



CITY OF GRAND TERRACE

City Council

AGENDA • July 8, 2025

Council Chambers

Regular Meeting

6:00 PM

Grand Terrace Civic Center • 22795 Barton Road

COMMENTS FROM THE PUBLIC

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

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

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

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

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

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

AMERICANS WITH DISABILITIES ACT

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

Call to Order

Invocation

Pledge of Allegiance

AB 2449 Disclosures

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

Roll Call

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

B. PUBLIC COMMENT

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

C. SPECIAL PRESENTATIONS

Update on Community Choice Energy Study for the Inland Empire - Presented By Howard Choy, Executive Consultant with EES Consulting

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

DEPARTMENT: City Clerk

- 2) Approval of Minutes - Regular Meeting - June 10, 2025

DEPARTMENT: City Clerk

- 3) Approval of the May-2025 Check Register in the Amount of \$768,415.12

RECOMMENDATION: APPROVE THE CHECK REGISTER NO. 05312025 IN THE AMOUNT OF \$768,415.12 AS SUBMITTED, FOR THE MONTH ENDING MAY 31, 2025.

DEPARTMENT: Finance

- 4) Authorize the Use and Acceptance of Electronic Signatures

RECOMMENDATION: ADOPT A RESOLUTION OF THE CITY OF GRAND TERRACE, CALIFORNIA, ADOPTING AN ELECTRONIC RECORDS AND SIGNATURE USE POLICY AND AUTHORIZING THE USE OF DIGITAL SIGNATURES, ATTESTATION, AND ELECTRONIC SIGNATURES

DEPARTMENT: City Clerk

E. PUBLIC HEARINGS

- 5) Levy of Assessments for Delinquent Refuse and Sewer Accounts

RECOMMENDATION: ADOPTION AND ASSESSMENT OF DELINQUENT RESIDENTIAL AND COMMERCIAL REFUSE AND SEWER FEES ON THE COUNTY TAX ROLLS BY THE TAX ASSESSOR; and

ADOPT A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GRAND TERRACE, COUNTY OF SAN BERNARDINO, STATE OF CALIFORNIA, ADOPTING PRELIMINARY REPORTS OF DELINQUENT REFUSE AND SEWER USER FEES AND DIRECTING THAT SUCH DELINQUENT FEES BE COLLECTED ON THE TAX ROLL AND BE IMPOSED AS ASSESSMENTS UPON PROPERTY WITHIN THE CITY OF GRAND TERRACE; and

APPROVE THE AGREEMENT BETWEEN THE COUNTY OF SAN BERNARDINO AUDITOR-CONTROLLER/TREASURER/TAX COLLECTOR AND THE CITY OF GRAND TERRACE FOR THE COLLECTION OF SPECIAL TAXES, FEES, AND ASSESSMENTS ON THE COUNTY PROPERTY TAX ROLL; and

APPROVE THE AGREEMENT BETWEEN THE COUNTY OF SAN BERNARDINO AUDITOR-CONTROLLER/TREASURER/TAX COLLECTOR AND THE DISTRICT FOR THE COLLECTION OF SPECIAL TAXES, FEES, AND ASSESSMENTS ON THE COUNTY PROPERTY TAX ROLL

DEPARTMENT: Public Works

- 6) Public Hearing on Staffing Vacancies Pursuant to Assembly Bill 2561

RECOMMENDATION: RECEIVE AND FILE THIS REPORT AS REQUIRED BY ASSEMBLY BILL 2561 (AB 2561), WHICH OUTLINES THE CITY'S STAFFING LEVELS, HIRING AND RETENTION PRACTICES, AND BARRIERS TO RECRUITMENT IN COMPLIANCE WITH THE LAW.

DEPARTMENT: City Manager

F. UNFINISHED BUSINESS - NONE

G. NEW BUSINESS

- 7) Community Benefit Fund Grant Award to the Grand Terrace Women's Club in the Amount of \$2,000

RECOMMENDATION: APPROVE THE COMMUNITY BENEFIT FUND GRANT APPLICATION FROM THE GRAND TERRACE WOMEN'S CLUB IN THE AMOUNT OF \$2,000 TO SUPPORT CHRISTMAS FOR CHILDREN.

DEPARTMENT: Finance

- 8) Community Benefit Fund Grant Award to Troop 40 BSA in the Amount of \$2,000

RECOMMENDATION: APPROVE THE COMMUNITY BENEFIT FUND GRANT APPLICATION IN THE AMOUNT OF \$2,000.00 FOR THE TROOP 40 BSA FOR THEIR SUMMER CAMP TUITION

DEPARTMENT: Finance

- 9) Appointing Voting Delegates for Cal Cities 2025 Annual Conference & Expo

RECOMMENDATION: ADOPT A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GRAND TERRACE, CALIFORNIA, APPOINTING DELEGATES AND ALTERNATES TO THE 2025 CAL CITIES ANNUAL CONFERENCE & EXPO AS OFFICIAL REPRESENTATIVES OF THE CITY OF GRAND TERRACE

DEPARTMENT: City Clerk

- 10) Future Agenda Item for Review of Existing Marijuana Policies and Ordinances

RECOMMENDATION: THAT THE CITY COUNCIL TAKE NO ACTION AND MAKE NO MODIFICATIONS TO THE EXISTING MARIJUANA-RELATED POLICIES AND ORDINANCES IN THE GRAND TERRACE MUNICIPAL CODE AT THIS TIME

DEPARTMENT: City Manager

- 11) Elimination of Existing City Positions

RECOMMENDATION: ADOPT A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GRAND TERRACE AUTHORIZING THE CITY MANAGER TO ELIMINATE EXISTING POSITIONS AND APPROVING AN AMENDMENT TO THE CITY OF GRAND TERRACE PERSONNEL RULES TO REFLECT THE GRANT OF AUTHORITY

DEPARTMENT: City Manager

- 12) First Reading and Introduction by Title Only, with Further Reading Waived of, Addition of Mobile Food Truck Ordinance to the City of Grand Terrace Municipal Code

RECOMMENDATION: Direct The City Attorney To Read By Title Only, Waive Reading Of, And Introduce "AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF GRAND TERRACE, CALIFORNIA ADDING CHAPTER 12.60 (MOBILE FOOD TRUCKS) TO TITLE 12 (STREETS, SIDEWALKS AND PUBLIC PLACES) OF THE GRAND TERRACE MUNICIPAL CODE TO REGULATE THE OPERATION OF MOBILE FOOD TRUCKS WITHIN THE CITY OF GRAND TERRACE"

DEPARTMENT: City Manager

- 13) First Reading and Introduction by Title Only, with Further Reading Waived of an Ordinance Authorizing the Establishment of a Schedule of Fines by Resolution

RECOMMENDATION: Direct The City Attorney To Read By Title Only, Waive Reading Of, And Introduce "AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF GRAND TERRACE, CALIFORNIA AMENDING SECTION 1.16.010 ("GENERAL PENALTIES") OF TITLE 1 ("GENERAL PROVISIONS"); SECTION 2.44.020 ("VIOLATION—PENALTY") OF TITLE 2 ("ADMINISTRATION AND PERSONNEL"); SECTION 3.08.150 ("VIOLATION—PENALTY") OF TITLE 3 ("REVENUE AND FINANCE"); SECTIONS 4.12.010 ("FEES DESIGNATED"), 4.20.010 ("FEES DESIGNATED"), 4.28.010 ("FINES DESIGNATED"), 4.32.010 ("GENERALLY"), 4.36.010 ("FINES DESIGNATED"), 4.40.010 ("PENALTIES DESIGNATED"), 4.44.020 ("FINES DESIGNATED"), 4.48.040 ("VIOLATION OF SECTION 12.08.310"), 4.60 ("CONDUCT IN PUBLIC PARK"), 4.64.010 ("VIOLATION—PENALTY"), 4.68.060 ("VIOLATION—PENALTY"), 4.105.010 ("FINES DESIGNATED") OF TITLE 4 ("COMPREHENSIVE FEE SCHEDULES, FINES AND TAXES"); SECTIONS 5.04.390 ("VIOLATION—PENALTY"), 5.42.190 ("REMOVAL OF REFUSE") OF TITLE 5 ("BUSINESS TAXES, LICENSES AND REGULATIONS"); SECTIONS 6.04.050 ("ANIMAL NOISE"), 6.32.030 ("PENALTY PROVISION") OF TITLE 6 ("ANIMALS"); SECTIONS 8.04.170 ("VIOLATIONS"), 8.08.180 ("CRIMINAL PENALTIES"), 8.68.130 ("VIOLATION—PENALTY"), 8.104.080 ("SAME—CITY BUILDINGS AND FACILITIES), 8.104.090 ("SAME—CITY PARKS AND OTHER RECREATION AREAS"), 8.104.100 ("SMOKING WASTE", 8.108.060 ("PENALTY FOR VIOLATION"), 8.112.200 ("ADMINISTRATIVE FINES AND PENALTIES") OF TITLE 8 ("HEALTH AND SAFETY"); SECTIONS 9.05.030 ("VIOLATION—PENALTY"), 9.32.080 ("VIOLATIONS AND PENALTIES") OF TITLE 9 ("PUBLIC PEACE, MORALS AND WELFARE"); SECTION 10.04.640 ("INFRACTION—FINE") OF TITLE 10 ("VEHICLES AND TRAFFIC"); SECTIONS 12.08.440 ("FINES FOR FAILURE TO OBTAIN AN ENCROACHMENT PERMIT"), 12.24.060 ("INSURANCE REQUIRED"), 12.32.020 ("UNLAWFUL ACTS"), 12.32.140 ("PARK HOURS"), 12.32.160 ("VEHICLES IN PARKS"), 12.32.170 ("ASSEMBLIES, PROGRAMS OR FESTIVALS IN PARKS"), 12.32.180 ("SMOKING"), 12.36.060 ("VIOLATIONS"), 12.48.060 ("VIOLATION—PENALTY"), 12.52.020 ("GENERAL PROHIBITION"), 12.52.070 ("PENALTIES") OF TITLE 12 ("STREETS, SIDEWALKS AND PUBLIC PLACES"); SECTION 15.52.160 ("VIOLATION—PENALTY") OF TITLE 15 ("BUILDINGS AND CONSTRUCTION"); SECTIONS 18.60.030 ("PARKING REGULATIONS"), AND 18.91.050 ("DECLARATION OF PUBLIC NUISANCE") OF TITLE 18 ("ZONING") OF THE GRAND TERRACE

MUNICIPAL CODE TO STREAMLINE THE IMPOSITION OF PENALTIES—INCLUDING INFRACTIONS, MISDEMEANORS, AND ADMINISTRATIVE CITATIONS—FOR CODE VIOLATIONS AND AUTHORIZING ADOPTION OF A SCHEDULE OF FINES BY RESOLUTION"; and

ADOPT A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GRAND TERRACE, CALIFORNIA, ADOPTING A SCHEDULE OF FINES FOR VIOLATION OF THE GRAND TERRACE MUNICIPAL CODE

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. CITY MANAGER COMMUNICATIONS

K. CLOSED SESSION - NONE

L. ADJOURN

The next Regular City Council Meeting will be held on July 22, 2025, at 6:00 PM. Any request to have an item placed on a future agenda must be made in writing and submitted to the City Clerk's office.



CITY OF GRAND TERRACE

City Council
MINUTES • June 10, 2025

Council Chambers

Regular Meeting

6:00 PM

Grand Terrace Civic Center • 22795 Barton Road

Call to Order

Mayor Bill Hussey convened the regular Meeting of the City Council for Tuesday, June 10, 2025, at 6:00 PM.

Invocation

The Invocation was given by Pastor Carlos Silva from Church of Fire in Christ.

Pledge of Allegiance

The Pledge of Allegiance was led by Pastor Carlos Silva from Church of Fire in Christ.

AB 2449 Disclosures

None.

Roll Call

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

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

None.

B. PUBLIC COMMENT

Chuck Hornsby, Grand Terrace Resident, provided a statement regarding undocumented immigrants and the ongoing protests.

C. SPECIAL PRESENTATIONS

Louis Vidaure, Legislative Analyst with the San Bernardino County Transportation Authority (SBCTA) gave a [PowerPoint](#) presentation on Measure I.

PUBLIC COMMENT

None.

D. CONSENT CALENDAR

PUBLIC COMMENT

None.

Before the vote, Adrian Guerra, City Attorney, read by title only, **SECOND READING AND ADOPTION OF “AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF GRAND TERRACE, CALIFORNIA AMENDING SECTION 8.112.180 (ESTABLISHMENT OF A NO FIREWORKS SAFETY ZONE) OF TITLE 8 (HEALTH AND SAFETY) OF THE GRAND TERRACE MUNICIPAL CODE, WHICH AMENDS THE CITY’S FIREWORKS REGULATIONS”** and;

“AN URGENCY ORDINANCE OF THE CITY COUNCIL OF THE CITY OF GRAND TERRACE, CALIFORNIA APPROVING AN AMENDMENT TO SECTION 8.112.180 (ESTABLISHMENT OF A NO FIREWORKS SAFETY ZONE) OF TITLE 8 (HEALTH AND SAFETY) OF THE GRAND TERRACE MUNICIPAL CODE, WHICH AMENDS THE CITY’S FIREWORKS REGULATIONS, AND DECLARING THE URGENCY THEREOF AND THAT IT SHALL TAKE EFFECT IMMEDIATELY” and;

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

RESULT:	APPROVED 5 TO 0
MOVER:	Mayor Pro Tem Sabino
SECONDER:	Council Member Allen
AYES:	Mayor Hussey, Mayor Pro Tem Sabino, Council Member Wilson, Council Member Allen, Council Member Brown
ABSTAIN:	None
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 - May 27, 2025
- 3) Approval of the April-2025 Check Register in the Amount of \$661,176.88

Mayor Hussey recused himself on this item for check numbers 82388 and 82442.

- 4) An Ordinance Amending Section 8.112.180 (Establishment of a No Fireworks Safety Zone) of Title 8 (Health and Safety) of the Grand Terrace Municipal Code

- 5) An Ordinance of the City Council of the City of Grand Terrace, California, Levying Special Taxes Within the City of Grand Terrace Community Facilities District No. 2025-1 (Public Maintenance Services)
- 6) Commitment of Fund Balance for Fiscal Year 2024-2025 in Accordance with Governmental Accounting Standards Board Statement No. 54 and City Reserves Policy No. 3.06
- 7) GANN Limit

E. PUBLIC HEARINGS

- 8) Public Hearing for 2025-26 Landscape & Lighting Assessment District 89-1

Shanita Tillman, Senior Management Analyst, provided the [PowerPoint](#) and Staff Report for this item.

Mayor Hussey opened the public hearing at 6:32pm.

PUBLIC COMMENT

None.

Mayor Hussey closed the public hearing at 6:32pm.

RECOMMENDATION: ADOPT A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GRAND TERRACE APPROVING THE ENGINEER'S ANNUAL REPORT, AND CONFIRMING THE DIAGRAM AND ASSESSMENT, AND ORDERING THE LEVY AND COLLECTION OF ASSESSMENTS WITHIN THE CITY OF GRAND TERRACE LANDSCAPING AND STREET LIGHTING DISTRICT NO. 89-1 FOR FISCAL YEAR 2025-26.

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

F. UNFINISHED BUSINESS - NONE

G. NEW BUSINESS

- 9) Community Benefit Fund Grant Award to the Titan Strickers FC for FY2024-25 in the Amount of \$500

Christine Clayton, Finance Director, provided the Staff Report for this item.

Tommy Rivero, Grand Terrace Community Soccer Manager, provided a brief statement on this item.

Joseph Van Campen, Grand Terrace Community Soccer Coach, provided a brief statement on this item.

PUBLIC COMMENT

None.

RECOMMENDATION: APPROVE THE COMMUNITY BENEFIT FUND GRANT APPLICATION FROM THE TITAN STRICKERS FC IN THE AMOUNT OF \$500 TO SUPPORT THEIR TOURNAMENT IN JUNE 2025.

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

- 10) Community Benefit Fund Grant Award to the Titan Strickers FC in the Amount of \$2,000 for FY2025-26

Christine Clayton, Finance Director, provided the Staff Report for this item.

PUBLIC COMMENT

None.

RECOMMENDATION: APPROVE THE COMMUNITY BENEFIT FUND GRANT APPLICATION FROM THE TITAN STRICKERS FC IN THE AMOUNT OF \$2,000 TO SUPPORT TOURNAMENT REGISTRATIONS IN FY2025-26.

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

H. FUTURE AGENDA ITEMS

None.

I. CITY COUNCIL COMMUNICATIONS

Council Member Matt Brown reported on the following:

Nothing to report.

Council Member Jeff Allen reported on the following:

- Attended San Bernardino County Homeless Partnership Central Valley Regional Steering Committee on May 28, 2025.
- Attended the Cal Cities Luncheon in Redlands on May 29, 2025.
- Attended the Wellness Wonderland health Fair at the Indian Health Clinic in Grand Terrace on May 29, 2025.
- Attended the Community Coalitions for Change held at the Senior Center on May 31, 2025.

Council Member Doug Wilson reported on the following:

- Attended the Metropolitan Water District Tour

Mayor Pro Tem Michelle Sabino reported on the following:

- Attended the Leader and Energy Summit on June 5, 2025.
- Attended the AQMD (Virtually) Meeting on June 6, 2025.
- Attended the Living Word Ribbon Cutting of their new playground on June 7, 2025.

Mayor Bill Hussey reported on the following:

- Attended the Clean Air Commissions on June 6, 2025, held in Diamond Bar.
- Attended the Living Word Ribbon Cutting of their new playground on June 7, 2025.
- Announced the Chamber of Commerce Meeting being held on June 11, 2025.
- Announced the Tender Petal Florist Grand Opening is being held on June 14, 2025.
- Attended the Southern California Association of Governments (SCAG) meeting on June 5, 2025, in Los Angeles.

J. CITY MANAGER COMMUNICATIONS

Konrad Bolowich, City Manager, announced the following:

- Nothing to Report.

FIRE DEPARTMENT COMMUNICATIONS

- Gary Jager, Assistant Fire Chief, provided an update on the house fire that occurred earlier today.
- Mentioned that it is fire season and advised the public to take precautions and addressed the Mayor's questions regarding palm trees and fireworks.

SHERIFF DEPARTMENT COMMUNICATIONS

- Sheriff Emos provided an update on the disturbances occurring at or near Cal Skate.

K. RECESS TO CLOSED SESSION

Mayor Hussey recessed the Regular Meeting of the City Council to closed session at 7:18 p.m.

CLOSED SESSION

1. PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE (Pursuant to Government Code sections 54957(b)(1) and 54954.5(e))

RECONVENE TO OPEN SESSION

Mayor Hussey reconvened the Regular Meeting of the City Council from closed session at 7:51 p.m.

REPORT OUT OF CLOSED SESSION

Adrian Guerra, City Attorney, announced that there was one (1) closed session item, Public Employee Discipline dismissal release under government code sections 54957(b)(1) and 54954.5(e). An update was provided to the City Council, discussion was had, no action provided, and no action taken.

L. ADJOURN

Mayor Hussey adjourned the Regular Meeting of the City Council at 7:52 p.m. The next Regular City Council Meeting will be held on Tuesday, July 8, 2025, at 6:00 p.m.

Bill Hussey, Mayor

Daysi Alcocer, City Clerk



AGENDA REPORT

MEETING DATE: July 8, 2025

TITLE: Approval of the May-2025 Check Register in the Amount of \$768,415.12

PRESENTED BY: Christine Clayton, Finance Director

RECOMMENDATION: **APPROVE THE CHECK REGISTER NO. 05312025 IN THE AMOUNT OF \$768,415.12 AS SUBMITTED, FOR THE MONTH ENDING MAY 31, 2025.**

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 May-2025 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 May-2025.

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 \$768,415.12 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 May-2025.

Payments larger than \$10,000:

<u>Check No.</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>
82459	ALESHIRE AND WYNDER LLP	MAR 2025 LEGAL SERVICES	\$20,622.70
82487	ON SITE COMPUTING	MAY 2025 IT SERVICES	\$10,972.31
82489	SB COUNTY REGISTRAR OF	FY24-25 SBC REGISTRAR OF	\$25,225.00

	VOTERS	VOTERS - ELECTION SVCS	
82500	ALESHIRE AND WYNDER LLP	APR 2025 LEGAL SERVICES	\$11,778.40
82517	GOVINVEST INC	FY2025-26 PENSION, OPEB AND COSTING MODULES	\$17,471.08
82536	SB COUNTY SHERIFF	MAY 2025 LAW ENFORCEMENT SERVICES	\$216,658.50
82553	BURRTEC WASTE INDUSTRIES, INC.	11/26/24-04/14/25 DELINQUENT TRASH COLLECTIONS	\$63,284.94
82569	HARDY & HARPER INC	CIP 27-25 REHABILITATION RETENSION PAYMENT	\$38,021.14
82575	LILBURN CORPORATION	APR-MAY 2025 PROFESSIONAL SVCS SA23-21, SA25-05, SA25-04 AND SA25-06	\$17,835.00
82581	ON SITE COMPUTING	JUN 2025 IT SERVICES	\$10,972.31
82589	WEST COAST ARBORISTS	APR 2025 CITYWIDE TREE INVENTORY AND ARBORIST SERVICES	\$21,388.00
82590	WILLDAN	FORMATION OF CFD 2025-1 TRACT AND APR 2025 PLAN CHECK/INSPECTION SERVICES	\$21,347.50
17858043	PUBLIC EMPLOYEES RETIREMENT	RETIREMENT CONTRIBUTION FOR PAYDATE 05/01/2025	\$12,179.60
17893523	PUBLIC EMPLOYEES RETIREMENT	RETIREMENT CONTRIBUTION FOR PAYDATE 05/15/2025	\$12,234.47
17896976	CA PUB EMPLOYEES RETIRE SYSTEM	MAY 2025 PERS HEALTH INSURANCE	\$29,499.85
26314520	SO CA EDISON COMPANY	APR 2025 ENERGY USAGE	\$17,319.35
428059925	US BANK	APR-MAY 2025 CAL CARD CHARGES	\$15,904.88
	TOTAL PAYMENTS LARGER THAN \$10,000		<u>\$562,715.03</u>

PAYROLL

Payroll costs for the month:

<u>Pay Per.</u>		<u>Period Start</u>		<u>Period End</u>	<u>Pay Date</u>	<u>Amount</u>
MAY-25						
22	From	04/12/2025	to	04/25/2025	05/01/2025	\$81,628.42

23	From	04/26/2025	to	05/09/2025	05/15/2025	\$82,401.29
24	From	05/10/2025	to	05/23/2025	05/29/2025	\$71,053.97
						<u>\$235,083.68</u>

ENVIRONMENTAL IMPACT:

N/A

FISCAL IMPACT:

All disbursements (including payroll) were made in accordance with the approved budget for Fiscal Year 2024-25 in the amount of:

<u>Description</u>	<u>Amount</u>
MAY-25	
Check Register	\$768,415.12
Payroll	<u>\$235,083.68</u>
	<u>\$1,003,498.80</u>

CITY OF GRAND TERRACE

FY2024-25

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.

City of Grand Terrace Check Register Index

<u>Fund No.</u>	<u>Fund Name</u>	<u>Dept No.</u>	<u>Department Cost Center</u>	<u>Acct No.</u>	<u>General Account Numbers</u>
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

FY2024-25

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

MONTHLY CHECK REGISTER For the Period Ending May 31, 2025



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 5/31/2025

Check #	Date	Vendor	Invoice #	Invoice Description	Inv. Date	Amount Paid	Check Total
82459	05/01/2025	ALESHIRE AND WYNDER LLP	94407	MAR 2025 LEGAL SERVICES - GENERAL E 10-160-250-000-000	04/23/2025	10,400.00	
						<u>10,400.00</u>	
			95182	MAR 2025 LEGAL SERVICES - GENERAL AFTER 42 HRS E 10-160-250-000-000	04/23/2025	7,019.00	
						<u>7,019.00</u>	
			94409	MAR 2025 LEGAL SERVICES FOR ADVOCATES FOR THE ENVIRONMENT B 23-515-90-00	04/23/2025	2,529.80	
						<u>2,529.80</u>	
			94408	MAR 2025 LEGAL SERVICES - CODE ENFORCEMENT E 10-160-250-100-000	04/23/2025	673.90	
						<u>673.90</u>	
							20,622.70
82460	05/01/2025	EVELYN AMADOR	04282025	REFUND RESERVATION DEPOSIT FOR FITNESS PARK 04/20/2025 B 23-515-22-00	04/28/2025	50.00	
						<u>50.00</u>	
							50.00
82461	05/01/2025	AMERITAS LIFE INSURANCE CORP	APR 2025	APR 2025 EMPLOYEE PAID DENTAL INSURANCE B 10-022-70-00	04/01/2025	758.00	
						<u>758.00</u>	
							758.00
82462	05/01/2025	ELIZABETH ATHEY	04112025	STUDENT INTERNSHIP 03/29/2025-04/11/2025 E 10-120-220-000-000	04/11/2025	66.00	
						<u>66.00</u>	
			04252025	STUDENT INTERNSHIP 04/12/2025-04/25/2025 E 10-120-220-000-000	04/25/2025	66.00	
						<u>66.00</u>	

Check Register
CITY OF GRAND TERRACE
As of 5/31/2025

Check #	Date	Vendor	Invoice #	Invoice Description	Inv. Date	Amount Paid	Check Total
			03282025	STUDENT INTERNSHIP 03/14/2025-03/28/2025 E 10-120-220-000-000	03/28/2025	33.00 33.00	165.00
82463	05/01/2025	BASIC BACKFLOW	50097	BACKFLOW KITS FOR CITY PARKWAYS E 10-175-244-000-000	04/15/2025	1,191.76 1,191.76	1,191.76
82464	05/01/2025	CIVIC PLUS	331704	FY2025-26 AGENDA AND MEETING MANAGEMENT HOSTING B 10-017-00-00 E 10-125-250-000-000	05/29/2025	8,662.50 787.50 9,450.00	9,450.00
82465	05/01/2025	COLTON PUBLIC UTILITIES	FEB-MAR25 GT :	FEB-MAR 2025 GT SEWER COMM E 10-190-238-000-000	04/15/2025	1,054.62 1,054.62	1,054.62
82466	05/01/2025	COUNTY OF RIVERSIDE TLMA ADM	TL0000017707	MAR 2025 TRAFFIC SIGNAL MONITORING AT MAIN ST AND MICHIGAN ST E 10-175-246-000-000	04/25/2025	234.25 234.25	234.25
82467	05/01/2025	DUNN EDWARDS CORP	2018A33360	PAINT SUPPLIES FOR CONTAINER AT CITY HALL E 10-195-245-000-000	04/04/2025	180.94 180.94	180.94
82468	05/01/2025	RAUL ENRIQUEZ	04242025	REFUND YARD SALE SIGN DEPOSIT FOR (3) YARD SALE SIGNS B 23-515-22-00	04/24/2025	30.00 30.00	30.00

Check Register
CITY OF GRAND TERRACE
As of 5/31/2025

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82469	05/01/2025	EVERON LLC	158452017	SECURITY INSTALLATION AT MAINTENANCE BUILDING E 10-195-245-000-000	04/04/2025	907.72	
						907.72	
			158452040	SECURITY INSTALLATION AT CITY HALL E 10-195-245-000-000	04/04/2025	903.75	
						903.75	
			158452036	SECURITY INSTALLATION AT SHERIFF SUBSTATION E 10-195-245-000-000	04/04/2025	903.75	
						903.75	
							2,715.22
82470	05/01/2025	EZ SUNNYDAY LANDSCAPE	8946	APR 2025 LANDSCAPING SERVICES - PARKS, CIVIC CENTER, CANAL STRIP, ORIOLE E 10-175-244-000-000 E 10-195-245-000-000 E 10-450-245-000-000 E 26-600-255-000-000 E 26-601-255-000-000	04/21/2025	80.00 200.00 3,585.00 150.00 80.00	
						4,095.00	
			8945	APR 2025 LANDSCAPING SERVICES - TRACT 18070 JADEN E 26-605-255-000-000	04/21/2025	750.00	
						750.00	
							4,845.00
82471	05/01/2025	FAMILY SERVICE ASSOCIATION	03-2025-300405	MAR 2025 CDBG SR CENTER COORDINATOR E 22-425-312-000-000	04/01/2025	2,667.85	
						2,667.85	
							2,667.85

Check Register
CITY OF GRAND TERRACE
As of 5/31/2025

Check #	Date	Vendor	Invoice #	Invoice Description	Inv. Date	Amount Paid	Check Total
82472	05/01/2025	FOOTHILL CHAPTER ICC	04282025	FY2025-26 MEMBERSHIP FOR FOOTHILL CHAPTER ICC FOR LUIS GARDEA B 10-017-00-00	04/28/2025	100.00 100.00	100.00
82473	05/01/2025	FRUIT GROWERS SUPPLY	92530160	SUPPLIES FOR EARTH DAY TREE PLANTING E 10-175-244-000-000	04/24/2025	230.99 230.99	
			92528420	CHAINS FOR CHAINSAW AND PVC SUPPLIES FOR PARKS E 10-175-218-000-000 E 10-450-245-000-000	04/17/2025	19.78 4.68 24.46	
			92528177	PVC SUPPLIES FOR PARKS E 10-450-245-000-000	04/16/2025	7.37 7.37	262.82
82474	05/01/2025	HDL COREN CONE	SIN049743	APR-JUN 2025 PROPERTY TAX SERVICES E 10-140-250-000-000	04/28/2025	2,592.89 2,592.89	2,592.89
82475	05/01/2025	HERC RENTALS INC	35316096-003	LIGHT TOWER RENTALS FOR COMMUNITY LEAGUE USE AT RICHARD ROLLINS PARK E 10-450-245-000-000	04/21/2025	1,494.34 1,494.34	1,494.34
82476	05/01/2025	INLAND BUSINESS FORMS	36023	BUSINESS CARDS - CM DOUG WILSON E 10-110-210-000-000	01/17/2025	54.96 54.96	54.96

Check Register
CITY OF GRAND TERRACE
As of 5/31/2025

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82477	05/01/2025	KONICA MINOLTA	46951329	APR-MAY 2025 RENT FOR ADDITIONAL PHOTOCOPIER E 10-190-212-000-000	04/21/2025	142.92 <u>142.92</u>	142.92
82478	05/01/2025	KONICA MINOLTA BUS. SOLUTIONS	9010402600	03/15/2025-04/14/2025 CITYWIDE PHOTOCOPIER SERVICES E 10-190-700-000-000	04/14/2025	158.19 <u>158.19</u>	158.19
82479	05/01/2025	LILBURN CORPORATION	25-0421	MAR-APR 2025 PROFESSIONAL SERVICES FOR GATEWAY SPECIFIC PLAN B 23-515-33-00	04/24/2025	3,678.75 <u>3,678.75</u>	3,678.75
82480	05/01/2025	LINCOLN NATIONAL LIFE INSURANC	LCLN MAY 2025	MAY 2025 LIFE/AD&D/DEP LIFE/WI/LTD B 10-022-66-00 E 10-120-142-000-000 E 10-125-142-000-000 E 10-140-142-000-000 E 10-172-142-000-000 E 10-175-142-000-000 E 10-185-142-000-000 E 10-370-142-000-000 E 10-450-142-000-000 E 16-175-142-000-000 E 52-400-142-000-000 E 65-425-142-000-000	05/01/2025	1,086.98 63.00 14.74 49.10 23.86 34.16 8.82 27.48 18.51 12.75 2.16 <u>8.21</u> 1,349.77	1,349.77

Check Register
CITY OF GRAND TERRACE
As of 5/31/2025

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82481	05/01/2025	LOMA LINDA HEAT AND A C INC	18096664	TSTAT INSTALLATIONS FOR AIR CONDITIONER AT CITY HALL E 10-195-246-000-000	04/09/2025	1,974.52 1,974.52	1,974.52
82482	05/01/2025	FELIPE LUCERO	04292025	REFUND YARD SALE SIGN DEPOSIT FOR (2) YARD SALE SIGNS B 23-515-22-00	04/29/2025	20.00 20.00	20.00
82483	05/01/2025	MICHAEL BAKER INTERNATIONAL	1245601	MAR 2025 PROFESSIONAL SERVICES FOR BARTON ROAD SPECIFIC PLAN B 23-515-59-00	04/18/2025	4,997.20 4,997.20	6,939.95
			1245455	MAR 2025 CEQA SUPPORT FOR BARTON ROAD SPECIFIC PLAN B 23-515-59-00	04/17/2025	1,942.75 1,942.75	
82484	05/01/2025	MIDAMERICA ADMIN RETIREMENT	PAYDATE 04032	PAYDATE 04032025 ARS RETIREMENT B 10-022-68-00	04/03/2025	361.35 361.35	646.60
			PAYDATE 0417202	PAYDATE 04172025 ARS RETIREMENT B 10-022-68-00	04/17/2025	285.25 285.25	
82485	05/01/2025	MOORE IACOFANO GOLTSMAN INC	0090964	MAR 2025 PROFESSIONAL SERVICES FOR DUTCH BROS B 23-515-81-00	04/21/2025	665.00 665.00	665.00

Check Register
CITY OF GRAND TERRACE
As of 5/31/2025

Check #	Date	Vendor	Invoice #	Invoice Description	Inv. Date	Amount Paid	Check Total
82486	05/01/2025	ODP BUSINESS SOLUTIONS LLC	419851646001	FY2024-25 OFFICE SUPPLIES E 10-190-210-000-000	04/15/2025	142.88	
						<u>142.88</u>	
			418391151001	FY2024-25 OFFICE SUPPLIES E 10-190-210-000-000	04/17/2025	117.73	
						<u>117.73</u>	
							260.61
82487	05/01/2025	ON SITE COMPUTING	54004532	MAY 2025 IT SERVICES E 10-380-250-000-000	04/01/2025	10,972.31	
						<u>10,972.31</u>	
							10,972.31
82488	05/01/2025	SYNTHIA RODRIGUEZ	04282025	REFUND RESERVATION DEPOSIT FOR VETERAN'S FREEDOM PARK 04/20/2025 B 23-515-22-00	04/28/2025	50.00	
						<u>50.00</u>	
							50.00
82489	05/01/2025	SB COUNTY REGISTRAR OF VOTER	3657	FY2024-25 SBC REGISTRAR OF VOTERS - ELECTION SERVICES E 10-125-221-000-000	03/31/2025	25,225.00	
						<u>25,225.00</u>	
							25,225.00
82490	05/01/2025	SITEONE LANDSCAPE SUPPLY	152128962-001	PVC SUPPLIES FOR PARKS E 10-450-245-000-000	04/15/2025	155.77	
						<u>155.77</u>	
			151893644-001	IRRIGATION SUPPLIES FOR FREEDOM PARK E 10-450-245-000-000	04/10/2025	44.15	
						<u>44.15</u>	
							199.92

Check Register
CITY OF GRAND TERRACE
As of 5/31/2025

Check #	Date	Vendor	Invoice #	Invoice Description	Inv. Date	Amount Paid	Check Total
82491	05/01/2025	SPARKLETTTS	16179154 040525	04/05/2025 WATER FILTRATION SYSTEM RENTAL E 10-190-238-000-000	04/05/2025	55.45 55.45	55.45
82492	05/01/2025	T MOBILE	APR25 TMOBILE	MAR-APR 2025 BACKUP INTERNET SERVICE E 10-380-250-000-000	04/21/2025	33.15 33.15	33.15
82493	05/01/2025	TERMINIX	453178066	OCT 2024 GOPHER CONTROL FOR POCKET PARK E 10-450-245-000-000	10/29/2024	80.00 80.00	
			454071780	NOV 2024 GOPHER CONTROL FOR POCKET PARK E 10-450-245-000-000	11/25/2024	80.00 80.00	
			454552707	DEC 2024 GOPHER CONTROL FOR POCKET PARK E 10-450-245-000-000	12/09/2024	80.00 80.00	
			455666610	JAN 2025 GOPHER CONTROL FOR POCKET PARK E 10-450-245-000-000	01/14/2025	80.00 80.00	
			456562435	FEB 2025 GOPHER CONTROL FOR POCKET PARK E 10-450-245-000-000	02/11/2025	80.00 80.00	
			457695918	MAR 2025 GOPHER CONTROL FOR POCKET PARK E 10-450-245-000-000	03/17/2025	80.00 80.00	
							480.00

Check Register
CITY OF GRAND TERRACE
As of 5/31/2025

Check #	Date	Vendor	Invoice #	Invoice Description	Inv. Date	Amount Paid	Check Total
82494	05/01/2025	TIME WARNER CABLE	18875300104212	SR CENTER INTERNET - HSD3 - APR-MAY 2025	04/21/2025		
				E 10-805-238-000-000		350.72	
					350.72		
			18875330104212	RICHARD ROLLINS PARK INTERNET -	04/21/2025		
				APR-MAY 2025			
			E 10-450-238-000-000	330.00			
				330.00			
			188753201042125	CITY HALL INTERNET - CITY HALL -	04/21/2025		
				APR-MAY 2025			
			E 10-190-238-000-000	330.00			
	330.00						
18875310104212	CITY HALL CABLE - APR-MAY 2025	04/21/2025					
	E 10-190-238-000-000		51.83				
			51.83				
						1,062.55	
82495	05/01/2025	JOSE TORRES	04282025	REFUND RESERVATION DEPOSIT FOR	04/28/2025		
				RICHARD ROLLINS PARK 04/20/2025			
				B 23-515-22-00		50.00	
					50.00		
						50.00	
82496	05/01/2025	MGMT UNITED TREE AND ENVIRONME	2903	TREE INSPECTIONS - (13) PONDEROSA PINES	03/31/2025		
				E 10-175-245-000-000		1,235.00	
						1,235.00	
						1,235.00	
82497	05/01/2025	JESSICA VELIZ	04242025	REFUND YARD SALE SIGN DEPOSIT FOR	04/24/2025		
				(2) YARD SALE SIGNS			
				B 23-515-22-00		20.00	
						20.00	
						20.00	

Check Register
CITY OF GRAND TERRACE
As of 5/31/2025

Check #	Date	Vendor	Invoice #	Invoice Description	Inv. Date	Amount Paid	Check Total
82498	05/01/2025	WILLDAN	002-34581	MAR 2025 PLAN CHECK/ INSPECTION SVCS FOR BUILDING & SAFETY E 10-172-250-100-000	04/07/2025	1,335.00	
						<u>1,335.00</u>	
			002-34582	MAR 2025 PLAN CHECKING SERVICES FOR VARIOUS DEVELOPERS E 10-175-250-020-000 B 23-515-82-00 B 23-515-97-00	04/07/2025	236.25 810.00 270.00	
						<u>1,316.25</u>	
							2,651.25
82499	05/14/2025	8X8 INC	4976342	MAY 2025 SERVICE CHARGE FOR (46) POLYCOM VVX 450 PHONES E 10-190-235-000-000	05/01/2025	1,324.05	
						<u>1,324.05</u>	
							1,324.05
82500	05/14/2025	ALESHIRE AND WYNDER LLP	95309	APR 2025 LEGAL SERVICES - GENERAL E 10-160-250-000-000	05/07/2025	10,400.00	
						<u>10,400.00</u>	
			95311	APR 2025 LEGAL SERVICES FOR ADVOCATES FOR THE ENVIRONMENT B 23-515-90-00	05/07/2025	1,297.40	
						<u>1,297.40</u>	
			95310	APR 2025 LEGAL SERVICES - PERSONNEL E 10-160-250-100-000	05/07/2025	81.00	
						<u>81.00</u>	
							11,778.40
82501	05/14/2025	AT AND T	MAY 2025 AT&T	MAY 2025 AT&T E 10-190-235-000-000 E 10-450-235-000-000 E 10-805-235-000-000 E 10-808-235-000-000	05/01/2025	2,644.50 502.16 967.05 968.41	
						<u>5,082.12</u>	
							5,082.12

Check Register
CITY OF GRAND TERRACE
As of 5/31/2025

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82502	05/14/2025	CA DEPT OF TRANSPORTATION	SL250977	JAN-MAR 2025 SIGNALS AND LIGHTING BILLING E 16-510-255-000-000	04/21/2025	799.71 799.71	799.71
82503	05/14/2025	CALANIMALS	300002259	2025 CALANIMALS MEMBERSHIP RENEWAL E 10-185-265-000-000	12/27/2024	150.00 150.00	150.00
82504	05/14/2025	CHARTER COMMUNICATIONS	23470380105012	CITY HALL ELEVATOR PHONE - MAY 2025 E 10-195-246-000-000	05/01/2025	40.00 40.00	40.00
82505	05/14/2025	JERRED CHAVEZ	05122025	REFUND ANIMAL CONTROL CITATION FEES DEDUCTED BY FTB R 10-500-07	05/12/2025	522.00 522.00	522.00
82506	05/14/2025	COMPUTERIZED EMBROIDERY CO INC	58152	EMBROIDERY OF CITY LOGO ON SHIRT FOR STAFF E 10-190-220-000-000	05/01/2025	13.05 13.05	13.05
82507	05/14/2025	DATA TICKET INC	177490	GRAND TERRACE - CODE ENFORCEMENT PROCESSING FOR MAR 2025 E 10-185-255-000-000	04/21/2025	1,463.20 1,463.20	1,531.33
			177892	GRAND TERRACE- STREET SWEEPING FOR MAR 2025 E 10-140-255-000-000	04/21/2025	68.13 68.13	

Check Register
CITY OF GRAND TERRACE
As of 5/31/2025

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82508	05/14/2025	DGS/RESD/AMB/FPSS DEPT OF GENEI	0000001636701	BLUE MOUNTAIN TRAIL APPRAISAL REVIEW E 49-473-700-000-000	05/08/2025	5,533.50 5,533.50	5,533.50
82509	05/14/2025	DUNN EDWARDS CORP	2018A35016	PAINT SUPPLIES FOR ART SHOW E 10-804-220-000-000	04/30/2025	56.62 56.62	
			2018A35018	PAINT SUPPLIES FOR ART SHOW E 10-804-220-000-000	04/30/2025	25.23 25.23	
			5018A01101	RETURNED PAINT SUPPLIES FOR ART SHOW E 10-804-220-000-000	04/30/2025	-53.16 -53.16	28.69
82510	05/14/2025	EVERON LLC	158490273	SECURITY MONITORING AT MAINTENANCE BUILDING 04/04/2025 - 06/30/2025 E 10-195-245-000-000	04/08/2025	301.46 301.46	
			158490271	SECURITY MONITORING AT CITY HALL 04/04/2025 - 06/30/2025 E 10-195-245-000-000	04/08/2025	301.46 301.46	
			158490272	SECURITY MONITORING AT SHERIFF SUBSTATION 04/04/2025 - 06/30/2025 E 10-195-245-000-000	04/08/2025	301.46 301.46	904.38
82511	05/14/2025	EYEMED FIDELITY SECURITY LIFE	166794747	MAY 2025 EMPLOYEE PAID VISION INSURANCE B 10-022-71-00	04/21/2025	174.15 174.15	174.15

Check Register
CITY OF GRAND TERRACE
As of 5/31/2025

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82512	05/14/2025	EZ SUNNYDAY LANDSCAPE	8817	MAR 2025 WEED ABATEMENT ON CANAL AT MIRADO AND PICO E 10-631-255-000-000	04/07/2025	1,400.00	
						1,400.00	
			8960	WEED ABATEMENT - BARTON RD AND GRAND TERRACE RD E 10-175-244-000-000	05/02/2025	490.00	
						490.00	
							1,890.00
82513	05/14/2025	FRUIT GROWERS SUPPLY	92528413	PEST CONTROL SUPPLIES FOR CITY PARKWAYS E 10-175-244-000-000	04/17/2025	444.09	
						444.09	
			92531344	IRRIGATION SUPPLIES FOR CANAL VALVE REPAIR E 10-175-244-000-000	04/30/2025	14.75	
						14.75	
							458.84
82514	05/14/2025	RONNIE GARCIA	05122025	REFUND YARD SALE SIGN DEPOSIT FOR (5) YARD SALE SIGNS B 23-515-22-00	05/12/2025	50.00	
						50.00	
							50.00
82515	05/14/2025	GENERAL DOOR SERVICE INC	7280	INSTALLATION OF COUNTER ROLL UP DOOR AT SENIOR CENTER E 10-805-245-000-000	05/01/2025	7,250.40	
						7,250.40	
							7,250.40
82516	05/14/2025	GOODMAN AND ASSOCIATES	6020	APR 2025 INTERIM CITY ENGINEER SERVICES E 10-175-250-020-000	05/12/2025	6,930.00	
						6,930.00	
							6,930.00

Check Register
CITY OF GRAND TERRACE
As of 5/31/2025

Check #	Date	Vendor	Invoice #	Invoice Description	Inv. Date	Amount Paid	Check Total
82517	05/14/2025	GOVINVEST INC	2025-6227	FY2025-26 PENSION, OPEB, AND COSTING MODULES LICENSE FEE B 10-017-00-00	05/05/2025	17,471.08 17,471.08	17,471.08
82518	05/14/2025	GRAND TERRACE CITY NEWS	16195	FEB 2025 WEEKLY QUARTER-PAGE DISPLAY AD E 10-120-230-000-000	02/27/2025	960.00 960.00	
			17999	MAR 2025 WEEKLY QUARTER-PAGE DISPLAY AD E 10-120-230-000-000	05/05/2025	960.00 960.00	
			18000	APR 2025 WEEKLY QUARTER-PAGE DISPLAY AD E 10-120-230-000-000	05/05/2025	960.00 960.00	
			17957	GT 05.01.2025 CITY AD: DUTCH BROS NOTICE OF PUBLIC HEARING B 23-515-81-00	04/30/2025	582.75 582.75	
			17167	GT 03.13.2025 CITY AD: GT HEARING NOTICE ZCA FINAL E 10-370-230-000-000	03/11/2025	466.20 466.20	
			17165	GT 03.13.2025 CITY AD: GT HOUSING ELEMENT NOTICE OF HEARING E 10-370-230-000-000	03/11/2025	399.60 399.60	
			17895	GT 05.01.2025 CITY AD: NOTICE OF INVITING BIDS CFD E 10-125-230-000-000	04/25/2025	399.60 399.60	

