



---

# MONTHLY REPORT

---

October 2020

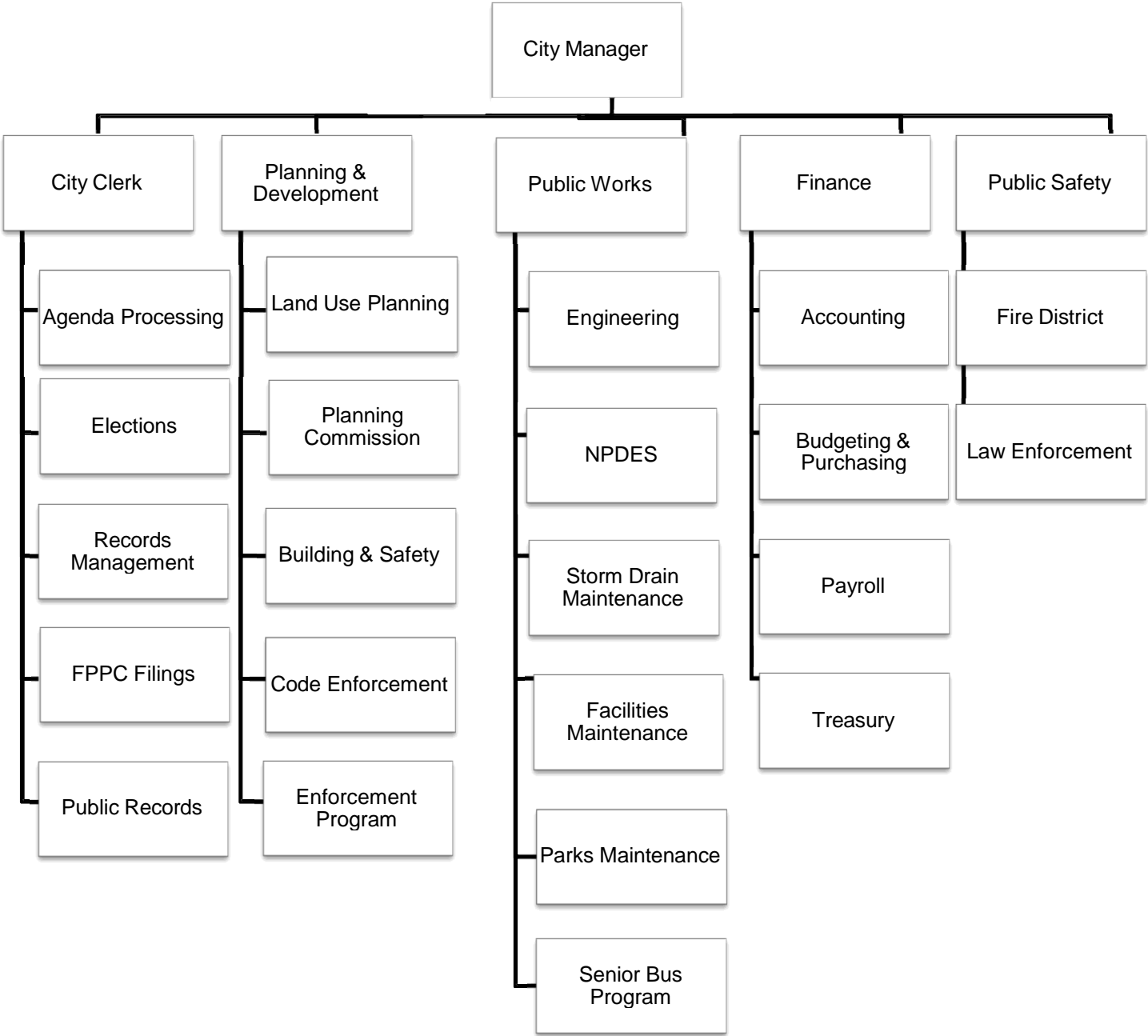
PRESENTED BY  
THE CITY MANAGER'S OFFICE



Organizational Chart .....	1
City Clerk .....	2
Committee/Commissions .....	7
City Manager .....	8
Senior Center .....	12
Senior Bus Program .....	15
Communications .....	20
Planning and Development .....	24
Code Enforcement .....	38
Weekend Code .....	39
Parking/Graffiti .....	39, 40
Animal Control .....	41
Public Works .....	45
Engineering Division .....	46
Maintenance .....	47
Park Maintenance .....	52
Burrtec Waste Generation Report .....	53
Public Works Administration .....	55
CIP Project Contracts .....	56
Sheriff's Contract .....	57
Law Enforcement Services .....	58
San Bernardino County Fire .....	60
Emergency Management Services .....	61

# CITY MANAGER

## Organization Chart





## City Clerk

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



## City of Grand Terrace

City Clerk's Department

---

DATE: December 1, 2020

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

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

SUBJECT: **OCTOBER 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 one position that includes the City Clerk. 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 October 2020 is two (2), spending a total of sixteen (16) hours preparing the agenda packet producing 379 pages.

AGENDA PROCESSING/POSTING			
MONTH	Regular Meeting	Special Meeting	Totals
May	2	2	4
June	2	0	2
July	2	0	2
August	2	1	3
September	2	0	2
October	2	0	2
Total Processed	12	3	15

## **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 October is two (2) and the number of Ordinances processed for the month of October is zero (0).

RESOLUTIONS AND ORDINANCES PROCESSED			
	RESOLUTIONS	ORDINANCES	MONTHLY TOTALS
May	4	2	6
June	10	0	10
July	5	1	6
August	3	0	3
September	2	0	2
October	2	0	2
Total Processed	26	3	29

## **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 October 2020, one Commendation (1) was 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
May	0	1	0	0	0	1	2
June	0	1	0	0	0	0	1
July	0	0	0	1	0	0	1
August	0	9	0	1	0	0	10
September	0	0	0	0	0	0	0
October	0	0	1	0	0	0	1
Total	0	11	1	2	0	1	15

## **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 October 2020, Council approved two (2) agreements.

CONTRACTS & AGREEMENTS PROCESSED	
May	4
June	2
July	5
August	1
September	3
October	2
Total	17

## **RECORDS REQUESTS**

The City Clerk's office received eight (8) Requests for Copies of Public Records for the month of October 2020. Eight (8) requests were completed within the Government Code Section 6253(c)'s requirement of ten (10) calendar days. The total number of pages provided in response to those requests were 40.

Month	RECORDS REQUEST SUMMARY				
	Requests Received	Completed Within 10 Days	Completed with 14-Day Extension	# of Pages Provided	Letter to Requestor – No Records
May	11	11	0	131	5
June	6	6	0	83	1
July	12	7	5	303	5
August	15	15	0	194	0
September	10	10	0	223	3
October	8	8	0	40	1
Total Requests	62	57	0	974	15



## **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 October 2020, the City Clerk's office responded to 321 telephone calls from residents, contractors, vendors, consultants, and in-house customer service assistance to City staff.

TELEPHONE CUSTOMER SERVICE	
May	367
June	308
July	287
August	205
September	241
October	321
Total Calls	1,729

## **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. No activity is reported for the month of July as the Committee has cancelled its 2020 events and meetings due to the COVID-19 pandemic.

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
May	0	0	0	0	0	0
June	0	0	0	0	0	0
July	0	0	0	0	0	0
August	0	0	0	0	0	0
September	0	0	0	0	0	0
October	0	0	0	0	0	0
TOTAL # HOURS	0	0	0	0	0	0

## **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	7	0	0
Planning Commission	5	0	0
Parks & Recreation Committee	5	0	0



## City Manager's Office

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



---

DATE: December 1, 2020

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

FROM: Debra L. Thomas, City Clerk

SUBJECT: **October-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-2020	Aug-2020	Sept-2020	Oct-2020	Nov-2020	Dec-2020
Recruitments Initiated	0	1	1	0		
Recruitments in Progress	0	0	1	2*		
Recruitments Pending	0	1	0	0		
Applications Processed	0	0	0	8		
New Hires Processed	0	0	0	0		
Description	Jan-2021	Feb-2021	Mar-2021	Apr-2021	May-2021	Jun-2021
Recruitments Initiated						
Recruitments in Progress						
Recruitments Pending						
Applications Received/Processed						
New Hires Processed						

Note: \*Recruitment for the Senior Accountant positions.

TABLE 2  
Employee Job Performance Activity

Description	Jul-2020	Aug-2020	Sept-2020	Oct-2020	Nov-2020	Dec-2020
Evaluations Processed	6	0	0	0		
Description	Jan-2021	Feb-2021	Mar-2021	Apr-2021	May-2021	Jun-2021
Evaluations Processed						

## 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.*

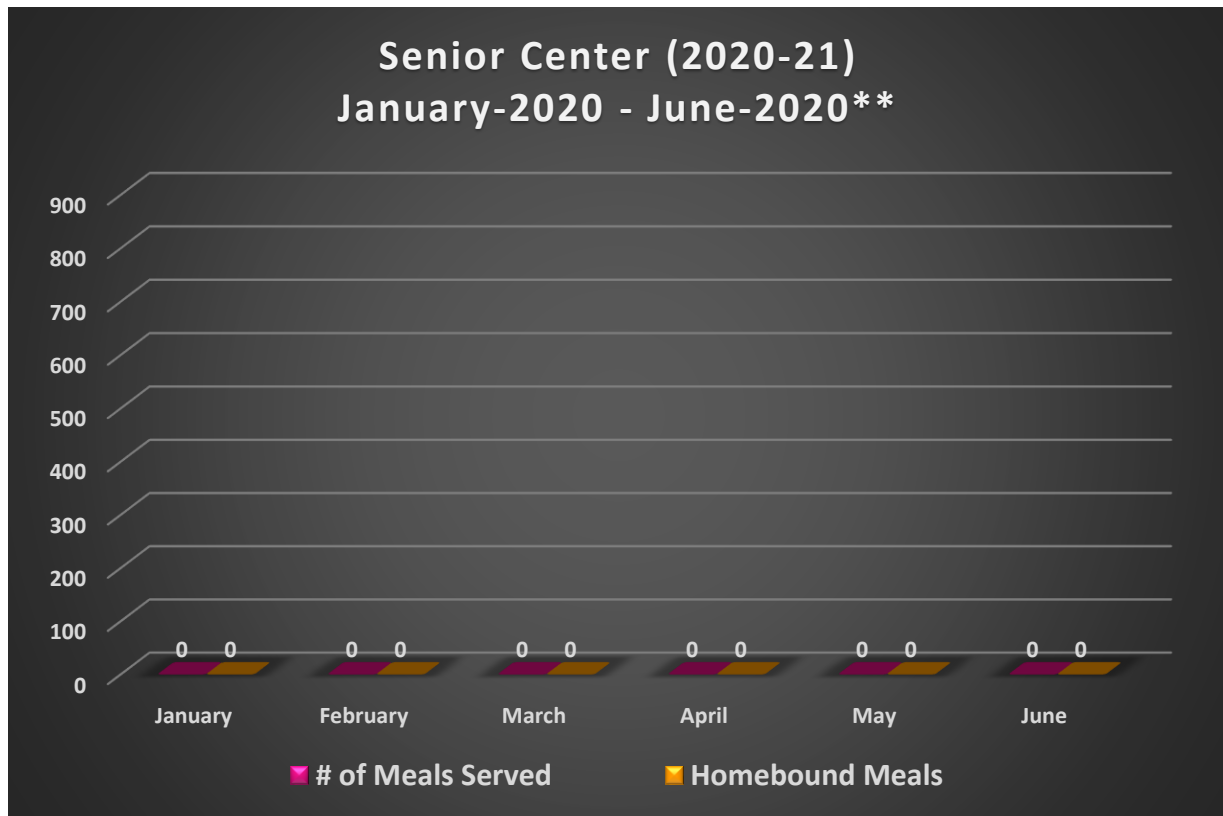
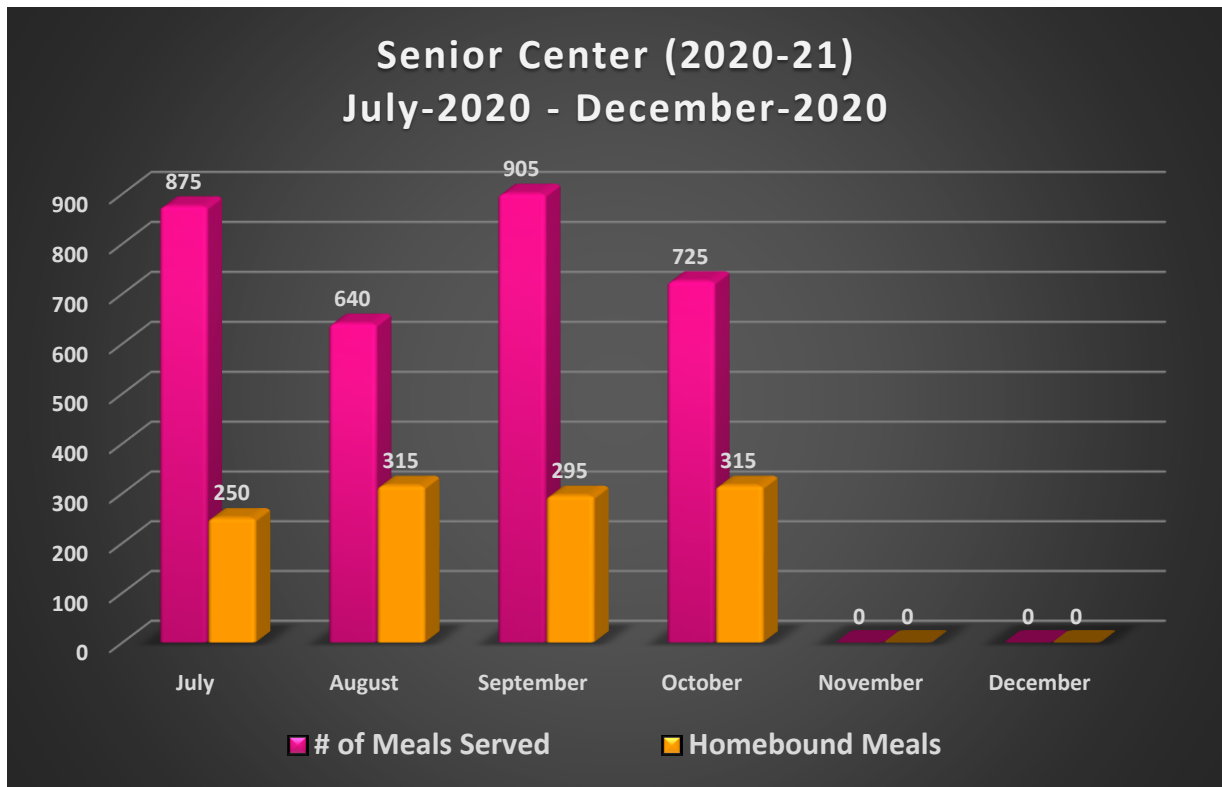
TABLE 1 - Senior Center Activities

