



MONTHLY REPORT

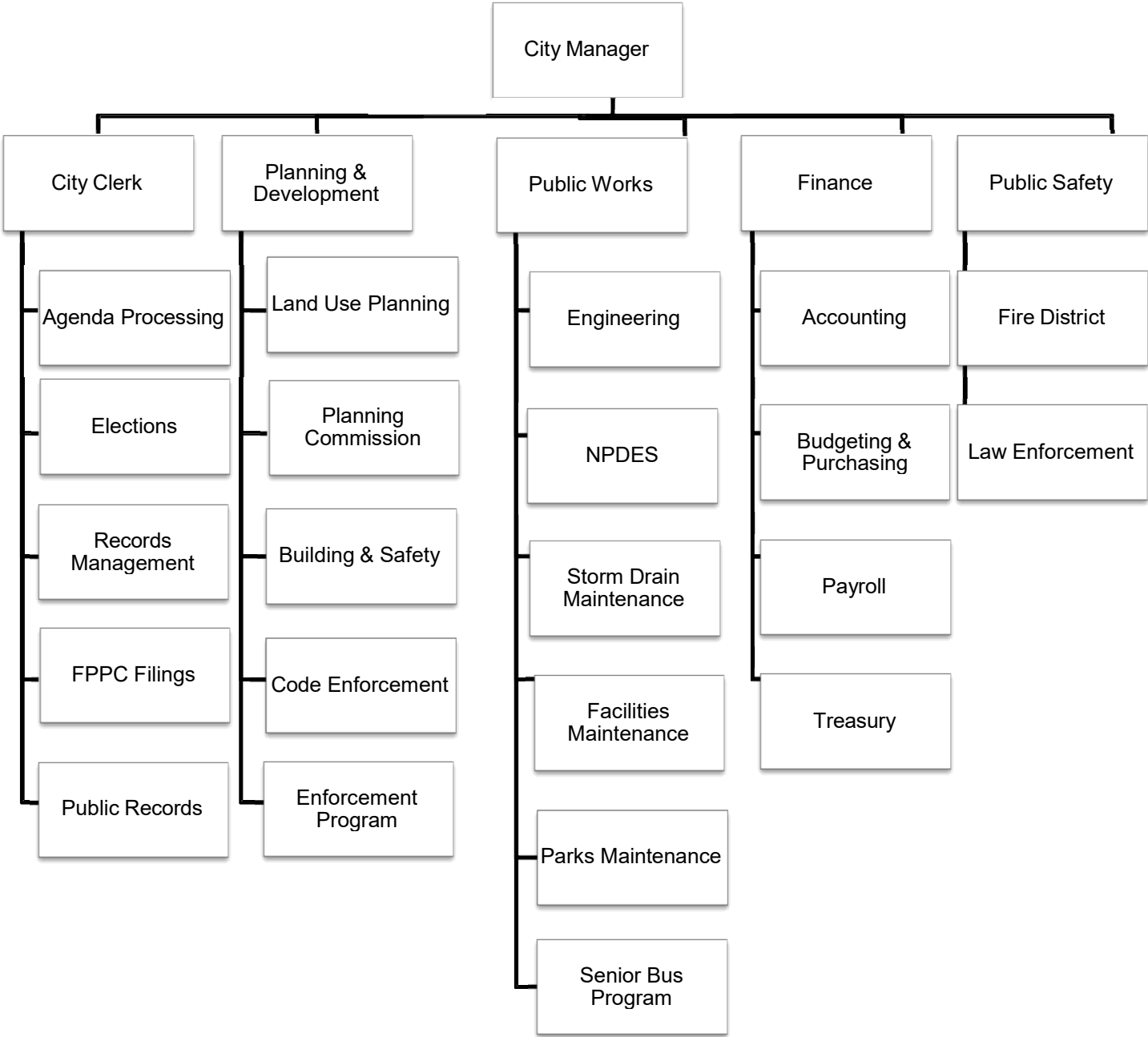
September 2020

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: October 1, 2020

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

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

SUBJECT: **SEPTEMBER 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 September 2020 is two (2), spending a total of sixteen (16) hours preparing the agenda packet producing 303 pages.

AGENDA PROCESSING/POSTING			
MONTH	Regular Meeting	Special Meeting	Totals
April	2	0	2
May	2	2	4
June	2	0	2
July	2	0	2
August	2	1	3
September	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 September is two (2) and the number of Ordinances processed for the month of September is zero (0).

RESOLUTIONS AND ORDINANCES PROCESSED			
	RESOLUTIONS	ORDINANCES	MONTHLY TOTALS
April	6	0	6
May	4	2	6
June	10	0	10
July	5	1	6
August	3	0	3
September	2	0	2
Total Processed	30	3	33

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 September 2020, zero (0) recognitions or In Memoriam Adjournment 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
April	0	9	0	1	0	2	12
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
Total	0	20	0	3	0	3	26

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 September 2020, Council approved three (3) agreements.

CONTRACTS & AGREEMENTS PROCESSED	
April	3
May	4
June	2
July	5
August	1
September	3
Total	18

RECORDS REQUESTS

The City Clerk's office received eight (8) Requests for Copies of Public Records for the month of September 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 194.

Month	RECORDS REQUEST SUMMARY				
	Requests Received	Completed Within 10 Days	Completed with 14-Day Extension	# of Pages Provided	Letter to Requestor – No Records
April	11	11	0	257	5
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
Total Requests	65	60	5	1,191	19

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 September 2020, the City Clerk's office responded to 241 telephone calls from residents, contractors, vendors, consultants, and in-house customer service assistance to City staff.

TELEPHONE CUSTOMER SERVICE	
April	452
May	367
June	308
July	287
August	205
September	241
Total Calls	1,860

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
April	0	0	0	0	0	0
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
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: September 1, 2020

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

FROM: Debra L. Thomas, City Clerk

SUBJECT: **September-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*				
Recruitments in Progress	0	1*				
Recruitments Pending	0	1**				
Applications Processed	0	0				
New Hires Processed	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 position has been initiated.

**Recruitment for the Principal Accountant position will be sent in September.

TABLE 2
Employee Job Performance Activity

Description	Jul-2020	Aug-2020	Sept-2020	Oct-2020	Nov-2020	Dec-2020
Evaluations Processed	6					
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.

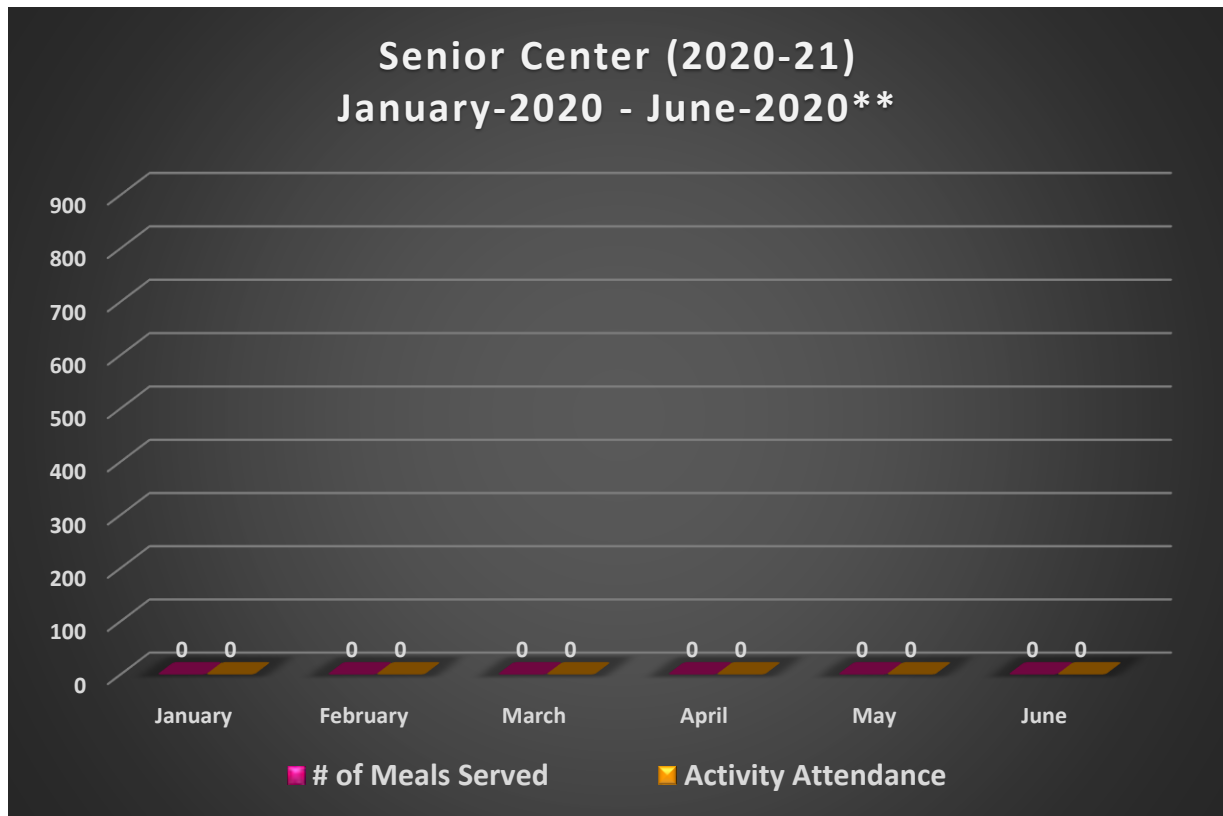
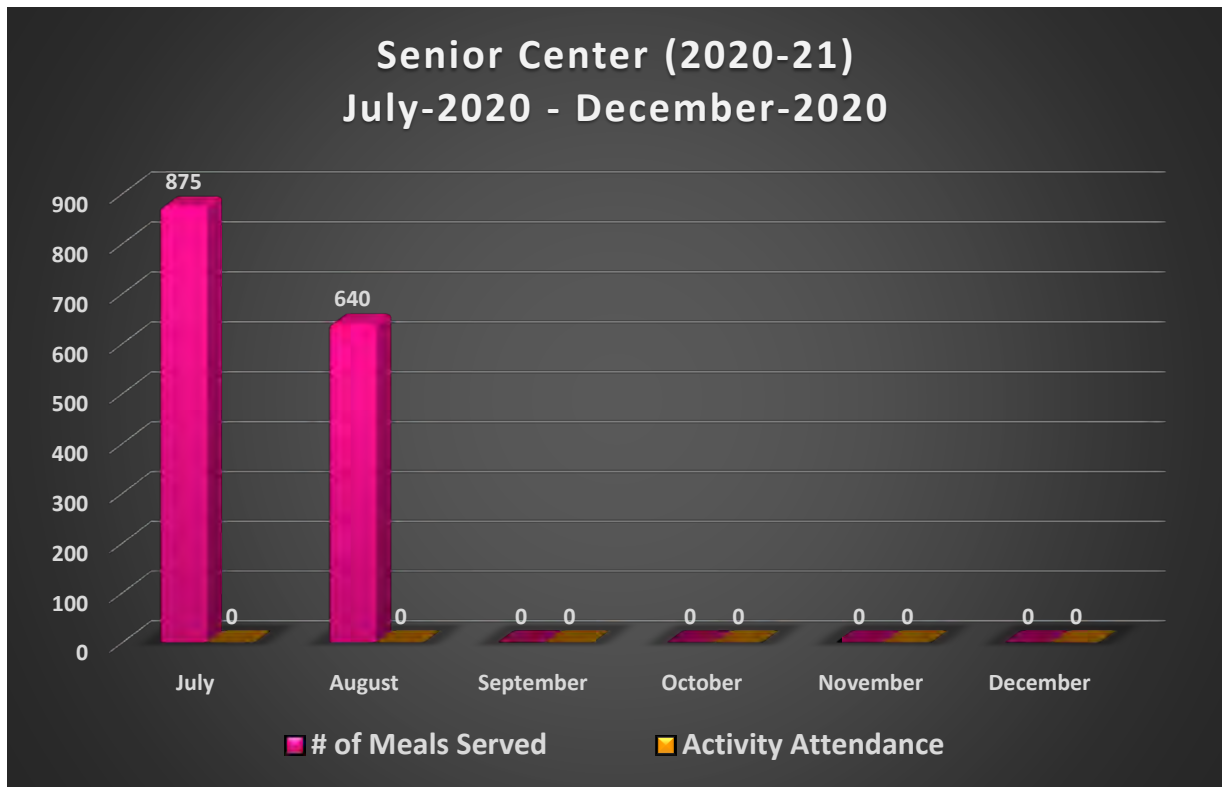
Seniors are treated respectfully and with dignity. Senior of all economic circumstances are served.