Check Register
CITY OF GRAND TERRACE
As of 5/31/2025

Check #	Date	Vendor	Invoice #	Invoice Description	Inv. Date	Amount Paid	Check Total
			17788	GT 04.17.2025 CITY AD: NOTICE OF INVITING BIDS FOR PAVEMENT REHAB E 10-125-230-000-000	04/16/2025	333.00	
						333.00	
			17166	GT 03.13.2025 CITY AD: GT HOUSING ELEMENT MAP E 10-370-230-000-000	03/11/2025	266.40	
						266.40	
			17893	GT 05.01.2025 CITY AD: NOTICE OF INVITING BIDS 5-1-25 E 10-175-230-000-000	04/25/2025	199.80	
						199.80	
			17652	GT 04.03.2025 CITY AD: NOTICE OF INVITING BIDS FOR STREET SWEEPING E 10-125-230-000-000	04/01/2025	189.20	
						189.20	
							5,716.55
82519	05/14/2025	HERC RENTALS INC	35316096-005	LIGHT TOWER RENTALS FOR COMMUNITY LEAGUE USE AT RICHARD ROLLINS PARK E 10-450-245-000-000	05/01/2025	625.42	
						625.42	
			35316096-004	LIGHT TOWER RENTALS FOR COMMUNITY LEAGUE USE AT RICHARD ROLLINS PARK E 10-450-245-000-000	05/01/2025	625.42	
						625.42	
			35503142-001	WATER TRAILER RENTAL E 10-175-240-000-000	05/08/2025	158.03	
						158.03	
							1,408.87
82520	05/14/2025	HOME DEPOT CREDIT SERVICE	4271906	CLEANING SUPPLIES AND LIGHTS FOR SENIOR CENTER E 10-450-245-000-000 E 10-805-245-000-000	04/07/2025	217.43	
						41.24	
						258.67	

Check Register
CITY OF GRAND TERRACE
As of 5/31/2025

Check #	Date	Vendor	Invoice #	Invoice Description	Inv. Date	Amount Paid	Check Total
			2511312	MAINTENANCE SUPPLIES AND SMALL TOOLS	04/09/2025		
				E 10-175-218-000-000		228.86	
				E 10-805-245-000-000		23.88	
						<u>252.74</u>	
			9192662	CLEANING AND MAINTENANCE SUPPLIES	04/22/2025		
				E 10-195-245-000-000		31.78	
				E 10-450-245-000-000		150.83	
						<u>182.61</u>	
			9902334	HAMMER DRILL REPLACEMENT WITH RETURN	04/02/2025		
				E 10-175-218-000-000		139.88	
						<u>139.88</u>	
			8040118	CLEANING SUPPLIES FOR PARKS	04/03/2025		
				E 10-450-245-000-000		135.13	
						<u>135.13</u>	
			1272213	MAINTENANCE SUPPLIES FOR PARKS	04/10/2025		
				E 10-450-245-000-000		48.80	
						<u>48.80</u>	
							1,017.83
82521	05/14/2025	WILLIAM HUSSEY	MAY 2025 BH HL	MAY 2025 BH HLTH REIMBURSEMENT	05/07/2025		
				E 10-110-142-000-000		359.85	
						<u>359.85</u>	
							359.85
82522	05/14/2025	INLAND BUSINESS FORMS	36166	BUSINESS CARDS - MATT BROWN	05/07/2025		
				E 10-110-210-000-000		71.11	
						<u>71.11</u>	
							71.11
82523	05/14/2025	KONICA MINOLTA	47019040	MAY-JUN 2025 RENT FOR (2) PHOTOCOPIERS	05/02/2025		
				E 10-190-212-000-000		260.32	
						<u>260.32</u>	
							260.32

Check Register
CITY OF GRAND TERRACE
As of 5/31/2025

Check #	Date	Vendor	Invoice #	Invoice Description	Inv. Date	Amount Paid	Check Total
82524	05/14/2025	LOMA LINDA HEAT AND A C INC	18356119	FY2024-25 Q3 A/C MAINTENANCE E 10-195-257-000-000	05/02/2025	1,275.00	
						<u>1,275.00</u>	
			18311326	LOCK BOX INSTALLATION ON THERMOSTAT IN LIBRARY E 10-195-246-000-000	04/17/2025	135.52	
						<u>135.52</u>	
							1,410.52
82525	05/14/2025	MCMaster-CARR	44200922	MAINTENANCE SUPPLIES FOR FITNESS PARK E 10-450-245-000-000	04/17/2025	217.56	
						<u>217.56</u>	
							217.56
82526	05/14/2025	MICHAEL BAKER INTERNATIONAL	1248025	APR 2025 PROFESSIONAL SERVICES FOR VIVIENDA CARE FACILITY B 23-520-04-00	05/12/2025	2,646.00	
						<u>2,646.00</u>	
							2,646.00
82527	05/14/2025	ODP BUSINESS SOLUTIONS LLC	420709181001	FY2024-25 OFFICE SUPPLIES E 10-190-210-000-000	04/18/2025	197.56	
						<u>197.56</u>	
							197.56
82528	05/14/2025	ON SITE COMPUTING	54004571	WIFI ACCESS POINT INSTALLATION E 70-190-700-001-000	04/30/2025	3,232.58	
						<u>3,232.58</u>	
							3,232.58
82529	05/14/2025	PACIFIC PRODUCTS AND SERVICES	35893	REPLACEMENT TRAFFIC CONES E 10-175-701-000-000	04/16/2025	454.58	
						<u>454.58</u>	
							454.58

Check Register
CITY OF GRAND TERRACE
As of 5/31/2025

Check #	Date	Vendor	Invoice #	Invoice Description	Inv. Date	Amount Paid	Check Total
82530	05/14/2025	PETTY CASH	05072025	REPLENISH PETTY CASH JAN 2025 TO MAY 2025 E 10-125-210-000-000 E 10-172-272-000-000 E 10-175-220-000-000 E 10-175-270-000-000 E 10-185-110-000-000 E 10-185-268-000-000 E 10-190-220-000-000 E 10-190-226-000-000 E 10-370-210-000-000 E 10-370-270-000-000 E 10-804-220-000-000	05/07/2025	32.36 83.97 90.46 114.10 100.00 71.40 75.00 108.29 100.00 47.46 89.32 912.36	912.36
82531	05/14/2025	Q3 CONSULTING	36080	MAR 2025 STORM DRAIN MASTER PLAN DEVELOPMENT E 10-631-255-000-000	04/28/2025	1,367.50 1,367.50	1,367.50
82532	05/14/2025	QUADIENT LEASING USA INC	Q1855031	APR-JUN25 POSTAGE METER LEASE E 10-190-211-000-000	05/11/2025	967.55 967.55	967.55
82533	05/14/2025	QUICK QUACK CAR WASH	05022025	REFUND WMP DEPOSIT FOR PERMIT B00-004-924 B 23-515-99-00	05/02/2025	7,675.00 7,675.00	7,675.00
82534	05/14/2025	S B COUNTY LAND USE SERVICES	10-806-15	FY2024-25 FIRE HAZARD ABATEMENT SERVICES E 10-187-257-000-000	05/06/2025	6,331.24 6,331.24	6,331.24

Check Register
CITY OF GRAND TERRACE
As of 5/31/2025

Check #	Date	Vendor	Invoice #	Invoice Description	Inv. Date	Amount Paid	Check Total
82535	05/14/2025	SB COUNTY ASSESSOR	109377	MAY 2025 MONTHLY ASSESSOR PARCEL MAP E 10-370-210-000-000	05/07/2025	2.00 <u>2.00</u>	2.00
82536	05/14/2025	SB COUNTY SHERIFF	36282	MAY 2025 LAW ENFORCEMENT SERVICES E 10-410-255-000-000 E 10-410-256-000-000 E 14-411-256-000-000	04/29/2025	3,083.00 193,177.00 15,416.00 <u>211,676.00</u>	
			36309	FY2024-25 Q3 EMERGENCY DISPATCH SERVICE E 10-410-250-000-000	04/29/2025	4,982.50 <u>4,982.50</u>	216,658.50
82537	05/14/2025	SCA OF CA LLC	CA1001710	APR 2025 STREET SWEEPING SERVICES E 16-900-254-000-000	04/30/2025	5,854.50 <u>5,854.50</u>	5,854.50
82538	05/14/2025	SO CAL LOCKSMITH	67030	LOCKS FOR PARK RESTROOMS E 10-450-245-000-000	04/30/2025	142.10 <u>142.10</u>	142.10
82539	05/14/2025	SUPERIOR BUILDING MAINTENANCE	10680	MAY 2025 JANITORIAL SERVICES FOR CIVIC CENTER, PARKS, AND SENIOR CENTER E 10-195-245-000-000 E 10-450-245-000-000 E 10-805-245-000-000	04/26/2025	2,885.00 1,922.00 784.00 <u>5,591.00</u>	5,591.00

Check Register
CITY OF GRAND TERRACE
As of 5/31/2025

Check #	Date	Vendor	Invoice #	Invoice Description	Inv. Date	Amount Paid	Check Total
82540	05/14/2025	TERMINIX	458841131	APR 2025 GOPHER CONTROL FOR	04/21/2025		
				GRIFFIN PARK			
				E 10-450-245-000-000		189.00	
						<u>189.00</u>	
			459152851	APR 2025 GOPHER CONTROL FOR PICO PARK	04/21/2025		
				E 10-450-245-000-000		158.00	
						<u>158.00</u>	
			458770980	APR 2025 PEST CONTROL SERVICES -	04/18/2025		
				CITY HALL			
				E 10-195-245-000-000		128.00	
						<u>128.00</u>	
			458771051	APR 2025 PEST CONTROL SVCS FOR	04/18/2025		
				SENIOR CENTER			
				E 10-805-245-000-000		124.00	
						<u>124.00</u>	
			458841355	APR 2025 GOPHER CONTROL FOR DOG PARK	04/21/2025		
				E 10-450-245-000-000		93.00	
						<u>93.00</u>	
			458841156	APR 2025 GOPHER CONTROL FOR	04/21/2025		
				RICHARD ROLLINS PARK			
				E 10-450-245-000-000		93.00	
						<u>93.00</u>	
			458841366	APR 2025 GOPHER CONTROL FOR	04/21/2025		
				POCKET PARK			
				E 10-450-245-000-000		80.00	
						<u>80.00</u>	
			452139465	SEP 2024 GOPHER CONTROL FOR	09/30/2024		
				POCKET PARK			
				E 10-450-245-000-000		80.00	
						<u>80.00</u>	

945.00

Check Register
CITY OF GRAND TERRACE
As of 5/31/2025

Check #	Date	Vendor	Invoice #	Invoice Description	Inv. Date	Amount Paid	Check Total
82541	05/14/2025	UNDERGROUND SERVICE ALERT	420250322	MAY 2025 MONTHLY DATABASE MAINTENANCE FEE E 16-900-220-000-000	05/01/2025	174.65 <u>174.65</u>	174.65
82542	05/14/2025	VERIZON WIRELESS	6111826817	ALPR LINE CHARGES MAR-APR 2025 E 10-190-235-000-000	04/23/2025	190.05 <u>190.05</u>	190.05
82543	05/14/2025	WILLDAN	00421777	MAR 2025 PUBLIC WORKS PERMIT INSPECTION E 10-175-250-020-000	05/02/2025	4,536.00 <u>4,536.00</u>	4,536.00
82544	05/14/2025	RAY ZEIGLER	3	LIVE MUSIC FOR BLUE MOUNTAIN FESTIVAL E 69-120-220-000-000	05/17/2025	600.00 <u>600.00</u>	600.00
82545	05/29/2025	A STORAGE PLACE	06/01/2025 - B33	JUN 2025 RENT FOR UNIT B3334 E 10-140-241-000-000	05/17/2025	422.00 <u>422.00</u>	632.00
			06/01/2025 - B15	JUN 2025 RENT FOR UNIT B15 E 10-140-241-000-000	05/17/2025	210.00 <u>210.00</u>	
82546	05/29/2025	DARLENE AGUILAR	05202025	REFUND YARD SALE SIGN DEPOSIT FOR (1) YARD SALE SIGN B 23-515-22-00	05/20/2025	10.00 <u>10.00</u>	10.00

Check Register
CITY OF GRAND TERRACE
As of 5/31/2025

Check #	Date	Vendor	Invoice #	Invoice Description	Inv. Date	Amount Paid	Check Total
82547	05/29/2025	ALLIANT INSURANCE SERVICES INC	3085001	INSURANCE FOR 2025 BLUE MOUNTAIN FESTIVAL E 69-120-220-000-000	05/13/2025	595.00 595.00	595.00
82548	05/29/2025	AMAZON CAPITAL SERVICES	19KW-YKTM-3DF	SHOES FOR VICKIE AND RIBBONS FOR BLUE MOUNTAIN FESTIVAL E 65-425-220-000-000 E 69-120-220-000-000	05/28/2025	45.06 7.85 52.91	52.91
82549	05/29/2025	ASCAP	100006610679	FY2025-26 MUSIC LICENSE FEE B 10-017-00-00	05/20/2025	449.58 449.58	449.58
82550	05/29/2025	TABATHA BAREFIELD	05272025	REIMBURSEMENT FOR HOTEL FOR 2025 LEADERSHIP SUMMIT E 10-185-268-000-000	05/27/2025	255.80 255.80	255.80
82551	05/29/2025	BASIC BACKFLOW	50571	SUPPLIES FOR BACKFLOW REPAIR ON ORIOLE AVE E 26-601-245-000-000	05/15/2025	1,000.38 1,000.38	1,000.38
82552	05/29/2025	ROBERT BOUSTEDT	05202025	REFUND YARD SALE SIGN DEPOSIT FOR (2) YARD SALE SIGNS B 23-515-22-00	05/20/2025	20.00 20.00	20.00

Check Register
CITY OF GRAND TERRACE
As of 5/31/2025

Check #	Date	Vendor	Invoice #	Invoice Description	Inv. Date	Amount Paid	Check Total
82553	05/29/2025	BURRTEC WASTE INDUSTRIES INC	05162025 TRASH	11/26/24 - 04/14/25 DELINQ TRASH COLLECTIONS B 23-302-90-00 B 23-303-90-00	05/16/2025	62,518.68 766.26 <u>63,284.94</u>	63,284.94
82554	05/29/2025	CA STATE CONTROLLER	FTB-00007659	STATE CONTROLLER 2024 OFFSETS PROGRAM E 10-140-250-000-000	05/07/2025	113.72 <u>113.72</u>	113.72
82555	05/29/2025	CAT TRACKING INC	20612	TRAFFIC CONTROL FOR 2025 BLUE MOUNTAIN FESTIVAL E 69-120-220-000-000	05/20/2025	7,550.00 <u>7,550.00</u>	7,550.00
82556	05/29/2025	CITY OF COLTON	05162025 SEWE	11/26/2024-12/12/2024 AND 03/22/2025- 04/14/2025 DELINQ SEWER COLLECTIONS B 23-303-90-00	05/16/2025	4,883.74 <u>4,883.74</u>	4,883.74
82557	05/29/2025	CIVIC PLUS	337037	FY2025-26 SOCIAL MEDIA ARCHIVING B 10-017-00-00	07/01/2025	8,807.40 <u>8,807.40</u>	8,807.40
82558	05/29/2025	COMPUTERIZED EMBROIDERY CO INC	58227	EMBROIDERY OF CITY LOGO ON SHIRTS FOR STAFF E 10-190-220-000-000	05/14/2025	76.13 <u>76.13</u>	76.13

Check Register
CITY OF GRAND TERRACE
As of 5/31/2025

Check #	Date	Vendor	Invoice #	Invoice Description	Inv. Date	Amount Paid	Check Total
82559	05/29/2025	COUNTY OF SB FLOOD CONTROL	P-22019008	PLAN CHECKS FOR LATERAL CONNECTIONS AT STORM DRAIN E 10-631-255-000-000	04/28/2025	359.08 359.08	359.08
82560	05/29/2025	STEPHANIE DARWIN	05142025	REIMBURSEMENT FOR DECORATIONS FOR GT ART SHOW E 10-804-220-000-000	05/14/2025	75.00 75.00	75.00
82561	05/29/2025	DATA TICKET INC	178785	GRAND TERRACE - CODE ENFORCEMENT PROCESSING FOR APR 2025 E 10-185-255-000-000	05/19/2025	2,467.30 2,467.30	2,666.09
			178951	GRAND TERRACE CITATION PROCESSING FEES APR 2025 E 10-140-255-000-000	05/19/2025	136.29 136.29	
			179186	GRAND TERRACE- STREET SWEEPING FOR APR 2025 E 10-140-255-000-000	05/19/2025	62.50 62.50	
82562	05/29/2025	DENTAL HEALTH SERVICES	2507036	JUN 2025 EMPLOYEE PAID DENTAL INSURANCE B 10-022-70-00	05/16/2025	145.95 145.95	145.95
82563	05/29/2025	DUNN EDWARDS CORP	2018A35853	SPRAY SHIELD FOR PAINTING CURBS E 10-175-244-000-000	05/14/2025	8.66 8.66	8.66

Check Register
CITY OF GRAND TERRACE
As of 5/31/2025

Check #	Date	Vendor	Invoice #	Invoice Description	Inv. Date	Amount Paid	Check Total
82564	05/29/2025	EZ SUNNYDAY LANDSCAPE	8983	MAY 2025 LANDSCAPING SERVICES - PARKS, CIVIC CENTER, CANAL STRIP, ORIOLE E 10-175-244-000-000 E 10-195-245-000-000 E 10-450-245-000-000 E 26-600-255-000-000 E 26-601-255-000-000	05/19/2025	80.00 200.00 3,285.00 150.00 80.00 <u>3,795.00</u>	
			8981	MAY 2025 WEED ABATEMENT ON MIRADO DRAIN E 10-631-255-000-000	05/19/2025	750.00 <u>750.00</u>	
			8982	MAY 2025 LANDSCAPING SERVICES - TRACT 18070 JADEN E 26-605-255-000-000	05/19/2025	750.00 <u>750.00</u>	
			8980	MAY 2025 WEED ABATEMENT ON LA CADENA BETWEEN PALM AND LITTON E 10-175-244-000-000	05/19/2025	350.00 <u>350.00</u>	5,645.00
82565	05/29/2025	FAMILY SERVICE ASSOCIATION	04-2025-300405	APR 2025 CDBG SR CENTER COORDINATOR E 22-425-312-000-000	05/01/2025	2,934.40 <u>2,934.40</u>	
			02-2025-300405	FEB 2025 CDBG SR CENTER COORDINATOR E 22-425-312-000-000	02/01/2025	2,306.46 <u>2,306.46</u>	5,240.86
82566	05/29/2025	FRUIT GROWERS SUPPLY	92536358	PEST CONTROL SUPPLIES FOR CITY PARKWAYS E 10-175-244-000-000	05/21/2025	440.30 <u>440.30</u>	

Check Register
CITY OF GRAND TERRACE
As of 5/31/2025

Check #	Date	Vendor	Invoice #	Invoice Description	Inv. Date	Amount Paid	Check Total
			92534121	WATER COOLER FOR WORK RELEASE PROGRAM E 10-175-210-000-000	05/12/2025	58.46	
						58.46	
			92534481	TRASH PICKER FOR MAINTENANCE E 10-175-218-000-000	05/13/2025	47.64	
						47.64	
			92532896	GOPHER GAS FOR MAINTENANCE YARD E 10-195-245-000-000	05/06/2025	7.05	
						7.05	
							553.45
82567	05/29/2025	GRAINGER	9505764390	MEASURING WHEEL FOR BLUE MOUNTAIN FESTIVAL E 69-120-220-000-000	05/13/2025	147.66	
						147.66	
			9497845256	MARKING PAINT FOR BLUE MOUNTAIN FESTIVAL E 69-120-220-000-000	05/06/2025	53.37	
						53.37	
			9505764408	BATTERIES FOR MAINTENANCE E 10-175-210-000-000	05/13/2025	4.84	
						4.84	
							205.87
82568	05/29/2025	GRAND TERRACE CITY NEWS	18167	GT 05.22.2025 CITY AD: ORD #366 2ND READING E 10-125-230-000-000	05/20/2025	178.48	
						178.48	
			18164	GT 05.22.2025 CITY AD: ORD #367 1ST READING E 10-125-230-000-000	05/20/2025	131.36	
						131.36	
							309.84

Check Register
CITY OF GRAND TERRACE
As of 5/31/2025

Check #	Date	Vendor	Invoice #	Invoice Description	Inv. Date	Amount Paid	Check Total
82569	05/29/2025	HARDY AND HARPER INC	24263 RET	CIP 2024-25 STREET REHABILITATION RETENTION PAYMENT E 46-900-321-000-000	05/30/2025	38,021.14 38,021.14	38,021.14
82570	05/29/2025	LYNNE HARMON	05132025-2	REIMBURSEMENT FOR DECORATIONS FOR GT ART SHOW E 10-804-220-000-000	05/13/2025	32.32 32.32	
			05132025	REIMBURSEMENT FOR DECORATIONS FOR GT ART SHOW E 10-804-220-000-000	05/13/2025	27.12 27.12	59.44
82571	05/29/2025	KONICA MINOLTA	47132532	MAY-JUN 2025 RENT FOR ADDITIONAL PHOTOCOPIER E 10-190-212-000-000	05/22/2025	142.92 142.92	142.92
82572	05/29/2025	KONICA MINOLTA BUS. SOLUTIONS	501400067	MAR 2025 CITYWIDE PHOTOCOPIER MAINTENANCE E 10-190-700-000-000	03/31/2025	321.78 321.78	
			9010439516	04/15/2025-05/14/2025 CITYWIDE PHOTOCOPIER SERVICES E 10-190-700-000-000	05/14/2025	62.95 62.95	384.73
82573	05/29/2025	JESSICA LAMBARENA	05272025	REIMBURSEMENT FOR LUNCH FOR STAFF AT BLUE MOUNTAIN FESTIVAL E 69-120-220-000-000	05/27/2025	229.98 229.98	229.98

Check Register
CITY OF GRAND TERRACE
As of 5/31/2025

Check #	Date	Vendor	Invoice #	Invoice Description	Inv. Date	Amount Paid	Check Total
82574	05/29/2025	RIGO LEPE	05272025	REFUND YARD SALE SIGN DEPOSIT FOR (2) YARD SALE SIGNS B 23-515-22-00	05/27/2025	20.00 20.00	20.00
82575	05/29/2025	LILBURN CORPORATION	25-0543	APR-MAY 2025 PROFESSIONAL SERVICES FOR SA 23-21 B 23-515-72-00	05/22/2025	5,330.00 5,330.00	
			25-0541	APR-MAY 2025 PROFESSIONAL SERVICES FOR SA 25-05 B 23-520-10-00	05/22/2025	4,305.00 4,305.00	
			25-0540	APR-MAY 2025 PROFESSIONAL SERVICES FOR SA 25-04 B 23-520-09-00	05/22/2025	4,305.00 4,305.00	
			25-0544	APR-MAY 2025 PROFESSIONAL SERVICES FOR SA 25-06 B 23-520-11-00	05/22/2025	3,895.00 3,895.00	17,835.00

Check Register
CITY OF GRAND TERRACE
As of 5/31/2025

Check #	Date	Vendor	Invoice #	Invoice Description	Inv. Date	Amount Paid	Check Total
82576	05/29/2025	LINCOLN NATIONAL LIFE INSURANC	LCLN JUN 2025	JUN 2025 LIFE/AD&D/DEP LIFE/WI/LTD B 10-022-66-00 E 10-120-142-000-000 E 10-125-142-000-000 E 10-140-142-000-000 E 10-172-142-000-000 E 10-175-142-000-000 E 10-185-142-000-000 E 10-370-142-000-000 E 10-450-142-000-000 E 16-175-142-000-000 E 52-400-142-000-000 E 65-425-142-000-000	06/01/2025	1,086.98 63.00 14.74 49.10 23.86 34.16 8.82 27.48 18.51 12.75 2.16 8.21 <u>1,349.77</u>	1,349.77
82577	05/29/2025	MICHAEL BAKER INTERNATIONAL	1248494	APR 2025 PROFESSIONAL SERVICES FOR BARTON ROAD SPECIFIC PLAN B 23-515-59-00	05/15/2025	2,462.00 <u>2,462.00</u>	2,462.00
82578	05/29/2025	MIDAMERICA ADMIN RETIREMENT	PAYDATE 05012	PAYDATE 05012025 ARS RETIREMENT B 10-022-68-00	05/01/2025	271.01 <u>271.01</u>	540.17
			PAYDATE 05152	PAYDATE 05152025 ARS RETIREMENT B 10-022-68-00	05/15/2025	269.16 <u>269.16</u>	
82579	05/29/2025	MOORE IACOFANO GOLTSMAN INC	0091305	APR 2025 PROFESSIONAL SERVICES FOR DUTCH BROS B 23-515-81-00	05/15/2025	1,365.00 <u>1,365.00</u>	1,365.00

Check Register
CITY OF GRAND TERRACE
As of 5/31/2025

Check #	Date	Vendor	Invoice #	Invoice Description	Inv. Date	Amount Paid	Check Total
82580	05/29/2025	AMANDA OLIVARES	05202025	REFUND RESERVATION DEPOSIT FOR SENIOR CENTER 04/26/2025 B 23-515-22-00	05/20/2025	200.00 200.00	200.00
82581	05/29/2025	ON SITE COMPUTING	54004597	JUN 2025 IT SERVICES E 10-380-250-000-000	05/01/2025	10,972.31 10,972.31	10,972.31
82582	05/29/2025	OTIS ELEVATOR COMPANY	F10000230442	2025 LOGISTICS AND FLEET MAINTENANCE FEE E 10-195-246-000-000	05/05/2025	125.00 125.00	125.00
82583	05/29/2025	SITEONE LANDSCAPE SUPPLY	152785186-001	PVC SUPPLIES FOR PARKS AND CANAL E 10-175-244-000-000 E 10-450-245-000-000	04/29/2025	93.94 36.97 130.91	130.91
82584	05/29/2025	ST FRANCIS ELECTRIC	22147772	APR 2025 RESPONSE TRAFFIC SIGNAL MAINTENANCE E 16-510-255-000-000	04/30/2025	1,501.50 1,501.50	2,059.05
			22147771	APR 2025 ROUTINE TRAFFIC SIGNAL MAINTENANCE E 16-510-255-000-000	04/30/2025	557.55 557.55	
82585	05/29/2025	STERICYCLE INC	8010774909	APR 2025 RECORDS DESTRUCTION E 10-125-250-000-000	05/10/2025	155.28 155.28	155.28

Check Register
CITY OF GRAND TERRACE
As of 5/31/2025

Check #	Date	Vendor	Invoice #	Invoice Description	Inv. Date	Amount Paid	Check Total
82586	05/29/2025	SUPERIOR BUILDING MAINTENANCE	10683	JUN 2025 JANITORIAL SERVICES FOR CIVIC CENTER, PARKS, AND SENIOR CENTER E 10-195-245-000-000 E 10-450-245-000-000 E 10-805-245-000-000	05/26/2025	2,885.00 1,922.00 784.00 <u>5,591.00</u>	5,591.00
82587	05/29/2025	TEAMSTERS LOCAL 1932	046	JUN 2025 EMPLOYEE PAID MEMBERSHIP DUES B 10-022-72-00	05/16/2025	561.70 <u>561.70</u>	561.70
82588	05/29/2025	TODD PETERS ELECTRICAL CONTRAC	0503025-3	LIGHTING REPAIRS AT VETERAN'S FREEDOM PARK E 10-450-245-000-000	05/03/2025	1,688.00 <u>1,688.00</u>	4,085.00
			0503025-4	LIGHT POLE REPAIRS AT CITY HALL E 10-195-245-000-000	05/03/2025	1,598.00 <u>1,598.00</u>	
			0503025-5	LIGHT INSTALLATION ON COGT SIGN ON BARTON RD E 10-175-244-000-000	05/03/2025	799.00 <u>799.00</u>	
82589	05/29/2025	WEST COAST ARBORISTS INC	228950	APR 2025 CITYWIDE TREE INVENTORY AND ARBORIST SERVICES E 20-100-245-000-000	04/30/2025	21,388.00 <u>21,388.00</u>	21,388.00
82590	05/29/2025	WILLDAN	010-62276	FORMATION OF CFD 2025-1 TRACT 20395 B 23-520-05-00	05/12/2025	17,000.00 <u>17,000.00</u>	

Check Register
CITY OF GRAND TERRACE
As of 5/31/2025

Check #	Date	Vendor	Invoice #	Invoice Description	Inv. Date	Amount Paid	Check Total
			002-34775	APR 2025 PLAN CHECK/ INSPECTION SVCS FOR BUILDING & SAFETY E 10-172-250-100-000	05/12/2025	4,077.50	
						<u>4,077.50</u>	
			002-34776	APR 2025 PLAN CHECKING SERVICES FOR JON ZANE B 23-515-25-00	05/12/2025	270.00	
						<u>270.00</u>	
							21,347.50
82591	05/29/2025	MAYRA ZAVALZA	05202025	REFUND YARD SALE SIGN DEPOSIT FOR (3) YARD SALE SIGNS B 23-515-22-00	05/20/2025	30.00	
						<u>30.00</u>	
							30.00
854006	05/28/2025	AMERICAN FIDELITY ASSURANCE CO	D854006	JUN 2025 - EMPLOYEE CANCER & ACCIDENT INSURANCE B 23-250-20-00	06/01/2025	711.42	
						<u>711.42</u>	
							711.42
1420409	05/22/2025	SO CA GAS COMPANY	APR 2025 GAS S	APR 2025 GAS SERVICE E 10-190-238-000-000 E 10-805-238-000-000	05/07/2025	470.55	
						160.36	
						<u>630.91</u>	
							630.91
2509757	05/28/2025	AMERICAN FIDELITY ASSURANCE CO	2509757A	JUN 2025 EMP PAID FLEX SPEND/DEP CARE B 23-250-10-00	04/30/2025	291.65	
						<u>291.65</u>	
							291.65
17858043	05/19/2025	PUBLIC EMPLOYEES RETIREMENT	PAYDTE 050120:	RETIREMENT CONTRIBUTIONS FOR PAY DATE 05/01/2025 B 10-022-62-00	05/01/2025	12,179.60	
						<u>12,179.60</u>	
							12,179.60

Check Register
CITY OF GRAND TERRACE
As of 5/31/2025

Check #	Date	Vendor	Invoice #	Invoice Description	Inv. Date	Amount Paid	Check Total
17893523	05/19/2025	PUBLIC EMPLOYEES RETIREMENT	PAYDTE 051520:	RETIREMENT CONTRIBUTIONS FOR PAY DATE 05/15/2025 05/15/2025 B 10-022-62-00	05/15/2025	12,234.47 12,234.47	12,234.47
17896976	05/05/2025	CA PUB EMPLOYEES RETIRE SYSTEM	05012025 HPER:	MAY 2025 PERS HEALTH INSURANCE ACH 1002901704 B 10-022-61-00 E 10-120-142-000-000 E 10-125-142-000-000 E 10-140-142-000-000 E 10-172-142-000-000 E 10-175-142-000-000 E 10-185-142-000-000 E 10-190-142-000-000 E 10-370-142-000-000 E 10-450-142-000-000 E 16-175-142-000-000 E 65-425-142-000-000	05/01/2025	3,278.13 4,109.61 1,759.89 2,590.89 1,858.20 3,716.41 1,759.89 5,978.09 830.78 1,858.20 929.09 830.67 29,499.85	29,499.85
17929171	05/19/2025	CALPERS 457 PLAN	PAYDATE 05012	EFT PAYMENT CALPERS ACH CONFIRM #1002912172 B 10-022-63-00 B 10-022-64-00	05/01/2025	2,495.00 497.66 2,992.66	2,992.66
17929206	05/19/2025	CALPERS 457 PLAN	PAYDATE 05152	EFT PAYMENT CALPERS ACH CONFIRM #1002912261 B 10-022-63-00 B 10-022-64-00	05/15/2025	2,495.00 497.66 2,992.66	2,992.66

Check Register
CITY OF GRAND TERRACE
As of 5/31/2025

Check #	Date	Vendor	Invoice #	Invoice Description	Inv. Date	Amount Paid	Check Total
26314520	05/02/2025	SO CA EDISON COMPANY	APR 2025 EDISC	APR 2025 EDISON	05/01/2025		
				E 10-175-238-000-000		16.93	
				E 10-190-238-000-000		5,593.72	
				E 10-450-238-000-000		3,647.26	
				E 16-510-238-000-000		7,580.80	
				E 26-600-238-000-000		77.19	
				E 26-601-238-000-000		62.71	
				E 26-602-238-000-000		86.84	
				E 26-603-238-000-000		14.47	
				E 26-604-238-000-000		68.39	
				E 26-605-238-000-000		55.04	
				E 65-425-700-000-000		116.00	
						<u>17,319.35</u>	
							17,319.35
60581659	05/14/2025	VERIZON WIRELESS	6112339584	APR-MAY 2025 MONTHLY PHONE CHARGES	05/01/2025		
				E 10-120-235-000-000		153.81	
				E 10-125-235-000-000		102.54	
				E 10-140-235-000-000		173.81	
				E 10-172-235-000-000		112.54	
				E 10-175-235-000-000		805.34	
				E 10-185-235-000-000		199.67	
				E 10-190-235-000-000		270.09	
				E 10-370-235-000-000		102.54	
				E 65-425-235-000-000		51.27	
						<u>1,971.61</u>	
							1,971.61
104656697	05/09/2025	WEX BANK	104656697	APR-MAY 2025 VEHICLE FUEL CHEVRON	05/06/2025		
				E 10-172-272-000-000		88.00	
				E 10-175-272-000-000		2,058.18	
				E 10-185-272-000-000		328.81	
						<u>2,474.99</u>	
							2,474.99

Check Register
CITY OF GRAND TERRACE
As of 5/31/2025

Check #	Date	Vendor	Invoice #	Invoice Description	Inv. Date	Amount Paid	Check Total
428059925	05/21/2025	US BANK	APR2025 CAL C/	APR-MAY 2025 CAL CARD CHARGES	05/06/2025		
				E 10-110-210-000-000 OFFICE SUPPLIES		38.24	
				E 10-110-270-000-000 CONFERENCE		3,182.89	
				E 10-120-210-000-000 OFFICE SUPPLIES		518.54	
				E 10-125-210-000-000 OFFICE SUPPLIES		23.59	
				E 10-125-265-000-000 MEMBERSHIP/DUES		250.00	
				E 10-125-270-000-000 CONFERENCE		2,293.81	
				E 10-140-210-000-000 OFFICE SUPPLIES		299.50	
				E 10-172-210-000-000 OFFICE SUPPLIES		277.85	
				E 10-172-270-000-000 CONFERENCE		1,550.05	
				E 10-172-272-000-000 VEHICLE MAINT		67.99	
				E 10-175-210-000-000 OFFICE SUPPLIES		282.74	
				E 10-175-220-000-000 MTRLS & SUPPLIES		91.74	
				E 10-175-244-000-000 MTRLS & SUPPLIES		1,840.89	
				E 10-175-246-000-000 MTRLS & SUPPLIES		648.61	
				E 10-175-270-000-000 CONFERENCE		118.00	
				E 10-175-272-000-000 VEHICLE MAINT		270.35	
				E 10-185-210-000-000 OFFICE SUPPLIES		30.09	
				E 10-185-218-000-000 MTRLS & SUPPLES		309.12	
				E 10-185-220-000-000 MTRLS & SUPPLIES		16.15	
				E 10-190-210-000-000 OFFICE SUPPLIES		583.83	
				E 10-190-211-000-000 POSTAGE		35.90	
				E 10-190-220-000-000 MTRLS & SUPPLIES		1,889.14	
				E 10-195-245-000-000 MTRLS & SUPPLIES		94.52	
				E 10-370-220-000-000 MTRLS & SUPPLIES		-24.71	
				E 10-380-210-000-000 OFFICE SUPPLIES		203.62	
				E 10-450-245-000-000 MTRLS & SUPPLIES		708.72	
				E 10-805-245-000-000 MTRLS & SUPPLIES		51.02	
				E 10-808-210-000-000 OFFICE SUPPLIES		61.92	
				E 69-120-220-000-000 MTRLS & SUPPLIES		190.77	
						15,904.88	
							15,904.88
						Total Checks:	768,415.12

Check Register
CITY OF GRAND TERRACE
As of 5/31/2025

<u>Check #</u>	<u>Date</u>	<u>Vendor</u>	<u>Invoice #</u>	<u>Invoice Description</u>	<u>Inv. Date</u>	<u>Amount Paid</u>	<u>Check Total</u>
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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: July 8, 2025

TITLE: Authorize the Use and Acceptance of Electronic Signatures

PRESENTED BY: Daysi Alcocer, City Clerk

RECOMMENDATION: **ADOPT A RESOLUTION OF THE CITY OF GRAND TERRACE, CALIFORNIA, ADOPTING AN ELECTRONIC RECORDS AND SIGNATURE USE POLICY AND AUTHORIZING THE USE OF DIGITAL SIGNATURES, ATTESTATION, AND ELECTRONIC SIGNATURES**

2030 VISION STATEMENT:

This staff report supports Goal #1, Ensure Our Fiscal Viability by Exploring Creative Means to Provide Services and Goal #5, Engage in Proactive Communication by Utilizing Technology and Web-Based Tools to Disseminate Information.

BACKGROUND:

The term “electronic signature” is defined under the UETA (Civil Code § 1633.2) as “an electronic sound, symbol, or process attached to or logically associated with an electronic record and executed or adopted by a person with intent to sign the electronic record”.

The term “digital signature” is defined under Government Code Section 16.5 as, “an electronic identifier, created by computer, intended by the party using it to have the same force and effect as the use of a manual or “wet” signature.”

Under the UETA and Government Code Section 16.5, the term “digital signature” is a type of “electronic signature” and under the UETA, electronic signatures on contracts are permitted in lieu of original signatures where the parties mutually agree to use and accept electronic signatures except where original signatures are required by law.

Benefits of allowing electronic signatures include: reduced time, paper and costs associated with transmitting and approving physical documents; improved customer service and convenience to those performing transactions with the City; enhanced records management; best practices; and the creation of an easily accessible audit trail of when documents are modified and signed.

City Staff recommends that the City Council adopt a resolution implementing a permanent policy which would allow the City to utilize electronic records and signatures.

DISCUSSION:

The proposed resolution and policy allow for the use of electronic records and signatures for any internal or external city business and in any transaction or communication in which the parties have agreed to the use of electronic records and signatures. An electronic record may be used in place of a traditional record.

“Electronic record” is defined in the statute as “a record created, generated, sent, communicated, received, or stored by electronic means”. This is a broad definition, providing flexibility in the records which the City chooses to use.

Senate Bill 1514, chaptered on September 22, 2024, and effective January 1, 2025, amended Government Code Section 36932 requiring ordinances to be signed by the mayor and attested by the city clerk to specify that when attesting to a digital signature, a county clerk or a city clerk may presume that the signature is genuine and attributable to the signatory if the digital signature complies with specified requirements.

ENVIRONMENTAL IMPACT:

None.

FISCAL IMPACT:

There are no fiscal implications associated with authorizing electronic signatures. However, signatures that require secure authentication would require the use of an electronic signature service such as DocuSign. If the City Council authorizes electronic signatures, staff will explore costs and options further.

RESOLUTION NO. 2025-xx

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GRAND TERRACE, CALIFORNIA, AUTHORIZING THE USE OF DIGITAL SIGNATURES, ATTESTATION, AND ELECTRONIC SIGNATURES

WHEREAS, the legality of the use of electronic signatures is governed by federal and state law, including the U.S. Federal Electronic Signatures in Global and National Commerce Act (“E-SIGN”) (15 U.S.C. §§ 7001 et seq.), the Uniform Electronic Transactions Act (“UETA”) (California Civil Code §§ 1633.1 et seq.), California Government Code Section 16.5 (“Digital Signatures”), and California Secretary of State Digital Signature Regulations (2 C.C.R. §§ 22000-22005) (“Secretary of State Regulations”); and

WHEREAS, the term “electronic signature” is defined under the UETA (Civil Code § 1633.2) as “an electronic sound, symbol, or process attached to or logically associated with an electronic record and executed or adopted by a person with intent to sign the electronic record”; and

WHEREAS, government agencies may use and accept all types of electronic signatures, including digital signatures, in accordance with the UETA; and

WHEREAS, the term “digital signature” is defined under Government Code Section 16.5 as, “an electronic identifier, created by computer, intended by the party using it to have the same force and effect as the use of a manual or “wet” signature.” Under the UETA and Government Code Section 16.5, the term “digital signature” is a type of “electronic signature”; and

WHEREAS, under the UETA, electronic signatures on contracts are permitted in lieu of original signatures where the parties mutually agree to use and accept electronic signatures except where original signatures are required by law. For example, the creation of wills, testamentary trusts, and real estate conveyance instruments must contain original signatures; and

WHEREAS, pursuant to Government Code Section 16.5, government agencies may elect to use digital signatures and may accept a digital signature from another party, for any written communications with the City in which a signature is required or used. Government Code Section 16.5 provides criteria that, if complied with, will ensure the validity of use of a digital signature in communication between a governmental agency and another party. The California Secretary of State has also issued regulations regarding the use of digital signatures, set forth in Title 2, Division 7, Chapter 10 (Digital Signatures) of the California Code of Regulations; and

WHEREAS, Senate Bill 1514, chaptered on September 22, 2024 and effective January 1, 2025, amended Government Code Section 36932 requiring ordinances to be signed by the mayor and attested by the city clerk to specify that when attesting to a digital signature, a county clerk or a city clerk may presume that the signature is genuine and

attributable to the signatory if the digital signature complies with specified requirements; and

WHEREAS, the benefits of electronic signatures include, but are not limited to, reductions in the use of paper, time, and costs associated with transmitting, approving, and executing physical documents; and

WHEREAS, electronic signature technologies have been developed to address concerns with verifying the identity of the person affixing his or her electronic signature; and

WHEREAS, the City hereby authorizes the use and acceptance of digital signatures for the execution of City contracts, legislation, and attestations; and

WHEREAS, on March 19, 2020 the City's City Manager proclaimed the existence of a local emergency due to the onset of the worldwide COVID-19 pandemic, which proclamation was confirmed by the City Council with the subsequent adoption of Resolution No. 2020-05; and

WHEREAS, in July of 2020, the City began using electronic signatures in lieu of original signatures on certain contracts and legislation as allowed by law with the adoption of Resolution No. 2020-30; and

WHEREAS, the City's use of electronic signatures was initially authorized in response to the COVID-19 local emergency and limited in scope to that context; and

WHEREAS, the City Council now intends to make the use of electronic signatures a generally applicable practice, where permitted by law; and

WHEREAS, the City Council now desires to formally memorialize this broader authorization for ongoing use in City operations.

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

1. The City Council finds that the above recitations are true and correct and accordingly, are incorporated as a material part of this Resolution.

2. The City Council hereby approves and adopts the Electronic Records and Signature Use Policy, authorizing the use and acceptance of electronic records and electronic signatures, including digital signatures, attached as "**Exhibit A**" to this Resolution.

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

phrase, or portion thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses, phrases, or portions be declared invalid or unconstitutional.

4. The City Clerk shall certify to the adoption of this Resolution.
5. This Resolution shall take effect immediately upon its adoption.

PASSED, APPROVED and ADOPTED by the City Council of the City of Grand Terrace at a regular meeting held on the 8th day of July 2025.

Bill Hussey
Mayor

ATTEST:

Daysi Alcocer
City Clerk

APPROVED AS TO FORM:

Adrian R. Guerra
City Attorney

EXHIBIT A

CITY OF GRAND TERRACE ELECTRONIC RECORDS

AND SIGNATURE USE POLICY

I. Purpose and Intent.

This Policy is intended to enable the City of Grand Terrace to use electronic records and electronic signatures, including digital signatures, to the fullest extent allowed by law, and does not limit the City's ability to use electronic records, electronic signatures, or digital signatures in any way. Any use of electronic records, electronic signatures, and digital signatures by the City shall be in accordance with all applicable laws and City administrative policies and procedures, as may be amended from time to time by the City Manager. This policy does not supersede any laws that require a handwritten signature, nor does it limit the right or option of the City to conduct any business or transaction on paper or in non-electronic form.

II. Definitions.

The following definitions shall apply to this Policy:

(1) "Digital signature" has the same meaning as in section 16.5 of the California Government Code, as amended.

(2) "Electronic record" has the same meaning as in section 1633.2 of the California Civil Code, as amended.

(3) "Electronic signature" has the same meaning as in section 1633.2 of the California Civil Code, as amended. Unless otherwise specified, the term electronic signature shall include digital signatures.

(4) "UETA" means the Uniform Electronic Transactions Act, commencing at section 1633.1 of the California Civil Code, as amended.

III. Use of Electronic Records and Signatures.

(1) **Use of Electronic Records and Signatures.** The City authorizes the use and acceptance of electronic records and electronic signatures in any internal or external City business, documents, and transactions when it is operationally feasible, where technology permits, and when it is otherwise appropriate at the discretion of the City Manager, in accordance with the UETA and section 16.5 of the California Government Code. This includes the use and acceptance of digital signatures for executing City legislation, including ordinances and resolutions, and attestations.