Description	Jul-2020	Aug-2020	Sept-2020	Oct-2020	Nov-2020	Dec-2020
<b>Nutrition Program (# of meals served)</b>	875	640	905	725		
<b>Homebound Meals</b>	250	315	295	315		
<b>Bingo</b>						
<b>Bridge</b>						
<b>Bunco</b>						
<b>Coffee with Megan</b>						
<b>Exercise Classes</b>						
<b>Garden Club</b>						
<b>Morning Glories (quilting)</b>						
<b>Movies with Solomon</b>						
<b>Paint Classes</b>						
<b>Card Game Night (Wednesday)</b>						
<b>Zumba</b>						
<b>Kings Corner</b>						
<b>Cribbage</b>						
<b>Cell Phone Class</b>						
<b>Loteria</b>						
<b><u>SPECIAL EVENTS</u></b>						
<b>Monthly Birthday Celebration</b>						
<b>Entertainment (2<sup>nd</sup> Fri. each mo.)</b>						
<b>Volunteer Meeting</b>						
<b>Hydration Station</b>						
<b>Bus Pass Distribution</b>						
<b>4<sup>th</sup> of July Party / Sept Pizza Party /</b>						
<b>Health Screening</b>						
<b>Christmas / Holiday Celebration</b>						
<b>Monthly Summary Attendance</b> (Accounts for a senior participating in any activity/program. One senior may have participated in 2 or more programs, not including meals.)						

Description	*Jan -2021	*Feb 2021	**Mar -2021	Apr- 2021	May- 2021	Jun- 2021
Nutrition Program (# of meals served)						
Homebound Meals						
Arts and Crafts Classes						
Bingo						
Bridge						
Bunco						
Coffee with Shari						
Exercise Classes						
Garden Club						
Morning Glories (quilting)						
Movies with Solomon						
Paint Classes						
Card Game Night (Wednesday)						
Zumba						
Kings Corner						
Cribbage						
Cell Phone Class						
Loteria						
<b><u>SPECIAL EVENTS</u></b>						
Monthly Birthday Celebration						
Entertainment (2 <sup>nd</sup> Fri. each mo.)						
Volunteer Meeting						
Hydration Station						
Bus Pass Distribution						
4 <sup>th</sup> of July Party / Sept Pizza Party						
Health Screening						
<b>Monthly Summary Attendance</b> <i>(Accounts for a senior participating in any activity/program. One senior may have participated in 2 or more programs, not including meals.)</i>						

\*\* - Due to COVID-19, the Senior Center will only be providing limited meals.





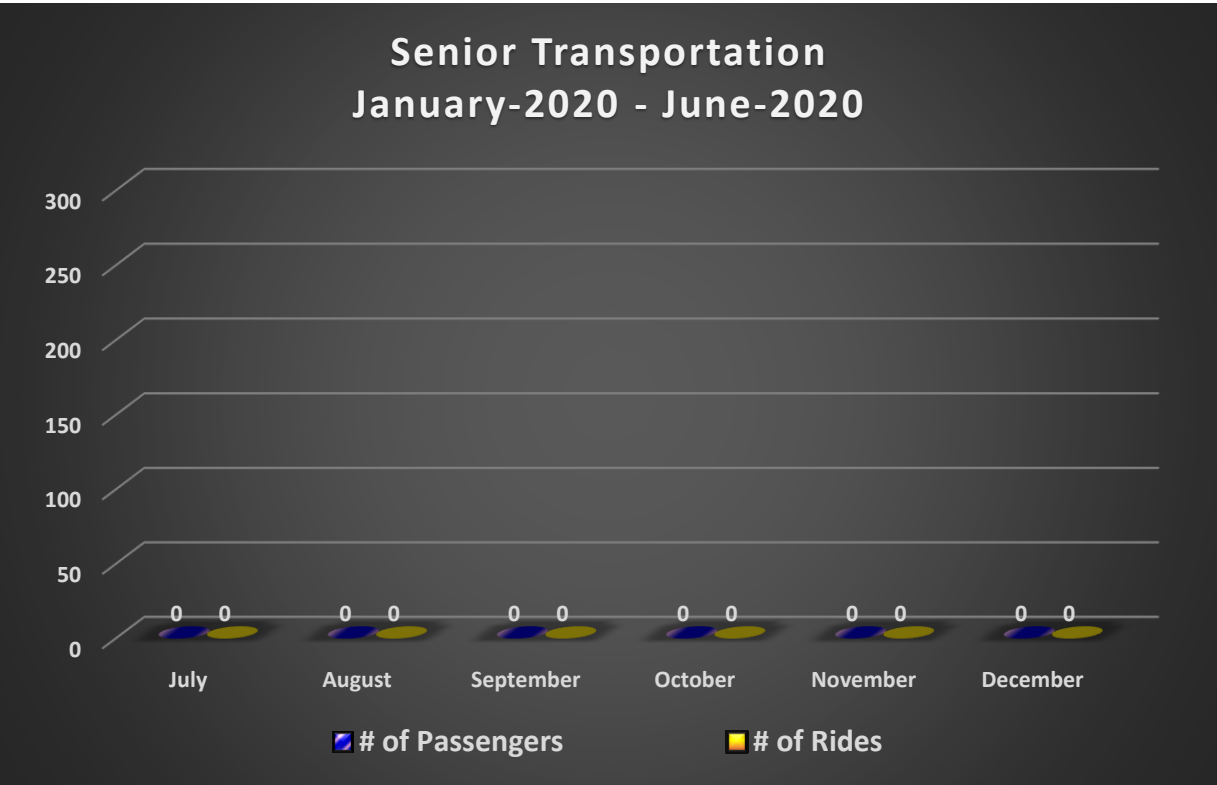
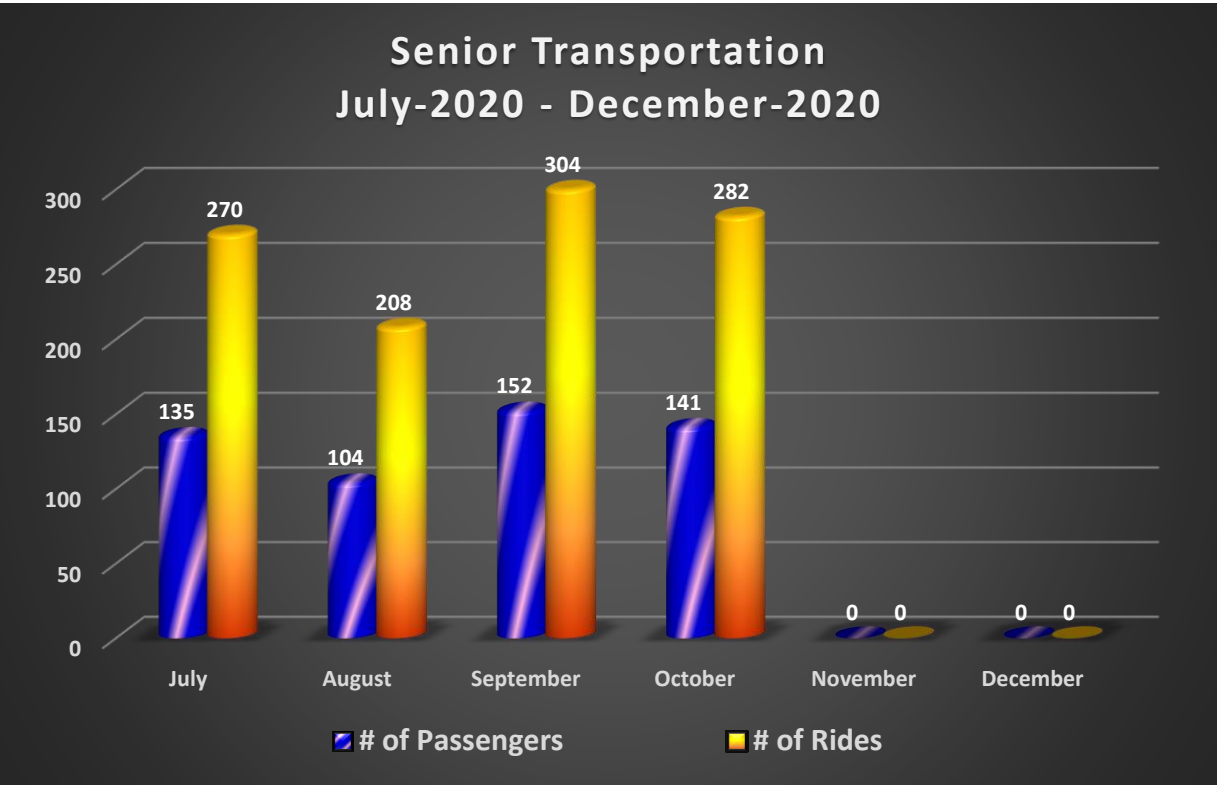
\*\* - Due to COVID-19, the Senior Center will only be providing limited meals.

TABLE 2  
Senior Center Blue Mountain Silver Liner  
# of Passengers

Description	Jul-2020	Aug-2020	Sept-2020	Oct-2020	Nov-2020	Dec-2020
Within City Limits (Senior Center, Stater Brothers, Library)	135	104	152	141		
Outside City Limits (Walmart, 99cent store, Ross)	0	0	0	0		
Special Events/Trips	0	0	0	0		
Description	Jan-2021	Feb-2021	Mar-2021	Apr-2021	May-2021	Jun-2021
Within City Limits (Senior Center, Stater Brothers, Library)						
Outside City Limits (Walmart, 99cent store, Ross)						
Special Events/Trips						

TABLE 3  
# of Rides

Description	Jul-2020	Aug-2020	Sept-2020	Oct-2020	Nov-2020	Dec-2020
Within City Limits (Senior Center, Stater Brothers, Library)	270	208	304	282		
Outside City Limits (Walmart, 99cent store, Ross)	0	0	0	0		
Special Events/Trips	0	0	0	0		
Description	Jan-2021	Feb-2021	Mar-2021	Apr-2021	May-2021	Jun-2021
Within City Limits (Senior Center, Stater Brothers, Library)						
Outside City Limits (Walmart, 99cent store, Ross)						
Special Events/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.*

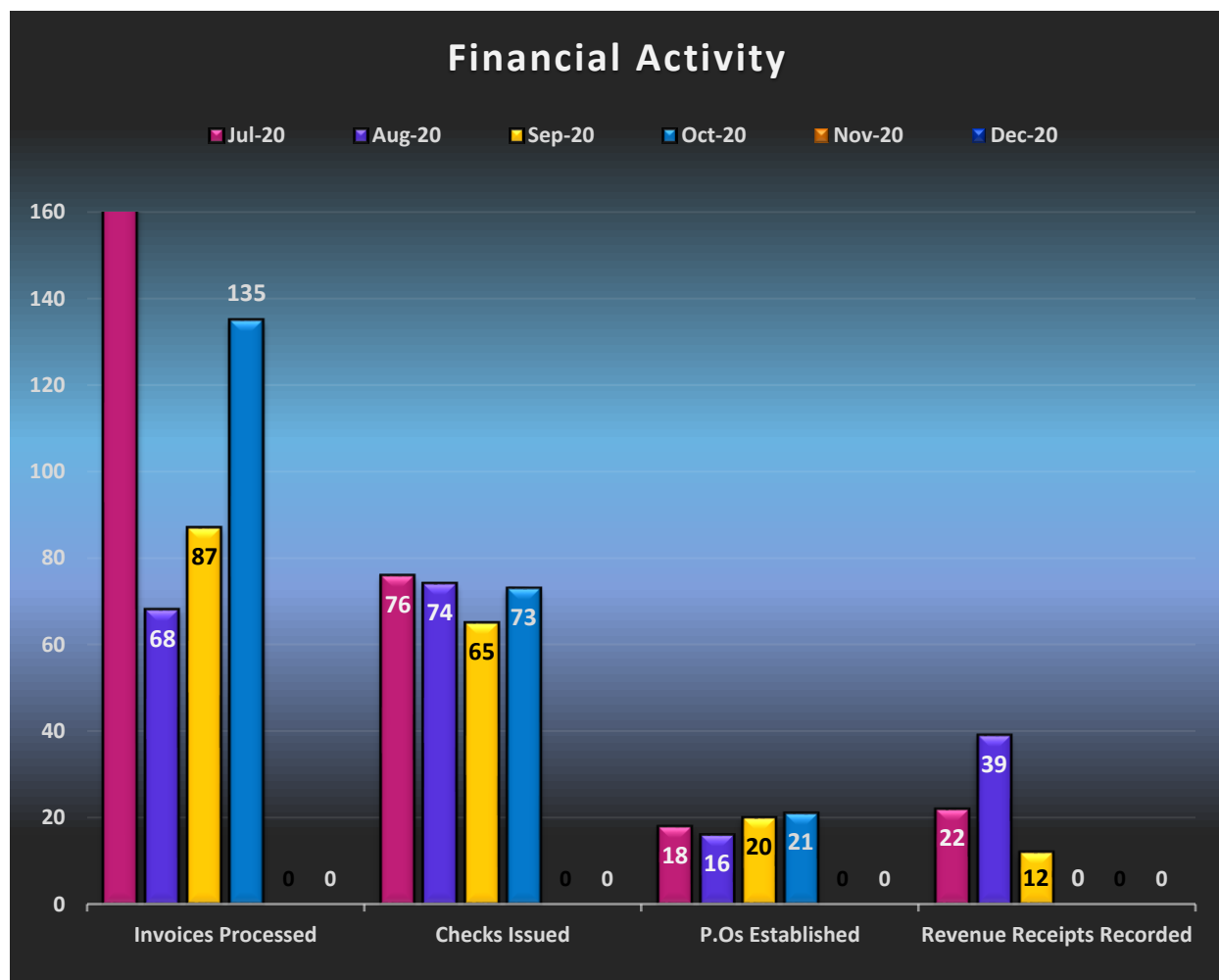
## CORE SERVICES

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-2020	Aug-2020	Sept-2020	Oct-2020	Nov-2020	Dec-2020
Invoices Processed	165	68	87	135		
Checks Issued	76	74	65	73		
Purchase Orders Established	18	16	20	21		
Revenue Receipts Recorded	22	39	12	0		
Description	Jan-2021	Feb-2021	Mar-2021	Apr-2021	May-2021	Jun-2021
Invoices Processed						
Checks Issued						
Purchase Orders Established						
Revenue Receipts Recorded						