TABLE 1 - Senior Center Activities

Description	Jul-2020	Aug-2020	Sept-2020	Oct-2020	Nov-2020	Dec-2020
Nutrition Program (# of meals served)	875	640				
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						
<u>SPECIAL EVENTS</u>						
Monthly Birthday Celebration						
Entertainment (2 nd Fri. each mo.)						
Volunteer Meeting						
Hydration Station						
Bus Pass Distribution						
4 th of July Party / Sept Pizza Party /						
Health Screening						
Christmas / Holiday Celebration						
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 -2021	*Feb 2021	**Mar -2021	Apr- 2021	May- 2021	Jun- 2021
Nutrition Program (# of meals served)						
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						
<u>SPECIAL EVENTS</u>						
Monthly Birthday Celebration						
Entertainment (2 nd Fri. each mo.)						
Volunteer Meeting						
Hydration Station						
Bus Pass Distribution						
4 th of July Party / Sept Pizza Party						
Health Screening						
Monthly Summary Attendance <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.



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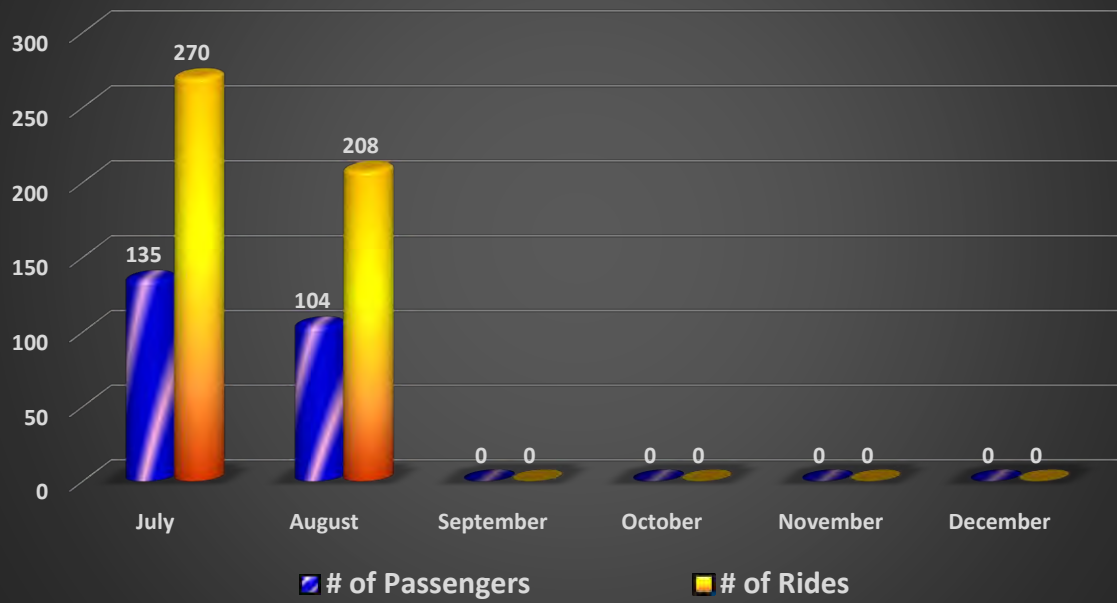
TABLE 2
Senior Center Blue Mountain Silver Liner
of Passengers

Description	Jul-2020	Aug-2020	Sept-2020	Oct-2020	Nov-2020	Dec-2020
Within City Limits (Senior Center, Stater Brothers, Library)	135	104				
Outside City Limits (Walmart, 99cent store, Ross)	0	0				
Special Events/Trips	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						

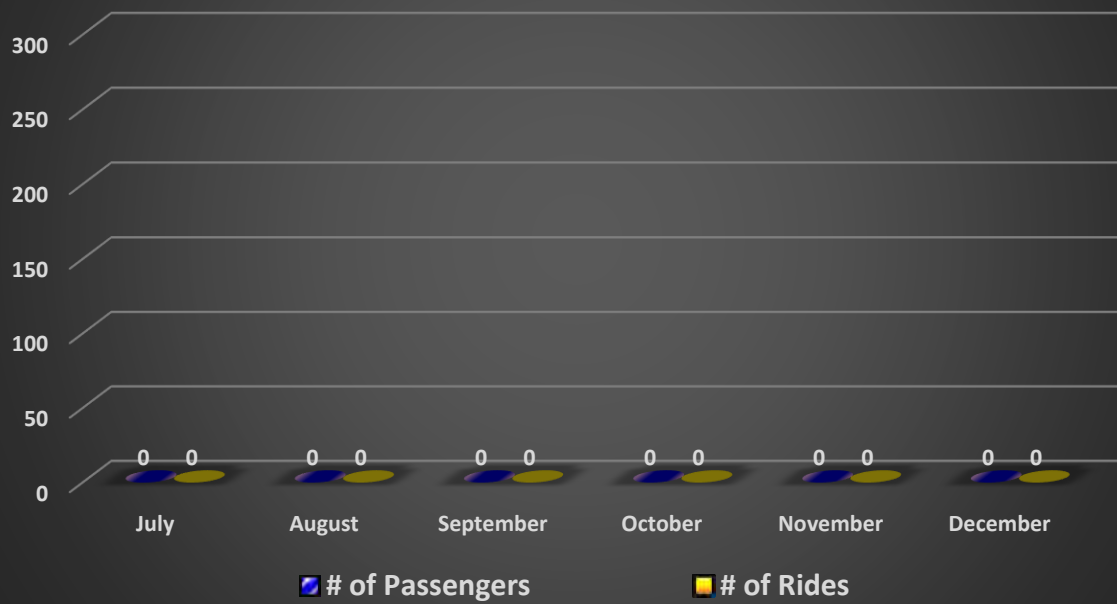
TABLE 3
of Rides

Description	Jul-2020	Aug-2020	Sept-2020	Oct-2020	Nov-2020	Dec-2020
Within City Limits (Senior Center, Stater Brothers, Library)	270	208				
Outside City Limits (Walmart, 99cent store, Ross)	0	0				
Special Events/Trips	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						

Senior Transportation July-2020 - December-2020



Senior Transportation January-2020 - June-2020



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.

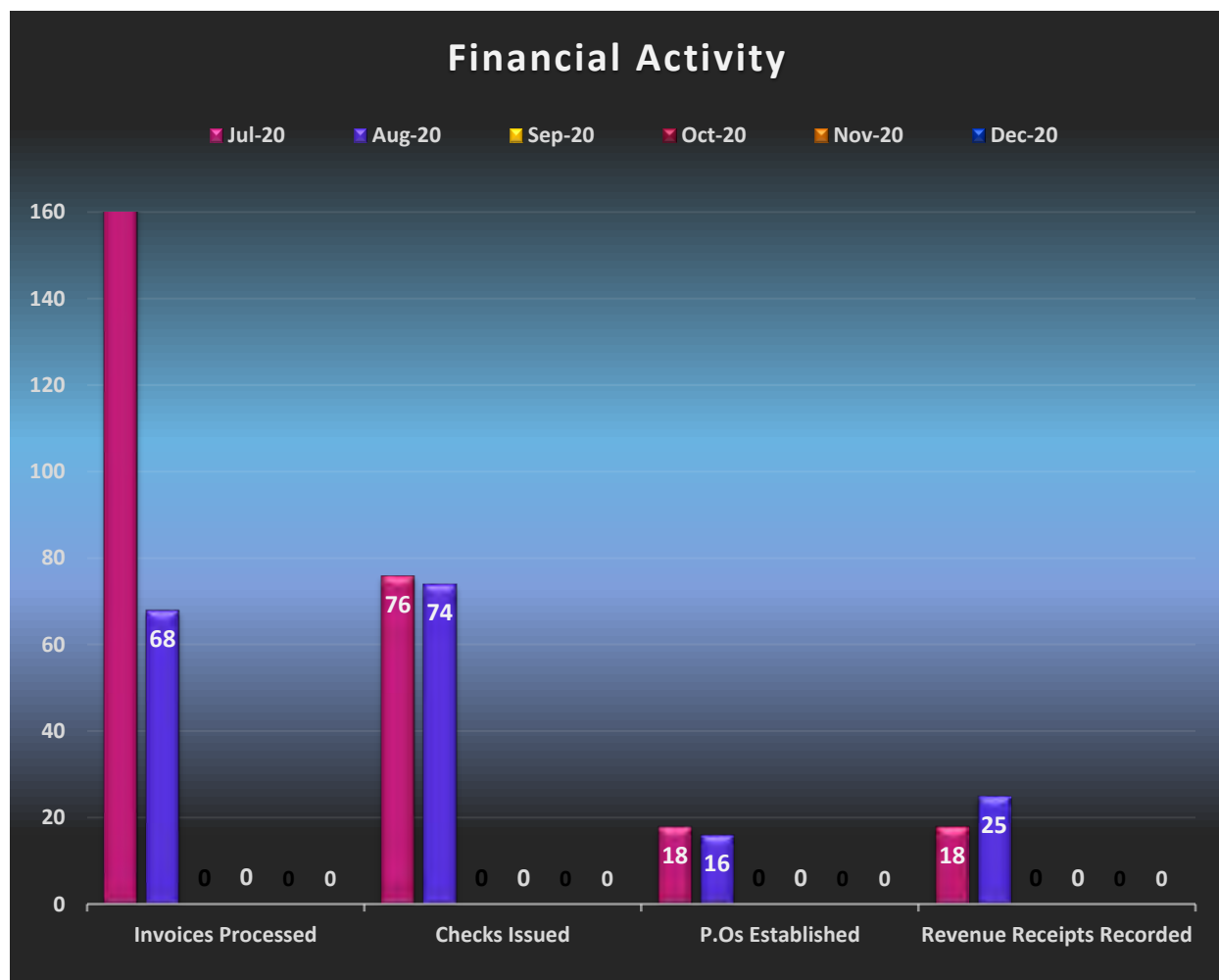
CORE SERVICES

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				
Checks Issued	76	74				
Purchase Orders Established	18	16				
Revenue Receipts Recorded	18	25				
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. 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.

