCATIONS FOR SIDEWALKS	06/30/2026		
				E 46-900-321-000-000		95,739.10	
						95,739.10	
							95,739.10
83890	07/30/2026	COLTON PUBLIC UTILITIES	APR-MAY26 GT S	APR-MAY 2026 GT SEWER COMM	07/08/2026		
				E 10-190-238-000-000		2,037.40	
						2,037.40	
							2,037.40
83891	07/30/2026	DAILY JOURNAL CORPORATION	B4005210	NOTICE OF PUBLIC HEARING ZCA 25-03	01/23/2026		
				E 10-370-230-000-000		426.00	
						426.00	
			B4007639	NOTICE OF PUBLIC HEARING ZCA 25-04	01/29/2026		
				E 10-370-230-000-000		413.30	
						413.30	
			B4005212	NOTICE OF PUBLIC HEARING ZCA 25-04	01/22/2026		
				E 10-370-230-000-000		413.30	
						413.30	
							1,252.60
83892	07/30/2026	DATA TICKET INC	196150	JUN 2026 CODE ENFORCEMENT CITATION PROCESSING	07/22/2026		
				E 10-185-255-000-000		3,609.00	
						3,609.00	
			196686	GRAND TERRACE - STREET SWEEPING FOR #	07/22/2026		
				E 10-140-255-000-000		75.00	
						75.00	
							3,684.00

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83893	07/30/2026	EAGLE TRUCK BODY AND EQUIPMENT	25628	MAINTENANCE AND REPAIRS FOR EXCAVATOR TRAILER	06/29/2026		
				E 10-175-246-000-000		3,314.45	
						3,314.45	
							3,314.45
83894	07/30/2026	FENNEMORE CRAIG PC	1376823	JUN 2026 LEGAL SERVICES FOR PETTA FAMILY TRUST	07/22/2026		
				E 10-160-250-100-000		1,647.00	
						1,647.00	
							1,647.00
83895	07/30/2026	INLAND BUSINESS FORMS	36547	BUSINESS CARDS - ANTONIO LOPEZ	02/26/2026		
				E 10-120-210-000-000		62.34	
						62.34	
							62.34
83896	07/30/2026	KONICA MINOLTA BUS. SOLUTIONS	9010946206	06/15/2026-07/14/2026 CITYWIDE PHOTOCOPIER SERVICES	07/14/2026		
				E 10-190-212-000-000		338.80	
						338.80	
							338.80
83897	07/30/2026	MAX R	INV41030	SIGNAGE FOR COMMUNITY RESOURCE YARD AT CITY HALL	07/16/2026		
				E 10-195-246-000-000		4,908.01	
						4,908.01	
							4,908.01
83898	07/30/2026	MICHAEL BAKER INTERNATIONAL	1293315	JUN-JUL 2026 PROFESSIONAL SERVICES FOR VIVIENDA CARE FACILITY	07/21/2026		
				B 23-520-04-00		3,146.00	
						3,146.00	
			1294034	JUN-JUL 2026 PROFESSIONAL SERVICES FOR GT HEALTH CENTER	07/23/2026		
				B 23-520-20-00		758.50	
						758.50	
							3,904.50

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83899	07/30/2026	Q3 CONSULTING	41500	JUN 2026 STORM DRAIN MASTER PLAN DEVELOPMENT	07/08/2026		
				E 10-631-255-000-000		7,731.70	
						7,731.70	
							7,731.70
83900	07/30/2026	WILLDAN	00424425	JUN 2026 PLAN CHECK/INSPECTION SERVICES FOR PUBLIC WORKS	07/17/2026		
				E 10-175-250-020-000		4,004.00	
						4,004.00	
			00424444	JUN 2026 PROFESSIONAL SERVICES FOR JAY GEES	07/17/2026		
				B 23-515-55-00		544.00	
						544.00	
			00424456	JUN 2026 PLAN CHECKING SERVICES FOR 22756 PALM AVE	07/17/2026		
				B 23-510-68-00		544.00	
						544.00	
							5,092.00
83901	07/30/2026	A STORAGE PLACE	08/01/2026 - B15	AUG 2026 RENT FOR UNIT B15	07/17/2026		
				E 10-140-241-000-000		260.00	
						260.00	
							260.00
83902	07/30/2026	ADT SECURITY SERVICES	1230160789	AUG-SEP 2026 SENIOR CENTER SECURITY MONITORING	07/27/2026		
				E 10-805-245-000-000		56.55	
						56.55	
							56.55
83903	07/30/2026	STELLA BENITEZ	07292026	REFUND YARD SALE SIGN DEPOSIT FOR (3) YARD SALE SIGNS	07/29/2026		
				B 23-515-22-00		30.00	
						30.00	
							30.00

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83904	07/30/2026	BENSON PRODUCTIONS	1635	JUL 2026 VIDEOGRAPHER SERVICES FOR CITY COUNCIL AND PLANNING COMMISSION	07/23/2026		
				E 67-380-250-000-000		775.00	
						775.00	
							775.00
83905	07/30/2026	CHARTER COMMUNICATIONS	25430460107212	CITY HALL INTERNET - PEG CITY HALL - JUL-AUG 2026	07/21/2026		
				E 67-380-250-000-000		540.00	
						540.00	
			18875370107212	PICO PARK INTERNET - JUL-AUG 2026	07/21/2026		
				E 10-450-238-000-000		329.99	
						329.99	
			188753201072126	CITY HALL INTERNET - CITY HALL - JUL-AUG 2026	07/21/2026		
				E 10-190-238-000-000		329.99	
						329.99	
			18875330107212	RICHARD ROLLINS PARK INTERNET - JUL-AUG 2026	07/21/2026		
				E 10-450-238-000-000		329.99	
						329.99	
			18875300107212	SR CENTER INTERNET - HSD3 - JUL-AUG 2026	07/21/2026		
				E 10-805-238-000-000		140.00	
						140.00	
			18875310107212	CITY HALL CABLE - CITY HALL - JUL-AUG 2026	07/21/2026		
				E 10-190-238-000-000		60.01	
						60.01	
							1,729.98
83906	07/30/2026	DENTAL HEALTH SERVICES	2563290	AUG 2026 EMPLOYEE PAID DENTAL INSURANCE	07/16/2026		
				B 10-022-70-00		157.20	
						157.20	
							157.20

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83907	07/30/2026	DIVINE CUISINE PMSH	07082026	LUNCH FOR EMPLOYEE APPRECIATION LUNCHEON	07/08/2026		
				E 10-190-220-000-000		1,435.50	
						1,435.50	
							1,435.50
83908	07/30/2026	SARA EVANS	07292026	REFUND RESERVATION DEPOSIT FOR COMMUNITY ROOM 07/26/2026	07/29/2026		
				B 23-515-22-00		200.00	
						200.00	
							200.00
83909	07/30/2026	EZ SUNNYDAY LANDSCAPE	10891	JUL 2026 LANDSCAPING SERVICES - PARKS, CIVIC CENTER, CANAL STRIP, ORIOLE	07/16/2026		
				E 10-175-244-000-000		80.00	
				E 10-195-245-000-000		200.00	
				E 10-450-245-000-000		3,285.00	
				E 26-600-255-000-000		150.00	
				E 26-601-255-000-000		80.00	
						3,795.00	
			10892	JUL 2026 RIGHT OF WAY LANDSCAPING BI MONTHLY MAINT	07/16/2026		
				E 10-175-244-000-000		575.00	
						575.00	
							4,370.00
83910	07/30/2026	DBA DEBTBOOK FIFTH ASSET INC	DB2010701	FY2026-27 GASB 96 FINANCIAL REPORTING	07/14/2026		
				E 10-140-250-000-000		9,240.00	
						9,240.00	
							9,240.00
83911	07/30/2026	GRAND TERRACE CITY NEWS	22025	GT 07.16.2026 CITY AD: ORD 379 1ST READING	07/10/2026		
				E 10-125-230-000-000		157.04	
						157.04	
							157.04

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83912	07/30/2026	HDL COREN CONE	SIN065771	JUL-SEP 2026 PROPERTY TAX SERVICES	07/27/2026		
				E 10-140-250-000-000		2,673.27	
						2,673.27	
							2,673.27
83913	07/30/2026	HEALTH BENEFIT AND RETIREMENT	PAYDATE 07232	PAYDATE 07232026 ARS RETIREMENT	07/23/2026		
				B 10-022-68-00		227.85	
						227.85	
			PAYDATE 07092	PAYDATE 07092026 ARS RETIREMENT	07/09/2026		
				B 10-022-68-00		212.85	
						212.85	
							440.70
83914	07/30/2026	ALEXANDER HOWARD	07292026	INTERNSHIP AT CITY HALL: JULY 1, 2026 - JULY 14, 2026	07/29/2026		
				E 10-175-220-000-000		194.35	
						194.35	
							194.35
83915	07/30/2026	AUBRIANNE KESTER	07222026	REFUND YARD SALE SIGN DEPOSIT FOR (2) YARD SALE SIGNS	07/22/2026		
				B 23-515-22-00		20.00	
						20.00	
							20.00
83916	07/30/2026	KONICA MINOLTA	49529844	JUL-AUG 2026 RENT FOR ADDITIONAL PHOTOCOPIER	07/22/2026		
				E 10-190-700-000-000		142.92	
						142.92	
							142.92

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83917	07/30/2026	LINCOLN NATIONAL LIFE INSURANC	LCLN AUG 2026	AUG 2026 LIFE/AD&D/DEP LIFE/WI/LTD	08/01/2026		
				B 10-022-66-00		1,355.84	
				E 10-120-142-000-000		85.22	
				E 10-125-142-000-000		27.97	
				E 10-140-142-000-000		62.93	
				E 10-172-142-000-000		12.16	
				E 10-175-142-000-000		36.93	
				E 10-185-142-000-000		26.61	
				E 10-370-142-000-000		37.24	
				E 10-450-142-000-000		24.46	
				E 16-175-142-000-000		12.23	
				E 22-425-142-000-000		12.76	
				E 52-400-142-000-000		2.75	
				E 65-425-142-000-000		7.76	
						1,704.86	
							1,704.86
83918	07/30/2026	LOMA LINDA HEAT AND A C INC	22107415	FY2026-27 Q1 A/C MAINTENANCE	07/15/2026		
				E 10-195-257-000-000		1,275.00	
						1,275.00	
							1,275.00
83919	07/30/2026	GOVERNMENTJOBS COM INC NEOGO'	INV-164009	FY2026-27 GOVERNMENTJOBS.COM SUBSCRIPTION	07/20/2026		
				E 10-120-210-000-000		1,252.47	
						1,252.47	
							1,252.47
83920	07/30/2026	ODP BUSINESS SOLUTIONS LLC	476138594001	BREAKROOM SUPPLIES AND TOILET PAPER	07/16/2026		
				E 10-190-210-000-000		250.18	
				E 10-450-245-000-000		136.50	
				E 10-805-245-000-000		31.61	
						418.29	
							418.29

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83921	07/30/2026	PACIFIC PRODUCTS AND SERVICES	38586	STREET SIGNS AND SUPPLIES FOR CITY STREETS	07/15/2026		
				E 10-175-244-000-000		511.56	
						511.56	
							511.56
83922	07/30/2026	RON PEREZ	07292026	REFUND YARD SALE SIGN DEPOSIT FOR (2) YARD SALE SIGNS	07/29/2026		
				B 23-515-22-00		20.00	
						20.00	
							20.00
83923	07/30/2026	RIVERSIDE PERSONNEL SERVICE	91730	WEEK ENDING 07/05/2026 - STAFFING SOLUTIONS FOR PUBLIC WORKS	07/10/2026		
				E 10-175-250-000-000		1,258.56	
						1,258.56	
			91756	WEEK ENDING 07/19/2026 - STAFFING SOLUTIONS FOR PUBLIC WORKS	07/22/2026		
				E 10-175-250-000-000		1,258.56	
						1,258.56	
							2,517.12
83924	07/30/2026	SITEONE LANDSCAPE SUPPLY	168641205-001	IRRIGATION SUPPLIES FOR PARKS AND ORANGE GROVES	07/10/2026		
				E 10-175-244-000-000		104.54	
				E 10-450-245-000-000		207.06	
						311.60	
							311.60
83925	07/30/2026	SUPERIOR BUILDING MAINTENANCE	10754	AUG 2026 JANITORIAL SERVICES FOR CIVIC CENTER, PARKS, AND SENIOR CENTER	07/24/2026		
				E 10-195-245-000-000		3,378.00	
				E 10-450-245-000-000		1,922.00	
				E 10-805-245-000-000		1,708.00	
						7,008.00	
							7,008.00

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83926	07/30/2026	T MOBILE	JUL26 TMOBILE	JUL 2026 BACKUP INTERNET SERVICE	07/20/2026		
				E 10-380-250-000-000		33.85	
						33.85	
							33.85
83927	07/30/2026	TEAMSTERS LOCAL 1932	060	AUG 2026 EMPLOYEE PAID MEMBERSHIP DUES	07/17/2026		
				B 10-022-72-00		776.35	
						776.35	
							776.35
989877	07/01/2026	AMERICAN FIDELITY ASSURANCE CO	D989877	JUL 2026 - EMPLOYEE CANCER & ACCIDENT INSURANCE	07/01/2026		
				B 23-250-20-00		668.02	
						668.02	
							668.02
1910179	07/10/2026	SO CA GAS COMPANY	JUN 2026 GAS S	JUN 2026 GAS SERVICE	07/09/2026		
				E 10-190-238-000-000		47.34	
				E 10-805-238-000-000		182.88	
						230.22	
							230.22
2710201	07/01/2026	AMERICAN FIDELITY ASSURANCE CO	2710201A	JUL 2026 EMP PAID FLEX SPEND/DEP CARE	07/01/2026		
				B 23-250-10-00		441.65	
						441.65	
							441.65
2710202	07/29/2026	AMERICAN FIDELITY ASSURANCE CO	2710202A	AUG 2026 EMP PAID FLEX SPEND/DEP CARE	08/01/2026		
				B 23-250-10-00		441.65	
						441.65	
							441.65
18298041	07/01/2026	PUBLIC EMPLOYEES RETIREMENT	PAYDTE 062520	RETIREMENT CONTRIBUTIONS FOR PAY DATE 06/25/2026	06/25/2026		
				B 10-022-62-00		12,994.67	
						12,994.67	
							12,994.67

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18327062	07/24/2026	PUBLIC EMPLOYEES RETIREMENT	PAYDTE 070920	RETIREMENT CONTRIBUTIONS FOR PAY DATE 07/09/2026	07/09/2026		
				B 10-022-62-00		13,648.83	
						13,648.83	
							13,648.83
18327082	07/24/2026	PUBLIC EMPLOYEES RETIREMENT	PAYDTE 072320	RETIREMENT CONTRIBUTIONS FOR PAY DATE 07/23/2026	07/23/2026		
				B 10-022-62-00		13,382.28	
						13,382.28	
							13,382.28
18331714	07/06/2026	CA PUB EMPLOYEES RETIRE SYSTEM	07012026 HPERS	JUL 2026 PERS HEALTH INSURANCE ACH 1003325584	07/01/2026		
				B 10-022-61-00		2,636.78	
				E 10-120-142-000-000		5,246.44	
				E 10-125-142-000-000		1,888.66	
				E 10-140-142-000-000		2,807.39	
				E 10-172-142-000-000		969.92	
				E 10-175-142-000-000		2,909.76	
				E 10-185-142-000-000		1,939.84	
				E 10-190-142-000-000		5,837.55	
				E 10-370-142-000-000		918.73	
				E 10-450-142-000-000		1,939.84	
				E 16-175-142-000-000		969.92	
				E 22-425-142-000-000		918.74	
				E 65-425-142-000-000		969.92	
						29,953.49	
							29,953.49

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18333633	07/06/2026	PUBLIC EMPLOYEES RETIREMENT	2025-26 SURV BI	FY2025-26 1959 SURVIVOR BENEFITS	06/17/2026		
				E 10-120-139-000-000		249.60	
				E 10-125-139-000-000		124.80	
				E 10-140-139-000-000		187.20	
				E 10-172-139-000-000		67.60	
				E 10-175-139-000-000		305.76	
				E 10-185-139-000-000		124.80	
				E 10-370-139-000-000		118.56	
				E 10-450-139-000-000		131.04	
				E 22-425-139-000-000		62.40	
				E 52-400-139-000-000		6.24	
				E 65-425-139-000-000		46.80	
						1,424.80	
							1,424.80
18343153	07/06/2026	CALPERS	10000001834315	UNFUNDED ACCRUED LIABILITY RATE PLAN 27159	07/01/2026		
				E 10-190-140-010-000		589,459.00	
						589,459.00	
							589,459.00
18343527	07/01/2026	CALPERS 457 PLAN	PAYDATE 06252	EFT PAYMENT CALPERS ACH CONFIRM #1003322921	06/25/2026		
				B 10-022-63-00		2,795.00	
						2,795.00	
							2,795.00
18367584	07/24/2026	CALPERS 457 PLAN	PAYDATE 07092	EFT PAYMENT CALPERS ACH CONFIRM #1003341218	07/09/2026		
				B 10-022-63-00		2,795.00	
						2,795.00	
							2,795.00
18367733	07/24/2026	CALPERS 457 PLAN	PAYDATE 07232	EFT PAYMENT CALPERS ACH CONFIRM #1003341348	07/23/2026		
				B 10-022-63-00		2,595.00	
						2,595.00	
							2,595.00

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40613742	07/10/2026	SO CA EDISON COMPANY	JUN 2026 EDISO	JUN 2026 EDISON	07/01/2026		
				E 10-175-238-000-000		89.81	
				E 10-190-238-000-000		8,947.08	
				E 10-450-238-000-000		3,289.54	
				E 16-510-238-000-000		7,875.27	
				E 26-600-238-000-000		79.36	
				E 26-601-238-000-000		64.47	
				E 26-602-238-000-000		89.27	
				E 26-603-238-000-000		14.88	
				E 26-604-238-000-000		70.69	
				E 26-605-238-000-000		64.67	
				E 65-425-700-000-000		226.00	
						20,811.04	
							20,811.04
113737121	07/10/2026	WEX BANK	113737121	JUN-JUL 2026 VEHICLE FUEL CHEVRON	07/06/2026		
				E 10-175-272-000-000		1,717.18	
				E 10-185-272-000-000		275.44	
						1,992.62	
							1,992.62
176701863	07/10/2026	VERIZON WIRELESS	6147438997	JUN-JUL 2026 MONTHLY PHONE CHARGES	07/01/2026		
				E 10-120-235-000-000		116.49	
				E 10-125-235-000-000		77.66	
				E 10-140-235-000-000		116.49	
				E 10-172-235-000-000		38.83	
				E 10-175-235-000-000		722.50	
				E 10-185-235-000-000		162.27	
				E 10-190-235-000-000		270.07	
				E 10-370-235-000-000		77.66	
				E 10-805-235-000-000		38.83	
				E 65-425-235-000-000		38.83	
						1,659.63	
							1,659.63

Check Register
CITY OF GRAND TERRACE
As of 7/31/2026

Check #	Date	Vendor	Invoice #	Invoice Description	Inv. Date	Amount Paid	Check Total
442611126	07/07/2026	US BANK	JUN2026 CAL CA	JUN-JUL 2026 CAL CARD CHARGES	07/06/2026		
				B 10-017-00-00 PREPAIDS		2,153.39	
				E 10-120-210-000-000 OFFICE SUPPLIES		61.39	
				E 10-120-220-000-000 MTRLS & SUPPLIES		19.99	
				E 10-125-210-000-000 OFFICE SUPPLIES		207.88	
				E 10-125-265-000-000 MEMBERSHIP/DUES		-69.04	
				E 10-140-210-000-000 OFFICE SUPPLIES		86.78	
				E 10-175-210-000-000 OFFICE SUPPLIES		98.47	
				E 10-175-218-000-000 MTRLS & SUPPLIES		6.51	
				E 10-175-244-000-000 MTRLS & SUPPLIES		288.27	
				E 10-175-246-000-000 MTRLS & SUPPLIES		503.25	
				E 10-175-272-000-000 VEHICLEMAINT		816.25	
				E 10-185-218-000-000 MTRLS & SUPPLIES		43.50	
				E 10-185-272-000-000 VEHICLE MAINT		33.00	
				E 10-190-211-000-000 POSTAGE		340.09	
				E 10-190-220-000-000 MTRLS & SUPPLIES		889.57	
				E 10-190-272-000-000 VEHICLE MAINT		25.98	
				E 10-195-245-000-000 MTRLS & SUPPLIES		165.07	
				E 10-370-210-000-000 OFFICE SUPPLIES		88.42	
				E 10-370-220-000-000 MTRLS & SUPPLIES		75.03	
				E 10-450-245-000-000 PARK MAINT		3,000.49	
				E 10-631-255-000-000 MTRLS & SUPPLIES		10.76	
				E 10-805-220-000-000 SENIOR CENTER		34.55	
				E 10-805-245-000-000 SENIOR CENTER		40.37	
				E 10-808-220-000-000 EOC SUPPLIES		131.28	
				B 23-520-30-00 PERMIT REVIEW		1,198.54	
				E 65-425-220-000-000 MTRLS & SUPPLIES		143.34	
				E 65-425-272-000-000 BUS MAINT		150.00	
						10,543.13	
							10,543.13
					Total Checks:		**1,329,968.86**

Check Register
CITY OF GRAND TERRACE
As of 7/31/2026

Check #	Date	Vendor	Invoice #	Invoice Description	Inv. Date	Amount Paid	Check Total

IN ACCORDANCE WITH CALIFORNIA GOVERNMENT CODE SECTION 37202, I HEREBY CERTIFY THAT, TO THE BEST OF MY KNOWLEDGE, THE AFORE LISTED CHECKS FOR PAYMENT OF CITY LIABILITIES HAVE BEEN AUDITED BY ME AND ARE ACCURATE, NECESSARY AND APPROPRIATE EXPENDITURES FOR THE OPERATION OF THE CITY. I FURTHER CERTIFY, TO THE BEST OF MY KNOWLEDGE, THAT THE CITY HAS AVAILABLE FUNDS FOR PAYMENT THEREOF.

Christine Clayton

Christine Clayton, Finance Director
City of Grand Terrace

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AGENDA REPORT

MEETING DATE: September 8, 2026

TITLE: Approve Check #83821 to Mayor Hussey in the amount of $419.20 from the July 2026 Check Register

PRESENTED BY: Christine Clayton, Finance Director

RECOMMENDATION: **APPROVE CHECK #83821 TO MAYOR HUSSEY IN THE AMOUNT OF $419.20 FROM THE JULY 2026 CHECK REGISTER**

2030 VISION STATEMENT:
This staff report supports Goal #1, “Ensuring Our Fiscal Viability”, through the continuous monitoring of expenditure budgets, allocations, and operational costs.

BACKGROUND:
The check register for the month of July-2026 was prepared in accordance with Government Code §37202 and submitted to City Council at the September 8, 2026 meeting.

The check register lists all vendor payments for the respective month, along with a brief description of the type of goods or services purchased and the account code(s) associated with each payment. The check registers list all payments made to vendors and employee reimbursements during the month.

DISCUSSION:
The July 2026 check register is submitted to City Council on September 8, 2026 with the exception of check #83821 to Mayor Hussey for $419.20 to reimburse him for health insurance. The Mayor has to recuse himself from voting on this check, necessitating a separate vote to approve this expenditure.

ENVIRONMENTAL IMPACT:
N/A

FISCAL IMPACT:
The disbursement was made in accordance with the approved budget for Fiscal Year 2026-27.

CITY OF GRAND TERRACE
FY2026-27

GRAND TERRACE CIVIC CENTER
22795 BARTON ROAD GRAND TERRACE, CA 92313

CHECK REGISTER
Account Index

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

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Fund No.	Fund Name	Dept No.	Department Cost Center	Acct No.	General Account Numbers
09	CHILD CARE FUND	110	CITY COUNCIL	110	SALARIES/WAGES
10	GENERAL FUND	120	CITY MANAGER	115	OVERTIME
11	STREET FUND	125	CITY CLERK	120	COUNCIL STIPENDS
12	STORM DRAIN FUND	140	FINANCE	138	MEDICARE / SUI
13	PARK FUND	160	CITY ATTORNEY	139	EMPLOYEES' BENEFIT PLAN
14	AB 3229 COPS FUND	172	BUILDING & SAFETY	140	RETIREMENT
15	AIR QUALITY IMPROVEMENT FUND	175	PUBLIC WORKS	142	HEALTH/LIFE INSURANCE
16	GAS TAX FUND	180	COMMUNITY EVENTS	143	WORKERS' COMPENSATION
17	TRAFFIC SAFETY FUND	185	RENTAL INSPECTION PROGRAM	210	OFFICE EXPENSE
18	TRANS. DEV. ACT (T D A FUND)	187	ENFORCEMENT PROGRAM	211	POSTAGE & MAILING
19	FACILITIES DEVELOPMENT FUND	190	NON-DEPARTMENTAL	220	SPECIAL DEPARTMENTAL EXP
20	MEASURE I FUND	195	FACILITIES MAINTENANCE	230	ADVERTISING
21	WASTE WATER DISPOSAL FUND	370	PLANNING & DEVELOPMENT SVCS	235	COMMUNICATIONS
22	COMMUNITY DEV. BLOCK GRANT	380	MGT INFORMATION SYSTEMS	238	UTILITIES
25	SPRING MOUNTAIN RANCH FUND	410	LAW ENFORCEMENT	240	RENTS & LEASES
26	LSCPG/ LGHTG ASSESSMENT DIST.	411	ASSET FORFEITURES	244	CUSTODIAL SERVICES
32	S/A CAPITAL PROJECTS FUND	430	RECREATION SERVICES	245	MAINT BLDG GRNDS EQUIPMNT
36	S/A 2011 TABS BOND PROCEEDS	441	CHILD CARE - NUTRITION GRANT	246	MAINT/OPER OF EQUIPMNT
45	CIP - COMMERCE WAY	445	CHILD CARE - TINY TOTS	250	PROFESSIONAL SERVICES
46	CIP - STREET IMPROVEMENTS	446	CHILD CARE - AFTER SCHOOL	251	BANKING SERVICE CHARGES
47	CIP - BARTON RD. BRIDGE PROJECT	447	CHILD CARE - PRE-SCHOOL	252	ROAD MAINTENANCE
48	CIP - CAPITAL PROJECTS FUND	450	PARKS MAINTENANCE	254	STREET SWEEPING
49	CIP - PARKS	461	COMMUNITY GRANTS	255	CONTRACTUAL SERVICES
50	CAPITAL PROJECT BOND PROCEEDS	500	AIR QUALITY PROGRAMS	256	ANIMAL SHELTERING SVCS
52	HOUSING AUTHORITY	510	STREET & SIGNAL LIGHTING	260	INSURANCE & SURETY BONDS
61	COMMUNITY BENEFITS FUND	573	LINE MAINTENANCE	265	MEMBERSHIPS & DUES
62	LIGHT UP GRAND TERRACE FUND	600	ZONE 1 13364 CANAL -TERR PINES	268	TRAINING
63	ILLEGAL FIREWORKS FUND	601	ZONE 3 TRACT 14471 PICO & ORIOLE	270	TRAVEL/CONFERENCES/MTGS
64	PUBLIC SAFETY FUND	602	ZONE 2 14264 FORREST CITY PHASE II	271	MILEAGE
65	SENIOR BUS PROGRAM FUND	603	ZONE 4 TRACT 17766 GREENBRIAR	625	NPDES
66	CAL RECYCLE GRANT	604	ZONE 5 TRACT 18793 PALOMINO	631	STORM DRAIN MAINTENANCE
67	PUBLIC EDUC & GOVT ACCESS (PEG)	605	ZONE 6 TRACT 18071 JADEN	801	PLANNING COMMISSION
68	40TH YR CELEBRATION FUND	606	ZONE 7 TRACT 18604 TESORO/VAN BUREN	804	HISTORICAL & CULTURAL COMM.
69	COMMUNITY DAY FUND	625	NPDES	311	FACILITY IMPROVEMENTS
70	FIXED ASSED/EQUIP REPL FUND	631	STORM DRAIN MAINTENANCE	570	WASTEWATER TREATMENT
73	ACTIVE TRANS PRGM (ATP) GRANT	700	CAPITAL OUTLAY	400	OTHER COMMUNITY GRANTS
74	HIGHWAY SFTY IMPV PRGM (HSIP)	705	EVERY 15 MINUTES	601	ELECTRICAL VEHICLE STATIONS
75	EMER MGMT PREP GRANT (EMPG)	801	PLANNING COMMISSION	700	COMPUTER EQUIPMENT
76	ENHANCED INFRA FIN DIST (EIFD)	804	HISTORICAL & CULTURAL COMMITTEE	701	CAPITAL IMPROVEMENT OTHER
77	SO CAL INCENTIVE PROJECT (SCIP)	805	SENIOR CITIZENS PROGRAM	705	VEHICLES
90	COVID-19 EMERGENCY FUND	808	EMERGENCY OPERATIONS PROG.	998	OVERHEAD COST ALLOCATION
95	DOG PARK ENDOWMENT FUND	999	TRANSFERS	999	TRANSFERS OUT

CITY OF GRAND TERRACE
FY2026-27

GRAND TERRACE CIVIC CENTER
22795 BARTON ROAD GRAND TERRACE, CA 92313

CHECK REGISTER CHECK #83821

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

The Grand Terrace City Council meets on the Second Tuesday of each month at 6:00 pm.

Check Register
CITY OF GRAND TERRACE
As of 7/31/2026

Check #	Date	Vendor	Invoice #	Invoice Description	Inv. Date	Amount Paid	Check Total
83821	07/09/2026	WILLIAM HUSSEY	JUL 2026 HEALT	JUL 2026 HEALTH REIMBURSEMENT	07/02/2026		
				E 10-110-142-000-000		419.20	
						419.20	
							419.20
					Total Checks:		**419.20**

IN ACCORDANCE WITH CALIFORNIA GOVERNMENT CODE SECTION 37202, I HEREBY CERTIFY THAT, TO THE BEST OF MY KNOWLEDGE, THE AFORE LISTED CHECKS FOR PAYMENT OF CITY LIABILITIES HAVE BEEN AUDITED BY ME AND ARE ACCURATE, NECESSARY AND APPROPRIATE EXPENDITURES FOR THE OPERATION OF THE CITY. I FURTHER CERTIFY, TO THE BEST OF MY KNOWLEDGE, THAT THE CITY HAS AVAILABLE FUNDS FOR PAYMENT THEREOF.

Christine Clayton

Christine Clayton, Finance Director
City of Grand Terrace

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AGENDA REPORT

MEETING DATE: September 8, 2026

TITLE: Approve Check #83827 to Councilmember Wilson in the amount of $1,217.40 from the July 2026 Check Register

PRESENTED BY: Christine Clayton, Finance Director

RECOMMENDATION: **APPROVE CHECK #83827 TO COUNCILMEMBER WILSON IN THE AMOUNT OF $1,217.40 FROM THE JULY 2026 CHECK REGISTER**

2030 VISION STATEMENT:
This staff report supports Goal #1, “Ensuring Our Fiscal Viability”, through the continuous monitoring of expenditure budgets, allocations, and operational costs.

BACKGROUND:
The check register for the month of July-2026 was prepared in accordance with Government Code §37202 and submitted to City Council at the September 8, 2026 meeting.

The check register lists all vendor payments for the respective month, along with a brief description of the type of goods or services purchased and the account code(s) associated with each payment. The check registers list all payments made to vendors and employee reimbursements during the month.

DISCUSSION:
The July 2026 check register is submitted to City Council on September 8, 2026, with the exception of check #83827 to Councilmember Wilson for $1,217.40 to reimburse him for health insurance. Councilmember Wilson has to recuse himself from voting on this check, necessitating a separate vote to approve this expenditure.

ENVIRONMENTAL IMPACT:
N/A

FISCAL IMPACT:
The disbursement was made in accordance with the approved budget for Fiscal Year 2026-27.

CITY OF GRAND TERRACE
FY2026-27

GRAND TERRACE CIVIC CENTER
22795 BARTON ROAD GRAND TERRACE, CA 92313

CHECK REGISTER
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Matt Brown, Council Member

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City of Grand Terrace Check Register Index

Fund No.	Fund Name	Dept No.	Department Cost Center	Acct No.	General Account Numbers
09	CHILD CARE FUND	110	CITY COUNCIL	110	SALARIES/WAGES
10	GENERAL FUND	120	CITY MANAGER	115	OVERTIME
11	STREET FUND	125	CITY CLERK	120	COUNCIL STIPENDS
12	STORM DRAIN FUND	140	FINANCE	138	MEDICARE / SUI
13	PARK FUND	160	CITY ATTORNEY	139	EMPLOYEES' BENEFIT PLAN
14	AB 3229 COPS FUND	172	BUILDING & SAFETY	140	RETIREMENT
15	AIR QUALITY IMPROVEMENT FUND	175	PUBLIC WORKS	142	HEALTH/LIFE INSURANCE
16	GAS TAX FUND	180	COMMUNITY EVENTS	143	WORKERS' COMPENSATION
17	TRAFFIC SAFETY FUND	185	RENTAL INSPECTION PROGRAM	210	OFFICE EXPENSE
18	TRANS. DEV. ACT (T D A FUND)	187	ENFORCEMENT PROGRAM	211	POSTAGE & MAILING
19	FACILITIES DEVELOPMENT FUND	190	NON-DEPARTMENTAL	220	SPECIAL DEPARTMENTAL EXP
20	MEASURE I FUND	195	FACILITIES MAINTENANCE	230	ADVERTISING
21	WASTE WATER DISPOSAL FUND	370	PLANNING & DEVELOPMENT SVCS	235	COMMUNICATIONS
22	COMMUNITY DEV. BLOCK GRANT	380	MGT INFORMATION SYSTEMS	238	UTILITIES
25	SPRING MOUNTAIN RANCH FUND	410	LAW ENFORCEMENT	240	RENTS & LEASES
26	LSCPG/ LGHTG ASSESSMENT DIST.	411	ASSET FORFEITURES	244	CUSTODIAL SERVICES
32	S/A CAPITAL PROJECTS FUND	430	RECREATION SERVICES	245	MAINT BLDG GRNDS EQUIPMNT
36	S/A 2011 TABS BOND PROCEEDS	441	CHILD CARE - NUTRITION GRANT	246	MAINT/OPER OF EQUIPMNT
45	CIP - COMMERCE WAY	445	CHILD CARE - TINY TOTS	250	PROFESSIONAL SERVICES
46	CIP - STREET IMPROVEMENTS	446	CHILD CARE - AFTER SCHOOL	251	BANKING SERVICE CHARGES
47	CIP - BARTON RD. BRIDGE PROJECT	447	CHILD CARE - PRE-SCHOOL	252	ROAD MAINTENANCE
48	CIP - CAPITAL PROJECTS FUND	450	PARKS MAINTENANCE	254	STREET SWEEPING
49	CIP - PARKS	461	COMMUNITY GRANTS	255	CONTRACTUAL SERVICES
50	CAPITAL PROJECT BOND PROCEEDS	500	AIR QUALITY PROGRAMS	256	ANIMAL SHELTERING SVCS
52	HOUSING AUTHORITY	510	STREET & SIGNAL LIGHTING	260	INSURANCE & SURETY BONDS
61	COMMUNITY BENEFITS FUND	573	LINE MAINTENANCE	265	MEMBERSHIPS & DUES
62	LIGHT UP GRAND TERRACE FUND	600	ZONE 1 13364 CANAL -TERR PINES	268	TRAINING
63	ILLEGAL FIREWORKS FUND	601	ZONE 3 TRACT 14471 PICO & ORIOLE	270	TRAVEL/CONFERENCES/MTGS
64	PUBLIC SAFETY FUND	602	ZONE 2 14264 FORREST CITY PHASE II	271	MILEAGE
65	SENIOR BUS PROGRAM FUND	603	ZONE 4 TRACT 17766 GREENBRIAR	625	NPDES
66	CAL RECYCLE GRANT	604	ZONE 5 TRACT 18793 PALOMINO	631	STORM DRAIN MAINTENANCE
67	PUBLIC EDUC & GOVT ACCESS (PEG)	605	ZONE 6 TRACT 18071 JADEN	801	PLANNING COMMISSION
68	40TH YR CELEBRATION FUND	606	ZONE 7 TRACT 18604 TESORO/VAN BUREN	804	HISTORICAL & CULTURAL COMM.
69	COMMUNITY DAY FUND	625	NPDES	311	FACILITY IMPROVEMENTS
70	FIXED ASSED/EQUIP REPL FUND	631	STORM DRAIN MAINTENANCE	570	WASTEWATER TREATMENT
73	ACTIVE TRANS PRGM (ATP) GRANT	700	CAPITAL OUTLAY	400	OTHER COMMUNITY GRANTS
74	HIGHWAY SFTY IMPV PRGM (HSIP)	705	EVERY 15 MINUTES	601	ELECTRICAL VEHICLE STATIONS
75	EMER MGMT PREP GRANT (EMPG)	801	PLANNING COMMISSION	700	COMPUTER EQUIPMENT
76	ENHANCED INFRA FIN DIST (EIFD)	804	HISTORICAL & CULTURAL COMMITTEE	701	CAPITAL IMPROVEMENT OTHER
77	SO CAL INCENTIVE PROJECT (SCIP)	805	SENIOR CITIZENS PROGRAM	705	VEHICLES
90	COVID-19 EMERGENCY FUND	808	EMERGENCY OPERATIONS PROG.	998	OVERHEAD COST ALLOCATION
95	DOG PARK ENDOWMENT FUND	999	TRANSFERS	999	TRANSFERS OUT

CITY OF GRAND TERRACE
FY2026-27

GRAND TERRACE CIVIC CENTER
22795 BARTON ROAD GRAND TERRACE, CA 92313

CHECK REGISTER CHECK #83827

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

The Grand Terrace City Council meets on the Second Tuesday of each month at 6:00 pm.

Check Register
CITY OF GRAND TERRACE
As of 7/31/2026

Check #	Date	Vendor	Invoice #	Invoice Description	Inv. Date	Amount Paid	Check Total
83827	07/09/2026	DOUG WILSON	JUL-DEC2026 DV	JUL-DEC2026 DW HLTH REIMBURSEMENT	07/01/2026		
				E 10-110-142-000-000		1,217.40	
						1,217.40	
							1,217.40
					Total Checks:		**1,217.40**

IN ACCORDANCE WITH CALIFORNIA GOVERNMENT CODE SECTION 37202, I HEREBY CERTIFY THAT, TO THE BEST OF MY KNOWLEDGE, THE AFORE LISTED CHECKS FOR PAYMENT OF CITY LIABILITIES HAVE BEEN AUDITED BY ME AND ARE ACCURATE, NECESSARY AND APPROPRIATE EXPENDITURES FOR THE OPERATION OF THE CITY. I FURTHER CERTIFY, TO THE BEST OF MY KNOWLEDGE, THAT THE CITY HAS AVAILABLE FUNDS FOR PAYMENT THEREOF.

Christine Clayton

Christine Clayton, Finance Director
City of Grand Terrace

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AGENDA REPORT

MEETING DATE: September 8, 2026

TITLE: Approve Check #83830 to Councilmember Allen in the amount of $386.41 from the July 2026 Check Register

PRESENTED BY: Christine Clayton, Finance Director

RECOMMENDATION: **APPROVE CHECK #83830 TO COUNCILMEMBER ALLEN IN THE AMOUNT OF $386.41 FROM THE JULY 2026 CHECK REGISTER**

2030 VISION STATEMENT:
This staff report supports Goal #1, “Ensuring Our Fiscal Viability”, through the continuous monitoring of expenditure budgets, allocations, and operational costs.

BACKGROUND:
The check register for the month of July-2026 was prepared in accordance with Government Code §37202 and submitted to City Council at the September 8, 2026 meeting.

The check register lists all vendor payments for the respective month, along with a brief description of the type of goods or services purchased and the account code(s) associated with each payment. The check registers list all payments made to vendors and employee reimbursements during the month.

DISCUSSION:
The July 2026 check register is submitted to City Council on September 8, 2026 with the exception of check #83830 to Councilmember Allen for $386.41 to reimburse him for hotel expenditures for a conference. Councilmember Allen has to recuse himself from voting on this check, necessitating a separate vote to approve this expenditure.

ENVIRONMENTAL IMPACT:
N/A

FISCAL IMPACT:
The disbursement was made in accordance with the approved budget for Fiscal Year 2026-27.

CITY OF GRAND TERRACE
FY2026-27

GRAND TERRACE CIVIC CENTER
22795 BARTON ROAD GRAND TERRACE, CA 92313

CHECK REGISTER
Account Index

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48	CIP - CAPITAL PROJECTS FUND	450	PARKS MAINTENANCE	254	STREET SWEEPING
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52	HOUSING AUTHORITY	510	STREET & SIGNAL LIGHTING	260	INSURANCE & SURETY BONDS
61	COMMUNITY BENEFITS FUND	573	LINE MAINTENANCE	265	MEMBERSHIPS & DUES
62	LIGHT UP GRAND TERRACE FUND	600	ZONE 1 13364 CANAL -TERR PINES	268	TRAINING
63	ILLEGAL FIREWORKS FUND	601	ZONE 3 TRACT 14471 PICO & ORIOLE	270	TRAVEL/CONFERENCES/MTGS
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66	CAL RECYCLE GRANT	604	ZONE 5 TRACT 18793 PALOMINO	631	STORM DRAIN MAINTENANCE
67	PUBLIC EDUC & GOVT ACCESS (PEG)	605	ZONE 6 TRACT 18071 JADEN	801	PLANNING COMMISSION
68	40TH YR CELEBRATION FUND	606	ZONE 7 TRACT 18604 TESORO/VAN BUREN	804	HISTORICAL & CULTURAL COMM.
69	COMMUNITY DAY FUND	625	NPDES	311	FACILITY IMPROVEMENTS
70	FIXED ASSED/EQUIP REPL FUND	631	STORM DRAIN MAINTENANCE	570	WASTEWATER TREATMENT
73	ACTIVE TRANS PRGM (ATP) GRANT	700	CAPITAL OUTLAY	400	OTHER COMMUNITY GRANTS
74	HIGHWAY SFTY IMPV PRGM (HSIP)	705	EVERY 15 MINUTES	601	ELECTRICAL VEHICLE STATIONS
75	EMER MGMT PREP GRANT (EMPG)	801	PLANNING COMMISSION	700	COMPUTER EQUIPMENT
76	ENHANCED INFRA FIN DIST (EIFD)	804	HISTORICAL & CULTURAL COMMITTEE	701	CAPITAL IMPROVEMENT OTHER
77	SO CAL INCENTIVE PROJECT (SCIP)	805	SENIOR CITIZENS PROGRAM	705	VEHICLES
90	COVID-19 EMERGENCY FUND	808	EMERGENCY OPERATIONS PROG.	998	OVERHEAD COST ALLOCATION
95	DOG PARK ENDOWMENT FUND	999	TRANSFERS	999	TRANSFERS OUT

CITY OF GRAND TERRACE
FY2026-27

GRAND TERRACE CIVIC CENTER
22795 BARTON ROAD GRAND TERRACE, CA 92313

CHECK REGISTER CHECK #83830

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

The Grand Terrace City Council meets on the Second Tuesday of each month at 6:00 pm.

Check Register
CITY OF GRAND TERRACE
As of 7/31/2026

Check #	Date	Vendor	Invoice #	Invoice Description	Inv. Date	Amount Paid	Check Total
83830	07/09/2026	JEFF ALLEN	06252026	REIMBURSEMENT - HOTEL FOR CA CLIMATE AND ENERGY SUMMIT	06/25/2026		
				E 10-110-270-000-000		386.41	
						386.41	
							386.41
					Total Checks:		**386.41**

IN ACCORDANCE WITH CALIFORNIA GOVERNMENT CODE SECTION 37202, I HEREBY CERTIFY THAT, TO THE BEST OF MY KNOWLEDGE, THE AFORE LISTED CHECKS FOR PAYMENT OF CITY LIABILITIES HAVE BEEN AUDITED BY ME AND ARE ACCURATE, NECESSARY AND APPROPRIATE EXPENDITURES FOR THE OPERATION OF THE CITY. I FURTHER CERTIFY, TO THE BEST OF MY KNOWLEDGE, THAT THE CITY HAS AVAILABLE FUNDS FOR PAYMENT THEREOF.

Christine Clayton

Christine Clayton, Finance Director
City of Grand Terrace

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AGENDA REPORT

MEETING DATE: September 8, 2026

TITLE: Approval of an Extension of the Existing Information Technology Management Services Agreement with Onsite Computing, Inc.

PRESENTED BY: Konrad Bolowich, City Manager

RECOMMENDATION: **THAT THE CITY COUNCIL APPROVE AN EXTENSION TO THE EXISTING INFORMATION TECHNOLOGY MANAGEMENT SERVICES AGREEMENT BETWEEN THE CITY OF GRAND TERRACE AND ONSITE COMPUTING, INC. TO ENSURE THE CONTINUED PROVISION OF INFORMATION TECHNOLOGY SUPPORT AND MANAGEMENT SERVICES, AND AUTHORIZE THE CITY MANAGER TO EXECUTE THE AGREEMENT EXTENSION SUBJECT TO CITY ATTORNEY APPROVAL AS TO FORM; AND**

APPROVE ADDITIONAL APPROPRIATIONS OF $10,000

2030 VISION STATEMENT:
This staff report supports Goal #4, Develop and Implement Successful Partnerships by working collaboratively with other Public Sector agencies to facilitate the delivery of services benefiting youth, seniors, and our community.

BACKGROUND:
On October 10, 2023, the City Council awarded an Information Systems Support Agreement to its current Information Technology Management Service provider, Onsite Computing, Inc. (Onsite) for a period of three (3) years, with options for two (2) one-year extensions at the City's discretion.

The City relies on Information Technology (IT) services to support daily municipal operations, communications, data management, cybersecurity, and the delivery of services to the public. Because City departments depend on secure and reliable technology infrastructure to conduct business, ongoing technical support and system maintenance are critical to ensuring operational efficiency and minimizing disruptions.

Onsite has served as the City's contracted IT provider and has assisted with maintaining the City's network, hardware, software, telecommunications systems, user support services, and technology-related projects.

DISCUSSION:
Onsite has been providing Information Technology Management Services to the City of Grand Terrace for several years and has developed a thorough understanding of the City's technology infrastructure, operational needs, and security requirements. Through its ongoing support, Onsite assists the City in maintaining reliable technology systems, protecting critical data, addressing technical issues, and ensuring staff have the tools necessary to perform their duties efficiently.

The services provided by Onsite’s IT staff include:

- Coordination, performance, and provision of hardware and software installation and general information systems support;
- Evaluation, maintenance, and troubleshooting of City computers, printers, scanners, and telephone systems, including implementation of corrective solutions when necessary;
- Administration and coordination of user access and security controls within the City's databases and network systems;
- Orientation and training for new users, as well as ongoing technical support to existing staff regarding the operation of personal computers, network communication devices, software applications, and telephones;
- Installation of new equipment and relocation of existing computer hardware and software as requested by the City;
- Performance of preventative maintenance on personal computers, network communication devices, servers, and telephone systems to minimize downtime and maintain system reliability; and
- Continuous evaluation of emerging technologies and recommendations for improvements that enhance the City's information technology environment, cybersecurity posture, and operational effectiveness.

In addition to the ongoing services provided under the existing agreement, staff is requesting an amendment to increase the contract amount by $10,000, which represents an approximately 9.1% increase over the current annual contract amount. The increase reflects rising costs associated with technology licensing, cybersecurity protection, cloud-based services, network monitoring, and managed IT support necessary to maintain the City's technology infrastructure. As technology and cybersecurity requirements continue to evolve, the additional funding will allow Onsite to continue providing the level of support necessary to ensure the reliability, security, and efficiency of the City's information systems while meeting the operational needs of all City departments. The proposed increase will enable the continued delivery of critical IT services without interruption.

ENVIRONMENTAL IMPACT:
None.

FISCAL IMPACT:
Approval of the one-year extension will cost $144,576 and additional appropriations of $10,000 are needed. The expenditure will be coded to account 10-380-250-000-000.

AMENDMENT NO. 1
TO CONTRACT SERVICES AGREEMENT FOR INFORMATION TECHNOLOGY MANAGEMENT SERVICES

This **AMENDMENT NO. 1 TO THE CONTRACT SERVICES AGREEMENT** ("Amendment No. 1") is made by and between the **CITY OF GRAND TERRACE** ("City"), and **ONSITE COMPUTING, INC.**, a California stock corporation ("Consultant"), is effective as of the 11th day of October 2026.

RECITALS

A. City and Consultant entered into that certain Contract Services Agreement dated October 10, 2023 ("Agreement") whereby Consultant agreed to provide information technology management services, more particularly described in the "Scope of Services" attached to the Agreement as Exhibit A.

B. The term of the Agreement expires on October 10, 2026.

C. Section 3.4 ("Term") of the Agreement provides that the City may, in its sole discretion, extend the Term for two additional one-year terms.

D. City and Consultant now desire to extend the term of the Agreement for one year in accordance with the terms of the Agreement as well as the terms provided herein.

TERMS

1. Section 3.4 ("Term") of the Agreement is hereby amended to now read as follows to provide an extension to October 10, 2027: "Unless earlier terminated in accordance with Article 7 of this Agreement, this Agreement shall continue in full force and effect for one (1) year, until October 10, 2027, with an option for one (1) one-year extension at the City's discretion."

2. Continuing Effect of Agreement. Except as amended by this Extension, the provisions of the Agreement shall remain unchanged and in full force and effect. From and after the date of this Extension, whenever the term "Agreement" appears in the Agreement, it shall mean the Agreement, as amended by this Extension to the Agreement.

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

Consultant represents and warrants to City that, as of the date of this Extension, City is not in default of any material term of the Agreement and that there have been no events that, with the

passing of time or the giving of notice, or both, would constitute a material default under the Agreement.

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

4. Adequate Consideration. The parties hereto irrevocably stipulate and agree that they have each received adequate and independent consideration for the performance of the obligations they have undertaken pursuant to this Extension.

5. Authority. The persons executing this Agreement on behalf of the parties hereto warrant that (i) such party is duly organized and existing, (ii) they are duly authorized to execute and deliver this Extension on behalf of said party, (iii) by so executing this Extension, such party is formally bound to the provisions of this Extension, and (iv) the entering into this Extension does not violate any provision of any other Agreement to which said party is bound.

6. Counterparts and Electronic Signatures. This Agreement may be executed in two or more counterparts, each of which when so executed shall be deemed to be an original and all of which when taken together shall constitute one and the same instrument. The words "execution," "signed," "signature," and words of like import in this Agreement or in any other certificate, agreement or document related to this Agreement, shall include images of manually executed signatures transmitted by facsimile or other electronic format (including, without limitation, "pdf", "tif" or "jpg") and other electronic signatures in accordance with California Code of Regulations Title 2 Section 22003 (including, without limitation, DocuSign and AdobeSign). The use of electronic signatures and electronic records (including, without limitation, any contract or other record created, generated, sent, communicated, received, or stored by electronic means) shall be of the same legal effect, validity and enforceability as a manually executed signature or use of a paper-based record-keeping system to the fullest extent permitted by applicable law, including the Federal Electronic Signatures in Global and National Commerce Act, the California Uniform Electronic Transactions Act and any other applicable law, including, without limitation, any state law based on the Uniform Electronic Transactions Act or the Uniform Commercial Code.

