MONTHLY REPORT

January 2020

PRESENTED BY

THE CITY MANAGER'S OFFICE

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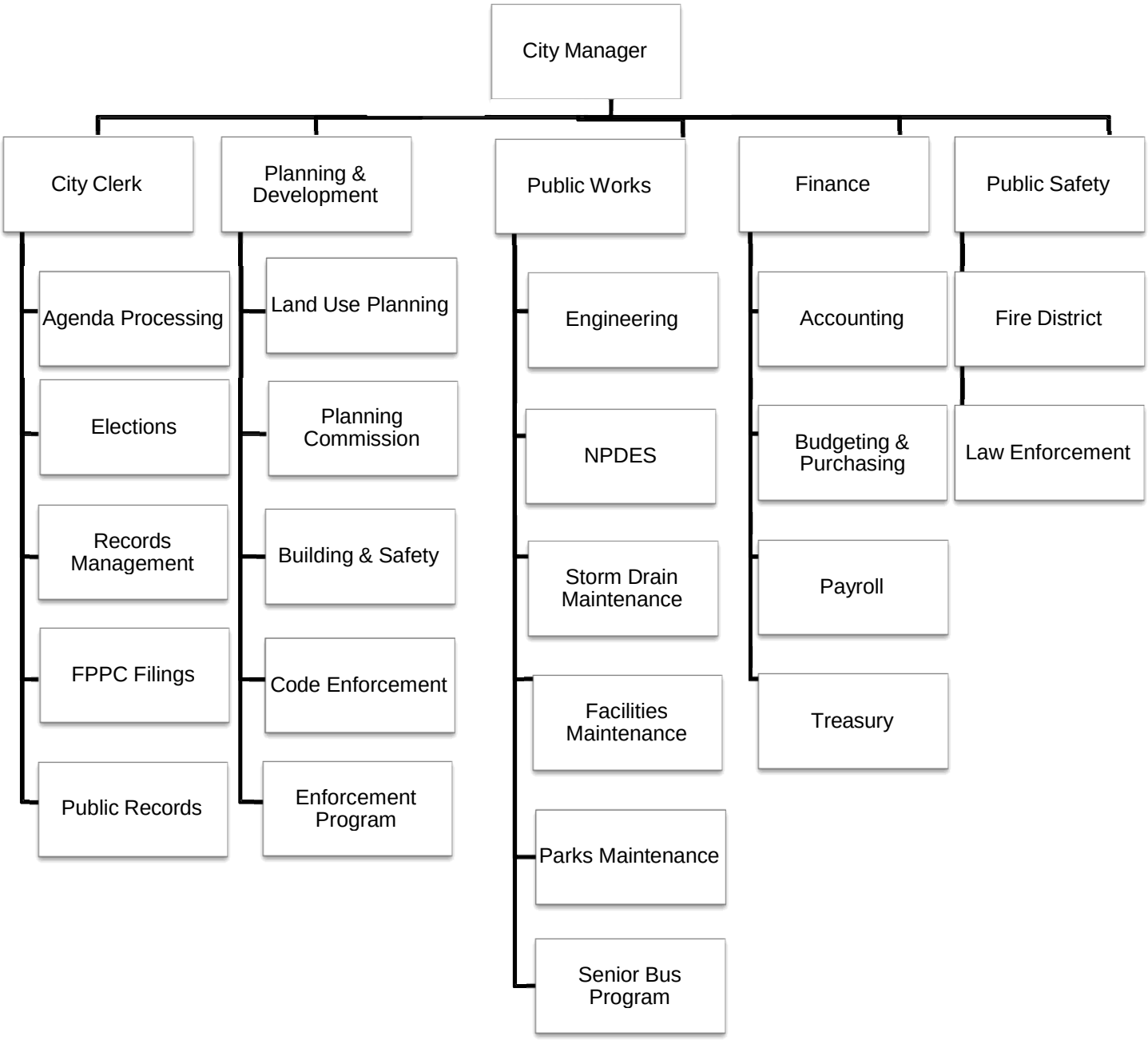
CITY MANAGER

Organization Chart



City Clerk

- Agenda Processing
- Elections
- Records Management
- FPPC Filings
- Public Records

City of Grand Terrace
City Clerk's Department

.

DATE: February 20, 2020

TO: G. Harold Duffey, City Manager
City Manager's Office

FROM: Debra Thomas, City Clerk
City Clerk's Office

SUBJECT: **January 2020 CITY CLERK MONTHLY REPORT**

This monthly report is presented to the City Manager to keep him informed of the activities and responsibilities within the City Clerk's Department over the last six (6) months.

The City Clerk's Office is staffed with two (2) positions that include the City Clerk and its Office Specialist. The primary responsibilities for this department are Council Support Services, Records Management, Administrative Processing, Board Administration and Election Services. Each of these functions require a collaborative effort between the department staff to ensure that all components within the process are completed from origin to file. As the official records manager for all City documents it is imperative that this process be accurate to ensure the preservation of the City's history.

AGENDAS/POSTINGS

The City Clerk is responsible for preparing agendas and postings for all City Council Regular and Special Meetings, as well as for the Housing Authority and Successor Agency to the Community Redevelopment Agency.

The total number of agendas processed for the month of January 2020 is four (4), spending a total of ten (10) hours preparing the agenda packet together with delivery and producing 276 pages.

AGENDA PROCESSING/POSTING			
MONTH	Regular Meeting	Special Meeting	Totals
August	2	1	3
September	2	0	2
October	2	0	2
November	1	0	1
December	1	0	1
January	2	2	4
Total Processed	**10**	**3**	**13**

RESOLUTIONS & ORDINANCES

The City Clerk is responsible for the security of all official City records including Resolutions. Additionally, it is the City Clerk's responsibility to ensure those Resolutions are executed, certified and published, when appropriate.

It is also the responsibility of the City Clerk to ensure all City Council Ordinances presented to Council have been certified and made available for review by the public. The City Clerk must coordinate with the local adjudicated newspaper to publish Ordinance summaries for its first and second readings.

The number of Resolutions processed for the month of January 2020 is one (1) and the number of Ordinances processed for the month of January 2020 is one (1) .

RESOLUTIONS AND ORDINANCES PROCESSED			
	RESOLUTIONS	ORDINANCES	MONTHLY TOTALS
August	2	0	2
September	4	0	4
October	2	2	4
November	2	1	3
December	1	0	1
January	1	1	2
Total Processed	**12**	**4**	**16**

RECOGNITION ACTIVITY

Its purpose is to recognize individuals, groups and events of significance to the Grand Terrace community by the issuance of Certificates, Recognition, Acknowledgment and Commendation Pins. It is the responsibility of the City Clerk to ensure that all signatures of City Council are obtained on the document, coordinate attendance at Council meetings for the individual, group or event representative to accept the recognition, as well as prepare Council with all necessary information to present the recognition if presentation will be held at another venue.

For the month of January 2020, twenty-eight (28) Certificates of Recognition, one (1) In Memoriam Adjournment and one (1) Proclamation were prepared on behalf of the City Council.

Month	Certificate of Acknowledgment w/Pin	Certificate of Recognition w/Pin	Commendation w/Pin	In Memoriam Adjournments	Certificate of Participation	Proclamation	Total
August	0	28	0	0	0	1	29
September	1	0	0	1	36	1	39
October	1	0	0	0	0	2	3
November	0	0	0	0	0	1	1
December	0	0	0	2	0	0	2
January	0	28	0	1	0	1	30
Total	**2**	**56**	**0**	**4**	**36**	**6**	**104**

CONTRACTS AND AGREEMENTS PROCESSED

The City Clerk works closely with the City Council and is responsible for processing follow-up documentation. Management of these documents include contracts and agreements and it is the responsibility of the City Clerk to obtain signatures, distribute originals, log, scan and file.

For the month of January 2020, Council approved zero (0) agreements.

CONTRACTS & AGREEMENTS PROCESSED	
August	5
September	1
October	5
November	1
December	0
January	0
Total	**12**

RECORDS REQUESTS

The City Clerk's office received twenty-three (23) Requests for Copies of Public Records for the month of January 2020. Nineteen (19) requests were completed within the Government Code Section 6253(c)'s requirement of ten (10) calendar days, with four (4) completed within the 14-day extension. The total number of pages provided in response to those requests were 104 pages with two (2) letters to Requestor advising there were no records responsive to the request.

	RECORDS REQUEST SUMMARY				
Month	Requests Received	Completed Within 10 Days	Completed with 14-Day Extension	# of Pages Provided	Letter to Requestor – No Records
August	**21**	18	3	89	5
September	**12**	12	0	123	2
October	**10**	9	1	555	0
November	**12**	8	**2**	78	2
December	**5**	5	0	104	0
January	**23**	**19**	**4**	104	2
Total Requests	**83**	**71**	**10**	**1,053**	**11**

CUSTOMER SERVICE – TELEPHONE CALLS

The City Clerk is responsible for receiving and responding to inquiries and external customer service requests, communicating, coordinating and responding to internal department requests, external agency cooperation and legislative bodies.

For the month of January 2020, the City Clerk's office responded to 265 telephone calls from residents, contractors, vendors, consultants and in-house customer service assistance to City staff.

TELEPHONE CUSTOMER SERVICE	
August	413
September	426
October	508
November	371
December	268
January	265
Total Calls	2,251

HISTORICAL & CULTURAL COMMITTEE ACTIVITY

The Historical and Cultural Activities Committee preserves the history of Grand Terrace and facilitates cultural activities for the benefit of all citizens in the City. The City Clerk serves as a liaison facilitating communication between the committee and City Manager and City Council, maintains the committee minutes of its proceedings and provides support for the Annual Art Show, Country Fair and City Birthday Party.

Month	Committee Meeting	Emails w/Committee Members & Vendors	Written Correspondence w/Committee Members	Telephone Calls with Committee Members & Vendors	Art Show/Country Fair & City Birthday Prep & Attendance	Total # of Hours
August	1.00	0	.50	0	0	1.50
September	1.00	1.00	.50	1.00	0	3.50
October	1.00	1.00	.50	1.50	0	4.00
November	1.50	1.00	.50	1.50	7.00	11.50
December	1.50	1.00	.50	1.50	4.00	8.50
January	0.00	1.00	.50	.50	0	2.00
TOTAL # HOURS	**7.00**	**5.0**	**3.00**	**5.50**	**11.00**	**31.00**

COMMITTEES/COMMISSIONS

The City Clerk is responsible for maintaining Appointed Committee/Commission Rosters and ensuring that all information is current and up-to-date for each. Listed below are the number of current Appointed City Committees/Commissions, including the number of alternates and vacancies that may exist:

COMMITTEES/COMMISSIONS			
	# OF MEMBERS	# OF ALTERNATES	# OF VACANCIES
Historical & Cultural Activities Committee	8	0	2
Planning Commission	5	0	1
Parks & Recreation Committee	5	0	0

URGENT/HIGH PRIORITY PROJECTS:

FPPC Compliance

Scan FPPC documentation into Electronic Document Management System database within 24 hours of receipt (i.e. Statement of Economic Interests and public official appointments).

No update at this time.

City Intranet

Increase the content on the City's Intranet, by department.

Began uploading various materials to the Intranet i.e. GT City Directory and Legislative Representatives. Will continue to identify additional information for upload.

Telephone System Improvements

Continue to monitor and ensure all incoming telephone calls are answered timely by staff's Office Specialist. Additionally, update the telephone directory timely as any changes occur.

Updated phone tree with hours of operation recording, holiday closure recording and after hours and emergency recording. Will purchase headsets for those personnel whose responsibility is to answer the telephones.

This priority project was completed on October 29, 2019.

Technology Program – Tablet Use

Accommodate the needs/requests of City Council Members to access their agenda, documents, Power Points, E-Mails and applications as the dais and on the go, while eliminating printed paper.

On July 23, 2019, Staff directed Onsite Computing to purchase Microsoft Surface Pros. Upon receipt of the computers and peripherals, Onsite Computing will configure all of the software to interface with one another. Upon completion, staff will contact each City Council Member to arrange any necessary training.

On August 4, 2019, Onsite Computing has purchased the Microsoft Surface Pros and requires the following software purchase:

- ***Drawboard PDF Pro software for installation***
- ***Coordinate a date and time to have the Mayor and City Council Members login to their new device.***
- ***Complete profile set up***
- ***Software registration for all software under the user profiles***
- ***Test Systems***

This priority project was completed on September 12, 2019.

Facebook Live and Twitter

Using Facebook Live and Twitter to increase public engagement. Comments can be loaded during the live feed and the City Clerk can read them during public comment or when the item is being discussed.

The City is identifying and evaluating the pros and cons before testing this approach in a public forum for any potential risk and if it is the desire to proceed, clear ground rules would need to be established.

Bring back update and determination to a future City Council meeting.

City Adopted Budgets and Agenda Packets

The City Clerk's department has coordinated with the San Bernardino County Library to identify a location within the Library to place the City's adopted Budgets and Agenda Packets for both City Council and Planning Commission for ease of access to the public.

This priority project was completed on July 30, 2019.

Community Posting Board

Develop a Community Posting Board that is freely accessible to members of the public without any restriction.

Purchase was made of Outdoor Message Board. Upon receipt, maintenance will install on the west side of the building.

This priority project was completed October 31, 2019

Manage City Neighborhood Recognition Programs

Coordinate the recognition of neighborhoods/ individuals that have gone above and beyond to help make the Community a better place to live. City Council should decide to conduct this recognition monthly, quarterly, bi-annually or annually.

Recognition Guidelines are currently being researched and recommendations will be brought back to the City Council for review, approval and implementation.

No update at this time.

Annual Acknowledgment Program

Annually recognize community volunteers at a City Council meeting.

The City Clerk will coordinate during the spring months annually, a reception prior to a City Council meeting to recognize all of the City's volunteers.

No update at this time.

City Council Agenda Modifications

Modify agenda to include updated information and language to ensure compliance with the American with Disabilities Act.

This priority project was completed on September 4, 2019.

Scanning

Prepare a Scanning Schedule to prioritize those records to be placed into the Electronic Document Management System database covering the year 2016 to present.

No update at this time.

Records Destruction

Identify records stored beyond retention and facilitate timelier disposal of outdated records.

No update at this time.

City Clerk's Department Operations Manual

Develop a standardized checklist/manual for office operations.

Began compiling step-by-step instructions for Office Specialist duties and responsibilities.

This priority project was completed on December 2, 2019.

Increase Awareness of Online Public Material

Increase public awareness of the City's improved access to its official records placed on the City's website under its public portal titled "Online Documents"

This priority project was completed on February 18, 2020.

Increase Participation in City Council Meeting Invocations

Improve outreach to community churches to increase participation in providing invocations at City Council meetings.

Reached out to approximately 60 churches throughout Colton, San Bernardino and Loma Linda to obtain commitments and add to the City's Invocation list.

This priority project was completed on November 27, 2019. System in Place for Continued Recruitment.

Lighting in City Council Chamber

Replace Council Chamber lights with LED to enhance picture quality both on the web stream and Channel 3.

No update at this time.

City Hall Information Kiosks

Continue to provide updated materials and publications in the kiosk racks of City Hall.

This priority project was completed on August 2, 2019. System in Place for Bi-Weekly Review and Updates.

City Council Chamber Reception Area Upgrade

Create an inviting space for City Council receptions and celebrations in the foyer to the Council Chamber. Décor would include furniture and the display of Resolutions and Proclamations bestowed upon the City and would also include photographs/artworks.

No update at this time.

City Manager’s Office

- City Manager’s Office
- Human Resources
- Senior Center

DATE: February 18, 2020

TO: G. Harold Duffey, City Manager
City Manager's Office

FROM: Cynthia A. Fortune, Assistant City Manager

SUBJECT: **January-2020 Monthly Services Report**

This monthly report is presented to the City Manager to keep the City Manager and Policy Makers informed of the activities within the City Manager's Office and programs administered by the office to meet service demands. The tasks and projects identified within the monthly report represent programs administered by the City Manager's Office. The projects identified in this report do not represent the City Manager's Office's larger policy and fiscal oversight. Reports on those issues are presented to the Council in separate and distinct reports. The attached monthly report addresses the City Manager's Office administration of the following activities:

- Human Resources
- Senior Center
- Finance (currently ACM is Acting Finance Director)
- IT and Communications

OUR MISSION

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

OUR VISION

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

HUMAN RESOURCES

Mission:

It is the mission of human resources to support the organization in meeting its mission and goals through one of its most valuable resources - its PEOPLE.

Values:

Develop

An attitude of teamwork and quality in our day-to-day operations and create an atmosphere that fosters camaraderie, fellowships, challenges, and safety.

Increase

Participation in City and community activities while seeking knowledge, enthusiasm and an improved quality of life for ourselves, co-workers and the community.

Respect

Team member values that may be different from our own and accept responsibility for promoting ethical and legal conduct in personal and business practices.

