



CITY OF GRAND TERRACE

City Council

AGENDA • October 8, 2024

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.

If you would like to participate telephonically and speak on an agenda item, you can access the meeting by dialing the following telephone number and you will be placed in the waiting room, muted until it is your turn to speak:

***67 1-669-900-9128**

Enter Meeting ID: 833 0628 0851

Password: 359613

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 dthomas@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].

Tuesday, October 8, 2024

1

Call to Order

Invocation

Pledge of Allegiance

AB 2449 Disclosures

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

Roll Call

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

B. PUBLIC COMMENT

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

C. SPECIAL PRESENTATIONS

Certificate of Recognition - Friends of Blue Mountain

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) Approval of Minutes - Regular Meeting - September 10, 2024.

RECOMMENDATION:

DEPARTMENT: City Clerk

- 2) Approval of the July-2024 Check Register in the Amount of \$1,204,865.29

DEPARTMENT: Finance

- 3) Approval of the August-2024 Check Register in the Amount of \$463,591.05

DEPARTMENT: Finance

- 4) An Amendment To The Agreement Between The City Of Grand Terrace And Michael Baker International (MBI) - Housing Element Consultant Services For The 2021-2029 Planning Period To Prepare A Second Draft Housing Element Addressing State Comment Letter Dated July 29, 2024.

DEPARTMENT: Planning & Development Services

- 5) CPNA Update

DEPARTMENT: Public Works

- 6) Amendment to the Personnel Rules & Regulations and the Statement of Benefits

DEPARTMENT: City Manager

- 7) Cancellation of City Council Meetings Scheduled for November 26, 2024 and December 24, 2024

DEPARTMENT: City Manager

E. PUBLIC HEARINGS

- 8) Update to Facility Use Fees

RECOMMENDATION: Adoption of the revised Facility Use Agreement fee structure to establish clear guidelines for facility users, ensure the City recovers its costs, and maintain accessibility for local non-profits, community groups, and sports-related organizations.

DEPARTMENT: Public Works

- 9) Introduction and First Reading of Ordinance No. 360 to Repeal Various Chapters of the City of Grand Terrace Municipal Code.

RECOMMENDATION: Direct the City Attorney to read by title only, waive reading of, and introduce "AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF GRAND TERRACE, CALIFORNIA, REPEALING CHAPTER 2.20 (COMMUNITY REDEVELOPMENT AGENCY), CHAPTER 2.28 (EMERGENCY ORGANIZATION), AND CHAPTER 2.40 (TRAINING OF LAW ENFORCEMENT OFFICERS) OF TITLE 2 (ADMINISTRATION AND PERSONNEL); CHAPTER 6.16 (HOGS), CHAPTER 6.24 (LIVESTOCK), CHAPTER 6.12 (APIARIES), CHAPTER 6.20 (COMMERCIAL KENNELS), AND CHAPTER 6.28 (RIDING ACADEMIES) OF TITLE 6 (ANIMALS); CHAPTER 8.16 (AIRCRAFT TAKEOFF AND LANDINGS), CHAPTER 8.24 (AMBULANCES), AND CHAPTER 8.72 (ABANDONED ORCHARDS) OF TITLE 8 (HEALTH AND SAFETY); AND CHAPTER 9.26 (SYNTHETIC DRUGS - SALE AND USE PROHIBITED) OF TITLE 9 (PUBLIC PEACE, MORALS AND WELFARE), OF THE GRAND TERRACE MUNICIPAL CODE TO STREAMLINE THE MUNICIPAL CODE AND REMOVE PROVISIONS NO LONGER NECESSARY

DEPARTMENT: City Attorney

- 10) Introduction and First Reading of Ordinance No. 361 to Add Section 9.05.040 (Seizure of evidence) and Section 9.05.050 (Impoundment) to the Grand Terrace Municipal Code

RECOMMENDATION: Direct the City Attorney to read by title only, waive reading of, and introduce "AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF GRAND

TERRACE, CALIFORNIA, ADDING SECTION 9.05.040 (SEIZURE OF EVIDENCE) AND SECTION 9.05.050 (IMPOUNDMENT) TO THE GRAND TERRACE MUNICIPAL CODE TO PROVIDE ADDITIONAL ENFORCEMENT MECHANISMS FOR VIOLATION OF SIDEWALK VENDOR REGULATIONS IN ORDER TO PROTECT PUBLIC HEALTH, SAFETY, AND WELFARE.”

DEPARTMENT: City Attorney

- 11) Introduction and First Reading of Ordinance No. 363 to Add Chapter 9.36 of Title 9 to the Grand Terrace Municipal Code

RECOMMENDATION: Direct the City Attorney to read by title only, waive reading of, and introduce “AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF GRAND TERRACE, STATE OF CALIFORNIA, ADDING CHAPTER 9.36 OF TITLE 9 TO THE GRAND TERRACE MUNICIPAL CODE TO PROHIBIT ANY UNSANCTIONED GOVERNMENT-SPONSORED RELOCATION OF UNHOUSED PERSONS TO THE CITY OF GRAND TERRACE.”

DEPARTMENT: City Attorney

- 12) Introduction and First Reading of Ordinance No. 362 to Add Chapter 9.32 of Title 9 to the Grand Terrace Municipal Code

RECOMMENDATION: Direct the City Attorney to read by title only, waive reading of, and introduce “AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF GRAND TERRACE, STATE OF CALIFORNIA, ADDING CHAPTER 9.32 OF TITLE 9 TO THE GRAND TERRACE MUNICIPAL CODE TO PROHIBIT UNLAWFUL CAMPING AND STORAGE OF PERSONAL PROPERTY.”

DEPARTMENT: City Attorney

F. UNFINISHED BUSINESS

- 13) Community Benefit Fund Application Amendment

RECOMMENDATION: That a condition be added to the Community Benefit Fund Application outlining that a recipient entity ensures that the event primarily serves a secular purpose and any additional direction the City Council deems appropriate.

DEPARTMENT: City Attorney

G. NEW BUSINESS

- 14) CBF - Church of Fire in Christ

RECOMMENDATION: Approve the Community Benefit Fund grant application from the Church of Fire in Christ in the amount of \$2,000.00 for the youth retreat

DEPARTMENT: Finance

H. FUTURE AGENDA ITEMS

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

I. CITY COUNCIL COMMUNICATIONS

Council Member Michelle Sabino
Council Member Kenneth J. Henderson
Council Member Jeff Allen
Mayor Pro Tempore Doug Wilson
Mayor Bill Hussey

J. CITY MANAGER COMMUNICATIONS

K. CLOSED SESSION

CONFERENCE WITH LEGAL COUNSEL--EXISTING LITIGATION (Pursuant to Government Code Sections 54954.5(c), 54956.9 (d)(1)) Name of case: Advocates of the Environment v. City of Grand Terrace, San Bernardino Superior Court Case No. CIVSB2423305

L. ADJOURN

The next Regular City Council Meeting will be held on November 12, 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 • September 10, 2024

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, September 10, 2024 at 6:00 PM.

Invocation

The Invocation was given by Pastor Mark Matthews from Grand View Baptist Church.

Pledge of Allegiance

The Boy Scouts of America, Troop 40, presented colors and recited the Pledge of Allegiance.

AB 2449 Disclosures

None.

Roll Call

Present:	Council Member Jeff Allen Mayor Bill Hussey Council Member Kenneth Henderson Mayor Pro Tem Doug Wilson
Absent: Excused:	Council Member Michelle Sabino City Clerk Debra L. Thomas

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

None.

B. PUBLIC COMMENT

Bobbie Forbes, Grand Terrace resident, provided an update on the crematorium that the City Council of the City of Colton approved in its city.

Pam Lemos, Colton resident, thanked Lieutenant Lane and the San Bernardino County Sheriff's Department for their service. Ms. Lemos also expressed her concerns about the crematorium that the City Council Members of the City of Colton approved in its city.

Cindi Bidney, Grand Terrace resident, also expressed her concerns about the crematorium that the City Council Members of the City of Colton approved in its city.

C. SPECIAL PRESENTATIONS - Boy Scouts Certificate of Recognition/Flag Presentation

Certificates of Recognition were presented to the following Boy Scouts of America, Troop 40 members:

Ethan Fitzsimmons
Evan Gill
Joe Kennedy
Lex Neiman
Maxx Davilla
TJ Larriba
Trevor Firnkoess
Wyatt Crandell

D. CONSENT CALENDAR

RESULT:	APPROVED - UNANIMOUS
MOVER:	Council Member Henderson
SECONDER:	Mayor Pro Tem Wilson
AYES:	Council Member Allen, Mayor Hussey, Council Member Henderson, Mayor Pro Tem Wilson
NAYS:	None

- 1) Approval of Minutes - Regular Meeting - August 27, 2024
- 2) Street Rehabilitation Project: FY 2024-25 CIP
- 3) Update City of Grand Terrace Conflict of Interest Code
- 4) Request for Signature: Recovery Housing Reform Package and Recovery Housing
- 5) Approve Agreement with Loma Linda Heating and Air Conditioning Inc. for Replacement of Three (3) HVAC Units Servicing Council Chamber, Council Lobby, and City Hall Front Lobby

E. PUBLIC HEARINGS

None.

F. UNFINISHED BUSINESS

None.

G. NEW BUSINESS

6) CBF - Church of Fire in Christ

Approve the Community Benefit Fund grant application from the Church of Fire in Christ in the amount of \$2,000.00 for the youth retreat

Mayor Pro Tem Wilson moved, when Council Member Allen made an alternate motion, with a second from Council Member Henderson to bring the item back to the next scheduled City Council Meeting.

RESULT:	FAILED (2 to 2)
MOVER:	Council Member Allen
SECONDER:	Council Member Henderson
AYES:	Council Member Allen, Council Member Henderson
NAYS:	Mayor Hussey, Mayor Pro Tem Wilson

Mayor Pro Tem Wilson moved, with a second from Mayor Hussey to approve the Community Benefit Fund grant application from the Church of Fire in Christ in the amount of \$2,000.00 for its youth retreat.

RESULT:	FAILED (2 to 2)
MOVER:	Mayor Pro Tem Wilson
SECONDER:	Mayor Hussey
AYES:	Mayor Pro Tem Wilson, Mayor Hussey
NAYS:	Council Member Allen, Council Member Henderson

H. FUTURE AGENDA ITEMS

Council Member Allen requested a future agenda item be brought back for discussion to consider hiring an outside entity to process the City's Community Benefit Fund requests.

RESULT:	FAILED (2 to 2)
MOVER:	Council Member Allen
SECONDER:	Council Member Henderson
AYES:	Council Member Allen, Council Member Henderson
NAYS:	Mayor Hussey, Mayor Pro Tem Wilson

I. CITY COUNCIL COMMUNICATIONS

Council Member Kenneth J. Henderson

Nothing to Report.

Council Member Jeff Allen

Council Member Allen reported on the following meetings, conferences, and events he attended:

- 9/4/2024 San Bernardino County Interagency Council on Homelessness Regional Steering Committee Meeting addressing resource mapping and PEACE team homeless engagement.
- 9/4/2024 Virtual Insurance Town Hall Meeting addressing the homeowner insurance crisis

Mayor Pro Tem Doug Wilson

Nothing to Report.

Mayor Bill Hussey

Mayor Hussey reported on the following meetings, conferences, and events he attended:

- SCAG Meeting of the Community Economic & Human Development Committee.

J. CITY MANAGER COMMUNICATIONS

City Manager Konrad Bolowich

Reminded the community to cut back on brush and stay on top of trimmings and proper dumping to reduce the potential of fires in the area.

K. CLOSED SESSION

None.

L. ADJOURN

Mayor Hussey adjourned the Regular Meeting of the City Council at 7:00 p.m. in memory of the September 11, 2001 victims and first responders. The Next Regular City Council Meeting will be held on Tuesday, October 8, 2024, at 6:00 p.m.

Bill Hussey, Mayor

Debra L. Thomas, City Clerk



AGENDA REPORT

MEETING DATE: October 8, 2024

TITLE: Approval of the July-2024 Check Register in the Amount of \$1,204,865.29

PRESENTED BY: Christine Clayton, Finance Director

RECOMMENDATION: Approve the Check Register No. 07312024 in the amount of \$1,204,865.29 as submitted, for the month ending July 31, 2024.

2030 VISION STATEMENT:

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

BACKGROUND:

The check register for the month of July-2024 has been prepared in accordance with Government Code §37202 and is hereby submitted for City Council's approval.

The check register lists all vendor payments for the respective month, along with a brief description of the type of goods or services purchased and the account code(s) associated with each payment. The check registers list all payments made to vendors and employee reimbursements during the month of July-2024.

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

DISCUSSION:

CHECK REGISTER

A total of \$1,204,865.29 in accounts payable checks and/or wires were issued during the period for services, reimbursements, supplies, and contracts and are detailed in the individual monthly register.

Below is a table that lists payments larger than \$10,000 for the month of July-2024.

Payments larger than \$10,000:

<u>Check No.</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>
81471	HARDY AND HARPER INC	FY2023-24 CIP PAVEMENT REHABILITATION	\$108,359.31
81517	AM SIGNAL LLC	RADAR SPEED SIGNS FOR PARKS AND SCHOOLS	\$16,695.09
81528	RALPH ANDERSON ASSOCIATES	2024 RECRUITMENT FOR CITY CLERK	\$25,000.00
81542	ALESHIRE AND WYNDER LLP	JUN 2024 LEGAL SERVICES	\$21,682.50

81549	MICHAEL BAKER INTERNATIONAL	PROFESSIONAL CONSULTING SERVICES	\$19,260.84
81553	WILLDAN	PLAN CHECK AND CODE ENFORCEMENT SVCS	\$33,990.00
81557	GOODMAN AND ASSOCIATES	PS&E FOR CIP2024-25 PAVEMENT REHAB	\$17,500.00
81566	SB COUNTY SHERIFF	JUL 2024 LAW ENFORCEMENT SERVICES	\$211,676.00
16736229	SO CA EDISON COMPANY	JUN 2024 ENERGY USAGE	\$18,191.64
17569665	PUBLIC EMPLOYEES RETIREMENT	RETIREMENT CONTRIBUTIONS 07/11/2024	\$11,625.29
17569695	PUBLIC EMPLOYEES RETIREMENT	RETIREMENT CONTRIBUTIONS 07/25/2024	\$11,699.57
17575806	CA PUB EMPLOYEES RETIRE SYSTEM	JUL 2024 PERS HEALTH INSURANCE	\$28,652.99
17591349	CALPERS	UNFUNDED ACCRUED LIABILITY RATE PLAN 1609	\$455,610.00
17613473	CA PUB EMPLOYEES RETIRE SYSTEM	AUG 2024 PERS HEALTH INSURANCE	\$26,892.53
436598724	US BANK	JUN-JUL 2024 CAL CARD CHARGES	\$14,966.35
TOTAL PAYMENTS LARGER THAN \$10,000			<u>\$1,021,802.11</u>

PAYROLL

Payroll costs for the month:

<u>Pay Per.</u>		<u>Period Start</u>		<u>Period End</u>	<u>Pay Date</u>	<u>Amount</u>
Jul-24						
1	From	6/22/2024	to	7/5/2024	7/11/2024	\$77,219.90
2	From	7/6/2024	to	7/19/2024	7/25/2024	<u>\$78,119.85</u>
						<u>\$155,339.75</u>

ENVIRONMENTAL IMPACT:

No environmental impact.

FISCAL IMPACT:

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

<u>Description</u>	<u>Amount</u>
Jul-24	
Check Register	\$1,204,865.29
Payroll	<u>\$155,339.75</u>
	<u>\$1,360,205.04</u>

CITY OF GRAND TERRACE

FY2024-25

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

CHECK REGISTER Account Index



Bill Hussey, Mayor
Doug Wilson, Mayor Pro Tem
Jeff Allen, Council Member
Kenneth Henderson, Council Member
Michelle Sabino, Council Member

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

City of Grand Terrace Check Register Index

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

CITY OF GRAND TERRACE

FY2024-25

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

MONTHLY CHECK REGISTER For the Period Ending July 31, 2024



Bill Hussey, Mayor
Doug Wilson, Mayor Pro Tem
Jeff Allen, Council Member
Kenneth J. Henderson, Council Member
Michelle Sabino, Council Member

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

Check Register
CITY OF GRAND TERRACE
As of 7/31/2024

Check #	Date	Vendor	Invoice #	Invoice Description	Inv. Date	Amount Paid	Check Total
81456	07/11/2024	AIRWAVE COMMUNICATION	12581	TWO-WAY RADIOS USING EMPG FUNDS E 75-370-220-000-000	07/09/2024	8,670.97 <u>8,670.97</u>	8,670.97
81457	07/11/2024	ANIMAL EMERGENCY CLINIC	216724	JUN 2023 EMERGENCY VET SERVICES FOR STRAY PUP E 10-185-250-000-000	06/28/2023	80.00 <u>80.00</u>	80.00
81458	07/11/2024	DESTINY ARAGONEZ	10032023	REFUND DEPOSIT FOR RESERVATION AT RICHARD ROLLINS PARK SHLTR B 11/4/23 B 23-515-22-00	10/03/2023	50.00 <u>50.00</u>	50.00
81459	07/11/2024	AWARD COMPANY OF AMERICA	58000	(108) WOOD AWARD PLAQUES E 10-125-210-000-000	06/24/2024	3,549.15 <u>3,549.15</u>	3,549.15
81460	07/11/2024	BENSON PRODUCTIONS	1613	JUN 2024 VIDEOGRAPHER SERVICES FOR CITY COUNCIL & PLANNING COMMISSION E 67-380-250-000-000	07/01/2024	920.00 <u>920.00</u>	920.00
81461	07/11/2024	CALIBER	1667	BANNERS FOR CITY EVENTS E 10-120-220-200-000 E 62-120-220-000-000	06/21/2024	517.20 258.60 <u>775.80</u>	
			1664	LIGHT POLE BANNERS E 10-175-230-000-000	05/31/2024	533.36 <u>533.36</u>	1,309.16

Check Register
CITY OF GRAND TERRACE
As of 7/31/2024

Check #	Date	Vendor	Invoice #	Invoice Description	Inv. Date	Amount Paid	Check Total
81462	07/11/2024	MARTHA CARDERA	07102024	REFUND YARD SALE SIGNS DEPOSIT FOR (5) YARD SALE SIGNS B 23-515-22-00	07/10/2024	50.00 50.00	50.00
81463	07/11/2024	COUNTY OF RIVERSIDE TLMA ADM	TL0000017349	MAY 2024 TRAFFIC SIGNAL MONITORING AT MAIN ST AND MICHIGAN ST E 10-195-245-000-000	06/18/2024	464.50 464.50	464.50
81464	07/11/2024	EZ SUNNYDAY LANDSCAPE	7240	WOOD CHIP INSTALLATION AT FITNESS PARK E 10-450-710-000-000	05/17/2024	1,200.00 1,200.00	1,200.00
81465	07/11/2024	FAMILY SERVICE ASSOCIATION	05-2024- 300405S	MAY 2024 CDBG SR CENTER COORDINATOR E 22-425-312-000-000	07/01/2024	3,267.33 3,267.33	3,267.33
81466	07/11/2024	JULIA FIRNKOESS	11162023	REIMBURSEMENT FOR DECORATIONS FOR 2023 LIGHT UP GT E 62-120-220-000-000	11/16/2023	58.27 58.27	58.27
81467	07/11/2024	FRANKLIN PLANNER	IN84035596	PLANNERS FOR EMPLOYEE RECOGNITION LUNCHEON E 10-120-220-200-000	07/02/2024	1,524.58 1,524.58	1,524.58
81468	07/11/2024	BECKY GIROUX	07082024	REIMBURSEMENT FOR ART SHOW EXPENSES E 10-804-220-000-000	07/08/2024	278.80 278.80	278.80

Check Register
CITY OF GRAND TERRACE
As of 7/31/2024

Check #	Date	Vendor	Invoice #	Invoice Description	Inv. Date	Amount Paid	Check Total
81469	07/11/2024	TERRY GOMEZ	01092024	REFUND DEPOSIT FOR RESERVATION AT RICHARD ROLLINS PARK SHLTR B 12/10/2023 B 23-515-22-00	01/09/2024	50.00 50.00	50.00
81470	07/11/2024	GRAND TERRACE CITY NEWS	6974	MAY 2024 WEEKLY QUARTER-PAGE DISPLAY AD E 10-120-230-000-000	05/31/2024	1,200.00 1,200.00	
			6808	JUN 2024 WEEKLY QUARTER-PAGE DISPLAY AD E 10-120-230-000-000	05/31/2024	960.00 960.00	
			7007	GT 06.27.2024 CITY AD: HEARING NOTICE ZCA 24-03_7.9.2024 E 10-370-230-000-000	06/25/2024	336.56 336.56	
			6969	GT 06.20.2024 TO 06.27.2024 CITY AD: PLANNING COMMISSION VACANCY ANNOUNCEMENT E 10-125-230-000-000	06/19/2024	245.28 245.28	
			6871	GT 06.13.2024 CITY AD: PUBLIC HEARING NOTICE E 10-125-230-000-000	06/10/2024	112.48 112.48	2,854.32
81471	07/11/2024	HARDY AND HARPER INC	50365R	PAYMENT #2 FY2023-24 CIP AND CITY YARD PAVEMENT REHABILITATION E 94-175-257-000-000	05/01/2024	108,359.31 108,359.31	108,359.31

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81472	07/11/2024	HDL SOFTWARE LLC	SIN040172	MAY 2024 BUSINESS LICENSE PROCESSING FEES E 10-140-250-000-000	06/30/2024	412.01 412.01	412.01
81473	07/11/2024	HINDERLITER DE LLAMAS ASSOC	SIN039847	APR-JUN 2024 SALES TAX & AUDIT SERVICES E 10-140-250-000-000	06/30/2024	1,530.85 1,530.85	1,530.85
81474	07/11/2024	ELOYCE JACOBO	07102024	REFUND YARD SALE SIGNS DEPOSIT FOR (2) YARD SALE SIGNS B 23-515-22-00	07/10/2024	20.00 20.00	20.00
81475	07/11/2024	KONICA MINOLTA BUS. SOLUTIONS	294641709	JUN 2024 CITYWIDE PHOTOCOPIER MAINTENANCE E 10-190-212-000-000	06/30/2024	281.68 281.68	281.68
81476	07/11/2024	ESTHER LONDON	09272023	REFUND DEPOSIT FOR RESERVATION AT RICHARD ROLLINS PARK SHLTR C 9/9/23 B 23-515-22-00	09/27/2023	50.00 50.00	50.00
81477	07/11/2024	MICHAEL BAKER INTERNATIONAL	1217156	JUN 2024 HOUSING ELEMENT CONSULTING SERVICES E 10-370-250-000-000	06/28/2024	6,182.50 6,182.50	6,182.50
81478	07/11/2024	EVANGELINE MOLINA	12052023	REFUND YARD SALE SIGN DEPOSIT FOR (4) YARD SALE SIGNS B 23-515-22-00	12/05/2023	40.00 40.00	40.00

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81479	07/11/2024	KENNETH MURRILLO	09142023	REFUND BASEBALL FIELD RESERVATION R 10-450-01	09/14/2023	40.00 40.00	40.00
81480	07/11/2024	ODP BUSINESS SOLUTIONS LLC	371840351001	FY2023-24 OFFICE SUPPLIES E 10-190-210-000-000	06/21/2024	299.22 299.22	
			364987621001	ROLLING CART FOR BUILDING & SAFETY E 10-172-210-000-000	06/18/2024	90.50 90.50	389.72
81481	07/11/2024	ON SITE COMPUTING	54003955	NAS HARD DRIVE REPLACEMENT E 10-380-210-000-000 E 10-380-249-000-000	06/27/2024	161.61 350.00 511.61	
			54003899	REPLACEMENT BATTERY FOR KONRAD'S PC E 10-380-210-000-000	06/10/2024	14.00 14.00	525.61
81482	07/11/2024	PACIFIC PRODUCTS AND SERVICES	34095	FLAT BLADE FOR STREET SIGNS E 94-175-229-000-000	06/19/2024	1,454.63 1,454.63	1,454.63
81483	07/11/2024	PETER PUTT	07102024	REFUND YARD SALE SIGNS DEPOSIT FOR (5) YARD SALE SIGNS B 23-515-22-00	07/10/2024	50.00 50.00	50.00
81484	07/11/2024	BRUNIE REYES	07242023	REFUND YARD SALE SIGN DEPOSIT FOR (4) YARD SALE SIGNS B 23-515-22-00	07/24/2023	40.00 40.00	40.00

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81485	07/11/2024	SHELLY SAENZ	07102024	REFUND YARD SALE SIGNS DEPOSIT FOR (1) YARD SALE SIGN B 23-515-22-00	07/10/2024	10.00 <u>10.00</u>	10.00
81486	07/11/2024	SCA OF CA LLC	109195CS	JUN 2024 STREET SWEEPING SERVICES E 16-900-254-000-000	06/30/2024	4,724.00 <u>4,724.00</u>	4,724.00
81487	07/11/2024	SITEONE LANDSCAPE SUPPLY	143318536-001	IRRIGATION SUPPLIES FOR PARKS E 10-450-245-000-000	06/26/2024	104.56 <u>104.56</u>	104.56
81488	07/11/2024	SO CAL LOCKSMITH	65854	CITY HALL KEYS FOR JANITORIAL STAFF E 10-195-245-000-000	06/28/2024	42.35 <u>42.35</u>	49.69
			65852	KEYS FOR ANNEX BUILDING AT CITY HALL E 10-195-245-000-000	06/27/2024	7.34 <u>7.34</u>	
81489	07/11/2024	ST FRANCIS ELECTRIC	22147751	JUN 2024 ROUTINE TRAFFIC SIGNAL MAINTENANCE E 16-510-255-000-000	06/30/2024	557.55 <u>557.55</u>	902.25
			22147752	JUN 2024 RESPONSE TRAFFIC SIGNAL MAINTENANCE E 16-510-255-000-000	06/30/2024	344.70 <u>344.70</u>	
81490	07/11/2024	SUPERIOR BUILDING MAINTENANCE	10654	DEEP CLEANING OF EXTERIOR WINDOWS AT CITY HALL E 10-195-245-000-000	06/29/2024	3,414.00 <u>3,414.00</u>	3,414.00

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81491	07/11/2024	T MOBILE	JUN24 TMOBILE	MAY-JUN 2024 BACKUP INTERNET SERVICE E 10-380-250-000-000	06/21/2024	33.15 33.15	33.15
81492	07/11/2024	TERMINIX	443586682	FEB 2024 GOPHER CONTROL FOR POCKET PARK E 10-450-245-000-000	02/16/2024	80.00 80.00	80.00
81493	07/11/2024	TIME WARNER CABLE	0228510062524	CITY HALL INTERNET - CITY HALL JUN-JUL 2024 E 10-190-238-000-000	06/25/2024	329.98 329.98	429.97
			0153825062324	SR CENTER INTERNET - HSD3 - JUN-JUL 2024 E 10-805-238-000-000	06/23/2024	99.99 99.99	
81494	07/11/2024	TMC ROOFING	1063-2	2ND PAYMENT FOR REROOFING THE EOC BUILDING E 10-195-706-000-000	06/06/2024	7,875.00 7,875.00	
			1070	SHIPLAP REPLACEMENT FOR REROOFING THE EOC BUILDING E 10-195-706-000-000	07/01/2024	1,800.00 1,800.00	9,675.00
81495	07/11/2024	BETTY TYLER	07102024	REFUND YARD SALE SIGNS DEPOSIT FOR (2) YARD SALE SIGNS B 23-515-22-00	07/10/2024	20.00 20.00	20.00

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81496	07/11/2024	UNITED RENTALS	235007173-001	MOIL POINT BIT TO REMOVES OLD BENCHES AT FREEDOM PARK E 10-450-245-000-000	06/12/2024	26.27 26.27	26.27
81497	07/11/2024	VERIZON WIRELESS	9967426687	ALPR LINE CHARGES MAY-JUN 2024 E 10-190-235-000-000	06/23/2024	190.05 190.05	190.05
81498	07/11/2024	8X8 INC	4490219	JUL 2024 SERVICE CHARGE FOR (46) POLYCOM VVX 450 PHONES E 10-190-235-000-000	07/01/2024	1,326.39 1,326.39	1,326.39
81499	07/11/2024	ADT SECURITY SERVICES	1072215589 1ST QTR	1ST QUARTER SENIOR CENTER SECURITY MONITORING (07/14/24-10/13/24) E 10-805-245-000-000	06/27/2024	160.83 160.83	160.83
81500	07/11/2024	AMERITAS LIFE INSURANCE CORP	JUL 2024	JUL 2024 EMPLOYEE PAID DENTAL INSURANCE B 10-022-70-00	07/01/2024	791.92 791.92	791.92
81501	07/11/2024	ASCAP	100006365569	FY2024-25 MUSIC LICENSE FEE E 10-195-245-000-000 E 10-450-245-000-000	05/20/2024	219.92 219.91 439.83	439.83

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81502	07/11/2024	AT AND T	JUL 2024 AT&T	JUL 2024 AT&T	07/01/2024		
				E 10-190-235-000-000		1,808.06	
				E 10-450-235-000-000		851.32	
				E 10-805-235-000-000		804.61	
				E 10-808-235-000-000		826.83	
						<u>4,290.82</u>	
							4,290.82
81503	07/11/2024	CHAMPION FIRE SYSTEMS INC	71800	FY2024-25 Q1 CITY HALL ALARM	06/26/2024		
				TROUBLESHOOT AND RESET			
				E 10-195-246-000-000		144.00	
						<u>144.00</u>	
							144.00
81504	07/11/2024	CHARTER COMMUNICATIONS	234703801070124	CITY HALL ELEVATOR PHONE - JUL 2024	07/01/2024		
				E 10-195-246-000-000		39.99	
						<u>39.99</u>	
							39.99
81505	07/11/2024	EYEMED FIDELITY SECURITY LIFE	166358492	JUL 2024 EMPLOYEE PAID VISION INSURANCE	06/21/2024		
				B 10-022-71-00		163.32	
						<u>163.32</u>	
							163.32
81506	07/11/2024	HIGH TECH SECURITY SYSTEMS	144507	FY2024-25 SECURITY MAINTENANCE AGREEMENT	07/01/2024		
				E 10-195-247-000-000		600.00	
				E 10-450-246-000-000		300.00	
						<u>900.00</u>	
							900.00
81507	07/11/2024	NETFILE INC	9469	FY2024-25 SUBSCRIPTION FOR CAMPAIGN & FORM 700 AGENCY SERVICES	06/19/2024		
				E 10-125-250-000-000		3,200.00	
						<u>3,200.00</u>	
							3,200.00

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81508	07/11/2024	ODP BUSINESS SOLUTIONS LLC	374206521001	TRASH LINERS FOR PARKS E 10-450-245-000-000	07/03/2024	97.32 <u>97.32</u>	97.32
81509	07/11/2024	OTIS ELEVATOR COMPANY	100401590814	FY2024-25 ELEVATOR MAINTENANCE & SERVICE E 10-195-246-000-000	06/17/2024	6,139.80 <u>6,139.80</u>	6,139.80
81510	07/11/2024	PAY PLUS SOLUTIONS INC	33204	JUL 2024 CALPERS INSIGHT E-TOOLS PAY PLUS SUBSCRIPTION E 10-140-255-000-000	07/01/2024	566.80 <u>566.80</u>	566.80
81511	07/11/2024	PROGRESSIVE SOLUTIONS	4035	FY2024-25 ANNUAL SOFTWARE MAINTENANCE FOR PAYMENT CENTRAL E 10-140-246-000-000	07/02/2024	4,780.52 <u>4,780.52</u>	4,780.52
81512	07/11/2024	S B DEPT OF PUBLIC HEALTH	IN0440239	BACKFLOW TESTING & CERTIFICATION A. CAPIZ E 10-175-268-000-000	07/02/2024	374.00 <u>374.00</u>	374.00
81513	07/11/2024	SB COUNTY ASSESSOR	109285	JUL 2024 MONTHLY ASSESSOR PARCEL MAP E 10-370-210-000-000	07/02/2024	2.00 <u>2.00</u>	2.00
81514	07/11/2024	SB COUNTY TREASURER	1800001573	LAFCO APPORTIONMENT ANNUAL FEE E 10-190-265-000-000	07/01/2024	1,046.07 <u>1,046.07</u>	1,046.07

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81515	07/11/2024	SPARKLETTS	9637116 070124	JUL 2024 BOTTLED WATER SERVICES FOR CITY HALL & SENIOR CENTER E 10-190-238-000-000 E 10-805-238-000-000	07/01/2024	257.83 175.75 <u>433.58</u>	433.58
81516	07/11/2024	UNDERGROUND SERVICE ALERT	620240313	JUL 2024 MONTHLY DATABASE MAINTENANCE FEE E 16-900-220-000-000	07/01/2024	64.25 <u>64.25</u>	64.25
81517	07/19/2024	AM SIGNAL LLC	M28842	INSTALLATION OF (4) RADAR SPEED SIGNS FOR PARKS AND SCHOOLS E 94-175-229-000-000	07/15/2024	16,695.09 <u>16,695.09</u>	16,695.09
81518	07/19/2024	COMPLETE PAPERLESS SOLUTIONS	4097	LICENSES FOR (6) EMPLOYEES TO USE FUJITSU SCANNERS E 10-125-250-000-000	05/02/2024	4,402.19 <u>4,402.19</u>	4,402.19
81519	07/19/2024	COMPUTERIZED EMBROIDERY CO INC	55511	WORK SHIRTS FOR DANIEL, MIGUEL, AND ANTONIO E 10-175-219-000-000 E 10-190-220-000-000	07/10/2024	143.55 65.25 <u>208.80</u>	282.75
			55510	WORK SHIRTS FOR DANIEL AND SHANITA E 10-175-219-000-000	07/10/2024	73.95 <u>73.95</u>	
81520	07/19/2024	DAPEER ROSENBLIT AND LITVAK	23239	JUN 2024 LEGAL FEES FOR MUNICIPAL CODE ENFORCEMENT MATTERS E 10-160-250-100-000	06/30/2024	5,830.70 <u>5,830.70</u>	5,830.70

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81521	07/19/2024	FAMILY SERVICE ASSOCIATION	06-2024-300405S	JUN 2024 CDBG SR CENTER COORDINATOR E 22-425-312-000-000	07/01/2024	2,358.65 <u>2,358.65</u>	2,358.65
81522	07/19/2024	FRUIT GROWERS SUPPLY	92468908	ACCESSORIES FOR CHAINSAW AND WEED EATER E 10-175-218-000-000	06/24/2024	53.81 <u>53.81</u>	53.81
81523	07/19/2024	HOME DEPOT CREDIT SERVICE	5270141	MARKERS, TOOLS, MAINTENANCE SUPPLIES, AND CLEANING SUPPLIES E 10-175-210-000-000 E 10-175-218-000-000 E 10-195-245-000-000 E 10-450-245-000-000	06/20/2024	3.78 66.81 217.61 58.65 <u>346.85</u>	
			4274317	SAFETY VEST, PAINT SUPPLIES, MAINTENANCE SUPPLIES, AND RETURNED DRILL BIT E 10-175-218-000-000 E 10-195-245-000-000 E 10-450-245-000-000	06/11/2024	32.56 74.91 52.44 <u>159.91</u>	
			2274543	TOOLS, PAINT, AND CLEANING SUPPLIES E 10-175-218-000-000 E 10-195-245-000-000 E 10-450-245-000-000	06/13/2024	33.66 75.91 49.87 <u>159.44</u>	
			6524643	MAINTENANCE SUPPLIES FOR CITY HALL E 10-195-245-000-000	05/10/2024	125.64 <u>125.64</u>	

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			3021899	TROWEL FOR MAINTENANCE AND MAINTENANCE SUPPLIES FOR FREEDOM PARK E 10-175-218-000-000 E 10-450-245-000-000	06/12/2024	27.05 60.12 87.17	
			4210564	CHAIN FOR GATE ON CANAL ST AND LOCK FOR HR DESK E 10-120-210-000-000 E 10-175-244-000-000	06/21/2024	15.96 28.71 44.67	
			8523098	TOOLS AND MAINTENANCE SUPPLIES E 10-175-218-000-000 E 10-450-245-000-000	06/07/2024	10.30 27.97 38.27	
			2371223	CONCRETE TO REINSTALL STREET SIGNS E 94-175-229-000-000	05/14/2024	37.85 37.85	999.80
81524	07/19/2024	LIGHTING RESOURCES LLC	50-32253	RECYCLING LIGHTS FROM CITY HALL AND BATTERIES FROM SIGNS E 10-195-245-000-000 E 94-175-229-000-000	06/06/2024	12.60 41.85 54.45	54.45
81525	07/19/2024	MIDAMERICA ADMIN RETIREMENT	PAYDATE 06132024 ARS	PAYDATE 06132024 ARS RETIREMENT B 10-022-68-00	06/13/2024	249.45 249.45	
			PAYDATE 06272024 ARS	PAYDATE 06272024 ARS RETIREMENT B 10-022-68-00	06/27/2024	240.45 240.45	489.90

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81526	07/19/2024	MITY LITE INC	00176957	TABLE AND CHAIR RACKS FOR COMMUNITY ROOM E 10-175-701-000-000	06/27/2024	3,232.18 3,232.18	3,232.18
81527	07/19/2024	MORAN JANITORIAL SERVICES LLC	2270	JUN 2024 JANITORIAL SERVICES FOR CIVIC CENTER AND PARKS E 10-195-245-000-000 E 10-450-245-000-000	06/28/2024	1,304.00 1,325.00 2,629.00	2,629.00
81528	07/19/2024	RALPH ANDERSEN ASSOCIATES	INV-04857	2024 RECRUITMENT FOR CITY CLERK E 10-125-250-000-000	06/26/2024	25,000.00 25,000.00	25,000.00
81529	07/19/2024	SITEONE LANDSCAPE SUPPLY	143364543-001	IRRIGATION SUPPLIES FOR GRIFFITH PARK E 10-450-245-000-000	06/27/2024	687.44 687.44	687.44
81530	07/19/2024	TERMINIX	448510101	JUN 2024 GOPHER CONTROL FOR GRIFFIN PARK E 10-450-245-000-000	06/27/2024	172.00 172.00	
			448668761	JUN 2024 GOPHER CONTROL FOR PICO PARK E 10-450-245-000-000	06/27/2024	147.00 147.00	
			448509890	JUN 2024 PEST CONTROL SERVICES - CITY HALL E 10-195-245-000-000	06/27/2024	119.00 119.00	

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			448510056	JUN 2024 PEST CONTROL SVCS FOR SENIOR CENTER E 10-805-245-000-000	06/27/2024	115.00	
						115.00	
			448510047	JUN 2024 GOPHER CONTROL FOR DOG PARK E 10-450-245-000-000	06/27/2024	85.00	
						85.00	
			448510023	JUN 2024 GOPHER CONTROL FOR RICHARD ROLLINS PARK E 10-450-245-000-000	06/27/2024	85.00	
						85.00	
							723.00
81531	07/19/2024	WEST COAST ARBORISTS INC	216542	JUN 2024 CITYWIDE TREE INVENTORY AND ARBORISTS SERVICES E 20-100-245-000-000	06/30/2024	3,206.00	
						3,206.00	
							3,206.00
81532	07/19/2024	WILLDAN	00339366	JUN 2024 INTERIM CITY ENGINEER SERVICES E 10-175-250-020-000	07/10/2024	9,940.00	
						9,940.00	
							9,940.00
81533	07/19/2024	CIVIC PLUS	302001	FY2024-25 CITY ORDINANCE AND CODIFICATION HOSTING E 10-125-250-000-000	07/01/2024	5,464.63	
						5,464.63	
							5,464.63
81534	07/19/2024	MARYBETH CORRERA	07162024	REFUND YARD SALE SIGN DEPOSIT FOR (5) YARD SALE SIGNS B 23-515-22-00	07/16/2024	50.00	
						50.00	
							50.00

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81535	07/19/2024	GRAND TERRACE CITY NEWS	7137	GT 07/11/2024 CITY LEGAL AD: NOTICE OF PUBLIC HEARING GATEWAY SPECIFIC PLAN B 23-515-33-00	07/10/2024	1,065.60 <u>1,065.60</u>	
			7048	GT 07/04/2024 CITY AD: ORDINANCE NO.355 - 1ST READING E 10-125-230-000-000	07/01/2024	196.40 <u>196.40</u>	
			7104	GT 07/11/2024 CITY AD: NOTICE OF ELECTION E 10-125-230-000-000	07/08/2024	121.92 <u>121.92</u>	1,383.92
81536	07/19/2024	KONICA MINOLTA	45114995	JUL-AUG 2024 RENT FOR (2) PHOTOCOPIERS E 10-190-212-000-000	07/02/2024	260.32 <u>260.32</u>	260.32
81537	07/19/2024	NAOMI PRADO	07162024	REFUND YARD SALE SIGN DEPOSIT FOR (3) YARD SALE SIGNS B 23-515-22-00	07/16/2024	30.00 <u>30.00</u>	30.00
81538	07/19/2024	QUADIENT LEASING USA INC	Q1402803	MAY-AUG24 POSTAGE METER LEASE E 10-190-211-000-000	07/02/2024	785.90 <u>785.90</u>	785.90
81539	07/19/2024	SO CAL LOCKSMITH	65904	REKEY LIBRARY AND NEW KEYS FOR LIBRARY STAFF E 10-195-245-000-000	07/09/2024	281.57 <u>281.57</u>	281.57

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81540	07/19/2024	THOMSON REUTERS WEST	850488272	JUL 2024 QUINLAN ZONING BULLETIN SUBSCRIPTION E 10-370-265-000-000	07/01/2024	81.00 81.00	81.00
81541	07/19/2024	TIME WARNER CABLE	0262246070324	RICHARD ROLLINS PARK INTERNET - JUL-AUG 2024 E 10-450-238-000-000	07/03/2024	329.98 329.98	
			0007245070724	SR CTR CABLE INTERNET BLDG3 - JUL-AUG 2024 E 10-805-238-000-000	07/07/2024	288.00 288.00	617.98
81542	07/25/2024	ALESHIRE AND WYNDER LLP	87976	JUN 2024 LEGAL SERVICES - GENERAL E 10-160-250-000-000	07/16/2024	10,000.00 10,000.00	
			87975	JUN 2024 LEGAL SERVICES - GATEWAY SPECIFIC PLAN B 23-515-90-00	07/16/2024	5,927.50 5,927.50	
			88209	JUN 2024 LEGAL SERVICES - GENERAL AFTER 42 HRS E 10-160-250-000-000	07/16/2024	3,823.00 3,823.00	
			87978	JUN 2024 LEGAL SERVICES - CODE ENFORCEMENT E 10-160-250-100-000	07/16/2024	1,267.00 1,267.00	
			87979	JUN 2024 LEGAL SERVICES FOR CONDOR BATTERY STORAGE PROJECT B 23-510-60-00	07/16/2024	665.00 665.00	21,682.50

Check Register
CITY OF GRAND TERRACE
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Check #	Date	Vendor	Invoice #	Invoice Description	Inv. Date	Amount Paid	Check Total
81543	07/25/2024	CA DEPT OF TRANSPORTATION	SL241154	APR-JUN 2024 SIGNALS AND LIGHTING BILLING E 16-510-255-000-000	07/15/2024	892.33 892.33	892.33
81544	07/25/2024	CA STATE DEPT OF CONSERVATION	SMIP2024-4Q-04	2023-24 SMIP 3RD QUARTER APR 2024 - JUN 2024 R 10-700-01 B 23-200-21-00	06/15/2024	-5.19 103.89 98.70	98.70
81545	07/25/2024	DATA TICKET INC	167079	GRAND TERRACE - CODE ENFORCEMENT PROCESSING JUN 2024 E 10-185-255-000-000	07/16/2024	709.60 709.60	772.10
			167449	GRAND TERRACE - STREET SWEEPING FOR JUN 2024 E 10-140-255-000-000	07/16/2024	62.50 62.50	
81546	07/25/2024	HDL SOFTWARE LLC	SIN040749	JUN 2024 BUSINESS LICENSE PROCESSING FEES E 10-140-250-000-000	06/30/2024	275.26 275.26	275.26
81547	07/25/2024	KONICA MINOLTA BUS. SOLUTIONS	9010023817	06/15/24-07/14/24 CITYWIDE PHOTOCOPIER SERVICES E 10-190-212-000-000	07/14/2024	206.95 206.95	206.95
81548	07/25/2024	LAMPERT DIAS ARCHITECTS INC	1	INITIAL PAYMENT - CONCEPTUAL DESIGN OF NEW LIBRARY AND MULTIPURPOSE SPACE E 10-370-250-000-000	07/19/2024	2,000.00 2,000.00	2,000.00

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CITY OF GRAND TERRACE
As of 7/31/2024

Check #	Date	Vendor	Invoice #	Invoice Description	Inv. Date	Amount Paid	Check Total
81549	07/25/2024	MICHAEL BAKER INTERNATIONAL	1213617	APR 2024 HOUSING ELEMENT CONSULTING SERVICES E 10-370-250-000-000	05/28/2024	13,503.75	19,260.84
						13,503.75	
			1211488	MAR 2024 HOUSING ELEMENT CONSULTING SERVICES E 10-370-250-000-000	04/29/2024	2,297.59	
						2,297.59	
			1218213	JUN 2024 CONSULTING SERVICES FOR MARKS ARCHITECTURE B 23-515-79-00	07/12/2024	1,836.00	
						1,836.00	
			1207428	MAR 2024 PROFESSIONAL SERIVES FOR BRSP B 23-510-39-00	03/21/2024	882.50	
						882.50	
			1218679	JUN 2024 PROFESSIONAL SERVICES FOR BRSP B 23-510-39-00	07/17/2024	741.00	
						741.00	
81550	07/25/2024	PETTY CASH	07232024	REPLENISH PETTY CASH MAR 2024 TO JUN 2024	07/23/2024		879.22
				E 10-120-270-000-000		33.50	
				E 10-125-265-000-000		32.31	
				E 10-125-270-000-000		62.90	
				E 10-172-270-000-000		177.04	
				E 10-175-271-000-000		37.79	
				E 10-185-268-000-000		57.03	
				E 10-190-220-000-000		131.37	
				E 10-190-226-000-000		169.74	
				E 10-370-210-000-000		50.00	
				E 69-120-220-000-000		127.54	
						879.22	

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CITY OF GRAND TERRACE
As of 7/31/2024

Check #	Date	Vendor	Invoice #	Invoice Description	Inv. Date	Amount Paid	Check Total
81551	07/25/2024	ALEJANDRA TIBBETTS	07232024	PARTIAL REFUND OF DOG LICENSE FOR DECEASED DOG R 10-200-15	07/23/2024	26.25 <u>26.25</u>	26.25
81552	07/25/2024	TRI COUNTY PUMP COMPANY	18550	REMOVE WELL PUMP EQUIPMENT FROM GTHS E 94-175-250-000-000	07/15/2024	6,588.13 <u>6,588.13</u>	6,588.13
81553	07/25/2024	WILLDAN	00232105	JUN 2024 ON-CALL CODE ENFORCEMENT SERVICES E 10-185-250-000-000	07/12/2024	11,900.00 <u>11,900.00</u>	33,990.00
			00231762	APR 2024 ON-CALL CODE ENFORCEMENT SERVICES E 10-185-250-000-000	05/14/2024	11,200.00 <u>11,200.00</u>	
			00231909	MAY 2024 ON-CALL CODE ENFORCEMENT SERVICES E 10-185-250-000-000	06/10/2024	10,640.00 <u>10,640.00</u>	
			002-32043	JUN 2024 PLAN CHECK/ INSPECTION SVCS E 10-172-250-100-000	07/02/2024	250.00 <u>250.00</u>	
81554	07/25/2024	A STORAGE PLACE	08/01/2024 - B3334	AUG 2024 RENT FOR UNIT B3334 E 10-140-241-000-000	07/18/2024	422.00 <u>422.00</u>	632.00
			08/01/2024 - B15	AUG 2024 RENT FOR UNIT B15 E 10-140-241-000-000	07/18/2024	210.00 <u>210.00</u>	

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Check #	Date	Vendor	Invoice #	Invoice Description	Inv. Date	Amount Paid	Check Total
81555	07/25/2024	COMPUTERIZED EMBROIDERY CO INC	55557	EMBROIDERY OF CITY LOGO ON SHIRTS FOR SENIOR BUS E 65-425-220-000-000	07/17/2024	82.65 <u>82.65</u>	82.65
81556	07/25/2024	DENTAL HEALTH SERVICES	2446061	AUG 2024 EMPLOYEE PAID DENTAL INSURANCE B 10-022-70-00	07/16/2024	145.95 <u>145.95</u>	145.95
81557	07/25/2024	GOODMAN AND ASSOCIATES	5927	JUL 2024 PROGRESS BILLING - PS&E FOR CIP 2024-25 PAVEMENT REHABILITATION PROJECT E 46-900-321-000-000	07/11/2024	17,500.00 <u>17,500.00</u>	17,500.00
81558	07/25/2024	WILLIAM HUSSEY	JUL 2024 BH HLTH	JUL 2024 BH HLTH REIMBURSEMENT E 10-110-142-000-000	07/22/2024	342.62 <u>342.62</u>	342.62
81559	07/25/2024	INLAND BUSINESS FORMS	35752	PRESENTATION FOLDERS - NEW RESIDENT WELCOME PACKS E 10-120-220-000-000	07/10/2024	1,344.71 <u>1,344.71</u>	1,936.65
			35777	TOTE BAGS - NEW RESIDENT WELCOME PACKS E 10-120-220-000-000	07/19/2024	591.94 <u>591.94</u>	
81560	07/25/2024	KONICA MINOLTA	45242325	JUL-AUG 2024 RENT FOR ADDITIONAL PHOTOCOPIER E 10-190-212-000-000	07/22/2024	142.92 <u>142.92</u>	142.92

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Check #	Date	Vendor	Invoice #	Invoice Description	Inv. Date	Amount Paid	Check Total
81561	07/25/2024	LINCOLN NATIONAL LIFE INSURANCE	LCLN AUG 2024	AUG 2024 LIFE/AD&D/DEP LIFE/WI/LTD B 10-022-66-00 E 10-120-142-000-000 E 10-125-142-000-000 E 10-140-142-000-000 E 10-172-142-000-000 E 10-175-142-000-000 E 10-185-142-000-000 E 10-370-142-000-000 E 10-450-142-000-000 E 16-175-142-000-000 E 52-400-142-000-000 E 65-425-142-000-000	08/01/2024	1,088.88 56.31 26.67 45.30 23.86 35.16 21.13 27.48 19.51 13.25 2.16 8.22 <u>1,367.93</u>	1,367.93
81562	07/25/2024	PRISCILLA MUNOZ	07242024	STUDENT INTERNSHIP 07/13/2024 - 07/26/2024 E 10-120-220-000-000	07/24/2024	272.00 <u>272.00</u>	272.00
81563	07/25/2024	CYNTHIA NUNEZ	07222024	REFUND YARD SALE SIGN DEPOSIT FOR (2) YARD SALE SIGNS B 23-515-22-00	07/22/2024	20.00 <u>20.00</u>	20.00
81564	07/25/2024	RICARDO OCHOA	07232024	REFUND YARD SALE SIGN DEPOSIT FOR (8) YARD SALE SIGNS B 23-515-22-00	07/23/2024	80.00 <u>80.00</u>	80.00
81565	07/25/2024	ON SITE COMPUTING	54003972	AUG 2024 IT SERVICES E 10-380-250-000-000	07/15/2024	9,766.00 <u>9,766.00</u>	9,766.00

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Check #	Date	Vendor	Invoice #	Invoice Description	Inv. Date	Amount Paid	Check Total
81566	07/25/2024	SB COUNTY SHERIFF	25500	JUL 2024 LAW ENFORCEMENT SERVICES E 10-410-255-000-000 E 10-410-256-000-000 E 14-411-256-000-000	07/03/2024	3,083.00 193,177.00 15,416.00 <u>211,676.00</u>	211,676.00
81567	07/25/2024	STERICYCLE INC	8007737953	SHRED-IT CONTAINER DELIVERY E 10-125-250-000-000	07/10/2024	120.00 <u>120.00</u>	120.00
81568	07/25/2024	SUPERIOR BUILDING MAINTENANCE	10655	JUL 2024 JANITORIAL SERVICES FOR CIVIC CENTER AND PARKS E 10-195-245-000-000 E 10-450-245-000-000	07/08/2024	2,885.00 1,922.00 <u>4,807.00</u>	4,807.00
81569	07/25/2024	TEAMSTERS LOCAL 1932	036	AUG 2024 EMPLOYEE PAID MEMBERSHIP DUES B 10-022-72-00	07/18/2024	593.12 <u>593.12</u>	593.12
81570	07/25/2024	CITY OF COLTON	06132023 SEWER	07/01/2021 - 04/25/2023 DELINQ SEWER COLLECTIONS B 23-302-90-00 B 23-303-90-00	06/13/2023	2,273.89 4,955.98 <u>7,229.87</u>	7,229.87
81571	07/30/2024	MICHAEL KING	07302024	REIMBURSEMENT FOR DAMAGED FENCE E 10-190-280-000-000	07/30/2024	2,000.00 <u>2,000.00</u>	2,000.00

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748946	07/30/2024	AMERICAN FIDELITY ASSURANCE CO	D748946	AUG 2024 - EMPLOYEE CANCER & ACCIDENT INSURANCE B 23-250-20-00	08/01/2024	446.42 446.42	446.42
1870009	07/05/2024	SO CA GAS COMPANY	JUN 2024 GAS SERVICE	JUN 2024 GAS SERVICE E 10-190-238-000-000 E 10-805-238-000-000	07/05/2024	45.94 112.64 158.58	158.58
2340836	07/30/2024	AMERICAN FIDELITY ASSURANCE CO	2340836A	AUG EMP PAID FLEX SPEND/DEP CARE B 23-250-10-00	06/28/2024	124.98 124.98	124.98
7162024	07/16/2024	WEX BANK	98253207	JUN-JUL 2024 VEHICLE FUEL CHEVRON E 10-172-272-000-000 E 10-175-272-000-000 E 10-185-272-000-000	07/06/2024	110.00 1,570.19 271.73 1,951.92	1,951.92
16736229	07/02/2024	SO CA EDISON COMPANY	JUN 2024 EDISON	JUN 2024 ENERGY USAGE E 10-175-238-000-000 E 10-190-238-000-000 E 10-450-238-000-000 E 16-510-238-000-000 E 26-600-238-000-000 E 26-601-238-000-000 E 26-602-238-000-000 E 26-603-238-000-000 E 26-604-238-000-000 E 26-605-238-000-000	07/01/2024	184.17 7,613.60 2,392.49 7,643.26 76.32 62.09 85.98 14.33 66.18 53.22 18,191.64	18,191.64

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Check #	Date	Vendor	Invoice #	Invoice Description	Inv. Date	Amount Paid	Check Total
17569665	07/29/2024	PUBLIC EMPLOYEES RETIREMENT	PAYDTE 07112024 PERS	RETIREMENT CONTRIBUTIONS FOR PAY DATE 07/11/2024 B 10-022-62-00	07/11/2024	11,625.29 <u>11,625.29</u>	11,625.29
17569695	07/29/2024	PUBLIC EMPLOYEES RETIREMENT	PAYDTE 07252024 PERS	RETIREMENT CONTRIBUTIONS FOR PAY DATE 07/25/2024 B 10-022-62-00	07/25/2024	11,699.57 <u>11,699.57</u>	11,699.57
17575806	07/01/2024	CA PUB EMPLOYEES RETIRE SYSTEM	07012024 HPERS	JUL 2024 PERS HEALTH INSURANCE ACH 1002673371 B 10-022-61-00 E 10-120-142-000-000 E 10-125-142-000-000 E 10-140-142-000-000 E 10-172-142-000-000 E 10-175-142-000-000 E 10-185-142-000-000 E 10-190-142-000-000 E 10-370-142-000-000 E 10-450-142-000-000 E 16-175-142-000-000 E 65-425-142-000-000	07/01/2024	3,776.99 3,050.24 1,519.03 2,496.89 1,737.38 4,517.17 1,628.20 4,238.34 759.52 2,779.80 1,389.90 759.53 <u>28,652.99</u>	28,652.99

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Check #	Date	Vendor	Invoice #	Invoice Description	Inv. Date	Amount Paid	Check Total
17582563	07/12/2024	PUBLIC EMPLOYEES RETIREMENT	2023-24 SURV BNFTS	2023-24 SURVIVOR BENEFITS E 10-120-139-000-000 E 10-125-139-000-000 E 10-140-139-000-000 E 10-172-139-000-000 E 10-175-139-000-000 E 10-185-139-000-000 E 10-370-139-000-000 E 10-450-139-000-000 E 52-400-139-000-000 E 65-425-139-000-000	06/24/2024	187.20 119.60 187.20 124.80 195.52 161.20 124.28 85.28 5.72 62.40 <u>1,253.20</u>	1,253.20
17591349	07/12/2024	CALPERS	100000017591349	UNFUNDED ACCRUED LIABILITY RATE PLAN 1609 E 10-190-140-010-000	07/01/2024	455,610.00 <u>455,610.00</u>	455,610.00
17591362	07/12/2024	CALPERS	100000017591362	UNFUNDED ACCRUED LIABILITY RATE PLAN 27159 E 10-190-140-010-000	07/01/2024	3,730.00 <u>3,730.00</u>	3,730.00
17591371	07/12/2024	CALPERS	100000017591371	UNFUNDED ACCRUED LIABILITY RATE PLAN 30104 E 10-190-140-010-000	07/01/2024	3,322.00 <u>3,322.00</u>	3,322.00

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Check #	Date	Vendor	Invoice #	Invoice Description	Inv. Date	Amount Paid	Check Total
17613473	07/29/2024	CA PUB EMPLOYEES RETIRE SYSTEM	08012024 HPERS	AUG 2024 PERS HEALTH INSURANCE ACH 1002696848 B 10-022-61-00 E 10-120-142-000-000 E 10-125-142-000-000 E 10-140-142-000-000 E 10-172-142-000-000 E 10-175-142-000-000 E 10-185-142-000-000 E 10-190-142-000-000 E 10-370-142-000-000 E 10-450-142-000-000 E 16-175-142-000-000 E 65-425-142-000-000	08/01/2024	3,776.99 3,047.49 1,517.66 2,494.64 1,735.81 3,818.77 1,626.73 4,232.33 758.83 2,082.96 1,041.48 758.84 <u>26,892.53</u>	26,892.53
17622585	07/29/2024	CALPERS 457 PLAN	PAYDATE 07112024 457	EFT PAYMENT CALPERS ACH CONFIRM #1002696630 B 10-022-63-00 B 10-022-64-00	07/11/2024	1,935.00 497.66 <u>2,432.66</u>	2,432.66
17622591	07/29/2024	CALPERS 457 PLAN	PAYDATE 07252024 457	EFT PAYMENT CALPERS ACH CONFIRM #1002696649 B 10-022-63-00 B 10-022-64-00	07/25/2024	1,935.00 497.66 <u>2,432.66</u>	2,432.66

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CITY OF GRAND TERRACE
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Check #	Date	Vendor	Invoice #	Invoice Description	Inv. Date	Amount Paid	Check Total
436598724	07/12/2024	US BANK	JUN2024 CAL CARD	JUN-JUL 2024 CAL CARD CHARGES	07/08/2024		
				B 10-017-00-00		825.00	
				E 10-110-210-000-000 OFFICE SUPPLIES		4.84	
				E 10-110-270-000-000 CONFERENCE		217.48	
				E 10-120-210-000-000 OFFICE SUPPLIES		421.92	
				E 10-120-220-000-000 MTRLS & SUPPLIES		343.19	
				E 10-120-220-200-000 CITY EVENTS		384.06	
				E 10-120-270-000-000 CONFERENCE		141.77	
				E 10-125-210-000-000 OFFICE SUPPLIES		34.25	
				E 10-125-265-000-000 MEMBERSHIP/DUES		110.16	
				E 10-140-210-000-000 OFFICE SUPPLIES		19.38	
				E 10-140-270-000-000 CONFERENCE		155.38	
				E 10-172-218-000-000 SMALL TOOLS		-40.93	
				E 10-172-268-000-000 TRAINING		175.00	
				E 10-172-270-000-000 CONFERENCE		32.78	
				E 10-172-272-000-000 VEHICLE MAINT		20.00	
				E 10-175-210-000-000 OFFICE SUPPLIES		96.05	
				E 10-175-218-000-000 SMALL TOOLS		150.42	
				E 10-175-219-000-000 UNIFORMS		407.48	
				E 10-175-244-000-000 PARKWAY MAINT		560.06	
				E 10-175-245-000-000 MTRLS & SUPPLIES		75.26	
				E 10-175-265-000-000 MTRLS & SUPPLIES		600.00	
				E 10-175-272-000-000 VEHICLE MAINT		879.58	
				E 10-185-218-000-000 SMALL TOOLS		1.08	
				E 10-185-272-000-000 VEHICLE MAINT		1,411.50	
				E 10-190-210-000-000 OFFICE SUPPLIES		387.29	
				E 10-190-211-000-000 POSTAGE		617.45	
				E 10-190-220-000-000 MTRLS & SUPPLIES		3,148.97	
				E 10-195-245-000-000 MTRLS & SUPPLIES		43.49	
				E 10-195-706-000-000 MTRLS & SUPPLIES		1,330.59	
				E 10-450-245-000-000 PARK MAINT		276.99	
				E 10-808-210-000-000 OFFICE SUPPLIES		26.50	
				E 10-808-706-000-000 MTRLS & SUPPLIES		1,040.20	
				E 49-445-700-000-000 MTRLS & SUPPLIES		887.00	
				E 65-425-220-000-000 MTRLS & SUPPLIES		87.16	
				E 65-425-272-000-000 VEHICLE MAINT		95.00	
						<u>14,966.35</u>	

14,966.35

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Check #	Date	Vendor	Invoice #	Invoice Description	Inv. Date	Amount Paid	Check Total
50541133	07/16/2024	VERIZON WIRELESS	9967920057	JUN-JUL 2024 MONTHLY PHONE CHARGES	07/01/2024		
				E 10-120-235-000-000		102.64	
				E 10-140-235-000-000		51.32	
				E 10-172-235-000-000		51.32	
				E 10-175-235-000-000		804.14	
				E 10-185-235-000-000		251.14	
				E 10-370-235-000-000		51.32	
				E 10-805-238-000-000		760.26	
				E 65-425-235-000-000		51.32	
						<u>2,123.46</u>	
							2,123.46
						Total Checks:	<u>1,204,865.29</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



AGENDA REPORT

MEETING DATE: October 8, 2024

TITLE: Approval of the August-2024 Check Register in the Amount of \$463,591.05

PRESENTED BY: Christine Clayton, Finance Director

RECOMMENDATION: Approve the Check Register No. 08312024 in the amount of \$463,591.05 as submitted, for the month ending August 31, 2024.

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 August-2024 has been prepared in accordance with Government Code §37202 and is hereby submitted for City Council's approval.

The check register lists all vendor payments for the respective month, along with a brief description of the type of goods or services purchased and the account code(s) associated with each payment. The check registers list all payments made to vendors and employee reimbursements during the month of August-2024.

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

DISCUSSION:

CHECK REGISTER

A total of \$463,591.05 in accounts payable checks and/or wires were issued during the period for services, reimbursements, supplies, and contracts and are detailed in the individual monthly register.

Below is a table that lists payments larger than \$10,000 for the month of August-2024.

Payments larger than \$10,000:

<u>Check No.</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>
81572	ACCESS TECH SECURITY	CAMERA INSTALLATION AND ACCESS CONTROL DOORS AT CITY HALL AND SENIOR CENTER	\$33,412.96
81620	BURRTEC WASTE INDUSTRIES INC.	7/1/23-2/23/24 DELINQUENT TRASH COLLECTIONS	\$57,260.70

81633	GOVPILOT	FY2024-25 CODE/BUILDING/PLANNING AND PW SOFTWARE	\$42,764.00
81642	RIVERSIDE HIGHLAND WATER CO	JUN-JUL 2024 WATER USAGE	\$18,419.26
81643	SB COUNTY DEPT OF PUBLIC WORKS	FY2024-25 FLOOD CONTROL AGREEMENT	\$52,623.00
81648	WILLDAN	JUL 2024 CODE ENFORCEMENT SERVICES	\$13,300.00
81671	VIVID ACCENT PAINTING CO	WASHING/PAINTING PARK SHELTERS AND POWER WASH/PAINT PARK FACILITIES	\$17,700.00
17610357	PUBLIC EMPLOYEES RETIREMENT	RETIREMENT CONTRIBUTIONS 08/08/2024	\$11,699.57
17610381	PUBLIC EMPLOYEES RETIREMENT	RETIREMENT CONTRIBUTIONS 08/22/2024	\$11,712.62
17752799	SO CAL EDISON	JUL 2024 ENERGY USAGE	\$22,916.95
TOTAL PAYMENTS LARGER THAN \$10,000			<u>\$281,809.06</u>

PAYROLL

Payroll costs for the month:

<u>Pay Per.</u>	<u>Period Start</u>	<u>Period End</u>	<u>Pay Date</u>	<u>Amount</u>
Aug-24				
3	From 7/20/2024 to 8/2/2024	8/8/2024		\$77,389.16
4	From 8/3/2024 to 8/16/2024	8/22/2024		\$79,870.44
				<u>\$157,259.60</u>

ENVIRONMENTAL IMPACT:

No environmental impact.

FISCAL IMPACT:

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

<u>Description</u>	<u>Amount</u>
Aug-24	
Check Register	\$463,591.05
Payroll	<u>\$157,259.60</u>
	<u>\$620,850.65</u>

CITY OF GRAND TERRACE

FY2024-25

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

CHECK REGISTER Account Index



Bill Hussey, Mayor
Doug Wilson, Mayor Pro Tem
Jeff Allen, Council Member
Kenneth Henderson, Council Member
Michelle Sabino, Council Member

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

City of Grand Terrace Check Register Index

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

CITY OF GRAND TERRACE

FY2024-25

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

MONTHLY CHECK REGISTER For the Period Ending August 31, 2024



Bill Hussey, Mayor
Doug Wilson, Mayor Pro Tem
Jeff Allen, Council Member
Kenneth J. Henderson, Council Member
Michelle Sabino, Council Member

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

Check Register
CITY OF GRAND TERRACE
As of 8/31/2024

Check #	Date	Vendor	Invoice #	Invoice Description	Inv. Date	Amount Paid	Check Total
81572	08/01/2024	ACCESS TECH SECURITY	240336	CAMERA INSTALLATION AND LICENSE AT CITY HALL AND SENIOR CENTER E 10-195-706-000-000 E 10-805-246-000-000	07/17/2024	11,640.49 5,561.62 <u>17,202.11</u>	
			240337	ACCESS CONTROL DOORS AT CITY HALL AND SENIOR CENTER E 10-195-706-000-000 E 10-805-246-000-000	07/17/2024	12,786.05 3,424.80 <u>16,210.85</u>	33,412.96
81573	08/01/2024	MICHAEL BAKER INTERNATIONAL	1219869	JUN 2024 HOUSING ELEMENT CONSULTING SERVICES E 10-370-250-000-000	07/26/2024	1,065.00 <u>1,065.00</u>	1,065.00
81574	08/01/2024	WILLDAN	00420306	JUN 2024 PUBLIC WORKS PERMIT INSPECTION E 10-175-250-000-000	07/26/2024	5,544.00 <u>5,544.00</u>	5,544.00
81575	08/01/2024	COMPUTERIZED EMBROIDERY CO INC	55619	EMBROIDERY OF CITY LOGO ON SHIRTS FOR STAFF E 10-190-220-000-000	07/18/2024	130.50 <u>130.50</u>	
			55620	EMBROIDERY OF CITY LOGO ON HATS FOR EMPLOYEE LUNCHEON E 10-190-220-000-000	07/18/2024	92.44 <u>92.44</u>	222.94
81576	08/01/2024	JOEL CUEVAS	07302024	REFUND RESERVATION DEPOSIT FOR RICHARD ROLLINS PARK SHLTR C 04/20/2024 B 23-515-22-00	07/30/2024	50.00 <u>50.00</u>	50.00

Check Register
CITY OF GRAND TERRACE
As of 8/31/2024

Check #	Date	Vendor	Invoice #	Invoice Description	Inv. Date	Amount Paid	Check Total
81577	08/01/2024	DUNN EDWARDS CORP	2018A17120	PAINT AND PAINT ACCESSORIES FOR PARKWAY MAINTENANCE E 10-175-244-000-000	07/16/2024	88.05	134.60
						88.05	
			2018A17121	PAINT FOR PARKWAY MAINTENANCE E 10-175-244-000-000	07/16/2024	46.55	
						46.55	
81578	08/01/2024	FRUIT GROWERS SUPPLY	92473556	IRRIGATION SUPPLIES FOR GRIFFIN PARK E 10-450-245-000-000	07/16/2024	31.84	47.25
						31.84	
			92473837	IRRIGATION SUPPLIES FOR GRIFFIN PARK E 10-450-245-000-000	07/17/2024	15.41	
						15.41	
81579	08/01/2024	GTHS CHEER BOOSTER CLUB	07302024	COMMUNITY BENEFIT FUND EXPENSE REIMBURSEMENT - EMBROIDERY AND TUMBLERS E 61-461-100-000-000	07/30/2024	2,000.00	2,000.00
						2,000.00	
81580	08/01/2024	JOE GUEVARA	07302024	REFUND RESERVATION DEPOSIT FOR RICHARD ROLLINS PARK SHLTRS C & D 06/02/2024 B 23-515-22-00	07/30/2024	100.00	100.00
						100.00	
81581	08/01/2024	HDL COREN CONE	SIN041224	JUL-SEP 2024 PROPERTY TAX SERVICES E 10-140-250-000-000	07/23/2024	2,510.06	2,510.06
						2,510.06	
81582	08/01/2024	INLAND BUSINESS FORMS	35770	BUSINESS CARDS - MICHELLE FUENTES E 10-120-210-000-000	07/16/2024	69.11	69.11
						69.11	

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CITY OF GRAND TERRACE
As of 8/31/2024

Check #	Date	Vendor	Invoice #	Invoice Description	Inv. Date	Amount Paid	Check Total
81583	08/01/2024	LIZETH LEMUS	07302024	REFUND RESERVATION DEPOSIT FOR FITNESS PARK 06/22/2024 B 23-515-22-00	07/30/2024	50.00 50.00	50.00
81584	08/01/2024	BARBARA NICHOLSON	JUL 15-19 2024	JULY 15-19, 2024 INTERIM CITY CLERK E 10-125-250-000-000	07/30/2024	2,419.54 2,419.54	4,619.12
			JUL 22-26 2024	JULY 22-26, 2024 INTERIM CITY CLERK E 10-125-250-000-000	07/30/2024	2,199.58 2,199.58	
81585	08/01/2024	KAYLA PANKEY	07302024	STUDENT INTERNSHIP JUL 29 - AUG 2, 2024 E 10-120-220-000-000	07/30/2024	320.00 320.00	
81586	08/01/2024	SAN BERNARDINO COUNTY FIRE DEP	GT125CC	JUL-SEP 2024 HOUSEHOLD HAZARDOUS WASTE SERVICES E 10-187-258-000-000	07/01/2024	5,273.74 5,273.74	5,273.74
81587	08/01/2024	JESUS SANTANDER	07302024	REFUND RESERVATION DEPOSIT FOR RICHARD ROLLINS PARK SHLTRS C & D 06/15/2024 B 23-515-22-00	07/30/2024	100.00 100.00	100.00
81588	08/01/2024	SITEONE LANDSCAPE SUPPLY	143588706-001	IRRIGATION SUPPLIES FOR GRIFFIN PARK E 10-450-245-000-000	07/03/2024	984.64 984.64	1,102.50
			144239559-001	IRRIGATION SUPPLIES FOR GRIFFIN PARK E 10-450-245-000-000	07/23/2024	117.86 117.86	

Check Register
CITY OF GRAND TERRACE
As of 8/31/2024

Check #	Date	Vendor	Invoice #	Invoice Description	Inv. Date	Amount Paid	Check Total
81589	08/01/2024	TIME WARNER CABLE	18875320107222	CITY HALL INTERNET - CITY HALL - JUL-AUG 2024 E 10-190-238-000-000	07/22/2024	329.98	736.70
						329.98	
			18875330107222	RICHARD ROLLINS PARK INTERNET - AUG 2024 E 10-450-238-000-000	07/22/2024	241.98	
						241.98	
			188753001072224	SR CENTER INTERNET - HSD3 - JUL-AUG 2024 E 10-805-238-000-000	07/22/2024	99.99	
81590	08/01/2024	MARICELA TOPETE	07302024	REFUND YARD SALE SIGN DEPOSIT FOR (5) YARD SALE SIGNS B 23-515-22-00	07/30/2024	50.00	50.00
						50.00	
81591	08/08/2024	TMC ROOFING	1078	2ND PAYMENT FOR REROOFING THE EOC BUILDING E 10-195-706-000-000	06/06/2024	3,699.05	5,499.05
						3,699.05	
			1070	SHIPLAP REPLACEMENT FOR REROOFING THE EOC BUILDING E 10-195-706-000-000	07/01/2024	1,800.00	
						1,800.00	
81592	08/08/2024	CA STATE DEPT OF JUSTICE	746017	JUNE 2024 FINGERPRINTING E 10-190-226-000-000	06/30/2024	49.00	49.00
						49.00	

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CITY OF GRAND TERRACE
As of 8/31/2024

Check #	Date	Vendor	Invoice #	Invoice Description	Inv. Date	Amount Paid	Check Total
81593	08/08/2024	INLAND BUSINESS FORMS	35658	BUSINESS CARDS - LUIS GARDEA E 10-172-210-000-000	05/01/2024	69.11 69.11	69.11
81594	08/08/2024	INLAND ROAD SERVICE AND TIRE	03788	TIRE PATCH FOR GATOR E 10-175-272-000-000	06/05/2024	185.78 185.78	185.78
81595	08/08/2024	MICHAEL BAKER INTERNATIONAL	1212191	APR 2024 PROFESSIONAL SERVICES FOR HINES B 23-515-95-00	05/09/2024	648.00 648.00	648.00
81596	08/08/2024	SPARKLETTS	16179154 062924	06/29/2024 WATER FILTRATION SYSTEM RENT/ E 10-190-238-000-000	06/29/2024	86.00 86.00	258.00
			16179154 060124	06/01/2024 WATER FILTRATION SYSTEM RENT/ E 10-190-238-000-000	06/01/2024	86.00 86.00	
			16179154 050424	05/04/2024 WATER FILTRATION SYSTEM RENT/ E 10-190-238-000-000	05/04/2024	86.00 86.00	
81597	08/08/2024	WILLDAN	002-32044	JUN 2024 PROFESSIONAL SERVICES FOR VARIOUS DEVELOPERS B 23-510-69-00 B 23-515-64-00 B 23-515-97-00 B 23-520-01-00	07/02/2024	405.00 67.50 2,970.00 810.00 4,252.50	

Check Register
CITY OF GRAND TERRACE
As of 8/31/2024

Check #	Date	Vendor	Invoice #	Invoice Description	Inv. Date	Amount Paid	Check Total
			00627299	FEB 2024 CITYWIDE ENGINEERING AND TRAFFIC SURVEYS E 16-900-220-000-000	03/11/2024	848.00 848.00	5,100.50
81598	08/08/2024	8X8 INC	4530399	AUG 2024 SERVICE CHARGE FOR (46) POLYCOM VVX 450 PHONES E 10-190-235-000-000	08/01/2024	1,326.39 1,326.39	1,326.39
81599	08/08/2024	AMERITAS LIFE INSURANCE CORP	AUG 2024	AUG 2024 EMPLOYEE PAID DENTAL INSURANCE B 10-022-70-00	08/01/2024	791.92 791.92	791.92
81600	08/08/2024	COMMUNICATIONS AND MEDIA MANA	GT080124	JUL 2024 SALES TAX BALLOT MEASURE PREPARATION E 10-120-250-000-000	07/31/2024	4,000.00 4,000.00	4,000.00
81601	08/08/2024	COMPUTERIZED EMBROIDERY CO INC	55759	EMBROIDERY OF CITY LOGO ON SHIRTS FOR STAFF E 10-190-220-000-000	08/01/2024	117.45 117.45	117.45
81602	08/08/2024	MATALYN LEANNE DUNBAR	08052024	STUDENT INTERNSHIP 07/29/2024 - 08/02/2024 E 10-120-220-000-000	08/05/2024	312.00 312.00	312.00
81603	08/08/2024	EYEMED FIDELITY SECURITY LIFE	166401168	AUG 2024 EMPLOYEE PAID VISION INSURANCE B 10-022-71-00	07/21/2024	163.32 163.32	163.32

Check Register
CITY OF GRAND TERRACE
As of 8/31/2024

Check #	Date	Vendor	Invoice #	Invoice Description	Inv. Date	Amount Paid	Check Total
81604	08/08/2024	FRUIT GROWERS SUPPLY	92473977	IRRIGATION SUPPLIES FOR GRIFFIN PARK E 10-450-245-000-000	07/18/2024	37.75 <u>37.75</u>	37.75
81605	08/08/2024	GRAINGER	9193242477	BARRIER KITS FOR LIGHT UP GT E 62-120-220-000-000	07/24/2024	628.46 <u>628.46</u>	628.46
81606	08/08/2024	HOME DEPOT CREDIT SERVICE	4272056	CLEANING SUPPLIES AND MAINTENANCE SUPPLIES E 10-175-210-000-000 E 10-450-245-000-000	07/11/2024	41.54 119.31 <u>160.85</u>	450.06
			8041435	IRRIGATION SUPPLIES FOR GRIFFIN PARK E 10-450-245-000-000	07/17/2024	93.70 <u>93.70</u>	
			2523116	SUPPLIES FOR CITY HALL MAINTENANCE E 10-195-245-000-000	07/23/2024	85.53 <u>85.53</u>	
			3520490	POPULATION SIGN E 10-175-244-000-000	07/02/2024	60.74 <u>60.74</u>	
			6040097	TOOLS FOR MAINTENANCE E 10-175-218-000-000	07/09/2024	49.24 <u>49.24</u>	
81607	08/08/2024	KONICA MINOLTA BUS. SOLUTIONS	295165147	JUL 2024 CITYWIDE PHOTOCOPIER MAINTENANCE E 10-190-700-000-000	07/31/2024	192.85 <u>192.85</u>	192.85

Check Register
CITY OF GRAND TERRACE
As of 8/31/2024

Check #	Date	Vendor	Invoice #	Invoice Description	Inv. Date	Amount Paid	Check Total
81608	08/08/2024	ERICA NAVA	08062024	REFUND YARD SALE SIGN DEPOSIT FOR (2) YARD SALE SIGNS B 23-515-22-00	08/06/2024	20.00 20.00	20.00
81609	08/08/2024	ON SITE COMPUTING	54004031	SEP 2024 IT SERVICES E 10-380-250-000-000	08/01/2024	9,766.00 9,766.00	9,766.00
81610	08/08/2024	PAY PLUS SOLUTIONS INC	33365	AUG 2024 CALPERS INSIGHT E-TOOLS PAY PLUS SUBSCRIPTION E 10-140-255-000-000	08/01/2024	566.80 566.80	566.80
81611	08/08/2024	REGINA SACHS	08062024	REFUND YARD SALE SIGN DEPOSIT FOR (3) YARD SALE SIGNS B 23-515-22-00	08/06/2024	30.00 30.00	30.00
81612	08/08/2024	SB COUNTY ASSESSOR	109296	AUG 2024 MONTHLY ASSESSOR PARCEL MAP E 10-370-210-000-000	08/02/2024	4.00 4.00	4.00
81613	08/08/2024	SITEONE LANDSCAPE SUPPLY	143986721-001	MAINTENANCE SUPPLIES FOR GRIFFIN PARK E 10-450-245-000-000	07/16/2024	651.21 651.21	651.21
81614	08/08/2024	SOCAL WRAPS	21515	WRAP FOR SENIOR BUS E 65-425-272-000-000	07/16/2024	6,059.90 6,059.90	6,059.90

Check Register
CITY OF GRAND TERRACE
As of 8/31/2024

Check #	Date	Vendor	Invoice #	Invoice Description	Inv. Date	Amount Paid	Check Total
81615	08/08/2024	SPARKLETT'S	9637116 080124	AUG 2024 BOTTLED WATER SERVICES FOR CITY HALL & SENIOR CENTER E 10-190-238-000-000 E 10-805-238-000-000	08/01/2024	257.83 200.73 <u>458.56</u>	
			16179154 072724	07/27/2024 WATER FILTRATION SYSTEM RENTAL E 10-190-238-000-000	07/27/2024	102.00 <u>102.00</u>	
							560.56
81616	08/08/2024	SUPERIOR BUILDING MAINTENANCE	10656	AUG 2024 JANITORIAL SERVICES FOR CIVIC CENTER AND PARKS E 10-195-245-000-000 E 10-450-245-000-000	07/31/2024	2,885.00 1,922.00 <u>4,807.00</u>	
							4,807.00
81617	08/08/2024	T MOBILE	JUL24 TMOBILE	JUN-JUL 2024 BACKUP INTERNET SERVICE E 10-380-250-000-000	07/21/2024	33.15 <u>33.15</u>	
							33.15
81618	08/08/2024	UNDERGROUND SERVICE ALERT	720240309	AUG 2024 MONTHLY DATABASE MAINTENANCE FEE E 16-900-220-000-000	08/01/2024	72.90 <u>72.90</u>	
							72.90
81619	08/08/2024	VERIZON WIRELESS	9969853581	ALPR LINE CHARGES JUN-JUL 2024 E 10-190-235-000-000	07/23/2024	190.05 <u>190.05</u>	
							190.05

Check Register
CITY OF GRAND TERRACE
As of 8/31/2024

Check #	Date	Vendor	Invoice #	Invoice Description	Inv. Date	Amount Paid	Check Total
81620	08/15/2024	BURRTEC WASTE INDUSTRIES INC	8/9/2024 TRASH	7/1/2023 - 2/23/2024 DELINQ TRASH COLLECTIONS B 23-302-90-00 B 23-303-90-00	08/09/2024	54,778.44 2,482.26 <u>57,260.70</u>	57,260.70
81621	08/15/2024	CITY OF COLTON	08082024 SEWE	07/01/2023 - 06/30/2024 DELINQ SEWER COLLECTIONS B 23-303-90-00	08/08/2024	4,885.99 <u>4,885.99</u>	4,885.99
81622	08/15/2024	GRAND TERRACE TITANS JAAFC	08142024	COMMUNITY BENEFIT FUND EXPENSE REIMBURSEMENT - HELMETS AND SHOULDERPADS E 61-461-100-000-000	08/14/2024	2,000.00 <u>2,000.00</u>	2,000.00
81623	08/15/2024	KONICA MINOLTA BUS. SOLUTIONS	291918276	JAN 2024 CITYWIDE PHOTOCOPIER MAINTENANCE E 10-190-212-000-000	01/31/2024	149.73 <u>149.73</u>	149.73
81624	08/15/2024	ARROWHEAD CREDIT UNION	JUL2024 VISA	JUL-AUG 2024 VISA CHARGES E 10-370-210-000-000	08/02/2024	149.90 <u>149.90</u>	149.90
81625	08/15/2024	AT AND T	AUG 2024 AT&T	AUG 2024 AT&T E 10-190-235-000-000 E 10-450-235-000-000 E 10-805-235-000-000 E 10-808-235-000-000	08/01/2024	2,252.20 423.49 810.04 832.27 <u>4,318.00</u>	4,318.00

Check Register
CITY OF GRAND TERRACE
As of 8/31/2024

Check #	Date	Vendor	Invoice #	Invoice Description	Inv. Date	Amount Paid	Check Total
81626	08/15/2024	BOYS SCOUT TROOP 40	31056532	COMMUNITY BENEFIT FUND EXPENSE REIMB - BOYS SCOUT TROOP 40 SUMMER CAMP E 61-461-100-000-000	08/14/2024	2,000.00 <u>2,000.00</u>	2,000.00
81627	08/15/2024	CHAMPION FIRE SYSTEMS INC	72321	FY2024-25 ANNUAL TEST OF FIRE ALARM SYSTEM E 10-195-246-000-000	08/07/2024	2,895.00 <u>2,895.00</u>	2,895.00
81628	08/15/2024	CHARTER COMMUNICATIONS	23470380108012	CITY HALL ELEVATOR PHONE - AUG 2024 E 10-195-246-000-000	08/01/2024	39.99 <u>39.99</u>	39.99
81629	08/15/2024	DAPEER ROSENBLIT AND LITVAK	23356	JUL 2024 LEGAL FEES FOR MUNICIPAL CODE ENFORCEMENT MATTERS E 10-160-250-100-000	07/31/2024	3,352.50 <u>3,352.50</u>	3,352.50
81630	08/15/2024	EZ SUNNYDAY LANDSCAPE	7566	JUL 2024 LANDSCAPING SERVICES - PARKS, CIVIC CENTER, CANAL STRIP, ORIOLE E 10-195-245-000-000 E 10-450-245-000-000 E 26-600-255-000-000 E 26-601-255-000-000	07/17/2024	200.00 3,665.00 150.00 80.00 <u>4,095.00</u>	
			7571	WEED ABATEMENT ON GRAND TERRACE RD E 10-175-244-000-000	07/22/2024	890.00 <u>890.00</u>	
			7567	JUL 2024 LANDSCAPING SERVICES - TRACT 18070 JADEN E 26-605-255-000-000	07/17/2024	750.00 <u>750.00</u>	

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			7568	JUL 2024 RIGHT OF WAY LANDSCAPING BI MONTHLY MAINT E 10-450-245-000-000	07/17/2024	575.00	
						575.00	
			7569	WEED ABATEMENT ON LA CADENA DR E 10-175-244-000-000	07/17/2024	350.00	
						350.00	
							6,660.00
81631	08/15/2024	FRUIT GROWERS SUPPLY	92478096	CHAIN FOR POWER PRUNER E 10-175-246-000-000	08/06/2024	18.09	
						18.09	
							18.09
81632	08/15/2024	GOODMAN AND ASSOCIATES	5940	AUG 2024 PROGRESS BILLING - PS&E FOR CIP 2024-25 PAVEMENT REHABILITATION PROJECT E 46-900-321-000-000	08/08/2024	1,926.78	
						1,926.78	
							1,926.78
81633	08/15/2024	GOVPILOT	2022-1474	FY2024-25 CODE/BUILDING/PLANNING/PUBLIC WORKS SOFTWARE E 10-172-250-000-000 E 10-175-220-000-000 E 10-187-246-000-000 E 10-370-250-000-000	09/01/2024	12,120.00 3,374.00 12,120.00 15,150.00	
						42,764.00	
							42,764.00
81634	08/15/2024	HINDERLITER DE LLAMAS ASSOC	SIN041102	JUL-SEP 2024 SALES TAX & AUDIT SERVICES E 10-140-250-000-000	07/26/2024	1,506.76	
						1,506.76	
							1,506.76
81635	08/15/2024	WILLIAM HUSSEY	AUG 2024 BH HL	AUG 2024 BH HLTH REIMBURSEMENT E 10-110-142-000-000	08/13/2024	342.62	
						342.62	
							342.62

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81636	08/15/2024	INTERWEST CONSULTING GROUP	552638	JUL 2024 PROFESSIONAL SERVICES FOR GATEWAY SPECIFIC PLAN B 23-515-60-00	08/12/2024	780.00 780.00	780.00
81637	08/15/2024	KONICA MINOLTA	45316386	AUG-SEP 2024 RENT FOR (2) PHOTOCOPIERS E 10-190-212-000-000	08/02/2024	260.32 260.32	260.32
81638	08/15/2024	MICHAEL BAKER INTERNATIONAL	1220859	JUL 2024 CONSULTING SERVICES FOR MARKS ARCHITECTURE B 23-515-79-00	08/08/2024	3,562.00 3,562.00	3,562.00
81639	08/15/2024	BARBARA NICHOLSON	JUL 29-AUG 2 20	JULY 29 - AUGUST 2, 2024 INTERIM CITY CLERK E 10-125-250-000-000	08/14/2024	2,254.57 2,254.57	5,883.88
			AUG 5-9 2024	AUGUST 5-9, 2024 INTERIM CITY CLERK E 10-125-250-000-000	08/14/2024	2,199.58 2,199.58	
			AUG 12-16 2024	AUGUST 12-16, 2024 INTERIM CITY CLERK E 10-125-250-000-000	08/14/2024	1,429.73 1,429.73	
81640	08/15/2024	TERRA NOVACOSKI	08142024	PARTIAL REFUND RESERVATION AT SENIOR CENTER 8/8/2024 B 23-515-22-00	08/14/2024	45.00 45.00	45.00

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81641	08/15/2024	ODP BUSINESS SOLUTIONS LLC	375350378001	FY2024-25 OFFICE SUPPLIES E 10-190-210-000-000	08/01/2024	241.55 241.55	241.55
81642	08/15/2024	RIVERSIDE HIGHLAND WATER CO	JUN-JUL2024 R	05/21/2024-07/22/2024 RIVERSIDE HIGHLAND WATER CO B 10-015-60-00 E 10-175-238-000-000 E 10-190-238-000-000 E 10-450-238-000-000 E 10-805-238-000-000 E 26-600-239-000-000 E 26-601-239-000-000 E 26-605-238-000-000	08/02/2024	69.20 404.02 1,458.59 10,466.47 3,254.27 2,303.20 156.97 306.54 18,419.26	18,419.26
81643	08/15/2024	SB COUNTY DEPT OF PUBLIC WORKS	FC 009/25	FY2024-25 FLOOD CONTROL AGREEMENT E 10-625-220-000-000	08/02/2024	52,623.00 52,623.00	52,623.00
81644	08/15/2024	SITEONE LANDSCAPE SUPPLY	144747882-001	IRRIGATION SUPPLIES FOR GRIFFIN PARK E 10-450-245-000-000	08/07/2024	25.22 25.22	25.22
81645	08/15/2024	TERMINIX	449752689	JUL 2024 GOPHER CONTROL FOR GRIFFIN PARK E 10-450-245-000-000	07/29/2024	172.00 172.00	
			449752714	JUL 2024 GOPHER CONTROL FOR TJ AUSTIN PARK E 10-450-245-000-000	07/29/2024	167.00 167.00	

