



CITY OF GRAND TERRACE

City Council

AGENDA • July 22, 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 agendized for a future meeting.

C. SPECIAL PRESENTATIONS - NONE

D. CONSENT CALENDAR

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

- 1) Waive Full Reading of, and Direct the City Attorney to Read by Title only for, Ordinances on the Agenda
- 2) Approval of Minutes - Regular Meeting - July 8, 2025
- 3) Adoption of an Ordinance Regulating Mobile Food Trucks to the City of Grand Terrace Municipal Code

RECOMMENDATION: SECOND READING AND ADOPTION OF "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

- 4) Adoption of an Ordinance Authorizing the Establishment of a Schedule of Fines to the City of Grand Terrace Municipal Code

RECOMMENDATION: SECOND READING AND ADOPTION OF "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"

DEPARTMENT: City Manager

- 5) Approve Check #82521 to Mayor Hussey in the amount of \$359.85 from the May Check Register

RECOMMENDATION: APPROVE CHECK #82521 TO MAYOR HUSSEY IN THE AMOUNT OF \$359.85 FROM THE MAY CHECK REGISTER

DEPARTMENT: Finance

- 6) Authorization to Purchase Replacement Maintenance Vehicle for Public Works Department

DEPARTMENT: Public Works

E. PUBLIC HEARINGS - NONE

F. UNFINISHED BUSINESS - NONE

G. NEW BUSINESS

- 7) Future Agenda Item Request - Establishing a Recreation and Park District

RECOMMENDATION: THAT THE CITY COUNCIL RECEIVE AND FILE THIS REPORT OUTLINING THE PROCESS FOR AND IMPLICATIONS OF ESTABLISHING A RECREATION AND PARK DISTRICT, AND PROVIDE DIRECTION TO STAFF ON POTENTIAL NEXT STEPS

DEPARTMENT: City Manager

- 8) Future Agenda Item Request - Tobacco Retail Licensing (TRL) Program

RECOMMENDATION: THAT THE CITY COUNCIL PROVIDE DIRECTION AS TO THE IMPLEMENTATION OF A TOBACCO RETAIL LICENSING (TRL) PROGRAM THAT INCLUDES A REQUIREMENT FOR ALL TOBACCO RETAILERS TO OBTAIN A LOCAL TOBACCO RETAIL LICENSE, AND AN ANNUAL LICENSE FEE TO FUND ENFORCEMENT AND COMPLIANCE EFFORTS FOCUSED ON PREVENTING TOBACCO AND VAPE PRODUCT SALES TO MINORS

DEPARTMENT: City Manager

- 9) Future Agenda Item Request - Regulation of Auto Repair Activities in Residential Zones

RECOMMENDATION: THAT THE CITY COUNCIL RECEIVE AND FILE THIS REPORT AND DIRECT NO FURTHER ACTION AT THIS TIME, AS EXISTING CITY ORDINANCES, STATE LAWS, AND CODE ENFORCEMENT MECHANISMS PROVIDE SUFFICIENT AUTHORITY TO PROHIBIT AND ADDRESS ILLEGAL AUTO REPAIR ACTIVITIES OCCURRING IN RESIDENTIAL ZONES.

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 August 12, 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 • July 8, 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, July 8, 2025 at 6:00 PM.

Invocation

The Invocation was given by Mayor Pro Tem Michelle Sabino.

Pledge of Allegiance

The Pledge of Allegiance was led by Scoutmaster David Crandell.

AB 2449 Disclosures

None.

Roll Call

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

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

None.

B. PUBLIC COMMENT

Kevin Poutre, Grand Terrace Resident, expressed his concerns regarding the availability of the dog park and the issues with the fireworks getting worse over time.

Robert Sanchez, Grand Terrace Resident, expressed his concerns regarding the use of fireworks.

Bobbie Forbes, Grand Terrace Resident, expressed her concerns regarding fireworks from the fourth of July weekend that caused distress among residents and animals.

C. SPECIAL PRESENTATIONS

Howard Choy, Executive Consultant with EES Consulting, provided a [PowerPoint](#) presentation for this item.

PUBLIC COMMENT

None.

D. CONSENT CALENDAR

PUBLIC COMMENT

None.

RESULT:	APPROVED 3 TO 0
MOVER:	Mayor Pro Tem Sabino
SECONDER:	Council Member Allen
AYES:	Mayor Hussey, Mayor Pro Tem Sabino, Council Member Allen
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 - June 10, 2025
- 3) Approval of the May-2025 Check Register in the Amount of \$768,415.12

Mayor Hussey recused himself on this item for check number 82521.

Adrian Guerra, City Attorney, recommended to the Council that the line item where the Mayor recuses himself be brought back at the next Regular City Council meeting due to there not being a majority of the legislative body present to vote on payment of money.

- 4) Authorize the Use and Acceptance of Electronic Signatures

E. PUBLIC HEARINGS

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

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

PUBLIC COMMENT

Bobbie Forbes, Grand Terrace Resident, had a question regarding the item.