(2) **Electronic Transactions and Communications.** In any transaction or communication with the City for which the parties have agreed to conduct the transaction or communication by electronic means, the following provisions apply:

(A) When a record is required to be in writing, an electronic record satisfies that requirement, if it is in accordance with the UETA.

(B) When a signature is required, the parties may agree that either:

(i) An electronic signature satisfies that requirement if it is in accordance with the UETA; or

(ii) A digital signature satisfies that requirement, if it is in accordance with section 16.5 of the California Government Code.

(3) **Digital Signatures.** Any use of digital signatures pursuant to this policy shall conform to the requirements set forth by the California Secretary of State in Title 2, Division 7, Chapter 10 (Digital Signatures) of the California Code of Regulations, as amended.

(4) **Accurate Reproduction.** All electronic records and electronic signatures used in any internal or external City business, documents, or transactions, shall be capable of retention and accurate reproduction by all parties or persons entitled to retain the record, transaction, or other document.

(5) **Records Retention.** All electronic records and electronic signatures in any internal or external City business, documents, or transactions shall be retained by the City in accordance with applicable law and the City's records retention policy.

(6) **Improperly Executed Records.** Any use of an electronic record or electronic signature that is not in accordance with City administrative policies and procedures, or any unauthorized signing of any contract, record, or other document, shall render such contract, record, or other document invalid as not fully and properly executed by the City.

(6) **Delegation.** Authority to sign or execute contracts, records, or other documents via electronic signatures or digital signatures may be delegated by the City Manager to other City department heads or designated City staff members. The act of delegation of electronic signature authority by the City Manager or other City department head must be memorialized in writing, including, but not limited to, memorandum, City form, e-mail, or delegation process recorded within electronic signature software.

(7) **Prohibited Uses of Electronic Signatures.** Use of electronic signatures is prohibited in the following situations:

(i) Transactions for which electronic signatures are not enforceable by law;
and/or

(ii) Transactions requiring a handwritten signature, such as transfers of real property; and/or

(iii) Transactions requiring notarization, unless explicitly authorized by law and conducted in accordance with California notarial requirements; and/or

(iv) E-mail forwarding of an electronic signature request to unauthorized individuals; and/or

(v) Checks or any other forms of payment issued by the City.

(8) **Electronic Record and Signature Methods.** The City Manager or his or her designee shall determine acceptable technologies and vendors that comply with applicable laws and are consistent with industry best practices to ensure the security and integrity of all records and signatures created and executed in accordance with this policy.

(9) **Administrative Policies and Procedures.** The City Manager shall have the authority to amend this administrative policy and develop procedures to the extent necessary to implement the terms of this policy.



AGENDA REPORT

MEETING DATE: July 8, 2025

TITLE: Levy of Assessments for Delinquent Refuse and Sewer Accounts

PRESENTED BY: Shanita Tillman, Sr. Management Analyst

RECOMMENDATION: **ADOPTION AND ASSESSMENT OF DELINQUENT RESIDENTIAL AND COMMERCIAL REFUSE AND SEWER FEES ON THE COUNTY TAX ROLLS BY THE TAX ASSESSOR; and**

ADOPT A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GRAND TERRACE, COUNTY OF SAN BERNARDINO, STATE OF CALIFORNIA, ADOPTING PRELIMINARY REPORTS OF DELINQUENT REFUSE AND SEWER USER FEES AND DIRECTING THAT SUCH DELINQUENT FEES BE COLLECTED ON THE TAX ROLL AND BE IMPOSED AS ASSESSMENTS UPON PROPERTY WITHIN THE CITY OF GRAND TERRACE; and

APPROVE THE AGREEMENT BETWEEN THE COUNTY OF SAN BERNARDINO AUDITOR-CONTROLLER/TREASURER/TAX COLLECTOR AND THE CITY OF GRAND TERRACE FOR THE COLLECTION OF SPECIAL TAXES, FEES, AND ASSESSMENTS ON THE COUNTY PROPERTY TAX ROLL; and

APPROVE THE AGREEMENT BETWEEN THE COUNTY OF SAN BERNARDINO AUDITOR-CONTROLLER/TREASURER/TAX COLLECTOR AND THE DISTRICT FOR THE COLLECTION OF SPECIAL TAXES, FEES, AND ASSESSMENTS ON THE COUNTY PROPERTY TAX ROLL

2030 VISION STATEMENT:

This staff report supports Goal #1 "Ensure Our Fiscal Viability" by ensuring appropriate cost for recovery sewer, trash and rental inspection services previously rendered.

BACKGROUND:

In 1981, the City Council adopted Ordinance No. 51, which codified Municipal Code Chapter 13.08 (Sewer User Charges). Chapter 13.08 mandates that every person whose premises are served by a sewer connection must pay a sewer service charge.

In 1996, the City Council adopted Ordinance No. 162, which codified Municipal Code Chapter 5.42 (Integrated Waste Management) for the purpose of controlling integrated waste management services. To avoid illegal dumping or stockpiling of trash, the City instituted mandatory refuse collection, requiring the franchise hauler, Burrtec Waste Industries, Inc. (Burrtec), to collect all trash and to use all reasonable means to collect fees for the service.

DISCUSSION:

Each year, the City of Grand Terrace identifies delinquent refuse and sewer accounts that remain unpaid despite multiple notices and opportunities to bring accounts current. For Fiscal Year 2025–2026, there are a total of 146 delinquent accounts, consisting of 127 residential refuse and sewer accounts and 19 commercial sewer accounts. These delinquencies reflect charges for services already rendered but not yet recovered.

Pursuant to the Grand Terrace Municipal Code and consistent with California Government Code provisions, these delinquent charges may be collected through placement on the County of San Bernardino property tax roll. This approach enables the City to recover unpaid balances in a cost-effective and enforceable manner by treating the amounts as special assessments secured by the property.

All affected property owners were notified via certified mail of their delinquent status and were invited to attend a public hearing scheduled for July 8, 2025. The purpose of the hearing is to receive and consider any objections or protests related to the delinquent amounts proposed for assessment.

The deadline to bring delinquent accounts current is August 2, 2025. After that date, City staff will finalize the delinquency lists and submit the updated assessments to the San Bernardino County Auditor-Controller/Treasurer/Tax Collector no later than August 10, 2025 for inclusion on the 2025–2026 tax roll.

The delinquent account lists are separated into two exhibits:

- Exhibit A: Delinquent residential refuse and sewer accounts
- Exhibit B: Delinquent commercial sewer accounts

To facilitate the placement of assessments on the tax roll, staff recommends approval of two agreements with the San Bernardino County Auditor-Controller/Treasurer/Tax Collector. One agreement is on behalf of the City of Grand Terrace, and the other is on behalf of the District. These agreements govern the County's collection of special taxes, fees, and assessments and are required for the County to act on the City's behalf.

ENVIRONMENTAL IMPACT:

There is no environmental impact associated with this action.

FISCAL IMPACT:

Payments collected by the County Tax Assessor for these assessments will be forwarded to the City. The table below provides estimated amounts for the fees to be collected; however, the final figures will be confirmed in the list submitted on or before August 10, 2025.

<u>ACCOUNT NO.</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
23-303-90	REFUNDABLE DEPOSIT TRUST FUND - Delinquent Sewer Services / Tax Roll Collection	\$ 19,756.48
23-302-90	REFUNDABLE DEPOSIT TRUST FUND - Delinquent Trash Services/ Tax Roll Collection	\$ 73,926.97

RESOLUTION NO. 2025- _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GRAND TERRACE, COUNTY OF SAN BERNARDINO, STATE OF CALIFORNIA, ADOPTING PRELIMINARY REPORTS OF DELINQUENT REFUSE AND SEWER USER FEES AND DIRECTING THAT SUCH DELINQUENT FEES BE COLLECTED ON THE TAX ROLL AND BE IMPOSED AS ASSESSMENTS UPON PROPERTY WITHIN THE CITY OF GRAND TERRACE

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, under that section, the owner, occupant, or other person responsible for day-to-day operation of the premises is required to arrange for collection services and is jointly and severally liable for unpaid service fees. The City may collect the unpaid fees and charges, plus any interest or penalties, on the property tax roll; and

WHEREAS, pursuant to Section 13.08.050 of the Grand Terrace Municipal Code, sewer bills are the responsibility of the property owner, occupant, or applicant for sewer service, and they may be held jointly and severally liable. These bills may be directed to third parties upon special request, but liability remains with the parties listed above; and

WHEREAS, pursuant to Section 13.08.130 of the Grand Terrace Municipal Code, unpaid sewer charges and penalties shall constitute a lien upon the real property served, and such liens may be collected via the tax roll; and

WHEREAS, City staff has identified 127 residential accounts and 19 commercial accounts with delinquent refuse and/or sewer user fees and has notified the respective property owners by certified mail of the public hearing to determine delinquent amounts. Notice was also published in accordance with applicable law, and the property owners were informed of their opportunity to object or protest at the hearing; and

WHEREAS, the City Council held a public hearing on July 8, 2025, to receive input, consider objections, and review the list of delinquent accounts; and

WHEREAS, the City Council has duly considered all evidence and testimony presented at the public hearing, including written and oral objections and protests, and finds the lists to be accurate subject to any administrative corrections allowed prior to submission to the County Auditor.

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

Section 1. The City Council hereby adopts the preliminary Delinquent Refuse and Sewer Users Lists, attached hereto as Exhibit A (residential refuse and sewer accounts) and Exhibit B (commercial sewer accounts), for fiscal year 2025–2026, and finds that the delinquent fees set forth in those exhibits constitute special assessments against the identified parcels.

Section 2. Exhibits A and B are hereby approved and incorporated into this Resolution by reference. City staff is authorized to make administrative corrections to reflect full payments received by August 2, 2025, and to correct clerical errors prior to the final submission to the County Auditor.

Section 3. The Senior Management Analyst shall file with the San Bernardino County Auditor-Controller the final corrected versions of Exhibits A and B, together with a certified copy of this Resolution and a statement by the City Clerk that the lists have been adopted by the City Council. The final submission shall occur no later than August 10, 2025.

Section 4. The amounts identified in the final Exhibits A and B shall be collected on the 2025–2026 tax roll, in the same manner and at the same time as general taxes, and shall be subject to the same penalties for delinquency.

Section 5. This Resolution shall take effect immediately upon its passage and adoption.

PASSED, APPROVED AND ADOPTED by the City Council of Grand Terrace at a regular meeting held on the 8th day of July, 2025.

Billy Hussey
Mayor

ATTEST:

Daysi Alcocer
City Clerk

APPROVED AS TO FORM:

Adrian R. Guerra
City Attorney

Exhibit A

CustList	Parcel Num	Property Address	Property City	Zip	Trash	Sewer	Admin Fee	Total Amount
13535384	1178231410000	22730 Raven Way	Grand Terrace CA	92313	\$ 175.63	\$ 175.63	\$ 35.00	\$ 386.26
13535446	1178231280000	22795 Robin Way	Grand Terrace CA	92313	\$ 233.28	\$ 233.28	\$ 35.00	\$ 501.56
13536932	1178221570000	22656 Robin Way	Grand Terrace CA	92313	\$ 58.28	\$ 58.28	\$ 35.00	\$ 151.56
13535808	1178201610000	12727 Dutch St	Grand Terrace CA	92313	\$ 408.28	\$ 408.28	\$ 35.00	\$ 851.56
13591561	1178181490000	22820 Pico St	Grand Terrace CA	92313	\$ 258.28	\$ 258.28	\$ 35.00	\$ 551.56
13535830	1178171620000	22626 Pico St	Grand Terrace CA	92313	\$ 283.28	\$ 283.28	\$ 35.00	\$ 601.56
13535292	1178171580000	22615 Franklin St	Grand Terrace CA	92313	\$ 42.32	\$ 42.32	\$ 35.00	\$ 119.63
13534827	1178171270000	12648 Franklin Way	Grand Terrace CA	92313	\$ 340.70	\$ 340.70	\$ 35.00	\$ 716.40
13537043	1178171170000	22554 Pico St	Grand Terrace CA	92313	\$ 150.63	\$ 150.63	\$ 35.00	\$ 336.26
13534941	1178171070000	22535 Franklin St	Grand Terrace CA	92313	\$ 408.28	\$ 408.28	\$ 35.00	\$ 851.56
13537020	1178161440000	22795 Van Buren St	Grand Terrace CA	92313	\$ 351.33	\$ 351.33	\$ 35.00	\$ 737.66
13534407	1178161430000	22785 Van Buren St	Grand Terrace CA	92313	\$ 424.63	\$ 424.63	\$ 35.00	\$ 884.25
13535515	1178161350000	22730 Lark St	Grand Terrace CA	92313	\$ 408.28	\$ 408.28	\$ 35.00	\$ 851.56
13555186	1178161160000	22715 Van Buren St	Grand Terrace CA	92313	\$ 157.82	\$ 157.82	\$ 35.00	\$ 350.63
13596812	1178151540000	22627 Kentfield St	Grand Terrace CA	92313	\$ 358.28	\$ 358.28	\$ 35.00	\$ 751.56
13535458	1178151510000	22606 Kentfield St	Grand Terrace CA	92313	\$ 205.54	\$ 205.54	\$ 35.00	\$ 446.08
13537145	1178151400000	22605 Van Buren St	Grand Terrace CA	92313	\$ 110.70	\$ 110.70	\$ 35.00	\$ 256.40
13592659	1178151330000	22596 Lark St	Grand Terrace CA	92313	\$ 190.70	\$ 190.70	\$ 35.00	\$ 416.40
13534281	1178151070000	22540 Kentfield St	Grand Terrace CA	92313	\$ 61.78	\$ 61.78	\$ 35.00	\$ 158.56
13536824	1178111780000	12410 Quail Ln	Grand Terrace CA	92313	\$ 17.71	\$ 17.71	\$ 35.00	\$ 70.42
13537021	1178111480000	22790 Van Buren St	Grand Terrace CA	92313	\$ 77.19	\$ 77.19	\$ 35.00	\$ 189.37
13536836	1178101660000	22648 Cardinal St	Grand Terrace CA	92313	\$ 98.56	\$ 98.56	\$ 35.00	\$ 232.11
13536299	1178101640000	22626 Cardinal St	Grand Terrace CA	92313	\$ 408.28	\$ 408.28	\$ 35.00	\$ 851.56
13536758	1178101600000	22580 Cardinal St	Grand Terrace CA	92313	\$ 28.52	\$ 28.52	\$ 35.00	\$ 92.04
13535807	1178101470000	22551 Cardinal St	Grand Terrace CA	92313	\$ 408.28	\$ 408.28	\$ 35.00	\$ 851.56
13554273	1178101250000	22538 Thrush St	Grand Terrace CA	92313	\$ 408.28	\$ 408.28	\$ 35.00	\$ 851.56
13536397	1178101230000	22551 Thrush St	Grand Terrace CA	92313	\$ 408.28	\$ 408.28	\$ 35.00	\$ 851.56
13535917	1178091270000	22833 Wren St	Grand Terrace CA	92313	\$ 273.06	\$ 273.06	\$ 35.00	\$ 581.11
13536648	1178071500000	23021 Jensen Ct	Grand Terrace CA	92313	\$ 273.12	\$ 273.12	\$ 35.00	\$ 581.24
13599624	1178071330000	22975 Orangewood Ct	Grand Terrace CA	92313	\$ 408.28	\$ 408.28	\$ 35.00	\$ 851.56
13536517	1178051230000	23071 Hampton Ct	Grand Terrace CA	92313	\$ 68.04	\$ 68.04	\$ 35.00	\$ 171.08
13535062	1178041010000	22700 De Berry St	Grand Terrace CA	92313	\$ 50.00	\$ 50.00	\$ 35.00	\$ 135.00
13536530	1178031480000	22617 De Soto St	Grand Terrace CA	92313	\$ 408.28	\$ 408.28	\$ 35.00	\$ 851.56
13535700	1178031290000	22577 De Soto St	Grand Terrace CA	92313	\$ 408.28	\$ 408.28	\$ 35.00	\$ 851.56
13536925	1178031260000	22578 De Soto St	Grand Terrace CA	92313	\$ 68.38	\$ 68.38	\$ 35.00	\$ 171.76
13536389	1178022530000	22685 Palm Ave	Grand Terrace CA	92313	\$ 205.98	\$ 205.98	\$ 35.00	\$ 446.96
13535980	1178022020000	22789 Palm Ave	Grand Terrace CA	92313	\$ 205.98	\$ 205.98	\$ 35.00	\$ 446.96
13534760	1167381550000	22401 Raven Way	Grand Terrace CA	92313	\$ 68.38	\$ 68.38	\$ 35.00	\$ 171.76
13534959	1167381330000	22361 Ladera St	Grand Terrace CA	92313	\$ 408.28	\$ 408.28	\$ 35.00	\$ 851.56
13535710	1167381320000	22371 Ladera St	Grand Terrace CA	92313	\$ 408.28	\$ 408.28	\$ 35.00	\$ 851.56
13537074	1167381140000	12841 Darwin Ave	Grand Terrace CA	92313	\$ 408.28	\$ 408.28	\$ 35.00	\$ 851.56
13536495	1167381120000	12823 Darwin Ave	Grand Terrace CA	92313	\$ 273.23	\$ 273.23	\$ 35.00	\$ 581.45
13536352	1167371710000	12791 Darwin Ave	Grand Terrace CA	92313	\$ 205.62	\$ 205.62	\$ 35.00	\$ 446.24
13594122	1167371290000	22380 Flamingo St	Grand Terrace CA	92313	\$ 328.32	\$ 328.32	\$ 35.00	\$ 691.63
13534736	1167371220000	22401 Pico St	Grand Terrace CA	92313	\$ 399.08	\$ 399.08	\$ 35.00	\$ 833.15
13595199	1167371050000	12751 Reed Ave	Grand Terrace CA	92313	\$ 408.28	\$ 408.28	\$ 35.00	\$ 851.56
13536496	1167361450000	12625 Reed Ave	Grand Terrace CA	92313	\$ 408.28	\$ 408.28	\$ 35.00	\$ 851.56
13536897	1167361280000	22447 Franklin St	Grand Terrace CA	92313	\$ 358.28	\$ 358.28	\$ 35.00	\$ 751.56
13536403	1167351400000	12607 Franklin Ct	Grand Terrace CA	92313	\$ 408.28	\$ 408.28	\$ 35.00	\$ 851.56
13536654	1167351350000	22431 Van Buren St	Grand Terrace CA	92313	\$ 308.28	\$ 308.28	\$ 35.00	\$ 651.56
13571712	1167351260000	22410 Kentfield St	Grand Terrace CA	92313	\$ 408.28	\$ 408.28	\$ 35.00	\$ 851.56
13595457	1167341280000	12432 Willet Ave	Grand Terrace CA	92313	\$ 424.66	\$ 424.66	\$ 35.00	\$ 884.31

Exhibit A

CustList	Parcel Num	Property Address	Property City	Zip	Trash	Sewer	Admin Fee	Total Amount
13534269	1167341080000	22456 Van Buren St	Grand Terrace CA	92313	\$ 200.63	\$ 200.63	\$ 35.00	\$ 436.26
13536249	1167331380000	12420 Mount Vernon Ave #5A	Grand Terrace CA	92313	\$ 205.98	\$ 205.98	\$ 35.00	\$ 446.96
13535050	1167331230000	12385 Willet Ave	Grand Terrace CA	92313	\$ 408.28	\$ 408.28	\$ 35.00	\$ 851.56
13535678	1167331140000	12341 Willet Ct	Grand Terrace CA	92313	\$ 408.28	\$ 408.28	\$ 35.00	\$ 851.56
13536609	1167322150000	22365 Blue Lupine Cir	Grand Terrace CA	92313	\$ 340.70	\$ 340.70	\$ 35.00	\$ 716.40
13535952	1167321650000	12168 Mount Vernon Ave #93	Grand Terrace CA	92313	\$ 205.98	\$ 205.98	\$ 35.00	\$ 446.96
13536072	1167321460000	12168 Mount Vernon Ave #18	Grand Terrace CA	92313	\$ 205.98	\$ 205.98	\$ 35.00	\$ 446.96
13604780	1167321430000	12168 Mount Vernon Ave #15	Grand Terrace CA	92313	\$ 70.95	\$ 70.95	\$ 35.00	\$ 176.90
13534645	1167321280000	22468 De Soto St	Grand Terrace CA	92313	\$ 118.38	\$ 118.38	\$ 35.00	\$ 271.76
13606963	1167311080000	22421 Barton Rd	Grand Terrace CA	92313	\$ 71.45	\$ 71.45	\$ 35.00	\$ 177.90
13534716	1167301770000	22110 Ladera St	Grand Terrace CA	92313	\$ 408.28	\$ 408.28	\$ 35.00	\$ 851.56
13535582	1167301430000	22111 Ladera St	Grand Terrace CA	92313	\$ 408.28	\$ 408.28	\$ 35.00	\$ 851.56
13536105	1167301400000	22285 Ladera St	Grand Terrace CA	92313	\$ 408.28	\$ 408.28	\$ 35.00	\$ 851.56
13537127	1167301360000	22245 Ladera St	Grand Terrace CA	92313	\$ 308.28	\$ 308.28	\$ 35.00	\$ 651.56
13570205	1167301010000	22200 Main St	Grand Terrace CA	92313	\$ 408.28	\$ 408.28	\$ 35.00	\$ 851.56
13534994	1167281450000	12661 Thomas Ct	Grand Terrace CA	92313	\$ 66.90	\$ 66.90	\$ 35.00	\$ 168.80
13534951	1167281330000	12636 Pascal Ave	Grand Terrace CA	92313	\$ 408.28	\$ 408.28	\$ 35.00	\$ 851.56
13604028,	1167281300000	22220 Emerald St	Grand Terrace CA	92313	\$ 18.91	\$ 18.91	\$ 35.00	\$ 72.82
13554095	1167281170000	22264 Dove St	Grand Terrace CA	92313	\$ 408.28	\$ 408.28	\$ 35.00	\$ 851.56
13535487	1167281160000	22274 Dove St	Grand Terrace CA	92313	\$ 208.28	\$ 208.28	\$ 35.00	\$ 451.56
13534495	1167281080000	22275 Dove St	Grand Terrace CA	92313	\$ 30.54	\$ 30.54	\$ 35.00	\$ 96.08
13535883	1167281060000	22255 Dove St	Grand Terrace CA	92313	\$ 408.28	\$ 408.28	\$ 35.00	\$ 851.56
13599851	1167271630000	22263 Van Buren St	Grand Terrace CA	92313	\$ 408.28	\$ 408.28	\$ 35.00	\$ 851.56
13536891	1167271280000	12524 Reed Ave	Grand Terrace CA	92313	\$ 125.63	\$ 125.63	\$ 35.00	\$ 286.26
13536915	1167271250000	12559 Vivienda Ave	Grand Terrace CA	92313	\$ 408.28	\$ 408.28	\$ 35.00	\$ 851.56
13574579	1167271220000	22205 Lark St	Grand Terrace CA	92313	\$ 408.28	\$ 408.28	\$ 35.00	\$ 851.56
13535344	1167261800000	22268 Van Buren St	Grand Terrace CA	92313	\$ 408.28	\$ 408.28	\$ 35.00	\$ 851.56
13535803	1167261560000	12455 Pascal Ave	Grand Terrace CA	92313	\$ 82.00	\$ 82.00	\$ 35.00	\$ 198.99
13573307	1167261320000	12408 Cardinal Ct	Grand Terrace CA	92313	\$ 36.76	\$ 36.76	\$ 35.00	\$ 108.52
13535895	1167261140000	12474 Vivienda Ave	Grand Terrace CA	92313	\$ 408.28	\$ 408.28	\$ 35.00	\$ 851.56
13535443	1167261090000	12426 Vivienda Ave	Grand Terrace CA	92313	\$ 408.28	\$ 408.28	\$ 35.00	\$ 851.56
13604973	1167251640000	12338 Vivienda Ave	Grand Terrace CA	92313	\$ 374.49	\$ 374.49	\$ 35.00	\$ 783.98
13537030	1167251560000	12375 Vivienda Ave	Grand Terrace CA	92313	\$ 209.82	\$ 209.82	\$ 35.00	\$ 454.63
13537137	1167251500000	12384 Vivienda Ave	Grand Terrace CA	92313	\$ 408.28	\$ 408.28	\$ 35.00	\$ 851.56
13570680	1167251450000	22246 Mavis St	Grand Terrace CA	92313	\$ 62.01	\$ 62.01	\$ 35.00	\$ 159.02
13535731	1167251150000	22197 De Berry St	Grand Terrace CA	92313	\$ 408.28	\$ 408.28	\$ 35.00	\$ 851.56
13535613	1167241020000	12215 Michigan St	Grand Terrace CA	92313	\$ 408.28	\$ 408.28	\$ 35.00	\$ 851.56
13604201	1167241010000	12201 Michigan St	Grand Terrace CA	92313	\$ 191.30	\$ 191.30	\$ 35.00	\$ 417.60
13600836	1167211730000	12742 Dickens Ct	Grand Terrace CA	92313	\$ 68.38	\$ 68.38	\$ 35.00	\$ 171.76
13536183	1167211700000	12729 Dickens Ct	Grand Terrace CA	92313	\$ 408.28	\$ 408.28	\$ 35.00	\$ 851.56
13571426	1167211580000	12709 Sandburg Way	Grand Terrace CA	92313	\$ 32.18	\$ 32.18	\$ 35.00	\$ 99.35
13535914	1167211470000	22005 Tanager St	Grand Terrace CA	92313	\$ 408.28	\$ 408.28	\$ 35.00	\$ 851.56
13600662	1167211220000	21974 Tanager St	Grand Terrace CA	92313	\$ 71.26	\$ 71.26	\$ 35.00	\$ 177.52
13536718	1167201370000	12630 Sandburg Way	Grand Terrace CA	92313	\$ 155.54	\$ 155.54	\$ 35.00	\$ 346.08
13535126	1167191040000	12510 Michigan St	Grand Terrace CA	92313	\$ 408.28	\$ 408.28	\$ 35.00	\$ 851.56
13573743	1167171060000	22081 De Berry St	Grand Terrace CA	92313	\$ 68.38	\$ 68.38	\$ 35.00	\$ 171.76
13536811	1167161100000	22011 Rene Ln	Grand Terrace CA	92313	\$ 77.04	\$ 77.04	\$ 35.00	\$ 189.07

Exhibit A

CustList	Parcel Num	Property Address	Property City	Zip	Trash	Sewer	Admin Fee	Total Amount
13537590	1167141170000	22077 Barton Rd	Grand Terrace CA	92313	\$ 317.58	\$ 317.58	\$ 35.00	\$ 670.15
13535353	0276531300000	23070 Siskin Ct	Grand Terrace CA	92313	\$ 408.28	\$ 408.28	\$ 35.00	\$ 851.56
13596422	0276531010000	23090 Palm Ave	Grand Terrace CA	92313	\$ 108.28	\$ 108.28	\$ 35.00	\$ 251.56
13534291	0276421130000	11745 Preston St	Grand Terrace CA	92313	\$ 408.28	\$ 408.28	\$ 35.00	\$ 851.56
13535208	0276352050000	11877 Honey Hill Dr	Grand Terrace CA	92313	\$ 408.28	\$ 408.28	\$ 35.00	\$ 851.56
13535012	0276343250000	11763 Arliss Dell	Grand Terrace CA	92313	\$ 48.31	\$ 48.31	\$ 35.00	\$ 131.61
13535411	0276285260000	11868 Holly St	Grand Terrace CA	92313	\$ 158.28	\$ 158.28	\$ 35.00	\$ 351.56
13536224	0276284050000	11833 Holly St	Grand Terrace CA	92313	\$ 80.54	\$ 80.54	\$ 35.00	\$ 196.08
13536317	0276282050000	11755 Holly St	Grand Terrace CA	92313	\$ 495.46	\$ 495.46	\$ 35.00	\$ 1,025.91
13536652	0276271060000	11805 Arliss Way	Grand Terrace CA	92313	\$ 408.28	\$ 408.28	\$ 35.00	\$ 851.56
13534216	0276264040000	11895 Kingston St	Grand Terrace CA	92313	\$ 408.28	\$ 408.28	\$ 35.00	\$ 851.56
13604396	0276263100000	22626 Arliss Dr	Grand Terrace CA	92313	\$ 468.38	\$ 468.38	\$ 35.00	\$ 971.76
13536492	0276247050000	22733 Fairburn Dr	Grand Terrace CA	92313	\$ 50.54	\$ 50.54	\$ 35.00	\$ 136.08
13537056	0276242060000	22808 Minona Dr	Grand Terrace CA	92313	\$ 197.77	\$ 197.77	\$ 35.00	\$ 430.53
13536335	0276242050000	22820 Minona Dr	Grand Terrace CA	92313	\$ 449.97	\$ 449.97	\$ 35.00	\$ 934.93
13570394	0276234040000	22859 Miriam Way	Grand Terrace CA	92313	\$ 408.28	\$ 408.28	\$ 35.00	\$ 851.56
13534190	0276231010000	11875 Eton Dr	Grand Terrace CA	92313	\$ 68.38	\$ 68.38	\$ 35.00	\$ 171.76
13592098	0276223060000	22687 Miriam Way	Grand Terrace CA	92313	\$ 408.28	\$ 408.28	\$ 35.00	\$ 851.56
13536443	0276222050000	22770 Miriam Way	Grand Terrace CA	92313	\$ 68.38	\$ 68.38	\$ 35.00	\$ 171.76
13535599	0276213170000	12033 Preston St	Grand Terrace CA	92313	\$ 408.28	\$ 408.28	\$ 35.00	\$ 851.56
13535536	0276192090000	22628 Miriam Way	Grand Terrace CA	92313	\$ 408.28	\$ 408.28	\$ 35.00	\$ 851.56
13536409	0276181080000	11975 Mount Vernon Ave	Grand Terrace CA	92313	\$ 340.70	\$ 340.70	\$ 35.00	\$ 716.40
13591826	0275331040000	11823 Greenbrier Ln	Grand Terrace CA	92313	\$ 136.76	\$ 136.76	\$ 35.00	\$ 308.52
13604814	0275321070000	22535 Canal Cir	Grand Terrace CA	92313	\$ 578.50	\$ 578.50	\$ 35.00	\$ 1,191.99
13536341	0275241170000	22184 Mcclarren St	Grand Terrace CA	92313	\$ 340.70	\$ 340.70	\$ 35.00	\$ 716.40
13594341	0275083370000	12041 Rosedale Ave	Grand Terrace CA	92313	\$ 182.73	\$ 182.73	\$ 35.00	\$ 400.45
13535107	0275083310000	12000 La Cadena Dr	Grand Terrace CA	92313	\$ 376.65	\$ 376.65	\$ 35.00	\$ 788.30
13598841	0275083150000	12006 La Cadena Dr	Grand Terrace CA	92313	\$ 340.70	\$ 340.70	\$ 35.00	\$ 716.40

127

PARCELS **\$ 34,740.99 \$ 34,740.99 \$ 4,445.00 \$ 73,926.97**

EXHIBIT B

Acct. No. Account and Name		Notes
1569	Golden Star Investment Property, LLC 22200 Barton Rd Grand Terrace, CA 92313	
	Total=	\$5,672.45
1570	Quality Medical Corp. 22182 Barton Rd Grand Terrace, CA 92313	
	Total=	\$786.80
1593	776	
	Total=	\$776.55
1966	Camping World 12438 Michigan St Grand Terrace, CA 92313	
	Total=	\$314.61
1973	Wilden Pump 22069 Van Buren St Grand Terrace, CA 92313	
	Total=	\$1,076.94
1974	Wilden Pump 22069 Van Buren St Grand Terrace, CA 92313	
	Total=	\$90.76
2756	Keeney & Sons, Inc. 12139 Mt. Vernon Ave Grand Terrace, CA 92313	
	Total=	\$569.02
2757	Sunoil Retail Group, Inc. 22505 Barton Rd Grand Terrace, CA 92313	

EXHIBIT B

2759	Total=	\$272.28
	T & A Lee Properties, LLC 22575 Barton Rd Grand Terrace, CA 92313	
	Total=	\$90.76
2856	Richard Cho 22675 Barton Rd Grand Terrace, CA 92313	
	Total=	\$181.52
3721	3721 Choung Min Han 22064 Van Buren St Grand Terrace, CA 92313	
	Total=	\$706.69
3722	Choung Min Han 12490 Michigan St Grand Terrace, CA 92313	
		\$919.80
3745	Lowbrow Ink 22077 Barton Rd Grand Terrace, CA 92313	
	Total=	\$1,020.78
4046	Hajoca 22070 Commerce Way Grand Terrace, CA 92313	
	Total=	\$90.76
4514	Inferno Skate 22080 Commerce Way Grand Terrace, CA 92313	
	Total=	\$878.85
4596	Sam Padilla 22115 Barton Rd Grand Terrace, CA 92313	
	Total=	\$272.28
4656	Angeline Petta 22759 Barton Rd Grand Terrace, CA 92313	

EXHIBIT B

	Total=	\$2,782.78
6793	Grand-T-1, LLC 21400 Vivienda Ave Grand Terrace, CA 92313	
		\$1,895.63
7042	Starbucks, LLC 22220 Barton Rd Grand Terrace, CA 92313	
		\$1,357.22

\$19,756.48



AUDITOR-CONTROLLER/TREASURER/TAX COLLECTOR
AGREEMENT FOR COLLECTION OF SPECIAL
TAXES, FEES, AND ASSESSMENTS
FISCAL YEAR 2025-26

THIS AGREEMENT is made and entered into this _____ day of _____, 2025,
by and between the COUNTY OF SAN BERNARDINO, hereinafter referred to as "County" and
the City of Grand Terrace, hereinafter referred to as "City".

WITNESSETH:

WHEREAS, Government Code Sections 29304 and 51800 authorize the County to
recoup its collection costs when the County collects taxes, fees, or assessments for any city,
school district, special district, zone or improvement district thereof; and

WHEREAS, the City and County have determined that it is in the public interest that
the County, when requested by City, collect on the County tax rolls the special taxes, fees, and
assessments for City.

NOW, THEREFORE, IT IS AGREED by and between the parties hereto as follows:

1. County agrees, when requested by City as hereinafter provided to collect on the
County tax rolls the special taxes, fees, and assessments of City, and of each zone or
improvement district thereof.

2. When County is to collect City's special taxes, fees, and assessments, City
agrees to notify in writing the Auditor-Controller (268 W. Hospitality Lane, 4TH floor, San
Bernardino, CA 92415) of the County on or before the 10th day of August of each fiscal year
of the Assessor's parcel numbers and the amount of each special tax, fee, or assessment to
be so collected. Any such notice, in order to be effective, must be received by the Auditor-
Controller by said date.

3. County may charge City an amount per parcel for each special tax, fee, or
assessment that is to be collected on the County tax rolls by the County for the City, not to
exceed County's actual cost of collection.

4. City warrants that the taxes, fees, or assessments imposed by City and
collected pursuant to this Agreement comply with all requirements of state law, including but
not limited to, Articles XIIIC and XIIID of the California Constitution (Proposition 218).

5. City hereby releases and forever discharges County and its officers, agents,
and employees from any and all claims, demands, liabilities, costs and expenses, damages,
causes of action, and judgments, in any manner arising out of City's responsibility under this

agreement, or other action taken by City in establishing a special tax, fee, or assessment and implementing collection of special taxes, fees or assessments as contemplated in this agreement.

6. The County Auditor-Controller has not determined the validity of the taxes or assessments to be collected pursuant to this contract, and the undersigned City hereby assumes any and all responsibility for making such a determination. The undersigned City agrees to indemnify, defend, and hold harmless the County and its authorized officers, employees, agents, and volunteers from any and all claims, actions, losses, damages, and/or liability arising out of this contract or the imposition of the taxes or assessments collected pursuant to this contract, and for any costs or expenses incurred by the County on account of any claim therefore, except where such indemnification is prohibited by law. If any judgment is entered against County or any other indemnified party as a result of action taken to implement this Agreement, City agrees that County may offset the amount of any judgment paid by County or by any indemnified party from any monies collected by County on City's behalf, including property taxes, special taxes, fees, or assessments. County may, but is not required to, notify City of its intent to implement any offset authorized by this paragraph.

7. City agrees that its officers, agents and employees will cooperate with County by answering inquiries made to City by any person concerning City's special tax, fee, or assessment, and City agrees that its officers, agents, and employees will not refer such individuals making inquiries to County officers or employees for response.

8. City shall not assign or transfer this agreement or any interest herein and any such assignment or transfer or attempted assignment or transfer of this agreement or any interest herein by City shall be void and shall immediately and automatically terminate this agreement

9. This agreement shall be effective for the 2025-26 fiscal year.

10. Either party may terminate this agreement for any reason upon 30 days written notice to the other party. The County Auditor-Controller shall have the right to exercise County's right and authority under this contract including the right to terminate the contract.

11. County's waiver of breach of any one term, covenant, or other provision of this agreement, is not a waiver of breach of any other term, nor subsequent breach of the term or provision waived.

12. Each person signing this agreement represents and warrants that he or she has been fully authorized to do so.

IN WITNESS WHEREOF, the parties hereto have executed this agreement as of the day and year first above written.

City: City of Grand Terrace

By: _____

Printed Name: _____

Title: _____

Date: June 10, 2025

ENSEN MASON CPA, CFA,
AUDITOR-CONTROLLER/TREASURER/TAX COLLECTOR
SAN BERNARDINO COUNTY

By Authorized Deputy: _____

Printed Name: Franciliza Zyss

Title: Chief Deputy, Property Tax

Date: _____



AUDITOR-CONTROLLER/TREASURER/TAX COLLECTOR
AGREEMENT FOR COLLECTION OF SPECIAL
TAXES, FEES, AND ASSESSMENTS
FISCAL YEAR 2025-26

THIS AGREEMENT is made and entered into this ____ day of _____, 2025,
by and between the COUNTY OF SAN BERNARDINO, hereinafter referred to as "County"
and the _____, hereinafter referred to as "District".

WITNESSETH:

WHEREAS, Government Code Sections 29304 and 51800 authorize the County to
recoup its collection costs when the County collects taxes, fees, or assessments for any city,
school district, special district, zone or improvement district thereof; and

WHEREAS, the District and County have determined that it is in the public interest that
the County, when requested by District, collect on the County tax rolls the special taxes, fees,
and assessments for District.

NOW, THEREFORE, IT IS AGREED by and between the parties hereto as follows:

1. County agrees, when requested by District as hereinafter provided to collect on
the County tax rolls the special taxes, fees, and assessments of District, and of each zone or
improvement District thereof.

2. When County is to collect District's special taxes, fees, and assessments,
District agrees to notify in writing the Auditor-Controller (268 W. Hospitality Lane, 4TH floor,
San Bernardino, CA 92415) of the County on or before the 10th day of August of each fiscal
year of the Assessor's parcel numbers and the amount of each special tax, fee, or assessment
to be so collected. Any such notice, in order to be effective, must be received by the Auditor-
Controller by said date.

3. County may charge District an amount per parcel for each special tax, fee, or
assessment that is to be collected on the County tax rolls by the County for the District, not to
exceed County's actual cost of collection.

4. District warrants that the taxes, fees, or assessments imposed by District and
collected pursuant to this Agreement comply with all requirements of state law, including but
not limited to, Articles XIIIC and XIIID of the California Constitution (Proposition 218).

5. District hereby releases and forever discharges County and its officers, agents,
and employees from any and all claims, demands, liabilities, costs and expenses, damages,
causes of action, and judgments, in any manner arising out of District's responsibility under

this agreement, or other action taken by District in establishing a special tax, fee, or assessment and implementing collection of special taxes, fees or assessments as contemplated in this agreement.

6. The County Auditor-Controller has not determined the validity of the taxes or assessments to be collected pursuant to this contract, and the undersigned District hereby assumes any and all responsibility for making such a determination. The undersigned District agrees to indemnify, defend, and hold harmless the County and its authorized officers, employees, agents, and volunteers from any and all claims, actions, losses, damages, and/or liability arising out of this contract or the imposition of the taxes or assessments collected pursuant to this contract, and for any costs or expenses incurred by the County on account of any claim therefore, except where such indemnification is prohibited by law. If any judgment is entered against County or any other indemnified party as a result of action taken to implement this Agreement, District agrees that County may offset the amount of any judgment paid by County or by any indemnified party from any monies collected by County on District's behalf, including property taxes, special taxes, fees, or assessments. County may, but is not required to, notify District of its intent to implement any offset authorized by this paragraph.

7. District agrees that its officers, agents and employees will cooperate with County by answering inquiries made to District by any person concerning District's special tax, fee, or assessment, and District agrees that its officers, agents, and employees will not refer such individuals making inquiries to County officers or employees for response.

8. District shall not assign or transfer this agreement or any interest herein and any such assignment or transfer or attempted assignment or transfer of this agreement or any interest herein by District shall be void and shall immediately and automatically terminate this agreement

9. This agreement shall be effective for the 2025-26 fiscal year.

10. Either party may terminate this agreement for any reason upon 30 days written notice to the other party. The County Auditor-Controller shall have the right to exercise County's right and authority under this contract including the right to terminate the contract.

11. County's waiver of breach of any one term, covenant, or other provision of this agreement, is not a waiver of breach of any other term, nor subsequent breach of the term or provision waived.

12. Each person signing this agreement represents and warrants that he or she has been fully authorized to do so.

IN WITNESS WHEREOF, the parties hereto have executed this agreement as of the day and year first above written.

District: _____

By: _____

Printed Name: _____

Title: _____

Date: _____

ENSEN MASON CPA, CFA,
AUDITOR-CONTROLLER/TREASURER/TAX COLLECTOR
SAN BERNARDINO COUNTY

By Authorized Deputy: _____

Printed Name: Franciliza Zyss

Title: Chief Deputy, Property Tax

Date: _____



AGENDA REPORT

MEETING DATE: July 8, 2025

TITLE: Public Hearing on Staffing Vacancies Pursuant to Assembly Bill 2561

PRESENTED BY: Michelle Fuentes, Sr. Management Analyst

RECOMMENDATION: **RECEIVE AND FILE THIS REPORT AS REQUIRED BY ASSEMBLY BILL 2561 (AB 2561), WHICH OUTLINES THE CITY'S STAFFING LEVELS, HIRING AND RETENTION PRACTICES, AND BARRIERS TO RECRUITMENT IN COMPLIANCE WITH THE LAW.**

2030 VISION STATEMENT:

This staff report supports Goal #5 engage in proactive communication.

BACKGROUND:

Assembly Bill 2561 (AB 2561), which became effective on January 1, 2025, requires local government agencies with union-represented (non-exempt) employees to conduct a public hearing each year. The goal of the hearing is to review employee vacancy rates and provide information on hiring practices, retention efforts, and recruitment challenges.

If an agency has a vacancy rate of 20% or more in a recognized bargaining unit, and the union requests it, the agency must provide additional data such as the number of applicants and the average time to fill positions. If the vacancy rate is below 20%, a general summary of staffing and recruitment efforts is sufficient.

Although the law recommends that this hearing be held before a city's budget is adopted, the City of Grand Terrace finalized its FY 2025–26 budget on May 27, 2025, before AB 2561 guidance was widely available. This hearing is being conducted in good faith to ensure compliance and transparency moving forward.

DISCUSSION:

As of early July 2025, the City of Grand Terrace has 12 non-exempt, union-represented positions. One of these positions is currently vacant, resulting in a vacancy rate of approximately 8.3%. This is below the 20% threshold identified in AB 2561. The City also has 12 exempt, non-union positions, all of which are filled.

To support hiring and retention, the City actively advertises job openings on its official website and on GovernmentJobs.com, a major online recruitment platform for public sector jobs. In May 2024, the City conducted a salary survey comparing its pay ranges to those of nearby cities of similar size. Based on the results, the City made salary adjustments where financially feasible to help remain competitive within the regional labor market.

The City is also working to update job descriptions to reflect actual duties more accurately. These updates are being completed as positions become vacant, allowing the City to modernize roles and

ensure consistency in responsibilities and expectations before recruitment begins.

Despite these efforts, several challenges remain. As a smaller city, Grand Terrace's overall budget is limited by its population size, which restricts the City's ability to offer higher salaries or expand its workforce. In addition, the City does not have the same name recognition as neighboring cities such as Riverside or San Bernardino, which can make it harder to attract applicants. Limited opportunities for promotion or career advancement within the organization may also reduce interest from some candidates.

The City remains committed to improving its hiring practices and workforce retention over time, within the financial and organizational constraints it faces.

ENVIRONMENTAL IMPACT:

This item is not a project under the California Environmental Quality Act (CEQA) and will have no environmental impact.

FISCAL IMPACT:

There is no direct cost to holding this public hearing. Any future financial impacts, such as changes to compensation or staffing levels, would be considered as part of the City's standard budget development process and subject to Council approval.



AGENDA REPORT

MEETING DATE: July 8, 2025

TITLE: Community Benefit Fund Grant Award to the Grand Terrace Women's Club in the Amount of \$2,000

PRESENTED BY: Christine Clayton, Finance Director

RECOMMENDATION: **APPROVE THE COMMUNITY BENEFIT FUND GRANT APPLICATION FROM THE GRAND TERRACE WOMEN'S CLUB IN THE AMOUNT OF \$2,000 TO SUPPORT CHRISTMAS FOR CHILDREN.**

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 2025-26, 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 Grand Terrace Women's Club

The Grand Terrace Women's Club is dedicated to community improvement by enhancing the lives of others through volunteer service since 1908.

Below summarizes the current application submitted by the Women's Club:

Project Title:	Christmas for Children
Project Activity:	This program provides meaningful support to families in need during the holiday season, and we're reaching out to ask for your help. Through many Bingo fundraisers we're able to assist up to six families offering each: a \$500 Stater Bros gift card for groceries, a \$300 Walmart gift card for household essentials and of course toys for all the children in the household.
Public Purpose:	With the grant we can ensure that 6 families will be gifted food, household essentials and toys once again. These families are within the City of Grand Terrace and with the help of our local elementary schools we are able to help the families that are less fortunate in our community.
Amount Requested:	\$2,000
Utilization of Funds:	We use the funds to purchase gift cards to Stater Brothers for the families.