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			449875779	JUL 2024 GOPHER CONTROL FOR PICO PARK E 10-450-245-000-000	07/29/2024	147.00	
						147.00	
			449752722	JUL 2024 GOPHER CONTROL FOR CITY HALL E 10-195-245-000-000	07/29/2024	131.00	
						131.00	
			449749914	JUL 2024 PEST CONTROL SERVICES - CITY HALL E 10-195-245-000-000	07/29/2024	119.00	
						119.00	
			449750841	JUL 2024 PEST CONTROL SVCS FOR SENIOR CENTER E 10-805-245-000-000	07/29/2024	115.00	
						115.00	
			449752675	JUL 2024 GOPHER CONTROL FOR RICHARD ROLLINS PARK E 10-450-245-000-000	07/29/2024	85.00	
						85.00	
			449755977	JUL 2024 GOPHER CONTROL FOR DOG PARK E 10-450-245-000-000	07/29/2024	85.00	
						85.00	
							1,021.00
81646	08/15/2024	TIME WARNER CABLE	18875290108072	SR CTR CABLE INTERNET BLDG3 - AUG-SEP 2024 E 10-805-238-000-000	08/07/2024	288.00	
						288.00	
							288.00
81647	08/15/2024	WEST COAST ARBORISTS INC	217519	TREE MAINTENANCE - OUT OF CYCLE E 10-175-245-000-000	07/31/2024	1,180.50	
						1,180.50	
							1,180.50

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81648	08/15/2024	WILLDAN	00232555	JUL 2024 ON-CALL CODE ENFORCEMENT SERVICES E 10-185-255-000-000	08/12/2024	13,300.00 13,300.00	13,300.00
81649	08/22/2024	A STORAGE PLACE	09/01/2024 - B33	SEP 2024 RENT FOR UNIT B3334 E 10-140-241-000-000	08/17/2024	422.00 422.00	
			09/01/2024 - B15	SEP 2024 RENT FOR UNIT B15 E 10-140-241-000-000	08/17/2024	210.00 210.00	632.00
81650	08/22/2024	SERGIO ALMEIDA	08062024	REFUND YARD SALE SIGN DEPOSIT FOR (4) YARD SALE SIGNS B 23-515-22-00	08/06/2024	40.00 40.00	40.00
81651	08/22/2024	BENSON PRODUCTIONS	1614	JUL 2024 VIDEOGRAPHER SERVICES FOR CITY COUNCIL & PLANNING COMMISSION E 67-380-250-000-000	07/24/2024	940.00 940.00	940.00
81652	08/22/2024	BFSA ENVIRONMENTAL SERVICES	00017935	JUL 2024 - MMRP CONSULTATION SERVICES FOR CONDOR BATTERY ENERGY STORAGE B 23-510-60-00	07/31/2024	1,402.50 1,402.50	1,402.50
81653	08/22/2024	CIVIC PLUS	307805	FY2024-25 SOCIAL MEDIA ARCHIVING E 10-125-250-000-000	07/01/2024	8,188.00 8,188.00	8,188.00

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81654	08/22/2024	COLTON PUBLIC UTILITIES	MAR-MAY24 GT	MAR-MAY 2024 GT SEWER COMM - CITY HALL E 10-190-238-000-000	08/13/2024	274.53 274.53	274.53
81655	08/22/2024	MATALYN LEANNE DUNBAR	08222024	STUDENT INTERNSHIP 08/03/2024 - 08/16/2024 E 10-120-220-000-000	08/22/2024	516.00 516.00	516.00
81656	08/22/2024	EZ SUNNYDAY LANDSCAPE	7731	AUG 2024 LANDSCAPING SERVICES - PARKS, CIVIC CENTER, CANAL STRIP, ORIOLE E 10-195-245-000-000 E 10-450-245-000-000 E 26-600-255-000-000 E 26-601-255-000-000	08/16/2024	200.00 3,665.00 150.00 80.00 4,095.00	4,845.00
			7732	AUG 2024 LANDSCAPING SERVICES - TRACT 18070 JADEN E 26-605-255-000-000	08/16/2024	750.00 750.00	
81657	08/22/2024	DBA DEBTBOOK FIFTH ASSET INC	DB2005793	FY2024-25 GASB 96 FINANCIAL REPORTING E 10-140-250-000-000	08/09/2024	8,000.00 8,000.00	8,000.00
81658	08/22/2024	FRUIT GROWERS SUPPLY	92479988	IRRIGATION SUPPLIES FOR FITNESS PARK E 10-450-245-000-000	08/15/2024	42.82 42.82	42.82
81659	08/22/2024	GRAND TERRACE CITY NEWS	7005	GT 06.27.2024 TO 07.04.2024 CITY AD: FIREWORKS FLYER E 10-370-230-000-000	06/25/2024	1,249.50 1,249.50	

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			7329	GT 08.01.2024 CITY AD: 359 ZCA 24-03 AMENDING GTMC TITLE E 10-125-230-000-000	07/30/2024	267.28	
						267.28	
			7392	GT 08.08.2024 CITY AD: NOTICE TO INVITING BIDS E 10-125-230-000-000	08/06/2024	246.80	
						246.80	
			7330	GT 08.01.2024 CITY AD: 356 GATEWAY SPECIFIC PLAN E 10-125-230-000-000	07/30/2024	201.68	
						201.68	
			7138	GT 07.11.2024 CITY AD: ORD NO. 355 2ND READING E 10-125-230-000-000	07/10/2024	197.20	
						197.20	
			7331	GT 08.01.2024 CITY AD: 357 ZCA 24-01 E 10-125-230-000-000	07/30/2024	173.76	
						173.76	
			7328	GT 08.01.2024 CITY AD: 358 GATEWAY DA 1ST READING E 10-125-230-000-000	07/30/2024	168.56	
						168.56	
							2,504.78
81660	08/22/2024	GT AREA CHAMBER OF COMMERCE	0000018	COMMUNITY BENEFIT FUND EXPENSE REIMBURSEMENT - 43RD ANNUAL COUNTRY FAIR E 61-461-100-000-000	08/16/2024	2,000.00	
						2,000.00	
							2,000.00
81661	08/22/2024	HOSE MAN INC	00072851	SCREW CUFF FOR CONCRETE GRINDING MACHINE E 10-175-246-000-000	08/06/2024	35.72	
						35.72	
							35.72

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81662	08/22/2024	LAMPERT DIAS ARCHITECTS INC	2	JUL 2024 CONCEPTUAL DESIGN OF NEW LIBRARY AND MULTIPURPOSE SPACE E 10-370-250-000-000	08/01/2024	9,144.51 9,144.51	9,144.51
81663	08/22/2024	LILBURN CORPORATION	24-0825	JUN-AUG 2024 PROFESSIONAL SERVICES FOR GATEWAY SPECIFIC PLAN B 23-515-33-00	08/15/2024	2,585.44 2,585.44	2,585.44
81664	08/22/2024	MIDAMERICA ADMIN RETIREMENT	PAYDATE 08082	PAYDATE 08082024 ARS RETIREMENT B 10-022-68-00	08/08/2024	259.05 259.05	961.65
			PAYDATE 07252	PAYDATE 07252024 ARS RETIREMENT B 10-022-68-00	07/25/2024	256.50 256.50	
			PAYDATE 0711202	PAYDATE 07112024 ARS RETIREMENT B 10-022-68-00	07/11/2024	226.05 226.05	
			PAYDATE 08222	PAYDATE 08222024 ARS RETIREMENT B 10-022-68-00	08/22/2024	220.05 220.05	
81665	08/22/2024	ODP BUSINESS SOLUTIONS LLC	379674122001	FY2024-25 OFFICE SUPPLIES E 10-125-210-000-000 E 10-190-210-000-000	08/02/2024	34.16 18.75 52.91	
			379781510001	FY2024-25 OFFICE SUPPLIES E 10-125-210-000-000 E 10-190-210-000-000	08/06/2024	3.94 45.53 49.47	
			375352271001	FY2024-25 OFFICE SUPPLIES E 10-190-210-000-000	08/02/2024	15.17 15.17	

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			379811914001	FY2024-25 OFFICE SUPPLIES E 10-190-210-000-000	08/06/2024	7.21	
						7.21	
			379677434001	FY2024-25 OFFICE SUPPLIES E 10-125-210-000-000	08/02/2024	4.95	
						4.95	
							129.71
81666	08/22/2024	SCA OF CA LLC	109401CS	JUL 2024 STREET SWEEPING SERVICES E 16-900-254-000-000	07/30/2024	4,724.00	
						4,724.00	
							4,724.00
81667	08/22/2024	SO CA ASSOC OF GOVERNMENTS	SCAG FY25 0071	SCAG MEMBERSHIP FY2024-25 E 10-120-265-000-000	07/01/2024	1,931.00	
						1,931.00	
							1,931.00
81668	08/22/2024	ST FRANCIS ELECTRIC	22147754	JUL 2024 RESPONSE TRAFFIC SIGNAL MAINTENANCE E 16-510-255-000-000	07/31/2024	798.50	
						798.50	
			22147753R	JUL 2024 ROUTINE TRAFFIC SIGNAL MAINTENANCE E 16-510-255-000-000	07/31/2024	557.55	
						557.55	
							1,356.05
81669	08/22/2024	STERICYCLE INC	8008043339	AUG 2024 RECORDS DESTRUCTION E 10-125-250-000-000	08/10/2024	158.28	
						158.28	
							158.28
81670	08/22/2024	TEAMSTERS LOCAL 1932	037	SEP 2024 EMPLOYEE PAID MEMBERSHIP DUES B 10-022-72-00	08/15/2024	593.12	
						593.12	
							593.12

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81671	08/22/2024	VIVID ACCENT PAINTING CO	240	WASHING AND PAINTING SERVICES OF PARK SHELTERS E 10-450-710-000-000	06/22/2024	12,000.00	
						12,000.00	
			241	POWER WASH AND PAINT SERVICES FOR PARK FACILITIES E 10-450-710-000-000	06/24/2024	5,700.00	
						5,700.00	
							17,700.00
81672	08/22/2024	WILLDAN	00420458	JUL 2024 PUBLIC WORKS PERMIT INSPECTION E 10-175-250-020-000	08/16/2024	2,486.01	
						2,486.01	
							2,486.01
760145	08/28/2024	AMERICAN FIDELITY ASSURANCE CO	D760145	SEP 2024 - EMPLOYEE CANCER & ACCIDENT INSURANCE B 23-250-20-00	09/01/2024	446.42	
						446.42	
							446.42
2180179	08/05/2024	SO CA GAS COMPANY	JUL 2024 GAS SI	JUL 2024 GAS SERVICE E 10-190-238-000-000 E 10-805-238-000-000	08/05/2024	44.37	
						119.24	
						163.61	
							163.61
2340837	08/28/2024	AMERICAN FIDELITY ASSURANCE CO	2340837A	SEP EMP PAID FLEX SPEND/DEP CARE B 23-250-10-00	08/01/2024	124.98	
						124.98	
							124.98
17610357	08/23/2024	PUBLIC EMPLOYEES RETIREMENT	PAYDTE 080820;	RETIREMENT CONTRIBUTIONS FOR PAY DATE 08/08/2024 B 10-022-62-00	08/08/2024	11,699.57	
						11,699.57	
							11,699.57

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17610381	08/23/2024	PUBLIC EMPLOYEES RETIREMENT	PAYDTE 082220	RETIREMENT CONTRIBUTIONS FOR PAY DATE 08/22/2024 B 10-022-62-00	08/22/2024	11,712.62 11,712.62	11,712.62
17644770	08/23/2024	CALPERS	17644770	2024 GASB 68 FEES FOR REPORTS AND SCHEDULES E 10-190-280-000-000	08/14/2024	1,050.00 1,050.00	1,050.00
17653809	08/23/2024	CALPERS 457 PLAN	PAYDATE 08082	EFT PAYMENT CALPERS ACH CONFIRM #1002717561 B 10-022-63-00 B 10-022-64-00	08/08/2024	1,985.00 497.66 2,482.66	2,482.66
17653826	08/23/2024	CALPERS 457 PLAN	PAYDATE 08222	EFT PAYMENT CALPERS ACH CONFIRM #1002717581 B 10-022-63-00 B 10-022-64-00	08/22/2024	1,985.00 497.66 2,482.66	2,482.66

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17752799	08/05/2024	SO CA EDISON COMPANY	JUL 2024 EDISO	JUL 2024 ENERGY USAGE	08/01/2024		
				E 10-175-238-000-000		313.95	
				E 10-190-238-000-000		11,601.86	
				E 10-450-238-000-000		2,806.45	
				E 16-510-238-000-000		7,727.57	
				E 26-600-238-000-000		76.39	
				E 26-601-238-000-000		62.07	
				E 26-602-238-000-000		85.94	
				E 26-603-238-000-000		14.32	
				E 26-604-238-000-000		66.18	
				E 26-605-238-000-000		53.22	
				E 65-425-272-000-000		109.00	
						<u>22,916.95</u>	
							22,916.95
98885915	08/09/2024	WEX BANK	98885915	JUL-AUG 2024 VEHICLE FUEL CHEVRON	08/06/2024		
				E 10-172-272-000-000		100.00	
				E 10-175-272-000-000		1,708.34	
				E 10-185-272-000-000		261.32	
						<u>2,069.66</u>	
							2,069.66
#####	08/20/2024	VERIZON WIRELESS	9970346040	JUL-AUG 2024 MONTHLY PHONE CHARGES	08/01/2024		
				E 10-120-235-000-000		102.64	
				E 10-140-235-000-000		51.32	
				E 10-172-235-000-000		51.32	
				E 10-175-235-000-000		806.88	
				E 10-185-235-000-000		251.14	
				E 10-370-235-000-000		51.32	
				E 10-805-238-000-000		760.26	
				E 65-425-235-000-000		51.32	
						<u>2,126.20</u>	
							2,126.20

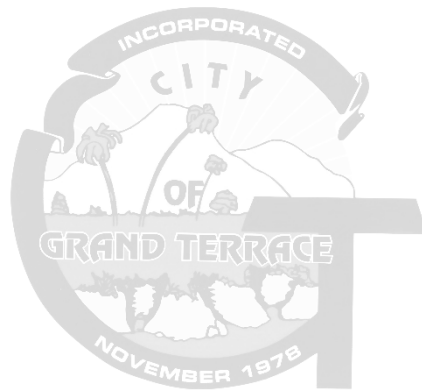
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#####	08/07/2024	US BANK	JUL2024 CAL CA	JUL-AUG 2024 CAL CARD CHARGES	08/06/2024		
				E 10-110-220-000-000 MTRLS & SUPPLIES		128.84	
				E 10-110-270-000-000 CONFERENCE		100.00	
				E 10-120-210-000-000 OFFICE SUPPLIES		606.90	
				E 10-120-220-000-000 MTRLS & SUPPLIES		36.64	
				E 10-120-270-000-000 CONFERENCE		37.05	
				E 10-125-210-000-000 OFFICE SUPPLIES		24.71	
				E 10-140-210-000-000 OFFICE SUPPLIES		142.18	
				E 10-172-270-000-000 CONFERENCE		32.42	
				E 10-172-272-000-000 VEHICLE MAINT		24.00	
				E 10-175-210-000-000 OFFICE SUPPLIES		121.92	
				E 10-175-219-000-000 MTRLS & SUPPLIES		392.95	
				E 10-175-272-000-000 VEHICLE MAINT		1,224.79	
				E 10-185-210-000-000 OFFICE SUPPLIES		114.92	
				E 10-185-218-000-000 MTRLS & SUPPLIES		26.89	
				E 10-185-265-000-000 MEMBERSHIP & DUES		210.00	
				E 10-185-268-000-000 CONFERENCE		1,040.00	
				E 10-190-210-000-000 OFFICE SUPPLIES		118.92	
				E 10-190-211-000-000 POSTAGE		144.73	
				E 10-190-220-000-000 MTRLS & SUPPLIES		1,906.52	
				E 10-190-272-000-000 VEHICLE MAINT		48.48	
				E 10-195-245-000-000 MTRLS & SUPPLIES		19.82	
				E 10-370-210-000-000 OFFICE SUPPLIES		29.08	
				E 10-450-245-000-000 MTRLS & SUPPLIES		193.40	
				E 10-805-246-000-000 MTRLS & SUPPLIES		24.03	
				E 62-120-220-000-000 MTRLS & SUPPLIES		100.00	
				E 65-425-272-000-000 OFFICE SUPPLES		376.43	
						7,225.62	
							7,225.62
						Total Checks:	463,591.05

Check Register
CITY OF GRAND TERRACE
As of 8/31/2024

<u>Check #</u>	<u>Date</u>	<u>Vendor</u>	<u>Invoice #</u>	<u>Invoice Description</u>	<u>Inv. Date</u>	<u>Amount Paid</u>	<u>Check Total</u>
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: October 8, 2024

TITLE: An Amendment To The Agreement Between The City Of Grand Terrace And Michael Baker International (MBI) - Housing Element Consultant Services For The 2021-2029 Planning Period To Prepare A Second Draft Housing Element Addressing State Comment Letter Dated July 29, 2024.

PRESENTED BY: Scott Hutter, Planning & Development Services Director

RECOMMENDATION: Adopt a Resolution to: 1. Approve an Amendment No. 3 to Professional Services Agreement Between the City of Grand Terrace and Michael Baker International for Consultant Services Updating City's Housing Element, Safety Element, Local Hazard Mitigation Plan, and Creation of an Environmental Justice Element in the amount of \$39,800.00, to Produce a Second Revised Draft Housing Element for a total not to exceed contract amount of \$375,115.00; and

2. Authorize the City Manager to Execute the Agreement subject to the City Attorney's approval as to form; and

3. Authorize the appropriation of General Fund in the amount of \$39,800.00.

Subject to final approval as to form by the City Attorney's Office.

2030 VISION STATEMENT:

This staff report supports Goal #1, Ensuring Fiscal Viability and Goal #3, Promote Economic Development by having an internally consistent General Plan.

BACKGROUND:

On May 28, 2024, the City submitted a revised draft Housing Element (*Attachment 4*) to the State Department of Housing and Community Development Division of Housing Policy Development (HCD) for review. On July 29, 2024, the City received a comment letter from the State HCD (*Attachment 3*) which identified changes that are necessary to bring the City's draft Housing Element into compliance with Article 10.6 of the Government Code. Addressing the State HCD comment letter requires MBI to produce second revised draft Housing Element that is not budgeted in the current contract.

The Planning Department requested that MBI provide a proposal (*Attachment 2*) with a budget and scope necessary to produce a second draft Housing Element in order to get the City through State HCD certification for the 6th Cycle Housing Element Update as soon as efficiently possible.

DISCUSSION:

The proposal for MBI to produce a second draft Housing Element to address the State HCD comment letter dated July 29, 2024, will cost an additional \$39,800.00. The total contract amount will increase to \$375,115.00.

Since receipt of the State HCD letter dated July 29, 2024, MBI has continued their work on the second MBI prepared draft to get the City of Grand Terrace through HCD certification. This was done by using funds allocated for the Planning Commission and City Council hearings for the revision. This additional funding request is crucial to the completion of the draft Housing Element that MBI is preparing and HCD certification.

Attached is a Resolution approving Amendment No. 3 to the Housing Element consultant services contract (*Attachment 1*).

ENVIRONMENTAL IMPACT:

None

FISCAL IMPACT:

Additional appropriations of \$39,800 are needed to cover the additional cost. The \$39,800.00 will be coded to the General Fund Professional Services Account 10-370-250-000-000.

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GRAND TERRACE
APPROVING AMENDMENT NO. 3 TO THE AGREEMENT BETWEEN CITY OF
GRAND TERRACE AND MICHAEL BAKER INTERNATIONAL FOR
CONSULTANT SERVICES FOR GENERAL PLAN UPDATE OF THE HOUSING
ELEMENT, SAFETY ELEMENT, ENVIRONMENTAL JUSTICE ELEMENT, AND
LOCAL HAZARD MITIGATION PLAN FOR THE 2021-2029 PLANNING
PERIOD, AUTHORIZING THE CITY MANAGER TO EXECUTE THE
AGREEMENT, AND APPROVING THE APPROPRIATION OF FUNDS**

WHEREAS, On March 23, 2021, the City Council approved a Professional Services Agreement with J.H. Douglas and Associates in the amount of \$68,950.00 for the preparation of the City's Housing Element (sixth cycle). The contract between the City of Grand Terrace and J.H. Douglas expired and was not extended and the invoices for J.H. Douglas contract were reimbursed through the General Fund and the State's SB2 Grant Funding; and

WHEREAS, on May 23, 2023, the City Council approved a Professional Services Agreement with Michael Baker International in the amount of \$40,250.00 to pick up on the preparation of the Housing Element (sixth cycle) where J.H. Douglas left off; and

WHEREAS, on February 13, 2024, the City Council approved Amendment No. 1 to Professional Services Agreement with Michael Baker International for expanded public outreach in the amount of \$37,110.00. The total contract amount increased with Amendment No. 1 to \$77,360.00. A total of \$65,000.00 of that amount is to be reimbursed later this year through the State's LEAP Grant; and

WHEREAS, on May 28, 2024, the City Council approved Amendment No. 2 to Professional Services Agreement with Michael Baker International for the addendum to the Safety Element, updates to the LHMP, and creation of an Environmental Justice Element to complete the City's General Plan and 6th Cycle Housing Element Update for the City in the amount of \$257,955.00. The total contract amount increased with Amendment No. 2 to \$335,315.00; and

WHEREAS, on May 30, 2024, the City of Grand Terrace's submitted it's revised draft housing element for review to the State Department of Housing and Community Development Division of Housing Policy Development (HCD); and

WHEREAS, on July 29, 2024, State HCD completed its review and provided the city a letter with attached appendix listing remaining changes that are necessary to bring the City's housing element into compliance with Article 10.6 of the Government Code; and,

WHEREAS, the remaining budget in contract allocated to the Housing Element was to prepare one draft Housing Element Update and additional funds are necessary to do the second draft Housing Element Update to satisfy the State HCD letter of July 29, 2024, and obtain State HCD certification; and

WHEREAS, the City Council now desires approve the Amendment No. 3 to the Agreement with Michael Baker International to incorporate the additional updates within the Scope of Work to complete a second draft Housing Element Update document, increase the Contract Sum by \$39,800.00, for a total not to exceed amount of \$375,115.00; and

WHEREAS, the City Council now desires to approve the appropriation of \$39,800.00 from the City's General Fund to cover the costs of Amendment No. 3.

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

SECTION 1. The Recitals set forth above are true and correct and are incorporated into this Resolution by this reference.

SECTION 2. The City Council hereby approves Amendment No. 3 to the Agreement for Consultant Services with Michael Baker International for the Housing Element, Safety Element, Environmental Justice Element, and Local Hazard Mitigation Plan, attached hereto as Exhibit "A." The City Manager is hereby authorized to execute Amendment No. 3 to the Agreement, subject to final approval as to form by the City Attorney's office.

SECTION 3. The City Council hereby approves and appropriates \$39,800.00 from the General Fund Professional Services Account 10-370-250-000-000 to cover the costs of Amendment No. 3.

SECTION 4. This Resolution shall immediately take effect upon passage.

PASSED, APPROVED and ORDERED by the City Council of the City of Grand Terrace, California at a regular meeting held on the 8th day of October 2024.

Bill Hussey
Mayor

ATTEST:

Debra Thomas
City Clerk

APPROVED AS TO FORM:

Adrian R. Guerra
City Attorney

**AMENDMENT NO. 3
TO AGREEMENT FOR CONTRACT SERVICES
BY AND BETWEEN CITY OF GRAND TERRACE AND MICHAEL BAKER INTERNATIONAL**

This AMENDMENT NO. 3 TO THE AGREEMENT FOR CONTRACT SERVICES BY AND BETWEEN THE CITY OF GRAND TERRACE AND MICHAEL BAKER INTERNATIONAL ("Amendment No. 3") by and between the **CITY OF GRAND TERRACE** ("City") and **MICHAEL BAKER INTERNATIONAL** ("Consultant") is effective as of the 8th day of October, 2024.

RECITALS

A. The City and Consultant entered into that certain Agreement for Contract Services By and Between the City of Grand Terrace and Michael Baker International, dated May 23, 2023, to complete the City's 6th Cycle Housing Element Update, with a total compensation ("Contract Sum") of \$40,250.00, and for a term of one (1) year ("Agreement").

B. The City and Consultant amended that Agreement for Contract Services By and Between the City of Grand Terrace and Michael Baker International, via Amendment 1 on February 12, 2024, to complete expanded public outreach for the City's 6th Cycle Housing Element Update, with a total compensation ("Contract Sum") of \$77,360.00, and extended the term of the Agreement to be consistent with the completion of the City's 6th Cycle Housing Element.

C. The City and Consultant amended that Agreement for Contract Services By and Between the City of Grand Terrace and Michael Baker International, via Amendment 2 on May 28, 2024, to incorporate amendments to the Safety Element, updates to the LHMP, and creation of an Environmental Justice Element to complete the 6th Cycle Housing Element Update, with a total compensation ("Contract Sum") of \$335,315.00, and extended the term of the Agreement to be consistent with the completion of the City's 6th Cycle Housing Element with the update to the City's Safety Element, LHMP and adoption of a new Environmental Justice Element.

D. Consultant has worked diligently with City Staff to address State comments, complete expanded public outreach, and make the necessary edits to create the revised draft Housing Element which was submitted to the State HCD on May 30, 2024. On July 29, 2024, State HCD provided a letter to the City identifying remaining changes that are necessary to bring the City's draft Housing Element into compliance with Article 10.6 of the Government Code which will require preparation of another draft Housing Element not under the scope of the current contract and budget.

E. Based thereon, the Planning Department requested that Consultant provide a proposal with a budget and scope in order to continue to work on the second Michael Baker International prepared draft Housing Element and get the City through State HCD certification for the 6th Cycle Housing Element Update as soon as efficiently possible.

F. The Parties now desire to amend the Agreement to incorporate the Proposal within the Scope of Work as Exhibit "A-4" to include the additional scope of work, increase the Contract Sum by \$39,800.00, for a total not to exceed amount of \$375,115.00.

G. Except as amended hereby, this Amendment is subject to the same terms and conditions as provided in the Agreement.

TERMS

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

1.1 Section 2.1 Contract Sum is hereby amended in its entirety and shall now read as follows (strikethrough represents deleted language while ***bold italics*** represents added language):

“Subject to any limitations set forth in this Agreement, City agrees to pay Consultant the amounts specified in the “Schedule of Compensation” attached hereto as Exhibit “C” and incorporated herein by this reference. The total compensation, including reimbursement for actual expenses, shall not exceed ~~Forty Thousand, Two Hundred and Fifty Dollars and No cents (\$40,250.00)~~ ~~Seventy-Seven Thousand, Three Hundred and Sixty Dollars (\$77,360.00)~~ ~~Three Hundred and Thirty-Five Thousand, Three Hundred and Fifteen Dollars (\$335,315.00)~~ ***Three-Hundred and Seventy-Five Thousand, One-Hundred and Fifteen Dollars (\$375,115.00.)*** (the “Contract Sum”), unless additional compensation is approved pursuant to Section 1.8”

1.2 Exhibit “A” Scope of Services is hereby amended in its entirety and shall now read as follows (strikethrough represents deleted language while ***bold italics*** represents added language):

- “B. The Consultant will use the City’s current draft Housing Element and partner with City staff to ***prepare a second revised draft Housing Element to*** address the comments provided by the Housing and Community Development Department in the letter dated ~~February 12, 2022~~ ***July 29, 2024***. The Consultant will conduct additional public outreach to address State HCD’s request to obtain input from lower-income and special needs households that will be incorporated into an updated administrative Housing Element draft, as well as provide support and participate in Planning Commission and City Council ratification or re-adoption hearings as may be necessary. The Consultant will submit the draft Housing Element to HCD for review and will lead facilitation and ongoing consultations with HCD to achieve compliance with applicable state guidelines. In addition, the Consultant will prepare the final Housing Element Update document with any final revisions resulting from HCD review, as budget permits, and will provide required findings to City Staff for City Council. The Consultant shall prepare for the City a Local Hazard Mitigation Plan Update (LHMP), Safety Element Update, and Environmental Justice Element. The Consultant will initiate CAL OES / FEMA Review of the LHMP addressing any necessary concerns for their approval before bringing to the city council for approval by resolution. The Consultant shall revise for the City the Safety Element in coordination with CAL FIRE to obtain Board of Forestry concurrence prior to adoption by the City Council. The Consultant shall prepare for the City an Environmental Justice Element for adoption by the City Council. For the above tasks the Consultant shall complete and addendum to the certified Program Environmental Impact Report (“PEIR”) in accordance with CEQA Guidelines Section 15164.
- C. The foregoing is a brief summary and the full scope of services to be provided by consultant are included on the attached Proposals enclosed as Exhibits A-1 and

A-2, and A-3, **and A-4** attached hereto and incorporated by reference as though set forth in full.”

1.3 Exhibit “C” Schedule of Compensation is hereby amended in its entirety and shall now read as follows (~~striketrough~~ represents deleted language while ***bold italics*** represents added language):

- I. Consultant shall perform the following Services at the budged amounts included on the cost estimate provided on Exhibit “C-1,” and “C-2,” ~~and “C-3,”~~ ***and “C-4.”***
- II. A retention of ten percent (10%) shall be held from each payment as a contract retention to be paid as part of the final payment upon satisfactory completion of services.
- III. Within the budgeted amounts for each Task, and with the approval of the Contract Officer, funds may be shifted from one Task subbudget to another so long as the Contract Sum is not exceeded per Section 2.1, unless Additional Services are approved per Section 1.8.
- IV. The City will compensate Consultant for the Services performed upon submission of a valid invoice. Each invoice is to include:
 - A. Line items for all personnel describing the work performed, the number of hours worked, and the hourly rate.
 - B. Line items for all materials and equipment properly charged to the Services.
 - C. Line items for all other approved reimbursable expenses claimed, with supporting documentation.
 - D. Line items for all approved subcontractor labor, supplies, equipment, materials, and travel properly charged to the Services.
- V. The total compensation for the Services shall not exceed ***Three-Hundred and Seventy-Five Thousand, One-Hundred and Fifteen Dollars (\$375,115.00.)*** ~~Three-Hundred and Thirty-Five Thousand, Three Hundred and Fifteen Dollars (\$335,315.00) Seventy-Seven Thousand, Three Hundred and Sixty Dollars (\$77,360.00) Forty Thousand, Two Hundred and Fifty Dollars and No Cents (\$40,250.00),~~ as provided in Section 2.1 of this Agreement.
- VI. The Consultant’s billing rates for all personnel are attached as Exhibit C-1 and C-2 and C-3 ***and C-4.”***

2. Continuing Effect of Agreement. Except as amended by this Amendment No. 3, all provisions of the Agreement shall remain unchanged and in full force and effect. From and after the date of this Amendment, whenever the term “Agreement” appears in the Agreement, it shall mean the Agreement, as amended by Amendment No. 3.

3. Affirmation of Agreement; Warranty Re Absence of Defaults. City and Consultant each ratify and reaffirm each and every one of the respective rights and obligations arising under the Agreement. Each party represents and warrants to the other that there have

been no written or oral modifications to the Agreement other than as provided herein. Each party represents and warrants to the other that the Agreement is currently an effective, valid, and binding obligation.

Consultant represents and warrants to City that, as of the date of this Amendment No. 3, City is not in default of any material term of the Agreement and that there have been no events that, with the passing of time or the giving of notice, or both, would constitute a material default under the Agreement.

City represents and warrants to Consultant that, as of the date of this Amendment No. 3, Consultant is not in default of any material term of the Agreement and that there have been no events that, with the passing of time or the giving of notice, or both, would constitute a material default under the Agreement.

4. Adequate Consideration. The parties hereto irrevocably stipulate and agree that they have each received adequate and independent consideration for the performance of the obligations they have undertaken pursuant to this Amendment No. 3.

5. Authority. The persons executing this Amendment No. 3 on behalf of the parties hereto warrant that (i) such party is duly organized and existing, (ii) they are duly authorized to execute and deliver this Amendment No. 1 on behalf of said party, (iii) by so executing this Amendment No. 3, such party is formally bound to the provisions of the Agreement, as amended and (iv) the entering into this Amendment No. 3 does not violate any provision of any other agreement to which said party is bound.

[SIGNATURES ON FOLLOWING PAGE]

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

CITY:

City of Grand Terrace, a municipal corporation

Konrad Bolowich, City Manager

ATTEST:

Debra Thomas, City Clerk

APPROVED AS TO FORM:
ALESHIRE & WYNDER, LLP

Adrian R. Guerra, City Attorney

CONSULTANT:

By:

Name: Tanya Bilezikjian, P.E. ENV SP
Title: Office Executive, Vice President

By:

Name: Peter Minegar, AICP
Title: Office Executive, Vice President

Address: 3536 Concours Street, Suite 100
Ontario, CA 92764

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

CALIFORNIA ALL-PURPOSE ACKNOWLEDGMENT

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

STATE OF CALIFORNIA

COUNTY OF SAN BERNARDINO

On _____, 2024 before me, _____, personally appeared _____, proved to me on the basis of satisfactory evidence to be the person(s) whose names(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

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

WITNESS my hand and official seal.

Signature: _____

OPTIONAL

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

CAPACITY CLAIMED BY SIGNER	DESCRIPTION OF ATTACHED DOCUMENT
☐ INDIVIDUAL	
☐ CORPORATE OFFICER	
_____ TITLE(S)	_____ TITLE OR TYPE OF DOCUMENT
☐ PARTNER(S) ☐ LIMITED ☐ GENERAL	
☐ ATTORNEY-IN-FACT	
☐ TRUSTEE(S)	_____ NUMBER OF PAGES
☐ GUARDIAN/CONSERVATOR	
☐ OTHER _____	_____ DATE OF DOCUMENT
SIGNER IS REPRESENTING:	
(NAME OF PERSON(S) OR ENTITY(IES))	
_____ _____ _____	_____ SIGNER(S) OTHER THAN NAMED ABOVE

CALIFORNIA ALL-PURPOSE ACKNOWLEDGMENT

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STATE OF CALIFORNIA

COUNTY OF SAN BERNARDINO

On _____, 2024 before me, _____, personally appeared _____, proved to me on the basis of satisfactory evidence to be the person(s) whose names(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

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

WITNESS my hand and official seal.

Signature: _____

OPTIONAL

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CAPACITY CLAIMED BY SIGNER		DESCRIPTION OF ATTACHED DOCUMENT
☐	INDIVIDUAL	
☐	CORPORATE OFFICER	
	TITLE(S)	TITLE OR TYPE OF DOCUMENT
☐	PARTNER(S) ☐ LIMITED	
	☐ GENERAL	
☐	ATTORNEY-IN-FACT	
☐	TRUSTEE(S)	NUMBER OF PAGES
☐	GUARDIAN/CONSERVATOR	
☐	OTHER _____	
		DATE OF DOCUMENT
SIGNER IS REPRESENTING: (NAME OF PERSON(S) OR ENTITY(IES))		
_____		SIGNER(S) OTHER THAN NAMED ABOVE

August 22, 2024

Scott Hutter
Planning and Development Services Director
City of Grand Terrace
22795 Barton Road, Grand Terrace, CA 92313
Direct: (909) 954-5177
shutter@grandterrace-ca.gov

SUBJECT: Proposal – Grand Terrace Housing Element Update: Additional Draft in Response to HCD Review Letter

Dear Mr. Hutter,

As discussed and requested, Michael Baker International is happy to provide this proposal to assist in the completion of the Grand Terrace Housing Element Update (HEU). This additional work request (AWR) is in response to the July 30, 2024, letter from the California Department of Housing and Community Development (HCD). The review comments in this letter require preparation of a second draft of the HEU since we prepared an almost entirely new HEU, which was submitted to HCD on May 30, 2024. To date, we have used the approved budget, but will need additional budget.

Our prior AWR included our preparation of one new draft (prepared and submitted May 30, 2024) and assumed minor revisions in response to HCD comments that would allow for adoption by the City Council and certification by HCD. The nature and extent of the 30 HCD comments on the May 30 draft are typical of HCD comments for a second draft HEU. It is also common for a subsequent review letter from HCD that may require a third draft, often with relatively minor comments.

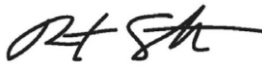
To date, we have used the previously approved budget to prepare a revised (2nd MBI) draft to the July 30, 2024, HCD letter. However, it appears that the remaining funding is not likely to be adequate to fully complete the next draft and responses to HCD comments.

This proposal will supplement the current contract to assist City staff with the preparation of a revised HEU. The proposed budget in this supplemental proposal will augment the remaining tasks and budget from the prior contract, based on the proposal dated April 10, 2023, last amended by AWR #1 dated December 22, 2023, and executed by agreement dated March 13, 2024.

On behalf of Michael Baker, we appreciate the opportunity to submit this proposal. Please do not hesitate to contact me at (858) 354-0116 or via email at dwery@mbakerintl.com if you have any questions or require further information.

Respectfully submitted,


Dan Wery, AICP, LEED AP
Principal Community Planner


Bob Stark, AICP
Associate Vice President
Department Manager - Planning

SCOPE OF WORK

Our cost proposal is based on the tasks as described and the specific assumptions and limitations noted; however, we are happy to work with the City to refine and customize the scope of work according to your needs. Additional services and support for the tasks included in our scope can be provided upon request, at an additional cost.

This scope of work is based on a time and materials budget not to exceed \$39,800, which equates to roughly 256 staff hours and costs for interpretation and translation, if needed.

Task 1.0 Revision & Submission of the Draft Housing Element Update

Task 1.1: Preparation of Public Review Draft

Michael Baker will prepare a second revised HEU. The revised draft HEU will be provided in track changes format showing the cumulative changes made in response to all HCD review letters. The most recent revisions will be color coded to differentiate them from prior track changes. Michael Baker will prepare recommended responses to each of the 30 comments contained in the HCD review letter dated July 30, 2024.

This task includes preparation of a response to comments matrix of each comment, with recommended revisions to track and summarize each response made, including references to the location of each change in the revised HEU.

The response to comments matrix and revised HEU will be reviewed with City staff. They will then also be reviewed with HCD in a meeting scheduled for September 12, 2024, to obtain preliminary HCD concurrence on the nature and form of the revisions, and to identify any other potential HCD comments or requested information. It is possible that further revisions may be necessary based on the nature and extent of the meeting with HCD.

The revised HEU will then be circulated for a minimum seven-day public review prior to resubmittal to HCD. This task also includes any additional revisions that may be necessary based on any public comments received during the public review.

The new public review draft is required to be published for a minimum of seven days prior to submittal to HCD for its next 60-day maximum review and comment letter.

The City will be responsible for the distribution of the public review draft. It will need to be posted to the City website; notification will need to be made in the same manner as done for prior drafts; and notification will need to be provided to anyone who had previously requested notification.

The City will review public comments and provide them in a consolidated format for Michael Baker to review and incorporate any necessary revisions.

Following completion of the public review period and any revisions in response to public review comments, the City will submit the draft HEU to HCD for review.

Upon completion of the revisions to the public review and HCD submittal drafts of the HEU, the matrix will be finalized and published for submittal with the revised HEU for the next HCD review. Michael Baker will provide transmittal language, and the City will send the HEU to HCD.

Task 1.2: HCD Meetings and Mid-Review Revisions

Michael Baker will help facilitate consultations with HCD to achieve compliance with applicable state guidelines. Michael Baker assumes the City will be the primary point of contact to HCD.

Once the revised HEU has been sent to HCD, we recommend scheduling:

- A first meeting with HCD roughly mid-way through the 60-day HCD review period to receive preliminary draft comments from HCD.
- A second, and third if necessary, meeting with HCD toward the end of the 60-day review period with the objective to review draft responses to HCD's preliminary review comments received in the first meeting.
- Additional meetings with HCD for technical assistance as needed based on the nature and content of the preliminary review and review letter.

Michael Baker will prepare revisions to the HEU based on preliminary review (if provided) and any other comments received from HCD during the 60-day review period.

The City will be responsible for the distribution of the HEU for a seven-day public review period for any revised draft created during or after the 60-day review process. It will need to be posted to the City website; notification will need to be made in the same manner as done for prior drafts; and notification will need to be provided to anyone who had previously requested notification.

This task assumes that HCD will provide a conditional letter of substantial compliance after this submittal and 60-day HCD review period. It is possible that HCD may require a subsequent round of revisions, in which case additional budget may be necessary.

Task 1.3: Final Housing Element Adoption Hearing

This task assumes the likelihood that HCD will have some remaining comments and revisions prior to providing a final letter of substantial compliance (aka, certification). As previously discussed with the City and HCD on December 12, 2023, since rezoning is necessary to meet the lower-income Regional Housing Needs Allocation, HCD will only be able to provide a conditional letter of substantial compliance until the zoning amendments have been adopted.

Our team will prepare the final HEU document with any final revisions resulting from HCD review, as budget permits. We will provide required findings to City staff for adoption of the HEU by the City Council.

This task includes virtual attendance (via Zoom, Teams, or equivalent) of up to two members of the Michael Baker team to support City staff and answer questions at one Planning Commission and one City Council adoption hearing. The budget for this task includes support, coordination and assistance of City staff with preparation for the meetings, including PowerPoint slides, staff reports, and procedural requirements.

Task 1 Deliverables:

- Revisions to the HEU in response to July 30, 2024, HCD letter
- Revisions based upon results of minimum 7-day public review of the revised draft HEU
- Up to 4 meetings with HCD (mid-HCD review, technical assistance)
- Draft HEU and response to comments matrix submittal for HCD review
- Final HEU and findings following presumed conditional letter of substantial compliance
- Support and virtual attendance at Planning Commission and City Council adoption hearings (2)

COST PROPOSAL

All services will be provided on an as-needed time and materials basis. Hours are estimated based upon preliminary review and understanding of the current July 30, 2024, HCD comments. Updates on the progress and expenditures will

be made as part of monthly invoices. Michael Baker will notify the City immediately of any unforeseen circumstances that may affect the nature or extent of the anticipated scope of work or the adequacy of the time and materials budget. Michael Baker reserves the right to reallocate time between staff and tasks within the total not-to-exceed budget.

PREPARATION OF HOUSING ELEMENT & RESPONSE TO 7-30-24 HCD COMMENTS (2nd Letter)						
Task	Project Manager \$240	Associate Planner \$135	Technical Writer \$120	Total Hours	Reimbursable Costs (e.g., interpretation)	COST
Task 1.0 Revision & Submission of the Draft Housing Element Update						
Task 1.1 Preparation of 2 nd Public Review Draft (1)	24	100	8	132	\$ -	\$20,220
Task 1.2 HCD Meetings (up to 4) and Mid-Review Revisions (1)	8	64	4	76	\$ -	\$11,040
Task 1.3 Final Housing Element Adoption Hearing (1 PC, 1 CC)	16	24	8	48	\$ -	\$8,040
TOTAL NOT TO EXCEED BUDGET	48	188	20	256	\$500	\$39,800

**DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
DIVISION OF HOUSING POLICY DEVELOPMENT**

651 Bannan Street, Suite 400
Sacramento, CA 95811
(916) 263-2911 / FAX (916) 263-7453
www.hcd.ca.gov



July 29, 2024

Konrad Bolowich, City Manager
City of Grand Terrace
22795 Barton Road
Grand Terrace, CA 92313

Dear Konrad Bolowich:

RE: City of Grand Terrace's 6th Cycle (2021-2029) Revised Draft Housing Element

Thank you for submitting the City of Grand Terrace's (City) revised draft housing element received for review on May 30, 2024. Pursuant to Government Code section 65585, subdivision (b), the California Department of Housing and Community Development (HCD) is reporting the results of its review.

The draft element addresses many statutory requirements detailed in HCD's February 10, 2022 review; however, revisions will be necessary to substantially comply with State Housing Element Law (Gov. Code, § 65580 et seq). The enclosed Appendix describes the revisions needed to comply with State Housing Element Law.

As a reminder, the City's 6th cycle housing element was due October 15, 2021. As of today, the City has not completed the housing element process for the 6th cycle. The City's 5th cycle housing element no longer satisfies statutory requirements. HCD encourages the City to revise the element as described above, adopt, and submit to HCD to regain housing element compliance.

Pursuant to Assembly Bill 1398 (Chapter 358, Statutes of 2021), a jurisdiction that does not adopt a compliant housing element within one year from the statutory deadline cannot be found in compliance until rezones to accommodate a shortfall of sites pursuant to Government Code section 65583, subdivision (c), paragraph (1), subparagraph (A) and Government Code section 65583.2, subdivision (c) are completed. As this year has passed and Program 1 (Adequate Sites) has not been completed, the housing element is out of compliance and will remain out of compliance until the rezoning have been completed.

Public participation in the development, adoption and implementation of the housing element is essential to effective housing planning. Throughout the housing element process, the City should continue to engage the community, including organizations that

represent lower-income and special needs households, by making information regularly available and considering and incorporating comments where appropriate. Please be aware, any revisions to the element must be posted on the local government's website and to email a link to all individuals and organizations that have previously requested notices relating to the local government's housing element at least seven days before submitting to HCD.

Several federal, state, and regional funding programs consider housing element compliance as an eligibility or ranking criteria. For example, the CalTrans Senate Bill (SB) 1 Sustainable Communities grant, the Affordable Housing and Sustainable Communities program, and HCD's Permanent Local Housing Allocation consider housing element compliance and/or annual reporting requirements pursuant to Government Code section 65400. With a compliant housing element, the City meets housing element requirements for these and other funding sources.

HCD appreciates the City's effort and cooperation in the housing element update. We are committed to assisting the City in addressing all statutory requirements of State Housing Element Law. If you have any questions or need additional technical assistance, please contact Emily Hovda, of our staff, at Emily.Hovda@hcd.ca.gov.

Sincerely,

A handwritten signature in black ink, appearing to read 'Melinda Coy', with a long, sweeping horizontal line extending to the right.

Melinda Coy
Proactive Housing Accountability Chief

Enclosure

APPENDIX CITY OF GRAND TERRACE

The following changes are necessary to bring the City's housing element into compliance with Article 10.6 of the Government Code. Accompanying each recommended change, we cite the supporting section of the Government Code.

Housing element technical assistance information is available on HCD's website at <https://www.hcd.ca.gov/planning-and-community-development/hcd-memos>. Among other resources, the housing element section contains HCD's latest technical assistance tool, *Building Blocks for Effective Housing Elements (Building Blocks)*, available at <https://www.hcd.ca.gov/planning-and-community-development/housing-elements/building-blocks> and includes the Government Code addressing State Housing Element Law and other resources.

A. Housing Needs, Resources, and Constraints

1. *Affirmatively further[ing] fair housing in accordance with Chapter 15 (commencing with Section 8899.50) of Division 1 of Title 2...shall include an assessment of fair housing in the jurisdiction (Gov. Code, § 65583, subd. (c)(10)(A))*

Integration and Segregation: While the element analyzes data on integration and segregation at the local level, the element should also analyze patterns of integration and segregation at the regional level, comparing the City to the region and analyzing the data for trends over time. In particular, this analysis should be expanded to discuss patterns of integration and segregation by disability and income in the region.

Racial/Ethnic Areas of Concentration of Poverty (R/ECAPs): The element describes the City's one R/ECAP in relation to the distribution of units planned to accommodate the City's regional housing need allocation (RHNA); however, the element should also describe whether any R/ECAPs or concentrated areas of affluence are present in the County in order to demonstrate how the City compares to the region at large.

Access to Opportunity: While the element provides some information on access to opportunity through TCAC opportunity maps, it must also provide a complete local and regional analysis of patterns and trends for all components. A comprehensive analysis should include the local and regional disparities of the educational, environmental, and economic scores through local, federal, and/or state data. It should also analyze persons with disabilities as well as access to transit. Please refer to page 35 of the Affirmatively Furthering Fair Housing (AFFH) guidebook (https://www.hcd.ca.gov/community-development/affh/docs/AFFH_Document_Final_4-27-2021.pdf) for specific factors that should be considered when analyzing access to opportunities as it pertains to educational, employment, environmental, transportation, and any factors that are unique to Grand Terrace.

Disproportionate Housing Needs: The element includes some general information on substandard housing conditions, homelessness, and displacement risk; however, this

discussion should be expanded to include more data and analysis specific to the City and region. This analysis should evaluate needs; impacts and patterns within the City, such as areas of higher need. For homelessness, the element should examine patterns of need or areas with higher concentrations of persons experiencing homelessness, including access to transportation and services. For housing conditions, the element should discuss any areas of potentially higher needs of rehabilitation and replacement. The element should utilize local data and knowledge such as service providers and code enforcement officials to assist this analysis.

Additionally, the element identifies two census tracts in which residents are at greater risk of displacement and notes that the planned distribution of RHNA units is not anticipated to increase risk of displacement; the element should include analysis to support this claim.

Identified Sites and AFFH: While the element analyzes the location of sites by census tract for patterns related to components of the assessment of fair housing (e.g., segregation and integration, access to opportunity), it must also discuss whether the distribution of sites improves or exacerbates conditions. If sites exacerbate conditions, the element should identify further program actions that will be taken to promote equitable quality of life throughout the community (e.g., anti-displacement and place-based community revitalization strategies).

Local Data, Knowledge, and Other Relevant Factors: Considering the census tracts discussed in the element extends beyond City limits, the state and federal data used to assess fair housing issues is influenced by demographic information beyond the City limits. For these and other reasons, the analysis of fair housing should particularly utilize local data and knowledge and other relevant factors to better understand any local patterns or differences or lack of differences from neighborhood to neighborhood. Local data and knowledge and other relevant factors should be used across all of the fair housing analysis components (e.g., segregation and integration, disparities in access to opportunity and disproportionate housing needs). Examples of local data and knowledge include information from City officials (e.g., planners, code enforcement, civil engineers, local legislators), past surveys and assessments, infrastructure investments to inform capital improvement plans, data used for applications for funding, service providers, developers, school representatives, regional planners, service districts and other sources.

Additionally, while the element discusses other relevant factors (e.g., immigration and land use patterns, Gage Irrigation Canal, Barton Road Corridor, etc.), it should also analyze these factors for the potential to contribute to fair housing issues.

Contributing Factors to Fair Housing Issues: Based on the outcomes of a complete analysis, the element should re-assess and prioritize contributing factors to fair housing issues.

2. *Include an analysis of population and employment trends and documentation of projections and a quantification of the locality's existing and projected needs for all*

income levels, including extremely low-income households. (Gov. Code, § 65583, subd. (a)(1).)

Analyze any special housing needs such as elderly; persons with disabilities, including a developmental disability; large families; farmworkers; families with female heads of households; and families and persons in need of emergency shelter. (Gov. Code, § 65583, subd. (a)(7).)

Extremely Low-income (ELI) Households: While the element now quantifies and analyzes the needs ELI households, it must also evaluate the availability of resources and assess the magnitude of need that may not be filled by existing resources.

Special Housing Needs: While the element quantifies and analyzes special housing needs populations, this analysis should be expanded to include an assessment of any gaps in resources, and proposed policies, programs, and funding to help address those gaps. For additional information and a sample analysis, see the Building Blocks at <https://www.hcd.ca.gov/planning-and-community-development/housing-elements/building-blocks/large-families-and-female-headed-households>.

3. *An inventory of land suitable and available for residential development, including vacant sites and sites having realistic and demonstrated potential for redevelopment during the planning period to meet the locality's housing need for a designated income level, and an analysis of the relationship of zoning and public facilities and services to these sites. (Gov. Code, § 65583, subd. (a)(3).)*

Electronic Sites Inventory: For your information, pursuant to Government Code section 65583.3, the City must submit an electronic sites inventory with its adopted housing element to sitesinventory@hcd.ca.gov. The City must utilize standards, forms, and definitions adopted by HCD. Please see HCD's housing element webpage at <https://www.hcd.ca.gov/community-development/housing-element/index.shtml#element> for a copy of the form and instructions. The City can reach out to HCD at sitesinventory@hcd.ca.gov for technical assistance.

Emergency Shelters: While the element discusses available capacity of the M2 zone, subsequent draft submissions must comply with the requirements of Chapter 654, Statutes of 2022 (AB 2339). Please note, these requirements became effective on January 1, 2023, and apply to any housing element submitted after January 1, 2023 if a jurisdiction failed to submit the initial draft before the due date of the housing element. As the City's initial draft was submitted on December 15, 2021, after October 15, 2021 due date, these provisions will apply. Among other changes, these amendments to Government Code section 65583, subdivision (a)(4) expands the definition of "emergency shelters", specifies the type of zoning designations that must be identified to allow emergency shelters as a permitted use without a conditional use or other discretionary permit, and demonstrate the appropriateness of sites to accommodate emergency shelters. For more information and applicable timing, see HCD's AB 2993 memorandum at <https://www.hcd.ca.gov/sites/default/files/docs/planning-and-community/ab2339-notice.pdf>.

4. *An analysis of potential and actual governmental constraints upon the maintenance, improvement, or development of housing for all income levels, including the types of housing identified in paragraph (1) of subdivision (c), and for persons with disabilities as identified in the analysis pursuant to paragraph (7), including land use controls, building codes and their enforcement, site improvements, fees and other exactions required of developers, and local processing and permit procedures. (Gov. Code, § 65583, subd. (a)(5).)*

Land Use Controls: While the element now includes discussion of the City's land use controls, it must also analyze these controls for potential constraints on housing development. In particular, the element should address the requirement for a specific plan required to establish development standards for senior housing developments, as well as the definition of multifamily being limited to 1- and 2-bedroom units. Additionally, the element indicates a maximum height of 35 feet (page VIII-53) but should clarify if the City imposes a maximum number of stories and evaluate the minimum unit size. Based on the outcome of a complete analysis, the element should add or modify programs, as appropriate.

5. *An analysis of potential and actual nongovernmental constraints upon the maintenance, improvement, or development of housing for all income levels, including the availability of financing, the price of land, the cost of construction, the requests to develop housing at densities below those anticipated in the analysis required by subdivision (c) of Government Code section 65583.2, and the length of time between receiving approval for a housing development and submittal of an application for building permits for that housing development that hinder the construction of a locality's share of the regional housing need in accordance with Government Code section 65584. The analysis shall also demonstrate local efforts to remove nongovernmental constraints that create a gap between the locality's planning for the development of housing for all income levels and the construction of that housing. (Gov. Code, § 65583, subd. (a)(6).)*

Approval Time and Requests for Lesser Densities: The element states the City did not receive requests to develop housing at densities below those anticipated in the sites inventory (page VIII-45). However, while the element now includes more information about processing times, it must still include the typical length of time between receiving approval for housing development and submittal of applications for building permits.

B. Housing Programs

1. *Include a program which sets forth a schedule of actions during the planning period, each with a timeline for implementation, which may recognize that certain programs are ongoing, such that there will be beneficial impacts of the programs within the planning period, that the local government is undertaking or intends to undertake to implement the policies and achieve the goals and objectives of the Housing Element through the administration of land use and development controls, the provision of regulatory concessions and incentives, and the utilization of appropriate federal and*

state financing and subsidy programs when available. The program shall include an identification of the agencies and officials responsible for the implementation of the various actions. (Gov. Code, § 65583, subd. (c).)

To have a beneficial impact in the planning period and address the goals of the housing element, programs must be revised with specific commitment and discrete timelines (e.g., annually or by 2025). Programs to be revised include, but are not limited to, the following:

- *Discrete Timing:* Program 3 (Affordable and Special Needs Housing), Program 4 (Density Bonus)
- *Specific Commitment:* Program 3 (Affordable and Special Needs Housing), Program 4 (Density Bonus), Program 8 (Reasonable Accommodation), Program 17 (Code Enforcement), Program 19 (Place-Based Improvements)

Additionally, while some programs include both discrete timing and specific commitments, the following programs should be revised to include actions beyond outreach and marketing: Program 5 (Section 8 Rental Assistance), Program 6 (First-Time Homebuyer Assistance), Program 7 (Multifamily Housing Bonds), and Program 18 (Home Improvement).

2. *Identify actions that will be taken to make sites available during the planning period with appropriate zoning and development standards and with services and facilities to accommodate that portion of the city's or county's share of the regional housing need for each income level that could not be accommodated on sites identified in the inventory completed pursuant to paragraph (3) of subdivision (a) without rezoning, and to comply with the requirements of Government Code section 65584.09. Sites shall be identified as needed to facilitate and encourage the development of a variety of types of housing for all income levels, including multifamily rental housing, factory-built housing, mobilehomes, housing for agricultural employees, supportive housing, single-room occupancy units, emergency shelters, and transitional housing. (Gov. Code, § 65583, subd. (c)(1).)*

As noted in Finding A3, the element does not include a complete site analysis; therefore, the adequacy of sites and zoning were not established. Based on the results of a complete sites inventory and analysis, the City may need to add or revise programs to address a shortfall of sites or zoning available to encourage a variety of housing types. In addition, the element should be revised as follows:

- *Program 11 (Emergency Shelters):* The Program should be revised to commit the City to expanding the definition of emergency shelters pursuant to AB 2339.
3. *The Housing Element shall contain programs which assist in the development of adequate housing to meet the needs of extremely low-, very low-, low- and moderate-income households. (Gov. Code, § 65583, subd. (c)(2).)*

While the element includes Program 3 (Affordable and Special Needs Housing; previously Program 2), the Program must explicitly address all special needs

households. Additionally, the Program contains unclear language (e.g., “Encourage”) and should be revised to specifically commit to actions to assist in the development of housing for special needs and ELI households.

4. *Address and, where appropriate and legally possible, remove governmental and nongovernmental constraints to the maintenance, improvement, and development of housing, including housing for all income levels and housing for persons with disabilities. The program shall remove constraints to, and provide reasonable accommodations for housing designed for, intended for occupancy by, or with supportive services for, persons with disabilities. (Gov. Code, § 65583, subd. (c)(3).)*

As noted in Findings A4 and A5, the element requires a complete analysis of potential governmental and nongovernmental constraints. Depending upon the results of that analysis, the City may need to revise or add programs and address and remove or mitigate any identified constraints.

5. *Promote and affirmatively further fair housing opportunities and promote housing throughout the community or communities for all persons regardless of race, religion, sex, marital status, ancestry, national origin, color, familial status, or disability, and other characteristics protected by the California Fair Employment and Housing Act (Part 2.8 (commencing with Section 12900) of Division 3 of Title 2), Section 65008, and any other state and federal fair housing and planning law. (Gov. Code, § 65583, subd. (c)(5).)*

As noted in Finding A1, the element requires a complete AFFH analysis. Depending upon the results of that analysis, the City may need to revise or add programs. In addition, the element must be revised to add or modify goals and actions based on the outcomes of a complete analysis. Goals and actions must specifically respond to the analysis and to the identified and prioritized contributing factors to fair housing issues and must be significant and meaningful enough to overcome identified patterns and trends. Actions must have specific commitment, metrics, and milestones as appropriate, geographic targeting, and must address housing mobility enhancement, new housing choices and affordability in high opportunity areas, place-based strategies for community preservation and revitalization and displacement protection.

8. *Develop a plan that incentivizes and promotes the creation of accessory dwelling units that can be offered at affordable rent, as defined in Section 50053 of the Health and Safety Code, for very low, low-, or moderate-income households. For purposes of this paragraph, “accessory dwelling units” has the same meaning as “accessory dwelling unit” as defined in paragraph (4) of subdivision (i) of Section 65852.2. (Gov. Code, § 65583, subd. (c)(7).)*

The element contains Program 9 (Incentivize Accessory Dwelling Units (ADU)) to update ADU regulations, create an ADU webpage on the City’s website, and create pre-approved ADU plans to facilitate the development of ADUs. However, the Program should also commit to monitoring ADU production and affordability, and to implementing additional actions if not meeting target numbers for production and affordability levels anticipated in the housing element. Additional actions, if necessary, should be taken in a timely manner (e.g., within six months).



City of Grand Terrace
Housing Element
6th Cycle
Oct. 15 2021 - Oct. 15 2029





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8.0 HOUSING ELEMENT

8.1 INTRODUCTION

Purpose

The City of Grand Terrace Housing Element, a component of the City of Grand Terrace's General Plan provides the residents, development community and elected and appointed officials with a clear understanding of the City's housing needs through a comprehensive set of housing policies and actions for the years 2021-2029 (October 15, 2021 – October 15, 2029). It builds on an assessment of the housing needs in the community at large, evaluates current and previous housing programs (5th Cycle Housing Element), available land, and constraints on housing production. This 6th Cycle Housing Element retains and builds on several of the goals, policies, and relevant implementation programs previously approved helping to promote housing construction, increase availability of information, and other programs related to housing to achieve the goal of ensuring that every Grand Terrace resident secures a safe and decent place to live within a satisfactory environment. Significant revisions have been included in the Housing Needs Assessment, which contains updated statistics and analyses based on data from the 2010 US Census and American Community Survey and a revised sites inventory to meet the Regional Housing Needs Allocation (RHNA). The Affirmatively Furthering Fair Housing (AFFH) chapter uses multiple data sources for analysis. Primary data sources include the 2020/2021 American Community Survey (ACS), the 2015-2019 Comprehensive Housing Affordability Strategy (CHAS) published by the US Department of Housing and Urban Development (HUD), and the 2020/2021 US Census. CHAS data is based on the 2015–2019 ACS data files but differs from the standard files by including a variety of housing need variables shown by HUD-defined income limits and HUD-specified household types.



State Requirements

The California State Legislature has identified the attainment of a decent home and suitable living environment for every resident as the state's major housing goal. Recognizing the important role of local planning programs in pursuing this goal, the legislature has mandated that all cities and counties prepare a housing element as part of their comprehensive general plan. Government Code Section 65583 sets forth the specific components to be contained in a community's housing element.

The Housing Element is required by state law to include:

- An assessment of existing housing needs – with an analysis of housing affordability, conditions, special needs and affordable units at risk of converting to market rate – as well as project needs as laid out in the RHNA;

VIII-1



- A detailed sites inventory and analysis that evaluates the jurisdiction's ability to accommodate its RHNA;
- An analysis of constraints on housing in the jurisdiction;
- Housing Programs that identify adequate sites to accommodate the jurisdiction's share of the regional housing need; assist in the development of housing for very low- and low-income households; remove or mitigate governmental constraints to affordable housing; conserve and improve the existing affordable housing stock; promote equal housing opportunity; and preserve the at-risk units identified; and
- Quantified objectives that estimate the maximum number of units, by income level, to be constructed, rehabilitated, and conserved over the planning period of the element.

Changes in State Law Since Previous Update

The following items represent substantive changes to state law since the City's last Housing Element or which have been newly addressed in this Housing Element. These are discussed in Chapter 8.4, Governmental Constraints and addressed in Program 11, Zoning Ordinance Amendments for Housing for Persons with Special Housing Needs.

- Assembly Bill (AB) 68, AB 587, AB 671, AB 881, and Senate Bill (SB) 13 further incentivize the development of accessory dwelling units (ADUs) through streamlined permits, reduced setback requirements, increased allowable square footage, reduced parking requirements, and reduced fees.
- AB 1763 requires jurisdictions to provide a density bonus to development projects that restrict 100 percent of their units as affordable to lower- and moderate-income households.
- AB 101 requires jurisdictions to allow "low barrier navigation centers" by-right in areas zoned for mixed uses and in nonresidential zones permitting multifamily uses, if the center meets specified requirements.
- AB 686 extends requirements for federal grantees and contractors to "affirmatively further fair housing," including requirements in the federal Fair Housing Act, to public agencies in California. Affirmatively furthering fair housing is defined specifically as taking meaningful actions that, taken together, address significant disparities in housing needs and in access to opportunity by replacing segregated living patterns with truly integrated and balanced living patterns; transforming racially and ethnically concentrated areas of poverty into areas of opportunity; and fostering and maintaining compliance with civil rights and fair housing laws.
- AB 1255 and AB 1486 seek to identify and prioritize state and local surplus lands available for housing development affordable to lower-income households.
- AB 2162 and SB 2 address various methods and funding sources that jurisdictions may use to accelerate housing production. Specifically, AB 2162 requires that supportive housing be a permitted use without discretionary review, in zones where multifamily and mixed uses are permitted, including nonresidential zones permitting multifamily uses.



- [SB 330 enacts changes to local development policies, permitting, and processes that will be in effect through January 1, 2025. SB 330 places new criteria on the application requirements and processing times for housing developments; prevents localities from decreasing the housing capacity of any site, such as through downzoning or increasing open space requirements, if such a decrease would preclude the jurisdiction from meeting its RHNA housing targets; prevents localities from establishing non-objective standards; and requires that any proposed demolition of housing units be accompanied by a project that would replace or exceed the total number of units demolished. Additionally, any demolished units that were occupied by lower-income households must be replaced with new units affordable to households with those same income levels.](#)

Planning Period

[The State of California now requires an update of a jurisdiction's housing element every eight years, versus every five years as with previous housing element planning periods. This was established through the passage of SB 375 for the purpose of aligning housing element planning periods with regional transportation plan \(RTP\) deadlines. One housing element will now be completed for every two RTPs. This Housing Element period extends from October 15, 2021 to October 15, 2029.](#)

Regional Housing Needs Allocation Projection Period

[A critical measure of compliance with state housing element law is the ability of a jurisdiction to accommodate its share of the region's housing need – the Regional Housing Needs Allocation \(RHNA\). This RHNA quantifies the need for housing in each jurisdiction in a six-county area, including the City of Grand Terrace. In March 2021, the state approved the Southern California Association of Governments' \(SCAG\) RHNA plan, which covers the projection period of October 15, 2021, to October 15, 2029.](#)

[The RHNA identifies the City's existing and future housing need broken down by income group as determined by SCAG as shown in Table 8.1 below.](#)

Table 8.1
Regional Housing Need Assessment, 2021-2029

Income Level	RHNA Target
Very Low* (<50% AMI)	189
Low (50-80% AMI)	92
Moderate (>80-120% AMI)	106
Above Moderate (>120% AMI)	243
Total	630

[Source: SCAG 6th Cycle Regional Housing Needs Assessment Final Allocation Plan, 2021.](#)

[*Includes 95 extremely-low-income units pursuant to Government Code §65583\(a\)\(1\)](#)



Relationship to the General Plan

In 2010, the City adopted a comprehensive update of the General Plan. The Housing Element is one of many elements of the City's General Plan. The goals, policies, actions and programs within the Housing Element relate directly to, and are consistent with, all other elements in the City's General Plan. The City's Housing Element identifies programs and resources required for the preservation, improvement, and development of housing to meet the existing and projected needs of its population, and is updated regularly in alignment with SCAG cycles.

The Housing Element works in tandem with development policies contained in the Land Use Element. The Land Use Element establishes the location, type, intensity, and distribution of land uses throughout the City, and defined the land use build-out potential. By designating residential development, the Land Use Element also identifies lands designated for a range of other uses, including employment creating uses, open space, and public uses.

The City's Circulation Element also affects the implementation of the Housing Element. The Circulation Element establishes policies for a balanced circulation system in the City. The Circulation Element aims to reduce impacts of transportation on the region's overall environment and transportation infrastructure, and provide a variety of options so that individuals can choose to travel by car, bicycle, foot, or public transportation. As such, the Housing Element must include policies and incentives that consider the types of transportation infrastructure essential for servicing residential housing units in addition to mitigating the effects of growth in the City.

The Public Services and Facilities Element and Open Space and Conservation Elements are also key links to the Housing Element, as residential development is predicated on the availability of utilities and other public services and recreational facilities.

The Housing Element has been reviewed for consistency with the City's other General Plan elements, and the policies and programs in this Element are consistent with the policy direction contained in other parts of the General Plan, including the Safety and Conservation Elements pursuant to AB 162, SB 1241 and SB 379. As portions of the General Plan are amended in the future, the Housing Element will be reviewed to ensure that internal consistency is maintained.

Information Sources

The information contained and analyzed in this Housing Element update has been sourced from a variety of providers. These include the United States Census (2010), the American Community Survey (2018 and 2019), the California Department of Finance, the California Housing Partnership Corporation, SCAG pre-certified housing data, and various City database. These sources are referenced throughout the document and underneath various tables and graphics.

Public Outreach

Public participation is a vital component to the proper formation and implementation of the Housing Element. Public engagement creates opportunities for community members and stakeholders to provide their input and feedback, information which then directs the Housing Element's goals, policies and programs. Section 65583 of the Government Code requires local governments to make diligent and continued efforts to achieve public participation of all economic



segments of the community. Meaningful community participation ensure that a variety of stakeholders and community members are offered a platform to engage in the City's planning process. As part of this Housing Element process, the City made a diligent effort to encourage public participation in its development. Outreach for the Housing Element included the following actions:

- Creation of a City-operated webpage where meeting notices, draft documents and other housing references were posted.
- Preparation of a "Frequently Asked Questions" link and webpage on the City's website.
- A public workshop on June 17, 2021, to provide residents, the Planning Commission and key stakeholders an overview of the purpose and statutory requirements governing Housing Elements with an opportunity to provide input.
- Public meetings to review and make available the draft Housing Element to the public prior to submission to the California Department of Housing and Community Development.
- Public hearings held before the Planning Commission October 21, 2021 and City Council on October 26, 2021 to consider HCD comments and the revised draft Housing Element.
- Stakeholder interviews held on March 26, and April 16, 2024 to gather information regarding housing issues, housing priorities, recommendations, and experience working or operating in Grand Terrace. Outreach focused on contacting stakeholders of all economic segments of the community, especially lower-moderate income populations and persons with special needs.
- Community workshop on April 15, 2024, to present the Housing Element update changes to the public, gather input, and answer any questions.

The City extensively advertised opportunities to participate and used various forms of media to reach the diverse population of Grand Terrace. Efforts to notify the community about engagement opportunities include the following:

- Email notifications to the interested parties contact list; and
- The City's website to stay informed as well as materials and updates regarding the Housing Element update.

Appendix 8-C, Public Participation Summary, contains a summary of public comments regarding the Housing Element received by the City during the process, in addition to supporting documentation and details on the above-described efforts.

During the enhanced public outreach, participants supported the provision of more housing assistance, financial or policy based, for the low-income population in finding housing. In summary, the community engagement and input yielded the following themes and feedback:



- **Education and Outreach:** Participants expressed the challenges and barriers for community engagement and education as it related to affordable housing, available housing services and programs, housing policy, and other City events. Program 20 implement outreach and education strategies to increase community awareness to housing resources and fair housing support.
- **ADU Incentives:** Participants expressed the difficulties and barriers to ADU development in Grand Terrace. Through Program 9 the City will provide information online including FAQs, a flow charts, links to resources, and other ADU resources such as pre-approved plans.
- **Prioritizing Affordable Housing for a Variety of Groups:** Participants addressed the need for prioritizing development for population groups like seniors and large families. Program 3 and Program 19 are included to provide resources and facilitate and support affordable housing.

The City received several comments and gathered significant feedback during the public workshops that were held. During the live polling portion of the workshop the following housing issues and priorities were identified. The top housing issues in Grand Terrace were:

- Difficulty paying rent, mortgage, down-payment, etc.
- Lack of suitable or needed housing types (e.g., size, senior)
- Insufficient housing supply
- ADA accessibility

The top housing issues in Grand Terrace were:

- Simplify the approval process
- Pre-designed plans for ADUs
- Incentivize developers to include affordable units
- Require affordable units in new developments
- Allow more higher-density housing

Comments during the workshop ranged from questions regarding what measures are used to accomplish fair housing, how will the City ensure enough homes will be built, what resources are available for residents with housing assistance, and what incentives can the City implement to increase the availability of low-income housing.

Housing Element Organization

This Housing Element represents the City's policy program for the 2021-2029 6th Cycle RHNA planning period. Following this introduction, the Housing Element is comprised of the following sections:



Section 8.2: City Profile characterizes the City's population, employment, households, and housing stock, and cost of housing.

Section 8.3: Housing Needs Assessment discusses the varied needs of all segments of the community, particularly special needs groups, including elderly persons, large households, female-headed households, persons with disabilities (including developmental disabilities), homeless persons, farmworkers, and extremely low-income households. It also analyzes housing problems including overpayment and overcrowding.

Section 8.4: Constraints examines governmental and non-governmental constraints on housing production, maintenance and affordability of housing within the City.

Section 8.5: Housing Resources provides a summary of housing resources, including sites identification and funding and financial considerations.

Section 8.6: Housing Plan addresses the City of Grand Terrace's identified housing needs through a series of comprehensive goals, policies, and programs.

Section 8.7: Evaluation of the Previous Housing Element provides a review of the programs from the 5th Cycle, their effectiveness, and their appropriateness for inclusion in the 6th Cycle.

Section 8.8 Sites Inventory to Accommodate the RHNA provides a review of the RHNA sites, and justifies their capacity, potential for development, and inclusion in the inventory. This chapter outlines the proposed rezoning efforts to meet the RHNA. The City is proposed creating a new, high density zone allowing housing from 20 – 40 du/acre to accommodate the RHNA.

Section 8.9: Affirmatively Furthering Fair Housing includes an assessment of fair housing enforcement, outreach activities, trends in overcrowding, housing problems, and cost burden, segregation patterns, and any other impediments to fair housing. This section also analyzes the extent to which the identified RHNA sites affirmatively further fair housing.

Appendices have been provided at the end of the Housing Element with supplementary background resources including:

Appendix 8-A: Sites Inventory Map

Appendix 8-B: Sites Inventory

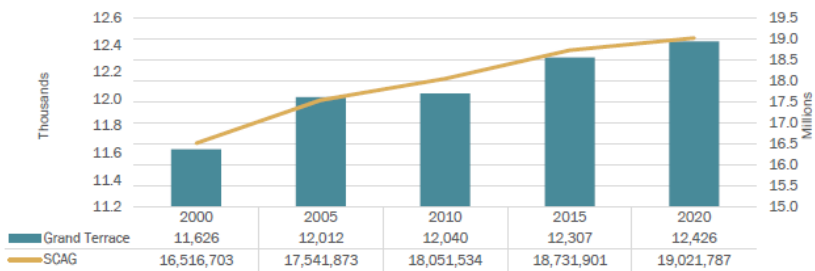
Appendix 8-C: Public Participation Summary

8.2 CITY PROFILE

Population Characteristics

Population trends from 2000 to 2020 are shown in Figure 8.1 Grand Terrace had a 2020 total population of 12,426 including 113 living in group quarters according to the California Department of Finance. Over this period, Grand Terrace had an annual growth rate of 0.3% compared to 0.7% for the region as a whole.

Figure 8.1
Population Trends 2000-2020 – Grand Terrace vs. SCAG Region

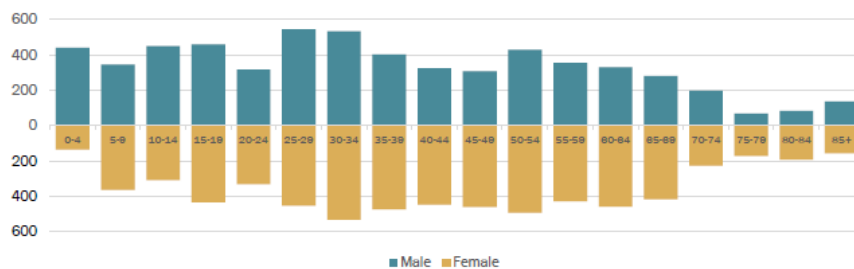


CA DOF E-5 Population and Housing Unit Estimates

Age Characteristics

According to recent Census estimates the population of Grand Terrace is 48% male and 52% female (Figure 8.2). The share of the population of Grand Terrace under 18 years of age is 19.7%, which is lower than the regional share of 23.4%. Grand Terrace's seniors (65 and above) make up 15.5% of the population, which is higher than the regional share of 13%.

Figure 8.2
Population by Age and Gender – Grand Terrace



American Community Survey 2014-2018 5-year estimates



Race and Ethnicity

An understanding of the racial and ethnic trends in a region contributes to an analysis of housing demand. According to 2020 ACS data, Non-White populations in the City occupy multifamily units at a higher rate than White populations.¹ Race and ethnicity characteristics also can be correlated with income levels. Table 8.2 summarizes the racial and ethnic composition of the population in 2010 and 2020. As of 2020, 49 percent of City residents of any race were of Hispanic origin and 51 percent were Non-Hispanic. Of the Non-Hispanic population, 38 percent were white, 5 percent were Asian, and 4 percent were Black or African American. Of the Hispanic population, 23 percent were White, and 20 percent identified as “some other race alone”. Between 2010 and 2020, the largest decrease was in the Non-Hispanic White population, which declined by 22 percent (1,327 people). The largest increases were in the Hispanic population identifying as “Some other race alone” (increase of 37 percent and 665 people) and the Hispanic “Two or more races” (increase of 207 percent 579 people).

¹ US Census Bureau, American Community Survey 5-Year Data (2016-2020), Table B25032A-E.

**Table 8.2 Racial and Ethnic Composition, Grand Terrace**

Racial/Ethnic Group	2010	2020		
	Number	%	Number	%
Not Hispanic or Latino				
White	6,064	50%	4,737	38%
Black or African American	474	4%	520	4%
American Indian & Alaska Native	0	0%	0	0%
Asian	977	8%	664	5%
Native Hawaiian & Pacific Islander	0	0%	187	1%
Some other race alone	0	0%	0	0%
Two or more races	199	2%	244	2%
Subtotal	7,714	64%	6,352	51%
Hispanic or Latino				
White	2,224	18%	2,846	23%
Black or African American	0	0%	0	0%
American Indian & Alaska Native	26	0%	20	0%
Asian	61	1%	7	0%
Native Hawaiian & Pacific Islander	0	0%	0	0%
Some other race alone	1,810	15%	2,475	20%
Two or more races	280	2%	859	7%
Subtotal	4,401	36%	6,207	49%
Total	12,115	100%	12,559	100%

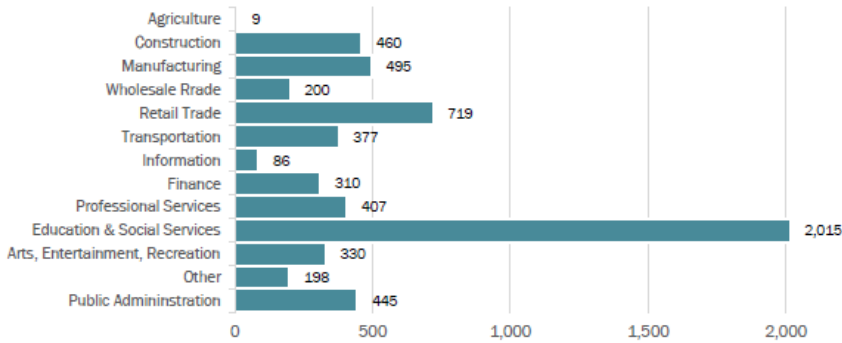
Source: US Census Bureau, American Community Survey 5-Year Data 2010 and 2020, Table B03002.

Employment Characteristics

According to recent Census estimates, Grand Terrace has approximately 6,051 workers living within its borders who work across 13 major industrial sectors (Figure 8.3). The most prevalent industry is Education & Social Services with 2,015 employees (33.3% of total) and the second most prevalent industry is Retail trade with 719 employees (11.9% of total).



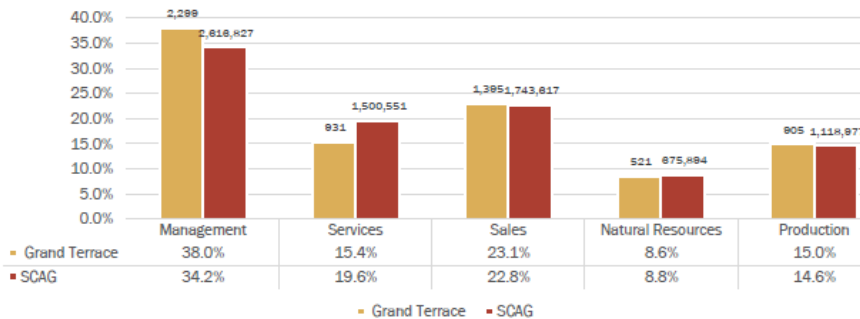
Figure 8.3
Employment by Industry – Grand Terrace



American Community Survey 2014-2018 5-year estimates using groupings of 2-digit NAICS codes.

The most prevalent occupational category in Grand Terrace is Management, in which 2,299 (38% of total) employees work. The second-most prevalent type of work is in Sales, which employs 1,395 (23.1% of total) in Grand Terrace (Figure 8.4).

Figure 8.4
Employment by Occupation – Grand Terrace vs. SCAG Region



American Community Survey 2014-2018 5-year estimates using groupings of SOC codes.

Household Characteristics

Household Growth Trends

This section describes Grand Terrace's household characteristics, including data on the number of households, household size, and household income. The US Census Bureau defines a household



as all persons living in a single housing unit, whether or not they are related. A household can be one person, a single family, multiple families, or any group of related or unrelated persons. The US Census Bureau defines a family as related persons living within a single housing unit.

As shown in Table 8.3, the number of households in Grand Terrace increased by 7.1 percent between 2000 and 2010. This was comparable to the 7.7 percent growth rate in the State, but slower than the County's 12.7 percent. Between 2010 and 2020, Grand Terrace's number of households declined by 2.5 percent while the County and State continued to increase. In 2020, the US Census Bureau reported 4,380 households in Pinole.

Table 8.3 Number of Households, 2000–2020

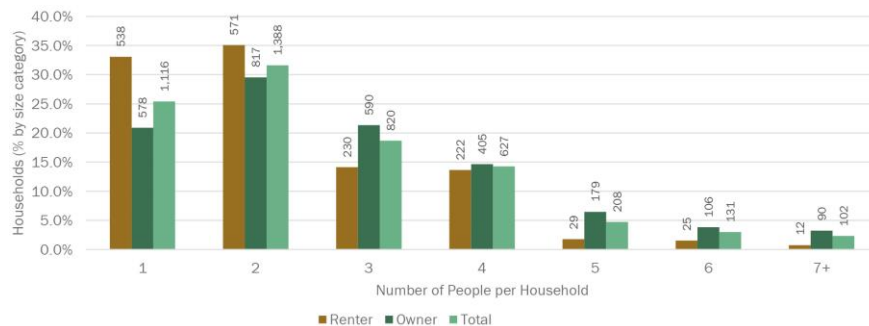
Area	2000	2010	2020	% Change 2000-2010	% Change 2010-2020
Grand Terrace	4,196	4,494	4,380	7.1%	-2.5%
San Bernardino County	528,839	596,125	640,090	12.7%	7.4%
California	11,502,870	12,392,852	13,103,114	7.7%	5.7%

Source: US Census Bureau, Decennial Census 2000, Table DP1. American Community Survey 5-Year Data 2010 and 2020, Table S1101. Household Size

According to the 2020 American Community Survey, the average household size in Grand Terrace is 3.3 persons. This is 16 percent higher than the 2.84 County average. The figure below illustrates the range of household sizes in Grand Terrace for owners, renters, and overall. The most commonly occurring household size is of two people (31.6%) and the second-most commonly occurring household is of one person (25.4%). Grand Terrace has a higher share of single-person households than the SCAG region overall (25.4% vs. 23.4%) and a lower share of 7+ person households than the SCAG region overall (2.3% vs. 3.1%).

Figure 8.5

Household Size by Tenure – Grand Terrace vs. SCAG Region

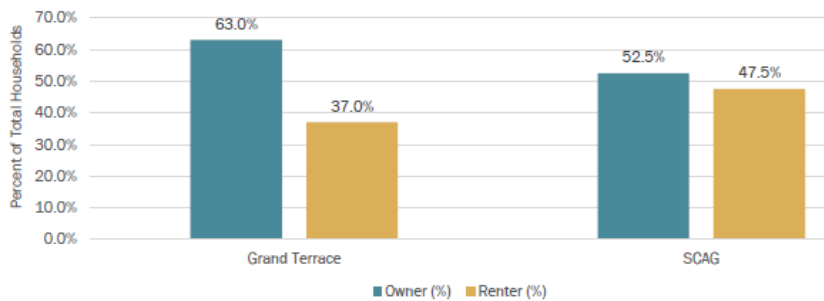


American Community Survey 2014-2018 5-year estimates.



Of the occupied housing units in the City of Grand Terrace, approximately 63% are owner-occupied and 37% are renter-occupied. Housing tenure is an indicator of the housing market. Communities need an adequate supply of both to be able to provide a range of housing alternatives for households with varying incomes, household sizes and compositions, and lifestyles. As shown in below, the home ownership rate in Grand Terrace is higher than for the SCAG region as a whole.

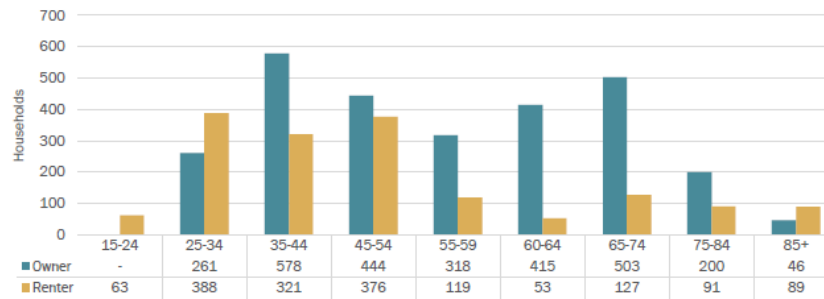
Figure 8.6
Housing Tenure – Grand Terrace vs. SCAG Region



American Community Survey 2014-2018 5-year estimates.

Figure 8.7 shows that homeowners outnumber renters in Grand Terrace in all age groups except under 35 and seniors aged 85 or over.

Figure 8.7
Housing Tenure by Age – Grand Terrace



American Community Survey 2014-2018 5-year estimates.

Household Income

Housing Affordability Criteria



The California Department of Housing and Community Development (HCD) publishes housing affordability guidelines annually for each county. These guidelines are used for determining eligibility of household incomes for housing programs.

Affordability guidelines are based on the assumption that households should pay no more than 30 percent of gross income on housing. Table 8.4 shows affordable rent and home purchase limits by income category based on the County median income. These amounts are for 4-person households and are adjusted based upon household size. Affordable purchase prices are estimated based on typical costs but can vary widely depending on factors such as interest rates, down payment, and homeowners fees. Affordable sales prices are only estimated for the moderate-income level since most deed-restricted affordable ownership housing in the Grand Terrace market area is generally not feasible at lower income levels.

Table 8.4
Affordable Housing Costs – San Bernardino County

Income Category	Maximum Income	Affordable Rent	Affordable Price (est.)
Extremely low	\$26,500	\$663	*
Very low	\$39,500	\$988	*
Low	\$63,200	\$1,580	*
Moderate	\$93,000	\$2,325	\$375,000
Above moderate	Over \$93,000	Over \$2,325	Over \$375,000

Assumptions: -Based on a family of 4 and 2021 State income limits
 -30% of gross income for rent or principal, interest, taxes & insurance plus utility allowance
 -10% down payment, 3.75% interest, 1.25% taxes & insurance, \$300 HOA dues

*For-sale affordable housing is typically at the moderate-income level

Source: Cal. HCD; JHD Planning LLC



Housing Stock Characteristics

This section discusses the housing stock in Grand Terrace including change in the number of housing units, unit type, unit size by bedroom count, age of housing stock, overpayment and overcrowding rates, housing age and condition, and housing costs. By analyzing past and current housing trends in the housing stock, future housing needs can be assessed.

Housing Unit Trends

Table 8.5 summarizes the number of housing units in the City and County from 2000 to 2020. Over the 20-year period the City has added approximately 500 housing units for an average increase of 25 units annually. In 2020, the Census reported 4,898 housing units in the City. Grand Terrace's share of the County's housing units is 0.7 percent and has remained steady from 2000 to 2020, suggesting that the rate of housing production in the City is comparable with the County.

Table 8.5 Housing Units, 2000–2020

Year	Grand Terrace	% Change	San Bernardino County	% Change	City as % of County
2000	4,401	=	601,369	=	0.7%
2010	4,649	5.6%	699,637	16.3%	0.7%
2020	4,898	5.4%	731,899	4.6%	0.7%

Source: US Census Bureau, Decennial Census 2000, Table H001 SF1, 2010 and 2020, Table H1 Redistricting Data.

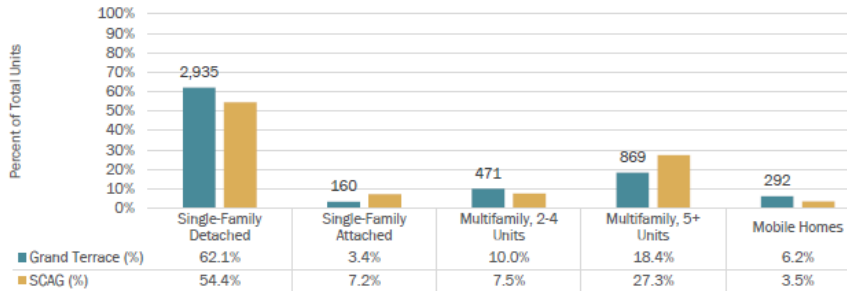
Housing Units by Type

Figure 8.8 shows recent Department of Finance estimates of housing type. The most prevalent housing type in Grand Terrace is single-family detached with about 62% of units. The share of all single-family units in Grand Terrace, including attached units, is approximately 66%, which is higher than the 62% share for the SCAG region as a whole. The total vacancy rate is approximately 5% and the average household size is approximately 2.7 persons per household.



Figure 8.5 Figure 8.8

Housing Units by Type – Grand Terrace vs. SCAG Region



CA DOF E-5 Population and Housing Unit Estimates

Housing Units by Size

Table 8.6 summarizes the distribution of unit size by tenure in 2020. The most common unit size for renter-occupied units was two-bedroom units, followed by one-bedroom units. The most common size for owner-occupied units was three-bedroom units followed by four-bedrooms units.

Table 8.6 Unit Size by Tenure, Grand Terrace, 2020

Unit Size	Owner-Occupied		Renter-Occupied		Total Occupied Housing Units	
	Units	%	Units	%	Units	%
No bedroom/Studio	0	0%	7	0%	7	0%
1 bedroom	9	0%	449	27%	458	10%
2 bedrooms	336	12%	771	47%	1107	25%
3 bedrooms	1,495	55%	241	15%	1736	40%
4 bedrooms	838	31%	168	10%	1006	23%
5 or more bedrooms	57	2%	9	1%	66	2%
Total	2,735	62%	1,645	38%	4380	100%

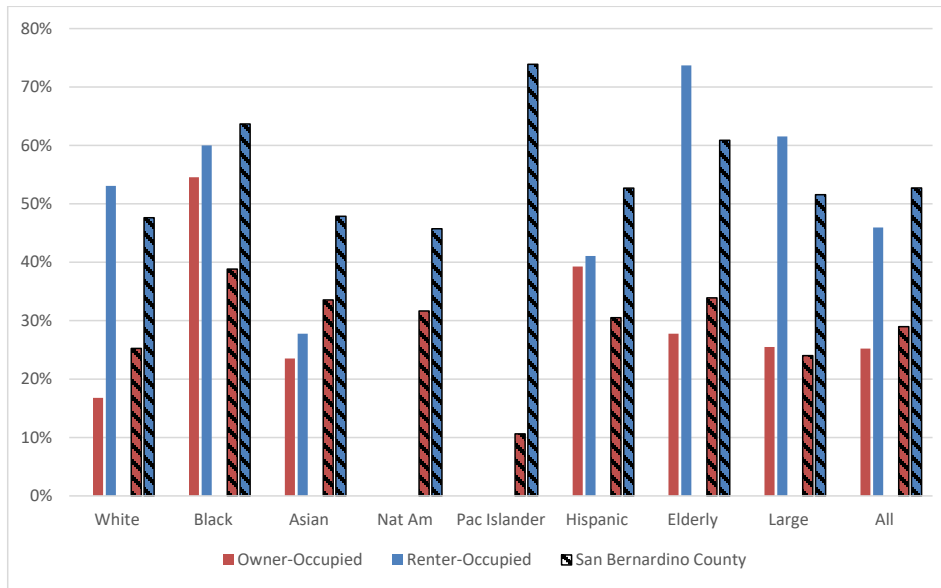
Source: US Census Bureau, American Community Survey 5-Year Data (2016-2020), Table B25042.