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

RESULT:	APPROVED 3 TO 0
MOVER:	Council Member Allen
SECONDER:	Mayor Pro Tem Sabino
AYES:	Mayor Hussey, Mayor Pro Tem Sabino, Council Member Allen
ABSTAIN:	None
NAYS:	None

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

Michelle Fuentes, Senior Management Analyst, provided the [PowerPoint](#) presentation for this item.

PUBLIC COMMENT

None.

RECOMMENDATION TO RECEIVE & FILE

RESULT:	APPROVED 3 TO 0
MOVER:	Mayor Pro Tem Sabino
SECONDER:	Council Member Allen
AYES:	Mayor Hussey, Mayor Pro Tem Sabino, Council Member Allen
ABSTAIN:	None
NAYS:	None

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

Christine Clayton, Finance Director, presented the item.

PUBLIC COMMENT

Judy Duffield, 1st VP for the Women's Club, spoke on behalf of the Women's Club.

Bobbie Forbes, Grand Terrace Resident, expressed her gratitude for all the work the Women's Club have done over the years and what they continue to do.

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.

RESULT:	APPROVED 3 TO 0
MOVER:	Council Member Allen
SECONDER:	Mayor Pro Tem Sabino
AYES:	Mayor Hussey, Mayor Pro Tem Sabino, Council Member Allen
ABSTAIN:	None
NAYS:	None

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

Christine Clayton, Finance Director, presented the item.

PUBLIC COMMENT

David Crandell, Scoutmaster for Troop 40, provided background information on this year's Summer Camp and eligibility.

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

RESULT:	APPROVED 3 TO 0
MOVER:	Mayor Pro Tem Sabino
SECONDER:	Council Member Allen
AYES:	Mayor Hussey, Mayor Pro Tem Sabino, Council Member Allen
ABSTAIN:	None
NAYS:	None

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

Daysi Alcocer, City Clerk, presented the Staff Report for this item.

PUBLIC COMMENT

None.

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

RESULT:	APPROVED 3 TO 0
MOVER:	Council Member Allen
SECONDER:	Mayor Hussey
AYES:	Mayor Hussey, Mayor Pro Tem Sabino, Council Member Allen
ABSTAIN:	None
NAYS:	None

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

Konrad Bolowich, City Manager, presented the [PowerPoint](#) presentation on this item.

PUBLIC COMMENT

None.

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

RECOMMENDATION TO RECEIVE & FILE

RESULT:	APPROVED 3 TO 0
MOVER:	Council Member Allen
SECONDER:	Mayor Pro Tem Sabino
AYES:	Mayor Hussey, Mayor Pro Tem Sabino, Council Member Allen
ABSTAIN:	None
NAYS:	None

11) Elimination of Existing City Positions

Konrad Bolowich, City Manager, presented the [PowerPoint](#) presentation on this item.

PUBLIC COMMENT

None.

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

RESULT:	APPROVED 3 TO 0
MOVER:	Mayor Pro Tem Sabino
SECONDER:	Council Member Allen
AYES:	Mayor Hussey, Mayor Pro Tem Sabino, Council Member Allen
ABSTAIN:	None
NAYS:	None

- 12) First Reading and Introduction of Addition of Mobile Food Truck Ordinance to the City of Grand Terrace Municipal Code

Konrad Bolowich, City Manager, presented the [PowerPoint](#) presentation on this item.

PUBLIC COMMENT

Bobbie Forbes, Grand Terrace Resident expressed her concerns regarding this item.

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"

RESULT:	APPROVED 3 TO 0
MOVER:	Council Member Allen
SECONDER:	Mayor Pro Tem Sabino
AYES:	Mayor Hussey, Mayor Pro Tem Sabino, Council Member Allen
ABSTAIN:	None
NAYS:	None

- 13) First Reading and Introduction of an Ordinance Authorizing the Establishment of a Schedule of Fines by Resolution

Konrad Bolowich, City Manager, presented the PowerPoint presentation on this item.

PUBLIC COMMENT

Bobbie Forbes, Grand Terrace Resident, expressed her concerns regarding this item.

Lieutenant Kevin Fries addressed Bobbie Forbes' concerns.

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”

RESULT:	APPROVED 3 TO 0
MOVER:	Council Member Allen
SECONDER:	Mayor Pro Tem Sabino
AYES:	Mayor Hussey, Mayor Pro Tem Sabino, Council Member Allen
ABSTAIN:	None
NAYS:	None

H. FUTURE AGENDA ITEMS

Council Member Jeff Allen requested that a discussion be held on the formation of a citizens' committee for the new library community center.

PUBLIC COMMENT

None.