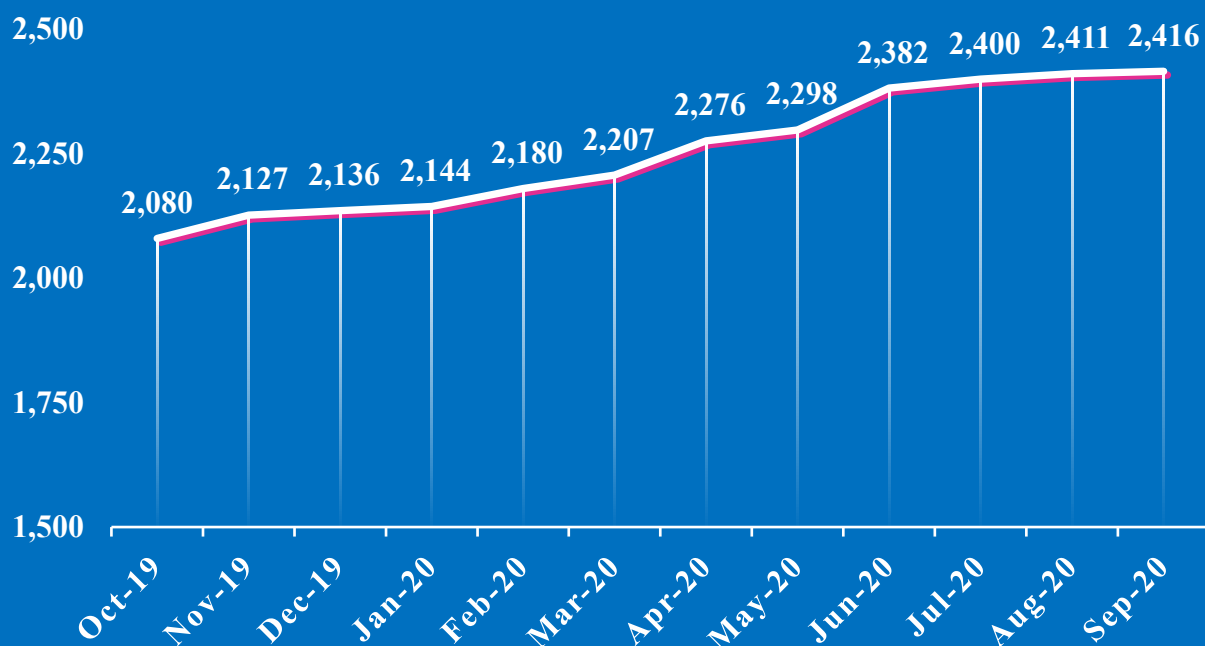
2020-2021 City Communications Data:

Channel 3:	Jul	Aug	Sep	Oct	Nov	Dec
City Council Meeting Replays	62	62	60			
Activities/Items Added to Slideshow	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			
Number of Subscribers	811	819	822			
Change in Subscribers	9	8	3			
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



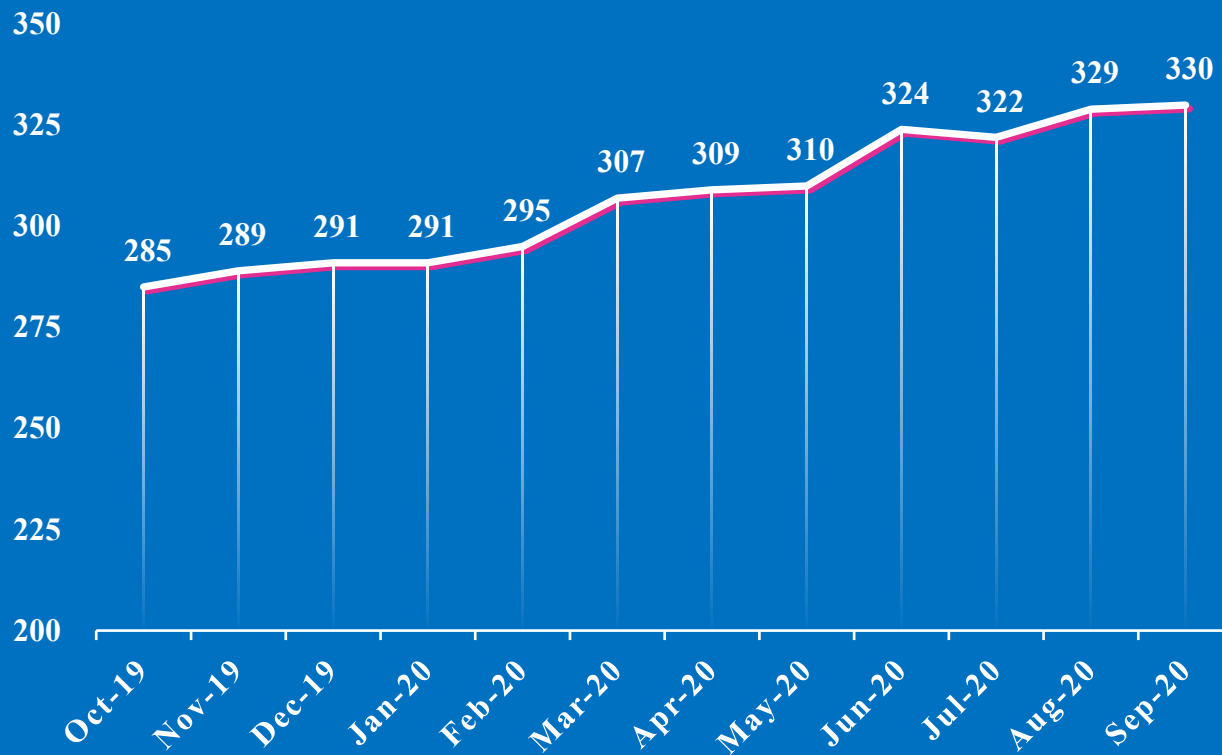
Facebook	Jul	Aug	Sep	Oct	Nov	Dec
Posts	19	8	24			
Total Reach*	22,753	11,924	20,993			
Total Engagement**	5,341	2,371	3,243			
Page Followers	2,400	2,411	2,416			
New Page Followers	18	11	5			
Facebook	Jan	Feb	Mar	Apr	May	Jun
Posts						
Total Reach						
Total Engagement						
Page Followers						
New 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	27.62%
2) Apple Valley	24.04%
3) Yucca Valley	22.33%
4) Grand Terrace	19.46%
5) Hesperia	16.19%

TWITTER PAGE FOLLOWERS



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

YouTube	Jul	Aug	Sep	Oct	Nov	Dec
Video Uploads	2	3	2			
Video Views	202	137	129			
Subscribers	167	167	166			
Change in Subscribers	3	0	-1			
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.

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

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

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



Planning & Development

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

DATE: October 21, 2020

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

FROM: Planning and Development Services Department

SUBJECT: **SEPTEMBER 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.

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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: 72

Planning Phone Calls Received: 116

Planning E-mails Received/Answered: 789

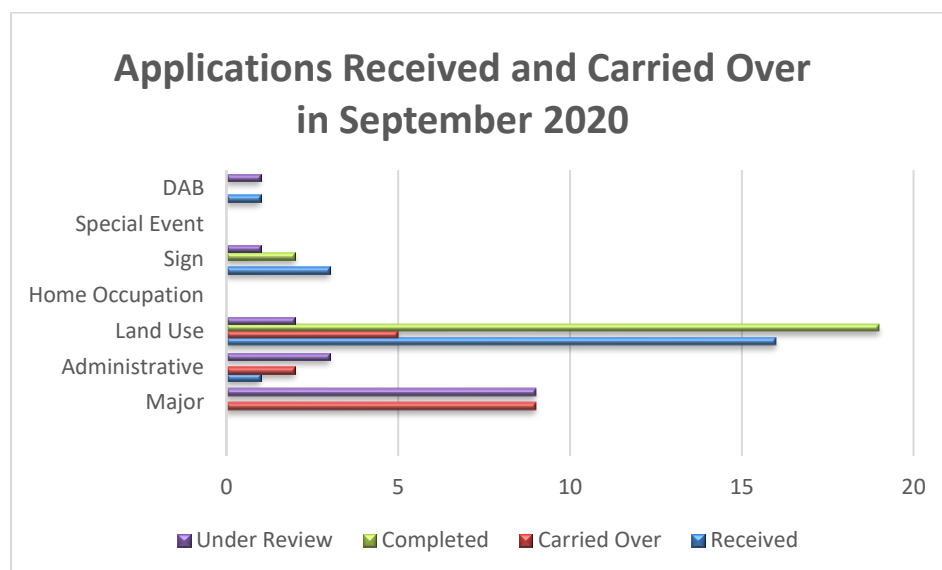
COVID-19 Related E-mails Received: 210

Application Summary

The Planning Division received 21 new applications in September and carried over 16 from the previous month. Action was taken on 21 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.

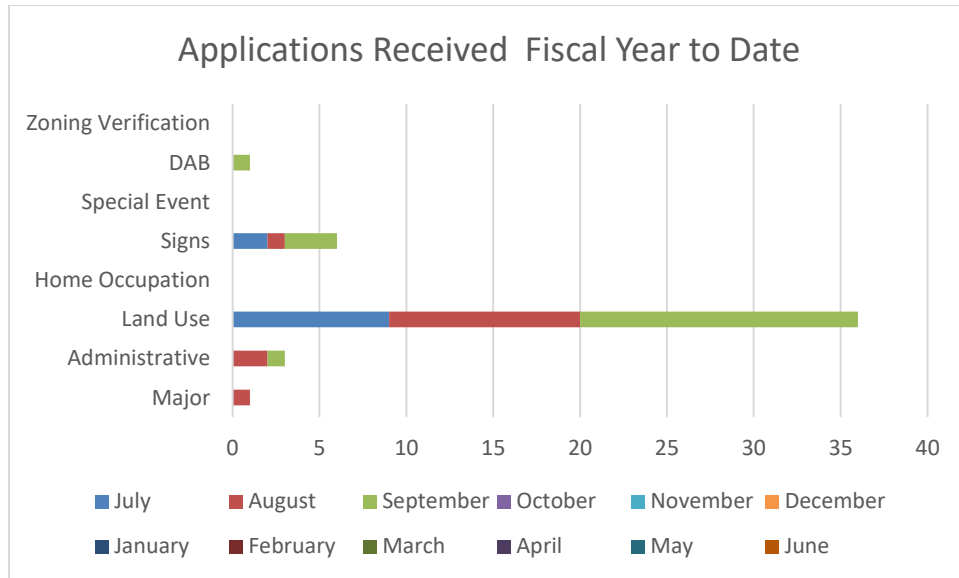
Application Summary for September 2020

Applications	Number Received	Carried Over	Completed	Under Review
Major	0	9	0	9
Administrative	1	2	0	3
Land Use	16	5	19	2
Home Occupation	0	0	0	0
Sign	3	0	2	1
Special Event	0	0	0	0
DAB	1	0	0	1
Total	21	16	21	16