Cost burden is when a household spends more than 30 percent of its monthly income on housing costs such as rent, mortgage, or utilities. Large and elderly households are often more likely to experience housing problems. A large household is a household with three or more children, but is also often calculated as a household with five or more people. An elderly household is calculated as any household with a person over 62 years of age.

Large households have more costs to support more people, and may experience cost burden or a lack of excess funds to amend housing problems. Elderly households may be on a fixed income, which affects excess funds necessary for maintenance in an older home bought before retirement.



Figure 8.9 Cost Burden by Tenure and Race/Elderly/Housing Size



Source: HUD CHAS Data, 2019

Housing Age and Condition

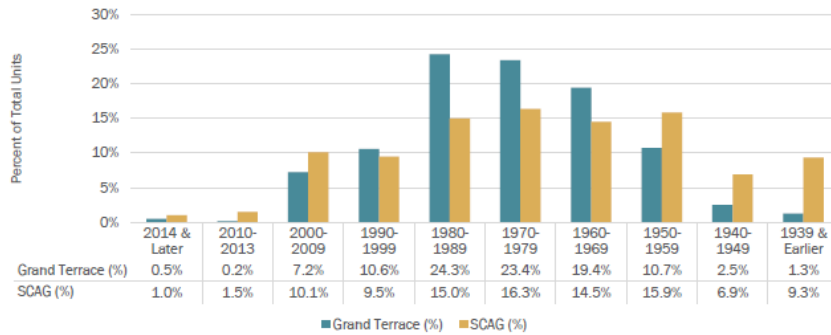
The age of a structure has a significant effect on its physical condition. Homes generally begin to show age after 30 years and require some level of maintenance. This typically includes roof repair, painting, landscaping, and exterior finishes. Homes between 30 and 50 years typically require more significant maintenance and even renovation. Generally, homes built 50 or more years ago (unless well maintained) are more likely to require substantial repairs or need renovation to meet current building codes. However, by itself, age is not a valid indicator of housing condition, since proper care and continued maintenance will extend the physical and economic life of a unit. On the other hand, a lack of normal maintenance coupled with an aging housing stock can lead to the serious deterioration of individual units and entire neighborhoods.

Figure 8.10 shows the age of housing in Grand Terrace. According to recent Census estimates, over 80% of the City's housing stock was built before 1990 and is more than 30 years old. Proper and continued maintenance of older housing is important in extending the life of a home.



Figure 8.6 ~~Figure 8.10~~

Age of Housing Units – Grand Terrace vs. SCAG Region



American Community Survey 2014-2018 5-year estimates.

It is estimated that approximately 20% of the housing stock is in need of minor repairs while approximately 5% may require more substantial rehabilitation. This suggests that overall, for its age, the City's housing stock is in good condition.

The City's Code Enforcement Department operates on a reactive basis and investigates approximately 700 code cases annually. Staff estimates that 20 cases each year are investigated where a property demonstrates extensive dilapidation requiring significant repairs to be safe and habitable. Based on code enforcement trends, the City estimates that approximately 160 homes will need significant repair or replacement over the next eight years.

Housing Costs

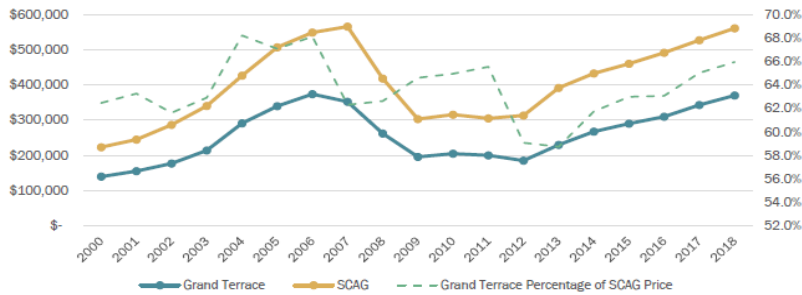
For-Sale Housing Costs

Between 2000 and 2018, median home sales prices in Grand Terrace increased 165% while prices in the SCAG region increased 151%. 2018 median home sales prices in Grand Terrace were \$370,000 and the highest experienced since 2000 was \$374,000 in 2006. Prices in Grand Terrace have ranged from a low of 58.7% of the SCAG region median in 2013 and a high of 68.2% in 2004 (Figure 8.11).



Figure 8.7 **Figure 8.11**

Median Existing Home Sales Prices – Grand Terrace vs. SCAG Region

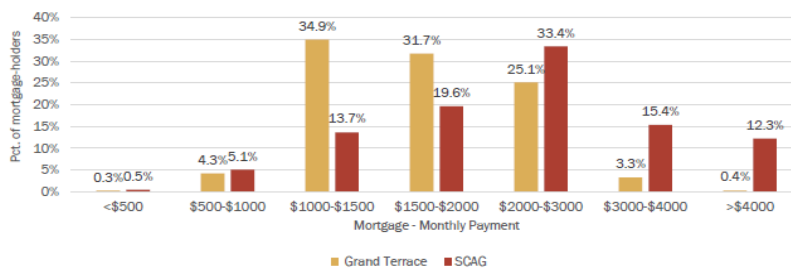


SCAG Local Profiles, Core Logic/Data Quick. SCAG median home sales price calculated as household-weighted average of county medians.

As seen in Figure 8.12, about two-thirds of Grand Terrace homeowners with a mortgage pay \$1,000-\$2,000 per month for housing, which is lower than for the region as a whole.

Figure 8.8 **Figure 8.12**

Monthly Owner Costs for Mortgage Holders – Grand Terrace vs. SCAG Region



American Community Survey 2014-2018 5-year estimates.

Rental Housing Costs

There are two main categories for rent, contract and gross. Contract rent is the monthly rent agreed to without adjustments for utilities or other payments. Gross rent is similar to selected monthly owner costs. It is the sum of contract rent and the average cost of the utilities (electricity, gas, and water and sewer)

Table 8.7 shows median gross rental prices in Grand Terrace and San Bernardino County from 2010 to 2020. In 2020, the median rental price in the City was \$1,416. This is a 24 percent increase from the 10-year low of \$1,140 in 2010. The 2020 median rent in the County was \$1,338 and saw a similar increase (26 percent) over the last 10-year period. Grand Terrace rents have been on average 8 percent higher than the County between 2010 and 2020. It should be noted that these median rental prices do not fully capture the housing market effects of the global COVID-19



pandemic. One of the economic impacts seen in California during the COVID-19 pandemic was a rapid increase in home prices, potentially caused by a rapid increase in remote work and higher demand for housing in suburban settings such as Grand Terrace. As a result, rental values in the year 2021 are estimated to be higher and continue to rise.

Table 8.7 Median Gross Rent, 2010–2020

Median Gross Rent	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
Grand Terrace	\$1,140	\$1,150	\$1,148	\$1,177	\$1,174	\$1,216	\$1,280	\$1,305	\$1,363	\$1,405	\$1,416
San Bernardino County	\$1,061	\$1,092	\$1,099	\$1,102	\$1,113	\$1,116	\$1,144	\$1,182	\$1,230	\$1,283	\$1,338

Source: American Community Survey 5-Year Estimates, Table B25064.

While rental statistics are not tracked in the same way as housing sales, it is possible to get a sense of current rents by looking through rental listings. Table 8.8 shows rental prices as posted on Zillow in May 2024. These figures represent asking rents, not actual rents, and not all available rental units are listed on Zillow. Still, many residents do use Zillow to find housing.

Table 8.8 Zillow Rental Survey, May 2024

Number of Bedrooms	Rent Range	Median Rent
Studio	N/A	N/A
One	\$1,715 - \$1,916	\$1,805
Two	\$2,000 - \$2,520	\$2,331
Three	\$2,800 - \$3,200	\$2,995
Four	\$3,200 - \$3,300	\$3,250

Source: Zillow, August 2022.

Table 8.9 shows average rental prices posted on Apartments.com in May 2024. The median rents from Zillow are comparable to average rents from Apartments.com for one- and two-bedroom units. Zillow did not have data available for studios and had a limited sample size for three-bedroom units, which may have skewed the three-bedroom data. Zillow survey includes single family homes, condominiums, and apartments, while Apartments.com only includes apartments and condominiums. Furthermore, these rental prices do not distinguish between the age of the property, quality of interior finishes, and amenities offered.

**Table 8.9 Grand Terrace Average Rent, May 2024**

Number of Bedrooms	Average Rent
Studio	N/A
One	\$1,793
Two	\$2,286
Three	\$2,800

Source: Apartments.com May 2024, all Grand Terrace apartments.

8.3 HOUSING NEEDS ASSESSMENT

The housing needs assessment discusses the varied needs of all segments of the community. Components that dictate housing need are population trends, demographics, employment trends, household characteristics, housing stock characteristics, housing inventory and market conditions, and preservation of at-risk units. The assessment also analyzes housing needs of various special needs groups, including elderly persons, large households, female-headed households, persons with disabilities (including developmental disabilities), homeless persons, farmworkers, and extremely low-income households. These components are presented in the context of the City of Grand Terrace, San Bernardino County, and other regional or neighboring areas as appropriate. The needs assessment guides the identification of appropriate goals, policies, and programs for the City to implement during the 2021–2029 Housing Element cycle.

The needs assessment uses multiple data sources for analysis. Primary data sources include the 2020 American Community Survey (ACS), the 2014–2018 Comprehensive Housing Affordability Strategy (CHAS) published by the US Department of Housing and Urban Development (HUD), and the 2020 US Census. The CHAS provides information related to households with housing problems, including overpayment, overcrowding, and/or housing without complete kitchen facilities and plumbing systems. CHAS data is based on the 2014–2018 ACS data files but differs from the standard files by including a variety of housing need variables split by HUD-defined income limits and HUD-specified household types. CHAS data uses the HUD Area Median Family Income (HAMFI), which does not differ from the area median income (AMI) used by the California Department of Housing and Community Development (HCD), except that it does not utilize the categories described below. Both HAMFI and AMI use the same median income from the metropolitan area. In Grand Terrace, the calculation for the Riverside-San Bernardino-Ontario Metropolitan Statistical Area is used. Tables that use HAMFI instead of AMI are noted.

Note that data from the different sources and different years may have varying estimates for totals such as population or number of households.

Some of the data is broken down by income group. HCD uses five income categories to evaluate housing need based on the AMI for each metropolitan statistical area; they are used for both funding and planning purposes. The categories are as follows:

- Extremely low-income households, between 0% and 30% of the AMI
- Very low-income households, between 30% and 50% of the AMI
- Low-income households, between 50% and 80% of the AMI



- Moderate-income households, between 80% and 120% of the AMI
- Above moderate-income households, above 120% of the AMI

Extremely low-, very low-, and low-income households may be grouped together for planning purposes and referred to as “lower-income households.”

Regional Housing Needs Assessment

HCD makes a periodic evaluation of statewide housing needs based on a variety of data such as: population trends, demographic changes, and migration patterns. However, the single most important factor in projecting housing need is the Regional Housing Needs Assessment (RHNA). As mandated by State law, RHNA quantifies the housing needs for each jurisdiction in its governing area for the planning period between 2021 and 2029. The RHNA does not encourage or promote growth, but rather assigns a regional “fair share” amount of overall housing demand that each community must accommodate and plan for based on the housing need forecast by SCAG’s methodology. The 6th Cycle RHNA adopted by SCAG for the City of Grand Terrace for the period of 2021 to 2029 is a total of 630 housing units, which reflects an increase of 512 units (434 percent) above its 5th Cycle RHNA of 118 units.

Existing Housing Problems

Housing problems range from overpayment (housing cost burden in excess of 30 percent of household income), to overcrowding, to substandard housing conditions such as lack of a kitchen, adequate plumbing facilities, or telephone service. According to the U.S. Department of Housing and Urban Development (HUD) Comprehensive Housing Affordability Strategy (CHAS), it is estimated that 1,630 households in Grand Terrace have at least one housing problem. HUD estimates that 97 percent of extremely low, 67 percent of very low, and 73 percent of low-income households in the City experience at least one housing problem. The US Census Bureau’s American Community Survey (ACS) provides estimates of substandard housing conditions. Table 8.10 summarizes the number of households in the City with housing problems by tenure. Overpayment is the most common problem, followed by overcrowding.

Table 8.10 Grand Terrace Households with Housing Problems, 2018

	All Households	Overpaying	Overcrowded	Lacking Kitchen	Lacking Telephone Service	Lacking Plumbing
Renters	1,627	893	88	23	0	0
Owners	2,765	105	106	7	45	7
All Households	4,392 (100.0%)	998 (22.7%)	194 (4.4%)	30 (0.7%)	45 (1.0%)	7 (0.2%)

Sources: US Census Bureau, American Community Survey 5-Year Data (2014-2018), Tables B25014, B25053, B25043, and B25049. HUD Comprehensive Housing Affordability Strategy (CHAS), 2014-2018 Summary Level Data for Grand Terrace.

Note: Data is only for occupied housing units (i.e., households). Vacant units are not reflected in this table. Overpayment is payment of at least 30% of gross household income on rent or mortgage; overcrowding is occupancy of more than 1.01 persons per room excluding kitchens, bathrooms, garages, closets, and hallways.



Housing Overpayment

To determine existing housing needs, it is necessary to examine the relationship between the cost of homeownership or renting to a household's ability to pay for housing, which is based on the median household income. According to HUD, housing affordability is the expenditure of no more than 30 percent of gross household income on mortgage payments or monthly rents. This includes payment on principal and interest, property tax, and insurance. Table 8.11 shows that as of 2018, 998 households (22.7%) of Grand Terrace's 4,392 total households overpaid for housing. Approximately 89 percent of households who overpay are renter-occupied households. Mitigating this need involves making affordable units available for both owner and renter-occupied households.

Table 8.11 Share of Income Spent on Housing, 2018

Gross Household Income Spent on Housing*	Owner	Renter	Total
Less than 20%	579	291	870
20-30%	106	397	503
More than 30% ("Overpaying")	105	893	998
Not computed*	0	46	46

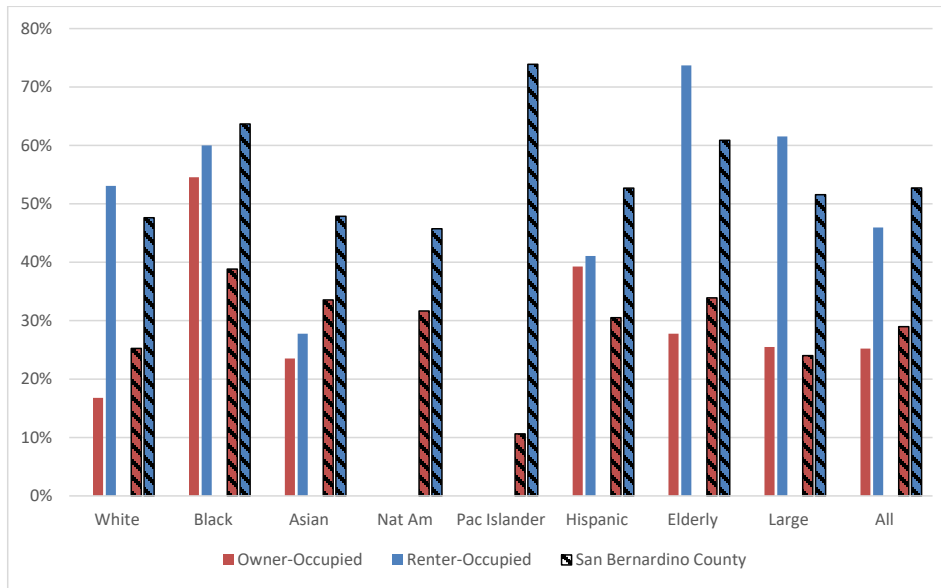
Source: 2018 American Community Survey 5-Year Estimates, Table DP04.

Note: Overpayment is payment of at least 30% of gross household income on housing.

Note*: The "not computed" category is for households whose information is incomplete or unavailable.



Figure 8.13 Cost Burden by Tenure and Race/Elderly/Housing Size



The distinction between renter and owner overpayment is important because, while homeowners may overextend themselves financially to purchase a home, they retain the option of selling. Renters, however, are limited to the rental market and are generally required to pay the rent established in that market.

Overpayment for housing is a regional issue and Grand Terrace residents experience overpayment that is comparable to residents across the entire SCAG region. Among Grand Terrace's 1,627 renter households, 893 (54.9%) spend thirty percent or more of their gross income on housing costs, compared to 55.3% in the SCAG region. Additionally, 429 renter households in Grand Terrace (26.4%) spend fifty percent or more of their gross income on housing cost, compared to 28.9% in the SCAG region. Lower-income renters typically spend a much higher portion of their incomes for housing than those in higher income categories.

Households that overpay for housing are unevenly distributed by income group, and extremely low-income households are most severely affected. Approximately 97 percent of extremely low-income households are overpaying for housing, compared to 65 percent of very low-income households, and 72 percent of low-income households that are overpaying. Approximately 92 percent of extremely low-income households, 52 percent of very low-income, and 29 percent of low-income households are severely overpaying (spending more than 50 percent of household income on housing.)²

² HUD Comprehensive Housing Affordability Strategy (CHAS), 2014-2018 Summary Level Data for Grand Terrace.



Housing Overcrowding

The U.S. Census defines overcrowded housing units as one occupied by 1.01 persons or more per room (excluding bathrooms and kitchens). Severe overcrowding exists when there are more than 1.5 residents per room. Overcrowding increases health and safety concerns and stresses the condition of the housing stock and infrastructure. Overcrowding can take a variety of forms. Many overcrowded households may include three generations or extended families. More than two families may share the same units, or a family may be renting living space to non-family members. Overcrowding results directly from lack of affordability, as large households find that they are unable to afford units of sufficient size to meet their needs and are forced to economize beyond modern acceptable standards.

Table 8.12 shows that 194 of all households in Grand Terrace were living in overcrowded conditions, which represents about 4.4 percent of the total 4,392 households in the City. Renters experience overcrowding as a slightly higher rate than homeowners (5.4 percent and 3.8 percent respectively.)

Table 8.12 Overcrowded Households, 2018

	All Occupied Housing Units Households	Overcrowded	Persons Per Room		
			1.00 or less	1.01 to 1.50	1.51 or more
Renters	1,627	88 (5.4%)	1,539	39	49
Owners	2,765	106 (3.8%)	2,659	62	44
All Households	4,392	194 (4.4%)	4,198	101	93

Source: 2018 American Community Survey 5-Year Estimates, Table B25014.

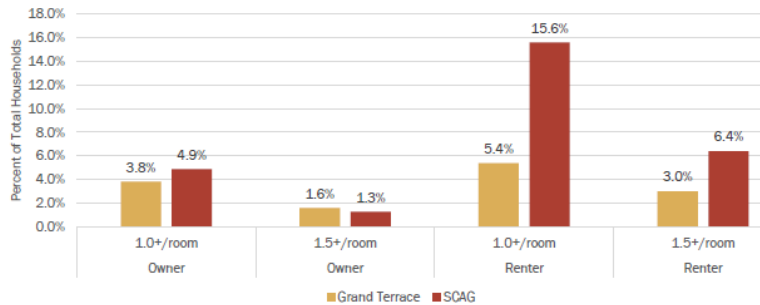
Note: Overcrowding is occupancy of more than 1.01 persons per room excluding kitchens, bathrooms, garages, closets and hallways.

Figure 8.14 illustrates that Grand Terrace generally experiences a lower rate of overcrowding than the SCAG region.



Figure 8.9 **Figure 8.14**

Overcrowding by Tenure – Grand Terrace vs. SCAG Region



American Community Survey 2014-2018 5-year estimates.

Future Housing Needs

The regional growth allocation process begins with the California Department of Finance projection of population by age group. The projections are used by HCD to compute housing demand, both statewide and for each of the official regions. In the Southern California region, SCAG's RHNA allocates to each jurisdiction its "fair share" of the future regional housing need.

The 2021-2029 housing need allocation for the City of Grand Terrace is shown in Table 8.13. During this planning period, the City is expected to accommodate 630 dwelling units. Approximately 30 percent of these units should accommodate very low-income households and 15 percent should accommodate low-income households.

Table 8.13 2021-2029 RHNA Future Housing Needs

	Very-Low Income	Low Income	Moderate Income	Above- Moderate Income	Total Dwelling Units
6th Cycle RHNA (2021-2029)	189	92	106	243	630
Percent	30.0%	14.6%	16.8%	38.6%	100%

Source: SCAG
Regional Housing Needs Assessment for 6th Cycle Housing Element Update.

The RHNA allocation does not distinguish between very low- and extremely low-income households (less than 30% of County median income), but instead gives a projection for households with incomes for very low income (at or less than 50 percent of the County median), low income (at or less than 80 percent of the County median), moderate (at or less than 120 percent of the County median), and above-moderate income (at or above 120 percent of the County median). To determine the number of units for extremely low-income households, the City utilizes a proxy of 50 percent of very low-income units to be reserved for extremely low-income households. This equates to 95 units for extremely low incomes. Extremely low-income households are those with incomes representing less than 30 percent of the median income and very low-income households are those representing 30-50 percent of median income.



One strategy the City will implement to accommodate these income levels is through ADU production and re-zoning/upzoning. The Housing Resources section describes the City's many policies and programs to increase production and affordability of housing to accommodate the 630 RHNA units.

Special Housing Needs

There are households with identifiable special needs, as defined by California law, for which the City must plan. Such groups have a greater difficulty in finding affordable housing due to special circumstances, which may be related to employment, income, family characteristics, disability, or other conditions. As a result, some residents may experience a higher prevalence of overpayment, overcrowding, or other housing problems. These groups include persons with disabilities, the elderly, large households, female-headed households, farmworkers, and people experiencing homelessness. Each special needs category is discussed in greater detail below. Table 8.14 provides an overview of the presence of special needs populations within the City.

Table 8.3 Table 8.14 Overview of Special Needs Groups, Grand Terrace

Special Needs Group	# of People	% of Population (12,559)
Persons with a Disability	1,363	11%
Persons Experiencing Homelessness	5	<1%
Farmworkers	9	<1%
Persons Age 65+	1,284	15%
Special Needs Group	# of Households	% of Households (4,380)
Large Households	428	10%
Female-Headed Households	721	17%
Extremely Low-Income Households	320	7%

Source: US Census Bureau, American Community Survey 5-Year Data (2016-2020). HUD CHAS Data (2014-2018) was used for Extremely Low-Income Household estimates and percent is based on 4,392 total households in Grand Terrace in 2018. All other estimates use 2020 ACS data and are based on 4,380 total households.

Table 8.15 shows the services currently providing support to the special needs populations.

**Table 8.15 Inventory of Services for Special Needs Populations**

Services/Programs	Details
Senior Center	Provides social, educational, recreational, health, nutritional, and consumer services and activities. Serves as a cooling center in extreme temperatures. Membership sponsorship program available for eligible seniors in need of financial assistance.
Blue Mountain	Offers 70 affordable, one- and two-bedroom senior apartments with senior-targeted amenities.
Silver Liner Transportation (Senior Transportation Program)	Offers transportation to local establishments and selective bank establishments.

Source: City of Grand Terrace.

Persons with Disabilities

People living with disabilities represent a wide range of housing needs, depending on the type and severity of their disability. Table 8.16 shows residents of Grand Terrace who experience at least one of the following disabilities: sensory, physical, mental, self-care, and go-outside-home (independent living difficulty) according to the 2020 American Community Survey data. Just under 11 percent of the population experiences one or more forms of disability, the two most common being ambulatory and self-care difficulties. Over 30 percent of all seniors experienced a disability, and seniors had a higher prevalence of disability compared with other population cohorts across all disability categories.

Table 8.16 Disabled Persons, 2020

	Total		Population under 18 years		Population 18 to 64 years		Population 65 years and over	
		Percent		Percent		Percent		Percent
With a hearing difficulty	313	2.5%	0	0.0%	75	0.9%	238	13.3%
With a vision difficulty	181	1.4%	0	0.0%	70	0.9%	111	6.2%
With a cognitive difficulty	533	4.3%	75	2.8%	297	3.7%	161	9.0%
With an ambulatory difficulty	872	7.0%	0	0.0%	469	5.8%	403	22.6%
With a self-care difficulty	872	7.0%	0	0.0%	140	1.7%	112	6.3%
With an independent living difficulty	584	4.7%	-	-	312	3.9%	272	15.2%
With one or more disability (any)	1,363	10.9%	75	2.8%	741	9.2%	547	30.6%

Source: 2020 American Community Survey 5-Year Estimates, Table S1810.

Disabled persons may need housing assistance, including features such as wider doorways, ramps in place of stairs, and elevators for units with multiple stories. These modifications have the potential to be expensive and are not usually found in older dwelling units. Ongoing enforcement of the City's Building Code, which is in conformity with State law, ensures that new construction will be accessible to disabled persons, though all units may not have all the features needed by specific individuals. Depending on the type and severity of disability, these individuals may



experience unemployment or underemployment and require more affordable housing options. Zoning that accommodates higher-density housing allows for affordable-by-design options that may serve this population well. Locating housing near services and public transit may benefit those with ambulatory difficulties. ADUs are another housing option that provide multiple benefits for those experiencing a disability. It can afford them a less expensive housing accommodating than a single-family home or provide additional rental income. It may allow someone with a new disability to remain in their home in that it provides housing accommodating for a caregiver or family member to provide assistance. Vista Blue Mountain provides assisted living and memory care units for seniors, which is discussed further in the Elderly section.

Persons with Developmental Disabilities

Developmental disabilities need to be considered, along with the more commonly understood mental and physical disabilities. Chapter 507, Statutes of 2010 (SB 812), which took effect January 2011, amended State housing element law to require the analysis of the disabled to include an evaluation of the special housing needs of persons with developmental disabilities. According to Section 4512 of the California Welfare and Institutions Code, a developmental disability “originates before an individual attains age 18 years, continues, or can be expected to continue, indefinitely, and constitutes a substantial disability for that individual, which includes mental retardation, cerebral palsy, epilepsy and autism.” This term shall also include disabling conditions found to be closely related to mental retardation but shall not include other handicapping conditions that are solely physical in nature.

Many persons with developmental disabilities can live and work independently within a conventional housing environment. More severely disabled individuals require a group living environment where supervision is provided. The most severely affected individuals may require an institutional environment where medical attention and physical therapy are provided. Because developmental disabilities exist before adulthood, the first issue in supportive housing for the developmentally disabled is the transition from the person’s living situation as a child to an appropriate level of independence as an adult.

The state Department of Developmental Services (DDS) currently provides community-based services through 21 community-based nonprofit corporations known as regional centers. The regional centers serve as a local resource to help find and access services and support available to individuals and families once eligibility is determined. The Inland Regional Center (IRC) provides services to more than 25,000 people with developmental disabilities and their families in San Bernardino and Riverside counties. Recent data published by the DDS for Grand Terrace is shown in Table 8.17. Currently, the center assists approximately 262 Lakewood residents and their families. Of that figure, 107 are less than 18 years of age, and the remaining 48 are 18 years or older.

**Table 8.17 Developmental Disabilities – Grand Terrace**

Grand Terrace	
By Residence: Home of Parent/Family/Guardian	75
Independent/Supported Living	5
Community Care Facility	5
Intermediate Care Facility	12
Foster/Family Home	5
Other	5
By Age: 0 - 17 Years	107
18+ Years	48
TOTAL	262

CA DDS consumer count by CA ZIP, age group and residence type for the end of June 2019.
Data available in 161/197 SCAG jurisdictions.

A number of housing types are appropriate for people living with a developmental disability, including rent-subsidized homes, licensed single-family homes, and homes available through the Housing Choice Voucher (see Program 5 Section 8 Rental Assistance). The design of housing accessibility modifications, the proximity to services and transit, and the availability of group living opportunities represent some of the considerations that are important in serving this group. Incorporating barrier-free designs in all new multifamily housing, as required by California and federal Fair Housing laws, along with affordability, is especially important in housing for disabled residents.

To address the needs of persons with disabilities, the City adopted Chapter 18.66 Reasonable Accommodations, which provides a simple and inexpensive process for persons with disabilities, including those with developmental disabilities, to request modifications to City codes and regulations, such as ramps or accessible room additions within building setbacks, if necessary to accommodate the disability. In addition, state-licensed facilities that house persons with disabilities are permitted within the residential zones of the City.

Additionally, below are a number of available services programs for persons with disabilities for individuals in Grand Terrace.

Commented [SC1]: HCD Comment #11

- **Southern California Resource Services for Independent Living.** SCRS-IL is a cross-disability, nonresidential, disability rights agency empowering people with any disability to live full and independent lives. Services include housing assistance; assistive technology; and educational, vocational, and job assistance.
- **The Arc.** The Arc of California maintains an advocacy network of self-advocates, family members, service providers, and community members dedicated to promoting and protecting the civil rights of people with intellectual and developmental disabilities.
- **Inland Regional Center (IRC).** The IRC supports people with intellectual disabilities, autism, cerebral palsy, and epilepsy and provides case management. The IRC contracts with



community-based service providers to help clients live the most independent and empowered lives possible.

- **Aging and Disability Resource Connection (ADRC).** ADRC serves older adults, people with disabilities, and caregivers with information and access to available long-term services and support. ADRC partners with organizations to provide transition services, interim and short services, and options counseling.
- **OPARC.** OPARC offers flexible development programs designed to teach life, social, and employment skills. Each person is matched with a team of support staff who help them identify goals and objectives.

Elderly

The U.S. Census defines persons 65 years of age and older as elderly. As shown in Table 8.18, an estimated 14.5 percent of the City's population (1,284 persons) was at least 65 years old in 2020. The number of elderly people in the City increased from 2000 to 2010, then from 2010 to 2020, returned to nearly 2000 numbers. However, the percent of the population that is elderly has steadily been increasing since 2000.

Table 8.18 Elderly Population

	2000	2010	2020
65 years and over	1,245	1,436	1,284
Total Population	11,626	12,115	12,559
Percent of Total	10.7%	11.9%	14.5%

Source: U.S. Census Bureau, Decennial Census (2000), Table DP1, American Community Survey 5-Year Data (2010 and 2020), Table DP05.

It is likely that the elderly population will continue to increase due to two factors:

- (1) The U.S. population nationwide is aging as the baby boom population (born between 1946 and 1964) approaches their senior years; and
- (2) Many long-time residents chose to stay in the City.

HUD defines an elderly household as one that is comprised of one or more persons at least one of whom is 62 years of age or more. The 2014-2018 CHAS estimates of elderly households in Grand Terrace by income and tenure are shown in Table 8.19. Of Grand Terrace's 1,244 elderly households, 9.0% earn less than 30% of the surrounding area income, (compared to 11.6% in San Bernardino County), 9.0% earn 30-50% of the surrounding area income (compared to 13.9% in San Bernardino County).

**Table 8.19 Elderly Households by Income and Tenure – Grand Terrace**

	<u>Owner</u>	<u>Renter</u>	<u>Total</u>	<u>Percent of Total Elderly Households</u>
< 30% of HAMFI	50	100	150	9.0%
30-50% of HAMFI	90	60	150	9.0%
50-80% of HAMFI	180	100	280	16.8%
80-100% of HAMFI	104	84	188	11.3%
> 100% of HAMFI	820	75	895	53.8%
Total	1,244	419	1,663	100%

Source: HUD Comprehensive Housing Affordability Strategy (CHAS), 2014-2018 data, Table 5.

As indicated in Table 8.20, the 2020 median household income for households with a householder aged 65 and older was about the same in Grand Terrace as it was for San Bernardino County (about \$47,500). The median income for all households regardless of age is \$70,200 citywide and \$65,761 countywide. The median income of the elderly population in the City is approximately \$22,800 lower than the average resident, which highlights the need for affordable housing options targeted to elderly. The lower incomes of elderly may partially be explained by the fact that elderly populations often live on a fixed income. They also tend to have a significant portion of their net worth tied up in non-liquid assets, such as property. These “house-rich, cash-poor” individuals represent significant need. When considering median household income, it is important to recognize income is distinct from net worth. While some elderly people may have lower annual incomes, they may have built up considerable wealth from earlier years to save for a comfortable retirement.

Table 8.20 Median Household Income for Elderly Households (65+ Years)

<u>Householder Age</u>	<u>Grand Terrace Median Income</u>	<u>San Bernardino County Median Income</u>
65 Years and Older	\$ 47,431	\$ 47,673
All Households	\$ 70,200	\$ 65,761

Source: U.S. Census Bureau, American Community Survey 5-Year Data (2016-2020), Table S1903.

As people age, they often find themselves facing additional housing problems they may not have had to cope with previously. Grand Terrace’s elderly population has special housing needs associated with affordability, maintenance, and upkeep of their homes, as well as physical access. Elderly persons are more likely to have fixed incomes and have a substantial portion of their financial resources in non-liquid assets, such as property. They often spend a higher percentage of their income on food, housing, medical care, and personal care compared to non-elderly persons. Elderly persons may have special needs related to housing location and construction. Because of limited mobility, elderly persons typically need more proximal access to medical services, amenities such as shopping, and public transit. In terms of housing construction, elderly persons may need ramps, handrails, elevators, lower cabinets and counters, and special security devices to allow for greater self-protection. In addition, the elderly may require assistance with



housekeeping, maintenance, and repairs to remain in their own homes for as long as possible. Special consideration should be given for ~~of~~ recreational and social amenities for the elderly.

Vista Blue Mountain at 22325 Barton Road provides 107 residential units for seniors. They offer semi-private apartments with a shared accessible bathroom and kitchenette, private studios, and private deluxe suites with separate bedrooms and living spaces. They also offer a choice of private or shared living accommodations for residents living with Alzheimer's disease or dementia who require memory care. The memory care portion includes a central dining area and common space for programed daily social activities. Other services for seniors include weekly housekeeping, laundry service, shuttle service, and personal care services.

The Grand Terrace Senior Center offers a transportation program to select local establishments such as pharmacies, grocery stores, banks, and the Veteran's Administration (VA) Hospital. There is also a nutrition program that offers weekly meals for eligible seniors.

Homeless

The SCAG defines the homeless as those "sleeping out" in makeshift shelters, in cars and under freeway overpasses, and those who are "at risk" of homelessness in that they are sharing housing on a temporary basis, are living in single-room occupancy hotels, or their Calworks or other general relief stipend has been canceled twice within one year because they had no forwarding address.

The homeless are the community's most vulnerable residents. The homeless often face chemical dependency, mental health problems, domestic violence, and other life-threatening conditions. Individuals and families experience homelessness for a variety of reasons, and therefore a homeless population may have a variety of needs. A homeless person may need medical care, childcare assistance, credit counseling, substance abuse treatment, job training, and/or English language education, among other services.

Figure 8.15 Homeless Population Table

Jurisdiction	2018	2020	2022
Grand Terrace	1	5	1
Bloomington	7	19	11
Chino	28	31	23
Chino Hills	6	2	4
Colton	42	136	199
Crestline	18	22	13
Fontana	72	116	156
Highland	49	78	82
Loma Linda	46	51	9
Montclair	8	54	37
Ontario	90	102	193
Rancho Cucamonga	64	54	47



Redlands	143	186	184
San Bernardino	646	1056	1350
Upland	125	44	89
County Total	2118	3125	3333

Source: San Bernardino County Analysis of Impediments to Fair Housing Choice, 2022.

According to the 2020 San Bernardino County Homeless Count and Subpopulation Survey Report³ there were 3,125 persons who were counted as homeless in the County on Thursday, January 23, 2020. The previous homeless count and subpopulation survey was completed in 2019 when 2,607 homeless persons were counted. A comparison of the last two counts reveals that:

- 518 more persons were counted in 2020, which represents an increase of 19.9%;
- 470 more persons were counted as unsheltered in 2020 when compared to the unsheltered count in 2019, which represents an increase of 24.5%; and
- 48 more persons were counted as sheltered in 2020 when compared to the sheltered count in 2019, which represents an increase of 7.0%.

The 2020 homeless count reported five unsheltered homeless persons in Grand Terrace. Only one homeless individual was counted in 2019. Of the 5 unsheltered homeless people counted in Grand Terrace, volunteers were able to administer 3 surveys revealing that 67 percent were substance abusers, 67 percent were mentally ill, none were victims of domestic violence, 67 percent were persons released from jails or prison during the past 12 months, 33 percent were chronically homeless, 67 percent were youth ages 18 to 24, 67 percent were of Hispanic or Latino ethnicity, and none were US veterans. In total, the Grand Terrace homeless population makes up less than one percent of the County total.

The City of Grand Terrace participates in the San Bernardino County Continuum of Care Plan, which helps bring homeless people into shelters, provides supportive services, and helps in the transition to permanent housing. Most of the homeless shelters in San Bernardino County are located in or near the City of San Bernardino where the largest number of homeless persons are located.

In addition, the Frazee Community Center provides a wide range of services to low-income and homeless persons in the San Bernardino area. Services include housing assistance, clothing, nutrition, as well as referral services. Frazee is a nonprofit corporation and receives funds from United Methodist Churches and other denominations as well as Arrowhead United Way, East Valley United Way, and the City and County of San Bernardino, City of Highland, City of Redlands. Frazee also receives grants and donations from individuals, corporations, and other organizations. Frazee operates three shelters— two veteran's shelters for men in San Bernardino and one women's shelter in Highland. In addition, Frazee offers a no-cost lunch to those in need during the weekdays.

³ <https://wp.sbcounty.gov/dbh/sbchp/wp-content/uploads/sites/2/2020/04/2020-SBC-Homeless-Count-Report.pdf>



Inland Temporary Homes operates a homeless shelter that provides housing to six families with a maximum stay of 90 days as well as transitional housing to 20 families (16 single family units and four attached units) with a maximum stay of two years. Inland Temporary Homes also provides various services including case management, career counseling, mental health counseling, and follow-up services for families that complete the shelter program but do not enter the transitional housing program.

Option House provides services to women and children who are victims of domestic violence. In addition to shelter services, Option House offers in-house classes, legal advisors, support groups, and treatment for a range of issues. The organization helps over 300 people in its shelter and over 200 with legal services.

The Salvation Army provides the homeless (families, individuals with children, and women) with daily meals, day care, and some monetary assistance. In addition, they assist families with counseling, motel vouchers, money for gasoline, prescriptions, utility bills, and toiletries. Currently, the San Bernardino location provides 48 families with transitional housing ranging from 30 days to three years as well as 14 emergency shelter units that are made available on a day-to-day basis.

The Inland Empire United Way runs a hotline for San Bernardino and Riverside Counties. Those who are in danger of homelessness or already homeless can call 2-1-1 if they are in need of food, shelter, or assistance paying their rent and utilities. The 2-1-1 service also makes referrals for animal care, disaster resources, help for elderly veterans, clothing, disability programs, low-cost child and medical care, job training, and governmental programs.

Additionally, the Homeless Outreach and Proactive Enforcement (H.O.P.E.) program is a proactive approach intended to ultimately reduce calls for service and other resources currently required to deal with the homeless population. A community policing philosophy will be used to link the homeless population with resources and service providers throughout the county.

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Table 8.21 HUD 2021 Continuum of Care San Bernardino County Housing Inventory Count

	Total Year Round Beds	Seasonal Beds	Overflow / Voucher
Emergency, Safe Haven and Transitional Housing	875	60	0
Emergency Shelter	512	60	0
Safe Haven	24	n/a	n/a
Transitional Housing	339	n/a	n/a
Permanent Housing	3,855	n/a	n/a
Permanent Supportive Housing*	1,595	n/a	n/a
Rapid Re-Housing	2,260	n/a	n/a
Grand Total	4,730	60	0

Source: HUD 2021 Continuum of Care Homeless Assistance Programs Housing Inventory Count Report. https://files.hudexchange.info/reports/published/CoC_HIC_State_CA_2021.pdf



The City will continue to prioritize its limited resources to support affordable housing solutions for those with extremely low, very low, and low incomes, particularly those who may experience homelessness or are at risk of losing access to permanent housing.

Emergency shelters are defined by the California Health and Safety Code Section 50801 as “housing with minimal supportive services for homeless persons that is limited to occupancy of six months or less by a homeless person. No individual or household may be denied emergency shelter because of an inability to pay.” The City Zoning Code has recently been updated to allow the development of emergency shelters by right in the M2-Industrial zone. The M2 Zoning District covers approximately 178 Acres within the City. All of these parcels are within .25, .5, and 1 miles within transit services.

Employee Housing

The City of Grand Terrace has very few persons employed in the farming, fishing, and forestry occupations. In 2021 estimates were that nine people (0.15%) of the 12,426 population in Grand Terrace have farming, fishing, and forestry occupations. Agriculture, forestry, and fishing industry does not make up a large percentage of employment in the City; therefore, farmworker housing need can be met through general affordable housing programs.

The most recent data from the US Department of Agriculture’s National Agriculture Statistics Service indicates that in San Bernardino County there are an estimated 2,246 people hired as farmworkers in the year 2017. Of these, an estimated 546 were migrant workers.

Pursuant to Health and Safety Code 17021.5 and 17021.6, farmworker housing for fewer than six individuals should be treated as a single-family home and not require a discretionary approval. Agricultural employee housing with no more than 36 beds in a group quarters or 12 units designed for the use of a single household is permitted by right in agricultural land-use designations. Grand Terrace’s code does not currently allow farmworker housing within its agricultural overlay districts. Program 12 Employee Housing is included to amend the code to allow for farmworker housing within all agricultural zones throughout the City in compliance with the Employee Housing Act.

Large Households

State housing law defines large households as those consisting of five or more members. Large households are considered a special needs group because it may be difficult for these households to secure adequately sized, affordable housing. Large households on limited incomes may reside in smaller dwelling units to balance housing costs with other financial responsibilities, which may lead to overcrowding. Trends in new housing construction indicate a movement toward smaller units, which adds to the difficulty of large households finding larger units at affordable prices. This difficulty is heightened for renters because rental units are typically smaller than single-family units.

In 2020, approximately 10 percent (428) of Grand Terrace’s 4,380 households were considered large households. This is a much smaller proportion as seen countywide where 19 percent of households are large. Of those large households in the City, 81 percent (345) lived in owner-occupied units, while 19 percent (83) lived in rental housing. Between 2010 and 2020, the



percentage of households in the City that are large households remained unchanged, but the distribution between renters and homeowners of large households shifted such that the share of large households owning their homes increased by 9 percent. In 2010, approximately 10 percent (446) of Grand Terrace's 4,494 households were considered large households. Of those large households, 72 percent (321) lived in owner-occupied units, while 28 percent (125) rented.

In Grand Terrace, there is a higher proportion of large households owning their own home than compared to San Bernardino County as a whole, where 58 percent of large households own their home and 42 percent rent. In the City, the tenure split among large households mirrors that of all households regardless of household size: 62 percent of all households are owner occupied and 38 percent are renter occupied (see Table 8.22).

Table 8.22 Large Households by Tenure, 2020

	Owner-Occupied Households		Renter- Occupied Households		Total Households	
Grand Terrace						
Five-person Household	106	85%	18	15%	124	3%
Six-person Household	142	72%	56	28%	198	5%
Seven-or-more-person Household	97	92%	9	8%	106	2%
Total Large Households	345	81%	83	19%	428	10%
Total of All Households	2,735	62%	1,645	38%	4,380	100%
San Bernardino County						
Five-person Household	38,137	57%	28,413	43%	66,550	10%
Six-person Household	19,426	59%	13,528	41%	32,954	5%
Seven-or-more-person Household	14,870	61%	9,576	39%	24,446	4%
Total Large Households	72,433	58%	51,517	42%	123,950	19%
Total of All Households	384,774	60%	255,316	40%	640,090	100%

Source: US Census Bureau, American Community Survey 5-Year Data (2016-2020), Table B25009.

Large households tend to have more difficulty purchasing housing due to the financial constraints of supporting a larger household and because there is limited housing stock of adequate size. Additionally, rental units with three or more bedrooms are not common, and large affordable rental units are even less common. This can lead to overcrowded housing conditions.

Table 8.23 provides a summary of housing problems experienced by large households and large families in Grand Terrace by tenure. Large families are a subset of large households in which all household members are related. This distinction is noted because the CHAS cost burden data is available for large families but not large households. CHAS 2014–2018 data indicates that 51 percent of large households experience at least one of the housing problems. Analyzing by tenure, 86 percent of large renter households and 44 percent of large owner households have at least one form of housing problem.



About 34 percent of large families experience a cost burden and 5 percent experience a severe cost burden. Large families that own their own home have a higher rate of overpayment (35 percent) compared to large-family renters (29 percent). This may indicate a need for more affordable home-ownership options for 5-member households. It also suggests a need to encourage newly developed rental units to include three-bedroom floorplans.

Table 8.23 Large Households by Housing Problems and Tenure, Grand Terrace, 2018

	Renters		Owners		Total	
	Large Households (70)	Large Families (35)	Large Households (375)	Large Families (344)	Large Households (445)	Large Families (379)
Large Households with Any Housing Problem ¹	86%	60	44%	165	51%	225
Large Families with Cost Burden (> 30%) ²	29%	10	35%	120	34%	130
Large Families with Severe Cost Burden (> 50%) ²	0%	0	6%	20	5%	20

Source: HUD Comprehensive Housing Affordability Strategy (CHAS), 2014-2018 data, Table 4 and Table 7.

Notes: Data presented in this table are based on special tabulations from sample Census data. The number of households in each category usually deviates slightly from the 100 percent total due to the need to extrapolate sample data out to total households. Interpretations of these data should focus on the proportion of households in need of assistance rather than on precise numbers. Large households are defined as any household with 5 or more people. Large families are a subset of large households in which all household members are related.

1. The four housing problems are: incomplete kitchen facilities, incomplete plumbing facilities, more than 1 person per room, and cost burden greater than 30 percent.

2. Cost burden occurs when housing costs exceed 30 percent of household income. For renters, housing cost is gross rent (contract rent plus utilities). For owners, housing cost is "select monthly owner costs," which includes mortgage payment, utilities, association fees, insurance, and real estate taxes. Severe cost burden occurs when housing costs exceed 50 percent of household income.

As of 2020, 65 percent of the City's housing stock has three or more bedrooms (see Table 8.6). This equates to 2,808 housing units to serve the estimated 445 large households that require at least three bedrooms to avoid over-crowded conditions. Most units with three or more bedrooms are owner occupied; only 418 are renter-occupied units. These figures do not consider whether it is actually large households who occupy these housing units.

Female-Headed Households

Female-headed households who do not have a spouse present are a special needs group because they tend to experience comparatively low rates of homeownership, lower incomes, and high poverty rates. Female-headed households are often further characterized by whether they have children in the household. Table 8.24 shows the number of female-headed households by tenure and presence of children. In 2020, 16.5 percent of households in Grand Terrace were female-headed households. This is similar to the County where female-headed households comprise 16.9 percent of all households. Of the 721 female-headed households in Grand Terrace, 265 (37 percent) had children under 18 and 456 (63 percent) had no children present.

In Grand Terrace, 20 percent of female-headed households (142 households) are below the poverty line. The County has an even higher poverty rate for female-headed households at 27 percent. About 41 percent of female-headed households with children under 18 are below the poverty line.



in the City (37 percent in the County). The overall poverty rate among all household types is 7 percent Citywide and 12 percent Countywide, indicating that female-headed households experience a higher rate of poverty than nonfemale-headed households.⁴

Female-headed households in Grand Terrace have a lower rate of homeownership than the Citywide homeownership rate (52 percent and 62 percent respectively). However, the City's female-headed household homeownership rate is higher than the County's 42 percent. Interestingly, despite their higher poverty rates, Grand Terrace's female-headed households with children have a higher homeownership rate than is seen Citywide (69 percent compared to 62 percent.) Only 26 percent of female-headed households with children own their home Countywide. While homeownership is generally viewed as desirable and a wealth-building opportunity, this may indicate a need for more affordable, family-friendly rental housing in the City.

Table 8.24 Female-Headed Households by Tenure in Grand Terrace, 2020

Household Type	Owner-Occupied Households (2,735)		Renter-Occupied Households (1,645)		Total	% of Total Households (4,380)
Female householder, no spouse present, with children under 18	183	6.7%	82	5.0%	265	6.1%
Female householder, no spouse present, without children	188	6.9%	268	16.3%	456	10.4%
Total Female-Headed Households	371	13.6%	350	21.3%	721	16.5%

Source: US Census Bureau, American Community Survey 5-Year Data (2016-2020), Table B25115.

Single-family detached rentals and multifamily housing with child-oriented amenities, such as playgrounds and onsite childcare, would help meet the housing needs of Grand Terrace's single parent households. Affordable attached housing, such as condominiums, can also help meet the needs of female-headed and single-parent households. ADUs are another option that could serve this special needs group. ADUs can provide an additional source of rental income. They can facilitate multigenerational living on the same property, making it easier to live near family members that can offer familial support and help with childcare needs. The ADUs are generally a smaller, more affordable rental option than single-family dwellings but still provide ease of access to outdoor space that is desirable for children's play and development.

Affordable childcare is a key service that can assist families and single parents to work and afford safe housing. According to kidsdata.org, the annual cost for fulltime licensed childcare centers is \$15,247 for an infant and \$10,140 for a preschooler in San Bernardino County. For a household earning a median income of \$63,200, the cost is 16 to 24 percent of the median family income, but 39 to 26 percent of the income of very low income household (\$39,500). The County implements

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⁴ US Census Bureau, American Community Survey 5-year Data (2016-2020), Table B17010.



three programs: center-based, family childcare, and home-based care. However, there is a significant shortage of infant/toddler care for children under age 3.

The following are a few resources and programs for Grand Terrace families, female-headed households, and single parent households to utilize.

- **After-School Programs.** Colton Joint Unified School District before- and after-school care to enhance academic, social, emotional, physical development. Includes a snack, homework time, and academic/recreational/enrichment.
- **Boys and Girls Club.** The Boys and Girls Club offers recreational and educational programs for K-6 at many affordable housing projects in the neighboring City of San Bernardino.
- **San Bernardino County Library System.** The Grand Terrace Branch has a variety of literacy and learning based programs for children from ages 0-5 (Library Beginners) and 6 - 11 (Kids Zone).

Farmworkers

Traditionally, agricultural workers are defined as persons whose primary incomes are earned through permanent or seasonal agricultural labor. Recent Census estimates reported a total of 9 persons in Grand Terrace employed in agriculture, forestry, fishing and hunting (Table 8.25). Because the number of existing employees in Grand Terrace are identified as being farm workers is so small, it is anticipated that their housing needs will be met through programs designed for lower-income households.

Table 8.25 Agricultural Employment – Grand Terrace vs. SCAG Region

Farmworkers by Occupation:

Grand Terrace	Percent of total Grand Terrace workers:	SCAG Total	
9	0.15%	57,741	Total jobs: Farming, fishing, and forestry occupations
9	0.21%	31,521	Full-time, year-round jobs: Farming, fishing, and forestry occupations

Employment in the Agricultural Industry:

Grand Terrace	Percent of total Grand Terrace workers:	SCAG Total	
9	0.15%	73,778	Total in agriculture, forestry, fishing, and hunting
9	0.21%	44,979	Full-time, year-round in agriculture, forestry, fishing, and hunting

American Community Survey 2014-2018 5-year estimates using groupings of NAICS and SOC codes.



The US Department of Agriculture conducts a Census of Agriculture every five years. Table 8.26 shows the 2017 estimates of farmworkers for San Bernardino County. As indicated, there were an estimated 2,246 farmworkers in the County working on 409 farms. The 2012 Census of Agriculture counted 4,052 farmworkers in the County. This yields a 45 percent decrease of farmworkers in the County from 2012 to 2017.⁵

Table 8.26 Number of Farmworkers and Farms, San Bernardino County, 2017

Farm/Worker Type	Farmworkers	Farms
Farm Size		
Farms with less than 10 employees	990	349
Farms with 10 or more employees	1,256	60
Total	2,246	409
Length of Employment of Workers		
Workers working 150 days or more	1,579	=
Workers working less than 150 days	667	=

Source: 2017 Census of Agriculture, Table 7, San Bernardino County.
https://www.nass.usda.gov/Quick_Stats/CDQT/chapter/2/table/7/state/CA/county/071/year/2017

Housing programs targeting lower-income households will benefit Grand Terrace's farmworkers as well as farmworkers who contribute to the County agricultural economy, but who do not currently reside in the City. Because approximately 30 percent of farmworkers are seasonal, they may have a higher need for affordable rental housing that offers shorter-term tenure options. Diversifying the housing stock to include more multifamily housing would also serve the housing needs of this group because construction cost efficiencies with multifamily housing generally make it more affordably than single-family dwellings.

Extremely-Low-Income Households

According to the 2018 SCAG Existing Housing Needs Data Report, there were 148 households in poverty in Grand Terrace, or about 3.4 percent of all 4,392 households, as defined by the poverty thresholds of the U.S. Census Bureau's American Community Survey. The U.S. Census Bureau utilizes 48 thresholds to determine the federal poverty level.

By contrast, HUD measures income levels through the area's median income. HUD provides detailed data on this income group, which also tends to experience housing problems at a high rate. As shown in Table 8.27, the HUD data shows that there are 320 extremely low-income households in the City, which represents about 7.3 percent of all households in the City. This is over twice the level reported in the SCAG data. Table 8.27 also shows that 54.7 percent (175 of the 320 extremely low-income households) rented their dwelling units.

⁵ 2012 Census of Agriculture, Table 7, San Bernardino County.
https://www.nass.usda.gov/Quick_Stats/CDQT/chapter/2/table/7/state/CA/county/071/year/2012

**Table 8.27 Extremely Low-Income Households with Housing Problems, 2018**

	<u>Owner-Occupied</u>	<u>Renter-Occupied</u>	<u>Total Households</u>
Households with Income <30% of Median	145	175	320
with any problems	145	165	310
paying >30% of income	145	165	310
paying >50% of income	130	165	295

Source: HUD Comprehensive Housing Affordability Strategy (CHAS) Data, 2014-2018, Table 3.

Note: Housing problems include overpayment (payment of more than 30% of gross household income on housing), overcrowding (occupancy of more than 1.01 persons per room excluding kitchens, bathrooms, garages, closets, and hallways), lack of kitchen, lack of telephone service, and lack of plumbing. Extremely low-income figures are calculated from the HUD Area Median Family Income (HAMFI).

As Table 8.27 shows, HUD data reveal that 96.9 percent of Grand Terrace's extremely low-income households experienced housing problems of any kind, with owners higher at 100 percent and renters at 94.3 percent. All of the extremely low-income households who were experiencing a housing problem were paying more than 30 percent of their total income, for their dwelling units. All extremely low-income homeowners and 96.9 percent of renters are overpaying. There was also a high rate of households suffering from a severe cost burden or paying more than 50 percent of their incomes on housing. This was the case for about 95.2 percent of all extremely low-income households (89.7 percent for extremely low-income owners and 94.3 percent of extremely low-income renters). All these characteristics occurred at a much higher rate among extremely low-income households than in the City as a whole. Approximately 37 percent of all households in Grand Terrace experienced at least one housing problem and at least 34 percent were overpaying.

Housing problems for extremely low-income households are more prevalent in Grand Terrace than they are countywide. Extremely low-income households in the County experience one or more housing problems at a rate of 80.7 percent (96.9 percent citywide), a cost burden at a rate of 78.6 percent (96.9 percent citywide), and an extreme cost burden at a rate of 70.2 percent (95.2 percent citywide).

Overpayment and other housing problems like overcrowding often coincide. Grand Terrace's extremely low-income households have an overcrowding problem, though it is not as widespread as the overpayment problem. Overcrowding is defined as more than 1.0 occupant per room (excluding kitchens, bathrooms and garages). As Table 8.12 shows, 194 of all households in Grand Terrace (regardless of income level) were living in overcrowded conditions, which represents about 4.4 percent of the total 4,392 households in the City. Examining only extremely low-income households, 10.9 percent (35 households) experience overcrowding according to 2014-2018 HUD estimates. Of these 35 overcrowded, extremely low-income households, 71.4 percent (25 households) were renters and 28.6 percent (10 households) were homeowners, which is consistent with the citywide trend that renters are more likely than homeowners to experience overcrowded living conditions. None of these households experienced severe overcrowding (more than 1.5 persons per room) nor did they lack complete plumbing or kitchen facilities. All of the overcrowded, extremely low-income households were classified as families with no subfamilies.⁶

⁶ HUD Comprehensive Housing Affordability Strategy (CHAS) Data, 2014-2018, Table 3 and Table 10.



Table 8.28 shows a comparison of extremely low-income households in San Bernardino County and Grand Terrace and their recent trends according to HUD CHAS Data. The 2018 CHAS data is the most current data available, and it is compared against the 2016 data because Grand Terrace's previous Housing Element was adopted in 2016. Grand Terrace has a smaller share of extremely low-income households compared to the County (7.3 percent for the City and 11.9 percent for the County in 2018.) The gap has been narrowing since 2016 as the number of extremely low-income households in the County decreased by 13.0 percent and increased in the City by 16.4 percent.

Table 8.28 Extremely Low-Income Housing Problem Trends

	2016		2018		2016-2018	
	Household \$	% of Total 4,385 Household \$	Household \$	% of Total 4,390 Household \$	Change in Household \$	% Change
Grand Terrace						
Households with Income ≤30% of Median	275	6.3%	320	7.3%	45	16.4%
with any problems (%)	250	5.7%	310	7.1%	60	24.0%
paying >30% of income (%)	250	5.7%	310	7.1%	60	24.0%
paying >50% of income (%)	190	4.3%	295	6.7%	105	55.2%
San Bernardino County						
Households with Income ≤30% of Median	86,325	13.9%	75,095	11.9%	(11,230)	(13.0%)
with any problems (%)	68,795	11.1%	60,615	9.6%	(8,180)	(11.9%)
paying >30% of income (%)	66,720	10.8%	59,045	9.4%	(7,675)	(11.5%)
paying >50% of income (%)	59,070	9.5%	52,745	8.4%	(6,325)	(10.7%)

Source: HUD Comprehensive Housing Affordability Strategy (CHAS) Data, 2012-2016 and 2014-2018, Summary Level Data.

Table 8.29 shows extremely low-income households by household type to help identify the housing types and services that would serve this segment of Grand Terrace's population. Most of the extremely low-income households (38.1 percent) are elderly nonfamily. Small families make up 27.0 percent of extremely low-income households. Twenty percent of households at this income level are comprised of "other" types of households, which are nonelderly and nonfamily. A small share (6.3 percent) are large families who likely need at least three bedrooms to avoid overcrowded living conditions. The number of bedrooms needed will depend on how many other rooms are available in the dwelling unit and the ages and relationships in the family structure.

**Table 8.29 Extremely Low-Income Households by Household Type**

	Households	% of ELI Households
Elderly Family (2 people, either or both age 62+)	15	4.8%
Elderly Nonfamily	120	38.1%
Large Family (5 or more people)	20	6.3%
Small Family (2 people, neither over 62, or 3 or 4 people)	85	27.0%
Other (nonelderly and nonfamily)	75	20.6%

Source: HUD Comprehensive Housing Affordability Strategy (CHAS) Data, 2014-2018, Table Z.

Notes: Data presented in this table are based on special tabulations from sample Census data. The number of households in each category usually deviates slightly from the 100 percent total due to the need to extrapolate sample data out to total households. Interpretations of these data should focus on the proportion of households in need of assistance rather than on precise numbers.

Grand Terrace households with income less than 30 percent of the area median are significantly more affected by housing problems than other income groups. Nearly all experience a cost burden regardless of tenure. Extremely low-income households are about 2.5 times more likely to experience overcrowding compared to other households, and renters are disproportionately affected. Households with elderly persons make up the largest share of extremely low-income households. The City will act to alleviate these problems in a variety of ways, including preserving Housing Choice Voucher units, and making density bonuses an option for multifamily developers in accordance with State law.

The Housing Authority of the County of San Bernardino (HACSB), the public housing authority (PHA) for the county, issues rental vouchers to bridge the gap between income, affordability, and market rate housing. The Housing Authority provides a number of housing assistance resource to support extremely low-income households including providing the following housing vouchers.

- **Tenant-Based Vouchers.** Families with a tenant-based voucher choose and lease privately owned rental housing. A PHA pays the tenant a voucher equal to the difference between 30 percent of family income and a payment standard determined by the local PHA or the gross rent for the rental housing unit, whichever is lower.
- **Project-Based Vouchers.** Project based vouchers (PBVs) are a component of a PHA's Housing Choice Voucher (HCV) program. The PHA uses tenant-based voucher funding to allocate units to a project, typically selected through a competitive process managed by the PHA. A PHA can use up to 20 percent of its authorized voucher units in a specific project if the owner agrees to either rehabilitate or construct the units, or the owner agrees to set aside a portion of the units in an existing development.

Additionally, there are several other state and federal housing assistance resources that support extremely low-income households including the Low Income Housing Tax Credit Program, Home Investment Partnership Program, and Multifamily Mortgage Revenue Bonds, which are all detailed in the **Financial Resources** section.

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Inventory of Units at Risk of Losing Use Restrictions

As required by Government Code §65583, the City must analyze the extent to which low-income, multi-family rental units are at risk of converting to market rate housing and, if necessary, develop programs to preserve or replace these assisted housing units. Assisted housing is considered to be at risk if it is eligible to convert to non-low income housing during the next 10 years due to: 1) the termination of a rental subsidy contract; 2) mortgage prepayment or 3) the expiration of affordability restrictions.

Based on the information provided by the California Housing Partnership Corporation, there is one low-income project, Blue Mountain Senior Villas, with 107 affordable units in Grand Terrace. Affordability restrictions on this project extend to 2063; therefore, this project is not at-risk of conversion.

8.4 CONSTRAINTS

As is the case in many communities, a variety of constraints affect the ability of the private and public sectors to provide adequate housing in the City of Grand Terrace. Housing constraints consist of both non-governmental or market constraints, including but not limited to environmental factors, land costs, availability of financing, and construction costs; as well as governmental constraints, including but not limited to land use controls, development standards and building codes, and permitting processes. Combined, these factors create barriers to availability and affordability of new housing, especially for lower and moderate-income households. For ease of discussion, these factors have been divided into two categories within the Housing Element: governmental constraints and non-governmental constraints.

Non-Governmental Constraints

Non-governmental constraints largely affect the cost of housing in the City of Grand Terrace and can produce barriers to housing production and affordability. These constraints include environmental factors, the availability and cost of land for residential development, the demand for housing, financing, lending, and construction costs, and the availability of labor, which can increase costs for developers to build any housing, and especially affordable housing. The following highlights the primary market factors that affect the production of housing in the City of Grand Terrace.

Requests to Develop Below the Anticipated Density

In some regions, market factors such as the demand for single-family housing or large high-end condominiums can lead to properties being developed below the maximum allowable density. Requests to develop housing at densities below those anticipated in the Housing Element act as a potential constraint to housing development. The City has not received any requests to develop 5th Cycle sites below the density anticipated in the 5th Cycle Housing Element.



Land Costs and Construction Costs

High land costs are one potential constraint to the development of affordable and middle-income housing in the City of Grand Terrace. Land cost represents a significant cost component in residential development. Further, there can be very pronounced fluctuations in costs per square foot of land depending on location. The cost of land in the City of Grand Terrace is not a constraint to the development of housing. Grand Terrace is fortunate in that the cost of land for residential development is relatively affordable as compared to the adjacent counties of Orange, Los Angeles, and San Diego. Land prices are highly variable and depend on location, the density of development allowed, whether the site has environmental constraints, and whether an existing use must be removed. As real estate values have increased in recent years, land costs have also escalated.

The cost of construction is another major factor in the price of housing. The International Code Council (ICC) provides estimates for the average cost of labor and materials for typical Type VA wood-frame housing. Estimates are based on “good-quality” construction, providing for materials and fixtures well above the minimum required by State and local building codes. In August 2020, the ICC estimated that the average per square-foot cost for good-quality housing in the San Bernardino region was approximately \$118.57 for multi-family housing and \$131.24 for single-family homes. Construction costs for custom homes and units with extra amenities run even higher.



Construction costs are a significant portion of the overall development cost, and while they are somewhat consistent throughout the region, they can be considered a constraint to development. Residential construction cost has increased significantly in recent years is currently estimated to be \$150 per square foot or more.

Availability of Financing

The availability of financing in a community depends on a number of factors, including the type of lending institutions active in a community, lending practices, interest rates and fees charged, laws and regulations governing financial institutions, and equal access to loans.

Housing affordability is strongly affected by interest rates. First-time homebuyers are most impacted by financing requirements. Current mortgage interest rates for new home purchases are at historically low levels of under 4% for a 30-year fixed-rate mortgage, which increases housing affordability for purchasers with good credit. Although rates are currently low, they can change significantly and impact housing affordability.



Environmental Constraints

Physical constraints to the development of affordable housing within the City of Grand Terrace focus upon the physical characteristics of the majority of the remaining undeveloped land within the City limits. The identified sites within the Hillside Residential (RH) and R1-20 zone districts are primarily located on the steep slopes of Blue Mountain. Physical constraints include the potential for land and rock slides, high fire hazards and flooding. Although it is possible to mitigate the physical constraints, the development constraints associated with developing on steep slopes and the provision of streets and utilities to hillside areas along with the environmental issues of landslides, high fire hazards and drainage issues substantially increases development costs and therefore make these areas unsuitable for affordable housing.



The sites identified in the R1-10 are generally located along the foot of Blue Mountain and have milder slopes and fewer constraints than in the RH and R1-20 zone districts. The identified sites located in the R1-7.2 zone district are within areas with gradual slopes, if any. There are no known environmental constraints in these areas that could impede development.

The City's growth is anticipated to consist of infill development on the flatter portions of the City, so these physical constraints will not act as a significant barrier to achieving the development of new housing on RHNA sites.

Identified sites within the multiple-family zone districts are located on the relatively flatter portions of the City. The identified sites located at the northwest portion of the City are located in proximity to Interstate 215 and an industrial line of the Union Pacific Railroad. The Interstate and railroad line are potential environmental areas of concern relating to noise. Noise impacts can generally be mitigated through enhanced construction measures such as sound attenuation walls and would not be considered a significant environmental impact. There are no other known environmental constraints that could impede development on identified sites located in the multiple-family zone districts.

The Barton Road Specific Plan area and the proposed Gateway Specific Plan area are relatively free of significant topographical and environmental constraints that would preclude development.

Infrastructure Constraints

Another possible constraint to the construction of new housing is the requirement and cost to provide adequate infrastructure (major and local streets; water and sewer lines; street lighting, etc.) needed to serve new residential development. In most cases, where new infrastructure is required, it is funded by the developer and then dedicated to the City, which is then responsible for its maintenance. As demonstrated by recent projects in the City, the expansion and extension of infrastructure is a standard component of housing development and apart from construction cost,



is not otherwise a significant constraint to housing development. Because the cost of these facilities is generally absorbed by developers, it increases the cost of new construction, with much of that increased cost often “passed through” to the buyer or renter in as part of home rental or sales prices. All of the selected RHNA sites have utility access and are expected to utilize existing adjacent or nearby infrastructure and capacity after redevelopment. The City has adequate infrastructure capacity to accommodate the projected new units. The City prioritized identifying sites in areas served by existing infrastructure. The sites either already have infrastructure service or are located close to other properties with existing services. Some infrastructure expansion may be necessary. In these instances, infrastructure such as water, sewer, and dry utilities run along major roadways adjacent to potential sites and are available to support new residential development. Recent projects across the City have demonstrated that minor infrastructure expansion is not a constraint to development, and the sites included in the inventory are appropriate for residential use. The only expansion necessary would be the extension of laterals to connect to the water and sewer mains, a standard and inexpensive component of nearly all housing construction. Due to the high quality and extensive coverage of the City’s infrastructure, infrastructure is not expected to constrain housing development on any of the RHNA sites.

Dry Utilities

Dry utilities include the installation of the electric, telephone, TV, internet, and gas in a community. The City must ensure that new housing is provided the necessary resources, such as electric and gas. When new development is proposed the applicant coordinates with utility companies to arrange for the extension of service. There are no known service limitations that would restrict planned development during the planning period or represent a significant constraint to the development of new housing.

Electricity

Southern California Edison (SCE) provides electricity to the City. SCE continues to provide energy to the state of California through a series of methods including oil and natural gas, renewable energy resources and alternative diverse supplies. SCE is responsible for providing service to all existing and future development in the City.

Natural Gas

The Southern California Gas Company (SCGC) provides natural gas service to the City and is the nation’s largest natural gas utility provider with more than 21.8 million consumers across 24,000 square miles throughout Central and Southern California. As a public utility, SCGC is under the jurisdiction of the California Public Utilities Commission (CPUC). Most of California’s natural gas supply comes from out of the state. SCGC is responsible for providing service to residential, industrial, and commercial customers in the City.

Water Supply and Wastewater Capacity

Water

Riverside Highland Water Company (RHWC) is privately owned water utility and provides domestic and irrigation water services to the City of Grand Terrace, portions of the City of Colton, and portions of the unincorporated areas of the Counties of San Bernardino and Riverside. The



water service is to single and multi-family residential, commercial, industrial and agricultural users. As stated in the Open Space and Conservation Element, the service area of the Riverside Highland Water Company (RHWC) is nearing about 85% built-out with the developments currently under construction or approved by the planning departments of the governing agencies. The major service area of the RHWC is the City of Grand Terrace. The most recent Urban Water Management Plan prepared for the Company indicates that there is sufficient water supply to accommodate projected development within the City within the planning period. See Program 10 ~~Program 11~~ – Priority water and wastewater service for affordable housing developments.

Wastewater

Sanitary sewer service is provided by the City of Grand Terrace, and the City maintains all collections lines within its city limits. The City contracts with the City of Colton for wastewater treatment. Adequate sewer capacity is expected to be available to serve projected development during the 2021-2029 planning period. See Program 10 ~~Program 11~~ – Priority water and wastewater service for affordable housing developments.

Government Constraints

In addition to market constraints, local policies and regulations also affect the price and availability of housing and the provision of affordable housing. For example, State and Federal regulations, which the City has no control over, also affect the availability of land for housing and the cost of housing production. Regulations related to building codes, planning processes, and development timelines may have impacts on housing costs and availability.

However, while the City of Grand Terrace has no control over State and Federal laws that affect housing, local laws including land use controls, site improvement requirements, fees and exactions, administrative procedures, and other factors can constrain the maintenance, development and improvement of housing and/or create barriers to housing.

Land Use Controls

General Plan

The Grand Terrace General Plan sets forth the City's policies for guiding local development. The Land Use Element provides overall guidance to all properties within the City through the distribution of land uses, by type, including residential, commercial, industrial, institutional, and open space. The Land Use Element identifies each land use designation's location and intensity, and its interrelationship with other land uses. The Land Use Element translates the City's long-range vision for development in the City and provides a Land Use Plan, goals, policies, and implementation programs to achieve that vision. These policies, together with existing zoning regulations, establish the amount and distribution of land to be allocated for various uses throughout the City. Residential development in the City of Grand Terrace is permitted under the land use categories shown in Table 8.30 in accordance with the Land Use Element of the General Plan.



The City's General Plan allows for a range of densities and housing types to meet the needs of all income levels. Assembly Bill (AB) 2348 established "default" density standards. If a local government has adopted density standards consistent with the established population criteria, sites with those density standards are accepted as appropriate for accommodating the jurisdiction's share of regional housing need for lower-income households. Pursuant to AB 2348 and the 2020 decennial census, Grand Terrace is considered a "jurisdiction within a metropolitan county" with a "default" density for affordable units of 20 du/ac. Densities of at least 20 du/ac are allowed in the R3-24 High-Density Residential District.

Grand Terrace's General Plan is not a governmental constraint to the development of housing. Residential development is encouraged through both the stated goals and policies of the Land Use Element as well as the City's land use designations and associated development intensities.

Figure 8-1
Grand Terrace Land Use Map

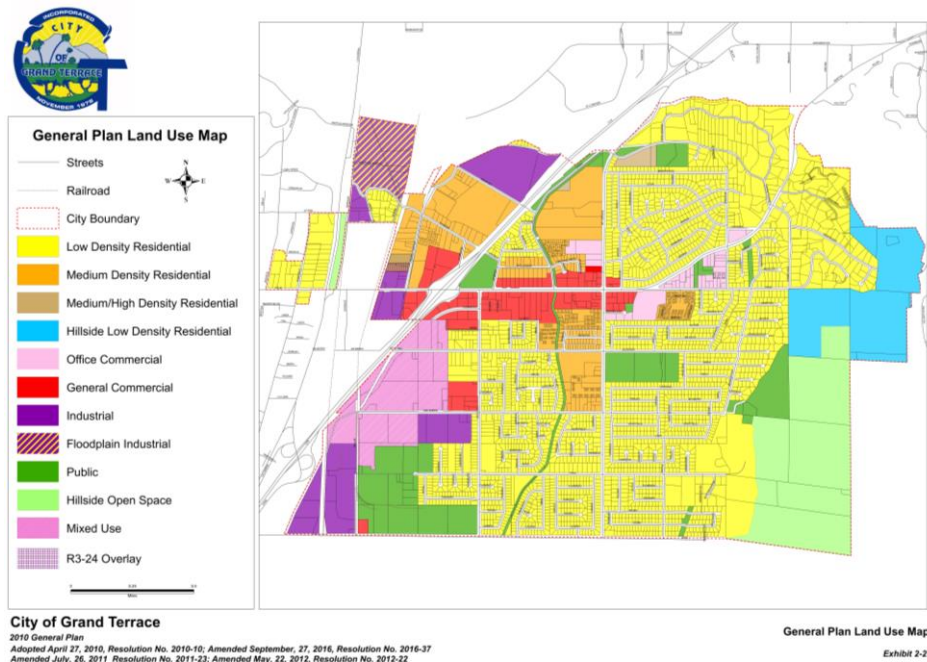




Table 8.30
General Plan Residential Designations

Land Use Category		Allowable Zones	Gross Allowable Density
<u>Hillside Residential</u>	The hillside areas of Blue Mountain located at the far eastern edge of the City are considered a natural resource that requires special consideration to protect the scenic views and environmental resources of the mountain. Any development proposed within the Hillside designation will require special evaluation of all environmental issues and must include provisions for the protection of all natural resources within the area. Properties within the designated areas must demonstrate that building pads and streets can be graded with minimal impact to the hillside and views, and that adequate utilities and public services, including drainage, domestic water, sanitary sewer, fire protection can be provided. Proposed developments within this area shall be required to prepare a Specific Plan. Clustered development that protects sensitive slopes and natural resources shall be strongly encouraged.	R-1 (20)	0 – 1 Du/Net Acre
<u>Low Density Residential</u>	The Low-Density Residential designation limits land uses to single family detached residential units and mobile homes subject to the applicable General Plan policies and Zoning Code provisions. This designation encompasses the majority of property within the City and is largely associated with existing housing developments throughout the City.	R-1 (7.2), R-1 (10), R-1 (20)	1 – 5 Du/Net Acre
<u>Medium Density Residential</u>	The Medium Density Residential designation include both single family detached, and multiple family attached developments. Permitted uses within these areas may include small lot single family developments or attached multi-family developments including townhomes, condominiums, and apartments. Mobile home developments are also permitted. A density bonus may be applied to a project pursuant to the density bonus provisions of Chapter 4.3 of the California Government Code, or pursuant to an approved Planned Residential Development application up to a 20% density bonus may be granted.	R-2, R-3	1 – 12 Du/Net Acre
<u>Medium High Density Residential</u>	The Medium High Density Residential designation is reserved for multiple family development, with an emphasis on affordable housing projects. This designation may also be applied as an overlay to another land use designation to allow multi-family development at a density of 20 to 24 units/acre as an optional alternative to the base land use designation. A density bonus may be applied to a project pursuant to the density bonus provisions of Chapter 4.3 of the California Government Code, or pursuant to an approved Planned Residential Development application for up to a 20% density bonus.	R3S, R3-20, R3-24	12 – 24 Du/Net Acre

Source: Grand Terrace Community Development Department, 2021



Zoning and Development Standards

General Plan land use policies are implemented by the Zoning Ordinance (Title 18 of the Grand Terrace Municipal Code). The Zoning Code contains detailed regulations relating to permitted and conditional uses allowed within each zone, site development standards, and performance criteria that serve to implement the goals and policies of the General Plan. The Zoning Code is made up of two components: a zoning map and zoning text (links to both components are provided on the City website)⁷. The zoning map identifies the geographic location of the zones. The zoning text describes the development standards that apply to the zones, as well as other provisions.

Table 8.31 displays the existing residential standards as outlined in the City's Zoning Ordinance. Note that there are instances where state law may supersede the current standards in the Zoning Ordinance. If there is a conflict, state law supersedes the Zoning Ordinance.

In the R2 and R3 zone, three bedroom units are currently not permitted for Duplex, Triplex, Fourplex and Multiple Family residential which could pose a potential constraint to multifamily development projects. Program 11 Zoning Ordinance Amendments for housing for Persons with Special Needs removes this constraint to multifamily development standards.

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Table 8.31 Development Standards

Development Issue	RH	R1-20	R1-10	R1-7.2	R2	R3	R3-S	R3-20	R3-24
Area (Minimum square feet)	<u>a</u>	<u>20,000</u>	<u>10,000</u>	<u>7,200</u>	<u>10,000</u>	<u>12,000</u>	<u>g</u>	<u>12,000</u>	<u>12,000</u>
Width (Minimum linear feet)									
• Interior Lot	<u>a</u>	<u>100</u>	<u>60</u>	<u>60</u>	<u>60</u>	<u>60</u>	<u>g</u>	<u>60</u>	<u>60</u>
• Corner Lot	<u>a</u>	<u>100</u>	<u>70</u>	<u>70</u>	<u>70</u>	<u>70</u>		<u>70</u>	<u>70</u>
Lot Depth (Minimum linear feet)	<u>a</u>	<u>150</u>	<u>100</u>	<u>100</u>	<u>100</u>	<u>100</u>	<u>g</u>	<u>100</u>	<u>100</u>
Street Frontage (Minimum linear feet)	<u>a</u>	<u>50</u>	<u>40</u>	<u>40</u>	<u>40</u>	<u>40</u>	<u>g</u>	<u>40</u>	<u>40</u>
Setbacks (Minimum linear feet)									
• Front Yard	<u>a</u>	<u>25^b</u>	<u>25^b</u>	<u>25^b</u>	<u>25^b</u>	<u>25^b</u>		<u>25^b</u>	<u>25^b</u>
• Rear Yard	<u>a</u>	<u>35^b</u>	<u>35^b</u>	<u>20^b</u>	<u>20^b</u>	<u>20^b</u>		<u>20^b</u>	<u>20^b</u>
• Side Yard									
- Interior Lot							<u>g</u>		
With Garage	<u>a</u>	<u>10^b</u>	<u>10^b</u>	<u>10^b</u>	<u>10^b</u>	<u>10^b</u>		<u>10^b</u>	<u>10^b</u>
Without Garage	<u>a</u>	<u>5^b</u>	<u>5^b</u>	<u>5^b</u>	<u>5^b</u>	<u>10^b</u>		<u>10^b</u>	<u>10^b</u>
- Corner Lot									
Street side	<u>a</u>	<u>15^b</u>	<u>15^b</u>	<u>15^b</u>	<u>15^b</u>	<u>15^b</u>		<u>15^b</u>	<u>15^b</u>
No Street side	<u>a</u>	<u>5</u>	<u>5</u>	<u>5</u>	<u>5</u>	<u>10</u>		<u>10</u>	<u>10</u>

⁷ Grand Terrace Development Services Website. https://www.grandterrace-ca.gov/departments/planning_development_services/planning



Development Issue	RH	R1-20	R1-10	R1-7.2	R2	R3	R3-S	R3-20	R3-24
Density (Allowable dwelling units per acre)	<u>a</u>	1-2	1-4	1-5	1-9	1-12 ^c	Max. 20	13-20 ^c	20-24 ^c
Living Area (Minimum square feet)									
* Single Family	<u>a</u>	1,350 ^d	1,350 ^d	1,350 ^d	1,350 ^d	1,350 ^d			
* Duplex, Triplex, Four-plex and Multiple Family							<u>g</u>	<u>g</u>	<u>g</u>
- One (1) Bedroom	<u>c</u>	<u>c</u>	<u>c</u>	<u>c</u>	800 ^d	800 ^d			
- Two (2) Bedroom	<u>c</u>	<u>c</u>	<u>c</u>	<u>c</u>	1,000 ^d	1,000 ^d			
Height (Maximum linear feet)	<u>a</u>	35 ^e	35 ^e	35 ^e	35 ^e	35 ^e	<u>g</u>	35 ^e	35 ^e
Lot Coverage (Maximum percent)	<u>a</u>	40	50	50	60 ^f	60	<u>g</u>	60	60
Distance Between Buildings (Minimum linear feet)	<u>a</u>	5	5	5	20	20	<u>g</u>	20	20

a. A specific plan shall be required for all proposed projects (including tentative parcel or tract maps) which include any property located within this district, except that a specific plan shall not be required for existing parcels that are one acre or less in size, are readily served by existing infrastructure, have public access, and fire services can be readily provided. Such specific plan shall establish site development standards on a project by project basis in consideration of the existing topography and other physical constraints.

The specific plan shall not create a density greater than one dwelling unit per gross acre and shall be consistent with the city's general plan. The specific plan may consider a clustered development concept in order to preserve large areas of open space and minimize the project's impact on the physical environment.

b. The following exceptions apply to front, rear and side yard requirements as noted:

1. The minimum side and rear yard setback for a patio cover shall be five feet.

2. The minimum rear yard setback for an accessory structure shall be ten feet.

3. Slopes exceeding five percent shall be permitted no closer to a residential structure than a distance equal to the required side and rear yard setbacks. In the R1-10 district and the R1-20 district, the thirty-five foot rear yard setback may include ten feet of slope that is greater than five percent.

4. In the case of a parcel or tract map, the twenty-five foot front yard setback requirement may range from twenty-two feet to twenty-eight feet, with an average of twenty-five feet for all proposed lots.

5. In the case where an existing legal nonconforming structure is located within a required setback area, the legal nonconforming structure may be enlarged within the required setback area subject to the following conditions:

a. The proposed addition does not further reduce the depth of the existing setback area; and

b. The proposed addition is located no closer than five feet from any property line.

c. A density bonus shall be permitted in accordance with the California Government Code and this Title.

d. For the purposes of this chapter, the following terms shall be defined as follows:

"Living area" means the enclosed area of a residential dwelling unit, excluding porches, patios, carports, garages, storage areas or auxiliary rooms.

"Multiple-family" means one- or two-bedroom units only.

e. Accessory structures shall not exceed twenty feet in height, with exceptions as listed in Section 18.73.090 of this title.

f. Not more than the permitted percent of the total parcel may be devoted to main and accessory structures, parking areas, driveways and covered patios. The remaining percent of the total parcel shall be devoted to open areas such as landscaping, lawn, outdoor recreational facilities, incidental to residential development, including swimming pools, tennis courts, putting greens, uncovered patios and walkways. Said open areas shall consist of not less than two hundred square feet of open space per dwelling unit.

g. Senior citizen housing's development standards will be established through the specific plan process. All senior citizens housing projects in the R3-S zone will require specific plan process; however, in no circumstance shall the density exceed twenty unit/acre.

Height Limits

The City has instituted a maximum building height of 35 feet across all residential zones to maintain a consistent low profile within the City; however, the City does not impose a maximum number of stories. ADUs are allowed to be up to two stories, unless built on top of a one-story

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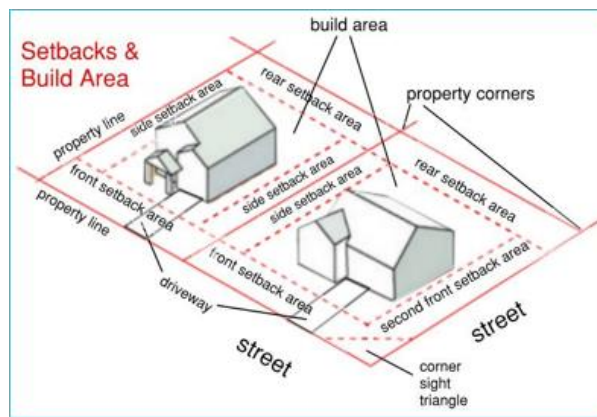


structure. The height limits do not constrain development from reaching their prescribed General Plan densities (12-24 du/ac for medium high density) but may likely constrain densities greater than 24 dwelling units per acre. The City is rezoning to allow densities up to 40 du/acre as discussed in the Sites Inventory (Section 8.8). As a part of the rezoning efforts, new standards will be adopted in the high density zone appropriate for allowing developments to reach these higher densities (See Program 1). Program 1_Adequate Sites to Accommodate Regional Housing Needs).

Setbacks

All residential zones have setbacks, which are the minimum distances between a structure and a lot line, as shown in Figure 2. Setbacks in Grand Terrace are largely uniform between the residential zones, with 25-foot front setbacks, 5- to 10-foot interior side setbacks, 15-foot street side setbacks, and 35-foot rear setbacks. Since all setbacks reduce the amount of land that is developable on a site, unnecessarily large setbacks have the potential to act as a constraint to housing; however, the setbacks as shown in the table above do not constrain projects from reaching the maximum housing density in current, lower density zones. The City will ensure that the new multi-family zone will not have setbacks that inhibit reaching the maximum density allowed by the zoning and general plan.

Figure 2: Setbacks and Building Area



Source: LCETED Institute for Civil Engineers, "What are Setbacks in Construction". Accessed May 8, 2024. <https://www.lceted.com/2021/05/what-are-setbacks-in-construction.html>



Zoning districts and the types of housing permitted in each district are shown in Table 8.32. Development standards for each district are shown in Table 8.33.

Table 8.4 Table 8.32
Housing Types Permitted by Zoning District

Residential Use	RH	R1-20	R1-10	R-7.2	R-2	R-3	R-3-S	R-3-20/ R-3-24
SF-Detached	P	P	P	P	P	P	--	--
SF-Attached 2-4 DU	--	-	--	--	P	P	--	P
Multiple-Family Units	--	--	--	--	P	P	--	P
Residential Care <6	P	P	P	P	P	P	P	P
Residential Care >6	--	--	--	--	C	C	--	--
*Emergency Shelter	--	--	--	--	--	--	--	--
Single Room Occupancy	--	--	--	--	C	C	--	--
Manufactured /Mobile Home	P	P	P	P	P	P	--	--
ADUs	P	P	P	P	P	P	P	P

P=Permitted; C=Conditional Use; --=Not a listed use

*Permitted in M2 zone

Source: Grand Terrace Zoning Code

The City's development standards are consistent with the parameters and policies established in the General Plan and reflect an attempt to balance housing needs with infrastructure capacities and environmental considerations. Standards regulating development within the City are similar to those being used by other surrounding communities.

Multi-family housing is permitted in the R-2, R-3, R-3-20 and R-3-24 zoning districts at densities up to 24 units per acre, excluding density bonus, which is considered appropriate for lower-income housing in small cities such as Grand Terrace pursuant to State law.

**Table 8.33****Minimum Development Standards for Residential Zones**

Standard	R1-7.2	R1-10	R1-20	RH ^a	R2	R3	R3-S	R3-20/24
Units per acre (max.)	5	4	2	1	9	12 ^c	g	20/24
Lot area (sq. ft.)	7,200	10,000	20,000	-	10,000	12,000	g	12,000
Lot width (ft.)	60	60	100	-	60	60	g	60
Lot depth (ft.)	100	100	150	-	100	100	g	100
Street frontage (min. lineal feet)	40	40	50	-	40	40	g	40
Setbacks front yard (min. lineal feet)	25 ^b	25 ^b	25 ^b	-	25 ^b	25 ^b	g	25 ^b
Setbacks rear yard (min. lineal feet)	20 ^b	35 ^b	35 ^b	-	20 ^b	20 ^b	g	20 ^b
Interior lot (with garage)	10 ^b	10 ^b	10 ^b	-	10 ^b	10 ^b	g	10 ^b
Interior lot (without garage)	5 ^b	5 ^b	5 ^b	-	5 ^b	10 ^b	g	10 ^b
Corner lot (street side)	15 ^b	15 ^b	15 ^b	-	15 ^b	15 ^b	g	15 ^b
Corner lot (no street side)	5	5	5	-	5	10	g	10
Living area single-family (minimum)	1,350 ^d	1,350 ^d	1,350 ^d	-	1,350 ^d	1,350 ^d	g	-
Living area multi-family (one-bedroom)					800 ^d	800 ^d	g	g
Living area multi-family (two-bedroom)					1,000 ^d	1,000 ^d	g	g
Building lot coverage (%)	50	50	40	-	60 ^f	60 ^f	g	60
Building height (ft.)	35 ^e	35 ^e	35 ^e	-	35 ^e	35 ^e	g	35 ^e

Source: Grand Terrace Zoning Code, 2021

Footnotes: Refer to Zoning Code for footnote definitions.

Specific Plans

In addition to the zoning districts described above, housing development may occur in “specific plan” zoning districts pursuant to Municipal Code Chapter 18.20. Three specific plans have been established allowing residential uses – Barton Road Specific Plan, Forest City Dillon Specific Plan, and Kruse Specific Plan. The Forest City and Kruse Specific Plans are fully developed, and only the Barton Road Specific Plan is expected to have opportunities for housing development in the foreseeable future.

Barton Road Specific Plan

Multiple-family infill development in the Barton Road Specific Plan (BRSP) is allowed in the AP District (Planning Area 3) and is subject to R3. For mixed-use projects, residential components are not allowed on the first floor. Mixed-use development is subject to the standards of the underlying zone district, including lot coverage, height, parking and setbacks. Densities may not exceed those of the residential, commercial and industrial designations of the General Plan.

Gateway Specific Plan

The proposed Gateway Specific Plan area is comprised of vacant and non-vacant land, some currently owned by the Successor Agency to the City of Grand Terrace and includes the aggregation of multiple parcels and redevelopment of lands. The Plan encompasses 131 acres located north of Grand Terrace High School along the eastern side of I-215. This project is expected to include a mixed-use component with opportunities for multiple-family residential units. Because a specific plan is being proposed for the project it has the added benefit of creating customized development standards that would apply to the residential component. The Gateway Specific Plan was submitted to the City of Grand Terrace in December 2017 and is currently under



review. Mixed uses including both commercial and residential projects, combined with recreational open space are envisioned to provide new housing opportunities in Grand Terrace.