RESULT:	APPROVED 3 TO 0
MOVER:	Council Member Allen
SECONDER:	Mayor Hussey
AYES:	Mayor Hussey, Mayor Pro Tem Sabino, Council Member Allen
ABSTAIN:	None
NAYS:	None

Bobbie Forbes, Grand Terrace Resident, has requested to have a discussion about Patrick O'Brien's property where TSG used to be and a discussion about JC Wallace House.

Konrad Bolowich, City Manager, addressed Bobbie Forbes' future agenda item request.

I. CITY COUNCIL COMMUNICATIONS

Council Member Jeff Allen reported on the following:

- Attended the San Bernardino County Office of Homeless Services Regional Steering Committee Meeting on July 2, 2025.

Mayor Pro Tem Michelle Sabino reported on the following:

- Attended the Grand Opening for Tender Petal Florist on June 14, 2025.
- Attended the Cal Skate National Championship on July 6, 2025.

Mayor Bill Hussey reported on the following:

- Attended the Grand Opening for Tender Petal Florist on June 14, 2025.
- Attended the Grand Opening for Baskin-Robbins on June 28, 2025.
- Attended the Cal Skate National Championship on July 6, 2025

J. CITY MANAGER COMMUNICATIONS

Konrad Bolowich, City Manager, reported on the following:

- Parks Opening and Closing automatically with newly installed gates
- City Hall New parking lot for Staff Members
- July 16, 2025, Employee Recognition Luncheon

FIRE DEPARTMENT

Gary Jager, Assistant Fire Chief, provided an update on fireworks and the enforcement involved by the Fire Department.

SHERIFF DEPARTMENT

Kevin Fries, Lieutenant, provided an update over the fourth of July weekend and what the department would like to do regarding the use of fireworks moving forward.

K. CLOSED SESSION - NONE

L. ADJOURN

Mayor Hussey adjourned the Regular Meeting of the City Council at 8:29 p.m. in memory of the families and victims of the Texas floods. The next Regular City Council Meeting will be held on Tuesday, July 22, 2025, at 6:00 p.m.

Bill Hussey, Mayor

Daysi Alcocer, City Clerk



AGENDA REPORT

MEETING DATE: July 22, 2025

TITLE: Adoption of an Ordinance Regulating Mobile Food Trucks to the City of Grand Terrace Municipal Code

PRESENTED BY: Konrad Bolowich, City Manager

RECOMMENDATION: **SECOND READING AND ADOPTION OF "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. 370

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 22nd 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 22, 2025

TITLE: Adoption of an Ordinance Authorizing the Establishment of a Schedule of Fines to the City of Grand Terrace Municipal Code

PRESENTED BY: Konrad Bolowich, City Manager

RECOMMENDATION: **SECOND READING AND ADOPTION OF "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"

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.

ORDINANCE NO. 369

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 22nd 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 22, 2025

TITLE: Approve Check #82521 to Mayor Hussey in the amount of \$359.85 from the May Check Register

PRESENTED BY: Christine Clayton, Finance Director

RECOMMENDATION: **APPROVE CHECK #82521 TO MAYOR HUSSEY IN THE AMOUNT OF \$359.85 FROM THE MAY CHECK REGISTER**

2030 VISION STATEMENT:

This staff report supports Goal #1, "Ensuring Our Fiscal Viability", through the continuous monitoring of expenditure budgets, allocations, and operational costs.

BACKGROUND:

The check register for the month of May-2025 was prepared in accordance with Government Code §37202 and submitted to City Council at the July 8th, 2025 meeting.

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

DISCUSSION:

City Council approved the May-2025 check register at the July 8th, 2025 with the exception of check #82521 to Mayor Hussey for \$359.85 to reimburse him for health insurance. The Mayor had to recuse himself from voting on this check, therefore there was not a quorum on this check.

ENVIRONMENTAL IMPACT:

N/A

FISCAL IMPACT:

The disbursement was made in accordance with the approved budget for Fiscal Year 2024-25.

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

CHECK REGISTER CHECK #82521



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

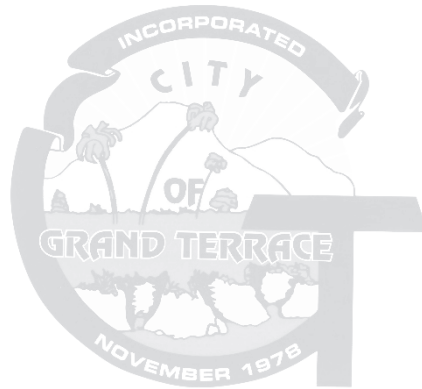
The Grand Terrace City Council meets on the Second Tuesday of each month at 6:00 pm.