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]

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

CITY:
CITY OF GRAND TERRACE, a municipal corporation

By:

_____
Konrad Bolowich
City Manager

APPROVED AS TO FORM:
ALESHIRE & WYNDER, LLP

By:

_____
Adrian Guerra
City Attorney

ATTEST:

By:

_____
Daysi Alcocer
City Clerk

CONSULTANT:
Onsite Computing, Inc.

By:

_____
Name: Frank Barbarossa
Title: President
Email Address: frankb@onsitecomputing.net

By:

_____
Name: Kristin Barbarossa
Title: CFO
Email Address: kristinb@onsitecomputing.net
Address: 160 W. Foothill Parkway
Suite 105-29
Corona, CA 92882

Two corporate officer signatures required when Consultant is a corporation, with one signature required from each of the following groups: 1) Chairman of the Board, President or any Vice President; and 2) Secretary, any Assistant Secretary, Chief Financial Officer or any Assistant Treasurer. CONSULTANT'S SIGNATURES SHALL BE DULY NOTARIZED UNLESS EXECUTED UTILIZING DIGITAL SIGNATURE IN ACCORDANCE WITH CALIFORNIA CODE OF REGULATIONS TITLE 2 SECTION 22003.

2023-41

AGREEMENT FOR CONTRACT SERVICES

By and Between

CITY OF GRAND TERRACE

and

ONSITE COMPUTING, INC.

for

INFORMATION TECHNOLOGY MANAGEMENT SERVICES

AGREEMENT FOR CONTRACT SERVICES
BY AND BETWEEN THE CITY OF GRAND TERRACE AND
ONSITE COMPUTING, INC. FOR
INFORMATION TECHNOLOGY MANAGEMENT SERVICES

This **AGREEMENT FOR INFORMATION TECHNOLOGY MANAGEMENT SERVICES** (herein "**Agreement**") is made and entered into this 10th day of October 2023, by and between the **CITY OF GRAND TERRACE**, a California municipal corporation ("**City**") and **ONSITE COMPUTING, INC.**, a California stock corporation ("**Consultant**"). City and Consultant are sometimes hereinafter individually referred to as "Party" and hereinafter collectively referred to as the "Parties."

RECITALS

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

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

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

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

OPERATIVE PROVISIONS

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

ARTICLE 1. SERVICES OF CONSULTANT

1.1 Scope of Services.

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

quality as well as fit for the purpose intended. For purposes of this Agreement, the phrase "highest professional standards" shall mean those standards of practice recognized by one or more first-class firms performing similar work under similar circumstances.

1.2 Consultant's Proposal.

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

1.3 Compliance with Law.

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

1.4 Licenses, Permits, Fees and Assessments.

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

1.5 Familiarity with Work.

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

1.6 Care of Work.

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

1.7 Further Responsibilities of Parties.

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

1.8 Additional Services.

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

1.9 Special Requirements.

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

ARTICLE 2. COMPENSATION AND METHOD OF PAYMENT.

2.1 Contract Sum.

Subject to any limitations set forth in this Agreement, City agrees to pay Consultant the amounts specified in the "Schedule of Compensation" attached hereto as Exhibit "C" and incorporated herein by this reference. The total compensation, including reimbursement for actual expenses, shall not exceed **One Hundred Seventeen Thousand One Hundred Ninety-Two Dollars ($117,192.00)** (the "Contract Sum"), unless additional compensation is approved pursuant to Section 1.8.

2.2 Method of Compensation.

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

2.3 Reimbursable Expenses.

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

2.4 Invoices.

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

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

2.5 Waiver.

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

ARTICLE 3. PERFORMANCE SCHEDULE

3.1 Time of Essence.

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

3.2 Schedule of Performance.

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

3.3 Force Majeure.

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

3.4 Term.

Unless earlier terminated in accordance with Article 7 of this Agreement, this Agreement shall continue in full force and effect for three (3) years from the date hereof, with options for two (2) one-year extensions at the City's discretion.

ARTICLE 4. COORDINATION OF WORK

4.1 Representatives and Personnel of Consultant.

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

Frank Barbarrosa	President
(Name)	(Title)

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

4.2 Status of Consultant.

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

4.3 Contract Officer.

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

4.4 Independent Contractor.

Neither the City nor any of its employees shall have any control over the manner, mode or means by which Consultant, its agents or employees, perform the services required herein, except as otherwise set forth herein. City shall have no voice in the selection, discharge, supervision or control of Consultant's employees, servants, representatives or agents, or in fixing their number, compensation or hours of service. Consultant shall perform all services required herein as an independent contractor of City and shall remain at all times as to City a wholly independent contractor with only such obligations as are consistent with that role. Consultant shall not at any time or in any manner represent that it or any of its agents or employees are agents or employees of City. City shall not in any way or for any purpose become or be deemed to be a partner of

Consultant in its business or otherwise or a joint venturer or a member of any joint enterprise with Consultant.

4.5 Prohibition Against Subcontracting or Assignment.

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

ARTICLE 5. INSURANCE AND INDEMNIFICATION

5.1 Insurance Coverages.

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

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

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

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

(d) Professional Liability. Professional liability insurance appropriate to the Consultant's profession. This coverage may be written on a "claims made" basis, and must include

coverage for contractual liability. The professional liability insurance required by this Agreement must be endorsed to be applicable to claims based upon, arising out of or related to services performed under this Agreement. The insurance must be maintained for at least 5 consecutive years following the completion of Consultant's services or the termination of this Agreement. During this additional 5-year period, Consultant shall annually and upon request of the City submit written evidence of this continuous coverage.

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

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

5.2 General Insurance Requirements.

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

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

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

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

CANCELLATION:

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

[to be initialed] FSB
Consultant Initials

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

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

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

5.3 Indemnification.

To the full extent permitted by law, Consultant agrees to indemnify, defend and hold harmless the City, its officers, employees and agents ("Indemnified Parties") against, and will hold and save them and each of them harmless from, any and all actions, either judicial, administrative, arbitration or regulatory claims, damages to persons or property, losses, costs, penalties, obligations, errors, omissions or liabilities whether actual or threatened (herein "claims or liabilities") that may be asserted or claimed by any person, firm or entity arising out of or in connection with the negligent performance of the work, operations or activities provided herein of Consultant, its officers, employees, agents, subcontractors, or invitees, or any individual or entity for which Consultant is legally liable ("indemnitors"), or arising from Consultant's or indemnitors' reckless or willful misconduct, or arising from Consultant's or indemnitors' negligent performance of or failure to perform any term, provision, covenant or condition of this Agreement, and in connection therewith:

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

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

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

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

5.4 Sufficiency of Insurer.

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

ARTICLE 6. RECORDS, REPORTS, AND RELEASE OF INFORMATION

6.1 Records.

Consultant shall keep, and require subcontractors to keep, such ledgers, books of accounts, invoices, vouchers, canceled checks, reports, studies or other documents relating to the disbursements charged to City and services performed hereunder (the "books and records"), as shall be necessary to perform the services required by this Agreement and enable the Contract

Officer to evaluate the performance of such services. Any and all such documents shall be maintained in accordance with generally accepted accounting principles and shall be complete and detailed. The Contract Officer shall have full and free access to such books and records at all times during normal business hours of City, including the right to inspect, copy, audit and make records and transcripts from such records. Such records shall be maintained for a period of three (3) years following completion of the services hereunder, and the City shall have access to such records in the event any audit is required. In the event of dissolution of Consultant's business, custody of the books and records may be given to City, and access shall be provided by Consultant's successor in interest. Notwithstanding the above, the Consultant shall fully cooperate with the City in providing access to the books and records if a public records request is made and disclosure is required by law including but not limited to the California Public Records Act.

6.2 Reports.

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

6.3 Ownership of Documents.

All drawings, specifications, maps, designs, photographs, studies, surveys, data, notes, computer files, reports, records, documents and other materials (the "documents and materials"), including any electronic documents and materials, prepared by Consultant, its employees, subcontractors and agents in the performance of this Agreement shall be the property of City and shall be delivered to City in a format of the City's choice upon request of the Contract Officer or upon the termination of this Agreement, and Consultant shall have no claim for further employment or additional compensation as a result of the exercise by City of its full rights of ownership use, reuse, or assignment of the documents and materials hereunder. Any use, reuse or assignment of such completed documents for other projects and/or use of uncompleted documents without specific written authorization by the Consultant will be at the City's sole risk and without liability to Consultant, and Consultant's guarantee and warranties shall not extend to such use, reuse or assignment. Consultant may retain copies of such documents for its own use. Consultant shall have the right to use the concepts embodied therein. All subcontractors shall provide for assignment to City of any documents or materials prepared by them, and in the event Consultant fails to secure such assignment, Consultant shall indemnify City for all damages resulting therefrom. Moreover, Consultant with respect to any documents and materials that may qualify as "works made for hire" as defined in 17 U.S.C. § 101, such documents and materials are hereby deemed "works made for hire" for the City.

6.4 Confidentiality and Release of Information.

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

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

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

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

ARTICLE 7. ENFORCEMENT OF AGREEMENT AND TERMINATION

7.1 California Law.

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

7.2 Disputes; Default.

In the event that Consultant is in default under the terms of this Agreement, the City shall not have any obligation or duty to continue compensating Consultant for any work performed after the date of default. Instead, the City may give notice to Consultant of the default and the reasons

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

7.3 Retention of Funds.

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

7.4 Waiver.

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

7.5 Rights and Remedies are Cumulative.

Except with respect to rights and remedies expressly declared to be exclusive in this Agreement, the rights and remedies of the parties are cumulative and the exercise by either party of one or more of such rights or remedies shall not preclude the exercise by it, at the same or different times, of any other rights or remedies for the same default or any other default by the other party.

7.6 Legal Action.

In addition to any other rights or remedies, either party may take legal action, in law or in equity, to cure, correct or remedy any default, to recover damages for any default, to compel

specific performance of this Agreement, to obtain declaratory or injunctive relief, or to obtain any other remedy consistent with the purposes of this Agreement. Notwithstanding any contrary provision herein, Consultant shall file a statutory claim pursuant to Government Code Sections 905 et. seq. and 910 et. seq., in order to pursue a legal action under this Agreement.

7.7 Termination Prior to Expiration of Term.

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

7.8 Termination for Default of Consultant.

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

7.9 Attorney's Fees.

If either party to this Agreement is required to initiate or defend or made a party to any action or proceeding in any way connected with this Agreement, the prevailing party in such action or proceeding, in addition to any other relief which may be granted, whether legal or equitable, shall be entitled to reasonable attorney's fees. Attorney's fees shall include attorney's fees on any appeal, and in addition a party entitled to attorney's fees shall be entitled to all other reasonable costs for investigating such action, taking depositions and discovery and all other necessary costs the court allows which are incurred in such litigation. All such fees shall be deemed to have accrued on commencement of such action and shall be enforceable whether or not such action is prosecuted to judgment.

ARTICLE 8. CITY OFFICERS AND EMPLOYEES: NON-DISCRIMINATION

8.1 Non-liability of City Officers and Employees.

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

8.2 Conflict of Interest.

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

8.3 Covenant Against Discrimination.

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

8.4 Unauthorized Aliens.

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

ARTICLE 9. MISCELLANEOUS PROVISIONS

9.1 Notices.

Any notice, demand, request, document, consent, approval, or communication either party desires or is required to give to the other party or any other person shall be in writing and either served personally or sent by prepaid, first-class mail, in the case of the City, to the City Manager and to the attention of the Contract Officer (with her/his name and City title), City of Grand

Terrace, 22795 Barton Rd, Grand Terrace, CA 92313, and in the case of the Consultant, to the person(s) at the address designated on the execution page of this Agreement. Either party may change its address by notifying the other party of the change of address in writing. Notice shall be deemed communicated at the time personally delivered or in seventy-two (72) hours from the time of mailing if mailed as provided in this Section.

9.2 Interpretation.

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

9.3 Counterparts.

This Agreement may be executed in counterparts, each of which shall be deemed to be an original, and such counterparts shall constitute one and the same instrument.

9.4 Integration; Amendment.

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

9.5 Severability.

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

9.6 Warranty & Representation of Non-Collusion.

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

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

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

Consultant's Authorized Initials PSR

9.7 Corporate Authority.

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

[SIGNATURES ON FOLLOWING PAGE]

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

CITY:
City of Grand Terrace, a municipal corporation

Bill Hussey, Mayor

ATTEST:

Debra Thomas, City Clerk

APPROVED AS TO FORM:
ALESHIRE & WYNDER, LLP

Adrian R. Guerra, City Attorney

CONSULTANT:

Onsite Computing, Inc.

By: _____
Name: Frank Barbarossa
Title: President

By: _____
Name:
Title:

Address: 160 W. Foothill Parkway
Suite 105-29
Corona, CA 92882

SEE ATTACHED
NOTARIAL CERTIFICATE

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

ACKNOWLEDGMENT

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

State of California
County of Riverside)

On October 19, 2023 before me, Adi D. Dacudao, Notary Public
(insert name and title of the officer)

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

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

WITNESS my hand and official seal.

ADI D. DACUDAO
Notary Public - California
Orange County
Commission # 2405839
My Comm. Expires May 26, 2026

Signature _____ (Seal)

EXHIBIT "A"
SCOPE OF SERVICES

I. Consultant will perform the following Services:

Description of Services	Qty	Rate	Amount
Plan Professional IT Service Plan for up to 58 workstations/Laptops/Servers/Users UNLIMITED REMOTE and phone support M-F 7am-6pm UNLIMITED ONSITE support M-F 7am-6pm Audio/Video Broadcast and Conferencing System Support for City Council Equipment Office 365 Business Premium Suite up to 40 users Cloud and local backup imaging of servers 2TB Enterprise antivirus software for servers and pcs VoIP phone system administrator support Security camera system support Monthly onsite maintenance services Ticketing system with client Portal Priority response to service requests Remote monitoring and alerting agent VCIO advisory service and consultations Deployment of any software updates, as required Vendor management of telco, internet provider, printers, etc. Virus definition and anti-spyware monitoring System and security software patch management Hardware and software inventory and asset tracking Data backup monitoring and management Router, firewall and remote access management Tablet and smartphone support Proposal reviews and purchasing assistance	Ongoing	$5,000.00 per month	$5,000.00 per month
Partial Monthly Cloud Server Hosting Eden Financial Windows Server 2019 Primary Domain Controller Windows Server 2019 Backup Domain Controller Windows Server 2019 Virtual Firewall/Router/VPN Cloud Backup Services	Ongoing	$450.00 per month	$450.00 per month
Microsoft Email Security Service	6 users	$9.00 per month	$54.00 per month
Surface Pro's - Full Image Backup and Disaster Recovery with Cloud	5 users	$12.00 per month	$60.00 per month
Surface Pro's - Office 365 Business Suite 2019	5 users	$15.00 per month	$75.00 per month
AWS archiving services 1000GB Video Storage	Ongoing	$39.00 per month	$39.00 per month
Monthly AWS/Amazon Cloud Hosting of Traffic System Server w/SQL Software, Backups, and Security	Ongoing	$1,268.00 per month	$1,268.00 per month
Security Awareness Training and Testing with Dark Web Monitoring and Alerting	Ongoing	$300.00 per month	$300.00 per month
Advanced Email filtering for Viruses and Phishing	54 users	$13.00 per month	$702.00 per month
Advanced Network Performance/Traffic Monitoring - Covers Managed Switches, Router, Wireless Controller	6 users	$20.00 per month	$120.00 per month
Office 365 Backup - Outlook, SharePoint, and OneDrive	54 users	$7.00 per month	$378.00 per month
24/7 SOC Log Monitoring for Threats - Monitors Router, Active Directory, SOPHOS, and Others	54 users	$12.00 per	$648.00 per

		month	month
SOPHOS Advanced Endpoint Protection with XDR and AI - Provides Encryption, Internet Sec, Port Security	53 users	$9.00 per month	$477.00 per month
Penetration Testing & Network Scanning for files containing passwords on the network - Quarterly	Quarterly	$195.00 per month	$195.00 per month
Total Monthly Recurring Amount			**$9,766.00**

Other Costs

- Onsite after-hours' support is billed at $156/ hour, 2-hour minimum.
- Remote after-hours' support is billed at $132/hour.
- Each additional supported Workstation/Laptop/Server/User will be billed at $85/month.

II. As part of the Services, Consultant will prepare and deliver tangible work products to the City as may be required by the City from time to time.

III. In addition to the requirements of Section 6.2, during performance of the Services, Consultant will keep the City appraised of the status of performance by delivering the status reports as may be required by the City from time to time.

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

V. Consultant will utilize its employees to accomplish the Services, which includes, but is not limited to, Consultant's IT Helpdesk Technicians, Project Managers, Service Desk Manager, Account Manager, Security Analysts, Senior Engineers, and such other Consultant employees as may be necessary to accomplish the Services. Additionally, Consultant will utilize the following employees to accomplish the Services:

A. JohnPaul Jones, Account Manager

B. Eric Turner, Project Manager and Cloud Architect

C. Jeremy Hasart, Disaster Recovery Manager and Senior Systems Engineer

D. Ryan Halldorson, Senior Engineer

E. Dylan Cuberly, Security Manager

F. Gabe Segura, Service Desk Manager

EXHIBIT "C"
SCHEDULE OF COMPENSATION

I. **Consultant shall perform the Services in Exhibit "A" at the monthly rates provided in Section I of Exhibit "A".**

II. **The City will compensate Consultant for the Services performed upon submission of a valid invoice. Each invoice is to include:**

A. Line items for all personnel describing the work performed, the number of hours worked, and the hourly rate.

B. Line items for all materials and equipment properly charged to the Services.

C. Line items for all other approved reimbursable expenses claimed, with supporting documentation.

D. Line items for all approved subcontractor labor, supplies, equipment, materials, and travel properly charged to the Services.

III. **The total compensation for the Services under this Agreement shall not exceed $9,766.00 per month as provided in Section 2.1 of this Agreement.**

EXHIBIT "D"
SCHEDULE OF PERFORMANCE

I. **Consultant shall perform all Services timely in accordance with the schedule as approved in writing by the Contract Officer.**

II. **The Contract Officer may approve extensions for performance of the services in accordance with Section 3.2.**

CALIFORNIA ALL-PURPOSE ACKNOWLEDGMENT

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

STATE OF CALIFORNIA

COUNTY OF SAN BERNARDINO

On _____, 2023 before me, _____, personally appeared _____, proved to me on the basis of satisfactory evidence to be the person(s) whose names(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

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

WITNESS my hand and official seal.

Signature: _____

OPTIONAL

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

CAPACITY CLAIMED BY SIGNER

- ☐ INDIVIDUAL
- ☐ CORPORATE OFFICER

_____
TITLE(S)

- ☐ PARTNER(S) ☐ LIMITED ☐ GENERAL
- ☐ ATTORNEY-IN-FACT
- ☐ TRUSTEE(S)
- ☐ GUARDIAN/CONSERVATOR
- ☐ OTHER_____

_____

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

_____

_____

DESCRIPTION OF ATTACHED DOCUMENT

_____
TITLE OR TYPE OF DOCUMENT

_____
NUMBER OF PAGES

_____
DATE OF DOCUMENT

_____
SIGNER(S) OTHER THAN NAMED ABOVE

CALIFORNIA ALL-PURPOSE ACKNOWLEDGMENT

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

STATE OF CALIFORNIA

COUNTY OF SAN BERNARDINO

On _____, 2023 before me, _____, personally appeared _____, proved to me on the basis of satisfactory evidence to be the person(s) whose names(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

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

WITNESS my hand and official seal.

Signature: _____

OPTIONAL

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

CAPACITY CLAIMED BY SIGNER

☐ INDIVIDUAL
☐ CORPORATE OFFICER

_____
TITLE(S)

☐ PARTNER(S) ☐ LIMITED ☐ GENERAL
☐ ATTORNEY-IN-FACT
☐ TRUSTEE(S)
☐ GUARDIAN/CONSERVATOR
☐ OTHER_____

_____

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

_____

_____

DESCRIPTION OF ATTACHED DOCUMENT

_____
TITLE OR TYPE OF DOCUMENT

_____
NUMBER OF PAGES

_____
DATE OF DOCUMENT

_____
SIGNER(S) OTHER THAN NAMED ABOVE

AGENDA REPORT

MEETING DATE: September 8, 2026

TITLE: CalRecycle Beverage Container Recycling Payment Program and Five-Year Funding Authorization

PRESENTED BY: Shanita Tillman, Grants & Government Affairs Manager

RECOMMENDATION: **ADOPT A RESOLUTION AUTHORIZING THE CITY'S PARTICIPATION IN, AND SUBMISSION OF FUNDING REQUESTS FOR, CALRECYCLE'S BEVERAGE CONTAINER RECYCLING CITY/COUNTY PAYMENT PROGRAM, INCLUDING ACCEPTANCE OF THE CITY'S ANTICIPATED $5,000 ALLOCATION AND EXECUTION OF RELATED DOCUMENTS; AND**

ADOPT A RESOLUTION AUTHORIZING THE CITY TO APPLY FOR ELIGIBLE CALRECYCLE GRANT AND PAYMENT PROGRAMS THROUGH JUNE 30, 2031; AND

AUTHORIZE THE CITY MANAGER, OR HIS DESIGNEE, TO EXECUTE ALL NECESSARY DOCUMENTS, AGREEMENTS, AMENDMENTS, AND PAYMENT REQUESTS REQUIRED FOR THE APPLICATION PROCESS AND SUBSEQUENT GRANT ADMINISTRATION, IN ACCORDANCE WITH ALL APPLICABLE FEDERAL, STATE, AND LOCAL LAWS, ORDINANCES, AND REGULATIONS GOVERNING THE CALRECYCLE BEVERAGE CONTAINER RECYCLING GRANT PROGRAM

2030 VISION STATEMENT:

This item supports Goal 4, "Develop and Implement Successful Partnerships," by working with a state agency to secure funding for City programs and projects.

BACKGROUND:

CalRecycle's Beverage Container Recycling City/County Payment Program provides funding to cities and counties for beverage-container recycling and litter-reduction activities. Funding is based on population, and each city is eligible to receive at least $5,000. No local match is required.

The City's Fiscal Year 2026-27 funding request is due November 17, 2026. CalRecycle requires a City Council resolution authorizing the application and identifying the position authorized to sign program documents. The City Council previously adopted Resolution No. 2016-41 on October 25, 2016, authorizing the City to apply for eligible CalRecycle grants for five years. That authorization expired on October 25, 2021.

A new five-year resolution is proposed to authorize the City to apply for eligible CalRecycle grant and payment programs through June 30, 2031. This will reduce the need to adopt a new authorization resolution for each future CalRecycle funding opportunity. The resolution does not replace any City

Council or budget approval otherwise required for a specific project.

DISCUSSION:
The City intends to use the $5,000 allocation to rent an eligible mobile water refill station, trailer, or bar for the annual Blue Mountain Hike. Funding may also be used for eligible related expenses needed to provide and operate the water station, such as reusable cups or bottles, signage, and outreach materials.

Final expenses will depend on vendor availability, event needs, and CalRecycle's eligibility requirements.

ENVIRONMENTAL IMPACT:
Adoption of the Resolution is an administrative activity and is not considered a project under the California Environmental Quality Act pursuant to CEQA Guidelines Section 15378(b)(5).

FISCAL IMPACT:
The City anticipates receiving a $5,000 allocation. No local match is required, and the project will be structured to remain within the available program funding.

Adoption of the five-year authorization Resolution does not commit the City to future expenditures. Any financial impact associated with a future CalRecycle funding opportunity will be evaluated before the City applies for or accepts the funding.

RESOLUTION NO. 2026-___

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GRAND TERRACE, CALIFORNIA, AUTHORIZING SUBMITTAL OF AN APPLICATION FOR THE BEVERAGE CONTAINER RECYCLING CITY/COUNTY PAYMENT PROGRAM FOR FISCAL YEAR 2026-27 AND RELATED AUTHORIZATIONS

WHEREAS, pursuant to Public Resources Code section 14581, the Department of Resources Recycling and Recovery (CalRecycle) administers the Beverage Container Recycling City/County Payment Program to provide payments to qualifying jurisdictions for beverage container recycling and litter reduction activities; and

WHEREAS, CalRecycle is required to establish procedures governing the administration of the payment program; and

WHEREAS, CalRecycle's procedures require an applicant's governing body to authorize, by resolution, submittal of the application and identify the job title of the official authorized to execute documents necessary to secure funds and implement the approved project.

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

Section 1. The City Council authorizes the submittal of an application to CalRecycle for the Beverage Container Recycling City/County Payment Program for Fiscal Year 2026-27.

Section 2. The City Manager, or the City Manager's designee, is authorized as Signature Authority to execute all payment program-related documents necessary to secure funds and implement the approved project.

Section 3. This authorization shall remain effective until rescinded by the City Council.

PASSED, APPROVED AND ADOPTED by the City Council of the City of Grand Terrace at a regular meeting held on the _____ day of _____, 2026.

ATTEST:

_____
Bill Hussey
Mayor

_____
Daysi Alcocer
City Clerk

APPROVED AS TO FORM:

_____
Adrian R. Guerra
City Attorney

RESOLUTION NO. 2026-___

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GRAND TERRACE, CALIFORNIA, AUTHORIZING SUBMITTAL OF APPLICATIONS AND FUNDING REQUESTS FOR ALL CALRECYCLE GRANT AND PAYMENT PROGRAMS FOR WHICH THE CITY IS ELIGIBLE

WHEREAS, the Department of Resources Recycling and Recovery (CalRecycle) administers various grant and payment programs in furtherance of the State of California's efforts to reduce, recycle, and reuse solid waste, preserve landfill capacity, and protect public health, safety, and the environment; and

WHEREAS, CalRecycle establishes procedures governing the application, award, and administration of its grant and payment programs; and

WHEREAS, CalRecycle procedures require an applicant's governing body to authorize the submittal of applications and funding requests and identify the official authorized to execute documents necessary to secure funds and implement approved projects.

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

Section 1. The foregoing recitals are true and correct and are incorporated herein by reference.

Section 2. The City Council authorizes the submittal of applications and funding requests to CalRecycle for all grant and payment programs for which the City of Grand Terrace is eligible.

Section 3. The City Manager, or designee, is authorized and empowered to execute in the name of the City of Grand Terrace all grant- and payment-program-related documents, including applications, funding requests, agreements, amendments, reports, and requests for payment, necessary to secure funds and implement approved projects.

Section 4. These authorizations are effective through June 30, 2031.

PASSED, APPROVED AND ADOPTED by the City Council of the City of Grand Terrace at a regular meeting held on the _____ day of _____, 2026.

ATTEST:

_____
Bill Hussey
Mayor

_____
Daysi Alcocer
City Clerk

APPROVED AS TO FORM:

_____
Adrian R. Guerra
City Attorney

AGENDA REPORT

MEETING DATE: September 8, 2026

TITLE: Authorize Submittal of an Application for the Statewide Park Development and Community Revitalization Program (SPP) Round 5

PRESENTED BY: Shanita Tillman, Grants & Government Affairs Manager

RECOMMENDATION: **ADOPT A RESOLUTION AUTHORIZING THE SUBMISSION OF AN APPLICATION FOR THE CALIFORNIA DEPARTMENT OF PARKS AND RECREATION'S STATEWIDE PARK DEVELOPMENT AND COMMUNITY REVITALIZATION PROGRAM (SPP) ROUND 5 AND AUTHORIZING THE CITY MANAGER, OR DESIGNEE, TO EXECUTE ALL DOCUMENTS NECESSARY FOR THE APPLICATION**

2030 VISION STATEMENT:
Goal 1: Ensure Our Fiscal Viability

BACKGROUND:
N/A

DISCUSSION:
The California Department of Parks and Recreation, Office of Grants and Local Services (OGALS), administers the Statewide Park Development and Community Revitalization Program (SPP), which provides competitive grant funding for the development of new parks, expansion of existing parks, and renovation of existing parks in critically underserved communities throughout California.

As part of the application process, OGALS requires applicants to obtain governing body approval authorizing submission of the grant application and designating an Authorized Representative to execute all application-related documents.

Approval of the proposed resolution authorizes the City to submit an application for SPP Round 5 funding. Adoption of the resolution does not commit the City to accepting grant funds or implementing a project. Should the City be awarded funding, any actions requiring City Council approval, including acceptance of the award or appropriation of funds, will be brought before the City Council at a future meeting.

ENVIRONMENTAL IMPACT:
Adoption of the proposed resolution authorizes the submission of a grant application only and has no environmental impact.

FISCAL IMPACT:
There is no fiscal impact associated with adoption of the proposed resolution. The resolution

authorizes submission of a grant application only.

RESOLUTION NO. 2026-___

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GRAND TERRACE, CALIFORNIA, APPROVING THE APPLICATION FOR THE STATEWIDE PARK DEVELOPMENT AND COMMUNITY REVITALIZATION PROGRAM (SPP) ROUND 5

WHEREAS, the California Department of Parks and Recreation, Office of Grants and Local Services (OGALS), administers the Statewide Park Development and Community Revitalization Program (SPP), which provides competitive grant funding for the development of new parks, expansion of existing parks, and renovation of existing parks in critically underserved communities throughout California; and

WHEREAS, the OGALS is administering Round 5 of the SPP and is accepting grant applications through December 17, 2026; and

WHEREAS, as part of the application process, OGALS requires applicants to obtain governing body approval authorizing submission of the grant application and designating an Authorized Representative to execute all application-related documents; and

WHEREAS, the City seeks to apply for the SPP Round 5 grant, and requires City Council approval to authorize the submission of a grant application and designate the Authorized Representative in accordance with OGALS policy; and

WHEREAS, the City may be awarded up to $8,500,000 in grant funding and, prior to submitting an application, must conduct a minimum of five community engagement meetings with stakeholders; and

WHEREAS, adoption of this resolution does not commit the City to accepting the grant funds or implementing the project, and any actions requiring City Council approval, including acceptance of the award or appropriation of funds, will be brought before the City Council at a future meeting; and

WHEREAS, in connection with the SPP Round 5 grant funding, OGALS requires the City to comply with certain program requirements, attached hereto as Exhibit “A”; and

WHEREAS, if awarded, the City may enter into a grant agreement with the State of California to implement a project developed through the required community-based planning process in accordance with the Statewide Park Development and Community Revitalization Program (SPP) Round 5 requirements.

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

SECTION 1. The foregoing recitals are true and correct and are incorporated herein by reference.

SECTION 2. The City Council hereby approves the filing of an application to the California Department of Parks and Recreation for funding under the Statewide Park Development and Community Revitalization Program (SPP) Round 5.

SECTION 3. The City Council hereby authorizes the City Manager, or the City Manager's designee, to act as the City's authorized representative to conduct all negotiations and execute and submit all applications, agreements, amendments, payment requests, certifications, and other documents necessary to apply for and administer the grant, if awarded.

SECTION 4. The City Council acknowledges that acceptance of grant funding will require compliance with the terms and conditions of the grant agreement and all applicable federal, state, and local laws and regulations; and

PASSED, APPROVED AND ADOPTED by the City Council of the City of Grand Terrace at a regular meeting held on the _____ day of _____, 2026.

ATTEST:

_____
Bill Hussey
Mayor

_____
Daysi Alcocer
City Clerk

APPROVED AS TO FORM:

_____
Adrian R. Guerra
City Attorney

State of California - Natural Resources Agency
DEPARTMENT OF PARKS AND RECREATION
Office of Grants and Local Services

Statewide Park Development and Community Revitalization Program(SPP)

SPP Round 5 Frequently Asked Questions

The Statewide Park Development and Community Revitalization Program (SPP) is a competitive grant program developed and administered by the Office of Grants and Local Services (OGALS). Funding made available by the passage of Proposition 4 on November 5, 2024, continues SPP's historic legacy of creating new parks and new recreation opportunities in underserved communities across California. This is Round 5 (R5) of SPP and the first round of Proposition 4 funding.

1. **How much funding will be available for R5?**

   $188.5 million is available for R5 competitive applications. The State budget appropriated funding for R5 on July 1, 2025.

2. **When are R5 applications due?**
   - The R5 application due date is December 17, 2026.
   - Applications must be submitted online. A link to the OGALS online application portal can be found on the SPP R5 webpage at www.parks.ca.gov/spp.
   - Paper applications are not accepted.

3. **Last SPP grant awards were for Round 4 (R4). When were Rounds 1 (R1), 2 (R2), and 3 (R3)?**

   SPP R1 and R2 funding came from Proposition 84 (2006 Bond Act), Chapter 9: Sustainable Communities and Climate Change Reduction (PRC 75065 (b)(1-5)). Under R1 and R2, $2.9 billion was requested for $368 million in funding

   SPP R3 and R4 funding came from Proposition 68 (2018 Bond Act), the Statewide Park Development and Community Revitalization Program. R3 applications were received on August 5, 2019, and grants were announced on February 25, 2020. R4

applications were received on March 12, 2021, and grants were announced on October 25, 2021, and December 8, 2023.

4. **How competitive is SPP?**

- Round 3 (R3)
  - 478 application requesting $2.3 billion were received in R3.
  - $254.9 million was available for R3.
  - 62 of the 478 applications received for R3 were awarded.

- Round 4 (R4)
  - 468 applications requesting $2.4 billion were received in R4.
  - $590.2 million was available for R4.
  - 120 of the 468 applications received for R4 were awarded.

5. **What were the average grant requests?**

- Round 3 (R3)
  - The average grant request for R3 was $4.8 million.
  - The average grant amount awarded for R3 was $4.1 million.

- Round 4 (R4)
  - The average grant request for R4 was $4.9 million.
  - The average grant amount awarded for R4 was $4.3 million.

6. **How many new parks compared to existing parks were funded in Round 4?**

Of the 120 awarded grant projects, 53 were for the creation of new parks, 13 were expansions of existing parks, and 54 were renovations.

Project Selection Criteria #1 (page 15 in Application Guide) and Project Selection Criteria #4 (page 18 in Application Guide) prioritize the creation of new parks in park deficient areas.

Of the $650,275,000 total Proposition 68 SPP funding:

- up to 80% ($516 million) was available for the creation of new parks, and
- 20% ($134 million) was set aside for existing park improvements.

7. **For Community Based Planning (Criteria #5), do you require applicants or partners to meet in person with residents?**

Per pages 19 and 74 of the SPP Application Guide - Yes, OGALS requires in-person meetings. Applicants can combine in-person meetings with video conference

capability for additional residents to join. However, to qualify as an in-person meeting, the majority of residents **must** attend the meeting in-person.

Review the "Designing Parks Using Community-Based Planning" document for additional insights and guidance on Project Selection Criteria #5(A). This document is available under Technical Assistance Resources at www.parks.ca.gov/spp

The Application Guide provides additional technical assistance for Community-Based Planning (Criteria# 5(A), page 19) in the Appendices (pages 73-74).

8. **Do recurring District Advisory Committee meetings or Partner Agency meetings qualify toward the "five community meeting" requirement if they are open to the public, promoted on the agency website, and include a formal public comment period for the project?**
    - Applicants may receive credit for a meeting if it meets all of the requirements under Project Selection Criteria #5(A-C) - Community-Based Planning. However, experienced gained through past rounds of SPP has shown that standard monthly meetings do not typically meet all of the requirements for Community-Based Planning.
    - OGALS evaluates each meeting independently to determine if it meets all of the requirements listed in Project Selection Criteria #5(A-C).
    - The Application Guide provides additional technical assistance for Project Selection Criteria #5(A-C) in the Appendices (pages 73-77).

9. **What are the California Environmental Quality Act (CEQA) requirements for awarded R5 projects (page 70)?**

    Effective June 30, 2025, a CEQA exemption (PRC §21080.5) was issued for public parks and nonmotorized recreational trail projects funded by the Safe Drinking Water, Wildfire Prevention, Drought Preparedness, and Clean Air Bond Act of 2024 (Proposition 4). If the project is awarded SPP grant funding, grantees will be required to file a categorical exemption. CEQA Compliance Information is available under Grant Administration section at www.parks.ca.gov/spp.

    - Proposition 4 requires at least ten percent (10%) of the total amount available per round will fund renovations of existing parks for increased use and access, including, but not limited to, individuals with disabilities, as defined by the Americans with Disabilities Act of 1990 (42 U.S.C. Sec.12101 et seq.).

ROUND 5 GUIDANCE - REAPPLYING WITH THE SAME PROJECT SITE

10. If I am applying for a Round 5 SPP grant, for the same project site as a non-funded Round 4 application, what revisions or updates are required?

In all cases, a new Application Package must be submitted following pages 8-9 of the Application Guide. Some documents may be revised. See Scenarios A, B and C explained below:

A) SAME PROJECT SCOPE/SAME PROJECT SITE:

This means the same Project Site, Recreation Features, and Major Support Amenities with the same concept level details in the Project Selection Criteria and Site Plan are still 100% applicable. If it is 100% the same scope of work at the same project site, the applicant may resubmit the same application with the following updates:

i. A new Authorizing Resolution ensures that the applicant's governing body approves this project and the application for Round 5. Please see page 37 of the Application Guide for information. There is a template available under Technical Assistance Resources at www.parks.ca.gov/spp

ii. A new Community FactFinder Report dated after January 1, 2026. Follow the Community FactFinder Tool Kit steps at www.parks.ca.gov/spp.

iii. A new Community FactFinder Handbook Certification Form, DPR #832E, signed by the Authorized Representative designated through the new Authorizing Resolution. Please see pages 34-35 of the Application Guide for information. This form is accessible under Technical Assistance Resources at www.parks.ca.gov/spp.

iv. An updated Project Timeline, DPR #832B, with current date projections for Round 5 funding. Please see page 49 of the Application Guide for information. This form is accessible under Technical Assistance Resources at www.parks.ca.gov/spp.

v. If applicable:

a) If the Grant Request Amount or Total Project Cost has changed, revise the dollar amounts in the Application Form, Grant Scope/Cost Estimate Form, and Funding Sources Form.

b) If a new Authorized Representative is designated through the new Authorizing Resolution (Provision #4), ensure that the new individual has signed all forms listed on the Application Checklist (page 9 of the Application Guide).

B) DIFFERENT PROJECT SCOPE – SAME PROJECT SITE:

This means new or removed Recreation Features or Major Support Amenities, typically with a different grant request amount at the same project site as the Round 4 application.

i. Revise all Checklist Items per page 9 of the Application Guide to become consistent with the new project scope.

- This includes the Project Selection Criteria response to reflect the new project scope.

ii. For Community Based Planning Meetings - Project Selection Criteria #5 found on pages 19-23 of the Application Guide:

a) Meetings that started **before** November 5, 2024, can be listed for historical reference; however, these meetings will **not** earn points.

b) Applicants should review that the new project scope meets the design goals described on pages 21-23 of the Application Guide. If it does not, additional meetings should be conducted.

C) DIFFERENT PROJECT SITE:

i. This will require a new application. See pages 8-9 of the Application Guide.
ii. Is anything changing in the Application Guide for Round 5 compared to the Round 4 Application Guide dated December 1, 2022?

Here are updates that will occur for Round 5:

- Median Household Income - Pages 14 and 71 $77,067 will replace $56,982.

To be eligible for Round 5, the project site must meet **at least one** of the following:

- A ratio of less than 3 acres of parkland per 1,000 residents
  OR
- A Median Household Income below $77,067
  OR
- Project is within proximity to a climate vulnerability.

There will be 10 Project Selection Criteria compared to 9 in past SPP Rounds. Proposition 4 focuses on climate vulnerable communities. Round 5 will direct this focus through:

- The addition of a new Project Selection Criteria – Climate Vulnerable Populations. See pages 16 and 71 of the Application Guide.
- Added to Project Selection Criteria #5 - Community-Based Planning.
- Added to Project Selection Criteria #8 – Environmental Design
- Added to Project Selection Criteria #10 – Challenges, Project Benefits, and Readiness

11. If I'm applying for a Round 5 SPP grant, at the same project site of a non-funded Round 4 application, are additional meetings required?

Per page 74 of the SPP Application Guide – Yes, at least two additional meetings are required for R5 to receive credit for previous R4 meetings. To receive credit for up to three R4 meetings:

- R5 responses to Criteria #4(C) Goals 1-3 must maintain the integrity of ideas that originated from RESIDENTS in R4.
- Applicants must discuss with RESIDENTS both R4 and R5 project design ideas to determine if R4 Criteria #4(C) Goals 1-3 are still valid.

12. Will Round 5 grant awards have a different period for eligible costs?

The Round 5 "Grant Performance Period" for eligible costs is July 1, 2025, through June 30, 2031.Please see the definition of "Grant Performance Period" on page 91 in the Application Guide.

13. Will competitiveness increase by requesting a lower grant amount in Round 5?

Applicants should request the funds necessary for essential project elements as determined through the community-based planning meetings with the residents. Similar to Round 4, grant awards may range from less than $1 million through the maximum $8.5 million.

14. Where can I find more information on Round 5?

Application will find updates, technical assistance, application forms and templates, and resources posted at www.parks.ca.gov/spp. Applicants can also sign up to receive email updates by clicking on Sign up for email updates.

AGENDA REPORT

MEETING DATE: September 8, 2026

TITLE: Adoption of Revisions to Fiscal Policy No. 3.01.01, Purchasing, and Fiscal Policy No. 3.04, Grants

PRESENTED BY: Shanita Tillman, Grants & Government Affairs Manager

RECOMMENDATION: **ADOPT THE REVISED FISCAL POLICY NO. 3.01.01 AND 3.04 – RELATED TO GRANT ADMINISTRATION**

2030 VISION STATEMENT:
Ensure Our Fiscal Viability by improving the City's ability to pursue external funding opportunities.

BACKGROUND:
Fiscal Policy No. 3.04 establishes the City's internal procedures for identifying, applying for, administering, and closing out grant-funded projects. The policy was originally adopted in 2014 and has remained largely unchanged despite significant changes in grant administration requirements and funding opportunities. Fiscal Policy No. 3.01.01 establishes the City's purchasing and procurement procedures and is also being updated to clarify procurement requirements applicable to grant-funded purchases and contracts.

The proposed revisions modernize the City's grant administration process, update references to current federal and state grant requirements, and improve internal procedures while maintaining appropriate financial oversight and City Council involvement.

DISCUSSION:
The proposed revisions are intended to improve administrative efficiency while preserving appropriate oversight of grant-funded projects.

Key revisions include:

- Modernizing the City's grant administration procedures to reflect current federal, state, and funding agency requirements.
- Updating Fiscal Policy No. 3.01.01, Purchasing, to clarify that grant-funded procurements must comply with the City's purchasing requirements as well as any additional procurement requirements imposed by the funding source.
- Clarifying the roles and responsibilities of the City Manager's Office, Finance Department, lead departments, and grant project managers throughout the grant life cycle.
- Revising the City's internal grant intake and budget review process to improve evaluation of grant opportunities and document anticipated project costs, funding sources, staffing impacts, operational commitments, and grant compliance requirements before the City commits to pursuing grant funding.
- Allowing certain grant applications to be submitted administratively when they do not require City Council action, while continuing to require City Council approval when required by law,

funding agency requirements, budget appropriations, local matching funds outside existing budget authority, additional staffing, property acquisition, or other significant fiscal or policy impacts.
- Updating post-award grant administration, reimbursement, reporting, record retention, and grant closeout procedures to reflect current grant management practices.

These revisions recognize that many grant opportunities have limited application periods and that administrative submission of qualifying grant applications can improve the City's ability to compete for external funding without reducing City Council oversight of grants that have significant fiscal or policy implications.

ENVIRONMENTAL IMPACT:

The proposed action is not a project under the California Environmental Quality Act (CEQA) pursuant to Section 15378 of the CEQA Guidelines because it is an administrative action that will not result in a direct or reasonably foreseeable physical change in the environment.

FISCAL IMPACT:

There is no direct fiscal impact associated with adoption of the revised policies. The revisions update internal administrative procedures and do not authorize the expenditure of funds or acceptance of grant awards.

RESOLUTION NO. 2026-xx

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GRAND TERRACE, CALIFORNIA, APPROVING REVISIONS TO THE CITY OF GRAND TERRACE FISCAL POLICIES NO. 3.01.01 RELATED TO PURCHASING AND 3.04 RELATED TO GRANTS

WHEREAS, the City of Grand Terrace maintains adopted Fiscal Policies to establish consistent administrative, financial, procurement, and internal control procedures for City operations; and

WHEREAS, from time to time, it is appropriate and necessary to update the City's policies to reflect the changing needs of the City or changes in the law; and

WHEREAS, the City Council has determined that there is a need to update the City's Fiscal Policies to ensure that the current operational needs of the City are addressed regarding grant funding opportunities; and

WHEREAS, grant funding opportunities are an important financial resource supporting City programs, public infrastructure, transportation, public safety, recreation, senior services, and capital improvement projects; and

WHEREAS, state, federal, regional, and private grant opportunities frequently contain abbreviated application timelines, administrative deadlines, reporting requirements, and execution schedules which may occur between regularly scheduled City Council meetings; and

WHEREAS, the City Council finds that limited administrative delegation for routine and time-sensitive grant-related actions will improve operational efficiency, strengthen the City's ability to remain competitive for external funding opportunities, and reduce the risk of missed funding opportunities, while maintaining appropriate City Council oversight for significant fiscal and policy matters; and

WHEREAS, Fiscal Policy No. 3.01.01, entitled "Purchasing," is revised to add a section entitled Grant Funded Procurements, which will serve to modernize the City's grant-funded procurement procedures and require compliance with applicable federal, state, and funding agency procurement requirements associated with grant-funded projects; and

WHEREAS, Fiscal Policy No. 3.04, entitled "Grants," is revised to clarify grant administration procedures, establish consistent internal controls, define administrative responsibilities, clarify grant procurement procedures, strengthen compliance with current grant administration requirements, and establish approval thresholds related to grant administration activities; and

WHEREAS, the City Council desires to maintain oversight of grant applications and agreements involving significant fiscal commitments, matching fund obligations, staffing impacts, or major policy considerations.

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

SECTION 1. RECITALS. The foregoing recitals are true and correct and are incorporated herein by this reference.

SECTION 2. APPROVAL OF FISCAL POLICY REVISIONS. The City Council hereby approves revisions to the City of Grand Terrace Fiscal Policies, specifically Fiscal Policy Nos. 3.01.01 related to Purchasing attached hereto as Exhibit "A," and 3.04 related to Grants, attached hereto as Exhibit "B."

SECTION 6. NO CONFLICT WITH MUNICIPAL CODE. Nothing in this Resolution or Fiscal Policy Nos. 3.01.01 and 3.04 shall be interpreted to authorize actions inconsistent with the Grand Terrace Municipal Code, California Public Contract Code, adopted purchasing requirements, or other applicable law.

SECTION 7. SEVERABILITY. If any section, subsection, sentence, clause, or phrase of this Resolution is for any reason held invalid or unconstitutional, such decision shall not affect the validity of the remaining portions of this Resolution.

SECTION 8. EFFECTIVE DATE. This Resolution shall take effect immediately upon adoption.

PASSED, APPROVED and ADOPTED by the City Council of the City of Grand Terrace at a regular meeting held on the ____ day of _____ 2026.

_____
Bill Hussey
Mayor

ATTEST:

_____
Daysi Alcocer
City Clerk

APPROVED AS TO FORM:

_____
Adrian R. Guerra
City Attorney

PURPOSE: The purpose of this policy is to ensure that the City's purchasing practices are carried out in accordance with the revised Purchasing Ordinance, which was approved by the City Council on October 11, 2022.

DEFINITIONS:

Notice Inviting Bids: A document issued to specified potential bidders, or posted on the City's website, inviting bids for specified merchandise or service. The subsequent contract is generally awarded to the lowest responsible bidder.

Purchase Order: A document which authorizes the delivery of specified merchandise or the rendering of certain service and the making of a charge for such merchandise or service.

Purchase Requisition: A document submitted by a department requesting approval to purchase specified merchandise or service. Upon its approval, a Purchase Order is issued to the selected vendor or service provider.

Purchasing Officer: The Purchasing Ordinance designates a Purchasing Officer, to be appointed by the City Manager. The City Manager has currently appointed the City's Finance Director as the Purchasing Officer. Under the direction of this position, the Finance Department is charged with the responsibility of administering the Purchasing Ordinance.

Request for Proposals (RFP): A document issued to specified potential service providers, or posted on the City's website, requesting proposals for services. The subsequent contract is awarded based on a number of factors including professional expertise, experience, service level, references and pricing. Consideration of factors other than pricing differentiates an RFP process from a "Notice Inviting Bids" process.

POLICY & PROCEDURES:

I. <u>Informal Purchases ($0 -2,500)</u>

The following procedures apply:

A. Funds must be budgeted for the goods or services to be purchased.

B. A Purchase Order (P.O.) is <u>not</u> required for purchases.

C. Price quotes are <u>not</u> required for purchases, although they are encouraged when easily obtainable.

D. Payment for purchases is made by submitting a Request for Payment form with approval by the applicable Department Head or designee (per the Authorized Approval Listing).

E. Use of City credit card or petty cash may be appropriate for certain low-value purchases, with separate guidelines applying to these purchases.

II. Informal Purchases ($2,500-5,000)

The following procedures apply:

A. Funds must be budgeted for the goods or services to be purchased.

B. A Purchase Order (P.O.) is required for purchases.

C. Price quotes are not required for purchases, although they are encouraged when easily obtainable.

D. Payment for purchases is made by submitting a Purchase Requisition form with approval by the applicable Department Head or designee (per the Authorized Approval Listing).

E. Approval from the City Manager is required.

III. Open Market Purchases ($5,001-25,000)

The following procedures apply:

A. Funds must be budgeted for the goods or services to be purchased.

B. Three (3) informal price quotes must be obtained.

C. A Purchase Requisition must be submitted to Finance by the requesting department with the price quotes attached as back-up. Purchase Requisitions require approval of the applicable Department Head or designee (per the Authorized Approval Listing).

D. Following Finance review of the Purchase Requisition, a P.O. will be issued by Finance and mailed to the vendor, with a copy returned to the originating department. Funds will also be encumbered in the financial system at this time. (Note: P.O.s are signed by the Finance Director signifying that funds are available and that the purchasing requirements have been met.)

E. Invoices to be paid against an approved P.O. do not require a Request for Payment form. Instead, to expedite processing, an approval stamp may be utilized on the invoice referencing the applicable P.O. (The account code to be charged does not need to be referenced on the invoice unless the P.O. is allocated to multiple account numbers, as the invoice will be charged per the P.O.) Department Head or designee signature is required on the invoice (per the Authorized Approval Listing).