One of the key benefits of the Gateway Specific Plan is that it addresses many of the current infrastructure deficiencies by bringing new roads and utilities to the area. The focal point of the Gateway planning area will be the creation of a new major arterial connecting Commerce Way with Taylor Street. Projected to be an alternative to Michigan Avenue, this new 4-lane divided road alignment will serve to lessen traffic, noise and congestion on existing city streets.

The Gateway Specific Plan is expected to provide a significant component of new housing development during the 2021-2029 planning period, as further discussed in [the Sites and Resources chapter](#).

As detailed in Chapter 18.10 of the City's Zoning Code, senior citizen housing development standards are currently established through the specific plan process which could pose a potential constraint to senior multifamily housing development projects. Program 11 Zoning Ordinance Amendments for housing for Persons with Special Needs removes the specific plan requirement for senior housing.

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Zoning for a Variety of Housing Types

- **Senate Bill 9:** Effective January 1, 2022, Senate Bill (SB) 9 requires ministerial approval of a housing development with no more than two primary units in a single-family zone, the subdivision of a parcel in a single-family zone into two parcels, or both. SB 9 facilitates the creation of up to four housing units in the lot area typically used for one single-family home.
- **Accessory Dwelling Units:** Municipal Code Chapter 18.69 establishes regulations to encourage production of accessory dwelling units (ADUs). In recent years the State Legislature has adopted several amendments to State law to encourage ADU production. Program 9 Incentivize Accessory Dwelling Units is included in the Housing Plan to update City ADU regulations consistent with current State law.
- **Manufactured Homes:** The Zoning Code allows manufactured homes in all residential zone districts, subject to the same development standards and review process as conventional construction. The scope of review of single-family residences, including manufactured housing, is generally limited to the architecture of the residences, including design, materials, and landscaping. The process from submittal to issuance of building permits is approximately 6 weeks.
- **Residential care facilities:** Residential care facilities refer to a residential facility providing supervision and care of persons, such as a group home, or rehabilitation facility that provide non-medical care to persons in need of personal services, assistance, guidance, protection or training for daily living. Residential care facilities serving 6 or fewer persons are permitted by right in all residential zones. Facilities serving 7 or more persons are conditionally permitted in all residential zone districts. Residential care facilities include homes for persons with disabilities.



- **Transitional and supportive housing:** Transitional housing typically provides shelter for up to two years and may require residents to participate in a structured program to work toward established goals so that they can move on to permanent housing. Supportive housing may have no time limit and residents are typically provided with an array of supportive services to assist them in their daily lives. Pursuant to State law, the City allows transitional and supportive housing as a residential use subject only to the same requirements for other residential uses of the same type in the same zone. In 2018 AB 2162 amended State law to require that supportive housing be a use by-right in zones where multi-family and mixed uses are permitted, including non-residential zones permitting multi-family uses, if the proposed housing development meets specified criteria. The City's current regulations comply with this law. Program 11 Zoning Ordinance Amendments for Housing for Persons with Special [Housing](#) Needs is included in the Housing Plan to update City regulations for supportive housing consistent with current law.
- **Single-room-occupancy (SRO)** units provide another form of affordable housing for low-income persons. The City's Zoning Code allows SROs subject to a conditional use permit in the R2 and R3 zone districts.
- **Emergency shelters:** Emergency shelters are facilities that provide a safe alternative to the streets. State law requires jurisdictions to evaluate their need for emergency shelters compared to available facilities to address the need. If existing emergency shelter facilities are not sufficient to address needs, jurisdictions must designate at least one location where a year-round shelter can be accommodated. [The City Zoning Code has recently been updated to allow the development of emergency shelters by right in the M2-Industrial zone. The M2 Zoning District covers approximately 178 Acres within the City. All of these parcels are within .25, .5, and 1 miles within transit services. Approximately one-third of the land is currently vacant. There is sufficient acreage in these parcels to meet the needs of the most recent PITC \(one individual\).](#) The City's Zoning Code allows emergency shelters by-right in the M2 zone subject to the following standards.
 - An emergency shelter shall be located at least 300 feet from any other emergency shelter.
 - Each emergency shelter may have a maximum of 25 beds, with at least 35 square feet of sleeping area per bed.
 - Each emergency shelter shall provide a client waiting and intake area of at least ten square feet per bed but at least 200 square feet in total floor area. The intake waiting area shall be in a location not visible from the adjacent right-of-way. If located at the exterior of a building, the area shall be visually separated from public view by a six-foot high decorative masonry wall and shall be covered for shade and rain considerations.
 - Living, dining, and kitchen areas shall be physically separated from sleeping areas.
 - Each emergency shelter shall provide facilities for personal care (i.e., bathroom and shower facilities).
 - The shelter shall provide landline telephone services separate from the office phone in order to provide privacy. Any payphones provided shall allow call-out service only.



- One parking space for each 500 square feet of gross floor area shall be provided, unless it is demonstrated that a different parking ratio is appropriate based upon the submittal and approval of a parking study prepared by a qualified traffic engineer to justify the provision of a lesser number of spaces than that required by this Section, based on shared use of spaces, the nature of the use, or other factors. 1. The design of off street parking facilities shall comply with Chapter 18.60 (Off-Street Parking). 2. Non-operational and unregistered vehicles shall not be kept on site and towing shall be the responsibility of the shelter operator.
- Parking and outdoor facilities shall be designed to provide security for residents, visitors and employees.
- The facility and/or the premises shall be accessed by one entrance.
- Adequate external lighting shall be provided for security purposes. The lighting shall be stationary, shielded, and directed away from adjacent properties and public rights-of-way, and of an intensity that is compatible with the neighborhood.
- Trash enclosures and refuse areas shall be provided.

AB 139 (2019) revised State law regarding parking standards for emergency shelters. Program 11 Zoning Ordinance Amendments for Housing for Persons with Special [Housing Needs](#) is included in the Housing Plan to update City regulations consistent with current law. Additionally, Program 11 Zoning Ordinance Amendments for Housing for Persons with Special [Housing Needs](#) will include revising the definition of emergency shelter in Section 18.06.287 to include other interim interventions, including navigation centers, bridge housing, and respite or recuperative care pursuant to Government Code section 65583, subdivision (a)(4).

Commented [CS8]: HCD Comment #13

- **Low Barrier Navigation Centers:** In 2019 the State Legislature adopted AB 101 establishing requirements related to local regulation of low barrier navigation centers, which are defined as “Housing first, low-barrier, service-enriched shelters focused on moving people into permanent housing that provides temporary living facilities while case managers connect individuals experiencing homelessness to income, public benefits, health services, shelter, and housing.” *Low Barrier* means best practices to reduce barriers to entry, and may include, but is not limited to:
 - (1) The presence of partners if it is not a population-specific site, such as for survivors of domestic violence or sexual assault, women, or youth
 - (2) Accommodation of residents’ pets
 - (3) The storage of possessions
 - (4) Privacy, such as partitions around beds in a dormitory setting or in larger rooms containing more than two beds, or private rooms

Low barrier navigation centers meeting specified standards must be allowed by-right in areas zoned for mixed use and in nonresidential zones permitting multi-family uses. Current City regulations comply with this requirement.

Program 11 Zoning Ordinance Amendments for Housing for Persons with Special [Housing Needs](#) is included in the Housing Plan to update City regulations consistent with current law.



Housing for Persons with Disabilities

City regulations related to housing for persons with disabilities are summarized below.

Definition of Family

The Zoning Ordinance defines *family* as “an individual or two or more persons living together as a single housekeeping unit.” This definition is consistent with current law.

Residential Care Facilities

Municipal Code Section 18.06.635 defines *Residential care facility* as “any facility, place or building that is maintained and operated to provide non-medical residential care as defined by State law, including, but not limited to, the physically handicapped, mentally impaired, incompetent persons, abused or neglected children and the elderly. The term “residential care facility” is limited to those facilities, places or buildings that are both subject to regulation and actually licensed by the State of California. No facility, place or building that may otherwise be regulated by the State of California, but which is not actually licensed by the State of California, shall be deemed a “residential care facility” for purposes of this Title. Whether or not unrelated persons are living together, a residential, community or group care facility licensed by the State of California that serves six or fewer persons shall be considered a residential use of property for the purposes of this Title. (A residential care facility that is not licensed by the State of California shall be deemed a rooming or boarding house.)”

Residential care facilities for six or fewer persons are permitted as a residential use in all districts, while residential care facilities for more than six residents are permitted in the R-2 and R-3 districts by an administrative use permit. The administrative use permit is approved by the Planning and Development Services director, typically within 4 – 6 weeks. The AUP and limiting residential care facilities with more than six residents to two zones could pose as a potential constraint. Program 11 Zoning Ordinance Amendments for housing for Persons with Special Needs, expands the zones where residential care facilities are permitted and removes the AUP requirement for residential care facilities for seven or more persons.

There are no separation requirements for the siting or separation requirements for special needs housing.

Reasonable Accommodation

The Reasonable Accommodations Ordinance (Municipal Code Chapter 18.68) establishes procedures for reviewing and approving requests for modifications to City zoning or building codes to ensure equal access to housing and facilitate the development of housing for individuals with disabilities.

Application procedures. Notice of the availability of reasonable accommodation is prominently displayed at public information counters in the Community and Economic Development Department, advising the public of the availability of the procedure for eligible individuals. Upon submittal of a request for reasonable accommodation, the application is forwarded to any applicable reviewing agencies, and notice of the application is mailed to all adjacent property owners including the specific zoning code, law, regulation, procedure or policy from which relief



is being requested, the nature of the accommodation requested, and informing surrounding property owners that they may contact the City to request written notice of any decisions made, or hearings scheduled, regarding the application.

The Planning and Development Services Director shall have the authority to consider and act on any application for a reasonable accommodation, and may deny, approve or conditionally approve the request in accordance with the required findings set forth in Section 18.68.090, and shall issue a written determination within 30 days of the date of receipt of a completed application. The Planning and Development Services Director may also refer the request for reasonable accommodation, in his or her sole discretion, to the Planning Commission. Such referrals, if made, shall occur within 15 days after the Planning and Development Services Director's receipt of a complete application. In which case, the Planning Commission shall render a decision on the application in the same manner as it considers an appeal. The written determination shall be made in accordance with the required findings set forth in Section 18.68.090.

A request for reasonable accommodation submitted for concurrent review with another discretionary application shall be reviewed by the authority reviewing the discretionary land use application. The written determination on whether to grant or deny the request for reasonable accommodation shall be made by the applicable reviewing authority in compliance with the applicable review procedure for the discretionary review. A reasonable accommodation does not require the approval of any variance as the reasonable accommodation.

Findings for approval. Approval shall be based upon the following findings, which shall be made by the by the approval authority in approving or denying the application:

1. The person who will use the subject property is protected under the fair housing laws;
2. The requested exception to the zoning code, law, regulation, procedure or policy is necessary to make specific housing available to persons occupying the subject property;
3. The requested accommodation will not impose an undue financial or administrative burden on the City;
4. The requested accommodation will not require a fundamental alteration of the City's zoning laws, policies and/or procedures;
5. That alternative reasonable accommodations which may provide an equivalent level of benefit have been considered, and are not feasible.

These procedures are consistent with applicable law and do not pose an unreasonable constraint on persons with disabilities. To date, only one resident has requested and received a reasonable accommodation to expand a residence.

Off-Street Parking Standards

Parking standards are currently similar to those used in other cities: a two-car garage required for each single-family dwelling. Multi-family developments require one parking space for studio units and two spaces for larger units, of which one space must be in a carport or garage. Guest spaces are required in a ratio of one guest parking space per four multi-family dwelling units. Parking



standards for the new high density zone will be such that they do not pose a constraint to meeting the maximum density.

Design Review Standards

~~The City does not have design standards or guidelines that constrain development in its residential districts.~~ In March 2023, the City of Grand Terrace adopted objective design standards for multifamily residential and mixed-use developments with a residential component. The standards were created to ensure such projects are attractively designed, maintain positive aesthetic characteristics, and provides property owners and developers with predictable design approval standards. The objective design standards establish the provisions and procedures for processing streamlined housing projects consistent with Government Code Section 65913.4. Consistent with state law, the standards are objective and do not pose an unreasonable constraint on the development of multifamily or mixed-use housing.

Single- and multi-family units are reviewed on a case-by-case basis for high quality construction and compatibility with existing surrounding architecture. The basic philosophy of the City's design review process is to arrive at a product that meets the City's goals and is financially feasible for the developer.

The responsibility of the Planning Commission / Site and Architectural Review Board is to provide comprehensive site plan and architectural review of projects. The scope of the Planning Commission / Site and Architectural Review Board's site and architecture review is to consider the site plan in relation to the property and development standards (such as setbacks, lot coverage, building height, and parking), placement of structures, vehicle and pedestrian access, landscaping, police and fire services, grading and drainage, traffic, relationship to existing and planned uses of adjoining and surrounding properties, and relationship to nearby properties and structures and surrounding natural topography. It is also to consider the proposed architecture of buildings in terms of style and design, materials and colors, and size and bulk in relation to the surrounding properties. Chapter 18.63 of the Zoning Code specifies the review authority of the Planning Commission / Site and Architectural Review Board with regard to site and building design.

~~Given the smaller scale of development of a single-family residence in comparison to a multiple-family development project, the scope of the Board's review of single-family residences is generally more focused on architecture of the residences and site layout.~~

~~Review of multiple-family development projects typically involves a greater level of review in regard to site development. In addition to ensuring adherence to setbacks, height requirements, lot coverage, parking and other applicable development standards, the Board will also consider the compatibility of the project's site design with surrounding land uses, such as screening and security.~~

~~Unlike larger cities, the City of Grand Terrace has only one board (i.e., its Planning Commission) that performs various review functions. Therefore, the design review process is shorter than in other cities in the area. However, smaller projects Projects such as individual single-family units require Planning Commission approval, through Site and Architectural Review. The City has~~



~~eliminated the~~ A public hearing ~~requirement is not required~~ for ~~very~~ small projects, such as room additions and accessory structures. ~~City staff processes these projects administratively requiring only the Director's review and approval. Other improvements that have been or are currently being made to streamline the design review/permit process are:~~

~~Implementation of one-step review process whereby the applicant comes to one counter to receive information about the entire process. The Community Development Department routes the plans to other reviewing agencies and the case planner reports to the applicant within 30 days.~~

~~Implementation of an applicant-friendly approach whereby staff provides significant attention to applicants, up front, to explain and inform them to the process and basically serve as an expediter instead of a regulator, while City standards are being enforced. These include preliminary design review meetings with City staff to work through design issues prior to formal application submittal.~~

~~Implementation of a project management approach, whereby a case planner follows/monitors a project from initial sketches to issuance of a certificate of occupancy through all departments and agencies. This allows applicants to have more certainty about the status of their projects and to plan and acquire financing while a project is under review. The case planner is responsible for knowing the status of a project within the process at any point in time. This also assists the City in ensuring implementation of conditions of approval~~

~~Implementation of easy-to-read "How to Do" lists for all requirements for planning and building plan check, thereby facilitating submission of complete applications and minimizing additional trips to the City.~~

Building Codes and Compliance

In addition to land use controls, local building codes also affect the cost of housing. As part of Municipal Code Title 19, Grand Terrace has adopted the current ~~2019-2022~~ California Building Codes that establishes minimum construction standards. The codes establish uniform standards, and no major modifications to standard building codes have been established.

Code compliance activities within the City are intended to promote the safety and character of the City. The City encompasses approximately three square miles and there is one code compliance officer responsible for code enforcement activities in the City. Therefore, code enforcement activities are primarily reactive. In the residentially designated properties, code enforcement housing efforts generally focus on property maintenance, including the rental inspection program.

Development Fees

A summary of development fees is provided in Table 8.34. The fees that are charged by the City are a reflection of the time and effort required by City staff in order to review development plans.

Development impact fees are charged on a per-unit basis to provide funds to offset the cost of providing public services to serve new development. Development impact fees are limited to the cost of providing the necessary services.

As shown in Table 8.34 the total fees, including building permit and development impact fees for a 2,000-square-foot residential unit are approximately \$33,000, and approximately \$24,000 for a



1,200-square-foot multi-family unit. While the majority of the costs is attributable to development impact fees, the City assesses a lower impact fee for multiple-family development. A significant portion of these impact fees are assessed by entities separate from the City, over which the City has no control.

Table 8.6 Table 8.34

Residential Planning, Building Permit and Development Impact Fees

	2,000 Square Foot Detached Residential Unit	1,200 Square Foot Attached Residential Unit
Planning Fees		
Site and Architectural Review	\$2,200 Deposit & Actual Cost per project	
Administrative Site and Architectural Review	\$650-310 minimum fee per project up to \$3,100 based on size	
Land Use Review	\$50-97 fee per project	
<u>Administrative Conditional Use Permit</u>	\$620	
Conditional Use Permit	\$400 – \$2,400 per project based on size of development deposit	
CEQA review	Dependent on CEQA requirements	
<u>Notice of Exception</u>	\$233	
<u>Notice of Determination</u>	\$233	
<u>Initial Study (Negative Declaration)</u>	\$930 OR Actual Cost, plus 15% Admin Fee	
Building Construction Permit Fees	(per unit)	(per unit)
Building Permit fee	\$1,872.95	\$1,223.35
Plan Check fee	\$1,217.42	\$795.18
Energy fee	\$75.00	\$75.00
Sewer connection	\$300.00	\$300.00
NPDES compliance verification	\$75.00	\$75.00
Electrical fee	\$373.92	\$144.96
Ventilation fee (\$10/each)	\$60.00	\$20.00
Lawn sprinkler system	\$15.00	\$15.00
Water heater or vent	\$15.00	\$15.00
Private water distribution system (\$4/each)	\$8.00	\$6.00
Air handling unit	\$15.00	\$15.00
Forced air/gravity type burner	\$20.00	\$20.00
Gas piping system	\$4.00	\$4.00
Drainage/vent pipe repair (\$15/each)	\$210.00	\$120.00
Fixture Trap fee (\$10/each)	\$140.00	\$80.00
Approximate Total Building Fee	\$4,386.00	\$2,908.00
Development Impact Fees		
Arterial Improvement Fees	\$ 4,063,364,243.00	\$ 2,479,852,599.00
Storm Drainage Fees	\$2,234.00	\$429.00
General Facilities Fund	\$1,102.00	\$1,102.00
Public Use Facilities Fund	\$ 674,003,73.00	\$ 422,002,29.00
Parkland/Open Space Fund	\$7,241.00	\$4,534.00
Traffic Signal Improvement Fee	\$ 238,536,66.36	\$ 145,574,08.00
Sewer Connection Fee	\$2,700.00	\$2,700.00
Riverside Highland Water Connection Fee	\$7,765.00	\$7,765.00
School Fees (Colton Joint Unified School District) (\$4.79/sq. ft)	\$9,580.00 \$6,900.00	\$5,748.00 \$4,140.00
Approximate Total Development Impact Fees	\$35,597.89 \$33,232.00	\$25,325.42 \$23,920.00
Estimated Total Fees	\$39,983.89 \$37,618.00	\$28,233.42 \$26,828.00



	2,000 Square Foot Detached Residential Unit	1,200 Square Foot Attached Residential Unit
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Source: Grand Terrace Community Development Department

Permit Processing

The processing time needed to obtain development permits and required approvals is often cited as a prime contributor to the high cost of housing. Additional time may be necessary for environmental review, depending on the location and nature of a project. Unnecessary delays add to the cost of construction by increasing land holding costs, interest payments and inflation. Although these review processes may take a substantial amount of time, they are necessary to ensure public health and safety and integrate a new development into the local urban environment.

In Grand Terrace, the average processing time for most development entitlement applications is two to three months with very small projects taking less than 30 days. Approval times can vary depending on the applicant, the city has a 30-day review period during which comments are prepared for the applicant who has 30-days to resubmit. However, most applicants take about 60-90 days to resubmit the project for review. In addition to this, the average plan check review time for Building and Safety is about 10-14 days. The resubmittal review is five days for applicant whom on average take longer than that to resubmit plans. Therefore, an assumed project approval should be around three months but a review of approved projects shows a range of 6-12 months approval time for applicants.

All development services functions are consolidated under the Community Development Department. The divisions which include Planning, Building and Safety, Code Enforcement, Engineering and Public Works. This administrative organization helps to ensure that development and permit issues are resolved efficiently.

Moreover, the City has established a Site and Architectural Review Board that also serves as the Planning Commission. This Board is scheduled to meet twice per month to review all new construction proposals. Based on periodic surveys conducted by the City, local processing times are shorter than those experienced in surrounding communities.

The following summarizes application procedures that are utilized by the City for residential projects and their typical processing times:

Land Use Application: This application is used for small ground floor room additions that are less than 500 square feet in size. The average processing time is 2 to 4 weeks from filing to issuance of building permit.

Administrative Site and Architectural Review: The Administrative Site and Architectural Review application is used for two-story additions, larger room additions that are 500 square feet in size or larger but less than 65% of the floor area of the existing house. This application does not require a public hearing and can be approved by the Community Development Director or their designee. The average processing time is typically 6 weeks from filing to issuance of building permit. The Administrative Site and Architectural Review process is also used for the review and approval of second dwelling units, which greatly expedites the processing of these second units and is in conformance with State law.



Site and Architectural Review: This application requires a public hearing before the Planning Commission and notification of property owners within 300 feet of the subject site. The Site and Architectural review process is required for new single-family residences and for multiple-family developments. The average processing time for a single-family residence is 6-8 weeks from filing to issuance of a building permit, and about 12 to 16 weeks from filing to issuance of building permit for multiple-family developments. If an environmental initial study is required to be prepared, the processing time would be extended by at least three months. To expedite the review process, the City offers concurrent review of the construction drawings prior to the Planning Commission's public hearing, subject to a hold harmless agreement should the Commission impose major changes in the project at the public hearing. This procedure highlights the City's efforts to expedite the review process to facilitate new housing development.

Conditional Use Permit: Applications for a Conditional Use Permit shall be submitted to the planning department and is heard concurrently with the Site and Architectural Review application, which results in processing time the same as for the Site and Architectural Review application. The planning director shall review each application and determine its completeness. Upon determination that an application is complete, the application shall be scheduled for a public hearing consideration by the planning commission.

Tentative Parcel Map: This application is used to divide a site into four or fewer new parcels. This would allow for the infilling of larger parcels or an intensification of existing sites. The application is heard by both the Planning Commission and the City Council, as required by State law and the City's Subdivision Ordinance. The processing time from tentative parcel map filing to City Council approval is approximately 3 to 4 months.

Tentative Tract Map: This application is used to divide or subdivide a site into more than four lots. This allows for the infilling of large parcels or an intensification of larger existing sites in the City. Tentative Tract Maps are heard by both the Planning Commission and the City Council. The processing time from the tentative map filing to the recording of the final map is 4 to 6 months. If an environmental initial study is required to be prepared than the processing time would be extended by at least three months.

The City does not have any current (in the last three to five years) examples of multifamily development projects to establish a typical length of time between the submittal of applications for building permits and approval. Any former application timelines of multifamily housing from further than five years ago would not be reflective or indicative of the City's current review processes. The City is receiving increase interest in development since the adoption of the Objective Design Standards (2023) and with the proposed rezoning as documented in this Housing Element. At the time of publication, the City recently received two multifamily applications utilizing the newly adopted Objective Design Standards, one of which is currently in plan review. The City is motivated and committed to streamline and update prior processes as well as amend the zoning ordinance to facilitate the development of multifamily and affordable housing through several Housing Element Programs including Program 1, Program 3, and Program 11.

Commented [LS9]: HCD Comment #15



SB 35 Approval Procedure

SB 35 (2017) requires a Streamlined Ministerial Approval Process for developments in jurisdictions that have not made sufficient progress towards their Regional Housing Needs Allocation.

As of December 2023, the City of Grand Terrace has not received an SB 35 application. If the City were to receive an SB 35 application, it would follow state law procedure. The following permitting procedure that the City will follow is from the Streamlined Ministerial Approval Process guidelines outlined by HCD.

After receiving a notice of intent from the applicant intending to submit an application for a Streamlined Ministerial Approval Process, the following steps must occur:

1. The City will complete the tribal consultation process outlined in Government Code Section 65913.4(b) prior to accepting an application for a Streamlined Ministerial Approval process.
2. Once the tribal consultation process is complete, the City will begin processing the submitted application for a Streamlined Ministerial Approval process.
3. The City will perform a determination of consistency with regard to objective zoning, subdivision, and design review standards.
4. The City will perform a determination of consistency with density requirements.
5. The City will complete the design review within the following timeline, following acceptance of the application in item #2 above:
 - Within 60 calendar days of submittal of the application to the City if the development contains 150 or fewer housing units.
 - Within 90 calendar days of submittal of the application to the City if the development contains more than 150 housing units
6. The City will determine whether the application for Streamlined Ministerial Approval complies with all applicable requirements, and will approve or deny the application, within the following timeline:
 - Within 90 calendar days of submittal of the application to the City if the development contains 150 or fewer housing units
 - Within 180 calendar days of submittal of the application to the City if the development contains more than 150 housing units.

Improvement Standards

Projects including new residential construction are normally required to install necessary on- and off-site improvements, including a half-width of the adjacent street, concrete curbs, sidewalks, water connections and sewer connections. Roadway standards for local or neighborhood streets that allow parking on both sides of the street have paved widths of 36 to 44 feet. Infrastructure improvements are in place in most locations within the City limits.



Local Ordinances

At present, the City does not have a short-term rental ordinance in place. A review of the VRBO website in November 2022 showed no short-term rental properties currently present within the City limits, while a review of the Airbnb website showed 14 available rentals. Thus, while these types of ordinances have the potential to pose a governmental constraint on housing in cities, particularly cities with large tourist economies, current data indicates the effects of short-term rentals to be negligible when compared to the total housing stock of the City. Thus, it is not a constraint on development.

At present, the City also does not have an inclusionary housing ordinance. Thus, this is not a constraint on development.



Land Resources

Section 65583(a)(3) of the California Government Code requires Housing Elements to include an “inventory of land suitable for residential development, including vacant sites and sites having potential for redevelopment, and an analysis of the relationship of zoning and public facilities and services to these sites.” A detailed analysis of vacant land and potential redevelopment opportunities is provided in Appendix B, which shows that the City’s land inventory, including projects approved and the potential development of vacant and underutilized parcels, is sufficient to accommodate the RHNA for this planning period in all income categories.

A discussion of public facilities and infrastructure needed to serve future development is contained in “Non-Governmental Constraints” in Section 8.4. There are currently no known service limitations that would preclude the level of development described in the RHNA, although developers will be required to pay fees or construct public improvements prior to or concurrent with development.

8.5 HOUSING RESOURCES

Financial Resources

In 2012 the state abolished all redevelopment agencies in California; therefore, this tool for community revitalization and affordable housing assistance is no longer available. Nevertheless, there are a variety of potential funding sources available to support affordable housing in the City of Grand Terrace, as summarized below. The City of Grand Terrace does not administer these programs, and these financial resources are managed by other governmental or nonprofit partners.

California Housing Finance Agency (CHFA): Operated by the California Housing Finance Authority it is designed to provide up to 100% of home loan financing to prospective eligible first-time homebuyers. Generally, the loan consists of a standard 97% FHA - CHFA fixed-rate 30-year mortgage and a 3% CHFA down payment assistance second mortgage, which is also called a “sleeping” or “silent” second. The second mortgage is offered for 30 years at 3% simple interest. All payments are deferred on this second mortgage until one of the following happens: the CHAFA first mortgage becomes due and payable; the first mortgage is paid in full or refinanced; or the property is sold.

Community Development Block Grant Program (CDBG): Through the federal CDBG program, HUD provides funds to local governments for funding a range of community development activities. CDBG grants are awarded to the City on a formula basis for housing activities, including acquisition, rehabilitation, homebuyer assistance, economic development, homeless services and public services. CDBG funds are subject to certain restrictions and cannot be used for new construction of housing. CDBG grants benefit primarily persons/households with incomes not exceeding 80 percent of the County Median Family Income. In the past the City has used CDBG funds to support rental, utility and transitional housing assistance through Lighthouse.

Low Income Housing Tax Credit (LIHTC) Program: This program was created by the Tax Reform Act of 1986 to provide an alternate method of funding low-and moderate-income housing. Each state receives a tax credit, based upon population, toward funding housing that meets program guidelines. The tax credits are then used to leverage private capital into new construction or acquisition and rehabilitation of affordable housing.



Home Investment Partnership (HOME) Program: HOME is a federal program, created as a result of the National Housing Affordability Act of 1990. Under HOME, HUD awards funds to localities on the basis of a formula, which takes into account tightness of the local housing market, inadequate housing, poverty and housing production costs. Localities must match HOME funds with 25% of funds from non-federal sources. The San Bernardino County Economic Development Agency, Community Development Division administers the HOME Program locally for County residents. The HOME Program serves individuals and households earning 80% or less of the area median income established by HUD, who reside within the County of San Bernardino HOME Consortium area. City residents are eligible to participate in this program.

HOME funding is provided to jurisdictions to assist either rental housing or home ownership through acquisition, construction, reconstruction, and/or rehabilitation of affordable housing. Also possible is tenant-based rental assistance, property acquisition, site improvements, and other expenses related to the provision of affordable housing and for projects that serve a group identified as having a special need related to housing.

Multifamily Mortgage Revenue Bonds: This funding source provides below-market interest rate loans for development, acquisition, or rehabilitation of existing multifamily rental units within San Bernardino County and its cooperating cities.

Section 8 Rental Assistance Payments/Housing Certificates: The federal Section 8 voucher program is the federal government's major program for assisting very low-income families, the elderly, and the disabled to rent decent, safe, and sanitary housing in the private market. Since the rental assistance is provided on behalf of the family or individual, participants are able to find and lease privately owned housing, including single-family homes, townhouses and apartments from landlords who accept vouchers. Eligible households pay 30% of their income toward rent with the balance paid by HUD. The San Bernardino County Housing Development Department, in cooperation with the Housing Authority, administers the Tenant Based (Rental) Assistance Program that includes Section 8 rental assistance.

Energy Conservation

As non-renewable energy resources have been progressively depleted and energy costs continue to rise, homeowners have become increasingly aware of energy conserving measures primarily as a means to offset and control the rising costs of fuel.

California Subdivision Map Act: State law requires that a tentative tract map provide for future passive or natural heating or cooling opportunities in the subdivision, including designing the lot sizes and configurations to permit orienting structures to take advantage of a southern exposure, shade or prevailing breezes. These standards have been incorporated by reference into the City's Subdivision Ordinance.

Building Code: The City enforces the State Energy Conservation Standards (California Code of Regulations Title 24). These standards incorporated into the City's Building Code provide a great deal of flexibility for individual builders to achieve a minimum "energy budget" with various performance standards. These requirements apply to all new residential and commercial construction and to remodeling and rehabilitation construction only where square footage is added. The City is



also requiring 100% waste recycling on construction projects, and a commissioning plan certified by a mechanical engineer on energy systems.

Zoning Code: Section 18.10.090 of the Zoning Code allows a multiple-family developer to apply for a density bonus when energy efficiency is incorporated into the project design.

Community Action Partnership of San Bernardino County (CAPSBC):

- **Weatherization Program:** Assists eligible low-income customers by installing energy conservation measures that will reduce utility costs and conserve energy. Residents eligible for the Weatherization Program include single-family homes, condominiums, and multi-family homes, such as apartment complexes. This program is available to homeowners and renters. Examples of energy conservation measures include low flow shower heads, attic insulation, caulking, set back thermostat, and minor repairs, such as replacement of door (s), broken glass, patching of holes, door stops, and frames.
- **Home Energy Assistance Program (HEAP):** The HEAP program provides, to eligible households, emergency and non-emergency utility assistance in the form of a credit on gas, electric, wood or propane bills. Emergency assistance is when the utility has already been turned off, whereas non-emergency is when a disconnection notice is received.

California Alternative Rates for Energy (CARE): Southern California Edison and The Gas Company participate in the CARE program providing lower energy rates to eligible households. To inform residents about this program, the utility companies mail all customers brochures regarding the program.

Conservation Garden at Grand Terrace Fitness Park: The landscaping at Grand Terrace Fitness Park was designed to be a water conservation demonstration garden. Most of the plant material within the park uses less water than a traditional landscape or park and much of it would survive on just the limited rainfall that falls in Grand Terrace. The local water purveyor, Riverside Highland Water Company, partnered with the City to provide plant identification signs so that park visitors can identify water conserving plants that they would like to use in their gardens and yards, and educational signs that speak to water efficiency through the use of water conserving plants and smart irrigation.

Energy Efficiency Audits: The Southern California Edison Company provides energy audits to local residents on request. The Southern California Gas Company also provides self-guided surveys for its customers on its website. Energy audits are extremely valuable in pinpointing specific areas in residences, which are responsible for energy losses. The inspections also result in specific recommendations to remedy energy inefficiency. In addition, these utility companies provide rebate programs for energy efficient improvements or purchase of energy efficient appliances.



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8.6 HOUSING PLAN

This Housing Plan provides direction for City decision makers to achieve the long-term housing goals set forth in the Grand Terrace Housing Element. The Plan is established to guide the development, revitalization and preservation of a balanced inventory of housing to meet the needs of present and future residents of the City. It is the overall goal of the City to ensure that all residents have decent, safe, sanitary and affordable housing regardless of income.

In preparing the 2021-2029 Housing Plan, the City re-examined the goals, policies and programs of the previous planning period, in light of the dissolution of redevelopment agencies, shrinking County programs, and limited funding resources. The Housing Plan is responsive to State housing goals and reflects the desires and aspirations of the community within the constraints of the City's available resources.

The Housing Plan addresses the following areas: 1) providing adequate housing sites to accommodate future needs; 2) assisting the development and/or availability of affordable housing; 3) removing governmental constraints; 4) conserving and improving existing affordable housing; and 5) promoting equal housing opportunity.

Goals and Policies

Goal 8.1 Provide adequate sites, with appropriate zoning and development standards and services to accommodate the City's RHNA allocation.

- Policy 8.1.1: Promote and encourage development of housing, which varies by type, design, form of ownership and size.
- Policy 8.1.2: Maximize use of remaining residentially zoned vacant land suitable for residential development.
- Policy 8.1.3: Provide for a zoning category to permit a density of at least 20 units/acre, and allow for density bonuses pursuant to State housing law, which would qualify for very-low-income housing.
- Policy 8.1.4: Promote and encourage accessory dwelling units in accordance with State law.

Goal 8.2: Assist in the availability and/or development of adequate housing to meet the needs of affordable housing.

- Policy 8.2.1: Promote and encourage infill housing development and use of underutilized land for residential construction.
- Policy 8.2.2: Promote mixed-use and infill residential development in the Barton Road Specific Plan areas.
- Policy 8.2.3: Facilitate access to housing assistance programs
- Policy 8.2.4: Emphasize and promote the role of the private sector in the construction and financing of affordable income housing.



Policy 8.2.5: Continue to encourage the development of attached or detached accessory dwelling units, in accordance with the Zoning Code.

Goal 8.3: Address and, where appropriate, remove governmental constraints to the maintenance, improvement and development of housing.

Policy 8.3.1: Provide for streamlined, timely, and coordinated processing of residential projects to minimize holding costs and encourage housing production.

Policy 8.3.2: Periodically review residential development standards and regulations, ordinances, processing procedures, and fees to identify and mitigate constraints that may impede the development, improvement, and conservation of housing.

Policy 8.3.3: Offer regulatory incentives and concessions for affordable housing, such as relief from development standards, density bonuses, or fee waivers where deemed to be appropriate.

Goal 8.4 Conserve and improve the condition of existing affordable housing stock.

Policy 8.4.1: Encourage the rehabilitation of deteriorating housing.

Policy 8.4.2: Encourage the use of assistance programs to make residences more energy efficient.

Policy 8.4.3: Continue to enforce building, land use, and property maintenance codes.

Policy 8.4.4: Encourage the maintenance of sound owner-occupied and rental housing.

Policy 8.4.5: Encourage the incorporation of energy conservation features in the design of all new housing developments and the addition of energy conservation devices/practices in existing residential developments.

Goal 8.5: Promote fair housing opportunities for the residents of Grand Terrace.

Policy 8.5.1: Provide reasonable accommodation for housing for persons with disabilities.

Policy 8.5.2: Promote fair housing opportunities for residents of Grand Terrace.

Housing Programs

This section describes the City's housing programs for the 2021-2029 planning period, including the responsible agency, timeframe, funding source and objectives. It should be noted that where funding sources list "General Fund", these may consist of in-kind staff services, expedited permit processing, and/or reduced permitting fees.

Programs to Provide Adequate Sites for Housing

Program 1 Adequate Sites to Accommodate Regional Housing Needs

To accommodate for a shortfall of sites and provide for adequate sites, the City is rezoning 97.3 total acres to allow for housing at a density of 20 – 40 du/acre. By upzoning for considerable

Commented [LS10]: HCD Comments #9, 16, 17, 21, (multiple programs)



capacity beyond the RHNA, the City is encouraging housing mobility, creating housing opportunity, and ensuring there is adequate capacity to meet the RHNA.

The City has identified 20 parcels (24.2 acres) from this rezone to meet the RHNA. Rezoned sites will comply with the requirements of Government Code Sec. 65583.2(h) which states that cities must have a program to facilitate by-right approval for projects that include at least 20 percent of the units for lower-income housing on rezoned low-income sites. Rezoned sites needed to meet the RHNA shall comply with the following:

- Permit owner-occupied and rental multifamily uses by-right for developments in which 20 percent or more of the units are affordable to lower-income households;
- Accommodate a minimum of 16 units per site;
- Require a minimum density of 20 units per acre;
- Or, at least 50 percent of the lower-income need must be accommodated on sites designated for residential use only or on sites zoned for mixed uses that accommodate all of the very low and low-income housing need, if those sites allow 100 percent residential use, and require residential use occupy 50 percent of the total floor area of a mixed-use project.

Additionally, the six RHNA sites with existing, single-family residential uses will be subject to a replacement housing policy. The replacement housing policy will comply with all provisions of Government Code section 65915, subdivision (c) (3).

Pursuant to the statutory requirements of Government Code Sections 65583.2(c), amend the Zoning Ordinance to require by-right approval of any “reuse” 4th and 5th Cycle sites being used to meet the 6th Cycle RHNA, if 20 percent of the units in the development are affordable to lower-income households. There are four sites in the housing element that are subject to this provision, APNs 116720103, 027521109, 027641102, and 027641127.

Responsible Agency:	Community Development
Objective:	<u>Rezone the identified 20 parcels (24.2 acres) with sufficient area and development standards to accommodate the City’s RHNA allocation throughout the planning period. Update Zoning and Land Use maps accordingly. Monitor progress through Annual Progress Reports.</u>
Timing:	Amendments by October 2024; Ongoing implementation through the planning period. <u>Rezoning completed by Q1, 2026.</u>
Funding sources:	General Fund, Filing fees
AFFH Themes:	<u>New Opportunities in High Resource Areas, Housing Mobility</u>

Program 2 No Net Loss and Adequate Sites Reporting

Pursuant to Senate Bill (SB) 166 (No Net Loss), the City must always maintain adequate sites to accommodate the remaining RHNA requirement. The City will monitor the entitlement and



production of housing sites to ensure the remaining unmet RHNA by each income category is maintained at all times. Findings have to be made to reduce density/downzone a potential housing site to show that there are still adequate sites available to meet RHNA in a specific income category or a rezone has to occur within 180 days to accommodate the net loss of RHNA in said income category.

The City will develop a procedure by October 2024, to track:

- Unit count and income/affordability assumed on parcels included in the sites inventory.
- Actual units constructed and income/affordability when parcels are developed.
- Net change in capacity and summary of remaining capacity in meeting remaining RHNA.

The City will conduct a mid-cycle review of units built and capacity to meet the RHNA in 2026. If the entitled projects are not anticipated to be completed during the 6th Cycle at this time, the City will identify additional sites from the larger rezone efforts described above in Program 1 Programs to Provide Adequate Sites for Housing and/or programs to adequately meet the RHNA.

Responsible Agency: Community Development
 Objective: Ensure compliance with SB 166
 Timing: Procedures developed by October 2024; Ongoing implementation through planning period
 Funding sources: Filing fees, General Fund

Programs to Assist the Development and/or Availability of Affordable Housing

Program 3 Facilitate Development of Affordable and Special Needs Housing

~~The City will encourage and facilitate developments that provide affordable and special needs housing through the following means:~~

The City will provide a set of incentives for and technical assistance to developers for housing projects that are affordable or for special needs households. Special needs households covers all types of special needs households including persons with disabilities, persons experiencing homelessness, female-headed households, senior housing, transitional youth housing, or any other identified special need housing type not listed.

Specifically, the City will:

- Allow and ~~assist~~ ~~encourage~~ developers in using ~~to use~~ Planned Residential Development standards, which allows for density bonuses when energy efficient construction is incorporated into projects.
- Provide density bonus and other incentives consistent with state law
- Provide expedited processing for projects that provide housing for lower-income and/or special needs households, including senior, extremely-low income households, housing for those with disabilities, or any other identified special needs household

Commented [LS11]: HCD Comment #19



- Assistance in preparing applications for lower-income households and households with special needs, including seniors, those with disabilities, or any other identified special needs household
- As funding allows, reduce development fees for extremely-low income housing projects. Seek funding sources to assist with extremely-low income housing development.

Additionally, the City will annually contact developers of all special needs and lower income housing to assist in development where feasible by:

- Assisting and supporting new applications.
- Providing priority processing.
- Evaluate fee deferrals or subsidies and design modifications.
- Facilitating site acquisition.
- Hosting an annual workshop, or comparable outreach, to developers to provide information on the City's regulations regarding housing development, opportunities and sites available for development, and the City's development incentives.

Responsible Agency: Community Development
 Objective: Support affordable and special needs housing production
 Timing: Ongoing through planning period; annual outreach event for developers, seek funding opportunities annually, establish internal expedited permit process by Q1 2026.
 Funding sources: Filing fees, General Fund
 AFFH Themes: New Opportunities in High Resource Areas, Housing Mobility

Program 4 Density Bonus Consistent with State Law

Consistent with state law, the City must offer density bonus incentives for senior housing projects and projects that reserve a portion of the units as housing affordable to very low-, low-, and moderate-income households. In conjunction with the density bonus, the City must also offer incentives or regulatory concessions to facilitate affordable housing development. Incentives and concessions considered by the City include planned development standards and assistance with infrastructure requirements, such as water or sewer extensions when energy efficient construction is incorporated into projects. The City will revise the Planned Residential Development section of the zoning code (18.10.090) to include the density bonus incentives and concessions.

To qualify for a density bonus and concessions or other incentives, the developer of a proposed housing project (at least five units) must provide housing units affordable to very low-, low-, or moderate-income households, and/or housing for seniors.

The City will revise the zoning code to be consistent with state density bonus law by Q1 2026.



Responsible Agency: Housing Authority, Community Development
 Objective: Facilitate lower-income housing production, special needs housing
 Timing: Amend the Zoning Code **by Q1 2026**
 Funding sources: General Fund

Program 5 Section 8 Rental Assistance

The City will facilitate access to Section 8 Rental Assistance for lower-income households through the San Bernardino County Housing Authority by assisting the County with publicity whenever the waiting list is opened, by posting the phone number and website of the Housing Authority on the City's website. **Additionally, whenever the waiting list is open, the City will provide technical assistance and support to residents to add their information to the waiting list.**

Responsible Agency: Community Development/Planning
 Objective: Support housing availability. **Provide information to 25 households annually, when waiting list is open. Provide technical assistance to 15 households when waiting list is open.**
 Timing: Ongoing as notified by the San Bernardino County Housing Authority
 Funding sources: General Fund
AFFH Themes: Fair Housing Enforcement and Outreach, Housing Mobility

Program 6 First-Time Homebuyer Assistance

The San Bernardino County CDH Department participates in the CRHMFA Homebuyers Fund (CHF) program that provides down payment, payment, and closing costs assistance to County residents. The Mortgage Credit Certificate Program provides a federal income tax credit for first-time homebuyers, which may be claimed as long as the homebuyer occupies the home and pays interest on the mortgage.

Information on this Program will be provided on the City's website, including links to the respective Programs and posted biennially in the local newspaper.

San Bernardino County residents meeting income eligibility requirements may be eligible to participate in the CalHOME funding program that provides down payment assistance for first-time homebuyers. The CalHOME is administered by various organizations; locally Neighborhood Housing Services of the Inland Empire (NHSIE) and Neighborhood Partnership Housing Services, Inc. (NPHS) administer CalHOME programs. Prospective homeowners could qualify for down payment assistance to be paid back through a "silent second" mortgage.

Information on this Program will be provided on the City's website, including links to the NHSIE and NPHA websites, and posted biennially in the local newspaper. **The City will provide technical assistance and support to residents for application to both programs.**

Responsible Agency: Community Development/Planning **and San Bernardino County CDH**
 Objective: Production of affordable housing. **Provide information to 20 households annually. Provide technical assistance to 10 households throughout the**



Timing: **planning period.** Throughout the planning period
 Funding sources: Federal and state grants

Program 7 Multifamily Housing Bonds

The San Bernardino County CDH Department operates a Multifamily Residential Rental Housing Revenue Bond program. This Program can be used for new construction, acquisition, and/or rehabilitation of multifamily housing developments. A specified number of units are required to remain affordable to eligible, low-income households for a specified number of years after the initial financing is provided.

Information on this Program will be provided on the City's website, including links to the respective Programs and posted biennially in the local newspaper. **The City will provide technical assistance to applicants who are looking to participate in this program in Grand Terrace.**

Responsible Agency: Community Development **and San Bernardino County CDH**
 Objective: **Produce, acquire, and/or rehabilitate at least 10 units** of affordable multifamily housing **throughout the planning period.** **Technical assistance to two projects in the planning period.**

Timing: Continuously throughout the planning period

Funding sources: Federal and state grants

AFFH Theme: New Opportunities in High Resource Areas, Housing Mobility

Programs to Mitigate Governmental Constraints

Program 8 Reasonable Accommodation for Persons with Disabilities

Chapter 18.68 (Reasonable Accommodations) of the Municipal Code provides a streamlined process for persons with disabilities to request deviations from the City's code requirements to accommodate their disability. Over the planning period the City will continue to implement this program. **The City will review the reasonable accommodations procedure once during the planning period to ensure that it continues to provide a streamlined and clear process for any reasonable accommodations requests. When requests are received, the City will apply its reasonable accommodations process.**

Responsible Agency: Community and Economic Development Department

Objective: Support fair housing for persons with disabilities

Timing: Throughout the planning period **when requests for reasonable accommodations are received. Review reasonable accommodations procedure by Q1 2027.**

Funding sources: Filing fees

Program 9 Incentivize Accessory Dwelling Units

The City will process a Code amendment in 2024 to update ADU regulations **to be** consistent with current law.



The City will create a dedicated webpage on the City website for ADU information. The page will include necessary information for the construction of ADUs and will include a set of FAQs, a flow chart of the development process, and links to resources for the development of affordable ADUs, and other ADU resources.

The City will also make a variety of pre-approved ADU plan sets available to facilitate reduced applicant cost and expedited review for ADUs by 2025. The City will ensure that example plans provide choices and diversity in size to accommodate a variety of household sizes and types. The program may be modeled after successful programs implemented in other cities and utilize SBCTA and/or other regional plans.

The City will monitor ADU production and affordability levels. Should ADU production not meet projected targets (an average of 1.5 ADUs annually) the City will pursue additional actions to encourage ADU production within six months of an identified shortfall. Additional actions include but are not limited to outreach and educational opportunities, grants and loans, or participation in regional ADU facilitation efforts.

Commented [LS12]: HCD Comment #22

Responsible Agency: Community Development/Planning
 Objective: Mitigate governmental constraints; Increase ADU trends from 1.5 to 3 ADUS per year.
 Timing: Annual review, ADU code amendment in 2024. Create ADU webpage by Q4 2025. Additional actions within six months of any identified shortfall.
 Funding sources: General Fund, Filing fees
 AFFH Theme: New Opportunities in High Resource Areas

Program 10 Priority Water and Wastewater Service for Affordable Housing Developments.

Pursuant to Government Code 65589.7, work with public service providers to establish written procedures for the prioritization of water and sewer services to housing developments serving lower-income households.

Ensure that water and sewer service providers receive a copy of the housing element upon adoption.

Responsible Agency: Community Development and Planning Services / Municipal Utilities and Engineering Department
 Objective: Mitigate governmental constraints
 Timing: October 2023
 Funding sources: General Fund, Filing fees

Program 11 Zoning Ordinance Amendments for Housing for Persons with Special Housing Needs

A Zoning Ordinance amendment will be processed in 2024 to update City regulations for emergency shelters, transitional and supportive housing, residential care facilities, and low



barrier navigation centers consistent with current state law. The follow amendments will be made:

- The Zoning Ordinance allows emergency shelters by-right in the M2 – Industrial zone district in compliance with state law. AB 139 (2019) amended parking standards that may be required for emergency shelters.
- State law requires that transitional and supportive housing be allowed as a residential use subject to the same standards as other residential uses of the same type in the same zone. In 2018 AB 2162 amended State law to require that supportive housing be a use by-right in zones where multi-family and mixed uses are permitted, including non-residential zones permitting multi-family uses, if the proposed housing development meets specified criteria.
- AB 101 (2019) added the requirement that low barrier navigation centers meeting specified standards be allowed by-right in areas zoned for mixed use and in non-residential zones permitting multi-family uses pursuant to Government Code §65660 et seq.
- Amend the Zoning Ordinance to permit residential care facilities for seven or more persons in the R-3-S, R-3-20, R-3-24.
- Remove the AUP requirement for residential care facilities for seven or more persons
- Revise the definition of emergency shelters pursuant to AB 2339.
- Remove the Specific Plan requirement for senior housing in Section 18.10.020
- Remove the bedroom limit for Duplex, Triplex, Four-plex and Multiple Family residential in the R-2 and R-3 districts in Section 18.10.040.

Commented [LS13]: HCD Comment #13, 14, #18 and #20

Responsible Agency: Community Development/Planning
 Objective: Amend the Development Code by October, 2025. Then, annually monitor the effectiveness of the amended Development Code in addressing the following:
Emergency Shelters, Transitional Housing, and Supportive Housing
Single-Room Occupancy
Low Barrier Navigation Centers
 Timing: Code amendment in 2025
 Funding sources: General Fund

Program 12 Employee Housing

Pursuant to Health and Safety Code section 17021.5, define and permit employee housing in compliance with the Employee Housing Act. Revise zoning to allow farmworker housing in all agricultural zones throughout the City.

Pursuant to Health and Safety Code section 17021.6, employee housing for six or fewer employees is treated as a single-family structure and permitted in the same manner as other dwellings of the same type in the same zone. Employee housing consisting of no more than 12 units or 36 beds to



be permitted in the same manner as other agricultural uses in the same zone. Revise zoning to allow employee.

Responsible Agency: Community Development/Planning

Objective: Mitigate governmental constraints

Timing: Code Amendment 2024

Funding sources: General Fund

Program 13 Objective Standards

Pursuant to SB 330, adopt objective design standards to ensure development standards, design guidelines, and findings are objective, promote certainty in the planning and approval process.

Responsible Agency: Community Development/Planning

Objective: Mitigate governmental constraints

Timing: This amendment was completed by Ordinance 348 in 2023.

Funding sources: General Fund

Program 14 Parcel Level Transparency

Pursuant to Assembly Bill 1483, the City will compile specific financial information, development standards, zoning information for each parcel to an easily accessible online location on the City's website. The City will update its zoning and general plan maps to provide a high quality, parcel-specific reference.

Responsible Agency: Community Development/Planning

Objective: Mitigate governmental constraints

Timing: Code Amendment 2024

Funding sources: General Fund

Program 15 Permit Streamlining (SB 35 Compliance)

The City is adding a program to comply with the provisions of the Permit Streamlining Act (SB 35) to ensure that any applications submitted pursuant to the act are processed in accordance with state law. The City will establish and implement expedited permit processing for affordable housing projects, including projects that qualify for density bonuses (in compliance with SB 35 and SB 330).

Responsible Agency: Community Development/Planning

Objective: Mitigate governmental constraints

Timing: Code Amendment 2022

Funding sources: General Fund

Program 16 Ministerial Processing of Single Family Homes

The City will revise the processing procedures for single family homes to shorten the approval



process. The typical family home is currently subject to a discretionary approval and public hearing requirement.

The City will revise the zoning code so that single family homes that do not require a variance and are compliant with zoning and general plan designations are processed ministerially and are no longer subject to a public hearing requirement.

- Responsible Agency: Community Development/Planning
- Objective: Shortened review time of single family homes.
- Timing: By the end of 2025.
- Funding sources: General Fund

Programs to Conserve and Improve Existing Housing Stock

Program 17 Code Enforcement

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The City will continue code enforcement efforts to maintain the value and safety of structures. The program addresses substandard structures, accumulation of trash and debris, inoperable vehicles, graffiti, and land use violations. Programs include, but are not limited to non-owner occupied inspection program, and exploring new methods for eliminating deteriorated or unsightly property conditions in residential areas. The City's Code Enforcement Department operates on a reactive basis and investigates approximately 700 code cases annually. Staff estimates that 20 cases each year are investigated where a property demonstrates extensive dilapidation requiring significant repairs to be safe and habitable. Based on code enforcement trends, the City estimates that approximately 20 cases annually will be inspected for safety. Code enforcement will investigate and provide information on housing assistance programs in such cases.

Responsible Agency: Community Development/Code Enforcement
 Objective: Maintenance and conservation; provide information on housing assistance to 20 households annually.
 Timing: Ongoing throughout the planning period
 Funding sources: Self-funding inspection fees
 CDBG for enhanced services in CDBG census tracts

Program 18 Home Improvement

Neighborhood Housing Services of the Inland Empire (NHSIE) is a non-profit organization that operates a low-cost Homes N' Hammer program designed to educate residents on minor home improvements and repairs. The four-hour workshop includes: functioning of the home's major plumbing and electric systems, repair methods, replacing and maintaining drywall, replacing window screens, fixing garbage disposals, toilet mechanisms, health and safety issues and tips for hiring a professional contractor for home repairs, etc.



Neighborhood Partnership Housing Services, Inc. (NPHS) is a non-profit organization that operates a Healthy Homes Grant program. This program provides home safety repair grants to low-income senior homeowners and homeowners with permanent mobility disabilities.

Information on these programs will be provided on the City's website, including web links to the NHSIE and NPHS websites, and posted biennially in the local newspaper. The City will reach out to NHSIE and NPHS during the planning period to explore partnership options for expanding programs in Grand Terrace and opportunities for the City to provide technical assistance to homeowners participating in these programs.

Responsible Agency: Community Development/Planning
 Objective: Maintenance and conservation of at least 20 homes
 Timing: Schedule one workshop per year throughout the planning period; post information about these organizations biennially in the local newspaper.
Coordination with NHSIE and NPHS by Q3 2026.
 Geographic Targeting: 15% of assistance to households in the northwest area.
 Funding sources: Private funding
 AFFH Theme: Fair Housing Enforcement and Outreach, Place-based Improvements, Displacement Prevention

Program 19 Place-Based Improvements

The City has multiple projects in its Capital Improvements Plan identified to improve mobility, and active transportation opportunities, and park quality in the northwestern part of the City. The City will continue to prioritize the Capital Improvement Program and implement broader planning efforts, including seeking additional funding. This will serve to continue to improve communities through neighborhood improvements such as enhanced streetscapes, multi-modal and active transportation, pedestrian safety improvements, safe routes to schools, community facilities, park improvements, and other community amenities.

Specific efforts include:

- Street improvement and sidewalk repair (\$1.3 million in pavement rehabilitation and \$160,000 in neighborhood street lighting, sidewalk repair projects along Barton Road)
- Upzoning to allow increased housing choice and opportunities private investment.
- Geographic targeting of assistance programs in northwestern areas of the City.

Responsible Agency: Community Development/Planning
 Objective: Improve lower resource areas of the City through CIP projects, with 20% of funding and improvements in the northwest portion of the City.
 Geographic Targeting: Northwestern area of the City
 Timing: As planned in CIP schedule
 Funding sources: CDBG, General Fund
 AFFH Theme: Fair Housing Enforcement and Outreach, Housing Mobility, Place-based Improvements, Displacement Prevention



Programs to Promote Equal Housing Opportunities

Program 20 Fair Housing Outreach and Resources

The City will advertise the services of and collaborate with the County's contracted fair housing provider, currently the Inland Fair Housing and Mediation Board website. Advertise the information quarterly in the Blue Mountain Outlook. The City will provide information on fair housing on the City's website.

To assist in the enforcement of fair housing laws, the City will make educational and training resources available to tenants, landowners, homeowners, and any other residents who may be affected by fair housing policy. These materials will include information on fair housing testing, arbitration, reporting health risks and discrimination, best rental practices, and more. The services will include fair housing presentations, mass media communications, and multilingual literature distribution. This will include a workshop at least twice in the planning period. The programs will use alternative formats for fair housing education workshops such as pre-taped videos and/ or recordings. Staff will distribute fair housing pamphlets provided by fair housing organizations at the public information counter at City Hall, at the Senior Center, on the City's website, and at in person community events as appropriate.

Staff will continue to refer all fair housing complaints to the fair housing service provider.

The City will also participate in the Regional Analysis of Impediments to Fair Housing Choice, which is updated every five years. The City will work with the County to publicize the outreach program for the update.

Responsible Agency: Community Development/Planning

Objective: Provide workshops or information fairs with the County fair housing provider or another qualified fair housing provider at least twice in the planning period. Provide fair housing resources or referrals to 50 households annually.

Timing: Throughout the planning period

Funding sources: General Fund

AFFH Theme: Fair Housing Enforcement and Outreach

Program 21 Homeless Assistance and Coordination

The City will continue to participate in and provide staff support for the various homeless programs operated by the San Bernardino County Homeless Partnership, including participation in the Point-in-Time Homeless Survey.



Responsible Agency: Community Development/Planning
 Objective: Support efforts to reduce homelessness
 Timing: Ongoing throughout the planning period
 Funding sources: General Fund, Filing fees
 AFFH Theme: **Place-based Improvements**

Quantified Objectives

The City's quantified objectives for the development, rehabilitation and conservation of housing during the 2021-2029 planning period are summarized in Table 8.35. These objectives recognize the significant reductions in City resources in recent years due to the dissolution of redevelopment agencies and cuts to other housing programs at the county level.

Table 8.35
Summary of 2021-2029 Quantified Objectives

Income Category	New Construction	Rehabilitation	Conservation
Extremely Low*	95	0	0
Very Low-Income	94	2	5
Low-Income	92	3	5
Moderate-Income	106	0	5
Above Moderate	243	0	5
Totals	630	5	25

*Local jurisdictions are required to establish an objective for extremely-low-income households and may determine that 50% of the very-low-income need is for extremely-low-income households.



8.7 EVALUATION OF THE PRIOR HOUSING ELEMENT

State Housing Element law requires each update to include an evaluation of the City's accomplishments in implementing the previous Housing Element's policies and programs to determine whether removal, revisions, or additions are needed to better achieve goals and objectives.

California Government Code Section 65588(a) requires that each jurisdiction review its housing element as frequently as is appropriate and evaluate:

- The appropriateness of the housing goals, objectives, and policies in contributing to the attainment of the state housing goal.
- The effectiveness of the housing element in attainment of the community's housing goals and objectives.
- The progress in implementation of the housing element.

According to the State HCD, the review is a three-step process:

- Review the results of the previous element's goals, objectives, and programs. The results should be quantified where possible but may be qualitative where necessary.
- Compare what was projected or planned in the previous element to what was achieved. Determine where the previous housing element met, exceeded, or fell short of what was anticipated.
- Based on the above analysis, describe how the goals, objectives, policies, and programs in the updated element are being changed or adjusted to incorporate what has been learned from results of the previous element.

Housing Production

For the 5th cycle housing element 2013-2021 planning period, the City of Grand Terrace was allocated a total RHNA of 118 new housing units as its fair share needed to meet forecasted population growth in the SCAG region. In total, the City reported one very-low income unit, one low-income unit, 17 moderate-income units, and 59 above-moderate income units.

Overall, the City made good progress on housing production, particularly in the above-moderate income category where 120% of this housing type was produced.

Table 8.36 Progress in Meeting the 5th Cycle RHNA

<u>Income Level</u>	<u>RHNA Allocation by Income Level</u>	<u>RHNA Progress</u>
Very Low	28	1
Low	19	1
Moderate	22	17
Above Moderate	49	59
Total RHNA	118	78



Effectiveness at Assisting Special Needs Populations

Due to special needs or circumstances related to income, family or household characteristics, age, and disability, certain groups have historically had greater difficulties finding quality affordable housing. They also often have a higher prevalence of special circumstances leading to housing problems such as lower incomes, higher housing cost burdens, and higher rates of overcrowding. State law therefore requires evaluation of housing needs of these groups, in particular senior households, single-parent households, persons with physical, mental and developmental disabilities, large households, farmworkers, and homeless individuals.

This section reviews the City's progress on assisting populations with special housing needs during the 5th Cycle. The city has received and allocated funding through the Community Development Block Grant (CDBG), FASA Senior Meal Program, former Community Redevelopment Agency, Redevelopment Bond proceeds, and other grants -to improve access to needs that improve the quality of life among seniors, the homeless, and extremely low-income households during the 2015 to 2023 planning cycle. In addition, the city is located in San Bernardino County, which offers Homeless Partnership (SBCHP) Programs and San Bernardino County Farmworker Resources available for community members within the County.

ADA Improvements

In the last eight years the city has used the Federally Funded Community Development Block Grant (CDBG) Program. The eligible activities for CDBG must benefit low- and moderate- income persons, eliminate blight in a target area, and meet an urgent need. -Allowed activities include acquisition of real property for an eligible use, construction and rehabilitation of public facilities, demolition and clearance of deteriorated buildings, community services for low- and moderate-income persons or households, and removal of barriers that restrict the mobility of elderly and severely disabled adults.

- Historically the city has used CDBG funding for such things as City Hall ADA improvements, enhanced code enforcement, senior center services, and senior center improvements.
- In the 2011-2012 program year, the City first applied for Funds to Enhanced the Code Enforcement Program and has received funding each year; except that in 2016-2017 program year it received \$21,114 and in 2017-2018 it received \$11,537, which included \$10,000 in unprogrammed funds. In 2013-2014 the city received \$10,551 to install all accessibility improvements at City Hall.
- In 2023, the city used CDBG Covid-related funding to install five in-ground exercise equipment pieces in Susan Petta Park. One of these pieces is designated to be accessible to individuals with disabilities. These installations were strategically placed to encourage social distancing while promoting physical activity.
- The city has used funding to improve the exciting city hall doors with the installation of automatic door opening systems, to assist people with disabilities and wheelchair access.



- Continuous construction improvements to the sidewalk ramps to ensure ADA compliance standards are undertaken by the city. These efforts align with the city's boarder street and sidewalk improvement projects, emphasizing accessibility and inclusivity.
- An ADA swing was installed at the Fitness Park.

Seniors Meal Program

The city is committed to supporting the senior community by providing daily meals through CDBG funds in partnership with the Family Services Association. CDBG Grant funds for the senior population to provide a daily senior nutrition program, offering hot meals five days a week to any senior resident in Grand Terrace.

- In 2017, the city participated in the CDBG for FASA Senior Meal Program and Case Management Services, FSA Senior Center Director, and Code Enforcement.
- In 2018, the city was able to obtain a senior center coordinator to assist in operating the Senior Center and providing classes and activities for seniors to participate.

Senior Transportation Program

The City supports the senior community by offering senior transportation pick up and drop off through the "Silver Liner Transportation" Program.

- Mondays, Wednesdays, and Fridays, transportation is limited from 7:00 am to 11:30 am to local establishments such as CVS Pharmacy, Walgreens Pharmacy, Grocery Outlet, Dollar Tree, and Stater Brothers.
- Tuesdays and Thursdays transportation also includes trips to banks with locations in Grand Terrace and Colton.

Community Redevelopment Agency-Habitat for Humanity

Habit for Humanity is a non-profit housing organization founded on the conviction that everyone should have a decent, safe affordable place to live. Habitat for Humanity builds homes target to provide homeownership opportunities for families at or below 80% AMI (Area Median Income), revitalizing neighborhoods and developing underutilized vacant lots.

- On May 24, 2011, the former Community Redevelopment Agency adopted Resolution No. CRA 2011-07 approving a Purchase and Sale Agreement and Grant Deed and Affordability Covenant between the former CRA and Habitat for Humanity San Bernardino Area, Inc to sell a 0.50-acre parcel to Habitat and requiring the construction of two owner-occupied affordable homes before June 30, 2014.
- On March 25, 2014, the Successor Agency to the former Community Redevelopment Agency extended the construction completion date to June 30, 2017. The affordability covenant runs with the land for forty-five years.



Affordable Housing Zone Changes

In compliance with the Housing Element Programs 2, 12, and 13, the city supported zone changes to three parcels within the high-density was proposed to facilitate housing options for all economic segments and the community and housing for persons with special needs. The zone change would allow multifamily project to provide -low or-very low income housing as part of the project development.

- The amendment supported the rezoning of Assessor's Parcel Number 0275-223-12 from R2-Low Medium Density Residential to R3-24 High Density Residential, and the rezoning of Assessor's Parcel Numbers 0275-223-59 and 0275-223-60 keeping R2 Low-Medium Density Residential but adding R3-24 Overlay District.
- R3-20, Medium High Density Residential District and R3-24, High Density Residential District are intended for higher density multiple family development, which may include affordable housing.
- The R3-24-Overlay allows multifamily housing at a density of 20-24 units per acre as an optional alternative to the base zoning district to facilitate the production of affordable housing provided that "at least five percent of units that are affordable to very-low-income households as defined in Section 50105 of the Health and Safety Code, or at least ten percent of units that are affordable to lower-income households as defined in Section 50079.5 of the Health and Safety Code. Affordable housing units must be comparable with market-rate units in design, appearance, materials, and finish quality. All affordable housing units must be constructed concurrently with and made available for qualified occupants at the same time as, the market-rate housing units within the development, unless the Affordable Housing Agreement provides an alternative schedule for development."

Main Corridors Sidewalk Walkability Improvements

On April 9, 2019, and April 23, 2019, the City Council committed \$125,650 from former Redevelopment Bond proceeds to retain KTUA to develop both the Barton Road Streetscape Master Plan and the Michigan Street Walkability Plan that can be leveraged towards application for various grant funding sources".

- COVID-19 delayed performance task under the contract and "as a result, and as of January 26, 2021, only \$36,078.00 in services of the authorized \$60,000 for the agreement with KTUA for services relating to the Barton Road Streetscape Master Plan have been completed with a remaining balance of \$23,922.00, and only \$54,696.79 in services of the authorized \$74,509.00 for the agreement with KTUA for services relating to the Michigan Street Walkability Plan have been completed with a remaining balance of \$19,812.21."

Large Households and Female-Headed Households

Female-headed households who do not have a spouse present are a special needs group because they tend to experience comparatively low rates of homeownership, lower incomes, and high poverty rates. Female-headed households are often further characterized by whether they have children in the household.



- 20.1% of Grand Terrace's 4,392 total households are female headed (compared to 14.3% in the SCAG region).
- 7.7% are female headed and with children (compared to 6.6% in the SCAG region)
- 0.2% are female headed and with children under 6 (compared to 1.0% in the SCAG region)

Farmworkers

Traditionally, agricultural workers are defined as persons whose primary incomes are earned through permanent or seasonal agricultural labor. The 2021 Pre-certified Local Housing Data for the City of Grand Terrace prepared by SCAG in 2021 identified 9 people in the agriculture employment industry, which is approximately 0.15 percent of the population.

Persons Experiencing Homelessness

The U.S. Department of Housing and Urban Development (HUD) to continue to receive continuum of care funding for homeless persons, requires Continuums of Care (CoCs) to conduct "one-day point-in-time" sheltered and unsheltered for homeless persons during the last 10 days of January. San Bernardino County Homeless Partnership (SBCHP) was created to collaborate between county agencies to direct the planning, development, and implementation of the County's 10-year strategy to end chronic homelessness. The City of Grand Terrace assists though participating in the "Point-in-Time Count (PITC) providing data by surveying the 3.6 square mile city boundaries. Data on homelessness in San Bernardino County identified a total of six (6) unsheltered persons in 2023, from the six persons volunteers were able to administer only 3 surveys: one person was identified between the ages of 25-34 one person was identified between the ages of 45-54, and one person was identified as older than 65. Only one (1) unsheltered person was identified on the Point-in-Time count in 2022.

<https://www.sbcounty.gov/uploads/sbchp/content/SBC-2023-Homeless-Count-Report.pdf>



Review and Evaluation of 5th Cycle Programs

The following Table 8.37 contains a review of the City of Grand Terrace's housing element program performance in the 2013-2021 Planning cycle. It is an evaluation of the City's 5th cycle Policy Program and considers all current and existing programs and projects as well as the most recent data available on the City's progress towards its housing goals.

Table 8.37
Program Evaluation 2013-2021

Program	Objective	Timeline	Accomplishments	Program Status for 6 th Cycle
Program 1: Continue maintain an inventory of vacant and underutilized sites suitable for housing development, and make this information available to developers at City Hall and on the City website.	Support housing production	2014 and annually	An inventory of sites suitable for housing development was made available at City Hall and on the City website, and is frequently used by staff.	On-Going. (Program 1 Programs to Provide Adequate Sites for Housing) The City will continue to maintain the inventory and make the information available to the public and interest developers.
Program 2: A new R3-20 zone district was created to allow multiple-family development at a density of 20 units per acre, and which exclusively allows multiple-family and senior residential uses and permits owner-occupied and rental multi-family residential uses by-right. To ensure the availability of adequate sites to accommodate the City's share of lower-income regional housing need, amendments to the Land Use Element of the General Plan and the Zoning Code will be processed to provide capacity for at least 42 additional lower-income units pursuant to Government Code §§65583.2(h) and (i). Rezoned parcels will be selected from the list of potential candidate sites identified in Table 8.30b and will meet the following requirements:	Land Use Element and Zoning Code amendments; Support low-income affordable housing production	Amendments in 2016; Ongoing implementation through the planning period	Land Use Element and Zoning Code amendments were adopted in 2016 that established an R3-24 (20-24 du/ac) zone district and zoned approximately 2 acres R3-24. An R3-24 Overlay District was also created which was applied on an additional 2 acres.	Completed. The City is undertaking rezoning efforts as outlined in Program 1: Programs to Provide Adequate Sites for Housing to meet the RHNA. This includes the creation of high density, multi-family zone allowing densities up to 40 du/acre.
• Zoning shall permit owner-occupied and rental multifamily residential use by right. "Use by right" shall mean that the City's review of the owner-occupied or multifamily residential use may not require a conditional use permit, planned unit development permit, or other discretionary local government review or approval that would constitute a "project" for purposes of CEQA. "Use by right" does not exempt the use from design review. However, that design review shall not	Land Use Element and Zoning Code amendments; Support low-income affordable housing production	Amendments in 2016; Ongoing implementation through the planning period	Land Use Element and Zoning Code amendments were adopted in 2016 that established an R3-24 (20-24 du/ac) zone district and zoned approximately 2 acres R3-24. An R3-24 Overlay District was also created which was applied on an additional 2 acres.	Completed in 6th Cycle. The City adopted Objective Design Standards in March 2023.



Program	Objective	Timeline	Accomplishments	Program Status for 6 th Cycle
constitute a "project" under CEQA. *Sites shall accommodate at least 16 units • Allowable density shall be 20 to 24 units per acre • At least 50 percent of the very-low- and low-income housing need shall be accommodated on sites designated for residential use and for which nonresidential uses or mixed-uses are not permitted, except that all of the very-low- and low-income housing need may be accommodated on sites designated for mixed uses if those sites allow 100 percent residential use and require that residential use occupy 50 percent of the total floor area of a mixed-use project The City will continue to facilitate affordable housing development with priority for projects that provide extremely-low-income units.				
Program 3: The City's CEDD will consider, on a case-by-case basis, to allow developers to use Planned Residential Development standards, where, in addition to density bonuses in accordance with state law, allows for density bonuses where energy efficient construction is incorporated into projects.	Support housing production	Ongoing through planning period	A 17- unit project was approved utilizing the PRD standards in 2016.	Modified and On-Going. (Program 4 Funding sources: Filing fees, General Fund) The City will continue to support housing projects and allow for density bonuses where applicable.
Program 4: A City-owned parcel was acquired by Habitat for Humanity to develop two lower non-senior income affordable housing units. Collaborate with Habitat for Humanity to construct the two units during the planning period.	Support housing production	2017	Building plans were approved in 2016. The project was completed in 2018.	Completed.
Program 5: Facilitate development of the 0.63-acre parcel owned by the Housing Authority for low-income housing units, with priority for ELI units through expedited processing, modified development standards, and reduced development fees when feasible.	Support lower-income housing production	2019	Parcel is available for development, but no activity has occurred.	Removed – the City does not own such a parcel.
Program 6: Ensure access to the Section 8 Rental Assistance program operated by the San Bernardino County Housing Authority by assisting the County with publicity whenever the waiting list is opened, by posting the phone number and website of the Housing Authority on the City's website.	Support housing availability	2014, and Ongoing as notified by the San Bernardino County Housing Authority	The City has assisted the County Housing Authority by posting Section 8 information on the City's website.	On-Going. The City will continue to ensure the availability of information for rental assistance programs through its Section 8 Rental Assistance Program (Program 5 Section 8 Rental Assistance) [ongoing, modify into one comprehensive program for outreach]

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Program	Objective	Timeline	Accomplishments	Program Status for 6 th Cycle
Program 7: The San Bernardino County CDH Department participates in the CRHMFA Homebuyers Fund (CHF) program that provides down payment, payment, and closing costs assistance to County residents. The Mortgage Credit Certificate Program provides a federal income tax credit for first-time homebuyers, which may be claimed as long as the homebuyer occupies the home and pays interest on the mortgage. Information on this Program will be provided on the City's website, including links to the respective Programs and posted biennially in the local newspaper.	Production of affordable housing	2014, and biennially thereafter	Information on this program was posted on the City's website.	On-Going. The City will continue to ensure the availability of information on the CHF program through its First-Time Homebuyer Assistance Program (Program 6 First-Time Homebuyer Assistance).
Program 8: The San Bernardino County CDH Department operates a Multifamily Residential Rental Housing Revenue Bond program. This Program can be used for new construction, acquisition, and/or rehabilitation of multifamily housing developments. A specified number of units are required to remain affordable to eligible, low-income households for a specified number of years after the initial financing is provided. Information on this Program will be provided on the City's website, including links to the respective Programs and posted biennially in the local newspaper.	Production of affordable multi-family housing	2014, and biennially thereafter	Information on this program was posted on the City's website	On-Going. The City will continue to make information available regarding the CDH bond program through its Multifamily Housing Bonds Program (Program 7 Multifamily Housing Bonds).
Program 9: San Bernardino County residents meeting certain income eligibility requirements may be eligible to participate in the CalHOME funding program that provides down payment assistance for first-time homebuyers. The CalHOME is administered by various organizations; locally Neighborhood Housing Services of the Inland Empire (NHSIE) and Neighborhood Partnership Housing Services, Inc. (NPHS) administer CalHOME programs. Generally, prospective homeowners could qualify for up to \$28,000 in down payment assistance to be paid back through a silent second with simple interest rates up to 3%. Information on this Program will be provided on the City's website, including links to the NHSIE and NPHA websites, and posted biennially in the local newspaper.	Production of affordable housing	2014, and biennially thereafter	Information on this program was posted on the City's website .	Completed and On-Going. The City will continue to make information on the CalHOME program available to the public and eligible participants.



Program	Objective	Timeline	Accomplishments	Program Status for 6 th Cycle
Program 10: The City adopted Chapter 18.68 (Reasonable Accommodations) providing for a streamlined process for disabled persons to request deviations from the City's code requirements. Over the planning period the City will continue to implement this program.	Support fair housing	Throughout the planning period	No reasonable accommodation requests were received in 2016 or 2017. A Reasonable Accommodations request pursuant to Chapter 18.68 was approved in 2018 and one in 2020.	Completed and On-Going. The City will continue to process Reasonable Accommodations Requests using its streamlined process through the Reasonable Accommodation for Persons with Disabilities Program (Program 8 Reasonable Accommodation for Persons with Disabilities).
Program 11: Continue to expedite the processing of plans for proposed housing projects that are affordable to low- and moderate-income households, with priority processing, modified development standards, and reduced fees, where feasible, for projects that include extremely-low-income units.	Streamline production of affordable housing	Ongoing	No extremely-low-income units have been proposed. [SB9 ordinance adopted and ADU ordinances have been adopted and both contain streamlining]	On-Going. (Program 9 Incentivize Accessory Dwelling Units, Program 11 Zoning Ordinance Amendments for Housing for Persons with Special Housing Needs) The City recognizes the need to support affordable housing projects and will continue to expedite the review and processing of such projects when possible.
Program 12: Periodically review residential development standards and regulations, ordinances, processing procedures, and fees to identify and mitigate constraints that may impede the development, improvement, and conservation of housing. Process a Zoning Code amendment to allow required covered parking for multi-family developments to be provided with either carports or garages.	Mitigate governmental constraints	Code amendment in 2016	A Zoning Code amendment to modify parking standards for multi-family developments was adopted in 2016.	Completed and On-Going. The City will continue to periodically assess development standards and regulations to reduce constraints to development through its Reduce Constraints to Housing Development Program (Program 7 Multifamily Housing Bonds).
Program 13: Amend the Zoning Code as it relates to transitional and supportive housing in accordance with state law, so that such housing is subject only to those restrictions that apply to other residential uses of the same type in the same zone. Amend the definition of family in conformance with state law.	Mitigate governmental constraints	Code amendment in 2016	A Zoning Code amendment to modify regulations for transitional and supportive housing consistent with state law was adopted in 2016.	Completed and On-Going. (Program 9) The City will continue to assess the Zoning Code to reduce constraints on new housing development through its Reduce Constraints to Housing Development Program (Program 8 Reasonable Accommodation for Persons with Disabilities Program No. 8)



Program	Objective	Timeline	Accomplishments	Program Status for 6 th Cycle
Program 14: The San Bernardino County PACE loan program provides loans for weatherization and energy efficiency rehabilitation improvements, such as air sealing, weather stripping, attic insulation, re-roofing, attic and house fans, and weatherized doors and windows. The Community Action Partnership of San Bernardino County (CAPSBC) provides weatherization and energy conservation assistance to low income residents. Information on the PACE and CAPSBC Programs will be provided on the City's website, including links to the respective programs and posted biennially in the local newspaper.	Maintenance and improvement	2014 and throughout the planning period	Information on this program was posted on the City's website	Completed and On-Going. The City recognizes the importance of conserving and improving its existing housing stock. The City entered into an MOU with SANDBAG in 2013 for a period of 20 years. SANDBAG was tasked with the administration of the PACE program per the JPA.
Program 15: Continue code enforcement efforts to enforce municipal codes intended to maintain the value and safety of structures. The program addresses substandard structures, accumulation of trash and debris, inoperable vehicles, graffiti, and land use violations. Programs include, but are not limited to non-owner occupied inspection program, and exploring new methods for eliminating deteriorated or unsightly property conditions in residential areas.	Maintenance and conservation	Ongoing throughout the planning period	The City's code enforcement and rental inspection programs continue to be implemented.	On-Going. (Program 14) The City recognizes the needs to protect the value and safety of existing structures and will continue to make those efforts through its Code Enforcement Program (Program 17 Code Enforcement Program No. 10).
Program 16: Neighborhood Housing Services of the Inland Empire (NHSIE) is a non-profit organization that operates a low-cost Homes N' Hammer program designed to educate residents on minor home improvements and repairs. The four-hour workshop includes: functioning of the home's major plumbing and electric systems, repair methods, replacing and maintaining drywall, replacing window screens, fixing garbage disposals, toilet mechanisms, health and safety issues and tips for hiring a professional contractor for home repairs, etc. Information on this Program will be provided on the City's website, including links to the NHSIE website, and posted biennially in the local newspaper.	Maintenance and conservation	2014, biennially thereafter	Information on this program was posted on the City's website.	Completed and On-Going. (Program 15) The City will continue to make information on home improvement resources and funding opportunities available to the public through its Home Improvement Program (Program 18 Home Improvement Program No. 14).
Program 17: Neighborhood Partnership Housing Services, Inc. (NPHS) is a non-profit organization that operates a Healthy Homes Grant program. This program provides home safety repair grants to low-income senior homeowners and homeowners with permanent mobility disabilities.	Conservation and improvement	2014, biennially thereafter	Information on this program was posted on the City's website	Completed and On-Going. The City will continue to make information on home improvement resources and funding opportunities available to the public through its Home Improvement

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Program	Objective	Timeline	Accomplishments	Program Status for 6 th Cycle
Information on this Program will be provided on the City's website, including a link to the NPHS website, and posted biennially in the local newspaper.				Program (Program 18 Home Improvement Program No. 14).
Program 18: California's Keep Your Home California Program is a federally funded foreclosure prevention and loan modification program. Keep Your Home California provides the following: Unemployment Assistance to assist homeowners who have experienced involuntary job loss. Eligible homeowners may receive benefits up to \$3,000 per household per month towards their mortgage payment for up to 6 months. Mortgage Reinstatement Assistance to assist homeowners who have defaulted on their mortgage payment. Eligible homeowners may receive benefits up to \$15,000 per household towards their mortgage payment. Principal Reduction Program is intended to assist homeowners attain an affordable monthly payment. If eligible, homeowners may receive benefit assistance up to \$50,000 per household, less monies previously received from other Keep Your Home California programs. Transition Assistance Program is intended to provide transition assistance benefits to homeowners who can no longer afford their home and want to avoid foreclosure. This program helps homeowners make a smooth transition to alternative housing by providing up to \$5,000 per eligible household Information on Keep Your Home California will be posted on the City website and published biennially in the local newspaper.	Provide mortgage assistance to low-income first-time homebuyers	2014, biennially thereafter	Information on this program was posted on the City's website	Completed on On-Going. The City recognizes the need to assist homeowners in finding more information on foreclosure prevention resources and will continue to assist homeowners as possible through Program 17 Code Enforcement, Program 20 Fair Housing Outreach and Resources, and Program 18 Home Improvement Programs 18, 19, and 20.
Program 19: Continue to provide technical drawing for simple improvements such as patio covers, retaining and block walls, and similar small projects; a home construction pamphlet, and information on hiring contractors.	Maintain and improve housing stock	Ongoing throughout the planning period	The City has a repository for standardized drawings for simple improvements that is available to the public, and provided technical assistance to applicants for minor improvements.	Completed and On-Going. (Program 16) The City will continue this program under its Home Improvement Technical Assistance Program (Program 18 Home Improvement)
Program 20: Provide information on fair housing on the City's website. Provide a link to the Inland Fair Housing and Mediation Board website. Advertise the information quarterly in the Blue Mountain Outlook.	Support fair housing	2014 and every year thereafter	Information on this program was posted on the City's website	Completed and On-Going. The City will continue to make information available through Program 20 Fair Housing Outreach and Resources.

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Housing Element



Program	Objective	Timeline	Accomplishments	Program Status for 6 th Cycle
Program 21: Continue to participate in and provide staff support for the various homeless programs operated by the San Bernardino County Homeless Partnership, including participation in the Point-in-Time Homeless Survey.	Support fair housing	2014 and ongoing throughout the planning period	The City continued to support County homeless programs and the Point in Time Survey conducted in January of each year	On-Going. The City will continue to facilitate and support homeless surveys and various homeless support programs through its Homeless Assistance Program (Program 21 Homeless Assistance and Coordination).
Program 22: An Ordinance No. 326 was approved by the City Council on May 28, 2019, Amending Section 18.10.040 of Chapter 18.10 (Residential Zones) eliminating the Specific Plan requirement in the Hillside Residential zone district for existing parcels that are on acre or less in size , are readily served by existing infrastructure, have public access, and fire services can be readily provided.	Support single family housing on parcels that are one acre or less in the Hillside zone	Amendments in 2019; Ongoing implementation through the planning period	Residential zoning amendment updating Section 18.10.040 was adopted in 2019.	Completed.

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8.8 SITES INVENTORY TO ACCOMMODATE THE RHNA

California General Plan law requires that a community plan for an adequate number of sites to allow for and facilitate production of its share of the regional housing need. Each jurisdiction must identify “adequate sites” to determine whether that jurisdiction has sufficient land to accommodate its share of regional housing needs for each income level. As defined under California Government Code Section 655839(c)(1), adequate sites are those with appropriate zoning and development standards, and with services and facilities to encourage and provide for the development of a variety of housing for all income levels. As shown in Table 8.38, the RHNA allocation for Grand Terrace is 630 total units.

No Net Loss Buffer

Recent changes to state law require jurisdictions to continually maintain adequate capacity in their site inventories. In the event that a site is developed below the anticipated density or at a different income level than projected in the Housing Element, the City must still have adequate sites available to accommodate the remaining balance of the RHNA. Alternatively, the City may identify new sites or rezone sites to continue to accommodate the remaining need. A buffer is not calculated for current planning projects and projected ADUs. For this reason, the City is including a buffer of at least 20 percent above the unmet RHNA in each income category. The unmet RHNA is the RHNA requirement minus the current projects and ADUs. Thus, with the buffer, the City will provide capacity for at least 729 total units, as shown in Table 8.38.

A map of the RHNA sites is provided as Appendix A.

Table 8.38
Residential Sites Summary

Site Category	Income Category				
	VL	Low	Mod	Above Mod	Total
RHNA Requirement	189	92	106	243	630
Current Projects	-	-	-	133	133
ADUs	3	3	3	3	12
Unmet RHNA	186	89	103	107	485
Target Buffer (20% of unmet RHNA)	38	18	21	22	99
Total Need (RHNA + Buffer)	227	110	127	265	729

Source: City of Grand Terrace, 2021

Realistic Capacity

State law requires that a jurisdiction project realistic estimates for housing capacity on its RHNA sites. The realistic capacity of sites may be calculated using recent project history, a minimum density, or other methods. As a majority of growth in Grand Terrace is expected to take the form of multifamily housing, recently constructed multifamily projects and applications received were reviewed to understand and establish historical trends for multifamily housing development in the City.



Table 8.39 displays multifamily projects that have been constructed or recently proposed, their zoning and land use, density, maximum density allowed in the zone, and a yield percentage. The yield percentage is the percent of the maximum density; a project at the maximum density of the zone would have a 100 percent yield. Analyzing the yield percentages shows if recent projects are being built at the maximum density of the existing zoning in the City. There are five projects that have an average yield of 78 percent. Three of these projects are in specific plan zones. The two projects that are in residential only zones have yields of 79 and 82 percent, for an average of 80.5 percent between the two projects.

The City is rezoning 73.8 total acres throughout the City to a new, high density residential zone, ranging from 20 – 40 dwelling units per acre. By introducing a high density residential zone, the City is creating significant capacity in the City for new housing of all types. Only 24 acres are being used to meet the RHNA. The new zone will be residential only, and will not allow for non-residential uses. The City is using a conservative yield of 70 percent of the maximum density in these zones, to align with recent multifamily trends in the jurisdiction. This estimate is slightly lower than the trend of 78 percent and provides a reasonable projection for the capacity of each parcel.

Table 8.39 Recent Multifamily Projects in Grand Terrace

Project	Land Use	Zoning	Project Density (du/ac)	Number of Units	Max Density	Yield Percentage (project density/max density)
CUP 21-03 (0.32-acres) Multi-family duplex	Office Commercial	Barton Road Specific Plan- Office Professional	6.25	2	12 dwelling units per gross acre	52%
SA 05-19-A1 (3.7 acres) 35 detached condominium units TTM No. 17766	Medium Density Residential	R-3-Medium Density Residential	9.45	35	12 dwelling units per acre	79%
SA 12-04 (0.78-acres) 12 attached townhome units TTM No. 11450	Office Commercial	Barton Road Specific Plan- Office Professional	9.36	12	12 dwelling units per acre (R-3 standards)	78%
Projects in Review – Formal Submittals Pending PC						
CUP 20-01, SPA 20-02 (4.80-acres)	General Commercial	Barton Road Specific Plan –	24.3	117	SPA 20-02 proposing a density consistent	100%



Project	Land Use	Zoning	Project Density (du/ac)	Number of Units	Max Density	Yield Percentage (project density/max density)
<u>Mixed-Use Greens Group</u>		<u>General Commercial</u>			<u>with R3-24 High Density Residential Zoning, 20-24 units per acre</u>	
<u>SA 22-12 (.27-acres) Duplex with an ADU</u>	<u>Low Density Residential</u>	<u>R2-Low Density Residential</u>	<u>7.4</u>	<u>2 ± 1 ADU</u>	<u>9 dwelling units per acre</u>	<u>82%</u>
<u>Gateway Specific Plan 17-01</u>		<u>Medium Density Residential</u>	<u>4-20 dwelling units per acre</u>	<u>695</u>		

To understand high density residential demand in the region, in addition to multifamily housing in Grand Terrace, recent multifamily developments in the neighboring jurisdiction of Colton were also reviewed. The City of Colton has higher density residential zones that will yield similar results as the new, high density zone. Note that these projects in Colton are in zones that allow mixed-uses, unlike the residential zone in Grand Terrace. The average yield of projects in Colton in zones that allow at least 20 units an acre is 79 percent. This is similar to the trend in Grand Terrace and slightly higher than the assumed yield of 70 percent.

Table 8.11 Table 8.40 Recent High Density Projects in Colton

Project/Address	Zoning	Density	# of Units	Max Density	Yield Percentage
<u>The Villas</u>	<u>MU-D</u>	<u>39</u>	<u>120</u>	<u>30</u>	<u>130%</u>
<u>Northwest Corner of Cottage Lane and H Street</u>	<u>MU-D</u>	<u>14.63</u>	<u>23</u>	<u>30</u>	<u>49%</u>
<u>353-397 Colton Avenue</u>	<u>MU-D</u>	<u>16</u>	<u>12</u>	<u>30</u>	<u>53%</u>
<u>1116 S. Santo Antonio Drive/WestCal Condos</u>	<u>C-2</u>	<u>20.77</u>	<u>49</u>	<u>30</u>	<u>69%</u>
<u>300 Congress Street</u>	<u>R-1 (Zone Change)</u>	<u>20</u>	<u>5</u>	<u>20</u>	<u>100%</u>
<u>Southwest Corner of Georgia and South 5th Street and Congress and South 5th Street</u>	<u>R-2 and R-3/4</u>	<u>16.1</u>	<u>80</u>	<u>16/30</u>	<u>70%</u>



Assumed Affordability

Density

The California Government Code states that if a local government has adopted density standards consistent with the population-based criteria set by state law (at least 20 dwelling units per acre (du/ac) for Grand Terrace), HCD is obligated to accept sites with those density standards (20 du/ac or higher) as appropriate for accommodating the jurisdiction's share of regional housing need for lower-income households. The City of Grand Terrace is rezoning parcels to allow for increased density. The new zone will allow densities from 20 – 40 du/acre. All sites included in the inventory are in the new, high density zone. The sites in the inventory are assumed at a mix of income levels.