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

Check #	Date	Vendor	Invoice #	Invoice Description	Inv. Date	Amount Paid	Check Total
82521	05/14/2025	WILLIAM HUSSEY	MAY 2025 BH HL	MAY 2025 BH HLTH REIMBURSEMENT E 10-110-142-000-000	05/07/2025	359.85 <u>359.85</u>	359.85
						Total Checks:	<u>359.85</u>

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 22, 2025

TITLE: Authorization to Purchase Replacement Maintenance Vehicle for Public Works Department

PRESENTED BY: Natalie Oros, Department Secretary

RECOMMENDATION: **AUTHORIZE THE PURCHASE OF A NEW 2025 FORD F-150 STX FROM SUNRISE FORD IN THE AMOUNT OF \$53,535.46, TO REPLACE THE CITY'S EXISTING 2007 FORD F-150 MAINTENANCE VEHICLE.**

2030 VISION STATEMENT:

This staff report supports Goal #1: Ensure Our Fiscal Viability by recommending a cost-effective vehicle replacement, demonstrating responsible spending and budget adherence.

BACKGROUND:

The Public Works Department is currently staffed with five maintenance workers, each assigned a dedicated vehicle to carry out daily operations and respond to service requests across the city. One of these vehicles, a 2007 Ford F-150, has been in continuous service for 18 years and is now well beyond its expected operational lifespan.

In recent years, the vehicle has experienced frequent mechanical failures, including ongoing engine problems and the lack of a functioning air conditioning system. These issues have led to multiple service interruptions, including breakdowns while in use, posing safety risks to employees and reducing overall efficiency. Continued repairs have become increasingly costly and unsustainable.

DISCUSSION:

To maintain operational efficiency and ensure the safety of maintenance personnel, staff solicited three competitive quotes for a replacement 2025 Ford F-150 STX. All quotes include the necessary outfitting to meet operational requirements, including a backrack, beacon lights, strobes, and a toolbox. The quotes are as follows:

- **Ken Grody Ford (Redlands):** \$53,864.33
- **Sunrise Ford:** \$53,535.46
- **Fair View Ford:** \$52,612.25

Although Fair View Ford submitted the lowest bid, staff recommends proceeding with Sunrise Ford due to their longstanding relationship with the City. All of the City's previous maintenance vehicles have been purchased through Sunrise Ford, and they have consistently provided reliable service and

support. Continuing to work with Sunrise Ford ensures continuity, expedites future service needs, and allows for better integration into the City's existing vehicle maintenance program.

ENVIRONMENTAL IMPACT:

The purchase of a newer model vehicle is expected to reduce the department's overall emissions and environmental footprint. The 2025 Ford F-150 STX meets current emission standards and is more fuel-efficient than the 2007 model it will replace.

FISCAL IMPACT:

The total cost of the replacement vehicle is \$53,535.46. Funding for this purchase has been allocated under the equipment replacement reserve fund. The expenditure will be charged to Fund 70, Account No. 70-175-700-002-000.



16005 VALLEY BLVD., FONTANA, CA 92335
FLEET OFFICE (909) 350-3043 FLEET FAX (909) 822-4199

FLEET VEHICLE PURCHASE INVOICE

SOLD TO City Of Grand Terrace DATE 06/26/2025
22795 Barton Rd.
Grand Terrace CA. 92313
PHONE (909) 835-0890
P.O. # XX

YEAR 2025 MAKE Ford MODEL F-150
VIN 1FTEW2KP2SKE02944 STOCK NUMBER FS1952

TERMS:

NET 0 DAYS NET DUE \$ \$53,535.46

MUST BE RECEIVED NO LATER THAN _____

DELIVERY RECEIPT:
I ACKNOWLEDGE THE RECEIPT OF THE ABOVE VEHICLE:

MAKE CHECKS PAYABLE TO:
SUNRISE FORD
16005 VALLEY BLVD.
FONTANA, CA 92335

SIGNATURE _____ DATE _____
F-150 Crew Cab STX
FORD FLEET # _____
Spray in bedliner
RESALE # _____
Beacon light, backrack, strobes, tool box
R.S. # _____
Sync system, power group.
BID # _____
IN STOCK VEHICLE.
FLEET MANAGER & NUMBER _____

PRICE \$49,560.21
TAX \$3,847.50
LIC. FEE \$42.75
DOC. FEE \$85.00
TOTAL \$53,535.46
LESS TRADE _____
LESS DOWN _____
NET DUE \$53,535.46

INVOICE



Ken Grody Ford Redlands

Luis Perez / Fleet Manager

1121 W Colton Ave

Redlands, CA 92374

Mobile: (909)908-4828

Office: (909)793-3211

Email: luis.perez@kengrodyford.com

INVOICE #	DATE
202	7/9/2025
CUSTOMER ID	TERMS
600	Net 30 days

DESCRIPTION	QTY	UNIT PRICE	AMOUNT
			-
Customer: CITY OF GRAND TERRACE			
22795 BARTON RD			
GRAND TERRACE, CA 92313			-
Ford F-150 (1) units	1	51,000.00	51,000.00
			-
REBATE (S)		(1,300.00)	(1,300.00)
Tax @ 7.75 %	1	4,036.58	4,036.58
Doc Fees	1	119.00	119.00
DMV est.	1	8.75	8.75
Vehicle Description(s):			-
#1 - Vin# 1FTEW2KP2SKD51543 (STX)			-
			-
ADD ONS:			
HEADACHE RACK W/ MOUNTED ROOF STROBE LIGHTS,			-
CORNER STROBES, TOOLBOX, SPRAYLINER, RUNNING BOARDS			-
			-
<i>Thank you for your business!</i>	SUBTOTAL		53,864.33
	TOTAL	\$	53,864.33