RECOMMENDATION:

Staff recommends that the City Council:

1. Approve the Community Benefit Fund grant application in the amount of \$2,000 to the Grand Terrace Women's Club for the Child Help Fund.

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 Grand Terrace Women's Club.

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:

FY2025-26 Community Benefits Fund

<u>Fund No.</u>	<u>Acct. No.</u>	<u>Account Title</u>	<u>Approved Budget</u>	<u>Awarded Grants</u>	<u>Balance as of Jul-2025</u>	<u>Proposed Grant Awards</u>	<u>Revised Balance</u>
61	461-100	Youth/School Programs	\$10,000	(\$2,000)	\$8,000	\$0	\$8,000
61	461-200	Service Organizations	\$10,000	\$0	\$10,000	(\$2,000)	\$8,000
		TOTAL	<u>\$20,000</u>	<u>(\$2,000)</u>	<u>\$18,000</u>	<u>(\$2,000)</u>	<u>\$16,000</u>



RECEIVED

JUN 09 2025

CITY OF GRAND TERRACE
CITY CLERK'S DEPARTMENT

**CITY OF GRAND TERRACE
COMMUNITY BENEFITS FUND (GT-CBF)**

ORGANIZATION INFORMATION			
Organization Name:	GRAND TERRACE WOMAN'S CLUB		
Organization Mission:	Dedicated to community improvement by enhancing the lives of others through volunteer service since 1908		
Organization Contact #1:	Name: Mary Wilson	Title: 3RD VICE PRESIDENT	
Mailing Address:	22400 BARTON ROAD, 21-398		
City, State, Zip Code	GRAND TERRACE, CA 92313		
Phone & E-mail:	Phone: 844-228-8880	E-mail: gtwomansclub@gmail.com	
Organization Contact #2:	Name: DEBBIE EARLE	Title: PRESIDENT	
Mailing Address:	22400 BARTON ROAD, 21-398		
City, State, Zip Code	GRAND TERRACE, CA 92313		
Phone & E-mail:	Phone: 951-205-4334	E-mail: gtwomansclub@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. CHRISTMAS FOR CHILDREN	3/8/2024	\$2000.00	\$2000.00
2.			
3.			
4.			
5.			
Date of Application:	6/9/2025		
Requested Amount:	\$2000.00		



CITY OF GRAND TERRACE COMMUNITY BENEFITS FUND (GT-CBF)

PROJECT INFORMATION				
Project/Activity Title:	CHRISTMAS FOR CHILDREN			
Project/Activity Description (description of event the organization is seeking funding for)	This program provides meaningful support to families in need during the holiday season, and we're reaching out to ask for your help. Through many Bingo fundraisers, we're able to assist up to six families, offering each: A \$500 Stater Bros gift card for groceries A \$300 Walmart gift card for household essentials, and of course, toys for all children in the household.			
Describe how the project/activity is for a public purpose and benefits the residents and or community of Grand Terrace	With the grant we can ensure that 6 families will be gifted food, household essentials and toys once again. These families are within the City of Grand Terrace and with the help of our local elementary schools we are able to help the families that are less fortunate in our community.			
Project/Activity Target Population:	☒ Youth	☐ Seniors	☒ Women	☒ Low-Income
	☐ Businesses	☐ Disabled Persons	☐ Yes	☐ Entire Community
Project/Activity Date:	12/13/2025			
Location of Project/Activity:	Terrace Hills Middle School Parking Lot			
Detailed description of how the funds will be utilized.	The funds will help to purchase Stater Bros gift cards for the families			
Negative Impact should funding not be approved:	If we don't receive the funding we may have to cut down our families from 6 to 4.			

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 Jul 1, 2025 and Approved & Proposed Applications for Jul 2025													
Title	2015-16	2016-17	2017-18	2018-19	2019-20	2021-22	2022-23	2023-24	2024-25	2025-26	TOTAL	2025-26 Proposed in Jul-2025	TOTAL
											TO DATE		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		\$ 4,000	-	4,000
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				\$ 3,997	-	3,997
Grand Terrace HS Titan Wrestling Booster Club									2,000		\$ 2,000	-	2,000
Grand Terrace High School Cheer Booster Club	-	-	-	-	-	-	-	2,000	2,000		\$ 4,000	-	4,000
Grand Terrace Little League	2,000	-	2,000	-	-	-					\$ 4,000	-	4,000
Titan Strickers FC	-	-	-	-	-	-	-	-	500	2,000	\$ 2,500	-	2,500
Grand Terrace Youth Football & Cheer	-	4,000	2,000	-	-	-		2,000			\$ 8,000	-	8,000
Boy Scout Troop 40									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	\$ 2,000	\$ 51,541	\$ -	\$ 51,541
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	2,000	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 Championd Figure Skating Team									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	\$ -	\$57,267	\$ 2,000	\$ 59,267
TOTAL	\$ 12,423	\$ 11,601	\$ 11,347	\$ 15,250	\$ 7,997	\$ 5,805	\$ 10,035	\$ 12,350	\$ 20,000	\$ 2,000	\$ 108,808	\$ 2,000	\$ 110,808



AGENDA REPORT

MEETING DATE: July 8, 2025

TITLE: Community Benefit Fund Grant Award to Troop 40 BSA in the Amount of \$2,000

PRESENTED BY: Christine Clayton, Finance Director

RECOMMENDATION: **APPROVE THE COMMUNITY BENEFIT FUND GRANT APPLICATION IN THE AMOUNT OF \$2,000.00 FOR THE TROOP 40 BSA FOR THEIR SUMMER CAMP TUITION**

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 to be used as an economic development tool for small business development in the City. Each year, part of these funds has been designated for the City's annual Light Up Grand Terrace event.

For Fiscal Year 2025-26, 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 grants awarded by fiscal year and the recipients of said grants awarded in each fiscal year.

DISCUSSION:

I. Application received from Troop 40 BSA

The Organization's mission is to provide leadership, outdoor, safety and community skills to young men ages 11-18.

Below summarizes the current application submitted by the Organization:

Project Title:	2025 Boy Scout Youth Summer Camp Tuition for Troop 40 at Camp Taquitz, Angeles Oaks.
Project Activity:	A 6 night, 7 day wilderness camping experience at Camp Taquitz for scouts to learn and practice outdoor and leadership skills such as First Aid, Swimming, Woodworking, Leatherwork, Horsemanship, Climbing and Rappeling, Archery, Safe Fire-arms Training, Canoeing, Kayaking, Chess and Game Design. They will additionally be participating in team-building activities and service projects for the camp.
Public Purpose:	This event serves as an opportunity to grow and create responsible behaviors in the youth of Grand Terrace. It also serves as a reward for the hard work the boy scouts commit to during the year. Giving the scouts some much-needed exposure to how important the outdoors and nature are to our society. These experiences help shape the men we expect our scouts to become.
Amount Requested:	\$2,000.00
Utilization of Funds:	To assist in the registration and participation costs for 8 Scouts and 3 leaders to attend Summer Camp.

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:

FY2025-26 Community Benefits Fund

<u>Fund No.</u>	<u>Acct. No.</u>	<u>Account Title</u>	<u>Approved Budget</u>	<u>Awarded Grants</u>	<u>Balance as of July-2025</u>	<u>Proposed Grant Awards</u>	<u>Revised Balance</u>
61	461-100	Youth/School Programs	\$10,000	(\$2,000)	\$8,000	(\$2,000)	\$6,000
61	461-200	Service Organizations	\$10,000	\$0	\$10,000	(\$2,000)	\$8,000
		TOTAL	<u>\$20,000</u>	<u>(\$2,000)</u>	<u>\$18,000</u>	<u>(\$4,000)</u>	<u>\$14,000</u>





CITY OF GRAND TERRACE COMMUNITY BENEFITS FUND (GT-CBF)

ORGANIZATION INFORMATION			
Organization Name:	Troop 40 BSA		
Organization Mission:	Provide leadership, outdoor, safety and community skills to youn men ages 11-18.		
Organization Contact #1:	Name: David Crandell	Title:	Scoutmaster
Mailing Address:	9078 Reche Canyon Rd		
City, State, Zip Code	Colton CA, 92324		
Phone & E-mail:	Phone: 951-377-1475	E-mail:	davidcrandell@rocketmail.com
Organization Contact #2:	Name: Casey Crandell	Title:	Advancement Chair
Mailing Address:			
City, State, Zip Code			
Phone & E-mail:	Phone: 909-835-7392	E-mail:	Caseyndavid@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. 2024 Summer Camp registration Suppliment	07/9/2024	\$2,000.00	\$2,000.00
2.			
3.			
4.			
5.			
Date of Application:	06/10/2025		
Requested Amount:	\$2,000.00		



CITY OF GRAND TERRACE COMMUNITY BENEFITS FUND (GT-CBF)

PROJECT INFORMATION				
Project/Activity Title:	2025 Boy Scouts Youth Summer Camp for Troop 40 at Camp Taquitz, Angeles Oaks			
Project/Activity Description (description of event the organization is seeking funding for)	A 6 night, 7 day wilderness camping experience at Camo Taquitz for scouts to learn and practice outdoor and leadership skills such as First Aid, Swimming, Woodworking, Leatherwork, Horsemanship, Climbing and rappelling , Archery, Safe Fire-arms Training, Canoeing, Kayaking, Chess and Game Design... The will additionally be participating in team building activities and service projects for the camp.			
Describe how the project/activity is for a public purpose and benefits the residents and or community of Grand Terrace	This event serves as an opportunity to grow and create responsible behaviors in The youth of Grand Terrace. It also serves as a reward for the hard work the boy Scouts commit to during the year. Giving the scouts some much needed exposure to how important the outdoors and nature are to our society. These experiences help to shape the men we expect our scouts to become.			
Project/Activity Target Population:	☒ Youth	☐ Seniors	☐ Women	☐ Low-Income
	☐ Businesses	☐ Disabled Persons	☐ Yes	☐ Entire Community
Project/Activity Date:	July 6th to July 12th, 2025			
Location of Project/Activity:	BSA Camp Taquitz 41700 CA-38, Angelus Oaks, CA 92305			
Detailed description of how the funds will be utilized.	To assist in the registration and participation costs for 8 Scouts and 3 leaders to attend Summer Camp.			
Negative Impact should funding not be approved:	Several of our scouting families experience a hardship making payments to meet the financial requirements for their scouts to attend summer camp.			

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 Jul 1, 2025 and Approved & Proposed Applications for Jul 2025													
Title	2015-16	2016-17	2017-18	2018-19	2019-20	2021-22	2022-23	2023-24	2024-25	2025-26	TOTAL	2025-26 Proposed in Jul-2025	TOTAL
											TO DATE		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		\$ 4,000	-	4,000
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				\$ 3,997	-	3,997
Grand Terrace HS Titan Wrestling Booster Club									2,000		\$ 2,000	-	2,000
Grand Terrace High School Cheer Booster Club	-	-	-	-	-	-	-	2,000	2,000		\$ 4,000	-	4,000
Grand Terrace Little League	2,000	-	2,000	-	-	-					\$ 4,000	-	4,000
Titan Strickers FC	-	-	-	-	-	-	-	-	500	2,000	\$ 2,500	-	2,500
Grand Terrace Youth Football & Cheer	-	4,000	2,000	-	-	-		2,000			\$ 8,000	-	8,000
Boy Scout Troop 40									2,000		\$ 2,000	2,000	4,000
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	\$ 2,000	\$ 51,541	\$ 2,000	\$ 53,541
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	2,000	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 Championd Figure Skating Team									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	\$ -	\$57,267	\$ 2,000	\$ 59,267
TOTAL	\$ 12,423	\$ 11,601	\$ 11,347	\$ 15,250	\$ 7,997	\$ 5,805	\$ 10,035	\$ 12,350	\$ 20,000	\$ 2,000	\$ 108,808	\$ 4,000	\$ 112,808



AGENDA REPORT

MEETING DATE: July 8, 2025

TITLE: Appointing Voting Delegates for Cal Cities 2025 Annual Conference & Expo

PRESENTED BY: Daysi Alcocer, City Clerk

RECOMMENDATION: **ADOPT A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GRAND TERRACE, CALIFORNIA, APPOINTING DELEGATES AND ALTERNATES TO THE 2025 CAL CITIES ANNUAL CONFERENCE & EXPO AS OFFICIAL REPRESENTATIVES OF THE CITY OF GRAND TERRACE**

2030 VISION STATEMENT:

This staff report supports City Council Goal #4 “Develop and Implement Successful Partnerships” by working collaboratively with Public Sector, Local, Regional and State Agencies to facilitate the delivery of services to our community and to secure funding for programs and projects.

BACKGROUND:

The City of Grand Terrace is a member of the League of California Cities. The League’s Annual Legislative Conference is scheduled for October 8, 2025, through October 10, 2025, to be held in the City of Long Beach at the Long Beach Convention Center. Member cities are encouraged to send a City representative as a delegate to represent the City and cast their vote on League policies. Each City is allowed one (1) vote.

On January 14, 2025, the City Council appointed members of the City Council to represent the City on various Boards, Commissions and Committees; Council Member Matt Brown was selected as the voting delegate and Mayor Pro Tem Michelle Sabino was selected as the alternate to represent the City at the League of California Cities Annual Conference, this was a receive and file.

DISCUSSION:

An important part of the Annual Conference is participating in the Annual Business Meeting at the General Assembly. The Annual Business Meeting is scheduled for 8:30 a.m. on Friday, October 10, 2025, at the Long Beach Convention Center. For Grand Terrace to be able to vote at the Annual Business meeting, a Voting Delegate must be determined. In addition, up to two alternate voting delegates may be appointed in the absence of the voting delegate (only one of the two will be allowed to vote).

Consistent with League bylaws, the City’s voting delegate, and up to two alternates, must be designated by the City Council by resolution. Designating the voting delegate and alternates must be done by City Council action. In addition, the voting delegate and alternates must be registered to attend the conference. If the voting delegate cannot attend the complete conference, they may register for Friday only. To be able to cast a vote, at least one voter must be present at the Annual Business Meeting in possession of the voting delegate card and a Voting Delegate sticker.

The League of California Cities has requested attending cities to submit by September 26, 2025, a Resolution designating the voting delegate and up to two alternates. Adoption of the attached Resolution will satisfy League requirements and enable the City of Grand Terrace to participate in the League's Annual Business Meeting, scheduled for Friday, October 10, 2025.

At this time, based on the above, it is recommended that the City Council designate one (1) delegate and one (1) alternate from the City Council to represent the City of Grand Terrace at the League of California Cities Annual Business meeting.

ENVIRONMENTAL IMPACT:

None.

FISCAL IMPACT:

None.

RESOLUTION NO. 2025-xx

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GRAND TERRACE, CALIFORNIA, APPOINTING DELEGATES AND ALTERNATES TO THE 2025 LEAGUE OF CALIFORNIA CITIES ANNUAL CONFERENCE AS OFFICIAL REPRESENTATIVES OF THE CITY OF GRAND TERRACE

WHEREAS, the League of California Cities ("League") will be having its 2025 Annual Conference from October 8, 2025, to October 10, 2025, in Long Beach, California; and

WHEREAS, the League's 2025 Annual Conference will have an Annual Business Meeting on Friday, October 10, 2025, in which the League's membership may consider and take action on resolutions that establish League policy; and

WHEREAS, in order to participate in the Annual Business Meeting and to attend the League's 2025 Annual Conference, the Bylaws of the League require the City Council to appoint, by a majority vote, a primary Voting Delegate and up to two (2) Alternate Voting Delegates, one (1) of whom may vote in the Annual Business Meeting in the event that the primary designated voting delegate is unable to serve in that capacity; and

WHEREAS, the City Council now desires to appoint a Voting Delegate and Alternate Voting Delegate to the 2025 League of California Cities Annual Conference.

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

SECTION 1. _____ is hereby appointed to serve as the Voting Delegate to the 2025 League of California Cities Annual Conference representing the City of Grand Terrace.

SECTION 2. _____ is hereby appointed to serve as the Alternate Voting Delegate to the 2025 League of California Cities Annual Conference representing the City of Grand Terrace.

SECTION 3. The City Clerk of the City of Grand Terrace shall certify to the passage and adoption of this Resolution and its approval by the City Council and shall cause the same to be listed in the records of the City.

SECTION 4. The City Clerk of the City of Grand Terrace is directed to submit a certified copy of this Resolution before September 26, 2025, to the League of California Cities.

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 July 2025.

Bill Hussey
Mayor

ATTEST:

Daysi Alcocer
City Clerk

APPROVED AS TO FORM:

Adrian R. Guerra
City Attorney



AGENDA REPORT

MEETING DATE: July 8, 2025

TITLE: Future Agenda Item for Review of Existing Marijuana Policies and Ordinances

PRESENTED BY: Konrad Bolowich, City Manager

RECOMMENDATION: **THAT THE CITY COUNCIL TAKE NO ACTION AND MAKE NO MODIFICATIONS TO THE EXISTING MARIJUANA-RELATED POLICIES AND ORDINANCES IN THE GRAND TERRACE MUNICIPAL CODE AT THIS TIME**

2030 VISION STATEMENT:

This staff report supports Goal #2, Maintain Public Safety and Goal #5, Engage in Proactive Communication.

BACKGROUND:

In 2016, California voters approved Proposition 64 (Adult Use of Marijuana Act), which legalized the personal possession and cultivation of cannabis for adults over 21 and authorized the state to license commercial cannabis activity. However, the proposition also granted local governments broad authority to regulate or prohibit cannabis-related businesses and land uses within their jurisdictions. In 2023, the City Council was appraised of current California laws relating to cannabis activities and at that time staff were requested to provide periodic updates.

In response, the City of Grand Terrace adopted a series of ordinances prohibiting commercial cannabis businesses and establishing limited regulations on personal cultivation, consistent with state law. The City's regulations were developed through community engagement, legal analysis, and policy discussion, with a focus on maintaining public safety, protecting community character, and minimizing administrative and enforcement burdens.

The current provisions of the Grand Terrace Municipal Code prohibit all commercial cannabis activity, including retail dispensaries, cultivation, distribution, testing, and manufacturing, while allowing limited personal cultivation as permitted by state law.

DISCUSSION:

Staff conducted a routine review of the City's cannabis-related policies to evaluate the need for any updates or revisions, which included the following:

- Review of code enforcement activity related to cannabis since adoption of the existing ordinances
- Assessment of public feedback, complaints, or inquiries
- Consideration of updates to state regulations and market trends

Based on this review, staff found the following:

1. Consistency with Community Values:

The prohibition on commercial cannabis activity continues to reflect the values and preferences previously expressed by the Grand Terrace community.

2. Low Rate of Cannabis-Related Complaints:

The City has not experienced a significant volume of complaints or violations related to personal cultivation or illegal dispensary operations.

3. Effective Enforcement Tools in Place:

The current code provides adequate authority for staff to respond to cannabis-related code enforcement issues, including illegal commercial activity.

4. No Mandate for Local Commercial Activity:

State law continues to allow cities to prohibit commercial cannabis use. There is no legal obligation to revise the City's existing prohibitions.

5. No Immediate Economic Benefit Identified:

While some jurisdictions have pursued cannabis as a revenue source, the potential fiscal benefit to Grand Terrace is uncertain and may not outweigh the costs and community impacts.

In light of these findings, staff recommends maintaining the status quo. Reconsideration may be appropriate in the future if there is significant community demand, a shift in state law, or new enforcement challenges.

ENVIRONMENTAL IMPACT:

No environmental review is required, as no changes to policies or ordinances are being proposed.

FISCAL IMPACT:

There is no fiscal impact associated with taking no action. Maintaining the current regulatory framework avoids new administrative and enforcement costs.



AGENDA REPORT

MEETING DATE: July 8, 2025

TITLE: Elimination of Existing City Positions

PRESENTED BY: Konrad Bolowich, City Manager

RECOMMENDATION: **ADOPT A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GRAND TERRACE AUTHORIZING THE CITY MANAGER TO ELIMINATE EXISTING POSITIONS AND APPROVING AN AMENDMENT TO THE CITY OF GRAND TERRACE PERSONNEL RULES TO REFLECT THE GRANT OF AUTHORITY**

2030 VISION STATEMENT:

This staff report supports Goal #1, Ensure our Fiscal Viability

BACKGROUND:

The City Manager, as the administrative head of the municipal organization pursuant to the Grand Terrace Municipal Code (GTMC) 2.08.080, is responsible for the day-to-day management of City operations, including the administration of personnel in accordance with adopted policies, labor agreements, and budgetary guidelines. The City Council has the authority to abolish positions pursuant to GTMC 2.24.060.

DISCUSSION:

The City Manager, as the administrative head of the municipal organization, is entrusted with the day-to-day management of City operations, including the administration of personnel. Delegation of this responsibility to the City Manager will allow for the implementation of timely, strategic adjustments to the workforce, improving organizational effectiveness.

The City Manager shall notify the City Council in writing of any position eliminations within fifteen (15) calendar days of such action. This will provide proper oversight from the Council on such eliminations. This action does NOT allow for the City Manager to create positions, nor to exceed adopted budget expenditures beyond those approved by the City Council.

It is therefore recommended that the City Council adopt a Resolution authorizing the City Manager to eliminate positions and approving an amendment to the City of Grand Terrace Personnel Rules to reflect the grant of authority.

ENVIRONMENTAL IMPACT:

None.

FISCAL IMPACT:

None.

RESOLUTION NO. 2025-xx

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GRAND TERRACE AUTHORIZING THE CITY MANAGER TO ELIMINATE EXISTING POSITIONS AND APPROVING AN AMENDMENT TO THE CITY OF GRAND TERRACE PERSONNEL RULES TO REFLECT THE GRANT OF AUTHORITY

WHEREAS, the City Council of the City of Grand Terrace is responsible for the establishment of policies that ensure the responsible, effective, and fiscally sound operation of municipal government; and

WHEREAS, the City Manager, as the administrative head of the municipal organization, is responsible for the day-to-day management of City operations, including the administration of personnel in accordance with adopted policies, labor agreements, and budgetary guidelines; and

WHEREAS, the City Council recognizes the importance of giving the City Manager the necessary authority to implement timely, strategic adjustments to the workforce to improve organizational effectiveness, eliminate redundancy, support professional development, and ensure that public funds are spent efficiently and responsibly; and

WHEREAS, authorizing the City Manager to eliminate positions promotes operational flexibility, encourages innovation, and supports the City's ability to respond effectively and timely to emerging challenges and opportunities; and

WHEREAS, this authority will support implementation of City Council priorities and enable the City Manager to align personnel with budgeted resources and departmental goals, while remaining in compliance with all applicable laws, labor agreements, and personnel rules; and

WHEREAS, it is the intent of the City Council to preserve appropriate oversight and transparency by requiring that the City Manager provide regular notice of actions taken under this Resolution.

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

SECTION 1. AUTHORITY GRANTED. The City Council hereby delegates to the City Manager the authority as set forth in Grand Terrace Municipal Code section 2.24.060 to permanently eliminate existing City positions when such eliminations are determined, in the sole discretion of the City Manager, to be necessary and appropriate.

SECTION 2. APPLICABILITY. The authority granted herein to the City Manager applies to all departments and divisions within the City of Grand Terrace.

SECTION 3. NOTIFICATION REQUIREMENT. To maintain transparency and Council awareness:

- The City Manager shall notify the City Council in writing of any position eliminations within fifteen (15) calendar days of such action.
- The notice shall include the title of the eliminated position, department, date of position elimination, and a brief rationale for the action.

SECTION 4. BUDGETARY COMPLIANCE. All position elimination decisions shall remain consistent with the City's adopted budget and shall not result in unauthorized expenditures beyond those approved by the City Council.

SECTION 5. PERSONNEL RULES. The City Council hereby approves and adopts the amended Personnel Rules attached hereto as Exhibit "A," to reflect the authority granted to the City Manager as set forth herein.

SECTION 6. SEVERABILITY. If any provision of this Resolution or the application thereof to any person or circumstance is held invalid, the remainder of the Resolution and the application of such provisions to other persons or circumstances shall not be affected thereby.

SECTION 7. EFFECTIVE DATE. This Resolution shall take effect immediately upon its adoption and shall remain in effect unless modified or rescinded by future action of the City Council.

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 July 2025.

Bill Hussey
Mayor

ATTEST:

Daysi Alcocer
City Clerk

APPROVED AS TO FORM:

Adrian R. Guerra
City Attorney



CITY OF GRAND TERRACE

Personnel Rules and Regulations

Adopted by Resolution 2024 - __, October 8, 2024
Amended July 8, 2025

TABLE OF CONTENTS

	<u>Page</u>
SECTION 1. INTRODUCTION	1
1.1 Purpose.....	1
1.2 Applicability of Rules	1
1.3 Equal Employment Opportunity	1
SECTION 2. DEFINITIONS.....	2
2.1 Active Service.....	2
2.2 Advancement	2
2.3 Applicant.....	2
2.4 Appointing Authority.....	2
2.5 Appointment	2
2.6 At-Will Employee.....	2
2.7 Certification	2
2.8 Class or Classification.....	2
2.9 Classification Plan	2
2.10 Classified Service.....	2
2.11 Compensation	2
2.12 Compensation Plan	2
2.13 Compensatory Time Off (CTO).....	2
2.14 Continuous Service	3
2.15 Deferred Compensation	3
2.16 Department.....	3
2.17 Department Head	3
2.18 Direct Appointment	3
2.19 Domestic Partner.....	3
2.20 Eligibility List	3
2.21 Employee	3
2.22 Exempt Employees	3
2.23 Fringe Benefit(s)	3
2.24 Full-time Employee	3
2.25 Furlough.....	3
2.26 Interim Appointment.....	3

2.27	Intermittent Service.....	3
2.28	Layoff.....	3
2.29	Leave.....	3
2.30	Length of Service.....	4
2.31	Non-exempt Employee	4
2.32	On-Call Employee	4
2.33	Part-time Employee	4
2.34	Pay Rate	4
2.35	Personnel Officer	4
2.36	Position	4
2.37	Probationary Employee.....	4
2.38	Promotion.....	4
2.39	Regular Rate of Pay	4
2.40	Regular Employee.....	4
2.41	Probationary Release	4
2.42	Seasonal Employee	4
2.43	Skelly Officer.....	4
2.44	Spouse.....	5
2.45	Suspension	5
2.46	Temporary Appointment.....	5
2.47	Termination.....	5
2.48	Transfer	5
2.49	Work Day.....	Error! Bookmark not defined.
SECTION 3.	CLASSIFICATION PLAN.....	6
3.1	Classification Plan	6
3.2	Reclassification	6
SECTION 4.	RECRUITMENT, SELECTION PROCESS AND APPOINTMENTS.....	7
4.1	Job Announcement.....	7
4.2	Application Forms	7
4.3	Disqualification of Applications	7
4.4	Supplemental Information to Applications	7
4.5	Examinations.....	8
4.6	Eligibility Lists	9

4.7	Appointments	9
4.8	Direct Appointments	10
4.9	Probationary Employment	10
4.10	Employment of Relatives.....	11
SECTION 5.	COMPENSATION	13
5.1	Compensation Schedule.....	13
5.2	Pay Ranges.....	13
5.3	Application of Compensation Schedule.....	13
5.4	Recognition Award	14
5.5	"Y" Rate	14
5.6	Out of Class Pay.....	14
5.7	On-Call Pay.....	15
5.8	Cost of Living Adjustment (COLA).....	15
5.9	Salary Schedule Adjustments.	15
5.10	Council Approval Required.	15
SECTION 6.	HEALTH AND RETIREMENT BENEFITS	16
SECTION 7.	ATTENDANCE AND HOURS OF WORK	17
7.1	Hours of Work	17
7.2	Notification of Late Arrival or Absence	17
7.3	Meal Period.....	17
7.4	Rest Period.....	17
SECTION 8.	OVERTIME.....	18
8.1	Work Week	18
8.2	Regular Rate of Pay	18
8.3	Overtime	18
8.4	Prior Approval	18
8.5	Compensatory Time Off.....	18
8.6	Employee Cash Out	18
SECTION 9.	PERFORMANCE EVALUATION	19
9.1	Performance Evaluations for Probationary Employees	19
9.2	Performance Evaluations for Regular Employees	19
9.3	Special Evaluations	19
9.4	Authority	19

9.5	Performance Evaluation Meeting	19
9.6	No Appeal Right	19
SECTION 10. VACATION LEAVE AND HOLIDAYS		20
10.1	Scheduling of Vacation Leave	20
10.2	Unused Vacation Leave Upon Separation	20
10.3	Effect of Holiday on Vacation Leave	20
10.4	Floating Holidays.....	20
10.5	Holiday Pay.....	20
SECTION 11. SICK LEAVE		21
11.1	Definition of Sick Leave.....	21
11.2	Sick Leave Use	21
11.3	Abuse of Sick Leave	22
11.4	Excessive Use of Sick Leave	22
11.5	Return to Work from Sick Leave.....	22
SECTION 12. OTHER LEAVES.....		23
12.1	Work Related Court Appearances	23
12.2	Other Court Appearances.....	23
12.3	Jury Duty Leave.....	23
12.4	Military Leave.....	23
12.5	Paid Administrative Leave.....	23
12.6	Leave of Absence Without Pay.....	23
12.7	Bereavement Leave.....	24
12.8	Reproductive Loss Leave.....	24
SECTION 13. FAMILY AND MEDICAL CARE LEAVE.....		25
SECTION 14. PREGNANCY DISABILITY LEAVE.....		26
SECTION 15. RESIGNATION, LAYOFFS AND FURLOUGHS		27
15.1	Types of Separation	27
15.2	Resignation	27
15.3	Job Abandonment	27
15.4	Layoff.....	27
15.5	Furloughs	27
SECTION 16. DISCIPLINE POLICY AND PROCEDURES.....		28
16.1	Causes for Discipline	28

16.2	Types of Discipline	29
16.3	Discipline Procedures	30
SECTION 17. GRIEVANCE PROCEDURE.....		35
17.2	Step I: Informal Resolution with Supervisor	35
17.3	Step II: Department Head	35
17.4	Step III: Personnel Officer	35
17.5	Time Limits.....	35
SECTION 18. PERSONNEL FILE		36
18.2	Notification of Changes in Personal Information	36
18.3	Medical Information	36
18.4	References and Release of Information in Personnel Files	37
18.5	Employee Access to Personnel File.....	37
18.6	Access to Confidential Information	37
SECTION 19. OUTSIDE EMPLOYMENT.....		39
19.2	Authorization	39
19.3	Determination of Inconsistent Activities	39
19.4	Revocation	40
19.5	Appeal	40
19.6	Use of City Equipment Prohibited.....	40
19.7	Violations and Penalties.....	40
SECTION 20. DISCRIMINATION, HARASSMENT AND RETALIATION POLICY		41
20.7	Definitions.....	41
20.8	Actions to be Taken Upon Learning of Possible Harassment or Discrimination.....	43
20.9	Confidentiality	44
20.10	Responsibilities	45
20.11	Dissemination of Policy	46
SECTION 21. POLITICAL ACTIVITY POLICY.....		47
SECTION 22. DRUG AND ALCOHOL POLICY		49
22.7	Scope of Policy	49
22.8	Searches	49
22.9	Drug and Alcohol Testing.....	49
22.10	Employee's Responsibilities	50

22.11	Management Responsibilities	51
22.12	Drug-Free Awareness Program.....	51
SECTION 23. USE OF CITY PROPERTY AND EQUIPMENT POLICY		52
23.4	Use of City Vehicles	52
23.5	Use of Privately Owned Vehicles	53
23.6	Vehicle Operation Guidelines	54
23.7	Driver's License.....	55
SECTION 24. ELECTRONIC EQUIPMENT USE POLICY		56
24.4	Communications Through Other Systems or Networks	57
24.5	Misuse	57
24.6	Consequences of Misuse	58
24.7	Access to Remote Email	58
24.8	City Email	58
24.9	Cell Phone Use.....	58
24.10	Minimal Personal Use of Communications Equipment Permitted	59
SECTION 25. SOCIAL MEDIA USE POLICY		60
25.3	Employee Use of Social Media.....	60
SECTION 26. VIOLENCE IN THE WORKPLACE POLICY		61
26.2	Prohibited Behavior	61
26.3	Weapons.....	61
26.4	Workplace Violence or Abuse	61
26.5	Incident Reporting Procedures.....	61
26.6	Investigation.....	62
26.7	Management Responsibility.....	62
26.8	Follow-Up Disciplinary Procedures	62
SECTION 27. OTHER EMPLOYEE CONDUCT POLICIES		63
27.1	Dress Code Policy.....	63
27.2	Tattoo and Body Art Policy	63
27.3	Piercing Policy	63
27.4	Smoking/Use of Tobacco Products Policy	64

SECTION 1. INTRODUCTION

1.1 Purpose – These personnel rules and regulations of the City of Grand Terrace (“City”) are adopted to ensure complete understanding of personnel policies by the City's employees, to develop fairness of application throughout the City's several departments, and to serve as guidelines for the administration of Personnel matters. The City reserves the right to change or modify the terms and conditions set forth at its discretion and without prior notice to employees. These rules do not constitute a contract of employment. Nor shall these rules be interpreted to create a property interest in employment with the City.

1.2 Applicability of Rules – Unless otherwise specified in the rules, these rules shall apply to all individuals employed by or volunteering for the City.

1.3 Equal Employment Opportunity – The City affords equal employment opportunity for all qualified employees and applicants as to all terms of employment, including compensation, hiring, training, promotion, transfer, discipline and termination. The City prohibits discrimination against employees or applicants for employment on the basis of race, color, religion, sex, gender, gender expression, gender identity, national origin, ancestry, citizenship, age, marital status, physical or mental disability, medical condition, genetic information, sexual orientation, veteran status or any other basis protected by law. Employees who believe they have experienced any form of employment discrimination are encouraged to report this immediately using the complaint procedure set forth in the Discrimination, Harassment and Retaliation Policy set forth herein.

SECTION 2. DEFINITIONS

2.1 Active Service – shall mean actual time worked, holidays with pay, leaves of absence with pay, leaves of absence without pay not to exceed 14 calendar days, and leaves of absence without pay not to exceed one year for which Worker's Compensation is paid. It shall also include Saturdays and Sundays or other regular days off which are immediately preceded or immediately followed by other time worked.

2.2 Advancement – shall mean a salary increase within a range of compensation provided for each position, which is conditioned upon a given minimum term of meritorious service in the same position and which is made without examination.

2.3 Applicant – shall mean a person who has made application to take a City examination.

2.4 Appointing Authority – shall mean the City Manager.

2.5 Appointment – shall mean the offer to, and acceptance by, a person of a position either on a regular or temporary basis.

2.6 At-Will Employee – shall mean an employee who serves at the pleasure of the City. An at-will employee may be removed at any time without cause or right to appeal. An employee who moves into an at-will position from regular status shall be an at-will employee. The list of all current at-will positions shall be referenced in Appendix A to the rules. All probationary employees are at-will employees.

2.7 Certification – shall mean endorsement as meeting required minimum standards for a vacant position.

2.8 Class or Classification – shall mean a group of positions, with such similarity in respect to their duties and responsibilities that similar requirements as to education, experience, knowledge, and ability should be demanded of incumbents, that similar tests of fitness may be used to choose qualified employees, and that the same schedule of compensation may apply with equity under substantially the same employment conditions.

2.9 Classification Plan – shall mean the official or approved system of grouping positions into appropriate classes.

2.10 Classified Service – shall mean all offices, positions, and employment in the City service, except those expressly designated as unclassified in City Ordinances.

2.11 Compensation – shall mean any salary, wage, fee, allowance paid to an employee for performing the duties and exercising the responsibilities of a position.

2.12 Compensation Plan – shall mean the official schedule of pay approved by the City Council assigning one salary or wage range to each class title.

2.13 Compensatory Time Off (CTO) – Time accrued or taken off from work, with pay, in lieu of paid overtime compensation.

- 2.14 Continuous Service – shall mean City service uninterrupted by separation.
- 2.15 Deferred Compensation – shall mean tax-deferred monies held in an account until time of termination or retirement from the City.
- 2.16 Department – shall mean an administrative branch including a group of employees under the immediate charge of a department head.
- 2.17 Department Head – shall mean the head of a City department; and also includes the City Clerk.
- 2.18 Direct Appointment – shall mean an appointment within City service which is authorized to be made foregoing otherwise required recruitment, testing and appointment processes; typically limited to the City Manager and City Attorney.
- 2.19 Domestic Partner – shall mean two adults who have chosen to share one another's lives in an intimate and committed relationship of mutual caring, as may from time to time be defined in the California Family Code.
- 2.20 Eligibility List – shall mean the ranking of eligibility for a vacancy in order of overall qualification.
- 2.21 Employee – shall mean an individual who is legally an incumbent of a position in the classified service, or who is on leave of authorized absence with the right to return to his position.
- 2.22 Exempt Employees – shall mean an employee who is designated by the Classification Plan as exempt from the overtime requirements under the Fair Labor Standards Act (FLSA). Exempt employees shall not receive compensation for overtime work. Their monthly salary shall be considered full compensation for all hours worked. A list of all current exempt positions shall be referenced in the City's Classification Plan.
- 2.23 Fringe Benefit(s) – shall mean an employment benefit (health insurance, paid holiday, etc.) granted by an employer that involves a money cost without affecting basic wage rates.
- 2.24 Full-time Employee – shall mean an employee whose position is budgeted to work 40 hours per week. Full-time employees receive benefits.
- 2.25 Furlough – shall mean the temporary modification of normal working hours or benefits for reasons of economy, efficiency or non-disciplinary reason.
- 2.26 Interim Appointment – shall mean a short-term appointment made from an eligibility list.
- 2.27 Intermittent Service - shall mean City service interrupted by separation.
- 2.28 Layoff – shall mean the involuntary separation of an employee from a position for reasons of economy, efficiency or other non-disciplinary reason.
- 2.29 Leave – shall mean an approved type of absence from work as provided for by these rules.

- 2.30 Length of Service – shall include Saturdays, Sundays, and other regular days off which are immediately preceded or immediately followed by normal workdays.
- 2.31 Non-exempt Employee – shall mean an employee who is not designated by the City Manager as exempt from the overtime requirements under the FLSA. Non-exempt employees are eligible to receive compensation for overtime work.
- 2.32 On-Call Employee – shall mean an employee that does not work a regular schedule, and works intermittently as needed.
- 2.33 Part-time Employee – shall mean an employee whose position is budgeted to work less than 40 hours per week. Part-time employees may receive benefits as provided herein.
- 2.34 Pay Rate – shall mean a specific dollar amount expressed as either an annual rate, a monthly rate, a semimonthly rate, a biweekly rate, or an hourly rate.
- 2.35 Personnel Officer – shall have the same meaning as the Grand Terrace Municipal Code, Section 2.24, including such amendments to that Section as may from time to time be made.
- 2.36 Position – shall mean a specific office of employment, whether occupied or vacant, calling for the performance of certain duties and the carrying of certain responsibilities by one individual, either on a full-time or part-time basis.
- 2.37 Probationary Employee – shall mean an employee serving in the probationary period of employment. Probationary employees are at-will employees.
- 2.38 Promotion – shall mean elevation of an employee to a position which requires a greater level of skills, and has a maximum salary higher than that of the employee's former position.
- 2.39 Regular Rate of Pay – is defined under the FLSA and is determined by dividing the employee's total remuneration for employment in any work period by the total number of hours that remuneration is intended to compensate.
- 2.40 Regular Employee – shall mean an employee who satisfactorily completes probationary service and maintains continuing regular appointment.
- 2.41 Probationary Release – shall mean the dismissal from City service of an employee who has not successfully completed the probationary period, or the return of a regular employee to a position in which the employee previously acquired regular status who did not successfully complete a promotional probationary period.
- 2.42 Seasonal Employee – shall mean an employee hired on a temporary basis to work only a part of the year due to seasonal employment. Seasonal employees do not receive any City benefits.
- 2.43 Skelly Officer – shall mean the City official designated as having authority to render a final disciplinary decision in the pending matter; typically the department head or equivalent, or the City Manager.

2.44 Spouse – a person with who exists a matrimonial relationship recognized under the laws of the State of California.

2.45 Suspension – shall mean a temporary separation of an employee from City service for disciplinary purposes or pending the completion of an investigation of charges made against an employee. Suspensions shall be without pay unless the employee is notified otherwise by the City.

2.46 Temporary Appointment – shall mean an appointment not made from an eligible list for short-term employment of less 1,000 hours per fiscal year or less than 125 days per fiscal year. Unless specifically provided herein, temporary employees do not receive any City benefits.

2.47 Termination – shall mean the separation of an employee from City service because of retirement, resignation, death or dismissal.

2.48 Transfer – shall mean assignment of an employee from one position to another position having the same maximum salary range, and requiring substantially the same level of skills. A transfer can take place within a department, between departments, between positions of the same class, or between positions of different classes.

2.49 Workday – shall mean the scheduled number of hours an employee is required to work per day.

SECTION 3. CLASSIFICATION PLAN

3.1 Classification Plan – The Personnel Officer shall ascertain and record the duties and responsibilities of all positions in the classified service and, after consulting with affected department heads, shall recommend a classification plan for such positions. The plan and any revisions thereof shall become effective upon approval of the City Council.

- (a) Following the adoption of the classification plan, the Personnel Officer shall allocate every position in the classified service to one of the classifications established by the plan.
- (b) When a new position is created, and before such position may be filled, no person shall be appointed or employed to fill the position until the classification plan has been amended to provide for the new position.

3.2 Reclassification – The Personnel Officer may initiate a reclassification review to determine whether the duties of a position necessitate reclassification of the position to a more appropriate classification. Upon completion of the reclassification review, the Personnel Officer shall make a recommendation regarding reclassification to the City Council.

- (a) The Personnel Officer shall determine whether to maintain or change the annual performance review date of a reclassified employee.

SECTION 4. RECRUITMENT, SELECTION PROCESS AND APPOINTMENTS

4.1 Job Announcement – Whenever an open competitive examination is to be utilized to fill a position, upon authorization of the Personnel Officer, an appropriate flyer shall be posted on the City's website and as otherwise deemed appropriate by the Personnel Officer. The announcement shall include:

- The title and pay for the position;
- FLSA Status (exempt or non-exempt and basis thereof);
- The nature of the work to be performed;
- The minimum qualifications;
- A statement whether the position is at-will;
- The time and place of the examination, if known, and/or if a psychological examination, and/or a drug screen will be required following a conditional offer of employment; and
- Such other information as determined in the discretion of the Personnel Officer.

In instances where posting a job announcement would detrimentally delay the filling of a vacancy, the City, in its sole discretion, may dispense with this requirement and fill the position from immediately available sources.

4.2 Application Forms – Job applications shall be made on forms authorized by the Personnel Officer. Such forms shall require information covering training, experience, and other pertinent information as deemed necessary by the Personnel Officer. Defective, incomplete, or untimely applications may be returned to the applicant with notice to amend and re-file, provided that the time for receiving applications has not expired. Whenever an application is rejected, notice of such rejection shall be mailed or emailed to the applicant by the Personnel Officer. Applications received at times other than following announcements as set forth above shall be destroyed or returned to the applicant at the discretion of the Personnel Officer.

4.3 Disqualification of Applications – The Personnel Officer may reject any application which is not properly completed or which indicates on its face that the applicant does not meet the minimum qualifications for the position. Applications may also be rejected for reasons, which, in the judgment of the Personnel Officer would render the applicant unsuitable for the position.

Whenever an application is rejected, the Personnel Officer shall email the notice of such rejection to the applicant. Defective applications may be returned to the applicant with notice of the defect, provided the time limit for receiving applications has not expired when the defect is detected. Although the Personnel Officer is not required to return defective applications, all defective applications during any recruitment must be treated identically.

4.4 Supplemental Information to Applications – Applicants may be required to provide supplementary information, including but not limited to:

- Resumes;
- Licenses;
- Certifications;
- Diplomas;
- Letters of recommendation; and
- References.

Although such supplementary information may be used in evaluating an individual applicant's qualifications, it shall not substitute for a completed application form. Should an applicant be appointed to a position, the supplemental information shall become a part of the individual's permanent employment records.

4.5 Examinations

- (a) The Personnel Officer will determine the manner and methods of administering examinations. All examinations shall be job-related.
- (b) Examinations shall be competitive and may consist of written tests, oral tests, performance tests, evaluations of prior training and performance, experience and education, interviews, style assessments, file review, or any combination thereof. Tests shall be administered in a manner that provides all qualified applicants a fair and reasonable opportunity to demonstrate their skills, as those skills relate to the vacant position. Some positions may require a background check. The Personnel Officer will determine what is fair and reasonable as it relates to this paragraph.
- (c) The content of all examinations designed to differentiate between qualified applicants shall be kept confidential prior to the administration of the examination. The nature of the examination (oral, written, or practical) shall be communicated to all applicants so that each applicant may come to the examination prepared to demonstrate their skills, as those skills relate to the vacant position. The method of communication shall be similar for all applicants.
- (d) Appointment to certain positions may be made contingent upon the applicant/employee passing a job-related medical and/or psychological examination to the satisfaction of the Personnel Officer following a conditional offer of employment. Such examination shall only be required after a conditional offer of employment has been made.
- (e) Applicants who receive a conditional offer of employment may need to successfully complete drug and alcohol testing prior to their initial employment by the City.
- (f) Any medical records will be kept confidential and will be kept separately from non-medical personnel records. Such records are accessible only by the Personnel Officer, the City's legal counsel, first aid and safety personnel in case of

emergency, and supervisors who are responsible for identifying reasonable accommodations. Medical records and information contained therein must be released if so required by state or federal law; to ensure the utmost confidentiality required by law, only the minimum necessary amount of information will be released

- (g) No person shall be denied employment or failed on a pre-employment medical and/or psychological examination because of a physical or mental disability if such person can perform the essential functions of the job for which they received a conditional offer of employment with or without reasonable accommodation unless the applicant/employee cannot perform the job without presenting a direct threat to the health and safety of himself/herself or others or without creating undue hardship for the City.