Size

Pursuant to state law, sites accommodating lower-income units must have areas between 0.5 and 10 acres, regardless of allowed density. The City identified sites that meet the size criteria for the lower-income units; all sites with projected lower-income units are between 0.5 and 10 acres. There are no sites larger than 10 acres in the inventory. There are no sites with lower-income units smaller than 0.5 acres.

Environmental and Infrastructure Constraints

The site inventory analysis takes into consideration any environmental constraints such as habitat, flood, fire, known easements, contamination, and access to infrastructure. Two vacant parcels have an existing California Department of Water Resources (DWR) easement on a portion of the parcels. Properties having the DWR easement require compliance with the California Code, Section 66455.1 The 100-foot DWR easement traverses the city and existing housing has been and continues to be developed along the easement from Palm Avenue to Vista Grande Way. A recent housing project in 2018 received approval from the DWR. DWR review can be done concurrently with City review so that it does not add significant time constraints to the project. To account for this easement, the developable acreage of the two parcels were reduced and the assumed RHNA was reduced from 70 percent to approximately 50 percent. Projects on these parcels will be required to comply with California Government Code Section 66455.1, which requires review and filing with the DWR. The easements are not expected to impede development of housing on the sites.

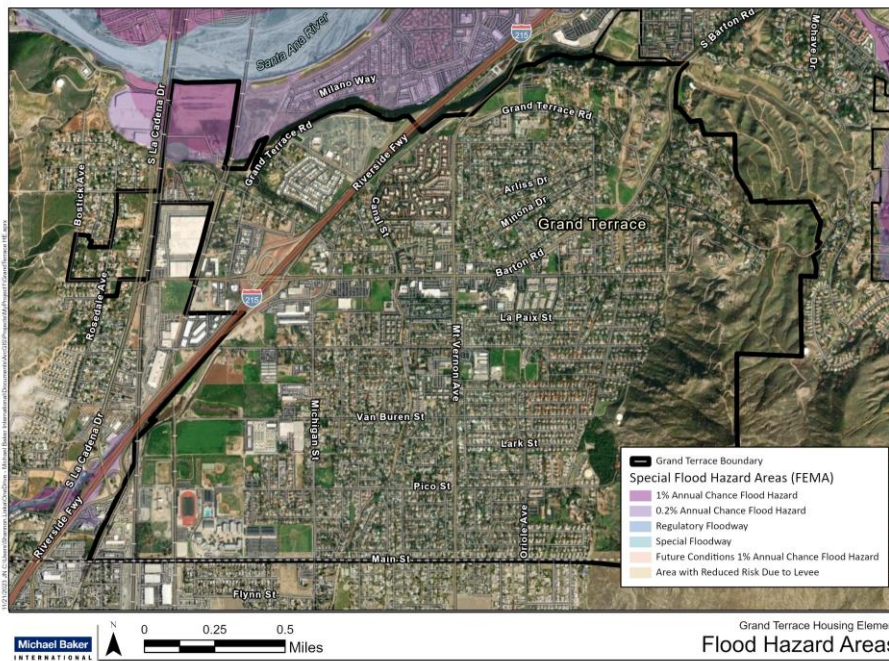
Any environmental constraints that would lower the potential yield have already been accounted for in the site/unit capacity analysis through a reduction of the yield of the site. The sites are all appropriate and regular in shape. There are no environmental cleanup sites on any of the RHNA sites per the California Department of Toxic Substances Control's EnviroStor database. In general,

the deductions in the yield from the maximum will cover and accommodate any reductions in site capacity due to constraints.

Flooding

None of the RHNA sites are located in any Special Flood Hazard Areas. Per the Special Flood Hazard area map, shown below, there are no flood hazard areas in the City of Grand Terrace.

Figure 8.16 Flood Hazard Areas

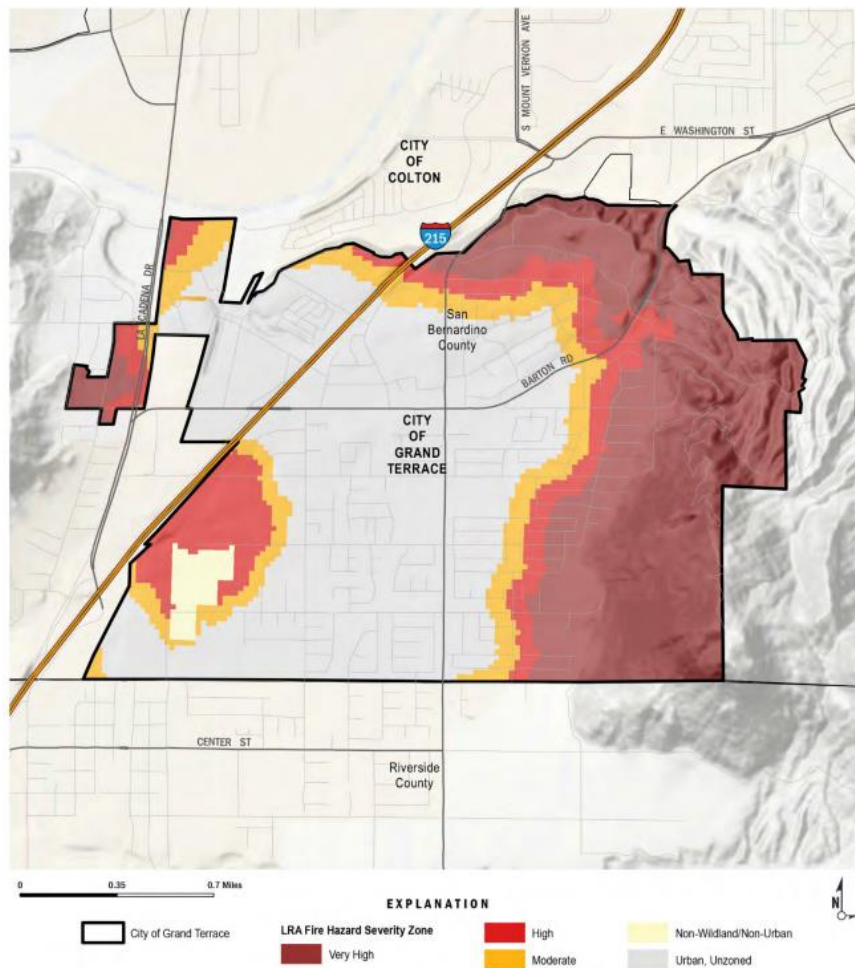


Fire

Per the City of Grand Terrace's Local Hazard Mitigation Plan, there are areas of very high fire hazard along the eastern edge of the City. The uses in the very high fire hazard severity area include open space and residential. Two RHNA sites have portions of the parcel in the very high fire hazard area. Development in the very high fire hazard area are required to meet the standards of Chapter 7A of the California Building Code relating to fire resistant construction. There is existing

development and housing in the very high fire hazard severity zone in the City. This will not impede the ability for development of the sites.

Figure 8.17 Fire Hazard Areas



Source: City of Grand Terrace Local Hazard Mitigation Plan.

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Grand Terrace General Plan

Draft | May 2024



Infrastructure

All RHNA sites have adequate access to wet and dry infrastructure, including water and sewer. The sites were reviewed for their ability to access existing sewer mains and all sites have access to them.

Entitled and Pending Projects

A total of 133 above moderate units are included in current projects to meet the RHNA. There are no current projects with lower income units. Table 8.41 summarizes the current projects. There are eleven total projects. Eight of the projects are single units, either single family homes or ADUs. One project is the development of a triplex, and one is a five-lot subdivision. The largest project is a multi-family project, the Greens Group, which consists of development of a 113 unit multi-family residential project. All entitled projects are anticipated to be completed in the 6th Cycle. There are no known barriers to the completion of any of these projects within the 6th Cycle.

Should the projects not be completed, the City will identify addition RHNA sites from the rezone area that are not currently included in the sites inventory to ensure there is adequate sites to meet the RHNA.

**Table 8.41 Current Projects**

Address	APN	Total Units	Status	Notes
<u>22345 Franklin Street</u>	<u>116736122</u>	<u>1</u>	<u>Entitled</u>	<u>Approved on September 6, 2022</u>
<u>22743 Miriam Way</u>	<u>27622310</u>	<u>1</u>	<u>Entitled</u>	<u>Administrative Site and Architectural Review Approved on September 6, 2022</u>
<u>23253 Glendora Drive</u>	<u>2763011</u>	<u>1</u>	<u>Entitled</u>	<u>Administrative Site and Architectural Review 22-09 – Proposing an ADU, approved on August 3, 2022</u>
<u>12559 Michigan Street</u>	<u>116727110</u>	<u>1</u>	<u>Entitled</u>	<u>Approved on October 13, 2022</u>
<u>11899 Rosedale Avenue</u>	<u>27508303</u>	<u>5</u>	<u>Entitled</u>	<u>Approved by the PC on October 6, 2022, for the construction of five one-story single family homes.</u>
<u>11958 Vivienda Court</u>	<u>27642127</u>	<u>1</u>	<u>Pending</u>	<u>One-story single family residence</u>
<u>Vista Grande Way</u>	<u>27521213</u>	<u>1</u>	<u>Pending</u>	<u>ADU</u>
<u>Vista Grande Way</u>	<u>27643122</u>	<u>1</u>	<u>Pending</u>	<u>One-story single family residence</u>
<u>Vista Grande Way</u>	<u>27643121</u>	<u>1</u>	<u>Pending</u>	<u>One-story single family residence</u>
<u>Grand Terrace Rd</u>	<u>27521136</u>	<u>3</u>	<u>Pending</u>	<u>Development of a triplex</u>
<u>Barton Rd</u>	<u>116731101</u>	<u>117</u>	<u>Pending</u>	<u>Proposing a 117-unit multi-family residential development; density for 117 is what is higher than is currently zoned; rezone for mixed-use; 38-40 du/acre. The City has received an application and met with the applicant most recently on April 29, 2024, to discuss project design and next steps.</u>

Potential Accessory Dwelling Units

Accessory dwelling units (ADUs) represent a significant opportunity for affordable housing within the fabric of existing neighborhoods, particularly for single persons or small households including the elderly, college students, young adults, and caregivers. Recent changes in State law have made the construction of ADUs more feasible for homeowners, and the City has seen an increase in ADU development applications recently. During 2018-2020 no ADU applications were received, but in 2021 there have been 5 ADUs approved showing that the recent amendments to City ADU regulations have had a substantial effect on encouraging ADU production.

The City is conservatively projecting 12 total ADUs in the planning period, approximately 1.5 per year. The City is not relying heavily on ADUs to meet its RHNA (approximately 1.9 percent of the RHNA). Additionally, the 12 ADUs are within the 20 percent buffer that the City is including in its inventory used to meet the RHNA.

In December 2020, SCAG published a study of ADU affordability in Southern California⁸ and concluded that a significant portion of ADUs built recently have been affordable to low- and moderate-income households. The City is using the results of this survey to help project the affordability of ADUs throughout the 6th Cycle. SCAG determined that the following affordability assumptions are appropriate for San Bernardino County:

Very Low	Low	Moderate	Above Moderate
23%	35%	35%	8%

Source: SCAG 2020

Based on this trend and SCAG’s analysis, it is assumed that an average of 1.5ADUs per year (12 total) will be produced during the 2021-2029 planning period in the following income categories as shown below. Additionally, the City will continue to encourage and facilitate ADU production through Program 9 Incentivize Accessory Dwelling Units.

Table 8.42 ADU Projections by Affordability Level

Very Low	Low	Moderate	Above Moderate
3	3	3	3

Ability to Meet the RHNA

The City does not have appropriate, existing zoning to meet its RHNA. To ensure the City has adequate residentially zoned land for development to meet the RHNA, the City is undergoing significant upzoning. The City is rezoning 97.3 total acres with a total maximum capacity of 3,883 units. The new maximum capacity of 3,883 units is 616 percent of the RHNA. By upzoning for considerable capacity beyond the RHNA, the City is encouraging housing mobility, creating housing opportunity, and ensuring there is adequate capacity to meet the RHNA.

California Government Code Section 65583.2 (h) states that cities must have a program to facilitate by-right approval for projects that include at least 20 percent of the units for lower-income housing on rezoned low-income sites. The City of Grand of Grand Terrace is rezoning to meet the lower-income RHNA. Rezone sites identified for meet the RHNA will be subject to this provision (see

⁸ https://scag.ca.gov/sites/main/files/file-attachments/adu_affordability_analysis_120120v2.pdf?1606868527

Program 1_Adequate Sites to Accommodate Regional Housing Needs Program 1 and Appendix B for applicable parcels)

California Government Code Section 65583.2 (c) states that cities must have a program to facilitate by-right approval for projects that include at least 20 percent of the units for lower-income housing on vacant sites that were included in the previous cycle and non-vacant sites included in the previous two cycles. The sites inventory includes three sites that were used in the 4th and/or 5th cycles that are identified for lower-income units. Reused sites identified for meet the RHNA will be subject to this provision (see- Program 1_Adequate Sites to Accommodate Regional Housing NeedsProgram 1)

The City is identifying capacity for 619 units within the rezone area to meet the RHNA. The development considered in this table takes development constraints into consideration when evaluating each site's development potential, such as environmental constraints, parcel shape and size, and infrastructure constraints.

Table 8.43
Residential Sites Summary

Site Category	Income Category				Total
	VL	Low	Mod	Above Mod	
RHNA Requirement	189	92	106	243	630
Total Need (RHNA + Buffer)	227	110	127	265	729
Current Projects	-	-	-	133	133
ADUs	3	3	3	3	12
Vacant Site Capacity	149	101	54	0	304
Non-Vacant Site Capacity	82	16	86	131	315
Total Identified Capacity	234	119	135	280	768
Additional Capacity in Excess of 20% buffer	7	10	16	2	35

Source: City of Grand Terrace, 2021

Lower Income Capacity

Government Code Section 65583.2 (g) (2) states that housing elements relying on non-vacant sites for greater than 50 percent of its lower-income households need to demonstrate that the existing use does not constitute an impediment to additional residential development. This section does not apply to Grand Terrace, as the City exceeds the 50 percent threshold through vacant sites and ADUs, as shown in Table 8.43.

The total lower-income household need is 281. The RHNA sites inventory identifies 149 very low and 101 low income units on vacant sites for 250 total capacity. Additionally, 6 lower income ADUs are identified, for a total of 254 units.

The City has low-income capacity through ADUs and vacant sites. Fifty percent of the lower-income RHNA is 141 units. The RHNA site inventory provides 254 units on vacant sites and

ADUs, for a total of 90% of its lower income need. Thus, the sites inventory has an excess capacity of 113 units beyond the 50 percent that is needed per Government Code Section 65583.2 (g) (2).

Site Details

The site selection process examined potential capacity, existing uses, vacancy, and recent development trends to determine which parcels to include to meet the RHNA. Both vacant and non-vacant sites are included in the RHNA.

As noted above, the City is rezoning 97.3 total acres with a total maximum capacity of 3,883 units. The new maximum capacity of 3,883 units is 616 percent of the RHNA. By upzoning for considerable capacity beyond the RHNA, the City is encouraging housing mobility, creating housing opportunity, and ensuring there is adequate capacity to meet the RHNA.

For a detailed analysis of the sites as they relate to affirmatively further fair housing, see the Affirmatively Furthering Fair Housing chapter.

Vacant Sites

A portion of the RHNA will be met on vacant land that is zoned for residential use. Per HCD's Housing Element Sites Inventory Guidebook, a vacant site is one "without any houses, offices, buildings, or other significant improvements [...] or structures on a property that are permanent and add significantly to the value of the property."⁹

The sites inventory includes 12 parcels that are currently vacant. The parcels are within the identified rezone area to be rezoned to a residential use with densities from 20 – 40 units per acre. They are spread throughout the City. The parcels have a total capacity of 304 units, including 149 very low, 101 low, and 54 moderate income units.

Non-Vacant Sites

There are eight non-vacant sites included in the inventory. Each parcel will be upzoned to allow high density residential from 20 – 40 units per acre. The non-vacant sites selected were reviewed for their potential for redevelopment. The non-vacant sites selection process consisted of selecting the sites from the larger rezone area that are most likely for short-term development. Note that the City is rezoning for significant capacity beyond the RHNA and is only included a small percentage of sites that are more likely to develop. The City is rezoning primarily along Michigan Avenue and Grand Terrace Avenue, which generally consists of aging, single family housing stock. The creation of significant capacity in these areas will help encourage multifamily development in these areas.

Three of the eight sites consist of a single family home on a large lot. The fourth is a church building on a large lot. The other four sites are a contiguous cluster of single family and commercial uses. All of the sites are described in detail below. Four criteria were used to evaluate the sites. Each of the identified criteria are strong indicators of potential for redevelopment on their own. Not all characteristics are necessary for a site to be developed. All sites meet at least three of

⁹ HCD, Housing Element Sites Inventory Guidebook. https://www.hcd.ca.gov/community-development/housing-element/docs/sites_inventory_memo_final06102020.pdf.

the four criteria. Factors included in the analysis of non-vacant sites include land-improvement ratio (LIR), building age, owner interest, and similarity to trends in the region.

A. **Land-Improvement Ratio:** A LIR > 0.5. The comparison of assessed values for land and improvements (land-improvement ratios) is a reliable indicator of whether and to what extent sites are utilized. Typically, a newly improved site will have a ratio of well under 0.2, or where the improvements are valued at five times the value of the land.

B. **Building Age:** A building age greater than 40 years.

C. **Owner Interest:** If the owner of the site has contacted the City regarding interest to develop the site with residential uses.

D. **Regional Trends:** If the site had similar characteristics and uses are redeveloped non-vacant sites in Grand Terrace and neighboring Colton, described below.

The non-vacant sites selection process considered trends of redevelopment on non-vacant sites in Grand Terrace. The recent Gateway Specific Plan consists of developing a mix of uses, including 748 units on 114 developable acres. The current existing uses will be demolished, included six existing single family units and a storage facility.

Since Grand Terrace is a smaller jurisdiction with limited examples, trends in the larger, neighboring jurisdiction of Colton were also reviewed. Colton was selected for comparison due to the large shared border and similar allowed density between Colton's high density zone and the proposed new high density. The comparison provides insight into regional, multi-family, high-density trends and what could be reasonably assumed on the rezoned sites. The rezoning will introduce higher densities into the City than are currently allowed so the trend sites from Colton serve as a regional example and comparison of the development of high density housing that does not exist under current City zoning.

There are six recently completed, approved, and pending sites or sites with developer and owner interest that have existing, non-vacant uses in the City of Colton. These sites vary in criteria, but have some similar characteristics that demonstrate trends of development in the larger region. These trends were also used to evaluate the non-vacant sites selection. Trends identified include:

- A building age over 40 years old.
- A LIR greater than 0.25.
- The development of multiple parcels.
- Similar non-vacant uses among projects. Most of the trend sites included similar commercial, residential, dilapidated or vacant structures, and industrial uses. This includes industrial, single-story commercial, and vacant commercial uses.

Table 8.44 Non-Vacant Redevelopment Examples, Colton

ID	Project/APN	Project Type	LIR	Building Age	Non-Vacant Use
<u>1</u>	<u>The Villas</u>	<u>Completed</u>	<u>N/A</u>	<u>10-20*</u>	<u>Multi-family, senior housing demolished and replaced</u>
<u>2</u>	<u>APNs: 0163-081-10, 09, 08, 07</u>	<u>Developer/Owner Interest</u>	<u>0.68</u>	<u>75</u>	<u>Light industrial (bakery)/vacant</u>
<u>3</u>	<u>APN: 0163-074-01</u>	<u>Developer/Owner Interest</u>	<u>0.45</u>	<u>55</u>	<u>Vacant commercial, Single family home</u>
<u>4</u>	<u>2941 S. La Cadena Drive</u>	<u>Developer/Owner Interest</u>	<u>30.7</u>	<u>75</u>	<u>Vacant building</u>
<u>5</u>	<u>Senior Living Facility APN: 0163-182-13</u>	<u>Pre-Application</u>	<u>0.66</u>	<u>67</u>	<u>Single Family Home</u>
<u>6</u>	<u>Congregate care – 128 E G street;</u>	<u>Application</u>	<u>0.27</u>	<u>85+</u>	<u>Hospital</u>

Single Family Homes

There are three parcels (APNs 116724101, 116716131, and 027521109) with existing single family units that are included in the inventory. These three parcels consist of a single family home with a large amount of excess and underutilized land on the property. The sites could be entirely redeveloped or, due to the excess land, redeveloped to retain the existing single-family home. All three sites meet three of the four evaluation criteria as they have a building age greater than 60 years, a LIR greater than 0.5, and have a similar use as recently developed, proposed, or approved sites in the region. The existing uses are not anticipated to impeded development of the sites.

12201 Michigan Street (116724101) consists of a single-family unit on a 1.08-acre parcel. The site has a LIR of 0.8. The surrounding uses are currently single family residential, but will all be upzoned to allow up to 40 du/acre. The existing structure was built in the 1940s. The site is adjacent to a Stater Brothers grocery store and is approximately 0.4 miles from a bus stop on Barton Road, providing easy access to transit and food. The use is similar to the single family homes in the Gateway Specific Plan redevelopment as well as sites numbers 3 and 5 in neighboring Colton. The realistic capacity for this site is 15 moderate and 15 above moderate units for a total of 30 units.





22000 De Berry Street (116716131) consists of a single-family unit on a 0.64-acre parcel. The site has a LIR of 1.8. The surrounding block on Michigan and De Berry Street is all being rezoned to allow up to 40 du/acre. It is currently surrounded by vacant and residential uses. The use is similar to the single family homes in the Gateway Specific Plan redevelopment as well as sites numbers 3 and 5 in neighboring Colton. The existing structure was built prior to 1938. The realistic capacity for this site is 10 moderate and 7 above moderate units for 17 total units.

22051 Grand Terrace Avenue (027521109) consists of a single-family unit on 3.93 acres. The realistic capacity for the site is 58 lower and 44 moderate units, and 9 above moderate units, for a total of 111 units. This site has a LIR of 0.5. The use is similar to the single family homes in the Gateway Specific Plan redevelopment as well as sites numbers 3 and 5 in neighboring Colton. The site is being rezoned to allow densities of up to 40 du/acre. The structure was built between 1948 and 1959.



Church Building



12667 Michigan Street (116728101) is a 4.54 acre parcel with a small church and parking lot. The majority of the parcel is vacant and grassy. This site meets three of the four evaluation criteria of LIR, age, and owner interest. The site has a LIR of 7.5, indicating considerable underutilization of the land, and a building age of 56 years. The City has received interest from the owner of the parcel to develop market rate housing on the site, with projections that the site could yield up to 120 units, depending on the zoning and typology allowed. The site will be upzoned to allow up to 40 du/acre to allow high density housing on the site. The site is assumed for 100 above moderate units based property owner interest. The City is currently coordinating with the property owner regarding development on the site. The existing use is not anticipated to impeded development of the sites.

Van Buren Street/Michigan Street Cluster

The Van Buren/Michigan Street cluster consists of four contiguous parcels (APNs 116718108, 116718109, 116718110, and 116718111) on the northeast corner of Van Buren Street and Michigan Street. The parcels total two acres. The City has received owner interest in developing residential uses on all four parcels. The cluster meets all four of the criteria used for evaluation of sites (owner interest, building age, LIR, similarity to recent non-vacant redevelopment in the region). The total capacity for all four parcels is 57 units of a mix of income levels. The existing uses are not anticipated to impeded development of the sites.



12458 Michigan Street (116718108) consists of single-family residential uses on 0.69 acres. The LIR for the parcel is 0.52 and structures were built between 1959 and 1966 for an age of at least 57 years. The use is similar to the single family homes in the Gateway Specific Plan redevelopment as well as sites numbers 3 and 5 in neighboring Colton. The projected realistic capacity on this parcel is 19 lower income units.

12466 Michigan Street (116718109) consists of a single-family residential use on 0.76 acres. The LIR for the parcel is 0.74. The use is similar to the single family homes in the Gateway Specific Plan redevelopment as well as sites numbers 3 and 5 in neighboring Colton. The projected realistic capacity on this parcel is 21 lower income units.

22040 Van Buren Street (116718110) consists of single family residential uses on 0.23 acres. The projected realistic capacity on this parcel is 6 moderate income units. It has a LIR of 0.65. Various structures were built between 1959 and 1984. The use is similar to the single family homes in the Gateway Specific Plan redevelopment as well as sites numbers 3 and 5 in neighboring Colton.

12490 Michigan Street (116718111) consists of commercial uses included a small market and bakery and sausage wholesaler. The use is similar to sites numbers 2 and 3 in neighboring Colton. The LIR for the parcel is 1.3. Structures on this parcel were built from 1959 to 1980. The projected realistic capacity on this parcel is 11 moderate income units.

8.9 AFFIRMATIVELY FURTHERING FAIR HOUSING

Introduction

Assembly Bill (AB) 686 requires a jurisdiction's Housing Element to provide an analysis of barriers that restrict access to opportunity and a commitment to specific meaningful actions and how the identified Regional Housing Needs Allocation (RHNA) sites affirmatively further fair housing. AB 686 requires jurisdictions to identify meaningful goals to address the impacts of systemic issues such as residential segregation, housing cost burden, and unequal educational or employment opportunities to the extent these issues create and/or perpetuate discrimination against protected segments of the population. In addition, AB 686:

- Requires jurisdictions and public housing authorities to administer their programs and activities related to housing and community development in a way that affirmatively furthers fair housing;
- Prohibits the state, cities, counties, and public housing authorities from taking actions materially inconsistent with their Affirmatively Furthering Fair Housing (AFFH) obligation;
- Adds an AFFH analysis to the Housing Element (an existing planning process that California cities and counties must complete) for plans that are due beginning in 2021; and
- Includes in the Housing Element's AFFH analysis a required examination of issues such as segregation and resident displacement, as well as the required identification of fair housing goals.

The bill added an assessment of fair housing to the Housing Element which includes the following components:

- A summary of fair housing issues and assessment of the City's fair housing enforcement and outreach capacity;
- An analysis of segregation patterns and disparities in access to opportunities,
- An assessment of contributing factors, and
- An identification of fair housing goals and actions.

Public Outreach

Public participation is a vital component to the proper formation and implementation of the Housing Element. Public engagement creates opportunities for community members and stakeholders to provide their input and feedback, information which then directs the Housing Element's goals, policies and programs. Section 65583 of the Government Code requires local governments to make diligent and continued efforts to achieve public participation of all economic segments of the community. Meaningful community participation ensure that a variety of stakeholders and community members are offered a platform to engage in the City's planning process. As part of this Housing Element process, the City made a diligent effort to encourage

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public participation in its development. Outreach for the Housing Element included the following actions:

- Creation of a City-operated webpage where meeting notices, draft documents and other housing references were posted.
- Preparation of a “Frequently Asked Questions” link and webpage on the City’s website.
- A public workshop on June 17, 2021, to provide residents, the Planning Commission and key stakeholders an overview of the purpose and statutory requirements governing Housing Elements with an opportunity to provide input.
- Public meetings to review and make available the draft Housing Element to the public prior to submission to the California Department of Housing and Community Development.
- Public hearings held before the Planning Commission October 21, 2021 and City Council on October 26, 2021 to consider HCD comments and the revised draft Housing Element.
- Stakeholder interviews held on March 26, and April 16, 2024 to gather information regarding housing issues, housing priorities, recommendations, and experience working or operating in Grand Terrace.
- Community workshop on April 15, 2024, to present the Housing Element update changes to the public, gather input, and answer any questions.

Appendix 8-C, Public Participation Summary, contains a summary of public comments regarding the Housing Element received by the City during the process., in addition to supporting documentation and details on the above-described efforts.

The City of Grand Terrace solicited community input throughout the Housing Element update planning process in a variety of ways. The main strategies to gather public participation are summarized below.

Outreach Activities

As part of the public outreach process, the community were engaged using the following methods:

- FAQ sheet
- Webpage on City website
- Planning Commission study session
- Public Hearing
- Community Workshop

Organizations Consulted

- Corporation for Better Housing

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- [HDSI Management](#)
- [Jamboree Housing Corporation](#)
- [Affirmed Housing Group](#)
- [The Olson Company](#)
- [So. Calif. Housing Development](#)
- [RC Hobbs Company](#)
- [LINC Housing Corporation](#)
- [Palm Desert Development Co](#)
- [Riverside Housing Development Corp](#)
- [Inland Fair Housing and Mediation Board](#)
- [National CORE](#)
- [San Bernardino County Community Development & Housing Dept](#)
- [County of San Bernardino Land Use Services](#)
- [City of Rialto](#)
- [City of Riverside](#)
- [City of San Bernardino](#)
- [City of Loma Linda](#)
- [City of Colton](#)
- [Time for Change Foundation](#)
- [San Bernardino County LAFCO](#)
- [San Bernardino County Housing Authority](#)

FAQ

The City created a Frequently Asked Questions document that was sent out with public meeting notices to provide context and information regarding the Housing Element planning process, what the RHNA is, and defines affordable housing.

Housing Element Update – City Website

The City also created a dedicated web page for the Housing Element update and provided opportunities for interested persons to participate in public meetings and review documents related to the Housing Element.

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Planning Commission Study Session

The City held one virtual workshop on June 17, 2021, to present information on the Housing Element update and to gather public input. Members of the community participated in the workshops and provided feedback through a question and answer session in the Housing Element update process.

Public Hearings

The City held two virtual public meetings one Planning Commission meeting held on October 21, 2021, and one City Council meeting on October 26, 2021. Staff presented the draft Housing Element with the updates made from the previous meeting in June and received comments from the public. The purpose of these meetings was to give the public and the City's decision makers another opportunity to provide comments and suggestions prior to sending the draft to HCD for its review.

Stakeholder Interviews

The City reached out to 24 individuals and organizations who represent a diverse range of agencies and interest groups to participate in focus groups regarding housing needs and issues in Grand Terrace. Two stakeholder interviews were held on the following dates:

- March 26, 2024, at 9:00 AM
- April 16, 2024, at 3:00 PM

Multiple attempts at a variety of dates were made to schedule interviews to ensure equity and flexibility for any community members who wanted to participate.

Interviewees discussed a variety of housing topics; the following key themes and topics were identified:

- Lack of affordable housing for seniors and lack of knowledge for housing resources.
- Rigorous development timelines for cities in San Bernardino County.
- Difficult finding developers and funding sources to build affordable housing.
- San Bernardino County is a large region and hard to connect people to services, jobs, and housing.
- Public perception of affordable housing needs to change so projects don't get denied. Change terminology in zoning code and educate public.

Community Workshops

The City held a virtual public workshop on Monday, April 15, 2024 from 6:00 PM to 7:30 PM to present the Housing Element update changes to the public and gather input. The workshop had simultaneous Spanish translation. Nine members of the community participated in the workshop and provided feedback through live polling and question and answer sessions. The public provided feedback on the most prevalent housing issues and the preferred housing programs in Grand

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Terrace. Materials and video recordings of the presentations in both English and Spanish were made available on the Grand Terrace Planning and Development Services webpage¹⁰ for individuals who want to review the materials and meetings.

Findings

Most outreach participants support the provision of more housing assistance, financial or policy based, for the low-income population in finding housing. In summary, the community engagement and input yielded the following themes and feedback:

- **Education and Outreach:** Participants expressed the challenges and barriers for community engagement and education as it related to affordable housing, available housing services and programs, housing policy, and other City events. Program 20 implement outreach and education strategies to increase community awareness to housing resources and fair housing support.
- **ADU Incentives:** Participants expressed the difficulties and barriers to ADU development in Grand Terrace. Through Program 9 the City will provide information online including FAQs, a flow charts, links to resources, and other ADU resources such as pre-approved plans.
- **Prioritizing Affordable Housing for a Variety of Groups:** Participants addressed the need for prioritizing development for population groups like seniors and large families. Program 3 and Program 19 are included to provide resources and facilitate and support affordable housing.

Assessment of Fair Housing

City Overview

Grand Terrace is in the Riverside-San Bernardino-Ontario Metropolitan Statistical Area. The City is located along the southern border of San Bernardino County adjacent to Riverside County in a region known as the “East Valley” area of the County. It is bounded to the north, east, and west by the City of Colton and to the south by the unincorporated community of Highgrove in Riverside County. The City encompasses approximately 3.6 square miles and has no external sphere of influence.

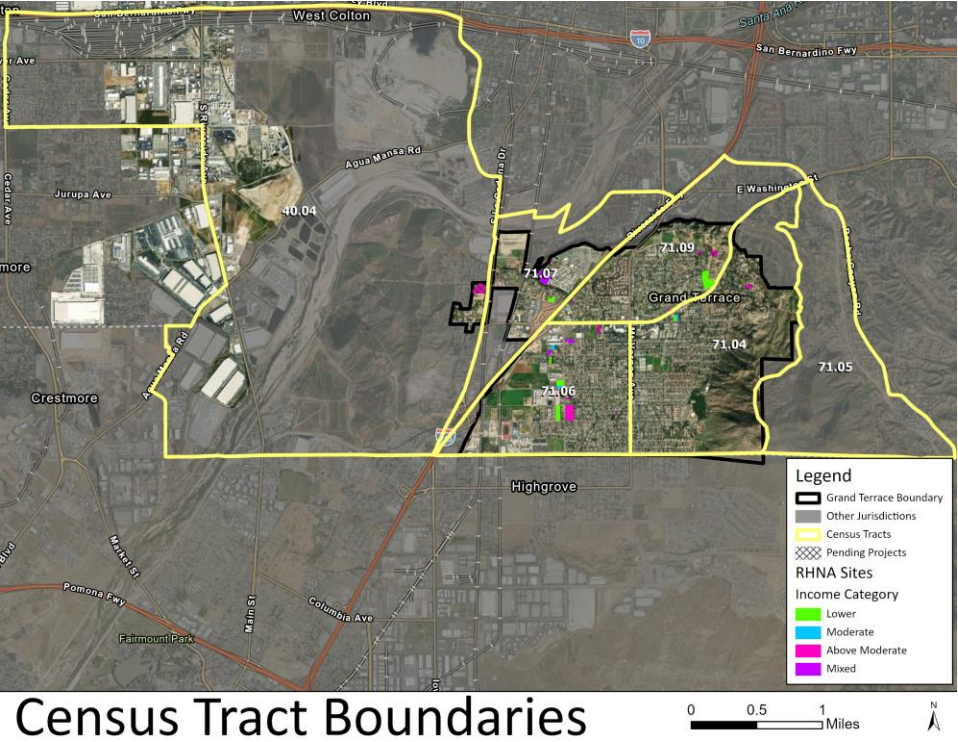
Much of the fair housing analysis is based upon census data provided at the census tract level. Grand Terrace has a total of 7 census tracts. The table below displays the census tracts in the City and the RHNA sites within those census tracts; however, several of the census tracts are not solely in Grand Terrace and have portions in neighboring jurisdictions. As a result, demographic information for these census tracts reflects neighboring communities, as well as Grand Terrace.

Most of the census tracts in Grand Terrace contain housing, with the majority of the City being zoned for single-family neighborhoods.

¹⁰ https://www.grandterrace-ca.gov/departments/planning_development_services/planning

The Affirmatively Furthering Fair Housing (AFFH) section also considers the effects that the selected RHNA sites may have on fair housing. Selected RHNA sites and entitled projects are relatively distributed throughout the City.

Figure 8.18 Census Tracts and RHNA Sites



4 of the 7 census tracts that intersect Grand Terrace have the majority of their area located inside City limits. Of the 4 tracts mostly in the City, these tracts vary in demographic makeup, with tracts on average having lower incomes and more predominant non-White populations in northern Grand Terrace, and tracts in southern Grand Terrace have higher incomes and a more predominant White population. While there is much variation in the tracts surrounding the City, the majority of the surrounding areas follow the opportunity trends in Grand Terrace. There is moderate variation in resource categories within the City, with the majority of the City being moderate resource, and some low resource areas in the northwestern areas of the City. This is a relative ranking based on composites of environmental, economic, and education scores.

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The City is currently pursuing, or has recently pursued several improvements in the lower opportunity areas in the northern areas of the City. This includes the following place-based improvements:

HSIP-Highway Safety Improvement funding for Mt. Vernon in the amount of \$435,700

- The Highway Safety Improvement Program (HSIP), codified as Section 148 of Title 23, United States Code (23 U.S.C. §148) is one of the core federal-aid programs in the new federal surface transportation act, Fixing America's Surface Transportation Act (FAST), which was signed into law on December 4, 2015. The purpose of the HSIP program is to achieve a significant reduction in traffic fatalities and serious injuries on all public roads, including non-State-owned public roads and roads on tribal land.
- Project included: 1. Installation of Radar Feedback Signs. 2. Improvements to roadways and crosswalk pavement markings and striping. 3. Installation of new streetlights at locations where visibility needs to be enhanced. 4. Installation of flashing STOP signs and beacons.

Capital Improvement Program FY 2017-18: Slurry Seal 24 streets and grind an overlay of 8 streets. Estimated Cost of \$758,200.00.

- Jurisdictions receiving Measure I revenue from the San Bernardino County Transportation Authority (formerly SANBAG) Local Street Program must annually adopt, by action of their governing body, a Five-Year Capital Improvement Plan (CIP) that outlines the specific projects upon which Measure I pass-through funds will be expended.
- For Fiscal Year 2017/18 of the Capital Improvement Plan included 8 streets scheduled for 2.5-inch grind and overlay as the streets are too far deteriorated for slurry seal treatment. In addition, 24 streets were proposed for slurry seal.
- The proposed 5-Year Capital Improvement Plan (CIP) projects for years 2017-2022 also included a tree-trimming program, constructing ADA curb ramps, sidewalk repairs, storm drain improvements, and other improvement projects as needed.

Emergency Management Performance Grant (EMPG) FY16-17 – in the amount of \$11,632 with an in-kind match of \$11,632, totaling \$23,264 to update the city's Local Hazard Mitigation Plan

- The Emergency Management Preparedness Grant (EMPG) Emergency Management Performance Grant (EMPG) is to support comprehensive emergency management at the local level and to encourage the improvement of mitigation, preparedness, response, and recovery capabilities for all hazards. Funds provided under the EMPG program must be used to support local emergency management program activities that contribute to the San Bernardino County Operational Area's capability to prevent, prepare for, mitigate against, respond to, and recover from emergencies and disasters, whether natural or man-made. An all-hazards approach to emergency response, including the development of a comprehensive program of planning, training, and exercises, provides the foundation for an effective and consistent response to any threatened or actual disaster or emergency, regardless of the cause.

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- The grant will be used to update the City's Local Hazard Mitigation Plan. The LHMP is required to be updated every five years. To adhere to the Federal Emergency Management Agency (FEMA) and State guidelines, all projects must be completed on or before May 31, 2017.

Rubber Playground Safety Surfacing at Richard Rollins Park-Cal Recycle -Rubberized Pavement Grant

- On November 14, 2017, the City Council approved the installation of poured in place rubber playground safety surfacing at Richard Rollins Park in the amount of \$109,000 and a 5% contingency (\$5,450). In compliance with Goal #2 "Maintain Public Safety" by investing in critical improvements to infrastructure by updating the existing conditions at Richard Rollins Park with a safer and acceptable playground surface.
- On August 22, 2017, the City Council approved a revised project funding list from the City Manager for Redevelopment Bond Proceeds that included \$99,000 for the installation of Poured-In-Place Rubber Safety Surfacing at the playgrounds of Richard Rollins Park.

Blue Mountain Trail Grant awarded in 2017 from the State of California Wildlife Protection Act of 1990-Habitat Conservation Fund Grant

- Construction of the Blue Mountain Nature Trail head. The city was to complete the grant within a 5-year period ending construction in 2020; however, the project has been delayed due to COVID-19 and other factors. The trail head is proposed to be constructed at Observation Drive and Van Buren Street on 25-acres of city land in the Blue Mountain hillside area.
- This project requires land acquisition from multiple private property owners to outline the trail head for public use. Completion of this project will support Goal 4.5 of the open Space and Conservation Element.

Public Works Capital Improvement Projects (CIP) 2017/18-2021/22: The City's Public Works Engineering Division managed the City's Capital Improvement Program (CIP) to plan, programmed, designed, constructed, and managed capital projects throughout the city.

- Barton Bridge Replacement Project (Federal, State, City funded, \$3,500,000)
- Commerce Way extension (State and City funded \$3,500,000)
- CIP Year 2 Street Slurry/Resurfacing (State, Recycle Grant, and City funded \$760,000)
- Dog Park (Park Fees, State, and City funded, \$350,000)

CDBG for FSA Senior Meal Program and Case Management Services, FSA Senior Center Director, and Code Enforcement: Historically the city has used CDBG funding for such things as City Hall ADA improvements, enhanced code enforcement, senior center services, and senior center improvements.

- In the 2011-2012 program year, the City first applied for Funds to Enhanced the Code Enforcement Program and has received funding each year; except that in 2016-2017 program

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year it received \$21,114 and in 2017-2018 it received \$11,537, which included \$10,000 in unprogrammed funds.

- In 2013-2014 the city received \$10,551 to install all accessibility improvements at City Hall.

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Comparison of Fair Housing with Respect to Location

Census Tract	Low	Mod.	Above Mod.	RHNA Units		Total HH	Total Pop.	TCAC Composite Category	Median Income	% with Disability	% of Children in FHH	CES Percentile	% Non-White	R/ECAP Present
Census Tracts Mostly Inside of Grand Terrace														
71.04	15	14	1	30	4.0%	1,378	992	Moderate Resource	\$106,818	6.1%	5.8%	26.5	47.2%	No
71.06	131	77	241	449	59.5%	1,420	1,142	Moderate Resource	\$74,824	12.1%	26.6%	69.9	52.5%	No
71.07	89	50	12	151	20.0%	1,161	1,176	Low Resource	\$53,258	16.4%	45.8%	83.4	65.7%	Yes
71.09	115	0	5	120	15.9%	1,274	2,451	Moderate Resource	\$67,615	10.3%	5.4%	69.0	61.0%	No
Census Tracts Mostly Outside of Grand Terrace														
423.00	0	0	0	0	0%	2,733	5,246	Low Resource	\$77,148	8.8%	19.4%	93.8	63.8%	No
40.04	0	0	5	5	0.7%	1,704	2,845	Low Resource	\$82,340	10.4%	10.3%	96.0	67.6%	No
71.05	0	0	0	0	0%	1,184	3,259	Moderate Resource	\$83,056	10.5%	0%	47.4	61.5%	No

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Fair Housing Enforcement and Outreach Capacity

Fair housing enforcement and outreach capacity refers to the ability of a locality and fair housing entities to disseminate information related to fair housing laws and rights and provide outreach and education to community members. Enforcement and outreach capacity also includes the ability to address compliance with fair housing laws, such as investigating complaints, obtaining remedies, and engaging in fair housing testing.

Federal Fair Housing Laws prohibit housing discrimination based upon race, color, religion, sex, gender, gender identity, gender expression, sexual orientation, marital status, national origin, ancestry, familial status, source of income, disability, veteran or military status, or genetic information. California's Fair Housing Laws also prohibit discrimination in housing based on occupation, age, or protected characteristic; method of financing; or the intended occupancy by lower or moderate income people.

A review of relevant City policies and shows that the City is in compliance with all State and Federal civil rights and fair housing laws. This includes compliance with the following:

- California Fair Employment and Housing Act (FEHA) (Part 2.8 (commencing with section 12900) of Division 3 of Title 2);
- California Government Code sections 8899.50, 65008, and 11135;
- Civil Code section 51 (the Unruh Civil Rights Act); and
- FEHA regulations in California Code of Regulations, title 2, sections 12005-12271
- Density Bonus Law (Gov. Code, § 65915.)
- Housing Accountability Act (Gov. Code, § 65589.5.)
- No-Net-Loss Law (Gov. Code, § 65863)Density Bonus Law
- Least Cost Zoning Law (Gov. Code, § 65913.1)
- Excessive subdivision standards (Gov. Code, § 65913.2.)
- Limits on growth controls (Gov. Code, § 65302.8.)
- Housing Element Law (Gov. Code, § 65583, esp. subds. (c)(5), (c)(10).)

Any legal matters and litigation in the City since the beginning of the 5th Cycle have not been related to fair housing.

The Inland Fair Housing Mediation Board (IFHMB) provides fair housing services to Grand Terrace. This organization is a private non-profit organization that provides services to areas in San Bernardino County, and portions of Riverside and Imperial counties. IFHMB provides education, resource recommendations and mediation services for a variety of housing issues including housing discrimination, rental complaints, court disputes, and homeownership sustainability. Additionally, The Legal Aid Society of San Bernardino offers legal resources for

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those needing assistance with problematic landlords, unjust evictions, and other legal services for tenants.

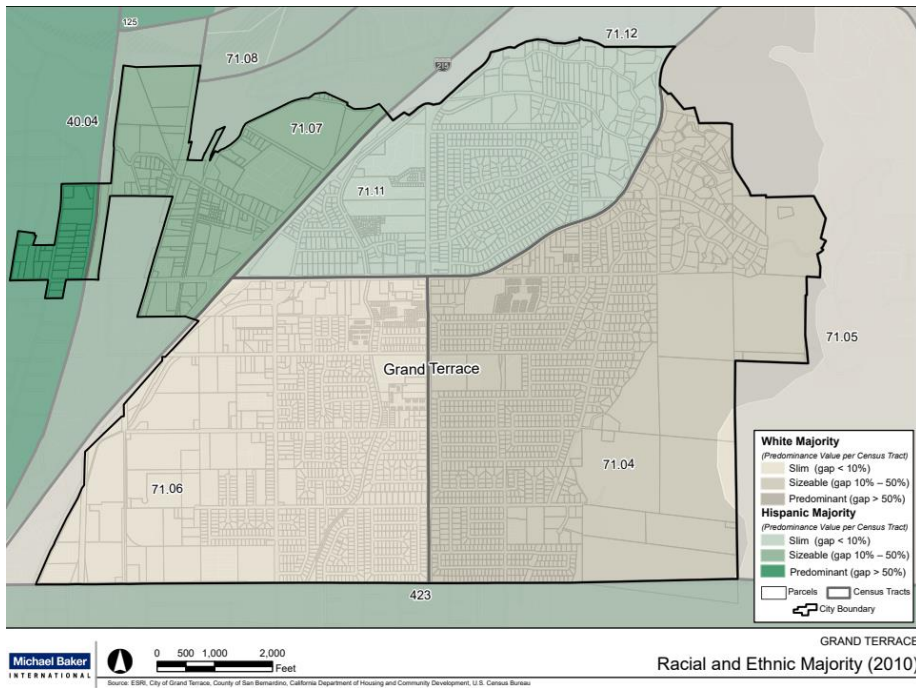
Integration and Segregation Patterns

Race and Ethnicity

The figure below shows the racial and ethnic majority by census tract in the City of Grand Terrace. As illustrated, the northern areas of the City have a slim (<10%) to predominant (>50%) Hispanic majority, while the majority of the City has a slim (<10%) to sizeable (10-50%) White majority. These trends extend beyond the City boundaries. The tracts with Hispanic majorities have a larger low- to moderate- income population and less positive TCAC scores than the majority White tracts.

These trends continue beyond the City limits. Grand Terrace has comparable racial trends to the County as a whole. Regionally, there is a common correlation between wealth and race, which may help explain the racial/income concentrations in the City. The City has a smaller Hispanic population (48.6 percent) in comparison to the County (54.6 percent). Grand Terrace also has a smaller Asian/Asian Pacific Islander (API) population (5.8 percent) to the County (7.6 percent), and a significantly larger non-Hispanic White population (39.1 percent) compared to the County (26.6 percent).

The area with the Hispanic majority also includes the R/ECAP area. HUD defines R/ECAP as areas where the percentage of the population that is non-White is over 50 percent and the percentage of households with incomes below the poverty line is over 40 percent. Alternatively, a neighborhood can be a R/ECAP if it has a poverty rate that exceeds 40 percent or is three or more times the average tract poverty rate for the metropolitan/micropolitan area, whichever threshold is lower.

Figure 8.19 Racial and Ethnic Majority (2010)

Source: HCD AFFH Data Viewer

As shown in the figure below, there is significant variation in the levels of concentration of the non-White population throughout the City. The northwestern areas of the City have a higher concentration of the non-White population. The tracts with a larger non-White population also generally have a larger low- to moderate- income population and less positive TCAC scores than the more central areas of the City. This northwestern Grand Terrace area has the highest concentration of the non-White population and also includes a R/ECAP.

As of 2021, 60.9 percent of the City was non-White, while 73.4 percent of the County was non-White, indicating that the overall distribution of the non-White population is lower in the City than in the region as a whole.

The figure below compares the RHNA units with the percentage of the population that is non-White. About 60 percent of the RHNA units are located in areas of the City where 40 to 60 percent of the population is non-White. There are very few sites in areas with relatively very high or relatively very low concentrations of the non-White population. This is a reflection of the trends within the City as a whole, as most of Grand Terrace's block groups are 20 to 60 percent non-White.

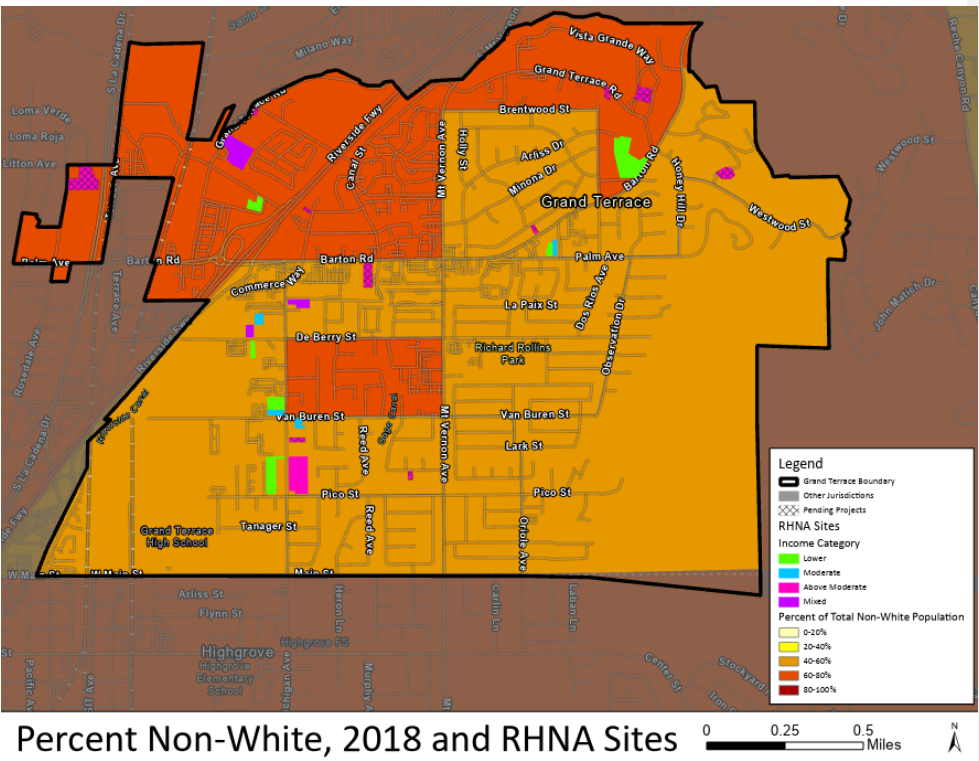
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The City’s RHNA strategy reflects the overall composition of Grand Terrace, and is not expected to negatively exacerbate segregation conditions related to race or ethnicity. The RHNA site distribution is consistent with the current composition of the City, indicating there will be no exacerbation of segregation of the non-White population due to the RHNA site selection.

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Figure 8.20 Percentage of the Population that is Non-White, 2018

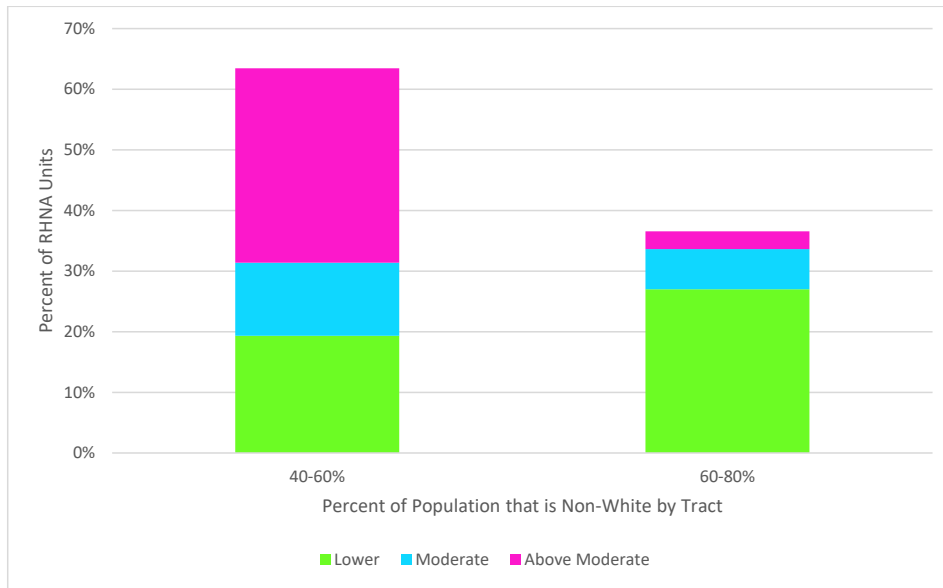


Source: HCD AFFH Data Viewer

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Figure 8.21 Percent Non-White Comparison of RHNA Units



Dissimilarity Index – Race and Ethnicity

Segregation is defined by the census as the spatial distributions of different groups among units in a metropolitan area.¹⁸ Segregation can be quantified by using the dissimilarity index. The dissimilarity index measures the distribution of two groups in a city and assigns a score between 1 and 100. The level of segregation is determined by assessing what percentage of residents of a census block would have to move for each block to have the exact same population of said group. A score of zero (0) reflects a fully integrated environment; a score of 100 (or 100%) reflects full segregation. Therefore, a higher dissimilarity index indicates higher concentrations of the indicated ethnic groups in areas of the City, when compared to the White population distribution. A lower dissimilarity index implies higher integration, and a more even distribution of each ethnicity when compared to the White population. The formula for this calculation is provided by the HCD AFFH Guidance Document.

The categories for the dissimilarity index on a scale of 1-100 are as follows:

- <30: Low Segregation
- 30 – 60: Moderate Segregation
- >60: High Segregation

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Ethnic and racial composition of an area is useful in analyzing housing demand and related fair housing concerns, as these factors illustrate the relationship with other characteristics such as household size, locational preferences, and mobility.

The table below provides the dissimilarity index values in Grand Terrace, indicating the level of segregation between White residents and residents who are non-White, Black, Hispanic, or Asian/Pacific Islander. In 2019, there was low segregation between the Non-White and White, Black and White, and Asian and White populations, and moderate segregation between the Hispanic and White populations. A low dissimilarity index of 21.76 in the figure below means that 21.76 percent of Grand Terrace’s Non-White or White residents would need to move to a different census block to create balanced integration between Non-White and White residents. Levels of segregation have remained relatively consistent since 2013.

The County has moderate levels of segregation across all racial and ethnic comparisons, indicating that segregation is more prevalent regionally than in the City of Grand Terrace.

Figure 8.22 Racial/Ethnic Dissimilarity Index (2013-2019)

	City		County	
	2013	2019	2013	2019
Non-White/White	28.83	21.76	42.80	40.93
Black/White	29.20	25.08	46.70	44.90
Hispanic/White	44.85	53.88	52.75	53.52
Asian/White	28.19	25.95	54.69	52.96

Source: HUD AFFH Database, 2020

Income

Identifying low to moderate income (LMI) geographies and individuals is important to overcome patterns of segregation. HUD defines an LMI area as a Census tract or block group where over 51 percent of the households are LMI (based on HUD income definition of up to 80 percent of the area median income (AMI).

The below figures show the distribution of RHNA units by low to moderate income population. As shown, the area with the largest low to moderate income population is also the area with a Hispanic majority, and the overall largest non-White population. This area is also where the R/ECAP is located. Compared to the region, Grand Terrace has slightly higher median income.

The majority of the County has a similar low to moderate income population proportion as northern Grand Terrace, with some areas north of the City have a high percentage of low to moderate income residents. Central and southern Grand Terrace have slightly lower percent of the population which are low to moderate income, which is consistent with the slightly higher median income in the City.

The figure below shows the percentage of RHNA units compared to the percent of each block group that is in the low- to moderate-income category. The sites are distributed throughout the various concentrations of the low to moderate income population, with the intention of creating

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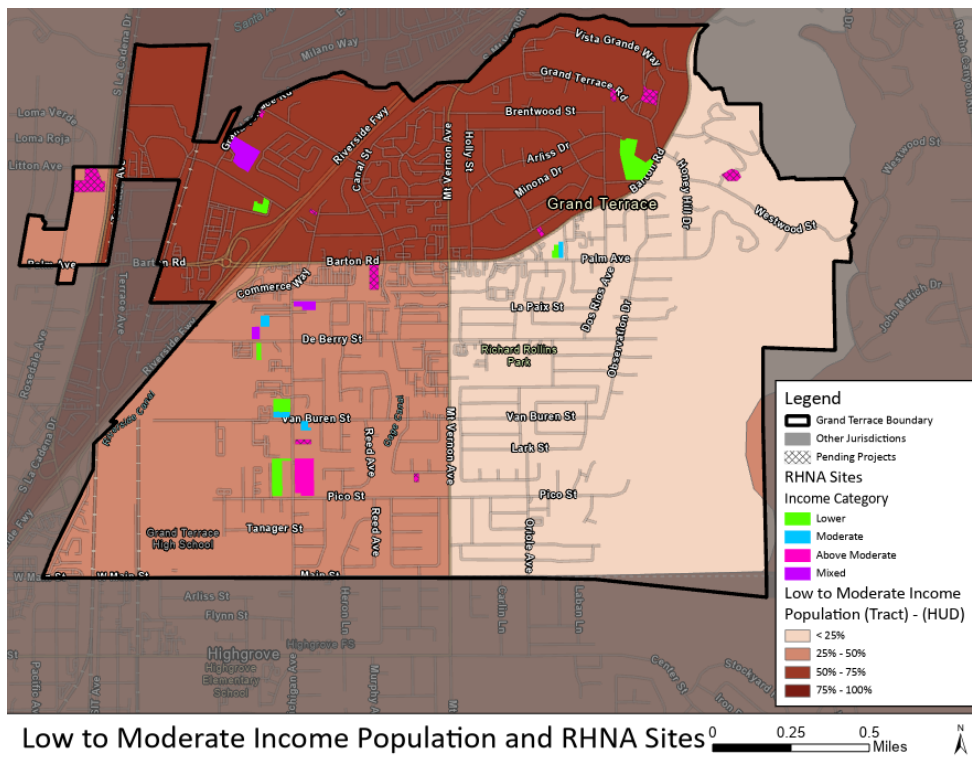
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opportunity for low to moderate income residents in higher income areas, and provide new housing opportunities in existing low to moderate income neighborhoods without displacing current residents. About 60 percent of units fall in areas where 25 to 50 percent of the population is Low to Moderate income.

The City's RHNA strategy is not expected to negatively exacerbate segregation conditions related to the low to moderate income population. The sites are distributed with the intention of creating opportunity for low to moderate income residents in higher income areas, and provide new housing opportunities in existing low to moderate income neighborhoods without displacing current residents. The City is also including Program 9_Incentivize Accessory Dwelling Units in an effort to increase ADU production, which includes a code amendment to be compliant with state law, creation of an ADU webpage with access to resources for the development of affordable ADUs, and the creation of pre-approved/reviewed plans. Increasing the development of ADUs can increase opportunity for lower-income units in lower density areas.

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Figure 8.23 Low to Moderate Income Population and RHNA Sites (2011-2015)



Source: HCD AFFH Data Viewer

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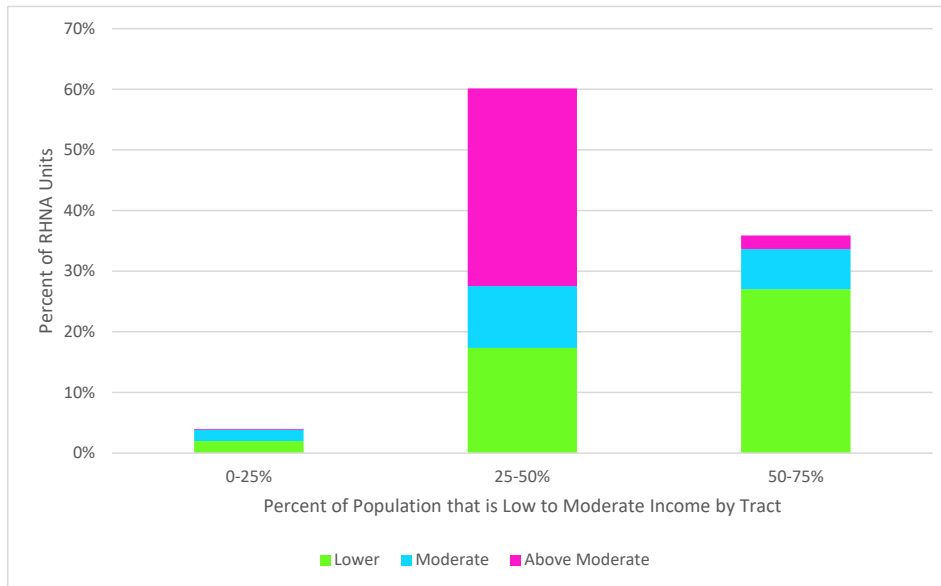
Grand Terrace General Plan

Draft | May 2024

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Figure 8.24 Low to Moderate Income Population Comparison of RHNA Units

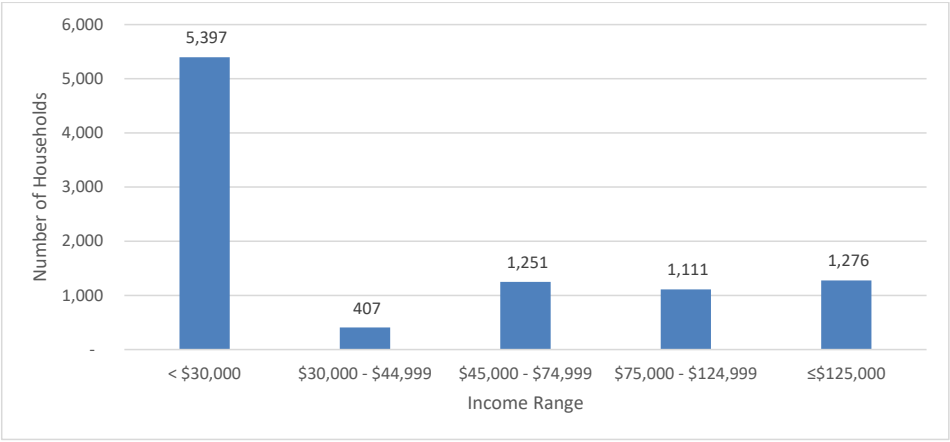


The figure below shows the number of households with income levels similar to the income ranges provided by HCD Income Limits. The extremely low-income income category has the largest percentage of the population, while the very low-income category has the smallest population. The remaining income categories have a more comparable distribution, but the majority of the population is extremely low-income. Grand Terrace clearly has significantly lower household incomes compared to the region as a whole. The City is including Program 3 Facilitate Development of Affordable and Special Needs Housing to Facilitate Development of Affordable and Special Needs Housing. This program includes a number of efforts to incentivize lower-income housing. This includes:

- Expedited processing for affordable and special needs households, including senior, extremely low income households, and housing for those with disabilities
- Assistance in preparing applications for lower-income households and households with special needs, including seniors and those with disabilities.
- As funding allows, reduce development fees for extremely-low income housing projects. Seek funding sources to assist with extremely-low income housing development.

Additionally, the City will annually contact developers of special needs and lower income housing to assist in development where feasible.

Figure 8.25 Households per Income Level, 2021

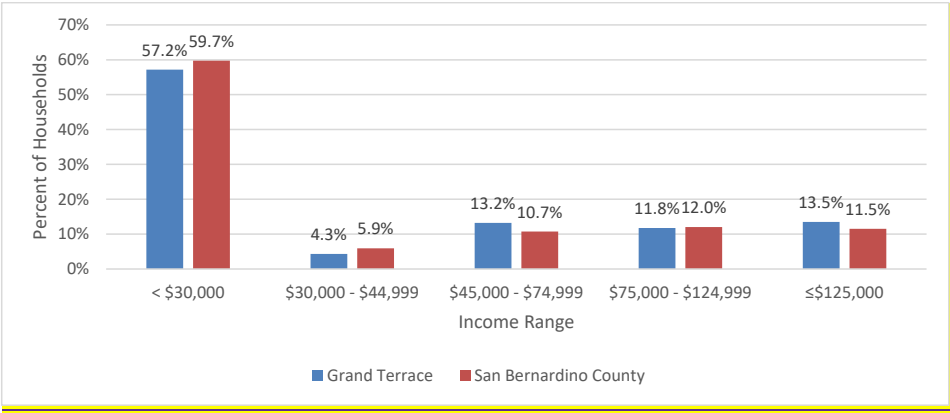


Source: 2021 ACS Table B19001

The figure below shows the percent of households in both the City and the County with income levels similar to the income ranges provided by HCD Income Limits. The extremely low-income category has the largest percentage of the population, while the very low-income category has the smallest population. The remaining income categories have a more comparable distribution, but the majority of the population is extremely low-income. This distribution is the same in both the City and the County. Grand Terrace has a slightly lower percent of the extremely and very low population, which is consistent with the slightly higher median income in the City. However, overall, the distribution in the City is consistent with the region as a whole.

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Figure 8.26 Households per Income Level, 2021



Source: 2021 ACS Table B19001

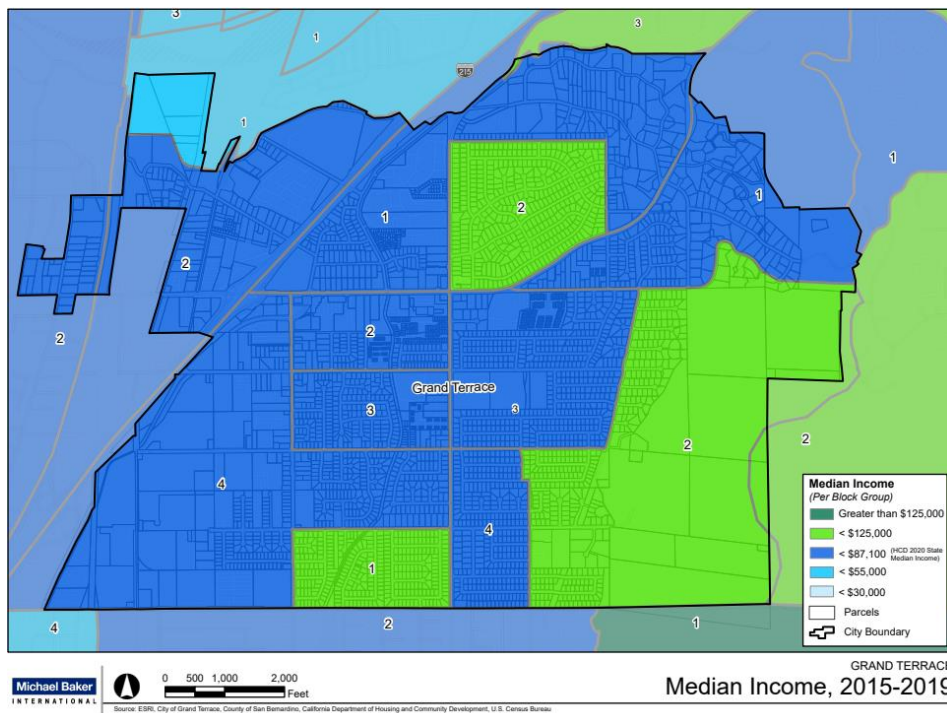
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According to US Census 2016-2020 American Community Survey estimates, the median household income for Grand Terrace was \$70,200. This is higher than the San Bernardino County median household income of \$65,761.

The figure below shows median household income by census tract. In Grand Terrace, the south east areas of the City have, on average, higher median household incomes, while the northwest, where the R/ECAP is located, has distinctively low median incomes compared to the rest of the City and the region as a whole. This area also has lower opportunity and a more predominant non-White population.

Figure 8.27 Median Household Income 2015-2019



Source: HCD AFFH Data Viewer

Poverty is defined by incomes falling below the annually defined thresholds for family size by the US Census. Poverty status by tract in Grand Terrace is shown in the figure below. Consistent with the aggregation of LMI areas, tracts with large populations below the poverty level are located in the northwest areas of the City, where the R/ECAP is located. Since the 2010-2014 ACS, the population of persons experiencing poverty has decreased throughout the City, specifically in the northern portion of the City. In 2014, tracts in the northwest corner of the City, which include the

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R/ECAP had rates of poverty over 30 percent. In 2019, this northwestern region has rates of poverty under 30 percent.

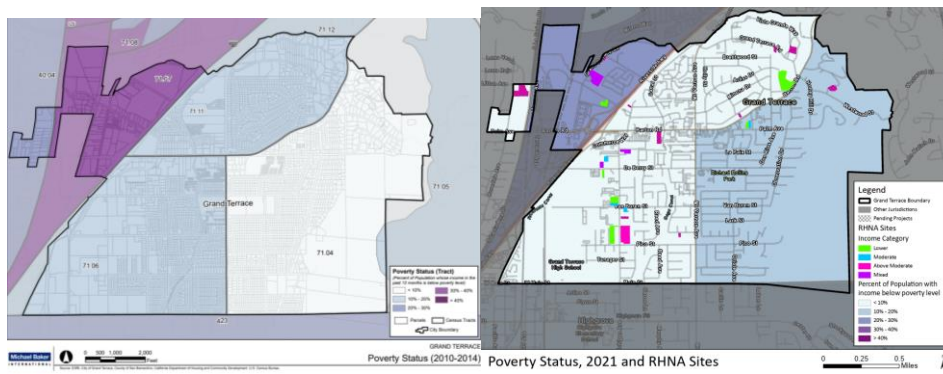
The areas with higher rates of poverty correlate with the areas with more predominant non-White concentrations.

The 2015–2019 map shows lower levels of poverty Citywide and increased geographic parity. The 2015–2019 map also shows that pending projects and proposed Opportunity sites are spread throughout the City with more sites in areas without concentrations of poverty.

The City's RHNA strategy is not expected to exacerbate segregation conditions related to the poverty status. The current sites strategy includes creating a number of opportunities for lower-income housing in areas with a higher population in poverty. The City is also including Program 3.Facilitate Development of Affordable and Special Needs Housing to Facilitate Development of Affordable and Special Needs Housing. This program includes a number of efforts to incentivize lower-income housing, including expedited processing and reducing development fees.

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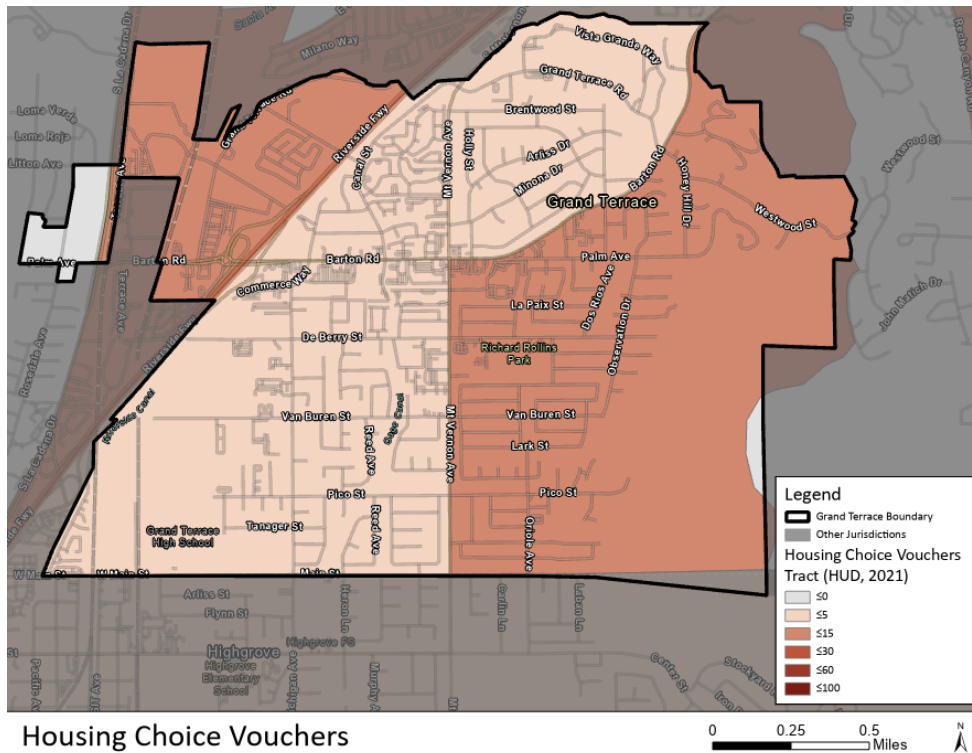
Figure 8.28 Poverty Status (2010-2014 and 2015-2019)



Source: HCD AFFH Data Viewer

The figure below shows housing choice voucher (HCV) recipients by tract in the City. The HCV program is a 100 percent federally funded rental subsidy for low-income households living in privately owned rental units. HCV recipients are most concentrated on the western side of the City. In addition to operating public housing, the Housing Authority administers the HUD Housing Choice Voucher Program. Formerly, the County operated both a voucher and certificate programs. However, the certificate program ended as of 1999. Under the Housing Choice Voucher Program, the Housing Authority makes subsidy payments to property owners on behalf of the family. The program uses a Payment Standard to determine the maximum amount of assistance that will be paid on behalf of the family. The family's portion will be a minimum of 30 percent of their adjusted gross monthly income up to a maximum of 40 percent if they choose. HACSB administers the Housing Services programs that include the Housing Choice Voucher and Five-Year Lease Assistance programs. Participants on these programs may choose the city/community in which they wish to reside within San Bernardino County.

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Figure 8.29 Housing Choice Voucher Recipients by Tract (2010)

Source: HCD AFFH Data Viewer

Familial Status

Under the Fair Housing Act, housing providers may not discriminate because of familial status. Familial status covers the following: the presence of children under the age of 18, pregnant persons, and any person in the process of securing legal custody of a minor child (including adoptive or foster parents). Examples of familial status discrimination include refusing to rent to families with children, evicting families once a child joins the family (e.g., through birth, adoption, or custody), or requiring families with children to live on specific floors or in specific buildings or areas. Single-parent households are also protected by fair housing law.

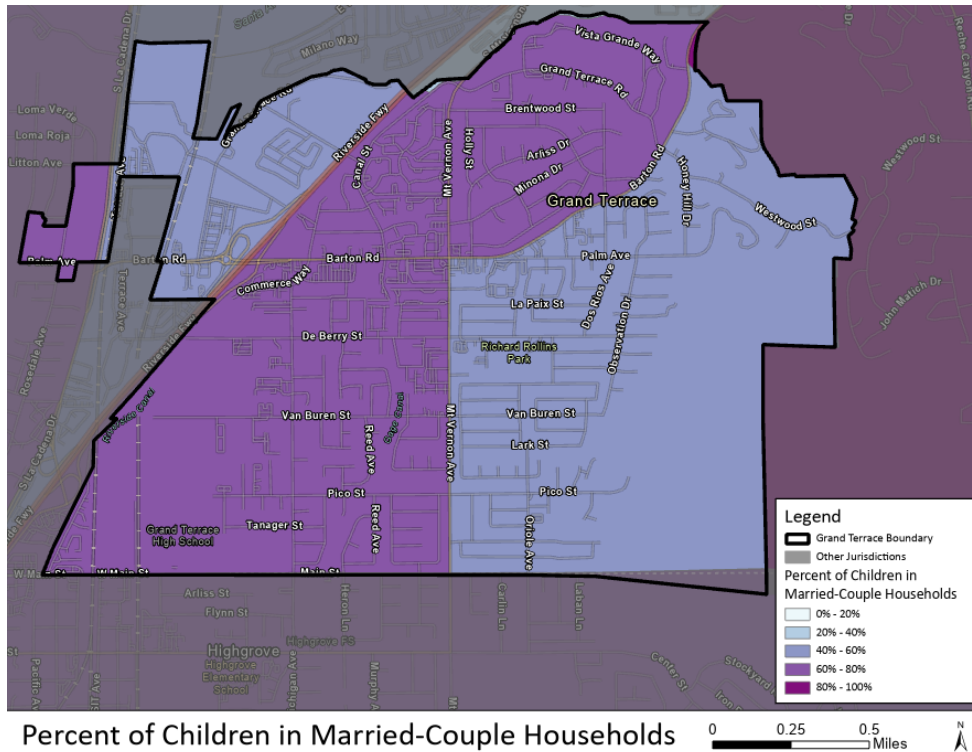
As shown in the figure below, the tracts with the highest concentrations of children living in married-couple households are primarily in western and northern Grand Terrace, although there does not seem to be a distinct correlation between income or racial demographic trends and percent of children in married-couple households. In Grand Terrace, 24.8 percent of households are married-couple households with children present, compared to 30.3 percent countywide. RHNA

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pending and opportunity sites are distributed throughout the City and are not expected to impact fair housing concerns based on familial status.

Figure 8.30 Percent of Children in Married Couple Households by Tract (2015-2019)



Source: HCD AFFH Data Viewer

Consistent with the above figure, the figure below illustrates that more children in the western area of Grand Terrace live in single-parent female-headed households compared to the rest of the City. In 2020, 20.3 percent of the total households in Grand Terrace were female-headed households, which is similar to the County, at 21.9 percent.

As shown in the figure below, RHNA sites are distributed throughout the City, without concentration in areas with high levels of female-headed households, and are not expected to impact fair housing concerns based on familial status. For example, about 20 percent of RHNA units are located in tracts where 0-20 percent of children are living in female-headed households with no spouse.

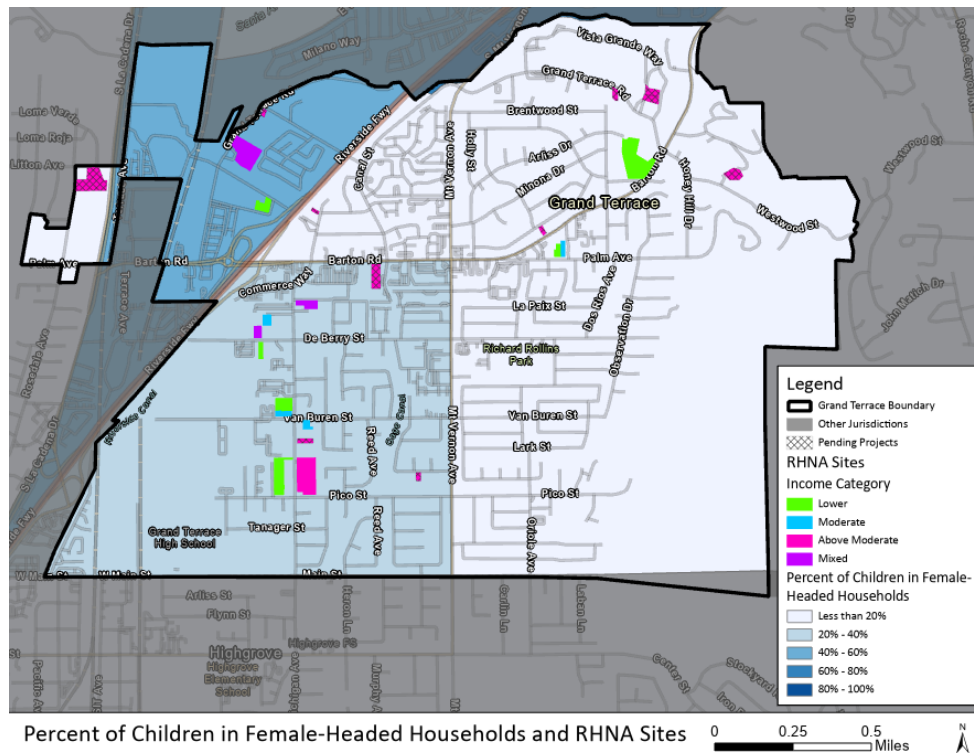
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The distribution of RHNA sites does not exacerbate conditions of segregation as they relate to familial status. RHNA sites are distributed throughout tracts of varying existing predominant familial statuses.

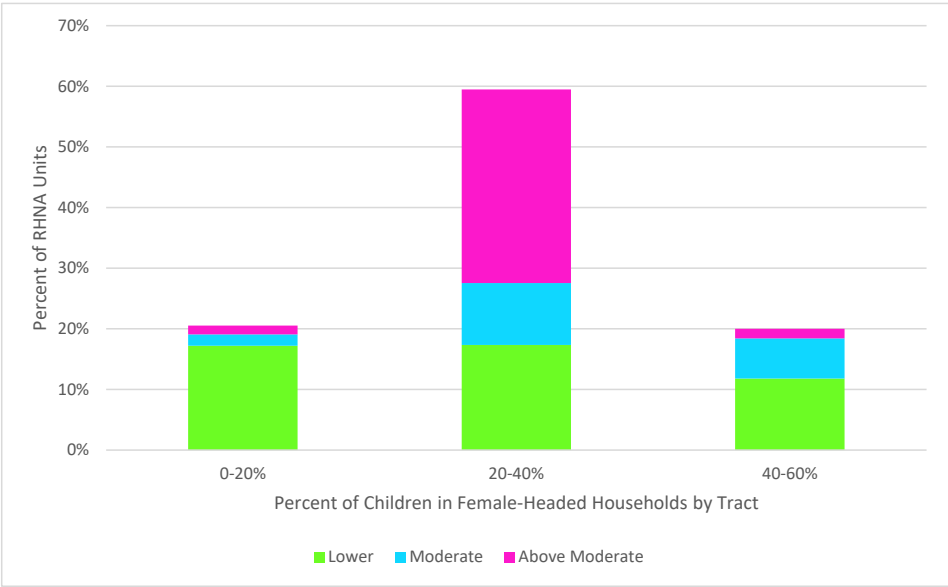
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Figure 8.31 Percent of Children in Female-Headed Households and RHNA Sites by Tract (2015-2019)



Source: HCD AFFH Data Viewer

Figure 8.32 Female Headed Households Comparison of RHNA Units



Persons with Disabilities

The US Census Bureau provides information on the number of persons with disabilities of varying types and degrees. According to the US Census Bureau, a person is considered to have a disability if they have difficulty performing certain functions or difficulty with certain social roles. Affordability of appropriate housing and access, both within the home and to/from the home site, are the primary challenges for persons with disabilities. Access often requires specially designed dwelling units. Additionally, housing locations near public facilities and public transit are important for these special needs group. The 2021 American Community Survey estimates that 10.1 percent of Grand Terrace and 11.4 percent of San Bernardino County has a disability.

The types of disabilities included in the Census are:

- Hearing difficulty: deaf or has serious difficulty hearing
- Vision difficulty: blind or has serious difficulty seeing even with glasses
- Cognitive difficulty: has serious difficulty concentrating, remembering, or making decisions
- Ambulatory difficulty: has serious difficulty walking or climbing stairs
- Self-care difficulty: has difficulty dressing or bathing

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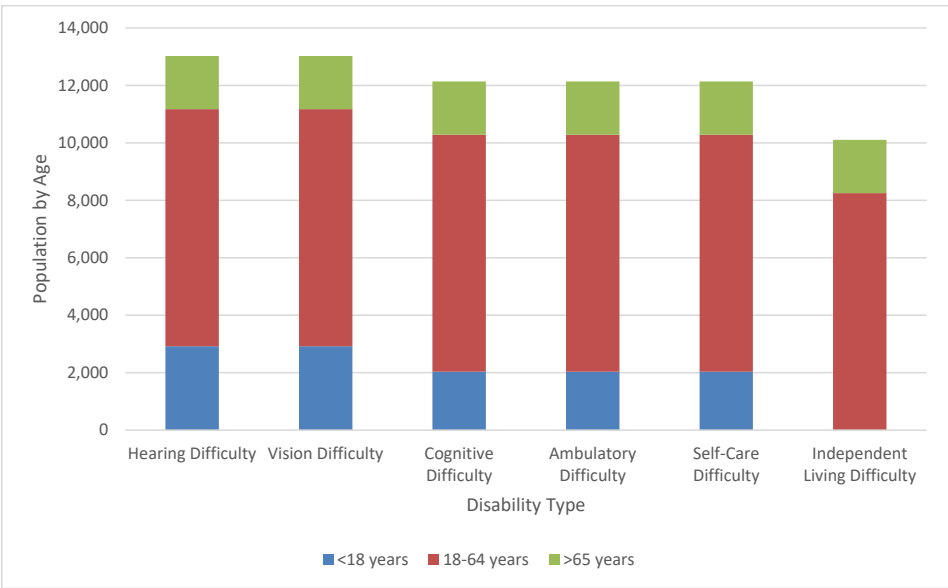
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- Independent living difficulty: has difficulty doing errands alone, such as visiting a doctor's office or shopping

The figure below shows an estimate of the number of Grand Terrace residents with disabilities by type of disability and age group. The most prevalent types of disability are hearing and vision difficulties, although the population with each disability type is rather comparable. Note that individuals may have more than one type of disability.

Ambulatory issues are the highest reported disability countywide. A large population with walking difficulty creates a need for single-story housing, elevators, transit access, wheelchair access, larger homes for live-in help, and proximity to health facilities. For many in need of live-in help or living assistance, accessory dwelling units (ADUs) may serve as a caregiver unit. The City is including Program 9_Incentivize Accessory Dwelling Units in an effort to increase ADU production, which includes a code amendment to be compliant with state law, creation of an ADU webpage with access to resources for the development of affordable ADUs, and the creation of pre-approved/reviewed plans.

Figure 8.33 Disability Characteristics by Age Group, Grand Terrace (2021)



Source: US Census Bureau, ACS16-19 (5-year Estimates), Table C18108

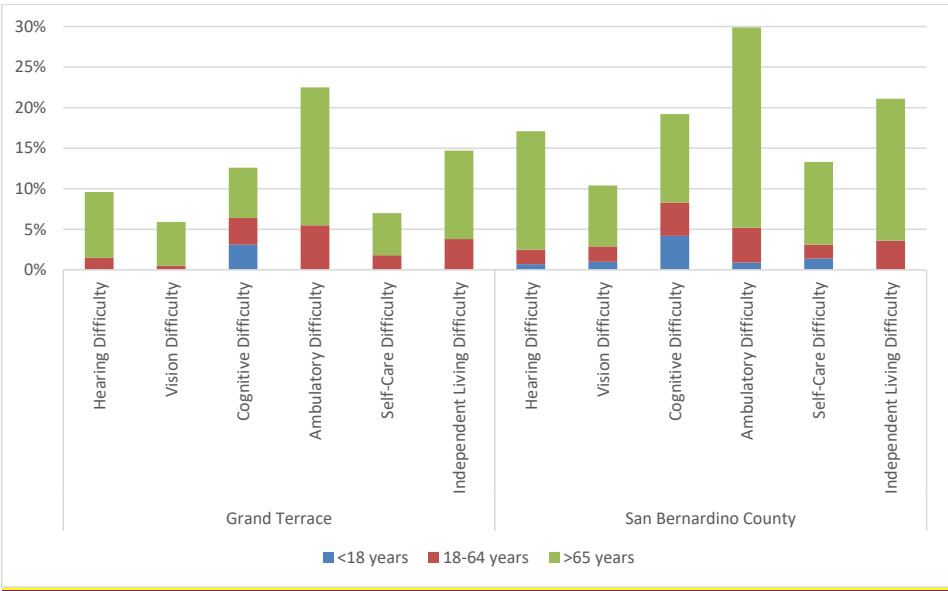
Countywide, ambulatory issues are also the most prevalent. While disabilities are more prevalent in the County as a whole than in Grand Terrace, the type of disabilities that are most prevalent follow the same trends in Grand Terrace and regionwide.

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Countywide, health care facilities are more prevalent in the southwest areas of the County, where Grand Terrace is located. A large portion of the County is open space and the Mojave desert, so health care facilities are primarily concentrated where there is a greater population.

The percent of the population with a disability has remained relatively steady since 2010. The north west portion of the City has consistently had a more predominant disabled population compared to the eastern side. This is consistent with the location of healthcare facilities.

Figure 8.34 Disability Characteristics by Age Group, Grand Terrace and San Bernardino County (2021)



Source: US Census Bureau, ACS16-19 (5-year Estimates), Table C18108

The distribution of sites is not expected to exacerbate conditions of segregation as they pertain to disability. There is little correlation with the distribution of the population with a disability and the location of sites. Additionally, the selected RHNA sites are in proximity to existing healthcare resources.

The City is including Program 9 Incentivize Accessory Dwelling Units in an effort to increase ADU production, which can be used as a caregiver unit for those with independent living difficulties. This can also increase opportunities for these units in higher income areas.

The figure below shows the population of persons with disabilities by tract in the City. There is no clear correlation to the current areas with higher concentrations of the population with a disability and other demographic distributions. Health care facilities are distributed throughout the City, with a slight concentration in the northern areas of the Grand Terrace.