If you have any questions about this invoice, please contact
Brandi DeSherlia (909) 793-3211 x202 brandim@redlandsford.com

Fairview Ford

Date: **6/26/2025**

Salesperson: **VICTOR VILLAGOMEZ**

Manager: **VICTOR VILLAGOMEZ**

Customer ID #: **000182055**

FOR INTERNAL USE ONLY

BUSINESS NAME	CITY OF GRAND TERRACE	Home Phone : (909) 835-0890
CONTACT	Natalie Oros	
Address :	22795 BARTON RD STE A GRAND TERRACE, CA 92313-5295 SAN BERNARDINO	Work Phone :
E-Mail :		Cell Phone : (909) 954-5195

VEHICLE				
Stock # :	00250286	New / Used :	New	VIN : 1FTEW2KP8SKD04517 Mileage: 10
Vehicle :	2025 Ford F-150			Color : OXFORD WHITE
Type :	STX 4x2 SuperCrew Cab 5.5 ft. box 1			
Body Size :		Style :		Weight : 4466 Unit Class :

Market Value Selling Price	47,780.00
Discount	3,446.35
Rebate	1,300.00
Adjusted Price	43,033.65
Strong's Upfit	5,607.80
Total Purchase	48,641.45
DealerDoc	85.00
Tax	3,877.05
Tire Fee	8.75
Balance	52,612.25



AGENDA REPORT

MEETING DATE: July 22, 2025

TITLE: Future Agenda Item Request - Establishing a Recreation and Park District

PRESENTED BY: Konrad Bolowich, City Manager

RECOMMENDATION: **THAT THE CITY COUNCIL RECEIVE AND FILE THIS REPORT OUTLINING THE PROCESS FOR AND IMPLICATIONS OF ESTABLISHING A RECREATION AND PARK DISTRICT, AND PROVIDE DIRECTION TO STAFF ON POTENTIAL NEXT STEPS**

2030 VISION STATEMENT:

This staff report supports Goal #4: Work with Local, Regional and State Agencies to Secure Funding for Programs and Projects

BACKGROUND:

Recreation and Park Districts in California are independent special districts authorized by the Public Resources Code §§5780–5791.7, created to provide and manage public parks, open spaces, and recreational programming. These districts may be formed to enhance park services, secure independent funding streams, or coordinate recreational efforts across jurisdictions. In light of increased demand for park facilities, limited general fund resources, and the desire to expand recreational programming, establishing a Recreation and Park District may offer an effective, sustainable approach for enhancing community services.

DISCUSSION:

Establishing a Recreation and Park District involves several legally prescribed steps and must be approved and overseen by the Local Agency Formation Commission (LAFCO).

STEPS TO ESTABLISH A RECREATION AND PARK DISTRICT

1. Define the Purpose and Scope. The first step is to assess the need and determine the services the district would provide:

Purpose: A district may be proposed due to limited City budgets, a desire for dedicated park oversight, or the need for a broader regional park network.

Scope: Recreation and Park Districts can develop and maintain parks, trails, open spaces, and facilities, and offer structured recreational and educational programming.

2. Prepare a Proposal for LAFCO. The proposal is treated as a "change of organization" under state law and must include:

- The name of the proposed district

- A map and legal boundary description
- Services to be provided
- A pro forma budget and funding sources
- A proposed governance structure (e.g., elected or appointed board)
- A statement of public need and justification

3. Submit the Application to LAFCO. The formal application must be filed with LAFCO, including:

- Application fee
- Environmental documentation under CEQA, if applicable
- Costs of the CEQA review
- Supporting documents showing public benefit and community support

LAFCO will:

- Review the completeness and feasibility of the application
- Conduct a CEQA environmental review
- Hold a public hearing
- Approve, modify, or deny the proposal

4. Protest Proceedings (If Applicable). If LAFCO approves the proposal, a protest process may be triggered:

- <25% protest: District formation proceeds automatically
- 25–50% protest: A special election is required
- >50% protest: Proposal is terminated

5. Election (If Required)

If the protest threshold is met or if the proposal includes new taxes or assessments, an election must be held:

- A majority vote is needed for district formation
- The ballot may include board structure, parcel taxes, or assessments

6. Finalize Formation

Upon approval:

- The district becomes a legal entity
- A board of directors is established
- Funding mechanisms and service delivery can begin

7. Funding the District. The District must operate as an independent self-funding entity. Funding may include:

- Property tax revenues
- Special assessments or parcel taxes (require 2/3 voter approval)

- Program fees, facility rentals, and grants

Optional: Formation by Petition. The formation process may also be initiated via petition:

- Signed by 10% of registered voters in the proposed area, or
- 25% of landowners representing at least 25% of the assessed land value
- Petition-driven proposals must still go through LAFCO review and possible protest proceedings.