Communicate

In a candid and fair manner with the diverse workforce from whom our City derives its strength.

CORE SERVICES

1. Hiring the most qualified employees by: pre-planning staffing needs, ensuring an effective internal interview process, conducting thorough reference checks.
2. Properly balancing the needs of the employees and the needs of the organization.
3. Ensuring a diverse workforce in a safe and discrimination/harassment free environment by: maintaining compliance with employment laws and government regulations, providing management and employee training, and developing policies and procedures.
4. Providing training and development in areas of: effective leadership and career development of employees, and, employment law and government regulation.
5. Retaining our valued employees by: assuring effective leadership qualities in our managers; furnishing technical, interpersonal and career development training and coaching; supplying relevant feedback to management; and enhancing two-way communication between employees and management.

TABLE 1
Recruitment Activity

Description	Jul-2019	Aug-2019	Sept-2019	Oct-2019	Nov-2019	Dec-2019
Recruitments Initiated	2	0	1	0	1	1
Recruitments in Progress	4	0	1	0	0	0
Recruitments Pending	0	0	0	0	0	0
Applications Processed	4	0	0	0	3	0
New Hires Processed	2	2	0	0	0	0
Description	**Jan-2020**	**Feb-2020**	**Mar-2020**	**Apr-2020**	**May-2020**	**Jun-2020**
Recruitments Initiated	1					
Recruitments in Progress	0					
Recruitments Pending	0					
Applications Received/Processed	23					
New Hires Processed	1*					

**Hire of Office Specialist for the City Clerk's Department.*

TABLE 2
Employee Job Performance Activity

Description	Jul-2019	Aug-2019	Sept 2019	Oct-2019	Nov-2019	Dec-2019
Evaluations Processed	0	0	0	0	0	0
Description	**Jan-2020**	**Feb-2020**	**Mar-2020**	**Apr-2020**	**May-2020**	**Jun-2020**
Evaluations Processed	0					

TABLE 3
Benefits Activity

Description	Jul-2019	Aug-2019	Sept-2019	Oct-2019	Nov-2019	Dec-2019
Employee Changes/Inquiries	1	3	0	0	0	0
ADP Change Transactions	1	4	0	0	0	0
Description	**Jan-2020**	**Feb-2020**	**Mar-2020**	**Apr-2020**	**May-2020**	**Jun-2020**
Employee changes/Inquiries	1					
ADP Change Transactions	1					

**During the City's benefits open enrollment period (October-2018), employees authorized changes to their health, dental, visions and insurance benefits and deductions.*

SENIOR CENTER

Mission:

To provide recreational, educational and social activities for the seniors in the community and to enrich our seniors lives through friendship, activities, education and nourishment.

Core Values:

Seniors are recognized as a valuable asset.

Seniors have the opportunity to contribute and expand their talents and knowledge.
Seniors strengthen our community and benefit personally by their involvement.

Seniors have access to a full spectrum of services, including social, emotional, educational and recreational opportunities appropriate to their unique needs and interests.

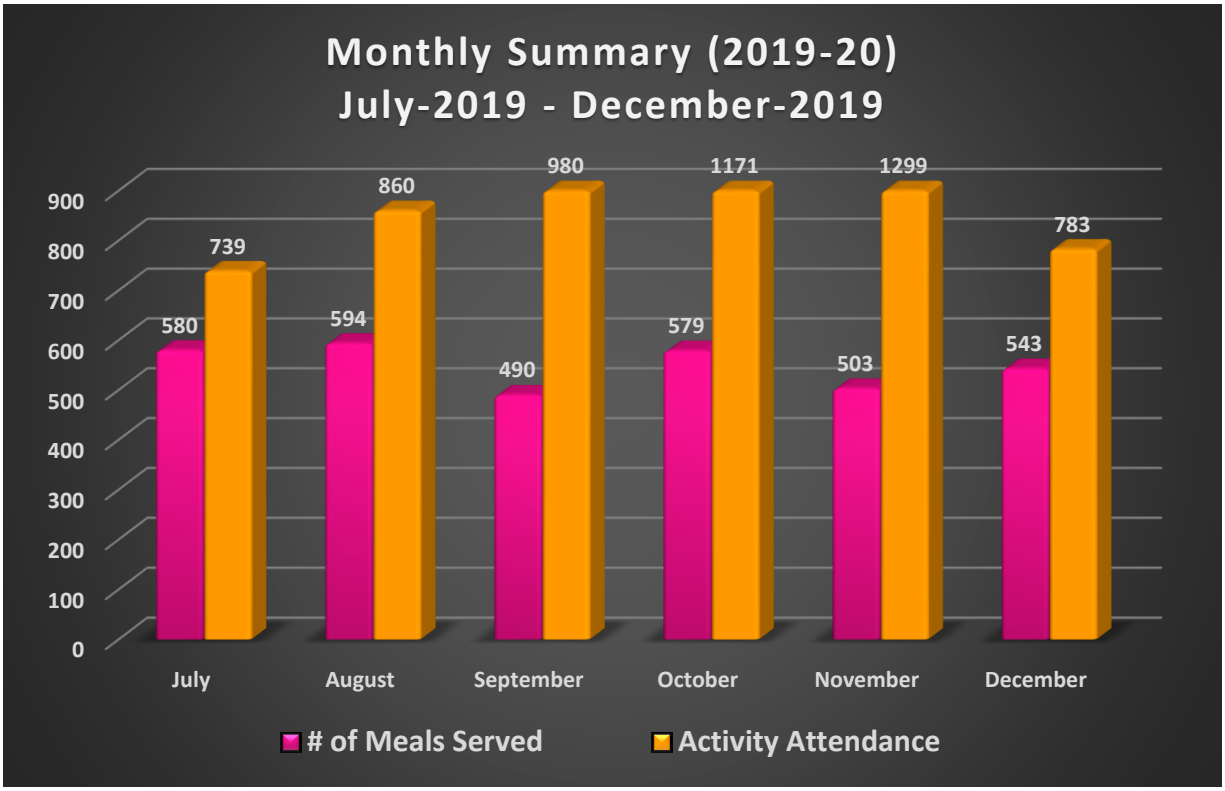
Seniors are treated respectfully and with dignity. Senior of all economic circumstances are served.

TABLE 1 - Senior Center Activities

Description	Jul-2019	Aug-2019	Sept-2019	Oct-2019	Nov-2019	Dec-2019
Nutrition Program (# of meals served)	580	594	490	579	503	543
Arts and Crafts Classes	26	31	36	25	24	30
Bingo	41	45	54	49	51	48
Bridge	27	32	32	28	24	23
Bunco	27	33	72	28	24	38
Coffee with Megan	71	57	39	61	56	58
Exercise Classes	79	108	114	90	75	81
Garden Club	10	7	10	11	8	10
Morning Glories (quilting)	23	26	26	27	25	23
Movies with Solomon	0	0	0	0	0	0
Paint Classes	8	10	10	12	18	16
Card Game Night (Wednesday)	15	22	70	21	20	17
Zumba	46	0	45	40	28	35
Kings Corner	49	61	70	62	45	30
Cribbage	11	17	18	16	10	0
Cell Phone Class	7	8	12	12	15	11
Loteria	-	24	-	24	21	25
SPECIAL EVENTS						
Monthly Birthday Celebration	26	31	25	29	23	25
Entertainment (2nd Fri. each mo.)	25	24	15	29	49	31
Volunteer Meeting	16	0	26	0	0	0
Hydration Station	42	32	0	0	0	0
Bus Pass Distribution	32	0	35	28	23	0
4th of July Party / Sept Pizza Party /	41	-	49	-	-	-
Health Screening	26	24	20	0	0	10
Christmas / Holiday Celebration	-	-	-	-	57	55
Monthly Summary Attendance (*Accounts for a senior participating in any activity/program. One senior may have participated in 2 or more programs, not including meals.)*						

Description	*Jan -2020	Feb-2020	Mar-2020	Apr-2020	May-2020	Jun-2020
Nutrition Program (# of meals served)						
Arts and Crafts Classes						
Bingo						
Bridge						
Bunco						
Coffee with Megan						
Exercise Classes						
Garden Club						
Morning Glories (quilting)						
Movies with Solomon						
Paint Classes						
Card Game Night (Wednesday)						
Zumba						
Kings Corner						
Cribbage						
Cell Phone Class						
Loteria						
SPECIAL EVENTS						
Monthly Birthday Celebration						
Entertainment (2nd Fri. each mo.)						
Volunteer Meeting						
Hydration Station						
Bus Pass Distribution						
4th of July Party / Sept Pizza Party						
Health Screening						
Monthly Summary Attendance (*Accounts for a senior participating in any activity/program. One senior may have participated in 2 or more programs, not including meals.)*						

* - Due to a transition in staff at the Senior Center in the month of January 2020, we were not able to obtain the January 2020 numbers for the Senior Center Activities


Monthly Summary (2019-20)
July-2019 - December-2019
900
800
700
600
500
400
300
200
100
0
580
739
594
860
490
980
579
1171
503
1299
543
783
July
August
September
October
November
December
# of Meals Served
Activity Attendance

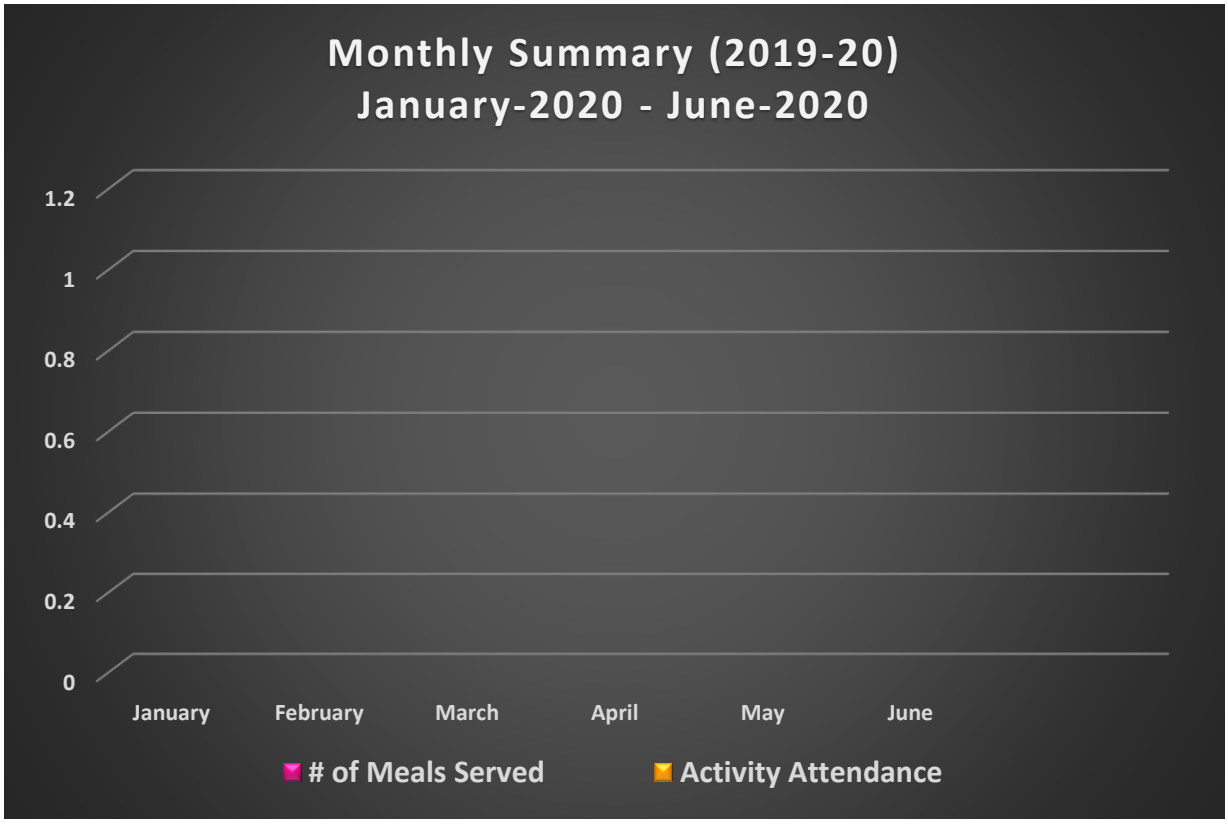
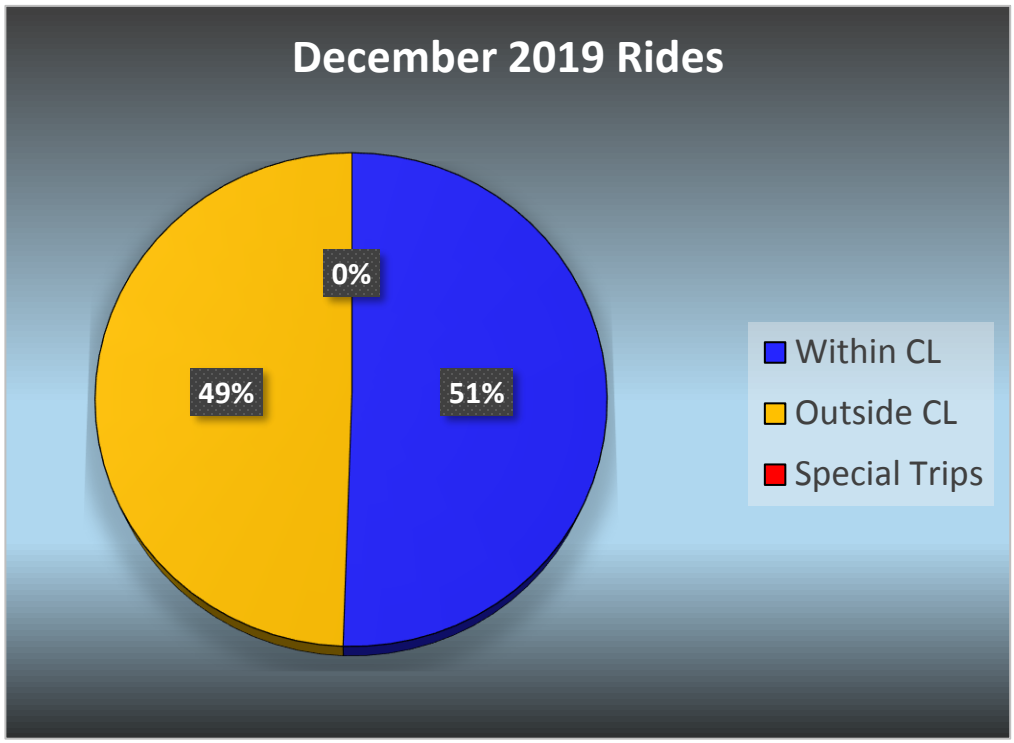

Monthly Summary (2019-20)
January-2020 - June-2020
1.2
1
0.8
0.6
0.4
0.2
0
January
February
March
April
May
June
# of Meals Served
Activity Attendance

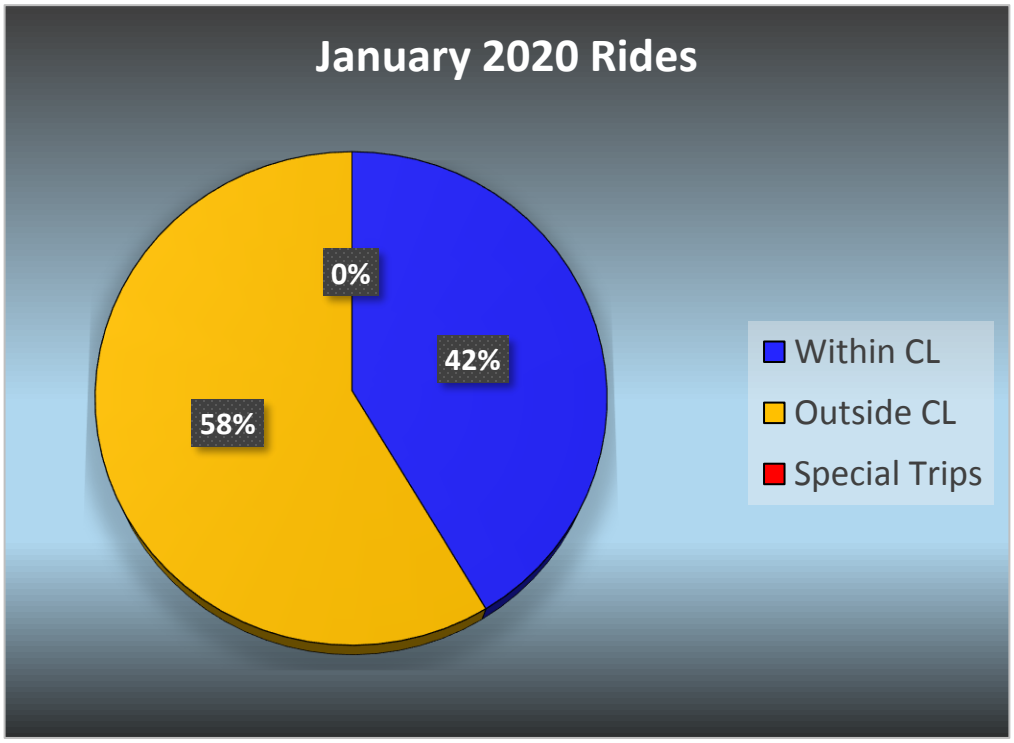
TABLE 2
Senior Center Blue Mountain Silver Liner
# of Passengers

Description	Jul-2019	Aug-2019	Sept-2019	Oct-2019	Nov-2019	Dec-2019
Within City Limits (Senior Center, Stater Brothers, Library)	188	222	87	220	129	114
Outside City Limits (Walmart, 99cent store, Ross)	149	159	60	168	92	68
Special Events/Trips	20	20	0	14	12	0
Description	**Jan-2020**	**Feb-2020**	**Mar-2020**	**Apr-2020**	**May-2020**	**Jun-2020**
Within City Limits (Senior Center, Stater Brothers, Library)	117					
Outside City Limits (Walmart, 99cent store, Ross)	172					
Special Events/Trips	0					

TABLE 3
# of Rides

Description	Jul-2019	Aug-2019	Sept-2019	Oct-2019	Nov-2019	Dec-2019
Within City Limits (Senior Center, Stater Brothers, Library)	363	448	207	331	254	238
Outside City Limits (Walmart, 99cent store, Ross)	310	376	136	282	170	233
Special Events/Trips	40	40	0	30	21	0
Description	**Jan-2020**	**Feb-2020**	**Mar-2020**	**Apr-2020**	**May-2020**	**Jun-2020**
Within City Limits (Senior Center, Stater Brothers,	210					
Outside City Limits (Walmart, 99cent store, Ross)	296					
Special Events/Trips	0					


December 2019 Rides
0%
49%
51%
Within CL
Outside CL
Special Trips


January 2020 Rides
0%
42%
58%
Within CL
Outside CL
Special Trips

FINANCE

Mission:

To efficiently and effectively manage the City's finances, preserve its assets by conforming to the highest ethical standards, implement sound internal controls, and provide meaningful, timely, and accurate financial reporting.