IV. Formal Purchases (over $25,000)

The following procedures apply:

A. Funds must be budgeted for the goods or services to be purchased.

B. Formal contracting procedures must be followed as enumerated in Section 3.24.080 of the Purchasing Ordinance, including:

1. Notice Inviting Bid
2. Bidders' List
3. Bidders' Security
4. Bid Opening Procedure
5. Performance Bonds as applicable
6. Formal Award of Contract by the City Council

C. Following award of contract, a Purchase Requisition should be submitted by the applicable department, with a copy of the executed contract and City Council staff report attached as backup. Purchase Requisitions require approval of the applicable Department Head or designee (per the Authorized Approval Listing).

D. Following Finance review of the Purchase Requisition, a P.O. will be issued by Finance and mailed to the vendor, with a copy returned to the originating department. Funds will also be encumbered in the financial system at this time. (Note: P.O.s are signed by the Finance Director signifying that funds are available and that the purchasing requirements have been met.)

E. Invoices to be paid against an approved P.O. do not require a Request for Payment form. Instead, to expedite processing, an approval stamp may be utilized on the invoice referencing the applicable P.O. number. (The account code to be charged does not need to be referenced on the invoice unless the P.O. is allocated to multiple account numbers, as the invoice will be charged per the P.O.) Department Head or designee signature is required on the invoice (per the Authorized Approval Listing).

V. Professional Services

A. Professional Services are not awarded via formal bidding, since there are a number of factors other than pricing used to determine the company that is best suited to provide the service. Such factors include professional expertise, experience, service level and references.

B. Although not formally bid, it is recommended that professional services with an expected value greater than $10,000 utilize a competitive selection process via a Request for Proposals (RFP).

C. RFPs should be posted on the City's web page and distributed to known companies with expertise in the applicable service area. Generally, at least 30 days should be allowed for proposal submittal following the RFP issuance date. It may also be appropriate to schedule a pre-submittal conference to clarify the RFP and respond to the interested parties' questions.

D. Contracts for professional services with a value of $25,000 or less may be awarded by the City Manager.

E. Contracts for professional services with a value greater than $25,000 must be awarded by the City Council.

F. Following award of contract, a Purchase Requisition should be submitted by the applicable department, with a copy of the executed contract and City Council staff report (if applicable) attached as backup. Purchase Requisitions require approval of the applicable Department Head or designee (per the Authorized Approval Listing).

G. Following Finance review of the Purchase Requisition, a P.O. will be issued by Finance and mailed to the vendor, with a copy returned to the originating department. Funds will also be encumbered in the financial system at this time. (Note: P.O.s are signed by the Finance Director signifying that funds are available and that the purchasing requirements have been met.)

H. Invoices to be paid against an approved P.O. do not require a Request for Payment form. Instead, to expedite processing, an approval stamp may be utilized on the invoice referencing the applicable P.O. number. (The account code to be charged does not need to be referenced on the invoice unless the P.O. is allocated to multiple account numbers, as the invoice will be charged per the P.O.) Department Head or designee signature is required on the invoice (per the Authorized Approval Listing).

VI. Grant-Funded Procurements

A. Procurements utilizing state or federal grant funding shall comply with all applicable grant requirements, including Uniform Administrative Requirements under 2 CFR Part 200, applicable California Public Contract Code provisions, and funding agency requirements.

B. Additional procurement requirements for grant-funded projects may include:

- Documented cost or price analysis,
- Verification that vendors and contractors are not suspended or debarred,
- Inclusion of federally required contract clauses,
- Disadvantaged business enterprise or small business outreach requirements,
- Build America, Buy America (BABA) compliance where applicable,
- Prevailing wage or Davis-Bacon compliance where required,
- Maintenance of procurement records sufficient to support reimbursement and audit review.

C. In the event of a conflict between City purchasing procedures and grant funding requirements, the more restrictive requirement shall apply.

VII. Single Source Purchases / Waiver of Bidding / Piggy Backing

A. If it is determined that only one company is available or capable of providing the desired goods or services, the purchase may be approved without obtaining price

quotes (purchases of $5,001 to $25,000, conducting formal bidding (purchases over $25,000), or utilizing an RFP process (professional services over $25,000), provided that approval is received for the single source purchase, as follows:

1. Purchases with a value of $5,001 - $25,000: Memo explaining the basis for the single source purchase must be submitted by the applicable Department Head along with the Purchase Requisition and approved by the City Manager.
2. Purchases with a value greater than $25,000: Approval for the single source purchase must be submitted via a staff report in conjunction with the contract award and approved by the City Council.

B. If a purchase is not considered to be single source but a waiver of bidding/competitive selection is requested because it is in the best interest of the City, approvals must be obtained by the City Manager ($5,001 - $25,000) or City Council (over $ 25,000) as described above.

C. Justification must be provided if a waiver of bidding/competitive selection is requested. A waiver is an exception to the competitive bid process. As a result, explanation/documentation is required to begin the review process. Below are examples for requesting the waiver of the bid/competitive selection process:

   i. **Sole Source:** Only one company is available/capable of performing the task or providing the goods or services; the goods or services provided by

a specific company are unique in quality, performance, or use specifications.

ii. **Time Sensitive:** The need for the desired good/service is needed to correct or prevent an emergency.

iii. **Intrinsic Value:** When a good or service is determined by its historic, artistic, or educational value.

D. If the City has determined that another municipality (host agency) has completed the competitive bid/RFP process awarding a contract within the last 6 months for goods and/or services that the City may require, in order to avoid time and costs, the City has the option to "piggyback" on the public agency's existing contract provided the following requirements are met:

i. Approval must comply with the purchasing policy as follows:
   a. $0 - $2,500 requires Department Head approval;
   b. $2,501 - $25,000 requires City Manager approval; and
   c. Over $25,000 requires City Council approval.

ii. The other public agency's bid and contract award process meet's the City's bid and contract award requirements;

iii. The host agency and the City (piggybacking agency) must sign an agreement allowing the piggyback;

iv. The vendor/contractor must agree to the piggyback, offering the same terms and conditions written in their contract to the piggyback agency; and

v. The vendor must inform both the host agency and the piggybacking agency in writing that they agree to the piggyback.

VIII. Contract Requirements

A. If a purchase involves work to be performed on City premises or the public right of way, regardless of the dollar amount, a City contract is recommended to adequately address liability issues. If there is uncertainty regarding whether or not a contract is needed for a given purchase, the City Attorney should be consulted.

B. Contracts up to $25,000 in value may be approved by the City Manager, following City Attorney approval as to legal form. Whenever possible, the standard City contract form should be used.

C. Contracts over $25,000 in value require City Council approval via the agenda process.

D. Contracts should include a requirement for the service provider to obtain a City Business License. The department administering the contract is responsible for coordinating with Finance to ensure that a Business License is obtained if the contract value is $25,000 or less (City Manager approval). If the contract value is greater than $25,000 (City Council approval), the City Clerk's Office will coordinate with Finance to ensure that a Business License is obtained.

E. The department administering the contract is also responsible for obtaining the insurance certificates from the service provider and verifying that the coverage conforms to the contract requirements if the contract value is $25,000 or less (City Manager approval). If the contract value is greater than $25,000 (City Council approval), the City Clerk's Office will be responsible for obtaining the insurance certificates from the service provider and verifying that the coverage conforms to the contract requirements.

IX. Conflict of interest and unlawful activity

A. Any evaluation or selection practice that would result in unlawful activity including, but not limited to, kickbacks or unlawful consideration is expressly prohibited. Any award of a contract where an employee, officer or agent has used his or her position with the City to influence a governmental decision in which he or she knows or has reason to know that he or she has a financial interest in any person or entity who seeks such a contract or in the outcome of the selection process in any way, is expressly prohibited.

PURPOSE: To establish a consistent process for identifying, evaluating, applying for, administering, and closing out grant opportunities while ensuring compliance with applicable local, state, and federal requirements.

GOALS: To pursue grant funding that advances City priorities, enhances public services, improves infrastructure, and provides measurable community benefits while maximizing external funding opportunities and minimizing financial risk to the City.

POLICY: To establish a consistent process for evaluating, applying for, administering, and closing out grant-funded projects in compliance with applicable local, state, federal, and funding agency requirements.

I. Pre-Application Process – Review of Grant/Grant Proposal Information Form

A. Upon notification of a potential grant opportunity, the City Manager's Office shall determine the appropriate lead department and assign responsibility for evaluating the grant opportunity. A department that receives direct notification of a grant opportunity may also initiate the grant application process after notifying and receiving concurrence from the City Manager's Office. The lead department shall designate a grant project manager responsible for evaluating the grant opportunity, obtaining application materials and funding agency requirements, coordinating preparation of the grant application, and administering the grant if awarded. This process does not apply to ongoing formula or direct allocation grants such as the Community Development Block Grant (CDBG) program.

1. Federal Grants: identify all applicable federal requirements associated with the grant, including pre-award and post-award requirements, public participation requirements, reporting, monitoring, audit requirements, procurement requirements, and other applicable funding agency requirements. Identify any restrictions on the use of grant funds, including supplanting, maintenance of effort, matching requirements, or other funding limitations, where applicable.

2. State Grants: identify applicable state requirements associated with the grant, including reporting, monitoring, audit, reimbursement, and other funding agency requirements, where applicable.

3. The annual CDBG entitlement process is not addressed in this policy because program administration is governed by 24 CFR Part 570 and applicable U.S. Department of Housing and Urban Development (HUD) requirements. Individual projects funded under the CDBG program shall comply with the applicable provisions of this Policy and all federal program requirements.

II. Completion of Grant Opportunity Intake Form & Budget Worksheet

A. Based on information obtained, the grant project manager shall complete the Grant Opportunity Intake Form (Exhibit A) and Grant Budget Worksheet (Exhibit B). The grant funding identified in Exhibit B should be based on a multi-year budget projection, where applicable based on the grant term and project requirements. Exhibits A and B shall be reviewed and approved by the Department Head, Finance Director, and City Manager (or designee) as part of the grant application process.

1. Identify the estimated amount or percentage of grant funds anticipated to cover personnel, consultant services, design, construction, equipment, technology, and other eligible project cost.

2. Identify the source, amount, and availability of matching funds required for the term of the grant.

3. The Finance Director shall determine if adequate funds are available to meet any required local match and other anticipated cost associated with the grant.

4. The City Manager and the Finance Director, after consultation with Human Resources, shall determine whether grants that create new personnel, technology or ongoing financial commitments, or contain restrictions such as supplanting or maintenance of effort requirements, before recommending the grant for funding.

    a. Due to the financial impacts of short-term grants that fund personnel for a limited time, special review must be undertaken to analyze the fiscal and operational impacts of the grant.

    b. If the review demonstrates that the grant provides a significant public benefit and the City can reasonably sustain any associated commitments, the City Manager may: (1) limit the hiring of new personnel to the term of the grant; or (2) authorize continued funding of the new personnel costs after termination of the grant.

III. Complete Grant Application

A. The grant application shall be completed by the grant project manager under the direction of the applicable Department Head. The grant project manager shall prepare, coordinate, or oversee completion of the grant proposal. The grant project manager shall also confirm that the grant proposal meets eligibility requirements, complies with applicable funding agency requirements, and is consistent with the grant guidelines; that goals and objectives are clearly identified; and that the amount and percentages of costs funded by the grant and required matching funds are clearly identified. Prior to submission, the grant project manager shall determine whether City Council approval is required under Section IV of this Policy.

1. Ensure that the complete computation of personnel and other applicable costs such as consultant services, estimated design and construction, equipment and technology, etc. are included in the grant application. Obtain the computation of component grant costs as follows:

a. Personnel costs: Finance Department

b. Computer equipment and technology-related costs: Information Technology Services

c. Design and construction costs: Public Works Department

d. Other miscellaneous costs: Finance or Lead Department

2. Verify the source and amount of the required local match for the term of the grant. Ensure that all direct costs and eligible in-kind services are identified and included in the grant as eligible expenses or City matching funds to the extent possible.

IV. City Council Review

Grant applications may be submitted administratively by the City Manager or designee provided that:

1. No unbudgeted local match is required;
2. No additional staffing is required;
3. No significant long-term operational, maintenance, or financial obligation is created; and
4. The application is consistent with adopted City goals, programs, and budget authority.
5. The application does not otherwise require City Council authorization by law, funding agency requirement, or other adopted City policy.

Grant applications that do not meet the above shall be presented to the City Council prior to submittal.

Grant applications submitted administratively may be reported to the City Council through an informational memorandum, City Manager report, or subsequent ratification, as appropriate.

Nothing in this policy shall prohibit staff from submitting time-sensitive grant applications necessary to meet funding agency deadlines when prior City Council review is impractical, provided that the City Manager authorizes the application submittal and any required acceptance, appropriation, or agreement approval is subsequently presented to the City Council.

A staff report requesting acceptance of a grant award shall be submitted to the City Council when:

- required by the funding agency;
- required by City policy;
- budget appropriations are necessary; or
- execution of a funding agreement requires Council approval.

V. Finance Director/City Manager Review

A. The completed grant application shall be reviewed by the Finance Director and City Manager (or designee) prior to submittal, as applicable.

1. Review the completed grant application, as applicable, to evaluate the fiscal and operational impacts of receiving and administering the grant, ensure

consistency with City goals and confirm the identification of personnel, equipment, technology, matching fund, long-term operational commitments, and other related costs.

2. Verify that all reasonably anticipated project costs, matching funds, and long-term financial obligations have been identified and accounted for throughout the grant term, as applicable.

3. The City Manager (or designee) shall have the exclusive authority to execute grant agreements and sign financial reports and grant applications, reimbursement requests, certifications, amendments, and other grant-related documents, as authorized by City policy.

VI. Grant Award Notification

A. Upon notification of award the grant project manager shall take the following steps:

1. Prepare a staff report to City Council for acceptance of grant award, if the City Council had not previously approved the grant application or if acceptance requires Council action pursuant to City policy or funding agency requirements. The staff report must include a Budget Appropriation Adjustment Form to record grant revenues and expenditures, as further defined in Fiscal Policy No.

   3.03 (Budget Appropriation Adjustments). Coordinate with Finance to establish grant fund accounts, if necessary.

2. Following City Council's acceptance, coordinate public communications regarding the grant award with the City Manager's Office, as appropriate.

3. Schedule meetings, as necessary, to discuss the applicable financial, project management and reporting requirements of the new grant.

   a. Review personnel, equipment and technology data to determine if needs and costs are still applicable or need updating.

   b. Set up separate meetings for design and construction projects to discuss project issues and grant requirements related to state or federal funding, including procurement requirements, prevailing wage or Davis-Bacon compliance where applicable, Build America, Buy America (BABA) requirements where applicable, required contract provisions, reimbursement procedures, and project documentation requirements. Hold pre-construction conferences and maintain meeting records when required by the funding agency, contract requirements, or project complexity.

   c. Initiate all necessary procurement activities, distribute grant documents to those departments involved in the project, coordinate hiring processes for grant-funded personnel, where applicable, and purchase equipment and technology.

d. Monitor projects for compliance with grant requirements and maintain supporting documentation sufficient to support reimbursement requests, reporting obligations, monitoring activities, and audit review. The grant project manager shall coordinate with the assigned department to specify the responsibilities of the grant-funded personnel responsible for collection of data necessary for required reporting.

4. Provide technical and administrative assistance to the lead department if needed.

5. Ensure that all grant-funded contracts include the required grant provisions and route documents to applicable staff.

6. Prepare appropriate purchase requisitions and progress payment requests. The grant project manager shall prepare requests for grant payments and/or reimbursements and obtain appropriate department signatures, and verify that requested expenditures are eligible under the terms and conditions of the grant..

7. Coordinate with Finance staff regarding the submittal of copies of grant documentation associated with grant-funded purchase requisitions. The grant project manager shall identify personnel, equipment and technology and reference the applicable grant name or number on purchase requisition documentation.

8. Prepare electronic transfer draw-downs for federally funded projects or follow other reimbursement procedures identified by the funding agency.

9. Review and process change order requests in accordance with the City's delegated purchasing authority and applicable grant requirements.

VII. Grant Expiration/Project Completion

A. The grant project manager and assigned department shall notify other departments of project completion, as applicable.

1. Review the departmental grant file for completeness of all required documentation and mandatory reports. Complete any required final assessment report or grant closeout documentation.

2. Retain grant records in accordance with funding agency requirements, applicable state and federal regulations, and the City's Grant Record Retention requirements, whichever retention period is longer.

3. Participate in grant audits, monitoring activities, and close-out reviews, as required.

4. Coordinate public communications regarding project completion with the City Manager's Office, as appropriate.

1. Schedule and attend grant closeout meetings for construction projects or other projects when required by the funding agency.

EXHIBIT A

GRANT OPPORTUNITY INTAKE FORM

This form is intended for internal review to document grant opportunities and assist in determining whether the City should pursue grant funding.

Name of Grant: _____

Funding Source: ___ **Federal** ___ **State** ___**Other (Describe)** _____

Responsible Department: _____

Amount of Grant: $_____

Local Match Required $_____

Application Deadline $_____

Please provide brief answers for the following questions.

1. Is the grant consistent with the policy and goals identified in the Grant Policy (Fiscal Policy No. 3.04)?

2. Provide brief description of the proposed project and the purpose of the grant.

3. Administrative Burden Level
   - □ Low
   - □ Moderate
   - □ High

4. Identify the anticipated project cost categories (refer to Attachment B for estimated project budget).
   a. Personnel

   b. Equipment/Technology

   c. Design/Engineering

   d. Construction

e. Other

5. Identify the proposed Grant project manager and any departments/staff who will be responsible for implementation, financial oversight, reporting, and compliance oversight.

6. Identify any known grant compliance requirements (such as procurement requirements, prevailing wage, Davis-Bacon, Buy America/Build America, Buy America (BABA), environmental compliance, reporting, monitoring, or other funding agency requirements).

7. Identify known reporting, reimbursement, monitoring, audit, and closeout requirements and the department responsible for compliance.

8. Will this grant create ongoing maintenance or operational costs after completion?
□ Yes
□ No

If yes, identify estimated annual cost and responsible department:

9. Identify any known fiscal, operational, staffing, or long-term considerations associated with this grant.

10. Is Attachment B required?
☐ Yes
☐ No

If yes, complete Attachment B.

EXHIBIT B - GRANT BUDGET WORKSHEET

Expenditure Category / Line Item Description	Grant Amount	Fiscal Year	Local Match Amount	Local Match Funding Source / Account Code	Total Project Cost	Cost Basis / Notes
Personnel / Title						
Subtotal						
Equipment / Technology						
Subtotal						
Design / Engineering						
Subtotal						
Construction						
Subtotal						
Other						
Subtotal						
GRAND TOTAL						
Total						

AGENDA REPORT

MEETING DATE: September 8, 2026

TITLE: Award of Contract for the Veterans Park Pickleball Court Conversion Project

PRESENTED BY: Natalie Oros, Department Secretary

RECOMMENDATION: **AWARD A CONTRACT TO TRUELINE CONSTRUCTION, INC. FOR THE VETERANS PARK PICKLEBALL COURT CONVERSION PROJECT IN THE AMOUNT OF $69,096.00 AND APPROVE A 10% CONTINGENCY OF $6,910.00, AND**

AUTHORIZE THE CITY MANAGER TO EXECUTE AGREEMENT, SUBJECT TO CITY ATTORNEY APPROVAL AS TO FORM; AND

DETERMINE AND APPROVE THE FUNDING SOURCE FOR THE PROJECT

2030 VISION STATEMENT:
This project supports Goal #4, Develop and Implement Successful Partnerships, by facilitating the delivery of recreational services that benefit the community.

BACKGROUND:
Veterans Park currently has 2 existing concrete basketball courts. To provide additional recreational opportunities for residents and visitors, the City solicited bids to convert one of the basketball courts into four (4) pickleball courts.

DISCUSSION:
Staff reviewed the bid received through the Public Purchase procurement process. Trueline submitted the only bid received in the amount of $69,096.00. The proposed project will convert the existing basketball court at Veterans Park into four (4) pickleball courts. The project includes court surface preparation and coating, court layout and striping, four (4) permanent pickleball net systems, and enclosed fencing.

ENVIRONMENTAL IMPACT:
The proposed project is exempt from the California Environmental Quality Act (CEQA) pursuant to Section 15301 of the CEQA Guidelines (Existing Facilities), as the project consists of minor alterations to an existing public recreational facility with negligible expansion of use.

FISCAL IMPACT:
The total project cost is $76,006.00. At the time of preparation of this report, a funding source has not been identified. Staff is requesting that the City Council identify and approve the funding source for the project. The expenditures will be coded to account 10-450-710-000-000 - Park Additions/Improvements.

AGREEMENT FOR PUBLIC WORKS SERVICES

By and Between

CITY OF GRAND TERRACE

and

TRUELINE CONSTRUCTION AND SURFACING INC.

AGREEMENT FOR PUBLIC WORKS SERVICES
BETWEEN THE CITY OF GRAND TERRACE AND
TRUELINE CONSTRUCTION AND SURFACING INC

This AGREEMENT FOR PUBLIC WORKS SERVICES (herein "Agreement") is made and entered into this 8th day of September, 2026 by and between the City of Grand Terrace, a California municipal corporation ("City") and Trueline Construction and Surfacing Inc a California Corporation, ("Contractor"). City and Contractor may sometimes be referred to herein, individually as a "Party" or collectively, as the "Parties."

RECITALS

A. The City of Grand Terrace ("City") is authorized to enter into this Agreement for a public project or maintenance work pursuant to Chapter 3.26 of the Grand Terrace Municipal Code ("GTMC"), which establishes bidding and contracting procedures in conformance with the Uniform Public Construction Cost Accounting Act (Public Contract Code section 22000 et seq The City solicited and received bids in accordance with the informal bidding procedures set forth in GTMC section 3.26.050, and the contract is awarded to the lowest responsible bidder as required by law.

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

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

D. The Parties desire to formalize the selection of Contractor for performance of the services described herein and desire that the terms of that performance be as particularly defined and described herein.

E. **Campaign Contributions:** This Agreement is subject to Government Code section 84308 (commonly known as the Levine Act), as amended by Senate Bill 1439 (2022), Senate Bill 1181 (2024), and Senate Bill 1243 (2024); unless the contract is (1) competitively bid; (2) under $50,000; (3) amendments valued at more than 10 percent of the value of the contract or fifty thousand dollars ($50,000), whichever is less; and (4) labor contracts, in which case this provision does not apply. Contractor shall disclose any contribution to an elected or appointed City official's campaign or committee in an amount of more than five hundred dollars ($500) made within 12 months preceding the Commencement Date, by Contractor, its, her, or his agent, or another party affiliated with Contractor. Contractor shall provide a signed copy of the attached Campaign Contribution Disclosure Form to City prior to, or concurrent with, Contractor's execution of this Agreement and no later than the Commencement Date.

OPERATIVE PROVISIONS

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

ARTICLE 1. WORK OF CONTRACTOR

1.1 Scope of Work.

Contractor shall perform all of the work, furnish all labor, materials, equipment, tools, utility services, and transportation, and comply with all of the specification and requirements set forth in the Project Documents for the Project (as each such terms are defined below), in compliance with all terms and conditions of this Agreement, and as described in the "Scope of Work" attached hereto as Exhibit "A" and incorporated herein by this reference, which may be referred to herein as the "services" or "work" hereunder. As a material inducement to the City entering into this Agreement, Contractor represents and warrants that it has the qualifications, experience, and facilities necessary to properly perform the work required under this Agreement in a thorough, competent, and professional manner, and is experienced in performing the work and services contemplated herein. Contractor shall at all times faithfully, competently and to the best of its ability, experience and talent, perform all services described herein. Contractor covenants that it shall follow the highest professional standards in performing the work and services required hereunder and that all materials will be both of good quality as well as fit for the purpose intended. For purposes of this Agreement, the phrase "highest professional standards" shall mean those standards of practice recognized by one or more first-class firms performing similar work under similar circumstances.

1.2 Project Documents.

The Scope of Work shall include the proposal and any other documents submitted from Contractor to the City for the project entitled **Veterans Park Pickleball Court Conversion Project** (the "Project"), including any documents or exhibits referenced therein (collectively, "Project Documents"), all of which are incorporated herein by this reference. In the event of any inconsistency between the terms of the Project Documents and this Agreement, the terms of this Agreement shall govern.

1.3 Compliance with Law.

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

1.4 Compliance with California Labor Law.

(a) Public Work. The Parties acknowledge that the work to be performed under this Agreement is a "public work" as defined in Labor Code Section 1720 and that this Agreement is therefore subject to the requirements of Division 2, Part 7, Chapter 1 (commencing with Section 1720) of the California Labor Code relating to public works contracts and the rules and regulations established by the Department of Industrial Relations ("DIR") implementing such statutes. The work performed under this Agreement is subject to compliance

monitoring and enforcement by the DIR. Contractor shall post job site notices, as prescribed by state law and DIR regulations. Pursuant to Labor Code Section 1771.1, Contractor and all subcontractors must be registered with, and pay an annual fee to, the DIR prior to and during the performance of any work under this Agreement. Contractor shall notify the City in writing immediately, and in no case more than twenty-four (24) hours, after receiving any information that Contractor's or any of its subcontractors' DIR registration status has been suspended, revoked, expired, or otherwise changed.

(b) Prevailing Wages. Contractor shall pay prevailing wages to the extent required by Labor Code Section 1771. Pursuant to Labor Code Section 1773.2, copies of the prevailing rate of per diem wages are on file at City Hall and will be made available to any interested party on request. By initiating any work under this Agreement, Contractor acknowledges receipt of a copy of the DIR determination of the prevailing rate of per diem wages, and Contractor shall post a copy of the same at each job site where work is performed under this Agreement.

(c) Penalty for Failure to Pay Prevailing Wages. Contractor shall comply with and be bound by the provisions of Labor Code Sections 1774 and 1775 concerning the payment of prevailing rates of wages to workers and the penalties for failure to pay prevailing wages. The Contractor shall, as a penalty to the City, forfeit two hundred dollars ($200) for each calendar day, or portion thereof, for each worker paid less than the prevailing rates as determined by the DIR for the work or craft in which the worker is employed for any public work done pursuant to this Agreement by Contractor or by any subcontractor.

(d) Payroll Records. Contractor shall comply with and be bound by the provisions of Labor Code Section 1776, which requires Contractor and each subcontractor to: keep accurate payroll records and verify such records in writing under penalty of perjury, as specified in Section 1776; certify and make such payroll records available for inspection as provided by Section 1776; and inform the City of the location of the records.

(e) Apprentices. Contractor shall comply with and be bound by the provisions of Labor Code Sections 1777.5, 1777.6, and 1777.7 and California Code of Regulations Title 8, Section 200 *et seq.* concerning the employment of apprentices on public works projects. Contractor shall be responsible for compliance with these aforementioned Sections for all apprenticeable occupations. Prior to commencing work under this Agreement, Contractor shall provide City with a copy of the information submitted to any applicable apprenticeship program. Within sixty (60) days after concluding work pursuant to this Agreement, Contractor and each of its subcontractors shall submit to the City a verified statement of the journeyman and apprentice hours performed under this Agreement.

(f) Eight-Hour Work Day. Contractor acknowledges that eight (8) hours labor constitutes a legal day's work. Contractor shall comply with and be bound by Labor Code Sections 1810 and 1811. As required under Labor Code Section 1812, Contractor and each of its subcontractors shall keep an accurate record showing the name of and actual hours worked each calendar day and each calendar week by each worker employed by them in connection with the work performed under the terms of this Agreement.

(g) Penalties for Excess Hours. Contractor shall comply with and be bound by the provisions of Labor Code Section 1813 concerning penalties for workers who work excess hours. The Contractor shall, as a penalty to the City, forfeit twenty-five dollars ($25) for each worker employed in the performance of this Agreement by the Contractor or by any

subcontractor for each calendar day during which such worker is required or permitted to work more than eight (8) hours in any one calendar day and forty (40) hours in any one calendar week in violation of the provisions of Division 2, Part 7, Chapter 1, Article 3 of the Labor Code. Pursuant to Labor Code section 1815, work performed by employees of Contractor in excess of eight (8) hours per day, and forty (40) hours during any one week shall be permitted upon public work upon compensation for all hours worked in excess of eight (8) hours per day at not less than one and one-half (1½) times the basic rate of pay.

(h) Workers' Compensation. California Labor Code Sections 1860 and 3700 provide that every employer will be required to secure the payment of compensation to its employees if it has employees. In accordance with the provisions of California Labor Code Section 1861, Contractor certifies as follows:

> "I am aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and I will comply with such provisions before commencing the performance of the work of this contract."

Contractor's Authorized Initials _____
Janet Bangs
Vice President

(i) Contractor's Responsibility for Subcontractors. For every subcontractor who will perform work under this Agreement, Contractor shall be responsible for such subcontractor's compliance with Division 2, Part 7, Chapter 1 (commencing with Section 1720) of the California Labor Code, and shall make such compliance a requirement in any contract with any subcontractor for work under this Agreement. Contractor shall be required to take all actions necessary to enforce such contractual provisions and ensure subcontractor's compliance, including without limitation, conducting a review of the certified payroll records of the subcontractor on a periodic basis or upon becoming aware of the failure of the subcontractor to pay his or her workers the specified prevailing rate of wages. Contractor shall diligently take corrective action to halt or rectify any such failure by any subcontractor.

1.5 Licenses, Permits, Fees and Assessments.

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

1.6 Familiarity with Work.

(a) By executing this Agreement, Contractor warrants that Contractor (i) has thoroughly investigated and considered the scope of work to be performed, (ii) has carefully considered how the services should be performed, and (iii) fully understands the facilities,

difficulties and restrictions attending performance of the services under this Agreement. If the services involve work upon any site, Contractor warrants that Contractor has or will investigate the site and is or will be fully acquainted with the conditions there existing, prior to commencement of services hereunder.

(b) Pursuant to Public Contract Code Section 7104, Contractor shall promptly, and before the following conditions are disturbed, notify the City, in writing, of any: (i) material Contractor believes may be hazardous waste as defined in Section 25117 of the Health & Safety Code required to be removed to a Class I, II, or III disposal site in accordance with existing law; (ii) subsurface, unknown or latent conditions at the Project site, materially different from those indicated by information about the Project site made available to bidders prior to the deadline for submitting bids on the Project; or (iii) unknown physical conditions at the Project site of any unusual nature, different from those ordinarily encountered and generally recognized as inherent in work of the character provided for in this Agreement, and will materially affect the performance of the services hereunder.

(c) City shall promptly investigate the conditions, and if it finds that the conditions do materially differ, or do involve hazardous waste, and cause a decrease or increase in Contractor's cost of, or the time required for, the performance of any part of the work, the City shall issue a Change Order per Section 1.10 of this Agreement.

(d) In the event that a dispute arises between City and Contractor whether the conditions materially differ, or involve hazardous waste, or cause a decrease or increase in Contractor's cost of, or time required for, performance of any part of the work, Contractor shall not be excused from any scheduled completion date set, but shall proceed with all work to be performed under this Agreement. Contractor shall retain any and all rights provided either by contract or by law, which pertain to the resolution of disputes and protests between the Parties.

(e) City will compensate Contractor to the extent required by Government Code Section 4215 by issuing a Change Order per Section 1.10 of this Agreement.

1.7 Protection and Care of Work and Materials.

The Contractor shall adopt reasonable methods, including providing and maintaining storage facilities, during the life of this Agreement to furnish continuous protection to the work, and the equipment, materials, papers, documents, plans, studies and/or other components thereof to prevent losses or damages, and shall be responsible for all such damages, to persons or property, until acceptance of the work by City, except such losses or damages as caused by City's own negligence. Stored materials shall be reasonably accessible for inspection. Contractor shall not, without City's consent, assign, sell, mortgage, hypothecate, or remove equipment or materials which have been installed or delivered and which may be necessary for the completion of the work.

1.8 Warranty.

Contractor warrants all work under this Agreement (which for purposes of this Section shall be deemed to include unauthorized work which has not been removed or corrected and any non-conforming construction or materials incorporated into the work) to be of good quality and free from any defective or faulty material and workmanship. Contractor agrees that for a period of one year (or the period of time specified elsewhere in this Agreement, or the Project

Documents, or in any guarantee or warranty provided by any manufacturer or supplier of equipment or materials incorporated into the work, whichever is later) after the date of final acceptance by the City for the Project, Contractor shall within ten (10) days after being notified in writing by the City of any defect in the work or non-conformance of the work to the requirements under this Agreement, commence and prosecute with due diligence all work necessary to fulfill the terms of the warranty at its sole cost and expense. Contractor shall act as soon as requested by the City in response to any emergency condition or situation. In addition, Contractor shall, at its sole cost and expense, repair, remove and replace any portions of the work (or work of other subcontractors) damaged by its defective work or which becomes damaged in the course of repairing or replacing defective work. For any work so corrected, Contractor's obligation hereunder to correct defective work shall be reinstated for an additional one year period, commencing with the date of acceptance of such corrected work. Contractor shall perform such tests as the City may require to verify that any corrective actions, including, without limitation, redesign, repairs, and replacements comply with the requirements of this Agreement. All costs associated with such corrective actions and testing, including the removal, replacement, and reinstitution of equipment and materials necessary to gain access, shall be the sole responsibility of the Contractor. All warranties and guarantees of subcontractors, suppliers and manufacturers with respect to any portion of the work, whether express or implied, are deemed to be obtained by Contractor for the benefit of the City, regardless of whether or not such warranties and guarantees have been transferred or assigned to the City by separate agreement and Contractor agrees to enforce such warranties and guarantees, if necessary, on behalf of the City. In the event that Contractor fails to perform its obligations under this Section, or under any other warranty or guaranty under this Agreement or the Project Documents, to the reasonable satisfaction of the City, the City shall have the right to correct and replace any defective or non-conforming work and any work damaged by such work or the replacement or correction thereof at Contractor's sole expense. Contractor shall be obligated to fully reimburse the City for any expenses incurred hereunder upon demand.

1.9 Inspection by City.

In connection with the performance of this Agreement, the City shall have the authority to enter the worksite at any time for the purpose of identifying the existence of conditions, either actual or threatened, that may present a danger or hazard to any and all employees. The Contractor agrees that the City, in its sole authority and discretion, may order the immediate abatement of any and all conditions that may present an actual or threatened danger or hazard to any and all employees at the worksite Contractor acknowledges the provisions of Section 6400 of the Labor Code, which requires that employers shall furnish employment and a place of employment that is safe and healthful for all employees working therein. In the event the City identifies the existence of any condition that presents an actual or threatened danger or hazard to any or all employees at the worksite, the City is hereby authorized to order the immediate abatement of that actual or threatened condition pursuant to this Section.

The City may also, at its sole authority and discretion, issue an immediate stop work order to the Contractor to ensure that no employee working at the worksite is exposed to a dangerous or hazardous condition. Any stop work order issued by the City to the Contractor in accordance with the provisions of this section shall not give rise to any claim or cause of action for delay damages by the Contractor or the Contractor’s agents or subcontractors against the City.

1.10 Additional Work and Change Orders.

(a) City shall have the right at any time during the performance of the services, without invalidating this Agreement, to order extra work beyond that specified in the Scope of Work or make changes to the work by altering, adding to or deducting from said work. No such extra work may be undertaken unless a written change order is first given by the Contract Officer to the Contractor, incorporating therein any adjustment in (i) the Contract Sum, and/or (ii) the time to perform this Agreement, which said adjustments are subject to the written approval of the Contractor ("Change Order"). All Change Orders must be signed by the Contractor and Contract Officer prior to commencing the extra work thereunder.

(b) Any increase in compensation of up to ten percent (10%) of the Contract Sum or $25,000, whichever is less; or any increase in the time to perform of up to one hundred eighty (180) days may be approved by the Contract Officer, provided that such increase does not materially affect the work in a manner or materially and detrimentally affect the interest of the City. Any greater increases, taken either separately or cumulatively, must be approved by the City Council.

(c) Any adjustment in the Contract Sum for a Change Order must be in accordance with the rates set forth in the Schedule of Compensation in Exhibit "C". If the rates in the Schedule of Compensation do not cover the type of work in the Change Order, the cost of such work shall not exceed an amount agreed upon in writing and signed by Contractor and Contract Officer. If the cost of the Change Order cannot be agreed upon, the City will pay for actual work of the Change Order that is completed to the satisfaction of the City, as follows:

(i) Labor: The cost of labor shall be the actual cost for wages of workers and subcontractors performing the work for the Change Order at the time such work is done. The use of labor classifications that would increase the cost of such work shall not be permitted.

(ii) Materials and Equipment: The cost of materials and equipment shall be at cost to Contractor or the lowest current price for which such materials and equipment are reasonably available at the time the work is done, whichever is lower.

(iii) Daily Reporting: If the cost of the extra work cannot be agreed upon, the Contractor must provide a daily report that includes all invoices for labor, materials and equipment costs for the work under the Change Order. The daily report must include: list of names of workers, classifications, and hours worked; description and list of quantities of materials used; type of equipment, size, identification number, and hours of operation, including loading and transportation, if applicable; description of other City authorized services and expenditures in such detail as the City may require. Failure to submit a daily report by the close of the next working day may, at the City's sole and absolute discretion, waive the Contractor's rights to payment for the work performed for that day.

(d) It is expressly understood by Contractor that the provisions of this Section 1.10 shall not apply to services specifically set forth in the Scope of Work. Contractor hereby acknowledges that it accepts the risk that the services to be provided pursuant to the Scope of Work may be more costly or time consuming than Contractor anticipates and that Contractor shall not be entitled to additional compensation therefor. City may in its sole and absolute discretion have similar work done by other contractors.

(e) No claim for an increase in the Contract Sum or time for performance shall be valid unless the procedures established in this Section are followed.

1.11 Contractor Modifications.

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

ARTICLE 2. COMPENSATION AND METHOD OF PAYMENT.

2.1 Contract Sum.

Subject to any limitations set forth in this Agreement, City agrees to pay Contractor the amounts specified in the "Schedule of Compensation" attached hereto as Exhibit "C" and incorporated herein by this reference. The total compensation, including reimbursement for actual expenses, shall not exceed Seventy-Six Thousand Six Dollars and Zero Cents ($76,006.00) (the "Contract Sum"), unless additional compensation is approved pursuant to Section 1.10.

2.2 Method of Compensation.

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

2.3 Reimbursable Expenses.

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

2.4 Invoices.

Each month Contractor shall furnish to City an original invoice for all work performed and expenses incurred during the preceding month in a form approved by City's Finance Director and/or the Contract Officer. By submitting an invoice for payment under this Agreement, Contractor is certifying compliance with all provisions of the Agreement. The invoice shall contain all information specified in Exhibit "C", include a copy of Contractor's certified payroll and proof that the certified payroll has been submitted to the DIR, and shall detail charges for all necessary and actual expenses by the following categories: labor (by sub-category), travel, materials, equipment, supplies, and sub-contractor contracts. Sub-contractor charges shall also be

detailed by such categories. Contractor shall also submit a list of the prevailing wage rates for all employees and subcontractors providing services under this Agreement, as applicable, with Contractor's first invoice. Contractor shall not invoice City for any duplicate services performed by more than one person.

City shall, as soon as practicable, independently review each invoice submitted by the Contractor to determine whether the work performed and expenses incurred are in compliance with the provisions of this Agreement. Except as to any charges for work performed or expenses incurred by Contractor which are disputed by City, or as provided in Section 7.3, City will cause Contractor to be paid within thirty (30) days of receipt of Contractor's correct and undisputed invoice; however, Contractor acknowledges and agrees that due to City warrant run procedures, the City cannot guarantee that payment will occur within this time period. In the event that City does not cause Contractor to be paid within thirty (30) days of receipt of an undisputed and properly submitted invoice, Contractor shall be entitled to the payment of interest to the extent allowed under Public Contract Code Section 20104.50. In the event any charges or expenses are disputed by City, the original invoice shall be returned by City to Contractor, not later than seven (7) days after receipt by the City, for correction and resubmission. Returned invoices shall be accompanied by a document setting forth in writing the reasons why the payment request was rejected. Review and payment by the City of any invoice provided by the Contractor shall not constitute a waiver of any rights or remedies provided herein or any applicable law.

2.5 Waiver.

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

2.6 Retention.

City will deduct a five percent (5%) retention from all progress payments. In accordance with Public Contract Code Section 22300, which is hereby incorporated into this Agreement, City shall permit the substitution of securities for any moneys withheld by City to ensure performance under this Agreement. The retention held by the City shall be released within sixty (60) days after the date of completion of the work and the Project, as required by Government Code Section 7107. In the event of a dispute between City and Contractor, City may withhold from the final payment an amount not to exceed one hundred fifty percent (150%) of the disputed amount.

ARTICLE 3. PERFORMANCE SCHEDULE

3.1 Time of Essence.

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

3.2 Schedule of Performance.

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

3.3 Force Majeure.

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

3.4 Inspection and Final Acceptance.

City may inspect and accept or reject any of Contractor's work under this Agreement, either during performance or when completed. City shall reject or finally accept Contractor's work within forty-five (45) days after submitted to City. City shall accept work by a timely written acceptance, otherwise work shall be deemed to have been rejected. If City finds that Contractor's work does not meet the requirements and standards set forth in this Agreement, Contractor shall remedy any defects in the work at Contractor's sole expense, following notice by the City. City's acceptance shall be conclusive as to such work except with respect to latent defects, fraud and such gross mistakes as to amount to fraud. Acceptance of any work by City shall not constitute a waiver of any of the provisions of this Agreement including, but not limited to, Articles 1 and 5, pertaining to warranty and indemnification and insurance, respectively.

3.5 Term.

Unless earlier terminated in accordance with Article 7 of this Agreement, this Agreement shall continue in full force and effect until completion of the services but not exceeding Six (6) Months from the date hereof, except as otherwise provided in the Schedule of Performance (Exhibit "D"). .

ARTICLE 4. COORDINATION OF WORK

4.1 Representatives and Personnel of Contractor.

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

Janet Bangs, Vice President

It is expressly understood that the experience, knowledge, capability and reputation of the foregoing Principals were a substantial inducement for City to enter into this Agreement. Therefore, the Principals shall be responsible during the term of this Agreement for directing all activities of Contractor and devoting sufficient time to personally supervise the services hereunder.

All personnel of Contractor, and any authorized agents, shall at all times be under the exclusive direction and control of the Principals. For purposes of this Agreement, the Principals may not be replaced nor may their responsibilities be substantially reduced by Contractor without the express written approval of City. Additionally, Contractor shall make every reasonable effort to maintain the stability and continuity of Contractor's staff and subcontractors, if any, assigned to perform the services required under this Agreement. Contractor shall notify City of any changes in Contractor's staff and subcontractors, if any, assigned to perform the services required under this Agreement, prior to and during any such performance.

4.2 Status of Contractor.

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

4.3 Contract Officer.

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

4.4 Independent Contractor.

Neither the City nor any of its employees shall have any control over the manner, mode or means by which Contractor, its agents or employees, perform the services required herein, except as otherwise set forth herein. City shall have no voice in, or authority over, the selection, discharge, supervision or control of Contractor's employees, servants, representatives or agents, or in fixing their number, compensation or hours of service. Contractor shall perform all services required herein as an independent contractor of City and shall remain at all times as to City a wholly independent contractor with only such obligations as are consistent with that role. Contractor shall not at any time or in any manner represent that it or any of its agents or employees are agents or employees of City. City shall not in any way or for any purpose become or be deemed to be a partner of Contractor in its business or otherwise or a joint venturer or a member of any joint enterprise with Contractor.

4.5 Prohibition Against Subcontracting or Assignment.

The experience, knowledge, capability and reputation of Contractor, its principals and employees were a substantial inducement for the City to enter into this Agreement. Therefore,

Contractor shall not contract with any other entity to perform in whole or in part the services required hereunder without the express written approval of the City. All subcontractors shall obtain, at its or Contractor's expense, such licenses, permits, registrations and approvals (including from the City) as may be required by law for the performance of any services or work under this Agreement. In addition, neither this Agreement nor any interest herein may be transferred, assigned, conveyed, hypothecated or encumbered voluntarily or by operation of law, whether for the benefit of creditors or otherwise, without the prior written approval of City. Transfers restricted hereunder shall include the transfer to any person or group of persons acting in concert of more than twenty five percent (25%) of the present ownership and/or control of Contractor, taking all transfers into account on a cumulative basis. In the event of any such unapproved transfer, including any bankruptcy proceeding, this Agreement shall be void. No approved transfer shall release the Contractor or any surety of Contractor of any liability hereunder without the express consent of City.

ARTICLE 5. INSURANCE, INDEMNIFICATION AND BONDS

5.1 Insurance Coverages.

Without limiting Contractor's indemnification obligations to the City (as set forth below), and prior to commencement of any services under this Agreement, Contractor shall obtain, provide and maintain at its own expense during the term of this Agreement, policies of insurance of the type and amounts described below and in a form satisfactory to City.

(a) General Liability Insurance. Contractor shall maintain commercial general liability insurance with coverage at least as broad as Insurance Services Office form CG 00 01, in an amount not less than $2,000,000 per occurrence, $4,000,000 general aggregate, for bodily injury, personal injury, and property damage. The policy must include contractual liability that has not been amended. Any endorsement restricting standard ISO "insured contract" language will not be accepted. The Product and Completed Operations coverage under the policy shall extend a minimum of three (3) years after completion of the Project. Coverage shall be included on behalf of the insured for covered claims arising out of the actions of independent contractors. If the insured is using subcontractors, the policy must include work performed "by or on behalf" of the insured. The policy shall contain no language that would invalidate or remove the insurer's duty to defend or indemnify for claims or suits expressly excluded from coverage. The policy shall specifically provide for a duty to defend on the part of the insurer.

(b) Automobile Liability Insurance. Contractor shall maintain automobile insurance at least as broad as Insurance Services Office form CA 00 01 covering bodily injury and property damage for all activities of the Contractor arising out of or in connection with the services to be performed under this Agreement, including coverage for any owned, hired, non-owned or rented vehicles, in an amount not less than $1,000,000 combined single limit for each accident.

(c) Professional Liability (errors & omissions) Insurance. Contractor shall maintain professional liability insurance that covers the services to be performed in connection with this Agreement, in the minimum amount of $1,000,000 per claim and in the aggregate. Any policy inception date, continuity date, or retroactive date must be before the effective date of this Agreement and Contractor agrees to maintain continuous coverage through a period no less than three (3) years after completion of the services required by this Agreement.

(d) Workers' Compensation Insurance. Contractor shall maintain Workers' Compensation Insurance (Statutory Limits) and Employer's Liability Insurance (with limits of at least $1,000,000).

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

(f) Additional Insurance. Policies of such other insurance, as may be required in the Contractor Modifications in Exhibit "B".

5.2 General Insurance Requirements.

(a) Proof of Insurance. Contractor shall provide certificates of insurance to City as evidence of the insurance coverage required herein, along with a waiver of subrogation endorsement for workers' compensation. Insurance certificates and endorsements must be approved by City's Risk Manager prior to commencement of performance. Current certification of insurance shall be kept on file with City at all times during the term of this Agreement. City reserves the right to require complete, certified copies of all required insurance policies, at any time.

(b) Duration of Coverage. Contractor shall procure and maintain for the duration of this Agreement insurance against claims for injuries to persons or damages to property, which may arise from or in connection with the performance of the services hereunder by Contractor, its agents, representatives, employees or subcontractors.

(c) Primary/noncontributing. Coverage provided by Contractor shall be primary and any insurance or self-insurance procured or maintained by City shall not be required to contribute with it. The limits of insurance required herein may be satisfied by a combination of primary and umbrella or excess insurance. Any umbrella or excess insurance shall contain or be endorsed to contain a provision that such coverage shall also apply on a primary and non-contributory basis for the benefit of City before the City's own insurance or self-insurance shall be called upon to protect it as a named insured.

(d) City's Rights of Enforcement. In the event any policy of insurance required under this Agreement does not comply with these specifications or is canceled and not replaced, City has the right but not the duty to obtain the insurance it deems necessary and any premium paid by City will be promptly reimbursed by Contractor or City will withhold amounts sufficient to pay premium from Contractor payments. In the alternative, City may cancel this Agreement.

(e) Acceptable Insurers. All insurance policies shall be issued by an insurance company currently authorized by the Insurance Commissioner to transact business of insurance or that is on the List of Approved Surplus Line Insurers in the State of California, with an assigned policyholders' Rating of A- (or higher) and Financial Size Category Class VI (or larger) in accordance with the latest edition of Best's Key Rating Guide, unless otherwise approved by the City's Risk Manager.

(f) Waiver of Subrogation. All insurance coverage maintained or procured pursuant to this agreement shall be endorsed to waive subrogation against City, its elected or appointed officers, agents, officials, employees and volunteers or shall specifically allow Contractor or others providing insurance evidence in compliance with these specifications to waive

their right of recovery prior to a loss. Contractor hereby waives its own right of recovery against City, and shall require similar written express waivers and insurance clauses from each of its subcontractors.

(g) Enforcement of Contract Provisions (non-estoppel). Contractor acknowledges and agrees that any actual or alleged failure on the part of the City to inform Contractor of non-compliance with any requirement imposes no additional obligations on the City nor does it waive any rights hereunder.

(h) Requirements Not Limiting. Requirements of specific coverage features or limits contained in this section are not intended as a limitation on coverage, limits or other requirements, or a waiver of any coverage normally provided by any insurance. Specific reference to a given coverage feature is for purposes of clarification only as it pertains to a given issue and is not intended by any Party or insured to be all inclusive, or to the exclusion of other coverage, or a waiver of any type. If the Contractor maintains higher limits than the minimums shown above, the City requires and shall be entitled to coverage for the higher limits maintained by the Contractor. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the City.

(i) Notice of Cancellation. Contractor agrees to oblige its insurance agent or broker and insurers to provide to City with a thirty (30) day notice of cancellation (except for nonpayment for which a ten (10) day notice is required) or nonrenewal of coverage for each required coverage.

(j) Additional Insured Status. General liability policies shall provide or be endorsed to provide that City and its officers, officials, employees, and agents, and volunteers shall be additional insureds under such policies. This provision shall also apply to any excess/umbrella liability policies.

(k) Prohibition of Undisclosed Coverage Limitations. None of the coverages required herein will be in compliance with these requirements if they include any limiting endorsement of any kind that has not been first submitted to City and approved of in writing.

(l) Separation of Insureds. A severability of interests provision must apply for all additional insureds ensuring that Contractor's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the insurer's limits of liability. The policy(ies) shall not contain any cross-liability exclusions.

(m) Pass Through Clause. Contractor agrees to ensure that its subconsultants, subcontractors, and any other party involved with the Project who is brought onto or involved in the Project by Contractor, provide the same minimum insurance coverage and endorsements required of Contractor. Contractor agrees to monitor and review all such coverage and assumes all responsibility for ensuring that such coverage is provided in conformity with the requirements of this Section. Contractor agrees that upon request, all agreements with consultants, subcontractors, and others engaged in the Project will be submitted to City for review.

(n) City's Right to Revise Specifications. The City reserves the right at any time during the term of this Contract to change the amounts and types of insurance required by giving the Contractor ninety (90) days advance written notice of such change. If such change results in

substantial additional cost to the Contractor, the City and Contractor may renegotiate Contractor's compensation.