NEXT STEPS

Should the City Council wish to pursue the formation of a Recreation and Park District, staff recommends:

1. Commissioning a feasibility study to analyze funding options, boundaries, governance, and community interest.
2. Engaging with San Bernardino LAFCO to review pre-application guidance.
3. Conducting community outreach and stakeholder engagement to build awareness and support.

ENVIRONMENTAL IMPACT:

There are no environmental impacts associated with this informational report. There will be extensive CEQA reviews required as part of the District formation process which will address potential environmental impacts.

FISCAL IMPACT:

There is no fiscal impact associated with this informational report. However, if the City Council directs staff to move forward, costs will include:

- Consultant support for feasibility and boundary studies
- CEQA studies
- LAFCO application fees
- Public outreach and potential election expenses

A detailed cost analysis would be prepared as part of a future staff recommendation.



AGENDA REPORT

MEETING DATE: July 22, 2025

TITLE: Future Agenda Item Request - Tobacco Retail Licensing (TRL) Program

PRESENTED BY: Konrad Bolowich, City Manager

RECOMMENDATION: **THAT THE CITY COUNCIL PROVIDE DIRECTION AS TO THE IMPLEMENTATION OF A TOBACCO RETAIL LICENSING (TRL) PROGRAM THAT INCLUDES A REQUIREMENT FOR ALL TOBACCO RETAILERS TO OBTAIN A LOCAL TOBACCO RETAIL LICENSE, AND AN ANNUAL LICENSE FEE TO FUND ENFORCEMENT AND COMPLIANCE EFFORTS FOCUSED ON PREVENTING TOBACCO AND VAPE PRODUCT SALES TO MINORS**

2030 VISION STATEMENT:

This staff report supports Goal #2: Maintain Public Safety

BACKGROUND:

Tobacco use remains the leading cause of preventable disease and death in the United States. In recent years, the rise of vaping among young people has renewed public concern over access to tobacco and nicotine products. While state law requires tobacco retailers to obtain a license from the California Department of Tax and Fee Administration (CDTFA), state enforcement resources are limited and do not provide for local oversight.

California Business and Professions Code Section 22971.3 authorizes local jurisdictions to implement their own tobacco retail licensing programs, including the authority to charge fees sufficient to recover enforcement and administrative costs.

Many cities and counties across California have established TRL programs that include routine compliance checks, decoy operations, and progressive penalties for violations. These programs have proven effective in reducing youth access to tobacco and vape products and ensuring retailer compliance with state and local laws.

DISCUSSION:

Development of an ordinance should include the following key elements:

1. Local Tobacco Retail License Requirement:

- All businesses that sell tobacco, vape products, electronic smoking devices, or nicotine delivery systems within Grand Terrace would be required to obtain a City-issued license, in addition to the state license.

1. Annual License Fee:

- An annual licensing fee would be charged to each retailer.
- The fee would be used exclusively to fund enforcement and education, including:

- Compliance inspections
- Decoy operations to detect sales to minors
- Educational outreach to retailers and the community
- Enforcement actions for violations

2. Youth Access Enforcement:

- Prohibits sales to individuals under 21 years of age (consistent with state law)
- Authorizes local decoy operations in partnership with law enforcement or public health agencies
- Penalties for violations may include fines, license suspension, or revocation
-

3. Additional considerations

- Coordination with San Bernardino County Public Health and local law enforcement agencies should be central to enforcement capacity
- The program should be drafted to comply with all applicable state laws and constitutional requirements, including ensuring that fees do not exceed the cost of program administration and enforcement

BENEFITS OF A LOCAL TRL PROGRAM

◆ 1. Reduces Youth Access to Tobacco and Vape Products

- **Direct impact on illegal sales to minors:**

TRL programs typically include youth decoy operations and routine compliance checks, which deter retailers from selling to underage buyers.

- **Incentivizes responsible business practices:**

The threat of license suspension or revocation encourages tobacco retailers to check IDs and follow the law.

- **Data-backed results:**

Local jurisdictions with strong TRL enforcement have reported dramatic decreases in underage tobacco sales (e.g., some cities reduced illegal sales rates by 50% or more).

◆ 2. Establishes Local Oversight and Control

- **Fills enforcement gaps left by the state:**

The California Department of Tax and Fee Administration (CDTFA) issues state tobacco licenses but has limited resources for local enforcement. A TRL program empowers the City to act locally.

- **Customizable regulations:**

Cities can tailor licensing conditions to meet community needs—such as limiting retailer density, banning tobacco near schools, or restricting flavored products.