Values:

Transparency (Accessibility of Information):

The Finance Department will ensure openness, clarity and comprehensibility when providing reliable, relevant and timely financial information to the public.

Integrity (Reliability on Information Provided):

The Finance Department commits adherence to the highest ethical standards. The financial services provided will be honest, fair, and unbiased.

Quality (Commitment to Excellence):

The Finance Department will deliver financial services expeditiously and provide valuable support services to other departments and the community.

Teamwork (Mutual Respect and Cooperation):

The Finance Department will work together collaboratively with others, recognize the role and contribution each person makes, and provide assistance as necessary to achieve the City's 2030 Mission, Vision and Goals.

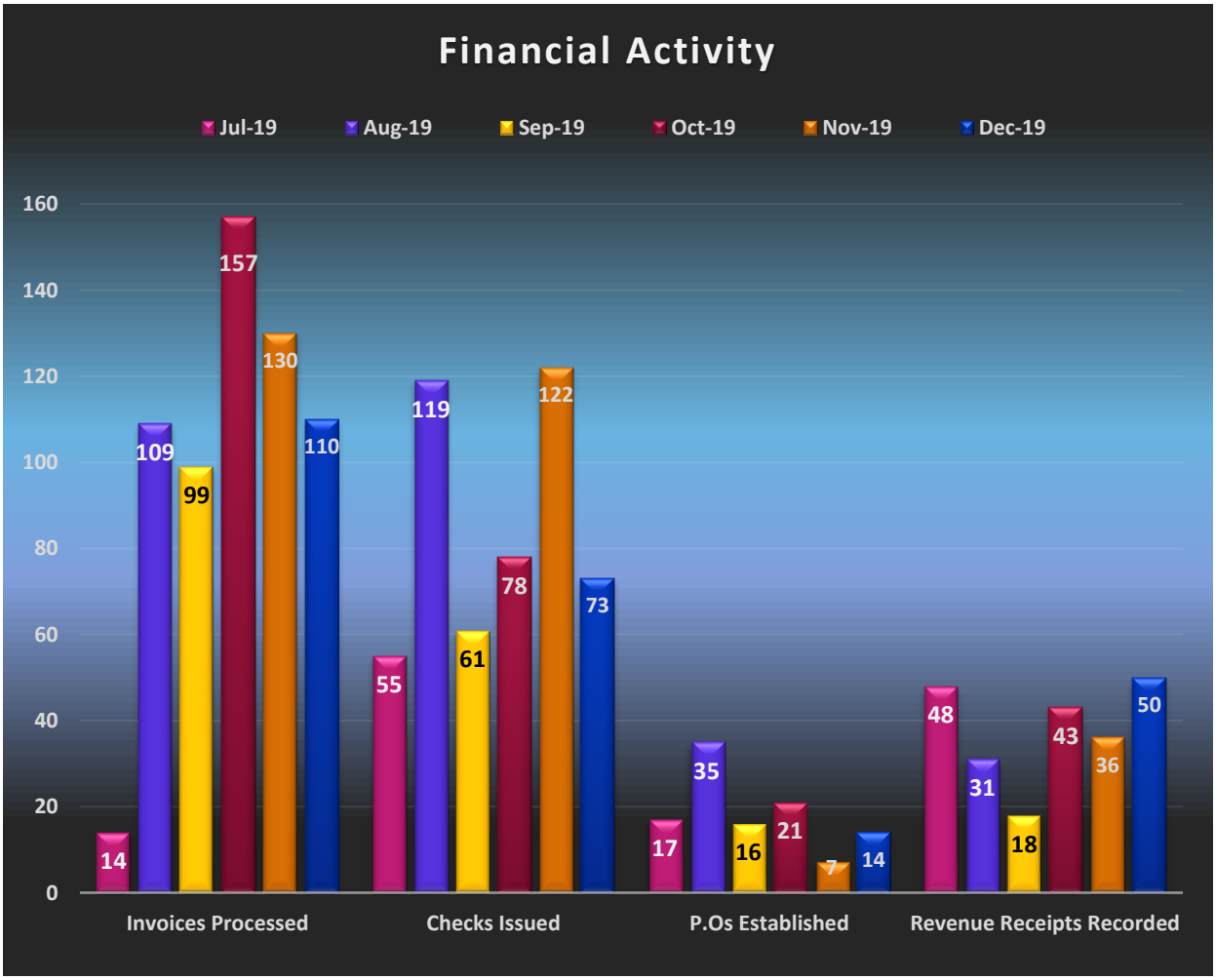
CORE SERVICES

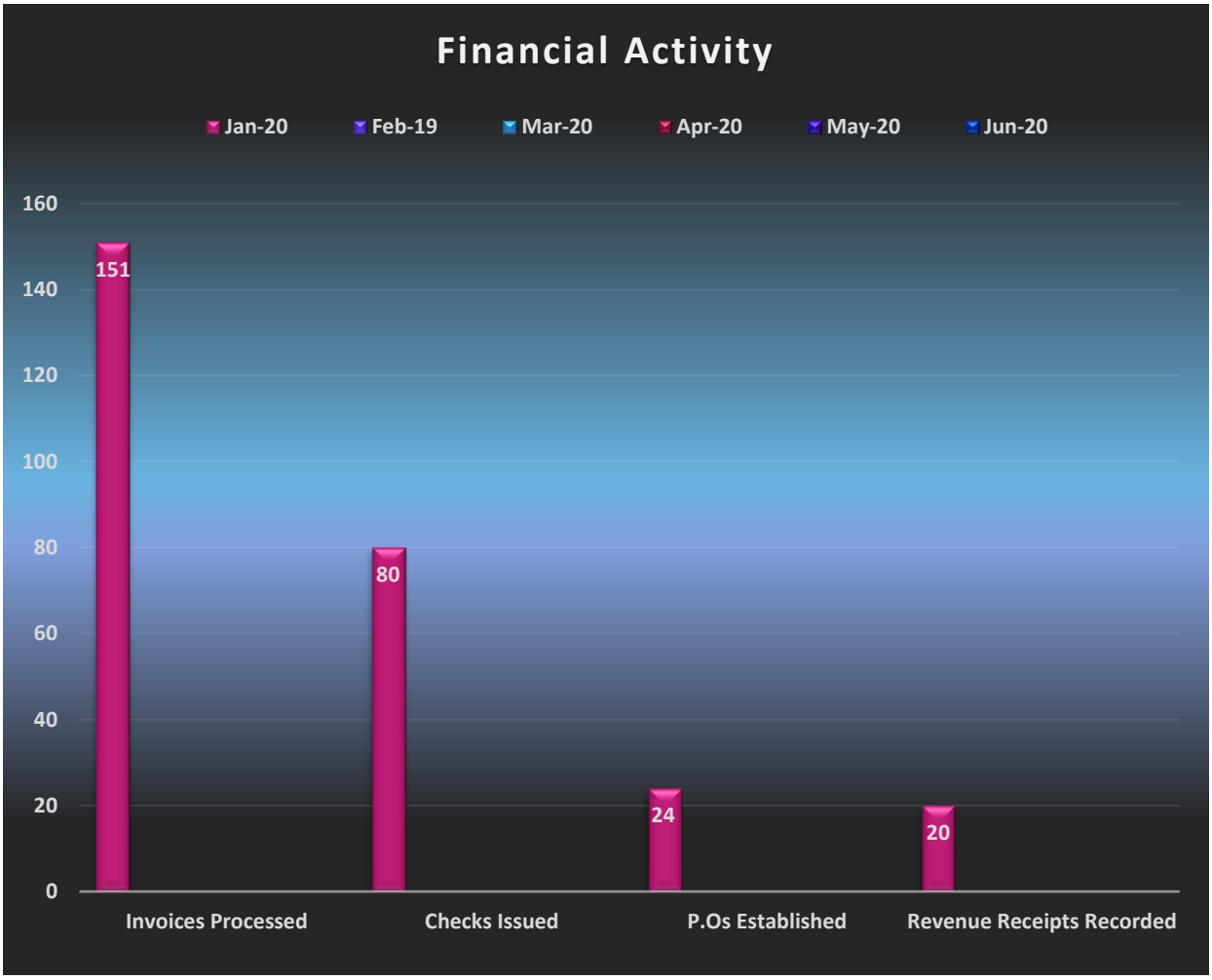
The Finance Department has 4 core services: Accounting, Purchasing, Revenue Management and Treasury. The Finance Department works in partnership with other departments to effectively develop, manage and safeguard the City's fiscal resources to enable and enhance the delivery of City services and projects.

1. Disbursements – to facilitate timely and accurate payments of the City's financial obligations which includes vendor payments, employee and resident reimbursements, and payroll.
2. Financial Reporting – to provide accurate and meaningful reporting on the City's financial condition through the City's monthly and annual financial reports.
3. Purchasing – to authorize the purchase of quality products in a cost-effective manner.
4. Revenue and Treasury Management – to bill and collect revenue while providing cost- effective financing, investments and cash collection of the City's resources to enhance the City's financial condition.

TABLE 1
Financial Activity

Description	Jul-2019	Aug-2019	Sept-2019	Oct-2019	Nov-2019	Dec-2019
Invoices Processed	14	109	99	157	130	110
Checks Issued	55	119	61	78	122	73
Purchase Orders Established	17	35	16	21	7	14
Revenue Receipts Recorded	48	31	18	43	36	50
Description	**Jan-2020**	**Feb-2020**	**Mar-2020**	**Apr-2020**	**May-2020**	**Jun-2020**
Invoices Processed	151					
Checks Issued	80					
Purchase Orders Established	24					
Revenue Receipts Recorded	20					





FINANCIAL REPORTS SUBMITTED TO CITY COUNCIL:

Monthly:

1. Check Register; and
2. General Fund Monthly Financial Report (revenues less expenditures).

Quarterly:

1. Business License Report; and
2. Treasurer's Report (current cash flow and fund balance); and
3. 1st Quarter, Mid-Year and Year-end Financial Reports (General Fund).

Annual:

Audited Annual Financial Reports for the following:

1. City – all Funds;
2. Measure I – Fund 20;
3. Air Quality Management District (AQMD) – Fund 15; and
4. Housing Authority- Fund 52.

COMMUNICATIONS

Mission:
To develop, implement and provide comprehensive internal and external communications for the City and its community.

Core Services:

Plan, organize and disseminate timely and accurate information and promote awareness of City operations, services, programs, projects, events, and issues to the community.

Promote and provide positive and proactive media relations for the City. Disseminate news materials in a timely manner.

Initiate and write press releases, public service announcements, articles and websites for media distribution.

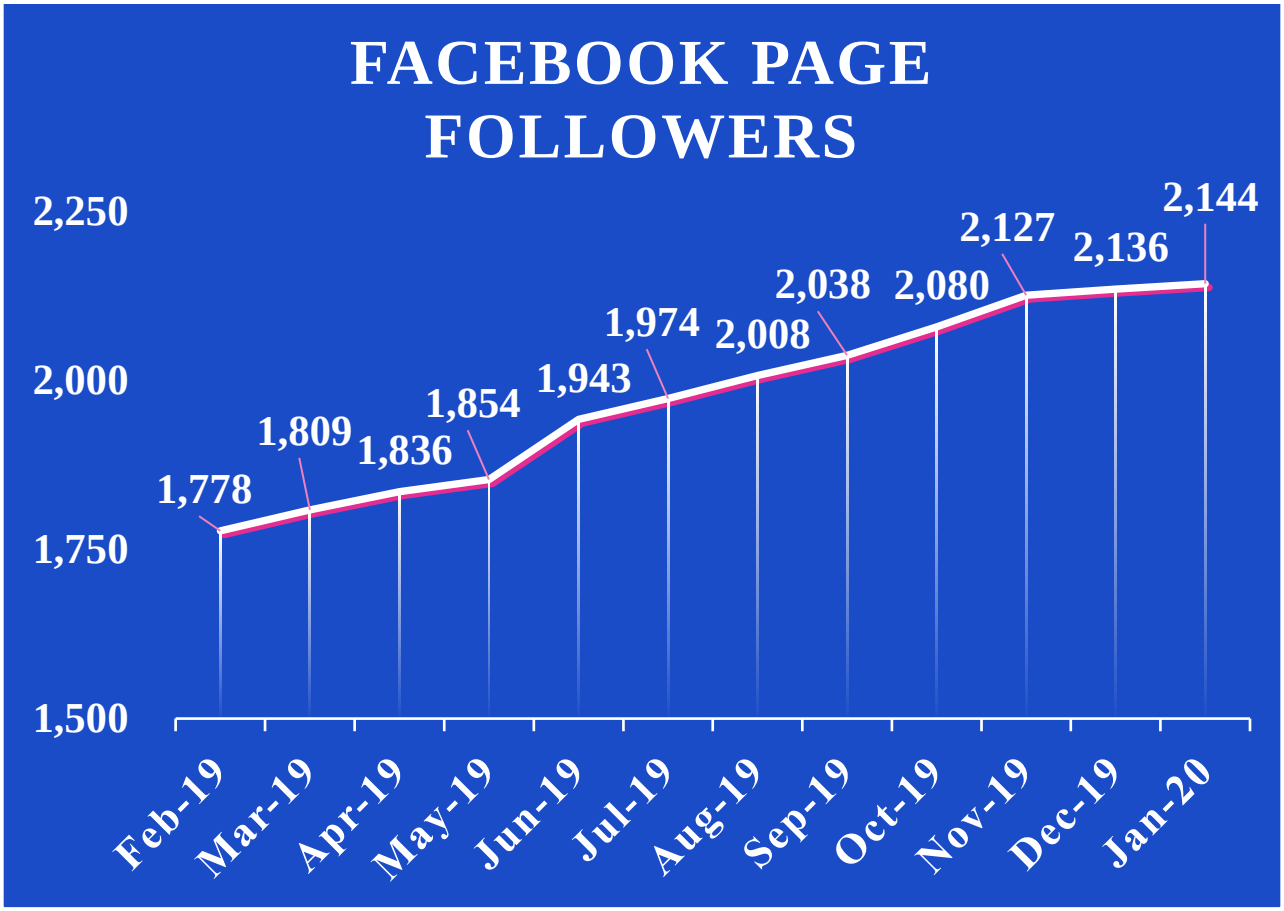
Maintain and improve the City's website for distributing mass media information under various situations.