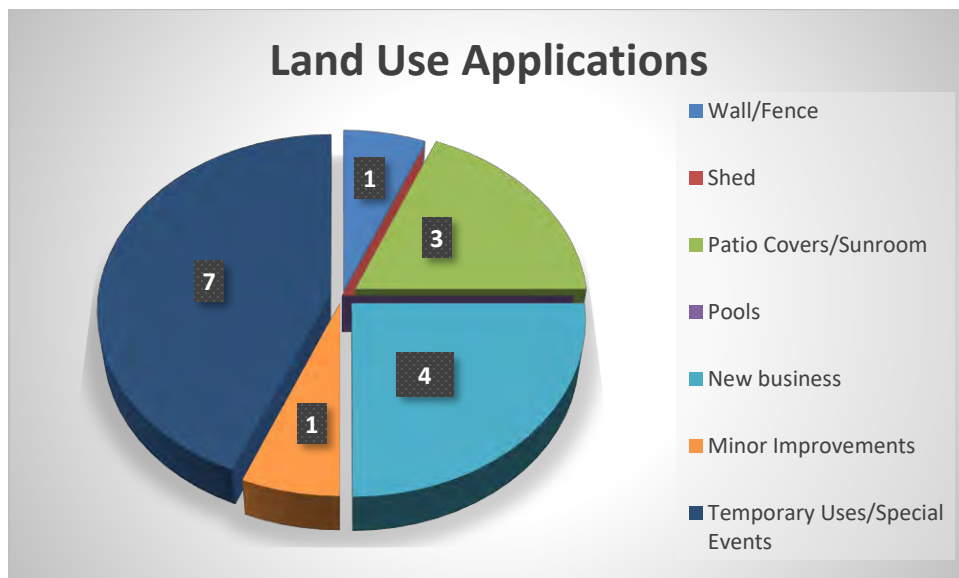
Applications Received, Approved and/or Under Review

Fiscal year 200-2021 to date the Planning Division has received 47 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.



A Land Use application for four new businesses were received in September, “The Space Between Counseling Services Clinical Social Worker, Inc.” (Counseling Services), “Loud Burger” (Fast-food Restaurant), “Max Window Tinting, Inc.” (Tinting Services), and “Major League Fabrication, Inc.” (Light Aerospace Manufacturing).

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



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	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 PC on 12/12/2019 Precise Grading 1 st Plan Check 2/27/2020 Landscaping 1 st Plan Check 3/11/2020 Architectural Plans 1 st Plan Check 4/7/2020
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. One DAB meeting took place during the month of September.

Development Advisory Board (DAB)					
Date Submitted	Case No.	Applicant	Description	Location	Status
9/2/2020	DAB 20-05	Jessica Steiner, The Bickel Group	Multi-tenant Commercial	APN: 0075-242-10, 11	Meeting held on 9/15/2020
9/2/2020	Formal Project Submittal	Greens Group	Commercial, Hotel, Multi-Family Residential	22317, 22273, 22293 Barton Road	Meeting held on 9/15/2020

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.

One Planning Commission meeting was held in the month of September and the following actions occurred:

On September 17, 2020

- Senate Bill 743 - Vehicle Miles Traveled Thresholds for Analysis of Traffic Impact Under the California Environmental Quality Act was presented to the Planning Commission with the recommendation to receive and file.

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
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 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
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

Due to COVID-19 social distancing restrictions, the regular CERT volunteer meeting scheduled for September 1, 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
9/10/2020	ASA 20-04 E 20-04	Christopher Pena	House Addition	23146 Vista Grande Way	In Review
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
9/28/2020	LU 20-75	Onesimo Gonzalez	Patio	22838 Minona Drive	Approved
9/23/2020	LU 20-74	Amada Diaz	Tinting Services	12210 Michigan Street	Approved
9/18/2020	LU 20-73	Siggy Carreon	Light Manufacturing	21800 Barton Road, Unit 113	Approved
9/14/2020	LU 20-72	Loud Burger	Restaurant	22497 Barton Road	Approved
9/1/2020	LU 20-71	McKeehan Ellen	Patio	12623 Eagle Court	Approved
9/10/2020	LU 20-70	Zuelika Zicotencatl	Social Worker	12139 Mt. Vernon	Approved
9/10/2020	LU 20-69	Nancy Murcia	Vinyl Fence	22255 Emerald Street	Approved
9/8/2020	LU 20-68	Ana Obando	Patio	12212 Stonewood Drive	Approved
9/8/2020	LU 20-67	Terri Sanchez	Window Replacement	22611 Raven Way	Approved
9/4/2020	LU 20-66	Mongolian BBQ	Temp. Outdoor Dining	22417 Barton Road	Approved
9/2/2020	LU 20-65	Mike Miller	Temp. Outdoor Dining	22400 Barton Road, Unit 1	Approved
9/2/2020	LU 20-64	Sandra Martin	Temp. Outdoor Dining	22400 Barton Road	Approved
9/2/2020	LU 20-63	Gokstad Group	Temporary Outdoor Dining	22411 Barton Road	Approved

9/2/2020	LU 20-62	Gokstad Group	Temporary Outdoor Dining	22409 Barton Road	Approved
9/2/2020	LU 20-61	Eileen Mc Mangmon	Temporary Outdoor Dining	12461 Vivienda Avenue	Approved
9/2/2020	LU 20-60	The Bear Room	Temporary Outdoor Dining	22587 Barton Road	Approved
8/31/2020	LU 20-58	Diana Fonseca	Block Wall	22601 Raven Way	Approved
8/26/2020	LU 20-54	Ilyas Vaid	Shed	22386 De Soto Street	Approved
8/25/2020	LU 20-53	Anita Jacob	All State Insurance	12139 Mt. Vernon Ave	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
9/23/2020	TEMP SGN 20-13	Jeremy Briggs	Temp Political Signs		Approved
9/10/2020	TEMP SGN 20-12	Jeff Allen	Temp Political Signs		Approved
9/8/2020	SGN 20-04	Taco Bell	Wall and Monument	22172 Barton Road	Approved

BUILDING AND SAFETY DIVISION

Building and Safety and Planning Core Services

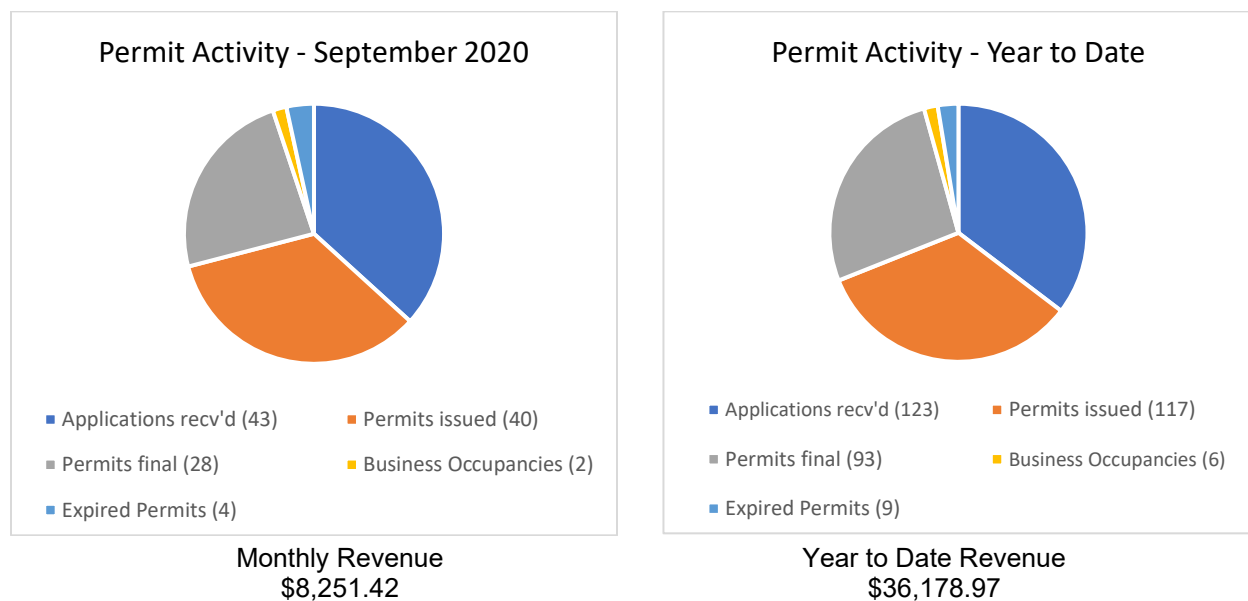
- Permit New Businesses
- Permit Alterations to Existing Uses
- Zoning Code & General Plan Administration
- RDA Dissolution
- Planning Commission
- Building Permit Issuance
- Building Plans Review & Inspections

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.

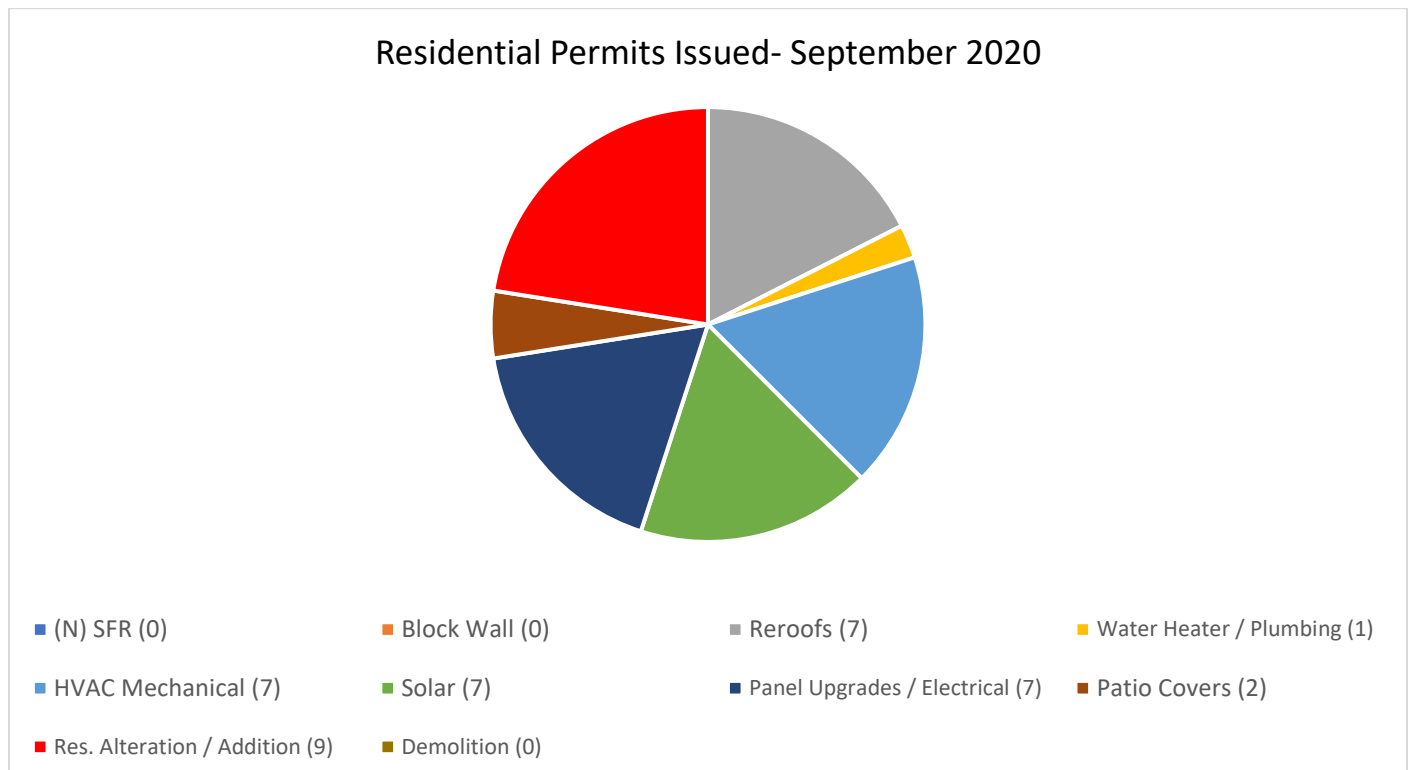
Activity Summary for Building and Safety

Building Permit Activity includes 40 permits issued in September. Year to date a total of 117 permits have been issued with a total revenue of \$36,178.97. In addition, a total number of 61 customers were assisted at the Building & Safety counter for the month of September.