**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. 1<sup>st</sup> 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.*

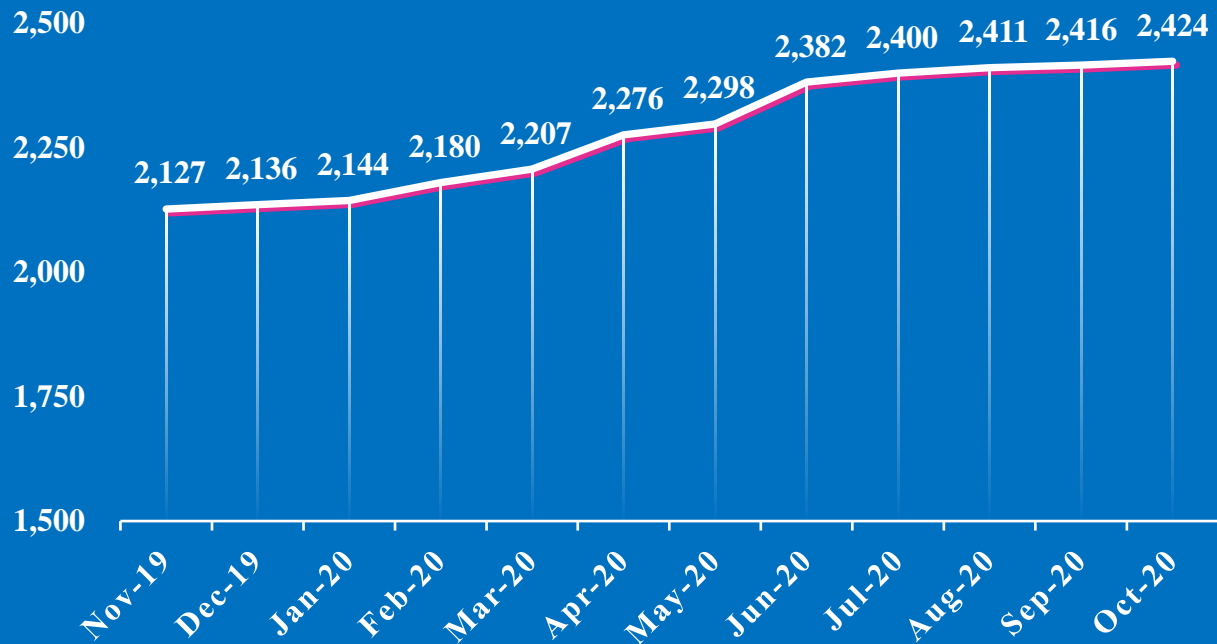
### 2020-2021 City Communications Data:

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

Eblast	Jul	Aug	Sep	Oct	Nov	Dec
Number of E-newsletters Distributed	1	1	8	2		
Number of Subscribers	811	819	822	826		
Change in Subscribers	9	8	3	4		
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						
Number of Subscribers						
Change in Subscribers						
Number of E-newsletters Opened*	No Data	No Data	No Data	No Data	No Data	No Data

\* New e-newsletter management system does not currently track emails opened.

## FACEBOOK PAGE FOLLOWERS



Facebook	Jul	Aug	Sep	Oct	Nov	Dec
Posts	19	8	24	15		
Total Reach*	22,753	11,924	20,993	9,575		
Total Engagement**	5,341	2,371	3,243	1,474		
Page Followers	2,400	2,411	2,416	2,424		
New Page Followers	18	11	5	8		
Facebook	Jan	Feb	Mar	Apr	May	Jun
Posts						
Total Reach						
Total Engagement						
Page Followers						
New Page Followers						

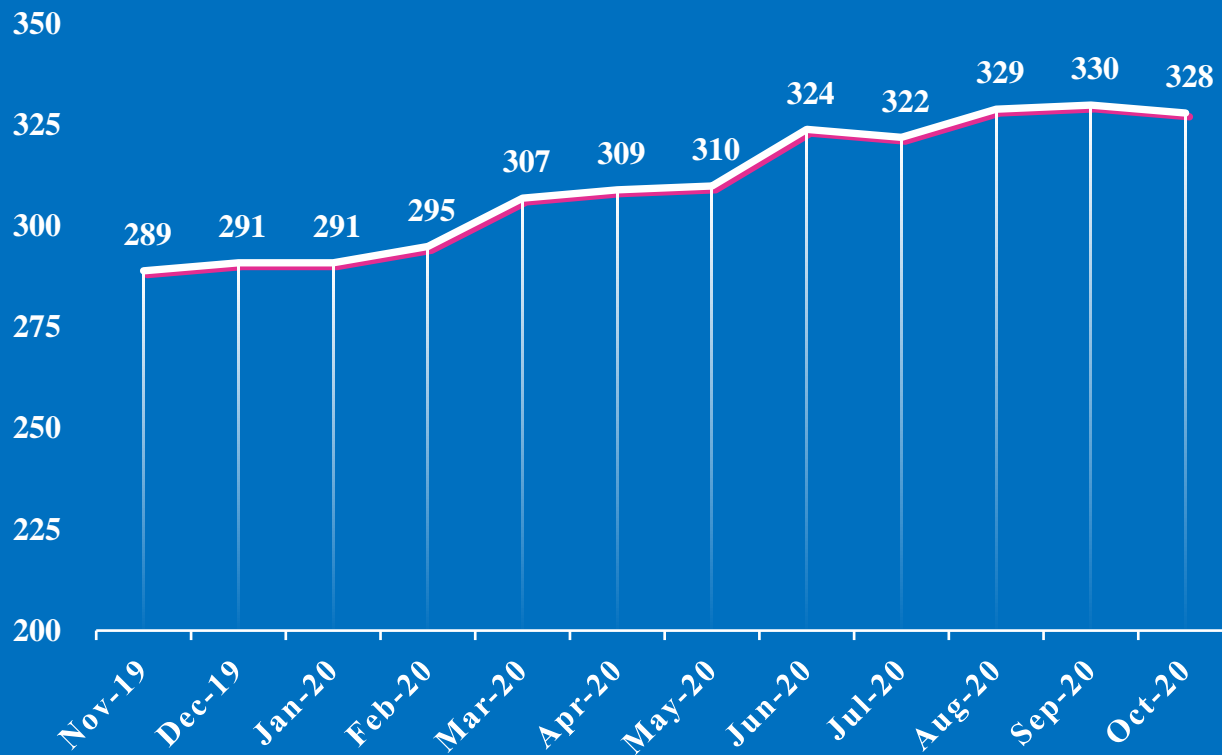
\* Reach refers to the number of unique people to have seen a post's content.

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

5 Most Popular City Facebook Pages (By % of population) – San Bernardino County	% of Pop.
1) Twentynine Palms	27.70%
2) Apple Valley	24.13%
3) Yucca Valley	22.49%
4) Grand Terrace	19.26%
5) Hesperia	16.20%



## TWITTER PAGE FOLLOWERS



Twitter	Jul	Aug	Sep	Oct	Nov	Dec
Tweets	0	0	3	1		
Impressions	1,519	1,035	1,467	1,938		
Followers	322	329	330	328		
New Followers	-2	7	1	-2		
Twitter	Jan	Feb	Mar	Apr	May	Jun
Tweets						
Impressions						
Followers						
New Followers						

YouTube	Jul	Aug	Sep	Oct	Nov	Dec
Video Uploads	2	3	2	2		
Video Views	202	137	129	1-0		
Subscribers	167	167	166	166		
Change in Subscribers	3	0	-1	0		
YouTube	Jan	Feb	Mar	Apr	May	Jun
Video Uploads						
Video Views						
Subscribers						
Change in Subscribers						

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

<b>City News</b>	<b>Jul</b>	<b>Aug</b>	<b>Sep</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>
Featured (Front Page Article and Image)	0	0	0	0		
Articles	3	0	1	1		
1/2-Page Ad	1	0	0	0		
1/4-Page Ad	2	1	1	1		
<b>City News</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>Jun</b>
Featured (Front Page Article and Image)						
Articles						
1/2-Page Ad						
1/4-Page Ad						

<b>AM 1640</b>	<b>Jul</b>	<b>Aug</b>	<b>Sep</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>
Advertisement of City Events	0	0	0	0		
<b>AM 1640</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>Jun</b>
Advertisement of City Events						

<b>Burrtec Newsletter</b>	<b>Jul</b>	<b>Aug</b>	<b>Sep</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>
Bi-Monthly Newsletter	1	0	1	0		
<b>Burrtec Newsletter</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>Jun</b>
Bi-Monthly Newsletter						



## Planning & Development

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



# City of Grand Terrace

## Planning and Development Services Department

---

DATE: December 1, 2020

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

FROM: Planning and Development Services Department

SUBJECT: **OCTOBER 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, Animal Control, and Public Works.

### 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: 64

Planning Phone Calls Received: 113

Planning E-mails Received/Answered: 570

COVID-19 Related E-mails Received: 113

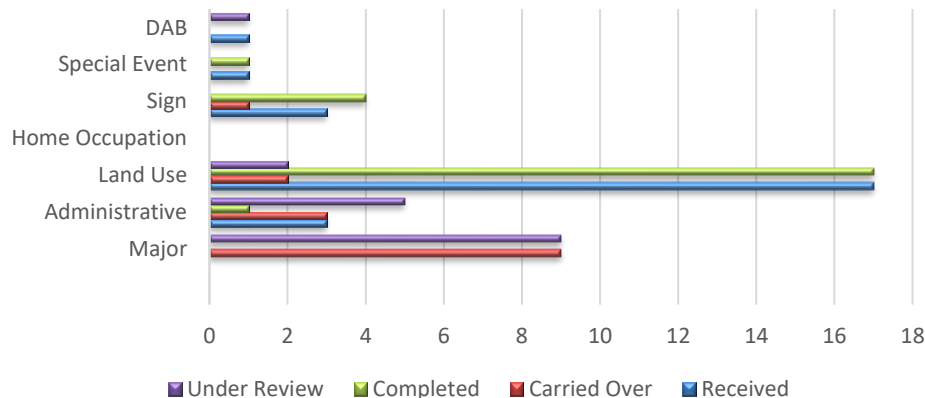
### **Application Summary**

The Planning Division received 25 new applications in October and carried over 15 from the previous month. Action was taken on 23 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 October 2020**

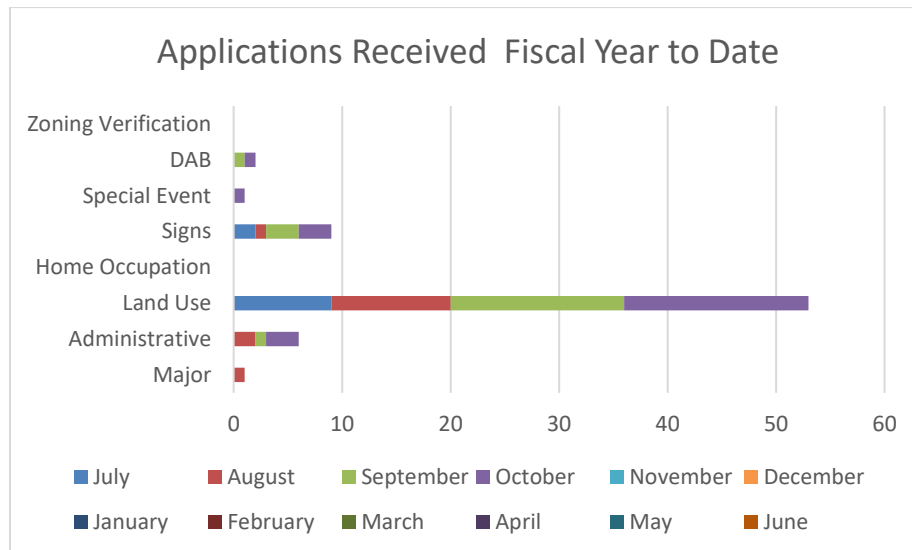
<b>Applications</b>	<b>Number Received</b>	<b>Carried Over</b>	<b>Completed</b>	<b>Under Review</b>
<b>Major</b>	0	9	0	9
<b>Administrative</b>	3	3	1	5
<b>Land Use</b>	17	2	17	2
<b>Home Occupation</b>	0	0	0	0
<b>Sign</b>	3	1	4	0
<b>Special Event</b>	1	0	1	0
<b>DAB</b>	1	0	0	1
<b>Total</b>	25	15	23	17

#### **Applications Received and Carried Over in October 2020**



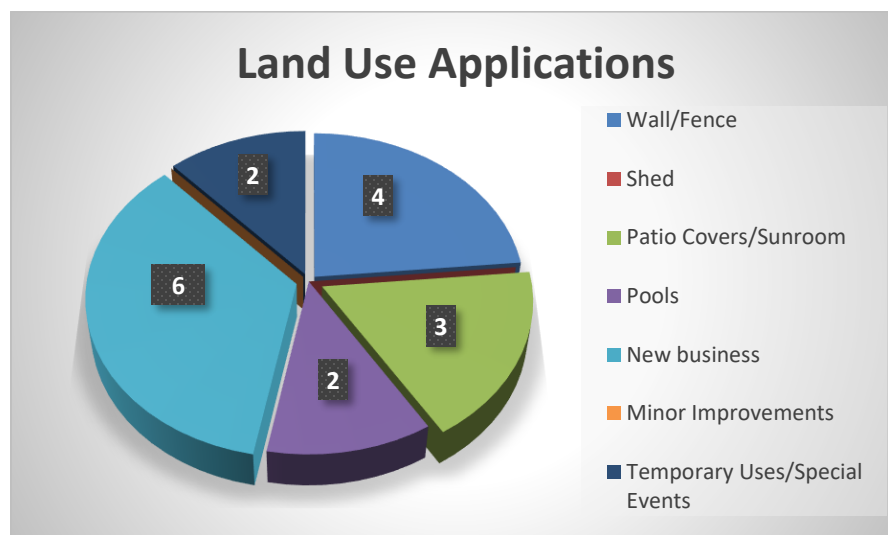
## Applications Received, Approved and/or Under Review

Fiscal year 200-2021 to date the Planning Division has received 72 applications for review, 17 applications remained under review. A comprehensive list of the applications and their status is at the end of the Planning Division's report.