2019-2020 City Communications Data:

Channel 3:	Jul	Aug	Sep	Oct	Nov	Dec
City Council Meeting Replays	62	62	60	62	60	48**
Activities/Items Added to Slideshow	0	4	7	8	3	1
Channel 3:	**Jan**	**Feb**	**Mar**	**Apr**	**May**	**Jun**
City Council Meeting Replays	62**					
Activities/Items Added to Slideshow	4					

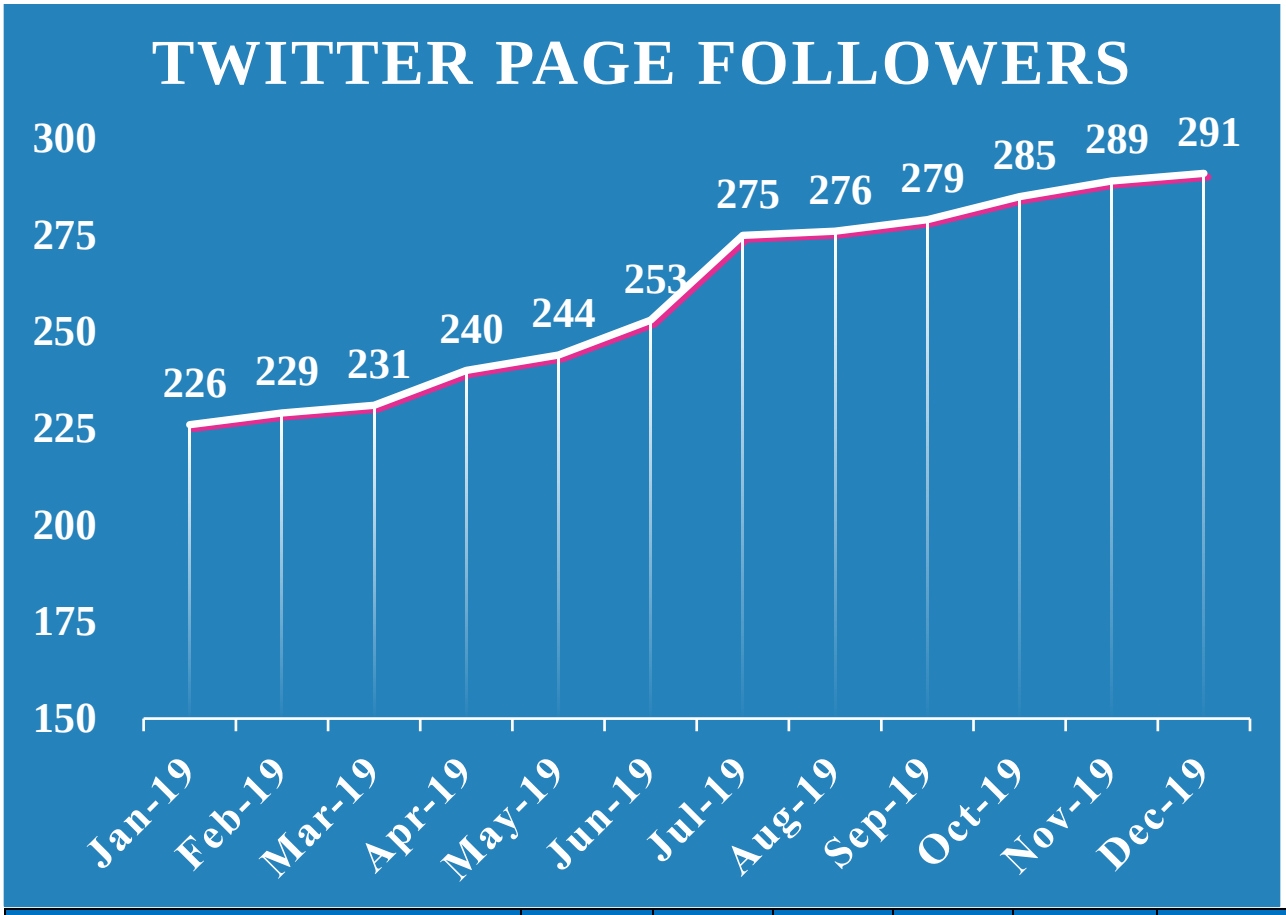
Eblast	Jul	Aug	Sep	Oct	Nov	Dec
Number of E-newsletters Distributed	5	8	9	21	20	13
Number of Subscribers	678	679	682	690	693	693
Change in Subscribers	0	1	3	7	3	0
Number of E-newsletters Opened*	No Data	No Data	No Data	No Data	No Data	No Data
Eblast	**Jan**	**Feb**	**Mar**	**Apr**	**May**	**Jun**
Number of E-newsletters Distributed	23					
Number of Subscribers	703					
Change in Subscribers	10					
Number of E-newsletters Opened*	No Data					

* New e-newsletter management system does not currently track emails opened.
** From December 17 – 24, Channel 3 was completely down due to an old/deficient modulator that needed to be replaced. From December 24 to January 3 there was video but no audio. 16 of the 48 council meetings had no sound. The 6 Council Meetings from Jan. 1 – 3 had no audio.



Facebook	Jul	Aug	Sep	Oct	Nov	Dec
Posts	22	51	50	57	53	40
Total Reach	10,818	37,924	25,855	30,802	30,921	19,487
Total Engagement	1,375	7,872	1,856	8,093	2,624	2,371
Page Followers	1,974	2,008	2,038	2,080	2,127	2,136
New Page Followers	14	34	30	42	47	9
Facebook	**Jan**	**Feb**	**Mar**	**Apr**	**May**	**Jun**
Posts	38					
Total Reach	27,938					
Total Engagement	1,969					
Page Followers	2,144					
New Page Followers	8					

5 Most Popular City Facebook Pages (By % of population) – San Bernardino County	By % of Pop.
1) Twentynine Palms	25.35%
2) Apple Valley	21.19%
3) Yucca Valley	19.02%
4) Grand Terrace	**17.22%**
5) Hesperia	15.57%



Twitter	Jul	Aug	Sep	Oct	Nov	Dec
Tweets	4	44	42	54	51	32
Impressions	3,201	11,252	8,840	13,300	22,270*	8,113
Followers	275	276	279	285	289	291
New Followers	22	1	3	6	4	2
Twitter	**Jan**	**Feb**	**Mar**	**Apr**	**May**	**Jun**
Tweets	32					
Impressions	8,198					
Followers	291					
New Followers	0					

* The San Bernardino County Health Officer some advisory for the Hillside Fire garnered 14,154 impressions on November 1st

YouTube	Jul	Aug	Sep	Oct	Nov	Dec
Video Uploads	0	6	2	3	3	5
Video Views	0	58	27	783	208*	120
Subscribers	135	137	139	145	147	149
Change in Subscribers	0	2	2	6	2	2
YouTube	**Jan**	**Feb**	**Mar**	**Apr**	**May**	**Jun**
Video Uploads	4					
Video Views	161					
Subscribers	153					
Change in Subscribers	4					

*The Trunk or Treat 2019 Video had over 150 views on YouTube with a link from a Facebook post.

Blue Mountain Outlook	Jul	Aug	Sep	Oct	Nov	Dec
Full Page Ad, Inside Back Cover	-	-	-	-	-	-
1/4-Page Ad	-	-	-	-	-	-
4-Page Insert	-	-	-	-	-	-
Blue Mountain Outlook	**Jan**	**Feb**	**Mar**	**Apr**	**May**	**Jun**
Full Page Ad, Inside Back Cover	-					
1/4-Page Ad	-					
4-Page Insert	-					

City News	Jul	Aug	Sep	Oct	Nov	Dec
Featured (Front Page Article and Image)	0	1	0	1	1	2
Articles	0	0	0	0	0	0
1/2-Page Ad	0	0	0	0	0	0
1/4-Page Ad	0	1	0	0	0	0
City News	**Jan**	**Feb**	**Mar**	**Apr**	**May**	**Jun**
Featured (Front Page Article and Image)	0					
Articles	0					
1/2-Page Ad	0					
1/4-Page Ad	0					

AM 1640	Jul	Aug	Sep	Oct	Nov	Dec
Advertisement of City Events	1	0	1	0	1	0
AM 1640	**Jan**	**Feb**	**Mar**	**Apr**	**May**	**Jun**
Advertisement of City Events	0					

Burrtec Newsletter	Jul	Aug	Sep	Oct	Nov	Dec
Bi-Monthly Newsletter	0	0	0	1	0	0
Burrtec Newsletter	**Jan**	**Feb**	**Mar**	**Apr**	**May**	**Jun**
Bi-Monthly Newsletter	1					

*** Reach refers to the number of unique people to have seen a post's content.**

**** Engagement refers to interactions with a post, such as post clicks, Likes, Comments or Shares.**

***** Impressions refers to the number of times a tweet has been seen.**

Planning & Development

- Land Use Planning
- Planning Commission
- Building & Safety
- Code Enforcement
- Enforcement Program

City of Grand Terrace

Planning and Development Services Department

.

DATE: February 19, 2020

TO: G. Harold Duffey, City Manager
City Manager's Office

FROM: Planning and Development Services Department

SUBJECT: **JANUARY 2020 PLANNING AND DEVELOPMENT SERVICES MONTHLY REPORT**

This monthly report is presented to the City Manager to keep him informed of the activities within the Planning and Development Services Department, comprised of Planning, Building and Safety, Code Enforcement, and Animal Control.

OUR MISSION

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

OUR VISION

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

PLANNING DIVISION

Planning and Building and Safety Core Services

- Permit New Businesses
- Permit Alterations to Existing Uses
- Zoning Code & General Plan Administration
- RDA Dissolution
- Planning Commission
- Building Permit Issuance
- Building Plans Review & Inspections

The Planning Division is budgeted for one full time Director and one full time Assistant Planner. Both positions are filled and together constitute a minimum of 320 monthly service hours.

Activity Summary for Planning

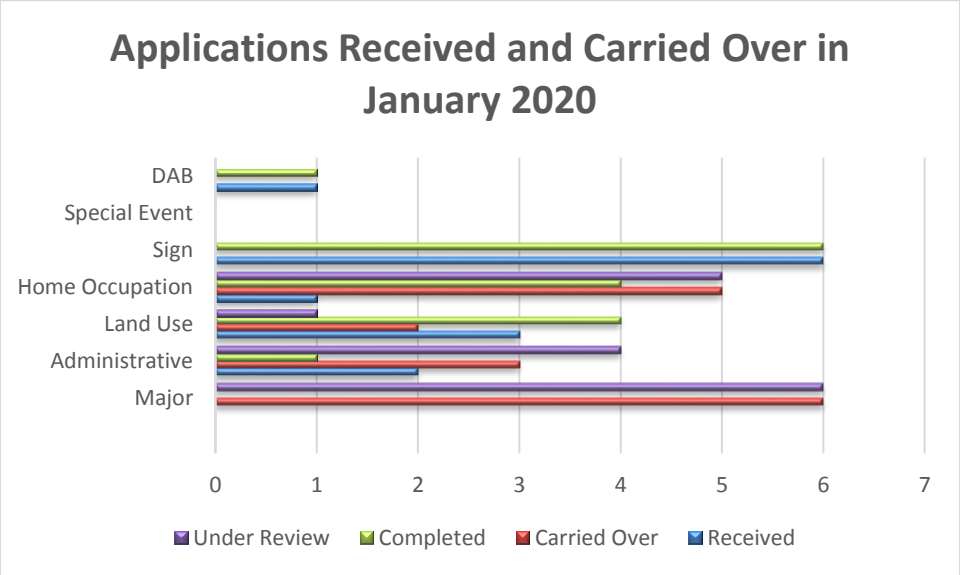
Planning Counter Requests for Information: 78
Planning Phone Calls Received: 62
Planning E-mails Received/Answered: 324

Application Summary

The Planning Division received 16 new applications in January and carried over 16 from the previous month. Action was taken on 16 of them. Minor applications such as a new business, patio cover, or small room additions are handled as a Land Use application and typically processed within 2-3 days. Larger additions over 500 square feet or second dwelling units are handled administratively by staff with noticing, and those projects that are either new development or exceed the Director's administrative authority are handled as Major Permits and are reviewed by the Planning Commission. Home occupation permits are for home based business, such as consulting, housekeeping, and small craft businesses.

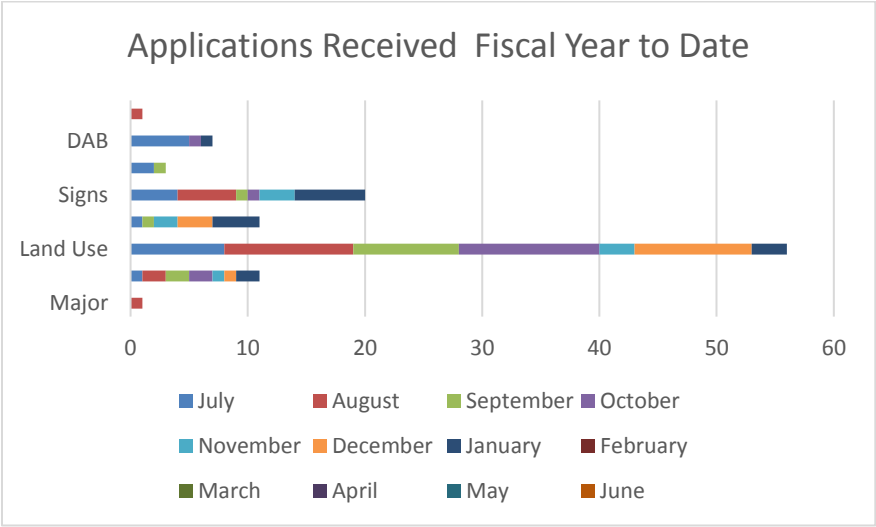
Application Summary for January 2020

Applications	Number Received	Carried Over	Completed	Under Review
Major	0	6	0	6
Administrative	2	3	1	4
Land Use	3	2	4	1
Home Occupation	4	5	4	5
Sign	6	0	6	0
Special Event	0	0	0	0
DAB	1	0	1	0
Total	16	16	16	16



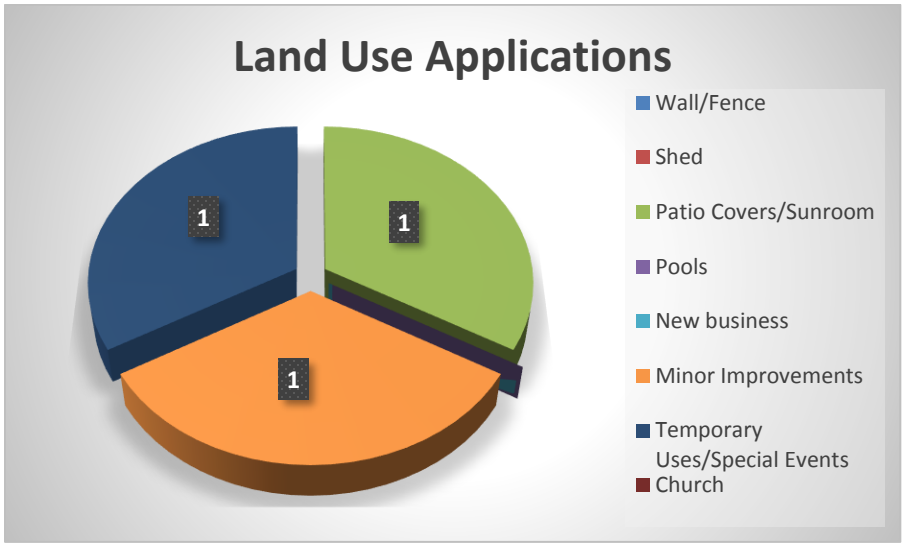
Applications Received, Approved and/or Under Review

Fiscal year to date the Planning Division has received 110 applications for review, 16 applications remained under review. A comprehensive list of the applications and their status is at the end of the Planning Division's report.



There were no new businesses applications during the month of January.

Overall Land Use applications are the most predominant application that the Planning Division processes. Three Land Use applications were received in January. The table below shows the types of activities that were received with the ten Land Use applications received in January 2020.



Projects in Plan Check or Under Construction

Projects in Plan Check or Under Construction					
Date Submitted	**Case No.**	**Applicant**	**Description**	**Location**	**Status**
3/29/2019	SA 19-04 E 19-03	Leonardo and Anel Aguayo	Single Family Residence	0275-083-09	Approved by the PC on 6/6/2019 Second Architectural Plan Check 10/18/2019 Landscape Plan Check 10/8/2019
10/23/2018	SA 18-10 V 18-02 E 18-10	Crestwood Communities	17 Detached Single-Family Residences	Pico Street and Kingfisher	Under Construction
4/14/2016	SA 16-01 V 16-01 TTM 16-01 E 16-05	Aegis Builders, Darryl Moore	Planned Residential Development – 17 Lots and 17 two-Story Housing Units	22404 Van Burren	Under Construction
5/11/2018	ASA 18-06 E 18-06	Tim Boyes	Two lots Grading Plans	0276-431-21, 22	Third Grading Plan Review 8/8/2018
8/19/2019	SA 19-08 V 19-01	Troy Rogers	Taco Bell	22172 Barton Road	Approved by the Planning Commission on 12/12/2019

Development Advisory Board (DAB)

The Development Advisory Board is made up of the Planning and Development Services Director, Public Works Director, Consultant Building Official, Fire Marshal's Office, the RHWCO Superintendent, and Colton Wastewater. The DAB meets to review conceptual plans for various projects and new development applications, and is conducted free of charge. One DAB meeting took place during the month of January.