(o) Self-Insured Retentions. Any self-insured retentions must be declared to and approved by City. City reserves the right to require that self-insured retentions be eliminated, lowered, or replaced by a deductible. Self-insurance will not be considered to comply with these specifications unless approved by City.

(p) Timely Notice of Claims. Contractor shall give City prompt and timely notice of claims made or suits instituted that arise out of or result from Contractor's performance under this Agreement, and that involve or may involve coverage under any of the required liability policies.

(q) Additional Insurance. Contractor shall also procure and maintain, at its own cost and expense, any additional kinds of insurance, which in its own judgment may be necessary for its proper protection and prosecution of the work.

5.3 Indemnification.

To the full extent permitted by law, Contractor agrees to indemnify, defend and hold harmless the City, its officers, employees and agents ("Indemnified Parties") against, and will hold and save them and each of them harmless from, any and all actions, either judicial, administrative, arbitration or regulatory claims, damages to persons or property, injuries or death of any person (including workers and the public), losses, costs, penalties, obligations, errors, omissions or liabilities whether actual or threatened (herein "claims or liabilities") that may be asserted or claimed by any person, firm or entity arising out of or in connection with the negligent performance of the work provided herein of Contractor, its officers, employees, agents, subcontractors, or invitees, or any individual or entity for which Contractor is legally liable ("indemnitors"), or arising from Contractor's or indemnitors' reckless or willful misconduct, or arising from Contractor's or indemnitors' negligent performance of or failure to perform any term, provision, covenant or condition of this Agreement, and in connection therewith:

(a) Contractor will defend any action or actions filed in connection with any of said claims or liabilities (with legal counsel approved by City) and will pay all costs and expenses, including legal costs and attorneys' fees incurred in connection therewith;

(b) Contractor will promptly pay any judgment rendered against the City, its officers, agents or employees for any such claims or liabilities; and Contractor agrees to save and hold the City, its officers, agents, and employees harmless therefrom;

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

In addition, Contractor agrees to indemnify, defend and hold harmless the Indemnified Parties from, any and all claims and liabilities for any infringement of patent rights, copyrights or trademark on any person or persons in consequence of the use by the Indemnified

Parties of articles to be supplied by Contractor under this Agreement, and of which the Contractor is not the patentee or assignee or has not the lawful right to sell the same.

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

Contractor's obligations under this Section shall apply regardless of whether or not such claims or liabilities were caused in part or contributed to by the City or any Indemnified Parties. In instances where City or its Indemnified Parties is shown to have been actively negligent and where City's active negligence accounts for only a percentage of the liability involved, the obligation of Contractor will be for that entire portion or percentage of liability not attributable to the active negligence of the City.

5.4 Notification of Third-Party Claims.

City shall timely notify Contractor of the receipt of any third-party claim relating to the work under this Agreement. City shall be entitled to recover from Contractor its reasonable costs incurred in providing such notification.

5.5 Performance and Labor Bonds. Concurrently with execution of this Agreement, Contractor shall deliver to the City, the following:

(a) A performance bond in the amount of the Contract Sum of this Agreement, in the form provided by the City Clerk, which secures the faithful performance of this Agreement ("Performance Bond").

(b) A labor and materials bond in the amount of the Contract Sum of this Agreement, in the form provided by the City Clerk, which secures the payment of all persons furnishing labor and/or materials in connection with the work under this Agreement ("Payment Bond").

Both the Performance Bond and Payment Bond required under this Section 5.5 shall contain the original notarized signature of an authorized officer of the surety and affixed thereto shall be a certified and current copy of his/her power of attorney. The bonds shall be unconditional and remain in force during the entire term of this Agreement. .

5.6 Sufficiency of Insurer or Surety.

Insurance and bonds required by this Agreement shall be satisfactory only if issued by companies qualified to do business in California, rated "A" or better in the most recent edition of Best's Rating Guide, The Key Rating Guide or in the Federal Register, and only if they are of a

financial category Class VII or better, unless such requirements are waived by the Risk Manager of the City ("Risk Manager") due to unique circumstances. In addition, the insurance carrier must be currently authorized by the Insurance Commissioner to transact business of insurance or be on the List of Approved Surplus Line Insurers issued by the State of California. If this Agreement continues for more than 3 years duration, or in the event the Risk Manager determines that the work or services to be performed under this Agreement creates an increased or decreased risk of loss to the City, the Contractor agrees that the minimum limits of the insurance policies and the bonds required by Section 5.5 may be changed accordingly upon receipt of written notice from the Risk Manager.

5.7 Substitution of Securities.

Pursuant to Public Contract Code Section 22300, substitution of eligible equivalent securities for any funds withheld to ensure performance under this Agreement may be permitted at the request and sole expense of the Contractor. Alternatively, the Contractor may, pursuant to an escrow agreement in a form prescribed by Public Contract Code Section 22300, request payment of retentions funds earned directly to the escrow agent at the sole expense of the Contractor.

5.8 Release of Securities.

City shall release the Performance and Payment Bonds when the following have occurred:

(a) Contractor has made a written request for release and provided evidence of satisfaction of all other requirements under Article 5 of this Agreement;

(b) the work for the Project has been finally accepted by the City; and

(c) after passage of the time within which lien claims are required to be made pursuant to applicable laws; if lien claims have been timely filed, City shall hold the Payment Bond until such claims have been resolved, Contractor has provided statutory bond, or otherwise as required by applicable law.

ARTICLE 6. RECORDS, REPORTS, AND RELEASE OF INFORMATION

6.1 Records.

Contractor shall keep, and require subcontractors to keep, such ledgers, books of accounts, invoices, vouchers, canceled checks, reports, studies, certified and accurate copies of payroll records in compliance with all applicable laws, or other documents relating to the disbursements charged to City and services performed hereunder (the "books and records"), as shall be necessary to perform the services required by this Agreement and enable the Contract Officer to evaluate the performance of such services. Any and all such documents shall be maintained in accordance with generally accepted accounting principles and shall be complete and detailed. The Contract Officer shall have full and free access to such books and records at all times during normal business hours of City, including the right to inspect, copy, audit and make records and transcripts from such records. Such records shall be maintained for a period of 3 years following completion of the services hereunder, and the City shall have access to such records in the event any audit is required. In the event of dissolution of Contractor's business, custody of the books and records may be given to City, and access shall be provided by Contractor's successor in interest. Notwithstanding the above, the Contractor shall fully cooperate with the City in

providing access to the books and records if a public records request is made and disclosure is required by law including but not limited to the California Public Records Act.

6.2 Reports.

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

6.3 Ownership of Documents.

All drawings, specifications, maps, designs, photographs, studies, surveys, data, notes, computer files, reports, records, documents and other materials (the "documents and materials") prepared by Contractor, its employees, subcontractors and agents in the performance of this Agreement shall be the property of City and shall be delivered to City upon request of the Contract Officer or upon the termination of this Agreement, and Contractor shall have no claim for further employment or additional compensation as a result of the exercise by City of its full rights of ownership use, reuse, or assignment of the documents and materials hereunder. Any use, reuse or assignment of such completed documents for other projects and/or use of uncompleted documents without specific written authorization by the Contractor will be at the City's sole risk and without liability to Contractor, and Contractor's guarantee and warranties shall not extend to such use, reuse or assignment. Contractor may retain copies of such documents for its own use. Contractor shall have an unrestricted right to use the concepts embodied therein. All subcontractors shall provide for assignment to City of any documents or materials prepared by them, and in the event Contractor fails to secure such assignment, Contractor shall indemnify City for all damages resulting therefrom. Moreover, Contractor with respect to any documents and materials that may qualify as "works made for hire" as defined in 17 U.S.C. § 101, such documents and materials are hereby deemed "works made for hire" for the City.

6.4 Confidentiality and Release of Information.

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

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

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

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

ARTICLE 7. ENFORCEMENT OF AGREEMENT AND TERMINATION

7.1 California Law.

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

7.2 Disputes.

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

(b) Dispute Resolution. This Agreement is subject to the provisions of Article 1.5 (commencing at Section 20104) of Division 2, Part 3 of the California Public Contract Code regarding the resolution of public works claims of less than $375,000. Additionally, Section 9204 of the California Public Contract Code prescribes a process for negotiation and mediation to resolve disputes on construction claims. Article 1.5 mandates certain procedures for the filing of claims and supporting documentation by the Contractor, for the response to such claims by the

City, for a mandatory meet and confer conference upon the request of the Contractor, for mandatory non-binding mediation in the event litigation is commenced, and for mandatory judicial arbitration upon the failure to resolve the dispute through mediation. This Agreement hereby incorporates the provisions of Article 1.5 as though fully set forth herein and the intent of this Section is to implement Sections 20104 *et seq*. and Section 9204 of the California Public Contract Code with respect to any such claims by Contractor. This Section shall be construed to be consistent with said statutes.

For purposes of these procedures, the term "claim(s)" means a separate demand by the Contractor, after the City has denied Contractor's timely and duly made request for payment for extra work and/or a time extension, for (A) a time extension, (B) payment of money or damages arising from work done by or on behalf of the Contractor pursuant to this Agreement and payment of which is not otherwise expressly provided for or the Contractor is not otherwise entitled to, or (C) an amount the payment of which is disputed by the City.

7.3 Retention of Funds.

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

7.4 Waiver.

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

7.5 Rights and Remedies are Cumulative.

Except with respect to rights and remedies expressly declared to be exclusive in this Agreement, the rights and remedies of the Parties are cumulative and the exercise by either Party of one or more of such rights or remedies shall not preclude the exercise by it, at the same or different times, of any other rights or remedies for the same default or any other default by the other Party.

7.6 Legal Action.

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

7.7 Liquidated Damages.

Since the determination of actual damages for any delay in performance of this Agreement would be extremely difficult or impractical to determine in the event of a breach of this Agreement, the Contractor and its sureties shall be liable for and shall pay to the City the sum of One Thousand Dollars and Zero Cents ($1,000.00) as liquidated damages for each working day of delay in the performance of any of the services required hereunder, as specified in the Schedule of Performance (Exhibit "D"). The City may withhold from any monies payable on account of services performed by the Contractor any accrued liquidated damages. Pursuant to Government Code Section 4215, Contractor shall not be assessed liquidated damages for delay in completion of the Project when such delay was caused by the failure of the public agency or owner of the utility to provide for removal or relocation of utility facilities.

7.8 Termination Prior to Expiration of Term.

This Section shall govern any termination of this Contract except as specifically provided in the following Section for termination for cause. The City reserves the right to terminate this Contract at any time, with or without cause, upon thirty (30) days' written notice to Contractor, except that where termination is due to the fault of the Contractor, the period of notice may be such shorter time as may be determined by the Contract Officer. Upon receipt of any notice of termination, Contractor shall immediately cease all services hereunder except such as may be specifically approved by the Contract Officer. Except where the Contractor has initiated termination, the Contractor shall be entitled to compensation for all services rendered prior to the effective date of the notice of termination and for any services authorized by the Contract Officer thereafter in accordance with the Schedule of Compensation or such as may be approved by the Contract Officer, except as provided in Section 7.3. In the event the Contractor has initiated termination, the Contractor shall be entitled to compensation only for the reasonable value of the work product actually produced hereunder. In the event of termination without cause pursuant to this Section, the terminating Party need not provide the non-terminating Party with the opportunity to cure pursuant to Section 7.2.

7.9 Termination for Default of Contractor.

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

7.10 Attorneys' Fees.

If either Party to this Agreement is required to initiate or defend or made a Party to any action or proceeding in any way connected with this Agreement, the prevailing Party in such action or proceeding, in addition to any other relief which may be granted, whether legal or equitable, shall be entitled to reasonable attorney's fees. Attorney's fees shall include attorney's fees on any appeal, and in addition a Party entitled to attorney's fees shall be entitled to all other reasonable costs for investigating such action, taking depositions and discovery and all other necessary costs the court allows which are incurred in such litigation. All such fees shall be deemed to have accrued on commencement of such action and shall be enforceable whether or not such action is prosecuted to judgment.

7.11 Unfair Business Practices Claims.

In entering into this Agreement, Contractor offers and agrees to assign to the City all rights, title, and interest in and to all causes of action it may have under Section 4 of the Clayton Act (15 U.S.C. § 15) or under the Cartwright Act (Chapter 2, (commencing with Section 16700) of Part 2 of Division 7 of the Business and Professions Code), arising from purchases of goods, services or materials related to this Agreement. This assignment shall be made and become effective at the time the City renders final payment to the Contractor without further acknowledgment by the Parties.

ARTICLE 8. CITY OFFICERS AND EMPLOYEES: NON-DISCRIMINATION

8.1 Non-liability of City Officers and Employees.

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

8.2 Conflict of Interest.

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

No officer or employee of the City shall have any financial interest, direct or indirect, in this Agreement nor shall any such officer or employee participate in any decision relating to this Agreement which effects his / her financial interest or the financial interest of any corporation, partnership or association in which he/her is, directly or indirectly, interested, in violation of any State statute or regulation. The Contractor warrants that it has not paid or given and will not pay or give any third party any money or other consideration for obtaining this Agreement.

8.3 Covenant Against Discrimination.

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

8.4 Unauthorized Aliens.

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

ARTICLE 9. MISCELLANEOUS PROVISIONS

9.1 Notices.

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

9.2 Interpretation.

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

9.3 Counterparts and Electronic Signatures.

This Agreement may be executed in two or more counterparts, each of which when so executed shall be deemed to be an original and all of which when taken together shall constitute one and the same instrument. The words “execution,” “signed,” “signature,” and words of like import in this Agreement or in any other certificate, agreement or document related to this Agreement, shall include images of manually executed signatures transmitted by facsimile or other electronic format (including, without limitation, “pdf”, “tif” or “jpg”) and other electronic signatures in accordance with California Code of Regulations Title 2 Section 22003 (including, without limitation, DocuSign and AdobeSign). The use of electronic signatures and electronic

records (including, without limitation, any contract or other record created, generated, sent, communicated, received, or stored by electronic means) shall be of the same legal effect, validity and enforceability as a manually executed signature or use of a paper-based record-keeping system to the fullest extent permitted by applicable law, including the Federal Electronic Signatures in Global and National Commerce Act, the California Uniform Electronic Transactions Act and any other applicable law, including, without limitation, any state law based on the Uniform Electronic Transactions Act or the Uniform Commercial Code.

9.4 Integration; Amendment.

This Agreement including the attachments hereto (and the documents incorporated herein) is the entire, complete and exclusive expression of the understanding of the Parties. It is understood that there are no oral agreements between the Parties hereto affecting this Agreement and this Agreement supersedes and cancels any and all previous negotiations, arrangements, agreements and understandings, if any, between the Parties, and none shall be used to interpret this Agreement. No amendment to or modification of this Agreement shall be valid unless made in writing and approved by the Contractor and by the City Council. The Parties agree that this requirement for written modifications cannot be waived and that any attempted waiver shall be void. Each and every provision of law and clause required by law to be inserted in this Agreement shall be deemed to be inserted herein, and this Agreement shall be read and enforced as though it were included herein. If through mistake or otherwise any such provision is not inserted, or is not correctly inserted, then upon application of either Party, this Agreement shall forthwith be amended to make such insertion or correction/

9.5 Severability.

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

9.6 Warranty & Representation of Non-Collusion.

No official, officer, or employee of City has any financial interest, direct or indirect, in this Agreement, nor shall any official, officer, or employee of City participate in any decision relating to this Agreement which may affect his/her financial interest or the financial interest of any corporation, partnership, or association in which (s)he is directly or indirectly interested, or in violation of any corporation, partnership, or association in which (s)he is directly or indirectly interested, or in violation of any State or municipal statute or regulation. The determination of "financial interest" shall be consistent with State law and shall not include interests found to be "remote" or "noninterests" pursuant to Government Code Sections 1091 or 1091.5. Contractor warrants and represents that it has not paid or given, and will not pay or give, to any third party including, but not limited to, any City official, officer, or employee, any money, consideration, or other thing of value as a result or consequence of obtaining or being awarded any agreement. Contractor further warrants and represents that (s)he/it has not engaged in any act(s), omission(s), or other conduct or collusion that would result in the payment of any money, consideration, or other thing of value to any third party including, but not limited to, any City official, officer, or

employee, as a result of consequence of obtaining or being awarded any agreement. Contractor is aware of and understands that any such act(s), omission(s) or other conduct resulting in such payment of money, consideration, or other thing of value will render this Agreement void and of no force or effect.

Contractor's Authorized Initials _____

Janet Bangs
Vice President

9.7 Corporate Authority.

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

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]

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

CITY:
CITY OF GRAND TERRACE, a municipal corporation

By:

_____
Konrad Bolowich
City Manager

APPROVED AS TO FORM:
ALESHIRE & WYNDER, LLP

By:

_____
Adrian R. Guerra
City Attorney

ATTEST:

By:

_____

Daysi Alcocer
City Clerk

CONTRACTOR:
Trueline Construction and Surfacing Inc, a California Corporation

By:

_____

Name: Janet Bangs
Title: Vice President
Email: trueline40@outlook.com

By:

_____

Name: Missie Dye
Title: Administrative Assistant
Email: trueline40md@outlook.com
Address: 1651 Market St. #B
Corona, CA 92880

Two corporate officer signatures required when Contractor is a corporation, with one signature required from each of the following groups: 1) Chairman of the Board, President or any Vice President; and 2) Secretary, any Assistant Secretary, Chief Financial Officer or any Assistant Treasurer. CONTRACTOR'S SIGNATURES SHALL BE DULY NOTARIZED UNLESS EXECUTED UTILIZING DIGITAL SIGNATURE IN ACCORDANCE WITH CALIFORNIA CODE OF REGULATIONS TITLE 2 SECTION 22003. IN ADDITION, THE APPROPRIATE ATTESTATIONS SHALL BE INCLUDED AS MAY BE REQUIRED BY THE BYLAWS, ARTICLES OF INCORPORATION, OR OTHER RULES OR REGULATIONS APPLICABLE TO CONTRACTOR'S BUSINESS ENTITY.

EXHIBIT "A"

SCOPE OF WORK

I. Contractor shall perform all of the work and comply with all of the specifications and requirements in the Project Documents for the Project, including any documents or exhibits referenced therein.

II. Brief description of the work to be performed:

Site Verification and Mobilization

Provide all mobilization, site coordination, equipment, transportation, and related work necessary to begin and complete the project. Contractor shall verify existing site conditions and field dimensions before work begins.

Court Surface Preparation

Clean and prepare the existing concrete basketball court, including removal of dirt, debris, vegetation, and loose materials, and repair of minor cracks and surface imperfections necessary for coating.

Acrylic Sports Court Coating System

Furnish and apply a commercial-grade acrylic sports court surfacing system, including manufacturer-recommended preparation, resurfacer, color coats, and materials necessary for a complete installation. Existing basketball court striping shall be covered.

Pickleball Court Layout and Striping

Layout and stripe four (4) pickleball courts on the existing basketball court. Court dimensions and striping shall comply with current USA Pickleball standards.

Permanent Pickleball Net Systems

Furnish and install four (4) permanent commercial-grade pickleball net systems, including posts, sleeves, concrete footings, nets, hardware, and accessories necessary for complete installation.

Final Cleanup and Restoration

Remove construction debris and excess materials, leave the site clean and safe for public use, and repair any damage caused by construction activities.

Pickleball Court Divider Net Systems

Furnish and install pickleball court divider net systems between courts, including posts, hardware, and accessories necessary for complete installation.

8-Foot Perimeter Fencing with Two Access Gates

Provide and install approximately 332 linear feet of 8-foot-high galvanized chain-link fencing, including posts, rails, fittings, hardware, and concrete footings, and provide and

install two access gates with all necessary posts, frames, hinges, latches, hardware, and installation. This alternate shall replace the fencing included in the Base Bid.

Compliance with Bid Documents

All work shall be performed in accordance with the City's bid documents, including the specifications, drawings, plans, and bid items incorporated into the Contract Documents.

III. In addition to the requirements of Section 6.2, during performance of the work, Contractor will keep the City apprised of the status of performance by delivering the following status reports as may be required by the City from time to time.

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

V. Contractor shall provide safe and continuous passage for pedestrian and vehicular traffic in accordance with the Work Area Traffic Control Handbook (WATCH), latest edition; and shall observe and perform all traffic control safe protocols while working in the public right of way and upon any City facilities.

EXHIBIT "B"

CONTRACT MODIFICATIONS

(Superseding Contract Boilerplate)

Added text is indicated in ***bold italics***, deleted text is indicated in ~~strikethrough~~.

I. Article 3, Section 3.5 Term - ***Month*** ~~Year~~ .

II. Article 5, Section 5.1

~~(e) Builder's Risk Insurance. Contractor shall maintain Builder's Risk (Course of Construction) insurance utilizing an "All Risk" (Special Perils) coverage form, with limits equal to the completed value of the Project and no coinsurance penalty provisions or provisional limit provisions. The policy must include: (1) coverage for any ensuing loss from faulty workmanship, nonconforming work, omission or deficiency in design or specifications; (2) coverage against machinery accidents and operational testing; (3) coverage for removal of debris, and insuring the buildings, structures, machinery, equipment, materials, facilities, fixtures and all other properties constituting a part of the Project; (4) ordinance or law coverage for contingent rebuilding, demolition, and increased costs of construction; (5) transit coverage (unless insured by the supplier or receiving contractor), with sub-limits sufficient to insure the full replacement value of any key equipment item; (6) ocean marine cargo coverage insuring any Project materials or supplies, if applicable; and (7) coverage with sub-limits sufficient to insure the full replacement value of any property or equipment stored either on or off the Project site or any staging area.~~

~~(f) Pollution Liability Insurance. Contractor shall maintain Environmental Impairment Liability insurance, written on a Contractor's Pollution Liability form or other form acceptable to City providing coverage for liability arising out of sudden, accidental, and gradual pollution and remediation. The policy limit shall be no less than $1,000,000 per claim and in the aggregate. All activities contemplated in this Agreement shall be specifically scheduled on the policy as "covered operations." The policy shall provide coverage for the hauling of waste from the Project site to the final disposal location, including non-owned disposal sites.~~

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

(~~h~~***f***) Additional Insurance. Policies of such other insurance, as may be required in the Contractor Modifications in Exhibit "B".

EXHIBIT "C"

SCHEDULE OF COMPENSATION

I. Contractor shall perform all work at the rates set forth in the Project Documents submitted as part of Contractor's Proposal, and listed below:

Bid	RFP - Veterans Park Pickleball Court Conversion Project
End Date	2026-08-24 12:00 PM PDT
Vendor	J127 - Trueline

Item Code	Name	Item Description	Unit Price	Qty	Unit	Total Price
	Site Verification and Mobilization	Provide all mobilization, site coordination, equipment, transportation, and related work necessary to begin and complete the project. Contractor shall verify existing site conditions and field dimensions before work begins.	$2,000	1	lump sum or each	$2,000
	Court Surface Preparation	Clean and prepare the existing concrete basketball court, including removal of dirt, debris, vegetation, and loose materials, and repair of minor cracks and surface imperfections necessary for coating.	$5,000	1	lump sum or each	$5,000
	Acrylic Sports Court Coating System	Furnish and apply a commercial-grade acrylic sports court surfacing system, including manufacturer-recommended preparation, resurfacer, color coats, and materials necessary for a complete installation. Existing basketball court striping shall be covered.	$17,920	1	lump sum or each	$17,920

Alternate 4	8-Foot Perimeter Fencing with Two Access Gates: Provide and install approximately 332 linear feet of 8-foot-high galvanized chain-link fencing, including posts, rails, fittings, hardware, and concrete footings, and provide and install two access gates with all necessary posts, frames, hinges, latches, hardware, and installation. This alternate shall replace the fencing included in the Base Bid.	$70.59	332	linear foot or each slab	$23,435.88
TOTAL					**$69,096**

II. A retention of five percent (5%) shall be held from each payment as a contract retention to be paid as part of the final payment upon satisfactory completion of services.

III. Within the budgeted amounts for each item in the Project Documents, and with the approval of the Contract Officer, funds may be shifted from one item's subbudget to another so long as the Contract Sum is not exceeded per Section 2.1.

IV. The City will compensate Contractor for the services performed upon submission of a valid invoice. Each invoice is to include:

A. Line items for all personnel describing the work performed, the number of hours worked, and the hourly rate.

B. Line items for all materials and equipment properly charged to the services.

C. Line items for all other approved reimbursable expenses claimed, with supporting documentation.

D. Line items for all approved subcontractor labor, supplies, equipment, materials, and travel properly charged to the services.

V. The total compensation for the services shall not exceed the Contract Sum, as provided in Section 2.1 of this Agreement.

EXHIBIT "D"

SCHEDULE OF PERFORMANCE

I. Contractor shall perform all work timely and in accordance with plans and specifications as provided in Scope of Work.

II. Contractor shall perform all work timely and in accordance with a Project Schedule to be developed by Contractor and the Contract Officer and subject to written approval by the Contract Officer. All contracted work must be completed no later than February 8, 2027

III. The Contract Officer may approve extensions for performance of the services in accordance with Section 3.2.

PERFORMANCE BOND

WHEREAS, the CITY OF GRAND TERRACE, ("City"), has awarded to ___Trueline Construction and Surfacing Inc, as Contractor ("Principal"), a Contract for the work entitled and described as follows:_____;

WHEREAS, the Contractor is required under the terms of said Contract to furnish a bond for the faithful performance of the Contract;

NOW, THEREFORE, we the undersigned Contractor and Surety, are held and firmly bound unto the City in the sum of **Seventy-six thousand six dollars and zero cents**. ($76,006.00), this amount being not less than one hundred percent (100%) of the total Contract price, lawful money of the United States of America, for payment of which sum well and truly be made we bind ourselves, our heirs, executors, administrators, and successors, jointly and severally, firmly by these presents. In case suit is brought upon this bond, the Surety will pay a reasonable attorney's fee to the City in an amount to be fixed by the court.

THE CONDITION OF THIS OBLIGATION IS SUCH THAT, if the hereby bound Contractor, or its heirs, executors, administrators, successors, or assigns, shall in all things stand and abide by, well and truly keep and perform all undertakings, terms, covenants, conditions, and agreements in the said Contract and any alteration thereof, made as therein provided, all within the time and in the manner designated and in all respects according to their true intent and meaning, then this obligation shall become null and void; otherwise it shall be and remain in full force and effect.

FURTHER, the said Surety, for value received, hereby stipulates and agrees that no change, extension of time, alteration, or modification of the Contract Documents or of the work to be performed thereunder shall in any way affect its obligations on this bond, and it does hereby waive notice of such change, extension of time, alteration, or modification of the Contract Documents or of the work to be performed thereunder.

Executed on _____, 2026.

PRINCIPAL

(Seal if Corporation) By_____

Title_____

(Attach Acknowledgment of Authorized Representative of Principal)

Any claims under this bond may be addressed to:

_____ (name and address of Surety)

_____

_____

_____ (name and address of Surety's agent for service of process in California, if different from above)

_____

_____

_____ (telephone number of Surety's agent in California)

(Attach Acknowledgment)

_____
SURETY

By_____
(Attorney-in-Fact)

APPROVED:

_____
(Attorney for CITY)

NOTICE:
No substitution or revision to this bond form will be accepted. Sureties must be authorized to do business in and have an agent for service of process in California. Certified copy of Power of Attorney must be attached.

PAYMENT BOND
(Labor and Material Bond)

WHEREAS, the CITY OF GRAND TERRACE, ("City"), has awarded to __Trueline Construction and Surfacing Inc as Contractor ("Principal"), a Contract for the work entitled and described as follows:_____;

WHEREAS, said Contractor is required to furnish a bond in conjunction with said Contract, to secure the payment of claims of laborers, mechanics, material men, and other persons as provided by law;

NOW, THEREFORE, we the undersigned Contractor and Surety, are held and firmly bound unto the City in the sum of **Seventy-six thousand six dollars and zero cents**. ($76,006.00), this amount being not less than one hundred percent (100%) of the total Contract price, lawful money of the United States of America, for payment of which sum well and truly be made we bind ourselves, our heirs, executors, administrators, and successors, jointly and severally, firmly by these presents. In case suit is brought upon this bond, the Surety will pay a reasonable attorney's fee to the City in an amount to be fixed by the court.

THE CONDITION OF THIS OBLIGATION IS SUCH THAT, if said Contractor, its heirs, executors, administrators, successors, assigns, or subcontractor fails to pay: (1) for any work, materials, services, provisions, provender, or other supplies, or for the use of implements of machinery, used in, upon, for, or about the performance of the work to be done, or for any work or labor thereon of any kind; (2) for work performed by any of the persons named in Civil Code Section 9100; (3) for any amounts due under the Unemployment Insurance Code with respect to work or labor performed under the contract; and/or (4) for any amounts required to be deducted, withheld, and paid over to the Employment Development Department from the wages of employees of the Contractor and/or its subcontractors pursuant to Section 13020 of the Unemployment Insurance Code with respect to such work and labor, then the Surety herein will pay for the same in an amount not exceeding the sum specified in this bond, otherwise the above obligation shall be void.

This bond shall inure to the benefit of any of the persons named in Civil Code Section 9100 so as to give a right of action to such persons or their assigns in any suit brought upon the bond. Moreover, if the City or any entity or person entitled to file stop payment notices is required to engage the services of an attorney in connection with the enforcement of this bond, each shall be liable for the reasonable attorney's fees incurred, with or without suit, in addition to the above sum.

Said Surety, for value received, hereby stipulates and agrees that no change, extension of time, alteration, or modification of the Contract Documents or of the work to be performed thereunder shall in any way affect its obligations on this bond, and it does hereby waive notice of such change, extension of time, alteration, or modification of the Contract Documents or of the work to be performed thereunder.

Executed on _____, 2026.

PRINCIPAL

(Seal if Corporation) By_____

Title_____

(Attach Acknowledgment of Authorized Representative of Principal)

Any claims under this bond may be addressed to:

_____ (name and address of Surety)

_____

_____

_____ (name and address of Surety's agent for service of process in California, if different from above)

_____

_____

_____ (telephone number of Surety's agent in California)

(Attach Acknowledgment)

_____
SURETY

By_____
(Attorney-in-Fact)

APPROVED:

_____
(Attorney for CITY)

NOTICE:
No substitution or revision to this bond form will be accepted. Sureties must be authorized to do business in and have an agent for service of process in California. Certified copy of Power of Attorney must be attached.

WORKERS COMPENSATION INSURANCE CERTIFICATE

Description of Contract: **City of Grand Terrace**
Project: _____

Type of Insurance: Workers' Compensation and
Employers' Liability Insurance

THIS IS TO CERTIFY that the following policy has been issued by the below-stated company in conformance with the requirements of Article 5 of the Contract and is in force at this time, and is in a form approved by the Insurance Commissioner.

The Company will give at least 30 days' written notice to the City and Engineer/Architect prior to any cancellation of said policy.

POLICY NUMBER	EXPIRATION DATE	LIMITS OF LIABILITY
		Workers' Compensation: Statutory Limits Under the Laws of the State of California
		Employers' Liability:
		$_____ Each Accident
		$_____ Disease - Policy Limit
		$_____ Disease - Each Employee

_____	_____
Named Insured (Contractor)	Insurance Company
_____	_____
Street Number	Street Number
_____	_____
City and State	City and State
	By_____
	(Company Representative)

(SEE NOTICE ON NEXT PAGE)

Insurance Company Agent for Service
of Process in California:

_____
Name

_____
Agency

_____
Street Number

_____
City and State

_____
Telephone Number

This certificate is issued as a matter of information only and confers no rights upon the certificate holder. This certificate does not amend, extend, or alter the coverage afforded by the policy listed herein.

This is to certify that the policy has been issued to the named insured for the policy period indicated, notwithstanding any requirement, term, or condition of any contract or other document with respect to which this certificate may be issued or may pertain, the insurance afforded by the policy described herein is subject to all the terms, exclusions, and conditions of such policy.

NOTICE:

No substitution or revision to the above certificate form will be accepted. If the insurance called for is provided by more than one insurance company, a separate certificate in the exact above form shall be provided for each insurance company.

ADDITIONAL INSURED ENDORSEMENT
COMPREHENSIVE GENERAL LIABILITY

_____

Name and address of named insured ("Named Insured")

_____

Name and address of Insurance Company ("Company")

_____

General description of agreement(s), permit(s), license(s), and/or activity(ies) insured

Notwithstanding any inconsistent statement in the policy to which this endorsement is attached (the "Policy") or in any endorsement now or hereafter attached thereto, it is agreed as follows:

1. The _____ ("Public Agency"), its elected officials, officers, attorneys, agents, employees, and volunteers are additional insureds (the above named additional insureds are hereafter referred to as the "Additional Insureds") under the Policy in relation to those activities described generally above with regard to operations performed by or on behalf of the Named Insured. The Additional Insureds have no liability for the payment of any premiums or assessments under the Policy.

2. The insurance coverages afforded the Additional Insureds under the Policy shall be primary insurance, and no other insurance maintained by the Additional Insureds shall be called upon to contribute with the insurance coverages provided by the Policy.

3. Each insurance coverage under the Policy shall apply separately to each Additional Insured against whom claim is made or suit is brought except with respect to the limits of the Company's liability.

4. Nothing in this contract of insurance shall be construed to preclude coverage of a claim by one insured under the policy against another insured under the policy. All such claims shall be covered as third-party claims, i.e., in the same manner as if separate policies had been issued to each insured. Nothing contained in this provision shall operate to increase or replicate the Company's limits of liability as provided under the policy.

5. The insurance afforded by the Policy for contractual liability insurance (subject to the terms, conditions and exclusions applicable to such insurance) includes liability assumed by the Named Insured under the indemnification and/or hold harmless provision(s) contained in or executed in conjunction with the written agreement(s) or permit(s) designated above, between the Named Insured and the Additional Insureds.

6. The policy to which this endorsement is attached shall not be subject to cancellation, change in coverage, reduction of limits (except as the result of the payment of claims), or non-renewal except after written notice to Public Agency, by certified mail, return receipt requested, not less than thirty (30) days prior to the effective date thereof. In the event of Company's failure to comply with this notice provision, the policy as initially drafted will continue in full force and effect until compliance with this notice requirement.

7. Company hereby waives all rights of subrogation and contribution against the Additional Insureds, while acting within the scope of their duties, from all claims, losses and liabilities arising out of or incident to the perils insured against in relation to those activities described generally above with regard

to operations performed by or on behalf of the Named Insured regardless of any prior, concurrent, or subsequent active or passive negligence by the Additional Insureds.

8. It is hereby agreed that the laws of the State of California shall apply to and govern the validity, construction, interpretation, and enforcement of this contract of insurance.

9. This endorsement and all notices given hereunder shall be sent to Public Agency at: City Manager, City of Grand Terrace, 22795 Barton Rd., Grand Terrace, California 92313.

10. Except as stated above and not in conflict with this endorsement, nothing contained herein shall be held to waive, alter or extend any of the limits, agreements, or exclusions of the policy to which this endorsement is attached.

TYPE OF COVERAGES TO WHICH THIS ENDORSEMENT ATTACHES	POLICY PERIOD FROM/TO	LIMITS OF LIABILITY

11. Scheduled items or locations are to be identified on an attached sheet. The following inclusions relate to the above coverages. Includes:

□ Contractual Liability	□ Explosion Hazard
□ Owners/Landlords/Tenants	□ Collapse Hazard
□ Manufacturers/Contractors	□ Underground Property Damage
□ Products/Completed Operations	□ Pollution Liability
□ Broad Form Property Damage	□ Liquor Liability
□ Extended Bodily Injury	□ _____
□ Broad Form Comprehensive General Liability Endorsement	□ _____
	□ _____

12. A □ deductible or □ self-insured retention *(check one)* of $_____ applies to all coverage(s) except: _____ *(if none, so state)*. The deductible is applicable □ per claim or □ per occurrence *(check one)*.

13. This is an □ occurrence or □ claims made policy *(check one)*.

14. This endorsement is effective on _____at 12:01 a.m. and forms a part of Policy Number _____.

(signatures on following page)

I, _____ *(print name)*, hereby declare under penalty of perjury under the laws of the State of California, that I have the authority to bind the Company to this endorsement and that by my execution hereof, I do so bind the Company.

Executed _____, 20_____

_____
Signature of Authorized Representative

(Original signature only; no facsimile signature or initialed signature accepted)

Telephone No.: (_____) _____

ADDITIONAL INSURED ENDORSEMENT
AUTOMOBILE LIABILITY

_____

Name and address of named insured ("Named Insured")

_____

Name and address of Insurance Company ("Company")

_____

General description of agreement(s), permit(s), license(s), and/or activity(ies) insured

Notwithstanding any inconsistent statement in the policy to which this endorsement is attached (the "Policy") or in any endorsement now or hereafter attached thereto, it is agreed as follows:

1. The _____ ("Public Agency"), its elected officials, officers, attorneys, agents, employees, and volunteers are additional insureds (the above named additional insureds are hereafter referred to as the "Additional Insureds") under the Policy in relation to those activities described generally above with regard to operations performed by or on behalf of the Named Insured. The Additional Insureds have no liability for the payment of any premiums or assessments under the Policy.

2. The insurance coverages afforded the Additional Insureds under the Policy shall be primary insurance, and no other insurance maintained by the Additional Insureds shall be called upon to contribute with the insurance coverages provided by the Policy.

3. Each insurance coverage under the Policy shall apply separately to each Additional Insured against whom claim is made or suit is brought except with respect to the limits of the Company's liability.

4. Nothing in this contract of insurance shall be construed to preclude coverage of a claim by one insured under the policy against another insured under the policy. All such claims shall be covered as third-party claims, i.e., in the same manner as if separate policies had been issued to each insured. Nothing contained in this provision shall operate to increase or replicate the Company's limits of liability as provided under the policy.

5. The insurance afforded by the Policy for contractual liability insurance (subject to the terms, conditions and exclusions applicable to such insurance) includes liability assumed by the Named Insured under the indemnification and/or hold harmless provision(s) contained or executed in conjunction with the written agreement(s) or permit(s) designated above, between the Named Insured and the Additional Insureds.

6. The policy to which this endorsement is attached shall not be subject to cancellation, change in coverage, reduction of limits (except as the result of the payment of claims), or non-renewal except after written notice to Public Agency, by certified mail, return receipt requested, not less than thirty (30) days prior to the effective date thereto. In the event of Company's failure to comply with this notice provision, the policy as initially drafted will continue in full force and effect until compliance with this notice requirement.

7. Company hereby waives all rights of subrogation and contribution against the Additional Insureds, while acting within the scope of their duties, from all claims, losses and liabilities arising out of or incident to the perils insured against in relation to those activities described generally above with regard

to operations performed by or on behalf of the Named Insured regardless of any prior, concurrent, or subsequent active or passive negligence by the Additional Insureds.

8. It is hereby agreed that the laws of the State of California shall apply to and govern the validity, construction, interpretation, and enforcement of this contract of insurance.

9. This endorsement and all notices given hereunder shall be sent to Public Agency at:

City Manager
City of Grand Terrace
22795 Barton Rd.
Grand Terrace, California 92313

10. Except as stated above and not in conflict with this endorsement, nothing contained herein shall be held to waive, alter or extend any of the limits, agreements, or exclusions of the policy to which this endorsement is attached.

TYPE OF COVERAGES TO WHICH THIS ENDORSEMENT ATTACHES	POLICY PERIOD FROM/TO	LIMITS OF LIABILITY

11. Scheduled items or locations are to be identified on an attached sheet. The following inclusions relate to the above coverages. Includes:

□ Any Automobiles	□ Truckers Coverage
□ All Owned Automobiles	□ Motor Carrier Act
□ Non-owned Automobiles	□ Bus Regulatory Reform Act
□ Hired Automobiles	□ Public Livery Coverage
□ Scheduled Automobiles	□ _____
□ Garage Coverage	□ _____

12. A □ deductible or □ self-insured retention *(check one)* of $_____ applies to all coverage(s) except: _____*(if none, so state)*. The deductible is applicable □ per claim or □ per occurrence *(check one)*.

13. This is an □ occurrence or □ claims made policy *(check one)*.

14. This endorsement is effective on _____at 12:01 a.m. and forms a part of Policy Number .

(signatures on following page)

I, _____ *(print name)*, hereby declare under penalty of perjury under the laws of the State of California, that I have the authority to bind the Company to this endorsement and that by my execution hereof, I do so bind the Company.

Executed _____, 2026.

_____
Signature of Authorized Representative

(Original signature only; no facsimile signature or initialed signature accepted)

Telephone No.: (_____) _____

ADDITIONAL INSURED ENDORSEMENT
EXCESS LIABILITY

_____

Name and address of named insured ("Named Insured")

_____

Name and address of Insurance Company ("Company")

_____

General description of agreement(s), permit(s), license(s), and/or activity(ies) insured

Notwithstanding any inconsistent statement in the policy to which this endorsement is attached (the "Policy") or in any endorsement now or hereafter attached thereto, it is agreed as follows:

1. The _____ ("Public Agency"), its elected officials, officers, attorneys, agents, employees, and volunteers are additional insureds (the above named additional insureds are hereafter referred to as the "Additional Insureds") under the Policy in relation to those activities described generally above with regard to operations performed by or on behalf of the Named Insured. The Additional Insureds have no liability for the payment of any premiums or assessments under the Policy.

2. The insurance coverages afforded the Additional Insureds under the Policy shall be primary insurance, and no other insurance maintained by the Additional Insureds shall be called upon to contribute with the insurance coverages provided by the Policy.

3. Each insurance coverage under the Policy shall apply separately to each Additional Insured against whom claim is made or suit is brought, except with respect to the limits of the Company's liability.

4. Nothing in this contract of insurance shall be construed to preclude coverage of a claim by one insured under the policy against another insured under the policy. All such claims shall be covered as third-party claims, i.e., in the same manner as if separate policies had been issued to each insured. Nothing contained in this provision shall operate to increase or replicate the Company's limits of liability as provided under the policy.

5. The insurance afforded by the Policy for contractual liability insurance (subject to the terms, conditions and exclusions applicable to such insurance) includes liability assumed by the Named Insured under the indemnification and/or hold harmless provision(s) contained in or executed in conjunction with the written agreement(s) or permit(s) designated above, between the Named Insured and the Additional Insureds.

6. The policy to which this endorsement is attached shall not be subject to cancellation, change in coverage, reduction of limits (except as the result of the payment of claims), or non-renewal except after written notice to Public Agency, by certified mail, return receipt requested, not less than thirty (30) days prior to the effective date thereto. In the event of Company's failure to comply with this notice provision, the policy as initially drafted will continue in full force and effect until compliance with this notice requirement.

7. Company hereby waives all rights of subrogation and contribution against the Additional Insureds, while acting within the scope of their duties, from all claims, losses and liabilities arising out of or incident to the perils insured against in relation to those activities described generally above with regard to operations performed by or on behalf of the Named Insured regardless of any prior, concurrent, or subsequent active or passive negligence by the Additional Insureds.

8. It is hereby agreed that the laws of the State of California shall apply to and govern the validity, construction, interpretation, and enforcement of this contract of insurance.

9. This endorsement and all notices given hereunder shall be sent to Public Agency at:

City Manager
City of Grand Terrace
22795 Barton Rd.
Grand Terrace, California 92313

10. Except as stated above and not in conflict with this endorsement, nothing contained herein shall be held to waive, alter or extend any of the limits, agreements, or exclusions of the policy to which this endorsement is attached.

TYPE OF COVERAGES TO WHICH THIS ENDORSEMENT ATTACHES	POLICY PERIOD FROM/TO	LIMITS OF LIABILITY

□ Following Form
□ Umbrella Liability
□ _____

11. Applicable underlying coverages:

INSURANCE COMPANY	POLICY NO.	AMOUNT

12. The following inclusions, exclusions, extensions or specific provisions relate to the above coverages:_____

13. A □ deductible or □ self-insured retention *(check one)* of $_____ applies to all coverage(s) except: _____ *(if none, so state)*. The deductible is applicable □ per claim or □ per occurrence *(check one)*.

14. This is an □ occurrence or □ claims made policy *(check one)*.

15. This endorsement is effective on _____at 12:01 a.m. and forms a part of Policy Number .

(signatures on following page)

I, _____ *(print name)*, hereby declare under penalty of perjury under the laws of the State of California, that I have the authority to bind the Company to this endorsement and that by my execution hereof, I do so bind the Company.

Executed _____, 2026.

_____
Signature of Authorized Representative

(Original signature only; no facsimile signature or initialed signature accepted)

Telephone No.: (_____) _____

AGENDA REPORT

MEETING DATE: September 8, 2026

TITLE: Fiscal Years 2026-27 Through 2030-31 Capital Improvement Program Update: Road Rehabilitation Projects

PRESENTED BY: Kamran Dadbeh, City Engineer

RECOMMENDATION: **APPROVE AN UPDATED 5 YEAR CAPITAL IMPROVEMENT PLAN FOR FISCAL YEARS 2026-27 THROUGH 2030-31; AND**

ADOPT FIVE-YEAR CAPITAL IMPROVEMENT PLAN VIA THE MAP OF PROJECTS FOR FISCAL YEARS 2026-27 THROUGH 2030-31

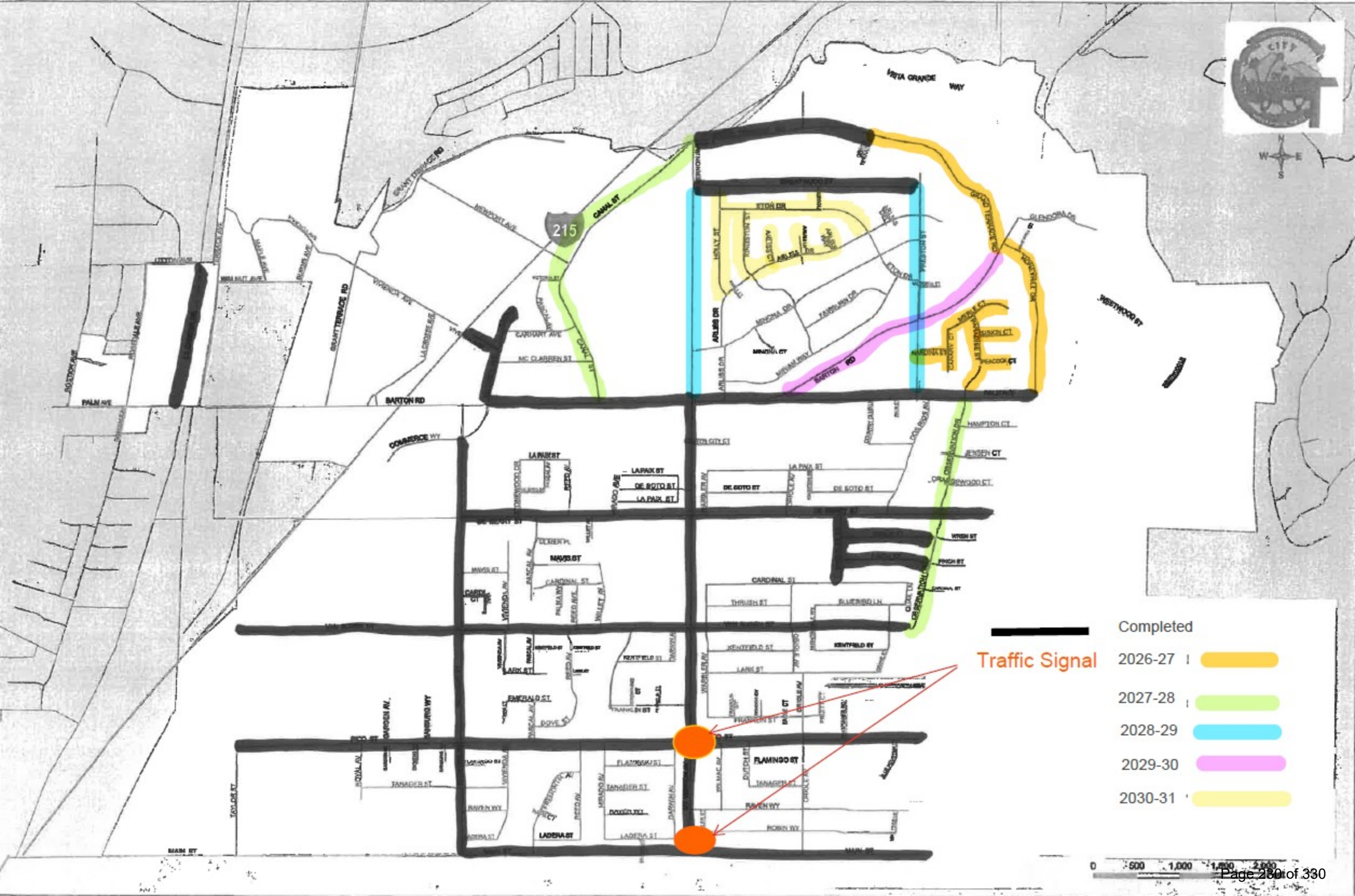
2030 VISION STATEMENT:
This staff report supports Goal #2 "Maintain Public Safety" by investing in improvements to public infrastructure.

BACKGROUND:
The staff annually presents a Five-Year Capital Improvement Plan that outlines the specific projects upon which funds will be expended.

DISCUSSION:
Staff is recommending that the City Council adopt the resolution approving an updated Five-Year Capital Improvement Plan for Fiscal Years 2026-27 through 2030-3. Staff will return to the City Council for award of proposed projects.

ENVIRONMENTAL IMPACT:
Paving projects are categorically exempt from review under the California Environmental Quality Act pursuant to Section 15301 (Existing Facilities) of Title 14 of the California Code of Regulations.

FISCAL IMPACT:
5 Year CIP will be funded by a combination of SB 1 (RMRA), Measure I and Gas Tax.


Traffic Signal
Completed
2026-27
2027-28
2028-29
2029-30
2030-31
0
500
1,000
1,500
2,000

AGENDA REPORT

MEETING DATE: September 8, 2026

TITLE: Public Hearing and Adoption of Revised Resolutions for Fiscal Year 2026-2027 Landscaping and Lighting Assessment District Assessments and Delinquent Refuse and Sewer Charges

PRESENTED BY: Shanita Tillman, Grants & Government Affairs Manager

RECOMMENDATION: **ADOPT A REVISED RESOLUTION APPROVING THE ENGINEER'S REPORT, CONFIRMING THE DIAGRAM AND ASSESSMENT, AND ORDERING THE LEVY AND COLLECTION OF THE FISCAL YEAR 2026-2027 LANDSCAPING AND LIGHTING ASSESSMENT DISTRICT NO. 89-1 ASSESSMENTS, INCLUDING THE REQUIRED COUNTY PROCESSING FEE; AND**

ADOPT A REVISED RESOLUTION CONFIRMING THE DELINQUENT REFUSE AND SEWER USER FEE REPORTS AND AUTHORIZING PLACEMENT AND COLLECTION OF THE CHARGES ON THE FISCAL YEAR 2026-2027 PROPERTY TAX ROLL, INCLUDING THE REQUIRED COUNTY PROCESSING FEE

2030 VISION STATEMENT:

This item supports Goal #1, Ensure Our Fiscal Viability, by ensuring the timely placement of approved assessments and delinquent charges on the San Bernardino County secured property tax roll, thereby protecting City revenues used to fund essential municipal services.