◆ 3. Promotes Public Health and Safety

- **Prevents tobacco addiction in youth:**

Nearly all smokers begin before age 21. Delaying or preventing tobacco use reduces

addiction and long-term health problems like cancer, heart disease, and respiratory illness.

- **Discourages harmful marketing practices:**

TRL programs can restrict the use of eye-level displays, self-service shelves, or flavored tobacco packaging that disproportionately attract minors.

- **Supports local health initiatives:**

Funds collected through licensing fees can be used for education campaigns, anti-vaping outreach, or partnerships with county health agencies.

◆ 4. Enables Cost Recovery for Enforcement

- **Self-sustaining model:**

Licensing fees are designed to fully cover the costs of administering and enforcing the program—making it budget-neutral and/or revenue-positive for the City.

- **Avoids reliance on general fund resources:**

The program provides dedicated funding for code enforcement, youth decoy operations, public health outreach, and administrative oversight.

◆ 5. Improves Retailer Accountability and Education

- **Educates businesses about tobacco laws:**

TRL programs often include training requirements or educational materials for retailers and employees, promoting voluntary compliance.

- **Creates a formal process for addressing violations:**

TRL programs use a graduated penalty system (warnings, fines, license suspension/revocation) to address violations in a fair and structured way.

- **Helps identify bad actors:**

Routine inspections and complaint investigations allow the City to track problem retailers and target enforcement accordingly.

◆ 6. Protects Vulnerable Populations

- **Youth and families:**

Reduces exposure to marketing and access to harmful products near schools, parks, and residential neighborhoods.

- **Low-income communities:**

These areas are often targeted by tobacco advertising. A TRL program can impose zoning restrictions or buffer zones to reduce saturation.

◆ 7. Aligns with State and Public Health Goals

- **Supports state and county health initiatives:**

Many TRL programs are supported by the California Department of Public Health and county

tobacco prevention coalitions.

- **Meets strategic health benchmarks:**

Helps cities meet objectives in public health plans, youth prevention strategies, and cancer/heart disease reduction efforts.

DRAWBACKS OF A LOCAL TRL PROGRAM

◆ 1. Administrative Burden

- **Increased staff workload:** A TRL program requires ongoing staff time to process applications, conduct compliance checks, manage renewals, and follow up on violations.
- **Need for enforcement infrastructure:** Without police resources dedicated to tobacco enforcement, the program may be difficult to execute effectively.
- **Training and inter-agency coordination:** Staff must be trained on tobacco laws and may need to coordinate with county health departments or state agencies.

◆ 2. Fiscal Viability

- **Fee limitations:** California law prohibits cities from charging more than the actual cost of administering and enforcing the program. If fees are set too low, they won't cover costs. If they're set too high, they could be legally challenged.
- **Initial costs:** Startup costs (ordinance drafting, outreach, database creation, compliance setup) may exceed initial revenue.
- **Unstable funding:** If the number of tobacco retailers declines (through closure or compliance issues), annual fee revenue may drop, making the program financially unsustainable.

◆ 3. Legal Risks

- **Potential legal challenges:** Retailers or trade groups may sue the city, claiming the ordinance is overly burdensome, discriminatory, or violates state law.
- **State law conflicts:** Although local TRL programs are allowed, cities must carefully avoid conflicts with California's state licensing system. For example, banning products legal at the state level (like flavored tobacco) may invite preemption claims unless carefully drafted.

◆ 4. Retailer Pushback

- **Opposition from small businesses:** Local retailers may see TRL fees and enforcement as unnecessary government overreach or an unfair burden—especially small independent convenience stores or gas stations.
- **Perception of revenue loss:** Some retailers may claim that strict rules (e.g., license suspension for first offenses) could lead to revenue loss or business closure.
- **Enforcement inequity concerns:** If enforcement is inconsistent or selective, retailers may claim bias or unfair treatment.

◆ 5. Enforcement Challenges

- **Limited staff capacity:** Enforcement depends on regular compliance checks and youth decoy

operations, which require trained personnel and coordination with law enforcement.

- **Difficult-to-prove violations:** Citing a retailer for selling to a minor can require decoys, evidence collection, and witnesses—making enforcement more complex than it appears.
- **Lack of deterrence if penalties are weak:** If fines or penalties are not strong enough to deter bad actors, the program loses effectiveness.

◆ 6. Community Perception and Political Sensitivity

- **Concerns about government overreach:** Some residents or business owners may view the TRL program as an example of unnecessary regulation or “nanny state” policy.
- **Potential unintended consequences:** If too strict, a TRL program could drive retailers underground or push youths to obtain tobacco from unregulated sources.
- **Competing policy priorities:** TRL enforcement may be deprioritized if the city is also dealing with higher-priority public safety or code enforcement issues.

ENVIRONMENTAL IMPACT:

This action is not a project subject to CEQA under Section 15378(b)(5) of the CEQA Guidelines as it involves the development of a regulatory program with no physical changes to the environment.