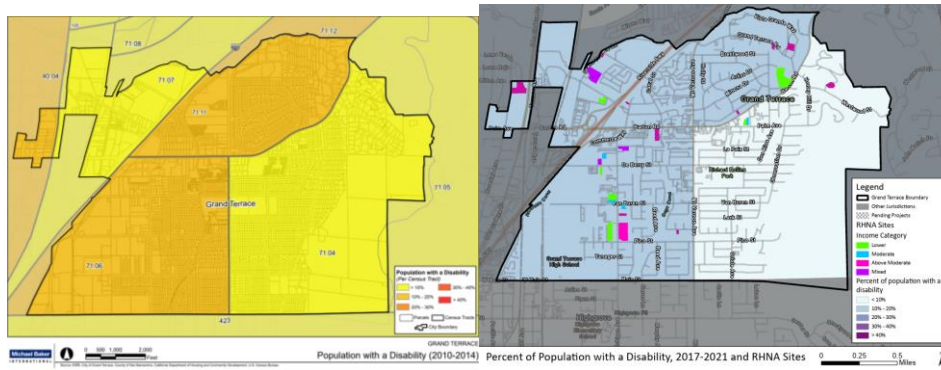
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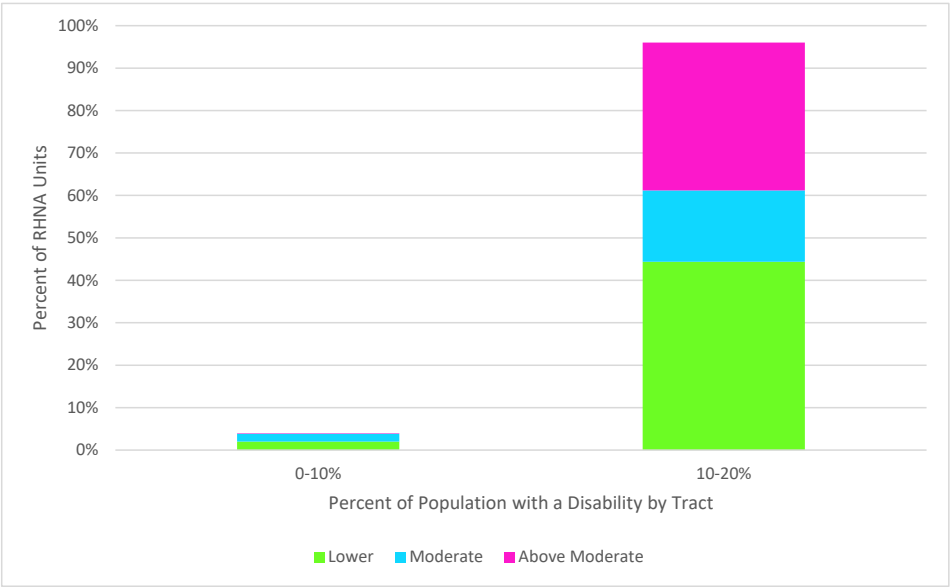
The figure below also shows pending projects and proposed RHNA Opportunity sites with population of persons with disabilities by tract in the City. As shown in the subsequent bar chart, the RHNA sites are mostly distributed in the areas where 10 and 20 percent of the population experiences a disability, which covers a majority of the City. For example, about 95 percent of the RHNA units are located in the area where 10-20 percent of the population has a disability. As such, the sites are not expected to cause fair housing concerns as they relate to residents with a disability.

Figure 8.35 Population of Persons with Disability by Tract (2010-2014 and 2015-2019)



Source: HCD AFFH Data Viewer

Figure 8.36 Population with a Disability Comparison of RHNA Units



Findings

Overall, the City of Grand Terrace has higher concentrations of non-White and low- to moderate-income residents in the northwestern part of the City, which includes the R/ECAP. This area is also where housing choice voucher use primarily occurs. Some tracts in this area saw a reduction over time in households under the federal poverty level, from >30 percent in 2010-2014 to 20-30 percent in 2015-2019, while other tracts remained unchanged. The selected RHNA sites are not anticipated to cause displacement or worsen patterns of segregation.

The City’s RHNA strategy reflects the overall composition of Grand Terrace, and is not expected to negatively exacerbate conditions of segregation.

Racially and Ethnically Concentrated Areas of Poverty and Affluence

R/ECAPs

HUD defines R/ECAPs as areas where the percentage of the population that is non-White is over 50 percent and the percentage of households with incomes below the poverty line is over 40 percent. Alternatively, a neighborhood can be a R/ECAP if it has a poverty rate that exceeds 40 percent or is three or more times the average tract poverty rate for the metropolitan/micropolitan area, whichever threshold is lower.

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Grand Terrace has a R/ECAP in Census Tract 71.07. The tract is shown in the figure below, along with the proposed RHNA sites by their income levels. In San Bernardino County, R/ECAPs are primarily located in the southwest portion of the region, where there is more population and less open space. There are several R/ECAPs in close proximity to Grand Terrace, including in the Cities of Sam Bernardino, Riverside, and Fontana, indicating that the demographics in Grand Terrace are consistent with the region as a whole.

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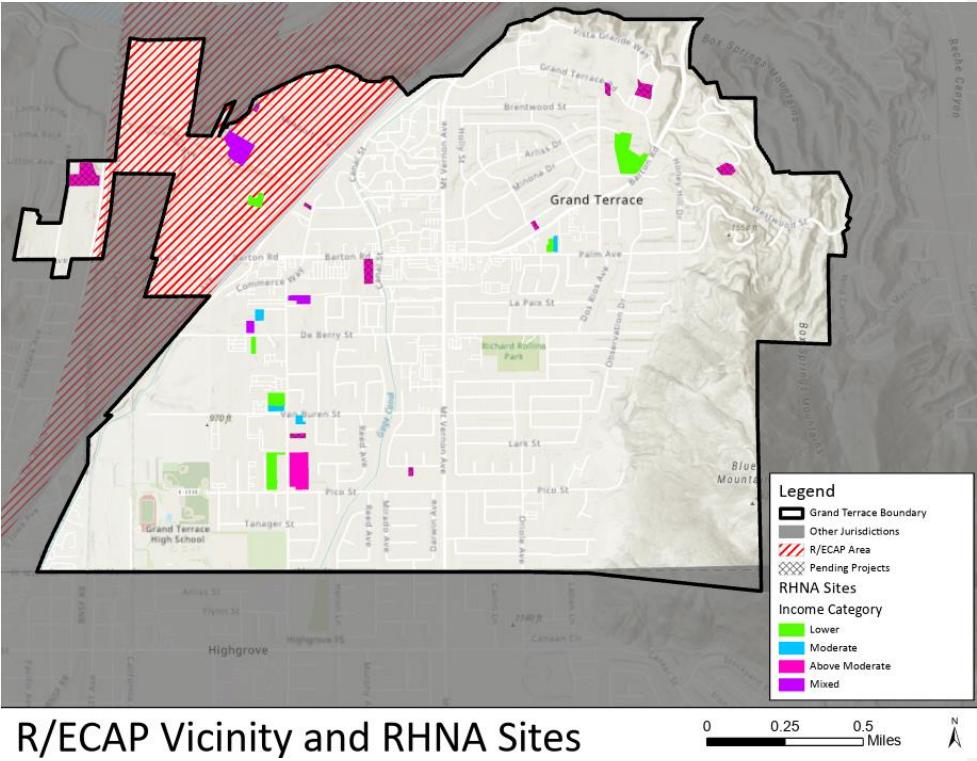
The median household income for Grand Terrace was \$70,200. This is higher than the San Bernardino County median household income of \$65,761. 60.9 percent of the City was non-White, while 73.4 percent of the County was non-White. A higher median income, but lower percent of non-White population in the City than the County indicates there may be some variation in R/ECAP demographics between the City and the Region.

The RHNA site selection is not anticipated to exacerbate conditions of segregation. The RHNA site distribution creates opportunity for residential development of all income levels outside the R/ECAP area. The City is including Program 19 to improve mobility, and active transportation opportunities, and park quality in the northwestern part of the City. These place-based improvements include enhanced streetscapes, multi-modal and active transportation, pedestrian safety improvements, safe routes to schools, community facilities, park improvements, and other community amenities.

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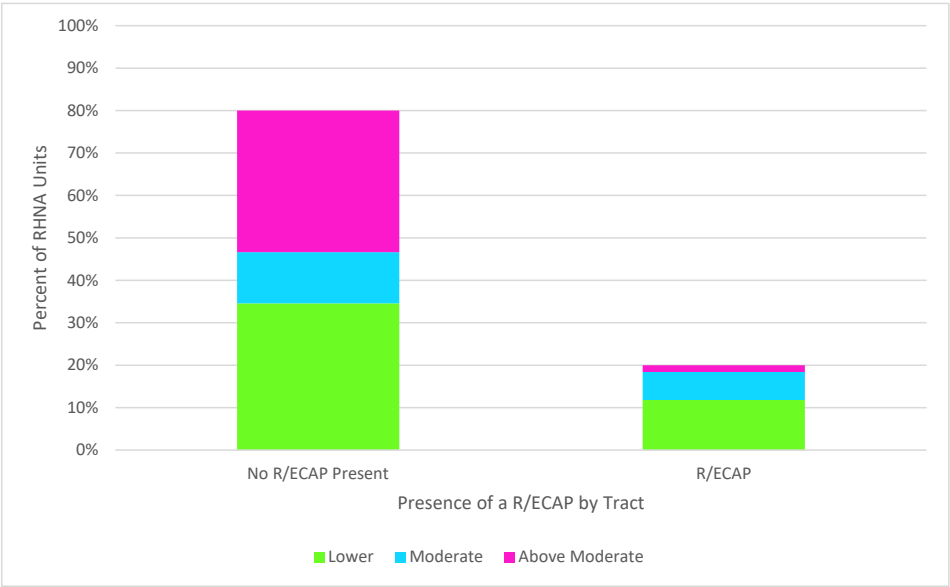
As shown in the subsequent bar graph, the large majority of RHNA units are located in non-R/ECAP areas. The location of the RHNA units in or out of the R/ECAP will not exacerbate existing conditions.

Figure 8.37 R/ECAPs in the City and Vicinity



Source: HCD AFFH Data Viewer

Figure 8.38 Presence of a R/ECAP Comparison of RHNA Units



Racially or Ethnically Concentrated Areas of Affluence (RCAAs)

HUD defines Racially Concentrated Areas of Affluence (RCAAs) as areas where the percentage of the White population in a tract is over 1.25 times the average percentage of the White population in the given Council of Government (COG) region and the median income is 1.5 times higher than the COG or State AMI, whichever is lower. At the time of this analysis, there are no RCAAs in Grand Terrace.

While RCAAs are more prevalent west of San Bernardino County, in Los Angeles County, there are some present in proximity to Grand Terrace in the Cities of Redlands and Riverside. There are very few RCAAs present in San Bernardino County as a whole, indicating that the trends in Grand Terrace are consistent with the region.

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Disparities in Access to Opportunities

California Tax Credit Allocation Committee (TCAC)

One tool that can be used to analyze disparities in access to opportunities is the California Tax Credit Allocation Committee's (TCAC) Opportunity Area scores. These were prepared by a task force commissioned by the TCAC and HCD to identify areas statewide whose economic, educational, and environmental characteristics support positive outcomes for low-income families. The map is updated annually. Opportunity maps are made for three domains: economic, environmental, and education. Each map uses categorical indicators to determine its individual

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score. A composite score and resource designation combining all three designations is then assigned to each block group.

To determine the final resource category, the top 20 percent of overall scores in a county are labeled as highest resource and the next 20 percent of scores are labeled as High Resource. Then, any area that is considered segregated and that has at least 30 percent of the population living below the federal poverty line is labeled as an area of High Segregation and Poverty. Any remaining uncategorized areas in the County are evenly divided between Moderate Resource and Low Resource areas. The rationale and metric for each indicator is described in more detail in current guidance documents for the California TCAC program.¹¹ Additional information regarding these indicators in Grand Terrace are provided on the following pages.

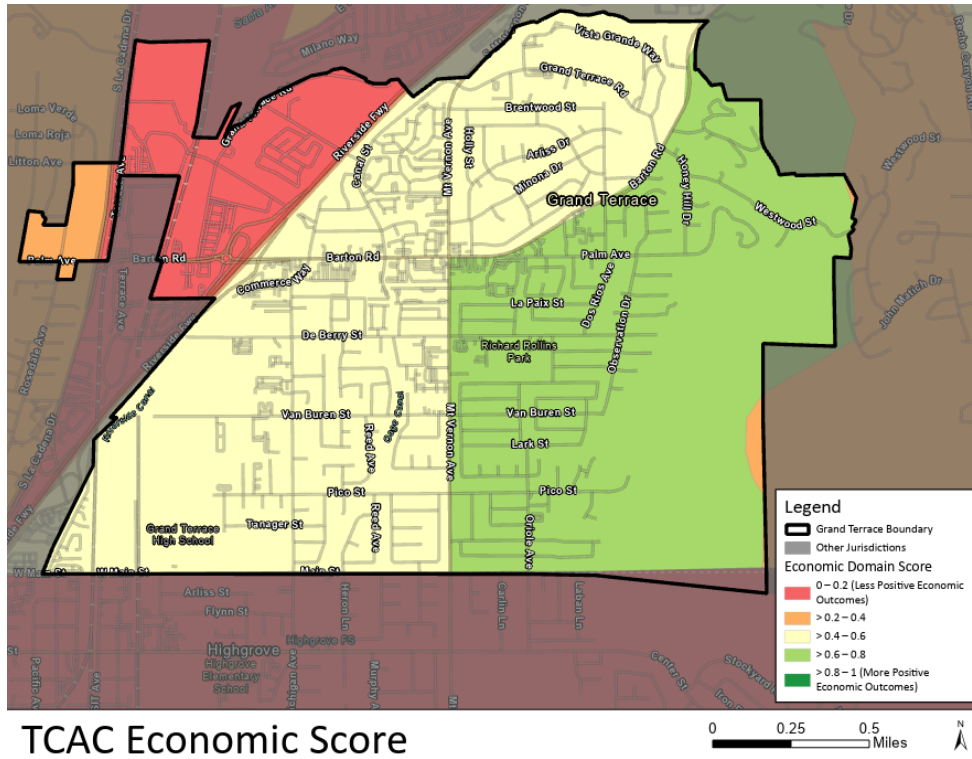
Economic Indicators

Economic indicators include poverty, adult education, employment, job proximity, and median home value. TCAC economic scores for the City by tract are presented in the figure below. The southern areas of the City, where TCAC economic scores are the highest, have the lowest poverty rates and percentage of LMI households. The neighborhoods in the northwestern area of the City with the lowest economic opportunity also contain the R/ECAP and a more predominant Hispanic or non-White population.

Compared to the region, Grand Terrace has higher economic opportunity. Nearby areas with comparable levels of economic opportunity include southern Redlands, where there is lower-density development and higher median incomes.

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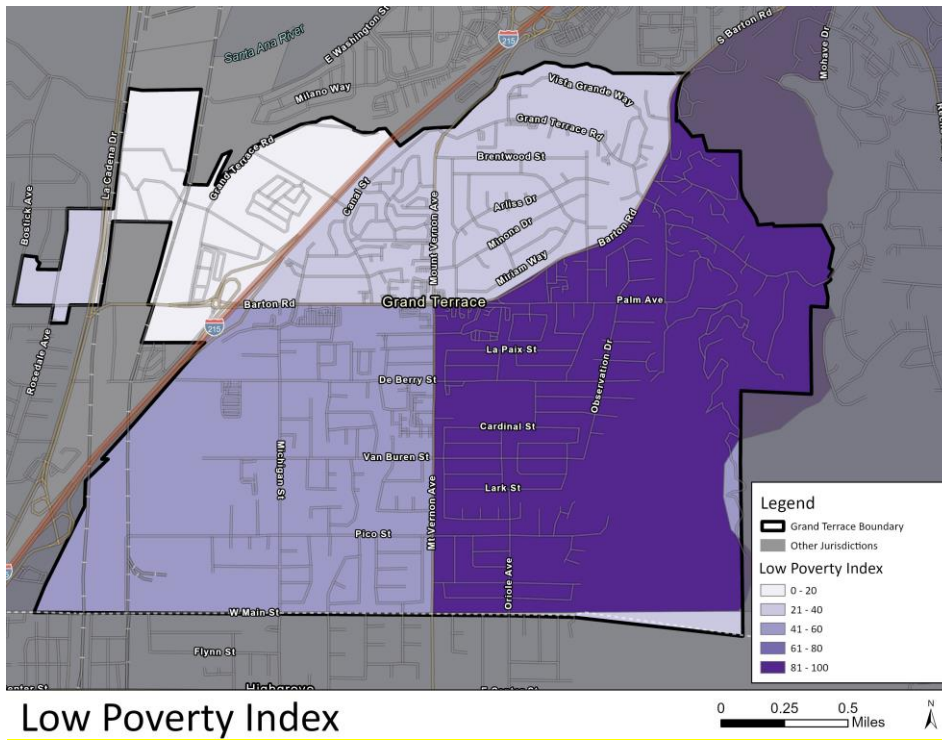
¹¹ <https://www.treasurer.ca.gov/ctcac/opportunity/2022/2022-hcd-methodology.pdf>

Figure 8.39 TCAC Opportunity Areas - Economic Score by Tract (2021)

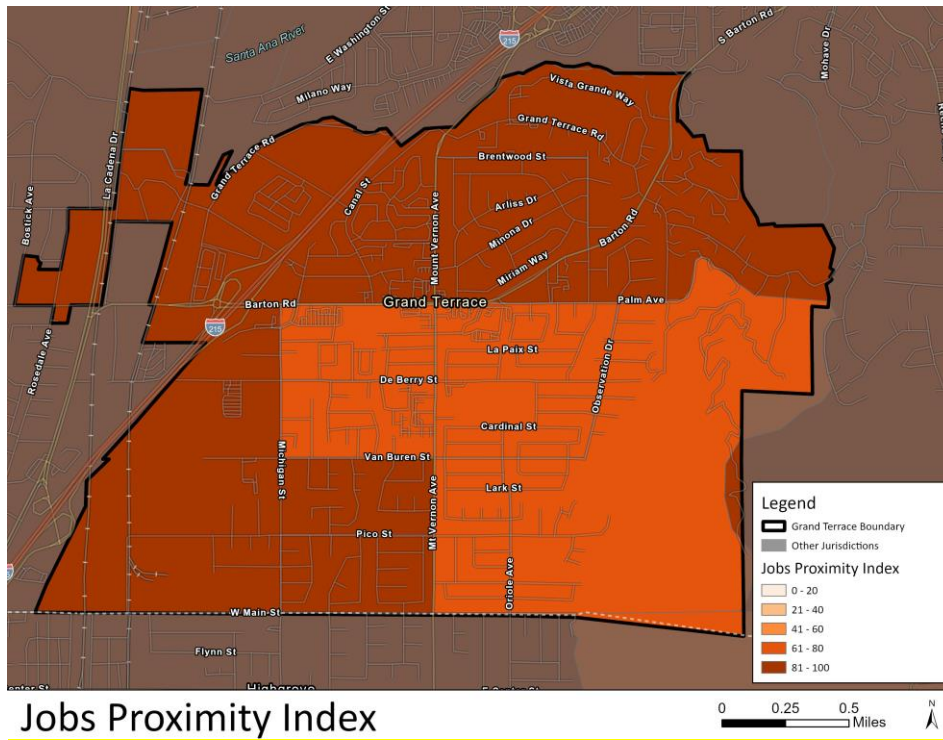
Source: HCD AFFH Data Viewer

The low poverty index captures poverty at the census tract level. The higher the score, the less exposure to poverty. The figure below shows that the low poverty index distribution in the City is consistent with the overall TCAC Economic Score. Poverty rate in the City has been trending down in the past 10 years. While the distribution in the City is generally consistent with the region as a whole, the high scores in southern Grand Terrace are on the upper end of what is seen Countywide.

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Figure 8.40 TCAC Opportunity Areas - Economic Score by Tract (2021)

The jobs proximity index quantifies the accessibility of a given residential neighborhood as a function of its distance to all job locations within a region. Larger employment centers are more heavily weighted. The higher the index, the better access to employment opportunities. In Grand Terrace, the job proximity index is lower in low density, single-family neighborhoods. This trend is consistent with correlations regionwide.

Figure 8.41 Jobs Proximity IndexEducation Indicators

Education indicators include math and reading proficiencies of fourth graders, high school graduation rates, and the student poverty rate. The majority of Grand Terrace is served by the Colton Joint Unified School District, which includes 21 elementary schools, 7 middle schools, and 7 high schools.

Greatschools.org is a nonprofit organization that rates schools across the country. The Great Schools Summary Rating calculation is based on four ratings: the Student Progress Rating or Academic Progress Rating, College Readiness Rating, Equity Rating, and Test Score Rating. Ratings at the lower end of the scale (1-4) signal that the school is “below average,” 5-6 is “average,” and 7-10 is “above average.” According to Great Schools, 62 percent of schools in the Colton Joint Unified School District City are rated below average, 35 percent rated average, and 4 percent are rated above average. Schools in southern Grand Terrace have slightly higher scores than in northern Grand Terrace. The TCAC educational opportunity is consistent with most of the surrounding region, and is not significantly lower than any adjacent cities. The nearest area with a

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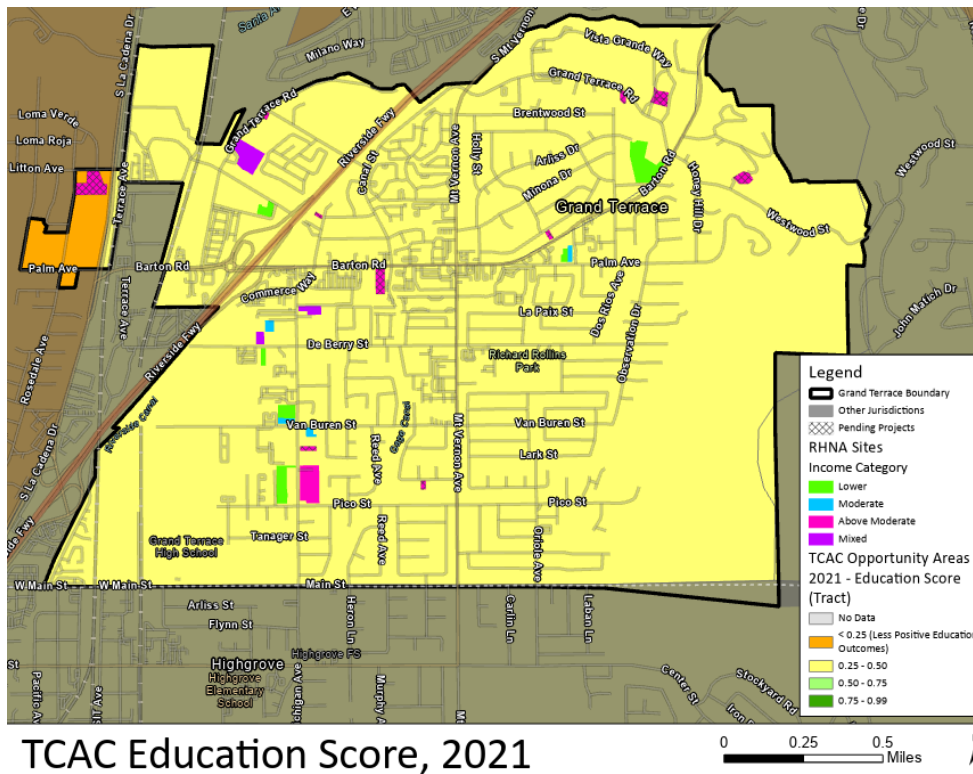
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notably higher index is the southern part of the City of Redlands, where median income is also significantly higher.

As shown in the figure below, tracts in Grand Terrace have little variation in education opportunity resource scores within the City, with moderate to low scores throughout the City. Poverty rates in the City have a negative effect on TCAC educational scores, as poverty rates are also included in this calculation.

Figure 8.42 TCAC Opportunity Areas - Education Score by Tract (2021)



The school proficiency index uses the performance of fourth-grade students on state exams to describe which areas have higher and lower performing schools. The higher the score, the higher the school system quality. The school proficiency index scores for tracts within Grand Terrace are noted in the figure below.

The school proficiency index is higher in southeastern Grand Terrace, where the education opportunity index is also higher. This may be due to the higher median incomes in these tracts in the City, which may lead to disproportionate tax dollars funding the local schools.

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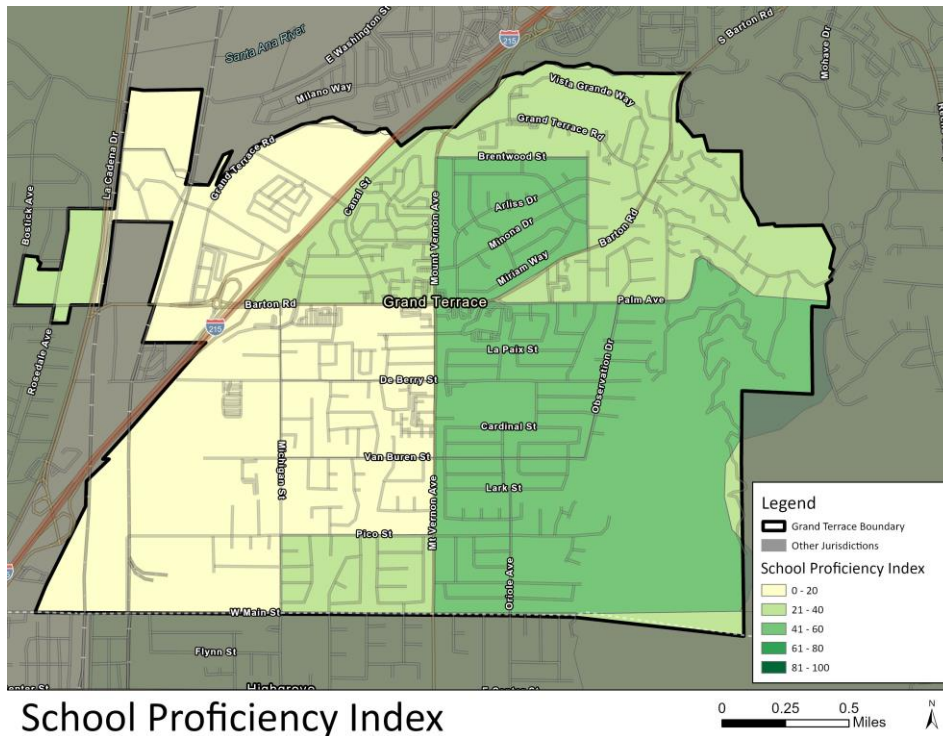
Draft | May 2024

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Regionwide, school proficiency is generally similar or slightly lower than the City, but some areas to the East, in southern Redlands, have significantly higher indices. These areas are generally low density and have higher median incomes.

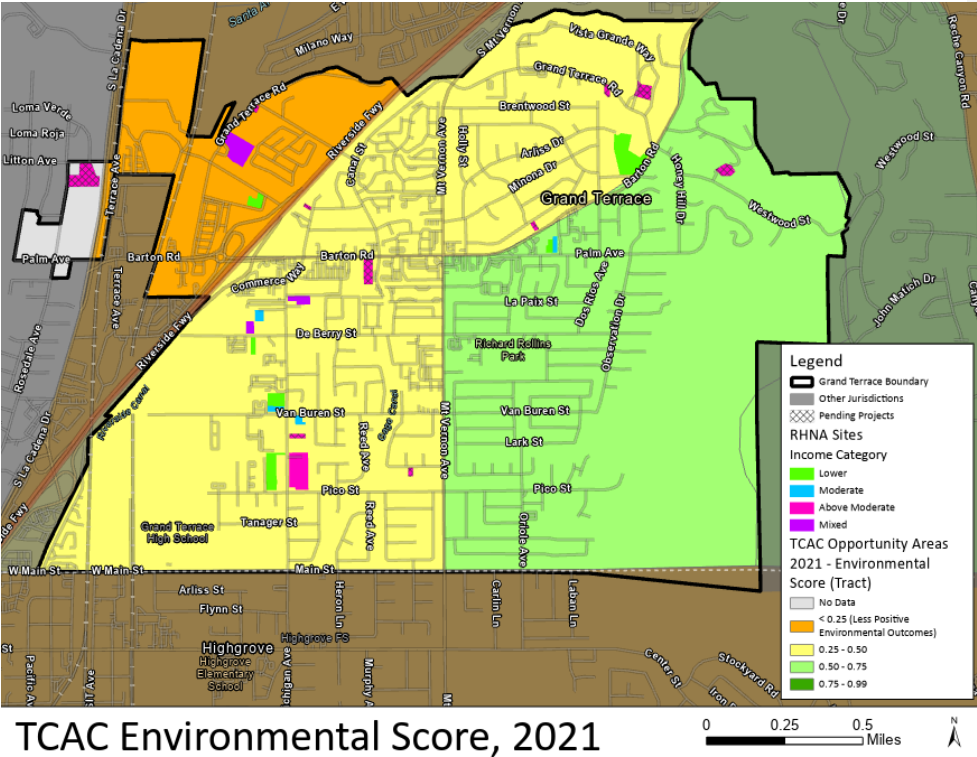
Figure 8.43 School Proficiency Index



Environmental Indicators

The environmental domain utilizes CalEnviroScreen (CES) 3.012 pollution indicators and values (see Figure 39 for more discussion on CES). As shown in Figure 33, the majority of the tracts have scores between 0.25 and 0.75, indicating there are average environmental scores throughout most of the City. Tracts with lower environmental scores generally are bisected by a highway, have larger populations of the non-White population, and have lower median incomes.

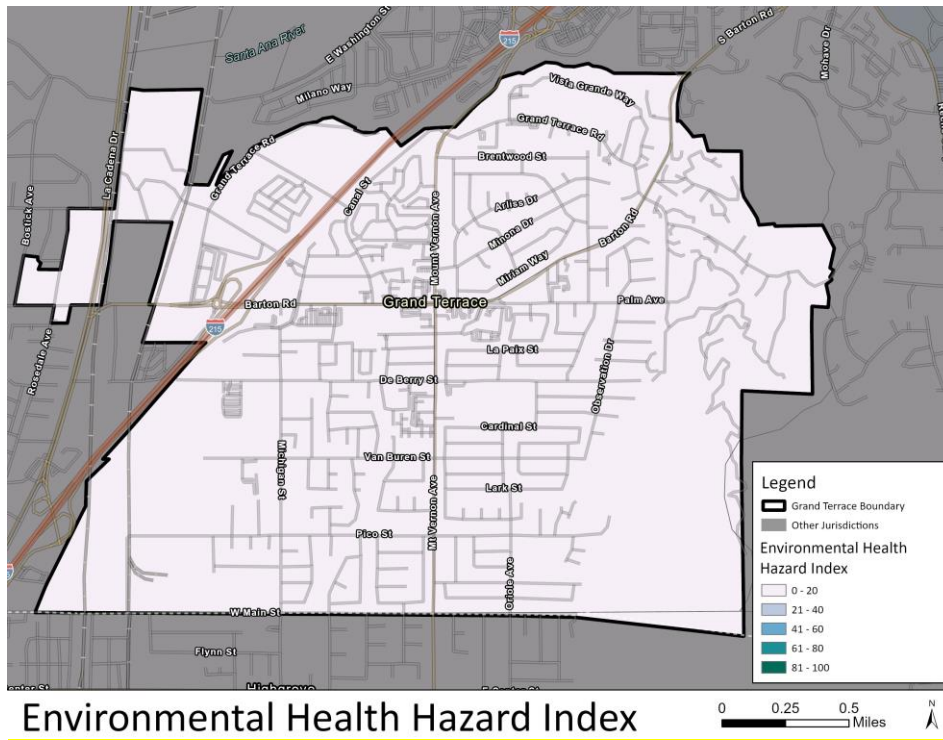
Figure 8.44 TCAC Opportunity Areas - Environmental Score by Tract (2021)



TCAC Environmental Score, 2021

The environmental health index summarizes potential exposure to a variety of toxins that are harmful to human health. The higher the index, the less exposure to toxins. The environmental health hazard index is low throughout the City, and throughout most of the region. The only nearby areas where the health index is significantly higher are in nearby forests. The index is consistent regionwide.

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Figure 8.45 Environmental Health Hazard Index**TCAC Composite Score**

The figure below displays the 2022 TCAC composite score for the City. There is little variation in resource categories within the City, with moderate resource areas throughout the majority of the City, and lower resource areas in the northwest areas of the City. The areas with lower opportunity scores have a generally lower median income and a more predominant non-White population.

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~~Figure 8.10~~Figure 8.46



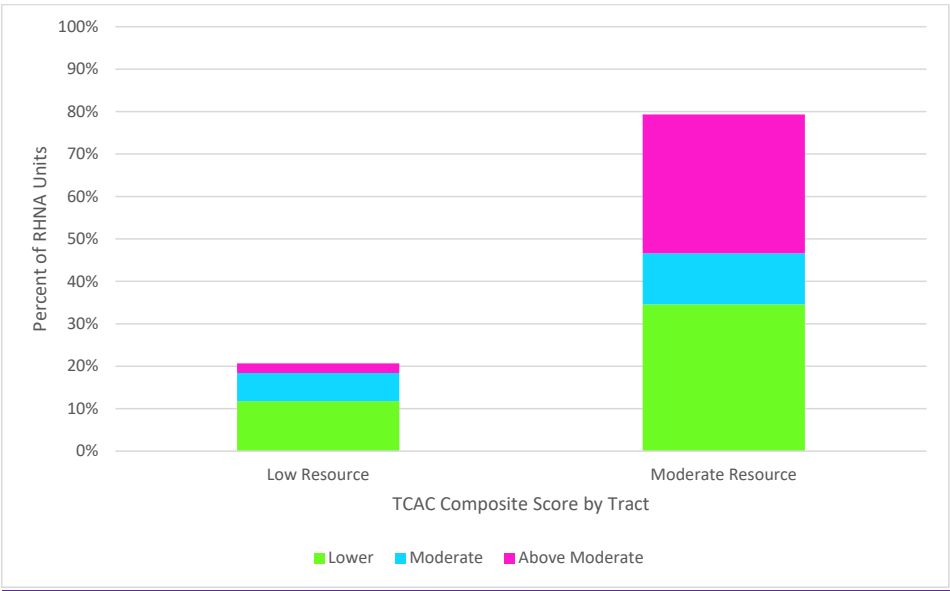
Additionally, the City is rezoning 97.3 total acres with a total maximum capacity of 3,883 units. The new maximum capacity of 3,883 units is 616 percent of the RHNA. By upzoning for considerable capacity beyond the RHNA, the City is encouraging housing mobility, creating housing opportunity, and ensuring there is adequate capacity to meet the RHNA.

The RHNA site distribution is consistent with the current composition of the City, indicating there will be no exacerbation of segregation due to the RHNA site selection. The sites are distributed with the intention of creating opportunity for lower income residents in higher opportunity areas, and providing new housing opportunities in existing lower opportunity neighborhoods without displacing current residents. The City is including Program 9_Incentivize Accessory Dwelling Units in an effort to increase ADU production, which includes a code amendment to be compliant with state law, creation of an ADU webpage with access to resources for the development of

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affordable ADUs, and the creation of pre-approved/reviewed plans. Increasing the development of ADUs can increase opportunity for lower-income units in higher opportunity areas.

Figure 8.47 TCAC Composite Category Comparison of RHNA Units



CalEnviroScreen 4.0

CES 4.0 is a tool that identifies communities in California that are disproportionately burdened by pollutants. Factors used to identify communities include ozone, particulate matter, drinking water contaminants, pesticide use, lead, diesel particulates, asthma rates, and linguistic isolation. A higher score indicates a higher effect of pollutants for the area.

The California Office of Environmental Health Hazard Assessment (OEHHA) compiles data to help identify California communities that are disproportionately burdened by multiple sources of pollution. In addition to environmental factors (pollutant exposures, groundwater threats, toxic sites, and hazardous materials exposure) and sensitive receptors (seniors, children, persons with asthma and low birth weight infants), CalEnviroScreen also takes into consideration socioeconomic factors. These factors include education attainment, linguistic isolation, poverty, and unemployment.

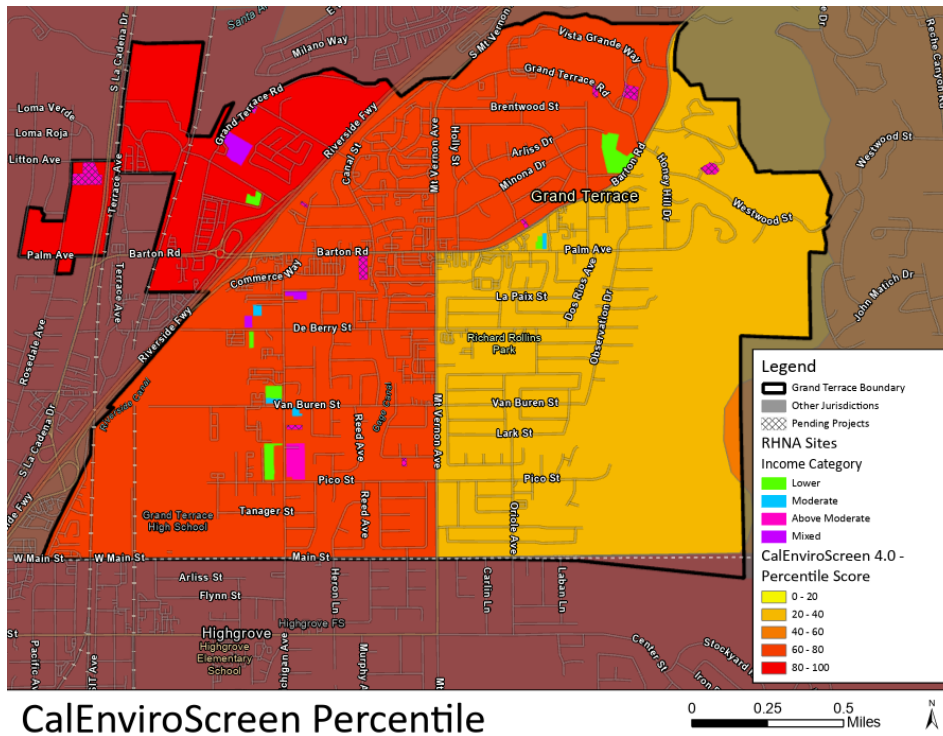
The CES scores for the City of Grand Terrace in the figure below show that the highest scores occur in the northwestern areas of the City, where the R/ECAP is located. CES scores are lower in the eastern. Tracts with higher CES scores generally are bisected by a highway, have larger populations of the non-White population, and have lower median incomes.

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As shown in Figure 40, RHNA pending projects and opportunity sites are distributed throughout the categories which compose the City. For example, about 4 percent of RHNA units are located in a tract in the 0-20 CES Percentile, about 75 percent of RHNA units are located in a tract in the 60-80 CES Percentile, and about 21 percent of RHNA units are located in a tract in the 80-100 CES Percentile. RHNA sites in these areas will provide residents with access to transit and employment resources.

Figure 8.48 CalEnviroScreen Percentile

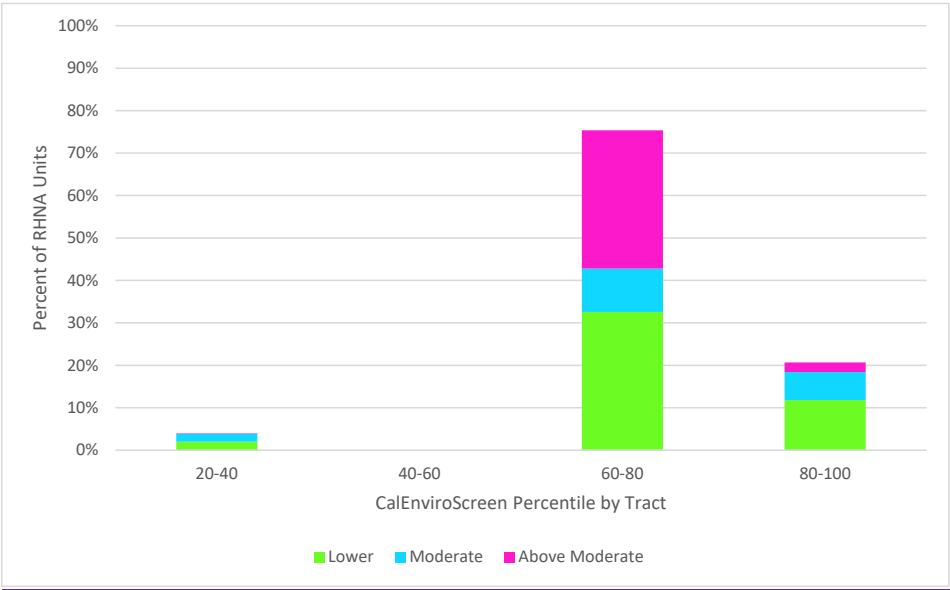


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Figure 8.49 CalEnviroScreen Percentile Score Comparison of RHNA Units



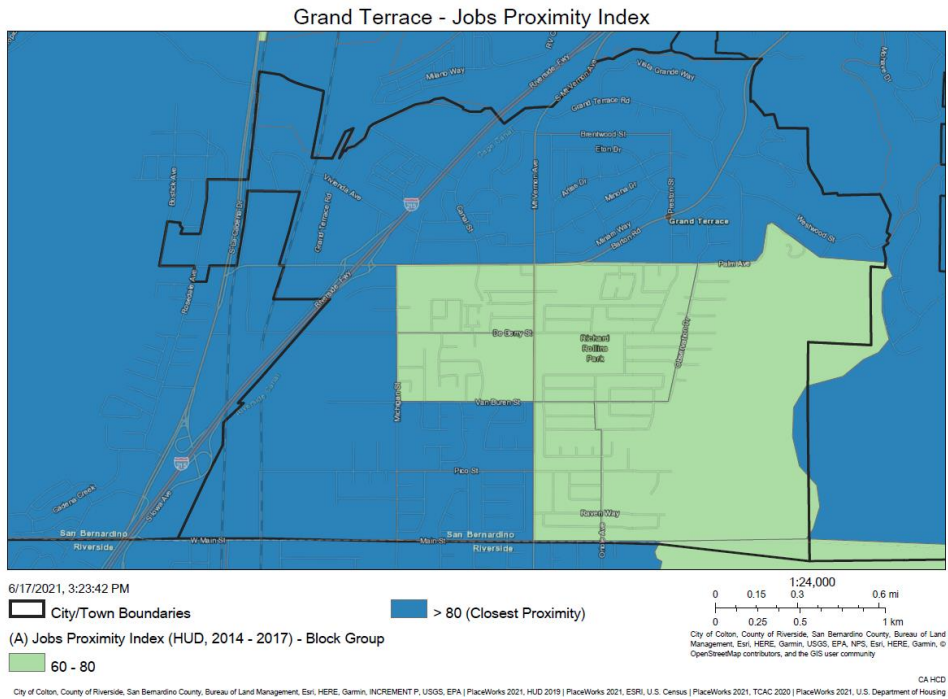
A majority of Grand Terrace falls within the closest proximity to jobs. There is a portion of the City, in the southeastern portion, closest to Blue Mountain, has a job proximity index between 60 and 80. These portions of Grand Terrace are primarily single family residential and houses the highest median incomes in the city. Grand Terrace is located geographically close to the job centers of Riverside (7 miles South), San Bernardino (7 miles North), and Redlands (8 miles East). Additionally, Interstate 215 bisects the City and allows for greater connectivity to both San

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Bernardino and Riverside counties. Interstate 10 is approximately four miles from Grand Terrace, providing access to a major thoroughfare throughout Southern California.

Figure-- Jobs Proximity Index



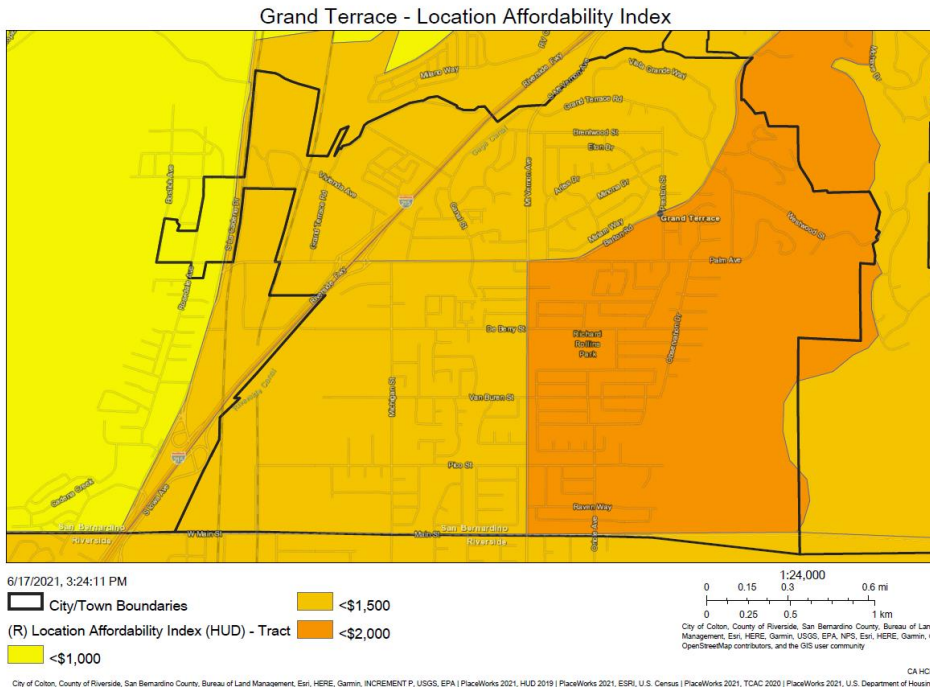
The location affordability index, issued by HUD, combines housing and transportation costs to better analyze actual costs of living in a particular area. As seen on the above figure, Grand Terrace

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is more affordable in the western portions of the city. As one moves from west to east, Grand Terrace becomes more expensive and less affordable, due to higher housing costs in those areas.

Figure – Location Affordability Index

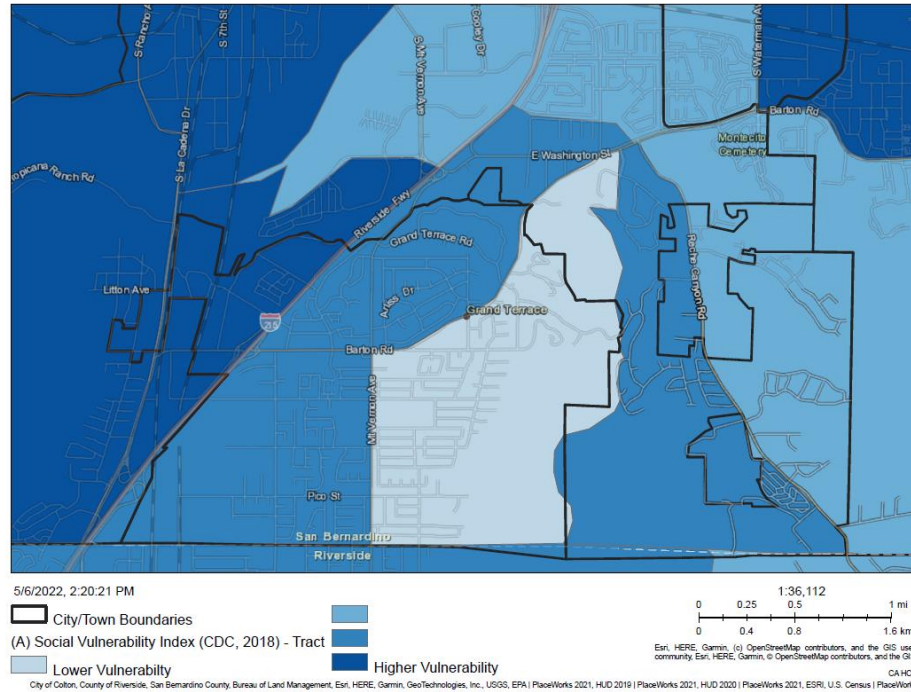


The least vulnerable areas are in most wealthy portions of the city. The most vulnerable areas are in worst-lowest opportunity economic and environmental areas.

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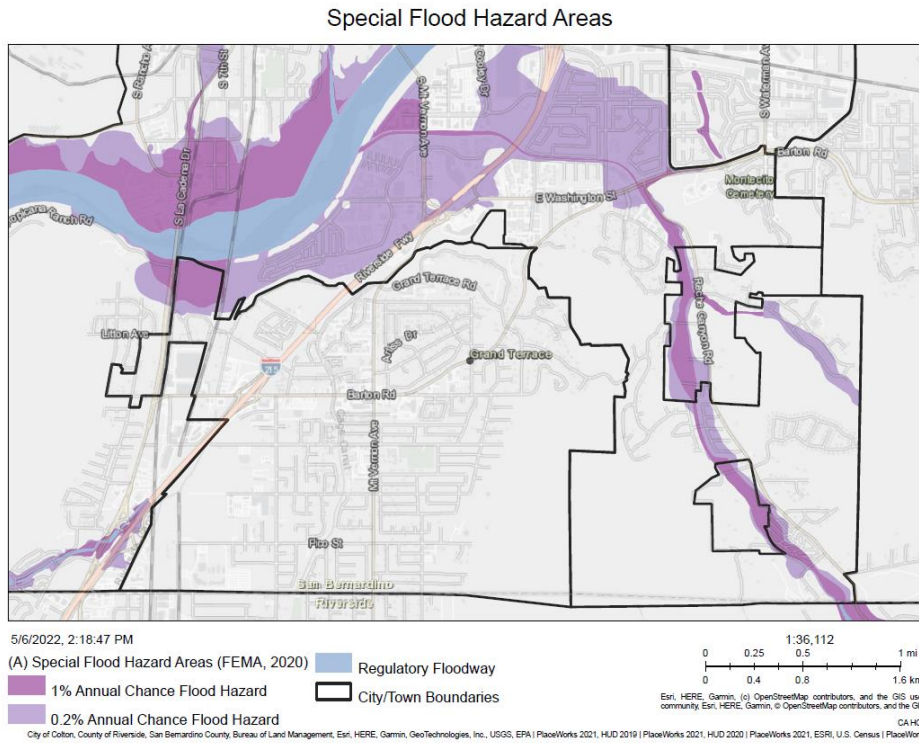
Social Vulnerability Index, 2018



The Santa Ana River runs close to Grand Terrace. A small portion of the city is within FEMA designated “Special Flood Hazard Areas”. These portions of the city do not have residential uses and are designated as “Floodplain Industrial”.

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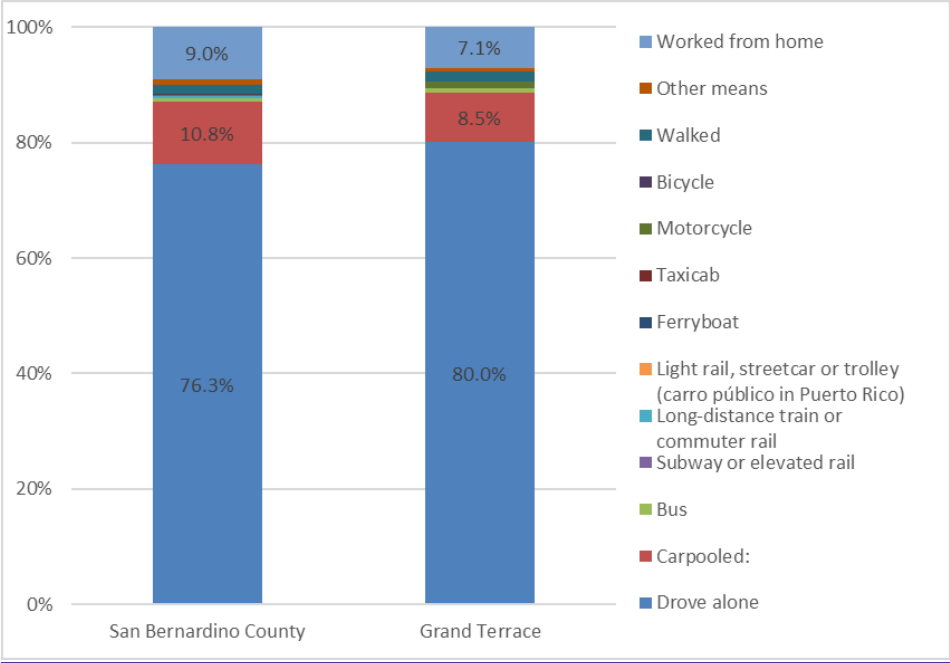
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Transportation

Access to adequate transportation and a variety of transit options can help illustrate disparities in access to opportunities. As shown in the figure below, the City of Grand Terrace and San Bernardino County have nearly identical mode shares for transportation to work. A majority of workers (80 percent) drive alone to work, followed by 8.5 percent who carpool.

Figure 8.50 Means of Transportation to Work

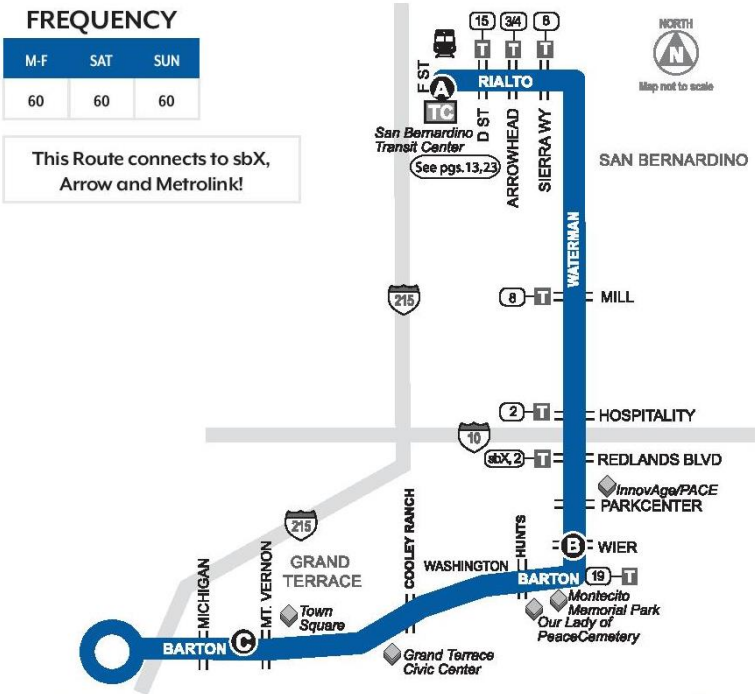


Omnitrans is San Bernardino County’s public transportation system that serves the San Bernardino Valley. Services include 27 routes including buses, bus rapid transit, and paratransit. Omnitrans routes provide a quality transportation option for Grand Terrace residents as well as regional connections to neighboring cities. The 305 bus route serves Grand Terrace, as shown in the figure below.

OmniAccess Service is an Americans with Disabilities Act (ADA) compliant shared ride service that is available to qualified applicants whose physical or cognitive limitations prevent them from using regular Omnitrans fixed route service in San Bernardino County for all or some of their trips. OmniAccess provides curb-to-curb service to complement the Omnitrans fixed-route bus system and is available during the same periods that fixed-route service operates. The OmniAccess service area is up to 3/4 mile on either side of an existing bus route. OmniAccess riders make reservations for trips or arrange a subscription service for recurring trips.

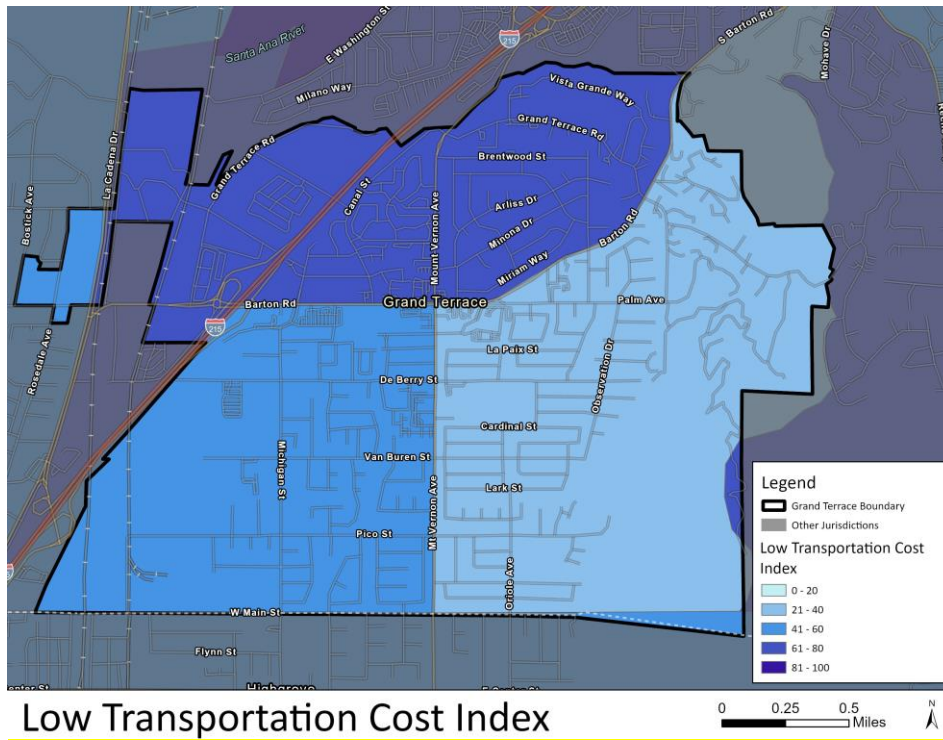
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Figure 8.51 Omnitrans Routes in Grand Terrace



The low transportation cost index is calculated based on estimates for a three-person, single-parent family with income at 50 percent of the median income for renters for the region. More specifically, this index considers transportation costs as a percentage of income for this household type. The higher the index, the lower the cost of transportation.

As shown in the figure below, the low transportation cost index is higher in northern Grand Terrace and lowest in southeastern Grand Terrace. This is consistent with the distribution of median incomes in the City. As this index is dependent on median income, the distribution follows a similar pattern to median income regionwide, and the City is consistent with the surrounding areas.

Figure 8.52 Low Transportation Cost Index

Findings

There is little variation in resource categories within the City, with lower resource areas in the northern part of the City, and moderate resource in the majority of the City. A similar pattern is shown in the CalEnviroScreen percentiles, with improved scores further from the northwest. As such, the RHNA units are distributed throughout the City and across composite scores.

Disproportionate Housing Needs

Substandard Housing

The AFFH Rule Guidebook defines disproportionate housing needs as a condition in which there are significant disparities in the proportion of members of a protected class experiencing a category of housing needs when compared to the proportion of a member of any other relevant groups or the total population experiencing the category of housing need in the applicable geographic area (Code of Federal Regulations). The analysis is completed by assessing cost burden, overcrowding, and substandard housing. The Comprehensive Housing Affordability Strategy (CHAS) developed

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by the Census for HUD provides detailed information on housing needs by income level for different types of households in San Bernardino County.

Disproportionate housing needs are determined by finding trends in housing problems in the population by race, household size, or household age. A housing unit is considered substandard or having a housing problem if it has one or more of the following housing conditions:

- Housing unit lacks complete kitchen facilities
- Housing unit lacks complete plumbing facilities
- Household is cost burdened
- Housing unit is overcrowded

Large and elderly households are often more likely to experience housing problems. A large household is a household with three or more children, but is also often calculated as a household with five or more people. An elderly household is calculated as any household with a person over 62 years of age.

Black, Elderly, and Large household renters experience rates of housing problems at a higher rate, over 68 percent. White renters White, Asian, and Elderly owners experience housing problems at a significantly lower rate, under 35 percent. Rates of housing problems are relatively comparable for each group at the County and City level, with renters experiencing the highest rates of housing problems in Grand Terrace and Countywide.

According to local officials, substandard housing is concentrated in the north western areas of the City, as shown in Figure 8.53. These neighborhoods are also on average of lower median income and have a higher proportion of the elderly population. This may be indicative of fixed incomes or older housing stock in need of repair.

The City's Code Enforcement Department operates on a reactive basis and investigates approximately 700 code cases annually. Staff estimates that 20 cases each year are investigated where a property demonstrates extensive dilapidation requiring significant repairs to be safe and habitable. Based on code enforcement trends, the City estimates that approximately 160 homes will need significant repair or replacement over the next eight years.

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Figure 8.53 Areas of Concentration of Homelessness & Substandard Housing

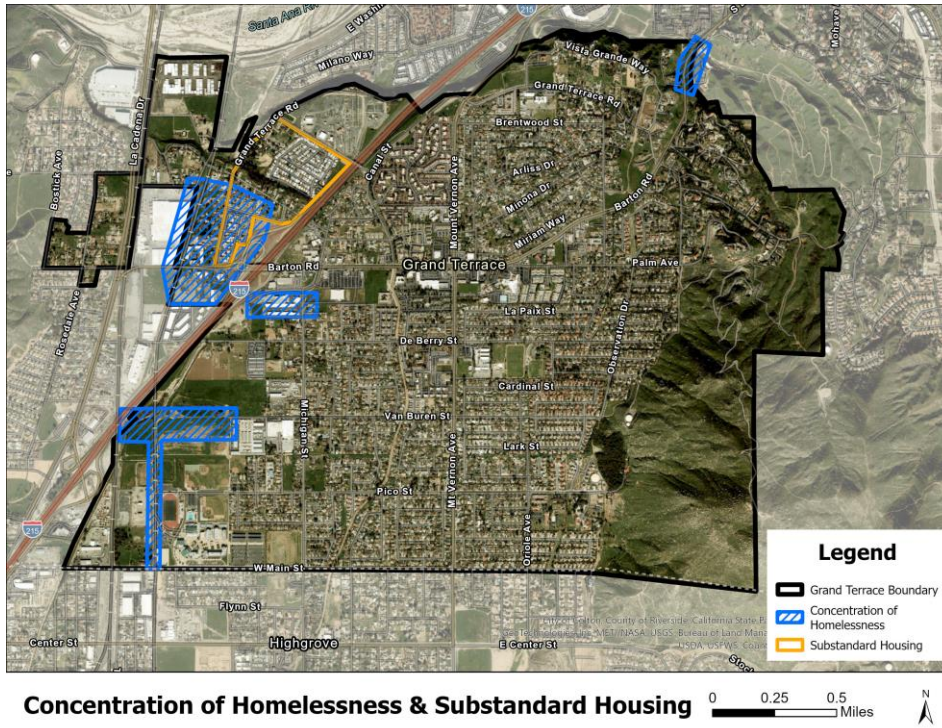
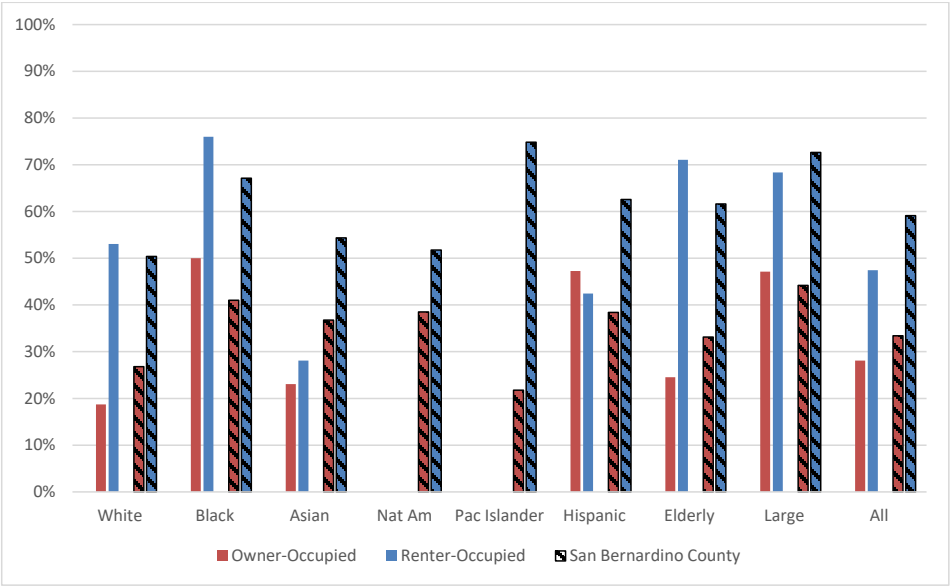


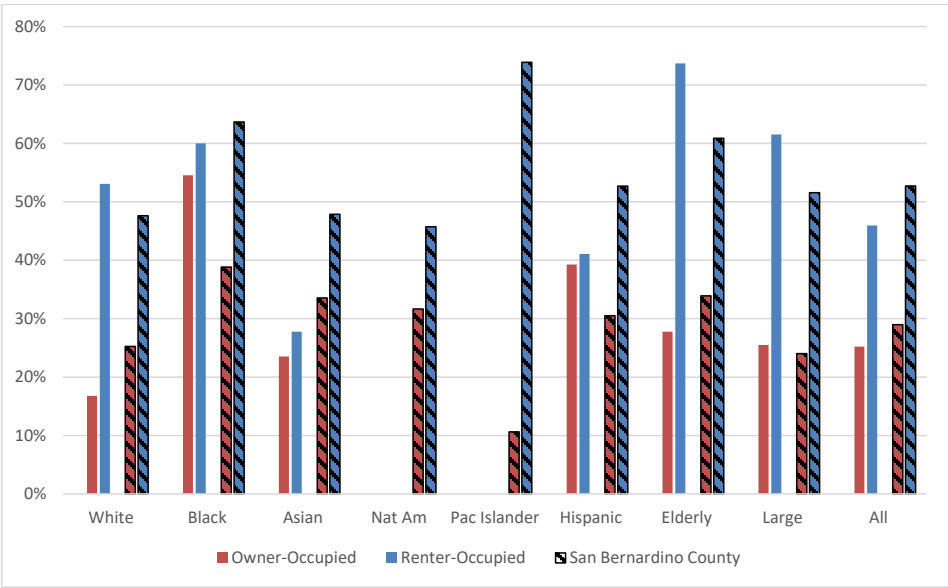
Figure 8.54 Housing Problems by Tenure and Race/Elderly/Housing Size



Source: HUD CHAS Data, 2019

Cost burden is when a household spends more than 30 percent of its monthly income on housing costs such as rent, mortgage, or utilities. Large households have more costs to support more people, and may experience cost burden or a lack of excess funds to amend housing problems. Elderly households may be on a fixed income, which affects excess funds necessary for maintenance in an older home bought before retirement.

Figure 8.55 Cost Burden by Tenure and Race/Elderly/Housing Size

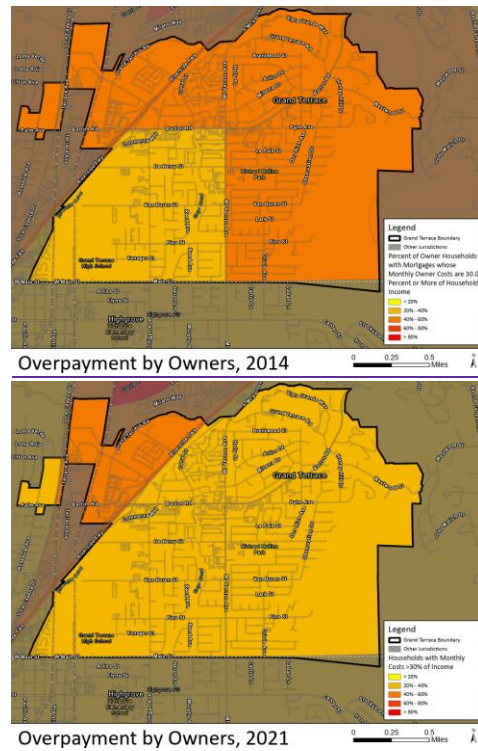


Source: HUD CHAS Data, 2019

Overpayment

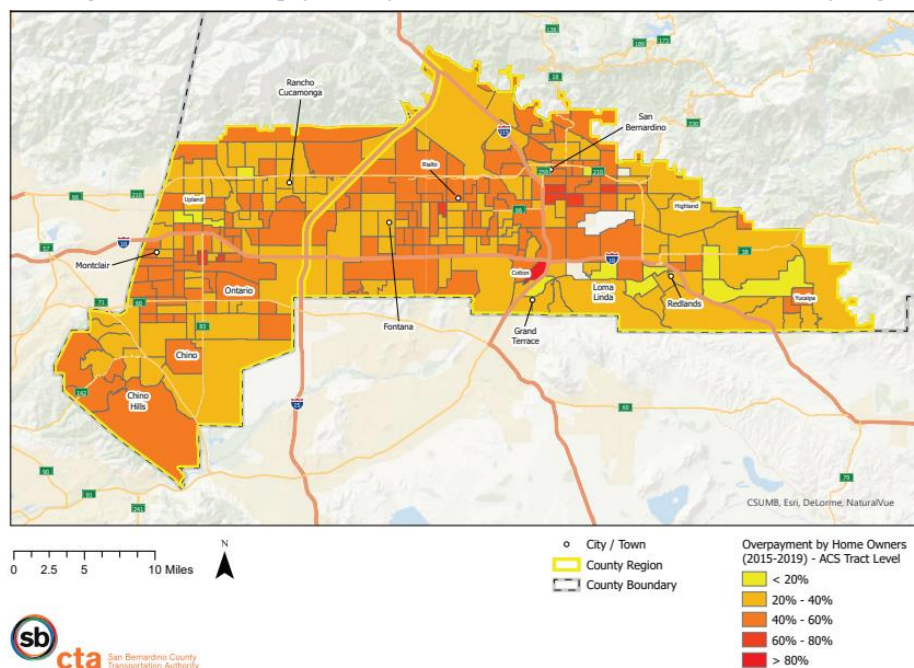
Overpayment by homeowners is shown in the figure below. Most of the City at this time was included in the mapped area where between 40 to 60 percent of households were overpaying for housing costs. One census tract in the southwest had 20 to 40 percent of households overpaying.

The figure below shows 2015-2019 homeowner overpayment. No area of Grand Terrace has more than 40 percent of homeowners overpaying for their mortgage. One census tract in the north has less than 20 percent of homeowners overpaying, although that tract has the highest percentage of overpayment by renters. When observing trends over time, overpayment by homeowners was a more prevalent problem across the City in 2014 than it was in 2019. The southwest portion of the City remains the same, with 20 to 40 percent of homeowners overpaying.

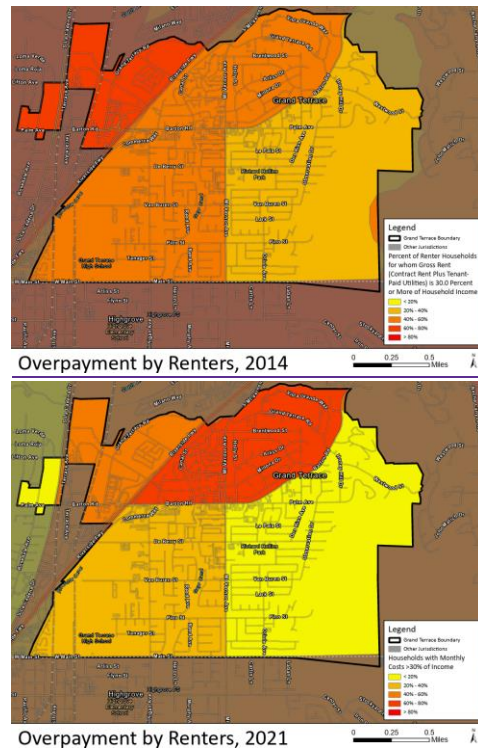
Figure 8.56 Overpayment by Owners, 2010-2014 and 2015-2019 – Grand Terrace

Source: HCD AFFH Data Viewer

The majority of the East and West Valley Subregions report between 20 to 60 percent of homeowner households experience a housing cost burden. Grand Terrace has one of the few census tracts that reports less than 20 percent of homeowners being burdened by housing costs.

Figure 8.57 Overpayment by Owners 2015-2019 - East and West Valley Regions

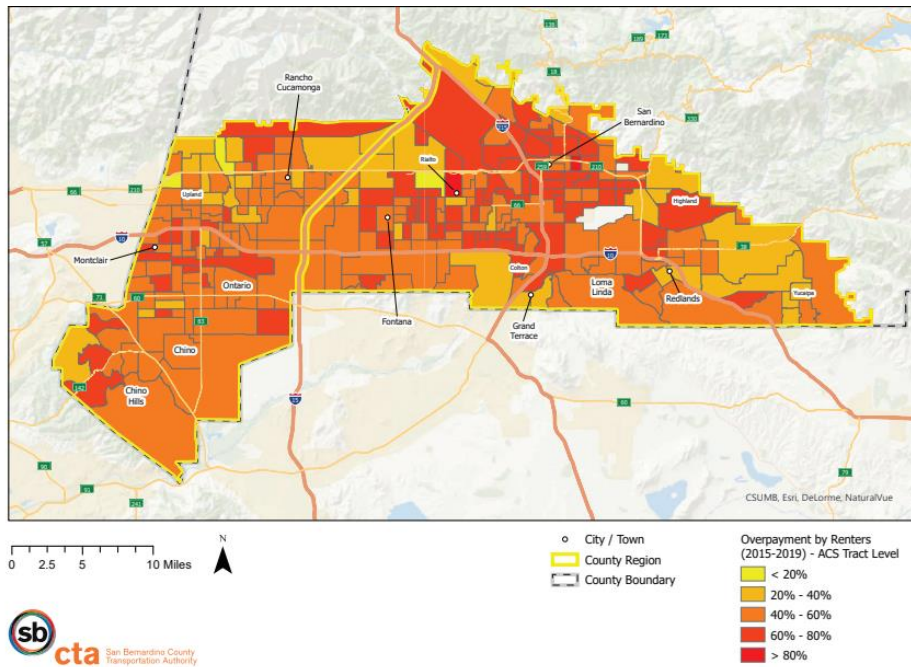
Overpayment by renters from 2010-2014 is shown in the figure below. Overpayment by renters was geographically dependent. In western Grand Terrace, including census tract 7107, between 60 and 80 percent of renters overpaid for housing costs. The middle portion of the city had between 40 and 60 percent of renters overpaying for housing costs. The area with the least amount of overpayment by renters was in eastern Grand Terrace, with between 20 and 40 percent of renters overpaying for housing costs. The figure below shows overpayment by renters from 2015-2019. In the portions of the city with the most single-family housing, overpayment by renters is between 20 and 40 percent. Other portions of the city have higher overpayment percentages. Census tract 7107, in the R/ECAP, had between 40 and 60 percent of renters overpaying for housing. Census tract 7111, has the highest percentage of renters overpaying for housing costs, with between 60 and 80 percent of renters overpaying. From 2010-2014 to 2015-2019 overpayment rates decreased in the west and southwest, increased in the northcentral area, and remained the same in the eastern portion of the City.

Figure 8.58 Overpayment by Renters, 2010-2014 and 2015-2019 – Grand Terrace

Source: HCD AFFH Data Viewer

The figure below shows overpayment by renters from 2015-2019. In the portions of the city with the most single-family housing, overpayment by renters is between 20 and 40 percent. Other portions of the city have higher overpayment percentages. Census tract 7107, in the R/ECAP, had between 40 and 60 percent of renters overpaying for housing. Census tract 7111, has the highest percentage of renters overpaying for housing costs, with between 60 and 80 percent of renters overpaying. From 2010-2014 to 2015-2019 overpayment rates decreased in the west and southwest, increased in the northcentral area, and remained the same in the eastern portion of the City.

The overpayment renters experience in Grand Terrace is representative of trends in the East and West Valley Region as a whole. Much of the region shows between 40 to 80 percent of renters overpaying for housing costs. The southeast and northwest part of the region have pockets of lower renter overpayment rates (20 to 40 percent).

Figure 8.59 Overpayment by Renters, 2015-2019 – East and West Valley Regions

Overcrowding

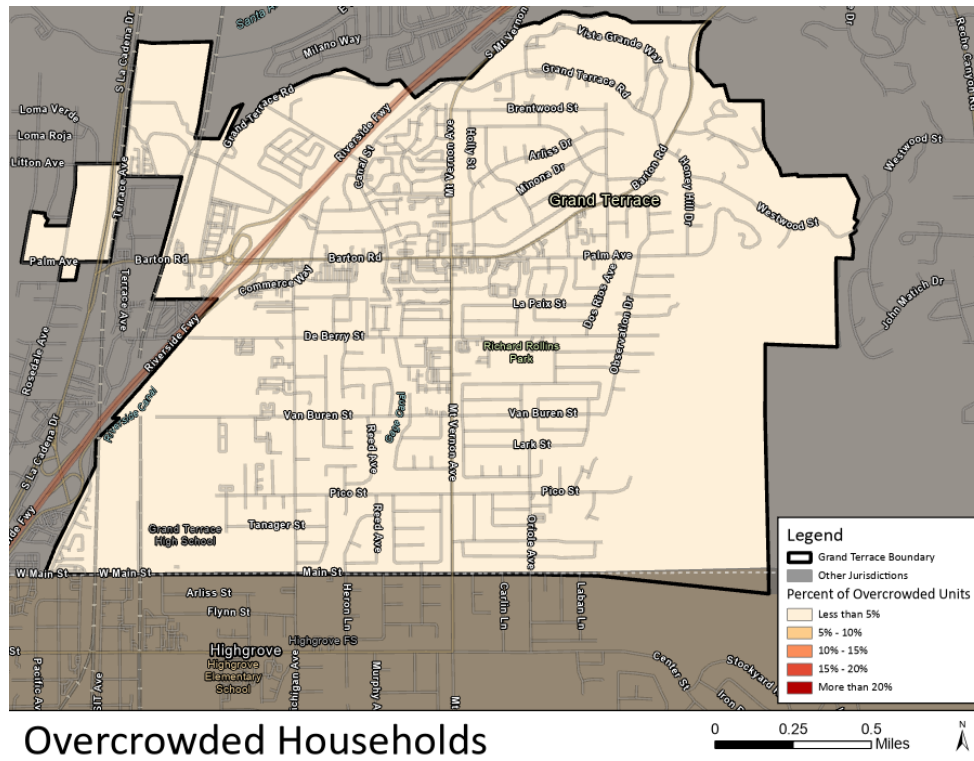
“Overcrowding” is defined as a housing unit occupied by more than 1.01 persons per room (excluding kitchens, porches, and hallways). A unit with more than 1.51 occupants per room is considered “severely overcrowded.” The incidence of overcrowded housing is a general measure of whether there is an available supply of adequately sized housing units. Overcrowding is also related to overpayment, because households may not be able to afford a large enough home to accommodate their needs. Overcrowding can lead to a variety of other problems such as lower educational performance among children, psychological stress, and adverse health impacts.

Some portions of Grand Terrace, notably the southern and eastern portions of the city have below average rates of overcrowding of 8.2 percent. There is a concentration of overcrowding in the northern portion of the city, with overcrowding between 15.01 and 20 percent, the highest on the index. Additionally, the far western portion of Grand Terrace has above the statewide average rate of overcrowding, between 8.3 and 12 percent.

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Figure 8.60 Overcrowded Households, 2021 – Grand Terrace



Source: HCD AFFH Data Viewer

The overcrowding seen in Grand Terrace is characteristic of overcrowding trends in the East and West Valley Regions. Higher overcrowding occurs in the central portion of this subregion and especially along the I-215 and I-10 corridors.

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Grand Terrace General Plan

Draft | May 2024

Figure 8.61 Overcrowded Households - East and West Valley Regions

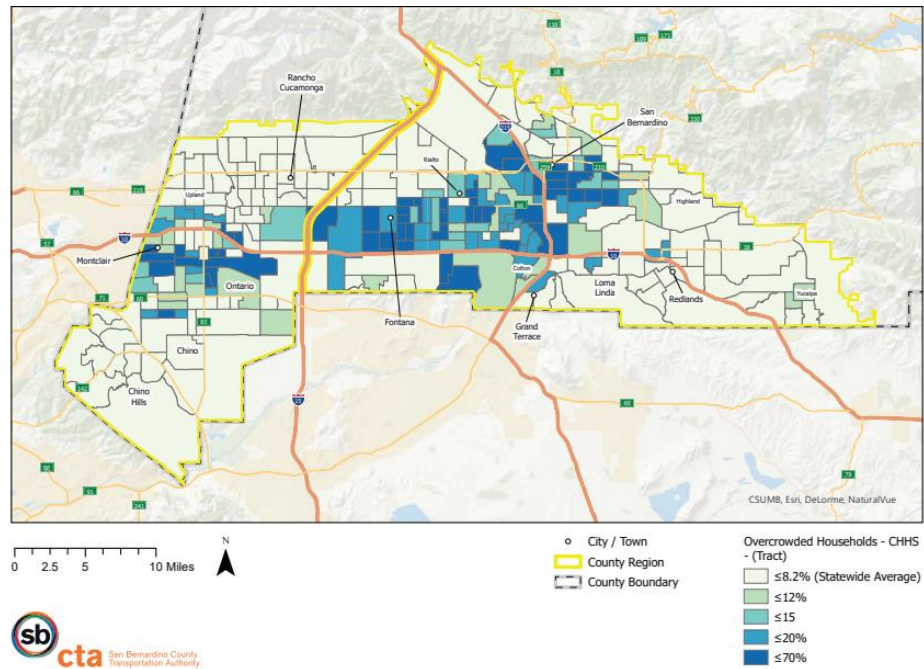


Table: Overcrowding

Jurisdiction	Persons per Room	Owners		Renters		Total	
		Overcrowded Households	% of Total	Overcrowded Households	% of Total	Overcrowded Households	% of Total
Grand Terrace	1.01 to 1.50	105	1.3%	175	3.4%	280	2.1%
	>1.50	127	1.6%	135	2.7%	262	2.0%
	Total Overcrowded	232	2.9%	310	6.1%	542	4.1%
San Bernardino County	1.01 to 1.50	46810	4.1%	76295	9.9%	123105	6.5%
	>1.50	15080	1.3%	30650	4.0%	45730	2.4%
	Total Overcrowded	61890	5.4%	106945	13.4%	168835	8.9%

Source: Analysis of Impediments

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Homelessness

The SCAG defines the homeless as those "sleeping out" in makeshift shelters, in cars and under freeway overpasses, and those who are "at risk" of homelessness in that they are sharing housing on a temporary basis, are living in single-room occupancy hotels, or their Calworks or other general relief stipend has been canceled twice within one year because they had no forwarding address.

The homeless are the community's most vulnerable residents. The homeless often face chemical dependency, mental health problems, domestic violence, and other life-threatening conditions. Individuals and families experience homelessness for a variety of reasons, and therefore a homeless population may have a variety of needs. A homeless person may need medical care, childcare assistance, credit counseling, substance abuse treatment, job training, and/or English language education, among other services.

In Grand Terrace, there is a higher concentration of people experiencing homelessness in the western and northern areas of the City as shown in Figure 8.53. These areas are in close proximity to transit stops and supportive services as well as adjacent to the Interstate 215 corridor. The City is including Program 19 to concentrate place-based improvements in these areas in need of more support services. Additionally, Program 21 aims to provide staff support for the various homeless programs operated by the San Bernardino County Homeless Partnership, including participation in the Point-in-Time Homeless Survey.

Commented [SC33]: HCD Comment #4, 6

In 2022, there was only 1 unsheltered homeless person in Grand Terrace.

Table 8.45 Regional Point in Time Count

Jurisdiction	2018	2020	2022
Grand Terrace	1	5	1
Bloomington	7	19	11
Chino	28	31	23
Chino Hills	6	2	4
Colton	42	136	199
Crestline	18	22	13
Fontana	72	116	156
Highland	49	78	82
Loma Linda	46	51	9
Montclair	8	54	37
Ontario	90	102	193
Rancho Cucamonga	64	54	47
Redlands	143	186	184
San Bernardino	646	1056	1350
Upland	125	44	89
County Total	2118	3125	3333

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Source: San Bernardino County Analysis of Impediments to Fair Housing Choice. 2022 / Regional PITC Data

The City of Grand Terrace participates in the San Bernardino County Continuum of Care Plan, which helps bring homeless people into shelters, provides supportive services, and helps in the transition to permanent housing. Most of the homeless shelters in San Bernardino County are located in or near the City of San Bernardino where the largest number of homeless persons are located.

In addition, the Frazee Community Center provides a wide range of services to low-income and homeless persons in the San Bernardino area. Services include housing assistance, clothing, nutrition, as well as referral services. Frazee is a nonprofit corporation and receives funds from United Methodist Churches and other denominations as well as Arrowhead United Way, East Valley United Way, and the City and County of San Bernardino, City of Highland, City of Redlands. Frazee also receives grants and donations from individuals, corporations, and other organizations. Frazee operates three shelters— two veteran’s shelters for men in San Bernardino and one women’s shelter in Highland. In addition, Frazee offers a no-cost lunch to those in need during the weekdays.

Inland Temporary Homes operates a homeless shelter that provides housing to six families with a maximum stay of 90 days as well as transitional housing to 20 families (16 single family units and four attached units) with a maximum stay of two years. Inland Temporary Homes also provides various services including case management, career counseling, mental health counseling, and follow-up services for families that complete the shelter program but do not enter the transitional housing program.

Option House provides services to women and children who are victims of domestic violence. In addition to shelter services, Option House offers in-house classes, legal advisors, support groups, and treatment for a range of issues. The organization helps over 300 people in its shelter and over 200 with legal services.

The Salvation Army provides the homeless (families, individuals with children, and women) with daily meals, day care, and some monetary assistance. In addition, they assist families with counseling, motel vouchers, money for gasoline, prescriptions, utility bills, and toiletries. Currently, the San Bernardino location provides 48 families with transitional housing ranging from 30 days to three years as well as 14 emergency shelter units that are made available on a day-to-day basis.

The Inland Empire United Way runs a hotline for San Bernardino and Riverside Counties. Those who are in danger of homelessness or already homeless can call 2-1-1 if they are in need of food, shelter, or assistance paying their rent and utilities. The 2-1-1 service also makes referrals for animal care, disaster resources, help for elderly veterans, clothing, disability programs, low-cost child and medical care, job training, and governmental programs.

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Table 8.46 HUD 2021 Continuum of Care San Bernardino County Housing Inventory Count

	<u>Total Year Round Beds</u>	<u>Seasonal Beds</u>	<u>Overflow / Voucher</u>
<u>Emergency, Safe Haven and Transitional Housing</u>	<u>875</u>	<u>60</u>	<u>0</u>
Emergency Shelter	<u>512</u>	<u>60</u>	<u>0</u>
Safe Haven	<u>24</u>	<u>n/a</u>	<u>n/a</u>
Transitional Housing	<u>339</u>	<u>n/a</u>	<u>n/a</u>
<u>Permanent Housing</u>	<u>3,855</u>	<u>n/a</u>	<u>n/a</u>
Permanent Supportive Housing*	<u>1,595</u>	<u>n/a</u>	<u>n/a</u>
Rapid Re-Housing	<u>2,260</u>	<u>n/a</u>	<u>n/a</u>
<u>Grand Total</u>	<u>4,730</u>	<u>60</u>	<u>0</u>

Source: HUD 2021 Continuum of Care Homeless Assistance Programs Housing Inventory Count Report, https://files.hudexchange.info/reports/published/CoC_HIC_State_CA_2021.pdf

The City will continue to prioritize its limited resources to support affordable housing solutions for those with extremely low, very low, and low incomes, particularly those who may experience homelessness or are at risk of losing access to permanent housing.

Emergency shelters are defined by the California Health and Safety Code Section 50801 as “housing with minimal supportive services for homeless persons that is limited to occupancy of six months or less by a homeless person. No individual or household may be denied emergency shelter because of an inability to pay.” The City Zoning Code has recently been updated to allow the development of emergency shelters by right in the M2-Industrial zone. The M2 Zoning District covers approximately 178 Acres within the City. All of these parcels are within .25, .5, and 1 miles within transit services.

Homeless Outreach Proactive Enforcement (HOPE) Program

The Homeless Outreach and Proactive Enforcement (H.O.P.E.) program is a pro-active approach intended to ultimately reduce calls for service and other resources currently required to deal with the homeless population. A community policing philosophy will be used to link the homeless population with resources and service providers throughout the county.

Displacement

The Urban Displacement Project at the University of California, Berkeley, developed a map of “sensitive communities” where residents may be particularly vulnerable to displacement in the event of increased redevelopment and drastic shifts in housing cost. Sensitive communities are defined based on the following set of criteria:

- The share of very low-income residents is above 20 percent.
- The census tract must also meet two of the following criteria:
 - The share of renters is above 40 percent.
 - The share of people of color is above 50 percent.

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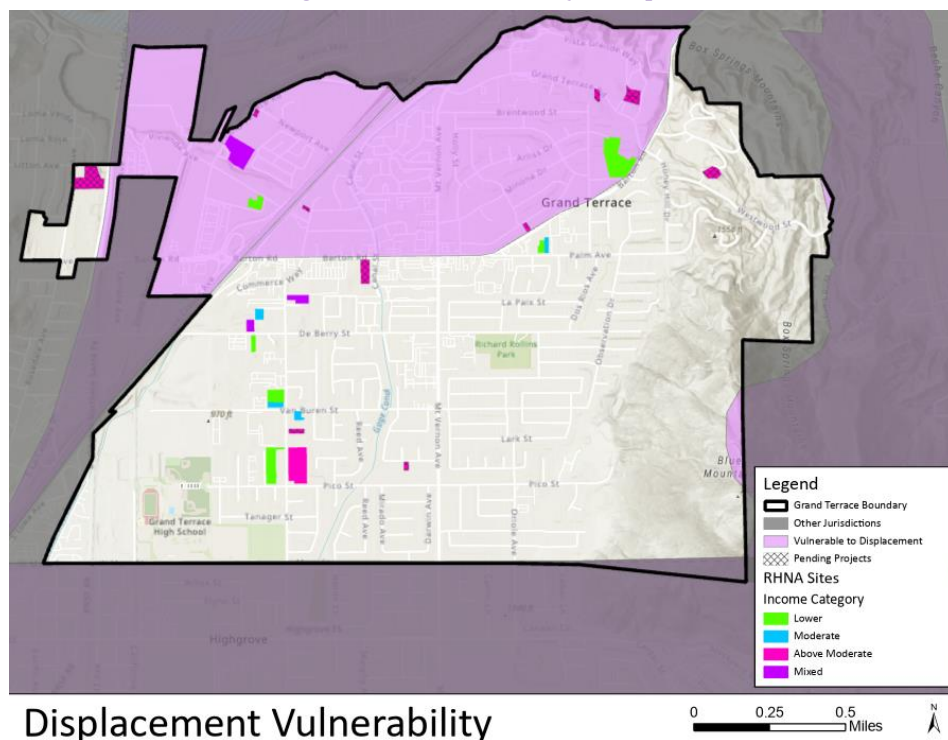
- The share of very low-income households (50 percent AMI or below) that are severely rent burdened is above the county median.
- The census tract, or areas in close proximity, have been experiencing displacement pressures. Displacement pressure is defined as:
 - The percentage change in rent in a selected census tract, divided by county median rent increases OR
 - Median rent in a selected census tract, minus median rent for all surrounding tracts, divided by median rent for all tracts in county (rent gap).

The figure below shows the areas vulnerable to displacement as identified by the Urban Displacement Project. Of the 5 census tracts in the City, two are identified with some level of displacement risk. These tracts with the highest displacement risk are located in the northwestern part of the City which includes downtown and surrounding neighborhoods.

RHNA site distribution is not expected to increase any risk of displacement. The sites are distributed with the intention of creating opportunity for low to moderate income residents in higher income areas, and provide new housing opportunities in existing low to moderate income neighborhoods without displacing current residents.

There are three parcels with existing residential development that are included in the inventory. These parcels consist of a single family home with a large amount of excess and underutilized land on the property. The sites could be entirely redeveloped or, due to the excess land, redeveloped to retain the existing single-family home. Therefore, redevelopment of these sites will likely not result in displacement of current residents.