BACKGROUND:

On June 9, 2026, the City Council conducted a public hearing and approved the Fiscal Year 2026-2027 Landscaping and Lighting Assessment District No. 89-1 Engineer's Report, assessment diagram, and annual assessments.

On July 14, 2026, the City Council conducted a public hearing and approved the delinquent refuse and sewer user charges for placement on the Fiscal Year 2026-2027 property tax roll.

Following these actions, the City identified a San Bernardino County Auditor-Controller/Treasurer/Tax Collector requirement to include a $0.30 processing fee per assessment, parcel, and year sequence submitted through the County's Direct Charge Portal. The County processing fee was not included in the amounts previously presented to the City Council.

The assessment and delinquent account amounts have already been submitted to the County. The City subsequently provided written confirmation to the County that revised resolutions would be presented to the City Council and that the City would accept the required County processing charges. The County granted the City an extension through September 15, 2026, to provide the revised resolutions.

DISCUSSION:
The matters are being presented again through public hearings to allow the City Council to take the complete Fiscal Year 2026-2027 levy and collection actions, including authorization of the required County processing fee.

The revised resolutions do not change the underlying Landscaping and Lighting Assessment District assessments or delinquent refuse and sewer charges previously approved by the City Council. The resolutions incorporate the County-required $0.30 processing fee and provide the necessary authorization for the Fiscal Year 2026-2027 assessments and charges to be levied and collected through the property tax roll.

ENVIRONMENTAL IMPACT:
No environmental impact.

FISCAL IMPACT:
The County processing fee is $0.30 per applicable assessment, parcel, and year sequence. The fee will be included in the amount collected through the property tax roll. The underlying Fiscal Year 2026-2027 Landscaping and Lighting Assessment District assessments and delinquent refuse and sewer charges remain unchanged.

RESOLUTION NO. 2026-

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GRAND TERRACE, CALIFORNIA, APPROVING THE ENGINEER'S REPORT FOR THE CITY OF GRAND TERRACE LANDSCAPING AND LIGHTING ASSESSMENT DISTRICT NO. 89-1, CONFIRMING THE DIAGRAM AND ASSESSMENT, AUTHORIZING THE INCLUSION OF THE REQUIRED COUNTY PROCESSING FEE, AND ORDERING THE LEVY AND COLLECTION OF THE ASSESSMENTS FOR FISCAL YEAR 2026-2027

WHEREAS, the CITY COUNCIL of the CITY OF GRAND TERRACE, CALIFORNIA, (hereinafter referred to as "City Council") pursuant to the provisions of the Landscaping and Lighting Act of 1972, Part 2 of Division 15, of the California Streets and Highways Code (hereafter referred to as the "Act") has by previous resolutions initiated proceedings, declared its intention to levy and collect annual assessments and preliminarily approved the Engineer's Report (hereinafter referred to as the "Report") for the annual levy of assessments, consisting of plans and specifications, an estimate of the cost, a diagram of the district, and an assessment relating to what is now known and designated as:

CITY OF GRAND TERRACE

LANDSCAPING AND LIGHTING ASSESSMENT DISTRICT NO. 89-1

(hereinafter referred to as the "District"); and,

WHEREAS, by its Resolutions Nos. 2026-06, 2026-07, and 2026-08 adopted May 12, 2026, the City Council preliminarily approved the Report, declared its intention to levy an assessment in connection with the District for Fiscal Year 2026-2027, and called a public hearing on the assessment for June 9, 2026 (the "Hearing"); and

WHEREAS, at the Hearing, which was noticed as required by law, all interested persons were afforded the opportunity to hear and be heard and the City Council considered all oral and written statements and all written protests made or filed by any interested person pursuant to Chapter 3, Section 22629 of the Act; and

WHEREAS, this City Council carefully examined and reviewed the Report as presented, considered all testimony and evidence, was satisfied with each and all of the items and documents as set forth therein, and was satisfied that the proposed assessments, on a preliminary basis, have been spread in accordance with the benefits received from the maintenance to be performed, as set forth in said Report; and

WHEREAS, following the June 9, 2026 public hearing, the City identified a County-required processing fee of $0.30 per assessment, for assessments submitted through the County's online portal, Direct Charge Portal, which the City utilizes for its assessments, which was not included in the amounts presented at the Hearing; and

WHEREAS, the $0.30 County processing fee was not captured in the Report and was not considered by the City Council at the Hearing; and

WHEREAS, notice of a new public hearing to be held on September 8, 2026, was published on August 20, 2026, to consider the imposition of the required County processing fee, in addition to the previously approved and adopted Fiscal Year 2026-2027 levy and collection, which is attached hereto as Exhibit "A"; and

WHEREAS, on September 8, 2026, the City Council conducted a duly noticed public hearing and considered all oral and written testimony presented regarding the required County processing fee; and

WHEREAS, the San Bernardino County Auditor-Controller/Treasurer/Tax Collector requires agencies to include a County processing fee of $0.30 per assessment, parcel, and year sequence in the amount submitted through the County's Direct Charge Portal; and

WHEREAS, the City Council desires to expressly authorize the addition of the required $0.30 County processing fee to the amount submitted for each applicable parcel, while confirming that the County processing fee is separate from, and is not included within, the District assessment approved in the Report.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Grand Terrace does hereby resolve, determine and order as follows:

SECTION 1. That the above recitals are all true and correct.

SECTION 2. The City Council hereby acknowledges that the assessment amounts confirmed in the Report, as approved and adopted at the June 9, 2026 public hearing, do not include the County processing fee required for placement and collection of the assessments on the secured property tax roll.

The City Clerk, Senior Management Analyst, or their designee is hereby authorized and directed to add the County processing fee of $0.30 per assessment, parcel, and year sequence to the amount submitted for each applicable parcel through the San Bernardino County Direct Charge Portal.

The $0.30 County processing fee shall be separately identified from the District assessment in the City's records but shall be included in the total charge amount transmitted to the San Bernardino County Auditor-Controller/Treasurer/Tax Collector for each applicable parcel, as required by the County's direct charge submission procedures.

The authority granted by this section is limited to inclusion of the County-required processing fee and does not authorize any increase or modification to the District assessment approved in the Engineer's Report.

SECTION 3. The City Clerk is directed to file the assessment diagram and assessment, or a certified copy thereof, together with a certified copy of this Resolution and any other

documentation required by the San Bernardino County Auditor-Controller/Treasurer/Tax Collector, in accordance with Section 22641 of the Act.

The amount submitted for each applicable parcel shall consist of the District assessment confirmed in the Report plus the County processing fee authorized under Section 2 of this Resolution.

The assessments and applicable County processing fees shall be collected at the same time and in the same manner as County taxes are collected, and all laws providing for the collection and enforcement of County taxes shall apply to the collection and enforcement of the amounts submitted for placement on the secured property tax roll.

SECTION 4. The adoption of this Resolution, in addition to Resolution No. 2026-13 (Exhibit A) shall constitute the District levy of the assessment for Fiscal Year 2026-2027.

The County processing fee authorized by Section 3 shall be added to the District assessment amount for each applicable parcel and collected through the secured property tax roll. The $0.30 processing fee does not modify the underlying District assessment established by the Engineer's Report.

SECTION 5. The City Clerk shall certify the passage and adoption of this Resolution, and it shall become effective immediately upon adoption.

PASSED, APPROVED AND ADOPTED this day of 8th September 2026, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST:

_____	_____
Daysi Alcocer	Bill Hussey
City Clerk	Mayor, City of Grand Terrace

STATE OF CALIFORNIA)

COUNTY OF SAN BERNARDINO)

CITY OF GRAND TERRACE)

I, Daysi Alcocer, City Clerk of the CITY OF GRAND TERRACE, CALIFORNIA, DO HEREBY CERTIFY that the foregoing Resolution, being Resolution No. 2026- _____ was duly passed, approved, and adopted by the City Council, approved and signed by the Mayor, and attested by the City Clerk, all at the regular meeting of said City Council held on the 8th day of September 2026, and that the same was passed and adopted by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Executed this 8th day of September 2026, at Grand Terrace, California.

_____

Daysi Alcocer

City Clerk for the City of Grand Terrace

[SEAL]

Roll Yr	Jurisdiction Code	Jurisdiction Name	Account Number	A: Assessment Amount	B: Processing Cost	C: Estimated Total	Load Date
2026	CC014-SP003	City of Grand Terrace - *Lndsc/Lght Asmt Dist 89-1	1167341930000	27.81	0.30	27.51	8/4/2026 10:43
2026	CC014-SP003	City of Grand Terrace - *Lndsc/Lght Asmt Dist 89-1	1167341910000	27.81	0.30	27.51	8/4/2026 10:43
2026	CC014-SP003	City of Grand Terrace - *Lndsc/Lght Asmt Dist 89-1	1167341890000	27.81	0.30	27.51	8/4/2026 10:43
2026	CC014-SP003	City of Grand Terrace - *Lndsc/Lght Asmt Dist 89-1	1167341870000	27.81	0.30	27.51	8/4/2026 10:43
2026	CC014-SP003	City of Grand Terrace - *Lndsc/Lght Asmt Dist 89-1	1167341850000	27.81	0.30	27.51	8/4/2026 10:43
2026	CC014-SP003	City of Grand Terrace - *Lndsc/Lght Asmt Dist 89-1	1167341830000	27.81	0.30	27.51	8/4/2026 10:43
2026	CC014-SP003	City of Grand Terrace - *Lndsc/Lght Asmt Dist 89-1	1167341810000	27.81	0.30	27.51	8/4/2026 10:43
2026	CC014-SP003	City of Grand Terrace - *Lndsc/Lght Asmt Dist 89-1	1167291770000	124.74	0.30	124.44	8/4/2026 10:43
2026	CC014-SP003	City of Grand Terrace - *Lndsc/Lght Asmt Dist 89-1	1167291750000	124.74	0.30	124.44	8/4/2026 10:43
2026	CC014-SP003	City of Grand Terrace - *Lndsc/Lght Asmt Dist 89-1	1167291730000	124.74	0.30	124.44	8/4/2026 10:43
2026	CC014-SP003	City of Grand Terrace - *Lndsc/Lght Asmt Dist 89-1	1167291710000	124.74	0.30	124.44	8/4/2026 10:43
2026	CC014-SP003	City of Grand Terrace - *Lndsc/Lght Asmt Dist 89-1	1167291690000	124.74	0.30	124.44	8/4/2026 10:43
2026	CC014-SP003	City of Grand Terrace - *Lndsc/Lght Asmt Dist 89-1	1167291670000	124.74	0.30	124.44	8/4/2026 10:43
2026	CC014-SP003	City of Grand Terrace - *Lndsc/Lght Asmt Dist 89-1	0275331360000	33.34	0.30	33.04	8/4/2026 10:43
2026	CC014-SP003	City of Grand Terrace - *Lndsc/Lght Asmt Dist 89-1	0275331350000	33.34	0.30	33.04	8/4/2026 10:43
2026	CC014-SP003	City of Grand Terrace - *Lndsc/Lght Asmt Dist 89-1	0275331320000	33.34	0.30	33.04	8/4/2026 10:43
2026	CC014-SP003	City of Grand Terrace - *Lndsc/Lght Asmt Dist 89-1	0275331310000	33.34	0.30	33.04	8/4/2026 10:43
2026	CC014-SP003	City of Grand Terrace - *Lndsc/Lght Asmt Dist 89-1	0275331280000	33.34	0.30	33.04	8/4/2026 10:43
2026	CC014-SP003	City of Grand Terrace - *Lndsc/Lght Asmt Dist 89-1	0275331270000	33.34	0.30	33.04	8/4/2026 10:43
2026	CC014-SP003	City of Grand Terrace - *Lndsc/Lght Asmt Dist 89-1	0275331240000	33.34	0.30	33.04	8/4/2026 10:43
2026	CC014-SP003	City of Grand Terrace - *Lndsc/Lght Asmt Dist 89-1	0275331230000	33.34	0.30	33.04	8/4/2026 10:43
2026	CC014-SP003	City of Grand Terrace - *Lndsc/Lght Asmt Dist 89-1	1167341950000	27.81	0.30	27.51	8/4/2026 10:43
2026	CC014-SP003	City of Grand Terrace - *Lndsc/Lght Asmt Dist 89-1	1178181520000	885.15	0.30	884.85	8/4/2026 10:43
2026	CC014-SP003	City of Grand Terrace - *Lndsc/Lght Asmt Dist 89-1	1178181500000	885.15	0.30	884.85	8/4/2026 10:43
2026	CC014-SP003	City of Grand Terrace - *Lndsc/Lght Asmt Dist 89-1	1178181480000	885.15	0.30	884.85	8/4/2026 10:43
2026	CC014-SP003	City of Grand Terrace - *Lndsc/Lght Asmt Dist 89-1	1178181470000	885.15	0.30	884.85	8/4/2026 10:43
2026	CC014-SP003	City of Grand Terrace - *Lndsc/Lght Asmt Dist 89-1	1178181450000	885.15	0.30	884.85	8/4/2026 10:43
2026	CC014-SP003	City of Grand Terrace - *Lndsc/Lght Asmt Dist 89-1	1178181430000	885.15	0.30	884.85	8/4/2026 10:43
2026	CC014-SP003	City of Grand Terrace - *Lndsc/Lght Asmt Dist 89-1	1178181410000	885.15	0.30	884.85	8/4/2026 10:43
2026	CC014-SP003	City of Grand Terrace - *Lndsc/Lght Asmt Dist 89-1	1178181390000	885.15	0.30	884.85	8/4/2026 10:43
2026	CC014-SP003	City of Grand Terrace - *Lndsc/Lght Asmt Dist 89-1	1178181370000	885.15	0.30	884.85	8/4/2026 10:43
2026	CC014-SP003	City of Grand Terrace - *Lndsc/Lght Asmt Dist 89-1	1178181530000	885.15	0.30	884.85	8/4/2026 10:43
2026	CC014-SP003	City of Grand Terrace - *Lndsc/Lght Asmt Dist 89-1	1178181510000	885.15	0.30	884.85	8/4/2026 10:43
2026	CC014-SP003	City of Grand Terrace - *Lndsc/Lght Asmt Dist 89-1	1178181490000	885.15	0.30	884.85	8/4/2026 10:43
2026	CC014-SP003	City of Grand Terrace - *Lndsc/Lght Asmt Dist 89-1	1178181460000	885.15	0.30	884.85	8/4/2026 10:43
2026	CC014-SP003	City of Grand Terrace - *Lndsc/Lght Asmt Dist 89-1	1178181440000	885.15	0.30	884.85	8/4/2026 10:43
2026	CC014-SP003	City of Grand Terrace - *Lndsc/Lght Asmt Dist 89-1	1178181420000	885.15	0.30	884.85	8/4/2026 10:43
2026	CC014-SP003	City of Grand Terrace - *Lndsc/Lght Asmt Dist 89-1	1178181400000	885.15	0.30	884.85	8/4/2026 10:43
2026	CC014-SP003	City of Grand Terrace - *Lndsc/Lght Asmt Dist 89-1	1178181380000	885.15	0.30	884.85	8/4/2026 10:43
2026	CC014-SP003	City of Grand Terrace - *Lndsc/Lght Asmt Dist 89-1	1167341920000	27.81	0.30	27.51	8/4/2026 10:43
2026	CC014-SP003	City of Grand Terrace - *Lndsc/Lght Asmt Dist 89-1	1167341900000	27.81	0.30	27.51	8/4/2026 10:43
2026	CC014-SP003	City of Grand Terrace - *Lndsc/Lght Asmt Dist 89-1	1167341880000	27.81	0.30	27.51	8/4/2026 10:43
2026	CC014-SP003	City of Grand Terrace - *Lndsc/Lght Asmt Dist 89-1	1167341860000	27.81	0.30	27.51	8/4/2026 10:43
2026	CC014-SP003	City of Grand Terrace - *Lndsc/Lght Asmt Dist 89-1	1167341840000	27.81	0.30	27.51	8/4/2026 10:43
2026	CC014-SP003	City of Grand Terrace - *Lndsc/Lght Asmt Dist 89-1	1167341820000	27.81	0.30	27.51	8/4/2026 10:43
2026	CC014-SP003	City of Grand Terrace - *Lndsc/Lght Asmt Dist 89-1	1167341800000	27.81	0.30	27.51	8/4/2026 10:43
2026	CC014-SP003	City of Grand Terrace - *Lndsc/Lght Asmt Dist 89-1	1167291780000	124.74	0.30	124.44	8/4/2026 10:43
2026	CC014-SP003	City of Grand Terrace - *Lndsc/Lght Asmt Dist 89-1	1167291760000	124.74	0.30	124.44	8/4/2026 10:43
2026	CC014-SP003	City of Grand Terrace - *Lndsc/Lght Asmt Dist 89-1	1167291740000	124.74	0.30	124.44	8/4/2026 10:43
2026	CC014-SP003	City of Grand Terrace - *Lndsc/Lght Asmt Dist 89-1	1167291720000	124.74	0.30	124.44	8/4/2026 10:43
2026	CC014-SP003	City of Grand Terrace - *Lndsc/Lght Asmt Dist 89-1	1167291700000	124.74	0.30	124.44	8/4/2026 10:43
2026	CC014-SP003	City of Grand Terrace - *Lndsc/Lght Asmt Dist 89-1	1167291680000	124.74	0.30	124.44	8/4/2026 10:43
2026	CC014-SP003	City of Grand Terrace - *Lndsc/Lght Asmt Dist 89-1	0275331370000	33.34	0.30	33.04	8/4/2026 10:43
2026	CC014-SP003	City of Grand Terrace - *Lndsc/Lght Asmt Dist 89-1	0275331340000	33.34	0.30	33.04	8/4/2026 10:43
2026	CC014-SP003	City of Grand Terrace - *Lndsc/Lght Asmt Dist 89-1	0275331330000	33.34	0.30	33.04	8/4/2026 10:43
2026	CC014-SP003	City of Grand Terrace - *Lndsc/Lght Asmt Dist 89-1	0275331300000	33.34	0.30	33.04	8/4/2026 10:43
2026	CC014-SP003	City of Grand Terrace - *Lndsc/Lght Asmt Dist 89-1	0275331290000	33.34	0.30	33.04	8/4/2026 10:43
2026	CC014-SP003	City of Grand Terrace - *Lndsc/Lght Asmt Dist 89-1	0275331260000	33.34	0.30	33.04	8/4/2026 10:43
2026	CC014-SP003	City of Grand Terrace - *Lndsc/Lght Asmt Dist 89-1	0275331250000	33.34	0.30	33.04	8/4/2026 10:43
2026	CC014-SP003	City of Grand Terrace - *Lndsc/Lght Asmt Dist 89-1	1167341960000	27.81	0.30	27.51	8/4/2026 10:43
2026	CC014-SP003	City of Grand Terrace - *Lndsc/Lght Asmt Dist 89-1	1167341940000	27.81	0.30	27.51	8/4/2026 10:43
2026	***CC014-SP003***	***City of Grand Terrace - *Lndsc/Lght Asmt Dist 89-1***		***17,517.30***	***18.30***	***17,499.00***	***8/4/2026 10:43***

EXHIBIT B: RESIDENTIAL REFUSE AND TRASH

Roll Yr	Jurisdiction Code	Jurisdiction Name	Account Number	A: Assessment Amount	B: Processing Cost	C: Estimated Total	Load Date
2026	CC014-SP004	City of Grand Terrace- Delinquent Res. Trash/Sewer	1167371350000	414.52	0.30	414.22	8/5/2026 10:51
2026	CC014-SP004	City of Grand Terrace- Delinquent Res. Trash/Sewer	1167361250000	670.26	0.30	669.96	8/5/2026 10:51
2026	CC014-SP004	City of Grand Terrace- Delinquent Res. Trash/Sewer	1167351560000	979.78	0.30	979.48	8/5/2026 10:51
2026	CC014-SP004	City of Grand Terrace- Delinquent Res. Trash/Sewer	1167341930000	213.66	0.30	213.36	8/5/2026 10:51
2026	CC014-SP004	City of Grand Terrace- Delinquent Res. Trash/Sewer	1167341160000	357.70	0.30	357.40	8/5/2026 10:51
2026	CC014-SP004	City of Grand Terrace- Delinquent Res. Trash/Sewer	1167331230000	1,179.78	0.30	1,179.48	8/5/2026 10:51
2026	CC014-SP004	City of Grand Terrace- Delinquent Res. Trash/Sewer	1167331140000	1,179.78	0.30	1,179.48	8/5/2026 10:51
2026	CC014-SP004	City of Grand Terrace- Delinquent Res. Trash/Sewer	1167301770000	1,179.78	0.30	1,179.48	8/5/2026 10:51
2026	CC014-SP004	City of Grand Terrace- Delinquent Res. Trash/Sewer	1167371710000	658.94	0.30	658.64	8/5/2026 10:51
2026	CC014-SP004	City of Grand Terrace- Delinquent Res. Trash/Sewer	1167371050000	1,179.78	0.30	1,179.48	8/5/2026 10:51
2026	CC014-SP004	City of Grand Terrace- Delinquent Res. Trash/Sewer	1167361450000	1,179.78	0.30	1,179.48	8/5/2026 10:51
2026	CC014-SP004	City of Grand Terrace- Delinquent Res. Trash/Sewer	1167361280000	496.44	0.30	496.14	8/5/2026 10:51
2026	CC014-SP004	City of Grand Terrace- Delinquent Res. Trash/Sewer	1167351550000	712.40	0.30	712.10	8/5/2026 10:51
2026	CC014-SP004	City of Grand Terrace- Delinquent Res. Trash/Sewer	1167322130000	467.20	0.30	466.90	8/5/2026 10:51
2026	CC014-SP004	City of Grand Terrace- Delinquent Res. Trash/Sewer	1178201610000	579.78	0.30	579.48	8/5/2026 10:51
2026	CC014-SP004	City of Grand Terrace- Delinquent Res. Trash/Sewer	1178181490000	1,079.78	0.30	1,079.48	8/5/2026 10:51
2026	CC014-SP004	City of Grand Terrace- Delinquent Res. Trash/Sewer	1178091130000	70.38	0.30	70.08	8/5/2026 10:51
2026	CC014-SP004	City of Grand Terrace- Delinquent Res. Trash/Sewer	1178071500000	929.78	0.30	929.48	8/5/2026 10:51
2026	CC014-SP004	City of Grand Terrace- Delinquent Res. Trash/Sewer	1178071420000	151.06	0.30	150.76	8/5/2026 10:51
2026	CC014-SP004	City of Grand Terrace- Delinquent Res. Trash/Sewer	1178022580000	433.48	0.30	433.18	8/5/2026 10:51
2026	CC014-SP004	City of Grand Terrace- Delinquent Res. Trash/Sewer	1178161430000	1,214.88	0.30	1,214.58	8/5/2026 10:51
2026	CC014-SP004	City of Grand Terrace- Delinquent Res. Trash/Sewer	1178151400000	399.78	0.30	399.48	8/5/2026 10:51
2026	CC014-SP004	City of Grand Terrace- Delinquent Res. Trash/Sewer	1178151040000	730.58	0.30	730.28	8/5/2026 10:51
2026	CC014-SP004	City of Grand Terrace- Delinquent Res. Trash/Sewer	1178101660000	579.78	0.30	579.48	8/5/2026 10:51
2026	CC014-SP004	City of Grand Terrace- Delinquent Res. Trash/Sewer	1178101600000	345.12	0.30	344.82	8/5/2026 10:51
2026	CC014-SP004	City of Grand Terrace- Delinquent Res. Trash/Sewer	1178101520000	1,179.78	0.30	1,179.48	8/5/2026 10:51
2026	CC014-SP004	City of Grand Terrace- Delinquent Res. Trash/Sewer	1178071330000	1,179.78	0.30	1,179.48	8/5/2026 10:51
2026	CC014-SP004	City of Grand Terrace- Delinquent Res. Trash/Sewer	1178031050000	265.60	0.30	265.30	8/5/2026 10:51
2026	CC014-SP004	City of Grand Terrace- Delinquent Res. Trash/Sewer	1178231410000	1,179.78	0.30	1,179.48	8/5/2026 10:51
2026	CC014-SP004	City of Grand Terrace- Delinquent Res. Trash/Sewer	1178221570000	400.38	0.30	400.08	8/5/2026 10:51
2026	CC014-SP004	City of Grand Terrace- Delinquent Res. Trash/Sewer	1178201240000	213.66	0.30	213.36	8/5/2026 10:51
2026	CC014-SP004	City of Grand Terrace- Delinquent Res. Trash/Sewer	1167381330000	1,179.78	0.30	1,179.48	8/5/2026 10:51
2026	CC014-SP004	City of Grand Terrace- Delinquent Res. Trash/Sewer	1167351350000	279.78	0.30	279.48	8/5/2026 10:51
2026	CC014-SP004	City of Grand Terrace- Delinquent Res. Trash/Sewer	1167341080000	1,079.78	0.30	1,079.48	8/5/2026 10:51
2026	CC014-SP004	City of Grand Terrace- Delinquent Res. Trash/Sewer	1167341050000	304.34	0.30	304.04	8/5/2026 10:51
2026	CC014-SP004	City of Grand Terrace- Delinquent Res. Trash/Sewer	1167331380000	761.42	0.30	761.12	8/5/2026 10:51
2026	CC014-SP004	City of Grand Terrace- Delinquent Res. Trash/Sewer	1167331200000	192.02	0.30	191.72	8/5/2026 10:51
2026	CC014-SP004	City of Grand Terrace- Delinquent Res. Trash/Sewer	1167322240000	270.86	0.30	270.56	8/5/2026 10:51
2026	CC014-SP004	City of Grand Terrace- Delinquent Res. Trash/Sewer	1167321770000	488.12	0.30	487.82	8/5/2026 10:51
2026	CC014-SP004	City of Grand Terrace- Delinquent Res. Trash/Sewer	1167321650000	761.42	0.30	761.12	8/5/2026 10:51
2026	CC014-SP004	City of Grand Terrace- Delinquent Res. Trash/Sewer	1167321320000	460.85	0.30	460.55	8/5/2026 10:51
2026	CC014-SP004	City of Grand Terrace- Delinquent Res. Trash/Sewer	1167321130000	470.86	0.30	470.56	8/5/2026 10:51
2026	CC014-SP004	City of Grand Terrace- Delinquent Res. Trash/Sewer	1167301650000	113.39	0.30	113.09	8/5/2026 10:51
2026	CC014-SP004	City of Grand Terrace- Delinquent Res. Trash/Sewer	1167291080000	461.68	0.30	461.38	8/5/2026 10:51
2026	CC014-SP004	City of Grand Terrace- Delinquent Res. Trash/Sewer	1167291050000	195.50	0.30	195.20	8/5/2026 10:51
2026	CC014-SP004	City of Grand Terrace- Delinquent Res. Trash/Sewer	1167281330000	1,179.78	0.30	1,179.48	8/5/2026 10:51
2026	CC014-SP004	City of Grand Terrace- Delinquent Res. Trash/Sewer	1167281060000	1,179.78	0.30	1,179.48	8/5/2026 10:51
2026	CC014-SP004	City of Grand Terrace- Delinquent Res. Trash/Sewer	1167271480000	243.86	0.30	243.56	8/5/2026 10:51
2026	CC014-SP004	City of Grand Terrace- Delinquent Res. Trash/Sewer	1167271250000	570.38	0.30	570.08	8/5/2026 10:51
2026	CC014-SP004	City of Grand Terrace- Delinquent Res. Trash/Sewer	1167261140000	1,179.78	0.30	1,179.48	8/5/2026 10:51
2026	CC014-SP004	City of Grand Terrace- Delinquent Res. Trash/Sewer	1167251640000	557.42	0.30	557.12	8/5/2026 10:51
2026	CC014-SP004	City of Grand Terrace- Delinquent Res. Trash/Sewer	1167251170000	869.60	0.30	869.30	8/5/2026 10:51
2026	CC014-SP004	City of Grand Terrace- Delinquent Res. Trash/Sewer	1167241020000	144.22	0.30	143.92	8/5/2026 10:51
2026	CC014-SP004	City of Grand Terrace- Delinquent Res. Trash/Sewer	0276284100000	567.20	0.30	566.90	8/5/2026 10:51
2026	CC014-SP004	City of Grand Terrace- Delinquent Res. Trash/Sewer	0276283060000	258.36	0.30	258.06	8/5/2026 10:51
2026	CC014-SP004	City of Grand Terrace- Delinquent Res. Trash/Sewer	0276252110000	213.66	0.30	213.36	8/5/2026 10:51
2026	CC014-SP004	City of Grand Terrace- Delinquent Res. Trash/Sewer	0276247120000	570.38	0.30	570.08	8/5/2026 10:51
2026	CC014-SP004	City of Grand Terrace- Delinquent Res. Trash/Sewer	0276234030000	392.02	0.30	391.72	8/5/2026 10:51
2026	CC014-SP004	City of Grand Terrace- Delinquent Res. Trash/Sewer	0276213020000	77.39	0.30	77.09	8/5/2026 10:51
2026	CC014-SP004	City of Grand Terrace- Delinquent Res. Trash/Sewer	0275212120000	978.70	0.30	978.40	8/5/2026 10:51
2026	CC014-SP004	City of Grand Terrace- Delinquent Res. Trash/Sewer	1167301690000	192.02	0.30	191.72	8/5/2026 10:51
2026	CC014-SP004	City of Grand Terrace- Delinquent Res. Trash/Sewer	1167301010000	1,179.78	0.30	1,179.48	8/5/2026 10:51
2026	CC014-SP004	City of Grand Terrace- Delinquent Res. Trash/Sewer	1167261800000	1,179.78	0.30	1,179.48	8/5/2026 10:51
2026	CC014-SP004	City of Grand Terrace- Delinquent Res. Trash/Sewer	1167251500000	1,054.78	0.30	1,054.48	8/5/2026 10:51
2026	CC014-SP004	City of Grand Terrace- Delinquent Res. Trash/Sewer	1167251150000	1,179.78	0.30	1,179.48	8/5/2026 10:51
2026	CC014-SP004	City of Grand Terrace- Delinquent Res. Trash/Sewer	1167211220000	879.78	0.30	879.48	8/5/2026 10:51
2026	CC014-SP004	City of Grand Terrace- Delinquent Res. Trash/Sewer	1167181090000	1,179.78	0.30	1,179.48	8/5/2026 10:51
2026	CC014-SP004	City of Grand Terrace- Delinquent Res. Trash/Sewer	0276481010000	321.66	0.30	321.36	8/5/2026 10:51
2026	CC014-SP004	City of Grand Terrace- Delinquent Res. Trash/Sewer	0276344010000	179.78	0.30	179.48	8/5/2026 10:51
2026	CC014-SP004	City of Grand Terrace- Delinquent Res. Trash/Sewer	0276285260000	379.78	0.30	379.48	8/5/2026 10:51
2026	CC014-SP004	City of Grand Terrace- Delinquent Res. Trash/Sewer	0276271060000	1,179.78	0.30	1,179.48	8/5/2026 10:51
2026	CC014-SP004	City of Grand Terrace- Delinquent Res. Trash/Sewer	0276252050000	219.54	0.30	219.24	8/5/2026 10:51
2026	CC014-SP004	City of Grand Terrace- Delinquent Res. Trash/Sewer	0276242060000	201.42	0.30	201.12	8/5/2026 10:51
2026	CC014-SP004	City of Grand Terrace- Delinquent Res. Trash/Sewer	0276242050000	1,179.78	0.30	1,179.48	8/5/2026 10:51
2026	CC014-SP004	City of Grand Terrace- Delinquent Res. Trash/Sewer	0276223070000	621.66	0.30	621.36	8/5/2026 10:51
2026	CC014-SP004	City of Grand Terrace- Delinquent Res. Trash/Sewer	0276192180000	485.96	0.30	485.66	8/5/2026 10:51
2026	CC014-SP004	City of Grand Terrace- Delinquent Res. Trash/Sewer	0276192090000	1,179.78	0.30	1,179.48	8/5/2026 10:51
2026	CC014-SP004	City of Grand Terrace- Delinquent Res. Trash/Sewer	0276182090000	1,053.08	0.30	1,052.78	8/5/2026 10:51
2026	CC014-SP004	City of Grand Terrace- Delinquent Res. Trash/Sewer	0275272170000	481.50	0.30	481.20	8/5/2026 10:51
2026	CC014-SP004	City of Grand Terrace- Delinquent Res. Trash/Sewer	0275242150000	213.54	0.30	213.24	8/5/2026 10:51
2026	CC014-SP004	City of Grand Terrace- Delinquent Res. Trash/Sewer	1178201070000	213.66	0.30	213.36	8/5/2026 10:51
2026	CC014-SP004	City of Grand Terrace- Delinquent Res. Trash/Sewer	1178181050000	213.66	0.30	213.36	8/5/2026 10:51
2026	CC014-SP004	City of Grand Terrace- Delinquent Res. Trash/Sewer	1178171620000	579.78	0.30	579.48	8/5/2026 10:51

2026	CC014-SP004	City of Grand Terrace- Delinquent Res. Trash/Sewer	1178171100000	269.84	0.30	269.54	8/5/2026 10:51
2026	CC014-SP004	City of Grand Terrace- Delinquent Res. Trash/Sewer	1178161440000	679.78	0.30	679.48	8/5/2026 10:51
2026	CC014-SP004	City of Grand Terrace- Delinquent Res. Trash/Sewer	1178151410000	470.86	0.30	470.56	8/5/2026 10:51
2026	CC014-SP004	City of Grand Terrace- Delinquent Res. Trash/Sewer	1178151330000	1,179.78	0.30	1,179.48	8/5/2026 10:51
2026	CC014-SP004	City of Grand Terrace- Delinquent Res. Trash/Sewer	1178151070000	103.78	0.30	103.48	8/5/2026 10:51
2026	CC014-SP004	City of Grand Terrace- Delinquent Res. Trash/Sewer	1178111540000	213.66	0.30	213.36	8/5/2026 10:51
2026	CC014-SP004	City of Grand Terrace- Delinquent Res. Trash/Sewer	1178111320000	213.38	0.30	213.08	8/5/2026 10:51
2026	CC014-SP004	City of Grand Terrace- Delinquent Res. Trash/Sewer	1178091270000	1,060.12	0.30	1,059.82	8/5/2026 10:51
2026	CC014-SP004	City of Grand Terrace- Delinquent Res. Trash/Sewer	1178071360000	425.56	0.30	425.26	8/5/2026 10:51
2026	CC014-SP004	City of Grand Terrace- Delinquent Res. Trash/Sewer	1178031480000	979.78	0.30	979.48	8/5/2026 10:51
2026	CC014-SP004	City of Grand Terrace- Delinquent Res. Trash/Sewer	1178031260000	429.78	0.30	429.48	8/5/2026 10:51
2026	CC014-SP004	City of Grand Terrace- Delinquent Res. Trash/Sewer	1178022380000	155.35	0.30	155.05	8/5/2026 10:51
2026	CC014-SP004	City of Grand Terrace- Delinquent Res. Trash/Sewer	1178221010000	959.10	0.30	958.80	8/5/2026 10:51
2026	CC014-SP004	City of Grand Terrace- Delinquent Res. Trash/Sewer	1178171070000	1,179.78	0.30	1,179.48	8/5/2026 10:51
2026	CC014-SP004	City of Grand Terrace- Delinquent Res. Trash/Sewer	1178101640000	370.86	0.30	370.56	8/5/2026 10:51
2026	CC014-SP004	City of Grand Terrace- Delinquent Res. Trash/Sewer	1178101250000	908.94	0.30	908.64	8/5/2026 10:51
2026	CC014-SP004	City of Grand Terrace- Delinquent Res. Trash/Sewer	1178101230000	1,179.78	0.30	1,179.48	8/5/2026 10:51
2026	CC014-SP004	City of Grand Terrace- Delinquent Res. Trash/Sewer	1178091200000	213.66	0.30	213.36	8/5/2026 10:51
2026	CC014-SP004	City of Grand Terrace- Delinquent Res. Trash/Sewer	1178051230000	1,029.78	0.30	1,029.48	8/5/2026 10:51
2026	CC014-SP004	City of Grand Terrace- Delinquent Res. Trash/Sewer	1178041510000	570.38	0.30	570.08	8/5/2026 10:51
2026	CC014-SP004	City of Grand Terrace- Delinquent Res. Trash/Sewer	1178041040000	621.66	0.30	621.36	8/5/2026 10:51
2026	CC014-SP004	City of Grand Terrace- Delinquent Res. Trash/Sewer	1178031290000	1,179.78	0.30	1,179.48	8/5/2026 10:51
2026	CC014-SP004	City of Grand Terrace- Delinquent Res. Trash/Sewer	1178022530000	761.42	0.30	761.12	8/5/2026 10:51
2026	CC014-SP004	City of Grand Terrace- Delinquent Res. Trash/Sewer	1178221350000	243.86	0.30	243.56	8/5/2026 10:51
2026	CC014-SP004	City of Grand Terrace- Delinquent Res. Trash/Sewer	1167361120000	1,582.10	0.30	1,581.80	8/5/2026 10:51
2026	CC014-SP004	City of Grand Terrace- Delinquent Res. Trash/Sewer	1167351400000	1,179.78	0.30	1,179.48	8/5/2026 10:51
2026	CC014-SP004	City of Grand Terrace- Delinquent Res. Trash/Sewer	1167351260000	1,179.78	0.30	1,179.48	8/5/2026 10:51
2026	CC014-SP004	City of Grand Terrace- Delinquent Res. Trash/Sewer	1167321460000	761.42	0.30	761.12	8/5/2026 10:51
2026	CC014-SP004	City of Grand Terrace- Delinquent Res. Trash/Sewer	1167301430000	1,179.78	0.30	1,179.48	8/5/2026 10:51
2026	CC014-SP004	City of Grand Terrace- Delinquent Res. Trash/Sewer	1167301400000	1,179.78	0.30	1,179.48	8/5/2026 10:51
2026	CC014-SP004	City of Grand Terrace- Delinquent Res. Trash/Sewer	1167301360000	570.38	0.30	570.08	8/5/2026 10:51
2026	CC014-SP004	City of Grand Terrace- Delinquent Res. Trash/Sewer	1167291550000	265.10	0.30	264.80	8/5/2026 10:51
2026	CC014-SP004	City of Grand Terrace- Delinquent Res. Trash/Sewer	1167291090000	652.50	0.30	652.20	8/5/2026 10:51
2026	CC014-SP004	City of Grand Terrace- Delinquent Res. Trash/Sewer	1167271470000	894.14	0.30	893.84	8/5/2026 10:51
2026	CC014-SP004	City of Grand Terrace- Delinquent Res. Trash/Sewer	1167211630000	181.59	0.30	181.29	8/5/2026 10:51
2026	CC014-SP004	City of Grand Terrace- Delinquent Res. Trash/Sewer	1167211580000	879.78	0.30	879.48	8/5/2026 10:51
2026	CC014-SP004	City of Grand Terrace- Delinquent Res. Trash/Sewer	1167191040000	579.78	0.30	579.48	8/5/2026 10:51
2026	CC014-SP004	City of Grand Terrace- Delinquent Res. Trash/Sewer	0276351010000	1,179.78	0.30	1,179.48	8/5/2026 10:51
2026	CC014-SP004	City of Grand Terrace- Delinquent Res. Trash/Sewer	0276341060000	570.38	0.30	570.08	8/5/2026 10:51
2026	CC014-SP004	City of Grand Terrace- Delinquent Res. Trash/Sewer	0276264040000	993.45	0.30	993.15	8/5/2026 10:51
2026	CC014-SP004	City of Grand Terrace- Delinquent Res. Trash/Sewer	0276252030000	587.45	0.30	587.15	8/5/2026 10:51
2026	CC014-SP004	City of Grand Terrace- Delinquent Res. Trash/Sewer	0276245180000	217.58	0.30	217.28	8/5/2026 10:51
2026	CC014-SP004	City of Grand Terrace- Delinquent Res. Trash/Sewer	0275331070000	410.70	0.30	410.40	8/5/2026 10:51
2026	CC014-SP004	City of Grand Terrace- Delinquent Res. Trash/Sewer	0275083370000	676.18	0.30	675.88	8/5/2026 10:51
2026	CC014-SP004	City of Grand Terrace- Delinquent Res. Trash/Sewer	0275083150000	1,179.78	0.30	1,179.48	8/5/2026 10:51
2026	CC014-SP004	City of Grand Terrace- Delinquent Res. Trash/Sewer	1167261600000	908.94	0.30	908.64	8/5/2026 10:51
2026	CC014-SP004	City of Grand Terrace- Delinquent Res. Trash/Sewer	1167261560000	554.74	0.30	554.44	8/5/2026 10:51
2026	CC014-SP004	City of Grand Terrace- Delinquent Res. Trash/Sewer	1167251630000	670.38	0.30	670.08	8/5/2026 10:51
2026	CC014-SP004	City of Grand Terrace- Delinquent Res. Trash/Sewer	1167211700000	1,179.78	0.30	1,179.48	8/5/2026 10:51
2026	CC014-SP004	City of Grand Terrace- Delinquent Res. Trash/Sewer	1167211570000	221.66	0.30	221.36	8/5/2026 10:51
2026	CC014-SP004	City of Grand Terrace- Delinquent Res. Trash/Sewer	1167211340000	70.86	0.30	70.56	8/5/2026 10:51
2026	CC014-SP004	City of Grand Terrace- Delinquent Res. Trash/Sewer	1167201370000	1,179.78	0.30	1,179.48	8/5/2026 10:51
2026	CC014-SP004	City of Grand Terrace- Delinquent Res. Trash/Sewer	0276531290000	605.66	0.30	605.36	8/5/2026 10:51
2026	CC014-SP004	City of Grand Terrace- Delinquent Res. Trash/Sewer	0276451300000	592.78	0.30	592.48	8/5/2026 10:51
2026	CC014-SP004	City of Grand Terrace- Delinquent Res. Trash/Sewer	0276431060000	721.34	0.30	721.04	8/5/2026 10:51
2026	CC014-SP004	City of Grand Terrace- Delinquent Res. Trash/Sewer	0276301420000	1,179.78	0.30	1,179.48	8/5/2026 10:51
2026	CC014-SP004	City of Grand Terrace- Delinquent Res. Trash/Sewer	0276284150000	213.45	0.30	213.15	8/5/2026 10:51
2026	CC014-SP004	City of Grand Terrace- Delinquent Res. Trash/Sewer	0276247050000	560.89	0.30	560.59	8/5/2026 10:51
2026	CC014-SP004	City of Grand Terrace- Delinquent Res. Trash/Sewer	0276243010000	1,179.78	0.30	1,179.48	8/5/2026 10:51
2026	CC014-SP004	City of Grand Terrace- Delinquent Res. Trash/Sewer	0276213170000	1,179.78	0.30	1,179.48	8/5/2026 10:51
2026	CC014-SP004	City of Grand Terrace- Delinquent Res. Trash/Sewer	0276191110000	214.01	0.30	213.71	8/5/2026 10:51
2026	CC014-SP004	City of Grand Terrace- Delinquent Res. Trash/Sewer	0275321070000	1,202.30	0.30	1,202.00	8/5/2026 10:51
2026	CC014-SP004	City of Grand Terrace- Delinquent Res. Trash/Sewer	0275223120000	198.30	0.30	198.00	8/5/2026 10:51
2026	CC014-SP004	City of Grand Terrace- Delinquent Res. Trash/Sewer	0275083310000	828.50	0.30	828.20	8/5/2026 10:51
2026	CC014-SP004	City of Grand Terrace- Delinquent Res. Trash/Sewer	1167371220000	1,162.00	0.30	1,161.70	8/5/2026 10:51
2026	***CC014-SP004***	***City of Grand Terrace- Delinquent Res. Trash/Sewer***		***100,282.16***	***44.40***	***100,237.76***	***8/5/2026 10:51***

EXHIBIT C: COMMERCIAL SEWER

Roll Yr	Jurisdiction Code	Jurisdiction Name	Account Number	A: Assessment Amount	B: Processing Cost	C: Estimated Total	Load Date
2026	CC014-SP002	City of Grand Terrace- Delinquent Commercial Sewer	1167141040000	474.58	0.30	474.28	8/4/2026 11:20
2026	CC014-SP002	City of Grand Terrace- Delinquent Commercial Sewer	1178011070000	1,184.76	0.30	1,184.46	8/4/2026 11:20
2026	CC014-SP002	City of Grand Terrace- Delinquent Commercial Sewer	1167311060000	1,248.26	0.30	1,247.96	8/4/2026 11:20
2026	CC014-SP002	City of Grand Terrace- Delinquent Commercial Sewer	0276202310000	4,950.51	0.30	4,950.21	8/4/2026 11:20
2026	CC014-SP002	City of Grand Terrace- Delinquent Commercial Sewer	1167311030000	757.79	0.30	757.49	8/4/2026 11:20
2026	***CC014-SP002***	***City of Grand Terrace- Delinquent Commercial Sewer***		***8,615.90***	***1.50***	***8,614.40***	***8/4/2026 11:20***

RESOLUTION NO. 2026-13

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GRAND TERRACE, CALIFORNIA, APPROVING THE ENGINEER'S REPORT FOR THE CITY OF GRAND TERRACE LANDSCAPING AND LIGHTING ASSESSMENT DISTRICT NO. 89-1 AND CONFIRMING THE DIAGRAM AND ASSESSMENT AND ORDERING THE LEVY AND COLLECTION OF THE ASSESSMENTS FOR FISCAL YEAR 2026-2027

WHEREAS, the CITY COUNCIL of the CITY OF GRAND TERRACE, CALIFORNIA, (hereinafter referred to as "City Council") pursuant to the provisions of Landscaping and Lighting Act of 1972, Part 2 of Division 15, of the California Streets and Highways Code (hereafter referred to as the "Act") has by previous resolutions initiated proceedings, declared its intention to levy and collect annual assessments and preliminarily approved the Engineer's Report (hereinafter referred to as the "Report") for the annual levy of assessments, consisting of plans and specifications, an estimate of the cost, a diagram of the district, and an assessment relating to what is now known and designated as:

CITY OF GRAND TERRACE

LANDSCAPING AND LIGHTING ASSESSMENT DISTRICT NO. 89-1

(hereinafter referred to as the "District"); and,

WHEREAS, by its Resolutions Nos. 2026-06, 2026-07, and 2026-08 adopted May 12th, 2026, the City Council preliminarily approved the Report, declared its intention to levy an assessment in connection with the District for Fiscal Year 2026-2027, and called a public hearing on the assessment for June 9th, 2026 (the "Hearing"); and

WHEREAS, at the Hearing, which was noticed as required by law, all interested persons were afforded the opportunity to hear and be heard and the City Council considered all oral and written statements and all written protests made or filed by any interest person pursuant to Chapter 3, Section 22629 of the Act; and

WHEREAS, this City Council has now carefully examined and reviewed the Report as presented, considered all testimony and evidence, is satisfied with each and all of the items and documents as set forth therein, and is satisfied that the proposed assessments, on a preliminary basis, have been spread in accordance with the benefits received from the maintenance to be performed, as set forth in said Report; and

WHEREAS, the City Council now desires to complete proceedings to levy the Fiscal Year 2026-2027 assessment in connection with the District.

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

SECTION 1. That the above recitals are all true and correct.

SECTION 2. That the Report as presented consisting of the following:

A. Plans and specifications;

B. Method of Apportionment;

C. Estimate of cost;

D. Assessment Diagram of the District;

E. Assessment of the estimated cost;

SECTION 3. The City Council hereby approves the Report and the assessments contained therein and finds that the assessments so described comply with the provisions of the California Constitution Article XIIID.

SECTION 4. The Report is hereby ordered to be filed in the Office of the City Clerk as a permanent record and to remain open to public inspection. The City Clerk shall certify the passage and adoption of this Resolution, and the minutes of this meeting shall so reflect the presentation of the Report.

SECTION 5. The City Clerk is directed to file the diagram and assessment, or a certified copy thereof, with the San Bernadino County Auditor-Controller, together with a certified copy of this Resolution upon its adoption in accordance with Chapter 4, Article 1, Section 22641 of the Act. The assessments shall be collected at the same time and in the same manner as County taxes are collected, and all laws providing for the collection and enforcement of County taxes shall apply to the collection and enforcement of the assessments.

SECTION 6. That the adoption of this Resolution shall constitute the District levy of the assessment for Fiscal Year 2026-2027.

SECTION 7. The City Clerk shall certify to the passage and adoption of this Resolution and it shall become effective immediately.

PASSED, APPROVED AND ADOPTED by the City Council of the City of Grand Terrace at a regular meeting held on the 9th day of June 2026.

Bill Hussey
Mayor

ATTEST:

Daysi Alcocer
City Clerk

APPROVED AS TO FORM:

Adrian R. Guerra
City Attorney

STATE OF CALIFORNIA)
COUNTY OF SAN BERNARDINO)
CITY OF GRAND TERRACE)

I Daysi Alcocer, City Clerk of the CITY OF GRAND TERRACE, CALIFORNIA, DO HEREBY CERTIFY that the foregoing Resolution, being Resolution No. 2026-13 was duly passed, approved and adopted by the City Council, approved and signed by the Mayor, and attested by the City Clerk, at the Regular Meeting of said City Council held on the 9th day of June 2026 and that the same was passed and adopted by the following vote:

AYES: Council Member Matt Brown, Council Member Jeff Allen, Council Member Doug Wilson; Mayor Pro Tem Michelle Sabino and Mayor Bill Hussey

NOES: None.

ABSENT: None.

ABSTAIN: None.

Executed this 10th day of June 2026, at Grand Terrace, California.