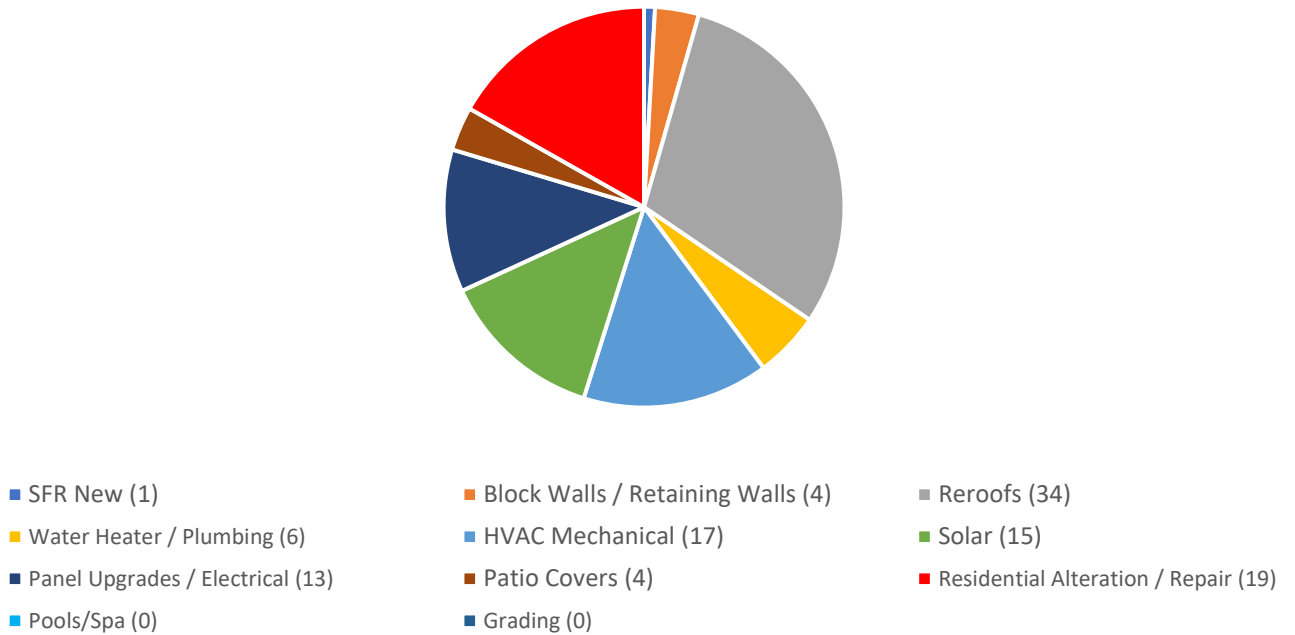
Permits Issued

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



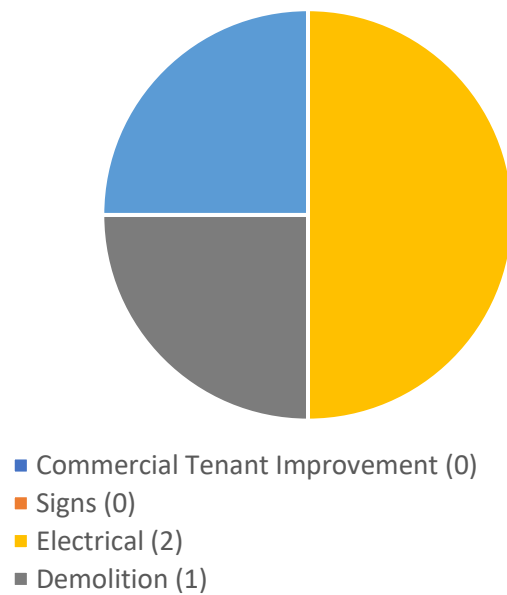
* Residential Alteration / Repair consists of: Remodels, Room Additions, Stucco / Siding Work, Interior Demolition / Construction of Walls, Windows, Garage Doors.

Residential Permits Issued- Year to Date FY 2020-2021



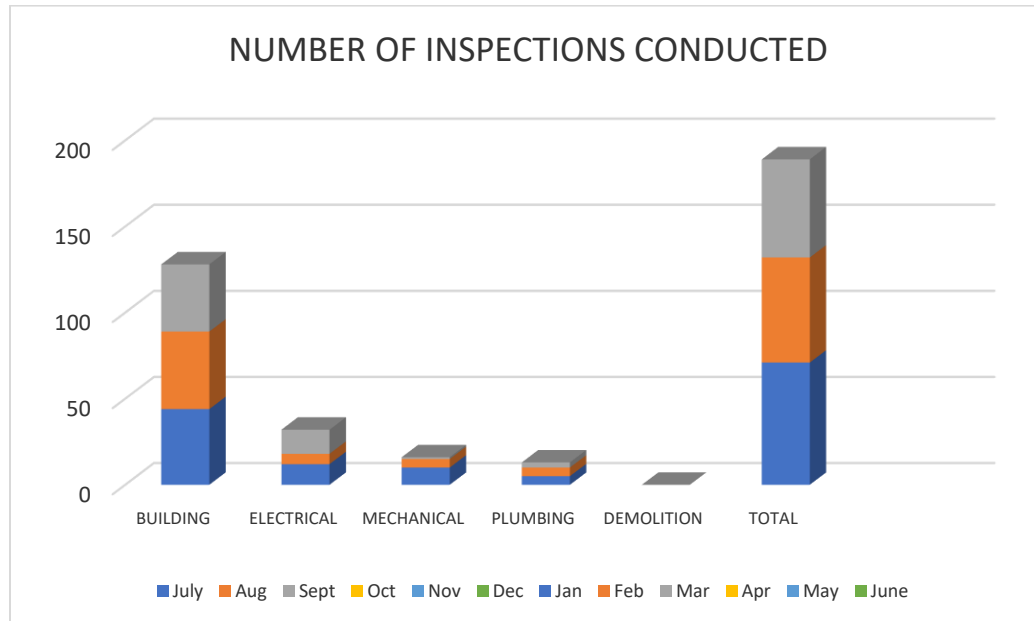
* Residential Alteration / Repair consists of: Remodels, Room Additions, Stucco / Siding Work, Interior Demolition / Construction of Walls, Windows, Garage Doors.

Commercial Permits Issued - Year to Date FY 2020-21



Inspections

A total of 57 inspections were conducted in September, with 34 of them being final inspections.



Major Projects Under Construction

Major projects under construction include demolition of an existing building for a proposed new 2,080 square foot Taco Bell restaurant located at 22172 Barton Rd.

Other ongoing projects also include construction of new single-family residences on 12040 La Cadena Dr. and 23400 Westwood St.

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

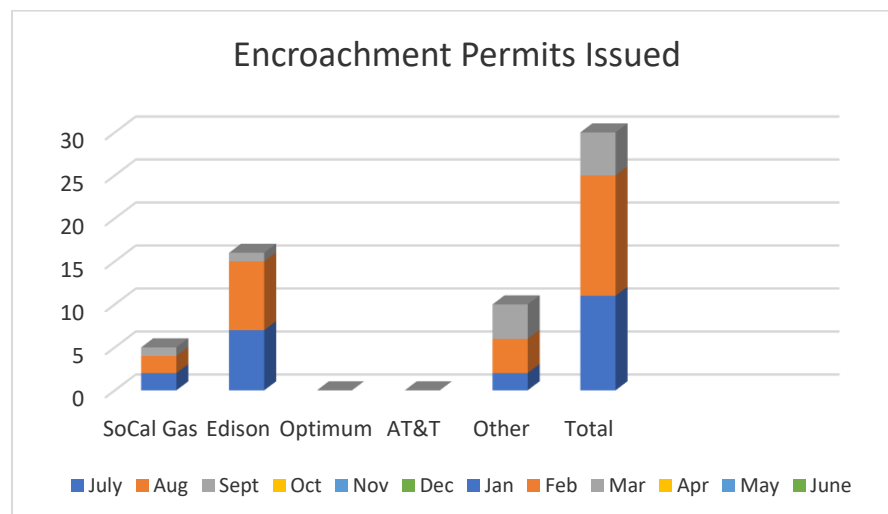
Plan Checking Activity

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

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	In Plan Check – Precise grading plans issued corrections
Jonathon Weber – 22172 Barton Rd.	22172 Barton Rd. – Grading & Plans for (N) 2,195 sq. ft. Taco Bell restaurant	In Plan Check – Provided 2 nd set of corrections to applicant
Paul Tickner – 22633 Palm Ave.	22633 Palm Ave. – Interior remodel of commercial kitchen for Azure Hills Church	In Plan Check – Provided 1 st set of corrections to applicant
Komos Café – 22417 Barton Rd.	22417 Barton Rd. – Tenant Improvement for Komos Café	In Plan Check – Provided 1 st set of corrections to applicant
Loud Burger – 22497 Barton Rd.	22497 Barton Rd. – Tenant Improvement for Loud Burger	In Plan Check – Provided 1 st set of corrections to applicant

Public Works Encroachment Permits

Ten Public Works/Encroachment Permit applications were taken in for the month of September. 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

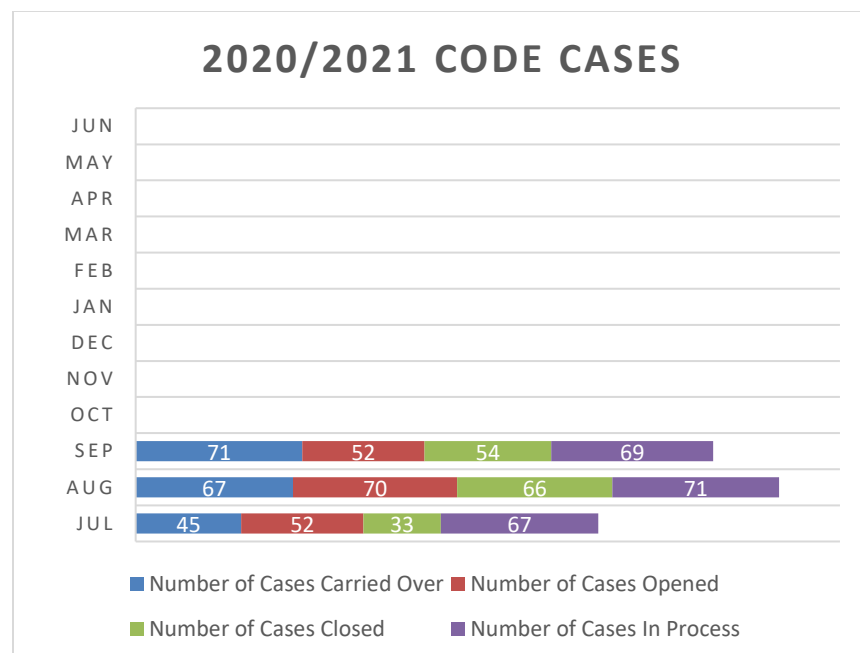
- Zoning & Municipal Code Enforcement
- Animal Control Services
- Street Sweeping Traffic Enforcement

The Division is budgeted for one full time Officer, a 20-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 67 cases carried over from the previous month, 70 new cases opened, and 66 cases were closed. The Division closed out September with 71 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.