A Land Use application for five new businesses were received in October, “Healthcare Packaging Inc.” (Office/Desiccants Sales), “Mazzullis’ Family Kitchen” (Italian Restaurant), “B2 Resources Corporation” (Staffing Services), “The Wholeness Empowerment Group” (Social Worker Services), and “Health Redesigned LLC, DBA Senior Helpers San Bernardino.” (Office for Non-Medical Home Care Services). Planning also received one Land Use application proposing a business expansion for “Custom Wellness” (Health Coach/Personal Training).

Overall Land Use applications are the most predominant applications that the Planning Division processes. Seventeen Land Use applications were received in October.



## 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	Under Construction
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 to-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	Under Construction
8/19/2019	SA 19-08 V 19-01	Troy Rogers	Taco Bell	22172 Barton Road	Under Construction Landscaping 1 <sup>st</sup> Plan Check 3/11/2020
11/15/2020	SA 18-04 E 17-09	Todd Kessler	Single Family Residence	23400 Westwood Street	Under Construction

## 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. No DAB meetings took place during the month of October; however, one meeting was received and scheduled for the month of November.

Development Advisory Board (DAB)					
Date Submitted	Case No.	Applicant	Description	Location	Status
10/21/2020	DAB 20-06	Condor Energy Storage, LLC	Battery Energy Storage System	APN: 1167-151-77-0000	Meeting scheduled for 11/2/2020

## 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.

There were no Planning Commission meetings held during the month of October.

## Conforming Uses and Buildings

## 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
<b>Blue Mountain Trailhead and Trail Grant</b>	Submitted on October 1, 2017. Site visit completed in November 2017. <b>Awarded.</b> Community workshop held on 4/11/2019.	\$212,500 (Estimated Project cost \$520,000)
<b>Specified Grant - Blue Mountain Trailhead and Trail Grant</b>	Non Competitive. Staff met with State Representatives and on August 15, 2019 and March 18, 2020	\$1.2 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
<b>22293 Barton Road</b>	Vacant 1.42-acre commercial property.
<b>22317 Barton Road</b>	Vacant 1.43-acre commercial property.
<b>11695 Canal Street</b>	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.
<b>12569 Michigan Street</b>	Project completed. The Housing Successor Agency holds covenants on the property for two low income residents.

### Community Emergency Response Team

Due to COVID-19 social distancing restrictions, the regular CERT volunteer meeting scheduled for October 6, 2020, was cancelled.



## 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
8/12/2020	GPA 20-02 SPA 20-02 SA 20-03 CUP 20-01 E 2-03	Greens INV 15 LLC	22317, 22273, 22293 Barton Road	Multi Family, Hotel, Restaurant Retail	Incomplete on 9/23/2020
3/16/2020	GPA 20-01 ZCA 20-01	Darryl Moore	Change of Zoning from R1-7.2 to R2	12266 Michigan Street	Incomplete on 4/17/2020
3/16/2020	SA 20-02 TTM 20-01 SP 20-01 E 20-02	Darryl Moore	22 single Homes and TTM	122667 Michigan Street	Incomplete on 4/17/2020
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. Resubmitted Plans received on 6/2/2020 were distributed for review 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 New concept drawings reviewed, Incomplete on 7/23/2020
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	The PC appeal was approved by the City Council on 8/25/2020
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
10/22/2020	ASA 20-07 E 20-07	Paul Espino	House Addition	12435 Willet Avenue	In Review
10/19/2020	ASA 20-06 E 20-06	Khanh Tran	House Addition	21910 Vivienda Avenue	In Review
10/15/2020	ASA 20-05 E 20-05	Edna Medrano	Adult Day Health Care	22400 Barton Road, Unit 200	In Review
9/10/2020	ASA 20-04 E 20-04	Christopher Pena	House Addition	23146 Vista Grande Way	Approved
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	Deemed Incomplete on 1/14/2020

### Land Use Review

Date Submitted	Case No.	Applicant	Description	Location	Status
10/30/2020	LU 20-92	Efrain Garcia	Fence	12026 Preston Street	Approved
10/29/2020	LU 20-91	AAA Alumawood Patio	Patio	22840 Pico Street	Approved
10/29/2020	LU 20-90	Jane Recktenwald	Patio	11837 Greenbriar Lane	Approved
10/29/2020	LU 20-89	Patricia Acosta	POD	22808 Minona Drive	Approved
10/22/2020	LU 20-88	Jocelyn Nipsen	Non-Medical Home Care	12139 Mt. Vernon Avenue	Approved
10/22/2020	LU 20-87	Francisco Madrid	Fence/Pilasters	12672 Mt. Vernon Avenue	Approved
10/20/2020	LU 20-86	Frances Ohaeri	Social Worker	22365 Barton Road	Approved
10/20/2020	LU 20-85	Gabriel Huerta	Pool and Spa	2298 De Berry	Approved
10/20/2020	LU 20-84	Danielle Contreras	Retaining Wall/Concrete	22850 Pico Street	Approved

10/17/2020	LU 20-83	Shilo Luna	Wellness Services	12210 Michigan, Suite D	Approved
10/16/2020	LU 20-82	B2 Resources	Staffing Company	12139 Mt Vernon, Suite 105	Approved
10/14/2020	LU 20-81	Passquale Mazzuli	Mazzuli Restaurant	22320 Barton Road	Approved
10/13/2020	LU 20-80	Church Fire in Christ	Patio Cover	12354 Mt. Vernon Avenue	Approved
10/7/2020	LU 20-79	Bran Hollingsworth	Pool and Spa	12750 Palomino	Approved
10/5/2020	LU 20-78	Brandon Davis	Wood Fence	22677 Robin Way	Approved
10/5/2020	LU 20-77	Robert Crossno	Office Sales	12139 Mt. Vernon	Approved
10/1/2020	LU 20-76	Sandra Cardenas	Temporary Outdoor Dining	22488 Barton Road	Approved
8/20/2020	LU 20-51	Alton Green	Retaining Wall	22081 De Berry Street	Incompleteness Letter 9/16/2020
4/15/2019	LU 19-31	Ricky Komorida	Café Lounge	22417 Barton Road	Resubmittal received on 6/23/2020 Second Incompleteness letter prepared on 8/17/2020

### Sign Application

Date Submitted	Case No.	Applicant	Description	Location	Status
10/21/2020	TEMP SGN 20-16	Morgan Helton	Temporary Special Event Signs	22441 Barton Road	Approved
10/15/2020	TEMP SGN 20-15	Teresa Craig	Estate Sale	Redlands	Approved
10/13/2020	TEMP SGN 20-14	Alida Venegas	Banner Sign	22240 Barton Road	Approved
9/8/2020	SIGN 20-04	Taco Bell	Wall and Monument	22172 Barton Road	Approved

### Special Event

Date Submitted	Case No.	Applicant	Description	Location	Status
10/2/2020	SE 20-03	Grocery Outlet	Thanksgiving Food Drive	22441 Barton Road	Approved

## BUILDING AND SAFETY DIVISION

### Building and Safety and Planning Core Services

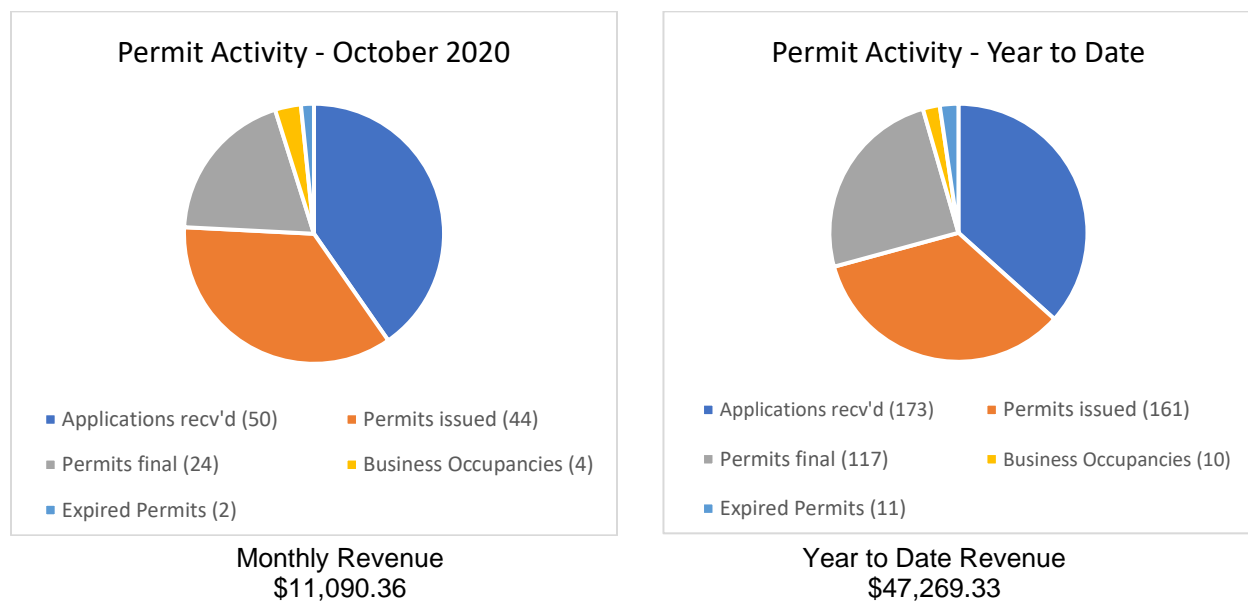
- Permit New Businesses
- Permit Alterations to Existing Uses
- Zoning Code & General Plan Administration
- RDA Dissolution
- Planning Commission
- Building Permit Issuance
- Building Plans Review & Inspections

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

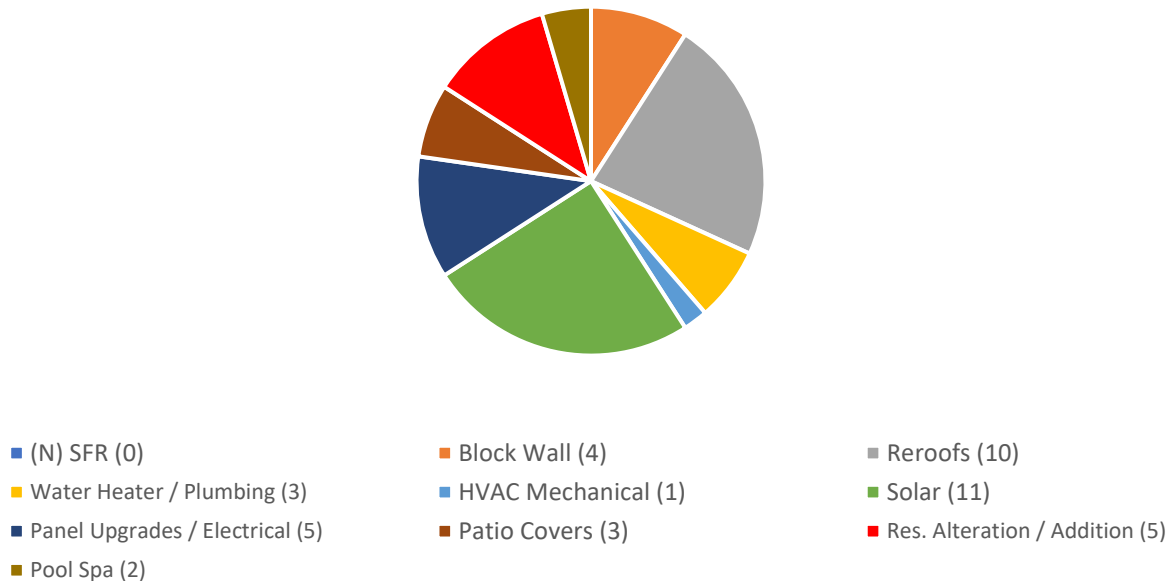
Building Permit Activity includes 44 permits issued in October. Year to date a total of 161 permits have been issued with a total revenue of \$47,269.33. In addition, a total number of 52 customers were assisted at the Building & Safety counter for the month of October.