Daysi Alcocer
City Clerk

[seal]

RESOLUTION NO. 2026- _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GRAND TERRACE, COUNTY OF SAN BERNARDINO, STATE OF CALIFORNIA, CONFIRMING THE REPORTS OF DELINQUENT REFUSE AND SEWER USER FEES, AUTHORIZING ADMINISTRATIVE MODIFICATIONS AND INCLUSION OF A $0.30 COUNTY PROCESSING FEE PRIOR TO CERTIFICATION, AND DIRECTING SUBMITTAL OF THE FINAL DELINQUENT CHARGES TO THE SAN BERNARDINO COUNTY AUDITOR-CONTROLLER/TREASURER/TAX COLLECTOR FOR PLACEMENT ON THE FISCAL YEAR 2026-2027 TAX ROLL

WHEREAS, pursuant to Section 5.42.120 of the Grand Terrace Municipal Code, every person required to arrange for refuse collection or the collection of recyclable or compostable materials shall be liable for service access fees and charges for such collection, whether or not the collection services are utilized; and

WHEREAS, Section 5.42.120 of the Grand Terrace Municipal Code further provides that the owner, occupant, or other person responsible for the day-to-day operation of the premises shall be jointly and severally liable for unpaid refuse service charges, together with any applicable interest or penalties, and authorizes the City to collect such delinquent charges on the property tax roll; and

WHEREAS, pursuant to Sections 13.08.050 and 13.08.130 of the Grand Terrace Municipal Code, sewer user charges are the responsibility of the property owner, occupant, or applicant for sewer service, and unpaid sewer charges, together with applicable penalties and interest, constitute a lien upon the real property served and may be collected on the property tax roll; and

WHEREAS, on July 14, 2026, the City Council conducted a duly noticed public hearing (the “Hearing”), considered all written and oral protests, and reviewed the reports of delinquent refuse and sewer user fees; and

WHEREAS, at the Hearing, which was noticed as required by law, all interested persons were afforded the opportunity to hear and be heard and the City Council considered all oral and written statements and all written protests made or filed by any interested person; and

WHEREAS, at the Hearing, the City adopted Resolution 2026-19, confirming the reports of delinquent refuse and sewer fees (attached hereto as Exhibit “A”); and

WHEREAS, following the Hearing, the City identified a County-required processing fee of $0.30 per assessment, for assessments submitted through the

County's online portal, Direct Charge Portal, which the City utilizes for its assessments, which was not included in the amounts presented at the Hearing; and

WHEREAS, the $0.30 County processing fee is not captured in the estimated delinquencies identified in the reports considered by the City Council on July 14, 2026. The reports reflected preliminary delinquent account information prepared before completion of the final payment reconciliation and certification process; and

WHEREAS, while the City's deadline to submit its delinquency submissions was August 10, 2026, the County agreed to an extension until September 15, 2026. The County agreed to accept the City's delinquency submissions but required City Council approval of the $0.30 processing fee applied to each delinquent assessment prior to processing the City's submission; and

WHEREAS, following the July 28, 2026 payment deadline, and pursuant to the authority in Section 3 of Resolution 2026-19, the delinquent account amounts were adjusted by the Senior Management Analyst to reflect payments received and the final amounts, including the required County processing fee, were submitted to the San Bernardino County Auditor-Controller/Treasurer/Tax Collector; and

WHEREAS, the final amount submitted for Delinquent Commercial Sewer (CC014-SP002) was $8,615.90 (attached as Exhibit "B") and the final amount submitted for Delinquent Residential Trash/Sewer (CC014-SP004) was $100,282.16 (attached as Exhibit "C"), inclusive of the required County processing fee; and

WHEREAS, the City Council desires to expressly authorize the addition of the required $0.30 County processing fee to each applicable delinquent assessment before final certification and submission to the County; and

WHEREAS, notice of a new public hearing to be held on September 8, 2026, was published on August 20, 2026, to consider the imposition of the required County processing fee, in addition to the previously approved and adopted Fiscal Year 2026-2027 levy and collection, attached hereto as Exhibit "A"; and

WHEREAS, on September 8, 2026, the City Council conducted the duly noticed public hearing and considered all oral and written testimony regarding the delinquent refuse and sewer user charges, including the required County processing fee; and

WHEREAS, the City Council finds that all legal notice, hearing, and procedural requirements necessary for placement of the delinquent refuse and sewer user fees on the secured property tax roll have been satisfied.

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

SECTION 1. The foregoing recitals are true and correct and are incorporated herein by this reference.

SECTION 2. The City Council hereby confirms Delinquent Commercial Sewer (CC014-SP002) (attached as Exhibit "B") Delinquent Residential Trash/Sewer (CC014-SP004) (attached as Exhibit "C"), as adjusted by the Senior Management Analyst pursuant to Section 3 of Resolution 2026-19, inclusive of the $0.30 County processing fee.

The $0.30 County processing fee shall be separately identified from the assessments in the City's records but shall be included in the total charge amount transmitted to the San Bernardino County Auditor-Controller/Treasurer/Tax Collector for each applicable parcel, as required by the County's direct charge submission procedures.

SECTION 3. The City shall provide a certified copy of this Resolution and any other required documentation to the San Bernardino County Auditor-Controller/Treasurer/Tax Collector on or before September 15, 2026, pursuant to the extension granted by the County.

SECTION 4. The final certified amounts, consisting of the delinquent refuse and sewer user fees identified in the final reports, any authorized penalties or interest included in those reports, and the required County processing fee described, shall be placed on the Fiscal Year 2026-2027 secured property tax roll and collected in the same manner and at the same time as ordinary property taxes. The amounts shall be subject to the same procedures and remedies applicable to delinquent property taxes, as authorized by the Grand Terrace Municipal Code, applicable law, and the County's direct charge requirements.

SECTION 5. The City Clerk shall certify the passage and adoption of this Resolution, and it shall become effective immediately upon adoption.

PASSED, APPROVED AND ADOPTED by the City Council of Grand Terrace at a regular meeting held on the 8th day of September, 2026.

_____
Billy Hussey
Mayor

ATTEST:

_____
Daysi Alcocer
City Clerk

APPROVED AS TO FORM:

_____
Adrian R. Guerra
City Attorney

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RESOLUTION NO. 2026-19

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GRAND TERRACE, COUNTY OF SAN BERNARDINO, STATE OF CALIFORNIA, CONFIRMING THE REPORTS OF DELINQUENT REFUSE AND SEWER USER FEES, AUTHORIZING ADMINISTRATIVE MODIFICATIONS PRIOR TO CERTIFICATION, AND DIRECTING SUBMITTAL OF THE FINAL DELINQUENT CHARGES TO THE SAN BERNARDINO COUNTY AUDITOR-CONTROLLER/TREASURER/TAX COLLECTOR FOR PLACEMENT ON THE FISCAL YEAR 2026-2027 TAX ROLL

WHEREAS, Pursuant to Section 5.42.120 of the Grand Terrace Municipal Code, every person required to arrange for refuse collection or the collection of recyclable or compostable materials shall be liable for service access fees and charges for such collection, whether or not the collection services are utilized; and

WHEREAS, Section 5.42.120 of the Grand Terrace Municipal Code further provides that the owner, occupant, or other person responsible for the day-to-day operation of the premises shall be jointly and severally liable for unpaid refuse service charges, together with any applicable interest, penalties, and administrative costs, and authorizes the City to collect such delinquent charges on the property tax roll; and

WHEREAS, Pursuant to Sections 13.08.050 and 13.08.130 of the Grand Terrace Municipal Code, sewer user charges are the responsibility of the property owner, occupant, or applicant for sewer service. Unpaid sewer charges constitute a lien upon the real property served and may be collected on the property tax roll; and

WHEREAS, City staff has prepared reports identifying approximately 244 residential delinquent refuse and sewer user fee accounts totaling an estimated $135,500.00 and 14 commercial delinquent sewer user fee accounts totaling an estimated $33,775.00, attached hereto as Exhibit A (Residential Delinquent Refuse and Sewer User Fee Report) and Exhibit B (Commercial Delinquent Sewer User Fee Report), for placement on the Fiscal Year 2026-2027 property tax roll; and

WHEREAS, notice of the public hearing was provided in accordance with applicable law, and affected property owners were afforded the opportunity to submit written or oral objections at the public hearing and to pay the outstanding delinquent charges through July 28, 2026, prior to certification of the final delinquent reports; and

WHEREAS, On July 14, 2026, the City Council conducted a duly noticed public hearing, considered all written and oral protests, and reviewed the reports of delinquent refuse and sewer user fees; and

WHEREAS, The City Council finds that all legal notice, hearing, and procedural requirements necessary for placement of the delinquent refuse and sewer user fees on the secured property tax roll have been satisfied; and

WHEREAS, The City Council recognizes that payments may continue to be received following the public hearing and prior to certification of the final delinquent reports and desires to authorize limited administrative modifications to accurately reflect payments received and correct clerical errors before certification.

Section 1. Recitals.

The foregoing recitals are true and correct and are incorporated herein by this reference.

Section 2. Confirmation of Reports.

The City Council hereby confirms the reports of delinquent refuse and sewer user fees attached hereto as Exhibit A (Residential Refuse and Sewer User Fees) and Exhibit B (Commercial Sewer User Fees), as modified to reflect payments received and administrative corrections made pursuant to Section 3 of this Resolution prior to certification for placement on the Fiscal Year 2026-2027 secured property tax roll.

Section 3. Administrative Modifications Prior to Certification.

The Senior Management Analyst, or designee, is hereby authorized to continue accepting payments through July 28, 2026, and to make the following administrative modifications to the confirmed reports without further action of the City Council:

1. Remove accounts that have been paid in full.
2. Revise assessment amounts to reflect partial payments received.
3. Correct clerical, typographical, parcel identification, ownership, or calculation errors.
4. Remove duplicate entries.
5. Make other non-substantive administrative corrections necessary to accurately reflect the delinquent charges to be certified.

The authority granted by this section is limited to administrative modifications and shall not authorize the addition of new delinquent accounts or new charges that were not included in the reports considered by the City Council at the July 14, 2026, public hearing.

Section 4. Certification and Submittal.

Following the July 28, 2026 payment deadline, the Senior Management Analyst, or designee, is hereby authorized and directed to certify and submit the final delinquent refuse and sewer user fee reports, as modified pursuant to Section 3 of this Resolution,

together with a certified copy of this Resolution and all other documentation required by law, to the San Bernardino County Auditor-Controller/Treasurer/Tax Collector on or before August 10, 2026, for placement of the final delinquent charges on the Fiscal Year 2026-2027 property tax roll.

Section 5. Collection.

The delinquent refuse and sewer user fees identified in the final certified reports shall be placed on the Fiscal Year 2026-2027 property tax roll and collected in the same manner and at the same time as ordinary property taxes and shall be subject to the same penalties, procedures, and remedies applicable to delinquent property taxes, as authorized by the Grand Terrace Municipal Code and applicable law.

Section 6. Effective Date.

This Resolution shall take effect immediately upon its adoption.

PASSED, APPROVED AND ADOPTED by the City Council of Grand Terrace at a regular meeting held on the 14th day of July 2026.

Doug Wilson
Council Member

ATTEST:

Daysi Alcocer
City Clerk

APPROVED AS TO FORM:

Signed by:
Adrian R. Guerra
B593A0B947DC404...
Adrian R. Guerra
City Attorney

Exhibit A (Residential Delinquent Refuse and Sewer User Fee Report)

Parcel Num	Customer Address	Trash	Sewer	Admin Fee	Total Amount Due
0275083150000	12006 La Cadena Dr	$ 446.35	$ 698.13	$ 35.00	$ 1,179.48
0275083310000	12000 La Cadena Dr	$ 309.35	$ 483.85	$ 35.00	$ 828.20
0275083370000	12041 Rosedale Ave	$ 249.94	$ 390.94	$ 35.00	$ 675.88
0275211510000	21944 Vivienda Ave	$ 127.14	$ 198.86	$ 35.00	$ 361.00
0275212120000	22110 Vivienda Ave	$ 367.93	$ 575.47	$ 35.00	$ 978.40
0275223120000	21868 Grand Terrace Rd	$ 63.57	$ 99.43	$ 35.00	$ 198.00
0275232090000	22033 Vivienda Ave	$ 35.45	$ 55.45	$ 35.00	$ 125.90
0275242150000	22177 Mcclarren St	$ 69.51	$ 108.73	$ 35.00	$ 213.24
0275242210000	22257 Mcclarren St	$ 23.33	$ 36.49	$ 35.00	$ 94.82
0275272170000	22245 Victoria St	$ 174.02	$ 272.18	$ 35.00	$ 481.20
0275282170000	11874 Burns Ave	$ 32.03	$ 50.11	$ 35.00	$ 117.14
0275321070000	22535 Canal Cir	$ 533.13	$ 833.87	$ 35.00	$ 1,402.00
0275321160000	22481 Canal Cir	$ 18.86	$ 29.50	$ 35.00	$ 83.36
0275331020000	11819 Greenbrier Ln	$ 86.44	$ 135.20	$ 35.00	$ 256.64
0275331070000	11829 Greenbrier Ln	$ 146.41	$ 228.99	$ 35.00	$ 410.40
0275331270000	11839 Greenbrier Ln	$ 26.26	$ 41.08	$ 35.00	$ 102.34
0276181080000	11975 Mount Vernon Ave	$ 139.12	$ 217.60	$ 35.00	$ 391.72
0276182090000	12028 Arliss Dr	$ 396.93	$ 620.85	$ 35.00	$ 1,052.78
0276191110000	22644 Minona Dr	$ 69.70	$ 109.01	$ 35.00	$ 213.71
0276192090000	22628 Miriam Way	$ 446.35	$ 698.13	$ 35.00	$ 1,179.48
0276192180000	22579 Minona Dr	$ 175.76	$ 274.90	$ 35.00	$ 485.66
0276213020000	11984 Paradise St	$ 16.42	$ 25.67	$ 35.00	$ 77.09
0276213170000	12033 Preston St	$ 446.35	$ 698.13	$ 35.00	$ 1,179.48
0276213330000	23010 Merle Ct	$ 69.56	$ 108.80	$ 35.00	$ 213.36
0276213420000	12017 Preston St	$ 69.56	$ 108.80	$ 35.00	$ 213.36
0276213510000	11993 Canary Ct	$ 69.54	$ 108.78	$ 35.00	$ 213.32
0276223070000	22711 Miriam Way	$ 228.68	$ 357.68	$ 35.00	$ 621.36
0276234030000	22851 Miriam Way	$ 139.12	$ 217.60	$ 35.00	$ 391.72
0276234120000	11930 Preston St	$ 69.56	$ 108.80	$ 35.00	$ 213.36
0276234160000	22872 Barton Rd	$ 139.12	$ 217.60	$ 35.00	$ 391.72
0276242050000	22820 Minona Dr	$ 446.35	$ 698.13	$ 35.00	$ 1,179.48
0276242060000	22808 Minona Dr	$ 64.79	$ 101.33	$ 35.00	$ 201.12
0276242140000	11903 Kingston St	$ 71.85	$ 112.39	$ 35.00	$ 219.24
0276243010000	22842 Minona Dr	$ 446.35	$ 698.13	$ 35.00	$ 1,179.48
0276245100000	22702 Fairburn Dr	$ 60.00	$ 93.84	$ 35.00	$ 188.84
0276245180000	22785 Minona Dr	$ 71.09	$ 111.19	$ 35.00	$ 217.28
0276247050000	22733 Fairburn Dr	$ 204.98	$ 320.61	$ 35.00	$ 560.59
0276247120000	22777 Fairburn Dr	$ 208.68	$ 326.40	$ 35.00	$ 570.08
0276252030000	23187 Glendora Dr	$ 215.34	$ 336.81	$ 35.00	$ 587.15
0276252050000	23197 Glendora Dr	$ 71.85	$ 112.39	$ 35.00	$ 219.24
0276252110000	23175 Glendora Dr	$ 69.56	$ 108.80	$ 35.00	$ 213.36
0276261010000	11908 Holly St	$ 69.56	$ 108.80	$ 35.00	$ 213.36
0276263020000	11831 Arliss Ct	$ 33.76	$ 52.80	$ 35.00	$ 121.56
0276263090000	22636 Arliss Dr	$ 18.90	$ 29.56	$ 35.00	$ 83.46
0276264040000	11895 Kingston St	$ 373.68	$ 584.47	$ 35.00	$ 993.15
0276271020000	22706 Arliss Dr	$ 164.44	$ 257.20	$ 35.00	$ 456.64

Exhibit A (Residential Delinquent Refuse and Sewer User Fee Report)

0276271060000	11805 Arliss Way	$ 446.35	$ 698.13	$ 35.00	$ 1,179.48
0276274070000	22689 Arliss Dr	$ 208.68	$ 326.40	$ 35.00	$ 570.08
0276283020000	11833 Kingston St	$ 290.35	$ 454.13	$ 35.00	$ 779.48
0276283060000	11785 Kingston St	$ 86.99	$ 136.07	$ 35.00	$ 258.06
0276284050000	11833 Holly St	$ 42.83	$ 66.99	$ 35.00	$ 144.82
0276284100000	11773 Holly St	$ 207.44	$ 324.46	$ 35.00	$ 566.90
0276284150000	11822 Kingston St	$ 104.14	$ 162.89	$ 35.00	$ 302.03
0276285260000	11868 Holly St	$ 212.35	$ 332.13	$ 35.00	$ 579.48
0276292040000	22607 Brentwood St	$ 77.16	$ 120.68	$ 35.00	$ 232.84
0276301300000	23212 Thompson Dr	$ 51.91	$ 81.20	$ 35.00	$ 168.11
0276301420000	23265 Glendora Dr	$ 446.35	$ 698.13	$ 35.00	$ 1,179.48
0276322150000	23158 Palm Ave	$ 69.56	$ 108.80	$ 35.00	$ 213.36
0276341060000	22844 Brentwood St	$ 208.68	$ 326.40	$ 35.00	$ 570.08
0276343080000	22753 Brentwood St	$ 69.31	$ 108.41	$ 35.00	$ 212.72
0276344010000	11704 Eton Dr	$ 56.35	$ 88.13	$ 35.00	$ 179.48
0276351010000	23013 Barton Rd	$ 446.35	$ 698.13	$ 35.00	$ 1,179.48
0276431060000	23023 Vista Grande Way	$ 267.56	$ 418.48	$ 35.00	$ 721.04
0276451220000	22818 Grand Terrace Rd	$ 71.85	$ 112.39	$ 35.00	$ 219.24
0276451300000	22825 Vista Grande Way	$ 217.42	$ 340.06	$ 35.00	$ 592.48
0276481010000	23376 Westwood St	$ 111.68	$ 174.68	$ 35.00	$ 321.36
0276531290000	23074 Siskin Ct	$ 222.44	$ 347.92	$ 35.00	$ 605.36
0276531300000	23070 Siskin Ct	$ 139.12	$ 217.60	$ 35.00	$ 391.72
0276531380000	23043 Merle Ct	$ 69.56	$ 108.80	$ 35.00	$ 213.36
1167141170000	22077 Barton Rd	$ 139.14	$ 217.62	$ 35.00	$ 391.76
1167161100000	22011 Rene Ln	$ 228.67	$ 357.67	$ 35.00	$ 621.34
1167171060000	22081 De Berry St	$ 69.45	$ 108.63	$ 35.00	$ 213.08
1167181090000	12466 Michigan St	$ 446.35	$ 698.13	$ 35.00	$ 1,179.48
1167191040000	12510 Michigan St	$ 446.35	$ 698.13	$ 35.00	$ 1,179.48
1167201230000	12650 Garden Ave	$ 16.93	$ 26.47	$ 35.00	$ 78.40
1167201370000	12630 Sandburg Way	$ 446.35	$ 698.13	$ 35.00	$ 1,179.48
1167211190000	21999 Tanager St	$ 50.49	$ 78.97	$ 35.00	$ 164.46
1167211220000	21974 Tanager St	$ 329.35	$ 515.13	$ 35.00	$ 879.48
1167211300000	12719 Royal Ave	$ 120.86	$ 189.04	$ 35.00	$ 344.90
1167211340000	12732 Garden Ave	$ 13.87	$ 21.69	$ 35.00	$ 70.56
1167211410000	22065 Tanager St	$ 69.56	$ 108.80	$ 35.00	$ 213.36
1167211570000	22090 Tanager St	$ 72.68	$ 113.68	$ 35.00	$ 221.36
1167211580000	12709 Sandburg Way	$ 329.35	$ 515.13	$ 35.00	$ 879.48
1167211630000	12740 Sandburg Way	$ 174.05	$ 272.24	$ 35.00	$ 481.29
1167211700000	12729 Dickens Ct	$ 446.35	$ 698.13	$ 35.00	$ 1,179.48
1167241020000	12215 Michigan St	$ 42.48	$ 66.44	$ 35.00	$ 143.92
1167241040000	12251 Michigan St	$ 105.97	$ 165.75	$ 35.00	$ 306.72
1167251150000	22197 De Berry St	$ 446.35	$ 698.13	$ 35.00	$ 1,179.48
1167251170000	22175 De Berry St	$ 325.38	$ 508.92	$ 35.00	$ 869.30
1167251180000	12311 Michigan St	$ 41.36	$ 64.70	$ 35.00	$ 141.06
1167251470000	22266 Mavis St	$ 36.09	$ 56.45	$ 35.00	$ 127.54
1167251500000	12384 Vivienda Ave	$ 397.60	$ 621.88	$ 35.00	$ 1,054.48
1167251630000	12346 Vivienda Ave	$ 247.68	$ 387.40	$ 35.00	$ 670.08

Exhibit A (Residential Delinquent Refuse and Sewer User Fee Report)

1167251640000	12338 Vivienda Ave	$ 203.63	$ 318.49	$ 35.00	$ 557.12
1167261140000	12474 Vivienda Ave	$ 446.35	$ 698.13	$ 35.00	$ 1,179.48
1167261560000	12455 Pascal Ave	$ 202.58	$ 316.86	$ 35.00	$ 554.44
1167261600000	12434 Pascal Ave	$ 340.72	$ 532.92	$ 35.00	$ 908.64
1167261640000	12394 Pascal Ave	$ 69.56	$ 108.80	$ 35.00	$ 213.36
1167261800000	22268 Van Buren St	$ 446.35	$ 698.13	$ 35.00	$ 1,179.48
1167271250000	12559 Vivienda Ave	$ 208.68	$ 326.40	$ 35.00	$ 570.08
1167271470000	22245 Lark St	$ 334.95	$ 523.89	$ 35.00	$ 893.84
1167271480000	22255 Lark St	$ 81.34	$ 127.22	$ 35.00	$ 243.56
1167281060000	22255 Dove St	$ 446.35	$ 698.13	$ 35.00	$ 1,179.48
1167281160000	22274 Dove St	$ 181.66	$ 284.13	$ 35.00	$ 500.79
1167281300000	22220 Emerald St	$ 83.82	$ 131.10	$ 35.00	$ 249.92
1167281330000	12636 Pascal Ave	$ 446.35	$ 698.13	$ 35.00	$ 1,179.48
1167291050000	12711 Vivienda Ave	$ 62.48	$ 97.72	$ 35.00	$ 195.20
1167291080000	12741 Vivienda Ave	$ 244.29	$ 382.09	$ 35.00	$ 661.38
1167291090000	12751 Vivienda Ave	$ 240.71	$ 376.49	$ 35.00	$ 652.20
1167291550000	12710 Reed Ave	$ 89.62	$ 140.18	$ 35.00	$ 264.80
1167301010000	22200 Main St	$ 446.35	$ 698.13	$ 35.00	$ 1,179.48
1167301130000	12789 Fremontia Ave	$ 172.25	$ 269.41	$ 35.00	$ 476.66
1167301300000	22294 Ladera St	$ 69.56	$ 108.80	$ 35.00	$ 213.36
1167301360000	22245 Ladera St	$ 208.68	$ 326.40	$ 35.00	$ 570.08
1167301400000	22285 Ladera St	$ 446.35	$ 698.13	$ 35.00	$ 1,179.48
1167301430000	22111 Ladera St	$ 446.35	$ 698.13	$ 35.00	$ 1,179.48
1167301450000	22131 Ladera St	$ 69.56	$ 108.80	$ 35.00	$ 213.36
1167301650000	22113 Raven Way	$ 30.46	$ 47.63	$ 35.00	$ 113.09
1167301690000	22151 Raven Way	$ 139.12	$ 217.60	$ 35.00	$ 391.72
1167301770000	22110 Ladera St	$ 446.35	$ 698.13	$ 35.00	$ 1,179.48
1167311380000	12168 Mount Vernon Ave #56	$ 42.48	$ 66.44	$ 35.00	$ 143.92
1167311590000	12168 Mount Vernon Ave #77	$ 42.48	$ 66.44	$ 35.00	$ 143.92
1167321130000	22401 De Soto St	$ 247.87	$ 387.69	$ 35.00	$ 670.56
1167321320000	12168 Mount Vernon Ave #4	$ 165.96	$ 259.59	$ 35.00	$ 460.55
1167321460000	12168 Mount Vernon Ave #18	$ 283.19	$ 442.93	$ 35.00	$ 761.12
1167321480000	12168 Mount Vernon Ave #20	$ 84.96	$ 132.88	$ 35.00	$ 252.84
1167321590000	12168 Mount Vernon Ave #81	$ 42.48	$ 66.44	$ 35.00	$ 143.92
1167321650000	12168 Mount Vernon Ave #93	$ 283.19	$ 442.93	$ 35.00	$ 761.12
1167321770000	22444 De Berry St	$ 176.60	$ 276.22	$ 35.00	$ 487.82
1167322130000	22362 Blue Lupine Cir	$ 324.44	$ 507.46	$ 35.00	$ 866.90
1167322200000	22355 Blue Lupine Cir	$ 95.35	$ 149.13	$ 35.00	$ 279.48
1167322240000	22356 Blue Lupine Cir	$ 403.87	$ 631.69	$ 35.00	$ 1,070.56
1167331140000	12341 Willet Ct	$ 446.35	$ 698.13	$ 35.00	$ 1,179.48
1167331200000	22330 Mavis St	$ 61.12	$ 95.60	$ 35.00	$ 191.72
1167331230000	12385 Willet Ave	$ 446.35	$ 698.13	$ 35.00	$ 1,179.48
1167331380000	12420 Mount Vernon Ave #5A	$ 283.19	$ 442.93	$ 35.00	$ 761.12
1167341050000	22432 Van Buren St	$ 241.43	$ 377.61	$ 35.00	$ 654.04
1167341080000	22456 Van Buren St	$ 407.35	$ 637.13	$ 35.00	$ 1,079.48
1167341140000	22306 Cardinal St	$ 69.56	$ 108.80	$ 35.00	$ 213.36
1167341160000	22326 Cardinal St	$ 125.74	$ 196.66	$ 35.00	$ 357.40

Exhibit A (Residential Delinquent Refuse and Sewer User Fee Report)

1167341930000	12450 Tesoro Ct	$ 69.56	$ 108.80	$ 35.00	$ 213.36
1167342020000	12420 Mount Vernon Ave #12B	$ 397.03	$ 620.99	$ 35.00	$ 1,053.02
1167342040000	12420 Mount Vernon Ave #12D	$ 42.48	$ 66.44	$ 35.00	$ 143.92
1167342090000	12420 Mount Vernon Ave #10A	$ 63.72	$ 99.66	$ 35.00	$ 198.38
1167342380000	12420 Mount Vernon Ave #1B	$ 112.01	$ 175.19	$ 35.00	$ 322.20
1167351050000	12521 Darwin Ave	$ 106.72	$ 166.92	$ 35.00	$ 308.64
1167351260000	22410 Kentfield St	$ 446.35	$ 698.13	$ 35.00	$ 1,179.48
1167351350000	22431 Van Buren St	$ 251.35	$ 393.13	$ 35.00	$ 679.48
1167351400000	12607 Franklin Ct	$ 446.35	$ 698.13	$ 35.00	$ 1,179.48
1167351550000	22329 Kentfield St	$ 264.07	$ 413.03	$ 35.00	$ 712.10
1167351560000	22328 Kentfield St	$ 368.35	$ 576.13	$ 35.00	$ 979.48
1167361110000	22340 Pico St	$ 67.72	$ 105.92	$ 35.00	$ 208.64
1167361120000	22326 Pico St	$ 603.25	$ 943.55	$ 35.00	$ 1,581.80
1167361130000	12632 Mirado Ave	$ 208.68	$ 326.40	$ 35.00	$ 570.08
1167361250000	22407 Franklin St	$ 267.13	$ 417.83	$ 35.00	$ 719.96
1167361280000	22447 Franklin St	$ 179.84	$ 281.30	$ 35.00	$ 496.14
1167361450000	12625 Reed Ave	$ 446.35	$ 698.13	$ 35.00	$ 1,179.48
1167371050000	12751 Reed Ave	$ 446.35	$ 698.13	$ 35.00	$ 1,179.48
1167371220000	22401 Pico St	$ 439.41	$ 687.29	$ 35.00	$ 1,161.70
1167371350000	22440 Flamingo St	$ 147.90	$ 231.32	$ 35.00	$ 414.22
1167371380000	22459 Flamingo St	$ 163.60	$ 255.88	$ 35.00	$ 454.48
1167371640000	22404 Tanager St	$ 403.72	$ 631.45	$ 35.00	$ 1,070.17
1167371710000	12791 Darwin Ave	$ 243.22	$ 380.42	$ 35.00	$ 658.64
1167371740000	12786 Darwin Ave	$ 95.66	$ 149.62	$ 35.00	$ 280.28
1167371830000	22377 Tanager St	$ 69.56	$ 108.80	$ 35.00	$ 213.36
1167381140000	12841 Darwin Ave	$ 56.35	$ 88.13	$ 35.00	$ 179.48
1167381290000	22401 Ladera St	$ 139.64	$ 218.42	$ 35.00	$ 393.06
1167381330000	22361 Ladera St	$ 446.35	$ 698.13	$ 35.00	$ 1,179.48
1167381450000	22392 Raven Way	$ 38.90	$ 60.84	$ 35.00	$ 134.74
1167381700000	22462 Ladera St	$ 194.02	$ 303.46	$ 35.00	$ 532.48
1178022380000	22745 Palm Ave	$ 46.82	$ 73.23	$ 35.00	$ 155.05
1178022530000	22685 Palm Ave #F	$ 283.19	$ 442.93	$ 35.00	$ 761.12
1178022580000	22685 Palm Ave #A	$ 155.29	$ 242.89	$ 35.00	$ 433.18
1178031050000	12248 Warbler Ave	$ 262.72	$ 410.92	$ 35.00	$ 708.64
1178031160000	22587 La Paix St	$ 15.40	$ 24.08	$ 35.00	$ 74.48
1178031260000	22578 De Soto St	$ 192.85	$ 301.63	$ 35.00	$ 529.48
1178031290000	22577 De Soto St	$ 446.35	$ 698.13	$ 35.00	$ 1,179.48
1178031410000	22618 De Berry St	$ 22.25	$ 34.81	$ 35.00	$ 92.06
1178031480000	22617 De Soto St	$ 368.35	$ 576.13	$ 35.00	$ 979.48
1178031730000	12259 Oriole Ave	$ 68.36	$ 106.92	$ 35.00	$ 210.28
1178041040000	22730 De Berry St	$ 228.68	$ 357.68	$ 35.00	$ 621.36
1178041260000	22780 La Paix St	$ 69.56	$ 108.80	$ 35.00	$ 213.36
1178041270000	22790 La Paix St	$ 105.81	$ 165.51	$ 35.00	$ 306.32
1178041510000	22836 De Berry St	$ 208.68	$ 326.40	$ 35.00	$ 570.08
1178051010000	12205 Dos Rios Ave	$ 139.12	$ 217.60	$ 35.00	$ 391.72
1178051090000	12126 Dos Rios Ave	$ 72.22	$ 112.97	$ 35.00	$ 220.19
1178051230000	23071 Hampton Ct	$ 387.85	$ 606.63	$ 35.00	$ 1,029.48

Exhibit A (Residential Delinquent Refuse and Sewer User Fee Report)

1178051310000	23032 Hampton Ct	$ 375.12	$ 586.72	$ 35.00	$ 996.84
1178051380000	23031 Palm Ave	$ 16.47	$ 25.77	$ 35.00	$ 77.24
1178071330000	22975 Orangewood Ct	$ 446.35	$ 698.13	$ 35.00	$ 1,179.48
1178071360000	22998 De Berry St	$ 323.40	$ 505.82	$ 35.00	$ 864.22
1178071420000	22963 Jensen Ct	$ 45.15	$ 70.61	$ 35.00	$ 150.76
1178071500000	23021 Jensen Ct	$ 348.85	$ 545.63	$ 35.00	$ 929.48
1178091130000	22809 Finch St	$ 208.68	$ 326.40	$ 35.00	$ 570.08
1178091200000	22784 Finch St	$ 69.56	$ 108.80	$ 35.00	$ 213.36
1178091270000	22833 Wren St	$ 399.68	$ 625.14	$ 35.00	$ 1,059.82
1178101230000	22551 Thrush St	$ 446.35	$ 698.13	$ 35.00	$ 1,179.48
1178101250000	22538 Thrush St	$ 340.72	$ 532.92	$ 35.00	$ 908.64
1178101520000	12452 Warbler Ave	$ 446.35	$ 698.13	$ 35.00	$ 1,179.48
1178101600000	22580 Cardinal St	$ 218.33	$ 341.49	$ 35.00	$ 594.82
1178101640000	22626 Cardinal St	$ 208.87	$ 326.69	$ 35.00	$ 570.56
1178101660000	22648 Cardinal St	$ 212.35	$ 332.13	$ 35.00	$ 579.48
1178111320000	22745 Bluebird Ln	$ 69.45	$ 108.63	$ 35.00	$ 213.08
1178111540000	22795 Bluebird Ln	$ 69.56	$ 108.80	$ 35.00	$ 213.36
1178111740000	22860 Cardinal St	$ 236.81	$ 370.39	$ 35.00	$ 642.20
1178111780000	12410 Quail Ln	$ 69.56	$ 108.80	$ 35.00	$ 213.36
1178111860000	22870 Van Buren St	$ 37.72	$ 59.00	$ 35.00	$ 131.72
1178121080000	22933 De Berry St	$ 86.52	$ 135.33	$ 35.00	$ 256.85
1178141060000	22955 Finch St	$ 71.85	$ 112.39	$ 35.00	$ 219.24
1178151040000	22561 Van Buren St	$ 271.16	$ 424.12	$ 35.00	$ 730.28
1178151070000	22540 Kentfield St	$ 57.91	$ 90.57	$ 35.00	$ 183.48
1178151180000	22539 Kentfield St	$ 48.22	$ 75.42	$ 35.00	$ 158.64
1178151210000	12532 Warbler Ave	$ 69.56	$ 108.80	$ 35.00	$ 213.36
1178151330000	22596 Lark St	$ 446.35	$ 698.13	$ 35.00	$ 1,179.48
1178151400000	22605 Van Buren St	$ 220.15	$ 344.33	$ 35.00	$ 599.48
1178151410000	22617 Van Buren St	$ 169.87	$ 265.69	$ 35.00	$ 470.56
1178151460000	22664 Kentfield St	$ 69.56	$ 108.80	$ 35.00	$ 213.36
1178151540000	22627 Kentfield St	$ 446.35	$ 698.13	$ 35.00	$ 1,179.48
1178151580000	22669 Kentfield St	$ 41.36	$ 64.70	$ 35.00	$ 141.06
1178151670000	22617 Lark St	$ 18.86	$ 29.50	$ 35.00	$ 83.36
1178151790000	12511 Oriole Ave	$ 55.13	$ 86.24	$ 35.00	$ 176.37
1178161310000	22770 Lark St	$ 79.48	$ 124.32	$ 35.00	$ 238.80
1178161430000	22785 Van Buren St	$ 460.04	$ 719.54	$ 35.00	$ 1,214.58
1178161440000	22795 Van Buren St	$ 251.35	$ 393.13	$ 35.00	$ 679.48
1178161520000	22805 Kentfield St	$ 173.17	$ 270.86	$ 35.00	$ 479.03
1178171010000	12610 Warbler Ave	$ 446.35	$ 698.13	$ 35.00	$ 1,179.48
1178171070000	22535 Franklin St	$ 446.35	$ 698.13	$ 35.00	$ 1,179.48
1178171100000	12635 Warbler Ave	$ 91.47	$ 143.07	$ 35.00	$ 269.54
1178171620000	22626 Pico St	$ 212.35	$ 332.13	$ 35.00	$ 579.48
1178181050000	12650 Kingfisher Rd	$ 69.56	$ 108.80	$ 35.00	$ 213.36
1178181210000	22755 Franklin St	$ 153.46	$ 240.03	$ 35.00	$ 428.49
1178181490000	22820 Pico St	$ 407.35	$ 637.13	$ 35.00	$ 1,079.48
1178201070000	12720 Wilmac Ave	$ 69.56	$ 108.80	$ 35.00	$ 213.36
1178201240000	12744 Dutch St	$ 69.56	$ 108.80	$ 35.00	$ 213.36

Exhibit A (Residential Delinquent Refuse and Sewer User Fee Report)

1178201350000	22669 Tanager St	$ 69.56	$ 108.80	$ 35.00	$ 213.36
1178201610000	12727 Dutch St	$ 407.35	$ 637.13	$ 35.00	$ 1,079.48
1178221010000	12887 Mount Vernon Ave	$ 360.28	$ 563.52	$ 35.00	$ 958.80
1178221200000	22537 Raven Way	$ 53.18	$ 83.18	$ 35.00	$ 171.36
1178221350000	22600 Robin Way	$ 81.34	$ 127.22	$ 35.00	$ 243.56
1178221390000	22558 Robin Way	$ 42.48	$ 66.44	$ 35.00	$ 143.92
1178221570000	22656 Robin Way	$ 189.18	$ 295.90	$ 35.00	$ 520.08
1178221710000	22554 Main St	$ 76.16	$ 119.12	$ 35.00	$ 230.28
1178231410000	22730 Raven Way	$ 446.35	$ 698.13	$ 35.00	$ 1,179.48
1178231610000	22755 Robin Way	$ 69.56	$ 108.80	$ 35.00	$ 213.36
244 Parcels		**$ 49,508.87**	**$ 77,436.95**	**$ 8,540.00**	**$ 135,485.82**

l Delinquent Sewer User Fee Report)

Parcel Number	Account and Name	Amount Due
027524227	22200 Barton Rd Grand Terrace, CA 92313	
	Total=	$ 13,685.46
116731106	22465 Barton Rd Grand Terrace, CA 92313	
		$ 6,509.66
116731106	12438 Michigan St Grand Terrace, CA 92313	
	Total=	$ 831.97
116719102	22069 Van Buren St Grand Terrace, CA 92313	
	Total=	$ 2,498.32
116719102	22069 Van Buren St Grand Terrace, CA 92313	
	Total=	$ 233.80
117801107	22505 Barton Rd Grand Terrace, CA 92313	
	Total=	$ 789.64
117801106	22533 Barton Rd Grand Terrace, CA 92313	
		$ 225.82
116731103	22471 Barton Rd Grandt Terrace, CA 92313	
		$ 504.99
116714117	22077 Barton Rd Grand Terrace, CA 92313	
	Total=	$ 1,538.14
116714104	22080 Commerce Way Grand Terrace, CA 92313	
	Total=	$ 474.28
116723111	22115 Barton Rd Grand Terrace, CA 92313	
	Total=	$ 789.64
027620231	22759 Barton Rd Grand Terrace, CA 92313	
	Total=	$ 3,300.14
116714112	22075 Commerce Way Grand Terrace, CA 92313	
		$ 108.92
027524209	22220 Barton Rd Grand Terrace, CA 92313	
		$ 2,284.00
		$ 33,774.78

STATE OF CALIFORNIA)
COUNTY OF SAN BERNARDINO)
CITY OF GRAND TERRACE)

I Daysi Alcocer, City Clerk of the CITY OF GRAND TERRACE, CALIFORNIA, DO HEREBY CERTIFY that the foregoing Resolution, being Resolution No. 2026-19 was duly passed, approved and adopted by the City Council, approved and signed by the Mayor, and attested by the City Clerk, at the Regular Meeting of said City Council held on the 14th day of July 2026 and that the same was passed and adopted by the following vote:

AYES: Council Member Matt Brown, Council Member Jeff Allen, and Council Member Doug Wilson

NOES: None.

ABSENT: Mayor Pro Tem Michelle Sabino; Mayor Bill Hussey

ABSTAIN: None.

Executed this 20th day of July 2026, at Grand Terrace, California.

Daysi Alcocer
City Clerk

[seal]

AGENDA REPORT

MEETING DATE: September 8, 2026

TITLE: Community Benefit Fund Grant Award to Legacy Regiment Boosters in the amount of $2,000

PRESENTED BY: Christine Clayton, Finance Director

RECOMMENDATION: **APPROVE THE COMMUNITY BENEFIT FUND GRANT APPLICATION FROM LEGACY REGIMENT BOOSTERS IN THE AMOUNT OF $2,000.00**

2030 VISION STATEMENT:
This staff report supports the following City Council Goals:

- Goal #1 - Ensure our Fiscal Viability, through the continuous monitoring of revenue receipts and expenditure disbursements against approved budget appropriations; and
- Goal #4 – Develop and Implement Successful Partnerships through productive collaboration with community groups, youth programs and senior organizations.

BACKGROUND:
In past fiscal years, the City Council has approved the use of funds for the establishment of the Community Benefits Fund Grant Program. The purpose of the Community Benefits Fund Grant Program is to provide funding for local youth programs, community events, community fee waivers, and be used as an economic development tool for small business development in the City.

For Fiscal Year 2026-27, the City Council has approved the use of $20,000 toward community benefit funded programs and activities.

Various youth and senior program activities have benefited from the Community Benefits Fund including the Foundation of Grand Terrace, the REC Center, several youth sports leagues, and the Friends of the Grand Terrace Library.

Attachment A provides a summary of awarded grants by fiscal year and the recipients of said grants awarded in each fiscal year.

DISCUSSION:

1. Application received from Legacy Regiment Boosters

Legacy Regiment Boosters' mission is to help children at Grand Terrace High School explore their love of music and performing. Our core mission is "no child left behind", so the kids get a true sense of family and inclusion.

Below summarizes the current application submitted by Legacy Regiment Boosters:

Project Title:	Legacy Regiment Fall Season 2026
Project Activity:	Fall Competition season for the marching band and color guard. Registration costs for the competitions the kids perform at and maintain equipment and order costumes as needed.
Public Purpose:	We give a place for the kids to come and practice and perform their music. The kids also perform at Grand Terrace events giving them a real sense of community and contribution. The kids perform an end of season showcase event that is open to friends, family and local community that do not have the opportunity to attend competitions and get to see all that the kids have achieved throughout the season.
Amount Requested:	$2,000.00
Utilization of Funds:	Funds will go towards competition fees, costumes, and equipment as needed. Funds also go towards covering fair share amount for families who cannot donate financially due to hardships.

RECOMMENDATION:

Staff recommends that the City Council:

1. Approve the Community Benefit Fund grant application in the amount of $2,000.00 to Legacy Regiment Boosters.

Upon City Council approval, the applicant will comply with the following, if they have not already done so:

1. Issue the City of Grand Terrace an invoice for the grant amount with receipts;
2. Ensure that the City is mentioned/included as a sponsor in any material advertising the activity or event; and
3. Complete a W-9 form for reporting purposes.

Attached is the application received from Legacy Regiment Boosters.

ENVIRONMENTAL IMPACT:
N/A

FISCAL IMPACT:
Funds in the amount of $20,000.00 have been approved for the program and established in the Community Benefits Fund (Fund 61). If approved, the table below will show the balances of each

category remaining in the fund:

FY2026-27 Community Benefits Fund

Fund No.	Acct. No.	Account Title	Approved Budget	Awarded Grants	Balance as of Aug-2026	Proposed Grant Awards	Revised Balance
61	461-100	Community Grants	$20,000	$0	$20,000	($2,000)	$18,000
		TOTAL	**$20,000**	**$0**	**$20,000**	**($2,000)**	**$18,000**

CITY OF GRAND TERRACE
COMMUNITY BENEFITS FUND (GT-CBF)

ORGANIZATION INFORMATION			
Organization Name:	Grand Terrace Legacy Regiment Fall Season		
Organization Mission:	Help children at GTHS explore their love of music and performing. Our core mission is "no child left behind", so the kids get a true sense of family and inclusion.		
Organization Contact #1:	Name: Steven Martinez	Title: Booster Secretary	
Mailing Address:	22400 Barton Rd #21-529		
City, State, Zip Code	Grand Terrace, CA 92313		
Phone & E-mail:	Phone: (909) 261-3740	E-mail: steven.martinez5206@gmail.com	
Organization Contact #2:	Name: Erica Kumfer	Title: Booster President	
Mailing Address:	22400 Barton Rd #21-529		
City, State, Zip Code	Grand Terrace, CA 92313		
Phone & E-mail:	Phone: (909) 435-7895	E-mail: gtlr.booster.president@gmail.com	
Have you ever applied for funding through the City's Community Benefit FUND (CBH) before?		☒ Yes	☐ No

If yes, please list each time you have applied, the outcome, whether you were granted funding or not, the amount your organization originally requested and the amount approved, if any.

	Purpose of Prior Funding Requests *(if any)*	Request Date	Amount Requested	Amount Approved *(if any)*
1.	Legacy Regiment fall season	Aug 2025	$2,000	$2,000
2.	Winter competition & equipment	Feb 2025	$2,000	$2,000
3.				
4.				
5.				

Date of Application:	August 7, 2026
Requested Amount:	$2,000

CITY OF GRAND TERRACE
COMMUNITY BENEFITS FUND (GT-CBF)

PROJECT INFORMATION				
Project/Activity Title:	Legacy Regiment fall season 2026			
Project/Activity Description (description of event the organization is seeking funding for)	Fall competition season for the marching band and color guard. Registration costs for the competitions the kids perform at and maintain equipment and order costumes as needed.			
Describe how the project/activity is for a public purpose and benefits the residents and or community of Grand Terrace	We give the kids a place to come and practice and perform there music. The kids also perform at Grand Terrace events giving them a real sense of community and contribution. The kids perform an end of season showcase event that is open to friends, family, and local community that do not have the opportunity to attend competitions and get to see all that the kids have achieved throughout the season.			
Project/Activity Target Population:	☒ Youth	☐ Seniors	☐ Women	☐ Low-Income
	☐ Businesses	☐ Disabled Persons	☒ Yes	☐ Entire Community
Project/Activity Date:	August - November 2026			
Location of Project/Activity:	Grand Terrace High School			
Detailed description of how the funds will be utilized.	Funds will go toward competition fees, costumes, and equipment as needed. Funds also go towards covering fair share amount for families who cannot donate financially due to hardships.			
Negative Impact should funding not be approved:	Kids will not be able to showcase the hard work they have put in or be able to compete at competition with their peers. Also run risk of kids with no other place to go of dropping out of program and having nowhere else to go.			

Submit completed application to:

City of Grand Terrace
City Manager's Office
22795 Barton Road
Grand Terrace, CA 92313-5295
Attn: Konrad Bolowich

City of Grand Terrace

Community Benefit Grant Awards

GRANT AWARD HISTORY as of Aug 31, 2026 and Approved & Proposed Applications for Sep 2026

Title	2015-16	2016-17	2017-18	2018-19	2019-20	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	TOTAL TO DATE	2026-27 Proposed in Sep-2026	TOTAL REVISED
YOUTH / SCHOOL ORGANIZATIONS														
Grand Terrace Community Basketball	$ 1,136	$ -	$ -	$ 1,450	$ -	$ -						$ 2,586	$ -	$ 2,586
Grand Terrace High School Football Boosters	-	-	-	2,000	2,000	-						$ 4,000	-	4,000
Grand Terrace High School Legacy Regiment Boosters	-	-	-	2,000	-	-			2,000	2,000		$ 6,000	2,000	8,000
Grand Terrace High School Boys Basketball	-	-	-	-	2,000	-		1,040				$ 3,040	-	3,040
Grand Terrace High School Titan Wrestling Team	-	-	-	-	1,997	-	2,000			2,000		$ 5,997	-	5,997
Grand Terrace HS Titan Wrestling Booster Club									2,000			$ 2,000	-	2,000
Grand Terrace High School Cheer Booster Club	-	-	-	-	-	-	-	2,000	2,000	2,000		$ 6,000	-	6,000
Grand Terrace High School Baseball Booster	-	-	-	-	-	-	-	-	-	2,000		$ 2,000	-	2,000
Grand Terrace Little League	2,000	-	2,000	-	-	-						$ 4,000	-	4,000
Titan Strikers FC	-	-	-	-	-	-	-	-	500	2,000		$ 2,500	2,000	4,500
Grand Terrace Youth Football & Cheer	-	4,000	2,000	-	-	-		2,000		2,000		$ 10,000	-	10,000
Boy Scout Troop 40									2,000	2,000		$ 2,000	-	2,000
Grand Terrace Tribe Baseball Club									2,000			$ 2,000	-	2,000
Terrace View Elementary PTA	1,000	671	1,517	700	-	1,805	1,725	2,000	-			$ 9,418	-	9,418
	$ 4,136	$ 4,671	$ 5,517	$ 6,150	$ 5,997	$ 1,805	$ 3,725	$ 7,040	$ 10,500	$ 14,000		$ 61,541	$ 4,000	$ 65,541
NON-PROFIT / SERVICE ORGANIZATIONS														
American Cancer Society	$ -	$ -	$ 2,000	$ -	$ -	$ -						$ 2,000	$ -	$ 2,000
Drug Alternative Program	-	2,000	-	-	-	-						$ 2,000	-	2,000
Foundation of Grand Terrace	2,350	2,000	1,830	-	-	2,000	2,000	2,000				$ 12,180		12,180
Friends of Grand Terrace Library	3,750	2,000	2,000	4,000	-	-						$ 11,750	-	11,750
Grand Terrace Lions Club	-	620	-	-	-	-						$ 620	-	620
Sheriff's Central Station Explorer Program	-	-	-	2,000	-	-						$ 2,000	-	2,000
The REC Center	2,187	310	-	3,100	-	-						$ 5,597	-	5,597
Grand Terrace Cars & Coffee	-	-	-	-	-	2,000	2,000	1,000				$ 5,000	-	5,000
Christ the Redeemer Catholic Church	-	-	-	-	-	-	310	310				$ 620		620
Grand Terrace Living Word Foursquare Church	-	-	-	-	-	-	2,000	-	1,500			$ 3,500	-	3,500
New City Church	-	-	-	-	-	-	-	2,000				$ 2,000		2,000
Grand Terrace Women's Club	-	-	-	-	-	-	-	-	2,000	2,000		$ 4,000	-	4,000
Grand Terrace Chamber of Commerce									2,000			$ 2,000	-	2,000
Church Of Fire In Christ	-	-	-	-	-	-	-	-	2,000			$ 2,000	-	2,000
Academy of Champions Figure Skating Team									2,000	2,000		$ 2,000	-	2,000
Family Service Association	-	-	-	-	2,000	-	-	-	-			$ 2,000	-	2,000
	$ 8,287	$ 6,930	$ 5,830	$ 9,100	$ 2,000	$ 4,000	$ 6,310	$ 5,310	$ 9,500	$ 4,000		$59,267	$ -	$ 59,267
TOTAL	**$ 12,423**	**$ 11,601**	**$ 11,347**	**$ 15,250**	**$ 7,997**	**$ 5,805**	**$ 10,035**	**$ 12,350**	**$ 20,000**	**$ 18,000**		**$ 120,808**	**$ 4,000**	**$ 124,808**

AGENDA REPORT

MEETING DATE: September 8, 2026

TITLE: Community Benefit Fund Grant Award to the Titan Strikers FC in the Amount of $2,000

PRESENTED BY: Christine Clayton, Finance Director

RECOMMENDATION: **APPROVE THE COMMUNITY BENEFIT FUND GRANT APPLICATION FROM THE TITAN STRIKERS FC IN THE AMOUNT OF $2,000 TO SUPPORT PLAYER REGISTRATION, UNIFORMS AND EQUIPMENT COSTS.**

2030 VISION STATEMENT:
This staff report supports the following City Council Goals:

- Goal #1 - Ensure Our Fiscal Viability, through the continuous monitoring of revenue receipts and expenditure disbursements against approved budget appropriations; and
- Goal #4 – Develop and Implement Successful Partnerships through productive collaboration with community groups, youth programs and senior organizations.