Development Advisory Board Meeting					
Date Submitted	**Case No.**	**Applicant**	**Description**	**Location**	**Status**
1/21/2020	DAB 20-01	Kelly Ferguson	Site Improvements to existing Storage Facility	21999 Van Buren	Meeting held on 1/21/2020

Planning Commission

The Planning Commission reviews new construction, subdivisions, variances and conditional use permits. They also make recommendations on zone changes, zoning code amendments, and general plan changes. No Planning Commission meetings were held in the month of January.

Grants

The City was awarded funding for its Blue Mountain Trailhead and Trail application and continues to implement the grant.

Staff was informed that through the efforts of Assembly Member Reyes, the City is the recipients of a $1.2 Million Dollar Specified Grant for the acquisition and development of the Blue Mountain Trail and Trailhead. This grant is funded through the State Budget and is non-competitive. Staff met with State representatives on August 15, 2019.

Grant	Status	Grant Amount
Blue Mountain Trailhead and Trail Grant	Submitted on October 1, 2017. Site visit completed in November 2017. **Awarded.** Community workshop held on 4/11/2019.	$212,500 (Estimated Project cost $520,000)
Specified Grant - Blue Mountain Trailhead and Trail Grant	Non Competitive. Staff met with State Representatives and on August 15, 2019.	$1.2 Million
Prop 68 Statewide Park Program	Submitted on August 2, 2019.	$6 Million

Housing Successor Agency

The Housing Successor Agency has a current balance of approximately $225,000.00. Each year $50,000 is received from the Successor Agency.

On June 15, 2018, title transferred to Aegis Builders, Inc. on the Canal property. Buyer has 18 months to commence construction, and a development application is being processed.

The Housing Successor Agency holds the following interests:

Property	Description
22293 Barton Road	Vacant 1.42-acre commercial property.
22317 Barton Road	Vacant 1.43-acre commercial property.
11695 Canal Street	Vacant 0.80-acre property, designated R3-20. Sold on 6/15/2018 to Aegis Builders, Inc. Buyer has 18 months to commence construction or Agency may repurchase property.
12569 Michigan Street	Project completed. The Housing Successor Agency holds covenants on the property for two low income residents.

Community Emergency Response Team

The Regular CERT Volunteer meeting scheduled for January 7, 2020, was cancelled due to lack of quorum.

Attachment to Planning Division's Report

Applications Received, Approved and/or Under Review

Major Applications - Site and Architectural Review

Date Submitted	Case No.	Applicant	Description	Location	Status
5/31/2019	SA 19-05 CUP 19-04 E 19-06 ZC 19-01 MD 19-01	Edwin Renewable Fuels	Plastic Recycling and office/educational uses	21801 Barton Road	Deemed Incomplete on 6/26/2019. Staff continues to work with Applicant on Project.
10/2/2018	SA 18-09 TTM 18-02 V 18-01 E 18-08	Aegis Builders, Inc	12 Townhomes	11695 Canal Street	Deemed Incomplete on 10/31/2018 & 3/26/2019
3/27/2018	SA 18-04 E 17-10	Lewis Development	Residential Project (707 Homes)	1167-151-22, 68, 71, 73, 74, 75	Incomplete on 3/27/2018

Major Applications – Specific Plan

Date Submitted	Case No.	Applicant	Description	Location	Status
12/8/2017	SP 17-01 E 17-10	Lewis Development	Specific Plan	East side of the 215 Fwy.	Revised draft March 2018. EIR work being performed

Major Applications – Conditional Use Permit

Date Submitted	Case No.	Applicant	Description	Location	Status
1/2/2019	CUP 19-01 SA 19-03 E 19-05	GrandT-1 Inc.	Industrial Semi-Trailer Storage Facility	APN: 0275-191-06, 30	Deemed Incomplete on 2/1/2019 RFP NOI posted on 12/6/2019
9/17/2017	CUP 17-08 E 17-07	National Logistics Team	Recycling Pallets	21496 Main Street	Incomplete on 10/18/2017 & 2/27/2018. Initial Study being prepared

Administrative Applications

Date Submitted	Case No.	Applicant	Description	Location	Status
1/28/2020	LL 20-01	Shirley A. Lee	Lot Merger	23081 Grand Terrace	In Review
1/9/2020	ASA 20-01 E 20-01	James / Terry Nichols	825 sq. ft. Home Addition	12268 Stonewood Drive	Completed
11/7/2019	ASA 19-11 E 19-12	Paul Bustos	Parking Lot Addition	22038 Van Buren	Deemed Incomplete on 12/18/2019
10/28/2019	LL 19-01	Boyes and Sons	Lot Line Adjustment	23173 Vista Grande Way	Distributed In Review
10/16/2019	ACUP 19-06	Shirley McBaker	Home Daycare (14 Capacity)	22271 McClarren	In Review Pending Code Enforcement Clearances

Land Use Review

Date Submitted	Case No.	Applicant	Description	Location	Status
1/29/2020	LU 20-03	Jolene McGarrah	Temporary POD	22574 Minona Drive	Approved
1/27/2020	LU 20-02	Lucian Ghioalda	Front Window Replacement	23033 Hampton Court	Approved
1/82020	LU 20-01	Emma Rawlings	Patio Cover	12661 Thomas Court	Approved
11/7/2019	LU 19-89	Michelle Greer	Temporary Commercial Vehicle	22558 Cardinal Street	Approved
4/15/2019	LU 19-31	Ricky Komorida	Café lounge	22417 Barton Road	Second Review Deemed Incomplete on 6/21/2019

Home Occupation Permit

Date Submitted	Case No.	Applicant	Description	Location	Status
1/28/2020	HOP 20-04	Daniel Lopez	Non-Medical Home Care Services	12670 Michigan Street	In Review
1/15/2020	HOP 20-03	Christy Demers	Medical Billing Services	22444 Terrace Pines, Unit D	In Review
1/10/2020	HOP 20-02	Charles Yerabutra	Truck Repair Services	22401 Pico Street	In Review
1/2/20220	HOP 20-01	Neesha Rodriguez	Party Planning Services	12833 Wabler Street	In Review

12/19/2019	HOP 19-13	Kathleen Walker	Health Occupational Therapy Services	21958 Pico Street	Approved
12/19/2019	HOP 19-12	Hillary Cole	Physical Therapy Services	22735 Van Buren	Approved
12/17/2019	HOP 19-11	Ericka Alfaro	Certified Medical Interpretation Services	22111 New Port Avenue, Space 123	Approved
11/12/2019	HOP 19-10	Waldemar Alvire	Custom Vinyl Signs	22764 De Soto Street	Pending Signature
11/12/2019	HOP 19-09	Stephanie Kleppe	Health Social Services	22764 De Soto Street	Approved

Sign Permit

Date Submitted	Case No.	Applicant	Description	Location	Status
1/30/2020	TEMP SGN 20-05	University Realty, Inc.	Real Estate Signs	Loma Linda	Approved
1/16/2020	TEMP SGN 20-04	Mercedes Solano	Real Estate Signs	Bell Flower	Approved
1/10/2020	TEMP SGN 20-03	Lisa Bailey	Real Estate Signs	Redlands	Approved
1/9/2020	TEMP SGN 20-02	Stater Bros	Banner Sign	22201 Barton Road	Approved
1/3/2020	TEMP SGN 20-01	Citrus Edge Realty	Real Estate Signs	Glendora	Approved
1/7/2020	SGN 20-01	Robin Bell	Revise Sign Program	22201 Barton Road	Approved

BUILDING AND SAFETY DIVISION

Building and Safety and Planning Core Services

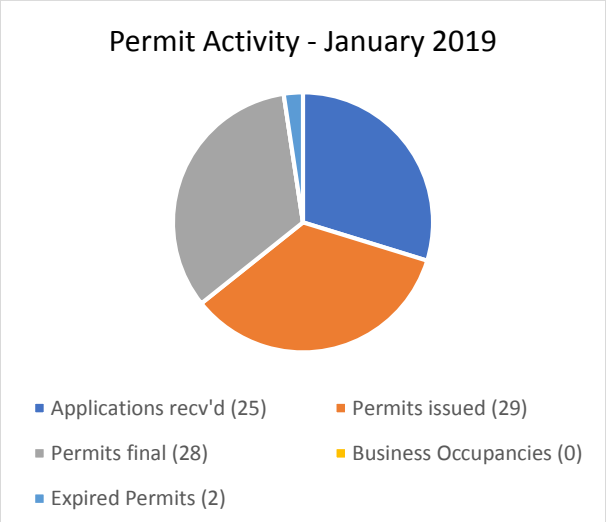
- Permit New Businesses
- Permit Alterations to Existing Uses
- Zoning Code & General Plan Administration
- RDA Dissolution
- Planning Commission
- Building Permit Issuance
- Building Plans Review & Inspections

The Building and Safety Division is budgeted for one full time Permit Technician and one full time Building Official. The Building Official position is currently being filled through a contract with Interwest Consulting Group. These two positions constitute up to 240 monthly service hours.

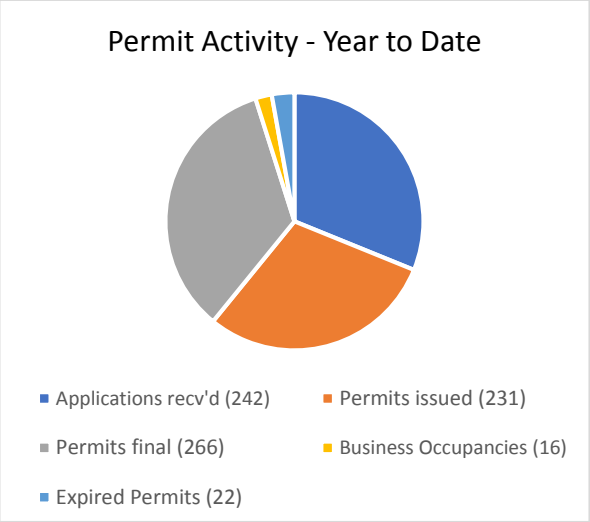
Additionally, the Department budgets for plan checking and inspection services. Inspection services are conducted daily. The cost of these services is offset through the collection of fees and deposits.

Activity Summary for Building and Safety

Building Permit Activity includes 29 permits issued in January. Year to date a total of 231 permits have been issued with a total revenue of $93,638.96. In addition, a total number of 55 customers were assisted at the Building & Safety counter for the month of January.



Monthly Revenue
$13,730.46

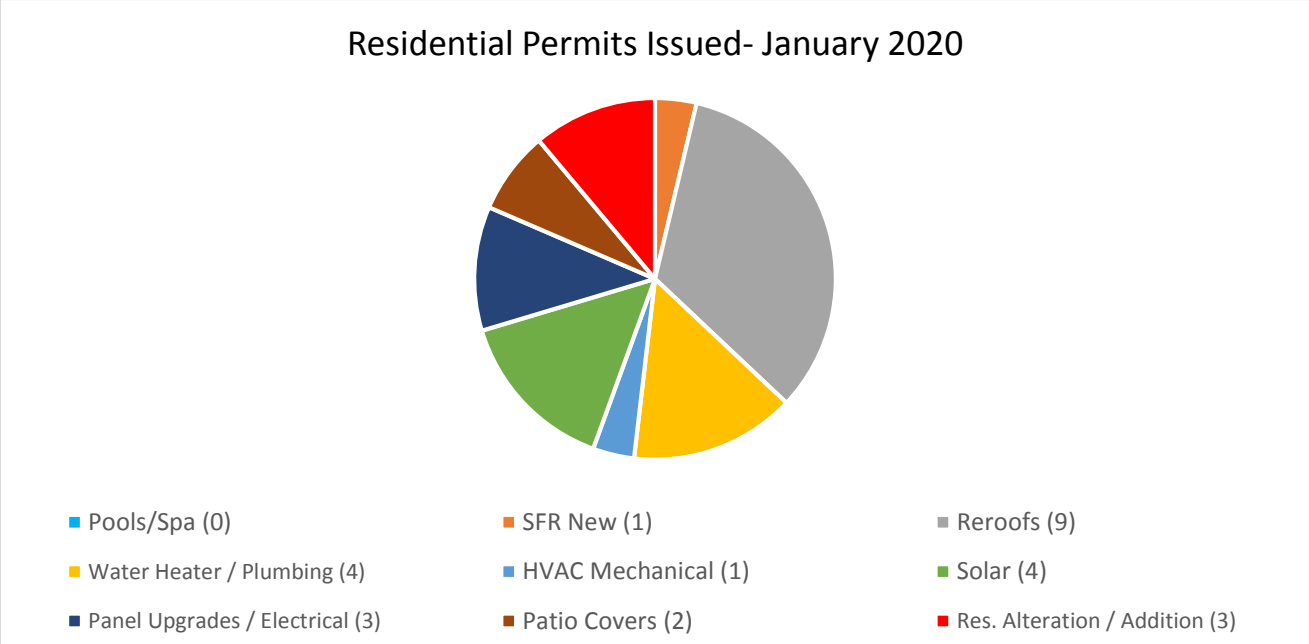


Year to Date Revenue
$93,638.96

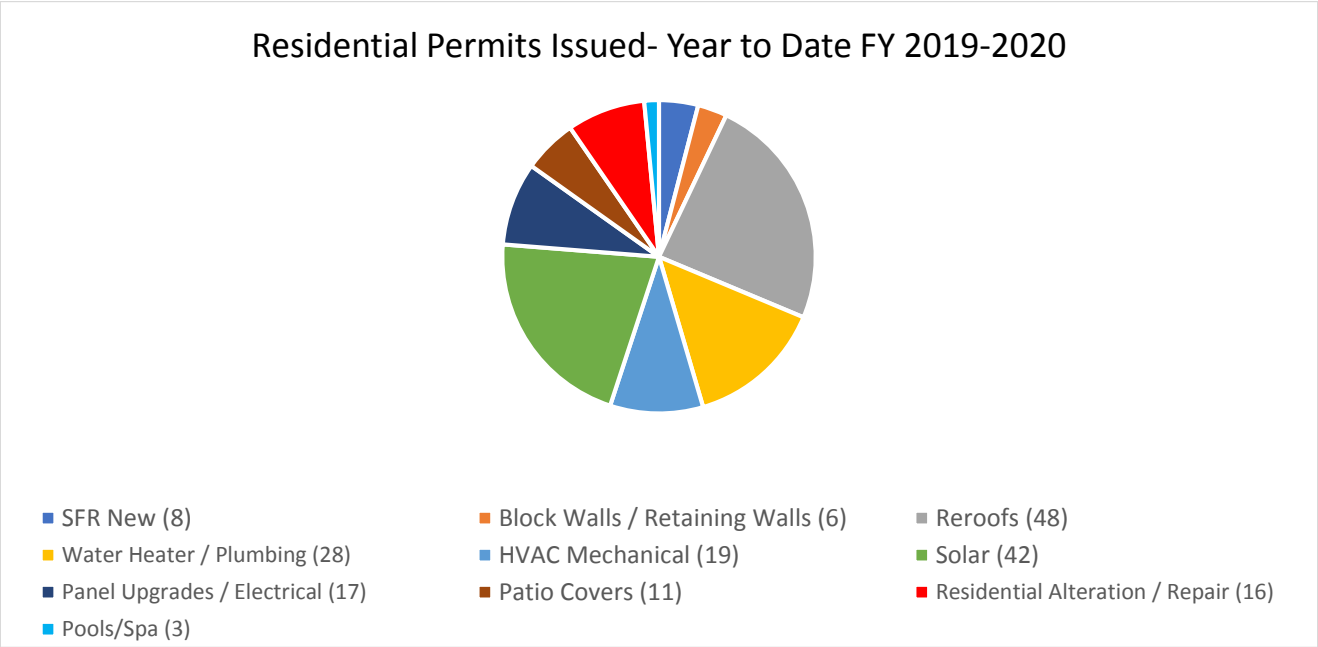
Permits Issued

Permits issued in January include HVAC mechanical replacements, electrical panel upgrades, patio covers, reroofs, plumbing, and PV solar systems.