4.6 Eligibility Lists

- (a) After completion of an open or promotional examination, the Personnel Officer shall prepare an eligibility list consisting of the names of candidates who passed the examination arranged in order of final score from the highest to the lowest (or arranged alphabetically).
- (b) Notwithstanding any other provision of these rules, if there are less than 3 names on an eligibility list, the Personnel Officer may declare such list void and fill the position by any method permitted by these rules, including but not limited to, undertaking new recruiting and testing procedures.
- (c) Eligibility lists shall become effective upon the certification by the Personnel Officer and remain in effect for 12 months, unless the eligibility list is for a classification for which there is continuous recruitment. **A successful applicant who has been determined eligible for appointment for a classification** for which there is a continuous recruitment shall remain on the list for 12 months.
- (d) A person appearing on an eligibility list shall be removed from the list pursuant to written request by the eligible person, or if the eligible person fails to respond to notification of an opening from the Personnel Officer. It is the responsibility of the eligible person to keep the Personnel Officer informed of his/her current address, phone number and other required contact information.

4.7 Appointments

- (a) The Personnel Officer shall make all appointments other than direct appointments. The Personnel Officer shall decide in what manner a vacancy shall be filled. Vacancies may be filled by reinstatement, promotion, transfer, demotion, appointment of hourly employees, or from an appropriate eligibility list if available. No specific list shall have priority over other lists.
- (b) An eligible applicant may be appointed to a position other than for the one which the applicant originally applied.

- (c) When a position is to be filled from a promotional or open eligibility list, the Personnel Officer may choose from the specified list one of the top three candidates on the eligibility list. If no person among the top three candidates indicates a willingness to accept the appointment, or if the Personnel Officer does not choose from the top three candidates, the Personnel Officer or designee may make the appointment from among the remaining names on the eligibility list, may request a new examination and establish a new eligibility list, or may fill the position by any other method authorized by these rules.
- (d) The person accepting appointment shall report to the Personnel Officer or designee on the date designated by the Personnel Officer. Otherwise, the applicant shall be deemed to have declined the appointment.

4.8 Direct Appointments – Positions deemed direct appointments by the City may be filled by direct appointment by the City Council.

4.9 Probationary Employment

- (a) The probationary period shall be regarded as a part of the testing process and shall be utilized for closely observing the employee's work to determine the employee's fitness for the position.
- (b) Regular Appointments – All regular appointments to positions other than at-will positions shall be tentative and subject to a probationary period of one year of actual and continuous service. The Personnel Officer may extend the probationary period for an additional period of up to six months of actual and continuous service. An employee subject to an extension of the probationary period shall be given written notice of the extension, including the period thereof.
- (c) Promotional Appointments – All promotional appointments shall be tentative and subject to a probationary period of six months of actual and continuous service. Upon successful completion of the promotional probationary period, the completion date shall be the employee's new annual evaluation date.
 - (1) An employee serving in a probationary promotional position does not acquire regular status in the promotional position until the successful completion of the probationary period.
 - (2) If the employee fails to complete the probationary period in the promotional position satisfactorily, the Personnel Officer, at his/her discretion, may return the employee to the position held prior to promotion at the range and step held prior to promotion, if there is a vacancy in the prior position. However, should the position no longer be available, the employee may be terminated.
- (d) All probationary employees are at-will employees. Accordingly, during the probationary period, a probationary employee may be rejected at any time with or

without cause, without notice or appeal, and without any rights set forth under the Discipline Policy and Procedures provided herein.

4.10 Employment of Relatives

(a) The following definitions apply:

- (1) “Relative” means spouse, domestic partner, child, step-child, parent, grandparent, grandchild, brother, sister, half-brother, half-sister, aunt, uncle, niece, nephew, or in-laws of those enumerated by marriage or domestic partnership.
- (2) “Spouse” means two persons who have a valid marriage, or two people who are registered domestic partners, as that term is defined by California law, Family Code Section 297 et seq.
- (3) “Supervisory relationship” means one in which one employee exercises the right to control, direct, reward, or punish another by virtue of the duties and responsibilities assigned to his or her City appointment.

(b) Relatives – The City has discretion not to appoint, promote or transfer a person to a position within the same department in which the person’s relative already holds a position, when such employment would result in any of the following:

- (1) A direct or indirect supervisory relationship;
- (2) The two employees having job duties which require performance of shared duties on the same or related work assignment;
- (3) Both employees having the same immediate supervisor; or
- (4) A potential for creating an adverse impact on supervision, safety, security, morale or efficiency that is greater for relatives than for unrelated persons.

(c) Spouses or Domestic Partners

- (1) If two City employees who work in the same department become spouses or domestic partners, the Personnel Officer has discretion to transfer one of the employees to a similar position in another department. Although the wishes of the employees in question will be given consideration, the Personnel Officer retains sole discretion to determine which employee is to be transferred based upon City needs, operations, or efficiency. Any such transfer that results in a salary reduction is not disciplinary and is not subject to any grievance or appeal.
- (2) If continuing employment of both employees cannot be accommodated in a manner the Personnel Officer finds to be consistent with the City’s interest in the promotion of safety, security, morale, and efficiency, then the Personnel Officer retains sole discretion to separate one employee from City

employment. Absent the resignation of one employee, the less senior employee will be separated. Any such separation is not considered to be disciplinary and is not subject to any grievance or appeal.

SECTION 5. COMPENSATION

5.1 Compensation Schedule - The compensation schedule for classified service shall include a list of classes of positions by occupational group, with the standard rates of compensation shown for each class.

All rates shown on the official compensation schedule and conditions set forth therein are in full payment for services rendered and are intended to cover full payment for the number of hours regularly worked in each class.

5.2 Pay Ranges - The City has policy pay ranges which define the minimum and maximum pay for each job.

5.3 Application of Compensation Schedule - The pay range, as set forth for each classification, shall be applied as follows:

- (a) New Appointments - Each position has a pay range which consists of minimum and maximum rates of pay. The minimum rate for the position shall generally apply to new employees with little or no experience within the classification. When qualifications and experience warrant, an original appointment or reinstatement may be made at a rate other than the minimum rate. The City Manager will decide the new appointment rate based, in part, on the experience and training of the employee and according to the needs of the City.
- (b) Normal Advancements - After a full-time employee successfully completes six months of service, the employee is eligible for a rate increase. It is up to the employee's department head to recommend the amount of increase based on the employee's performance record to the City Manager. Thereafter, increases may be considered at annual evaluation dates. The date that the employee receives his/her first increase will be the annual evaluation date. Employees that demonstrate consistent superior performance may receive advancements outside the normal procedure based on the merit of the performance and the discretion of the City.
- (c) Part-Time Employees shall be eligible for a merit increase upon satisfactory completion of the first 1,040 hours of service in a new position; and once every 2,080 hours thereafter if supported by a satisfactory performance evaluation.
- (d) Advancement Provisions - No rate advancement shall be made so as to exceed any maximum rate established in the compensation schedule for the class to which the advanced employee's position is allocated, except as otherwise may be provided for in the rules. Advancement shall not be automatic, but shall depend upon increased service value of an employee to the City as exemplified by the recommendations of his/her department head, length of service, performance record, special training undertaken, or other pertinent evidence, within the advancement policy established by the compensation schedule. The advancement of an employee, therefore, is one in which actual merit and not time alone governs. An employee shall be recommended for salary increases only when he/she clearly deserves advancement

as indicated by at least a competent rating on his/her last performance evaluation, and not simply according to the elapse of a time period.

- (e) **Transfer to Position Within the Same Classification** - When an employee is transferred to a position within the same classification to a position with the same pay range, there shall be no salary increase or decrease because of such transfer. The employee's salary evaluation date shall remain the same.

5.4 **Recognition Award** - The City Manager may, at his/her discretion, grant a onetime recognition award in an amount up to 5% of an employee's salary when an employee on his/her own initiative and by his/her own efforts and abilities is rendering service above the level of proficiency normally expected in the class or is producing results consistently superior to that normally expected of employees in the class. An employee may only receive one such bonus per fiscal year.

5.5 **"Y" Rate** - An employee holds the "Y" rate of the pay range when the employee is reclassified to a position with a lower maximum salary than the employee's existing base salary. An employee at the "Y" rate maintains the "Y" rate (i.e. existing base salary) until the maximum salary in the reclassified position meets or exceeds the "Y" rate. Assignment to "Y" rate is at the discretion of the City.

5.6 **Out of Class Pay** - An employee who is temporarily directed to serve in a higher-level position above the employee's current classification shall be compensated at the salary of the higher level position in accordance with the following:

- (a) In an effort to assist employees in obtaining experience and training for future promotional opportunities, employees may from time-to-time volunteer to perform the duties of a higher job classification. Such voluntary performance on the part of the employee shall not be eligible for compensation as a temporary upgrade assignment.
- (b) It is understood that, from time to time, a Department Head may assign a temporary project or task to an employee which requires a different level of responsibility, knowledge, skills, and/or abilities than is outlined in his/her current classification. It is recognized that the infrequent assignment of such project or tasks is meant to be non-habitual and does not constitute out of classification work subject to reclassification.
- (c) If the City requires an employee to perform tasks outside of their classification for more than a week, the City shall provide the employee out of class pay, as appropriate. Any grievance by an employee relating to not receiving out of class pay, as required by this subsection, must be received by the City within ten (10) days of occurrence.
- (d) It is understood there are positions within the City that require specialized training and/or certification for the performance of specific tasks. No employee shall be required to perform any duties which would violate any applicable law or regulation requiring possession of specialized certification or training to perform such duty.

5.7 On-Call Pay - Employees placed in an on-call status for a period of one week shall receive their choice of either nine hours of paid straight time or nine hours of compensatory time off. Employees assigned to be on-call while not on duty shall remain within the range of the electronic communication device provided to him/her and be available to respond to the specified work site within an hour. When an employee is called out, he/she will be paid for a minimum of two (2) hours at the employee's applicable hourly rate.

5.8 Cost of Living Adjustment (COLA). As a part of the City's annual budget process, the City will assess the feasibility of providing a cost of living adjustment to employee salaries.

- (a) Such cost-of-living adjustment shall be based on the Consumer Price Index - All Urban Consumers (CPI-U) Riverside-San Bernardino-Ontario, CA.
- (b) If the City's budget permits a cost-of-living adjustment, such adjustment shall be equal to the CPI-U, up to a maximum of 5%.
- (c) Unless otherwise required by law or by contract, no cost-of-living adjustment shall be given to any class of employees unless all classes are also adjusted.
- (d) Any allowed cost of living adjustment shall take effect on the first pay-period in which the first day of the fiscal year falls.

5.9 Salary Schedule Adjustments. Every three years, as a part of the City's budget process, the City shall conduct a salary survey to determine whether existing salary levels are appropriate to the current job market.

- (a) The survey will be conducted for all City positions regardless of whether or not the position is currently funded.
- (b) Conducting a survey does not create an obligation for the City to implement salary changes.
- (c) Unless otherwise required by law or by contract, no rate adjustment shall be given unless warranted by the salary survey.
- (d) Any allowed rate adjustment shall take effect on the first pay-period in which the first day of the fiscal year falls.

5.10 Council Approval Required. No changes to rates shall be made under sections 5.8 and 5.9 without prior approval of the City Council. Any such change under this section shall be approved by resolution of the City Council. Such resolution shall indicate whether it is implementing a COLA or amending the Salary Schedule of the City's Classification Plan.

SECTION 6. HEALTH AND RETIREMENT BENEFITS

Defined in the Statement of Benefits, as originally adopted by the City Council and inclusive of any subsequent amendments as from time to time, including without limitation each fiscal year, may be adopted.

SECTION 7. ATTENDANCE AND HOURS OF WORK

7.1 Hours of Work – Work schedules are determined at the sole discretion of the Department Head and are subject to change with or without notice, according to the needs of the department or City. An employee shall be in attendance at their work during the hours specified by the Department Head. Any unauthorized absence may be cause for disciplinary action, up to and including discharge from employment.

- (a) Arriving late to work or leaving early in connection with scheduled work times, breaks, or meal periods is prohibited. An employee is required to seek advance permission from his or her supervisor for any foreseeable absence or deviation from regular working hours.

7.2 Notification of Late Arrival or Absence – An employee who is unexpectedly unable to report for work as scheduled must notify his or her immediate supervisor no later than the scheduled work time and report the expected time of arrival or absence. If the employee's immediate supervisor is not available, the employee must notify the Department Head. A non-exempt employee who fails to timely notify the supervisor of absences, or who is not present and ready to work during all scheduled work times will be deemed to have an unauthorized tardy or absence and will not receive compensation for the period of absence.

7.3 Meal Period – A one hour non-compensated meal period shall be provided to all full-time employees who work at least an eight hour work day. A 30 minute non-compensated meal period shall be provided to all full-time employees who work more than five hours, but less than eight hours during the work day. Employees are responsible for taking their own meal period at the approximate mid-point of the shift, unless department rules indicate otherwise.

7.4 Rest Period – A 15 minute compensated rest period will be provided all employees for each four hour period of service. The rest period shall be taken at a time designated by the employee's supervisor. The rest periods may not be combined to shorten the workday or to extend the meal period.

SECTION 8. OVERTIME

8.1 Work Week – The workweek begins at 12:00 a.m. on Saturday and ends at 11:59 p.m. on Friday. Employees working a 9/80 schedule will have a flex day off every other week as determined by the City. For employees working a 9/80 work schedule, each employee's designated work week shall begin exactly four hours after the start of his/her eight hour shift on the day of the week that corresponds with the employee's alternating regular day off.

8.2 Regular Rate of Pay – A non-exempt employee's regular rate of pay is the employee's hourly rate, based on the normal, non-overtime workweek for which the employee is employed.

8.3 Overtime – Overtime is all hours a non-exempt employee actually works over 40 in his or her work week as defined by the FLSA. Overtime is compensated at time and one-half (1.5) the employee's regular rate of pay as defined by the FLSA. The employee may elect to receive compensatory time off in lieu of pay. On a week with a holiday, both the hours worked and holiday hours will be counted towards the 40-hour threshold for purposes of calculating FLSA overtime pay.

8.4 Prior Approval – Non-exempt employees are not permitted to work overtime except as the department director authorizes or directs. Non-exempt employees directed to work overtime must do so. Working overtime without advance approval is grounds for discipline.

8.5 Compensatory Time Off – A non-exempt employee, for the purposes of the Fair Labor Standards Act, may opt to accrue compensatory time-off ("CTO") in lieu of cash payment for overtime worked.

- (a) Accrual Rate – CTO accrues at the rate of 1.5 hours for each hour worked over 40 hours of actual work in the employee's work week. CTO cannot be accumulated in excess of 80 hours at any given time.
- (b) Employee Request to Use CTO – The City will grant an employee's request to use accumulated CTO provided that: (1) the department can accommodate the use of CTO on the day requested without undue disruption; and (2) the employee makes the request in writing to the supervisor no later than five days prior to the date requested. If the employee does not provide five days' notice, or if the department cannot accommodate the time off, the City may provide the employee the opportunity to cash out the CTO requested at the end of the current pay period.
- (c) City Cash Out – The City reserves the right to cash out accumulated CTO at any time.

8.6 Employee Cash Out – During employment, CTO is cashed out at the employee's current FLSA regular rate of pay (including all FLSA-applicable salary differentials). Employees separating from City service shall be compensated for all accrued, unused compensatory hours at the current FLSA regular rate of pay, or the average regular rate for the prior three years, whichever is higher.

SECTION 9. PERFORMANCE EVALUATION

9.1 Performance Evaluations for Probationary Employees – Prior to the completion of six months and 12 months during the probationary period, the department head shall furnish the Personnel Officer with a performance evaluation as to the progress of the probationary employee, a copy of which shall also be furnished to the employee.

- (a) The preparation of the six and 12 month performance evaluations shall be mandatory.
- (b) Prior to the completion of three months and nine months during the probationary period, the department head may furnish the Personnel Officer or designee with a performance evaluation as to the progress of the probationary employee, a copy of which shall also be furnished to the employee. The preparation of the three and nine month performance evaluations shall be optional.

9.2 Performance Evaluations for Regular Employees – Performance evaluations for a regular employee shall be prepared at the time of the employee's salary anniversary dates, provided that the employee may, in addition, be given a report of performance at any other time during the year upon his/her own request and/or at the discretion of the Department Head.

9.3 Special Evaluations – Department Heads are authorized to evaluate a subordinate's performance as often as he/she deems appropriate.

9.4 Authority – The Personnel Officer shall determine the appropriate supervisor to prepare the performance evaluation of an employee. The Department Head shall review and approve all performance evaluations of subordinates in his/her department. The City Manager shall review and approve all performance evaluations of Department Heads or any other employees under his/her supervision.

9.5 Performance Evaluation Meeting – Each performance evaluation shall be discussed with the employee. The employee shall sign the evaluation to acknowledge its contents. Such signature shall not necessarily mean he/she fully endorses the contents of said evaluation.

9.6 No Appeal Right – An employee does not have the right to appeal any matter relating to a performance evaluation. Instead, the employee may comment on the evaluation in a written statement which will then be placed with the evaluation in the employee's personnel file. The written statement must be submitted within 10 calendar days after the employee receives the evaluation.

SECTION 10. VACATION LEAVE AND HOLIDAYS

10.1 Scheduling of Vacation Leave – An employee may take vacation leave at any time during the year, subject to approval by the employee's Department Head based on a determination that such absence will not adversely affect the City. Each employee must consider the needs of the City when requesting vacation leave. An employee shall provide a minimum of one week's written advance notice, unless waived by the Department Head, when requesting vacation time off.

10.2 Unused Vacation Leave Upon Separation – Any employee terminating from the City service who has accrued vacation leave shall be paid for all accrued vacation at termination at his/her rate of pay at the time of separation. No leave credit will be earned on such payments.

10.3 Effect of Holiday on Vacation Leave – In the event one or more authorized holidays fall within a vacation leave, such holiday shall not be charged as vacation leave, and the vacation may be extended accordingly.

10.4 Floating Holidays – City Hall employees entitled to holidays shall receive two floating holidays per fiscal year, as defined in the Statement of Benefits, inclusive of any subsequent amendments as from time to time, including without limitation each fiscal year, which may be adopted.

- (a) Floating holidays must be used by the end of the corresponding fiscal year. Any time not used will be cashed out on the last pay period of June.

10.5 Holiday Pay – Employees entitled to holidays shall be paid the equivalent of the employee's one workday of compensation for the holiday and floating holiday. If a non-exempt employee is required to work on a holiday, the employee shall be paid overtime for time worked on the holiday.

SECTION 11. SICK LEAVE

11.1 Definition of Sick Leave – Sick leave is leave from duty which may be granted by the City to an employee because of the employee's own illness, injury, exposure to contagious disease; or for an illness or injury of a member of the employee's family requiring the employee's attendance; and for medical, dental and optical appointments to the extent that such appointments cannot be scheduled outside the work day.

- (a) A family member is defined as a spouse/domestic partner, parent, sibling, child, grandchild, grandparent, aunt or uncle of the employee or of the employee's spouse/domestic partner.

11.2 Sick Leave Use

- (a) An employee may be granted sick leave only in case of actual sickness as defined above. Only one half of the employee's yearly accrued sick leave may be used because of the illness of an family member. In the event that an employee or a member of the employee's family recovers from any such sickness after being granted sick leave, and during the regularly scheduled hours of work, then such employee shall notify the appropriate immediate supervisor and be available to return to duty.
- (b) In order to apply for sick leave use, an employee shall notify the appropriate immediate supervisor within one hour before the time established as the beginning of the employee's work day; unless the City determines that the employee's duties require more restrictive reporting. Failure to do so without good reason may result in that day of absence being treated as leave of absence without pay.
- (c) If the employee is absent on sick leave for more than one day the employee must keep the immediate supervisor informed as to the date the employee expects to return to work.
- (d) Sick leave will not be granted to any employee absent from duty after separation from City service, or during a City authorized leave of absence without pay, or any other absence from duty not authorized by the City.
- (e) Sick leave will not be granted to any employee to permit an extension of the employee's vacation.
- (f) The City may require a physician's certification at any time regarding the sickness or injury of the employee or their immediate family member and the date of the employee's intended return to work.
- (g) Employees will not be permitted to use vacation in lieu of sick leave unless approved by the Personnel Officer.
- (h) Supervisors have the discretion to place employees on sick leave when, in the judgment of the supervisor, the presence of the employee at work would endanger

the health and welfare of other employees, the public, or where the illness or injury of the employee interferes with the performance of such employee's duties.

11.3 Abuse of Sick Leave – An employee is subject to disciplinary action for abuse of sick leave. Abuse of sick is a claim of entitlement to sick leave when the employee does not meet the requirements and definition of sick leave as set forth above.

11.4 Excessive Use of Sick Leave – Unprotected sick leave is leave which is not used in connection with FMLA/CFRA leave, leave due to a reasonable accommodation for a disability, or any other leave that is protected under the law.

- (a) Excessive use of unprotected sick leave, tardiness, and failing to use the call-in procedures when absent or tardy, can negatively impact the employee's job performance and may be considered in establishing the employee's performance evaluation rating.
- (b) Factors that will be considered in determining whether use of sick leave is excessive include, but are not limited to, whether the employee has exhausted his/her sick leave, whether the leave taken is protected under the law, whether the employee has a disability, whether absenteeism is limited to a finite time period or whether it continues over time, the basis for the absenteeism and the significance of the impact on the performance of the employee's job or of the job of others.

11.5 Return to Work from Sick Leave – Employees on sick leave may be required to provide a physician's certification certifying fitness for duty prior to returning to work. The City shall comply with requirements of the Fair Employment and Housing Act (FEHA). If upon return from leave an employee is unable to perform the essential functions of her job because of a physical or mental disability, the City will initiate an interactive process with the employee in order to identify potential reasonable accommodations, and/or require the employee to undergo at City expense a medical evaluation of fitness for duty.

SECTION 12. OTHER LEAVES

12.1 Work Related Court Appearances – An employee who is subpoenaed to appear in court in a matter regarding an event or transaction in the course of his or her City job duties will do so without loss of compensation. The time spent will be considered work time. The City shall determine whether the matter is in regards to an event or transaction in the course of the employee's City job duties.

12.2 Other Court Appearances - An employee subpoenaed to appear in court in a matter unrelated to his or her City job duties or because of civil or administrative proceedings that he or she initiated does not receive compensation for time spent related to those proceedings. An employee may request to receive time off without pay, or may use any accrued leave other than sick leave for time spent related to those proceedings. The time spent in these proceedings is not considered work time.

12.3 Jury Duty Leave - An employee who is summoned to serve on a jury must notify his or her supervisor or department head as soon as possible after receiving notice of both possible and actual jury service in order to receive time off for the period of actual service required. Employees will receive their regular salary for up to a maximum of 10 working days. Regular salary means full pay for the employee's regularly scheduled work hours, which the employee would have received had he or she not been summoned for jury service. Employees must submit to the City any fees received from the Court for jury service time in which the City paid the employee their regular salary. The time spent on jury duty is not work time for purposes of calculating overtime compensation.

- (a) Employees must report to their supervisors if they are unable to attend jury service due to illness or any other reason. If an employee does not report to work or jury service during a regularly scheduled work shift, the employee will not be paid unless covered by sick, vacation, or other paid leave.
- (b) If any employee is released from jury service prior to the end of his/her scheduled work hours, the employee must report to work unless otherwise authorized by his/her supervisor.

12.4 Military Leave – Military leave shall be granted in accordance with the provisions of state and federal law. An employee requesting leave for this purpose shall provide the Department Head with a copy of the military orders specifying the dates, site and purpose of the activity or mission. Within the limits of such orders, the Department Head may determine when the leave is to be taken and may modify the employee's work schedule to accommodate the request for leave.

12.5 Paid Administrative Leave – The City has the right to place an employee on leave at any time with full pay. An employee may be placed on administrative leave pending investigation of misconduct, potential disciplinary action, or other reasons that the Personnel Officer, in his/her discretion, believe warrant such leave. The employee does not have a right to appeal the decision to be placed on administrative leave with pay.

12.6 Leave of Absence Without Pay – Upon the request of the employee and the recommendation of the Department Head, leave of absence without pay may be granted by the

Personnel Officer to an employee who has completed at least one year of continuous employment prior to the effective date of the leave.

- (a) Unless required by law, an employee is not entitled to a leave of absence as a matter of right.
- (b) Request for leave of absence without pay shall state specifically the reason for the request, the date when the employee desires to begin the leave, and the probable date of return.
- (c) Failure of the employee to return to his or her employment upon the termination of any authorized leave of absence will, except under extraordinary circumstances, constitute the employee's separation from City employment.
- (d) Leave of absence without pay is not a break in service or employment, and rights accrued at the time the leave is granted are retained by the employee.
- (e) Unless required by law, vacation leave credits, sick leave credits, increases in salary, all other paid leaves, holidays and fringe benefits and other similar benefits shall not accrue to a person granted such leave during the period of absence. Nor is the City required to maintain contributions toward group insurance or retirement coverage for the employee on such leave.
- (f) During the period of such leave, all service and leave credits shall be retained at the levels existing as of the effective date of the leave. The employee shall be reinstated to his or her former position or to a comparable one if available.

12.7 Bereavement Leave. An employee may request up to five (5) days of bereavement leave in any twelve-month period. Bereavement leave consists of two (2) days that shall be paid by the City and the additional three (3) days will be paid from sick leave for the death of a family member. A family member is defined as a spouse/domestic partner, parent, sibling, child, grandchild, grandparent, aunt or uncle of the employee or of the employee's spouse/domestic partner.

- (a) The requested time off does not need to be in consecutive days, but the leave must be completed within three (3) months of the family member's death.
- (b) The City reserves the right to request documentation substantiating the family member's death.

12.8 Reproductive Loss Leave. Employees may take up to five days of unpaid leave for a reproductive loss. Reproductive loss is defined as: a failed adoption, a failed surrogacy; a miscarriage; a stillbirth, or an unsuccessful assisted reproduction. Employees may request to use accrued vacation or accrued paid sick time during this otherwise unpaid leave. This leave must generally be completed within three months of the reproductive loss, but the time off does not have to be on consecutive days.

SECTION 13. FAMILY AND MEDICAL CARE LEAVE

13.1 To the extent not already provided for under current leave policies and provisions, the City will provide family and medical care leave for eligible employees as required by State and federal law. The manner in which such leave is requested, utilized and monitored shall be governed by applicable state and federal laws and regulations. Unless otherwise provided by this article, "Leave" under this article shall mean leave pursuant to the FMLA and CFRA.

SECTION 14. PREGNANCY DISABILITY LEAVE

14.1 To the extent not already provided for under current leave policies and provisions, the City will provide an employee who is disabled because of pregnancy, childbirth, or a related medical condition is leave time as required by State and federal law. The manner in which such leave is requested, utilized and monitored shall be governed by applicable state and federal laws and regulations.

SECTION 15. RESIGNATION, LAYOFFS AND FURLOUGHS

15.1 Types of Separation – All separations of employees from positions in City employment shall be designated as one of the following types:

- (a) Resignation;
- (b) Layoff;
- (c) Death;
- (d) Retirement; and
- (e) Dismissal.

15.2 Resignation – An employee who wishes to resign his/her City employment in good standing must submit the resignation to the Personnel Officer at least two weeks prior to the planned separation date. Failure to follow the aforementioned procedure may be cause for denying future employment with the City. A resignation becomes final when received by the Personnel Officer, and becomes effective on the date stated in the resignation.

15.3 Job Abandonment – An employee is deemed to have resigned if the employee is absent for three consecutive scheduled work shifts without prior authorization and without notification during the period of the absence.

- (a) Such employee will be given an opportunity to explain the absence and failure of notification before final action is taken.
- (b) An employee separated for job abandonment will be reinstated upon proof of justification for such absence, such as severe accident, severe illness, false arrest, or mental or physical impairment which prevented notification.

15.4 Layoff – Whenever, in the sole judgment of the ~~City Council~~ City Manager, it becomes necessary to abolish any position, the employee holding such position or employment may be laid off or demoted, or transferred, without disciplinary action and without the right of appeal. City employees shall not have bumping rights.

- (a) Order of Layoffs – The City shall consider seniority, evaluation rating and the needs of the City to determine the order of layoffs.

15.5 Furloughs – In the case that the City implements a work furlough for employees, qualifying employees shall continue to receive the same level health and retirement benefits that existed prior to the furlough.

SECTION 16. DISCIPLINE POLICY AND PROCEDURES

16.1 Causes for Discipline – Employees may be disciplined for, including but not limited to, any of the following causes of discipline:

- (a) Violation of any department rule, City policy or City regulation, ordinance or resolution;
- (b) Absence without authorized leave;
- (c) Excessive absenteeism and/or tardiness as defined by the employee's department head, and/or these Policies;
- (d) Use of disability leave in a manner not authorized or provided for pursuant to the disability leave policy or other policies of the City;
- (e) Making any false statement, omission or misrepresentation of a material fact;
- (f) Providing wrong or misleading information or other fraud in securing appointment, promotion or maintaining employment;
- (g) Unsatisfactory job performance;
- (h) Inefficiency;
- (i) Malfeasance or misconduct, which shall be deemed to include, but shall not be limited to the following acts or omissions: the damaging of City property, equipment, or vehicles, or the waste of City supplies through negligence or misconduct.
- (j) Insubordination; or insulting or demeaning the authority of a supervisor or manager;
- (k) Dishonesty;
- (l) Theft;
- (m) Violation of the City's or a department's confidentiality policies, or disclosure of confidential City information to any unauthorized person or entity;
- (n) Misuse or unauthorized use of any City property, including, but not limited to: physical property, tools, equipment, City communication systems, City vehicles or Intellectual Property;
- (o) Mishandling of public funds;
- (p) Falsifying any City record;
- (q) Discourteous treatment of the public or other employees;

- (r) Failure to cooperate with employee's supervisor or fellow employees;
- (s) Violation of the City's Drug-Free Workplace Policy;
- (t) Violation of the City's Policy Against Harassment, Discrimination and Retaliation;
- (u) Violation of the City's Workplace Security Policy;
- (v) Unapproved outside employment or activity that violates the City's policy, or other enterprise that constitutes a conflict of interest with service to the City;
- (w) Any conduct that impairs, disrupts or causes discredit to the City, the employee's City employment, to the public service, or other employee's employment;
- (x) Failure to comply with Cal-OSHA Safety Standards and City safety policies;
- (y) Altering, falsifying, and tampering with time records, or recording time on another employee's time record; or
- (z) Working overtime without prior authorization or refusing to work assigned overtime; and
- (aa) Carrying firearms or other dangerous weapons.

16.2 Types of Discipline – The following are types of discipline which the City may impose on all employees.

- (a) Oral Warning – An oral warning should include the performance the employee is to take in the future and consequences for failure to correct the problem for which the employee is being warned. An oral warning shall be memorialized in writing and retained in the supervisor's file. An oral warning may not be appealed under this policy.
- (b) Written Warning – In the event that an employee should need more than an Oral Warning, the employee may be issued a written warning through the filing of an Employee Warning/Incident Report. This report is placed in the employee's personnel file and a copy given to the employee with a complete statement regarding reason for such warning. A third warning given for the same reason constitutes cause for dismissal. A written warning may not be appealed under this policy.
- (c) Suspension Without Pay – The City may suspend an employee from his/her position without pay for up to thirty (30) calendar days for cause. Documents related to a suspension shall become part of the employee's personnel file when the suspension is final. An employee subject to suspension will receive prior written notice and appeal as provided under this policy.
- (d) Demotion – The City may demote an employee from his or her position for cause. Documents related to a demotion shall become part of the employee's personnel

file when the demotion is final. An employee subject to demotion will be entitled to prior written notice and appeal as provided under this policy.

- (e) Reduction in Pay – The City may reduce an employee’s pay for cause. A reduction in pay for disciplinary purposes may take one of two forms:
 - (1) a decrease in salary to a lower step within the salary range, or
 - (2) a decrease in salary paid to an employee for a fixed period of time. Documents related to a reduction in pay shall become part of the employee’s personnel file when the reduction in pay is final.
 - (3) An employee subject to a reduction in pay is entitled to prior written notice and appeal as provided under this policy.
- (f) Dismissal – The City may dismiss an employee from his or her position for cause. Documents related to the dismissal shall become a part of an employee’s personnel file when the dismissal is final. A dismissed employee is entitled to prior written notice and appeal as provided under this policy.

16.3 Discipline Procedures – The following discipline procedures shall not apply to the City’s at-will employees. The City’s at-will positions are referenced in City of Grand Terrace Municipal Code Section 2.24.020. In addition, all probationary employees are at-will. Accordingly, at-will employees may be terminated or otherwise disciplined without cause.

- (a) The following discipline procedure shall only apply in the case of a disciplinary action of suspension without pay of more than three days, demotion, reduction in pay, or dismissal.
 - (1) Disciplinary “Skelly” Notice to Employee – Written notice of the intended action shall be given to the employee setting forth the following information:
 - (i) Grounds for discipline;
 - (ii) Act or omission giving rise to intended discipline;
 - (iii) Effective date for intended discipline;
 - (iv) All documents or records considered in recommending the intended discipline;
 - (v) The time and date by which the employee can respond; and
 - (vi) Notice that failure to respond at the time specified shall constitute a waiver of the right to respond prior to final discipline being imposed.
 - (2) Response by Employee and Skelly Meeting – If the employee requests a *Skelly* meeting to respond orally to the charge(s), the designated *Skelly*

officer shall conduct an informal meeting with the employee, at which the employee has an opportunity to rebut the charges against him or her and present any mitigating circumstances. The *Skelly* officer will consider the employee's presentation before any final disciplinary action.

- (3) Final Notice of Discipline to Employee – In the case of disciplinary action of suspension without pay of more than three days, demotion, reduction in pay or dismissal, within five working days, the *Skelly* officer shall review the information which formed the basis for the action and the employee's response. The *Skelly* officer shall issue a final notice affirming, modifying or rejecting the intended discipline.
 - (i) If the final notice imposes discipline it shall set forth the following: level of discipline to be imposed and the effective date of the discipline;
 - (ii) the specific charges upon which the discipline is based, including the act or omission giving rise to the discipline;
 - (iii) all documents or records upon which the discipline is based; and a statement of the nature of the employee's right to appeal.
- (4) The final notice shall be sent by mail method that verifies delivery to the last known address of the employee, or delivered to the employee in person.
 - (i) It shall be the responsibility of the employee to inform the City of his/her address.
 - (ii) If the notice is not deliverable because the employee has moved without notifying the City or the employee refuses to accept delivery, the effective date of discipline shall be the date the post office attempted delivery.
- (b) Discipline Appeal Procedures – The following discipline appeal procedures shall not apply to the City's at-will employees. The City's at-will positions are defined in the City of Grand Terrace Municipal Code Section 2.24. Accordingly, at-will employees may be terminated without cause.
 - (1) The following discipline appeal procedure shall only apply in the case of a disciplinary action of suspension without pay of more than three (3) days, demotion, reduction in pay or dismissal.
 - (i) Request for Appeal Hearing – An employee who receives a final notice of discipline shall have ten (10) working days from receipt of the notice or attempted delivery by the post office of the notice to the last known address of the employee, to file with the Personnel Officer a written request for an appeal hearing. If the employee fails to file a written request for an appeal hearing within the

aforementioned time frame, the employee will have waived his/her right to an appeal hearing and appeal of the discipline.

- (ii) Hearing Officer – The appeal hearing officer shall be the City Manager or a designated hearing officer by the City Manager. The City Manager shall determine who will serve as the hearing officer.
 - 1. In cases where the City Manager must serve as the *Skelly* officer, the City Manager shall not be the appeal hearing officer. Nor in such case shall the City Manager participate in the designation of the hearing officer. In such cases, the City Council shall hear the appeal or designate a hearing officer to hear the appeal on its behalf. The City Council shall determine who will serve as the hearing officer.
- (iii) Hearing Date – After the selection of a hearing officer, a date shall be selected by the Personnel Officer for the hearing. The employee shall be notified in writing at least ten (10) working days prior to the hearing of the scheduled date.
- (iv) Prehearing Notice of Witnesses – Five (5) working days prior to a hearing, each party shall identify to the opposing party all witnesses and documents which the party disclosing the information intends to use at the hearing. Failure to disclose a witness or document shall require its exclusion from the hearing.
- (v) Hearing Closed – The hearing shall be a closed hearing unless the employee requests in writing five working days prior to the hearing that the hearing be open to the public.
- (vi) Record of Hearing – The hearing shall be recorded, either electronically or by a court reporter, at the option of the City. If the employee requests a court reporter, the employee shall pay the cost of the reporter. Any party who requests a transcript of the proceedings must pay for his/her/its own copy of the transcript.
- (vii) Subpoenas – Upon the request of either party, and upon his/her own motion, the hearing officer shall have the power to issue subpoenas to compel attendance at any hearing held under this rule. Each party is responsible for serving his/her own subpoenas. The appealing employee shall not be required to subpoena City employees, but rather must provide five (5) days' notice before the hearing begins to the hearing officer of the request to have the employee appear. City employees who are called to appear to testify during working hours will be released with pay to appear at the hearing. City employees who are called to appear to testify during non-working hours will be compensated for the time they actually testify and for which they are engaged to wait to testify.

- (viii) Employee Appearance – The employee shall appear personally before the hearing officer at the time and place set for the hearing. The employee may be represented by any person he or she may select.

(2) Conduct at the Hearing

- (i) All testimony shall be by oath or affirmation.
- (ii) The conduct and decorum of the hearing shall be under the control of the hearing officer. No party or representative shall by written submission or oral presentation disparage the intelligence, integrity or personal behavior of their adversaries or the hearing officer.
- (iii) Direct and cross-examination of witnesses shall be permitted.
- (iv) Hearings need not be conducted according to technical rules relating to evidence and witnesses, but hearings shall be conducted in a manner most conducive to determining the truth.
- (v) The quantum of proof to be applied by the hearing officer shall be a preponderance of the evidence.
- (vi) The hearing officer shall not have the power to alter, amend, change, add to, or subtract from any of the terms of these rules or City Council resolution bearing upon the matter.

(3) Decision – Within forty-five (45) days of the conclusion of the hearing, the hearing officer shall make findings and a recommended decision with reference to the discipline imposed. In doing so, the hearing officer's findings and recommendations must address all charges, and shall articulate reasoning which bridges the analytical gap between the evidence and the findings/recommendations.

- (i) If the City Manager, or City Council where the City Manager is not conducting the appeal, did not serve as the hearing officer, he/she/it shall review the findings and recommendations of the designated hearing officer and may then affirm, revoke, or modify the findings, recommendations, or disciplinary action taken.
- (ii) The decision of the City Manager/City Council is final except for judicial review pursuant to Code of Civil Procedure §1094.5. There is no process for reconsideration.
- (iii) A copy of the decision shall be sent by mail method that verifies delivery to the last known address of the employee. It shall be the responsibility of the employee to inform the City of his/her address. A copy of the decision shall also be provided to the Personnel Officer.

- (iv) Challenge by Writ – Pursuant to Code of Civil Procedure section 1094.6, the parties have ninety (90) days from the date of the proof of service of mailing of the written findings and decision to appeal the City’s decision on the appeal to the Superior Court in and for the County of San Bernardino.

SECTION 17. GRIEVANCE PROCEDURE

17.1 A grievance is an alleged violation of a specific provision of these rules and regulations. The following grievance procedure shall apply to all City employees, except in instances where the discipline policy and procedures apply. The grievance procedure shall not be utilized to challenge a performance evaluation.

17.2 Step I: Informal Resolution with Supervisor – The employee shall, within ten (10) working days of the event or action being grieved, first attempt to resolve the grievance informally through discussion with his/her immediate supervisor in order to, in good faith, endeavor to clarify the matter expeditiously and informally at the employee-supervisor level. The immediate supervisor shall provide a written response to the grievance within five (5) working days of the employee having initiated the grievance.

17.3 Step II: Department Head – If the employee believes that the grievance has not been resolved through Step I, or the immediate supervisor does not provide a response within the period set forth in 17.2 above, the employee may file written grievance with his/her Department Head. Such appeal must be filed within ten (10) working days of the response provided by the supervisor or, in the absence of such response, within ten (10) working days of the expiration of the time within which the supervisor is to have provided a response as set forth in 17. The grievance must provide the specific rule(s) alleged to have been violated, a description of the facts upon which the grievance is based and must be signed by the grievant. The Department Head shall consider and discuss the grievance with the grievant and the grievant's designated representative as he/she deems appropriate, and shall, within fifteen (15) working days of receipt of the written grievance, submit his/her decision in writing to the grievant.

17.4 Step III: Personnel Officer – If the employee believes that the grievance has not been resolved through Step II, the employee may appeal the grievance decision of the department head with the Personnel Officer within ten (10) working days of the Department Head response or, in the absence of such response, within ten (10) working days of the expiration of the time within which the Department head is to have provided a response. The appeal must be in writing and provide the specific rule(s) alleged to have been violated, a description of the facts upon which the grievance is based and must be signed by the grievant. The Personnel Officer shall consider and discuss the grievance with the grievant and the grievant's designated representative as he/she deems appropriate, and shall, within ten (10) calendar days of receipt of the written grievance, submit his/her decision in writing to the grievant. The decision of the Personnel Officer shall be final.

17.5 Time Limits – Failure of the City to comply with the time limits of the grievance procedure specified above shall be deemed a denial of the grievance by the City and entitle the grievant to appeal to the next level of review. Failure of the grievant to comply with the time limits of the grievance procedure specified above shall terminate the grievance and constitute a waiver and abandonment of the grievance by the employee. The parties may extend time limits by mutual written agreement in advance of the time limit deadline.

SECTION 18. PERSONNEL FILE

18.1 The City maintains a personnel file on each employee. An employee's personnel file will contain only material that is necessary and relevant to the administration of the City's personnel program. Personnel files are the property of the City, and access to the information they contain is restricted.

18.2 Notification of Changes in Personal Information – Each employee is responsible to promptly notify the Personnel Officer of any changes in relevant personal information, including but not limited to:

- (a) Mailing address
- (b) Telephone number
- (c) Persons to contact in emergency
- (d) Number and names of dependents

18.3 Medical Information

- (a) Separate Confidential Files – All medical information about an employee or applicant is kept separately and is treated as confidential, in accordance with applicable state or federal law.
- (b) Information in Medical Files – The City will not obtain medical information about an employee or applicant except in compliance with the California Confidentiality of Medical Information Act. To enable the City to obtain certain medical information, the employee or applicant may need to sign an AUTHORIZATION FOR RELEASE OF EMPLOYEE MEDICAL INFORMATION.
- (c) Access to Medical Information – Access to employee or applicant medical information shall be strictly limited to only those with a legitimate need to have such information for City business reasons, or if access is required by law, subpoena or court order. In the case of an employee with a disability, managers and supervisors may be informed regarding necessary restrictions on the work or duties of the employee and necessary accommodations.
- (d) The City will not provide employee or applicant medical information to a third party (except as permitted under the California Confidentiality of Medical Information Act) unless the employee signs an AUTHORIZATION FOR RELEASE OF EMPLOYEE MEDICAL INFORMATION in the form attached to this rule. The City will release only the medical information that is identified in the employee's authorization. If the employee's authorization indicates any limitations regarding the use of the medical information, the City will communicate those limitations to the person or entity to which it discloses the medical information.

18.4 References and Release of Information in Personnel Files

- (a) Public Information – Upon request, the City will release to the public, information about its employees as required by the Public Records Act. The City will not disclose personnel information if it believes doing so would constitute an unwarranted invasion of personal privacy.
- (b) Reference Checks – All requests from outside the City for reference checks or verification of employment concerning any current or former employee must be referred to the Personnel Officer.
 - (1) Information will be released only if the employee signs an AUTHORIZATION FOR RELEASE OF EMPLOYMENT INFORMATION in the form attached to this rule, except that without such authorization, the following limited information will be provided: dates of employment, and salary upon departure.
 - (2) Department heads and supervisors should not provide information in response to requests for reference checks or verification of employment, unless specifically approved by the Personnel Officer on a case-by-case basis.

18.5 Employee Access to Personnel File

- (a) Inspection of File –An employee may inspect his or her own personnel file, at reasonable times and at reasonable intervals. An employee who wishes to review his or her file should contact the Personnel Officer to arrange an appointment. The review must be done in the presence of the Personnel Officer or designee.
- (b) Copies – On request, an employee is entitled to receive a copy of any employment-related document he or she has signed. An employee who wishes to receive such a copy should contact the Personnel Officer. The City may charge a reasonable fee for the copies.
- (c) In the event the employee wishes to have another person/representative inspect his or her personnel file, the employee must provide the person/representative with written authorization. The Personnel Officer will notify the employee of the date, time and place of the inspection in writing. It is the employee's responsibility to notify the person to whom the employee has given written authorization of the date, time and place of the inspection.
- (d) Under no circumstances is the employee and/or the employee's designee permitted to add or remove any document or other item from the employee's personnel file during the inspection.

18.6 Access to Confidential Information - During the course of employment, the HR Department may access and become aware of an array of highly sensitive and personal information concerning the City's employees, volunteers, contractors/consultants, and applicants. This

information comes from multiple sources, including individuals, departments, or third parties, and in many forms, including electronic, paper, conversations, or recordings. Such information may only be accessed, reviewed, discussed, or disclosed to other parties only when the access, review, discussion, or disclosure is legally required, necessary to the performance of an employee's job duties, or essential to the operation of the City, and then only to those with City business related need to know.