### Permits Issued

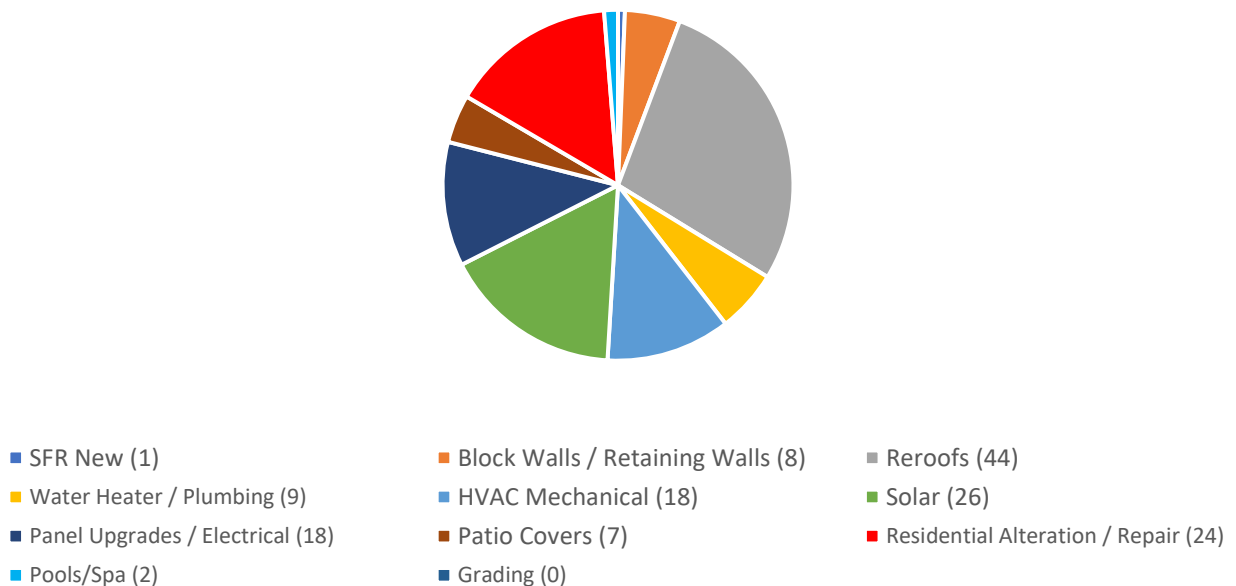
Permits issued in October include, HVAC replacements, block walls, re-roofs, PV solar, patio covers, and residential remodels. Permits mostly consisted of residential work.

Residential Permits Issued- October 2020



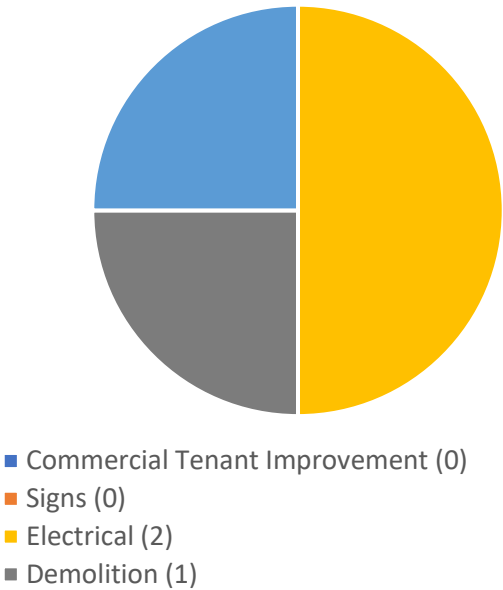
\* Residential Alteration / Repair consists of: Remodels, Room Additions, Stucco / Siding Work, Interior Demolition / Construction of Walls, Windows, Garage Doors.

Residential Permits Issued- Year to Date FY 2020-2021



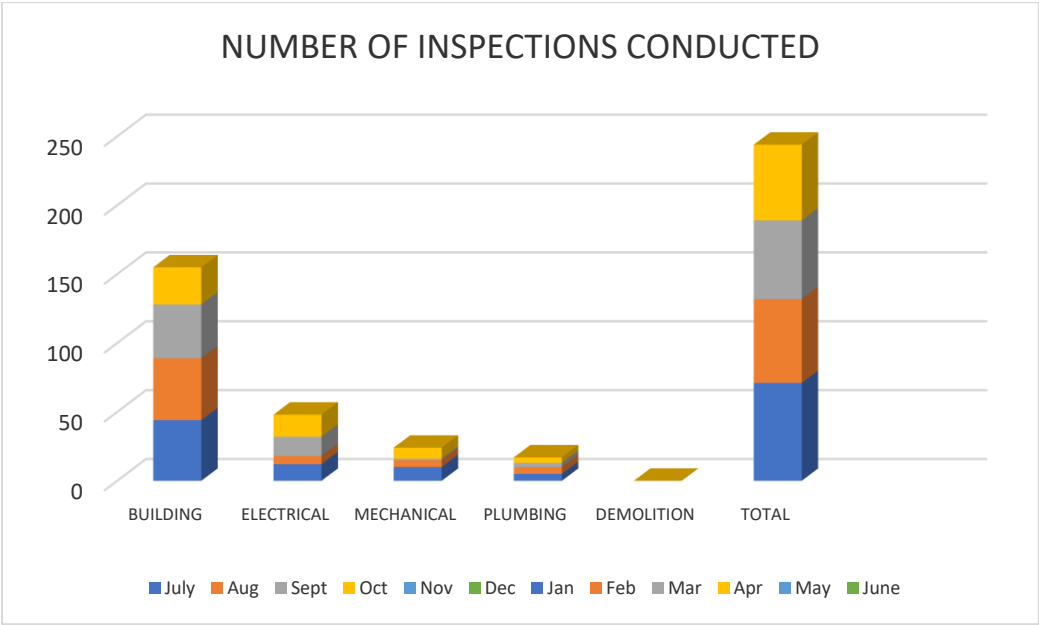
\* Residential Alteration / Repair consists of: Remodels, Room Additions, Stucco / Siding Work, Interior Demolition / Construction of Walls, Windows, Garage Doors.

### Commercial Permits Issued - Year to Date FY 2020-21



### Inspections

A total of 55 inspections were conducted in October, with 26 of them being final inspections.



### Major Projects Under Construction

Major projects under construction include construction of new single-family residences at 12040 La Cadena Dr., 23400 Westwood St., and 22144 De Berry St.

Additionally, a new 2,080 square foot Taco Bell restaurant building is under construction at 22172 Barton Rd.

Project	Description/Location	Status
Tim Boyes, Vista Grande Way	Parcel Map 16945 – Street Improvement Project & Rough Grading (Vista Grande Way)	Grading pre-construction meeting held in June 2019.
Anel Aguayo – 12040 La Cadena Dr.	12040 La Cadena Dr. – Precise grading for new single-family residence	Sheath/Shear inspection complete
Frank Randall 23400 Westwood St.	23400 Westwood St. – Precise grading & new single-family residence	Under Construction
CM Corp 22172 Barton Rd.	22172 Barton Rd. – Precise grading and street improvements for new 2,080 sq. ft. Taco Bell	Under Construction

### Plan Checking Activity

For October 2020, a total number of nine plans were submitted for review and re-submittal. Plans submitted include, PV solar, residential remodel, patio covers, and precise grading.

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
Richardson's RV – 12438 Michigan St	12438 Michigan St. – Precise grading for RV parking lot & upgrades to a parts building	In Plan Check – Precise grading plans issued corrections
Paul Tickner – 22633 Palm Ave.	22633 Palm Ave. – Interior remodel of commercial kitchen for Azure Hills Church	In Plan Check – Provided 1 <sup>st</sup> set of corrections to applicant
Komos Café – 22417 Barton Rd.	22417 Barton Rd. – Tenant Improvement for Komos Café	In Plan Check – Provided 1 <sup>st</sup> set of corrections to applicant
Loud Burger – 22497 Barton Rd.	22497 Barton Rd. – Tenant Improvement for Loud Burger	In Plan Check – Received 2 <sup>nd</sup> plan review submittal

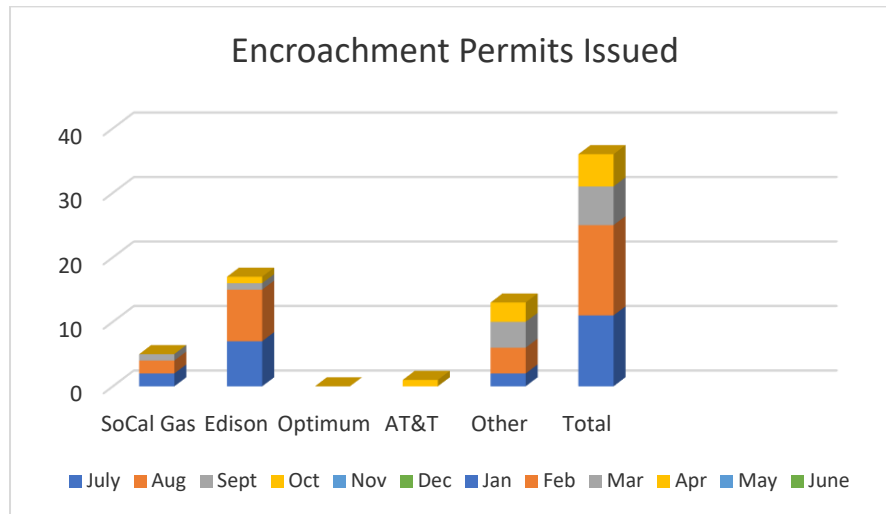
### Certificate of Occupancy

A Certificate of Occupancy was issued for the following businesses:

- Space Between Counseling Services located at 12139 Mt. Vernon Ave. Ste. 200
- Max Window Tinting located at 12210 Michigan St. Unit 10
- Custom Wellness located at 12210 Michigan St. Suite D
- So Cal Development and Maintenance located at 21935 Van Buren St. Ste. C-15

## Public Works Encroachment Permits

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





## ANIMAL CONTROL AND CODE ENFORCEMENT DIVISION

### Core Services

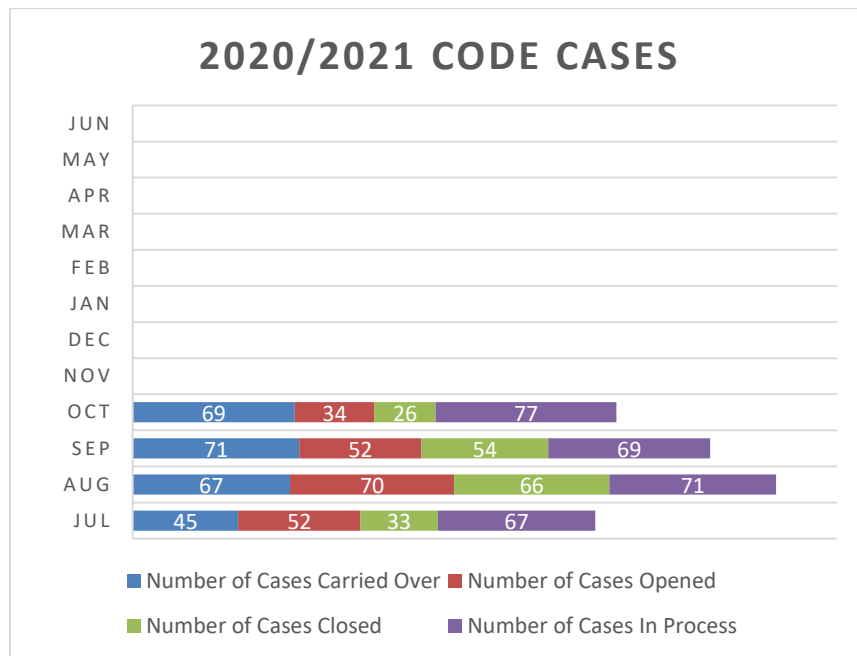
- Zoning & Municipal Code Enforcement
- Animal Control Services
- Street Sweeping Traffic Enforcement

The Division is budgeted for one full time Officer, a 36-hour Specialist, and a full-time Office Specialist. On-call coverage is provided to handle after hour emergency animal control calls.

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 69 cases carried over from the previous month, 34 new cases opened, and 26 cases were closed. The Division closed out October with 77 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.



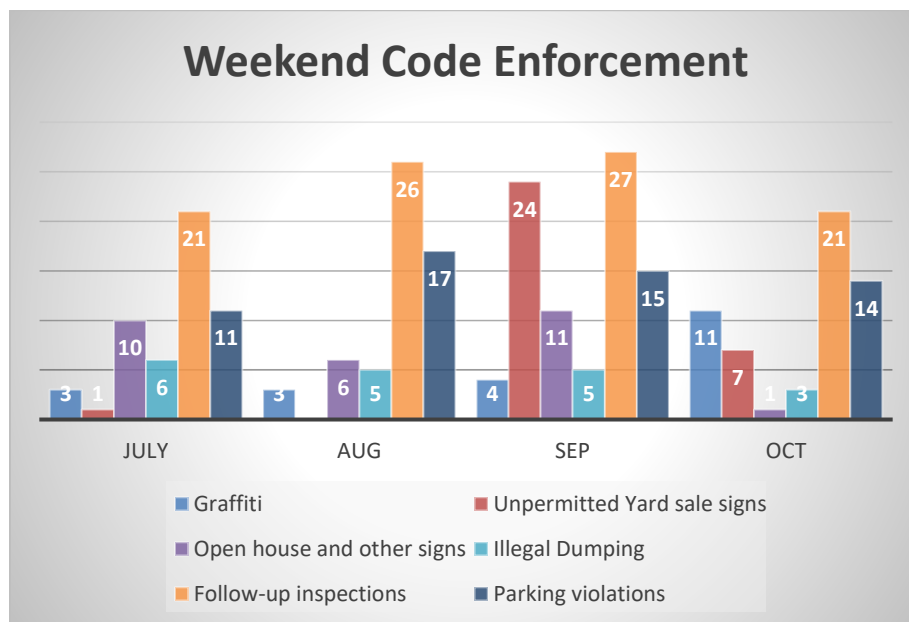
The following table shows the number of inspections conducted, the number of citations, and corrective notices issued.

Column1	Jul	Aug	Sep	Oct
Inspections Conducted	85	118	110	66
Notice of Corrections Issued	41	67	33	44
Notice of Violations Issued	24	20	13	10
Citations Issued	7	10	7	7

\*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.