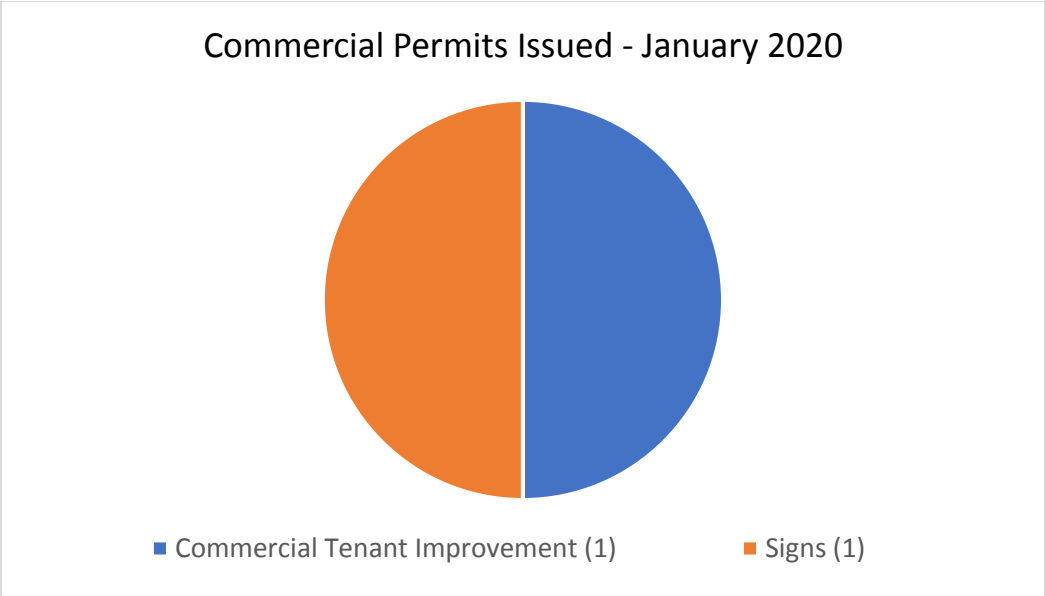
Most of the permits issued were for residential improvements including a new single-family residence at 12040 La Cadena Dr and various solar permits. Additionally, a sign permit was issued for Stater Bros Markets replacement of existing illuminated signs. The charts below show issued permits for the month and year to date for both residential and commercial properties.

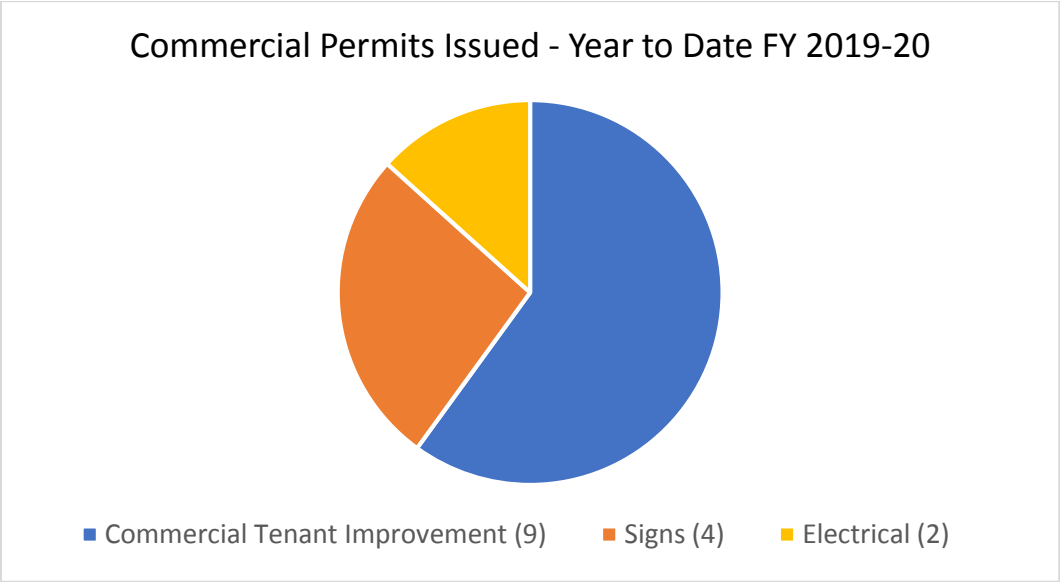


* Residential Alteration / Repair consists of: Remodels, Room Additions, Stucco / Siding Work, Interior Demolition / Construction of Walls, Windows, Garage Doors.



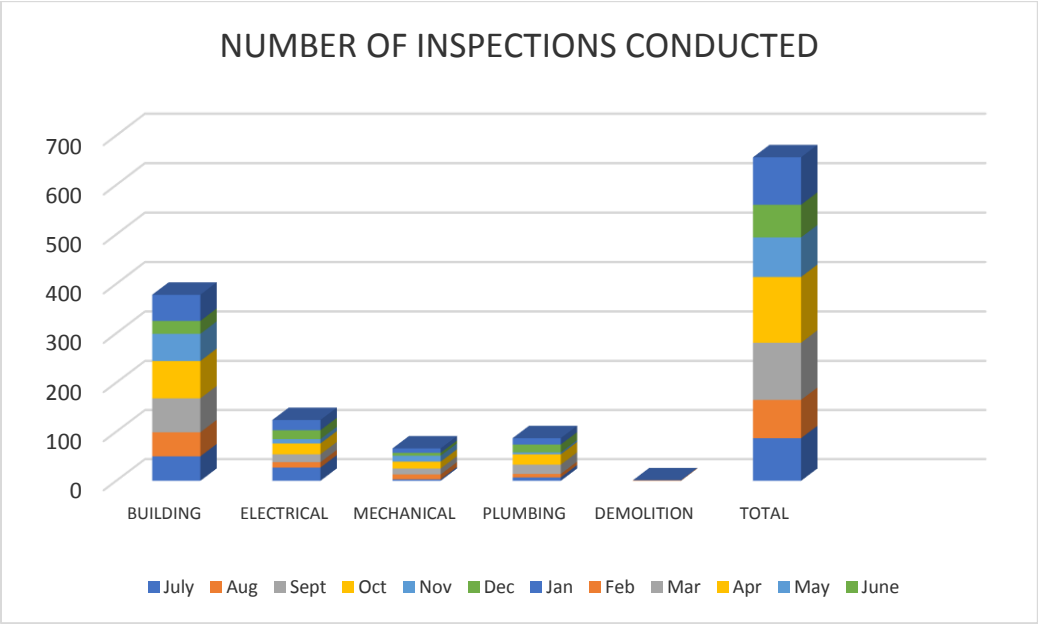
* Residential Alteration / Repair consists of: Remodels, Room Additions, Stucco / Siding Work, Interior Demolition / Construction of Walls, Windows, Garage Doors.




Commercial Permits Issued - Year to Date FY 2019-20
Commercial Tenant Improvement (9)
Signs (4)
Electrical (2)

Inspections

A total of 96 inspections were conducted in January, with 28 of them being final inspections.



Major Projects Under Construction

Major projects under construction include Aegis Builders, Inc.'s Van Buren Project, on-site grading for the SCE Highgrove Substation, and construction of 17 lots for Crestwood Communities' Tract 18071.

Other ongoing projects also include tenant improvement work for the proposed Grocery Outlet Market, precise grading for a new single-family residence on La Cadena Dr, and a tenant improvement for Royal Nail Salon.

Project	Description/Location	Status
Aegis Builders, Inc.	12382 – 12485 Tesoro Ct. New 17 SFR Aegis Project	Electric/Gas Meters Inspected & Released
Southern California Edison	12700 Taylor St. On-site grading, new fence and gate with retaining wall for SCE Highgrove Substation	Asphalt / Compaction Inspected
I-215 Interchange Project	Reconstruction of I-215 and Barton Road Interchange	Under Construction
Tim Boyes, Vista Grande Way	Parcel Map 16945 – Street Improvement Project & Rough Grading (Vista Grande Way)	Grading pre-construction meeting held in June 2019.

Crestwood Communities	Tract 18071 – Rough grading and construction of 17 single family residences w/ new block walls	Under Construction – Electrical & Gas Services Released
Anita Jensen – 22401 Barton Rd.	Interior improvements of existing space for future Grocery Outlet and site improvements	Under Construction
Anel Aguayo – 12040 La Cadena Dr.	12040 La Cadena Dr. – Precise grading for new single-family residence	Precise grading complete
Royal Nail Salon – 22545 Barton Rd. Suite 104 & 105	22545 Barton Rd. Ste. 104 & 105 – Tenant improvement for "Royal Nail Salon"	Underground plumbing inspection complete

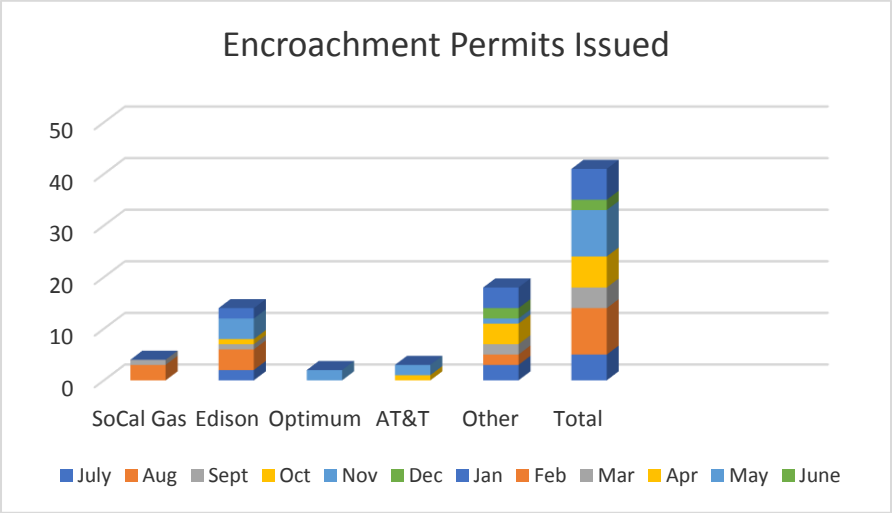
Plan Checking Activity

For January 2019, a total number of twelve plans were submitted for review and re-submittal. Plans submitted include a new medical office/surgery center, PV solar, patio cover, and bathroom remodel.

Project	Description/Location	Status
Tim Boyes, Vista Grande Way	Parcel Map 16945 – Precise grading for (1) lot / (N) SFR	In Plan Check – (N) SFR and precise grading plans issued corrections
Joab Jerome, Burns Residence	11838 Burns Ave. – Street Improvement Plan and on-site grading	In Plan Check Received approved grading plans 04/18/19
Tim Evans – American Warrior, LLC	21935 Van Buren St. – Tenant Improvement for electrical to install screen printing equipment, shirt printing – American Warrior, LLC	In Plan Check – Received second set of corrections 12/19/18
Ricky Komorida, Komos Café	22417 Barton Rd. – Tenant Improvement for coffee, tea, and, boba shop	In Plan Check – Provided 2nd set of corrections to applicant
Frank Randall 23400 Westwood St.	23400 Westwood St. – Precise grading & new single-family residence	In Plan Check – Provided 1st set of corrections to applicant
Grocery Outlet – 22441 Barton Rd.	22441 Barton Rd. – New trash enclosure	In Plan Check – Plans in 2nd review
Jim Nichols – 12268 Stonewood Dr.	12268 Stonewood Dr. – 825 sq. ft. room addition	In Plan Check – Plans in 1st review
Esmond Gee – 22805 Barton Rd.	22805 Barton Rd. – Medical office & surgery center	In Plan Check – Provided 1st set of corrections to applicant

Public Works Encroachment Permits

Four Public Works/Encroachment Permit applications were taken in for the month of January. Six permits were issued for the month, which includes applications that were received in the previous month.



ANIMAL CONTROL AND CODE ENFORCEMENT DIVISION

Core Services

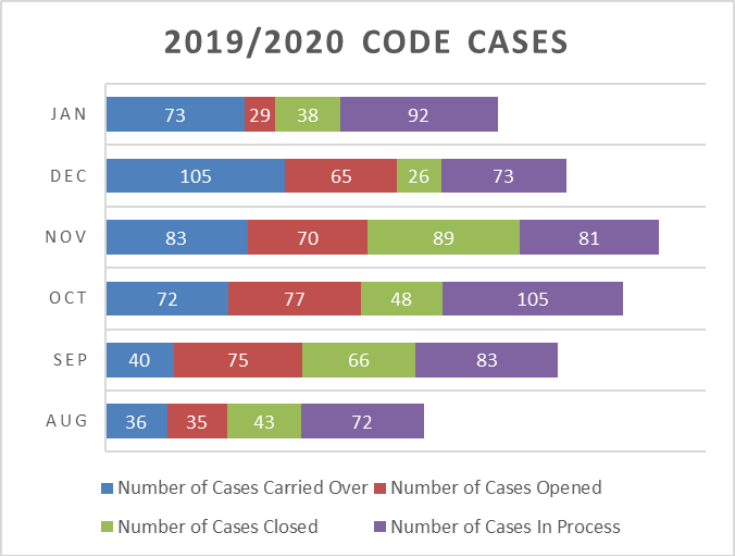
- Zoning & Municipal Code Enforcement
- Animal Control Services
- Street Sweeping Traffic Enforcement

The Division is budgeted for one full time Officer, a 36-hour Specialist and a full-time Office Specialist. In addition, a full-time consultant Building Official/Code Manager has been added to assist in the management of the Department. These three positions constitute 416 monthly service hours in January, plus an additional 30 hours for on-call coverage. On-call coverage is provided to handle after hour emergency animal control calls. After hour call outs totaled 5 hours in January.

The City is divided into seven zones, including commercial centers, and the zones are inspected on a continual rotating basis over a two-week period. A set route is driven each day in addition to the zones. The route includes Mount Vernon Avenue, Main Street, Michigan Street, Barton Road, Preston Street, Palm Avenue, Observation Drive, and Van Buren Street.

Activity Summary for Code Enforcement

Code Enforcement had 73 cases carried over from the previous month, 29 new cases opened, and 38 cases were closed. The Division closed out January with 92 open cases. The chart below demonstrates a breakdown of Code cases by detailing how many cases were carried over from the previous month, opened, closed and still being addressed.



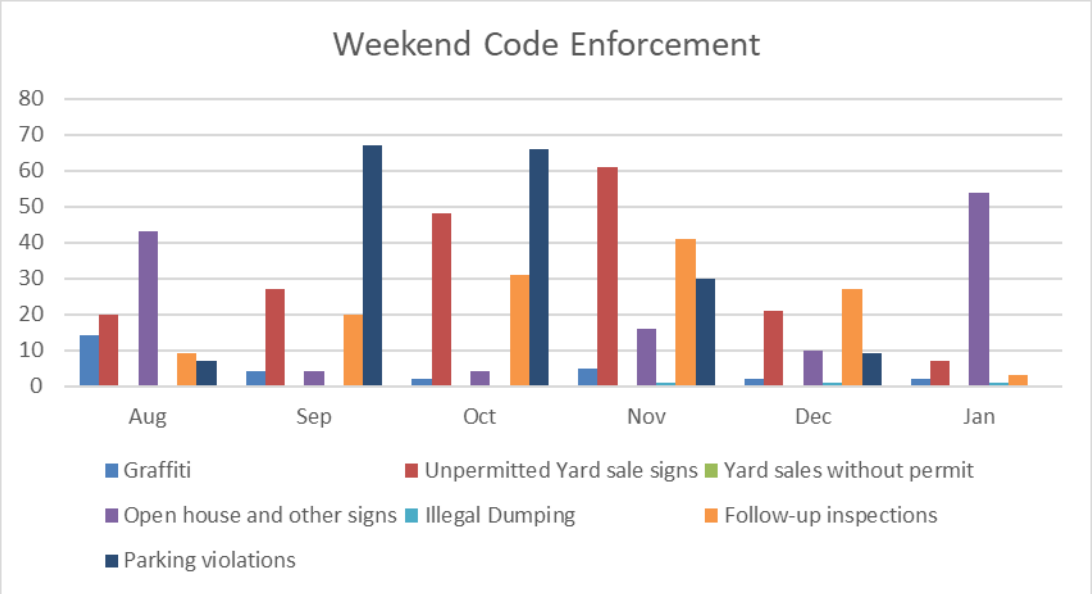
The following table shows the number of inspections conducted, the number of citations, and corrective notices issued.

	Jul	Aug	Sep	Oct	Nov	Dec	Jan
Inspections Conducted	49	68	71	53	100	53	79
Notice of Corrections Issued	28	44	55	38	31	18	48
Notice of Violations Issued	11	4	12	9	18	3	1
Citations Issued	16	6	8	4	11	4	5

*The number of corrections issued does not include vehicle related complaints, illegal dumping referred to Burrtec, or homelessness on public property referred Sheriff's Department.