Any sensitive and/or personal information regarding the City's employees, volunteers, contractors/consultants, and applicants acquired during the course of employment may not be utilized for personal gain or benefit. This information may not be altered, changed, modified, added to, or deleted unless such action is authorized by the employee's supervisor or appropriate official.

The misuse of any sensitive and personal information concerning the City's employees, volunteers, contractors/consultants, and applicants is a violation of policy and represents grounds for immediate disciplinary action, up to and including termination, and may also subject an employee, including but not limited to, employees in the HR Department, to legal action.

SECTION 19. OUTSIDE EMPLOYMENT

19.1 A City employee shall not engage in any employment, enterprise, or outside activity which is in conflict with his/her duties, functions, responsibilities, or the department by which he/she is employed, nor shall an employee engage in any compensatory outside activity which will directly, or indirectly, contribute to the lessening of his/her effectiveness as a City employee.

19.2 Authorization

- (a) Any employee wishing to engage in an occupation or outside activity for compensation shall inform the Department Head of such desire, providing information as to the time required and the nature of such activity, and such other information as may be required; and the Personnel Officer shall determine whether or not such activity is compatible with the employee's City employment.
- (b) If the Personnel Officer determines such activity is compatible, he/she may authorize the activity in writing using the "Outside Employment Form" to be placed in the personnel file.
- (c) Said authorization shall be valid only up to one year for the work prescribed therein, and may include conditions or restrictions for such employment. After such time, the employee must renew the request for authorization.

19.3 Determination of Inconsistent Activities

- (a) In making a determination as to the consistency or inconsistency of outside activities, the Personnel Officer shall consider, among other pertinent factors whether the activity:
 - (1) Involves the use for private gain or advantage of City time, facilities, equipment, and supplies, or the badge, uniform, prestige, or influence of one's City office or employment;
 - (2) Involves receipt or acceptance by the employee of any money or other consideration from anyone other than the City for the performance of an act which the employee, if not performing such act, would be required or expected to render in the regular course of his/her City employment;
 - (3) Involves the performance of an act in other than his/her capacity as a City employee which act may later be subject directly or indirectly to the control, inspection, review, audit, or enforcement by such employee or the department by which he/she is employed; and
 - (4) Involves conditions or factors which would probably directly or indirectly lessen the efficiency of the employee in his/her regular City employment or conditions in which there is a substantial danger of injury or illness to the employee.

19.4 Revocation

Authorization may be granted for up to one (1) year as noted in the authorization, and is subject to revocation by the Personnel Officer.

19.5 Appeal – Denial or revocation of permission to engage in Outside Employment is subject to appeal pursuant to the grievance procedure set forth in these regulations.

19.6 Use of City Equipment Prohibited

- (a) No City owned equipment, autos, trucks, instruments, tools, supplies, machines, or any other item which is the property of the City shall be used by an employee while said employee is engaged in any outside employment or activity for compensation, for personal use, except upon prior written approval of the City Manager.
- (b) No employee shall allow any unauthorized person to rent, borrow, or use any of the items mentioned in (a) above, except upon prior written approval of the City Manager.

19.7 Violations and Penalties

Any violation of the provisions herein contained respecting outside employment or activity and use of City property shall constitute sufficient grounds for disciplinary action, including termination of the employee from the City service.

SECTION 20. DISCRIMINATION, HARASSMENT AND RETALIATION POLICY

20.1 The purpose of this policy is to establish a strong commitment to prohibit and prevent discrimination, harassment, and retaliation in employment; to define those terms; and to establish a procedure for investigating and resolving internal complaints. The City requires all covered individuals to report-as soon as possible-any conduct that is believed to violate this policy.

20.2 The City has zero tolerance for any conduct that violates this policy. Conduct need not arise to the level of a violation of law to violate this policy. Instead a single act can violate this policy and provide grounds for discipline or other appropriate sanctions.

20.3 Harassment or discrimination against an applicant or employee by a supervisor, management employee, elected or appointed official, co-worker, member of the public, or contractor on the basis of race, color, religion, sex, gender, gender expression, gender identity, national origin, ancestry, citizenship, age, marital status, physical or mental disability, medical condition, genetic information, sexual orientation, veteran status or any other basis protected by law as defined below, will not be tolerated.

20.4 This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, disciplinary action, layoff, recall, transfer, leave of absence, compensation, and training.

20.5 Disciplinary action or other appropriate sanction up to and including termination will be instituted for prohibited behavior as defined below.

20.6 Any retaliation against a person for filing a complaint or participating in the complaint resolution process is prohibited. Individuals found to be retaliating in violation of this policy will be subject to appropriate sanction or disciplinary action up to and including termination.

20.7 Definitions

- (a) Protected Classification – This policy prohibits harassment or discrimination because of an individual's protected classification. "Protected Classification" includes race, color, religion, sex, gender, gender expression, gender identity, national origin, ancestry, citizenship, age, marital status, physical or mental disability, medical condition, genetic information, sexual orientation, veteran status or any other basis protected by law.
- (b) Policy Coverage – This policy prohibits the employer, elected or appointed officials, officers, employees or contractors from harassing or discriminating against applicants, officers, officials, employees, or contractors because of: 1) an individual's protected classification; 2) the perception that an individual has a protected classification; or 3) the individual associates with a person who has or is perceived to have a protected classification.
- (c) Discrimination – This policy prohibits treating individuals differently because of the individual's protected classification as defined in this policy.

- (d) Harassment – Harassment may include, but is not limited to, the following types of behavior that is taken because of a person's protected classification. Note that harassment is not limited to conduct that City employees take. Under certain circumstances, harassment can also include conduct taken by those who are not employees, such as elected officials, appointed officials, persons providing services under contracts, or even members of the public:
- (1) Speech, such as epithets, derogatory comments or slurs, and propositioning on the basis of a protected classification. This might include inappropriate comments on appearance, including dress or physical features, or dress consistent with gender identification, or race-oriented stories and jokes.
 - (2) Physical acts, such as assault, impeding or blocking movement, offensive touching, or any physical interference with normal work or movement. This includes pinching, grabbing, patting, propositioning, leering, or making explicit or implied job threats or promises in return for submission to physical acts.
 - (3) Visual acts, such as derogatory posters, cartoons, emails, pictures or drawings related to a protected classification.
 - (4) Unwanted sexual advances, requests for sexual favors and other acts of a sexual nature, where submission is made a term or condition of employment, where submission to or rejection of the conduct is used as the basis for employment decisions, or where the conduct is intended to or actually does unreasonably interfere with an individual's work performance or create an intimidating, hostile, or offensive working environment.
- (e) Guidelines for Identifying Harassment – To help clarify what constitutes harassment in violation of this policy, use the following guidelines:
- (1) Harassment includes any conduct which would be "unwelcome" to an individual of the recipient's same protected classification and which is taken because of the recipient's protected classification.
 - (2) It is no defense that the recipient appears to have voluntarily "consented" to the conduct at issue. A recipient may not protest for many legitimate reasons, including the need to avoid being insubordinate or to avoid being ostracized.
 - (3) Simply because no one has complained about a joke, gesture, picture, physical contact, or comment does not mean that the conduct is welcome. Harassment can evolve over time. Small, isolated incidents might be tolerated up to a point. The fact that no one is complaining now does not preclude anyone from complaining if the conduct is repeated in the future.
 - (4) Even visual, verbal, or physical conduct between two employees who appear to welcome the conduct can constitute harassment of a third

applicant, officer, official, employee, or contractor who observes the conduct or learns about the conduct later. Conduct can constitute harassment even if it is not explicitly or specifically directed at an individual.

- (5) Conduct can constitute harassment in violation of this policy even if the individual engaging in the conduct has no intention to harass. Even well-intentioned conduct can violate this policy if the conduct is directed at, or implicates a protected classification, and if an individual of the recipient's same protected classification would find it offensive (e.g., gifts, over attention, endearing nicknames).
- (f) Retaliation – Any adverse conduct taken because an applicant, employee, or contractor has reported harassment or discrimination, or has participated in the complaint and investigation process described herein, is prohibited. "Adverse conduct" includes but is not limited to: taking sides because an individual has reported harassment or discrimination, spreading rumors about a complaint, shunning and avoiding an individual who reports harassment or discrimination, or real or implied threats of intimidation to prevent an individual from reporting harassment or discrimination. The following individuals are protected from retaliation: those who make good faith reports of harassment or discrimination, and those who associate with an individual who is involved in reporting harassment or discrimination or who participates in the complaint or investigation process.

20.8 Actions to be Taken Upon Learning of Possible Harassment or Discrimination

- (a) Upon becoming aware of possible harassment or discrimination, any supervisor or manager shall immediately:
 - (1) Take steps to ensure that the complained of conduct ceases and does not recur.
 - (2) Report the possible harassment or discrimination through the chain of command to the Personnel Officer for further investigation and action as may be appropriate.
- (b) Upon receiving notification of a harassment or discrimination complaint, the Personnel Officer shall:
 - (1) Authorize and supervise the investigation of the complaint and/or investigate the complaint. The investigation will include interviews with: 1) the complainant; 2) the accused harasser; and 3) other persons who have relevant knowledge concerning the allegations in the complaint.
 - (2) Review the factual information gathered through the investigation to determine whether the alleged conduct constitutes a violation of this policy or of state or federal law, giving consideration to all factual information, the

totality of the circumstances, including the nature of the conduct, and the context in which the alleged incidents occurred.

- (3) Report a summary of the determination as to whether a violation occurred to appropriate persons, including the complainant, the alleged violator, the supervisor, and the department head. If discipline is imposed, the level of discipline will not be communicated to the complainant.
 - (4) If conduct in violation of this policy occurred, take or recommend to the appointing authority prompt and effective remedial action. The remedial action will be commensurate with the severity of the offense.
 - (5) Take reasonable steps to protect the complainant from further harassment, discrimination, or retaliation.
 - (6) Take reasonable steps to protect the complainant from retaliation as a result of communicating the complaint.
- (c) The City takes a proactive approach to potential policy violations and will conduct an investigation if its supervisors, or managers become aware that harassment, discrimination, or retaliation may be occurring, regardless of whether the recipient or third party reports a potential violation.
 - (d) Option to Report to Outside Administrative Agencies – An individual has the option to report harassment, discrimination, or retaliation to the U.S. Equal Employment Opportunity Commission (EEOC) or the California Department of Fair Employment and Housing (DFEH). These administrative agencies offer legal remedies and a complaint process. The nearest offices are listed in the government section of the telephone book or employees can check the posters that are located on City bulletin boards for office locations and telephone numbers.

20.9 Confidentiality – Every possible effort will be made to assure the confidentiality of complaints made under this policy. Complete confidentiality cannot occur, however, due to the need to fully investigate and the duty to take effective remedial action. As a result, confidentiality will be maintained to the extent possible.

- (a) An individual who is interviewed during the course of an investigation is prohibited from discussing the substance of the interview, except as otherwise directed by the Personnel Officer.
- (b) Any individual who discusses the content of an investigatory interview will be subject to discipline or other appropriate sanction.
- (c) The City will not disclose a completed investigation report except as it deems necessary to support a disciplinary action, to take remedial action, to defend itself in adversarial proceedings, or to comply with the law or court order.

20.10 Responsibilities

- (a) Managers and Supervisors – All City managers and supervisors are responsible for:
 - (1) Informing employees of this policy.
 - (2) Modeling appropriate behavior.
 - (3) Taking all steps necessary to prevent harassment, discrimination, or retaliation from occurring.
 - (4) Receiving complaints in a fair and serious manner, and documenting steps taken to resolve complaints.
 - (5) Monitoring the work environment and taking immediate appropriate action to stop potential violations, such as removing inappropriate pictures or correcting inappropriate language.
 - (6) Following up with those who have complained to ensure that the behavior has stopped and that there are no reprisals.
 - (7) Informing those who complain of harassment or discrimination of his or her option to contact the EEOC or DFEH regarding alleged policy violations.
 - (8) Assisting, advising, or consulting with employees and the Personnel Officer regarding this policy and complaint procedure.
 - (9) Assisting in the investigation of complaints involving employee(s) in their departments and, if the complaint is substantiated, recommending appropriate corrective or disciplinary action in accordance with these rules, up to and including discharge.
 - (10) Implementing appropriate disciplinary and remedial actions.
 - (11) Reporting potential violations of this policy of which he or she becomes aware, regardless of whether a complaint has been submitted, to the Personnel Officer or department head.
 - (12) Participating in periodic training and scheduling employees for training.
- (b) Employees – Each employee or contractor is responsible for:
 - (1) Treating all employees and contractors with respect and consideration.
 - (2) Modeling appropriate behavior.
 - (3) Participating in periodic training.

- (4) Fully cooperating with the City's investigations by responding fully and truthfully to all questions posed during the investigation.
- (5) Maintaining the confidentiality of any investigation that the employer conducts by not disclosing the substance of any investigatory interview, except as directed by the Personnel Officer.
- (6) Reporting any act he or she believes in good faith constitutes harassment, discrimination, or retaliation as defined in this policy, to his or her immediate supervisor, or department head, or Personnel Officer.

20.11 Dissemination of Policy – All employees shall receive a copy of this policy when they are hired. The policy may be updated from time to time and redistributed.

SECTION 21. POLITICAL ACTIVITY POLICY

21.1 The City recognizes the importance of citizens being involved in the political and government process and being informed on public issues and candidates for public office. However, federal, state, and local law determines what is legal versus illegal political activity.

21.2 This policy applies to all City employees including the City Manager, department heads and supervisors. Other City representatives, such as elected and appointed officials, contractors and consultants may also be prohibited from using their official relationship with the City to endorse or oppose political candidates or initiatives.

21.3 It is unlawful for the City or its employees to expend City funds on partisan and/or political matters, and on other issues that are on a ballot for an election. Additionally, this policy prohibits the use of employees' time, City equipment and supplies, and the payment of expenses for City officials who travel for the purpose of promoting a particular view on political matters except those expressly supported and/or sponsored by an act of the City Council.

21.4 The City may also prohibit or limit the solicitation or receipt of political funds or contributions to promote the passage or defeat of a ballot measure concerning working conditions during the working hours of its officers and employees. The City also has the right to limit entry into City offices for such purposes during working hours.

21.5 California Government Code prohibits officers and employees of the City from directly or indirectly soliciting political funds or contributions from other officers or employees of the City unless the solicitation is done through the mail and is part of a solicitation directed to a large segment of the public, which may incidentally include officers from and employees of the City. This is designed to protect employees from feeling pressured into contributing to political causes or for fear that if they fail to do so, their job will be affected.

21.6 No City employee or official shall participate in political activities of any kind while in uniform or other clothing issued by the City and which would reasonably identify the wearer as a City employee.

21.7 City employees and officials are prohibited from engaging in political activity or solicitation during working hours and on City property.

21.8 The City expects all employees and elected and appointed officials to be responsible for adhering to the City's policy regarding political activities. Additionally, contractors, consultants, or others doing business for or with the City will be required to abide by the City's policy regarding political activities while engaged in City business or activities.

21.9 It is the responsibility of the City Manager, all Department Heads, and other supervisors to use their best efforts to take necessary and proper steps, including corrective or disciplinary action, to prevent improper or illegal political activities by City employees.

21.10 Any employee who feels that improper political activities are occurring on City property is strongly encouraged to report this to his/her supervisor, department head, or the Personnel Officer.

21.11 In determining whether a reported political activity is improper, management will consider the totality of circumstances, the nature of the act or behavior, and the context in which the reported incident occurred.

21.12 Individuals found to have engaged in any form of improper or illegal political activity, as defined by this policy or by law, will be subject to disciplinary action, according to the City's corrective and disciplinary procedures, which will be based on a number of factors including the severity of the conduct and the past history of the individual's conduct.

21.13 Questions about this policy should be directed to the Personnel Officer.

SECTION 22. DRUG AND ALCOHOL POLICY

22.1 The City is concerned about employees being under the influence of, using and/or being in possession of alcohol, drugs and/or controlled substances at work. The purpose of this policy is to promote a drug and alcohol-free workplace and to eliminate substance abuse and its effects in the workplace.

22.2 The manufacture, distribution, dispensation, possession, or use of alcohol or any controlled substance is prohibited in both City workplaces and wherever City business is performed.

22.3 A City employee is prohibited from working or being subject to call in if impaired by alcohol or any controlled substance.

22.4 An employee must notify his/her Department Head before beginning work when taking medications or drugs which the employee has been told or which the employee believes could interfere with the safe and effective performance of duties or operation of City equipment. If there is a question regarding an employee's ability to perform assigned duties safely and effectively while using prescribed or over the counter medications, the City may require medical clearance.

22.5 Compliance with this policy is a condition of City employment. Disciplinary action will be taken against those who violate this policy.

22.6 Employees who are required to participate in the City's "Federally Mandated Commercial Driver's License Holders Drug/Alcohol Testing Education Program" are subject to requirements contained in this policy as well as the mandated policy.

22.7 Scope of Policy – This policy applies to all City employees when they are on City property or when performing City-related business elsewhere.

22.8 Searches -- In order to promote a safe, productive and efficient workplace, the City has the right to search and inspect all City property, including but not limited to lockers, storage areas, furniture, City vehicles, and other places under the common control of the City, or joint control of the City, and employees. No employee has any expectation of privacy in any City building, property, or communications system.

- (a) In addition, the City may have the right to conduct searches of the persons of employees where there is reasonable suspicion that such a search may reveal evidence germane to an investigation of a violation of law or of these personnel regulations.

22.9 Drug and Alcohol Testing – Except as provided otherwise in a memorandum of understanding, or as modified for employees who are required to participate in the City's "Federally Mandated Commercial Driver's License Holders Drug/Alcohol Testing Education Program," the City has discretion to test a current employee for alcohol or drugs in the following instances:

- (a) Reasonable Suspicion Testing

- (1) The City may require a blood test, urinalysis, or other drug and/or alcohol screening of those persons reasonably suspected of using or being under the influence of a drug or alcohol at work.
 - (i) Testing must be approved by the Personnel Officer.
 - (ii) The type of testing to be completed will be determined by the City based on the nature of the substance in question.
- (2) “Reasonable suspicion” is based on objective factors, such as behavior, speech, body odor, appearance, or other evidence of recent drug or alcohol use which would lead a reasonable person to believe that the employee is under the influence of drugs or alcohol at work.
 - (i) In order to receive authority to test, the supervisor must record the factors that support reasonable suspicion and discuss the matter with the Personnel Officer or Department Head.
 - (ii) If there is a reasonable suspicion of drug or alcohol abuse at work, the employee will be relieved from duty and placed on sick or other paid leave until the test results are received.
- (b) Post-Accident Testing – The City may require alcohol or drug screening following any work-related accident or any violation of safety precautions or standards, whether or not an injury resulted from the accident or violation, provided that the “reasonable suspicion” factors described above are present.

22.10 Employee’s Responsibilities

A City employee must:

- (a) Not report to work or be on standby or on-call status while his or her ability to perform job duties is impaired due to on or off duty alcohol or drug use;
- (b) Not possess or use controlled substances (illegal drugs or prescription drugs without a prescription) at any time, or use alcohol at any time while on City property or while on duty for the City at any location;
- (c) Not directly or indirectly through a third party manufacture, sell, distribute, dispense, or provide controlled substances to any person, including any employee, at any time; or manufacture, sell, distribute, dispense or provide alcohol to any employee while either or both are on duty;
- (d) Notify his or her supervisor, before beginning work, when taking any medications or drugs, prescription or nonprescription, which may interfere with the safe and effective performance of duties or operation of City equipment;
- (e) Notify the Personnel Officer of any criminal conviction for a drug violation that occurred in the workplace within no more than five days after such conviction;

- (f) Notify the supervisor immediately of facts or reasonable suspicions when he or she observes behavior or other evidence that a fellow employee poses a risk to the health and safety of the employee or others;
- (g) Consent to drug or alcohol testing and searches pursuant to this policy; and
- (h) Follow the City's drug and alcohol-free workplace policy.

22.11 Management Responsibilities – City department heads and executive management employees must:

- (a) Notify the state or federal granting agency which has funded the work or program, if any, of any criminal drug statute convictions for a violation that occurred at a site where work is/was being done with a specific grant or contract;
- (b) Record factors supporting “reasonable suspicion” as defined above and consult with other management staff in order to determine whether there is reasonable suspicion to test an employee as described by this policy;
- (c) Take appropriate disciplinary action up to and including termination for any criminal drug statute conviction that has a nexus to the employee's employment, or require that the convicted employee participate satisfactorily in a drug abuse assistance or rehabilitation program as a condition for returning to duty;
- (d) Take appropriate disciplinary action for any violation of this policy consistent with existing discipline procedures;
- (e) Enforce this policy;
- (f) Report any suspected violation of this policy to the Personnel Officer; and
- (g) Any supervisor who knowingly permits a violation of this policy by any employee shall be subject to disciplinary action.

22.12 Drug-Free Awareness Program – The City shall notify each employee of the availability of counseling and treatment of drug-related problems through the City's Employee Assistance Program provider.

SECTION 23. USE OF CITY PROPERTY AND EQUIPMENT POLICY

23.1 City property is to be used only for conducting City business unless otherwise authorized. City property includes, but is not limited to: telephones, cell phones, desks, computers (including hardware and software), file cabinets, lockers, communications stored or transmitted on City property (such as e- and voice-mails), vehicles and any other City property used by City employees in their work. Employees do not have a reasonable expectation of privacy in City property or equipment.

23.2 City property may be monitored and searched at any time and for any reason. Messages sent or received on City equipment including cell phones may be saved and reviewed by others. As a result, City employees have no expectation of privacy in the messages sent or received on City property or equipment.

23.3 Every City employee is required to adhere to all City rules and policies while on City property or using City property or equipment.

23.4 Use of City Vehicles

- (a) This policy establishes procedures regarding the effective and economical usage of City owned pool and privately owned vehicles operated during the course of City business. Use of City owned pool vehicles shall be relied upon as the primary means of vehicle usage for City business, as it provides the greatest control over operating costs, usage, maintenance, inspection and insurance.
- (b) This policy has been approved by the City for use in matters regarding the use of all vehicles operated during the course of City business. This policy does not apply to commercial motor vehicles.
- (c) Assignment of Responsibility –
 - (1) The Personnel Officer shall keep a list of all employees who may be required to drive City owned pool or privately owned vehicles on City business.
 - (2) The Personnel Officer shall also be responsible for overseeing the implementation of necessary driver training programs and ensuring that employees who require such training are in attendance.
 - (3) All City employees whose duties may require them to drive in the course and scope of employment shall promptly provide insurance and driver license information at the time City employment is established. Employees are to comply with all training and other reporting requirements of this policy.
- (d) Use of City Owned Vehicles
 - (1) City owned pool vehicles fall into the following three categories and have restrictions based upon type and use:

- (i) Vehicles kept overnight at City facilities and assigned for use on a shared or designated basis during the course of daily City business. Personal use is expressly prohibited.
 - (ii) Vehicles assigned to managers on a permanent basis, and used for daily commuting to and from the City. According to the Internal Revenue Service, commuting to and from work and any other incidental personal usage is not considered official use, and must be reported as imputed taxable income.
 - (iii) Vehicles designed for emergency or on-call use, and authorized for use to and from work in order to respond on a 24-hour basis. Employees authorized to operate emergency or on-call vehicles may make reasonable but limited stops before and after assigned work shifts while traveling to and from work.
 - (iv) Only City employees are authorized to operate City owned pool vehicles.
- (2) City owned pool vehicles are for transporting only those employees whose duties require the use of a motor vehicle, and such other persons whose business activities are important to City interests.
- (i) In general, family members, friends or others may not be transported in City owned pool vehicles, including in those vehicles authorized for use commuting to and from the City or designated for emergency or on-call use. Prior written approval from the Personnel Officer is required before transporting family members, friends or others.
 - (ii) Employees who have a City owned pool vehicle permanently assigned to them and/or City owned pool vehicles assigned for use within their department are responsible for ensuring that only those persons with a valid driver's license and on official City business are allowed use of the City owned pool vehicle.

23.5 Use of Privately Owned Vehicles – There are times where the use of an employee's personal vehicle is preferable because either a City owned pool vehicle is not available or because the use of a privately owned vehicle is deemed more efficient. When such is the case, the following shall apply:

- (a) An employee may use his/her privately owned vehicle when he/she has a transportation need for City business and upon written authorization by his/her supervisor. This written authorization may be general and ongoing where the need to drive in the course and scope of employment is recurrent or ongoing; or, may be specific to a date if the need is an exception to the norm.
- (b) Employees are to contact their personal insurance company if involved in an accident while on City business. An Accident Kit must be obtained from the

Personnel Officer and kept with the privately owned vehicle while operating on City business.

- (c) It is the responsibility of the individual utilizing his/her privately owned vehicle to maintain accurate records of the purpose and extent of his/her travel, and to make substantiated claims for reimbursement. The vehicle and/or mileage allowance is intended to cover the employee's cost of operating the vehicle on City business, including the cost of insurance. Further, all operating expenses of the privately owned vehicles are to be borne by the employee. This includes, but is not limited to, gasoline, oil, maintenance, wear and tear, depreciation and insurance. The reimbursement will be based on the current IRS reimbursement amount.
- (d) The City is not liable for any damage to an employee's personally owned vehicle, unless caused by the City's negligence (employee's negligence excepted). It is the responsibility of the employee operating the vehicle to notify the Personnel Officer, the Department of Motor Vehicles, and the employee's insurance company in the case of any accident or damage.

23.6 Vehicle Operation Guidelines – Employees shall obey all federal, state and local laws while operating either City owned pool or personally owned vehicles on official City business.

- (a) It is the responsibility of the employee operating either a City owned pool or personally owned vehicle to ensure that all persons in the vehicle fasten seat belts before starting the engine of the vehicle and keep seat belts fastened throughout the travel.
- (b) The vehicle operator is responsible for assuring that all items of cargo, materials or tools are properly secured.
- (c) No person shall be allowed to ride on running boards, fenders, hoods, tailgates, beds or other locations on a vehicle not designed or approved by the vehicle manufacturer for passenger seating. An exception to this shall be emergency vehicles and vehicles designed and equipped for passengers outside the cab area.
- (d) Any injuries sustained by the vehicle operator or other employees while operating a vehicle on City business shall be covered by workers' compensation.
- (e) No employee shall consume any alcoholic beverages, illegal drugs, or legal drugs that would impair an employee's ability to drive prior to, or while driving either a City owned vehicle or personally owned vehicle on official City business.
- (f) Alcoholic beverages and drugs shall not be transported or placed in any City owned pool vehicle. This does not apply to those employees whose city duties necessitate transporting alcoholic beverages or drugs in the course and scope of employment, i.e., evidence seized by public safety officers or code enforcement personnel, maintenance personnel doing so to remove and dispose of such items as unwanted refuse if not needed for evidentiary purposes, etc.

- (g) Any employee who operates a City owned pool vehicle, regardless of frequency, is responsible for the proper care and operation of that vehicle.
- (h) Any vehicle damage beyond normal wear and tear or that includes defects affecting the safe operation of the vehicle must be documented and reported to the Personnel Officer.
- (i) No employee shall operate a City owned pool vehicle found to be in an unsafe condition.

23.7 Driver's License – All City employees authorized to use City-owned pool or personally-owned vehicles on City business must possess a valid California driver's license and provide proof of licensing upon hire.

- (a) All City employees must maintain in good standing a valid driver's license appropriate for the class of vehicle to be driven and must carry that license on their person while operating a City owned pool vehicle or privately owned vehicles on City business.
- (b) An employee whose driver's license is suspended or revoked for any reason must notify the Personnel Officer no later than the first workday following suspension or revocation of their driver's license. Such employee shall not be allowed to operate any City owned pool or privately owned vehicles on City business.
- (c) Employees who possess temporary driving permits or hardship licenses shall not be permitted to operate City or privately owned vehicles in the performance of official City duties.

SECTION 24. ELECTRONIC EQUIPMENT USE POLICY

24.1 The City provides electronic equipment to employees for use as tools for efficiency in conducting City business.

- (a) Electronic equipment includes instruments/devices such as:
 - (1) Landline telephones
 - (2) Mobile/cellular telephones
 - (3) Computers
 - (4) Facsimile transmission (fax) machines
 - (5) Photocopiers with and without scanning capabilities
- (b) Electronic equipment also includes systems such as:
 - (1) E-mail
 - (2) Internet and Intranet
 - (3) Wireless networks
 - (4) Data systems
 - (5) Voicemail
 - (6) City network

24.2 Electronic equipment access is provided by the City to facilitate the performance of City work.

- (a) Incidental personal use is secondary, should not interfere or conflict with business use or job performance, should clearly indicate that it is personal, not City, usage, and is subject to regulation for cost controls.
- (b) Electronic equipment must be used in compliance with applicable statutes, regulations, and City policies including those that require a work environment free from discrimination and harassment.
- (c) Employees are expected to use common sense and judgment to avoid any communication which is disrespectful, offensive or illegal.

24.3 Electronic equipment, and communications and content sent through the City's electronic equipment (e.g. e-mail, electronic files, text messages, voicemail), are not confidential.

- (a) Employees shall have no expectation of privacy.

- (b) Employees acknowledge that the City has the right without prior notice to monitor, review, access, retrieve and make proper and lawful use of all electronic equipment, and electronic communications and content contained in and transmitted through the City's network and outside providers of wireless or electronic communications services.
- (c) The existence of passwords or message delete functions does not restrict the City's ability or right to access electronic equipment and communications and content sent through the City's electronic equipment.
- (d) In addition, where circumstances require, and the law allows, even communications on privately held electronic equipment may be subject to disclosure where the City has a legitimate business interest therein, i.e., investigations of employee misconduct, etc.

24.4 Communications Through Other Systems or Networks - Certain communications and content sent through the City's electronic equipment (e.g. e-mail, electronic files, text messages, voicemail) to recipients on networks/systems which are outside of the City pass through networks/systems not managed by City. Some delivery methods and networks/systems impose legal restrictions regarding the nature of messages allowed.

- (a) Employees are expected to comply with all such regulations. Employees can create criminal and civil liability for themselves and the City by using those systems in an offensive, defamatory or illegal manner. In such event employees and other users may be subject to disciplinary action up to and including termination.

24.5 Misuse - Without exhausting all the possibilities, the following are examples of misuse of the City's electronic equipment:

- (a) Any use that violates applicable law and/or City policies, rules or procedures.
- (b) Exposing others unwillingly, either through carelessness or intention, to material which is offensive, harassing, obscene or in poor taste. This includes information which could create an intimidating, offensive or hostile work environment.
- (c) Any use that may, for a reasonable person, create or further a hostile attitude or give offense on the basis of race, color, religion, sex, gender, gender expression, gender identity, national origin, ancestry, citizenship, age, marital status, physical or mental disability, medical condition, genetic information, sexual orientation, veteran status or any other basis protected by law.
- (d) Communication of confidential City information to unauthorized individuals within or outside of City.
- (e) Unauthorized attempts to access data or break into any City or non-City system.
- (f) Theft or unauthorized copying of electronic files or data.

- (g) Initiating or sustaining chain/spam letters, e-mail or other unauthorized mass messaging communication.
- (h) Intentional misrepresentation of one's identity for improper or illegal purposes.
- (i) Personal commercial or business activities (e.g. "for sale" notices, personal ads, etc.).
- (j) Transmitting/accessing obscene material and/or pornography.
- (k) E-Commerce.
- (l) Online gambling.
- (m) Installing or downloading unauthorized software or equipment.
- (n) Violating terms of software licensing agreements.

24.6 Consequences of Misuse - Employees shall be held accountable for misuse and may be disciplined in accordance with applicable City rules. The City reserves the right to restrict or rescind employees' access to electronic equipment at its discretion. The City reserves the right to specify how the City's network resources will be used and administered to comply with this policy.

24.7 Access to Remote Email - Unless specified in writing by the Personnel Officer, non-exempt employees are not authorized to have access to remote email via the web or mobile phone.

24.8 City Email – The City's email system is an official communication tool for City business. An official email address is established and assigned by the City to each employee the City deems necessary.

- (a) All City communications sent via email will be sent to and from this address. City employees must use the official agency email, instead of their private email address (such as gmail, yahoo, etc.) when communicating agency business via email.
- (b) Should an email related to City business be sent to an employee's personal email account, the email should be immediately forwarded to the employee's City email account and responded to accordingly.

24.9 Cell Phone Use – All City issued cell phones are provided as a tool to conduct City related business. City cell phones are issued on an as-needed basis with the approval of the Personnel Officer. All employees shall use such devices in a responsible, appropriate, and safe manner.

- (a) Employees are prohibited from installing any third party equipment to City cell phones unless approved by the employee's supervisor in writing.
- (b) Employees have no expectation of privacy as to data residing in telecommunications devices and /or voice mail. The City may inspect that data at any time and without notice, as permitted by state and federal law.

- (c) Employees shall protect City cell phones from loss or damage. An employee assigned a City phone is responsible for its good care and will be required to reimburse the City's cost for any damage, or lost cell phones due to negligence. If such device is damaged, fails to work properly, or is stolen or lost, the employee shall immediately notify the Personnel Officer.
- (d) City cell phones should only be used by employees in the performance of their official duties. Personal use, beyond incidental use, of City cell phones is strictly prohibited and will result in disciplinary action and reimbursement of charges for personal use.
- (e) Employees are prohibited from using the camera function on City cell phones, except as authorized by a supervisor for work-related purposes.

24.10 Minimal Personal Use of Communications Equipment Permitted – City employees may use City telephones and e-mail for incidental personal use provided that the use:

- (a) Is kept to a minimum and limited to break times or non-working hours;
- (b) Does not have any impact upon other City employees or operations;
- (c) Allows the employee to more efficiently perform City work; and
- (d) Is not abusive, illegal, or inappropriate.

SECTION 25. SOCIAL MEDIA USE POLICY

25.1 The establishment and use by any employee of City social media sites are subject to approval by the City Manager. The City Manager will determine the appropriate level of employee access, which includes identifying what social media sources, or type of source, each department or individual is approved to use, as well as define their respective capabilities, i.e., publish, edit, comment or view only.

25.2 The Personnel Officer will monitor content on City social media sites to ensure adherence to this policy and the interests and goals of the City. The City reserves the right to restrict or remove any content that is deemed in violation of this policy or any applicable law. City social media sites are subject to the California Public Records Act. Any content maintained in a social media format that is related to City business, including a list of subscribers, posted communication, and communication submitted for posting, may be a public record subject to public disclosure. There shall be no expectation of privacy in any content or comments on City social media sites.

25.3 Employee Use of Social Media

- (a) Employees are prohibited from using City electronic communications resources, or work time, for personal social media use. Employees are prohibited from using City email addresses to register on social networks, blogs or other online tools utilized for personal use.
- (b) Employees should avoid posting on any social media site: statements, photographs, video or audio that reasonably could be viewed as malicious, obscene, threatening or intimidating, that disparage City clients, co-workers, or that might constitute harassment or bullying, particularly where the site or the content thereof might reasonably demonstrate or infer City employee or official City action. Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment on the basis of race, color, religion, sex, gender, gender expression, gender identity, national origin, ancestry, citizenship, age, marital status, physical or mental disability, medical condition, genetic information, sexual orientation, veteran status or any other basis protected by law. If the content posted violates any City rule, the employee shall be subject to disciplinary action.
- (c) If an employee creates personal, non-work related content on a social media site and the City is the subject of the content, the employee should be clear and open about the fact that he/she is an employee and make it clear that the views expressed do not represent those of the City, co-workers, City clients, or people working on behalf of the City; and that the employee is not speaking on behalf of City. The following disclaimer may be used: "The postings on this site are my own and do not necessarily reflect the views of the City."

SECTION 26. VIOLENCE IN THE WORKPLACE POLICY

26.1 The City is committed to providing a safe and secure workplace for employees and the public. The City will not tolerate acts or threats of violence in the workplace. The workplace includes any location where City business is conducted, including vehicles and parking lots. Any violation of this policy may lead to criminal prosecution, and/or disciplinary action, up to and including termination.

26.2 Prohibited Behavior – Employees are prohibited from engaging in or promoting acts of intimidation, violence, threats, coercion, assault and/or abusive behavior toward any person while in the course of City employment. The City has zero tolerance for any conduct that references workplace violence, even if it was intended to be harmless, humorous, a prank, blowing off steam, or venting.

26.3 Weapons - Employees engaged in City business are prohibited from carrying weapons in violation of any law or this policy unless weapons are required for performance of the job.

26.4 Workplace Violence or Abuse – “Workplace Violence” is any conduct in the workplace, with malice, that a reasonable person would find hostile, offensive, and unrelated to an employer's legitimate business interests. Abusive conduct may include repeated infliction of verbal abuse, such as the use of derogatory remarks, insults, and epithets, verbal or physical conduct that a reasonable person would find threatening, intimidating, or humiliating, or the gratuitous sabotage or undermining of a person's work performance. Specific examples of workplace violence include, but are not limited to, the following:

- (a) Threats or acts of physical harm directed toward an individual or his/her family, friends, associates, or property.
- (b) The destruction of or threat of destruction of City property or another employee's property.
- (c) Harassing or threatening phone calls.
- (d) Surveillance.
- (e) Stalking.
- (f) Possession of offensive or defensive weapons (firearms, illegal knives, clubs, mace, pepper spray, tear gas, etc.) unless specifically required or authorized and approved by the Personnel Officer. Weapons are defined as firearms, chemical sprays, clubs or batons, and knives, and any other device, tool, chemical agent or implement that can cause bodily harm if used as a weapon or displayed in such a manner to cause harm or threaten a person with harm.

26.5 Incident Reporting Procedures

- (a) Employees shall immediately report workplace violence to their supervisor or department director. The supervisor or department director will report the matter to the Personnel Officer.

- (b) The Personnel Officer shall document the incident, including the employee names(s), date/time, location, incident description, witness names and statements, description of unidentified parties, description of the act(s) and/or behavior arising from the incident, action taken, and provide any other relevant information regarding the incident.
- (c) The Personnel Officer shall take appropriate steps to provide security, such as:
 - (1) Placing the employee alleged to have engaged in workplace violence on administrative leave, pending investigation;
 - (2) Asking any threatening or potentially violent person to leave the site; or
 - (3) Immediately contacting an appropriate law enforcement agency.
- (d) The City shall comply with any additional recordkeeping and reporting requirements under Labor Code section 6401.9, as may be amended.

26.6 Investigation – The Personnel Officer shall see that reported violations of this policy are investigated as necessary.

26.7 Management Responsibility – Each department head has authority to enforce this policy by:

- (a) Training supervisors and subordinates about their responsibilities under this policy;
- (b) Assuring that reports of workplace violence are documented accurately and timely;
- (c) Notifying the Personnel Officer and/or law enforcement authorities of any incidents;
- (d) Making all reasonable efforts to maintain a safe and secure workplace; and
- (e) Maintaining records and follow up actions as to workplace violence reports.

26.8 Follow-Up Disciplinary Procedures – An employee found in violation of this policy will be subject to disciplinary action, up to and including termination of employment. The City may also direct that an employee submit to a fitness for duty examination. In addition, employees found in violation of this policy may be subject to criminal prosecution.

SECTION 27. OTHER EMPLOYEE CONDUCT POLICIES

27.1 Dress Code Policy – Employees of the City are required to dress appropriately for the jobs they are performing. Therefore, failure to follow the dress code regulations contained in this section shall be grounds for discipline. The following dress code regulations shall apply to all City employees.

- (a) All clothing must be neat, clean, and in good repair.
- (b) Prescribed uniforms and safety equipment must be worn.
- (c) Foot wear must be appropriate for the work environment and functions performed.
- (d) Hair must be neat, clean and well-groomed.
- (e) Beards, mustaches, and sideburns must be maintained in neat and well-groomed fashion.
- (f) Jewelry is acceptable except where it constitutes a health or safety hazard.
- (g) Good personal hygiene is required.
- (h) Dress must be appropriate to the work setting particularly if the employee has public contact.

27.2 Tattoo and Body Art Policy – Employees of the City are expected to project a professional appearance while at work. Therefore, failure to follow the regulations contained in this section shall be grounds for discipline.

- (a) No tattoos or body art are allowed anywhere on the head, face, or neck.
- (b) Any visible tattoos or body art shall not be obscene, sexually explicit, discriminatory to sex, race, religion, or national origin, extremist, and/or gang-related.
- (c) No visible tattoos or body art shall be larger than 4 by 6 inches.
- (d) Any non-conforming tattoos or body art will be covered with clothing, bandage or makeup while at work or removed.
- (e) If an employee has a question about how or whether the tattoo and body art policy is or ought to be applicable to them, the matter should be immediately raised with their supervisor for consideration and determination.

27.3 Piercing Policy – Employees of the City are expected to project a professional appearance while at work and not endanger themselves or others with excessive body piercing. Therefore, failure to follow the body piercing regulations contained in this section shall be grounds for discipline.

- (a) No objects, articles, jewelry or ornamentation of any kind shall be attached to or through the skin if visible on any body part including the tongue or any part of the mouth except that women may wear one set of reasonably-sized earrings in each ear lobe.
- (b) Any non-conforming piercing shall be removed, covered with a bandage, or replaced with a clear, plastic spacer.
- (c) If an employee has a question about how the piercing policy is applicable to them, the matter should be immediately raised with their supervisor for consideration and determination.
- (d) If an employee has a question about how or whether the Piercing policy is or ought to be applicable to them, the matter should be immediately raised with their supervisor for consideration and determination.

27.4 Smoking/Use of Tobacco Products Policy – The City observes a policy of not allowing smoking or the use of smokeless tobacco products in all City-owned vehicles and buildings which includes the Civic Center Complex, the Senior Center, and the Maintenance Shop and Offices. Smoking not only includes tobacco products, but also e-cigarettes or any other similar product that produces, smoke, aerosol, and/or vapor.



AGENDA REPORT

MEETING DATE: July 8, 2025

TITLE: First Reading and Introduction by Title Only, with Further Reading Waived of, Addition of Mobile Food Truck Ordinance to the City of Grand Terrace Municipal Code

PRESENTED BY: Konrad Bolowich, City Manager

RECOMMENDATION: **Direct The City Attorney To Read By Title Only, Waive Reading Of, And Introduce "AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF GRAND TERRACE, CALIFORNIA ADDING CHAPTER 12.60 (MOBILE FOOD TRUCKS) TO TITLE 12 (STREETS, SIDEWALKS AND PUBLIC PLACES) OF THE GRAND TERRACE MUNICIPAL CODE TO REGULATE THE OPERATION OF MOBILE FOOD TRUCKS WITHIN THE CITY OF GRAND TERRACE"**

2030 VISION STATEMENT:

This staff report supports Goal #3, Promote Economic Development

BACKGROUND:

Mobile food vendors are an increasingly popular form of business and food service throughout the region. While mobile food trucks offer a dynamic and flexible food service model, their presence in public rights-of-way and private lots without regulation has the potential to disrupt traffic, obstruct pedestrian movement, reduce available parking, and cause safety hazards.

California Vehicle Code Section 22455 authorizes local governments to regulate the time, place, and manner of mobile food truck operations to protect public health and safety. Similarly, Article XI, Section 7 of the California Constitution grants cities police powers to regulate public welfare.

At present, the City of Grand Terrace lacks a comprehensive regulatory framework specific to mobile food trucks. As a result, there is ambiguity in enforcement, and community concerns regarding public safety, trash accumulation, and business equity have increased. The proposed ordinance seeks to address these issues while allowing regulated opportunities for mobile vendors to operate in appropriate areas under defined conditions.

DISCUSSION:

The proposed ordinance adds **Chapter 12.60 (Mobile Food Trucks)** to Title 12 of the Grand Terrace Municipal Code. This ordinance establishes a uniform and enforceable framework governing mobile food truck operations on both private property and in public rights-of-way. Key elements of the ordinance include:

1. Time, Place, and Manner Restrictions:

- Limits mobile food truck operations to specific zones where restaurant uses are allowed or

adjacent to such zones

- Prohibits operation near crosswalks, intersections, schools, parks, libraries, and other sensitive land uses
- Establishes operating hours between 7:00 a.m. and 7:00 p.m. for public right-of-way operations

2. Public Safety and Traffic Flow Considerations:

- Requires adequate visibility and clearance around intersections, driveways, and fire hydrants
- Prohibits obstruction of sidewalks, drive aisles, or emergency access routes
- Requires maintenance of cleanliness and debris control around vending areas

3. Temporary Use Permit (TUP) Requirements:

- Mobile food truck operators must apply for and receive a Temporary Use Permit (TUP) through the Planning Department
- The application process includes providing site plans, health certifications, insurance, restroom access agreements (if applicable), and waste disposal plans

4. Health and Safety Requirements:

- Requires compliance with San Bernardino County Public Health and Fire Department inspections
- Establishes distance requirements from restrooms and requires adequate waste receptacles and disposal procedures

5. Prohibited Actions and Enforcement Provisions:

- Prohibits the use of amplified sound, sales of alcohol or controlled substances, and overnight parking or restocking on public streets
- Prohibits the use of additional furniture such as tables, chairs, and umbrellas in public areas

ENVIRONMENTAL IMPACT:

The ordinance is not subject to the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15268, as it is a ministerial action involving the issuance of temporary use permits.

FISCAL IMPACT:

There is no significant fiscal impact associated with the adoption of this ordinance. The City may receive limited revenue through permit fees, which will offset staff time involved in processing TUP applications and conducting inspections.