BACKGROUND:
In past fiscal years, the City Council has approved the use of funds for the establishment of the Community Benefits Fund Grant Program. The purpose of the Community Benefits Fund Grant Program is to provide funding for local youth programs, community events, community fee waivers, and be used as an economic development tool for small business development in the City.

For Fiscal Year 2026-27, the City Council has approved the use of $20,000 toward community benefit funded programs and activities.

Various youth and senior program activities have benefited from the Community Benefits Fund including the Foundation of Grand Terrace, the REC Center, several youth sports leagues, and the Friends of the Grand Terrace Library.

Attachment A provides a summary of awarded grants by fiscal year and the recipients of said grants awarded in each fiscal year.

DISCUSSION:

1. Application received from the Titan Strikers FC

The Ttitan Strikers FC's mission is to provide affordable, inclusive youth soccer opportunities in Grand

Terrace that promote physical fitness, skill development, teamwork, discipline, and community connection while reducing financial barriers for local families.

Below summarizes the current application submitted by the Titan Strikers:

Project Title:	Titan Strikers FC Youth Soccer Access & Development Program
Project Activity:	Titan Strikers FC seeks funding to support affordable youth soccer development program for local players in Grand Terrace. The program provides structured practices, volunteer coaching, essential soccer equipment, and need-based participation assistance so children can participate regardless of financial circumstances. Funding will help reduce out-of-pocket costs for local families while promoting physical activity, teamwork, confidence, discipline, and community connection.
Public Purpose:	This project serves a public purpose by expanding access to organized physical activity for Grand Terrace youth, especially children whose families may face financial barriers to club soccer. It supports youth health and well-being, builds skills and confidence, encourages teamwork and positive social connection, and strengthens participation in the local community. The program is designed to be inclusive and affordable so more local children can benefit from structured recreation and development.
Amount Requested:	$2,000
Utilization of Funds:	$1,200 - need-based assistance for required player registration and uniform costs; $500 - shared soccer training equipment such as balls, cones, pinnies, goalkeeper gear, and training aids; $300 - player safety and hydration supplies. Total request: $2,000. Funds will be used only for direct youth program expenses and not for staff compensation or fundraising/competition prizes.

RECOMMENDATION:

Staff recommends that the City Council:

1. Approve the Community Benefit Fund grant application in the amount of $2,000 to the Titan Strikers FC.

Upon City Council approval, the applicant will comply with the following, if they have not already done so:

1. Issue the City of Grand Terrace an invoice for the grant amount including receipts.
2. Ensure that the City is mentioned/included as a sponsor in any material advertising the activity or event.

3. Complete a W-9 form for reporting purposes.

Attached is the application received from the Titan Strikers FC.

ENVIRONMENTAL IMPACT:
N/A

FISCAL IMPACT:
Funds in the amount of $20,000.00 have been approved for the program and established in the Community Benefits Fund (Fund 61). If approved, the table below will show the balances of each category remaining in the fund:

FY2026-27 Community Benefits Fund

Fund No.	Acct. No.	Account Title	Approved Budget	Awarded Grants	Balance as of Aug-2026	Proposed Grant Awards	Revised Balance
61	461-100	Community Grants	$20,000	$0	$20,000	($4,000)	$16,000
		TOTAL	**$20,000**	**$0**	**$20,000**	**($4,000)**	**$16,000**

CITY OF GRAND TERRACE
COMMUNITY BENEFITS FUND (GT-CBF)

ORGANIZATION INFORMATION		
Organization Name:	Titan Strikers FC	
Organization Mission:	To provide affordable, inclusive youth soccer opportunities in Grand Terrace that promote physical fitness, skill development, teamwork, discipline, and community connection while reducing financial barriers for local families.	
Organization Contact #1:	Name: Byron Bolton	Title: Head Coach
Mailing Address:	22400 Barton Rd Ste 21	
City, State, Zip Code	Grand Terrace, CA 92313	
Phone & E-mail:	Phone: 323-552-8262	E-mail:
Organization Contact #2:	Name: Erica Bolton	Title: Team Manager
Mailing Address:	22400 Barton Rd Ste 21	
City, State, Zip Code	Grand Terrace, CA 92313	
Phone & E-mail:	Phone: 310-488-8434	E-mail:

Have you ever applied for funding through the City's Community Benefit FUND (CBH) before?	☐ Yes	☐ No

If yes, please list each time you've applied, the outcome, whether you were granted funding or not, the amount your organization originally requested and the amount approved, if any.

Purpose of Prior Funding Requests *(if any)*	Request Date	Amount Requested	Amount Approved *(if any)*
1. Tournament Fees - FY2024-25	6/2/2025	$500.00	$500.00
2. Tournament Fees & Uniforms FY25-26	5/28/25	$2,000.00	$2,000.00
3.			
4.			
5.			

Date of Application:	August 11, 2026
Requested Amount:	$2,000

CITY OF GRAND TERRACE
COMMUNITY BENEFITS FUND (GT-CBF)

PROJECT INFORMATION				
Project/Activity Title:	Titan Strikers FC Youth Soccer Access & Development Program			
Project/Activity Description (description of event the organization is seeking funding for)	Titan Strikers FC seeks funding to support an affordable youth soccer development program for local 2016-age-group players in Grand Terrace. The program provides structured practices, volunteer coaching, essential soccer equipment, and need-based participation assistance so children can participate regardless of financial circumstances. Funding will help reduce out-of-pocket costs for local families while promoting physical activity, teamwork, confidence, discipline, and community connection.			
Describe how the project/activity is for a public purpose and benefits the residents and or community of Grand Terrace	This project serves a public purpose by expanding access to organized physical activity for Grand Terrace youth, especially children whose families may face financial barriers to club soccer. It supports youth health and well-being, builds skills and confidence, encourages teamwork and positive social connection, and strengthens participation in the local community. The program is designed to be inclusive and affordable so more local children can benefit from structured recreation and development.			
Project/Activity Target Population:	☒ Youth	☐ Seniors	☐ Women	☒ Low-Income
	☐ Businesses	☐ Disabled Persons	☐ Yes	☐ Entire Community
Project/Activity Date:	August 2026 - June 30, 2027			
Location of Project/Activity:	Grand Terrace, CA - local practice and home fields			
Detailed description of how the funds will be utilized.	$1,200 - need-based assistance for required player registration and uniform costs; $500 - shared soccer training equipment such as balls, cones, pinnies, goalkeeper gear, and training aids; $300 - player safety and hydration supplies. Total request: $2,000. Funds will be used only for direct youth program expenses and not for staff compensation or fundraising/competition prizes.			
Negative Impact should funding not be approved:	Without this funding, some local youth may be unable to participate because of registration, uniform, and equipment costs. Families would face higher out-of-pocket expenses, potentially reducing enrollment and limiting access to structured physical activity. The team would also have fewer shared training and safety resources available to support an inclusive youth program.			

Submit completed application to:

City of Grand Terrace
City Manager's Office
22795 Barton Road
Grand Terrace, CA 92313-5295
Attn: Konrad Bolowich

City of Grand Terrace

Community Benefit Grant Awards

GRANT AWARD HISTORY as of Aug 31, 2026 and Approved & Proposed Applications for Sep 2026

Title	2015-16	2016-17	2017-18	2018-19	2019-20	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	TOTAL TO DATE	2026-27 Proposed in Sep-2026	TOTAL REVISED
YOUTH / SCHOOL ORGANIZATIONS														
Grand Terrace Community Basketball	$ 1,136	$ -	$ -	$ 1,450	$ -	$ -						$ 2,586	$ -	$ 2,586
Grand Terrace High School Football Boosters	-	-	-	2,000	2,000	-						$ 4,000	-	4,000
Grand Terrace High School Legacy Regiment Boosters	-	-	-	2,000	-	-			2,000	2,000		$ 6,000	2,000	8,000
Grand Terrace High School Boys Basketball	-	-	-	-	2,000	-		1,040				$ 3,040	-	3,040
Grand Terrace High School Titan Wrestling Team	-	-	-	-	1,997	-	2,000			2,000		$ 5,997	-	5,997
Grand Terrace HS Titan Wrestling Booster Club									2,000			$ 2,000	-	2,000
Grand Terrace High School Cheer Booster Club	-	-	-	-	-	-	-	2,000	2,000	2,000		$ 6,000	-	6,000
Grand Terrace High School Baseball Booster	-	-	-	-	-	-	-	-	-	2,000		$ 2,000	-	2,000
Grand Terrace Little League	2,000	-	2,000	-	-	-						$ 4,000	-	4,000
Titan Strikers FC	-	-	-	-	-	-	-	-	500	2,000		$ 2,500	2,000	4,500
Grand Terrace Youth Football & Cheer	-	4,000	2,000	-	-	-		2,000		2,000		$ 10,000	-	10,000
Boy Scout Troop 40									2,000	2,000		$ 2,000	-	2,000
Grand Terrace Tribe Baseball Club									2,000			$ 2,000	-	2,000
Terrace View Elementary PTA	1,000	671	1,517	700	-	1,805	1,725	2,000	-			$ 9,418	-	9,418
	$ 4,136	$ 4,671	$ 5,517	$ 6,150	$ 5,997	$ 1,805	$ 3,725	$ 7,040	$ 10,500	$ 14,000		$ 61,541	$ 4,000	$ 65,541
NON-PROFIT / SERVICE ORGANIZATIONS														
American Cancer Society	$ -	$ -	$ 2,000	$ -	$ -	$ -						$ 2,000	$ -	$ 2,000
Drug Alternative Program	-	2,000	-	-	-	-						$ 2,000	-	2,000
Foundation of Grand Terrace	2,350	2,000	1,830	-	-	2,000	2,000	2,000				$ 12,180		12,180
Friends of Grand Terrace Library	3,750	2,000	2,000	4,000	-	-						$ 11,750	-	11,750
Grand Terrace Lions Club	-	620	-	-	-	-						$ 620	-	620
Sheriff's Central Station Explorer Program	-	-	-	2,000	-	-						$ 2,000	-	2,000
The REC Center	2,187	310	-	3,100	-	-						$ 5,597	-	5,597
Grand Terrace Cars & Coffee	-	-	-	-	-	2,000	2,000	1,000				$ 5,000	-	5,000
Christ the Redeemer Catholic Church	-	-	-	-	-	-	310	310				$ 620		620
Grand Terrace Living Word Foursquare Church	-	-	-	-	-	-	2,000	-	1,500			$ 3,500	-	3,500
New City Church	-	-	-	-	-	-	-	2,000				$ 2,000		2,000
Grand Terrace Women's Club	-	-	-	-	-	-	-	-	2,000	2,000		$ 4,000	-	4,000
Grand Terrace Chamber of Commerce									2,000			$ 2,000	-	2,000
Church Of Fire In Christ	-	-	-	-	-	-	-	-	2,000			$ 2,000	-	2,000
Academy of Champions Figure Skating Team									2,000	2,000		$ 2,000	-	2,000
Family Service Association	-	-	-	-	2,000	-	-	-	-			$ 2,000	-	2,000
	$ 8,287	$ 6,930	$ 5,830	$ 9,100	$ 2,000	$ 4,000	$ 6,310	$ 5,310	$ 9,500	$ 4,000		$59,267	$ -	$ 59,267
TOTAL	**$ 12,423**	**$ 11,601**	**$ 11,347**	**$ 15,250**	**$ 7,997**	**$ 5,805**	**$ 10,035**	**$ 12,350**	**$ 20,000**	**$ 18,000**		**$ 120,808**	**$ 4,000**	**$ 124,808**

AGENDA REPORT

MEETING DATE: September 8, 2026

TITLE: Adopt a Resolution amending the City Council and Planning Commission Procedures Regarding Written Public Comment

PRESENTED BY: Konrad Bolowich, City Manager

RECOMMENDATION: **STAFF RECOMMENDS THAT THE CITY COUNCIL ADOPT A RESOLUTION AMENDING THE CITY COUNCIL AND PLANNING COMMISSION PROCEDURES REGARDING WRITTEN PUBLIC COMMENT**

2030 VISION STATEMENT:

This item supports Goal #5, Engage in Proactive Communication, of the City's Vision 2030 Strategic Plan by utilizing technology to provide public access to written comments, improving transparency, increasing efficiency in public meetings, and ensuring public input remains available to City Council, Planning Commission and community members.

BACKGROUND:

The City Council and Planning Commission have adopted procedures that govern the conduct of their respective meetings. Under current practice, written public comments submitted by email, mail, or hand delivery may be read aloud into the record by the City Clerk during the applicable public comment period upon the request of the commenter.

As the volume and length of written comments vary from meeting to meeting, reading each comment aloud can significantly extend meeting duration and may result in the repetition of information already available to the City Council and the public in written form.

The City currently distributes meeting agendas and supporting materials electronically through its website, providing public access to agenda packets and associated documents. As a result, written public comments can be made available as part of the meeting materials and maintained as part of the official record.

Staff has reviewed the existing procedures and is presenting proposed revisions to the City Council and Planning Commission Procedures to clarify the processing, distribution, and retention of written public comments received for public meetings.

DISCUSSION:

The proposed amendment would continue to allow members of the public to submit written comments by email, mail, or hand delivery for City Council and Planning Commission meetings. Rather than reading written comments aloud during the meeting, comments received by the established deadline would be compiled and distributed to Council Members or Planning Commissioners and made available to the public as part of the meeting materials.

This approach promotes transparency by ensuring that written comments are publicly available as part of the meeting record while reducing the time required to read lengthy submissions during public meetings.

Many local agencies have adopted similar practices by incorporating written comments into meeting materials rather than reading them aloud, particularly as electronic agenda distribution provides broad public access to meeting documents and supporting materials.

PROPOSED PROCEDURE
Under the proposed amendment:

Written public comments received by 12:00 p.m. on the day of the applicable City Council or Planning Commission meeting, including comments submitted by email, mail, and hand delivery, will be compiled by the City Clerk and distributed to the City Council prior to the meeting.

The City Clerk will no longer read written public comments aloud during the meeting.

Written public comments will continue to be maintained as part of the official meeting record and made available for public review. The proposed amendment continues to provide the public with an opportunity to submit comments for City Council consideration while improving meeting efficiency and ensuring that comments remain accessible to elected officials and the public. Staff recommends approval of the proposed amendment to the City Council and Planning Commission Rules of Procedure to read as follows:

Written public comments received by 12:00 p.m. on the day of the meeting, including comments submitted by email, mail, and hand delivery, will be compiled by the City Clerk and distributed to the City Council or Planning Commission prior to the meeting.

Written public comments received after 12:00 p.m. on the day of the meeting may not be distributed to the City Council or Planning Commission prior to or during the meeting but will be included in the post-agenda packet and made available for public review through the City Clerk's Office and on the City's website.

Written public comments submitted by email, mail, or hand delivery will not be read aloud during the meeting. All public comments received before the close of the meeting will be included in the official record.

Members of the public may continue to provide comments in person during the designated Public Comment period or during the consideration of a specific agenda item.

ENVIRONMENTAL IMPACT:
There is no environmental impact associated with the proposed amendment.

FISCAL IMPACT:
There is no fiscal impact associated with the proposed amendment.

RESOLUTION NO. 2026-xx

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GRAND TERRACE, CALIFORNIA, APPROVING AND ADOPTING REVISED CITY COUNCIL AND PLANNING COMMISSION PROCEDURES

WHEREAS, on August 10, 2006, the City Council adopted City of Grand Terrace City Council Procedures, which provides the governing rules of procedure for its meetings; and

WHEREAS, the City of Grand Terrace City Council Procedures have been revised on occasion, with the last revision occurring on May 13, 2025; and

WHEREAS, on January 12, 2010, the City Council adopted revised City of Grand Terrace Planning Commission Procedures Handbook, which provides the governing rules of procedure of its meetings; and

WHEREAS, the governing rules of procedure are intended to be easily understandable and implemented to ensure the orderly, expeditious, and efficient transaction of City business consistent with the Brown Act (Government Code § 54950 et seq.); and

WHEREAS, the City Council and Planning Commission accept written public comments submitted by email, mail, and hand delivery for their respective meetings. Written comments received prior to the meeting are read aloud into the record by the City Clerk during the applicable public comment period; and

WHEREAS, as the volume and length of written comments vary from meeting to meeting, reading each comment aloud can significantly extend meeting duration and may result in the repetition of information already available to the City Council, Planning Commission, and the public in written form; and

WHEREAS, the City Council wishes to modernize the City's written public comment process by incorporating written comments into meeting materials rather than reading them aloud during meetings, particularly as electronic agenda distribution provides broad public access to meeting documents and supporting materials; and

WHEREAS, the City Council recognizes that this approach promotes transparency by ensuring that written comments are publicly available as part of the meeting record, and promotes efficiency by reducing the time required to read lengthy submissions during City Council and Planning Commission meetings; and

WHEREAS, the City Council desires to approve and adopt a revised version of the City of Grand Terrace City Council Procedures and Planning Commission Procedures Handbook to modify the procedures concerning written public comments for City Council and Planning Commission meetings.

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

SECTION 1. The foregoing recitals are true and correct and are incorporated herein by this reference.

SECTION 2. The City of Grand Terrace Council Procedures Section 5.4 is hereby amended as follows (~~strikethrough~~ represents deleted language while ***bold italics*** represents added language):

> 5.4 **WRITTEN COMMUNICATION** - Unless specifically requested otherwise, the City Manager is authorized to receive and open all mail addressed to the City Council and take any immediate administrative action required between Council meetings, which does not require specific Council action. Any communication requiring Council action will be reported to the Council at the next possible meeting, together with a report and recommendation of the City Manager.
>
> ***Written public comments received by 12:00 p.m. on the day of the City Council meeting, including comments submitted by email, mail, and hand delivery, will be compiled by the City Clerk and distributed to the City Council prior to the meeting. Written public comments received after 12:00 p.m. on the day of the meeting may not be distributed to the City Council prior to or during the meeting but will be included in the post-agenda packet and made available for public review through the City Clerk's Office and on the City's website.***
>
> ***Written public comments submitted by email, mail, or hand delivery will not be read aloud during the meeting. All public comments received before the close of the meeting will be included in the official record.***
>
> ***Members of the public may continue to provide comments in person during the designated Public Comment period or during the consideration of a specific agenda item.***

SECTION 3. The City of Grand Terrace Planning Commission Procedures Handbook Section 5.4 is hereby amended as follows (~~strikethrough~~ represents deleted language while ***bold italics*** represents added language):

> 5.4 **WRITTEN COMMUNICATION** - Unless specifically requested otherwise, the Community and Economic Development Director is authorized to receive and open all mail addressed to the Planning Commission and take any immediate administrative action required between Planning Commission meetings, which does not require specific Commission action. Any communication requiring Commission action will be reported to the Commission at the next possible meeting, together with

a report and recommendation of the Community and Economic Development Director.

Written public comments received by 12:00 p.m. on the day of the Planning Commission meeting, including comments submitted by email, mail, and hand delivery, will be compiled by the Planning Secretary and distributed to the Planning Commission prior to the meeting. Written public comments received after 12:00 p.m. on the day of the meeting may not be distributed to the Planning Commission prior to or during the meeting but will be included in the post-agenda packet and made available for public review through the City Clerk's Office and on the City's website.

Written public comments submitted by email, mail, or hand delivery will not be read aloud during the meeting. All public comments received before the close of the meeting will be included in the official record.

Members of the public may continue to provide comments in person during the designated Public Comment period or during the consideration of a specific agenda item.

SECTION 4. Staff is directed to communicate the adoption of the revised "City of Grand Terrace City Council Procedures" and revised "City of Grand Terrace Planning Commission Procedures" to all City Committees, Boards, and Commissions.

SECTION 5. Staff is directed to post the revised "City of Grand Terrace City Council Procedures" and revised "City of Grand Terrace Planning Commission Procedures" on the City's Website.

SECTION 6. The City Clerk shall certify to the adoption of this resolution, which, shall in turn, have immediate effect.

PASSED, APPROVED AND ADOPTED by the City Council of the City of Grand Terrace, California, at a regular meeting held on the 8th day of September 2026.

_____
Bill Hussey
Mayor

ATTEST:

_____
Daysi Alcocer
City Clerk

APPROVED AS TO FORM:

_____
Adrian Guerra
City Attorney

City of Grand Terrace
Council Procedures

Adopted August 10, 2006

Revised 01/13/2015, 06/25/2019, 05/25/2021, 09/27/2022, 10/10/23, and 5/13/2025

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I

MEETINGS

The **Ralph M. Brown Act**, commencing at Government Code Section 54950 *et seq*., ("Brown Act") governs the meetings of the City Council. Except for very limited circumstances, the Brown Act requires that all City Council meetings be conducted in open session.

1.1 **REGULAR MEETINGS.** The Regular City Council Meetings are held on the second and fourth Tuesday of every month, beginning at 6:00 p.m.

1.2 **ADJOURNED MEETINGS.** Any regular or adjourned meeting may be adjourned to a time, place, and date certain, but not beyond the next regular meeting.

1.3 **SPECIAL MEETINGS.** A special meeting may be called at any time by the Presiding Officer of the legislative body of a local agency, or by a majority of the members of the legislative body, by delivering written notice to each member of the legislative body and to each local newspaper of general circulation and radio or television station requesting notice in writing. The notice shall be delivered personally, by fax or e-mail or by any other means and shall be received at least 24-hours before the time of the meeting as specified in the notice. The call and notice shall specify the time and place of the special meeting and the business to be transacted or discussed. No other business shall be considered at these meetings by the legislative body. The written notice may be dispensed with as to any member who at, or prior to, the time the meeting convenes files with the clerk or secretary of the legislative body a written waiver of notice. The waiver may be given by telegram, fax or e-mail. The written notice may also be dispensed with as to any member who is actually present at the meeting at the time it convenes. The call and notice shall be posted at least 24 hours prior to the special meeting in a location that is freely accessible to members of the public.

1.4 **EMERGENCY MEETINGS.** In the case of an emergency situation involving matters upon which prompt action is necessary due to the disruption or threatened disruption of public facilities, a legislative body may hold an emergency meeting without complying with either the 24-hour notice requirement or the 24-hour posting requirement of Government Code Section 54956, or both of the notice and posting requirements.

1.5 **CLOSED SESSIONS - MATTERS OF DISCUSSION.** Any matter proposed to be considered in closed session must appear on the posted agenda unless added on an emergency basis in the same manner as required for items on the open agenda. Closed session item descriptions shall generally comply with Government Code Section 54954.5. Following the conclusion of closed session, any action taken shall be reported in open session if required by Government Code Section 54957.1. All meetings of the Council shall be open to the public; however, the Council may hold Closed Sessions, from which the public may be excluded, for consideration of the following subjects:

a. Pending litigation;
b. Threatened or anticipated litigation against the local agency;
c. Commencement of litigation;
d. Real estate negotiations;
e. Public Employment; and
f. Labor Negotiations

1.6 **CLOSED SESSIONS - REPORT OF ACTION/STATEMENT OF REASONS.** Any matter proposed to be considered in closed session must appear on the posted agenda unless added on an emergency basis in the same manner as required for items on the open agenda. Closed session item descriptions shall generally comply with Government Code Section 554954.5. Following the conclusion of closed session, any action taken shall be reported in open session if required by Government Code Section 54957.1. Prior to, or after, a Closed Session, the Council shall state the general reason, or reasons, for the Closed Session. The Council may consider only those items covered in the statement.

1.7 **QUORUM.** A majority of the Council (three members) shall be sufficient to conduct business. In the absence of a majority of the Council Members from a regular or adjourned meeting, the City Clerk may declare the meeting adjourned to a stated day and hour.

Motions may be passed by a 2-1 vote if only three Members are present. However, the following matters require a minimum of three affirmative votes:

a. Ordinances (emergency/urgency ordinances require four affirmative votes);
b. Resolutions;
c. Orders for payment of money;
d. Selection of Officers (exclusive of Presiding Officer).

1.8 **MEETING END TIME**. Except as to matters discussed in closed session in compliance with the Brown Act, City Council meetings shall conclude at 10:00 P.M. If the City Council desires to continue after 10:00 P.M., then a motion may be made to extend the meeting after 10:00 P.M., provided that such a motion shall specify the proposed meeting end time and shall require a second (*e.g.*, "I move to extend the meeting end time to 11:00 P.M."). This motion shall require approval of a majority of the City Council members then voting in order to pass.

II

ORDER OF BUSINESS

2.1 **AGENDA.** The order of business of Council meetings will be listed in the Agenda prepared by the City Clerk. The Council will follow the order of business in the prepared Agenda; items of general, or special, interest may be taken out of order by the **Chair** or by a majority vote of the Council.

a. **Consent Calendar**. Consent Calendar items are considered by Council to be routine and noncontroversial and will all be enacted by one motion in the form listed. There will be no separate discussion of these items prior to the time the Council votes on the motion to adopt unless members of the Council, Staff, or the public request specific items be removed from the Consent Calendar for separate action. The Check Register will routinely appear on the Consent Calendar.

Any Council Member may request that an item be removed from the Consent Calendar. Removed items will be heard immediately after approval of the remaining items on the Consent Calendar or later in the meeting. If a Council Member removes an item from the Consent Calendar, then he or she shall have the responsibility to make a motion on the item (e.g., a motion to approve, deny, continue, etc.).

No request for funds from the City may be considered on Consent Calendar.

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

Public Comment shall be placed on the agenda immediately after conducting Roll Call.

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

d. **Public Comment on Agenda Items.** Members of the public will be given an opportunity to address items on the agenda, before action is taken on the items, by filing out a speaker card indicating their desire to speak on a specific agenda item.

e. **City Council Communications**. This section shall be placed at the end of the Council Agenda, but immediately before the “City Manager Communications” section. This is an opportunity for the Mayor and Council Members to report on their activities and the actions of the Committees

upon which they sit and to bring a matter to the attention of the full Council and staff. When a Council Member travels at the City's expense serving as a representative of the City at a committee meeting or conference, the Council Member must provide an update report on that activity at the next Council meeting. Any matter that was considered during the public hearing portion is not appropriate for discussion in this section of the agenda. NO ACTION CAN BE TAKEN AT THIS TIME.

f. **City Manager Communications**. This is an opportunity for the City Manager to make any City-related announcements to the Council and members of the public.

2.2 **REQUESTS FOR FUTURE AGENDA ITEMS BY THE PUBLIC**. Any request to have an item placed on a future agenda must be made in writing and submitted to the City Clerk's office. The City Clerk will provide copies of the request to Council Members prior to the next Council meeting; however, it is the City Manager's, or majority of Council's, discretion whether to place the item on the next regular Agenda.

2.3 **CALL TO ORDER.** The meeting of the Council shall be called to order by the **Chair** or, in his/her absence, the **Vice Chair**. (See Section 3.1 for absence of **Chair** and **Vice Chair**.) In the absence of all Council Members, the City Clerk shall call the meeting to order and declare the same adjourned to a stated day and hour. The meetings will be opened with invocation and the Pledge of Allegiance.

2.4 **ROLL CALL.** A roll call of **Chair** and Council Members will be conducted by the City Clerk, who enters the names of those present and those absent in the Minutes.

2.5 **ABSENCE OF CITY CLERK.** If the City Clerk is absent from a Council meeting, the Deputy City Clerk acts in the Clerk's behalf. If there is no Clerk or Deputy present, the **Chair** shall appoint a Council Member to serve as City Clerk Pro Tempore (Gov't Code § 36804).

2.6 **PREPARATION/APPROVAL OF MINUTES**. It is the City Clerk's responsibility to maintain a record (Minutes) of Council meetings. The Clerk shall have exclusive responsibility for preparation of the Minutes, and any directions for changes in the Minutes may be made only by Council action.

In order to maintain a full and true Minute record, the Minutes shall consist of a clear and concise statement of each and every Council action including motions made and the vote thereon. Items may be included if considered to be particularly relevant or otherwise necessary by the Clerk. Action Minutes will be taken of all City Council meetings (Regular, Special; Emergency) by the City Clerk, or designee. Any Council Member may request a statement be included in the Minutes by indicating "for the record."

The Minutes shall also include hyperlinks to allow access to staff reports, attachments and any presentation materials (*e.g.*, PowerPoint presentations) presented to the City Council.

2.7 **PUBLIC HEARINGS**. It is the policy of the Council to assure that the due process rights of all persons are protected during City hearings. A "quasi-judicial" hearing is a hearing that requires a higher level of procedural due process because of the potential impact on life, liberty or property). Usually, quasi-judicial hearings involve a single parcel of land and apply facts and evidence in the context of existing law. Findings must be stated to explain the evidentiary basis for the Council's decision.

The following procedure is suggested for conducting public hearings in which there is an **applicant** (*e.g.*, land use applications:

a. Chair states the Public Hearing Item.

b. Announcement of any ex parte communications, conflicts of interest, and/or recusals.

c. Staff Presentation and recommendation on the Public Hearing Item.

d. Council asks questions of Staff.

e. Open the Public Hearing.
- **1. Applicant's presentation on the Public Hearing Item.**
- **2. Council asks questions of the Applicant.**
- **3. Public Testimony in favor and against the Public Hearing Item.**
- **4. Applicant's rebuttal.**

f. Close the Public Hearing.

g. Council deliberates on the Public Hearing item.

h. Council votes.

The following procedure is suggested for conducting public hearing in which there is **no applicant** (*e.g.*, a City-initiated change to the Development Code):

a. Chair states the Public Hearing Item.

b. Announcement of any ex parte communications, conflicts of interest, and/or recusals.

c. Staff Presentation and recommendation on the Public Hearing Item.

d. Council asks questions of Staff.

e. Open the Public Hearing to allow public testimony in favor and against the Public Hearing Item.

f. Close the Public Hearing.

g. Council deliberates on the Public Hearing Item.

h. Council votes on the item.

Council Members should also refrain from asking questions or, in any way, interfere with the "public testimony" portion of the Public Hearing section.

2.8 RESOLUTIONS

Resolutions Not Prepared in Advance of a City Council meeting: When a resolution has not been prepared in advance of a City Council meeting, the procedure shall be to instruct the City Attorney to prepare a resolution for presentation at the next Council Meeting.

Urgency Resolutions: In matters of urgency, a resolution may be presented verbally, with specific instructions to the City Attorney and staff for written preparation of the urgency resolution. After the resolution has been verbally stated, the resolution may be adopted by three affirmative votes. Urgency resolutions shall be avoided except when absolutely necessary.

2.9 ORDINANCES

Consent Calendar Agenda Item #1, on the City Council agenda shall waive full reading of all ordinances on the City Council agenda.

Council will approve the introduction, or first reading, of the ordinance, by title only and if approved, the adoption and second reading will be scheduled for the following Council meeting.

The first reading of a proposed ordinance will be placed under the "New Business" or "Public Hearing" sections of the agenda pursuant to applicable law. The second reading of a proposed ordinance will be placed on the Consent Calendar except as otherwise required by applicable law.

With the exception of urgency (emergency) ordinances, no ordinance shall be adopted by the Council on the date of introduction, nor within five days thereafter, nor at any time other than a regular or adjourned regular meeting. An ordinance must be adopted, at its second reading, by at least three affirmative votes, and becomes effective 30 days thereafter (an urgency ordinance requires a minimum of four affirmative votes and becomes effective immediately, Ref: Sec. 2.10).

If an ordinance is altered after first reading, a motion for an amended first reading

is required. The ordinance shall not be considered for adoption until five days thereafter. Correction of a typographical or clerical error does not constitute alteration of the ordinance.

2.10 **URGENCY ORDINANCES (EMERGENCY).** An ordinance which is necessary to go into effect immediately and requires a four-fifths vote to do so. It is required, however, to be on the regular posted City Council agenda.

2.11 **CONSIDERATION OF ITEMS NOT ON THE CITY COUNCIL AGENDA.** No matters, other than those appearing on the Agenda, will be acted upon by the City Council, except matters which are deemed to be of an emergency nature requiring action prior to the next regular meeting and which arose after the posting of the Agenda. Adding such items requires a four-fifths vote of the City Council.

2.12 **ADJOURNMENT.** Adjournment of the meeting to the next regular meeting does not require a motion. A motion is required to adjourn a meeting to an adjourned meeting specifying the date, time, and place of said adjourned meeting.

III

PRESIDING OFFICER

3.1 **PRESIDING OFFICER.** The **Chair** shall be the Presiding Officer at all meetings of the Council. In the absence of the **Chair**, the **Vice Chair** shall preside. In the absence of both the **Chair and Vice Chair**, the Council shall elect a temporary Presiding Officer to serve until the arrival of the **Chair** or **Vice Chair**, or until adjournment.

The terms "Presiding Officer," "Mayor," and "Chair" shall be used interchangeably within this manual.

3.2 **PARTICIPATION OF PRESIDING OFFICER.** The Presiding Officer is, primarily, responsible for the conduct of the meeting; may move, second, and debate from the Chair, subject only to such limitations of debate as are imposed on all Council Members; and shall not be deprived of any such rights and privileges.

3.3 **QUESTION (MOTION) TO BE STATED.** The Presiding Officer shall verbally restate each motion immediately prior to calling for the vote. Following the vote, the City Clerk shall announce whether the motion carried or was defeated. In cases where the action of the Council may be unclear for those in the audience, the **Chair** shall summarize the action of the Council before proceeding to the next item of business.

3.4 **SIGNING OF DOCUMENT.** Subject to Council policy, the **Chair** shall sign ordinances, resolutions, and contracts approved by the Council at meetings at which he/she is in attendance. In the event of his/her absence, the **Vice Chair**

shall sign all such documents approved and adopted by Council.

3.5 **MAINTENANCE OF ORDER.** The **Chair** is responsible for the maintenance of order and decorum at all times. No person shall be allowed to speak who has not first been recognized by the Chair. All questions and remarks shall be addressed to the Chair.

3.6 **AUTHORITY TO SIGN LETTERS OF SUPPORT.** The Mayor is authorized to respond to requests for support by the League of California Cities, the California Joint Powers Insurance Authority, a legislative office, and various private business entities relating to the respective organization's position on legislation before the State legislature or the voters by signing a letter in support on behalf of the City Council, without a formal vote of the City Council. Prior to signing the aforementioned letter of support, the request for support from League of California Cities, the California Joint Powers Insurance Authority, a legislative office, and/or private business entity shall be distributed to all members of the City Council. Unless the Mayor or City Manager receives a request from a Council member to place the request for support on a council agenda within seventy-two hours of the aforementioned documents being sent, the Mayor may sign the requested letter of support and cause it to be returned to the League of California Cities, the California Joint Powers Insurance Authority, the legislative office, and/or private business entity.

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

IV

RULES, DECORUM, AND ORDER

4.1 **POINTS OF ORDER.** The Presiding Officer shall determine all Points of Order subject to the right of any Council Member to appeal to the Council. If any appeal is taken, the question shall be in the following form: "Shall the decision of the Presiding Officer be sustained?" In this event, a majority vote shall govern and conclusively determine such question of order.

4.2 **DECORUM AND ORDER – COUNCIL MEMBERS**

1. Every Council Member desiring to speak shall address the Presiding Officer and, upon recognition by the Presiding Officer, shall confine himself/herself to the question under debate.

2. Every Council Member desiring to question the administrative staff shall address questions to the City Manager or City Attorney, who shall be entitled to either answer the inquiry or designate a member of staff for that purpose.
3. A Council Member who is recognized to speak by the Presiding Officer shall not be interrupted except in the following circumstances: (i) a point of order is raised by another Council Member; or (ii) the recognized Council Member yields to questions from another Council Member.
4. A Council Member who is called to order while speaking shall cease speaking until the question of order is determined. If ruled to be not in order, the Council Member shall remain silent or shall alter the remarks so as to comply with rules of the Council.
5. The **Chair** and Council Members shall accord the utmost courtesy to each other, to City employees, and to the public appearing before the Council and shall refrain at all times from rude and derogatory remarks, reflections as to integrity, abusive comments, and statements as to motives and personalities.
6. Any Council Member may move to require the **Chair** to enforce the rules, and the affirmative vote of a majority of the Council shall require the **Chair** to so act.

4.3 **DECORUM AND ORDER – EMPLOYEES.** Members of the Administrative staff and employees of the City shall observe the same rules of procedure and decorum applicable to members of the Council. The City Manager shall ensure that all City Employees observe such decorum.

Any Staff member, including the City Manager, desiring to address the Council shall first be recognized by the Chair. All remarks shall be addressed to the Chair, and not to anyone individual Council Member or public member.

4.4 **DECORUM AND ORDER – PUBLIC.** The City Council, elected by the public, must be free to discuss issues confronting the City in an orderly environment.

a. Any member of the public who engages in disorderly behavior that actually disrupts, disturbs or otherwise impedes the orderly conduct of any City Council meeting shall, upon an order by the Presiding Officer or a majority of the City Council, be barred from further audience before the City Council during that meeting, pursuant to the provisions of subsection (c), below.

b. Disorderly behavior under subsection (a) may include, but is not limited to, the following:

1. Speaking without being recognized by the Presiding Officer.
2. Continuing to speak after the allotted time has expired.
3. Speaking on an item at a time not designated for discussion by the public of that item.
4. Throwing objects.
5. Clapping, booing, or making any other noises that disrupt the meeting.
6. Speaking on an issue that is not within the jurisdiction of the City Council.
7. Attempting to engage the audience rather than the City Council.
8. Refusing to modify conduct after being advised by the Presiding Officer that the conduct is disrupting the meeting or disobeying any other lawful order of the Presiding Officer or a majority of the City Council

c. Enforcement. The rules of conduct while addressing the City Council set forth above shall be enforced in the following manner:

1. Call to order and warning to desist. Whenever practicable, the Presiding Officer or a majority of the City Council shall give a warning to the person who is breaching the rules of conduct to be orderly and to comply with the rules of conduct hereunder. Such a warning shall articulate the rule of conduct being violated and the manner in which the person must comply.

   A warning shall not be necessary when it would not be effective under the circumstances, including when, but not limited to, the disturbance is such that the warning cannot be heard above the noise, or the conduct of the person or persons constitutes an immediate threat to public safety, such as the throwing of objects or specific threats of harm and the apparent, present ability to carry out such threats. A warning shall also not be necessary when an individual violates the rules of conduct more than once during a Council meeting, or continuously violates the rules of conduct Council meeting after Council meeting.

2. Order barring person from meeting. A person who engages in disorderly behavior shall be barred from the remainder of that council meeting by the Presiding Officer or a majority of the City Council when that person: (i) continues the disorderly behavior after receiving a warning pursuant to subsection (c)(1); (ii) ceases the disorderly behavior upon receiving a warning pursuant to subsection (c)(1), but later in the same council meeting resumes such disorderly behavior; or (iii) engages in disorderly behavior and no warning is practicable under the circumstances, pursuant to subsection (c)(1).

   The continuation of disorderly behavior after receiving a warning, repeated disorderly behavior during a Council meeting, disorderly behavior at Council meeting after Council meeting, or disorderly behavior that is so significant that a warning cannot be given,

constitutes the type of behavior that actually disrupts, disturbs or otherwise impedes the orderly conduct of a City Council meeting.

3. Removal. If the person barred from the meeting does not voluntarily remove him/herself upon being instructed to do so by the Presiding Officer or a majority of the City Council, the Presiding Officer or the majority of the City Council may direct the sergeant-at-arms to remove that person from the Council Chamber.

4.5 **PERSONAL INTEREST** - No Council Members prevented from voting by legal conflict of interest shall remain at the Council dais during the debate and vote on any such matter. In the event of such conflict, the Council Members shall state for the record the basis for the conflict of interest and leave the Council dais prior to the commencement of discussion of the issue.

4.6 **LIMITATION OF DEBATE** - No Council Member shall be allowed to speak more than once upon anyone subject until every other Council Member choosing to speak has spoken. Merely asking a question or making a suggestion is not considered as speaking.

4.7 **DISSENT AND PROTEST** - Any Council Member shall have the right to express dissent from, or protest to, any action of the Council and request that the reason be entered into the Minutes.

4.8 **PROCEDURES AND RULES** - In a rule to govern a point of procedure, Rosenberg's Rules of Order shall govern, unless there is a conflict between the rules set forth herein in Sections 1.1 through 7.4, at which point Sections 1.1 through 7.4 shall govern.

4.9 **SERGEANT AT ARMS** – The assigned Deputy of the San Bernardino County Sheriff's Department who attends the City Council Meeting is designated the Sergeant of Arms.

4.10 **MEETING DISRUPTIONS** – In the event that there is a disruption that results in the Council not being able to conduct its business, the Chair may immediately recess the meeting for a defined period of time. In the event that the disruption continues in a manner that prevents the Council from conducting its business after reconvening, then the Chair may order the Sergeant-at-Arms to remove the disruptive members of the public from the Council Chambers.

4.11 **ENFORCEMENT** – In order for the public to maintain a reasonable modicum of reliance upon the rules and regulations of a civil administration whose purpose it is to provide necessary services and protect the freedom of the governed, it is necessary for elected and appointed representatives to conduct the public business in accordance with established oaths, protocols, standards, policies, rules, resolutions, and laws. While ordered discussion and debate is a necessary product of communication between the public and their representatives to ensure

the needs of the community are properly served, no real purpose may be served in an atmosphere of chaos. Therefore, the violation of civil administration, albeit the nature of which is largely self-enforced, must carry certain consequences to remind parties that disorder contravenes progress and the fruit that proper behavioral procedure yields.

a. For the purposes of this Section 4.11, the following definitions apply unless context dictates otherwise:

"**Legislative Body**" shall mean the City Council, its boards, commissions, and committees as applicable.

"**Member**" shall mean a member of the Legislative Body as applicable.

b. **Oath of Office**

Tradition dictates the espousal of certain conventions that bear historical and moral significance in the hearts of generations. Oaths are intended to impress upon the mind of the swearer a sense of gravity appurtenant to vesting oneself in selfless service for the benefit of others. The following Oath of Office is consistent with that provided under Article XX of the California Constitution and is in similar form to that which has been voiced since the First United States Congress of 1789, and fulfills the spirit of Article VI of the United States Constitution and the Judiciary Act of 1789.

> "I, _____, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter, so help me God."

The phrase "so help me God" in the above shall be optional. Failure to state the phrase "so help me God" shall not affect an individual's ability to hold office.

c. **Acceptable Code of Conduct**

Incident to the Oath of Office is an Acceptable Code of Conduct, because to simply swear to defend is insufficient. A Member cannot be responsible for that which he or she is not aware. Cohesive conduct and order among Members are necessary elements of parliamentary procedure when conducting public business. When conducting business under color of authority, or representing their Legislative Body in general, Members shall comply with the Acceptable Code of Conduct which requires Members to do the following:

1. Read and examine the agenda, agenda packet materials, appurtenant reference documents, and exhibits in preparation for the public

meeting.

2. Respect the order of the agenda and meeting format.

3. Perform to the best of my ability to represent the interests of his or her constituents.

4. Maintain an impartial and open mind throughout the process.

5. Recuse himself or herself in the event of conflicts of interest.

6. Contribute his or her best effort to maintain order and foster trust.

7. Speak in restrained tones to encourage civility.
8. Address a topic only when granted the floor by the Chair.

9. Restrict his or her comments to the subject at hand.

10. Avoid discussion on topics that have not been noticed on the agenda.

11. Exercise common courtesy and decorum when dealing with fellow Members, City staff, and the general public.

12. Avoid bullying, pursing personal attacks, engaging in character assassination, or indulging in verbal insults against his or her colleagues, staff or the public.

13. Support freedom of expression that is absent disruptive intent.

14. Attend all necessary meetings and workshops.

15. Provide proper advance notice in the event of an emergency that might affect his or her ability to attend meetings.

16. Foster participation in the process, facilitate discussion, and promote good decision making.

17. Form a basic understanding of correct parliamentary procedure and operate subject to the premise that the majority rules.

18. Proceed efficiently, fairly, and effectively.

19. Respect the chain of authority and refuse to circumvent the City Manager.

20. Comply with all laws, including the laws of the City of Grand Terrace.

d. **Censure of Legislative Body Members**

1. General

A violation of any condition of office as specified within the Oath of Office, the Acceptable Code of Conduct, or established protocols, standards, policies, rules, resolutions, and laws, by any sitting Member, shall constitute grounds for progressively stronger admonishment, ultimately leading to public censure by the City Council.

However, it should be noted that the aim of admonishment is not punitive. The aim of admonishment is to enable good people to pause and reflect. Therefore, a Member may not be made the subject of a motion for censure vote without first being given notice of the violation and an opportunity to correct the violation, if it can reasonably be corrected. For the purposes of participation in local governance, one must assume the best in each other, and a common foundation constitutes the best path to civil and productive discourse. In order to model unity, as well as civility, Members should treat each other and members of the public with dignity and respect.

2. Who May file a Statement of Charges

A sitting City Council member may initiate corrective action regarding the behavior of a fellow sitting City Council member by initiating the censure process described in this Section 4.11.

Furthermore, a sitting City Council member may initiate corrective action by the censure process described in this Section 4.11 against any sitting member of any City board, commission, or committee. For example, a sitting City Council member may initiate corrective action against a sitting member of the City's Planning Commission/Site and Architectural Review Board. However, members of City boards, commissions, or committees may not initiate any corrective action pursuant to this Section X against any City Council members, because such boards, commission, and committees are subordinate to the City Council.

3. Censure Procedure

Procedures. Censure of a Member shall proceed as follows:

(i) Opportunity to Correct. To initiate the process, a charging Member shall first provide a charged Member notice of the alleged violation. The charged Member shall be provided an opportunity to correct such alleged violation, if it can reasonably be corrected.

(ii) Statement of Charges. If the charged Member does not correct the alleged violation, then a Statement of Charges shall be prepared and delivered by the charging Member to the charged

Member, with a conformed copy delivered concurrently to the City Clerk and other Members. The charging Member shall also concurrently provide a proof of service of the Statement of Charges to the charged Member, the City Clerk, and other Members. In the case of a City Council member delivering a Statement of Charges to a Member of a City board, commission, or committee, then such Statement of Charges and proof of service shall be delivered to the charged Member, the City Clerk, other City Council members, and other members of the relevant board, commission, or committee. A proper Statement of Charges shall be served as provided above a minimum of 10 days prior to the meeting when the motion for censure shall be made, and shall include:

A. The specifics of the violation (including the rule, regulation, law, etc. that was violated), and

B. A statement of the date, place, and time of the occurrence, and

C. A description of the unsatisfactory behavior.

(iii) Response to Statement of Charges. The charged Member may respond to the Statement of Charges in writing within seven (7) days after delivery of the Statement of Charges by delivering it to the charging Member, with a conformed copy delivered concurrently to the City Clerk and other Members. The charged Member shall also concurrently provide a proof of service of the Response to Statement of Charges to the charging Member, City Clerk and other Members. In the case of a City Council member delivering a Statement of Charges to a Member of a City board, commission, or committee, then such response and proof of service shall be delivered to the charging Member, the City Clerk, other City Council members, and other members of the relevant board, commission, or committee. The charged Member may also choose to defer a written response in favor of a verbal response at the hearing on the motion for censure. Nothing herein shall prevent a charged Member to respond both in writing and at the hearing on the motion for censure.

(iv) Hearing of Motion for Censure. The motion for censure shall be heard at the first regular meeting of the City Council ten (10) days after the Statement of Charges is served upon the charged Member and City Clerk. A continuance is allowed only if any City Council member is absent. The hearing shall adhere to the following the general process:

A The Chair (or, if absent or is the charged Member, then

the Vice Chair) shall conduct the hearing in open session.

B The charging Member shall read the Statement of Charges and may present witnesses and evidence.

C The charged Member may rebut and may present witnesses and evidence.

D Members of the public may comment on the Statement of Charges and any witnesses and evidence presented.

E The remaining City Council members may address/comment on the charges.

F A motion for censure may be made.

G The City Council deliberates on the motion for censure and votes on the same.

Motion for Censure - Consideration and Passage. Motion for censure passage requires a majority vote of the City Council in open session. If the Statement of Charges includes multiple charges, then the City Council may consider and vote upon each charge individually. If the motion for censure or a particular charge fails to obtain a majority vote, no new motion on the same grounds may be commenced against the same Member for a period of one (1) year.

If the motion for censure passes, then the motion for censure and Statement of Charges shall become a part of the public record and record of proceedings. The motion for censure and Statement of Charges shall be disclosable pursuant to the California Public Records Act.

Request for Defense or Indemnification. When evaluating a request for defense or indemnification made by a censured Member in litigation arising from the censured conduct, the record of the censure shall be considered by the City Council, but shall not be determinative. Failure of the City Council to censure the conduct of a Member does not constitute waiver of the City Council's right to refuse to indemnify or defend the Member in an action.

4. Grounds for Censure

The basis for a motion of censure under this Section 4.11 may include, but are not limited to, the following acts by a Member:

(i) Serial unexcused absences of three or more from his or her regular Legislative Body meetings.

(ii) Violating laws and regulations relating to conflicts of interest.

(iii) Actions taken against established Legislative Body policy or the Grand Terrace 2030 Vision (as may be amended).

(iv) Harassment.

(v) Creating a hostile work environment.

(vi) Any violation of federal, State, or local laws, rules, regulations, or ordinances, including applicable laws relating to conflict of interest and any City laws, rules, regulations, or ordinances.

(vii) Violation of the Acceptable Code of Conduct or the Oath of Office.

e. **Removal from Office**

1. City Council

While City Council members may censure one another as provided above, the City Council may not remove a sitting Council Member from office. State law provides the sole mechanisms for removal from office for City Council members. These include:

(i) A Recall Petition submitted by members of the public pursuant to Cal Const. Art II, §19 and Elections Code Sections 11000-11386.

(ii) The seat becomes vacant pursuant to Government Code Section 1770.

(iii) Quo Warranto proceedings pursuant to Code of Civil Procedure Section 803 brought or authorized by the Attorney General to challenge the right to hold a particular office (this can work in tandem with Government Code Section 1770).

(iv) Removal proceedings pursuant to Government Code Section 3060 for certain kinds of misconduct (initiated by grand jury/district attorney).

2. Appointed Members of City Boards, Commissions, and Committees

Members of City boards, commissions, and committees who are appointed by the City Council serve at the pleasure of the City Council and may be removed at any time, with or without cause, by the City Council. Without limitation, the City Council may use any of the Grounds for Censure (including violations of the Acceptable Code of Conduct) set forth above as a basis for removal with cause.

V

ADDRESSING THE COUNCIL

5.1 **MANNER OF ADDRESSING THE COUNCIL** - Any person desiring to address the Council shall fill out a request to speak form and wait to be recognized by the **Chair**, and after being recognized shall proceed to the podium, or microphone. Such persons are requested to state for the record his or her name and address. Remarks are to be limited to the subject under discussion.

5.2 **TIME LIMITATION** - Any public member addressing the Council shall limit his or her address to three (3) minutes. The **Chair** or a Council Member may move to extend the time limitation which shall be extended upon a majority vote of the Council. When any group of persons wishes to address the Council on the same subject matter, it shall be proper for the **Chair** to request that a **spokesperson** be chosen to represent the group, so as to avoid unnecessary repetition. A speaker may not yield time to another speaker.