Weekend Code Enforcement Activities

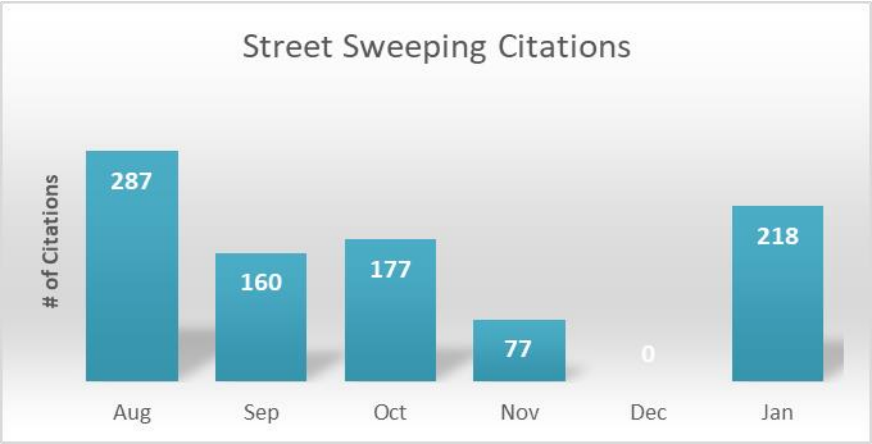
The Weekend Animal Control/Code Enforcement Specialist patrols the weekends and conducts zone inspections and scheduled re-inspections. Weekend code enforcement also handles code violations such as unpermitted yard sales, open house signs, and parking violations. The table below demonstrates weekend code enforcement activities by type for this fiscal year.

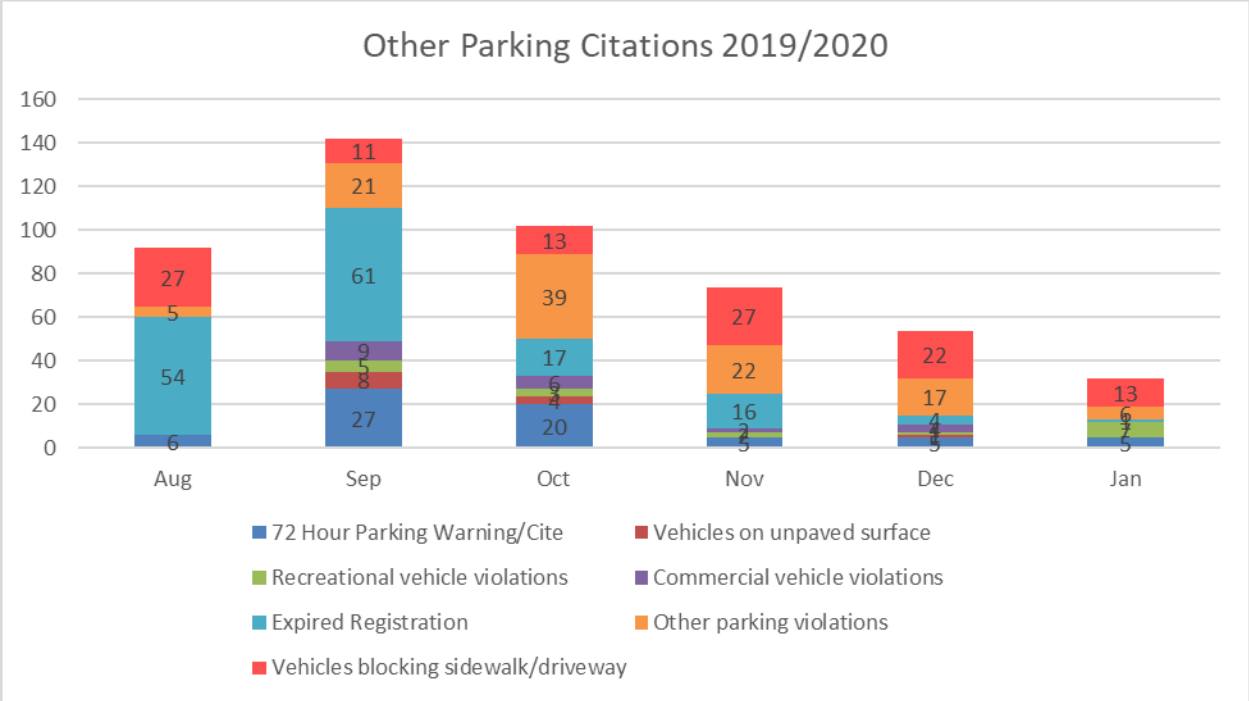


Parking Citations:

In January, 247 vehicle related citations were issued; 218 of the citations issued were related to street sweeping enforcement. Street Sweeping in residential areas occurs on the first, second, and third Thursdays of each month.

Other parking citations include expired registration, parking on unpaved surfaces, and commercial vehicles in residential areas. Parking citations are issued by Code Enforcement Staff, as well as Sheriff Deputies.





Graffiti/Vandalism/Illegal Dumping

There were 2 cases of illegal dumping and 17 cases of graffiti reported in January 2020.

Rental Inspection Program

There are approximately 335 properties in the Program, consisting of both single-family units and multiple family units (i.e. apartments, duplexes, and triplexes). Eighty-one properties are enrolled in the Good Landlord/Tenant Program signifying they have kept well-maintained properties and have passed inspections for three consecutive years. Property owners in the Good Landlord Program also receive reduced inspection fees and windshield inspections. 291 properties have paid their annual fee as of January 31.

In November, Code Enforcement issued annual Non-owner Occupied/Rental renewal notices for all properties enrolled in our program. Renewal fees are due at the end of January. In addition, notices to prospective rental properties have been issued to properties listed as non-owner occupied and not currently enrolled in our program to verify the status of the property.

Civic Live

There were 6 complaints received via Civic Live in January 2020 mostly pertaining to animal control, property maintenance, and overgrown vegetation. One case has been resolved and 5 cases are still being worked on by Code Enforcement.

Animal Control Services

With the implementation of Animal Control Services, the City has instituted the practice of first making every effort to return stray dogs to its owner, by checking it for tags or microchip. If the owner cannot be identified, the City will place a photograph of the impounded animal on the City's Facebook page so that owners can reclaim their pet. Animal Control is also working to identify animals via Facebook who have been sent to the animal shelter and have since been returned to their owner so their status can be updated for the public. If the dog is unlicensed the owner will be given a citation, but the fine is dismissed if the dog is licensed within 7 days.

During the month of January, Animal Control picked up 5 loose dogs; two were returned to their owner and three were transported to the shelter.

Animal Control Officer Investigations	Jul	Aug	Sep	Oct	Nov	Dec	Jan
Barking Complaints	1	0	2	0	3	1	1
Unlicensed Dogs	0	3	1	0	5	0	5
Loose Dogs	4	3	9	1	12	4	8
Loose Dogs Returned to Owner	0	1	1	2	4	0	2
Animal Welfare Check	1	1	1	0	0	0	0
Dead Animals	3	3	5	2	0	2	13
Bites	0	3	2	0	1	1	1
Other (unfounded, wildlife, etc.)	0	1	3	0	2	0	3

The chart below shows sheltering services performed by the County of Riverside for the month. These numbers vary compared to ours, due to residents bringing in stray animals to the shelter on their own.

Animal Control Sheltering Services	Jul	Aug	Sep	Oct	Nov	Dec	Jan
Animal Intakes							
Strays	7	15	7	14	9	4	56
Stray Dead	5	6	4	2	0	0	7
Owner Surrender	0	4	1	0	0	0	5
Other	0	2	0	1	0	0	0
Total	12	27	12	17	9	4	68
Animal Disposition							
Adopted	2	6	8	1	3	7	22
Returned to Owner	2	1	4	0	0	0	7
Euthanized	6	0	0	6	5	0	17
Other	1	2	2	11	5	0	3
Total	11	9	14	18	13	7	49

Public Works

- Engineering
- NPDES
- Storm Drain Maintenance
- Facilities Maintenance
- Parks Maintenance
- Senior Bus Program

City of Grand Terrace
Public Works Department

DATE: February 19, 2020

TO: G. Harold Duffey, City Manager
City Manager's Office

FROM: Alan French, Public Works Department Director

SUBJECT: January 2020-MONTHLY REPORT –PUBLIC WORKS DEPARTMENT

This monthly report is presented to the City Manager to keep him informed of the activities within the Public Works Maintenance Department.

Engineering Division

The Engineering Division is responsible for managing the City's Capital Improvement Program (CIP). This includes for the administration, planning, programming, design, construction management, and construction of capital projects throughout the City. Grant funding (when available) are sought after to supplement project funding. The following table summarizes the current projects, status and associated funding source(s).

Project Name	Funds	Status	Fund Source(s)
Barton Bridge Replacement Project	$ 3,500,000	Preliminary Design Started, technical studies started	Fed, State, City
Commerce Way Extension	$ 5,500,000	Completing Final Design of City Section, coordinating with developer on southern portion	State, City
CIP Year 3 Street Slurry/Resurfacing	$800,000	Assemble Bid Package, funding from LCC bond sale in July	State, City
HSIP Cycle 8, Mt. Vernon Safety Project	$350,000	Received Low Bid and processing for award	Federal Grant
HSIP Cycle 9 Guardrail Project	$650,000	Consultant Preparing for Preliminary Engineering Submittal	Federal Grant
Preston Signal Modification	$50,000	Change over completed project wrap up within ten days..	Spring Mountain Ranch Fund
EV Charging Stations	$180,000	Easements signed, SCE to install equipment within 30 days	MSRC, SCIP, AQMD Grants
	TOTALS:	**$11,030,000**	

Staffing Levels

			Weekday Hours		Weekend hours		After hours & Call outs
	Budgeted	Staffed	Available	Worked	*Available	Worked	
Field	4	4	672	631	28	20	5
Office	2	2	320	285	0	3	0
Total	6	6	992	916	28	23	5

*Due to 40 hour work week, these are not compensated overtime hours. Extra hours and call outs constitute emergency call outs, or hours worked over 40 hours in a week.

Work Release Hours

Maintenance was supplemented by 720 work releases hours during the month of January.

CITY OF GRAND TERRACE
CIVIC LIVE MONTHLY STATS

JANUARY 2020

	REQUEST RECEIVED THIS MONTH	REQUEST COMPLETED THIS MONTH	REQUEST IN PROCESS
CIVICLIVE WORK ORDERS ONLY	94	75	24
Request Rollover from previous month	10		
TOTAL	**104**		

Transition Period January 2020 (94 work orders)

Work Order #	Open Date	Resolved Date	Type	Address	Description
240880	**01/31/2020**	**02/11/2020**	**Tree Issues**	**Thresh Grand Terrace**	**Check the plexi glass on the outside display case at City Hall**
240845	**01/31/2020**	**02/03/2020**	**Issue with Park/Facility Equipment**	**Grand Terrace**	**Attached please find the Community Room set up for City Council's Special Meeting Workshop**

					scheduled for January 29, 2020.
240844	01/31/2020	02/03/2020	INTERNAL-General Office	Grand Terrace	Eaton Drive street sign facing wrong way, facing Kingston Street
240840	01/31/2020	02/03/2020	Pothole	Grand Terrace	Clean out 'POND' on Grand Terrace Road
240839	01/31/2020	02/03/2020	INTERNAL-General Office	Grand Terrace	Purchase slip fix coupler at Fruit Growers
240780	01/31/2020	02/11/2020	INTERNAL-General Office	Grand Terrace	Purchase valve at Site One
240766	01/31/2020	02/03/2020	Issue with Park/Facility Equipment	Grand Terrace	Take F150 to 5 POint for diagnostic check
240401	01/30/2020	02/06/2020	Tree Issues	22442 Ladera St Grand Terrace	Change out two diaphragms on valves on Main Street
240256	01/30/2020	--	Tree Issues	22765 RAVEN WAY Grand Terrace	Dig out and replace valve on Main Street
239665	01/29/2020	01/30/2020	Tree Issues	Barton Rd and Arliss Grand Terrace	Adjust sprinklers at Dog Park
239495	01/29/2020	--	Issue with Park/Facility Equipment	Grand Terrace	Check on 3 stuck valves at Dog Park
239416	01/29/2020	01/30/2020	Issue with Park/Facility Equipment	Grand Terrace	broken line/sprinkler at Dog Park
239414	01/29/2020	01/30/2020	INTERNAL-General Office	Grand Terrace	broken sprinkler at Pico Park, east side of the parking lot
239327	01/29/2020	01/30/2020	Pothole	Grand Terrace	Broken irrigation line at Pico Park, east side of the basketball court
239205	01/28/2020	02/11/2020	Overgrown Grass / Weeds	Observation and Cardinal and Van Buren Grand Terrace	to clean up trash bin at yard for sweeper
239012	01/28/2020	--	Pothole		please trim off dead branches on Junipers on Mt Vernon / Canal
239008	01/28/2020	01/28/2020	Pothole	Grand Terrace	please fill in pot hole on Barton Road in front of Bank of America
238939	01/28/2020	01/28/2020	Issue with Park/Facility Equipment	Grand Terrace	The Planning and Development Services Department/CERT would like to reserve the Community Room for Saturday, March 7, 2020, from 8:00 a.m.

					to 12:00 p.m. to co-host with Cal OES and the Red Cross, a "Shelter Operations Training Class". Please assist us by coordinating the set up on Friday, March 6, 2020 (a day before the event), we need the entire room. Attached is the Event Equipment Rental Form for the room set up.
238938	01/28/2020	01/28/2020	Issue with Park/Facility Equipment	Grand Terrace	Report of men's restroom has a lot of toilet paper all over and need clean up.
238936	01/28/2020	01/28/2020	Issue with Park/Facility Equipment	Grand Terrace	Book room by annex building has lights out - 2 LED bulbs - Library has the keys to the room
238928	01/28/2020	01/30/2020	INTERNAL-General Office	Grand Terrace	repaired the rink of a manhole on Barton Road by dental clinic
237554	01/24/2020	01/28/2020	Street Sign issues	Eaton Drive Grand Terrace	remove weeds cut grass and clean the corner of the De Berry & Mount Vernon south east
237378	01/24/2020	--	Issue with Park/Facility Equipment	Grand Terrace	Hotmix at pico park
237377	01/24/2020	01/24/2020	Issue with Park/Facility Equipment	Grand Terrace	Weed Abatement at Mt Vernon and Van Buren
237364	01/24/2020	01/24/2020	INTERNAL-General Office	Grand Terrace	There is a sinkhole over a sewer lateral in the street in front of 12344 Whistler.
237356	01/24/2020	01/24/2020	Issue with Park/Facility Equipment	Grand Terrace	All, here are the graffiti photos taken this morning for the locked off area within the canal from Van Buren to De Berry. You cannot see graffiti from the street. There is some offensive and gang related graffiti. Obviously, it all needs immediate attention but there is some that is of highest priority.

237351	01/24/2020	01/24/2020	Issue with Park/Facility Equipment	Grand Terrace	No Street Sweeping Signs posted on Van Buren West of Michigan Ave. Cars getting tickets for 1st time.
237349	01/24/2020	01/24/2020	Issue with Park/Facility Equipment	Grand Terrace	Cheveron sign down at Observation and Van Buren.
237348	01/24/2020	01/24/2020	Issue with Park/Facility Equipment	Grand Terrace	Street light at the corner of Paradise and Peacock is out.
237347	01/24/2020	01/24/2020	Issue with Park/Facility Equipment	Grand Terrace	reservation at the Grand Terrace Senior Center this Saturday, January 18, 2020 from 6:30am to 6pm. We would need someone to open and close the Senior Center for them. On-Call Maintenance personnel
237346	01/24/2020	01/28/2020	Issue with Park/Facility Equipment	Grand Terrace	Tree needs to be trimmed in to front of 12825 VIvienda, alleges to bring the sidewalk and very large eucalyptus tree.
237344	01/24/2020	01/24/2020	Issue with Park/Facility Equipment	Grand Terrace	The residents at 22600 Robin Way park two vehicles on their front lawn. It is an eye sore and not good for property values.
237342	01/24/2020	01/24/2020	Issue with Park/Facility Equipment	Grand Terrace	The residents as 22558 Robin Way park their vehicles on a two lane driveway. There is grass/soil between the two lanes with nothing to prevent any oils from vehicle to seep into the ground.
236619	01/23/2020	01/24/2020	Tree Issues	Mt Vernon Ave Grand Terrace	Stop light defaults green to deBerry street. All traffic on Mt Vernon has to stop. It used to default green to Mt Vernon. Too many cars have to stop and wait for the light to change when there is no traffic on DeBerry.