ORDINANCE NO. ____

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF GRAND TERRACE, CALIFORNIA ADDING CHAPTER 12.60 (MOBILE FOOD TRUCKS) TO TITLE 12 (STREETS, SIDEWALKS AND PUBLIC PLACES) OF THE GRAND TERRACE MUNICIPAL CODE TO REGULATE THE OPERATION OF MOBILE FOOD TRUCKS WITHIN THE CITY OF GRAND TERRACE

WHEREAS, California Vehicle Code section 22455 allows municipalities to regulate the time, place, and manner of mobile food truck operations in order to protect public safety, and Article XI, Section 7 of the California Constitution extends to municipalities the police power authority to regulate in furtherance of public health and welfare; and

WHEREAS, the primary purpose of the public right-of-way is for unobstructed use by vehicular and pedestrian traffic; and

WHEREAS, streets adjacent to a commercial zone are typically designed to be wider in order to accommodate increased traffic flow and provide resources for parking, which are necessary to support commercial activity; and

WHEREAS, allowing mobile food trucks within public rights-of-way near intersections and driveways may obstruct sight lines, which are necessary for drivers to see oncoming vehicles in sufficient time to stop before reaching an intersection; and

WHEREAS, regulating the operation of mobile food trucks within public rights-of-way will minimize safety hazards by addressing issues such as vehicular traffic congestion, promoting the unobstructed use of public rights-of-way, and reducing the negative impact on on-street parking availability; and

WHEREAS, the City Council of the City of Grand Terrace (the "City Council") desires to regulate the operation of mobile food trucks within public rights-of-way to protect the health, safety, and general welfare of the residents of the City.

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

SECTION 1. The facts set forth in the recitals in this Ordinance are true and correct and incorporated herein by this reference.

SECTION 2. Chapter 12.60 ("Mobile Food Trucks") of Title 12 ("Streets, Sidewalks and Public Places") of the Grand Terrace Municipal Code is hereby added shall now read as follows:

“CHAPTER 12.60 – MOBILE FOOD TRUCKS

12.60.010 – Purpose

The purpose of this Chapter is to:

- A. Protect the health, welfare, and safety of residents and all people within the City’s boundaries by regulating the time, place, and manner of mobile food truck operations within the City of Grand Terrace.
- B. Protect public safety and traffic flow when mobile food trucks are operating in public right of ways.
- C. Mitigate safety, traffic, and health hazards associated with mobile food trucks, including, but not limited to:
 - I. Encouraging pedestrians to cross mid-block to purchase food;
 - II. Contributing to vehicular traffic congestion;
 - III. Reducing available parking; and
 - IV. Posing risks to motorists navigating the public right-of-way.

12.60.020 – Definitions

For the purposes of this chapter:

- A. “Commercial zone” means areas designated for commercial land uses under a specific plan or zoning code.
- B. “Food” or “Food products” means any type of edible substance or beverage.
- C. “Mobile food truck” means any self-propelled, motorized device or vehicle by which any person or property may be propelled or moved upon a highway, excepting a device moved exclusively by human power, or which may be drawn or towed by a self-propelled, motorized vehicle, which is used, designed or outfitted to dispense ready-to-eat food or food products to patrons or from which food or food products are sold, offered for sale, displayed, bartered, exchanged or otherwise given. “Mobile food truck” does not include:
 - 1. Vehicles used solely to deliver food or food products previously requested by a patron, home or business establishment, such as “Meals-on-Wheels” or delivery trucks.

2. Vehicles used for the display, sale or dispersal of food or food products as part of an organized community event for which permission has been granted by the City.
- D. "Mobile food service location" means the free clear vending area located on a lot, but not including any structures, landscaping and other developed features; or a location in a public right of way, free of obstructions, where mobile food trucks operate.
- E. "Mobile food vendor" means a person that operates or assists in the operation of a mobile food truck.
- F. "Vend" or "Vending" means to sell, offer for sale, display, barter, exchange, or otherwise give food or food products from a mobile food truck.
- G. "Vendor" means a person who vends, including an employee or agent of a vendor.

12.60.030 – Mobile Food Trucks In The Public Right-of-Way

- A. Subject to the requirements provided in this chapter, mobile food trucks with an approved mobile food truck Temporary Use Permit are allowed in the public right of way in commercial zones and directly adjacent to commercial zones that allow restaurant uses.
- B. A mobile food truck may not park its vehicle in the public right-of-way unless the vendor adheres to the following standards and conditions:
 1. Mobile food trucks must adhere to all local traffic laws and posted road signs.
 2. Mobile food trucks shall be in full compliance with all parking and Vehicle Code provisions which apply to the location at which it is parked.
 3. Mobile food trucks operating within a public right-of-way must be located on a street within or adjacent to a commercial zone, where the street is sufficiently wide to accommodate normal traffic flow, vendor operations, and available resources for parking and public safety.
 4. Mobile food trucks shall not obstruct pedestrian or vehicular traffic.
 5. Mobile food trucks and Vendors are prohibited from vending toward or on the exposed street and/or traffic side of the mobile food truck.

6. Mobile food trucks and Vendors shall not distribute any item from the mobile food truck in a manner that causes any person to stand in that portion of the street that is between the vehicle and the center of the street.
 7. A Vendor shall not encroach onto a public sidewalk with any part of its mobile food truck, or any other equipment or furniture related to the operation of its business.
- C. The streets, sidewalks, and parkway areas within a 30 foot perimeter of the mobile food truck shall be kept free of any debris or trash.
 - D. No shade covers or awnings shall extend more than 3 feet over the sidewalk with a minimum 7 feet vertical clearance.
 - E. Mobile food trucks shall not operate within 25 feet of any street intersection controlled by any marked or unmarked crosswalk, traffic light, or stop sign.
 - F. Nothing in this Chapter shall be construed to prohibit mobile food trucks from lawfully traveling through the public right-of-way without stopping to get to the ultimate destination.

12.60.040 – Mobile Food Truck General Requirements

- A. Current City of Grand Terrace Business License.
- B. Current City of Grand Terrace Temporary Use Permit (TUP).
- C. City of Grand Terrace mobile food truck approval sticker/decal posted in a conspicuous location on the mobile food truck.
- D. Vending sites must be large enough to accommodate the mobile food truck without causing undue strain on surrounding properties. The site should have adequate access to streets and highways with sufficient width and improvements to accommodate the traffic generated by the mobile food truck land use.
- E. Adequate temporary parking should be available either on-site or at alternate locations acceptable to the Planning Director or their designee.
- F. Mobile food truck signage.
 1. A maximum of 3 double sided a-frame signs no larger than 36 inches tall by 24 inches wide that are made of corrugated plastic are allowed under a mobile food truck Temporary Use Permit.

2. All additional signage shall be integral to the paint scheme and/or wrapping of the mobile food truck.
- G. Mobile food truck mounted outdoor lighting shall be shielded or downward facing.
- H. Mobile food trucks shall be located at least fifteen (15) feet from any fire hydrant, utility box or vault, public right of way, emergency vehicle route, internal drive aisle, tree canopy or pedestrian pathway.
- I. A mobile food truck shall possess and at all times display in a clear view a certified copy of its current environmental health decal, grade card issued by the department of environmental health, business license, and approved mobile food truck Temporary Use Permit.
- J. Waste disposal.
1. Trash receptacles.
 - a. At least one recycle and one refuse receptacle shall be provided within a 20 foot radius of the mobile food truck for use by customers.
 - b. Prior to leaving the location, the vendor shall pick up, remove and dispose of all trash generated by the vendor's operation located within a 25-foot radius of the mobile food truck's location.
 - c. Unless the property owner has provided for a permitted dumpster, all trash receptacles shall be removed once the mobile food truck operation has ceased each day.
 2. Wastewater generated on-site shall not be released on-site or into the storm drainage system.
- K. In accordance with Section 114315 of the California Retail Food Code, mobile food trucks stopped to conduct business for more than one hour, shall operate within two hundred (200) feet of an approved, readily available and functioning restroom facility. If the restroom is within a business, the mobile food truck operator must submit with the Temporary Use Permit application, written permission from the business owner providing the hours the restroom facilities are being made available for use. Executive portable toilet facilities with handwashing stations may satisfy this requirement.
- L. Federal, state, and local laws and regulations. Mobile food trucks shall comply with all other applicable federal, state and local laws and regulations.

- M. A Vendor must ensure that all sales tax revenue is properly reported and allocated to the City.
- N. A Vendor must have a valid Public Health Operating Permit, Operators Food Handler's Certificate, Food Vehicle Certificate Sticker, and Seller's Permit.
- O. All food or food products sold or provided from the mobile food truck shall comply with all applicable food labeling requirements established by the State of California.
- P. A Vendor may operate only between the hours of 7:00 a.m. and 7:00 p.m. within a public right-of-way.
- Q. Mobile food trucks shall be stored, cleaned, serviced, and emptied of waste and water daily at a commissary/commercial kitchen facility.

12.60.050 – Mobile Food Trucks Prohibited Actions and Items

- A. Mobile food trucks shall not utilize amplified sound.
- B. Mobile food trucks shall not operate within a twenty five-foot radius of another mobile food truck.
- C. Mobile food trucks shall not engage in the sale or soliciting the sale of any alcoholic beverages or controlled substances.
- D. Mobile food trucks shall not obstruct any street, public right of way, driveway, public sidewalk, or restrict emergency vehicle access.
- E. Mobile food trucks are prohibited from restocking on any street or public right of way.
- F. Mobile food trucks shall not deploy tables, chairs, freestanding canopies, umbrellas or similar items.
- G. Mobile food trucks shall not connect to electrical power from public or private property.
- H. Mobile food trucks shall not operate in a manner that creates and obstruction or hazard to the public.
- I. Mobile food trucks shall not operate within 50 feet of a marked or unmarked crosswalk at an intersection.

- J. Mobile food trucks shall not operate within 250 feet of a school, park, community center, senior center, library or playground.
- K. Mobile food truck shall not dispose of oil, grease, or waste on the public right of way or parcel that it operates upon.
- L. Air flyers and sign twirlers are prohibited.

12.60.060 – Mobile Food Truck Temporary Use Permit

A ministerial Temporary Use Permit (TUP) processed and approved by the Planning Director, or their designee shall be required for any mobile food truck to operate in the City of Grand Terrace.

- A. The mobile food truck operator shall pay the most current TUP application filing fee as established by City Council fee resolution and submit an application for a TUP to the Planning Director or their designee containing the following:
 - 1. Applicant shall provide a written business description describing their business idea, the industry of their business, the present outlook and future possibilities, and other markets and industries that can directly impact their mobile food truck business.
 - 2. Applicant shall provide a vicinity map and a site plan depicting the location(s) that the mobile food truck business will operate from.
 - 3. Applicant shall include their Tax identification number on their application.
 - 4. Applicant shall identify what registered non-P.O. box business address they are using for the mobile food truck.
 - 5. Applicant shall provide a market plan and analysis analyzing the market in their industry; identifying their target market, and competitors; and describing their marketing strategy.
 - 6. Applicant shall provide a management & organization chart charting the key responsibilities of all employees, including the applicant.
 - 7. Applicant shall provide a menu and or product description describing their product and service process, cost of production and selling price.
 - 8. Applicant shall provide proof that a health permit has been issued for the mobile food truck by the San Bernardino Public Health Department and a copy has been submitted to the Planning Director or their designee.

9. Applicant shall provide proof that all the equipment in a mobile food truck is certified by the American National Standards Institute.
 10. Applicant shall provide information on what licensed commercial kitchen they own or are renting for the mobile food truck to operate in partnership with.
 11. Applicant shall provide information that they have secured a parking space for the mobile food truck which under California law must be parked at a designated food facility when not in use.
 12. Applicant shall provide proof that an inspection of the mobile food truck has been completed by the San Bernardino County Fire and a copy has been submitted to the Planning Director or their designee.
 13. Applicant shall provide proof of Food Safety Certification the owner or at least one employee of the mobile food truck has passed the state-approved Food Safety Certification exam.
- B. All mobile food truck employees involved in the preparation, storage, or service of food must obtain a Food Handler Card.
- C. A Fictitious Business Name or Doing Business As (DBA) statement is required from San Bernardino County when: the mobile food truck business name does not include the surname of the individual owner(s) and each of the partners; the mobile food truck business name suggests the existence of additional owners; or the nature of the mobile food truck business is not evident by the name of the business.
- D. Mobile food trucks that sell tangible goods (e.g., food and food products) must provide proof they obtained a seller's permit from the California Department of Tax and Fee Administration in order to charge sales tax on their goods.
- E. A Certificate of General Liability Insurance with the City shall be provided to the Planning Director or their designee prior to final approval of the TUP.

The following requirements are applicable to mobile food trucks operating on private property only.

- F. Written consent from the lot owner allowing the mobile food truck to operate on the lot shall be provided to the Planning Director or their designee; and
- G. There must be no pending code enforcement action on the lot.

12.60.070 – Mobile Food Truck Approval Findings.

The Planning Director or their designee shall ministerially approve a Temporary Use Permit (TUP) for a mobile food truck only if all the following findings are met:

- A. The mobile food truck is compliant with all applicable health and safety inspections, approvals, permits and certifications.
- B. The mobile food truck owner and/or their employees are certified and trained to meet all legal and permitting requirements to store, prepare, and serve food.
- C. The mobile food truck will not result in an obstruction of the street public right of way or sidewalk.
- D. The mobile food truck has obtained all necessary clearances and approval to operate at a property with adequate parking and circulation, making it compatible with the surrounding area.
- E. The mobile food truck will not be detrimental to the public health, safety, or general welfare of the City of Grand Terrace.
- F. The mobile food truck will not pose a threat to the public peace, safety, or general welfare, or be injurious to surrounding properties in the City of Grand Terrace.
- G. The mobile food truck complies with the requirements set forth in this Chapter 12.60.

12.60.080 – Environmental

The California Environmental Quality Act (CEQA) does not apply to ministerial Temporary Use Permits for mobile food trucks, provided the permits are granted based solely on objective standards established in Chapter 12.60.

12.60.090 – Mobile Food Truck Exemptions.

This article does not apply to any of the following:

- A. Mobile food trucks operating in conjunction with an active construction site.
- B. Mobile food trucks operating on the property of a legally existing school, college, university, hospital, city hall, or places of religious worship.
- C. Mobile food trucks operating in conjunction with and on the same site as events consistent with a legally permitted land use, community event, or temporary event.”

SECTION 3. Except as otherwise amended herein, the remainder of Title 12 (“Streets, Sidewalks and Public Places”) of the Grand Terrace Municipal Code shall remain unchanged and in full effect.

SECTION 4. Severability. If any section, subsection, sentence, clause or phrase of this ordinance is, for any reason, held to be invalid or unconstitutional, such decision shall not affect the validity or constitutionality of the remaining portions of this ordinance. The City Council hereby declares that it would have passed this ordinance, and each section, subsection, sentence, clause or phrase hereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses or phrases be declared unconstitutional due to the writs of mandate issued by the Court.

SECTION 5. Effective Date. This ordinance shall take effect thirty (30) days after its adoption. The City Council hereby authorizes and directs the Mayor and the City Clerk to execute this ordinance on behalf of the City of Grand Terrace forthwith upon its adoption.

PASSED, APPROVED, AND ADOPTED by the City Council of Grand Terrace at a regular meeting held on the 8th day of July 2025.

Bill Hussey
Mayor

ATTEST:

Daysi Alcocer
City Clerk

APPROVED AS TO FORM:

Adrian R. Guerra
City Attorney



AGENDA REPORT

MEETING DATE: July 8, 2025

TITLE: First Reading and Introduction by Title Only, with Further Reading Waived of an Ordinance Authorizing the Establishment of a Schedule of Fines by Resolution

PRESENTED BY: Konrad Bolowich, City Manager

RECOMMENDATION: **Direct The City Attorney To Read By Title Only, Waive Reading Of, And Introduce "AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF GRAND TERRACE, CALIFORNIA AMENDING SECTION 1.16.010 ("GENERAL PENALTIES") OF TITLE 1 ("GENERAL PROVISIONS"); SECTION 2.44.020 ("VIOLATION—PENALTY") OF TITLE 2 ("ADMINISTRATION AND PERSONNEL"); SECTION 3.08.150 ("VIOLATION—PENALTY") OF TITLE 3 ("REVENUE AND FINANCE"); SECTIONS 4.12.010 ("FEES DESIGNATED"), 4.20.010 ("FEES DESIGNATED"), 4.28.010 ("FINES DESIGNATED"), 4.32.010 ("GENERALLY"), 4.36.010 ("FINES DESIGNATED"), 4.40.010 ("PENALTIES DESIGNATED"), 4.44.020 ("FINES DESIGNATED"), 4.48.040 ("VIOLATION OF SECTION 12.08.310"), 4.60 ("CONDUCT IN PUBLIC PARK"), 4.64.010 ("VIOLATION—PENALTY"), 4.68.060 ("VIOLATION—PENALTY"), 4.105.010 ("FINES DESIGNATED") OF TITLE 4 ("COMPREHENSIVE FEE SCHEDULES, FINES AND TAXES"); SECTIONS 5.04.390 ("VIOLATION—PENALTY"), 5.42.190 ("REMOVAL OF REFUSE") OF TITLE 5 ("BUSINESS TAXES, LICENSES AND REGULATIONS"); SECTIONS 6.04.050 ("ANIMAL NOISE"), 6.32.030 ("PENALTY PROVISION") OF TITLE 6 ("ANIMALS"); SECTIONS 8.04.170 ("VIOLATIONS"), 8.08.180 ("CRIMINAL PENALTIES"), 8.68.130 ("VIOLATION—PENALTY"), 8.104.080 ("SAME—CITY BUILDINGS AND FACILITIES), 8.104.090 ("SAME—CITY PARKS AND OTHER RECREATION AREAS"), 8.104.100 ("SMOKING WASTE", 8.108.060 ("PENALTY FOR VIOLATION"), 8.112.200 ("ADMINISTRATIVE FINES AND PENALTIES") OF TITLE 8 ("HEALTH AND SAFETY"); SECTIONS 9.05.030 ("VIOLATION—PENALTY"), 9.32.080 ("VIOLATIONS AND PENALTIES") OF TITLE 9 ("PUBLIC PEACE, MORALS AND WELFARE"); SECTION 10.04.640 ("INFRACTION—FINE") OF TITLE 10 ("VEHICLES AND TRAFFIC"); SECTIONS 12.08.440 ("FINES FOR FAILURE TO OBTAIN AN ENCROACHMENT PERMIT"), 12.24.060 ("INSURANCE REQUIRED"), 12.32.020 ("UNLAWFUL ACTS"), 12.32.140 ("PARK HOURS"), 12.32.160 ("VEHICLES IN PARKS"), 12.32.170 ("ASSEMBLIES, PROGRAMS OR FESTIVALS IN PARKS"), 12.32.180 ("SMOKING"), 12.36.060 ("VIOLATIONS"), 12.48.060 ("VIOLATION—PENALTY"), 12.52.020 ("GENERAL PROHIBITION"), 12.52.070 ("PENALTIES") OF TITLE 12 ("STREETS, SIDEWALKS AND PUBLIC PLACES"); SECTION 15.52.160 ("VIOLATION—PENALTY") OF TITLE 15 ("BUILDINGS AND**

CONSTRUCTION”); SECTIONS 18.60.030 (“PARKING REGULATIONS”), AND 18.91.050 (“DECLARATION OF PUBLIC NUISANCE”) OF TITLE 18 (“ZONING”) OF THE GRAND TERRACE MUNICIPAL CODE TO STREAMLINE THE IMPOSITION OF PENALTIES—including INFRACTIONS, MISDEMEANORS, AND ADMINISTRATIVE CITATIONS—for CODE VIOLATIONS AND AUTHORIZING ADOPTION OF A SCHEDULE OF FINES BY RESOLUTION" and;

ADOPT A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GRAND TERRACE, CALIFORNIA, ADOPTING A SCHEDULE OF FINES FOR VIOLATION OF THE GRAND TERRACE MUNICIPAL CODE

2030 VISION STATEMENT:

This staff report supports Goal #2, Maintain Public Safety

BACKGROUND:

The City of Grand Terrace has adopted a variety of regulations through its Municipal Code in order to promote the health, safety, and general welfare of its residents. Enforcement of the Municipal Code depends in part on an effective and consistent system of penalties for violations, including administrative citations, infractions, and misdemeanors.

Over the past several decades, the Grand Terrace Municipal Code has been amended numerous times through standalone ordinances, resolutions, and updates to individual chapters. These piecemeal changes—often adopted to address specific concerns or comply with state mandates—have resulted in a lack of consistency across code sections, particularly in how violations are classified and penalized.

Some provisions identify violations as misdemeanors, others as infractions, and many are silent or ambiguous regarding enforcement type. In addition, penalties for similar offenses vary significantly in severity, creating confusion for both staff and the public. In some cases, outdated language or cross-references have further complicated interpretation and enforcement.

This inconsistency has made it difficult for staff to apply penalties fairly and uniformly, and has undermined the City’s ability to effectively administer code enforcement. Without a consolidated and clearly adopted fine schedule, enforcement efforts may be subject to challenge or delays, and repeat violators may not face escalating consequences.

To address these issues, an Ordinance is proposed to amend various sections of the municipal code and authorize the creation and amendment of a centralized Schedule of Fines by City Council resolution. This ordinance and resolution is the first implementation of that authority and is intended to bring clarity, consistency, and transparency to the enforcement process by establishing a uniform fine structure aligned with the Municipal Code. In developing this fine schedule, staff reviewed the penalty structures of surrounding cities to ensure consistency, reasonableness, and enforceability.

DISCUSSION:

The proposed Schedule of Fines, attached as **Exhibit A** to the resolution, provides a comprehensive and uniform framework for classifying and penalizing Municipal Code violations. The schedule includes:

- **Classification of Violations**

Each code section subject to enforcement is classified as an **infraction**, **misdemeanor**, or **administrative citation**, based on the severity of the offense and its impact on public health and safety.

- **Graduated Fine Structure**

For infractions and administrative citations, the schedule outlines **escalating fine amounts** for repeat violations (e.g., 1st, 2nd, 3rd offense within a 12-month period).

- **Legal Compliance**

All fine amounts are consistent with state law limits under California Government Code Sections 36900 and 53069.4, which govern maximum penalties for municipal code infractions and administrative citations.

- **Public Health and Safety Focus**

The fine schedule prioritizes code enforcement actions that address critical health, safety, and quality-of-life concerns, such as illegal dumping, property maintenance violations, unauthorized commercial activities, and unpermitted construction.

- **Enforcement Flexibility**

Adoption of the schedule by resolution allows the City Council to amend fines in the future without requiring a full ordinance update—offering **administrative efficiency and adaptability**.

ENVIRONMENTAL IMPACT:

The adoption of a fine schedule is not a project under the California Environmental Quality Act (CEQA) as defined in Section 15378(b)(5) of the CEQA Guidelines, because it involves general policy and administrative activity with no physical effect on the environment.

FISCAL IMPACT:

There is no direct fiscal impact associated with adoption of the Schedule of Fines. However, a clear and enforceable fine schedule is expected to support more efficient code enforcement and may reduce staff time spent on violations. Revenues from administrative citations may modestly offset enforcement costs.

RESOLUTION NO. 2025-xx

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GRAND TERRACE, CALIFORNIA, ADOPTING A SCHEDULE OF FINES FOR VIOLATION OF THE GRAND TERRACE MUNICIPAL CODE

WHEREAS, the City Council of the City of Grand Terrace ("City Council") has previously adopted Ordinance No. 330, which authorizes the establishment and amendment of a schedule of fines for violation of the Grand Terrace Municipal Code by resolution; and

WHEREAS, the creation of a fine schedule allows for uniformity in classifying the types of violations enforced upon individuals for failure to comply with the City of Grand Terrace's Municipal Code; and

WHEREAS, the City's Fine Schedule establishes specific penalties for violating the City of Grand Terrace's Municipal Code including the classification of each offense as an infraction, misdemeanor, or administrative citation; and

WHEREAS, the City has reviewed the fine schedules for neighboring jurisdictions in order to establish a reasonable and consistent fine schedule aligned with the City of Grand Terrace's Municipal Code; and

WHEREAS, the adoption of the Fine Schedule is necessary and appropriate to implement Ordinance No. xxx and to promote the public health, safety and welfare of the community; and

WHEREAS, the City Council desires to adopt the Schedule of Fines as set forth in "Exhibit A" and authorize future amendments of infractions, misdemeanors, and administrative citations by resolution.

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

1. The City Council finds that the above recitations are true and correct and accordingly, are incorporated as a material part of this Resolution.

2. The City Council hereby approves and adopts the Schedule of Fines, attached hereto as "**Exhibit A**," which sets forth penalties associated with violations of the City's Municipal Code, including infractions, misdemeanors, and administrative citations.

3. Future amendments to the Schedule of Fines may be made by resolution, without the need for further ordinance adoption, provided such amendments are consistent with the Municipal Code and applicable law.

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

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

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

PASSED, APPROVED and ADOPTED by the City Council of the City of Grand Terrace at a regular meeting held on the 8th day of July 2025.

Bill Hussey
Mayor

ATTEST:

Daysi Alcocer
City Clerk

APPROVED AS TO FORM:

Adrian R. Guerra
City Attorney

EXHIBIT A

Municipal Code Fine Schedule
(Filed [date] – Updated through Ordinance ____)

GENERAL PROVISIONS:

Infraction Violations

- Grand Terrace Municipal Code Section 1.16.010 provides that any person violating or failing to comply with any provision of the Code shall be guilty of an infraction unless a different penalty is prescribed or unless the violation is made a misdemeanor.
- Grand Terrace Municipal Code Section 1.16.010 provides that any person violating any of the provisions or failing to comply with any of the mandatory requirements of the Code may be prosecuted for an Infraction.
- Grand Terrace Municipal Code Section 1.16.010 also states that any and all persons guilty of an infraction under the provisions of this Code shall be punished by a fine as set by resolution of the City Council.
- Grand Terrace Municipal Code Section 1.16.010 additionally provides that all persons guilty of an Infraction shall pay the fine within 30 days or be declared delinquent and the fine doubled. The failure to pay within 90 days shall result in a tripling of the fine, and filing of the amount with the county as a tax lien against the property under the Code.

Misdemeanor Violations

- Grand Terrace Municipal Code Section 1.16.010 provides that any person convicted of a Misdemeanor under the provisions of this code shall be punished by a fine as set by resolution of the City Council. Additionally, persons guilty of a misdemeanor shall pay the fine within 30 days or be declared delinquent and the fine doubled. Failure to pay within 90 days shall result in a tripling of the fine, and filing of the amount with the county as a tax lien against the property.
- California Penal Code Section 19 provides that, except in cases where a different punishment is prescribed by state law, every offense declared to be a misdemeanor is punishable by imprisonment in the county jail not exceeding six months, or by fine not exceeding \$1,000.00, or both.
- There are some sections in the Grand Terrace Municipal Code which detail specific penalties for violations; these penalties have been clearly identified in this fine schedule.

Administrative Citations

- Grand Terrace Municipal Code Section 1.16.010 provides that any person found guilty of an administrative fine under the provisions of this code shall be punished by a fine as set by resolution of the City Council. Additionally, persons found guilty of a violation and receiving an administrative fine shall pay the fine within 30 days or be declared delinquent and the fine doubled. Failure to pay within 90 days shall result in a tripling of the fine, and filing of the amount with the county as a tax lien against the property.

Title 2 ADMINISTRATION AND PERSONNEL

MUNICIPAL CHAPTER	DESCRIPTION	MUNICIPAL CODE SECTION	DESCRIPTION	VIOLATION	MAXIMUM FINE
2.44	RESTRICTIONS ON CANDIDATE CONTRIBUTIONS	2.44.020	Violation – Penalty.	Infraction	1 st Violation = \$100.00 2 nd Violation = \$200.00 3 rd Violation = \$500.00 4 th Violation = Misdemeanor Penalty

Title 3 REVENUE AND FINANCE

MUNICIPAL CHAPTER	DESCRIPTION	MUNICIPAL CODE SECTION	DESCRIPTION	VIOLATION	MAXIMUM FINE
3.08	SALES AND USE TAX	3.08.150	Violation – Penalty.	Misdemeanor	\$1000 and/or 6 months jail

Title 4 COMPREHENSIVE FEE SCHEDULES, FINES, AND TAXES

MUNICIPAL CHAPTER	DESCRIPTION	MUNICIPAL CODE SECTION	DESCRIPTION	VIOLATION	MAXIMUM FINE
4.32	FINES FOR PROHIBITED NOISES	4.32.010	Generally.	Infraction	1 st Violation = \$100.00 2 nd Violation = \$200.00 3 rd Violation = \$500.00 4 th Violation = Misdemeanor Penalty
4.40	TRAFFIC SIGNS AND MARKINGS – VIOLATIONS	4.40.010	Penalties designated.	Infraction	1 st Violation = \$100.00 2 nd Violation = \$200.00 3 rd Violation = \$500.00 4 th Violation = Misdemeanor Penalty
4.44	PARKING CITATION FINES	4.44.020(A)	Fines designated.	Infraction	1 st Violation = \$100.00 2 nd Violation = \$200.00 3 rd Violation = \$500.00 4 th Violation = Misdemeanor Penalty
		4.44.020(B)	Fines designated.	Administrative	1 st Violation = \$200.00

					2 nd Violation = \$500.00 3 rd Violation = Misdemeanor Penalty
		4.44.020(C)	Fines designated.	Administrative	1 st Violation = \$500.00 2 nd Violation = \$700.00 3 rd Violation = Misdemeanor Penalty
4.48	STREET EXCAVATIONS	4.48.040	Violation of Section 12.08.310.	Infraction	1 st Violation = \$100.00 2 nd Violation = \$200.00 3 rd Violation = \$500.00 4 th Violation = Misdemeanor Penalty
4.64	CITY PARKING LOTS	4.64.010(B)	Violation – Penalty.	Infraction	1 st Violation = \$100.00 2 nd Violation = \$200.00 3 rd Violation = \$500.00 4 th Violation = Misdemeanor Penalty
		4.64.010(C)	Violation – Penalty.	Misdemeanor	\$1000 and/or 6 months jail
4.68	SEWER CONNECTIONS	4.68.060	Violation – Penalty.	Misdemeanor	\$1000 and/or 6 months jail

Title 5 BUSINESS TAXES, LICENSES AND REGULATIONS

MUNICIPAL CHAPTER	DESCRIPTION	MUNICIPAL CODE SECTION	DESCRIPTION	VIOLATION	MAXIMUM FINE
5.04	BUSINESS LICENSE TAXES	5.04.390	Violation – Penalty.	Misdemeanor	\$1000 and/or 6 months jail
5.40	GARAGE SALES	5.04.090	Violation – Infraction.	Infraction	1 st Violation = \$100.00 2 nd Violation = \$200.00 3 rd Violation = \$500.00 4 th Violation = Misdemeanor Penalty
5.42	INTEGRATED WASTE MANAGEMENT	5.42.190	Removal of refuse.	Misdemeanor	\$1000 and/or 6 months jail

Title 6 ANIMALS

MUNICIPAL CHAPTER	DESCRIPTION	MUNICIPAL CODE SECTION	DESCRIPTION	VIOLATION	MAXIMUM FINE
6.04	ANIMAL CONTROL	6.04.050	Animal noise.	Infraction	1 st Violation = \$100.00 2 nd Violation = \$200.00 3 rd Violation = \$500.00 4 th Violation = Misdemeanor Penalty
6.32	DOG PARK RULES AND REGULATIONS	6.32.030	Penalty provision.	Infraction	1 st Violation = \$100.00 2 nd Violation = \$200.00 3 rd Violation = \$500.00 4 th Violation = Misdemeanor Penalty

Title 8 HEALTH AND SAFETY

MUNICIPAL CHAPTER	DESCRIPTION	MUNICIPAL CODE SECTION	DESCRIPTION	VIOLATION	MAXIMUM FINE
8.04	NUISANCE ABATEMENT	8.04.170(A)	Violations.	Infraction	1 st Violation = \$100.00 2 nd Violation = \$200.00 3 rd Violation = \$500.00 4 th Violation = Misdemeanor Penalty
		8.04.170(B)	Violations.	Misdemeanor	\$1000 and/or 6 months jail
		8.04.170(C)	Violations.	Misdemeanor	\$1000 and/or 6 months jail
		8.04.170(D)	Violations.	Misdemeanor	\$1000 and/or 6 months jail
8.08	VEHICLE ABATEMENT AND REMOVAL PROGRAM	8.08.180	Criminal penalties.	Infraction	1 st Violation = \$100.00 2 nd Violation = \$200.00 3 rd Violation = \$500.00 4 th Violation = Misdemeanor Penalty
8.68	LITTER CONTROL	8.68.130	Violation – Penalty.	Misdemeanor	\$1000 and/or 6 months jail
8.104	SMOKING	8.104.080	Same – City buildings and facilities.	Infraction	1 st Violation = \$100.00 2 nd Violation = \$200.00 3 rd Violation = \$500.00

					4 th Violation = Misdemeanor Penalty
		8.104.090	Same – City parks and other recreation areas.	Infraction	1 st Violation = \$100.00 2 nd Violation = \$200.00 3 rd Violation = \$500.00 4 th Violation = Misdemeanor Penalty
		8.104.100	Smoking waste.	Infraction	1 st Violation = \$100.00 2 nd Violation = \$200.00 3 rd Violation = \$500.00 4 th Violation = Misdemeanor Penalty
8.108	NOISE	8.108.060	Penalty for violation.	Infraction	1 st Violation = \$100.00 2 nd Violation = \$200.00 3 rd Violation = \$500.00 4 th Violation = Misdemeanor Penalty
8.112	FIREWORKS	8.112.200(C)	Administrative fines and penalties.	Administrative	1 st Violation = \$2,500.00 2 nd Violation = \$5,000.00 3 rd Violation = \$10,000.00 Subsequent Violation = \$10,000.00

Title 9 PUBLIC PEACE, MORALS AND WELFARE

MUNICIPAL CHAPTER	DESCRIPTION	MUNICIPAL CODE SECTION	DESCRIPTION	VIOLATION	MAXIMUM FINE
9.05	VENDING ON CITY SIDEWALKS	9.05.030(A)	Violation – Penalty.	Infraction	1 st Violation = \$100.00 2 nd Violation = \$200.00 3 rd Violation = \$500.00 4 th Violation = Recission of sidewalk vending permit
		9.05.030(B)	Violation – Penalty.	Infraction	1 st Violation = \$100.00 2 nd Violation = \$200.00 3 rd Violation = \$500.00 4 th Violation = Misdemeanor Penalty
9.32	UNLAWFUL CAMPING AND STORAGE OF	9.32.080(A)	Violations and penalties.	Warning	1 st Violation = Verbal or written warning

	PERSONAL PROPERTY				
		9.32.080(B)	Violations and penalties.	Infraction	1 st Violation = \$100.00 2 nd Violation = \$200.00 3 rd Violation = \$500.00 4 th Violation = Misdemeanor Penalty Alternative penalties in the Court's discretion may be imposed
		9.32.080(C)	Violations and penalties.	Misdemeanor	\$1000 and/or 6 months jail

Title 10 VEHICLES AND TRAFFIC

MUNICIPAL CHAPTER	DESCRIPTION	MUNICIPAL CODE SECTION	DESCRIPTION	VIOLATION	MAXIMUM FINE
10.04	VEHICLE REGULATIONS GENERALLY	10.04.640	Infraction – Fine.	Infraction	1 st Violation = \$100.00 2 nd Violation = \$200.00 3 rd Violation = \$500.00 4 th Violation = Misdemeanor Penalty

Title 12 STREETS, SIDEWALKS AND PUBLIC PLACES

MUNICIPAL CHAPTER	DESCRIPTION	MUNICIPAL CODE SECTION	DESCRIPTION	VIOLATION	MAXIMUM FINE
12.08	STREET EXCAVATIONS	12.08.440	Fines for failure to obtain an encroachment permit.	Misdemeanor	\$1000 and/or 6 months jail
12.32	CONDUCT ON PUBLIC PROPERTY – PARKS	12.32.020	Unlawful acts.	Misdemeanor	\$1000 and/or 6 months jail
		12.32.140	Park hours.	Misdemeanor	\$1000 and/or 6 months jail
		12.32.160	Vehicles in parks.	Misdemeanor	\$1000 and/or 6 months jail
		12.32.170	Assemblies, programs, or festivals in parks.	Misdemeanor	\$1000 and/or 6 months jail

		12.32.180	Smoking.	Infraction	1 st Violation = \$100.00 2 nd Violation = \$200.00 3 rd Violation = \$500.00 4 th Violation = Misdemeanor Penalty
12.36	CITY PARKING LOTS	12.36.060(A)	Violations.	Infraction	1 st Violation = \$100.00 2 nd Violation = \$200.00 3 rd Violation = \$500.00 4 th Violation = Misdemeanor Penalty
		12.36.060(B)	Violations.	Misdemeanor	\$1000 and/or 6 months jail
12.48	CITY PARK AND RECREATION FACILITIES	12.48.060	Violation – Penalty.	Infraction	1 st Violation = \$100.00 2 nd Violation = \$200.00 3 rd Violation = \$500.00 4 th Violation = Misdemeanor Penalty
12.52	ROLLERSKATING, SKATEBOARDING AND BICYCLING PROHIBITED IN CERTAIN DESIGNATED AREAS	12.52.020	General prohibition.	Infraction	1 st Violation = \$100.00 2 nd Violation = \$200.00 3 rd Violation = \$500.00 4 th Violation = Misdemeanor Penalty
		12.52.070	Penalties.	Infraction	1 st Violation = \$100.00 2 nd Violation = \$200.00 3 rd Violation = \$500.00 4 th Violation = Misdemeanor Penalty

Title 15 BUILDINGS AND CONSTRUCTION

MUNICIPAL CHAPTER	DESCRIPTION	MUNICIPAL CODE SECTION	DESCRIPTION	VIOLATION	MAXIMUM FINE
15.52	UNDERGROUND STORAGE OF HAZARDOUS SUBSTANCES	15.52.160	Violation – Penalty.	Misdemeanor	\$1000 and/or 6 months jail

ORDINANCE NO. XXX

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF GRAND TERRACE, CALIFORNIA AMENDING SECTION 1.16.010 (“GENERAL PENALTIES”) OF TITLE 1 (“GENERAL PROVISIONS”); SECTION 2.44.020 (“VIOLATION—PENALTY”) OF TITLE 2 (“ADMINISTRATION AND PERSONNEL”); SECTION 3.08.150 (“VIOLATION—PENALTY”) OF TITLE 3 (“REVENUE AND FINANCE”); SECTIONS 4.12.010 (“FEES DESIGNATED”), 4.20.010 (“FEES DESIGNATED”), 4.28.010 (“FINES DESIGNATED”), 4.32.010 (“GENERALLY”), 4.36.010 (“FINES DESIGNATED”), 4.40.010 (“PENALTIES DESIGNATED”), 4.44.020 (“FINES DESIGNATED”), 4.48.040 (“VIOLATION OF SECTION 12.08.310”), 4.60 (“CONDUCT IN PUBLIC PARK”), 4.64.010 (“VIOLATION—PENALTY”), 4.68.060 (“VIOLATION—PENALTY”), 4.105.010 (“FINES DESIGNATED”) OF TITLE 4 (“COMPREHENSIVE FEE SCHEDULES, FINES AND TAXES”); SECTIONS 5.04.390 (“VIOLATION—PENALTY”), 5.42.190 (“REMOVAL OF REFUSE”) OF TITLE 5 (“BUSINESS TAXES, LICENSES AND REGULATIONS”); SECTIONS 6.04.050 (“ANIMAL NOISE”), 6.32.030 (“PENALTY PROVISION”) OF TITLE 6 (“ANIMALS”); SECTIONS 8.04.170 (“VIOLATIONS”), 8.08.180 (“CRIMINAL PENALTIES”), 8.68.130 (“VIOLATION—PENALTY”), 8.104.080 (“SAME—CITY BUILDINGS AND FACILITIES), 8.104.090 (“SAME—CITY PARKS AND OTHER RECREATION AREAS”), 8.104.100 (“SMOKING WASTE”, 8.108.060 (“PENALTY FOR VIOLATION”), 8.112.200 (“ADMINISTRATIVE FINES AND PENALTIES”) OF TITLE 8 (“HEALTH AND SAFETY”); SECTIONS 9.05.030 (“VIOLATION—PENALTY”), 9.32.080 (“VIOLATIONS AND PENALTIES”) OF TITLE 9 (“PUBLIC PEACE, MORALS AND WELFARE”); SECTION 10.04.640 (“INFRACTION—FINE”) OF TITLE 10 (“VEHICLES AND TRAFFIC”); SECTIONS 12.08.440 (“FINES FOR FAILURE TO OBTAIN AN ENCROACHMENT PERMIT”), 12.24.060 (“INSURANCE REQUIRED”), 12.32.020 (“UNLAWFUL ACTS”), 12.32.140 (“PARK HOURS”), 12.32.160 (“VEHICLES IN PARKS”), 12.32.170 (“ASSEMBLIES, PROGRAMS OR FESTIVALS IN PARKS”), 12.32.180 (“SMOKING”), 12.36.060 (“VIOLATIONS”), 12.48.060 (“VIOLATION—PENALTY”), 12.52.020 (“GENERAL PROHIBITION”), 12.52.070 (“PENALTIES”) OF TITLE 12 (“STREETS, SIDEWALKS AND PUBLIC PLACES”); SECTION 15.52.160 (“VIOLATION—PENALTY”) OF TITLE 15 (“BUILDINGS AND CONSTRUCTION”); SECTIONS 18.60.030 (“PARKING REGULATIONS”), AND 18.91.050 (“DECLARATION OF PUBLIC NUISANCE”) OF TITLE 18 (“ZONING”) OF THE GRAND TERRACE MUNICIPAL CODE TO STREAMLINE THE IMPOSITION OF PENALTIES—INCLUDING INFRACTIONS, MISDEMEANORS, AND ADMINISTRATIVE CITATIONS—FOR CODE VIOLATIONS AND AUTHORIZING ADOPTION OF A SCHEDULE OF FINES BY RESOLUTION

WHEREAS, the City Council of the City of Grand Terrace ("City Council") desires to promote the public health, safety and welfare of the community; and

WHEREAS, the City of Grand Terrace ("City") has adopted Section 1.16.010 ("General penalties") of Chapter 1.16 ("General Penalties") of Title 1 ("General Provisions") to enforce violations for failure to comply with provisions of the City of Grand Terrace Municipal Code, including infractions, misdemeanors, and administrative citations; and

WHEREAS, the City has adopted various sections of its Municipal Code classifying violations as infractions or misdemeanors and prescribing associated penalties; and

WHEREAS, the City desires to simplify its Municipal Code and set forth a schedule of fines where violations of the Municipal Code can easily be determined; and

WHEREAS, the City's fine schedule would sets forth specific penalties for violating various sections of the Grand Terrace Municipal Code as well as the type of violation, whether an infraction, misdemeanor, or administrative citation; and

WHEREAS, the City conducted a survey of neighboring cities to evaluate their bail schedules in order to propose a consistent and reasonable bail schedule for the City; and

WHEREAS, the City desires to establish a schedule of fines in order to ensure consistency with the law, the schedules of neighboring cities and to allow for future amendments by resolution.

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

SECTION 1. The facts set forth in the recitals in this Ordinance are true and correct and incorporated herein by this reference.

SECTION 2. The City is hereby authorized to adopt, by resolution, a schedule of fines applicable to the violations of the City's Municipal Code including infractions, misdemeanors, and administrative citations. The schedule shall be reviewed periodically to ensure its accuracy and its consistency with the Grand Terrace Municipal Code, and may be amended from time to time by resolution of the City Council.

SECTION 3. All previously adopted bail schedules inconsistent with this Ordinance are hereby repealed and shall have no further force or effect as of the effective date of this Ordinance.

SECTION 4. Except as otherwise amended herein, the remainder of the Grand Terrace Municipal Code shall remain unchanged and in full effect.

SECTION 5. Section 1.16.010 ("General penalties") of Chapter 1.16 ("General Penalties") of Title 1 ("General Provisions") of the Grand Terrace Municipal Code is hereby amended and shall now read in its entirety as follows:

1.16.010 - General penalties.

The city council of the city of Grand Terrace intends to secure compliance with the provisions of this code. To the extent that such compliance may be achieved by less drastic methods of enforcement the following alternate, separate and distinct methods may be utilized. Each method set forth herein is intended to be mutually exclusive and does not prevent concurrent or consecutive methods being used to achieve compliance against continuing violations. Each and every day any such violations exist constitutes a separate offense. Notwithstanding any other provision of this code, each violation of the provisions of this code may be enforced alternatively as follows:

A. Infraction. Any person violating any of the provisions or failing to comply with any of the mandatory requirements of this Code may be prosecuted for an Infraction. Written citations for infractions may be issued by police officers or non-safety employees designated by Grand Terrace Municipal Code Section 1.06.020. Any person convicted of an Infraction under the provisions of this Code shall be punishable either by fines as specified:

1. Any and all persons guilty of an infraction under the provisions of this Code shall be punished by a fine as set by resolution of the City Council.
2. Any and all persons guilty of an infraction shall pay the fine within 30 days or be declared delinquent and the fine doubled. Failure to pay within 90 days shall result in a tripling of the fine, and filing of the amount with the county as a tax lien against the property.

B. Misdemeanor. Any person committing an unlawful act or violating any of the provisions or failing to comply with any of the mandatory requirements of this code may be prosecuted for a misdemeanor. Written citations for misdemeanors may be issued by police officers or by non-safety employees designated by Grand Terrace Municipal Code Section 1.06.020 or by applicable California Statute.

1. Any person convicted of a misdemeanor under the provisions of this code shall be punished by a fine as set by resolution of the City Council.
2. Any and all persons guilty of a misdemeanor shall pay the fine within 30 days or be declared delinquent and the fine doubled. Failure to pay within 90 days shall result in a tripling of the fine, and filing of the amount with the county as a tax lien against the property.