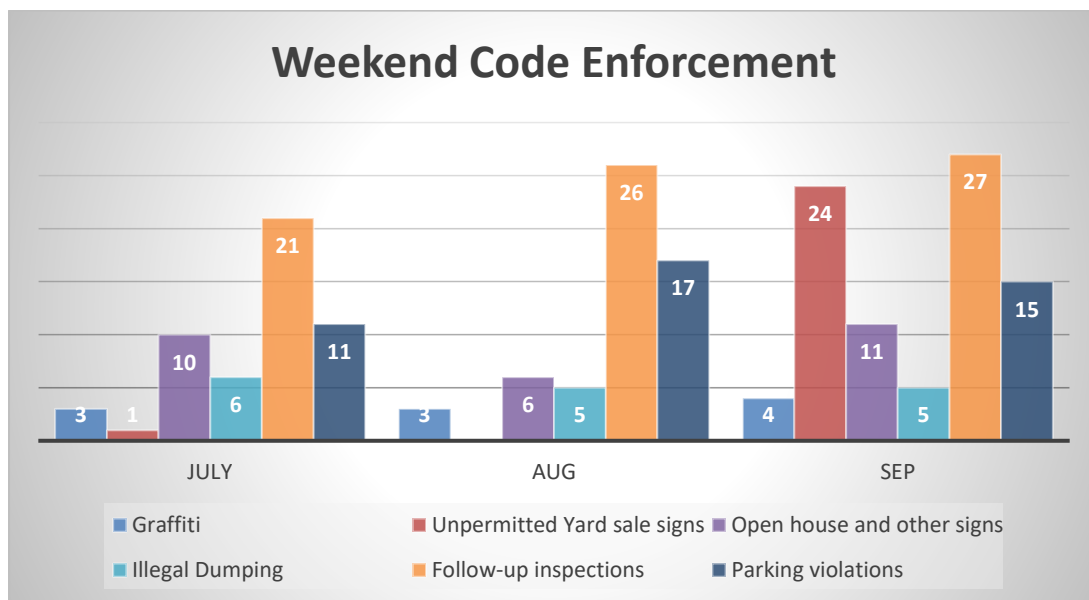
The following table shows the number of inspections conducted, the number of citations, and corrective notices issued.

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



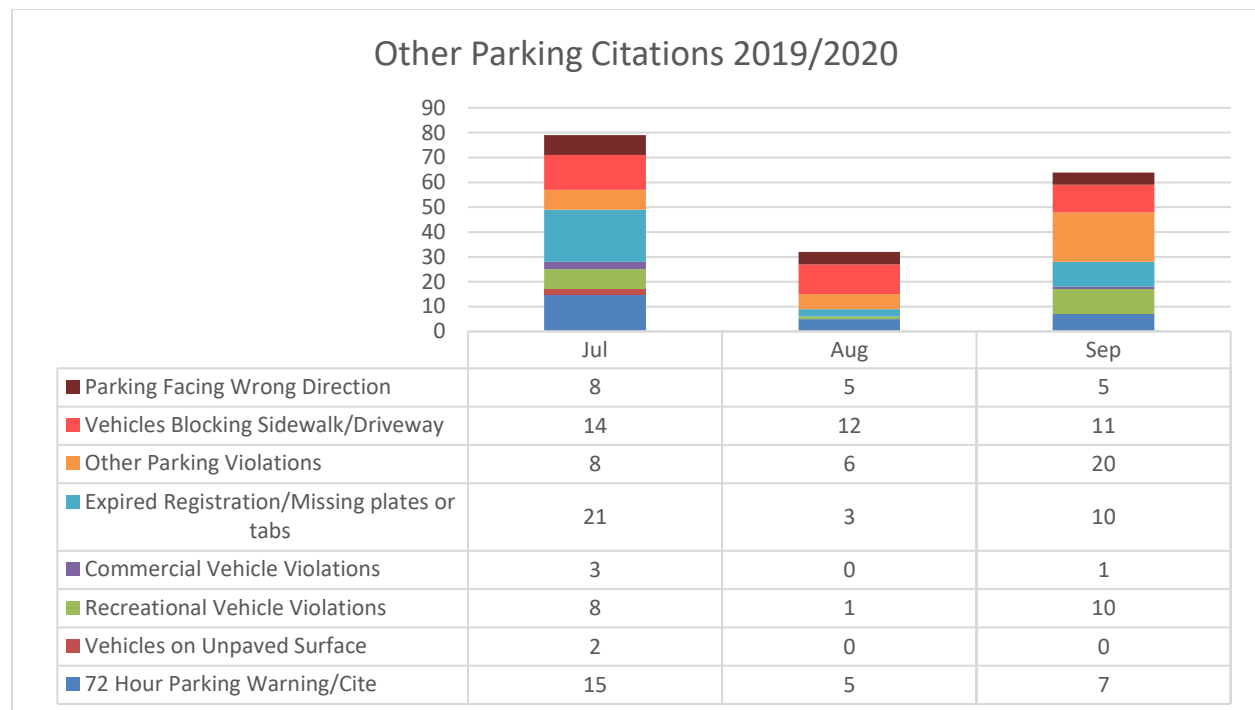
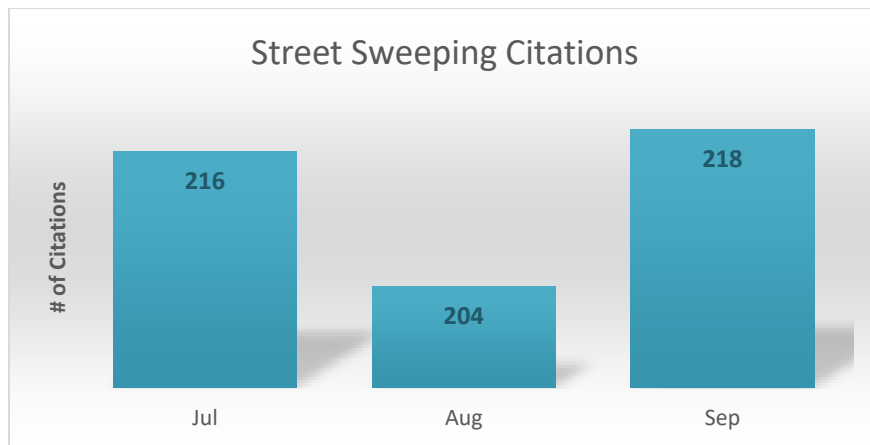
Parking Citations:

In September, 282 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.

As of June 4th, Code Enforcement has resumed issuing street sweeping citations for

vehicles parked on the street during street sweeping hours which was discontinued 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 5 cases of illegal dumping and 4 cases of graffiti reported in September. One case of graffiti is still being addressed.

Non-Owner Occupied/Rental Property Program

There are approximately 367 properties in the Program, consisting of both single-family units and multiple family units (i.e. apartments, duplexes, and triplexes). Eighty-eight 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.

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 changing the sum of rentals from 381 to 367.

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

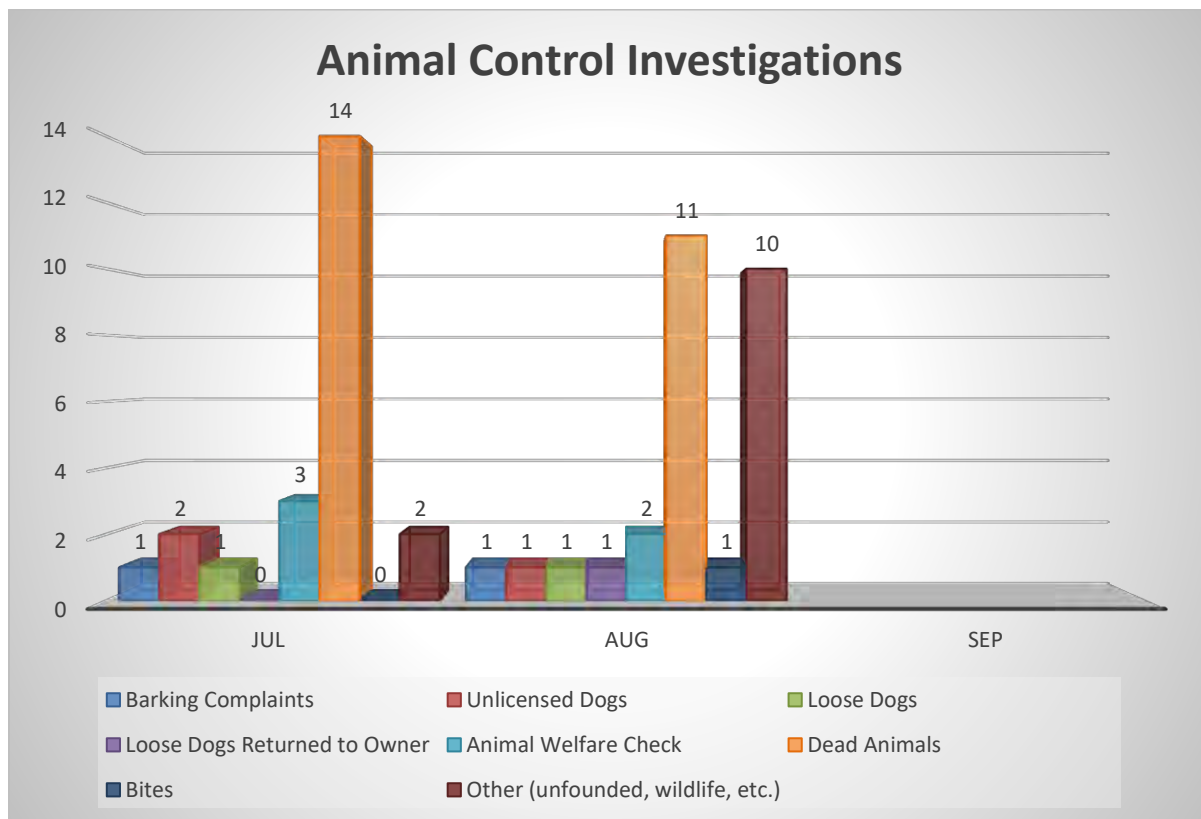
There were 18 complaints received via Civic Live in September 2020 generally pertaining to animal related, property maintenance, and vehicle issues. 8 cases have been resolved, one case was referred to our arborist, and 9 cases are still being worked by Code Enforcement.