5.3 **ADDRESSING THE COUNCIL AFTER MOTION IS MADE** - After a motion has been made, no person shall address the Council without securing permission by a majority consensus of the Council.

5.4 **WRITTEN COMMUNICATION** - Unless specifically requested otherwise, the City Manager is authorized to receive and open all mail addressed to the City Council and take any immediate administrative action required between Council meetings, which does not require specific Council action. Any communication requiring Council action will be reported to the Council at the next possible meeting, together with a report and recommendation of the City Manager.

VI

MOTIONS

6.1 **GENERAL PROCEDURE OF ACTING ON AGENDA ITEMS** – The following procedure is suggested for Council's consideration non-Public Hearing Agenda Items:

a. Chair states the Item to be considered.

b. Announcement of any ex parte communications, conflicts of interest, and/or recusals.

c. Staff Presentation and recommendation on the Item.

d. Council asks questions/clarifications of Staff.

e. Open Public Comments for the Item.

f. Close Public Comments for the Item.

g. At Council's direction, City Manager and/or Staff respond to any questions from Public Comment.

h. Chair asks, "Do I have a motion?"

i. If a motion is made, Chair asks "Do I have a second?"

j. If there is a motion and a second, then Council proceeds with deliberation.

k. After deliberation, the Council votes on the item.

6.2 **PROCESSING OF MOTIONS** - When a motion is made and seconded, it shall be restated by the Presiding Officer before debate. A motion shall not be withdrawn by the mover without the consent of the Council Member seconding it and the approval of Council.

6.3 **DIVISION OF MOTION** - If a motion contains two or more divisible propositions, the **Chair** may, and upon request of a Council Member shall (unless appealed by another Council Member), divide the motion.

6.4 **ORDER OF MOTIONS** - When multiple motions are before the body, the last motion is voted on first.

Non-Debatable Motions:

a. Adjourn,
b. Recess
c. Fix the time to adjourn

Super Majority Votes: (2/3 vote required)

a. Limit debate
b. Close nominations
c. Object to the consideration of an item
d. Suspend the rules
e. Reconsider – *(A member of the majority of the previous vote must motion at the same or next meeting.)*

6.5 **PARTICULAR MOTIONS, PURPOSE, AND CRITERIA**

1. **Motion to Adjourn:**
Purpose - To terminate a meeting.

Debatable or Amendable - No, except a motion to adjourn to another time is debatable and amendable as to the time to which the meeting is to be

2. **Motion to Refer to Commission, Committee, or Staff:**
Purpose - To refer the question before the Council to a commission, committee, or to the City Staff for the purpose of investigating or studying the proposal and to make a report back to the Council.

If the motion fails, discussion or vote on the question resumes.

Debatable or Amendable -Yes.

3. **Motion to Amend:**
Purpose - To modify or change a motion that is being considered by the Council so it will express more satisfactorily the will of the members. If there are two amendments, the second amendment is voted upon first if it carries, it automatically cancels the first amendment, and the vote is taken on the amended motion. An amendment motion relating to a different matter shall not be in order.

Debatable or Amendable - Yes.

4. **Postpone Indefinitely:**
Purpose - To prevent further discussion and voting on the main motion. If the motion fails, discussion and voting on the main motion resumes. If it passes, the subject of main motion shall not be brought up again for the remainder of the meeting.

Debatable or Amendable - It is debatable but not amendable.

5. **Main Motion:**
Purpose - The primary proposal or question before the Council for discussion and decision. Debatable or Amendable - Yes.

VII

VOTING

7.1 **VOTING PROCEDURE** - Motions will be adopted by either electronic voting system, voice or roll call vote. The results of the vote shall be entered in full in the minutes.

7.2 **VOTING** - Every ordinance, resolution, and payment of money requires three affirmative votes. Emergency ordinances require four affirmative votes. Unless otherwise required by law, all other actions of the Council require a majority vote of the Council Members present.

7.3 **FAILURE TO VOTE** - Every Council Member should vote unless disqualified for a personal conflict of interest.

Self-disqualification, without cause, which results in a tie vote shall be avoided; but no Council Member shall be forced to vote. A Council Member who abstains shall, in effect, consent that a majority of the quorum may act for him or her. Tie votes shall be lost motions and may be reconsidered.

7.4 **RECONSIDERATION** - After motion and vote by the Council, such action may be reconsidered or rescinded only in the following manner:

Reconsideration:
A motion to set aside a vote (to reconsider) on a main motion shall always be in order at the same meeting or at the next regular Council meeting following the action. The motion can be made by any Council Member who voted affirmatively on the matter. If the motion to reconsider passes, the effect thereof is to overrule and cancel the prior action and rehear the original subject.

Lost Motion:
A lost motion is one that fails to receive the necessary number of votes to carry. Tie votes result in a lost motion. A tie vote which has resulted from there being present less than a full Council shall be automatically reconsidered at the next Council meeting at which all members are present. Lost motions may be renewed at any subsequent Council meeting. To revive a lost motion at the same meeting, the proper action is a motion to reconsider (discussed above).

Rosenberg's Rules of Order

REVISED 2011

Simple Rules of Parliamentary Procedure for the 21st Century

By Judge Dave Rosenberg

Introduction

The rules of procedure at meetings should be simple enough for most people to understand. Unfortunately, that has not always been the case. Virtually all clubs, associations, boards, councils and bodies follow a set of rules — *Robert's Rules of Order* — which are embodied in a small, but complex, book. Virtually no one I know has actually read this book cover to cover. Worse yet, the book was written for another time and for another purpose. If one is chairing or running a parliament, then *Robert's Rules of Order* is a dandy and quite useful handbook for procedure in that complex setting. On the other hand, if one is running a meeting of say, a five-member body with a few members of the public in attendance, a simplified version of the rules of parliamentary procedure is in order.

Hence, the birth of *Rosenberg's Rules of Order*.

What follows is my version of the rules of parliamentary procedure, based on my decades of experience chairing meetings in state and local government. These rules have been simplified for the smaller bodies we chair or in which we participate, slimmed down for the 21st Century, yet retaining the basic tenets of order to which we have grown accustomed. Interestingly enough, *Rosenberg's Rules* has found a welcoming audience. Hundreds of cities, counties, special districts, committees, boards, commissions, neighborhood associations and private corporations and companies have adopted *Rosenberg's Rules* in lieu of *Robert's Rules* because they have found them practical, logical, simple, easy to learn and user friendly.

This treatise on modern parliamentary procedure is built on a foundation supported by the following four pillars:

1. **Rules should establish order.** The first purpose of rules of parliamentary procedure is to establish a framework for the orderly conduct of meetings.
2. **Rules should be clear.** Simple rules lead to wider understanding and participation. Complex rules create two classes: those who understand and participate; and those who do not fully understand and do not fully participate.
3. **Rules should be user friendly.** That is, the rules must be simple enough that the public is invited into the body and feels that it has participated in the process.
4. **Rules should enforce the will of the majority while protecting the rights of the minority.** The ultimate purpose of rules of procedure is to encourage discussion and to facilitate decision making by the body. In a democracy, majority rules. The rules must enable the majority to express itself and fashion a result, while permitting the minority to also express itself, but not dominate, while fully participating in the process.

Establishing a Quorum

The starting point for a meeting is the establishment of a quorum. A quorum is defined as the minimum number of members of the body who must be present at a meeting for business to be legally transacted. The default rule is that a quorum is one more than half the body. For example, in a five-member body a quorum is three. When the body has three members present, it can legally transact business. If the body has less than a quorum of members present, it cannot legally transact business. And even if the body has a quorum to begin the meeting, the body can lose the quorum during the meeting when a member departs (or even when a member leaves the dais). When that occurs, the body loses its ability to transact business until and unless a quorum is reestablished.

The default rule, identified above, however, gives way to a specific rule of the body that establishes a quorum. For example, the rules of a particular five-member body may indicate that a quorum is four members for that particular body. The body must follow the rules it has established for its quorum. In the absence of such a specific rule, the quorum is one more than half the members of the body.

The Role of the Chair

While all members of the body should know and understand the rules of parliamentary procedure, it is the chair of the body who is charged with applying the rules of conduct of the meeting. The chair should be well versed in those rules. For all intents and purposes, the chair makes the final ruling on the rules every time the chair states an action. In fact, all decisions by the chair are final unless overruled by the body itself.

Since the chair runs the conduct of the meeting, it is usual courtesy for the chair to play a less active role in the debate and discussion than other members of the body. This does not mean that the chair should not participate in the debate or discussion. To the contrary, as a member of the body, the chair has the full right to participate in the debate, discussion and decision-making of the body. What the chair should do, however, is strive to be the last to speak at the discussion and debate stage. The chair should not make or second a motion unless the chair is convinced that no other member of the body will do so at that point in time.

The Basic Format for an Agenda Item Discussion

Formal meetings normally have a written, often published agenda. Informal meetings may have only an oral or understood agenda. In either case, the meeting is governed by the agenda and the agenda constitutes the body's agreed-upon roadmap for the meeting. Each agenda item can be handled by the chair in the following basic format:

First, the chair should clearly announce the agenda item number and should clearly state what the agenda item subject is. The chair should then announce the format (which follows) that will be followed in considering the agenda item.

Second, following that agenda format, the chair should invite the appropriate person or persons to report on the item, including any recommendation that they might have. The appropriate person or persons may be the chair, a member of the body, a staff person, or a committee chair charged with providing input on the agenda item.

Third, the chair should ask members of the body if they have any technical questions of clarification. At this point, members of the body may ask clarifying questions to the person or persons who reported on the item, and that person or persons should be given time to respond.

Fourth, the chair should invite public comments, or if appropriate at a formal meeting, should open the public meeting for public input. If numerous members of the public indicate a desire to speak to the subject, the chair may limit the time of public speakers. At the conclusion of the public comments, the chair should announce that public input has concluded (or the public hearing, as the case may be, is closed).

Fifth, the chair should invite a motion. The chair should announce the name of the member of the body who makes the motion.

Sixth, the chair should determine if any member of the body wishes to second the motion. The chair should announce the name of the member of the body who seconds the motion. It is normally good practice for a motion to require a second before proceeding to ensure that it is not just one member of the body who is interested in a particular approach. However, a second is not an absolute requirement, and the chair can proceed with consideration and vote on a motion even when there is no second. This is a matter left to the discretion of the chair.

Seventh, if the motion is made and seconded, the chair should make sure everyone understands the motion.

This is done in one of three ways:

1. The chair can ask the maker of the motion to repeat it;
2. The chair can repeat the motion; or
3. The chair can ask the secretary or the clerk of the body to repeat the motion.

Eighth, the chair should now invite discussion of the motion by the body. If there is no desired discussion, or after the discussion has ended, the chair should announce that the body will vote on the motion. If there has been no discussion or very brief discussion, then the vote on the motion should proceed immediately and there is no need to repeat the motion. If there has been substantial discussion, then it is normally best to make sure everyone understands the motion by repeating it.

Ninth, the chair takes a vote. Simply asking for the "ayes" and then asking for the "nays" normally does this. If members of the body do not vote, then they "abstain." Unless the rules of the body provide otherwise (or unless a super majority is required as delineated later in these rules), then a simple majority (as defined in law or the rules of the body as delineated later in these rules) determines whether the motion passes or is defeated.

Tenth, the chair should announce the result of the vote and what action (if any) the body has taken. In announcing the result, the chair should indicate the names of the members of the body, if any, who voted in the minority on the motion. This announcement might take the following form: "The motion passes by a vote of 3-2, with Smith and Jones dissenting. We have passed the motion requiring a 10-day notice for all future meetings of this body."

Motions in General

Motions are the vehicles for decision making by a body. It is usually best to have a motion before the body prior to commencing discussion of an agenda item. This helps the body focus.

Motions are made in a simple two-step process. First, the chair should recognize the member of the body. Second, the member of the body makes a motion by preceding the member's desired approach with the words "I move . . . "

A typical motion might be: "I move that we give a 10-day notice in the future for all our meetings."

The chair usually initiates the motion in one of three ways:

1. **Inviting the members of the body to make a motion,** for example, "A motion at this time would be in order."
2. **Suggesting a motion to the members of the body,** "A motion would be in order that we give a 10-day notice in the future for all our meetings."
3. **Making the motion.** As noted, the chair has every right as a member of the body to make a motion, but should normally do so only if the chair wishes to make a motion on an item but is convinced that no other member of the body is willing to step forward to do so at a particular time.

The Three Basic Motions

There are three motions that are the most common and recur often at meetings:

The basic motion. The basic motion is the one that puts forward a decision for the body's consideration. A basic motion might be: "I move that we create a five-member committee to plan and put on our annual fundraiser."

The motion to amend. If a member wants to change a basic motion that is before the body, they would move to amend it. A motion to amend might be: "I move that we amend the motion to have a 10-member committee." A motion to amend takes the basic motion that is before the body and seeks to change it in some way.

The substitute motion. If a member wants to completely do away with the basic motion that is before the body, and put a new motion before the body, they would move a substitute motion. A substitute motion might be: "I move a substitute motion that we cancel the annual fundraiser this year."

"Motions to amend" and "substitute motions" are often confused, but they are quite different, and their effect (if passed) is quite different. A motion to amend seeks to retain the basic motion on the floor, but modify it in some way. A substitute motion seeks to throw out the basic motion on the floor, and substitute a new and different motion for it. The decision as to whether a motion is really a "motion to amend" or a "substitute motion" is left to the chair. So if a member makes what that member calls a "motion to amend," but the chair determines that it is really a "substitute motion," then the chair's designation governs.

A "friendly amendment" is a practical parliamentary tool that is simple, informal, saves time and avoids bogging a meeting down with numerous formal motions. It works in the following way: In the discussion on a pending motion, it may appear that a change to the motion is desirable or may win support for the motion from some members. When that happens, a member who has the floor may simply say, "I want to suggest a friendly amendment to the motion." The member suggests the friendly amendment, and if the maker and the person who seconded the motion pending on the floor accepts the friendly amendment, that now becomes the pending motion on the floor. If either the maker or the person who seconded rejects the proposed friendly amendment, then the proposer can formally move to amend.

Multiple Motions Before the Body

There can be up to three motions on the floor at the same time. The chair can reject a fourth motion until the chair has dealt with the three that are on the floor and has resolved them. This rule has practical value. More than three motions on the floor at any given time is confusing and unwieldy for almost everyone, including the chair.

When there are two or three motions on the floor (after motions and seconds) at the same time, the vote should proceed *first* on the *last* motion that is made. For example, assume the first motion is a basic "motion to have a five-member committee to plan and put on our annual fundraiser." During the discussion of this motion, a member might make a second motion to "amend the main motion to have a 10-member committee, not a five-member committee to plan and put on our annual fundraiser." And perhaps, during that discussion, a member makes yet a third motion as a "substitute motion that we not have an annual fundraiser this year." The proper procedure would be as follows:

First, the chair would deal with the *third* (the last) motion on the floor, the substitute motion. After discussion and debate, a vote would be taken first on the third motion. If the substitute motion *passed*, it would be a substitute for the basic motion and would eliminate it. The first motion would be moot, as would the second motion (which sought to amend the first motion), and the action on the agenda item would be completed on the passage by the body of the third motion (the substitute motion). No vote would be taken on the first or second motions.

Second, if the substitute motion *failed*, the chair would then deal with the second (now the last) motion on the floor, the motion to amend. The discussion and debate would focus strictly on the amendment (should the committee be five or 10 members). If the motion to amend *passed*, the chair would then move to consider the main motion (the first motion) as *amended*. If the motion to amend *failed,* the chair would then move to consider the main motion (the first motion) in its original format, not amended.

Third, the chair would now deal with the first motion that was placed on the floor. The original motion would either be in its original format (five-member committee), or if *amended*, would be in its amended format (10-member committee). The question on the floor for discussion and decision would be whether a committee should plan and put on the annual fundraiser.

To Debate or Not to Debate

The basic rule of motions is that they are subject to discussion and debate. Accordingly, basic motions, motions to amend, and substitute motions are all eligible, each in their turn, for full discussion before and by the body. The debate can continue as long as members of the body wish to discuss an item, subject to the decision of the chair that it is time to move on and take action.

There are exceptions to the general rule of free and open debate on motions. The exceptions all apply when there is a desire of the body to move on. The following motions are not debatable (that is, when the following motions are made and seconded, the chair must immediately call for a vote of the body without debate on the motion):

Motion to adjourn. This motion, if passed, requires the body to immediately adjourn to its next regularly scheduled meeting. It requires a simple majority vote.

Motion to recess. This motion, if passed, requires the body to immediately take a recess. Normally, the chair determines the length of the recess which may be a few minutes or an hour. It requires a simple majority vote.

Motion to fix the time to adjourn. This motion, if passed, requires the body to adjourn the meeting at the specific time set in the motion. For example, the motion might be: "I move we adjourn this meeting at midnight." It requires a simple majority vote.

Motion to table. This motion, if passed, requires discussion of the agenda item to be halted and the agenda item to be placed on "hold." The motion can contain a specific time in which the item can come back to the body. "I move we table this item until our regular meeting in October." Or the motion can contain no specific time for the return of the item, in which case a motion to take the item off the table and bring it back to the body will have to be taken at a future meeting. A motion to table an item (or to bring it back to the body) requires a simple majority vote.

Motion to limit debate. The most common form of this motion is to say, "I move the previous question" or "I move the question" or "I call the question" or sometimes someone simply shouts out "question." As a practical matter, when a member calls out one of these phrases, the chair can expedite matters by treating it as a "request" rather than as a formal motion. The chair can simply inquire of the body, "any further discussion?" If no one wishes to have further discussion, then the chair can go right to the pending motion that is on the floor. However, if even one person wishes to discuss the pending motion further, then at that point, the chair should treat the call for the "question" as a formal motion, and proceed to it.

When a member of the body makes such a motion ("I move the previous question"), the member is really saying: "I've had enough debate. Let's get on with the vote." When such a motion is made, the chair should ask for a second, stop debate, and vote on the motion to limit debate. The motion to limit debate requires a two-thirds vote of the body.

Note: A motion to limit debate could include a time limit. For example: "I move we limit debate on this agenda item to 15 minutes." Even in this format, the motion to limit debate requires a two-thirds vote of the body. A similar motion is a *motion to object to consideration of an item*. This motion is not debatable, and if passed, precludes the body from even considering an item on the agenda. It also requires a two-thirds vote.

Majority and Super Majority Votes

In a democracy, a simple majority vote determines a question. A tie vote means the motion fails. So in a seven-member body, a vote of 4-3 passes the motion. A vote of 3-3 with one abstention means the motion fails. If one member is absent and the vote is 3-3, the motion still fails.

All motions require a simple majority, but there are a few exceptions. The exceptions come up when the body is taking an action which effectively cuts off the ability of a minority of the body to take an action or discuss an item. These extraordinary motions require a two-thirds majority (a super majority) to pass:

Motion to limit debate. Whether a member says, "I move the previous question," or "I move the question," or "I call the question," or "I move to limit debate," it all amounts to an attempt to cut off the ability of the minority to discuss an item, and it requires a two-thirds vote to pass.

Motion to close nominations. When choosing officers of the body (such as the chair), nominations are in order either from a nominating committee or from the floor of the body. A motion to close nominations effectively cuts off the right of the minority to nominate officers and it requires a two-thirds vote to pass.

Motion to object to the consideration of a question. Normally, such a motion is unnecessary since the objectionable item can be tabled or defeated straight up. However, when members of a body do not even want an item on the agenda to be considered, then such a motion is in order. It is not debatable, and it requires a two-thirds vote to pass.

Motion to suspend the rules. This motion is debatable, but requires a two-thirds vote to pass. If the body has its own rules of order, conduct or procedure, this motion allows the body to suspend the rules for a particular purpose. For example, the body (a private club) might have a rule prohibiting the attendance at meetings by non-club members. A motion to suspend the rules would be in order to allow a non-club member to attend a meeting of the club on a particular date or on a particular agenda item.

Counting Votes

The matter of counting votes starts simple, but can become complicated.

Usually, it's pretty easy to determine whether a particular motion passed or whether it was defeated. If a simple majority vote is needed to pass a motion, then one vote more than 50 percent of the body is required. For example, in a five-member body, if the vote is three in favor and two opposed, the motion passes. If it is two in favor and three opposed, the motion is defeated.

If a two-thirds majority vote is needed to pass a motion, then how many affirmative votes are required? The simple rule of thumb is to count the "no" votes and double that count to determine how many "yes" votes are needed to pass a particular motion. For example, in a seven-member body, if two members vote "no" then the "yes" vote of at least four members is required to achieve a two-thirds majority vote to pass the motion.

What about tie votes? In the event of a tie, the motion always fails since an affirmative vote is required to pass any motion. For example, in a five-member body, if the vote is two in favor and two opposed, with one member absent, the motion is defeated.

Vote counting starts to become complicated when members vote "abstain" or in the case of a written ballot, cast a blank (or unreadable) ballot. Do these votes count, and if so, how does one count them? The starting point is always to check the statutes.

In California, for example, for an action of a board of supervisors to be valid and binding, the action must be approved by a majority of the board. (California Government Code Section 25005.) Typically, this means three of the five members of the board must vote affirmatively in favor of the action. A vote of 2-1 would not be sufficient. A vote of 3-0 with two abstentions would be sufficient. In general law cities in

California, as another example, resolutions or orders for the payment of money and all ordinances require a recorded vote of the total members of the city council. (California Government Code Section 36936.) Cities with charters may prescribe their own vote requirements. Local elected officials are always well-advised to consult with their local agency counsel on how state law may affect the vote count.

After consulting state statutes, step number two is to check the rules of the body. If the rules of the body say that you count votes of "those present" then you treat abstentions one way. However, if the rules of the body say that you count the votes of those "present and voting," then you treat abstentions a different way. And if the rules of the body are silent on the subject, then the general rule of thumb (and default rule) is that you count all votes that are "present and voting."

Accordingly, under the "present and voting" system, you would **NOT** count abstention votes on the motion. Members who abstain are counted for purposes of determining quorum (they are "present"), but you treat the abstention votes on the motion as if they did not exist (they are not "voting"). On the other hand, if the rules of the body specifically say that you count votes of those "present" then you **DO** count abstention votes both in establishing the quorum and on the motion. In this event, the abstention votes act just like "no" votes.

How does this work in practice? Here are a few examples.

Assume that a five-member city council is voting on a motion that requires a simple majority vote to pass and assume further that the body has no specific rule on counting votes. Accordingly, the default rule kicks in and we count all votes of members that are "present and voting." If the vote on the motion is 3-2, the motion passes. If the motion is 2-2 with one abstention, the motion fails.

Assume a five-member city council voting on a motion that requires a two-thirds majority vote to pass, and further assume that the body has no specific rule on counting votes. Again, the default rule applies. If the vote is 3-2, the motion fails for lack of a two-thirds majority. If the vote is 4-1, the motion passes with a clear two-thirds majority. A vote of three "yes," one "no" and one "abstain" also results in passage of the motion. Once again, the abstention is counted only for the purpose of determining quorum, but on the actual vote on the motion, it is as if the abstention vote never existed — so an effective 3-1 vote is clearly a two-thirds majority vote.

Now, change the scenario slightly. Assume the same five-member city council voting on a motion that requires a two-thirds majority vote to pass, but now assume that the body **DOES** have a specific rule requiring a two-thirds vote of members "present." Under this specific rule, we must count the members present not only for quorum but also for the motion. In this scenario, any abstention has the same force and effect as if it were a "no" vote. Accordingly, if the votes were three "yes," one "no" and one "abstain," then the motion fails. The abstention in this case is treated like a "no" vote and effective vote of 3-2 is not enough to pass two-thirds majority muster.

Now, exactly how does a member cast an "abstention" vote? Any time a member votes "abstain" or says, "I abstain," that is an abstention. However, if a member votes "present" that is also treated as an abstention (the member is essentially saying, "Count me for purposes of a quorum, but my vote on the issue is abstain.") In fact, any manifestation of intention not to vote either "yes" or "no" on the pending motion may be treated by the chair as an abstention. If written ballots are cast, a blank or unreadable ballot is counted as an abstention as well.

Can a member vote "absent" or "count me as absent?" Interesting question. The ruling on this is up to the chair. The better approach is for the chair to count this as if the member had left his/her chair and is actually "absent." That, of course, affects the quorum. However, the chair may also treat this as a vote to abstain, particularly if the person does not actually leave the dais.

The Motion to Reconsider

There is a special and unique motion that requires a bit of explanation all by itself; the motion to reconsider. A tenet of parliamentary procedure is finality. After vigorous discussion, debate and a vote, there must be some closure to the issue. And so, after a vote is taken, the matter is deemed closed, subject only to reopening if a proper motion to consider is made and passed.

A motion to reconsider requires a majority vote to pass like other garden-variety motions, but there are two special rules that apply only to the motion to reconsider.

First, is the matter of timing. A motion to reconsider must be made at the meeting where the item was first voted upon. A motion to reconsider made at a later time is untimely. (The body, however, can always vote to suspend the rules and, by a two-thirds majority, allow a motion to reconsider to be made at another time.)

Second, a motion to reconsider may be made only by certain members of the body. Accordingly, a motion to reconsider may be made only by a member who voted in the majority on the original motion. If such a member has a change of heart, he or she may make the motion to reconsider (any other member of the body — including a member who voted in the minority on the original motion — may second the motion). If a member who voted in the minority seeks to make the motion to reconsider, it must be ruled out of order. The purpose of this rule is finality. If a member of minority could make a motion to reconsider, then the item could be brought back to the body again and again, which would defeat the purpose of finality.

If the motion to reconsider passes, then the original matter is back before the body, and a new original motion is in order. The matter may be discussed and debated as if it were on the floor for the first time.

Courtesy and Decorum

The rules of order are meant to create an atmosphere where the members of the body and the members of the public can attend to business efficiently, fairly and with full participation. At the same time, it is up to the chair and the members of the body to maintain common courtesy and decorum. Unless the setting is very informal, it is always best for only one person at a time to have the floor, and it is always best for every speaker to be first recognized by the chair before proceeding to speak.

The chair should always ensure that debate and discussion of an agenda item focuses on the item and the policy in question, not the personalities of the members of the body. Debate on policy is healthy, debate on personalities is not. The chair has the right to cut off discussion that is too personal, is too loud, or is too crude.

Debate and discussion should be focused, but free and open. In the interest of time, the chair may, however, limit the time allotted to speakers, including members of the body.

Can a member of the body interrupt the speaker? The general rule is "no." There are, however, exceptions. A speaker may be interrupted for the following reasons:

Privilege. The proper interruption would be, "point of privilege." The chair would then ask the interrupter to "state your point." Appropriate points of privilege relate to anything that would interfere with the normal comfort of the meeting. For example, the room may be too hot or too cold, or a blowing fan might interfere with a person's ability to hear.

Order. The proper interruption would be, "point of order." Again, the chair would ask the interrupter to "state your point." Appropriate points of order relate to anything that would not be considered appropriate conduct of the meeting. For example, if the chair moved on to a vote on a motion that permits debate without allowing that discussion or debate.

Appeal. If the chair makes a ruling that a member of the body disagrees with, that member may appeal the ruling of the chair. If the motion is seconded, and after debate, if it passes by a simple majority vote, then the ruling of the chair is deemed reversed.

Call for orders of the day. This is simply another way of saying, "return to the agenda." If a member believes that the body has drifted from the agreed-upon agenda, such a call may be made. It does not require a vote, and when the chair discovers that the agenda has not been followed, the chair simply reminds the body to return to the agenda item properly before them. If the chair fails to do so, the chair's determination may be appealed.

Withdraw a motion. During debate and discussion of a motion, the maker of the motion on the floor, at any time, may interrupt a speaker to withdraw his or her motion from the floor. The motion is immediately deemed withdrawn, although the chair may ask the person who seconded the motion if he or she wishes to make the motion, and any other member may make the motion if properly recognized.

Special Notes About Public Input

The rules outlined above will help make meetings very public-friendly. But in addition, and particularly for the chair, it is wise to remember three special rules that apply to each agenda item:

Rule One: Tell the public what the body will be doing.

Rule Two: Keep the public informed while the body is doing it.

Rule Three: When the body has acted, tell the public what the body did.

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RESOLUTION NO. 2010-02

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GRAND TERRACE, CALIFORNIA RESCINDING RESOLUTION 92-27 AND ADOPTING THE PLANNING COMMISSION PROCEDURES HANDBOOK

WHEREAS, the City Council of the City of Grand Terrace has deemed it desirable to amend the procedures to govern the conduct of the Planning Commission meetings and any of the other functions, activities, and regulations retaining thereto;

NOW THEREFORE, the City Council of the City of Grand Terrace does hereby adopt the Planning Commission Procedures Handbook attached hereto and incorporated herein as Attachment "A";

BE IT FURTHER RESOLVED by said City Council that the intent of adopting the Planning Commission Procedures Handbook shall be to provide directory guidelines relating to the conduct of public business by or on behalf of the Planning Commission, and in the event of any noncompliance with or violation of any provision herein, such will not be deemed to affect the validity of any action taken, unless otherwise specifically provided by law.

APPROVED AND ADOPTED by the City Council of the City of Grand Terrace, California, at a regular meeting held on the 12th day of January, 2010.

Marquetta Taylor
MAYOR

ATTEST:

Brenda Mesa
CITY CLERK

APPROVED AS TO FORM:

John Haggh
CITY ATTORNEY

I, BRENDA MESA, CITY CLERK of the City of Grand Terrace, do hereby certify that the foregoing Resolution was introduced and adopted at a regular meeting of the City Council of the City of Grand Terrace held on the 12th day of January, 2010 by the following vote:

AYES:	Councilmembers Cortes, Miller and Stanckiewitz; Mayor Pro Tem Garcia and Mayor Ferré
NOES:	None
ABSENT:	None
ABSTAIN:	None

Brenda Mesa
City Clerk

PLANNING COMMISSION PROCEDURES HANDBOOK

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INTRODUCTION

THE ROLE OF THE PLANNING COMMISSION

A Planning Commission should work as a group, and each of its decisions should be linked to fundamental principles. These principles are set in the City General Plan, Zoning Code and other City policies. The ultimate goal of the Commission is to participate in the planning process, which determines the orderly development of the City.

The Commission functions as a deliberative study committee, sending informed advice to the legislative body – the City Council. When all individuals of the Planning Commission become pro-active participants and act objectively and for the broader interest of the community, the Commission reaches the best level of functionality.

The Planning Commission's work has evolved from the legal abatement of nuisance uses and the protection of the public from hazards such as fire, falling buildings and diseases to many other fields.

Planning is a proactive process that establishes goals and policies for directing and managing future growth and development. Local agencies plan to address fundamental issues such as the location of growth, housing needs, and environmental protection. Additionally, planning prepares for future demand for services, including sewers, roads and fire protection.

To function properly and be as reasonable in these multiple tasks, Planning Commission procedures have been developed and will cover:

I. Meetings
II. Order of Business
III. Presiding Officer
IV. Rules, Decorum and Order
V. Addressing the Commission
VI. Motions
VII. Voting Procedure
VIII. Elections

"I know of no safe depository of the ultimate power of society but the people themselves; and if we think them not enlightened enough to exercise their control with a wholesome discretion, the remedy is not to take it from them but to inform the their discretion by education."
(Thomas Jefferson)

I

MEETINGS

1.1 **REGULAR MEETINGS** – The Regular Planning Commission Meetings are held on the first and third Thursdays of every month beginning at 6:30 p.m.

1.2 **ADJOURNED MEETINGS** – Any regular or adjourned meetings may be adjourned to a time, place, and date certain, but not beyond the next regular meeting.

1.3 **SPECIAL MEETINGS** – A special meeting of the Commission is any meeting that is held on any date other than a regular meeting date and may be called at any time by the Chairperson or three Commissioners by written notice at least 24 hours prior to the special meeting. Only matters contained in the notice may be considered. A Commissioner should file consent (form available in the City Clerk's office) to holding a special meeting during his or her absence from the City.

1.4 **OUORUM** – A majority of the Planning Commission (three members) shall be sufficient to do business. In the absence of the majority of the Commission members from a regular or adjourned meeting, the Community Development Director, authorized representative, or Planning Secretary may declare the meeting adjourned to a stated day and hour

1.5 **PREVIOUSLY DETERMINED LACK OF OUORUM** – Each member of the Planning Commission who has knowledge of the fact that he will not be able to attend a scheduled meeting of the Planning Commission shall notify the Community and Economic Development Department at the earliest possible opportunity, and in any event, prior to 5:00 p.m. on the date of the meeting. If a member misses three unexcused, consecutive meetings, the membership shall thereupon become vacant. If three (3) out of the five (5) Commissioners call to justify their absence, the Planning Commission Secretary shall communicate the lack of quorum to the Community and Economic Development Director and subsequently process to cancel the meeting: post notice of cancellation at City Hall and two other selected public places; call other Commissioners and project applicants. The meeting in this case is automatically postponed to the next regularly scheduled meeting.

II

ORDER OF BUSINESS

2.1 **AGENDA** – The order of business of Planning Commission meetings will be listed in the Agenda prepared by the Community and Economic Development Department. The Planning Commission will follow the order of business in the prepared Agenda; unless the Commission votes to modify the order of business in the prepared agenda.

The Agenda will be posted in three public places designated by the Commission for such purpose, and will be available for public review at the Community and Economic Development Department prior to regular meetings. All Agenda packet material will be available for review at the Community and Economic Development Department. The designated public places for posting the agenda are the Civic Center Foyer, Library and the Senior Center.

2.2 **AGENDA DEADLINE** – Any citizen may request to have an item placed on the Agenda by advising in writing the Community and Economic Development Director's Office no later than 14 calendar days preceding the matter.

The Community Development Director will provide copies of the request to Commissioners prior to the next meeting; however, it is the Community Development Director's or majority of the Commission's discretion whether to place the item on the next regular Agenda.

2.3 **CALL TO ORDER** – The meeting of the Planning Commission shall be called to order by the Chairperson or, in his/her absence, the Vice-Chairperson. The meeting will be opened with the Pledge of Allegiance.

2.4 **ROLL CALL** – A roll call of Commissioners will be held by the Planning Commission Secretary and the names of those present and those absent will be recorded in the Minutes.

2.5 **COMMUNITY AND ECONOMIC DEVELOPMENT DIRECTOR**

a. In case the Director is absent, a representative will be acting as Director. Otherwise, the meeting will be cancelled.

b. The Director shall be assigned as Parliamentarian.

2.6 **PLANNING COMMISSION SECRETARY** - A Planning Commission Secretary should be present at all meetings. In case the Planning Commission Secretary is absent, Planning staff can take over his/her duties.

The Planning Commission Secretary's duties include:

- Takes and drafts minutes of the meeting.
- Gives or serves all public hearings and environmental and other notices required by law or by these by-laws.
- Acts as custodian of Commission records.
- Distributes Commission correspondence.
- Prepares Council Chambers for the meetings.
- Prepares approval letters to the applicants after Commission action.
- Is responsible for procedural cancellation and/or preparation of special meetings when needed.

2.7 **PREPARATION/APPROVAL OF MINUTES** – It is the Community and Economic Development Director's responsibility to maintain a record (Minutes) of Planning Commission meetings. The Community and Economic Development Director shall have exclusive responsibility for preparation of the Minutes, and any directions for changes in the Minutes may be made only by Commission action.

In order to maintain a full and true Minute record, the Minutes shall consist of a clear and concise statement of every Commission action, including motions made and the vote thereon. Items may be included if considered to be particularly relevant or otherwise necessary by the Community Development Director. Action Minutes versus the extent of discussion for inclusion in the Minutes will be upon request of the City Council, City Manager, Planning Commission and/or discretion of the Community and Economic Development Director. Any Commissioner may specify reflection of statements in the Minutes by indicating "for the record".

2.8 **PUBLIC HEARINGS** – The following procedure is suggested for conducting public hearings:

a. Precede the hearing by a statement from the Chairperson setting forth the nature and subject of the public hearing and the rules;

b. Staff presentation and recommendation;

c. The public hearing is declared open by the Chairperson and the speakers are invited to address the Commission, stating name and address, in the following order:

(1) Applicant, if any;
(2) Speakers in support of item;
(3) Speakers in opposition of item;
(4) Rebuttal, if necessary;

d. All Commissioners should refrain from asking questions or in any way interfering with the "audience participation" portion of the public hearing at this time;

e. After the Chairperson has declared that the public hearing has concluded, the Planning Commission members may ask questions, and the audience will be precluded from participation other than to answer questions or to rebut new evidence introduced;

f. Following discussion, the Chairperson will ask for a motion and a second regarding the subject at hand and will open for discussion among the Commissioners. If there is no discussion, or when the discussion is complete, the Chairperson will call for the vote.

2.9 **REALM OF RESPONSIBILITY** – The Planning Commission also serves as the City's Site and Architectural Review Board and as the Code Enforcement and Appeals Board. Procedurally, when a case involves items to be reviewed by two or more of the three bodies, staff can prepare only one report and one presentation including all items, and the Commission can proceed with only one public hearing encompassing all issues.

2.10 **RESOLUTIONS AND ORDINANCES** –

a. Approval of Resolutions when the Planning Commission has approval authority – Approval of Resolutions requires a majority vote and becomes effective upon adoption. It is not necessary to read resolutions in their entirety when making a motion, unless specifically requested.

b. Approval of Resolutions and Ordinances, when the Planning Commission has recommendation/advisory authority.
Approval of Resolutions and Ordinances requires majority affirmative vote and only becomes effective upon City Council adoption. The Planning Commission role is one of recommendation/advisory. It is not necessary to read resolutions and ordinances in their entirety when making a motion unless specifically requested.

Resolution Not Prepared in Advance: Where a resolution has not been prepared in advance, the procedure shall be to instruct the Community and Economic Development Director to prepare a resolution for presentation at the next meeting.

2.11 **NON-AGENDA ITEMS** – No matters other than those appearing on the Agenda will be acted upon by the Commission except matters deemed to be of urgent nature requiring action prior to the next regular meeting upon Commission action with 4/5 vote and posting 72 hours prior was not possible.

2.12 **ADJOURNMENT** – Adjournment of the meeting to the next regular meeting does not require a motion. A motion is required to adjourn a meeting to an adjourned meeting specifying the date, time, and place of said adjourned meeting.

III

PRESIDING OFFICER

3.1 **PRESIDING OFFICER** – The Chairperson shall be the Presiding Officer at all meetings of the Commission. In the absence of the Chairperson, the Vice-Chairperson shall preside. In the absence of both the Chairperson and the Vice-Chairperson, the Presiding Officer shall be the senior Commissioner present who shall serve until the arrival of the Chairperson and/or Vice-Chairperson or until adjournment.

The terms "Presiding Officer" and Chairperson shall be used interchangeably within this manual.

3.2 **PARTICIPATION OF PRESIDING OFFICER** – The Presiding Officer is primarily responsible for the conduct of the meeting; may move, second, and debate from the Chair, subject only to such limitations of debate as are imposed on all Commission members; and shall not be deprived of any such rights and privileges.

3.3 **QUESTION (MOTION) TO BE STATED** – The Presiding Officer shall verbally restate each motion immediately prior to calling the vote. Following the vote, the Planning Commission Secretary shall announce whether the motion carried or was defeated. In cases where the action of the Commission may be unclear for those in the audience, the Chairperson shall summarize the action of the Commission before proceeding to the next item of business.

3.4 **SIGNING OF DOCUMENT** – Subject to Planning Commission policy, the Chairperson shall sign resolutions and minutes approved by the Commission at meetings at which he/she is in attendance. In the event of his/her absence, the Vice-Chairperson shall sign all such documents approved by the Commission.

3.5 **MAINTENANCE OF ORDER** – The Chairperson is responsible for the maintenance of order and decorum at all times. No person shall be allowed to speak who has not first been recognized by the Chairperson. All questions and remarks shall be addressed to the Chairperson.

3.6 **DUTIES AND POWERS OF THE CHAIRMAN AND VICE-CHAIRMAN**

A. Chairperson

- Preside at all meetings of the Commission
- Sign all documents
-See that all actions are properly taken and that the Commission is effective
-Be the central person to the policing and morale-building element of the group
-Run the meeting by the rules in a manner fair to all
- Keep discussion on main track

-Bridge differences and bring matters to a decision
-Be representative of the Commission to other groups

B. Vice-Chairperson

During the absence, disability or disqualification of the Chairperson, the Vice-Chairperson shall exercise or perform all the duties and be subject to all responsibilities of the Chairperson.

IV

RULES, DECORUM AND ORDER

4.1 **POINTS OF ORDER** – The Presiding Officer shall determine all Points of Order subject to the right of any Commission member to appeal to the Commission. If any appeal is taken, the motion shall be, "shall the decision of the Presiding Officer be sustained?" In this event, a majority vote shall govern and conclusively determine such question of order.

4.2 **DECORUM AND ORDER - COMMISSION**

a. Every Commission member desiring to speak shall address the Chairperson and, upon recognition by the Chairperson, shall confine himself to the motion under debate.

b. Every Commission member desiring to question the administrative staff shall address questions to the Community and Economic Development Director, who shall be entitled to either answer the inquiry or designate a member of staff of that purpose.

c. A Commission member, once recognized, shall not be interrupted while speaking unless called to order by the Chairperson, unless a point of order is raised by another Commission member, or the speaker chooses to yield questions from another Commission member.

d. A Commission member who is called to order while speaking shall cease speaking until the question of order is determined. If ruled to be not in order, the Commission member shall remain silent or shall alter the remarks so as to comply with rules of the Commission.

e. Commission members shall accord the utmost courtesy to each other, to City employees, and to the public appearing before the Commission and shall refrain at all times from rude and derogatory remarks, reflections as to integrity, abusive comments, and statements as to motives and personalities.

4.3 **DECORUM AND ORDER – EMPLOYEES** – Members of the Administrative staff and employees of the City shall observe the same rule of procedure and decorum applicable to members of the Commission.

Any Staff member, including the City Manager and Community and Economic Development Director, desiring to address the Commission shall first be recognized by the Chairperson.

4.4 **DECORUM AND ORDER – PUBLIC** – The members of the Planning Commission, appointed by the City Council, must be free to discuss issues confronting the City in an orderly environment. Public members attending meetings shall observe the same rules of order and decorum applicable to the Commission. Any person making impertinent and slanderous remarks or who becomes boisterous while addressing the Commission or while attending a Commission meeting shall be requested to leave the room, and such person may be barred from further attendance before the Commission.

4.5 **PERSONAL INTEREST** – No Planning Commission members prevented from voting by personal or conflict of interest shall remain at the Commission dais during such conflict, the Commission member shall state for the record the grounds and leave the Commission dais during debate on issues.

4.6 **LIMITATION OF DEBATE** – No Planning Commission member shall be allowed to speak more than once upon any one subject until every other Commission member choosing to speak has spoken. Merely asking a question or making a suggestion is not considered as speaking.

4.7 **DISSENT AND PROTEST** – Any Planning Commission member shall have the right to express dissent from, or protest to, any action of the Commission and request that the reason be entered into the Minutes.

4.8 **PROCEDURES IN ABSENSE OF RULES** – In the absence of a rule to govern a point of procedure, Roberts Rules of Order shall govern.

4.9 **PROCEDURE FOR AMENDING THIS DOCUMENT**

a. Changes should be submitted to the Community and Economic Development Director in writing.
b. Commissioners, staff, and City Council can submit changes.
c. Director to submit document with recommended changes to the members of the Commission one month prior to the meeting for their review.
d. The Commission shall forward recommendations to amend this document to the City Council for final approval.

V

ADDRESSING THE PLANNING COMMISSION

5.1 **MANNER OF ADDRESSING THE PLANNING COMMISSION** – Any person desiring to address the Commission shall complete a Request to Speak Form and wait to be recognized by the Chairperson, and after being recognized shall proceed to the podium, or microphone, and state for the record his or her name and address. Remarks are to be limited to the question under discussion.

5.2 **TIME LIMITATION** – Any public member addressing the Planning Commission shall limit his address to three (3) minutes unless further time is granted by the Chairperson or majority of the Planning Commission. When a group of persons wishes to address the Commission on the same subject matter, it shall be proper for the Chairperson to request that a spokesman be chosen to represent the group, so as to avoid unnecessary repetition. A speaker may not yield time to another speaker.

5.3 **ADDRESSING THE PLANNING COMMISSION AFTER MOTION IS MADE** – After a motion has been made, no person shall address the Commission without securing permission by a majority consensus of the Planning Commission.

5.4 **WRITTEN COMMUNICATION** – Unless specifically requested otherwise, the Community and Economic Development Director is authorized to receive and open all mail addressed to the Planning Commission and take any immediate administrative action required between Planning Commission meetings, which does not required specific Commission action. Any communication requiring Commission action will be reported to the Commission at the next possible meeting, together with a report and recommendation of the Community and Economic Development Director.

VI

MOTIONS

6.1 **PROCESSING OF MOTIONS** – When a motion is made and seconded, it shall be restated by the Presiding Officer before debate. A motion shall not be withdrawn by the mover without the consent of the Commission member seconding it and the approval of the Commission as a whole.

6.2 **DIVISION OF MOTION** – If a motion contains two or more divisible propositions, the Chairperson may, upon request of a Commission member shall (unless appealed by another member), divide the motion.

6.3 **PRECEDENCE OF MOTION** – When a motion is before the Commission, the ordinary motions rank as follows – the lowest at the bottom and the highest at the top of the list. When any one of them is immediately pending, the motions shown above it are in order, and those below are out of order. Those marked (2/3) require a 2/3rd affirmative vote for their adoption, the others require only a majority vote.

(1) Adjourn;

(2) Recess;

(3) Lay on the Table;

(4) Previous Question (2/3);

(5) Limit or extend debate (2/3);

(6) Postpone to a certain time;

(7) Refer to committee or staff;

(8) Amend;

(9) Postpone indefinitely;

(10) Main Motion.

The above order of preference is subject to the following restrictions:

a. A motion shall not be in order when the previous motion has been ordered;
b. A motion shall not be in order while a vote is being taken.

6.4 PARTICULAR MOTIONS, PURPOSE, AND CRITERIA

(1) **Motion to Adjourn**:

Purpose – To terminate a meeting.

Debatable or Amendable – No, except a motion to adjourn to another time is debatable and amendable as to the time to which a meeting is to be adjourned.

The motion to adjourn shall be in order at any time except as follows:

(a) When repeated without intervening business or discussion;
(b) When made as an interruption to a Commission member speaking;
(c) When the previous motion has been made;
(d) While a vote is being taken.

(2) **Motion to Recess**:

Purpose – To set aside, temporarily, a pending main motion to consider other business. The intent of the motion is not meant to postpone action. A motion to "Take off the Table" must be made later in the same or next regular meeting or the motion is lost.

Debatable or Amendable – It is debatable, but not amendable.

(3) **Motion for Previous Question (Motion):**

Purpose – To prevent or stop discussion on the pending question or questions and to bring such question or questions to vote immediately. If the motion fails, discussion shall continue. If the motion passes, a vote shall be taken on pending motion or motions.

Debatable or Amendable – No.

(4) **Motion to Limit or Extend Debate:**

Purpose – To limit or determine the time that will be devoted to discussion of a pending motion or to extend or remove limitations already imposed on its discussion.

Debatable or Amendable – Not debatable; amendments are restricted to period of time of the proposed limit or extension.

(5) **Postpone to a Certain Time:**

Purpose – To defer action to a specific subsequent meeting.

Debatable or Amendable – Yes

(6) **Motion to Refer to Commission or Staff:**

Purpose – To refer the question before the Commission to the City Staff for the purpose of investigating or studying the proposal and to make a report back to the Commission.

If the motion fails, discussion or vote on the question resumes.

Debatable or Amendable – Yes.

(7) **Motion to Amend:**

Purpose – To modify or change a motion that is being considered by the Commission so that it will express more satisfactorily the will of the members. If there are two amendments, the second amendment is voted upon first – if it carries, it automatically cancels the first amendment, and then the vote is taken on the amended motion. An amendment motion relating to a different matter shall not be in order.

Debatable or Amendable – Yes

(8) **Postpone Indefinitely:**

Purpose – To prevent further discussion and voting on the main motion. If the motion fails, discussion and voting on the main motion resumes. If it passes, the subject of main motion shall not be brought up again for the remainder of the meeting.

Debatable or Amendable – It is debatable, but not amendable.

(9) **Main Motion:**

Purpose – The primary proposal or question before the Commission for discussion and decision.

Debatable or Amendable - Yes

VII

VOTING

7.1 **VOTING PROCEDURE** – Motion will be adopted by either verbal or electronic vote. The results of the vote shall be entered in full in the minutes.

7.2 **VOTING** – All actions of the Planning Commission require a majority vote of the Commission member present, unless otherwise stated in this manual.

7.3 **FAILURE TO VOTE** – Every Planning Commission member should vote unless disqualified for a conflict of interest or for cause accepted by the Planning Commission or by opinion of the City Attorney. In general, no member may attempt to influence or participate in any way in any decision which foreseeable may have a material financial effect on the member, his property or any source of income. Specific questions should be addressed to the City Attorney or Fair Political Practices Commission.

Self-disqualification without cause, which results in a tie vote shall be avoided; but no Planning Commission member shall be forced to vote. A Planning Commission member who abstains shall, in effect, consent that a majority of the quorum may act for him. Tie votes shall be lost motions and may be reconsidered.

7.4 **RECONSIDERATION** – After motion and vote by the Commission, such action may be reconsidered or rescinded only in the following manner:

Reconsideration:

A motion to set aside a vote (to reconsider) on a main motion shall always be in order at the same meeting or at the next regular Commission meeting following the action. The motion to reconsider is amendable and debatable. Such motion can be made by any Commission member who voted affirmatively on the matter. If the motion to reconsider passes, the effect thereof is to overrule and cancel the prior action.

In case of reconsideration, a 1 yes/1 no/3 abstain vote may pass a motion to reconsider. The Abstaining vote(s) will count on the positive side.

Rescission:

A motion to rescind (repeal, cancel, mollify) prior Planning Commission action on a main motion shall be in order at any meeting of the Planning Commission. The effect of rescinding prior Planning Commission action shall operate prospectively only, and not retroactively to the date of the original action. That is, it shall not operate to adversely affect intervening legal rights which create an estoppel situation.

Lost Motion:

A lost motion is one that fails to receive the necessary number of votes to carry. Tie votes result in a lost motion. A tie vote which has resulted from there being present less than a full Commission shall be automatically reconsidered at the next Planning Commission meeting at which all members are present. To revive a lost motion at the same meeting or any subsequent meetings, the proper action is a motion to reconsider (discussed above).

VIII

ELECTIONS

8.1 **ELECTIONS** – Before proceeding to an election to fill an office, it is customary to nominate one or more candidates. The nomination need not be seconded.

All members shall have the opportunity to make nominations. Once all nominations are made, the vote is taken on each person in the order in which they were nominated until one is elected and accepts the position of Chairperson or Vice-Chairperson, or other representation as necessary.

The Planning Commission, at the first meeting following June 30th of each year, shall select one of its members to serve as Chairperson and one of its members to serve as Vice-Chairperson.