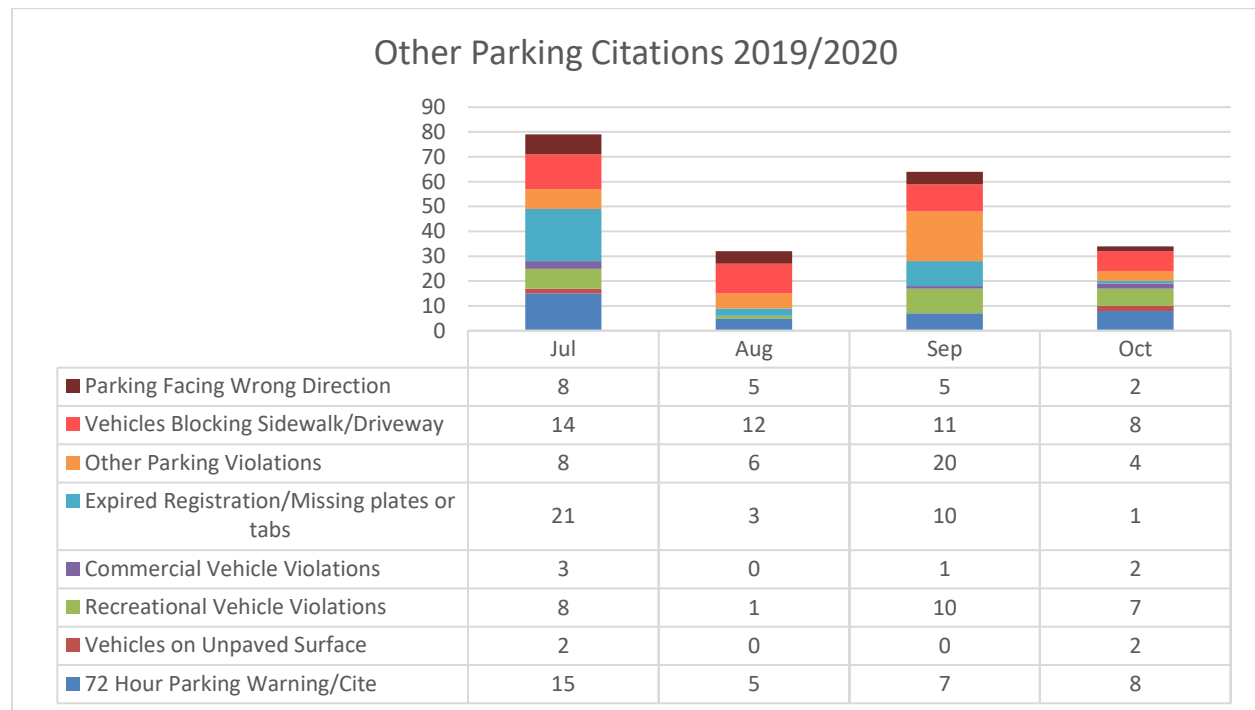
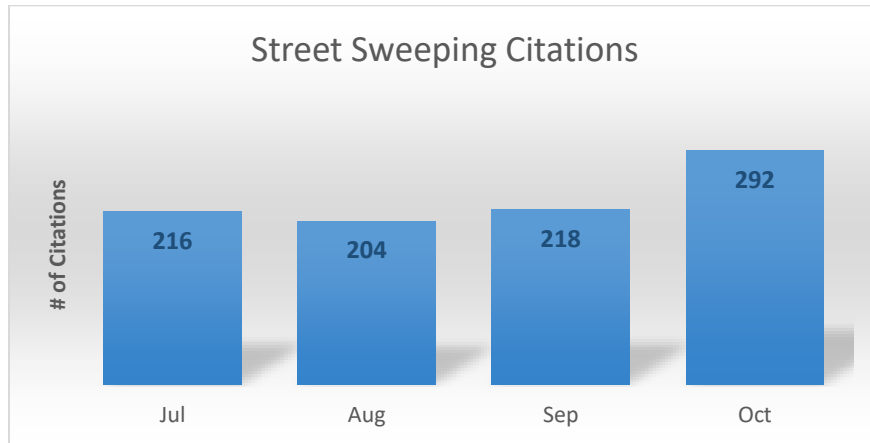


### Parking Citations:

In October, 326 vehicle related citations were issued; 292 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.

As of June 4<sup>th</sup>, Code Enforcement has resumed issuing street sweeping citations for vehicles parked on the street during street sweeping hours which was suspended due to COVID-19.

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 was 4 cases of illegal dumping and 11 cases of graffiti reported in October; all cases have been resolved.

### Non-Owner Occupied/Rental Property Program

There are approximately 377 properties in the Program (number is subject to change as properties get sold or becomes owner occupied) consisting of both single-family units and multiple family units (i.e. apartments, duplexes, triplexes, and quadruplexes). 111 properties are enrolled in the Good Landlord/Tenant Program signifying they have kept well-maintained properties and have passed inspections for 3-4 consecutive years. Property owners in the Good Landlord Program also receive reduced inspection fees and windshield inspections.

In August, Code Enforcement issued an Application for Non-Owner Occupied/Rental Inspection to current rental property owners to add additional rental properties, renew information, or if qualified, opt out of the program. Owners may currently opt out of the program if their entire home is owner/family occupied (as a courtesy), if they no longer own the property, or if the property is a condominium in which ownership consists of the interior only. As a result of the notices 14 properties have been approved to opt out of the program.

In October, all of the rental properties were inventoried to determine whether they passed the 2020 Annual Inspection on the first try or if they failed because it determines whether properties will continue to be in the Good Landlord Program or be removed. Also, properties entering their 11<sup>th</sup> year in the program are removed from the Good Landlord Program and revert to first year status. There are 111 properties in the Good Landlord Program for 2021 which is a 26% increase from 88 in 2020.

In November, Code Enforcement will issue annual Non-owner Occupied/Rental renewal notices for all properties enrolled in our program and renewal fees are due January 1st.

### Civic Live

There were nine complaints received via Civic Live in October generally pertaining to noise, property maintenance, and vehicle issues. Five cases have been resolved; four cases are still being worked by Code Enforcement.

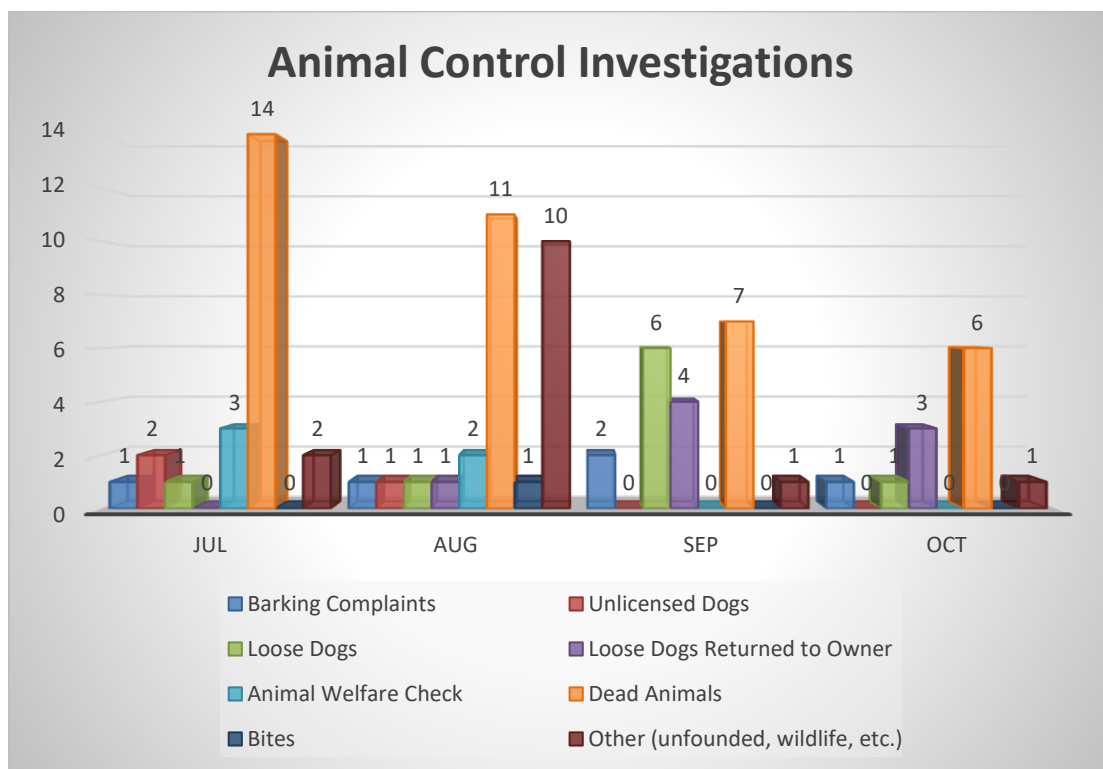
### Animal Control Services

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.

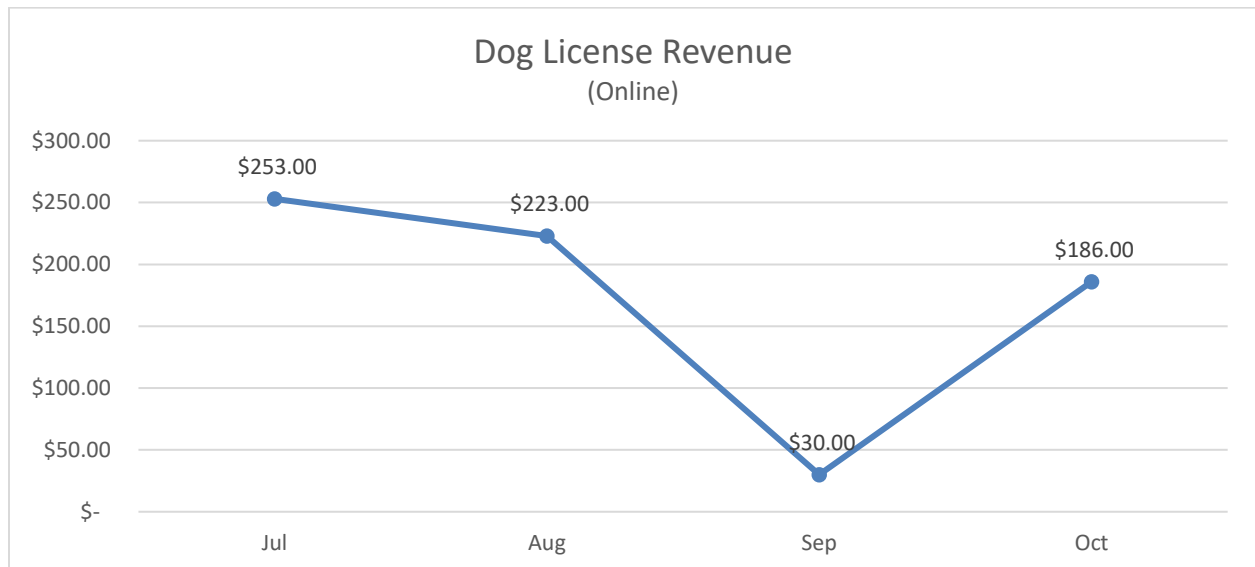
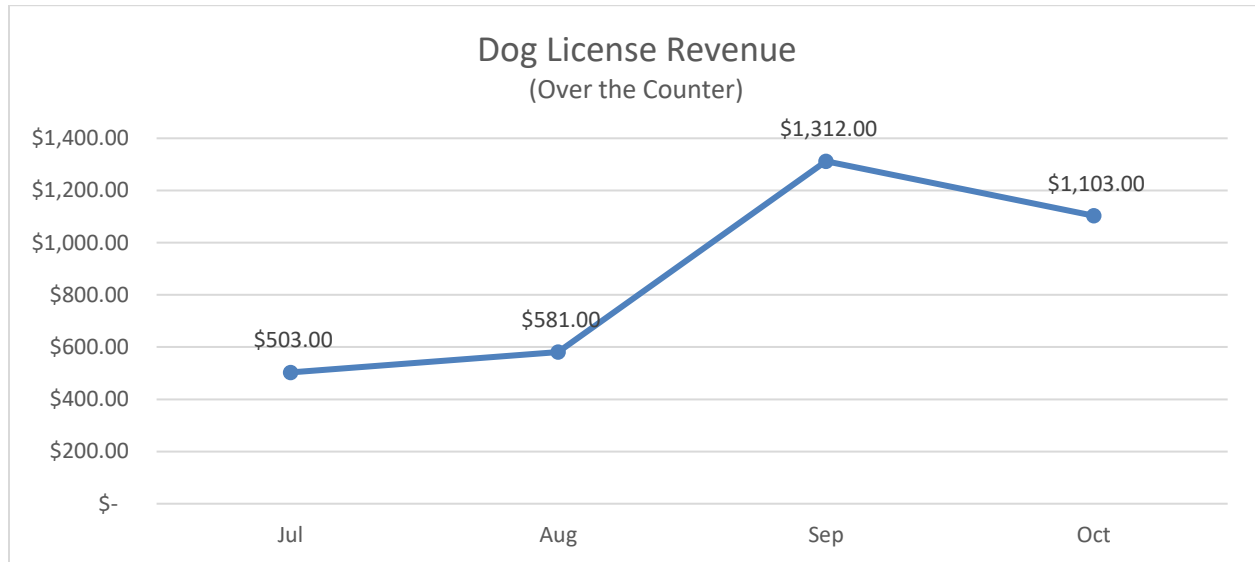
Riverside County Department of Animal Services is a month behind on stats.