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.

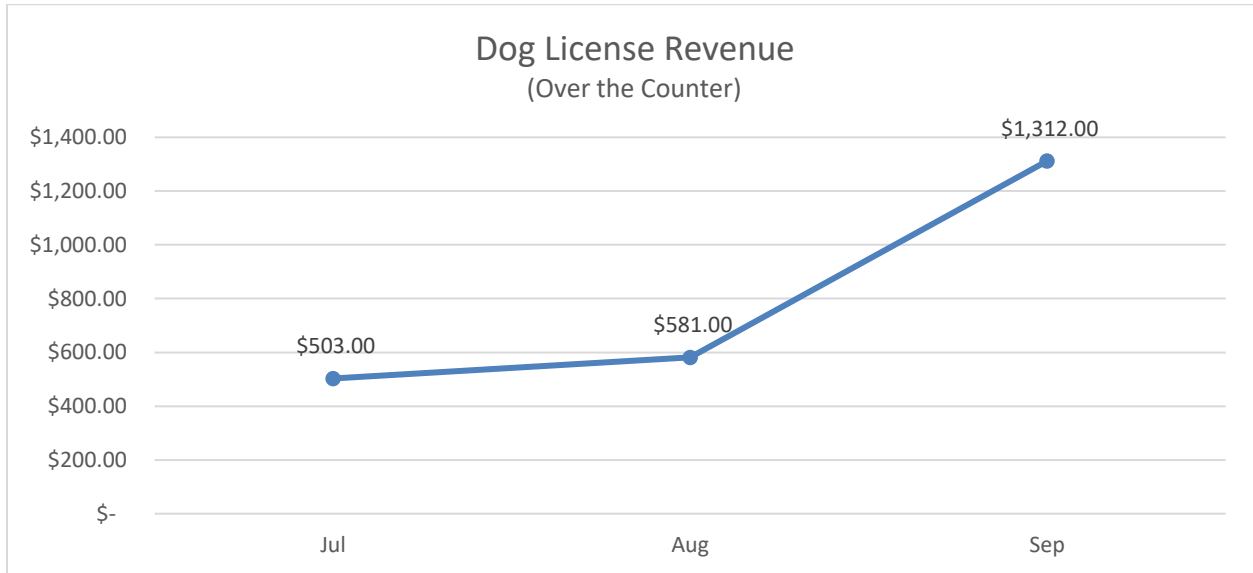
Animal Control Sheltering Services	Jul	Aug	Sep
Animal Intakes			
Strays	2	0	3
Stray Dead	3	7	4
Owner Surrender	2	0	0
Other	3	5	1
Total	10	12	8
Animal Disposition			
Adopted	2	1	2
Returned to Owner	0	3	0
Euthanized	0	0	1
Other	0	1	0
Total	2	5	3

The following stats are from Grand Terrace Animal Control.

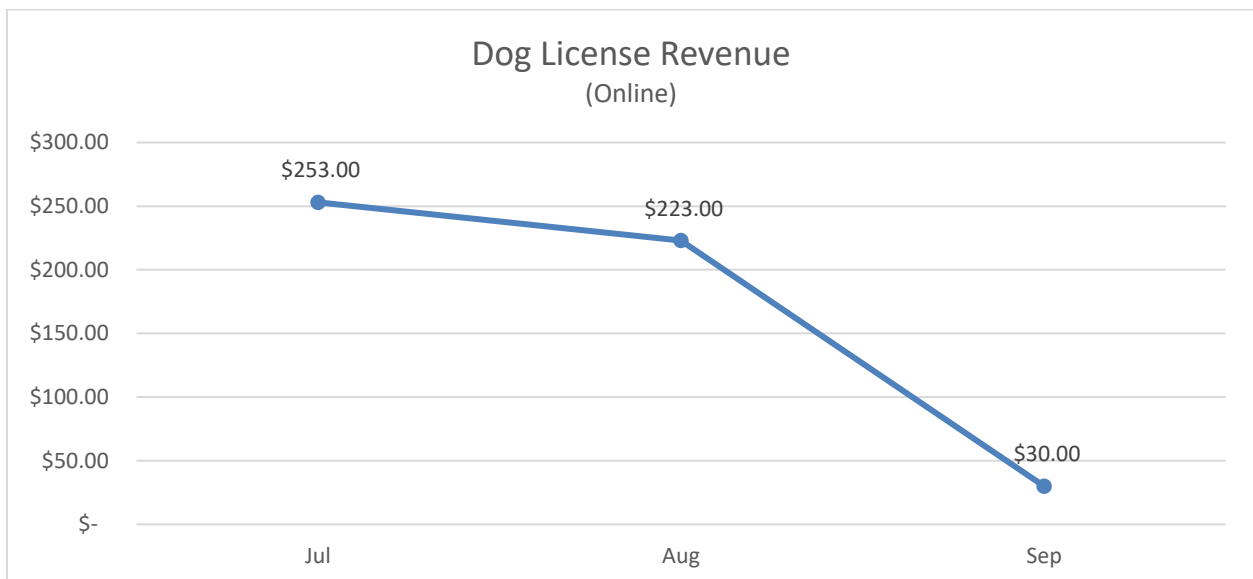


Dog Licensing Revenue

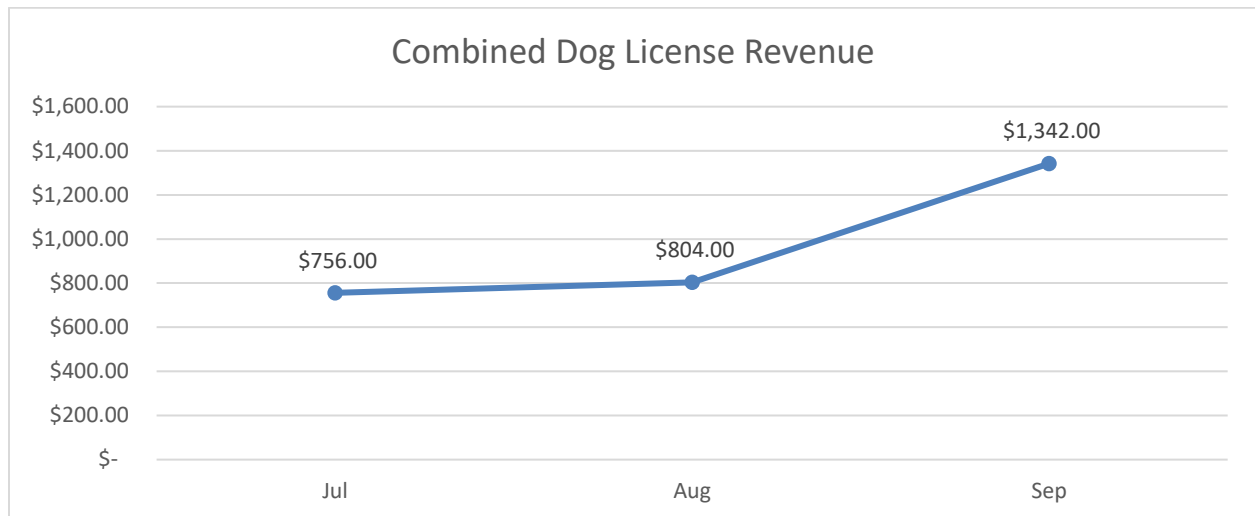
	Jul	Aug	Sep	Oct	Nov	Dec
Over the Counter Dog License Revenue	\$ 503.00	\$ 581.00	\$ 1312.00			



	Jul	Aug	Sep	Oct	Nov	Dec
Online Dog License Revenue	\$ 253.00	\$ 223.00	\$ 30.00			



	Jul	Aug	Sep	Oct	Nov	Dec
Combined Dog License Revenue	\$ 756.00	\$ 804.00	\$ 1342.00	\$ -	\$ -	\$ -



PUBLIC WORKS DIVISION

Work Release Hours

Maintenance was supplemented by 136 work releases hours during the month of September.



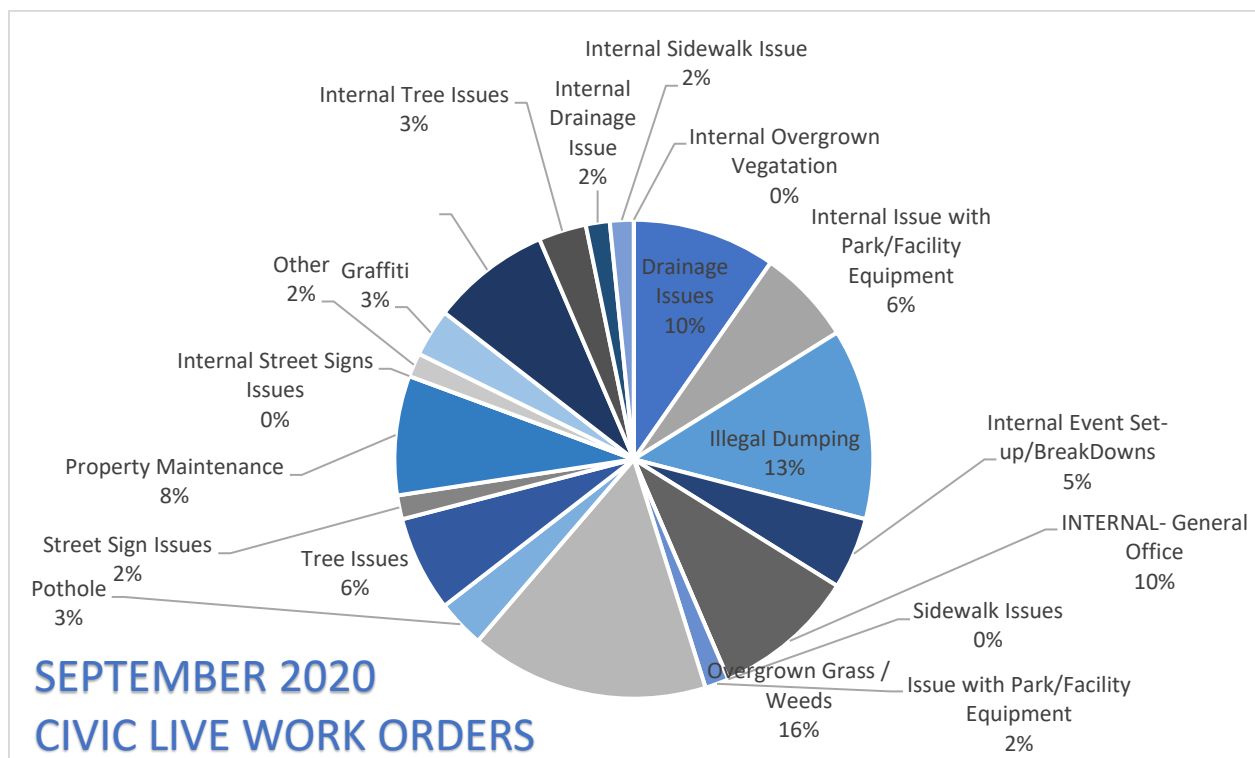
CITY OF GRAND TERRACE CIVIC LIVE MONTHLY STATS



September 2020

	REQUEST RECEIVED THIS MONTH	REQUEST RESOLVED THIS MONTH	REQUEST IN PROCESS
CIVICLIVE WORK ORDERS ONLY	62	56	6
REQUEST ROLLOVER FROM PREVIOUS MONTHS			23
TOTAL WORK ORDERS TO BE COMPLETED			29

SEPTEMBER 2020 (62 work orders)



Potholes

The table below shows the potholes reported via Civic Live for the current calendar year. It takes on average 8.95 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
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			Ruben
368575	Van Buren/ Mt Vernon	8/18/2020			Ruben
371512	Oriole/ De Berry	8/23/2020			Kristin
375412	22735 Raven Way	8/28/2020			Civic Live
378641	Barton/Mt Vernon	9/2/2020	9/3/2020	1	Ruben
392966	22905 Arliss	9/23/2020			Civic Live

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



Public Works

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

DATE: October 1, 2020

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

FROM: Public Works Department

SUBJECT: September 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 136 work releases hours during the month of September.