236607	01/23/2020	01/24/2020	Pothole	Grand Terrace	Latch on back door of library sticking even after putting WD-40 on it.
235668	01/21/2020	01/24/2020	Issue with Park/Facility Equipment	Grand Terrace	Clean Rollins Park Shelters on 2/14/2020 to prep for weekend shelter reservations.
234174	01/17/2020	01/23/2020	INTERNAL-General Office	Grand Terrace	weeds at the street main on De Berry, 23033 De Berry - video sent to Maintenance
233401	01/16/2020	01/21/2020	Pothole	Grand Terrace	weeds on the north west corner of Barton and Preston and Barton and Grand Terrace Road
233398	01/16/2020	01/21/2020	Overgrown Grass / Weeds	De Berry and Mt. Vernon Grand Terrace	remove tumble weeds, clean up leaves , clear sidewalk for pedestrian use
233322	01/16/2020	01/21/2020	Pothole	Grand Terrace	Restock janitorial room in city hall.
233316	01/16/2020	01/21/2020	Overgrown Grass / Weeds	Mt Vernon and Van Buren Grand Terrace	Re dig out drainage areas in yard and reinstall silt fence
233311	01/16/2020	01/21/2020	Pothole	Grand Terrace	Adjust bubblers at Dog Park
233262	01/16/2020	01/21/2020	Graffiti	Van Buren and De Berry Grand Terrace	Clear out storage container and arrange all Xmas ornaments/lights into it
233214	01/16/2020	--	Street Sign issues	22339 Van Buren Street Grand Terrace 92313	Setup for Parks and Rec Meeting on January 23, 2020 at 4:00 pm.
233020	01/15/2020	--	Street Sign issues	22845 Van Buren Street Grand Terrace 92313	Change out 3 lights on soccer field with lift
231659	01/13/2020	01/14/2020	Internal Street Light Issue	Grand Terrace	Replace two valves on Barton/GT Road
231458	01/13/2020	--	Tree Issues	12825 Vivienda Grand Terrace	Pothole on Michigan, DeBerry / Mt. Vernon
230647	01/11/2020	01/24/2020	INTERNAL-General Office	Grand Terrace	Remove/cut up large tree limbs at City Hall parking lot
230296	01/10/2020	--	Issue with Park/Facility Equipment	Grand Terrace	Set up and break down for Parks and Rec Meeting on 1/9/19 at 4pm.
230165	01/10/2020	01/21/2020	Overgrown Grass / Weeds	23033 De Berry Grand Terrace	Replace reflectors on top of Palm
230109	01/10/2020	01/24/2020	Overgrown Grass / Weeds	Barton Road Grand Terrace	Abandoned Vehicle.Vehicle hasn't

					been moved in at least 4 months. It is clearly abandoned and has trash piled up inside.
230049	01/10/2020	01/13/2020	Overgrown Grass / Weeds	Barton / Preston to Victoria St Grand Terrace 92313	A resident stopped by City Hall to report that the street light at De Berry Avenue and Mt. Vernon Avenue takes too long. She wants to know if that can be addressed
229716	01/09/2020	01/10/2020	INTERNAL-General Office	Grand Terrace	People living on a trailer parked on the street in front of 22087 Newport by Edison plant.They have been there parked on the street for 3 days
229713	01/09/2020	01/21/2020	Drainage Issues	22795 Barton Rd Grand Terrace	Wrecked gray Ford Mustang abandoned in the corner21971 Grand Terrace rdCorner with Vivienda
229712	01/09/2020	01/10/2020	Issue with Park/Facility Equipment	Grand Terrace	The renter at 22545 Robin Way has an inoperable vehicle in the drive way. Three of the four tires are flat. The vehicle has been parked in this state for several weeks. In addition, the vehicle is not registered in California rather it has Arizona license plates.
229340	01/08/2020	01/09/2020	Issue with Park/Facility Equipment	Grand Terrace	missing sign at Tanager near 12786 Royal
229339	01/08/2020	01/09/2020	Issue with Park/Facility Equipment	Grand Terrace	Need fire alarm to be RESET. It has been silence only.
229338	01/08/2020	01/09/2020	Pothole	Grand Terrace	Fire Department toilet is leaking every time its flushes
229336	01/08/2020	01/09/2020	Tree Issues	Barton Rd Grand Terrace	
229332	01/08/2020	01/09/2020	Street Light Issue	Palm Ave Grand Terrace	CERT Monthly Meeting set up and break down. Set up on Tuesday, 1/7/20. Meeting is at 6pm.

					Breakdown the next day, Wednesday, 1/8/20
229305	01/08/2020	--	Street Light Issue	DeBerry and Mt. Vernon Grand Terrace	Replace electrical outlet behind desk in Finance office
228144	01/06/2020	01/09/2020	Street Sign issues	Tanager Grand Terrace	Multiple pot holes on Pico st. Between Michigan and Mt Vernon closer to the Michigan side
228066	01/06/2020	01/24/2020	Issue with Park/Facility Equipment	Grand Terrace	Repair iron fence in Main Street median at signal of high school.
227874	01/06/2020	01/10/2020	Issue with Park/Facility Equipment	Grand Terrace	Can we please have the Storm Drain cleaned on Britton Way. It is really filled with debris.Thank YouBest
226773	01/03/2020	01/13/2020	INTERNAL-General Office	Grand Terrace	Pothole on northbound Michigan just south of De Berry.
226664	01/03/2020	01/21/2020	Pothole		tree needs to be removed at the corner of Orielo and Pico. Tree roots are growing under sidewalks, fences and resident's lawn at 12686 Orielo. Report of gas line underneath, as well.
226559	01/02/2020	01/09/2020	Drainage Issues	Britton Way Grand Terrace	Remove Christmas Tree at the corner of Barton Rd and Palm Ave - needs a lift to remove.
226532	01/02/2020	01/09/2020	Pothole	Grand Terrace	Remove Christmas decorations at City Hall
226445	01/02/2020	--	Tree Issues	12686 Orielo Ave. Grand Terrace	

Community Room Reservations January 2020

Group	Date Reserved	Time
AA Women's Meeting	Wednesdays	5:15pm
Grand Terrace Women's Club	1st and 3rd Wednesdays	8:30 am, 10am
Library Event	January	11am
Overeaters Anonymous	Saturdays	10am
AA Women's Meeting	Wednesday	5 to 7 pm
Girl Scout Troop 1195	Thursdays	4:15 pm
		9am
GT Republic Women's Club	January 7	7pm
Girl Scout Troop 242	Fridays	5pm
Citrus Belt Quilters	January 11	9am

Signal Light Maintenance

Signal lights are maintained and repaired by City contractor, St. Francis. The following signal light maintenance was conducted:

Intersection	Regular Maintenance	Repair
Barton Road/Canal Street	×	n/a
Barton Rd/Honey Hills Dr	×	n/a
Barton Rd/Commerce Way/Vivienda	Contractor	
Barton Rd/Mount Vernon Ave	×	n/a
Barton Rd/Preston St	×	n/a
Barton Rd/Town Square	×	n/a
Mt. Vernon Ave/De Berry St	×	n/a
Barton Rd/Grand Terrace Rd	Contractor	
La Cadena/Litton	×	n/a
Main St/Michigan St	County	
Main St/High School entrance	County	

Park Maintenance

Park	Grass mowed	Full service planter maintenance	Gopher service	Restroom service (a.m.)	Trash receptacle service
Richard Rollins Park	Weekly	Once	Once	Daily	M-Fr, S*
Pico Park	Weekly	Once	Once	Daily	M-Fr, S*
TJ Austin Park	Weekly	Once	---	---	M-Fr, S*
Gwen Karger Park	Weekly	Once	---	---	M-Fr, S*
Fitness Park	---	Once (pull weeds)		Daily	M-Fr, S*
Griffin Park				---	

Location	Grass mowed	Full service planter maintenance	Trash service receptacle
Greenbelt	Weekly	Once	
Canal Strip	Weekly	---	
Oriole slope	---	Once	
Orange Grove Parkway	---	Once (pull weeds)	
Civic Center	Weekly	Once	Daily
Bike Stations		Bi-monthly	M & Th

Waste Management Services

Burrtec Waste Industries

Waste Generation Report:

- *Burrtec releases Waste Generation Reports two months following month of service.*
- *Year-to-Date (YTD) Summaries are also available*

November 2019: Concise Waste Generation Report
(Unit of Measure: Tons)

Service Description	Refuse	Recycling	E-Waste	Green-waste	Tires	Tin/ White	Scrap Metal	Inert	C&D	Food	Comm'l Select / Floor-sort	Total Tonnage Generated	Total Tonnage Generated by Category
Residential	228.56	70.33		140.33								439.22	
Christmas Tree													
Bulky Item	8.47		0.82			2.01						11.30	***450.52 Residential***
Clean Up													
Multi-Family	137.77	9.19		9.24								156.20	***156.20 Multi-Family***
Commercial	144.51	7.77					0.41			0.88	0.84	154.41	
School	53.18	13.60										66.78	***221.19 Commercial***
Roll off	38.62							67.32	11.14			117.08	***117.08 Roll off***
Grand Total	**611.11**	**100.89**	**0.82**	**149.57**		**2.01**	**0.41**	**67.32**	**11.14**	**0.88**	**0.84**	**944.99**	

Missed Pick-Up Report

Date Reported	Address	Description	Date Pick Up Completed
11/12/19	22195 Carhart Ave	Green Waste Bin Missed	11/12/19
11/12/19	22473 Canal Cir	Trash Bin Missed	11/13/19
11/14/19	22785 Minona Dr	Green Waste Bin Missed	11/15/19
11/19/19	11955 Rosedale Ave	Trash Bin Missed	11/19/19
11/19/19	11975 Rosedale Ave	Recycling Bin Missed	11/19/19
11/26/19	22074 De Berry St	Trash Bin Missed	11/26/19
11/26/19	12630 Michigan St	Recycling Bin Missed	11/26/19
11/26/19	12630 Michigan St	Green Waste Bin Missed	11/26/19

Public Works Administration

Contracts, Bids, Reports, Grants, Project Management & Events

Contracts:

Public Works Services for FY 2019-20:

Contractor Name	Service	Contract Amount	Remaining Balance as of JAN. 31, 2020
ACCO Engineered Systems	HVAC Maintenance	$22,850	$11,825
Albert A Webb Associates	Commerce Way Final Design Southern Portion	$170,880	$4,119
Clean Street	Street Sweeping Services	$54,508	$30,618
City of Colton Cooperative Agreement with Grand Terrace	Traffic Signal Maintenance for signal on Litton Avenue	N/A	N/A
Carbon Solutions Group	Electric Vehicle Charging Stations	$185,000	$5,990
Demuth Plumbing	Rollins Park Leak	$6,400	$0
EZ Sunnyday Landscape	Landscape Maintenance	$47,830	$19,665
Gopher Patrol	Gopher Abatement Services	$7,227	$2,783
Hardy and Harper, Inc	Street Maintenance Services	$75,000	$75,000
Interwest Consulting Group TKE Engineering, HR Green	On-Call Public Works Inspection Services	$40,000	$40,000
Interwest Consulting Group HR Green Albert A. Webb	On-Call Construction Management Services (incl. Barton Road Interchange Project – Interwest)	$40,000	$40,000
Interwest Consulting Group	Commerce Way Extension Real Estate & Engineering Services	$360,005	$247,263
Lynn Merrill	NPDES Services	$10,000	$6,212
MCC Pipeline	Emergency Culvert Replacement	$25,320	$0
Moran Janitorial Services	Janitorial Services for City Hall and City Parks	$19,980	$13,320
Otis Elevator Company	Elevator Maintenance Service	$5,145	$0
San Bernardino County Dept of Public Works – Flood Control	Flood Control Facilities	$22,770	$22,770
San Bernardino County Fire Dept – Hazardous Material	Household Hazardous Waste (HHW) Services	$18,065	$4,516
San Bernardino County Land Use Services	Fire and Weed Hazard Abatement Services	$13,526	$13,526
St. Francis Electric, LLC.	Traffic Signal Maintenance Services	$20,000	$20,000
County of Riverside TLMA Administration	Main Street Traffic Signal Maintenance Services	$6,000	$4,553

West Coast Arborist	5 Year Tree Maintenance Program	$38,560 *($192,802: 5-yr term)*	$30,656*($192,802: 5-yr term)*
TSR	Litton Signal Pole Replacement	$14,400	$0
TSR	Preston Signal Modification	$82,000	$82,000
Western Exterminator Co.	Pest Control Services	$7,502	$7,502
Willdan	Engineering Services (incl. Landscape and Lighting Assessment District)	$7,000 (paid with Dev. fees)	N/A (Developer Fee and LLMD Assess.)
	TOTAL PUBLIC WORKS CONTRACT VALUE FOR FY 2019-20:	**$1,299,968**	**$682,318 balance**

FY 2019-20 Capital Improvement Project Contracts

Contractor Name	Service	Contract Amount	Contract Balance
Evan Brooks Associates	Preliminary Engineering for HSIP – Mt. Vernon Safety Improvement	$36,300.00	$4,643.00
	TOTAL CIP PROJECT CONTRACT VALUE FOR FY 2019-20	**$36,300.00**	**$4,463.00**

Bids:

- Mt. Vernon Ave Corridor Intersection Improvement Project

Major Reports:

- Provide Direction on Undergrounding Master Plan Study

Grants:

- MSRC Funding for Clean Transportation Projects
- SCIP: $140,000 grant funding for City Hall EV Project
- HSIP – Highway Safety Improvement funding for Mt. Vernon / Awarded Approval to Bid from Caltrans
- HSIP – Guardrail Safety Project

Project Management:

- Budget for Landscape and Lighting Assessment District
- EV Charging Station
- Senior Center ADA Door Installation
- Preston Signal Modification
- HSIP Cycle 9 Guardrail Project

Major Meetings / Events:

- N/A

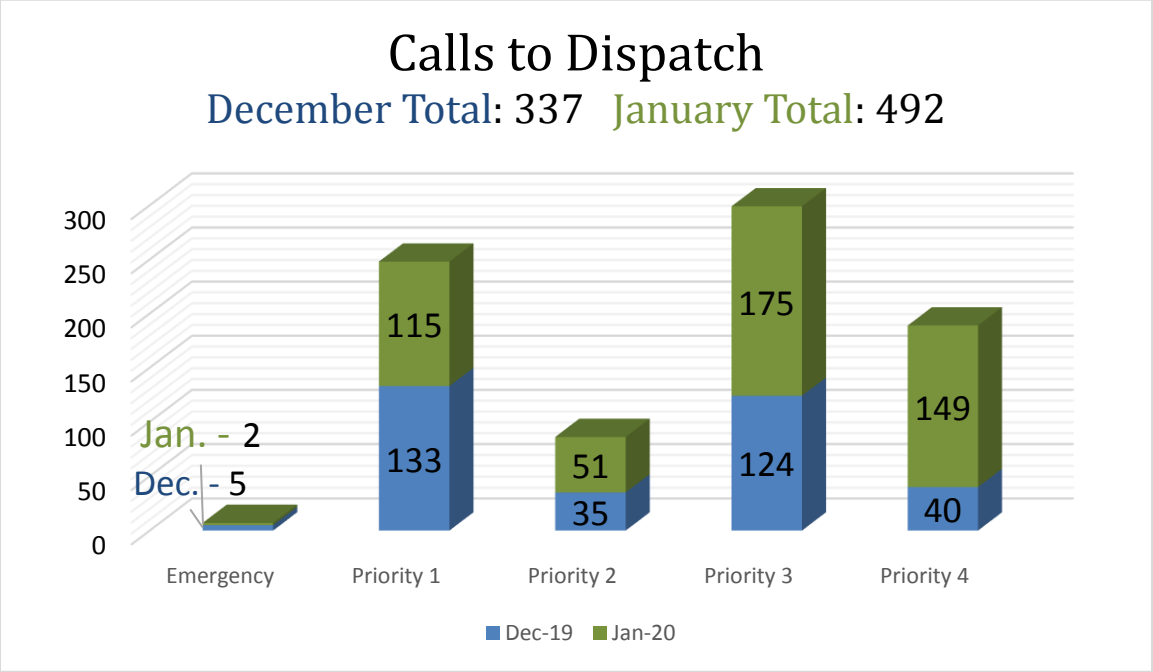
Sheriff's Contract

- Law Enforcement Services

San Bernardino County Sheriff's Department

Services	December 2019	January 2020
Officer Contact and Calls	1,150	1,270

Calls to Dispatch	December 2019	January 2020
Emergency	5	2
Priority 1	133	115
Priority 2	35	51
Priority 3	124	175
Priority 4	40	149
Totals	**337**	**492**



Emergency – 911 calls (evaluated for substance).
Priority 1 – Currently active, 15 minutes or less.
Priority 2 – Just occurred, 15 minutes or more.
Priority 3 – Calls over 30 minutes ago.
Priority 4 – Incident calls, counter calls.
Note: As dispatch receives more information during the call, the level of priority can change to a higher or lower level priority.

Citizens on Patrol (COP) - Weekly Hours for October 2019:

Jan. 6th	Jan. 13th	Jan. 20th	Jan. 27th	Total Hours
0	3	4	3	10

San Bernardino County Fire

City of Grand Terrace

Fire Department Incidents

01/01/20 – 01/31/20

Call Type	Number of Calls
Commercial Alarm	4
Carbon Monoxide Alarm	1
Fire – Vegetation	2
Fire – Residential Structure	5
Fire – Unknown Type	2
Fire – Vehicle	1
Medical Aid	95
Move Up (Cover Engine into FS#23)	1
Outside Electrical Incident	4
Public Service	2
Residential Alarm	2
Traffic Collision with Extrication	1
Traffic Collision Unknown Injuries	4
Traffic Collision Unknown Injuries – Freeway	2
Total Calls	**126**