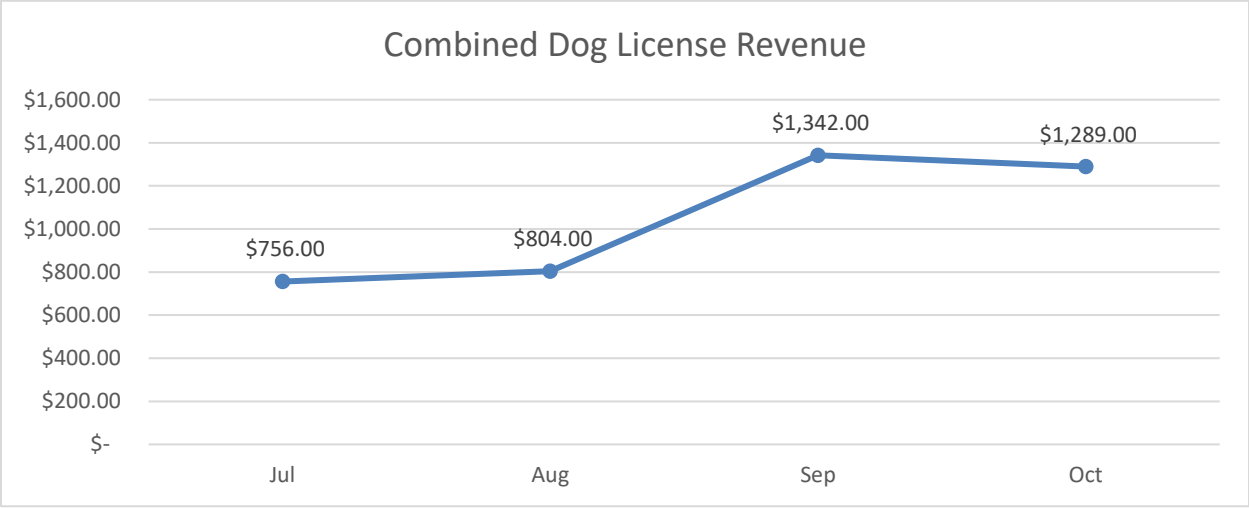
Animal Control Sheltering Services	Jul	Aug	Sep
<b>Animal Intakes</b>			
<b>Strays</b>	2	0	3
<b>Stray Dead</b>	3	9	4
<b>Owner Surrender</b>	2	0	0
<b>Other</b>	3	0	1
<b>Total</b>	<b>10</b>	<b>9</b>	<b>8</b>
<b>Animal Disposition</b>			
<b>Adopted</b>	2	18	2
<b>Returned to Owner</b>	0	0	0
<b>Euthanized</b>	0	2	1
<b>Other</b>	0	0	0
<b>Total</b>	<b>2</b>	<b>20</b>	<b>3</b>

The following stats are from Grand Terrace Animal Control.



## Dog Licensing Revenue





*This page left intentionally blank.*







## Public Works

- Engineering
- Waste Generation Report
  - Missed Pick-Up Report
- Public Works Administration
  - CIP Contracts



# City of Grand Terrace

## Public Works Department

DATE: December 8, 2020

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

FROM: Public Works Department

SUBJECT: OCTOBER 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	Completed Final Design of City Section, coordinating with developer on southern portion and grant funding	State, City
CIP Year 3 Street Slurry/Resurfacing combined with Year 4	\$1,600,000	Assemble Bid Package, funding from LCC bond sale in July	State, City
HSIP Cycle 8, Mt. Vernon Safety Project	\$350,000	Received additional grant funding to complete project. Coordinating with contractor to complete project	Federal Grant
HSIP Cycle 9 Guardrail Project	\$650,000	Prepared Preliminary Engineering Documents and requested proposals, no proposals submitted	Federal Grant
EV Charging Stations	\$180,000	Easement in process for SCE, equipment, submitted grant paperwork	MSRC, SCIP, AQMD Grants
Grand Terrace, north of Newport Ave. Rehabilitation and Resurfacing	\$60,000	Joint emergency project with SCE to rehabilitate and resurface street. Project completed. Notice of Completion filed.	City
Preston Signal Modification	\$117,000	Project completed Final Payment and Notice of Completion	Spring Mountain Ranch Fund, DIF and Insurance Settlement

## **WORK RELEASE HOURS**

Maintenance was supplemented by 392 work releases hours during the month of October.



## **CITY OF GRAND TERRACE CIVIC LIVE MONTHLY STATS**



### **October 2020**

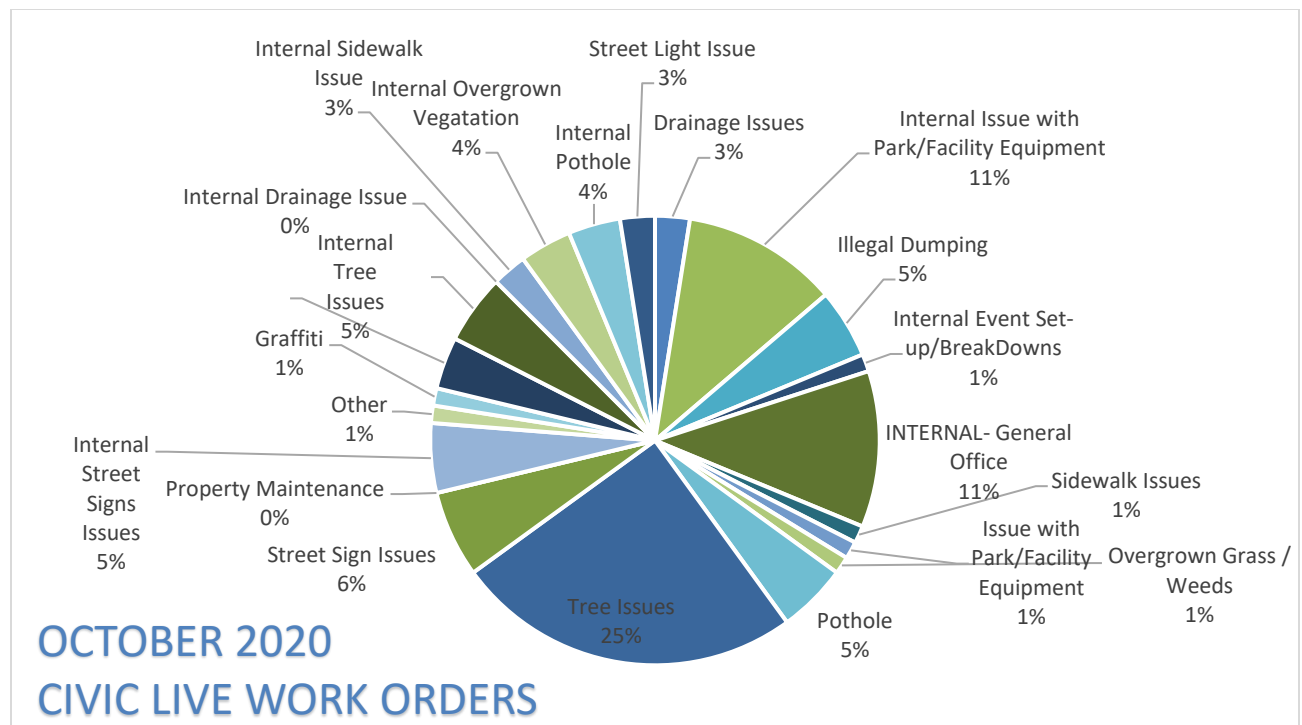
	REQUEST RECEIVED THIS MONTH	REQUEST RESOLVED THIS MONTH	REQUEST IN PROCESS
CIVICLIVE WORK ORDERS ONLY	80	74	6
REQUEST ROLLOVER FROM PREVIOUS MONTHS			24
<b>TOTAL WORK ORDERS TO BE COMPLETED</b>			<b>30</b>

### **OCTOBER 2020 (80 work orders)**

#	Status	Open Date	Resolved Date	Type
397982	resolved	10/01/2020 08:52	10/06/2020	Drainage Issues
398240	resolved	10/01/2020 12:14	10/05/2020	Internal Issue with Park/Facility Equipment
398241	resolved	10/01/2020 12:15	10/05/2020	Internal Issue with Park/Facility Equipment
398246	resolved	10/01/2020 12:19	10/06/2020	Water Leak Issue
398862	resolved	10/02/2020 11:03	10/06/2020	Tree Issues
399414	resolved	10/03/2020 16:52	10/05/2020	Illegal Dumping
399413	resolved	10/03/2020 16:52	10/05/2020	Illegal Dumping
399647	resolved	10/04/2020 12:37	10/06/2020	Street Sign issues
400412	resolved	10/05/2020 11:35	10/21/2020	Sidewalk Issues
401299	resolved	10/06/2020 10:45	10/09/2020	Pothole
401490	resolved	10/06/2020 13:17	10/06/2020	Internal Issue with Park/Facility Equipment
401552	resolved	10/06/2020 14:16	10/08/2020	Internal Overgrown Grass/Weeds
401653	resolved	10/06/2020 16:24	10/08/2020	Tree Issues
401911	resolved	10/07/2020 07:10	10/07/2020	Internal Issue with Park/Facility Equipment
402731	resolved	10/08/2020 06:05	10/08/2020	Internal Issue with Park/Facility Equipment
402733	resolved	10/08/2020 06:06	10/08/2020	Internal Issue with Park/Facility Equipment
402734	resolved	10/08/2020 06:08	10/08/2020	Internal Event Set-up/Breakdowns
402986	resolved	10/08/2020 09:35	10/09/2020	Internal Issue with Park/Facility Equipment
402990	resolved	10/08/2020 09:37	10/09/2020	INTERNAL- General Office
402994	resolved	10/08/2020 09:38	10/19/2020	INTERNAL- General Office
403004	resolved	10/08/2020 09:41	10/08/2020	Internal Issue with Park/Facility Equipment
403171	resolved	10/08/2020 12:30	10/09/2020	INTERNAL- General Office

403932	resolved	10/09/2020 13:12	10/09/2020	Issue with Park/Facility Equipment
403930	resolved	10/09/2020 13:12	10/09/2020	INTERNAL- General Office
403937	resolved	10/09/2020 13:18	10/14/2020	Water Leak Issue
405412	resolved	10/12/2020 13:38	10/19/2020	Tree Issues
406274	resolved	10/13/2020 12:21	11/05/2020	Drainage Issues
406750	resolved	10/14/2020 06:45	10/15/2020	Graffiti
406979	resolved	10/14/2020 08:55	10/14/2020	INTERNAL- General Office
408227	resolved	10/15/2020 20:11	10/19/2020	Pothole
409195	resolved	10/17/2020 19:51	10/21/2020	Street Sign issues
409445	resolved	10/18/2020 15:02	10/19/2020	Illegal Dumping
410013	resolved	10/19/2020 10:51	10/19/2020	Internal Sidewalk Issue
410045	resolved	10/19/2020 11:04	10/21/2020	Illegal Dumping
410522	resolved	10/20/2020 06:05	10/27/2020	Street Light Issue
411612	resolved	10/21/2020 09:12	10/22/2020	Overgrown Grass / Weeds
411674	resolved	10/21/2020 09:56	10/21/2020	Internal Tree Issues
411869	resolved	10/21/2020 12:37	10/22/2020	Water Leak Issue
412736	received	10/22/2020 11:55	--	Street Sign issues
414655	resolved	10/26/2020 06:07	10/26/2020	Pothole
414663	resolved	10/26/2020 06:17	10/26/2020	Internal Street Sign Issues
414662	resolved	10/26/2020 06:17	10/26/2020	INTERNAL- General Office
414661	resolved	10/26/2020 06:17	10/26/2020	Internal Street Sign Issues
414659	resolved	10/26/2020 06:17	10/26/2020	Internal Issue with Park/Facility Equipment
414658	resolved	10/26/2020 06:17	10/26/2020	Internal Tree Issues
414657	resolved	10/26/2020 06:17	10/26/2020	INTERNAL- General Office
414656	resolved	10/26/2020 06:17	10/26/2020	Internal Sidewalk Issue
414744	resolved	10/26/2020 07:48	10/26/2020	Tree Issues
414976	resolved	10/26/2020 10:35	10/27/2020	Tree Issues
415393	received	10/26/2020 14:37	--	Tree Issues
415390	resolved	10/26/2020 14:37	10/27/2020	Tree Issues
415386	resolved	10/26/2020 14:37	10/27/2020	Tree Issues
415385	resolved	10/26/2020 14:37	10/30/2020	Street Sign issues
415383	resolved	10/26/2020 14:37	10/27/2020	Tree Issues
415381	resolved	10/26/2020 14:37	10/27/2020	Tree Issues
415445	resolved	10/26/2020 15:33	10/28/2020	Tree Issues
415906	resolved	10/27/2020 09:47	10/30/2020	Tree Issues
415905	resolved	10/27/2020 09:47	10/28/2020	Tree Issues
415903	resolved	10/27/2020 09:47	10/27/2020	Tree Issues
415899	resolved	10/27/2020 09:47	10/27/2020	Tree Issues
415898	resolved	10/27/2020 09:47	10/28/2020	Tree Issues
415896	resolved	10/27/2020 09:47	10/28/2020	Tree Issues
415893	resolved	10/27/2020 09:47	10/27/2020	Street Light Issue
416113	resolved	10/27/2020 13:04	10/28/2020	Internal Overgrown Grass/Weeds
416871	resolved	10/28/2020 12:15	10/30/2020	INTERNAL- General Office
416867	resolved	10/28/2020 12:15	10/30/2020	INTERNAL- General Office
416914	resolved	10/28/2020 12:58	10/28/2020	Internal Tree Issues

416920	received	10/28/2020 13:03	--	Internal Pothole
416927	resolved	10/28/2020 13:05	11/02/2020	Internal Pothole
416923	resolved	10/28/2020 13:05	11/02/2020	Internal Pothole
416930	received	10/28/2020 13:12	10/28/2020	Pothole
417490	resolved	10/29/2020 09:34	11/03/2020	Tree Issues
417629	resolved	10/29/2020 11:39	10/30/2020	Street Sign issues
417632	resolved	10/29/2020 11:40	11/02/2020	Tree Issues
417631	resolved	10/29/2020 11:40	10/30/2020	Tree Issues
418039	received	10/30/2020 06:21	--	Internal Street Sign Issues
418041	resolved	10/30/2020 06:23	10/30/2020	Internal Overgrown Grass/Weeds
418043	received	10/30/2020 06:25	--	Internal Street Sign Issues
418044	resolved	10/30/2020 06:26	10/30/2020	Internal Tree Issues
418182	resolved	10/30/2020 09:40	11/02/2020	Other



## **Potholes**

The table below shows the potholes reported via Civic Live for the current calendar year. It takes on average 8.71 days to have a pothole repaired. Factors that contribute to delays are staffing issues, size of potholes, and readily available supplies dependent on the size of the pothole.