C. Civil action. The city attorney, by and at the request of the city council, may institute an action in any court of competent jurisdiction to restrain, enjoin or abate the condition(s) found to be in violation of the provisions of this code, as provided by law.

D. Administrative citation. Upon a finding by the city official vested with the authority to enforce the various provisions of this code that a violation exists, he or she may issue an administrative citation under the provisions of Chapter 1.05.

1. Any person found guilty of a violation and receiving an administrative fine under the provisions of this code shall be punished by a fine as set by resolution of the City Council.
2. Any and all persons found guilty of a violation and receiving an administrative fine shall pay the fine within 30 days or be declared delinquent and the fine doubled. Failure to pay within 90 days shall result in a tripling of the fine, and filing of the amount with the county as a tax lien against the property.

SECTION 6. Section 2.44.020 (“Violation—Penalty”) of Chapter 2.44 (“Restrictions on Candidate Contributions”) of Title 2 (“Administration and Personnel”) of the Grand Terrace Municipal Code is hereby amended and shall now read in its entirety as follows:

2.44.020 - Violation—Penalty.

Any person, business, firm, political action committee, or vested interest group who violates the provisions of this chapter is guilty of an infraction.

SECTION 7. Section 3.08.150 (“Violation—Penalty”) of Chapter 3.08 (“Sales and Use Tax”) of Title 3 (“Revenue and Finance”) of the Grand Terrace Municipal Code is hereby amended and shall now read in its entirety as follows:

3.08.150 - Violation—Penalty.

Any person violating any of the provisions of this Chapter is guilty of a misdemeanor.

SECTION 8. Section 4.12.010 (“Fees designated”) of Chapter 4.12 (“Licenses and Permits”) of Title 4 (“Comprehensive Fee Schedules, Fines and Taxes”) of the Grand Terrace Municipal Code is hereby amended and shall now read in its entirety as follows:

Section 4.12.010 - Fees designated.

Fees Set by Resolution. Fees which must accompany applications for a business license shall be set by resolution of the City Council. An additional fee may be required whenever a background investigation requires access to certain records. Said additional fees shall also be set by resolution of the City Council.

SECTION 9. Section 4.20.010 (“Fees designated”) of Chapter 4.20 (“Nuisance Abatement”) of Title 4 (“Comprehensive Fee Schedules, Fines and Taxes”) of the Grand Terrace Municipal Code is hereby deleted in its entirety.

SECTION 10. Section 4.28.010 (“Fines designated”) of Chapter 4.28 (“Litter Control”) of Title 4 (“Comprehensive Fee Schedules, Fines and Taxes”) of the Grand Terrace Municipal Code is hereby deleted in its entirety.

SECTION 11. Section 4.32.010 (“Generally”) of Chapter 4.32 (“Fines for Prohibited Noises”) of Title 4 (“Comprehensive Fee Schedules, Fines and Taxes”) of the Grand Terrace Municipal Code is hereby amended and shall now read in its entirety as follows:

4.32.010 - Generally.

Violation of the regulations pertaining to unlawful noise is an infraction.

SECTION 12. Section 4.36.010 (“Fines designated”) of Chapter 4.36 (“Fines for Violations Pertaining to Public Peace, Morals and Welfare”) of Title 4 (“Comprehensive Fee Schedules, Fines and Taxes”) of the Grand Terrace Municipal Code is hereby deleted in its entirety.

SECTION 13. Section 4.40.010 (“Penalties designated”) of Chapter 4.40 (“Traffic Signs and Markings—Violations”) of Title 4 (“Comprehensive Fee Schedules, Fines and Taxes”) of the Grand Terrace Municipal Code is hereby amended and shall now read in its entirety as follows:

4.40.010 - Penalties designated.

Any person violating or disobeying any signs or markings is guilty of an infraction.

SECTION 14. Section 4.44.020 (“Fines designated”) of Chapter 4.44 (“Parking Citation Fines”) of Title 4 (“Comprehensive Fee Schedules, Fines and Taxes”) of the Grand Terrace Municipal Code is hereby amended and shall now read in its entirety as follows:

4.44.020 - Fines designated.

A. The following shall be infractions:

1. Overnight parking-Civic Center (CVC § 21113).
2. Parking-Red zone (CVC § 21458-A).
3. Parking-Yellow zone (CVC § 21458-B).
4. Parking-White zone (CVC § 21458-C).
5. Parking-Green zone (CVC § 21458-D).

6. Any overtime parking (CVC § 22500).
 7. Parking in red zone between safety zone (CVC § 22500-C).
 8. Parking on streets at prohibited times in all street sweeping zones (GTMC §§ 10.20.020, 10.20.030, 10.20.040, 10.20.0050, 10.20.060).
 9. Stopping alongside/ opposite any street excavation (CVC § 22500-G).
 10. Stopping, parking on edge of roadway (CVC § 22500-H).
 11. Stopping on a bridge (CVC § 22500-K).
 12. Curb parking (CVC § 22502-A).
 13. Leaving vehicle on street without motor off, brakes set (CVC § 22515).
 14. Locked vehicle left standing with person inside (CVC § 22516).
 15. Vehicle parked in excess of 72 hours (CVC § 22651-K).
- B. The following violations are subject to administrative fines as set forth in the Fine Schedule adopted by resolution of the City Council. The schedule may establish different fine amounts for first, second, and subsequent violations, and may provide that repeated violations constitute misdemeanors:
1. Stopping within intersection (CVC § 22500-A).
 2. Stopping in bus zone (CVC § 22500-I).
 3. Parking/stopping in a fire lane (CVC § 22500.1).
 4. Preventing access to handicapped parking (CVC § 22507.8B).
 5. Parking adjacent to fire hydrant (CVC§ 22514).
 6. Commercial vehicle parked in a residential zone (GTMC § 10.16.020).
 7. Stopping on crosswalk (CVC § 22500-B).
 8. Parking in posted no parking zone (CVC § 22505-B).
- C. The following violations are subject to administrative fines as set forth in the Fine Schedule adopted by resolution of the City Council. The schedule may

establish different fine amounts for first, second, and subsequent violations, and may provide that repeated violations constitute misdemeanors:

1. Parking within 15 feet of fire station driveway (CVC § 22500-D).
2. Stopping in public/ private driveway (CVC § 22500-E).
3. Stopping on sidewalk (CVC § 22500-F).
4. Parking in handicap zone (CVC § 22507.8A).
5. Parking and/or stopping on railroad (CVC § 22521).
6. Parking, sidewalk access ramps (CVC § 22522).

*Code referenced is either the California Vehicle Code (CVC) or the Grand Terrace Municipal Code (GTMC).

SECTION 15. Section 4.48.040 (“Violation of Section 12.08.310”) of Chapter 4.48 (“Street Excavations”) of Title 4 (“Comprehensive Fee Schedules, Fines and Taxes”) of the Grand Terrace Municipal Code is hereby amended and shall now read in its entirety as follows:

4.48.040 - Violation of Section 12.08.310.

Violations of Section 12.08.310 regarding noise, dust and debris, are an infraction.

SECTION 16. Chapter 4.60 (“Conduct in Public Park”) of Title 4 (“Comprehensive Fee Schedules, Fines and Taxes”) of the Grand Terrace Municipal Code is hereby deleted in its entirety.

SECTION 17. Section 4.64.010 (“Violation—Penalty”) of Chapter 4.64 (“City Parking Lots”) of Title 4 (“Comprehensive Fee Schedules, Fines and Taxes”) of the Grand Terrace Municipal Code is hereby amended and shall now read in its entirety as follows:

4.64.010 - Violation—Penalty.

- A. The provisions of Chapter 12.36 shall apply to all parking lots owned or operated by the City and shall apply to all vehicles, public and private.
- B. Violation of any provisions of Section 12.36.040 is an infraction.
- C. Violation of Section 12.36.050 is a misdemeanor.

SECTION 18. Section 4.68.060 (“Violation—Penalty”) of Chapter 4.68 (“Sewer Connections”) of Title 4 (“Comprehensive Fee Schedules, Fines and Taxes”) of the Grand Terrace Municipal Code is hereby amended and shall now read in its entirety as follows:

4.68.060 - Violation—Penalty.

Any user who is found to have violated, or who willfully or negligently failed to comply with a wastewater discharge permit issued under this Chapter shall be guilty of a misdemeanor. Each day on which a violation occurs or continues, shall be deemed a separate and distinct offense. In addition to the penalties provided for in this Section, the City may recover reasonable attorney fees, court costs, court report fees, and other expenses of litigation by appropriate suit against the guilty person.

SECTION 19. Section 4.105.010 (“Fines designated”) of Chapter 4.105 (“Recreational Vehicle/Utility Trailer Parking and Storage Fines and Penalties”) of Title 4 (“Comprehensive Fee Schedules, Fines and Taxes”) of the Grand Terrace Municipal Code is hereby deleted in its entirety.

SECTION 20. Section 5.04.390 (“Violation—Penalty”) of Chapter 5.04 (“Business License Taxes”) of Title 5 (“Business Taxes, Licenses and Regulations”) of the Grand Terrace Municipal Code is hereby amended and shall now read in its entirety as follows:

5.04.390 - Violation—Penalty.

Any person violating any of the provisions of this Chapter is guilty of a misdemeanor. Each such person is guilty of a separate offense for each and every day during any portion of which any violation of this Chapter or any of its provisions is committed, continued or permitted by such a person and shall be punishable accordingly, as provided in this Section.

SECTION 21. Section 5.42.190 (“Removal of refuse”) of Chapter 5.42 (“Integrated Waste Management”) of Title 5 (“Business Taxes, Licenses and Regulations”) of the Grand Terrace Municipal Code is hereby amended and shall now read in its entirety as follows:

5.42.190 - Removal of refuse.

It is a misdemeanor for any person, other than the person in charge of any premises, or the person authorized by law to remove any container or bin from the location where the container was placed by the person in charge for storage or collection shall remove any refuse from any container or bin, or move the container or bin from the location in which it was placed for storage or collection, without prior written approval of the person in charge of such premises.

SECTION 22. Section 6.04.050 (“Animal noise”) of Chapter 6.04 (“Animal Control”) of Title 6 (“Animals”) of the Grand Terrace Municipal Code is hereby amended and shall now read in its entirety as follows:

6.04.050 - Animal noise.

It is an infraction for any person to keep, or allow to be kept, or suffer or permit any animal to remain upon the premises under the control of such person, when such animal habitually barks, whines, crows or makes loud or unusual noises in such a manner as to disturb the peace and quiet of the neighbors surrounding or in the vicinity of such premises, or whose barking, whining, crowing, howling or other sound or cry interferes with any person of ordinary sensitivity in the reasonable and comfortable enjoyment of life or property. The animal control officer shall promptly investigate or cause to be investigated all complaints that this Section is being violated if such complaints are in writing and contain the signature of the complainant.

SECTION 23. Section 6.32.030 (“Penalty provision”) of Chapter 6.32 (“Dog Park Rules and Regulations”) of Title 6 (“Animals”) of the Grand Terrace Municipal Code is hereby amended and shall now read in its entirety as follows:

6.32.030 - Penalty provisions.

Violations of this chapter are an infraction. Violation of this chapter may lead to temporary or permanent loss of park privileges.

SECTION 24. Section 8.04.170 (“Violations”) of Chapter 8.04 (“Nuisance Abatement”) of Title 8 (“Health and Safety”) of the Grand Terrace Municipal Code is hereby amended and shall now read in its entirety as follows:

8.04.170 - Violations.

- A. The owner or other person having charge or control of any buildings or property who maintains any public nuisance defined in this Chapter or who violates any order of abatement made pursuant to this Chapter is guilty of an infraction.
- B. Any unauthorized person who removes any notice or order posted as required by this Chapter is guilty of a misdemeanor.
- C. It shall be a misdemeanor to obstruct, impede or interfere with any representative of the city or with any person who owns or holds any estate or interest in the property which has been ordered to be vacated, repaired, rehabilitated or demolished and removed whenever any such representative of the city or person having any estate or interest in such property is engaged in vacating, repairing, rehabilitating or demolishing and removing any such property pursuant to the provisions of this Chapter or in

performance of any necessary act preliminary to or incidental to such work as authorized or directed pursuant to this Chapter.

- D. Any person violating or failing to comply with any of the provisions of this Chapter shall be guilty of a misdemeanor. A criminal prosecution may be initiated without a nuisance hearing, as provided in this Chapter, or upon a violation of any order resulting from such a hearing. Each such person shall be guilty of a separate offense for each and every day during any portion of which any violation of the provisions of this Chapter is committed.

SECTION 25. Section 8.08.180 (“Criminal penalties”) of Chapter 8.08 (“Vehicle Abatement and Removal Program”) of Title 8 (“Health and Safety”) of the Grand Terrace Municipal Code is hereby amended and shall now read in its entirety as follows:

8.08.180 - Criminal penalties.

Any person or entity who violates any provision of this Chapter, other than the provisions of Section 8.08.010(B), shall be guilty of an infraction. Such convicted person or entity may, in the discretion of the court, be adjudged, in addition to the above penalties, to be liable to the city for all necessary costs incurred in investigation, discovery, analysis, inspection, clean-up, and other actual costs incurred by the city or its agents pertaining to the violation.

Each day or portion thereof in violation shall be considered a separate and distinct offense.

SECTION 26. Section 8.68.130 (“Violation—Penalty”) of Chapter 8.68 (“Litter Control”) of Title 8 (“Health and Safety”) of the Grand Terrace Municipal Code is hereby amended and shall now read in its entirety as follows:

8.68.130 - Violation—Penalty.

Any person, firm or corporation violating any provision of this Chapter shall be guilty of a misdemeanor. Each day that such violation is in existence beyond the established correction date, pursuant to Section 8.68.110, shall be a new and separate violation. Penalties shall be those specified from time to time by resolution of the City Council.

SECTION 27. Sections 8.104.080 (“Same—City buildings and facilities”), 8.104.090 (“Same—City parks and other recreation areas”), and 8.104.100 (“Smoking waste”) of Chapter 8.104 (“Smoking”) of Title 8 (“Health and Safety”) of the Grand Terrace Municipal Code is hereby amended and shall now read in its entirety as follows:

8.104.080 - Same—City buildings and facilities.

- A. Except in such places in which smoking is already prohibited by State or Federal law, in which case the State or Federal law applies, it shall be an infraction to smoke in the following areas:
 - 1. In any City building or facility.
 - 2. Within 20 feet of any entrance, exit, operable windows, or ventilation ducts of any City building or facility.

8.104.090 - Same—City parks and other recreation areas.

It shall be an infraction to smoke in any outdoor area that has been improved or developed by or on behalf of the City, and open to the general public for park or open space use, including, but not limited to public parks, picnic areas, playgrounds, sports or playing fields, walking paths, gardens, hiking trails, bike paths, and any other areas designated a park by the Director of Community Development.

8.104.100 - Smoking waste.

It is an infraction to dispose of lighted or unlighted cigars, cigar butts, cigarettes, cigarette butts, pipes, electronic smoking devices, or any other similar article used for smoking in the boundaries of an area where smoking is prohibited, other than in designated waste receptacles.

SECTION 28. Section 8.108.060 (“Penalty for violation”) of Chapter 8.108 (“Noise”) of Title 8 (“Health and Safety”) of the Grand Terrace Municipal Code is hereby amended and shall now read in its entirety as follows:

8.108.060 - Penalty for violation.

Violations of this Chapter is an infraction.

SECTION 29. Section 8.112.200 (“Administrative fines and penalties”) of Chapter 8.112 (“Fireworks”) of Title 8 (“Health and Safety”) of the Grand Terrace Municipal Code is hereby amended and shall now read in its entirety as follows:

8.112.200 - Administrative fines and penalties.

- A. Purpose.
 - 1. This Chapter authorizes the imposition of administrative fines on any person who violates any provision of this Chapter in order to encourage and obtain compliance with the provisions of this Chapter for the benefit and protection of the entire community. This Section governs the imposition, enforcement, collection and administrative review of all administrative fines, related to: the possession, use,

storage, sale and/or display of those fireworks classified as "dangerous fireworks" in California Health and Safety Code § 12500, et seq., with the exception of a pyrotechnic licensee when operating pursuant to that license; and the use of "safe and sane fireworks" as defined in California Health and Safety Code § 12500 et seq. on or at dates, times and/or locations other than those permitted by this Chapter. Said administrative fines are imposed under authority of Government Code § 53069.4, Health and Safety Code § 12557, and police power of the City.

2. The issuance of citations imposing administrative fines may be performed at the discretion of the officials of the City authorized hereunder; and the issuance of a citation to any person constitutes but one remedy of the City to redress violations of this Code by any person. By adopting this Chapter, the City does not intend to limit its authority to employ any other remedy, civil or criminal, to redress any violation of this Code by any person, which this City may otherwise pursue.
3. The imposition of fines related to "dangerous fireworks" under this Chapter shall be limited to persons who possess, sell, use and/or display, or the seizure of, less than 25 pounds (gross weight) of such "dangerous fireworks".
4. Fines collected pursuant to this Chapter related to "dangerous fireworks" shall not be subject to Health and Safety Code § 12706, which Section provides that certain fines collected by a court of the State be deposited with, and disbursed by, the County Treasurer. However, the City shall provide cost reimbursement to the State Fire Marshal pursuant to regulations to be adopted by the State Fire Marshal addressing the State Fire Marshal's cost for the transportation and disposal of "dangerous fireworks" seized by the City, which costs will be part of any administrative fine imposed. Unless and until said regulations have been adopted by the State, the City shall hold in trust \$250.00 or 25 percent of any fine collected, whichever is greater, to cover the cost reimbursement to the State Fire Marshal for said cost of transportation and disposal of the "dangerous fireworks."
5. Because of the serious threat of fire or injury posed by the use of "dangerous fireworks" that can result from persistent or repeated failures to comply with the provisions of this Code and the effect of such conditions or activities on the safety and the use and enjoyment of surrounding properties and to the public health, safety and welfare, this Chapter imposes strict civil liability upon the owners of residential real property for all violations of this Code existing on their residential

real property. Each contiguous use, display and/or possession shall constitute a separate violation and shall be subject to a separate administrative fine.

6. At least 50 percent of the fines collected pursuant to this Chapter must be placed in a segregated fund entitled "Grand Terrace Illegal Fireworks Enforcement Fund". The sole and exclusive purpose of this fund is to pay for increased fire and police deployment, protection and investigation of and against illegal fireworks in the City for the 30-day period surrounding the Fourth of July (June 17 through July 16).

B. Issuance of Administrative Citations—Contents.

1. Whenever a Code Enforcement Officer (CEO) determines that a violation of the Code has occurred, the CEO may issue an administrative citation on a City-approved form listing the code violation(s) and the amount of the administrative fine required to be paid by the responsible person(s) in accordance with the provisions of this Chapter.
 - a. Code Enforcement Officer (CEO) means any employee or agent of the City designated by the City Manager to enforce any provision of this Chapter.
2. Each administrative citation shall contain the following information:
 - a. The name, mailing address, date of birth, California Drivers License number, and home or business telephone number of the responsible person charged with any violation of this Chapter;
 - b. The address or description of the location of the violation;
 - c. The date or dates on which the person violated this Chapter;
 - d. The Section or Sections of this Chapter that were violated;
 - e. A description of the violation(s);
 - f. The amount of the administrative fine for each violation, the procedure in place to pay the fines, and any late fee and interest charge(s), if not timely paid, and notice that if the City is required to take action to collect such fines, the responsible person may be charged costs and attorney's fees;

- g. Notice of the procedure to request an administrative hearing to contest the citation (including the form to be used, how to obtain the form, and the period within which the request must be made in order for it to be considered timely);
- h. The name and signature of the CEO who issued the citation and the name and signature of the citee, if he or she is physically present and will sign the citation at the time of its issuance. The refusal of a citee to sign a citation shall not affect its validity or any related subsequent proceedings, nor shall signing a citation constitute an admission that a person is responsible for a violation of the code; and
- i. Any other information deemed necessary by the director for enforcement or collection purposes.

C. Administrative Fines.

- 1. Each person who violates any provision of this Chapter as it relates to the possession, use, storage, sale and/or display of "dangerous fireworks" shall be subject to the imposition and payment of an administrative fine or fines as set forth in the Fine Schedule adopted by resolution of the City Council. The schedule may establish different fine amounts for first, second, and subsequent violations:
 - a. A fine not exceeding two thousand five hundred dollars (\$2,500) for a first violation.
 - b. A fine not exceeding five thousand dollars (\$5,000) for a second violation of the same ordinance within one year.
 - c. A fine not exceeding ten thousand dollars (\$10,000) for third and subsequent violation.
- 2. Each person who uses "safe and sane fireworks" on or at dates, times and/or locations other than those permitted by this Chapter shall be guilty of a misdemeanor for the first violation. Second and subsequent violations will be treated as possession, use, storage, sale and/or display of "dangerous fireworks".
- 3. Any and all persons found guilty shall pay the fine within 30 days or be declared delinquent and the fine doubled. Failure to pay within 90 days shall result in a tripling of the fine, and filing of the amount with the county as a tax lien against the property.

SECTION 30. Section 9.05.030 (“Violation—Penalty”) of Chapter 9.05 (“Vending on City Sidewalks”) of Title 9 (“Public Peace, Morals and Welfare”) of the Grand Terrace Municipal Code is hereby amended and shall now read in its entirety as follows:

9.05.030 - Violation—Penalty

- A. Violations of Section 9.05.020, other than failure to possess a valid permit pursuant to Chapter 5.64, is an infraction.
 - 1. The fourth violation or subsequent violations within one year of the first violation will result in the recission of the sidewalk vending permit for the term of that permit.
- B. Violations of Section 9.05.020 by vending without a license or permit issued by the City is an infraction.
- C. All fines imposed pursuant to Subsections A. or B. above shall be subject to an ability-to-pay determination as described in California Government Code Section 51039(f). Concurrently with issuing a citation for such fines to a person, the City shall provide the person with notice of his or her right to request an ability-to-pay determination and shall make available instructions or other materials for requesting an ability-to-pay determination.

SECTION 31. Section 9.32.080 (“Violations and penalties”) of Chapter 9.32 (“Unlawful Camping and Storage of Personal Property”) of Title 9 (“Public Peace, Morals and Welfare”) of the Grand Terrace Municipal Code is hereby amended and shall now read in its entirety as follows:

9.32.080 - Violation and penalties.

- A. Any person in violation of this Chapter shall be given a verbal or written warning before an infraction citation is issued. Enforcement personnel shall make good faith effort to contact the person and provide a reasonable opportunity to cure the violation. The warning shall describe the activity constituting a violation of this Chapter, the action required to fix the violation, and the date and time by which the violation must be cured in order to avoid subsequent violations and penalties.
- B. Violation of this Chapter shall be an infraction. In the Court's discretion, alternative penalties, including but not limited to a reasonable amount of community service, may be imposed.
- C. Any violation of this Chapter which would otherwise be an Infraction is a Misdemeanor if a person has been convicted of an Infraction under this Section within one year immediately preceding the date of the first violation.

SECTION 32. Section 10.04.640 (“Infraction—Fine”) of Chapter 10.04 (“Vehicle Regulations Generally”) of Title 10 (“Vehicles and Traffic”) of the Grand Terrace Municipal Code is hereby amended and shall now read in its entirety as follows:

10.04.640 - Infraction—Fine.

Any person violating any of the provisions of this Chapter or disobeying any signs or markings installed pursuant to this Chapter is guilty of an Infraction. Pursuant to the Vehicle Code, every person convicted of an Infraction for a violation of any of the provisions of this Chapter, except as otherwise provided in the Vehicle Code, shall be punished in accordance with Chapter 1.16 of the Grand Terrace Municipal Code.

SECTION 33. Section 12.08.440 (“Fines for failure to obtain an encroachment permit”) of Chapter 12.08 (“Street Excavations”) of Title 12 (“Streets, Sidewalks and Public Places”) of the Grand Terrace Municipal Code is hereby amended and shall now read in its entirety as follows:

12.08.440 - Fines for failure to obtain an encroachment permit.

- A. Description of Violation. Encroachment permits along with a City of Grand Terrace construction application package can be obtained from the public works department.
 - 1. Failure to obtain a permit is a misdemeanor.
 - 2. It is unlawful to perform street cuts and resulting patching that are not performed correctly in accordance with Section 12.08.300.C.
 - 3. Each occurrence constitutes a separate violation and requires the permit holder to repair and restore the street per engineer's standards.

SECTION 34. Section 12.24.060 (“Insurance required”) of Chapter 12.24 (“Banner Permits”) of Title 12 (“Streets, Sidewalks and Public Places”) of the Grand Terrace Municipal Code is hereby amended and shall now read in its entirety as follows:

12.24.060 - Insurance required.

An applicant shall submit proof of public liability and property damage insurance to the Commissioner in amounts not less than the minimum coverage limits established by the City. Such insurance shall provide coverage for bodily injury or death to any one person, total liability for any one accident, and for property damage, as determined by the City's risk management policies or applicable regulations.

The Commissioner may periodically review and adjust the required coverage limits to ensure they remain adequate based on current standards and risk assessments.

SECTION 35. Sections 12.32.020 (“Unlawful acts”), 12.32.140 (“Park hours”), 12.32.160 (“Vehicles in parks”), 12.32.170 (“Assemblies, programs or festivals in parks”), 12.32.180 (“Smoking”) of Chapter 12.32 (“Conduct on Public Property—Parks”) of Title 12 (“Streets, Sidewalks and Public Places”) of the Grand Terrace Municipal Code are hereby amended and shall now read in their entirety as follows:

12.32.020 - Unlawful acts.

It is a misdemeanor for any person to perform or participate in any of the acts set out in this Section.

12.32.140 - Park hours.

- A. As a general rule, parks shall be open to the public every day of the year between the hours of 6:00 a.m. and 10:00 p.m. However, the Community Services Director may, in his reasonable discretion, extend or limit such hours for any park or portion of any park.
- B. It is a misdemeanor to enter, be or remain in any park during the time when such park is closed unless he has obtained a permit therefor from the Community Services Director. Park closing hours shall be posted at park entrances.

12.32.160 - Vehicles in parks.

It is a misdemeanor to operate a vehicle in a park except upon designated paved or unimproved park roads or driveways, or in and upon designated areas set aside for use by such vehicles, unless directed to do so by a law enforcement officer, the City Manager, the Community Services Director, or by official signs or markings.

12.32.170 - Assemblies, programs or festivals in parks.

It is a misdemeanor to engage in, participate in, aid, form or organize any assembly or group of people or make any speeches or conduct any musical programs or festivals in any park, unless a permit has been obtained from the City and unless such permit is carried by the person heading or leading such activity; provided, however, that the provisions of this Section shall not apply to students' work when constituting a part of their educational activities and under the immediate direction and supervision of the proper school authority, nor to any governmental agency within the scope of its functions. An application for such a permit shall be filed with the Director of Community Services not less than 72 hours prior to such use.

12.32.180 - Smoking.

While in a public park, smoking as defined in Chapter 8.104 is an infraction.

SECTION 36. Section 12.36.060 (“Violations”) of Chapter 12.36 (“City Parking Lots”) of Title 12 (“Streets, Sidewalks and Public Places”) of the Grand Terrace Municipal Code is hereby amended and shall now read in its entirety as follows:

12.36.060 - Violations.

- A. Violation of any provisions of Section 12.36.040 is an infraction.
- B. Violation of Section 12.36.050 is a misdemeanor.

SECTION 37. Section 12.48.060 (“Violation—Penalty”) of Chapter 12.48 (“City Park and Recreation Facilities”) of Title 12 (“Streets, Sidewalks and Public Places”) of the Grand Terrace Municipal Code is hereby amended and shall now read in its entirety as follows:

12.48.060 - Violation—Penalty.

Every violation of this chapter is an infraction.

SECTION 38. Sections 12.52.020 (“General prohibition”) and 12.52.070 (“Penalties”) of Chapter 12.52 (“Rollerskating, Skateboarding and Bicycling Prohibited in Certain Designated Areas”) of Title 12 (“Streets, Sidewalks and Public Places”) of the Grand Terrace Municipal Code is hereby amended and shall now read in its entirety as follows:

12.52.020 - General prohibition.

Any person utilizing or riding upon rollerskates, bicycles, skateboards or similar devices to ride or move about in or on any public or private property when such has been designated by resolution of the city council and posted as a no rollerskating, skateboarding, or bicycling is unlawful and subject to punishment, in accordance with Section 12.52.070 of this chapter.

12.52.070 - Penalties.

Any violation of this Chapter is deemed an infraction.

SECTION 39. Section 15.52.160 (“Violation—Penalty”) of Chapter 15.52 (“Underground Storage of Hazardous Substances”) of Title 15 (“Buildings and Construction”) of the Grand Terrace Municipal Code is hereby amended and shall now read in its entirety as follows:

15.52.160 - Violation—Penalty.

Any person violating any of the provisions of this chapter shall be deemed guilty of a misdemeanor. Such person shall be deemed guilty of a separate offense for every day during any portion of which any violation of any provision of this chapter is committed, continued or permitted by such person and shall be punishable therefor as provided by this chapter.

SECTION 40. Section 18.60.030 ("Parking regulations") of Chapter 18.60 ("Off-Street Parking") of Title 18 ("Zoning") of the Grand Terrace Municipal Code is hereby amended and shall now read in its entirety as follows:

18.60.030 - Parking regulations.

The requirements for off-street parking shall be as follows:

A. Residential Uses.

1. Single-family dwellings (detached):
 - a. Two parking spaces for each residential unit shall be provided on the same parcel of land as the residential unit.
 - b. The required spaces shall be located within a garage.
2. Multiple-family dwellings:
 - a. One parking space for each studio or efficiency unit.
 - b. Two parking spaces for each one-, two- or three-bedroom unit.
 - c. Three parking spaces for each four-bedroom unit or more.
 - d. At least one space shall be located within a garage or carport, and all required spaces shall be located within 150 feet of the unit being served.
 - e. Guest parking shall be provided at a ratio of 0.25 spaces for each residential unit, and shall be rounded up to the next whole number.
 - f. Guest parking:
 - (i) Shall be identified as "guest parking";
 - (ii) Shall not be used for the storage of recreational vehicles, boats, trailers or other similar items;

- (iii) Shall be located on the same parcel of land as the residential units and shall be within reasonable walking distance of said units;
- (iv) May be uncovered spaces; and
- (v) May be located on a private street within the site or in a common parking area.

- 3. Second units and two-unit developments: See Chapter 18.65.
- 4. Accessory dwelling units and junior accessory dwelling units: See Chapter 18.69.

B Commercial/Office Uses.

- 1. General commercial and/or office centers comprised of a minimum of 35,000 square feet of gross floor area: One parking space shall be required for every 225 square feet of gross floor area or area devoted to a specific use.

Note: The following uses shall in any case provide the number of parking spaces as required in the following subdivision 3.; drive-thru fast-food restaurants, educational facilities, hospitals, motor vehicle sales facilities and theaters.

- 2. General commercial and/or office centers comprised of a minimum of 75, square feet of gross floor area: One parking space shall be required for every 250 square feet of gross floor area or other area devoted to a specific use.

Note: The following uses shall in any case provide the number of parking spaces as required in following subdivision 3.; drive-thru fast-food restaurants, educational facilities, hospitals, motor vehicle sales facilities and theaters.

- 3. The following number of parking spaces shall be required for specific commercial/office uses which are not located within a center as described in the above subdivisions 1. and 2.:
 - a. Amusement enterprises, commercial recreation and similar uses: One parking space for every four persons using or attending the facility;
 - b. Automobile washing and cleaning establishments:

- (i) Full-service facilities require one parking space for each employee;
 - (ii) Self-service facilities require two and one-half parking spaces for each washing bay;
- c. Barbershops and beauty salons: Two parking spaces for each barber chair or beautician's station;
- d. Banks, savings and loan offices and other financial institutions: One parking space for every 200 square feet of gross floor area;
- e. Bowling alleys and/or billiard halls:
 - (i) Five parking spaces for each lane;
 - (ii) Two parking spaces for each billiard table;
- f. Churches and other areas of assembly not specified in this Chapter: One parking space for every 25 square feet of seating area;
- g. Delicatessens, sandwich shops, retail bakeries, fast food restaurants that do not have a drive-thru, and other establishments for the sale of food and beverages to be consumed either on or off the premises: require one parking space for every 200 square feet of gross floor area (includes outdoor seating areas);
- h. Educational facilities:
 - (i) Elementary and junior high schools require two parking spaces for each classroom;
 - (ii) Senior high schools require one parking space for each employee and one parking space for every six students regularly enrolled;
 - (iii) Colleges, universities and institutions of higher learning require one parking space for each employee and one parking space for every three students regularly enrolled;
 - (iv) Trade schools, business colleges and commercial schools require one parking space for each employee

and one parking space for every three students regularly enrolled;

i. Drive-Thru Fast Food Restaurants:

- (i) Fast food restaurants that are drive-thru only (no dine in and no take-out/walk-up) require one parking space for every one employee on the largest shift;
- (ii) Fast food restaurants that are drive-thru and dine-in require one-parking space per 100 square feet of gross floor area;
- (iii) Fast food restaurants that are drive-thru and take-out/walk-up with no dine-in seating require one parking space for every one employee on the largest shift, and one space for every 200 square feet of outdoor seating/eating area;

j. Gas stations:

- (i) Three parking spaces;
- (ii) Plus two parking spaces for each service bay;
- (iii) Plus one parking space per 250 square feet of gross floor area for an ancillary retail store or restaurant component;
- (iv) Plus no more than 50 percent of the parking spaces at the fuel pump nozzles may be credited towards meeting off-street parking requirements;

k. Health clubs, spas and exercise studios: One parking space for every 150 square feet of gross floor area;

l. Hospitals:

- (i) One and three-quarters parking spaces for each bed;
- (ii) Convalescent hospitals, sanitariums and retirement facilities require one parking space for every four beds;

m. Motels and hotels:

- (i) One parking space for each guest unit;

- (ii) Two parking spaces for each employee;
- n. Mortuaries and funeral homes:
 - (i) One parking space for every 25 square feet of gross floor area;
- o. Motor vehicle sales and automotive repair:
 - (i) One parking space for every 400 square feet of gross floor area;
- p. Offices:
 - (i) General offices require one parking space for every 200 square feet of gross floor area;
 - (ii) Medical, dental and veterinary offices/clinics require one parking space for every 200 square feet of gross floor area;
- q. Residential and childcare facilities:
 - (i) One parking space for each employee;
 - (ii) One parking space for the first six children or patients and one parking space for every four children or patients thereafter.
- r. Restaurants, taverns and other establishments for the sale of food and beverages to be consumed primarily on the premises: One parking space for every 100 square feet of gross floor area (includes outdoor seating areas);
- s. Retail sales:
 - (i) One parking space for every 200 square feet of gross floor area;
- t. Skating rinks (ice or roller):
 - (i) One parking space for every 100 square feet of gross floor area;
- u. Theaters:

- (i) One parking space for every four seats;
- (ii) One parking space for each employee.

C. Manufacturing Uses.

- 1. Warehousing and other facilities for which the primary purpose is the storage of goods: One parking space for every 1,000 square feet of gross floor area.
- 2. Manufacturing and other facilities for which the purpose is the processing or assembly of goods: One parking space for every 500 square feet of gross floor area.
- 3. Research and development: One parking space for every 350 square feet.

D. Special Requirements.

1. Drive-thru Facilities.

- a. Each drive-thru lane shall be separated from the circulation routes necessary for ingress and egress from the property, or access to any parking space.
- b. Each drive-thru lane shall be clearly marked and maintained with directional arrows for the purpose of delineation.
- c. In order to facilitate proper review of a drive-thru facility and the adequacy of a proposed site design, the following information shall be required at the time of submittal for a conditional use permit and/or site and architectural review and shall contain the following information:
 - (i) The nature of the product or service being offered;
 - (ii) The method by which the order is processed;
 - (iii) The time required to serve a typical customer;
 - (iv) The arrival rate of customers;
 - (v) The peak demand hours;
 - (vi) The anticipated vehicular stacking requirements.

- d. Drive-thru queueing areas shall be sized in accordance with the most current Informational Report of the Institute of Transportation Engineers (ITE) prepared by the ITE Technical Council Committee.
 - e. A drive-thru queueing analysis shall be prepared by a qualified traffic engineer and shall be subject to review by the City Engineer or their designee.
 - f. No more than five drive-thru queueing spaces shall be counted towards the total number of off-street parking spaces required for a dine-in restaurant with the drive-thru. This Section shall not apply to any restaurant with both a drive-thru and take out or to any restaurant that is drive-thru only.
 - g. At a minimum one 45-gallon trash can with a chute shall be placed near the exit of each drive-thru.
2. ADA Accessible Spaces. At least one parking space or two percent of the required parking spaces, whichever is greater, shall be designated for use by people with disabilities. Said parking spaces shall be identified in the manner required by the most current editions of the Uniform Building Code and the California Vehicle Code. ADA Accessible spaces shall count toward the total number of off-street parking spaces required.
3. Loading Spaces. In addition to the number of parking spaces required for a specific use, all commercial and industrial uses shall provide loading spaces as follows:
- a. One loading space for the first 5,000 square feet of gross floor area and one loading space for every 10,000 square feet of gross floor area thereafter up to 45,000 square feet of gross floor area;
 - b. Each loading space shall be 12 feet in width and 20 feet in depth;
 - c. Loading spaces shall be located in an area to provide easy access to the loading entrance of the use or uses it is to serve. Such loading entrances and loading spaces should be located in a manner so as not to interfere with pedestrian and/or vehicular traffic.

4. Bicycle Parking Facilities. All commercial and office uses may provide bicycle parking facilities in a location convenient to the necessitating use as follows:
 - a. All bicycle parking facilities shall be of a design to allow the bicycle to be secured in an upright position and shall be in a designated location;
 - b. Weatherproofing or facility covering should be used whenever possible;
 - c. The placement and design of all bicycle parking facilities shall be approved by the planning department;
5. Shared Parking. The Planning Director may allow a certain number of parking spaces to be designated as meeting the requirements of more than one use subject to the following conditions:
 - a. A site-specific parking study prepared by a qualified traffic engineer shall be presented to the planning department demonstrating that substantial conflict will not exist between the peak hours of operations of the individual uses proposing to share the parking spaces;
 - b. The number of shared parking spaces shall not exceed 20 percent of the required number of parking spaces for either designated use;
 - c. The shared parking spaces shall be located on the same or adjacent parcel as the uses they are to serve and a convenient, visible pedestrian connection between the lots exists;
 - d. A written agreement shall be executed, prior to establishing shared use of parking, by all parties concerned, assuring the continued availability of the shared parking spaces. Said agreement shall be reviewed and approved by the Planning Director and/or City Engineer and shall be recorded on the title records of each affected property and filed with the San Bernadino County Recorder's Office;
 - e. The availability of parking for all affected properties is indicated by directional signs and the properties shall be within 1,000 feet of each other.

6. Recreational Vehicle/Utility Trailer Parking and Storage violations shall be an infraction:
- a. Recreational vehicles/utility trailers when parked or stored on residential properties must be kept neat and clean at all times. Spider webs, debris, excessive dirt, weed accumulation on and under a recreational vehicle/utility trailer are prohibited at all times as are broken windows and flat tires. All recreational vehicles/utility trailers must be weather resistant at all times;
 - b. All recreational vehicles/utility trailers when parked or stored on residential properties must display current vehicle registration tags. Those recreational vehicles/utility trailers not displaying current registration tags will be considered inoperable and must be removed from the public view which includes streets, sidewalks and adjacent properties;
 - c. All covers and tarps or any other material employed to protect a recreational vehicle/utility trailer from the elements must be secured and must be weather proof;
 - d. Rocks/bricks or other weighted items cannot be used to secure the weather proofing cover;
 - e. All recreational vehicle/utility trailer parking and storage areas shall be properly maintained and kept free of weeds, mud and other debris;
 - f. No recreational vehicle/utility trailer shall be parked or stored closer than ten and one-half feet to curb face. Where there is no curb, the ten and one-half feet shall be measured from the edge of the street pavement. No part of the recreational vehicle/utility trailer including all equipment and towing mechanisms, shall encroach into this ten and one-half feet;
 - g. In no instance shall a recreational vehicle/utility trailer be parked or stored where any portion of the recreational vehicle/utility trailer blocks or overhangs the sidewalk within the public right-of-way;
 - h. A recreational vehicle/utility trailer shall not be parked or stored where such parking or storage constitutes a clear and demonstrable traffic hazard and threat to public health and safety. Either the Sheriff or City Manager can, at their discretion, declare the parking or storage of a particular recreational vehicle/utility trailer to be a traffic hazard and

require the immediate removal of the recreational vehicle/utility trailer;

- i. If a recreational vehicle/utility trailer is parked or stored on a portion of a driveway leading to the garage of the residence, the garage door must be fully operational which means it can be fully opened at all times;
- j. No recreational vehicle/utility trailer shall be parked or stored in the corner lot side yard next to the street unless it complies with all other provisions of this Section;
- k. All recreational vehicle/utility trailer must park perpendicular to the street except where they are parked on a curved or circular driveway;
- l. All recreational vehicles/utility trailers in the front yard or the side yard must be parked or stored on an improved surface such as concrete, asphalt, laid brick, or other impervious material. Recreational vehicles/utility trailers parked in the backyard may be parked on gravel in lieu of an impervious surface;
- m. All paved areas including areas used for recreational vehicle/utility trailer parking and storage shall not exceed 50 percent of the lot area located between the front property line and the required front setback line of the residential zone and of the lot area located between the corner side property line and the required side yard setback line of a corner lot;
- n. Recreational vehicles/utility trailers shall not be occupied for living purposes or be used as a storage container. Electrical hookups are prohibited except during loading and unloading or for the charging of batteries for no more than 48 consecutive hours per week. Sewer hookups are prohibited at all times;
- o. No recreational vehicle/utility trailer shall be parked or stored on a residential site for a period exceeding one month unless it is owned by the resident;
- p. No camper shells or cab-over-campers shall be stored in the front yard or the corner side yard of a corner lot other than on an operable and licensed pick-up truck parked in a lawful manner. Said camper shells or cab-over-campers may be stored unmounted in the interior side yard or rear yard so long

as they are screened in conformance with Section 18.73.200 of the Municipal Code;

- q. No boats or other watercraft shall be stored in the front yard or side yard other than on a validly licensed trailer parked in a lawful manner;
- r. No more than one recreational vehicle/utility trailer shall be parked in the front yard or side yard for any lot or parcel less than 20,000 square feet in size. A maximum of one additional recreational vehicle/utility trailer may be parked in the rear yard for any parcel less than 20,000 square feet. For parcels 20,000 square feet or larger, two recreational vehicles/utility trailers may be parked in the front yard or side yard. A maximum of two additional recreational vehicles/utility trailers may be parked in the rear yard for any parcel 20,000 square feet or larger;
- s. No second driveways or driveway approaches may be created or used for the purposes of parking or storing a recreational vehicle/utility trailer except where the lot is 100 feet wide or except where the second driveway would be on the side of a corner lot where there is no existing driveway or driveway approach. Any second driveway shall have the proper driveway approach requiring a public works permit;
- t. No recreational vehicle/utility trailer shall be parked on a public street if it is within 50 feet of any intersection or within 50 feet of any crosswalk;
- u. All non-motorized recreational vehicles/utility trailers must be attached to the tow vehicle if parked on a public street. Any owner of a detached, non-motorized recreational vehicle/utility trailer parked on the public street for any length of time will be subject to immediate citation and/or to the removal of the recreational vehicle/utility trailer at the owner's expense;
- v. No recreational vehicle/utility trailer shall be parked on a public street longer than 72 consecutive hours without being moved. The total number of days a recreational vehicle may be parked on a public street shall not exceed six days per month;
- w. Minor modifications or adjustments to this Section may be administratively approved by the Community Development

Director by means of a recreational vehicle/utility trailer parking minor variance where conditions such as, but not limited to, lot size, lot configuration, house location, previous construction or improvements warrant a minor modification or adjustment. If the Community Development Director cannot make such a determination, the matter may be appealed to the City's Planning Commission with the appropriate appeal fee. In no instance shall a modification or adjustment be made to the provisions of this Section if it violates a safety concern/regulation of this Section.

SECTION 41. Section 18.91.050 (“Declaration of public nuisance”) of Chapter 18.91 (“Marijuana Regulations”) of Title 18 (“Zoning”) of the Grand Terrace Municipal Code is hereby amended and shall now read in its entirety as follows:

18.91.050 - Declaration of public nuisance.

Any use, structure, or property that is altered, enlarged, erected, established, maintained, moved, or operated contrary to the provisions of this Chapter, is hereby declared to be unlawful and a public nuisance and may be abated by the City through civil proceedings by means of a restraining order, preliminary or permanent injunction, or in any other manner provided by law for the abatement of such nuisances.

SECTION 42. Severability. If any section, subsection, sentence, clause or phrase of this Ordinance is, for any reason, held to be invalid or unconstitutional, such decision shall not affect the validity or constitutionality of the remaining portions of this ordinance. The City Council hereby declares that it would have passed this ordinance, and each section, subsection, sentence, clause or phrase hereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses or phrases be declared unconstitutional due to the writs of mandate issued by the Court.

SECTION 43. Effective Date. This Ordinance shall take effect thirty (30) days after its adoption. The City Council hereby authorizes and directs the Mayor and the City Clerk to execute this Ordinance on behalf of the City of Grand Terrace forthwith upon its adoption.

PASSED, APPROVED, AND ADOPTED by the City Council of Grand Terrace at a regular meeting held on the 8th day of July 2025.

Bill Hussey
Mayor

ATTEST:

Daysi Alcocer
City Clerk

APPROVED AS TO FORM:

Adrian R. Guerra
City Attorney