Commented [SC34]: HCD Comment #5

Figure 8.62 Vulnerability to Displacement

Findings

Overall, the City of Grand Terrace experiences housing problems and cost burden at a comparable rate to the region as a whole. Overcrowding is slightly less prevalent in the City of Grand Terrace compared to San Bernardino County. RHNA site distribution is not expected to exacerbate any substandard housing conditions or increase any risk of displacement.

Other Contributing Factors

Historic Immigration and Land Use Patterns

The City of Grand Terrace encompasses 3.6 square miles located along the south border of San Bernardino County, bounded to the south by the unincorporated community of Highgrove and to the north, east, and west by the City of Colton. The city has direct access from the I-215 and Agua Mansa industrial corridors and it is nestled between two mountain ridges: Blue Mountain to the

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east and the La Loma Hills to the west. Due to the high elevation, the area was referred to as “The Terrace” with “Blue Mountain” being the highest elevation point at over 2,300 feet.¹²

Grand Terrace was established between 1830 and 1840 by Mexican land grants. Mormon settlers arrived in the San Bernardino Valley during the 1850s and by 1876 the Riverside Press reported nine buildings in the Terrace-Colton area and in 1877 the Colton-Terrace Water Company began transporting water from artesian wells.¹

By 1904, Charles Paton and M.L Howell purchased 300-acres and organized land in sections of 8 to 20 acres naming their tract “Grand Terrace” (Sec. 32 T is. R. 4W. S.B.B & M. Surveyed in 1890 by F. C. Finkle C. E.)¹

In 1905, Seventh-day Adventists, whose medical university is in the adjacent City of Loma Linda, settled in the area. Grand Terrace, at the time was known as “South Colton.” The area experienced continued growth and developed during the Southern California Suburbia and sublet periods in the late half of the 20th century.¹

Gage Irrigation Canal

The construction of the “Gage Canal” encouraged development and agricultural farmland. “The Gage Irrigation Canal was constructed between 1885-1889 by the vision and ingenuity of Matthew Gage. Matthew Gage was a jeweler by trade who arrived at Riverside from Kingston Canada in 1881. On March 1, 1882, Gage filed a claim under the Desert Land Act of 1877 on section 30, T.2s. R.4W, 640-acres of fertile government land lying two miles east of Riverside.” (Title Sheet - Gage Irrigation Canal, Running from Santa Ana River to Arlington Heights, Riverside, Riverside County, CA HAER CAL.33-RIVSI.3- (sheet 1 of 7)). To gain title under the Dessert Land Act, Gage had a three-year deadline to bring water from the Santa Ana River in San Bernardino to his section 30 land, which led to the construction of 11.91-miles of the 22-1/2mile long canal.²

The canal is a gravity flow system distributing water in pipelines to individual plots below the level of the canal. It was also engineered to “supply water to parcels above the canal line by pumping water through pipelines to a higher point, allowing water to flow by gravity to individual groves.”³ The total construction cost was reported to be \$2 million dollars.¹

The Gage Canal provided irrigation water and allowed Grand Terrace to become an agricultural community featuring citrus trees. However, a severe “freeze” in 1913 destroyed many citrus groves and farmers resorted to planting hardier trees, such as walnuts and peaches for a quick profit.¹

City Incorporation

The Chamber of Commerce was established in 1962. The Chamber’s main goal was to support cityhood and preserve the local identity of the area. The groundwork spearheaded by the Chamber’s led to the formation of the Municipal Advisory Council (MAC) in 1976 (local governing body), and after a two-year period of negotiations with the County, residents voted to the issue of cityhood responding with 82% of the vote in support of city incorporation.¹

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The city was incorporated on November 30, 1978, and the Charter City Council was installed at Terrace Hills Junior High. Grand Terrace officially became the 16th city in San Bernardino County. The city is known as the “Blue Mountain City” as a reference to the Blue Lupine flower that used to grow on Blue Mountain in the spring.

While most of Grand Terrace was developed prior to 1990, there is some correlation regionwide between racial demographics and age of development. Typically, older housing stock correlate with high rates of non-white residents. As the City is only two census tracts, the incorporation date does not largely impact fair housing concerns today, but provides a basis for understanding development patterns. Additionally, Interstate 215 which bisects the western part of the City also impacted the development pattern and correlates with the concentration of a number of fair housing issues including homelessness, substandard housing, and high segregation and poverty.

Commented [SC35]: HCD Comment #8

Barton Road Corridor

Grand Terrace main commercial corridor is “Barton Road” a Major Highway providing direct access of the Interstate 215. Barton Road was originally named after Dr. Ben Barton, a South Carolina native who studied medicine in Lexington Kentucky, first arrived in California in 1854 and settled in San Bernardino in 1857. Dr. Barton purchased a couple of properties: the property known as the “Old San Bernardino Mission” built around 1820’s currently located on Barton Place near Redlands and the building known as the “Asistencia” constructed around 1829 currently located near Mission Road. According to Ingersoll he paid \$500 for 640-acres⁵. “Dr. Barton was elected to the Assembly soon after his arrival and served on many public boards and positions of trust. The property was sold in 1887 and the Barton Land and Water Company was organized to dispose the home tracts into which it was divided.”⁵

The Barton Road corridor is highlighted as an area of future development. Located in the northwestern part of the City, the Barton Road corridor is an area with a lower median income and high percentage non-white population. The Barton Road Specific Plan implementation will include investment in the area that will help provide additional housing opportunities, economic growth, and address fair housing concerns in the northwest area of the City. Investment includes the ongoing Greens Group project, a large, mixed-use development which includes a 113-units, a hotel, retail, and restaurant space. This investment will help provide additional housing opportunities and economic growth in the northwestern part of the City.

Commented [LS36]: HCD Comment #8

Historic Land Use Zoning Patterns

Historic Aerial Maps from 1938 show Grand Terrace was predominantly agricultural land with a few residential structures starting development along Barton Road paving way to what is now the main commercial corridor for the city. Historic Aerial Maps from 1948 demonstrate the beginning of cluster single-family residential development in what is known today as Mc Clarren Street, Michigan Avenue, and to the northeast of Mt Vernon and Barton Road. Sometime between 1948 and 1959 the Interstate 215 (I-215) was constructed leading to an increase of housing development to the east of Mr. Vernon. Residential development soared in 1966 to the east and west of the I-215. General commercial uses also developed, including shopping centers and commercial front stores along Barton Road and southwest of Mt. Vernon by 1978. Mobile home parks were also established west of the I-215.⁹

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As of today, Barton Road is a Specific Plan intended to provide guidance for development of predominantly commercial property along the primary transportation corridor. The zoning designations within the BRSP include General Commercial from the I-215 to Gage Canal, Village Commercial between the Gage Canal and Palm Avenue, and Office Professional from Palm Avenue to Preston Street. Uses include multi-family residential projects, small lot single family projects, commercial projects, and cellular communication projects. The BRSP also supports mixed-use and multifamily development.

Currently the General Plan Land Use Map identifies approximately 57.4% of land dedicated to residential uses.

The Hill Side Residential (HR) zoning is located in Blue Mountain with a density of one dwelling unit per acre. This designation is approximately 5.5% of city land; however, not all Hillside area is available for development, about 8.0% is designated Opens Space to be preserved as a scenic resource. Parcels in the Blue Mountain Open Space designation are publicly or privately owned, and the city has been working on a Community Development Block Grant (CDBG) since 2017 to establish a community trail of Observation Drive.

Low Density Residential Land is divided in three different zoning designations varying in size and density:

- Very Low Density Residential (R1-20-V) has a minimum lot size of 20,000 acres per lot with a maximum density of two dwelling units per gross acre. This zoning is located along the outskirts of the city to the north, east, and west; with some parcels having an Agricultural Overlay.
- Low Density Residential (R1-10) has a minimum lot size of 10,000 square feet per lot with a maximum density of four dwelling units per gross acre. There are only three small areas within this zoning classification, located to the north near Grand Terrace Road and Vista Grande Way, and to the southeast on Pico Street.
- Single Family Residential (R1-7.2) has a minimum lot size of 7,200 square feet per lot with a maximum density of five swelling units per gross acre. This zoning classification encompasses most of the residential zoning designation and is generally located in the center of the city.

Medium Density Residential and Medium High Density Residential land use designations are located to the northwest area of the city and adjacent to the north and south of the Barton Road Specific Plan creating a transition between commercial uses and single-family residential development. This zoning designation includes small lot single family developments or attached multifamily developments including townhomes, condominiums, apartments, and mobile home developments with a density of 6 to 12 dwelling units per gross acre.

In 2017 the city adopted Ordinance No. 298 amending the zoning to expand housing opportunities for all economic segments and reduce constraints on the provision of housing for persons with special needs in by creating the R3-24-High Density Residential zoning and R3-24 Overlay zoning on three parcels located along Grand Terrace Road to support a maximum density of 24-dwelling units per acre.³

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- The High Density Residential (HDR) designation is reserved for multiple family development, with an emphasis on affordable housing projects with a density of 20 to 24 dwelling units per gross acre.
- A 20% density bonus may be applied to a MDR or HDR project pursuant to the density bonus provisions of Chapter 4.3 of the California Government Code, or pursuant to an approved Planned Residential Development.

The city has a Multiple Family Senior Citizen zoned parcel, located on Grand Terrace Road and Mount Vernon Avenue.

The General Commercial, Office Commercial, and Industrial land designations are located on the west side of the city adjacent to the I-215 and the City of Colton.

A Floodplain Industrial (FI) designation area is located on the northwest city boundary adjacent to the Santa Ana River. This designation has been vacant for many years due to the potential for severe flooding (100-year and 500-year floodplain), other challenges include multiple high voltage power line easements traversing the property that further restricting development. Historically this area was used as agricultural land and existing legal nonconforming residential structures remain and continue to pursue agricultural uses including keeping of animals as permitted within the Agricultural Overlay designation. On August 23, 2020, the City Council upheld the Planning Commission decision by approving and industrial semi-trailer storage facility of 650 empty trailers and chassis, on 22-acres of land.

The lack of high density housing opportunities and zoning in the City is a contributing factor to fair housing issues. To address this, the City is including considerable rezoning beyond the RHNA (Program 1). This will ensure a wide variety of housing types at varying densities are allowed across the City. It will also ensure the City is able to meet its housing needs. The City is also revising the zoning code to remove the constraint on households with more than two bedrooms (Program 11).

Public Facilities

The city has established five parks: Grand Terrace Fitness Park, Gwen Karger Park, Richard Rollins Community Park, Susan Petta Park, and Veterans Freedom Park.

The city inaugurated the completion of the Dog Park Project in spring 2018, located at Vista Grande Way offering a panoramic view of the county from a hill overseeing the Interstate 215. The park was \$350,000, funded by Park Fees, State, and the City.

A grant to develop the Blue Mountain Trail was awarded in 2017 from the State of California Wildlife Protection Act of 1990-Habitat Conservation Fund Grant, for the construction of the Blue Mountain Nature Trail and Trail Head. The city was to complete the grant within a 5-year period ending construction in 2020; however, the project has been delayed due to COVID-19 and other factors. The trail head is proposed to be constructed at Observation Drive and Van Buren Street on 25-acres of city land in the Blue Mountain hillside area. Completion of the project will require land acquisition from multiple private property owners to outline the trail boundaries for public

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use. When completed, this project will align with Goal 4.5 of the Open Space and Conservation Element in support of the trail head and preservation of the Blue Mountain.

In the interim on the Trail Head project completion, the City Management Division organizes the annual Blue Mountain Hike Day during the month of March. Private property owners open their doors to allow city residents and visitors to hike Blue Mountain. Efforts for the Blue Mountain Hike are coordinated between the City of Grand Terrace, San Bernardino County Sheriff, San Bernardino County Fire, Friends of Blue Mountain Volunteers, and private property owners.

Public facilities are located throughout the City and are not anticipated to contribute to any fair housing concerns.

Population Growth/Demographics

The Census Bureau reported a population of 10,946 in 1990, a population of 12,040 in 2010, and most recently in 2022 the census bureau estimated a population of 13,109 with demographics of 59.8% white, 4.6% African American, 48.6% Hispanic or Latino, 4.0% Asian, 10.1% two or more races.

Between 2017-2021 it was reported that 63.1% of housing in Grand Terrace is owner-occupied with a Median value of \$378,100.

The Colton School Unified District serves the students of Grand Terrace with Grand Terrace Elementary School, Terrace View Elementary School, Terrace Hills Middle School, and Grand Terrace High School located within the city boundaries.

In spite of city growth, Grand Terrace remains a bedroom community and in 2007, Grand Terrace was named as one of the “Top 100 cities to live in” by Money magazine.

*Contributing Factors to Fair Housing Issues**Fair Housing Issues, Contributing Factors, and Meaningful Action*

The City has adopted goals and actions that specifically address the contributing factors identified in the AFFH analysis. While the City views all contributing factors as important, higher priority was given to factors that limits fair housing choice and/or negatively impact fair housing per Government Code section 65583(c)(10)(A)(iv).

The table below displays the identified fair housing issue, contributing factor, actions taken to address the contributing factor, and priority level for each issue. Relevant programs are referenced in the action column for each contributing factor.

Table 8.47 Contributing Factors

Identified Fair Housing Issue	Contributing Factor	Action	Priority
<u>Outreach and Enforcement</u>	• <u>Staff Capacity</u> • <u>Source of income disparity</u> • <u>Lack of widely publicized housing information</u>	• <u>Program 5 <u>Section 8 Rental Assistance</u></u> • <u>Program 20 <u>Fair Housing Outreach and Resources</u></u> • <u>Program 18 <u>Home Improvement Technical Assistance</u></u> • <u>Program 19 <u>Place-Based Improvements</u></u>	<u>Low</u>
<u>Integration and Segregation</u>	• <u>Source of income disparity</u> • <u>Lack of Variety of Housing types</u> • <u>Lack of opportunity for high density housing</u>	• <u>Program 1 <u>Rezone 97.3 total acres to allow housing at a density of 20 to 40 du/ac, creating a total capacity of 616 percent of the RHNA, approximately 3,883 units</u></u> • <u>Program 3 <u>Facilitate Development of Affordable and Special Needs Housing</u></u> • <u>Program 5 <u>Section 8 Rental Assistance</u></u> • <u>Program 9 <u>Incentivize ADUs</u></u> • <u>Program 21 <u>Homeless Assistance and Coordination</u></u>	<u>Moderate</u>

Identified Fair Housing Issue	Contributing Factor	Action	Priority
	• Availability of affordable housing options		
Disparities in Access to Opportunities	• Lack of Variety of Housing types • Lack of opportunity for high density housing • Presence of a R/ECAP	• Program 1 <u>Rezone 97.3 total acres to allow housing at a density of 20 to 40 du/ac, creating a total capacity of 616 percent of the RHNA, approximately 3,883 units</u> • Program 3 <u>Facilitate Development of Affordable and Special Needs Housing</u> • Program 9 <u>Incentivize ADUs</u> • Program 7 <u>Multifamily Housing Bonds</u>	High
Disproportionate Housing Needs	• Lack of Variety of Housing types • Lack of opportunity for high density housing • Availability of affordable housing options	• Program 1 <u>Rezone 97.3 total acres to allow housing at a density of 20 to 40 du/ac, creating a total capacity of 616 percent of the RHNA, approximately 3,883 units</u> • Program 3 <u>Facilitate Development of Affordable and Special Needs Housing</u> • Program 18 <u>Home Improvement Technical Assistance</u> • Program 6 <u>First-Time Homebuyers Assistance</u> • Program 7 <u>Multifamily Housing Bonds</u> • Program 20 <u>Program 19 Place-Based Improvements</u>	High

The table below provides a detailed overview of actions included in Housing Element Programs that are aimed at affirmatively furthering fair housing. The table separates the actions by their identified fair housing issue and priority level. It summarizes the specific commitment, timeline, geographic targeting, and metric for each program.

Housing Element



Table 8.48 AFFH Action Matrix

Commented [SC37]: HCD Comment #9

Program	Specific Commitment	Timeline	Geographic Targeting	2023 – 2031 Metric
Fair Housing Outreach and Enforcement				
Program 5 Section 8 Rental Assistance	<u>The City will facilitate access to Section 8 Rental Assistance for lower-income households through the San Bernardino County Housing Authority by assisting the County with publicity whenever the waiting list is opened, by posting the phone number and website of the Housing Authority on the City's website.</u>	<u>Ongoing as notified by the San Bernardino County Housing Authority</u>	<u>Citywide</u>	<u>Support housing availability. Provide information to 25 households annually, when waiting list is open.</u>
Program 20 Fair Housing Outreach and Resources	<u>The City will advertise the services of and collaborate with the County's contracted fair housing provider, currently the Inland Fair Housing and Mediation Board website. Advertise the information quarterly in the local publications. The City will provide information on fair housing on the City's website.</u> <u>To assist in the enforcement of fair housing laws, the City will make educational and training resources available to tenants, landowners, homeowners, and any other residents who may be affected by fair housing policy. These materials will include information on fair housing testing, arbitration, reporting health risks and discrimination, best rental practices, and more. The services will include fair housing presentations, mass media communications, and multilingual literature distribution. This will include a workshop at least twice in the planning period. The programs will use alternative formats for fair housing education workshops such as pre-taped videos and/ or recordings. Staff will distribute fair housing pamphlets provided by fair housing organizations at the public information counter at City Hall, at the Senior Center, on the City's website, and at in person community events as appropriate.</u> <u>Staff will continue to refer all fair housing complaints to the fair housing service provider.</u> <u>The City will also participate in the Regional Analysis of Impediments to Fair Housing Choice, which is updated every five years. The City will work with the County to publicize the outreach program for the update.</u>	<u>Throughout the Planning Period</u>	<u>Citywide</u>	<u>Provide workshops or information fairs with the County fair housing provider or another qualified fair housing provider at least twice in the planning period. Provide fair housing resources or referrals to 50 households annually.</u>
Program 18 Home Improvement Technical Assistance	<u>The City provides technical drawing assistance to homeowners for simple improvements such as patio covers, retaining and block walls, and similar small projects; a home construction pamphlet, and information on hiring contractors.</u>	<u>Ongoing throughout the planning period</u>	<u>15% of assistance to households in the</u>	<u>Maintain and improve housing stock. Provide assistance</u>

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Housing Element



Program	Specific Commitment	Timeline	Geographic Targeting	2023 – 2031 Metric
			northwest area.	and/or information to 20 households annually.
Program 19 Place-Based Improvements	The City has multiple projects in its Capital Improvements Plan identified to improve mobility, and active transportation opportunities, and park quality in the northwestern part of the City. The City will continue to prioritize the Capital Improvement Program and implement broader planning efforts, including seeking additional funding. This will serve to continue to improve communities through neighborhood improvements such as enhanced streetscapes, multi-modal and active transportation, pedestrian safety improvements, safe routes to schools, community facilities, park improvements, and other community amenities. <u>Specific efforts include:</u> <u>Street improvement and sidewalk repair</u> <u>Upzoning to allow increased housing choice and opportunities private investment.</u> <u>Geographic targeting of assistance programs in northwestern areas of the City.</u>	As planned in CIP schedule	Northwestern area of the City	Improve lower resource areas of the City
<u>New Opportunities in High Resource Areas</u>				
Program 1 Adequate Sites to Accommodate Regional Housing Needs	To accommodate for a shortfall of sites and provide for adequate sites, the City is rezoning 97.3 total acres to allow for housing at a density of 20 – 40 du/acre. By upzoning for considerable capacity beyond the RHNA, the City is encouraging housing mobility, creating housing opportunity, and ensuring there is adequate capacity to meet the RHNA. The City has identified 20 parcels (24.2 acres) from this rezone to meet the RHNA. Rezoned sites will comply with the requirements of Government Code Sec. 65583.2(h) which states that cities must have a program to facilitate by-right approval for projects that include at least 20 percent of the units for lower-income housing on rezoned low-income sites. Rezoned sites needed to meet the RHNA shall comply with the following: Permit owner-occupied and rental multifamily uses by-right for developments in which 20 percent or more of the units are affordable to lower-income households: <u>Accommodate a minimum of 16 units per site;</u> <u>Require a minimum density of 20 units per acre;</u> <u>Or, at least 50 percent of the lower-income need must be accommodated on sites designated for residential use only or on sites zoned for mixed uses that accommodate all of the very low and low-income housing need, if those sites allow 100 percent residential use, and require residential use occupy 50 percent of the total floor area of a mixed-use project.</u>	Amendments by October 2024; Ongoing implementation through the planning period. Rezones completed by Q1, 2025	In the rezone areas	Rezone the identified 20 parcels (24.2 acres) with sufficient area and development standards to accommodate the City's RHNA allocation throughout the planning period. Update Zoning and Land Use maps accordingly. Monitor

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Housing Element



Program	Specific Commitment	Timeline	Geographic Targeting	2023 – 2031 Metric
	Additionally, the six RHNA sites with existing, single-family residential uses will be subject to a replacement housing policy. The replacement housing policy will comply with all provisions of Government Code section 65915, subdivision (c) (3). Pursuant to the statutory requirements of Government Code Sections 65583.2(c), amend the Zoning Ordinance to require by-right approval of any “reuse” 4th and 5th Cycle sites being used to meet the 6th Cycle RHNA, if 20 percent of the units in the development are affordable to lower-income households. There are three sites in the housing element that are subject to this provision.			progress through Annual Progress Reports
Program 3 Facilitate Development of Affordable and Special Needs Housing	The City will encourage and facilitate developments that provide affordable and special needs housing through the following means: Allow and encourage developers to use Planned Residential Development standards, which allows for density bonuses when energy efficient construction is incorporated into projects. Density bonus and other incentives consistent with state law Expedited processing for affordable and special needs households, including senior, extremely low income households, and housing for those with disabilities Assistance in preparing applications for lower-income households and households with special needs, including seniors and those with disabilities. As funding allows, reduce development fees for extremely-low income housing projects. Seek funding sources to assist with extremely-low income housing development. Additionally, the City will annually contact developers of special needs and lower income housing to assist in development where feasible by: Assisting and supporting new applications. Providing priority processing. Evaluate fee deferrals or subsidies and design modifications. Facilitating site acquisition. Hosting an annual workshop, or comparable outreach, for developers to provide information on the City’s regulations regarding housing development, opportunities and sites available for development, and the City’s development incentives.	Ongoing through planning period	Citywide	Support affordable and special needs housing production
Program 7 Multifamily Housing Bonds	The San Bernardino County CDH Department operates a Multifamily Residential Rental Housing Revenue Bond program. This Program can be used for new construction, acquisition, and/or rehabilitation of multifamily housing developments. A specified number of units are required to remain affordable to eligible, low-income households for a specified number of years after the initial financing is provided.	Continuously throughout the planning period	Citywide	Produce, acquire, and/or rehabilitate at least 10 units

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Housing Element



Program	Specific Commitment	Timeline	Geographic Targeting	2023 – 2031 Metric
	Information on this Program will be provided on the City's website, including links to the respective Programs and posted biennially in the local newspaper.			of affordable multi-family housing throughout the planning period
Program 9 Incentivize Accessory Dwelling Units	The City will process a Code amendment in 2024 to update ADU regulations to be consistent with current law. The City will create a dedicated webpage on the City website for ADU information. The page will include necessary information for the construction of ADUs and will include a set of FAQs, a flow chart of the development process, and links to resources for the development of affordable ADUs, and other ADU resources. The City will also make a variety of pre-approved ADU plan sets available to facilitate reduced applicant cost and expedited review for ADUs by 2024. The City will ensure that example plans provide choices and diversity in size to accommodate a variety of household sizes and types. The program may be modeled after successful programs implemented in other cities.	Annual review, ADU code amendment in 2024. Create ADU webpage by Q4 2025.	Citywide, target higher resource, higher income areas	Mitigate governmental constraints; Increase ADU trends from 1.5 to 3 ADUs per year.
Housing Mobility				
Program 5 Section 8 Rental Assistance	The City will facilitate access to Section 8 Rental Assistance for lower-income households through the San Bernardino County Housing Authority by assisting the County with publicity whenever the waiting list is opened, by posting the phone number and website of the Housing Authority on the City's website.	Ongoing as notified by the San Bernardino County Housing Authority	Citywide	Support housing availability. Provide information to 25 households annually, when waiting list is open.
Program 19 Place-Based Improvements	The City has multiple projects in its Capital Improvements Plan identified to improve mobility, and active transportation opportunities, and park quality in the northwestern part of the City. The City will continue to prioritize the Capital Improvement Program and implement broader planning efforts, including seeking additional funding. This will serve to continue to improve communities through neighborhood improvements such as enhanced streetscapes, multi-modal and active transportation, pedestrian safety improvements, safe routes to schools, community facilities, park improvements, and other community amenities. <u>Specific efforts include:</u>	As planned in CIP schedule	Northwestern area of the City	Improve lower resource areas of the City

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Housing Element



Program	Specific Commitment	Timeline	Geographic Targeting	2023 – 2031 Metric
	<u>Street improvement and sidewalk repair</u> <u>Upzoning to allow increased housing choice and opportunities private investment.</u>			
Program 1 <u>Adequate Sites to Accommodate Regional Housing Needs</u>	<u>To accommodate for a shortfall of sites and provide for adequate sites, the City is rezoning 97.3 total acres to allow for housing at a density of 20 – 40 du/acre. By upzoning for considerable capacity beyond the RHNA, the City is encouraging housing mobility, creating housing opportunity, and ensuring there is adequate capacity to meet the RHNA.</u> <u>The City has identified 20 parcels (24.2 acres) from this rezone to meet the RHNA. Rezoned sites will comply with the requirements of Government Code Sec. 65583.2(h) which states that cities must have a program to facilitate by-right approval for projects that include at least 20 percent of the units for lower-income housing on rezoned low-income sites. Rezoned sites needed to meet the RHNA shall comply with the following:</u> <u>Permit owner-occupied and rental multifamily uses by-right for developments in which 20 percent or more of the units are affordable to lower-income households;</u> <u>Accommodate a minimum of 16 units per site;</u> <u>Require a minimum density of 20 units per acre;</u> <u>Or, at least 50 percent of the lower-income need must be accommodated on sites designated for residential use only or on sites zoned for mixed uses that accommodate all of the very low and low-income housing need, if those sites allow 100 percent residential use, and require residential use occupy 50 percent of the total floor area of a mixed-use project.</u> <u>Additionally, the six RHNA sites with existing, single-family residential uses will be subject to a replacement housing policy. The replacement housing policy will comply with all provisions of Government Code section 65915, subdivision (c) (3).</u> <u>Pursuant to the statutory requirements of Government Code Sections 65583.2(c), amend the Zoning Ordinance to require by-right approval of any “reuse” 4th and 5th Cycle sites being used to meet the 6th Cycle RHNA, if 20 percent of the units in the development are affordable to lower-income households. There are three sites in the housing element that are subject to this provision.</u>	<u>Amendments by October 2024. Ongoing implementation through the planning period. Rezones completed by Q1, 2025</u>	<u>In the rezone areas</u>	<u>Rezone the identified 20 parcels (24.2 acres) with sufficient area and development standards to accommodate the City’s RHNA allocation throughout the planning period. Update Zoning and Land Use maps accordingly. Monitor progress through Annual Progress Reports</u>
Program 3 <u>Facilitate Development of Affordable and Special Needs Housing</u>	<u>The City will encourage and facilitate developments that provide affordable and special needs housing through the following means:</u> <u>Allow and encourage developers to use Planned Residential Development standards, which allows for density bonuses when energy efficient construction is incorporated into projects.</u> <u>Density bonus and other incentives consistent with state law</u> <u>Expedited processing for affordable and special needs households, including senior, extremely low income households, and housing for those with disabilities</u>	<u>Ongoing through planning period</u>	<u>Citywide</u>	<u>Support affordable and special needs housing production</u>

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Housing Element



Program	Specific Commitment	Timeline	Geographic Targeting	2023 – 2031 Metric
	Assistance in preparing applications for lower-income households and households with special needs, including seniors and those with disabilities. As funding allows, reduce development fees for extremely-low income housing projects. Seek funding sources to assist with extremely-low income housing development. Additionally, the City will annually contact developers of special needs and lower income housing to assist in development where feasible by: Assisting and supporting new applications. Providing priority processing. Evaluate fee deferrals or subsidies and design modifications. Facilitating site acquisition. Hosting an annual workshop, or comparable outreach, for developers to provide information on the City's regulations regarding housing development, opportunities and sites available for development, and the City's development incentives.			
Program 7 Multifamily Housing Bonds	The San Bernardino County CDH Department operates a Multifamily Residential Rental Housing Revenue Bond program. This Program can be used for new construction, acquisition, and/or rehabilitation of multifamily housing developments. A specified number of units are required to remain affordable to eligible, low-income households for a specified number of years after the initial financing is provided. Information on this Program will be provided on the City's website, including links to the respective Programs and posted biennially in the local newspaper.	Continuously throughout the planning period	Citywide	Produce, acquire, and/or rehabilitate at least 10 units of affordable multi-family housing throughout the planning period
Place-based Improvements				
Program 19 Place-Based Improvements	The City has multiple projects in its Capital Improvements Plan identified to improve mobility, and active transportation opportunities, and park quality in the northwestern part of the City. The City will continue to prioritize the Capital Improvement Program and implement broader planning efforts, including seeking additional funding. This will serve to continue to improve communities through neighborhood improvements such as enhanced streetscapes, multi-modal and active transportation, pedestrian safety improvements, safe routes to schools, community facilities, park improvements, and other community amenities. Specific efforts include: Street improvement and sidewalk repair	As planned in CIP schedule	Northwestern area of the City	Improve lower resource areas of the City

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Housing Element



Program	Specific Commitment	Timeline	Geographic Targeting	2023 – 2031 Metric
	Upzoning to allow increased housing choice and opportunities private investment. Geographic targeting of assistance programs in northwestern areas of the City.			
Program 18 Home Improvement	Neighborhood Housing Services of the Inland Empire (NHSIE) is a non-profit organization that operates a low-cost Homes N' Hammer program designed to educate residents on minor home improvements and repairs. The four-hour workshop includes: functioning of the home's major plumbing and electric systems, repair methods, replacing and maintaining drywall, replacing window screens, fixing garbage disposals, toilet mechanisms, health and safety issues and tips for hiring a professional contractor for home repairs, etc. Neighborhood Partnership Housing Services, Inc. (NPHS) is a non-profit organization that operates a Healthy Homes Grant program. This program provides home safety repair grants to low-income senior homeowners and homeowners with permanent mobility disabilities. Information on these programs will be provided on the City's website, including web links to the NHSIE and NPHS websites, and posted biennially in the local newspaper.	Schedule one workshop per year throughout the planning period; post information about these organizations biennially in the local newspaper	15% of assistance to households in the northwest area	Maintenance and conservation of at least 20 homes
Program 21 Homeless Assistance and Coordination	The City will continue to participate in and provide staff support for the various homeless programs operated by the San Bernardino County Homeless Partnership, including participation in the Point-in-Time Homeless Survey.	Ongoing throughout the planning period	Citywide	Support efforts to reduce homelessness
Displacement Prevention				
Program 18 Home Improvement Technical Assistance	The City provides technical drawing assistance to homeowners for simple improvements such as patio covers, retaining and block walls, and similar small projects; a home construction pamphlet, and information on hiring contractors.	Ongoing throughout the planning period	15% of assistance to households in the northwest area.	Maintain and improve housing stock. Provide assistance and/or information to 20 households annually.
Program 19 Place-Based Improvements	The City has multiple projects in its Capital Improvements Plan identified to improve mobility, and active transportation opportunities, and park quality in the northwestern part of the City. The City will continue to prioritize the Capital Improvement Program and implement broader planning efforts, including seeking additional funding. This will serve to continue to improve communities through neighborhood improvements such as enhanced streetscapes, multi-modal and active transportation, pedestrian safety.	As planned in CIP schedule	Northwestern area of the City	Improve lower resource areas of the City

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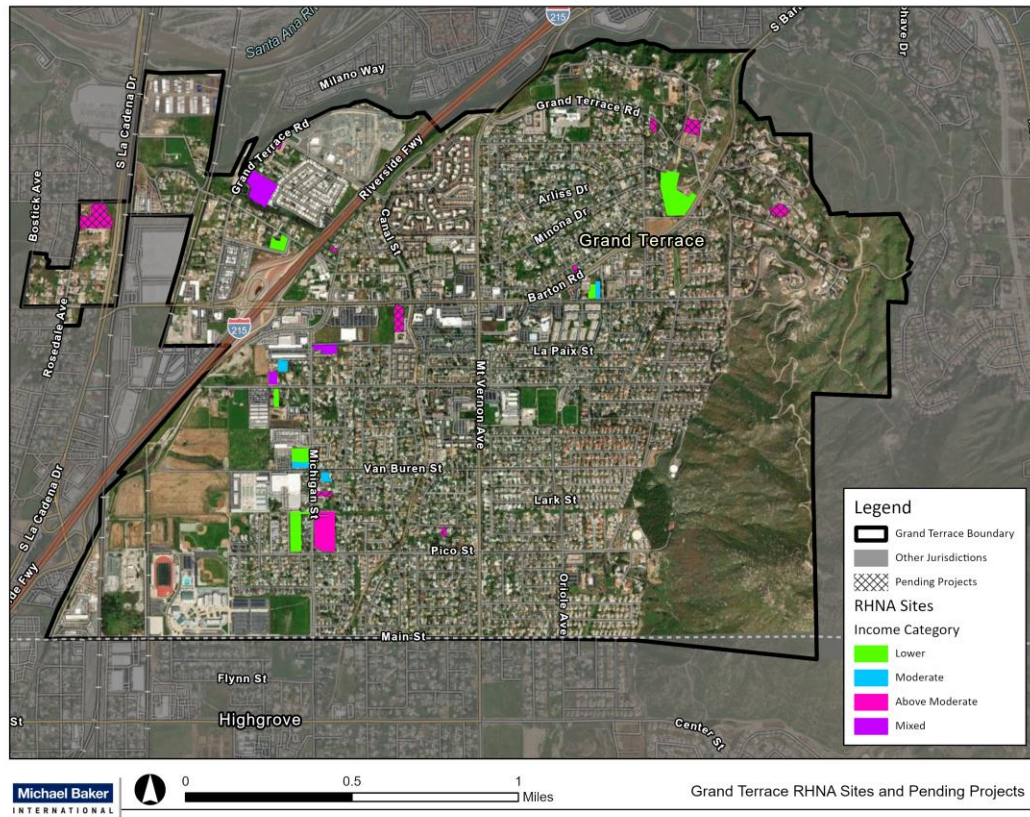
Housing Element



Program	Specific Commitment	Timeline	Geographic Targeting	2023 – 2031 Metric
	<u>improvements, safe routes to schools, community facilities, park improvements, and other community amenities.</u> <u>Specific efforts include:</u> <u>Street improvement and sidewalk repair</u> <u>Upzoning to allow increased housing choice and opportunities private investment.</u> <u>Geographic targeting of assistance programs in northwestern areas of the City.</u>			



APPENDIX A: RHNA SITES INVENTORY MAP



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APPENDIX B: RHNA SITES INVENTORY

APN	Address	Zip Code	Existing Use	Acreage	Zoning (Current)	Zoning (Proposed)	General Plan	Min. Density	Max. Density	Existing Units	Very Low	Low	Moderate	Above Moderate	Total Units	Infrastructure	Publicly Owned	4th Cycle	5th Cycle
116728101	12667 MICHIGAN ST	92313	Small church	4.54	R1-7.2	R4	Low Density Residential	20	40	0	0	0	0	100	100	YES	NO	NO	NO
116720103	Northeast of Pico St and Sandburg Way	92324	Vacant	2.61	R1-7.2	R4	Low Density Residential	20	40	0	44	30	0	0	74	YES	NO	YES	YES
116727102	Van Buren Street, east of 12513	92324	Vacant	0.48	R1-7.2	R4	Low Density Residential	20	40	0	0	0	14	0	14	YES	NO	NO	NO
116716115	Rene Lane west of 22023	92313	Vacant	0.32	R1-7.2	R4	Low Density Residential	20	40	0	0	0	10	0	10	YES	NO	NO	NO
116716112	Rene Lane east of 22011	92313	Vacant	0.32	R1-7.2	R4	Low Density Residential	20	40	0	0	0	10	0	10	YES	NO	NO	NO
116716131	22000 DE BERRY ST	92313	Single Family Residential	0.64	R1-7.2	R4	Low Density Residential	20	40	1			10	7	17	YES	NO	YES	YES
116724101	12201 MICHIGAN ST	92313	Single Family Residential	1.08	R1-7.2	R4	Low Density Residential	20	40	1	0	0	30	0	30	YES	NO	NO	NO
116717102	De Berry Street east of 22009	92324	Vacant	0.53	R1-7.2	R4	Low Density Residential	20	40	0	9	6	0	0	15	YES	NO	NO	NO
027523171	0 LA CROSSE AVE	92324	Vacant	1.08	R2	R4	Medium Density Residential	20	40	0	19	12	0	0	31	YES	NO	NO	NO
027641128	North of Barton Road and Victoria Street	92324	Vacant	0.65	R1-10	R4	Low Density Residential	20	40	0	11	8	0	0	19	YES	NO	NO	NO
027641102	North of Barton Road and Victoria Street	92324	Vacant	3.10	R1-10	R4	Low Density Residential	20	40	0	37	25	0	0	62	YES	NO	YES	YES
027641127	North of Barton Road and Victoria Street	92324	Vacant	1.68	R1-10	R4	Low Density Residential	20	40	0	20	14	0	0	34	YES	NO	YES	YES
027620261	Palm Avenue, directly east of 22756	92324	Vacant	0.52	BRSP-AP	R4	Office Commercial	20	40	0	9	6	0	0	15	YES	NO	NO	NO
027620247	Palm Avenue, directly west of 22822	92324	Vacant	0.47	BRSP-AP	R4	Office Commercial	20	40	0	0	0	14	0	14	YES	NO	NO	NO
116718110	22040 VAN BUREN ST	92324	Single Family Residential	0.23	CM	R4	General Commercial	20	40	1	0	0	6	0	6	YES	NO	NO	NO
116718111	12490 MICHIGAN AVE	92324	Commercial and Services	0.36	CM	R4	General Commercial	20	40	0	0	0	11	0	11	YES	NO	NO	NO
116718108	12458 MICHIGAN ST	92324	Single Family Residential	0.69	CM	R4	General Commercial	20	40	1	11	8	0	0	19	YES	NO	NO	NO
116718109	12466 MICHIGAN ST	92324	Single Family Residential	0.76	CM	R4	General Commercial	20	40	1	13	8	0	0	21	YES	NO	NO	NO
027521136	Corner of Newport Ave and Grand Terrace Road	92324	Vacant	0.20	R2	R4	Medium Density Residential	20	40	0	0	0	6	0	6	YES	NO	NO	NO
027521109	22051 GRAND TERRACE AVE	92392	Single Family Residential	3.93	R2	R4	Medium Density Residential	20	40	1	58	0	44	9	111	YES	NO	NO	YES





APPENDIX C: PUBLIC PARTICIPATION SUMMARY

California law requires that local governments include public participation as part of the housing element. Specifically, Government Code section 65583(c)(7) states “that the local government shall make a diligent effort to achieve public participation of all economic segments of the community in the development of the housing element, and the program shall describe this effort.”

Early in the Housing Element update process the City created a webpage where meeting notices, draft documents and other housing references were posted.

https://www.grandterrace-ca.gov/departments/planning_development_services

In addition, a Housing Element *Frequently Asked Questions* was prepared and posted on the City website.

The Planning Commission conducted a public workshop on June 17, 2021 to provide the Commission and interested stakeholders an overview of the purpose and statutory requirements governing Housing Elements. Notices of the workshop were posted at City Hall, on the City website, in the Blue Mountain Outlook, which is delivered to all property owners in the City, and was also sent to the organizations listed below that represent the housing interests of lower-income households and persons with special needs.

After posting a draft Housing Element on October 15, 2021, public meetings were conducted by the Planning Commission on October 21 and the City Council on October 26, 2021. Notice of these meeting were also sent to organizations listed on the following page that have an interest in housing within the City.

Following review by the Planning Commission, City Council and interested stakeholders, the draft Housing Element was submitted to the California Department of Housing and Community Development (HCD) for review pursuant to State law.

HCD comments were received and a revised draft Housing Element was prepared addressing HCD comments. Duly noticed public hearings were held before the Planning Commission on October 21, 2021 and City Council on November 9, 2021 to consider HCD comments and the revised draft Housing Element. Notice of all meetings was sent to the list of interested parties shown below.



Housing Element Stakeholder List

Corporation for Better Housing 15303 Ventura Boulevard, Suite 1100 Sherman Oaks, CA 91403	HDSI Management 3460 S. Broadway Los Angeles, CA 90007	Jamboree Housing Corporation 17701 Cowan Ave. Suite 200 Irvine, CA 92614
Affirmed Housing Group 13520 Evening Creek Dr. North, Ste. 160 San Diego, CA 92128	The Olson Company 30200 Old Ranch Pkwy, #250 Seal Beach, CA 90740	So. Calif. Housing Development Corp. 8265 Aspen Street, Suite 100 Rancho Cucamonga, CA 91730
RC Hobbs Company 1110 E. Chapman Ave., Suite 206 Orange, CA 92866	LINC Housing Corporation 110 Pine Avenue, Suite 500 Long Beach, CA 90802	Palm Desert Development Company P.O. Box 3958 Palm Desert, CA 92261
Riverside Housing Development Corp. 4250 Brockton Ave. Riverside, CA 92501	Inland Fair Housing and Mediation Board 10681 Foothill Blvd, Suite 101, Rancho Cucamonga, CA 91730	National CORE 9421 Haven Avenue Rancho Cucamonga, CA 91730
City of Fontana 8353 Sierra Avenue Fontana, CA 92335	County of San Bernardino Land Use Services 385 N. Arrowhead Ave. First Floor San Bernardino, CA 92415-0182	City of Rialto 150 S. Palm Ave. Rialto, CA 92376
City of Riverside Public Utilities Department Water Engineering Division 3750 University Ave. 3 rd FL Riverside, CA 92501	City of San Bernardino 290 N. D Street San Bernardino, CA 92401	City of Loma Linda 25541 Barton Rd. Loma Linda, CA 92354
City of Colton Development Services 659 N La Cadena Drive Colton, CA 92324	Time for Change Foundation PO Box 25040 San Bernardino, CA 92406	Riverside Highland Water Don Hough, General Manager 12374 Michigan Street Grand Terrace, CA 92313
San Bernardino County LAFCO 1170 W 3rd St #150 San Bernardino, CA 92415	San Bernardino County Housing Authority 715 E. Brier Drive San Bernardino, CA 92408	Colton Water/Wastewater Division 106 S 10 th Street Colton, CA 92324
San Bernardino County Community Development & Housing Dept 385 N. Arrowhead Ave., 3rd Floor San Bernardino, CA 92415	Lighthouse Social Service Centers Karyn Young-Lowe, MSW President 1003 E. Cooley Drive, Suite # 205 Colton, CA 92324	Aegis Builders Darryl Moore 2331 W. Lincoln Avenue Anaheim, CA 92801
Greens INV 15, LLC Atman Kadakia, Managing Principal 8815 Research Drive Irvine, CA 92618	Lewis Management Corp. Adam Collier 1156 N. Mountain Avenue Upland, CA 91786	



Frequently Asked Questions 2021 Housing Element Update

1. What is a Housing Element?

State law¹ requires each city to adopt a comprehensive, long-term General Plan for its physical development. General Plans include several "elements" that address various topics. The Grand Terrace General Plan² includes the following elements:

- Land Use
- Circulation
- Open Space & Conservation
- Public Health and Safety
- Noise
- Public Services and Facilities
- Housing
- Sustainable Development

While most General Plans have a time horizon of 20-25 years, Housing Element updates must be prepared every 8 years. Housing Element planning periods are sometimes referred to as "cycles". Grand Terrace's current Housing Element covers the planning period extending from 2013 to 2021, which is referred to as the "5th Housing Element cycle" in reference to the five required updates that have occurred since the comprehensive revision to State Housing Element law in 1980. All cities within the Southern California Association of Governments ("SCAG") region are required to prepare a Housing Element update for the 6th cycle, which spans the 2021-2029 period. The SCAG region includes Los Angeles, Orange, Riverside, San Bernardino, Ventura and Imperial counties.

State law³ establishes detailed requirements for Housing Elements. The overarching purpose of the Housing Element is set forth in California Government Code Section 65583:

The housing element shall consist of an identification and analysis of existing and projected housing needs and a statement of goals, policies, quantified objectives, financial resources, and scheduled programs for the preservation, improvement, and development of housing. The housing element shall identify adequate sites for housing, including rental housing, factory-built housing, mobile homes, and emergency shelters, and shall make adequate provision for the existing and projected needs of all economic segments of the community.

¹ California Government Code Sec. 65300 et seq.

² https://www.grandterrace-ca.gov/departments/planning_development_services/planning

³ California Government Code Sec. 65580 et seq.



Grand Terrace 2021 Housing Element FAQ

2. What is “certification” of the Housing Element and why is it important?

The State Legislature has delegated to the California Department of Housing and Community Development (“HCD”) the authority to review Housing Elements and issue findings regarding the elements’ compliance with the law.⁴ When HCD issues a letter finding that the Housing Element is in substantial compliance it is referred to as “certification” of the Housing Element. HCD has determined that Grand Terrace’s current Housing Element is in full compliance with State law.

Housing Element certification is important for two main reasons:

- **Local land use control.** The General Plan and its various elements provide the foundation for the City’s land use plans and development regulations, and the Housing Element is part of the General Plan. If the City were challenged in court on a planning or zoning matter and the General Plan were found by the court to be invalid, the court could order changes to City land use plans or regulations and assume control over City land use decisions. HCD certification establishes a “rebuttable presumption of validity”⁵ that the Housing Element is adequate under State law, which would support the City’s legal defense. Recent laws also allow courts to impose fines if a jurisdiction fails to adopt a compliant Housing Element.⁶
- **Eligibility for grant funds.** Some State grant funds are contingent upon Housing Element certification.

3. What are the most important issues that must be addressed in the Housing Element?

The major issues that must be addressed in the Housing Element are: 1) how City policies, plans and regulations help to address the region’s housing needs for households of all income levels; and 2) whether City land use regulations are consistent with State laws related to housing for persons with disabilities or other difficulties.

- **Accommodating Regional Housing Needs.** Under State law⁷ all cities are required to plan for additional housing to accommodate population growth as well as existing housing problems such as overcrowding and high housing cost. State law recognizes that cities generally do not build housing, since that is typically the role of private and non-profit developers and builders. However, cities are required to adopt policies and development regulations to encourage a variety of housing types that are affordable for persons of all income levels, including multi-family rental housing and accessory dwelling units (“ADUs”). The Regional Housing Needs Assessment (“RHNA”) is the method by which each jurisdiction’s share of new housing needs is determined (see #5 below).

⁴ California Government Code Sec. 65585

⁵ California Government Code Sec. 65589.3.

⁶ AB 101 of 2019

⁷ California Government Code Sec. 65583



Grand Terrace 2021 Housing Element FAQ

- **Housing for Persons with Special Needs.** Under State law^a cities must also ensure that their plans and regulations encourage the provision of housing for persons with special needs including:
 - ✓ Reasonable accommodation for persons with disabilities
 - ✓ Residential care facilities
 - ✓ Transitional and supportive housing
 - ✓ Emergency shelters and low-barrier navigation centers

4. What is “affordable” housing?

By definition, housing is generally considered “affordable” when total housing cost, including utilities, is no more than 30% of a family’s gross income. State law establishes five income categories based on county median income as shown in Table 1.

Table 1. Housing Income Categories

Income Category	% of county median income
Extremely low	Up to 30%
Very low	31-50%
Low	51-80%
Moderate	81-120%
Above moderate	Over 120%

Source: California Government Code Sec. 65584(f)

Affordable housing costs for all jurisdictions in San Bernardino County that correspond to these income categories are shown in Table 2.

Table 2. Affordable Housing Costs: San Bernardino County

Income Category	Maximum Income	Affordable Rent	Affordable Price (est.)
Extremely low	\$26,500	\$663	*
Very low	\$39,500	\$988	*
Low	\$63,200	\$1,580	*
Moderate	\$93,000	\$2,325	\$375,000
Above moderate	Over \$93,000	Over \$2,325	Over \$375,000

Assumptions:

-Based on a family of 4 and 2021 State income limits
 -30% of gross income for rent or principal, interest, taxes & insurance plus utility allowance
 -10% down payment, 3.75% interest, 1.25% taxes & insurance, \$300 HOA dues

* For-sale affordable housing is typically at the moderate-income level

Source: Cal. HCD; JHD Planning LLC

5. What is the “RHNA” why is it important?

Each California city is required to plan for new housing to accommodate its share of regional needs. The Regional Housing Needs Assessment (“RHNA”) is the process established in State law^b by which housing needs are determined.

^a California Government Code Sec. 65583(a)(5)

^b California Government Code Sec. 65584 et seq.



Grand Terrace 2021 Housing Element FAQ

Prior to each planning cycle the total housing need for each region of California is determined by HCD based upon economic and demographic trends, existing housing problems such as overcrowding and overpayment, and additional housing needed to ensure reasonable vacancy rates and replace units lost due to demolition or natural disasters. The total housing need for the SCAG region is then distributed to cities and counties by SCAG based upon objectives and criteria established in State law.¹⁰

In 2019 HCD determined that the total new housing need for the entire SCAG region in the 6th Housing Element cycle is 1,341,827 units. SCAG then prepared the RHNA plan for the 6th planning cycle, which allocates the total RHNA to the jurisdictions in the SCAG region.¹¹ SCAG adopted the final RHNA plan in March 2021.

Table 3 shows the RHNA allocations for Grand Terrace, San Bernardino County, and the entire SCAG region.

Table 3. 6th Cycle RHNA: Grand Terrace, San Bernardino County and SCAG Region

	Grand Terrace	San Bernardino County	SCAG Region
Housing allocation 2021-2029	630	138,110	1,341,827

Source: SCAG, 3/4/2021

The RHNA also distributes total housing need to the income categories described in Question 4 above based on income characteristics for San Bernardino County as shown previously in Table 2. The 6th cycle RHNA allocation by income category for Grand Terrace is shown in Table 4 (the extremely-low and very-low categories are combined for RHNA purposes).

Table 4. 6th RHNA by Income Category: Grand Terrace

Very Low	Low	Moderate	Above Moderate	Total
189	92	106	243	630

Source: SCAG, 3/4/2021

6. Is the RHNA a construction quota or mandate?

The RHNA allocation identifies the amount of additional housing a city would need in order to have enough housing at all price levels to fully meet the needs of its existing population plus its assigned share of projected growth over the next 8 years while avoiding problems like overcrowding and overpayment (see #8 below). The RHNA is a planning requirement based upon housing need, *not a construction quota or mandate*. Cities are not required to build housing or issue permits to achieve their RHNA allocations, but some provisions of State law establish specific requirements when housing production falls short of RHNA allocations. One such requirement is streamlined review and approval of housing development applications that meet specific standards.¹² Other than requirements for streamlined permit processing, there are

¹⁰ California Government Code Sec. 65584(d)

¹¹ <https://scag.ca.gov/housing>

¹² California Government Code Sec. 65913.4 (SB 35 of 2017)



Grand Terrace 2021 Housing Element FAQ

currently no legal or financial penalties imposed on cities that do not achieve their RHNA allocations as long as a Housing Element has been adopted in compliance with State law.

7. What must cities do to comply with the RHNA?

The Housing Element must analyze the city's capacity for additional housing based on an evaluation of land use patterns, development regulations, potential constraints (such as infrastructure availability and environmental conditions) and real estate market trends. The analysis must be prepared at a parcel-specific level of detail and identify properties (or "sites") where additional housing could be built consistent with current regulations. This evaluation is referred to as the "sites analysis" and State law requires that the analysis demonstrate that the city has adequate capacity to fully accommodate its RHNA allocation in each income category. If the sites analysis does not demonstrate that adequate capacity exists to fully accommodate the RHNA, the Housing Element must describe steps that will be taken to increase capacity commensurate with the RHNA – typically through amendments to land use and zoning regulations that could facilitate additional housing development. Such amendments generally include increasing the allowable residential density or allowing housing to be built in areas that are currently restricted to only non-residential land uses.

8. Why is the RHNA allocation so much higher than in the past?

SCAG's total RHNA allocation for the 6th cycle is 1,341,827 units compared to 412,137 units in the 5th cycle. There are two main reasons why the region-wide 6th RHNA allocation is so much higher than the 5th cycle.

First, the 5th RHNA allocation was established in 2012 while the severe economic effects of the "Great Recession" were still adversely affecting growth. As a result, the 5th RHNA was uncharacteristically low. For comparison, SCAG's 4th cycle (2006-2013) RHNA allocation was approximately 700,000 units.

Second, for the 6th cycle the State made a major modification to the process for determining RHNA allocations. In prior RHNA cycles, total housing need was based only on projected population growth. However, for the 6th RHNA cycle the State added *existing need* to the total RHNA calculation. Existing need includes households that are currently overcrowded (defined as more than one person per room) or are overpaying for housing (defined as more than 30% of gross income). The total 6th cycle RHNA allocation for the SCAG region is comprised of the sum of existing need and projected need, as follows:

Existing need:	577,422 units
Projected need:	<u>764,405 units</u>
Total need:	1,341,827 units

As seen from this breakdown, if existing need were not included (as was the case in prior RHNA cycles) the total need would be similar to the 4th cycle RHNA.

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City of Grand Terrace

HOUSING ELEMENT UPDATE

JOIN US FOR A
**VIRTUAL
COMMUNITY
WORKSHOP**

SCAN ME



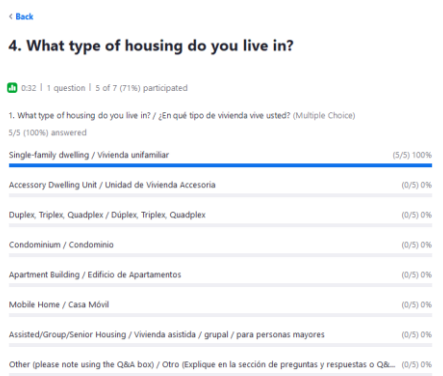
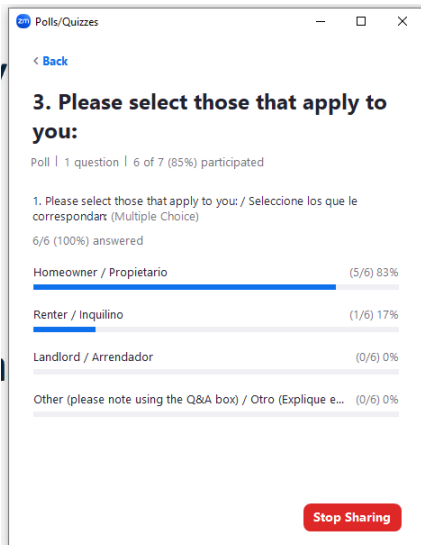
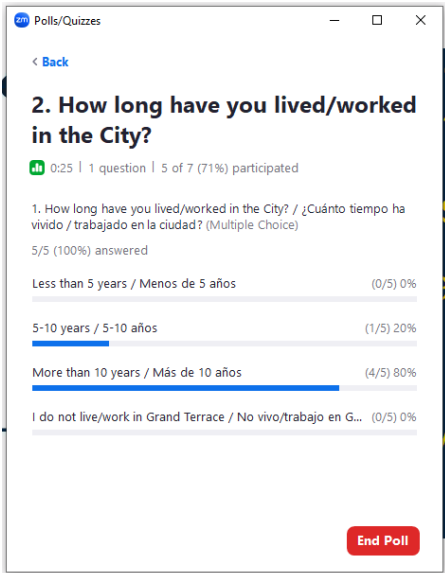
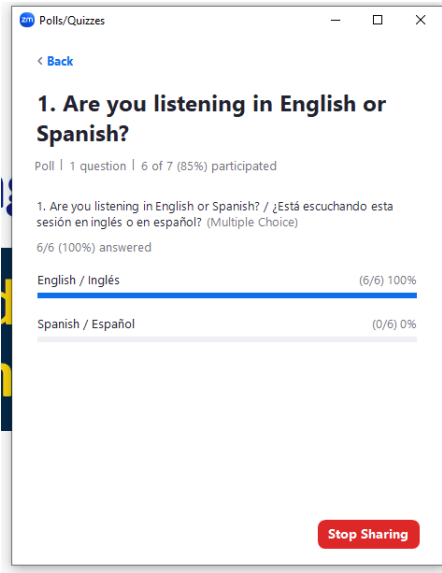
Update and Q&A on the revisions to the City's previously adopted
2021 - 2029 Housing Element

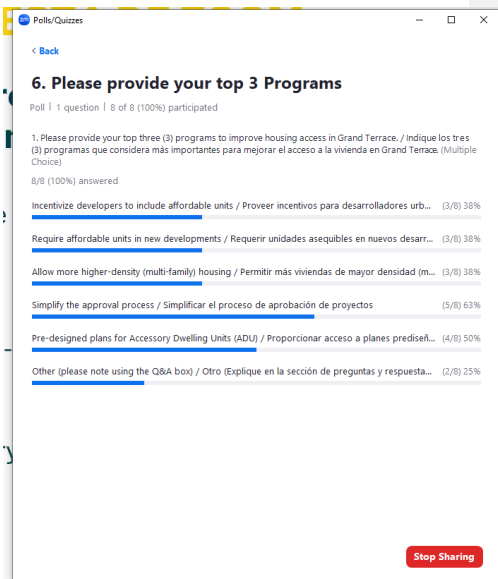
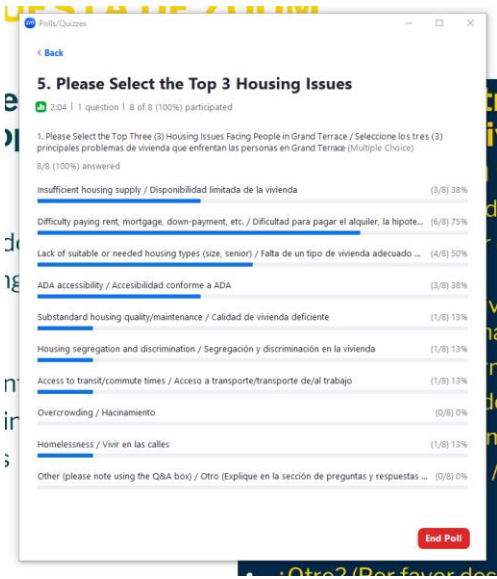
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For more information, please visit www.grandterrace-ca.gov/departments/planning_development_services

VIII-206







AGENDA REPORT

MEETING DATE: October 8, 2024

TITLE: CPNA Update

PRESENTED BY: Shanita Tillman, Sr. Management Analyst

RECOMMENDATION: Adopt resolution titled 'Resolution of the City Council of the City of Grand Terrace, State of California, Adopting a Five-Year Measure I Capital Project Needs Analysis for Fiscal Years 2026-2030.'

2030 VISION STATEMENT:

This staff report supports Goal #2, 'Maintain Public Safety,' by outlining investments in improvements to public infrastructure that enhance safety and accessibility for the community.

BACKGROUND:

Measure I, approved by San Bernardino County voters in 1989 and extended in 2004 through 2040, authorizes the San Bernardino Associated Governments (SANBAG), as the San Bernardino County Transportation Authority (SBCTA), to impose a one-half of one cent retail sales and use tax. Revenues are allocated for transportation improvements and traffic management, governed by the Measure I 2010-2040 Ordinance and Expenditure Plan. The County is divided into six subareas, with revenue collected in each subarea restricted to local use. The City of Grand Terrace is part of the Valley subarea and approved the Master Agreement with SBCTA in May 2010 to participate in Measure I. Annually, jurisdictions must adopt a Five-Year Capital Project Needs Analysis (CPNA) outlining project needs, funding sources, and phasing for the Valley Major Street and Freeway Interchange Programs.

DISCUSSION:

Both the Measure I Strategic Plan and Expenditure Plan require local jurisdictions seeking Valley Major Street - Arterial Program funding to annually adopt and update the Five-Year Capital Project Needs Analysis (CPNA). The proposed CPNA identifies one ongoing project, aimed at enhancing traffic capacity and operations within the City: extending Commerce Way from 900 feet north of De Berry Street to Main Street, expanding it from 0 to 4 lanes. Currently, the section near Main Street has been paved and is awaiting landscaping. Additionally, a reimbursement agreement for the Commerce Way extension is in place, and grading plans are under review with a consultant.

ENVIRONMENTAL IMPACT:

The extension of Commerce Way as outlined in the CPNA could lead to environmental impacts related to increased traffic, air pollution, and noise due to the expansion of the roadway and increased capacity. However, these impacts would likely be mitigated through compliance with local environmental regulations and traffic management strategies.

FISCAL IMPACT:

The City will allocate \$1,000,000 from development impact fees over five years for Commerce Way's design and construction, with an additional request of \$1,973,128.55 in Measure I funds, representing 40% of project costs. This is essential to secure Measure I - Arterial Program funds. The CPNA is subject to annual updates. If development impact fee revenue falls short, alternative funding, project delays, or scope adjustments may be necessary. Future CPNA revisions will be reported to SBCTA.

Capital Project Needs Analysis
City of Grand Terrace
Valley Arterial Sub-Program

Nexus Project Cost	\$ 3,500,000
Dev. Loan?	No
5-Year Advance?	No
Public Share:	60.1%
Dev. Share:	39.90%

Project Information	Phase	Funding	PRIOR*	FY 25/26	FY 26/27	FY 27/28	FY 28/29	FY 29/30	FUTURE
Extend Commerce Way from 900' n/o De Berry Street to Main Street from 0 to 4 lanes.	PA&ED Total Cost: Fund Type:	\$137,509.00 MSI Arterial	\$ 137,509.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		- Select Fund -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
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		Other:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Current Total Project Cost Estimate:	PS&E Total Cost: Fund Type:	\$173,189.00 MSI Arterial	\$ 109,614.00			\$ -	\$ -	\$ -	\$ -
\$0.00		DEV FEE	\$ 63,575.00		\$ -	\$ -	\$ -	\$ -	\$ -
Total Measure I Request:		- Select Fund -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
\$2,062,930.00		- Select Fund -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
(Summation of Measure I)		Other:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Comments:	ROW Total Cost: Fund Type:	\$534,269.00 MSI Arterial	\$ 73,195.00	\$ 260,000.00		\$ -	\$ -	\$ -	\$ -
		DEV FEE	\$ 149,074.00	\$ 52,000.00	\$ -	\$ -	\$ -	\$ -	\$ -
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	CONST Total Cost: Fund Type:	\$2,587,500.00 MSI Arterial	\$ 866,112.00	\$ 616,500.00		\$ -	\$ -	\$ -	\$ -
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*Prior should identify any expenses incurred in prior years that have not yet been reimbursed by SBCTA including anticipated FY 2023/2024 expenses.

RESOLUTION NO. 2024-

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GRAND TERRACE, STATE OF CALIFORNIA, ADOPTING THE MEASURE I FIVE-YEAR CAPITAL PROJECT NEEDS ANALYSIS FOR FISCAL YEARS 2025/2026 THROUGH 2029/2030.

WHEREAS, San Bernardino County voters approved Measure I in November 2004, authorizing the San Bernardino Associated Governments, acting as the San Bernardino County Transportation Authority, to impose a one-half percent retail transactions and use tax applicable to both incorporated and unincorporated territories of the County of San Bernardino; and

WHEREAS, revenue from the tax can only be used for transportation improvement and traffic management programs authorized in the Expenditure Plans set forth in Ordinance No. 04-1 of the Authority; and

WHEREAS, the Strategic Plan requires each local jurisdiction applying for revenue from the Valley Major Street and Freeway Interchange Programs to annually adopt and update a Five-Year Capital Project Needs Analysis.

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

SECTION 1. That the City Council of the City of Grand Terrace, State of California, hereby adopts the Measure I Five-Year Capital Project Needs Analysis for Fiscal Years 2025/2026 through 2029/2030, attached to this resolution as Exhibit A.

PASSED, APPROVED AND ADOPTED by the City Council of the City of Grand Terrace, California at a regular meeting held on the 8th day of October 2024.

Bill Hussey
Mayor

ATTEST:

Debra L. Thomas
City Clerk

APPROVED AS TO FORM:

Adrian R. Guerra
City Attorney



AGENDA REPORT

MEETING DATE: October 8, 2024

TITLE: Amendment to the Personnel Rules & Regulations and the Statement of Benefits

PRESENTED BY: Michelle Fuentes, Sr. Management Analyst

RECOMMENDATION: Adopt a Resolution of the City Council of the City of Grand Terrace updating the Personnel Rules & Regulations and the Statement of Benefits.
Subject to final approval as to form by the City Attorney's Office

2030 VISION STATEMENT:

Goal #1 Ensure Our Fiscal Viability.

BACKGROUND:

On August 10, 2000, the City Council adopted Resolution 2000-24 to update the City's Personnel Rules & Regulations. The City's Personnel Rules & Regulations have not been updated since then. Amendments to the Personnel Rules occurred but often resulted in inconsistencies and a lack of cohesive documentation. The Memorandum of Understanding (MOU) between the City of Grand Terrace and Teamsters Local 1932 approved on April 23, 2024 included several amendments to the existing Personnel Rules & Regulations and the Statement of Benefits.

DISCUSSION:

Amending the Personnel Rules & Regulations and Statement of Benefits to align with the approved Memorandum of Understanding (MOU) between the City of Grand Terrace and Teamsters Local 1932 Union will provide a comprehensive and cohesive document. The proposed amendments include several items reflecting the changes described in the current MOU.

- Sick Leave Buy Back policy allows employees to accrue up to 560 hours of sick leave.
- Bereavement Leave has been increased from three days to five days in accordance with mandated Federal Labor Law.
- Cafeteria Plan has been raised from \$600 to \$1,000 per month.
- Uniform Allowance provides \$400 per fiscal year for uniformed employees and \$150 Grand Terrace logo apparel for non-uniformed employees.
- Education Allowance offers employees up to \$5,000 per fiscal year for higher education.
- Certification Pay allows employees to receive \$25 per certification, for certifications that benefit their department.
- Longevity Pay offers a 5% increase for employees who remain in the same position for 10, 15, and/or 20 years.

Resolution 2024-07 accepting and approving the Memorandum of Understanding (MOU) between the City of Grand Terrace and Teamsters Local 1932 for the period of May 1, 2024 through June 30,

2027, was approved at the City Council meeting on April 23, 2024. Amendments to the Personnel Rules & Regulations and the Statement of Benefits reflect the information in the MOU and provide consistency between Civic Policy and contractual agreed upon benefits in the MOU. The MOU improves employee satisfaction and retention, ensuring that the City remains competitive in its benefits offerings. These updates will provide a positive impact on our workforce and encourage continued service to the City of Grand Terrace.

ENVIRONMENTAL IMPACT:

No impact.

FISCAL IMPACT:

The costs associated with these changes are already included in the FY2024-25 Budget.

RESOLUTION NO. 2024-XX

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY
OF GRAND TERRACE ADOPTING PERSONNEL RULES,
REGULATIONS AND POLICIES AND RESCINDING
RESOLUTION 2015-05.**

WHEREAS, the City Council is authorized and directed under the provisions of Chapter 2.24 of the Grand Terrace Municipal Code to adopt provisions for compensation of personnel created in said Municipal Code Chapter; and,

WHEREAS, the objectives of these rules are to facilitate efficient and economical services to the public and to provide for an equitable system of personnel management; and,

WHEREAS, at the same time, within the limits of administrative feasibility, considerable latitude shall be given to the City Manager in the interpretation and application of these rules so that they are applied equitably; and,

WHEREAS, from time to time these rules must be revised due to changes in the best practices in personnel management, and federal and state law.

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

SECTION 1: Resolution No. 2015-05, which includes the City of Grand Terrace Personnel Rules and Regulations, is hereby rescinded

SECTION 2: The Personnel Rules and Regulations, attached hereto as Exhibit A, are hereby adopted.

SECTION 3: All City rules, policies or regulations that contradict any provision of the Personnel Rules and Regulations are hereby rescinded.

PASSED, APPROVED, AND ADOPTED this 8th day of October, 2024.

Bill Hussey
Mayor

ATTEST:

Debra Thomas
City Clerk

APPROVED AS TO FORM:

Adrian Guerra
City Attorney

STATE OF CALIFORNIA)
COUNTY OF SAN BERNARDINO)
CITY OF GRAND TERRACE)

I Debra Thomas, City Clerk of the CITY OF GRAND TERRACE, CALIFORNIA, DO HEREBY CERTIFY that the foregoing Resolution, being Resolution No. 2024-____ was duly passed, approved and adopted by the Planning Commission, approved and signed by the Chairman, and attested by the City Clerk, at the regular meeting of said Planning Commission held on the 8th day of October 2024, and that the same was passed and adopted by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

RECUSE:

Executed this 8th day of October 2024, at Grand Terrace, California.

Debra Thomas
City Clerk



CITY OF GRAND TERRACE

Personnel Rules and Regulations

Adopted by Resolution 2024 - __, October 8, 2024

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SECTION 1. INTRODUCTION

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

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

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

SECTION 2. DEFINITIONS

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

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

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

2.4 Appointing Authority – shall mean the City Manager.

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

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

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

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

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

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

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

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

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

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

2.30 Length of Service – shall include Saturdays, Sundays, and other regular days off which are immediately preceded or immediately followed by normal workdays.

2.31 Non-exempt Employee – shall mean an employee who is not designated by the City Manager as exempt from the overtime requirements under the FLSA. Non-exempt employees are eligible to receive compensation for overtime work.

2.32 On-Call Employee – shall mean an employee that does not work a regular schedule, and works intermittently as needed.

2.33 Part-time Employee – shall mean an employee whose position is budgeted to work less than 40 hours per week. Part-time employees may receive benefits as provided herein.

2.34 Pay Rate – shall mean a specific dollar amount expressed as either an annual rate, a monthly rate, a semimonthly rate, a biweekly rate, or an hourly rate.

2.35 Personnel Officer – shall have the same meaning as the Grand Terrace Municipal Code, Section 2.24, including such amendments to that Section as may from time to time be made.

2.36 Position – shall mean a specific office of employment, whether occupied or vacant, calling for the performance of certain duties and the carrying of certain responsibilities by one individual, either on a full-time or part-time basis.

2.37 Probationary Employee – shall mean an employee serving in the probationary period of employment. Probationary employees are at-will employees.

2.38 Promotion – shall mean elevation of an employee to a position which requires a greater level of skills, and has a maximum salary higher than that of the employee's former position.

2.39 Regular Rate of Pay – is defined under the FLSA and is determined by dividing the employee's total remuneration for employment in any work period by the total number of hours that remuneration is intended to compensate.

2.40 Regular Employee – shall mean an employee who satisfactorily completes probationary service and maintains continuing regular appointment.

2.41 Probationary Release – shall mean the dismissal from City service of an employee who has not successfully completed the probationary period, or the return of a regular employee to a position in which the employee previously acquired regular status who did not successfully complete a promotional probationary period.

2.42 Seasonal Employee – shall mean an employee hired on a temporary basis to work only a part of the year due to seasonal employment. Seasonal employees do not receive any City benefits.

2.43 Skelly Officer – shall mean the City official designated as having authority to render a final disciplinary decision in the pending matter; typically the department head or equivalent, or the City Manager.

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

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

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

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

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

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

SECTION 3. CLASSIFICATION PLAN

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

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

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

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

SECTION 4. RECRUITMENT, SELECTION PROCESS AND APPOINTMENTS

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

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

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

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

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

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

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

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

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

4.5 Examinations

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

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

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

4.6 Eligibility Lists

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

4.7 Appointments

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

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

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

4.9 Probationary Employment

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

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

4.10 Employment of Relatives

(a) The following definitions apply:

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

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

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

(c) Spouses or Domestic Partners

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

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

SECTION 5. COMPENSATION

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

SECTION 6. HEALTH AND RETIREMENT BENEFITS

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

SECTION 7. ATTENDANCE AND HOURS OF WORK

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

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

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

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

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

SECTION 8. OVERTIME

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

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

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

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

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

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

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

SECTION 9. PERFORMANCE EVALUATION

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

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

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

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

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

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

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

SECTION 10. VACATION LEAVE AND HOLIDAYS

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

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

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

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

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

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

SECTION 11. SICK LEAVE

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

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

11.2 Sick Leave Use

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

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

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

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

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

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

SECTION 12. OTHER LEAVES

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

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

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

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

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

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

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

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

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

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

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

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

SECTION 13. FAMILY AND MEDICAL CARE LEAVE

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

SECTION 14. PREGNANCY DISABILITY LEAVE

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

SECTION 15. RESIGNATION, LAYOFFS AND FURLOUGHS

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

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

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

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

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

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

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

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

SECTION 16. DISCIPLINE POLICY AND PROCEDURES

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

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

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

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

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

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

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

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

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

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

(3) Final Notice of Discipline to Employee – In the case of disciplinary action of suspension without pay of more than three days, demotion, reduction in pay or dismissal, within five working days, the *Skelly* officer shall review the information which formed the basis for the action and the employee's response. The *Skelly* officer shall issue a final notice affirming, modifying or rejecting the intended discipline.

(i) If the final notice imposes discipline it shall set forth the following: level of discipline to be imposed and the effective date of the discipline;

(ii) the specific charges upon which the discipline is based, including the act or omission giving rise to the discipline;

(iii) all documents or records upon which the discipline is based; and a statement of the nature of the employee's right to appeal.

(4) The final notice shall be sent by mail method that verifies delivery to the last known address of the employee, or delivered to the employee in person.

(i) It shall be the responsibility of the employee to inform the City of his/her address.

(ii) If the notice is not deliverable because the employee has moved without notifying the City or the employee refuses to accept delivery, the effective date of discipline shall be the date the post office attempted delivery.

(b) Discipline Appeal Procedures – The following discipline appeal procedures shall not apply to the City's at-will employees. The City's at-will positions are defined in the City of Grand Terrace Municipal Code Section 2.24. Accordingly, at-will employees may be terminated without cause.

(1) The following discipline appeal procedure shall only apply in the case of a disciplinary action of suspension without pay of more than three (3) days, demotion, reduction in pay or dismissal.

(i) Request for Appeal Hearing – An employee who receives a final notice of discipline shall have ten (10) working days from receipt of the notice or attempted delivery by the post office of the notice to the last known address of the employee, to file with the Personnel Officer a written request for an appeal hearing. If the employee fails to file a written request for an appeal hearing within the

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

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

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

(2) Conduct at the Hearing

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

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

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

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

SECTION 17. GRIEVANCE PROCEDURE

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

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

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

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

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

SECTION 18. PERSONNEL FILE

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

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

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

18.3 Medical Information

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

18.4 References and Release of Information in Personnel Files

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

18.5 Employee Access to Personnel File

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

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

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

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

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

SECTION 19. OUTSIDE EMPLOYMENT

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

19.2 Authorization

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

19.3 Determination of Inconsistent Activities

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

19.4 Revocation

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

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

19.6 Use of City Equipment Prohibited

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

19.7 Violations and Penalties

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

SECTION 20. DISCRIMINATION, HARASSMENT AND RETALIATION POLICY

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

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

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

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

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

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

20.7 Definitions

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

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

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

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

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

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

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

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

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

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

20.10 Responsibilities

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

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

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

SECTION 21. POLITICAL ACTIVITY POLICY

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

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

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

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

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

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

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

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

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

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

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

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

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

SECTION 22. DRUG AND ALCOHOL POLICY

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

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

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

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

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

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

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

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

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

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

- (a) Reasonable Suspicion Testing

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

22.10 Employee’s Responsibilities

A City employee must:

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

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

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

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

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

SECTION 23. USE OF CITY PROPERTY AND EQUIPMENT POLICY

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

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

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

23.4 Use of City Vehicles

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

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

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

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

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

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

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

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

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

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

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

SECTION 24. ELECTRONIC EQUIPMENT USE POLICY

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

SECTION 25. SOCIAL MEDIA USE POLICY

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

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

25.3 Employee Use of Social Media

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

SECTION 26. VIOLENCE IN THE WORKPLACE POLICY

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

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

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

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

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

26.5 Incident Reporting Procedures

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

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

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

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

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

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

SECTION 27. OTHER EMPLOYEE CONDUCT POLICIES

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

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

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

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

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

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

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

PERSONNEL RULES AND REGULATIONS

Section 1 - Introduction

NO CHANGES

Section 2 - Definitions

2.8 Removed Child Care Employee

Section 3 - Classification Plan

NO CHANGES

Section 4 - Recruitment, Selection Process and Appointments

4.3 Changed form of communication for Disqualification of Applications from mail to email.

Section 5 - Compensation

5.6 **Out of Class Pay** changed to clarify that assisting or being assigned a temporary project does not constitute Out of Class pay. If the employee is required to work Out of Class for more than a week, they will be paid for that classification.

5.7 **On-Call Pay** changed from receiving 7 hours of pay to 9 hours of pay with the choice of receiving straight time or compensatory pay.

Section 6 - Health and Retirement Benefits

NO CHANGES

Section 7 - Attendance and Hours of Work

NO CHANGES

Section 8 - Overtime

8.3 For calculating FLSA overtime pay, only the actual hours worked and the hours an employee is scheduled to work on a designated holiday will count toward the 40-hour threshold.

Section 9 - Performance Evaluation

NO CHANGES

Section 10 - Vacation Leave and Holidays

10.4 Floating Holidays have been changed from calendar year to fiscal year.

Section 11 - Sick Leave

11.1 Definition of sick leave changed immediate family member to family member.
Removed 11.1(d) Sick leave will not be granted to any employee absent as a result of an injury self inflicted.
Removed 11.5(g) Sick leave will not be granted for the first six full calendar months of employment.

Section 12 - Other Leaves

12.7 Added Bereavement Leave to the section.

12.8 Added Reproductive Loss Leave.

Section 13 - Family and Medical Care Leave

NO CHANGES

Section 14 - Pregnancy Disability Leave

NO CHANGES

Section 15 - Resignation, Layoffs and Furloughs	
NO CHANGES	
Section 16 - Discipline Policy and Procedures	
16.1	Removed 16.1(bb) Violations of Title XXII for Child Care Employees.
16.3	Changed 16.3(b)(1)(i) Request for Appeal Hearing from 5 days to 10 days.
16.3	Changed 16.3(b)(1)(vii) Supoeneas changed indicating that the appealing employee shall not be required to subpoena City employees but must provide 5 days notice before hearing begins.
Section 17 - Grievance Procedures	
17.3	Department Head- Changed grievant timeframe from 10 working days to 15 working day.
17.5	Time Limits- Added if the time limits are not met, the grievance shall be denied.
Section 18 - Personnel File	
18.6	Added Confidential Agreement clause per the City Manager indicating during employment the HR Department may access and become aware of highly sensitive personal information. The misuse of any sensitive information is a violation and grounds for immediate disciplinary action up to termination.
Section 19 - Outside Employment	
NO CHANGES	
Section 20 - Discrimination, Harassment and Retaliation Policy	
NO CHANGES	
Section 21 - Political Activity Policy	
NO CHANGES	
Section 22 - Drug and Alcohol Policy	
NO CHANGES	
Section 23 - Use of City Property and Equipment Policy	
NO CHANGES	
Section 24 - Electronic Equipment Use Policy	
24.1	Removed 24.1(a)(3) Pagers.
24.9	Removed 24.9(e) Cell Phone Use that employees shall acquaint themselves with the rate plan for charges of the number calls and texts. We are on an unlimited plan now.
Section 25 - Social Media Use Policy	
NO CHANGES	
Section 26 - Violence in the Workplace Policy	
26.5	Added 26.5(d) indicating that the City will comply with any additional recordkeeping and reporting requirements under the Labor Law.
Section 27 - Other Employee Conduct Policies	
24.7	Smoking/Use of Tobacco Products Policy , removed not allowing smoking in the Fire Station, Child Care Center, EOC Building and the Chamber of Commerce office.

RESOLUTION NO. 2024-XX

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GRAND TERRACE AMENDING THE STATEMENT OF BENEFITS PERTAINING TO THE EMPLOYEE HEALTH PLAN, LEAVES, HOLIDAYS, AND ADDITIONAL CATEGORIES OF PAY.

WHEREAS, the City Council is authorized and directed under the provisions of Chapter 2.24 of the Grand Terrace Municipal Code to adopt provisions for compensation of personnel created in said Municipal Code Chapter; and,

WHEREAS, the City Council previously approved the Statement of Benefits by Resolution 2022-18 establishing a document for the purposes of outlining equitable employee benefits; and,

WHEREAS, the objectives of the Statement of Benefits are to attract to municipal service the best and most competent persons available and to provide for an equitable system of personnel compensation; and,

WHEREAS, at the same time, within the limits of administrative feasibility, considerable latitude shall be given to the City Manager in the interpretation and application of these rules so that they are applied equitably; and,

WHEREAS, on April 23, 2024, pursuant to Resolution No. 2024-07 of the City Council of the City of Grand Terrace, California, the City Council approved a Memorandum of Understanding between the City of Grand Terrace and the recognized employee organization identified as Teamsters Local 1932 for the period of May 1, 2024 through June 30, 2027 which included changes to Holidays provisions, the Employee Health Plan, Leaves, and Additional Categories of Pay that differ from the Statement of Benefits; and,

WHEREAS, the City Council now desires to revise the Statement of Benefits to be consistent with the Memorandum of Understanding between the City of Grand Terrace and Teamsters Local 1932, to ensure a continued equitable system of compensation amongst the various groups of personnel at the City of Grand Terrace.

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

SECTION 1: The Statement of Benefits shall be amended as shown in **Exhibit A** attached hereto, and shall supersede and replace the Statement of Benefits adopted pursuant to Resolution 2022-18. The amended Statement of Benefits shall be effective October 8, 2024.

SECTION 2: In the event of conflicting language between any City rules, policies or regulations and any provision of the Statement of Benefits, the Statement of Benefits shall control.

PASSED, APPROVED, AND ADOPTED this 8th day of October, 2024.

Bill Hussey
Mayor

ATTEST:

Debra Thomas
City Clerk

APPROVED AS TO FORM:

Adrian Guerra
City Attorney

EXHIBIT A

City of Grand Terrace
Employee Statement of Benefits
October 8, 2024

I. Retirement

A. CalPERS - The City of Grand Terrace provides retirement benefits through the California Public Employees Retirement System (CalPERS). All regular employees scheduled a minimum of 20 hours per week shall be enrolled in this Plan.

1. The City's current formula is 2.7% at 55, for employees hired prior to January 1, 2013.
2. All employees hired after January 1, 2013 and who are eligible under the Public Employees Pension Reform Act (PEPRA) shall be enrolled in the 2% at 60 retirement formula.
3. All other employees hired after January 1, 2013 shall be enrolled in the 2% at 62 retirement formula in accordance with PEPRA.
4. The City pays 1.418% of the 8% Member Contribution to CalPERS Retirement for all employees enrolled prior to January 1, 2013. All employees enrolled after January 1, 2013 shall pay the full Member Contribution.
5. The retirement contract also includes the following provisions:

Available to Employees Enrolled	Before 01/01/2013	After 01/01/2013
Single Highest Year	Yes	No
Three Year Final Compensation	No	Yes
1959 Survivor Benefit (4 th Level)	Yes	Yes
Military Service Credit	Yes	Yes

B. 457 Deferred Compensation - All employees shall be entitled to participate in the City's 457 Deferred Compensation Plan.

C. Alternate Retirement System - Except where required by law or by contract, all employees scheduled less than 20 hours per week or employees who have been placed on the City payroll on a temporary basis shall participate in the City's Alternate Retirement System (ARS).

1. The ARS plan is provided in lieu of participation in Social Security, and as such shall be updated as necessary to comply with current regulations.

II. Leaves.

A. Compensatory Time Off ("CTO") – All non-exempt employees may opt to accrue CTO in lieu of overtime pay. CTO shall be computed in accordance with current FLSA and State of California guidelines. The maximum accrual shall be 80 hours.

B. Management Leave – On July 1 of each fiscal year, exempt employees shall receive 80 hours of Management Leave in addition to other leaves. Any portion of the management leave hours not used by the end of the fiscal year will be cashed out and included in the last pay period in June. Newly hired exempt employees shall receive a prorated amount of Management Leave calculated from their hire date.

C. Maternity/Bonding Leave – Maternity and/or Bonding Leave shall be provided to employees in accordance with State and Federal Law under the Family Medical Leave Act (FMLA), the California Family Rights Act (CFRA) and the Pregnancy Disability Law (PDL).

D. Sick Leave – Sick leave with pay shall be granted to all probationary and regular employees scheduled to work a minimum of 20 hours per week.

1. Full-Time Employees shall accrue sick leave according to the following schedule:

Type of Employee	Received Per Pay Period	Received per Annum
City Hall – Non-Exempt Regular Full-Time Employee, Exempt Employee	3.69	96 hours

2. Regular Part-Time Employees scheduled at least 20 hours per week shall receive sick leave accruals on a pro-rata basis.

3. Sick Leave Buy Back - Employees may not accrue more than 560 hours of Sick Leave. Employees that have accrued an excess of 480 hours of Sick Leave for that fiscal year shall be paid at their current hourly rate for any hours in excess of 480 hours.

4. Any employee who separates from the City after five (5) years of service, for reasons other than disciplinary cause, shall be compensated for 40% of all unused sick leave.

5. Family Sick Leave – An employee shall be entitled to use up to half of their annual sick leave accruals to care for a family member who is injured or ill.

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

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

b) The City reserves the right to request documentation substantiating the family member's death.

7. Options on Retirement – CalPERS rules have additional provisions for unused sick leave. All employees who are retiring under the CalPERS plan are eligible to participate in such provisions in accordance with the CalPERS regulations which are current at the time of the employee's retirement.

E. Vacation - Each regular full-time and regular part-time employee scheduled for 20 or more hours per week, shall be credited with annual vacation leave according to their number of years of service as follows:

1. Full-Time Employees shall accrue vacation leave according to the following schedule.

Type of Employee	Years of Service	Received Per Pay Period	Received per Annum
City Hall – Non-Exempt Regular Full-Time Employee, Exempt Employee	1-5	3.08	80 hours
City Hall – Non-Exempt Regular Full-Time Employee, Exempt Employee	6 - 10	4.62	120 hours
City Hall – Non-Exempt Regular Full-Time Employee, Exempt Employee	11+	6.15	160 hours

2. Regular Part-Time Employees scheduled at least 20 hours per week shall receive accruals on a pro-rata basis.

3. Employees may not accrue more than 480 hours of vacation leave. No

additional hours will be accrued until their vacation leave bank drops below 480 hours.

4. No employee shall be granted a vacation leave period greater than the amount of available vacation accruals.

III. Holidays

A. The City of Grand Terrace observes the following holidays for City Hall. All employees shall receive the designated holidays below. If any of the following holidays fall on a Saturday or Sunday, the holiday will be observed on the preceding Friday or following Monday.

1	New Year's Day	January 1
2	Martin Luther King Jr. Day	Third Monday in January
3	President's Day	Third Monday in February
4	Cesar Chavez Day	March 31
5	Memorial Day	Last Monday in May
6	Independence Day	July 4
7	Labor Day	First Monday in September
8	Veteran's Day	Second Monday in November
9	Thanksgiving Day	Fourth Thursday in November
10	Day After Thanksgiving Day	Fourth Friday in November
11	Christmas Eve	December 24
12	Christmas Day	December 25
13	New Year's Eve	December 31

Floating Holidays. All full-time employees shall receive two (2) floating holidays per fiscal year in addition to any other vacation leave an employee has accrued. Employees entitled to floating holidays shall be paid the equivalent of the employee's one workday of compensation for the floating holiday. Floating holidays must be used by the end of the corresponding fiscal year. Any floating holiday hours not used by the end of the fiscal year will be cashed out and included in the last pay period in June.

1. Part-Time Employees scheduled at least 20 hours per week shall receive floating holidays on a pro-rata basis.
2. Any non-exempt employee scheduled to work on a designated holiday and who works the holiday, shall be paid for the holiday and overtime hours actually worked on the holiday.
3. In the event City Hall is closed to the public on the dates between Christmas Eve and New Years Day, an employee has the right to come in to work at their regular schedule, utilize available vacation time, sick time, or floating holidays. Employees electing to utilize any of the above

options during the closure are required to inform Human resources of their election at least a week in advance of the closure.

4. In order to receive Holiday Pay, an employee must be in a paid status on the day before and the day after the holiday, excluding any type of leave.

IV. Employee Health Plan

A. City of Grand Terrace Employee Health Plan includes major medical, dental, and vision insurances; the Employee Assistance Program, and the Cafeteria Plan. To be considered a part of the City's Employee Health Plan, the City must have a negotiated contract with the benefit provider to include specific rates for City of Grand Terrace employees.

B. All regular employees scheduled 20+ hours per week are eligible to participate in the City's Employee Health Plan.

C. The Benefit Allowance as paid under the City's Cafeteria Plan is intended to offset the employee's out-of-pocket expenses under this plan.

D. All aspects of the Employee Health Plan are eligible for continuation under Federal COBRA regulations. Further, if the employee qualifies for such, the major medical insurance may be eligible for further continuation provisions under Cal-COBRA.

1. Eligibility – All individuals who meet the following criteria are eligible to participate in the Employee Health Plan.

- a) City of Grand Terrace employees scheduled for 20 or more hours a week.

- b) Spouse or registered domestic partner of a participating employee.

- c) Legally qualifying dependents of a participating employee and/or of the employee's spouse or registered domestic partner.

- d) Spouse/registered domestic partner/dependents may only participate in the coverage options under this plan for which a City of Grand Terrace employee is also an enrolled participant; ie, if a dependent wishes to have medical coverage under this plan, the employee must also be enrolled in medical coverage.

E. Cafeteria Plan. The City of Grand Terrace maintains a Section 125 Cafeteria Plan. The Cafeteria Plan includes the following options:

1. Benefit Allowance. As a part of the Cafeteria Plan, the City of Grand Terrace pays a Benefit Allowance to employees to offset the cost of purchasing pre- and post-tax benefits as allowed under Section 125 of the IRS Code.

a) Any portion of the Benefit Allowance not utilized by the employee for the purchase of benefits shall be considered taxable income to the employee.

b) Such allowance is paid according to the following schedule:

Type of Employee	Years of Service	% of Salary Received
City Hall – Non-Exempt, Regular Employee, Full-Time	N/A	\$1,000.00/month (\$12,000 annually)
Exempt Employee		
City Hall – Non-Exempt, Regular Employee Part-Time	N/A	\$500/month (\$6,000 annually)

2. Pre-Taxing Insurance Premiums. Eligible employees may choose to pre-tax premiums for any/all of their insurances which are purchased through payroll deduction, except as noted below:

a) Life insurance premiums may only be pre-taxed to the extent permitted by current IRS regulations.

b) The City does not permit employees to pre-tax the premiums of any disability insurance product.