FISCAL IMPACT:

The proposed license fee is intended to be cost-neutral, with revenue covering administrative and enforcement expenses. Staff will prepare a fee study to ensure compliance with state laws limiting local fees to cost recovery.



AGENDA REPORT

MEETING DATE: July 22, 2025

TITLE: Future Agenda Item Request - Regulation of Auto Repair Activities in Residential Zones

PRESENTED BY: Konrad Bolowich, City Manager

RECOMMENDATION: **THAT THE CITY COUNCIL RECEIVE AND FILE THIS REPORT AND DIRECT NO FURTHER ACTION AT THIS TIME, AS EXISTING CITY ORDINANCES, STATE LAWS, AND CODE ENFORCEMENT MECHANISMS PROVIDE SUFFICIENT AUTHORITY TO PROHIBIT AND ADDRESS ILLEGAL AUTO REPAIR ACTIVITIES OCCURRING IN RESIDENTIAL ZONES.**

2030 VISION STATEMENT:

This staff report supports Goal #2: Maintain Public Safety

BACKGROUND:

The City has received inquiries and concerns regarding unauthorized auto repair activities being conducted from private residences. These activities may raise issues of public safety, noise, environmental degradation, and neighborhood impacts. In response, staff has reviewed existing City ordinances, zoning provisions, and applicable State laws to determine if further legislative action is necessary.

DISCUSSION:

Staff has identified the following regulatory frameworks currently in place that prohibit or severely limit auto repair activities in residential areas:

1. Zoning and Home Occupation Restrictions

- GTMC §18.06.365 (Home Occupation Regulations) prohibits commercial uses that create noise, traffic, or use hazardous materials. Auto repair is explicitly excluded as a permitted home occupation.
- The operation of a commercial auto repair facility in a residential zone constitutes a zoning violation and is enforceable by the Planning and Code Enforcement Divisions.

2. Business License Requirements

- GTMC Chapters 5.04 and 5.06 require that any business activity, including those operating from home, obtain a valid City business license and, where applicable, a Home Occupation Permit.
- An unlicensed auto repair business operating from a home is subject to enforcement for operating without a license.

3. Noise and Nuisance Regulations

- GTMC §8.108 (Noise Regulations) prohibits vehicle repair activity during nighttime hours and allows for enforcement if such activity creates excessive daytime noise.
- Other nuisance regulations apply to outdoor repair activity that creates debris, blight, or

accumulates inoperable vehicles visible from public view.

4. Parking and Site Standards

- GTMC Chapter 18.60 outlines off-street parking requirements that cannot be met by most residential properties for a business like auto repair. Frequent vehicle turnover, storage of disabled vehicles, and use of public rights-of-way are not compatible with residential zoning.

5. Environmental and Health Risks

- Unauthorized auto repair often involves improper disposal of oil, coolant, and solvents that present environmental and health hazards.
- These issues are subject to enforcement by local and state environmental authorities under various stormwater, hazardous materials, and pollution control laws.

6. State Licensing Requirements

- Under California Business and Professions Code §9884 et seq., any person or facility performing auto repairs for compensation must be registered with the Bureau of Automotive Repair (BAR).
- Performing repairs without a BAR license is illegal and subject to State enforcement.

7. Public Safety and Street Use Concerns

These activities are restricted under several provisions of the Grand Terrace Municipal Code, including:

- GTMC §10.04.020 – Obstruction of Streets Prohibited

“No person shall place or cause to be placed in any public street or right-of-way any object which obstructs, impedes or interferes with the free passage of vehicles or pedestrians...”

- GTMC §10.08.020 – Repairing Vehicles in the Street

“No person shall repair or cause to be repaired any vehicle upon any public street except in emergencies.”

- GTMC §10.08.030 – Parking of Inoperable or Unregistered Vehicles

“It is unlawful to park any vehicle on a public street that is inoperable, disassembled, or not currently registered.”

- GTMC §8.12.030 – Public Nuisance Defined

“Any condition which obstructs the free use of property so as to interfere with the comfortable enjoyment of life or property by an entire community... is hereby declared to be a public nuisance.”

These codes collectively prohibit auto repair and vehicle storage activities on public streets or areas where they present health, safety, or aesthetic issues. Vehicles under repair in driveways may also obstruct sidewalks, violate ADA access standards, and contribute to neighborhood decline if not screened or completed promptly.

CONCLUSION

Staff concludes that:

- The Grand Terrace Municipal Code already prohibits auto repair businesses in residential zones.
- The City has sufficient tools to enforce zoning, business licensing, nuisance, and safety laws through its existing code enforcement and permitting processes.
- The State of California also regulates commercial auto repair activity through licensing and environmental protection statutes.

As such, no additional ordinances are necessary at this time. Enforcement of existing provisions remains the most appropriate path for addressing illegal operations.

ENVIRONMENTAL IMPACT:

This action does not meet the threshold of a project under CEQA and is exempt.

FISCAL IMPACT:

There is no direct fiscal impact associated with this action.