No.	Location	Date Reported	Date Repaired	# Days	Reported By
226532	Michigan St south of Deberry	1/2/2020	1/9/2020	7	Alan
226664	Pico between Michigan/Mt Vernon	1/3/2020	1/21/2020	18	Civic Live
229338	Michigan, De Berry, Mt Vernon	1/8/2020	1/9/2020	1	Civic Live
233311	12344 Whistler	1/16/2020	1/21/2020	5	Civic Live
233401	Barton Rd near dental clinic	1/16/2020	1/21/2020	5	Civic Live
236607	Barton Rd in front of Bank of America	1/16/2020	1/21/2020	5	Civic Live
239008	N Van Buren	1/28/2020	1/28/2020	0	Civic Live
239327	La Cadena/Litton #1land s/b	1/29/2020	1/30/2020	1	Civic Live
240840	Mt Vernon south of Van Buren	1/31/2020	2/3/2020	3	Civic Live
244003	21971 De Berry	2/6/2020	2/10/2020	4	Civic Live
248309	Rosedale from Saville to Palm s/b	2/13/2020	2/14/2020	1	Civic Live
256460	w/b Palm Ave	2/28/2020	3/3/2020	4	Alan
257513	s/b lane of Mt Vernon south of Barton Rd	3/2/2020	3/3/2020	1	Alan
257546	w/b Westwood Ave	3/2/2020	3/3/2020	1	Civic Live
272187	Garden/Pico St	3/27/2020	3/31/2020	4	Civic Live
274101	Warbler/Thrush near gutter	3/31/2020	4/1/2020	1	Civic Live
287828	22430 Pico	4/27/2020	5/15/2020	18	Civic Live
290576	Palm and Observation (cross gutter)	5/1/2020	5/20/2020	19	Ruben
290576	N Jensen and Palm	5/1/2020	5/20/2020	19	Ruben
290576	Barton westbound before Colton city limits	5/1/2020	5/20/2020	19	Ruben
290576	Mt Vernon north of Barton Rd	5/1/2020	5/20/2020	19	Ruben
297007	SW Corner of Van Buren and Michigan	5/12/2020	5/15/2020	3	Kristin
297248	22122 Deberry	5/12/2020	5/15/2020	3	Kristin
300994	12043 Mt Vernon	5/19/2020	5/19/2020	0	Alan

290576	Michigan/ Mt Vernon East	5/1/2020	5/20/2020	19	Ruben
290576	Michigan/ Mt Vernon West	5/1/2020	5/20/2020	19	Ruben
290576	La Cadena n/b Palm/Litton	5/1/2020	5/20/2020	19	Ruben
290576	La Cadena s/b Litton/Palm	5/1/2020	5/20/2020	19	Ruben
290576	Michigan/ Pico (cross gutter)	5/1/2020	5/20/2020	19	Ruben
290576	Barton (before Colton) Brudge (Tapout building)	5/1/2020	5/20/2020	19	Ruben
309257	22522 Van Buren St	6/1/2020	6/2/2020	1	Alan
314635	11881 Mt Vernon	6/9/2020	7/13/2020	34	Civic Live
316125	22475 Raven Way	6/10/2020	6/16/2020	6	Civic Live
317516	23064 Barton Rd	6/12/2020	6/22/2020	10	Civic Live
317952	22576 Pico	6/13/2020	6/22/2020	9	Civic Live
319225	22734 De Soto	6/15/2020	6/24/2020	9	Civic Live
347210	22322 Van Buren	7/16/2020	7/28/2020	12	Civic Live
348456	22466 Van Buren	7/19/2020	7/28/2020	9	Civic Live
351402	Mt Vernon s/b #1 north of Van Buren	7/23/2020	7/29/2020	6	Civic Live
352187	Palm Ave past triangle	7/24/2020	7/28/2020	4	Civic Live
357374	12710 Garden	8/1/2020	8/10/2020	9	Civic Live
363976	Litton St	8/11/2020	10/19/2020		Ruben
368575	Van Buren/ Mt Vernon	8/18/2020	10/14/2020		Ruben
371512	Oriole/ De Berry	8/23/2020			Kristin
375412	22735 Raven Way	8/28/2020	10/19/2020		Civic Live
378641	Barton/Mt Vernon	9/2/2020	9/3/2020	1	Ruben
392966	22905 Arliss	9/23/2020			Civic Live
401299	Eastbound lane of Barton Rd	10/6/2020	10/9/2020	3	Civic Live
408227	22735 Raven Way	10/15/2020	10/19/2020	4	Civic Live
414655	Michigan St/Pico St	10/26/2020	10/26/2020	0	Civic Live
416930	Pico St east side of Mt Vernon	10/28/2020			

### **Park Shelter Reservations and Community Room Reservations**

Park and Community Room reservations have been affected by COVID-19 and it is open for limited use.

## **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

#### **September 2020: 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	328.10	113.68		223.69								665.47	
Christmas Tree													
Bulky Item	10.15		0.57			2.19						12.91	<b>678.38 Residential</b>
Clean Up													
Multi-Family	96.91	4.89		5.99								107.79	<b>107.79 Multi-Family</b>
Commercial	101.86	7.02		2.27			0.10			0.65	7.34	119.24	
School	39.00	11.69										50.69	<b>169.93 Commercial</b>
Roll off	58.48			1.77								60.25	<b>60.25 Roll off</b>
<b>Grand Total</b>	<b>634.50</b>	<b>137.28</b>	<b>0.57</b>	<b>233.72</b>		<b>2.19</b>	<b>0.10</b>			<b>0.65</b>	<b>7.34</b>	<b>1,016.35</b>	

***Missed Pick-Up Report***

<b><u>Date Reported</u></b>	<b><u>Address</u></b>	<b><u>Description</u></b>	<b><u>Date Pick Up Completed</u></b>
11/03/20	21645 Vivienda	Missed Trash Bin	11/03/20
11/03/20	12592 Mount Vernon Ave	Missed Green Waste Bin	11/03/20
11/03/20	22847 Wren St	Missed Green Waste Bin	11/04/20
11/05/20	22835 Minona Dr	Missed Green Waste Bin	11/06/20
11/06/20	22837 Minona Dr	Missed Green Waste Bin	11/06/20
11/09/20	22822 Palm Ave	Missed Recycle Bin	11/09/20
11/10/20	22315 Blue Lupine Cir	Missed Trash Bin	11/10/20
11/10/20	22584 Lark St	Missed Trash Bin	11/11/20
11/11/20	22970 Wren St	Missed Green Waste Bin	11/11/20

## Public Works Administration

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

### Contracts:

#### Public Works Services for FY 2020-21:

Contractor Name	Service	Contract Amount	Remaining Balance as of OCT. 31, 2020
ACCO Engineered Systems	HVAC Maintenance	\$22,850	\$22,850
Albert A Webb Associates	Commerce Way Final Design Southern Portion	\$170,880	\$4,119
Clean Street	Street Sweeping Services	\$54,508	\$39,204
City of Colton Cooperative Agreement with Grand Terrace	Traffic Signal Maintenance for signal on Litton Avenue	N/A	N/A
EZ Sunnyday Landscape	Landscape Maintenance	\$47,830	\$31,700
Gopher Patrol	Gopher Abatement Services	\$7,227	\$4,047
Hardy and Harper, Inc	Street Maintenance Services	\$10,000	\$3,300
Interwest Consulting Group TKE Engineering, HR Green	On-Call Public Works Inspection Services	\$40,000	\$40,000
Interwest Consulting Group, TKE Engineering, Willdan Group	On-Call Engineering Services	\$50,000	\$50,000
Interwest Consulting Group	Interim Public Works Services	\$165,000	\$152,070
Lynn Merrill	NPDES Services	\$10,000	\$10,000
Moran Janitorial Services	Janitorial Services for City Hall and City Parks	\$19,980	\$19,980
Otis Elevator	Elevator Maintenance	\$5,291	\$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	\$9,304
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	\$19,561
County of Riverside TLMA Administration	Main Street Traffic Signal Maintenance Services	\$6,000	\$5,645
West Coast Arborist	5 Year Tree Maintenance Program	\$38,560 (\$192,802: 5-yr term)	\$38,560 (\$192,802: 5-yr term)
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.)
	<b>TOTAL PUBLIC WORKS CONTRACT VALUE FOR FY 2020-21:</b>	<b>\$736,989</b>	<b>\$494,138 balance</b>

### ***FY 2020-21 Capital Improvement Project Contracts***

<b>Contractor Name</b>	<b>Service</b>	<b>Contract Amount</b>	<b>Contract Balance</b>
TSR Construction and Inspection	Mt. Vernon Safety Improvement	\$367,208	\$53,193
HR Green	Mt. Vernon Safety Improvement Inspection	\$22,500	\$15,013
Interwest Consulting Group	Commerce Way Extension Real Estate & Engineering Services	\$360,005	\$229,627
City of Colton	Eastern Barton Road Bridge Repair	\$23,896	\$18,852
	<b>TOTAL CIP PROJECT CONTRACT VALUE FOR FY 2020-21</b>	<b>\$773,609</b>	<b>\$316,685</b>

**Bids:**

- N/A

**Major Reports:**

Measure I Capital Project Needs Analysis for Fiscal Year 2020-2021 through 2024-2025  
Update on Emergency Rehabilitation of Grand Terrace Road, North of Newport Avenue  
Grand Terrace/Mount Vernon Intersection Safety Improvements Update

**Grants:**

- MSRC Funding for Clean Transportation Projects EV Chargers
- HSIP – Highway Safety Improvement funding for Mt. Vernon Construction
- HSIP – Guardrail Safety Project

**Project Management:**

- Senior Center ADA Door Installation
- HSIP Cycle 9 Guardrail Project
- HSIP – Highway Safety Improvement funding for Mt. Vernon

**Major Meetings / Events:**

- N/A

# Sheriff's Contract

- Law Enforcement Services





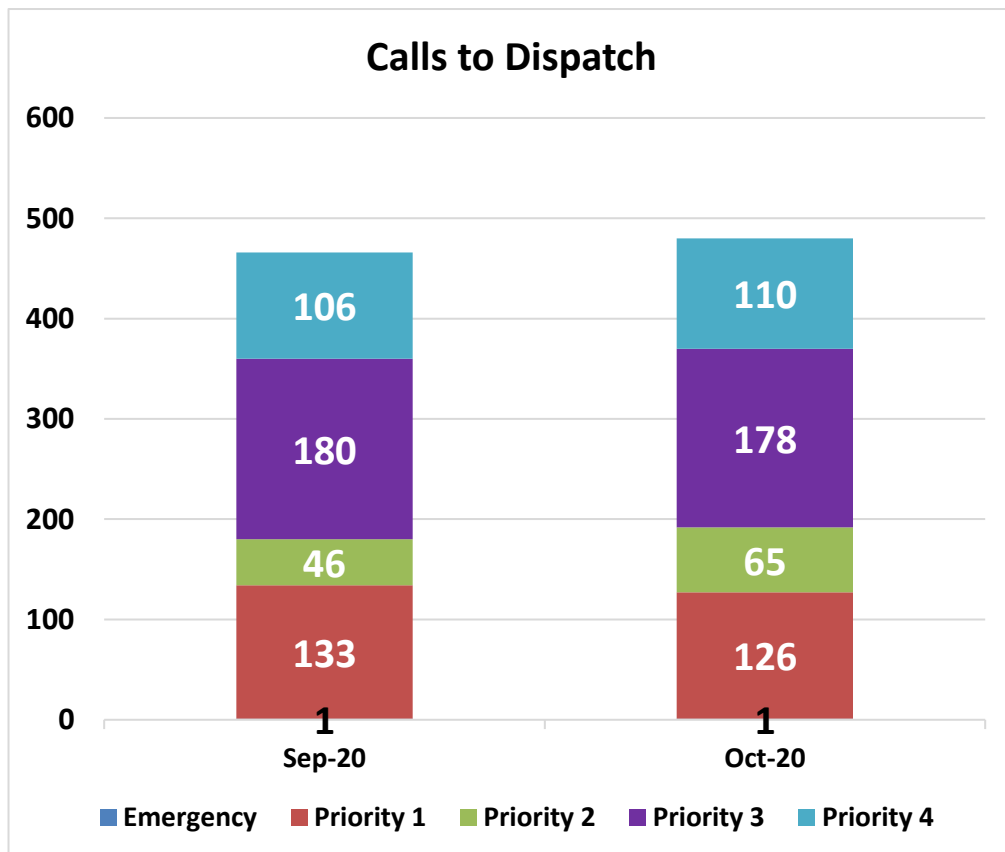
## San Bernardino County Sheriff's Department



Services	September 2020	October 2020
Officer Contact and Calls	1,193	1,595

Monthly Citation Data	September 2020	October 2020
Stops	200	294
Citations Issued	56	114

Calls to Dispatch	September 2020	October 2020
Emergency	1	1
Priority 1	133	126
Priority 2	46	65
Priority 3	180	178
Priority 4	106	110
Totals	466	479



**Emergency** – 911 calls (evaluated for substance).

**Priority 1** – Currently active, 15 minutes or less.

**Priority 3** – Calls over 30 minutes ago.

**Priority 2** – Just occurred, 15 minutes or more.

**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 March 2020:**

Mar. 9 <sup>th</sup>	Mar. 16 <sup>th</sup>	Total Hours
8	2	10

\* - On March 17<sup>th</sup> all patrol activities for the Citizens on Patrol were suspended.

*This page left intentionally blank.*





# San Bernardino County Fire





**City of Grand Terrace**  
**Fire Department Incidents**  
**10/01/20 – 10/31/20**

Call Type	Number of Calls
Carbon Monoxide Alarm	2
Fire – Improvement	3
Fire – Unknown Type	2
Medical Aid	96
Move Up (Cover Engine into FS#23)	7
Outside Electrical Incident	3
Residential Alarm	2
Traffic Collision with Extrication	2
Traffic Collision Unknown Injuries	1
Traffic Collision Unknown Injuries – Freeway	4
<b>Total Calls</b>	<b>122</b>