3. Flexible Spending Accounts (FSA). Employees may contribute pre-tax dollars to the following FSA options:

a) Medical Reimbursement Account

b) Dependent Care Reimbursement Account

c) Adoption Assistance Account

d) The type(s) of FSAs available is determined by the IRS and is thus subject to change by the Federal Government.

e) FSAs are subject to annual contribution limits as established by the IRS.

f) Expenses paid from an FSA may not be claimed as a deduction on an employee's tax return.

F. Major Medical Insurance – The City is currently contracted with CalPERS for major medical insurance. In accordance with the terms of the contract, the City shall pay for medical insurance for eligible employees in the groups listed below. Employees who waive coverage and provide proof of major medical insurance outside of the City benefit are eligible for premium reimbursement up to the cost of the CalPERS Kaiser Region 3 premium rate for employee only upon submission of proof of payment. City Council Members are eligible for major medical insurance premium reimbursement only, up to the cost of the CalPERS Kaiser Region 3 premium rate for employee only upon submission of proof of payment of major medical insurance premium.

Type of Employee	Years of Service	Amount Paid
City Hall – Non-Exempt Regular Employee scheduled 20+ hours, Exempt Employee	N/A	Amount equal to the CalPERS Kaiser Region 3 premium rate, Employee Only Coverage

G. Dental Insurance – The City has contracted for a choice of either an HMO or a PPO plan. Premiums are paid by the employee.

H. Vision Insurance – The City has contracted for Vision Insurance. Premiums are paid by the employee.

I. Employee Assistance Plan – The City offers an Employee Assistance Plan at no cost to the employee. The Employee Assistance Program provides confidential counseling referrals and other services to employees.

V. Other Insurances

The City is contracted for the following additional insurance plans. These insurance plans are available to all regular employees scheduled 20 or more hours per week and are not considered a part of the Employee Health Plan.

A. Life Insurance – The City provides basic term life insurance for employees and their eligible dependents subject to the following limits:

1. Employee – Amount equal to covered annual earnings.
2. Dependent - \$3,000.00

B. Short Term Disability – The City offers a short-term disability plan to all regular employees scheduled 20 or more hours per week. This coverage is paid by the employee.

C. Long Term Disability - The City offers a long-term disability plan to all regular employees scheduled 20 or more hours per week. This coverage is paid by the employee.

D. Supplemental Insurances – The City's Section 125 Plan provider may offer supplemental insurance plans to City employees. The City does not negotiate for rates on these supplemental plans. Supplemental plans are not considered part of the City's benefit package. Employees may pay for these plans by payroll deduction. Employees may pre-tax their premiums for these plans as allowed by IRS regulations.

VI. Additional Categories of Pays

A. Bilingual Pay – Employees who have qualified under the Personnel Rules as being fluent in Spanish shall receive \$50.00 per month. At the City Manager's discretion, other languages that are deemed a business necessity shall also qualify for Bilingual Pay.

B. On-Call Pay – Employees placed in an on-call status for a period of one (1) week shall receive their choice of either 9 hours of regular time or 9 hours of straight comp time for that week. On-call staff called out after their normal working shift will be paid a minimum of two (2) hours in accordance with the Personnel Rules.

C. Vehicle Allowance – Vehicle Allowance may be paid to Department Heads at the rate of \$300 per month at the City Manager's discretion.

D. Uniform Allowance

1. All employees in classifications that are required to wear a specific uniform, shall be eligible to receive a voucher of up to \$400.00 per fiscal year for uniform-related expenses through a City approved vendor. The City shall, in its sole discretion, determine eligibility standards for uniforms.

2. Every fiscal year, all employees in classifications that are not required to wear a specific uniform, may select City-approved clothing items from a City-approved vendor to bear the City's logo in an amount up to \$150.00 per fiscal year.

3. The City shall report to CalPERS the uniform allowance for each employee as special compensation in accordance with Title 2, California Code of Regulation, Section 571(a)(5). Notwithstanding the previous sentence, for "new members" as defined by the Public Employees' Pension Reform Act of 2013, the uniform allowance will not be reported as compensation earnable to CalPERS.

E. Education Allowance - The City will reimburse employees up to \$5,000 per fiscal year for continuing education through an accredited postsecondary program, not including vocational and trade schools, that either offers growth in an area related to the employee's current position or that may lead to promotional opportunities, as determined by the Human Resources Director. Qualifying education shall include courses taken at a community college or university.

1. The employee must take the course on the employee's own time. City time may not be used to attend educational opportunities covered by this program. If a course is only offered during regularly scheduled work hours, the employee's supervisor and Department Director may make reasonable efforts to adjust work schedules to accommodate the scheduling conflict in their sole discretion.

2. The employee must secure a passing grade of "B" or above to receive a reimbursement of 100%. An employee securing a passing grade of "C" or its equivalent shall receive a reimbursement of 50%. Expenses must be validated by receipts and a copy of the final grade received. Employees who have completed six months of employment are eligible. The deadline for submitting Education Reimbursement Forms for any expenses of the prior fiscal year is the end of the second full pay period of July.

3. Employees are expected to fulfill their job responsibilities effectively while balancing their educational pursuits, and failure to meet job performance expectations may result in the discontinuation of the education allowance.

F. Certification Pay- Employees shall receive, in addition to their regular compensation, a \$25 a month payment (\$12.50 paid each pay period) for obtaining and maintaining any of the following certifications:

- Class A or Class B Commercial License
- Backflow Certification
- Irrigation Certification
- Pesticide Certification
- Notary License
- Certified Access Specialist (CASP)
- Playground Safety Inspector (CSPI)

1. Employees shall receive, in addition to their regular compensation, \$12.50 a month (\$6.50 paid each pay period) for every additional certification

obtained. Certification pay is limited to \$75.00 per month (\$37.50 per pay period) per eligible employee. The City may, in its sole and absolute discretion, provide compensation above \$25 a month for any one certification the City determines is of greater value to the City. The CASp and CSPI certifications shall qualify as two certificates meaning those certificates are valued at \$37.50 per month each.

2. It shall be the responsibility of the department and the employee to provide Payroll with a copy of their certifications and/or renewal. The City may, in its sole and absolute discretion, consider additional certifications not listed herein to qualify for certification pay. An employee is not eligible for Certification Pay for any certification obtained or maintained as a requirement of their job qualifications.

G. Longevity Pay - Employees are eligible for Longevity Pay compensation as follows:

1. 10-Years of Service: Employees completing ten (10) years of continuous service with the City in the same position shall receive an additional five percent (5%) compensation above their base salary step.
2. 15-Years of Service: Employees completing fifteen (15) years of continuous service with the City in the same position shall receive an additional five percent (5%) compensation above their base salary step.
3. 20-Years of Service: Employees completing twenty (20) years of continuous service with the City in the same position shall receive an additional five percent.

VII. Employees Hired Under Employment Agreement

A. Employees who are working under an Employment Agreement approved by the City Council may be subject to different employment benefit provisions than those contained in this Statement of Benefits.

STATE OF CALIFORNIA)
COUNTY OF SAN BERNARDINO)
CITY OF GRAND TERRACE)

I Debra Thomas, City Clerk of the CITY OF GRAND TERRACE, CALIFORNIA, DO HEREBY CERTIFY that the foregoing Resolution, being Resolution No. 2024-____ was duly passed, approved and adopted by the Planning Commission, approved and signed by the Chairman, and attested by the City Clerk, at the regular meeting of said Planning Commission held on the 8th day of October 2024, and that the same was passed and adopted by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

RECUSE:

Executed this 8th day of October 2024, at Grand Terrace, California.

Debra Thomas
City Clerk

STATEMENT OF BENEFITS

Section I - Retirement

- A. Changed verbiage of all regular employees budgeted to employees scheduled.
- C. Changed verbiage of all regular employees budgeted to employees scheduled.

Section II - Leaves

- A. Removed Bereavement Leave - See Sick Leave, it is a stand alone, section 6.
- B. **Management Leave** changed from calendar year to fiscal year and unused hours will be cashed out and included in the the last pay period in June.
- D. **Sick Leave**- Changed verbiage of all regular employees budgeted to employees scheduled.
- D.3 **Sick Leave Buy Back** - Employees are now able accrue up to 560 hours of sick leave. Employees with an excess of 480 hours shall be paid out the excess at the end of the fiscal year.
- D.4 Removed verbiage of no additional hours above 480 hours will be accrued until the sick leave bank falls below 480 hours, moved it to E.3.
- D.5 **Family Sick Leave** - changed from care for child or spouse to family member.
- D.6 **Bereavement Leave**- changed may use up to 3 days of sick leave in a 12 month period to 5 days per the labor law. Of the 5 days, 2 will be paid by the City and the employee may use sick leave for the additional 3 days.
- D.6(a) Added verbiage to the Bereavement Leave indicating that the time off does not need to be used consecutively but needs to be used within 3 months of the family members death.
- D.6(b) Added verbiage to the Bereavement Leave that the City reserves the right to request documentation substantiating the family meber's death.
- D.9 **Reimbursement for Unused Sick Leave During Employment** - Suspended (See Furlough Provisions)- Removed.
- E.3 **Vacation** - Removed verbiage that indicates earned vacation will be credited after the completion of 6 months.
- E.3 Added no additional hours above 480 hours will be accrued until the vacation balance drops.
- E.5 Removed verbiage that any vacation not used the first year of employment shall roll over to the following year.
- E.6 Removed verbiage that each employee shall take a minimum of 1 week of vacation per year.

Section III - Holidays

- A. Added employees shall receive the designated holiday in the chart (no changes to the holidays in the chart). If a holiday falls on a Saturday or Sunday the holiday will be observed on the proceding Friday or following Monday.
- A. Changed Floating Holidays to be issued and/or paid out from calendar year to fiscal year.
- A.1 Changed Part-Time Employees budgeted to Part-Time Employees scheduled.
- A.2 Changed verbiage of receiving additional floating holiday hours for working on a holiday to non-exempt employees that are scheuled to work on a holiday shall be paid overtime hours equal to the hours worked.
- A.3 Removed verbiage that it is the City Manager's discretion floating holidays may be used for the closure of City Hall during the Christmas holidays. Changed to during the City Hall closure for the holidays, the employee has the right to come in at their regular schedule, or utilize any of their accrued time off.
- A.4 In order to receive Holiday Pay, an employee must be in a paid status on the day before and the day after the holiday, added excluding any type of leave of absence.

Section IV - Employee Health Plan

- B. Changed verbiage of all regular employees budgeted 20+ per week are eligible to participate in the City's employee health plan to scheduled 20+ hours per week.
- F. **Cafeteria Plan**, benefit allowance changed from \$600 per month to \$1000 per month for full time employees and from \$300 to \$500 per month for part time employees.

Section V - Other Insurances	
NO CHANGES	
Section VI - Additional Categories of Pay	
C.	Vehicle Allowance changed to may be paid to Department Heads at the City Manager's discretion.
D.	Uniform Allowance for all employees required to wear a uniform are eligible for \$400 per fiscal year.
D.1	Added employees not required to wear a uniform are allotted \$150 per fiscal year to purchase logo clothing.
D.2	The City will report the uniform allowance to CalPERS as special compensation.
E.	Added Education Allowance up to \$5,000 per fiscal year.
E.1	Employee must take the courses on their own time.
E.2	Employee must secure a grade of "B" or above to receive 100% reimbursement up to \$5,000. A passing grade of "C" will receive 50% reimbursement.
E.3	Employee is expected to fulfill their job responsibilities effectively while balancing their education pursuits. Failure to meet job performance, may result in the discontinuation of the Education Allowance.
F.	Added Certification Pay , \$25 per month for obtaining a Class A or B Commercial License, Backflow Certification, Irrigation Certification, Pesticide Certification, Notary License, Certified Access Specialist (CASP), or Playground Safety Inspector (CSPI).
F.1	Employee may receive an additional \$12.50 per month for each additional certification, not to exceed \$75 per month.
F.2	It is the sole responsibility of the employee to provide payroll with a copy of the certification.
G.1-3	Added Longevity Pay , employees will receive a 5% increase at 10 years, 15 years, and 20 years in the same position.
Section VII - Grandfathered Provisions	
A.	Removed Longevity Pay of \$100 per month for full time employees with 10 years of service prior to June 30, 2010.
B.	Removed Child Care Credit.
Section VIII - Employees Hired Under Employment Agreement	
Section VIII was changed to Section VII due to the Grandfathered Provisions being removed.	
Section IX - Furlough Provisions	
Removed section of Furlough Provisions.	



AGENDA REPORT

MEETING DATE: October 8, 2024

TITLE: Cancellation of City Council Meetings Scheduled for November 26, 2024 and December 24, 2024

PRESENTED BY: Konrad Bolowich, City Manager

RECOMMENDATION: Adopt a Resolution Cancelling the City Council Meetings Scheduled for November 26, 2024 and December 24, 2024

2030 VISION STATEMENT:

This Staff Report supports our Mission, our Core Value of Open and Inclusive Government and Goal #5 to Engage in Proactive Communication

BACKGROUND:

The regular meetings of the City Council are held on the second and fourth Tuesday of every month, beginning at 6:00 p.m. This year, the second November meeting scheduled for November 26, 2024, falls on the Tuesday immediately before the Thanksgiving Day holiday. The second December meeting is scheduled for December 24, 2024, which is Christmas Eve.

DISCUSSION:

Due to travel that City Council and staff may have planned during those holiday weeks, staff is recommending that the City Council consider officially canceling the second meetings in November and December. Any potential agenda items that would be discussed at the November 26, 2024 City Council meeting will be presented at the December 10, 2024 meeting and any potential agenda items that would be discussed at the December 24, 2024 City Council meeting, will be presented at the January 14, 2025 City Council meeting.

ENVIRONMENTAL IMPACT:

None.

FISCAL IMPACT:

None.

RESOLUTION NO. 2024-xx

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GRAND TERRACE, CALIFORNIA, CANCELLING THE NOVEMBER 26, 2024, AND DECEMBER 24, 2024, REGULAR CITY COUNCIL MEETINGS

WHEREAS, on August 10, 2006, the City Council adopted its City of Grand Terrace Council Procedures; and

WHEREAS, on January 13, 2015, June 25, 2019, May 25, 2021, September 27, 2022, and October 10, 2023 the City Council revised its Council Procedures;

WHEREAS, under Section 1.1 (Regular Meetings) of Council Procedures it states: "The Regular City Council Meetings are held on the second and fourth Tuesday of every month, beginning at 6:00 p.m."; and

WHEREAS, November 26, 2024, and December 24, 2024, are the second scheduled City Council meetings of the remaining two (2) months of the year; and

WHEREAS, considering the impending 2024 holiday season, the City Council finds that it would be prudent to cancel these meetings.

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

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

SECTION 2. The City Council of the City of Grand Terrace hereby cancels the regular City Council meetings scheduled for November 26, 2024, and December 24, 2024.

SECTION 3. The City Clerk shall certify to the adoption of this Resolution.

PASSED, APPROVED AND ADOPTED by the City Council of the City of Grand Terrace at a regular meeting held on the 8th day of October 2024.

Bill Hussey, Mayor

ATTEST:

Debra L. Thomas
City Clerk

APPROVED AS TO FORM:

Adrian R. Guerra
City Attorney



AGENDA REPORT

MEETING DATE: October 8, 2024

TITLE: Update to Facility Use Fees

PRESENTED BY: Shanita Tillman, Sr. Management Analyst

RECOMMENDATION: Adoption of the revised Facility Use Agreement fee structure to establish clear guidelines for facility users, ensure the City recovers its costs, and maintain accessibility for local non-profits, community groups, and sports-related organizations.

2030 VISION STATEMENT:

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

BACKGROUND:

In 1994 and 2002, the City Council adopted park policies and fee structures, with the 2002 report clarifying the Facility Use Agreement and fee schedule, including a temporary discounted rate for ballfield lighting. In 2012, staff developed a comprehensive Facility Use Policy to improve management of City facilities, outlining reservation procedures, fees, and maintenance responsibilities. Additionally, the City entered into a 10-year licensing agreement with CJUSD in 2017 for the shared use of Terrace Hills Middle School's pool and soccer fields, with community organizations reimbursing the City for field maintenance.

Staff has revised the Facility Use Agreement to clarify applicant responsibilities when using City fields, facilities, and park shelters. The revisions aim to ensure proper maintenance while providing accessible use of facilities like the Senior Center and Community Room. A new fee structure has been introduced, balancing affordability for non-profits and community organizations with cost recovery for the City, including registration fees, cleaning fees, and staff call-out charges.

DISCUSSION:

The revised Facility Use Agreement includes expanded details on applicant responsibilities for the use of City facilities. The key points of the proposed updates include:

Fee Structure for Nonprofits and Community-Based Organizations:

Non-profits and community-based organizations will be required to pay a one-time \$10 registration fee. This fee allows them to schedule events at the Senior Center and Community Room throughout the fiscal year. The available booking times are from 7:00 AM to 10:00 PM on weekdays, excluding Fridays after 5:00 PM, and all day Saturday and Sunday, ensuring that local residents have prime access during the weekends.

If these organizations wish to schedule events outside of the designated times, they will be charged the resident rate. This structure ensures fair access while supporting local community and non-profit operations.

Additional Fees:

- **Cleaning Fee:** A \$32 per hour cleaning fee will apply for events where food and beverages are served, with a minimum charge of 2 hours.
- **Staff Call-Out Fee:** If City staff is required to assist during an event or if they are scheduled to attend an event, there will be a \$50 per hour charge with a minimum of two hours.

Sports League Pricing:

The agreement establishes a specific fee structure for local sports leagues, including the Grand Terrace Soccer Club, Grand Terrace Little League, and Grand Terrace Titans. Private teams or team practices, including those by local leagues outside of their defined seasons, will follow a new pricing structure that allows them to schedule up to 32 hours of facility use within the same fiscal year for \$800 or at a rate of \$50 per hour.

The City Manager retains the authority to grant exceptions to any of the rules or fees outlined in the Facility Use Agreement based on specific circumstances or community needs.

ENVIRONMENTAL IMPACT:

No environmental impact.

FISCAL IMPACT:

The revised Facility Use Agreement is anticipated to generate additional revenue through the implementation of various facility usage fees, which will support the maintenance and operational costs of City facilities. Additionally, the structured fee schedule for sports leagues and community organizations will promote equitable access while ensuring cost recovery for the City's resources.

FACILITY USE APPLICATION



Welcome to the City of Grand Terrace! This reservation request is not an approved contract for facility rental. Please submit the Field and Facility Use Application at least 60 days before events or within 14 days for park shelter reservations to allow for adequate approval time. Park shelters require a minimum reservation time of 2 hours. **The registration fee is non-refundable.** Staff review, security services, and liability insurance may be necessary. Please refrain from advertising your event until approval is issued. Please initial here to acknowledge that you have read, understood, and agree to this information.

Initials: _____

Applicant's Name: _____

Phone Number: _____

Organization: _____

Street Address: _____

City: _____ Zip: _____

Non-Profit Tax ID 501 (c)(3)#: _____ E-Mail: _____

Facility: _____ Event Start Time: _____ am/pm

Park & Shelter(s): _____ Event End Time: _____ am/pm

Event Details: _____ Expected Attendance: _____

Event Date(s): _____

Will food and beverages be served? ☐ Yes ☐ No

Will there be music? ☐ Yes ☐ No

Will there be food vendors?* ☐ Yes ☐ No

Will there be live entertainment (DJ/Band)?** ☐ Yes ☐ No

Will vendors be accepting money?** ☐ Yes ☐ No

*Proof of liability insurance may be required

**Vendors must provide County Healthy Permit and/or City Business License

If you answered **yes** to any of the above questions, please explain: _____

Non-Profit or Community Based Organization Fee Structure

A **\$10 registration fee** is required per fiscal year, and organizations have the flexibility to schedule events in the Community Room and Senior Center throughout the fiscal year. Please be aware that events organized by these groups may be subject to cancellation with notice to accommodate the City's needs.

- ☐ I acknowledge that I am a nonprofit or community based organization, as outlined in the FUA definitions.
- ☐ I acknowledge that the permit expires on June 30th.
- ☐ I acknowledge that my organization can schedule events Monday through Thursday from 7 AM to 10 PM, with the Senior Center available after 3 PM. Events scheduled on Fridays after 5 PM, as well as on Saturdays and Sundays, will be charged at the Grand Terrace resident rate.

STAFF USE ONLY

Facility Use Application Received Date: _____

Enter into GovPilot: ____ / ____ / ____

Received By: _____

Reference#: _____

Approved By: _____

☐ Equipment Rental Form

☐ Health Permit

☐ 501(c)(3) Letter of Determination

☐ Insurance

☐ Other: _____

Five Business Days Prior to Event: _____

Non-Refundable Registration Fee:

Rental Fee:

Deposit:

Staffing Fee:

Cleaning Fee:

Amount Due:

\$10

Facilities Rental Fees

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

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

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

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

STAFF CALL-OUT & FOOD AND BEVERAGE CLEANUP FEE – AS REQUIRED	
\$50.00 per hour, (2-hour minimum) - Staff Call-Out	\$32.00 per hour (2-hour minimum) - Food and Beverage Fee <i>required when served in Senior Center or Community Room</i>

Field lighting fees will automatically apply to scheduled usage after dusk

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



AGENDA REPORT

MEETING DATE: October 8, 2024

TITLE: Introduction and First Reading of Ordinance No. 360 to Repeal Various Chapters of the City of Grand Terrace Municipal Code.

PRESENTED BY: Adrian Guerra, City Attorney

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, REPEALING CHAPTER 2.20 (COMMUNITY REDEVELOPMENT AGENCY), CHAPTER 2.28 (EMERGENCY ORGANIZATION), AND CHAPTER 2.40 (TRAINING OF LAW ENFORCEMENT OFFICERS) OF TITLE 2 (ADMINISTRATION AND PERSONNEL); CHAPTER 6.16 (HOGS), CHAPTER 6.24 (LIVESTOCK), CHAPTER 6.12 (APIARIES), CHAPTER 6.20 (COMMERCIAL KENNELS), AND CHAPTER 6.28 (RIDING ACADEMIES) OF TITLE 6 (ANIMALS); CHAPTER 8.16 (AIRCRAFT TAKEOFF AND LANDINGS), CHAPTER 8.24 (AMBULANCES), AND CHAPTER 8.72 (ABANDONED ORCHARDS) OF TITLE 8 (HEALTH AND SAFETY); AND CHAPTER 9.26 (SYNTHETIC DRUGS - SALE AND USE PROHIBITED) OF TITLE 9 (PUBLIC PEACE, MORALS AND WELFARE), OF THE GRAND TERRACE MUNICIPAL CODE TO STREAMLINE THE MUNICIPAL CODE AND REMOVE PROVISIONS NO LONGER NECESSARY

2030 VISION STATEMENT:

This staff report supports City Council Goal #5, "Engage in Proactive Communication" by updating the City's Municipal Code to provide current information regarding City policies.

BACKGROUND:

City staff is recommending that Chapter 2.20 (Community Redevelopment Agency), Chapter 2.28 (Emergency Organization), and Chapter 2.40 (Training of Law Enforcement Officers) of Title 2 (Administration and Personnel); Chapter 6.16 (Hogs), Chapter 6.24 (Livestock), Chapter 6.12 (Apiaries), Chapter 6.20 (Commercial Kennels), and Chapter 6.28 (Riding Academies) of Title 6 (Animals); Chapter 8.16 (Aircraft Takeoff and Landings), Chapter 8.24 (Ambulances), and Chapter 8.72 (Abandoned Orchards) of Title 8 (Health and Safety); and Chapter 9.26 (Synthetic Drugs - Sale and Use Prohibited) of Title 9 (Public Peace, Morals and Welfare) be repealed as these Chapters are no longer required following staff's analysis and/or because these matters are now regulated by superseding federal or state law.

DISCUSSION:

City staff has initiated a process of reviewing the City of Grand Terrace Municipal Code to identify outdated or unnecessary provisions. City staff has identified a first round of chapters that are no longer required following staff's analysis and/or because these matters are now regulated by superseding federal or state law and are described below. A chart summarizing the proposed

Chapters to be deleted is also attached to this report.

Chapter 2.20 (“Community Redevelopment Agency”) of Title 2 (“Administration and Personnel”) of the Municipal Code was originally passed to develop a Community Redevelopment Agency. Since the time of the introduction of Chapter 2.20 in 1979, there is no longer a Community Redevelopment Agency. As a result, Chapter 2.20 is unnecessary.

Additionally, Chapter 2.28 (“Emergency Organization”) of Title 2 (“Administration and Personnel”) of the Municipal Code was adopted to develop emergency organization and formation of a disaster council in order to protect persons and property in the event of an emergency. Now, the City now follows the Incident Command System (ICS) organization as required by the Federal Emergency Management Agency (FEMA), rendering the Chapter obsolete.

When it was adopted in 1978, Chapter 2.40 (“Training of Law Enforcement Officers”) of Title 2 (“Administration and Personnel”) of the Municipal Code provided regulations for training of law enforcement officers. However, the City currently contracts with San Bernardino County Sheriff’s Department for law enforcement training services. Therefore, Chapter 2.40 is no longer necessary.

Since the adoption of the 2003 Chapters of the Municipal Code of Title 6 (“Animals”), including Chapter 6.12 (“Apiaries”), which regulates keeping of bees and apiaries throughout the city, Chapter 6.16 (“Hogs”), which regulates the activities of hog keeping, Chapter 6.20 (“Commercial Kennels”), which regulates operation, control and management of commercial kennels, Chapter 6.24 (“Livestock”), which regulates livestock activities, and Chapter 6.28 (“Riding Academies”), which regulates the activities of riding academies, the City has transitioned from a primarily rural community to a more urbanized environment. Because of this transition, the provisions for animal and livestock keeping and related activities are inapplicable. To better reflect the City’s contemporary urban setting and community standard, the City proposes repealing these Chapters.

Additionally, Chapter 8.16 (“Aircraft Takeoffs and Landings”) of Title 8 (“Health and Safety”) of the Municipal Code was originally passed in 1978 to account for aircraft takeoff and landing areas. Since the adoption of Chapter 8.16, the Federal Aviation Administration (FAA) now provides comprehensive regulations covering aircraft takeoff and landing. Moreover, there are no suitable locations within the city limits of Grand Terrace where aircraft takeoff and landing could occur. As a result, Chapter 8.16 is no longer relied upon by the City.

Further, the regulation of ambulances in the City is currently under the jurisdiction of San Bernardino County and the Inland Counties Emergency Medical Agency (ICEMA). As a result, Chapter 8.24 (“Ambulances”) of Title 8 (“Health and Safety”) of the Municipal Code concerning regulations of ambulances, is redundant and unnecessary.

Chapter 8.72 (“Abandoned Orchards”) of Title 8 (“Health and Safety”) of the Municipal Code, was introduced in 1978 to manage the consequences of neglected or abandoned orchards. Given the change in the City’s character since then, Chapter 8.72 is inapplicable and impractical.

Finally, the City passed Chapter 9.26 (“Synthetic Drugs - Sale and Use Prohibited”) of Title 9 (“Public Peace, Morals, and Welfare”) of the Municipal Code in 2015 in order to address recreational use of synthetic drugs and legal use stimulant products. Because the regulation of synthetic drugs and legal use stimulant products have been comprehensively addressed by federal law, Chapter 9.26 is redundant and obsolete.

The proposed revisions are intended to reflect current law and City conditions.

ENVIRONMENTAL IMPACT:

None.

FISCAL IMPACT:

None.

ORDINANCE NO. 360

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF GRAND TERRACE, CALIFORNIA, REPEALING CHAPTER 2.20 (COMMUNITY REDEVELOPMENT AGENCY), CHAPTER 2.28 (EMERGENCY ORGANIZATION), AND CHAPTER 2.40 (TRAINING OF LAW ENFORCEMENT OFFICERS) OF TITLE 2 (ADMINISTRATION AND PERSONNEL); CHAPTER 6.16 (HOGS), CHAPTER 6.24 (LIVESTOCK), CHAPTER 6.12 (APIARIES), CHAPTER 6.20 (COMMERCIAL KENNELS), AND CHAPTER 6.28 (RIDING ACADEMIES) OF TITLE 6 (ANIMALS); CHAPTER 8.16 (AIRCRAFT TAKEOFF AND LANDINGS), CHAPTER 8.24 (AMBULANCES), AND CHAPTER 8.72 (ABANDONED ORCHARDS) OF TITLE 8 (HEALTH AND SAFETY); AND CHAPTER 9.26 (SYNTHETIC DRUGS - SALE AND USE PROHIBITED) OF TITLE 9 (PUBLIC PEACE, MORALS AND WELFARE), OF THE GRAND TERRACE MUNICIPAL CODE TO STREAMLINE THE MUNICIPAL CODE AND REMOVE PROVISIONS NO LONGER NECESSARY

WHEREAS, the City of Grand Terrace adopted Chapter 2.20 ("Community Redevelopment Agency") of Title 2 ("Administration and Personnel") of the Grand Terrace Municipal Code concerning the community redevelopment agency; however the chapter is obsolete and unnecessary given that there is no longer a Community Redevelopment Agency; and

WHEREAS, the City of Grand Terrace adopted Chapter 2.28 ("Emergency Organization") of Title 2 ("Administration and Personnel") of the Grand Terrace Municipal Code concerning emergency organization and formation of a disaster council; however the City now follows the Incident Command System (ICS) organization as required by the Federal Emergency Management Agency (FEMA), rendering the Chapter obsolete; and

WHEREAS, the City of Grand Terrace adopted Chapter 2.40 ("Training of Law Enforcement Officers") of Title 2 ("Administration and Personnel") of the Grand Terrace Municipal Code concerning regulations for training of law enforcement officers; however the City contracts with San Bernardino County Sheriff's Department for law enforcement training services rendering the Chapter obsolete; and

WHEREAS, the City of Grand Terrace adopted various chapters within Title 6 ("Animals") of the Grand Terrace Municipal Code, including Chapter 6.12 ("Apiaries") , which regulates keeping of bees and apiaries throughout the city, Chapter 6.16 ("Hogs"), which regulates the activities of hog keeping, Chapter 6.20 ("Commercial Kennels"), which regulates operation, control and management of commercial kennels, Chapter 6.24

("Livestock"), which regulates livestock activities, and Chapter 6.28 ("Riding Academies"), which regulates the activities of riding academies; and

WHEREAS, the City has transitioned from a primarily rural community to a more urbanized environment, making the provisions for animal and livestock keeping and related activities inapplicable and obsolete; and

WHEREAS, the City Council recognizes the need to update and modernize the City's regulations to better reflect the City's contemporary urban setting and community standard; and

WHEREAS, the City of Grand Terrace adopted Chapter 8.16 ("Aircraft Takeoffs and Landings") of Title 8 ("Health and Safety") of the Grand Terrace Municipal Code concerning aircraft takeoff and landing areas; and

WHEREAS, the Federal Aviation Administration (FAA) now provides comprehensive regulations covering aircraft takeoff and landing, rendering local regulations redundant and unnecessary, as are no suitable locations within the city limits of Grand Terrace where aircraft takeoff and landing would occur; and

WHEREAS, the City of Grand Terrace adopted Chapter 8.24 ("Ambulances") of Title 8 ("Health and Safety") of the Grand Terrace Municipal Code concerning regulations of ambulances; and

WHEREAS, the regulation of ambulances is now under the jurisdiction of San Bernardino County and the Inland Counties Emergency Medical Agency (ICEMA), rendering local regulations redundant and unnecessary; and

WHEREAS, the City of Grand Terrace adopted Chapter 8.72 ("Abandoned Orchards") of Title 8 ("Health and Safety") of the Grand Terrace Municipal Code concerning neglected or abandoned orchards, which is inapplicable and impractical given the current character of the City; and

WHEREAS, the City Council adopted Chapter 9.26 ("Synthetic Drugs - Sale and Use Prohibited") of Title 9 ("Public Peace, Morals, and Welfare") of the Grand Terrace Municipal Code regulating recreational use of synthetic drugs and legal use stimulant products; and

WHEREAS, the regulation of synthetic drugs and legal use stimulant products has been comprehensively addressed by federal law, rendering this Chapter redundant and unnecessary; and

WHEREAS, the City Council recognizes the need to review and regularly update the Grand Terrace Municipal Code to that the repeal of each of these referenced regulations will streamline the Municipal Code and remove unnecessary provisions.

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

SECTION 1. The Recitals set forth above are true and correct and incorporated herein by this reference.

SECTION 2. Chapter 2.20 (“Community Redevelopment Agency”) of Title 2 (“Administration”) of the Grand Terrace Municipal Code is hereby repealed in its entirety.

SECTION 3. Chapter 2.28 (“Emergency Organization”) of Title 2 (“Administration”) of the Grand Terrace Municipal Code is hereby repealed in its entirety.

SECTION 4. Chapter 2.40 (“Training of Law Enforcement Officers”) of Title 2 (“Administration”) of the Grand Terrace Municipal Code is hereby repealed in its entirety.

SECTION 5. Chapter 6.12 (“Apiaries”) of Title 6 (“Animals”) of the Grand Terrace Municipal Code is hereby repealed in its entirety.

SECTION 6. Chapter 6.16 (“Hogs”) of Title 6 (“Animals”) of the Grand Terrace Municipal Code is hereby repealed in its entirety.

SECTION 7. Chapter 6.20 (“Commercial Kennels”) of Title 6 (“Animals”) of the Grand Terrace Municipal Code is hereby repealed in its entirety.

SECTION 8. Chapter 6.24 (“Livestock”) of Title 6 (“Animals”) of the Grand Terrace Municipal Code is hereby repealed in its entirety.

SECTION 9. Chapter 6.28 (“Riding Academies”) of Title 6 (“Animals”) of the Grand Terrace Municipal Code is hereby repealed in its entirety.

SECTION 10. Chapter 8.16 (“Aircraft Takeoffs and Landings”) of Title 8 (“Health and Safety”) of the Grand Terrace Municipal Code is hereby repealed in its entirety.

SECTION 11. Chapter 8.24 (“Ambulances”) of Title 8 (“Health and Safety”) of the Grand Terrace Municipal Code is hereby repealed in its entirety.

SECTION 12. Chapter 8.72 (“Abandoned Orchards”) of Title 8 (“Health and Safety”) of the Grand Terrace Municipal Code is hereby repealed in its entirety.

SECTION 13. Chapter 9.26 (“Synthetic Drugs”) of Title 9 (“Public Peace, Morals and Welfare”) of the Grand Terrace Municipal Code is hereby repealed in its entirety.

SECTION 14. SEVERABILITY. If any section, subsection, subdivision, sentence, clause, phrase, or portion of this ordinance or the application thereof to any person or place, is for any reason held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remainder of this ordinance. The City Council hereby declares that it would have adopted this ordinance, and each and every section, subsection, subdivision, sentence, clause, phrase, or portion thereof, irrespective of the fact that any one or more sections, subsections, subdivisions, sentences, clauses, phrases, or portions thereof be declared invalid or unconstitutional.

SECTION 15. EFFECTIVE DATE. This ordinance shall be effective on the thirtieth (30th) day after the day of its adoption.

SECTION 16. CERTIFICATION. The City Clerk shall certify to the adoption of this Ordinance and cause the same to be published as required by law.

PASSED, APPROVED, AND ADOPTED by the City Council of the City of Grand Terrace at a regular meeting held on the ____ day of _____ 2024.

Bill Hussey
Mayor

ATTEST:

Debra Thomas
City Clerk

APPROVED AS TO FORM:

Adrian R. Guerra
City Attorney



AGENDA REPORT

MEETING DATE: October 8, 2024

TITLE: Introduction and First Reading of Ordinance No. 361 to Add Section 9.05.040 (Seizure of evidence) and Section 9.05.050 (Impoundment) to the Grand Terrace Municipal Code

PRESENTED BY: Adrian Guerra, City Attorney

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 SECTION 9.05.040 (SEIZURE OF EVIDENCE) AND SECTION 9.05.050 (IMPOUNDMENT) TO THE GRAND TERRACE MUNICIPAL CODE TO PROVIDE ADDITIONAL ENFORCEMENT MECHANISMS FOR VIOLATION OF SIDEWALK VENDOR REGULATIONS IN ORDER TO PROTECT PUBLIC HEALTH, SAFETY, AND WELFARE.”

2030 VISION STATEMENT:

This staff report supports City Council Goal #2 “Maintain Public Safety” by providing guidance on the enforcement of unlicensed and unpermitted sidewalk vendors which endanger the health, safety, and welfare of residents and visitors of the City.

BACKGROUND:

On January 8, 2019, the City Council adopted Ordinance No. 321, amending Section 5.64.060 and adding Chapter 9.05 to Title 9 of the Grand Terrace Municipal Code (“GTMC”) to establish regulations for sidewalk vendors. Ordinance No. 321 provided general operational requirements for sidewalk vendors in compliance with Senate Bill 946.

Since the passage of the City’s sidewalk vending regulations, the City has faced issues related to unlicensed and unpermitted sidewalk vendors operating on the public right-of-way in violation of the GTMC. Violations relate to the objective health, safety, or welfare concerns including, but not limited to, the following:

- Serving food without a health permit;
- Dumping grease and oil on a sidewalk and street;
- Playing loud music;
- Operating late hours (between 9:00 p.m. and 8:00 a.m. of the next day);
- Setting up a large customer seating area over the sidewalk; and
- Blocking safe paths of travel on sidewalks for pedestrians and persons with disabilities.

Additionally, unlicensed and unpermitted sidewalk vendors create unfair competition for lawful operations. Therefore, enforcing the City’s regulations is crucial for the promotion of safe and fair

practices. Since sidewalk vending has been decriminalized by Senate Bill 946, updated enforcement methods are required for the City to seek compliance with its sidewalk vendor regulations.

DISCUSSION:

The proposed ordinance addresses the City's concerns by authorizing two methods of enforcement.

I. Seizure of Evidence (Section 9.05.040)

Section 9.05.040 authorizes the seizure of a sidewalk vendor's pushcart, stand, display, pedal-driven cart, wagon, showcase, rack, or other nonmotorized conveyance, and associated equipment, food, utensils, goods, or merchandise (collectively "items") that serve as evidence of a crime or booked as property after an arrest of a sidewalk vendor for violation of any local, state, or federal laws or regulations, excluding Chapter 9.05. Items seized under this circumstance will be stored and processed in accordance with the San Bernardino County Sheriff's Department's applicable policies and procedures and any other applicable state law.

II. Impoundment (Section 9.05.050)

Section 9.05.050 authorizes any city official, including a peace officer, code enforcement officer or inspector, firefighter, fire prevention specialist, examiner, or other agent of the City to impound a sidewalk vendor's items used in violation of Section 2080.10 of the California Civil Code, Section 114393 of the California Health and Safety Code, and/or any other applicable City, county, or state law including any of the following reasons:

1. Food displayed, offered or made available for sale, including equipment or utensils used by a sidewalk vendor, without holding a valid and displayed health permit from the San Bernardino County Health Department in violation of county or state law.
2. Items reasonably appear to be unattended or abandoned on public or private property for more than 30 consecutive minutes without moving from the exact spot it was located and reasonable attempts were made to locate the owner or responsible person(s) within the first 50 feet of the items.
3. Items displayed, offered, or made available for sale by a sidewalk vendor who does not possess a valid applicable permit pursuant to Chapter 5.64 and a City business license pursuant to Chapter 5.04.
4. Items displayed, offered, or made available for sale by a sidewalk vendor who operates in violation of this chapter and refuses or fails to provide identification.
5. Operation in violation of this chapter and refusal or failure by a sidewalk vendor to remove items from public or private property within 30 consecutive minutes after being instructed to do so by a city official or other agent of the City.
6. Items displayed, offered, or made available for sale by a sidewalk vendor who vends in a manner that blocks or obstructs the free movement of pedestrians on sidewalks and fails to maintain a minimum of 48 inches of accessible path of travel, without obstruction, along the sidewalk upon which the vendor is vending so as to enable persons to freely pass while walking, running, or using mobility assistance devices, and/or in violation of the Federal Americans with Disabilities Act of 1990 (Public Law 101-336) and other disability access standards.
7. Items displayed, offered, or made available for sale in violation of any applicable federal, state, county, or City laws, ordinances, and regulations, including, but not limited to, illegal or counterfeit merchandise, alcohol, tobacco, cannabis, smoke or vaping products, adult-oriented material, live animals, weapons, and/or pharmaceuticals.
8. Items creating an imminent and substantial danger or environmental hazard to the health, safety, or general welfare of the public or property at the location of the vending cart such as,

but not limited to, discharge of oil, grease, or other slippery substances on the street or sidewalk without any effort to maintain best management practices; using unapproved portable cooking equipment, heating element, gas-fueled appliance, generator, or any open flame; during an urgent or emergency public safety event or incident; lack of a fire extinguisher; using any luminaire, flashing lights, or any other animated devices or sign; or using, operating, or permitting any radio, loudspeaker, or other machine or device for the producing or reproducing of sound.

9. Items displayed, offered, or made available for sale by a sidewalk vendor who has, within a 24-month period, been issued three or more administrative citations for violations of this chapter.

Impounded items that are perishable or cannot be safely stored may be disposed of while all other impounded items will be stored by the City for not less than 30 nor more than 60 days. The owner will be duly notified and given an opportunity to retrieve their impounded items within a set time frame by paying any applicable impound fees and demonstrating proper proof of ownership.

Conversely, a sidewalk vendor may choose to appeal the impoundment by paying an appeal fee and filing an administrative hearing request in writing. The hearing shall be in front of a hearing officer designated by the city manager. If the hearing officer reverses the impoundment decision, the appellant shall receive his or her impounded items and be refunded the appeal fee. Otherwise, the appellant must retrieve their impounded items in accordance with the recovery procedures provided in subsections (F)(3)(i) and (H).

ENVIRONMENTAL IMPACT:

None.

FISCAL IMPACT:

Costs associated with the enforcement.

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF GRAND TERRACE, CALIFORNIA, ADDING SECTION 9.05.040 (SEIZURE OF EVIDENCE) AND SECTION 9.05.050 (IMPOUNDMENT) TO THE GRAND TERRACE MUNICIPAL CODE TO PROVIDE ADDITIONAL ENFORCEMENT MECHANISMS FOR VIOLATION OF SIDEWALK VENDOR REGULATIONS IN ORDER TO PROTECT PUBLIC HEALTH, SAFETY, AND WELFARE

WHEREAS, the California Constitution, article XI, section 7, authorizes the City of Grand Terrace ("City") to adopt and enforce local police, sanitary, and other ordinances and regulations that are not in conflict with the general laws; and

WHEREAS, Senate Bill number 946, including Government Code section 51038 authorizes the City to regulate sidewalk vending to help protect public health and safety; and

WHEREAS, the City has previously adopted Grand Terrace Municipal Code ("FMC") chapter 9.05 ("Vending on City Sidewalks"), Title 9 ("Public Peace, Morals and Welfare") to regulate sidewalk vending within the City; and

WHEREAS, The City now desires to add FMC sections 9.05.040 ("Seizure of Evidence") and 9.05.050 ("Impoundment") to help protect the City's community by more effectively regulating sale of food, goods, and merchandise creating a health and safety danger.

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

SECTION 1. The Recitals set forth above are incorporated herein by this reference.

SECTION 2. Section 9.05.040 ("Seizure of Evidence") of Chapter 9.05 ("Vending on City Sidewalks") of Title 9 ("Public Peace, Morals and Welfare") of the Grand Terrace Municipal Code is hereby added and shall now read as follows:

9.05.040 – Seizure of evidence.

Any pushcart, stand, display, pedal-driven cart, wagon, showcase, rack, or other nonmotorized conveyance, and associated equipment, food, utensils, goods, or merchandise that are evidence of a crime or booked as property after arrest of a sidewalk vendor for violation of any local, state, or federal laws or regulations, excluding this chapter, may be seized and stored in accordance with the San Bernardino County Sheriff's Department's applicable policies and procedures and any other applicable state law.

SECTION 3. Section 9.05.050 (“Impoundment”) of Chapter 9.05 (“Vending on City Sidewalks”) of Title 9 (“Public Peace, Morals and Welfare”) of the Grand Terrace Municipal Code is hereby added and shall now read as follows:

9.05.050 – Impoundment.

- A. Impound means to seize or take custody of a sidewalk vendor’s pushcart, stand, display, pedal-driven cart, wagon, showcase, rack, or other nonmotorized conveyance, and associated equipment, food, utensils, goods, or merchandise (collectively “items”) because of a violation of any applicable law or regulation.
- B. **Impoundment authorization.** Any city official, including a peace officer, code enforcement officer or inspector, firefighter, fire prevention specialist, examiner, or other agent of the City may impound a sidewalk vendor’s items used in violation of this chapter pursuant to Section 2080.10 of the California Civil Code, Section 114393 of the California Health and Safety Code, and/or any other applicable City, county, or state law for any of the following reasons:
1. Food displayed, offered or made available for sale, including equipment or utensils used by a sidewalk vendor, without holding a valid and displayed health permit from the San Bernardino County Health Department in violation of county or state law.
 2. Items reasonably appear to be unattended or abandoned on public or private property for more than 30 consecutive minutes without moving from the exact spot it was located and reasonable attempts were made to locate the owner or responsible person(s) within the first 50 feet of the items.
 3. Items displayed, offered, or made available for sale by a sidewalk vendor who does not possess a valid applicable permit pursuant to Chapter 5.64 and a City business license pursuant to Chapter 5.04.
 4. Items displayed, offered, or made available for sale by a sidewalk vendor who operates in violation of this chapter and refuses or fails to provide identification.
 5. Operation in violation of this chapter and refusal or failure by a sidewalk vendor to remove items from public or private property within 30 consecutive minutes after being instructed to do so by a city official or other agent of the City.
 6. Items displayed, offered, or made available for sale by a sidewalk vendor who vends in a manner that blocks or obstructs the free movement of

pedestrians on sidewalks and fails to maintain a minimum of 48 inches of accessible path of travel, without obstruction, along the sidewalk upon which the vendor is vending so as to enable persons to freely pass while walking, running, or using mobility assistance devices, and/or in violation of the Federal Americans with Disabilities Act of 1990 (Public Law 101-336) and other disability access standards.

7. Items displayed, offered, or made available for sale in violation of any applicable federal, state, county, or City laws, ordinances, and regulations, including, but not limited to, illegal or counterfeit merchandise, alcohol, tobacco, cannabis, smoke or vaping products, adult-oriented material, live animals, weapons, and/or pharmaceuticals.
8. Items creating an imminent and substantial danger or environmental hazard to the health, safety, or general welfare of the public or property at the location of the vending cart such as, but not limited to, discharge of oil, grease, or other slippery substances on the street or sidewalk without any effort to maintain best management practices; using unapproved portable cooking equipment, heating element, gas-fueled appliance, generator, or any open flame; during an urgent or emergency public safety event or incident; lack of a fire extinguisher; using any luminaire, flashing lights, or any other animated devices or sign; or using, operating, or permitting any radio, loudspeaker, or other machine or device for the producing or reproducing of sound.
9. Items displayed, offered, or made available for sale by a sidewalk vendor who has, within a 24-month period, been issued three or more administrative citations for violations of this chapter.

C. **Disposal authorization.** The City may immediately dispose of impounded items that are perishable and/or cannot be safely stored.

D. **Impoundment period of items held by City.** The impoundment of any sidewalk vendor's items, excluding any items that were immediately disposed of because they were perishable and/or could not be safely stored, may be held by the City for not less than 30, nor more than 60, calendar days from the date of impoundment.

E. **Impoundment notification.** Upon impoundment of items under this section, the city manager or city manager's designee shall do all the following:

1. Take responsibility for the storage, documentation, and disposition of the items excluding any items that were immediately disposed of because they were perishable and/or could not be safely stored.

2. Provide the person from whom the items were taken with a receipt and instructions for the retrieval of the items excluding any items that were immediately disposed of because they were perishable and/or could not be safely stored. The receipt and instructions shall either be given at the time the city official obtained the items or mailed on the next business day, by first class mail.
3. If the city official has knowledge that the person from whom the items were taken is not the owner or if the owner cannot otherwise be ascertained, the city manager or city manager's designee shall make reasonable efforts to identify the owner. If the owner is identified, the city manager or city manager's designee shall mail, by first class mail, a receipt and instructions for the retrieval of the items excluding any items that were immediately disposed of because they were perishable and/or could not be safely stored.
 - i. The receipt and instructions shall notify the person from whom the items were taken that the items must be claimed either within: (A) 30 calendar days of impoundment pursuant to Section 114393 of the California Health and Safety Code and/or (B) 60 calendar days of impoundment pursuant to Section 2080.10 of the California Civil Code, and that if the items are not claimed within the applicable time, the items will be disposed of in accordance with the disposal provisions of this section or any other applicable county or state law. Within the applicable 30 or 60 calendar days, the person may do one of the following.
 1. Retrieve the items, excluding any items that were immediately disposed of because they were perishable and/or could not be safely stored.
 2. Authorize in writing another person to retrieve the items, excluding any items that were immediately disposed of because they were perishable and/or could not be safely stored.
 3. Notify the City in writing that they are unable to retrieve the items because they are in custody (e.g., jail or prison) and request the City to hold the items, excluding any items that were immediately disposed of because they were perishable and/or could not be safely stored. If a person notifies the City that they are unable to either retrieve the items within the applicable 30 or 60 calendar days or have an authorized person retrieve the items, the City shall hold the items for not longer than ten additional months, after which time the City may dispose of the items in

accordance with the disposal provisions of this code or any other applicable county or state law.

- ii. Pursuant to state law the City shall not be liable for damages caused by any official action performed with due care regarding the disposition of items pursuant to this section and the disposal provisions of this chapter.

F. Appeal of impoundment. An aggrieved sidewalk vendor may appeal the impoundment of their items by requesting an administrative hearing.

1. An aggrieved sidewalk vendor shall have a right to appeal the impoundment of their items within 15 calendar days after notice of the action or 15 calendar days after the decision has been mailed to the appellant's address.
2. An appeal shall be taken by filing with the city clerk a written appeal along with an appeal fee as set by resolution of the City Council. The written appeal statement shall contain, at a minimum, the following:
 - i. The name, current mailing address, and telephone number of the appellant;
 - ii. The date of impoundment of items by a city official;
 - iii. A statement as to grounds for an appeal in sufficient detail to enable the hearing officer to understand the nature of the controversy; and
 - iv. The signature of the appellant under penalty of perjury as to the contents of the request for appeal.
3. An appeal shall be scheduled for a hearing before a hearing officer designated by the city manager within 60 days of the filing and payment of the appeal, unless both the appellant and the hearing officer consent to a later date.
4. The city manager shall give notice in writing to the appellant of the date, time, and location of the appeal hearing. At the hearing, the hearing officer shall review the record of the decision for impoundment of items and hear testimony of the appellant, if any, and any other interested party. The hearing officer may continue the hearing and request additional information from the appellant or the City prior to issuing a decision.

5. After the hearing, the hearing officer shall issue a written decision within ten days of the hearing to uphold or reverse the impoundment. The hearing officer shall mail notice of the decision to the appellant. The decision of the hearing officer on the appeal shall be final.
6. When an impoundment decision is reversed, the hearing officer shall state the reason for reversal. Reversal shall result in the City returning the impounded items (excluding items that are perishable and/or could not be safely stored) and any appeal fee paid back to the appellant within 15 business days.
7. When an impoundment decision is upheld, the hearing officer shall state the reason for upholding impoundment. The appellant may retrieve impounded items in accordance with subsections (F)(3)(i) and (H) of this section, and the City may retain any appeal fee paid.

G. Recovery of impounded items and payment of impound fees. A sidewalk vendor may recover impounded items, excluding any items that were immediately disposed of because they were perishable and/or could not be safely stored, upon paying applicable impound fees and demonstrating proper proof of ownership of the items. The City Council may by resolution adopt impound fees, which shall reflect the City's personnel, enforcement, investigation, storage, disposal, and impound costs.

H. Unclaimed items. Any unclaimed items will be considered abandoned and forfeited to the City after (A) 30 calendar days of impoundment pursuant to Section 114393 of the California Health and Safety Code and/or (B) 60 calendar days of impoundment pursuant to Section 2080.10 of the California Civil Code, or any other applicable City, county, or state law.

I. The city manager is further authorized to develop additional regulations for the storage and release of impounded items not in conflict with this chapter.

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

SECTION 5. EFFECTIVE DATE. This Ordinance shall be effective on the thirtieth (30th) day after the day of its adoption.

SECTION 6. CERTIFICATION. The City Clerk shall certify to the adoption of this Ordinance and cause the same to be published as required by law.

PASSED, APPROVED, AND ADOPTED by the City Council of the City of Grand Terrace, California at a regular meeting held on the ____ day of _____ 2024.

Bill Hussey
Mayor

ATTEST:

Debra Thomas
City Clerk

APPROVED AS TO FORM:

Adrian R. Guerra
City Attorney



AGENDA REPORT

MEETING DATE: October 8, 2024

TITLE: Introduction and First Reading of Ordinance No. 363 to Add Chapter 9.36 of Title 9 to the Grand Terrace Municipal Code

PRESENTED BY: Adrian Guerra, City Attorney

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, STATE OF CALIFORNIA, ADDING CHAPTER 9.36 OF TITLE 9 TO THE GRAND TERRACE MUNICIPAL CODE TO PROHIBIT ANY UNSANCTIONED GOVERNMENT-SPONSORED RELOCATION OF UNHOUSED PERSONS TO THE CITY OF GRAND TERRACE."

2030 VISION STATEMENT:

This staff report supports City Council Goal #1 "Ensure Our Fiscal Viability" by implementing policies to retain City resources for homeless-related issues and City Council Goal #5 "Engage in Proactive Communication" by implementing policies and prohibitions against government-sponsored relocation of unhoused persons into the City's jurisdiction.

BACKGROUND:

The City Attorney's office became aware of a recent incident in the City of Santa Cruz ("Santa Cruz") where two law enforcement officers from the City of Hanford transported a disabled, unhoused individual ("Person Doe"), with a truck full of their possessions, from the City of Hanford to a homeless shelter parking lot in Santa Cruz. These officers had not received authorization for this drop-off from either the shelter operator or Santa Cruz staff. While Person Doe was ultimately accepted into the shelter, it was discovered that they had no connection to Santa Cruz—Person Doe had never been to Santa Cruz, had no friends or family in the area, and never requested to be transported to the shelter.

In response to this incident, the Santa Cruz City Council introduced and approved an ordinance to prohibit any unsanctioned government-sponsored transportation of unhoused persons into its jurisdiction. Santa Cruz emphasized the need for these regulations by stating there is reason to believe that other jurisdictions may engage in this type of conduct again, especially in light of the recent decision by the Supreme Court of the United States in *City of Grants Pass v. Johnson*, 144 S. Ct. 2202, 2224 (2024).

In *Grants Pass*, the U.S. Supreme Court overruled the Ninth Circuit Court of Appeals precedent, finding laws that regulate camping did not violate the Cruel and Unusual Punishments Clause of the Eighth Amendment. Following this decision, Governor Gavin Newsom issued Executive Order N-1-24 which directed the removal of homeless encampments on state properties, encouraging cities and counties to do the same.

DISCUSSION:

While the City has no history of incidents similar to that of Santa Cruz, the City Attorney's office and staff recognize the importance of preempting such unsanctioned relocations. The City has traditionally had a low homeless population and, as a result, lacks the resources to provide shelter and services to any unhoused individual who is dropped off in the City. Further, the practice of transporting and dropping off unhoused persons to another jurisdiction hinders cities and counties from responsibly addressing its own homelessness crisis, including the provision of shelter, affordable housing, and outreach services.

The proposed ordinance addresses these concerns by prohibiting any government-sponsored relocation of unhoused persons into the City's jurisdiction, subject to limited exceptions. This will aim to ensure and deter nearby jurisdictions responding to the recent decision in *Grants Pass* and Executive Order N-1-24 from resorting to unproductive conduct (i.e., relocation of unhoused persons) that fail to actually solve homelessness. A violation of this regulation will be a misdemeanor.

The proposed ordinance encourages other government entities to responsibly resolve their homelessness-related issues within their own jurisdiction. The positive impacts of this ordinance include:

1. Preserving the City's limited homelessness-related resources, including but not limited to shelter and outreach, for the benefit of individuals residing in the City.
2. Encouraging the appropriate government agencies to provide shelter, care, outreach, and other homelessness-related resources to persons experiencing homelessness within their jurisdiction, rather than simply transporting these individuals elsewhere.
3. Preventing government agencies from engaging in cruel and inhumane treatment of unhoused persons.

ENVIRONMENTAL IMPACT:

None.

FISCAL IMPACT:

Costs associated with the enforcement of and attorney's fees for the prosecution of the proposed ordinance.

ORDINANCE NO. 362

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF GRAND TERRACE, CALIFORNIA, ADDING CHAPTER 9.36 OF TITLE 9 TO THE GRAND TERRACE MUNICIPAL CODE TO PROHIBIT ANY UNSANCTIONED GOVERNMENT-SPONSORED RELOCATION OF UNHOUSED PERSONS TO THE CITY OF GRAND TERRACE

WHEREAS, the City of Grand Terrace ("City") has become aware of a recent incident in which a disabled, unhoused individual was transported and dropped off in the City of Santa Cruz by Hanford Police Department officers without any authorization from the City of Santa Cruz or its homeless shelter operators; and

WHEREAS, if cities and counties can simply relocate unhoused persons to another jurisdiction, no jurisdiction would be incentivized to provide shelter, affordable housing, and outreach services critical to solving California's homelessness crisis; and

WHEREAS, incidents similar to the one described above prevent all cities and counties from responsibly addressing homelessness; and

WHEREAS, the City does not have the resources available to provide shelter and services to any person experiencing homelessness who is dropped off in the City by law enforcement officers, employees, or agents of another jurisdiction; and

WHEREAS, Governor Gavin Newsom's recent Executive Order N-1-24 directed removal of homeless encampments on state properties which may cause more cities and counties to attempt relocation of its unhoused population; and

WHEREAS, the City Council now desires to add provisions to the City's Municipal Code to preempt any similar incidents to that of the City of Santa Cruz.

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

SECTION 1. The Recitals set forth above are incorporated herein by this reference.

SECTION 2. Chapter 9.36 ("Prohibition of Unsanctioned Government-Sponsored Relocation of Unhoused Persons") of Title 9 ("Public Peace, Morals and Welfare") of the Grand Terrace Municipal Code is hereby added and shall now read as follows:

9.36.010 – Purpose.

The purpose of this chapter is to:

- A. Help preserve the City's limited homelessness-related resources, including but not limited to shelter and outreach, for the benefit of individuals residing in the City; and
- B. Encourage the appropriate government agencies to provide shelter, care, outreach, and other homelessness-related resources to persons experiencing homeless within their jurisdiction, rather than simply transporting these individuals elsewhere; and
- C. Prevent government agencies from engaging in the cruel and inhumane treatment of unhoused persons.

9.36.020 – Unsanctioned relocation prohibited.

- A. No law enforcement officer, agent, or employee of a county, city, or other governmental entity, when acting in their official capacity, shall transport and drop off an individual on public property or private property that is accessible to the public within the City of Grand Terrace if the individual lacks a fixed, regular, and adequate nighttime residence.
- B. A person "lacks a fixed, regular, and adequate nighttime residence" within the meaning of this section if that person:
 - 1. Has a primary nighttime residence that is on public property or private property not meant for habitation; or
 - 2. Lives in a publicly or privately operated shelter designated to provide temporary living arrangements, including but not limited to congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state, and local government programs; or
 - 3. Is exiting an institution where they have resided for 90 days or less and resided in an emergency shelter or place not meant for habitation immediately before entering that institution.

9.36.030 – Exceptions.

The prohibitions of this chapter shall not apply to the following authorized activities:

- A. Transporting a person to be treated at a hospital or other medical facility; or
- B. Transporting a person to reside at a facility such as a shelter, temporary housing, or permanent housing, when a law enforcement officer, agent, or employee of a county, city, or other governmental agency has verified that the

individual being transported has already been accepted to reside at the facility;
or

- C. Transporting a person to attend a verified appointment with a governmental or non-profit social service provider; or
- D. Any transportation or drop off activities undertaken by the City of Grand Terrace or the San Bernardino County Sheriff's Department on the City's behalf within the City of Grand Terrace; or
- E. The operations of a governmental provider of public transportation, including but not limited to Omnitrans.

9.36.040 – Violations and penalties.

A violation of any provision of this chapter shall be a misdemeanor.

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

SECTION 4. EFFECTIVE DATE. This Ordinance shall be effective on the thirtieth (30th) day after the day of its adoption.

SECTION 5. CERTIFICATION. The City Clerk shall certify to the adoption of this Ordinance and cause the same to be published as required by law.

PASSED, APPROVED, AND ADOPTED by the City Council of the City of Grand Terrace, California at a regular meeting held on the ____ day of _____ 2024.

Bill Hussey
Mayor

ATTEST:

Debra Thomas
City Clerk

APPROVED AS TO FORM:

Adrian R. Guerra
City Attorney



AGENDA REPORT

MEETING DATE: October 8, 2024

TITLE: Introduction and First Reading of Ordinance No. 362 to Add Chapter 9.32 of Title 9 to the Grand Terrace Municipal Code

PRESENTED BY: Adrian Guerra, City Attorney

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, STATE OF CALIFORNIA, ADDING CHAPTER 9.32 OF TITLE 9 TO THE GRAND TERRACE MUNICIPAL CODE TO PROHIBIT UNLAWFUL CAMPING AND STORAGE OF PERSONAL PROPERTY."

2030 VISION STATEMENT:

This staff report supports City Council Goal #2 "Maintain Public Safety" by providing guidance on the removal of campsites and personal property stored on public property which cause fire risks, environmental degradation, public access impediments, unsanitary conditions, and public safety hazards. This staff report also supports City Council Goal #5 "Engage in Proactive Communication" by providing staff and the San Bernardino County Sheriff's Department with procedures regarding the removal of unlawful campsites and unlawfully stored personal property.

BACKGROUND:

I. Legal Landscape

Prior to the United States Supreme Court's decision in *City of Grants Pass, Oregon v. Johnson*, the Ninth Circuit Court of Appeals had prohibited California cities from imposing criminal sanctions against people experiencing homelessness for camping on public property when there was no alternative shelter available. Anticamping ordinances that criminalized sleeping outside, on public property were found to violate the Cruel and Unusual Punishments Clause of the Eighth Amendment of the U.S. Constitution. As long as there was a greater number of unhoused individuals in a jurisdiction than the number of available beds in shelters, the jurisdiction was prohibited from prosecuting these individuals for sleeping outdoors on public property.

On June 28, 2024, the Supreme Court of the United States overruled the Ninth Circuit's decision by finding the Cruel and Unusual Punishments Clause does not prohibit the enforcement of public-camping laws. The Court reasoned the "Cruel and Unusual Punishments Clause focuses on the question what method or kind of punishment a government may impose *after* a criminal conviction, not on the question of whether a government may criminalize particular behavior in the first place or how it may go about securing a conviction for that offense." The Court also recognized that the penalties imposed by the City of Grants Pass did not qualify as cruel or unusual as the initial offense triggered a civil fine, with repeat offenses incurring larger fines or criminal punishments. Consequently, the Court found *Martin* overstepped into policy-making territory and noted homelessness was a complex social issue that should be handled by the state and local communities.

II. Implications of *Grants Pass* on Future Challenges to Camping Ordinances

While municipalities may now pursue enforcement of camping prohibitions regardless of shelter availability, it is important to note the *Grants Pass* holding is limited in scope to the Cruel and Unusual Punishments Clause. In fact, the dissenting opinion provided other potential claims under which persons experiencing homelessness or their advocates may bring a claim: (1) The Excessive Fines Clause of the Eighth Amendment of the United States Constitution, (2) The Due Process Clause of the Fifth and Fourteenth Amendments, and (3) The Fourth Amendment of the United States Constitution. The dissent also discussed the potential for regulations that completely ban harmless life-sustaining activities (i.e., sleeping, lying down, eating) to overly burden an individual's right to travel. As such, camping ordinances should avoid blanket bans on camping activities, continue to impose reasonable fines, clearly define and articulate prohibitions and associated penalties, provide notice before removal of campsites and associated personal property, and properly store personal property collected during a removal.

City of Grants Pass, Oregon v. Johnson, 144 S. Ct. 2202 (2024).

Martin v. Boise, 902 F. 3d 1031, 1035 (2018).

Id. at 1049. *See also* "Excessive bail shall not be required, no excessive fines imposed, nor cruel and unusual punishments inflicted." U.S. Const. amend. XIII.

Id. at 1048.

City of Grants Pass, 144 S. Ct. 2202, 2224.

Id. at 2216 (internal quotation marks omitted).

Id. at 2216; *see also id.* ("imilar punishments have been and remain among the usual modes for punishing offenses throughout the country.") (internal quotation marks omitted).

Id. at 2226; *see also id.* at (noting *Martin* "interfered with essential considerations of federalism, taking from the people and their elected leaders difficult questions traditionally through to be in their province.") (internal quotation marks omitted).

Id. at 2224.

Id. at 2242

Id. at 2242-43.

Id. at 2243

Id. at 2243; *see also Pottinger v. City of Miami*, 810 F. Supp. 1551, 1580 (1992).

DISCUSSION:

As noted above, camping and storage of personal property on public property often creates unsanitary and unhealthy environments for inhabitants of the City, including unhoused persons. These activities contribute to fire risks, environmental degradation, and public safety hazards. Additionally, they often impede access to businesses and public facilities, preventing use of these facilities and open spaces for their intended purposes.

The proposed ordinance addresses these issues by creating standards for enforcement of campsites and unlawful storage of personal property on public property. The City has previously had no regulations on camping or storage of personal property on public property. Now, staff seeks to mitigate and preempt the negative impacts of these actions in accordance with the recent *Grants Pass* decision with the consideration of this ordinance.

I. Prohibition on Camping

Many cities with existing camping ordinances or those updating their ordinances in response to *Grants Pass* either (a) prohibit camping at all times with the exception of certain designated locations; or (b) prohibit camping in the same location for a period of time. Rather than implementing an outright ban, these more measured approaches are advisable in light of Supreme Court's narrow holding

in *Grants Pass*.

Considering the City's size and its lower homeless population compared to neighboring cities, a prohibition on camping for a period of over 24 hours should adequately address its current homelessness related issues. As such, the ordinance defines "camping" as placing, pitching, or occupying camp facilities; living temporarily in a camp facility or outdoors; and using camp paraphernalia in a single location within the City for more than 24 hours.

Exceptions are provided for special events with temporary permits issued by the City Manager and the lawful use of private property. Special events may include events such as youth or school events, marathons or other sporting events, and other scouting activities.

In order to prevent other due process challenges, the ordinance also provides clear instructions for the abatement of campsites. The City will be required to provide a written Notice to Vacate 48 hours before the removal of personal property, camp paraphernalia, and camp facilities begin. The Notice must provide information related to the date and time of posting, the location of the campsite, the required date by which the individual must vacate the campsite, how personal property removed by the City may be retrieved, and when removal by the City will occur. The City will be required to document the removal process by taking photographs during, before, and after abatement, and take inventory of collected items. The collected personal property must then be stored for a period of at least 60 days.

An exception to the notice requirement is provided for exigent circumstances that pose an imminent threat to life, health, safety, or infrastructure which must be immediately addressed. Still, a written notice after abatement providing basic information related to the removal and instructions for retrieving collected property must be given.

II. Prohibition on Storage of Personal Property

The storage of personal property throughout the City is also a closely related issue to camping. Consequently, the proposed ordinance prohibits the storage of personal property on any public property or private property without the consent of the owner.

Similar to the process for abating campsites, the ordinance provides clear processes for the removal of unlawfully stored personal property. The City will be required to provide a written Notice of Removal at least 24 hours before beginning the removal. The Notice must provide information related to the date and time of posting, the location of the unlawfully stored personal property, the required date by which the individual must remove the personal property, how personal property removed by the City may be retrieved, and when removal by the City will occur. The City will be required to take inventory of the collected items and store them for a period of at least 60 days.

Again, an exception to the notice requirement is provided for exigent circumstances. Under these conditions, the City will be required to post a notice after removal providing basic information related to the removal and instructions for retrieving collected property.

III. Violations and Penalties

Violations of these regulations against camping and storage of personal property will initially result in a verbal or written warning. In alignment with due process requirements, the warning shall describe to the violator the activity constituting a violation, 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.

A subsequent violation will be an infraction and punishable by a fine not exceeding \$50. This is consistent with the City's existing penalty provisions in section 1.05.030 of the Municipal Code. While section 1.05.030 provides for fines not exceeding \$100 and \$200 for a first and second violation, respectively, a lower fine amount is advisable to deter challenges under the Excessive Fines Clause of the Eighth Amendment.

Lastly, any violation of these regulations, that would otherwise be an infraction, will be a misdemeanor if the person is convicted of an infraction under these regulations within 1 year immediately preceding the date of the first violation.

Newport Beach, Cal., Mun. Code § 10.14.020(D)-(E) (2023); Pasadena, Cal., Mun. Code § 3.24.110(A)(8).

Grants Pass, Or., Mun. Code § 5.61.010(A) (defines camping as maintaining a campsite in a single location for more than 24 hours); San Diego, Cal., Mun. Code § 63.0402 (defining camping as occupying an encampment for remaining outdoors overnight).

ENVIRONMENTAL IMPACT:

None.

FISCAL IMPACT:

Costs associated with the enforcement of and attorney's fees for the prosecution of the proposed ordinance.

ORDINANCE NO. 362

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF GRAND TERRACE, CALIFORNIA, ADDING CHAPTER 9.32 OF TITLE 9 TO THE GRAND TERRACE MUNICIPAL CODE TO PROHIBIT UNLAWFUL CAMPING AND STORAGE OF PERSONAL PROPERTY

WHEREAS, the City of Grand Terrace ("City") is committed to protecting the life, health, and safety of its residents and all people within the geographical boundaries; and

WHEREAS, camping within the City tends to degrade property and create unsanitary, disorderly, and dangerous conditions that affect the residents of the City as well as the general public; and

WHEREAS, the storage of personal property associated with these camping activities detracts from the use of property for its intended purposes and also creates unsanitary, disorderly, and dangerous conditions that affect the residents of the City as well as the general public; and

WHEREAS, the United States Supreme Court recently overruled the Ninth Circuit Court of Appeals precedent in *City of Grants Pass v. Johnson*, finding laws that regulate camping did not violate the Cruel and Unusual Punishments Clause of the Eight Amendment of the United States Constitution; and

WHEREAS, the City Council intends to act in accordance with the holding of *City of Grants Pass* by enacting laws regulating camping and storage of personal property in a way that best respects the dignity of all persons; and

WHEREAS, the City Council desires to provide staff with direction on how to enforce the removal of unlawful campsites and unlawfully stored personal property.

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

SECTION 1. The Recitals set forth above are incorporated herein by this reference.

SECTION 2. 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 added and shall now read as follows:

CHAPTER 9.32 – UNLAWFUL CAMPING AND STORAGE OF PERSONAL PROPERTY

9.32.010 – 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 reserving open spaces and facilities within City limits for their intended purposes.
- B. Provide standards for camping and sheltering outdoors which are intended to be as compatible as possible with the protection and preservation of health, safety, and welfare of the inhabitants of the City of Grand Terrace, including unhoused persons.
- C. Address issues such as fire risk, environmental degradation, public access impediments, unsanitary conditions, and public safety hazards for residents, neighboring businesses, and unhoused persons.

9.32.020 – Definitions.

For the purposes of this chapter:

- A. "Camp" or "Camping" means to place, pitch, or occupy camp facilities; to live temporarily in a camp facility or outdoors; to use camp paraphernalia in a single location within the City for more than 24 hours.
- B. "Camp facilities" include, but are not limited to, tents, huts, or temporary shelter.
- C. "Camp paraphernalia" include, but is not limited to, bedrolls, tarpaulins, cots, beds, sleeping bags, hammocks, or cooking facilities and similar equipment.
- D. "City Manager" means the City Manager or his or her designee.
- E. "Campsite" means a collection of items that are used or intended to be used for temporary habitation outdoors. Campsites contain camping facilities and/or camping paraphernalia.
- F. "Exigent circumstance" means any circumstance in which there is an imminent threat to life, health, safety, or infrastructure which must be immediately addressed.
- G. "Hazardous item" means items that present a health or safety risk including but not limited to toxic sharps, chemicals, soiled or moldy items, perishable items, controlled substances, contraband, trash or debris, and any items co-mingled with these listed items.
- H. "Personal property" means (1) any item having apparent value of \$50 or more; or (2) any item that can reasonably be identified as belonging to an individual and that has apparent value or utility, including but not limited to eyeglasses,

operational wheelchairs, walkers, crutches, other medical equipment, bicycles, scooters, strollers in good repair, uncontaminated and habitable tents, photographs, identification cards, bank statements, and legal papers.

- I. "Public property" includes, but is not limited to, a public park, public park facility, public parking lots, public passageways, public rights-of-way, publicly owned landscaped areas, public parkways, public medians, public greenbelts, other government-owned properties located within the City.
- J. "Special event" includes, but is not limited to, programs operated by City departments, youth or school events, marathons or other sporting events, and other scouting activities.

9.32.030 – Unlawful camping.

- A. It is unlawful and a public nuisance for any person to camp, occupy camp facilities, or use camp paraphernalia on any public property or any private property.
- B. The City Manager may, as provided in § 4.100.050, issue a temporary permit to allow camping on public or private property in connection with a special event.

9.32.040 – Permit for special events.

- A. The City Manager, may in his or her discretion, issue a permit to establish, maintain and operate a camp facility in connection with a special event.
- B. The City Manager may consult with various departments, the county health officer, and the public prior to issuing any temporary permit.

9.32.050 – Abatement of campsites.

- A. The City may remove personal property, camp paraphernalia, camp facilities, and all other property where a person is engaged in unlawful camping in accordance with the following procedures:
 - 1. A written Notice to Vacate shall be posted on each tent or structure in a conspicuous manner at least 48 hours before beginning campsite removal. The Notice to Vacate shall include the following information:
 - a. Posting date and time;
 - b. Location;
 - c. "Vacate by" date and time;

- d. Directions on how to retrieve the collected property and a telephone number for assistance;
 - e. Date by which collected property must be retrieved from the City before it is discarded; and
 - f. Removal start and end dates.
 - 2. Removal work shall begin no earlier than the date written on the Notice to Vacate. If removal work does not begin accordingly, a new Notice to Vacate must be reposted before removal operations may begin.
 - 3. Any person who returns to a campsite during abatement shall be allowed to remove their personal property from the site. Any personal property that the individual leaves behind will be deemed abandoned.
 - 4. Time-stamped photographs or videos should be taken before, during, and after removal work has been completed.
 - 5. Personal property that is not a hazardous item shall be time-stamped photographed and inventoried by describing and labeling the items and identifying the campsite location and removal date. Any hazardous item shall be discarded.
 - 6. Collected personal property shall be stored in a secured location for not less than 60 days. Items not retrieved by the owner within 60 days shall be deemed abandoned and may be discarded or recycled.
- B. Under exigent circumstances, the City may remove personal property, camp paraphernalia, camp facilities, and all other property where a person is engaged in unlawful camping without a prior written Notice to Vacate.
- 1. A written notice shall be posted in a conspicuous manner after removal. The notice must contain the following information:
 - a. Date and time of removal;
 - b. Location;
 - c. Directions on how to retrieve the collected property and a telephone number for assistance; and
 - d. Date by which collected property must be retrieved from the City before it is discarded.

3. Time-stamped photographs or videos should be taken before, during, and after removal work has been completed.
4. Personal property that is not a hazardous item shall be time-stamped photographed and inventoried by describing and labeling the items and identifying the campsite location and removal date. Any hazardous item shall be discarded.
5. Collected property shall be stored in a secured location for not less than 60 days. Items not retrieved by the owner within 60 days shall be deemed abandoned and may be discarded or recycled.

9.32.060 – Unlawful storage of personal property.

- A. It is unlawful and a public nuisance for any person to store personal property, including camp facilities and camp paraphernalia, on any public property or any private property without the written consent of the owner, except as otherwise provided by resolution or ordinance of the City Council.
- B. The City may remove unlawfully stored personal property in violation of this section in accordance with the following procedures:
 1. A written Notice of Removal shall be posted on or near the personal property in a conspicuous manner at least 24 hours before beginning removal. The Notice of Removal shall include the following information:
 - a. Posting date and time;
 - b. Location;
 - c. "Remove by" date and time;
 - d. General description of unlawfully stored personal property;
 - e. Directions on how to retrieve the collected property and a telephone number for assistance; and
 - f. Date of removal.
 2. Removal work shall begin no earlier than the date written on the Notice of Removal. If removal work does not begin accordingly, a new Notice of Removal must be reposted before removal operations may begin.
 3. Any person who claims the personal property during the process of removal shall be allowed to remove their personal property from the

lawfully stored location. Any personal property that the individual leaves behind will be deemed abandoned.

4. Personal property that is not a hazardous item shall be time-stamped photographed and inventoried by describing and labeling the items and identifying the unlawfully stored location and removal date. Any hazardous item shall be discarded.
5. Collected personal property shall be stored in a secured location for not less than 60 days. Items not retrieved by the owner within 60 days shall be deemed abandoned and may be discarded or recycled.

C. Under exigent circumstances, the City may remove unlawfully stored personal property without a Notice of Removal.

1. A written notice shall be posted in a conspicuous manner after removal. The notice must contain the following information:
 - a. Date and time of removal;
 - b. Location;
 - c. General description of unlawfully stored personal property; and
 - d. Directions on how to retrieve the collected property and a telephone number for assistance; and
 - e. Date by which collected property must be retrieved from the City before it is discarded.
2. Personal property that is not a hazardous item shall be time-stamped photographed and inventoried by describing and labeling the items and identifying the unlawfully stored location and removal date. Any hazardous item shall be discarded.
3. Collected personal property shall be stored in a secured location for not less than 60 days. Items not retrieved by the owner within 60 days shall be deemed abandoned and may be discarded or recycled.

9.32.070 – Lawful use of private property.

- A. Nothing in this section is intended to prohibit or make unlawful, activities of any owner of private property or other lawful user of private property that are normally associated with and incidental to the lawful and authorized use of private property for residential and/or other purposes.

- B. Nothing in this section is intended to prohibit or make unlawful, activities of a property owner or other lawful user if such activities are expressly authorized by the City's comprehensive zoning ordinance or other laws, ordinances, and regulations.

9.32.080 – Violations 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. Any subsequent violation of this chapter shall be an infraction and, upon conviction thereof, shall be punishable by a fine not exceeding \$50, notwithstanding section 1.05.030. 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 1 year immediately preceding the date of the first violation.

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

SECTION 4. EFFECTIVE DATE. This Ordinance shall be effective on the thirtieth (30th) day after the day of its adoption.

SECTION 5. CERTIFICATION. The City Clerk shall certify to the adoption of this Ordinance and cause the same to be published as required by law.

PASSED, APPROVED, AND ADOPTED by the City Council of the City of Grand Terrace, California at a regular meeting held on the ____ day of _____ 2024.

Bill Hussey
Mayor

ATTEST:

Debra Thomas
City Clerk

APPROVED AS TO FORM:

Adrian R. Guerra
City Attorney



AGENDA REPORT

MEETING DATE: October 8, 2024

TITLE: Community Benefit Fund Application Amendment

PRESENTED BY: Adrian Guerra, City Attorney

RECOMMENDATION: That a condition be added to the Community Benefit Fund Application outlining that a recipient entity ensures that the event primarily serves a secular purpose and any additional direction the City Council deems appropriate.

2030 VISION STATEMENT:

This staff report supports the following City Council Goals: Goal #1 Ensure Our Fiscal Viability, through the continuous monitoring of revenue receipts and expenditure disbursements against the approved budget appropriation; and Goal #4 Develop and Implement Successful Partnerships through productive collaboration with community groups, youth programs and senior organizations.

BACKGROUND:

At the September 10, 2024, regular meeting of the City Council, Council Member Jeff Allen asked the City Attorney to provide a recommendation regarding whether there should be any limitations on proselytization when community benefit funds are granted.

DISCUSSION:

Following review, the City Attorney is recommending a condition be added that the recipient entity ensures that the event primarily serves a secular purpose. This aims to ensure a reasonable balance between the following bodies of law:

- City's compliance with Establishment Clause under the U.S. Constitution, which aims to ensure separation of church and state and which proselytization with public funds is generally prohibited; and
- A religious entity's right to free exercise of religion under the U.S. Constitution; and
- The California "gifts of public funds" doctrine which requires all public funds to be extended serve a public purpose.

Requiring the supported event to "primarily serve a secular purpose" would balance each of these interests. This may allow for religious elements like prayer; however the focus of the event should remain secular and promote a broader public purpose or benefit.

ENVIRONMENTAL IMPACT:

None.

FISCAL IMPACT:

None.



AGENDA REPORT

MEETING DATE: October 8, 2024

TITLE: CBF - Church of Fire in Christ

PRESENTED BY: Christine Clayton, Finance Director

RECOMMENDATION: Approve the Community Benefit Fund grant application from the Church of Fire in Christ in the amount of \$2,000.00 for the youth retreat

2030 VISION STATEMENT:

This staff report supports the following City Council Goals:

- Goal #1 - Ensure Our Fiscal Viability, through the continuous monitoring of revenue receipts and expenditure disbursements against the approved budget appropriation; and
- Goal #4 - Develop and Implement Successful Partnerships through productive collaboration with community groups, youth programs and senior organizations.

BACKGROUND:

In past fiscal years, the City Council has approved the use of funds for the establishment of the Community Benefits Grant Program. The purpose of the Community Benefits Grant Program is to provide funding for local youth programs, community events, community fee waivers, and be used as an economic development tool for small business development in the City.

For Fiscal Year 2024-25, the City Council has approved the use of \$20,000 toward community benefit funded programs and activities.

Various youth and senior activities have benefited from the Community Benefits Fund including the Foundation of Grand Terrace, the REC Center, several youth sports leagues, and the Friends of the Grand Terrace Library.

Attachment A provides a summary of awarded grants by fiscal year and the recipients of said grants awarded each fiscal year.

DISCUSSION:

I. Application received from the Church Of Fire In Christ

The mission of the Church Of Fire In Christ is to help the community and keep the youth motivated and encouraged about their future. The youth retreat primarily serves a secular purpose.

Below summarizes the current application submitted by the Church:

Project Title:	Youth Retreat
----------------	---------------

Project Activity:	It's a three day (Sept 6-8) retreat in the mountains were the church takes the youth for outdoor activities and games.
Public Purpose:	We have many youth from the City of Grand Terrace that attend the church. We help out with the school. The youth stay motivated and encouraged to be successful in life.
Amount Requested:	\$2,000.00
Utilization of Funds:	To pay for the youth to be able to attend the 3-day retreat.

RECOMMENDATION:

Staff recommends that the City Council:

1. Approve the Community Benefit Fund grant application in the amount of \$2,000.00 to the Church of Fire in Christ.

Upon City Council approval, the applicant will comply with the following, if they have not already done so:

1. Issue the City of Grand Terrace an invoice for the grant amount with receipts.
2. Ensure that the City is mentioned/included as a sponsor in any material advertising the activity or event.
3. Complete a W-9 form for reporting purposes.

Attached is the application received from the Church of Fire in Christ.

ENVIRONMENTAL IMPACT:

None

FISCAL IMPACT:

Funds in the amount of \$20,000.00 have been approved for the program and established in the Community Benefits Fund (Fund 61). If approved, the table below will show the balances of each category remaining in the fund:

FY2024-25 Community Benefits Fund

<u>Fund</u> <u>No.</u>	<u>Acct.</u> <u>No.</u>	<u>Account</u> <u>Title</u>	<u>Approved</u> <u>Budget</u>	<u>Awarded</u> <u>Grants</u>	<u>Balance</u> <u>as of</u> <u>Sep 1,</u> <u>2024</u>	<u>Proposed</u> <u>Grant</u> <u>Awards</u>	<u>Revised</u> <u>Balance</u>
61	461-100	Youth/School Programs	\$10,000	\$8,000	\$2,000	(\$0)	\$2,000
61	461-200	Service Organizations	\$10,000	\$4,000	\$6,000	(\$2,000)	\$4,000
		TOTAL	\$20,000	\$12,000	\$8,000	(\$2,000)	\$6,000



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

ORGANIZATION INFORMATION			
Organization Name:	Church of Fire In Christ		
Organization Mission:			
Organization Contact #1:	Name: Charles Vasquez	Title: Youth Pastor	
Mailing Address:	12354 M + Vernon Ave		
City, State, Zip Code	Grand Terrace CA		
Phone & E-mail:	Phone: (909) 440-3261	E-mail: Charles.Vasquez27@gmail.com	
Organization Contact #2:	Name: Julio Sandoval	Title: Senior Pastor	
Mailing Address:	23210 Thompson Dr		
City, State, Zip Code	Grand Terrace CA		
Phone & E-mail:	Phone: (909) 917 3977	E-mail:	
Have you ever applied for funding through the City's Community Benefit FUND (CBH) before?		☐ Yes	☒ No
If yes, please list each time you've applied, the outcome, whether you were granted funding or not, the amount your organization originally requested and the amount approved, if any.			
Purpose of Prior Funding Requests (if any)	Request Date	Amount Requested	Amount Approved (if any)
1.			
2.			
3.			
4.			
5.			
Date of Application:	8-15-24		
Requested Amount:	\$ 2,000		



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

PROJECT INFORMATION				
Project/Activity Title:	Youth Retreat			
Project/Activity Description (description of event the organization is seeking funding for)	Its a 3 day event that the youth will be out in the mountains and have activities have fun.			
Describe how the project/activity is for a public purpose and benefits the residents and or community of Grand Terrace	We have many youth from the City of Grand Terrace that attend Church we help out with school they stay motivated and encourage to keep successful lives			
Project/Activity Target Population:	☒ Youth	☐ Seniors	☐ Women	☐ Low-Income
	☐ Businesses	☐ Disabled Persons	☐ Yes	☐ Entire Community
Project/Activity Date:	September 6-8			
Location of Project/Activity:	Loch Leven Retreat Center			
Detailed description of how the funds will be utilized.	To pay for the youth to be able to attend have fun			
Negative Impact should funding not be approved:	There may be youth that will not attend.			

Submit completed application to:

City of Grand Terrace
City Manager's Office
22795 Barton Road
Grand Terrace, CA 92313-5295
Attn: Konrad Bolowich

City of Grand Terrace													
Community Benefit Grant Awards													
GRANT AWARD HISTORY as of August 31, 2024 and Approved & Proposed Applications for Sept 2024													
	Title	2015-16	2016-17	2017-18	2018-19	2019-20	2021-22	2022-23	2023-24	2024-25	TOTAL	2024-25 Proposed in Sep-2024	TOTAL
											TO DATE		REVISED
YOUTH / SCHOOL ORGANIZATIONS													
	Grand Terrace Community Basketball	\$ 1,136	\$ -	\$ -	\$ 1,450	\$ -	\$ -				\$ 2,586	\$ -	\$ 2,586
	Grand Terrace High School Football Boosters	-	-	-	2,000	2,000	-				\$ 4,000	-	4,000
	Grand Terrace High School Legacy Regiment Boosters	-	-	-	2,000	-	-				\$ 2,000	-	2,000
	Grand Terrace High School Boys Basketball	-	-	-	-	2,000	-		1,040		\$ 3,040	-	3,040
	Grand Terrace High School Titan Wrestling Team	-	-	-	-	1,997	-	2,000			\$ 3,997	-	3,997
	Grand Terrace HS Titan Wrestling Booster Club									2,000	\$ 2,000	-	2,000
	Grand Terrace High School Cheer Booster Club	-	-	-	-	-	-	-	2,000	2,000	\$ 4,000	-	4,000
	Grand Terrace Little League	2,000	-	2,000	-	-	-				\$ 4,000	-	4,000
	Grand Terrace Youth Football & Cheer	-	4,000	2,000	-	-	-		2,000		\$ 8,000	-	8,000
	Boy Scout Troop 40									2,000	\$ 2,000	-	2,000
	Grand Terrace Tribe Baseball Club									2,000	\$ 2,000	-	2,000
	Terrace View Elementary PTA	1,000	671	1,517	700	-	1,805	1,725	2,000	-	\$ 9,418	-	9,418
		\$ 4,136	\$ 4,671	\$ 5,517	\$ 6,150	\$ 5,997	\$ 1,805	\$ 3,725	\$ 7,040	\$ 8,000	\$ 47,041	\$ -	\$ 47,041
NON-PROFIT / SERVICE ORGANIZATIONS													
	American Cancer Society	\$ -	\$ -	\$ 2,000	\$ -	\$ -	\$ -				\$ 2,000	\$ -	\$ 2,000
	Drug Alternative Program	-	2,000	-	-	-	-				\$ 2,000	-	2,000
	Foundation of Grand Terrace	2,350	2,000	1,830	-	-	2,000	2,000	2,000		\$ 12,180	-	12,180
	Friends of Grand Terrace Library	3,750	2,000	2,000	4,000	-	-				\$ 11,750	-	11,750
	Grand Terrace Lions Club	-	620	-	-	-	-				\$ 620	-	620
	Sheriff's Central Station Explorer Program	-	-	-	2,000	-	-				\$ 2,000	-	2,000
	The REC Center	2,187	310	-	3,100	-	-				\$ 5,597	-	5,597
	Grand Terrace Cars & Coffee	-	-	-	-	-	2,000	2,000	1,000		\$ 5,000	-	5,000
	Christ the Redeemer Catholic Church	-	-	-	-	-	-	310	310		\$ 620	-	620
	Grand Terrace Living Word Foursquare Church	-	-	-	-	-	-	2,000	-		\$ 2,000	-	2,000
	New City Church	-	-	-	-	-	-	-	2,000		\$ 2,000	-	2,000
	Grand Terrace Women's Club	-	-	-	-	-	-	-	-	2,000	\$ 2,000	-	2,000
	Grand Terrace Chamber of Commerce									2,000	\$ 2,000	-	2,000
	Church Of Fire In Christ	-	-	-	-	-	-	-	-	-	\$ -	2,000	2,000
	Family Service Association	-	-	-	-	2,000	-	-	-	-	\$ 2,000	-	2,000
		\$ 8,287	\$ 6,930	\$ 5,830	\$ 9,100	\$ 2,000	\$ 4,000	\$ 6,310	\$ 5,310	\$ 4,000	\$51,767	\$ 2,000	\$ 53,767
	TOTAL	\$ 12,423	\$ 11,601	\$ 11,347	\$ 15,250	\$ 7,997	\$ 5,805	\$ 10,035	\$ 12,350	\$ 12,000	\$ 98,808	\$ 2,000	\$ 100,808