CITY OF GRAND TERRACE CIVIC LIVE MONTHLY STATS



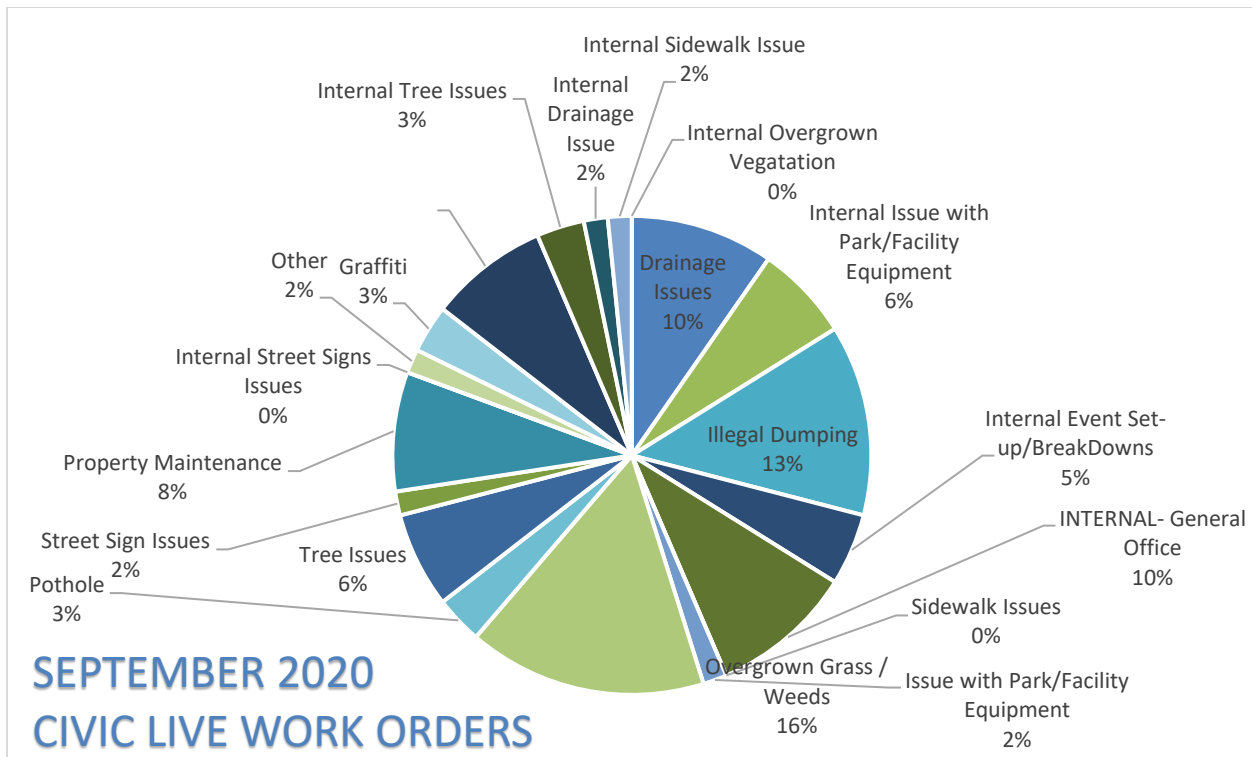
September 2020

	REQUEST RECEIVED THIS MONTH	REQUEST RESOLVED THIS MONTH	REQUEST IN PROCESS
CIVICLIVE WORK ORDERS ONLY	62	56	6
REQUEST ROLLOVER FROM PREVIOUS MONTHS			23
TOTAL WORK ORDERS TO BE COMPLETED			29

SEPTEMBER 2020 (62 work orders)

#	Status	Open Date	Resolved Date	Type
377358	resolved	09/01/2020 09:02	10/05/2020	Overgrown Grass / Weeds
377362	resolved	09/01/2020 09:06	09/03/2020	Illegal Dumping
377681	resolved	09/01/2020 13:19	09/03/2020	Illegal Dumping
377683	resolved	09/01/2020 13:19	09/03/2020	Illegal Dumping
378626	resolved	09/02/2020 12:46	09/03/2020	Property Maintenance
378632	resolved	09/02/2020 12:48	09/03/2020	Property Maintenance
378634	resolved	09/02/2020 12:50	09/03/2020	Drainage Issues
378638	resolved	09/02/2020 12:52	09/15/2020	Overgrown Grass / Weeds
378641	resolved	09/02/2020 12:54	09/03/2020	Pothole
378645	resolved	09/02/2020 12:56	09/15/2020	Overgrown Grass / Weeds
379075	resolved	09/03/2020 07:10	09/15/2020	Overgrown Grass / Weeds
379076	resolved	09/03/2020 07:12	09/03/2020	Illegal Dumping
379081	resolved	09/03/2020 07:13	10/06/2020	Overgrown Grass / Weeds
379089	resolved	09/03/2020 07:15	09/15/2020	Overgrown Grass / Weeds
379091	resolved	09/03/2020 07:18	09/29/2020	Overgrown Grass / Weeds
379337	received	09/03/2020 10:10	--	Drainage Issues
379340	received	09/03/2020 10:10	--	Drainage Issues
380318	resolved	09/04/2020 13:41	09/04/2020	Property Maintenance
380320	resolved	09/04/2020 13:44	09/15/2020	Overgrown Grass / Weeds
380322	resolved	09/04/2020 13:48	09/15/2020	Overgrown Grass / Weeds
380888	resolved	09/06/2020 14:10	09/15/2020	Internal Tree Issues

382509	resolved	09/09/2020 08:30	09/17/2020	Illegal Dumping
383048	resolved	09/09/2020 16:40	09/15/2020	Tree Issues
383052	resolved	09/09/2020 16:41	09/29/2020	Overgrown Grass / Weeds
385342	resolved	09/13/2020 11:25	09/29/2020	Graffiti
385406	resolved	09/13/2020 13:06	09/15/2020	Drainage Issues
386977	received	09/15/2020 09:06	--	Drainage Issues
387374	resolved	09/15/2020 15:24	09/17/2020	Property Maintenance
388839	resolved	09/17/2020 11:14	09/22/2020	Property Maintenance
388843	resolved	09/17/2020 11:16	10/08/2020	INTERNAL- General Office
389018	resolved	09/17/2020 14:08	09/18/2020	Water Leak Issue
389241	resolved	09/18/2020 06:25	09/18/2020	Internal Issue with Park/Facility Equipment
389242	resolved	09/18/2020 06:28	09/18/2020	Internal Drainage Issues
389244	resolved	09/18/2020 06:29	09/18/2020	Internal Issue with Park/Facility Equipment
389379	resolved	09/18/2020 08:47	10/06/2020	Graffiti
389388	resolved	09/18/2020 09:24	09/21/2020	Illegal Dumping
389522	resolved	09/18/2020 12:10	09/29/2020	Internal Event Set-up/BreakDowns
389525	resolved	09/18/2020 12:10	09/29/2020	INTERNAL- General Office
389528	resolved	09/18/2020 12:12	09/25/2020	Drainage Issues
389616	resolved	09/18/2020 13:40	10/08/2020	Tree Issues
390269	resolved	09/20/2020 08:21	09/23/2020	Illegal Dumping
390962	resolved	09/21/2020 10:03	09/21/2020	Water Leak Issue
392702	resolved	09/23/2020 10:28	10/06/2020	Street Sign issues
392904	resolved	09/23/2020 13:12	09/23/2020	Internal Tree Issues
392906	resolved	09/23/2020 13:14	09/23/2020	Issue with Park/Facility Equipment
392907	resolved	09/23/2020 13:16	09/23/2020	Internal Issue with Park/Facility Equipment
392966	received	09/23/2020 14:57	--	Pothole
393619	resolved	09/24/2020 11:52	09/29/2020	Tree Issues
393620	resolved	09/24/2020 11:53	09/25/2020	INTERNAL- General Office
394025	resolved	09/25/2020 06:18	09/25/2020	Internal Sidewalk Issue
394026	resolved	09/25/2020 06:19	10/05/2020	Internal Issue with Park/Facility Equipment
394032	resolved	09/25/2020 06:26	09/30/2020	Water Leak Issue
395577	resolved	09/28/2020 08:58	10/14/2020	INTERNAL- General Office
395745	received	09/28/2020 10:48	--	Tree Issues
396669	resolved	09/29/2020 12:36	09/30/2020	INTERNAL- General Office
397011	resolved	09/30/2020 05:56	09/30/2020	Internal Overgrown Grass/Weeds
397012	resolved	09/30/2020 05:57	10/06/2020	Internal Overgrown Grass/Weeds
397035	resolved	09/30/2020 06:22	10/06/2020	Other
397047	resolved	09/30/2020 06:46	10/05/2020	Illegal Dumping
397418	canceled	09/30/2020 11:10	10/05/2020	INTERNAL- General Office
397563	resolved	09/30/2020 14:16	09/30/2020	Internal Event Set-up/BreakDowns
397564	resolved	09/30/2020 14:17	09/30/2020	Internal Event Set-up/BreakDowns



Potholes

The table below shows the potholes reported via Civic Live for the current calendar year. It takes on average 8.95 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
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			Ruben
368575	Van Buren/ Mt Vernon	8/18/2020			Ruben
371512	Oriole/ De Berry	8/23/2020			Kristin

375412	22735 Raven Way	8/28/2020			Civic Live
378641	Barton/Mt Vernon	9/2/2020	9/3/2020	1	Ruben
392966	22905 Arliss	9/23/2020			Civic Live

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

August 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	304.84	92.74		190.33								587.91	
Christmas Tree													
Bulky Item	7.49		0.25			2.36						10.10	598.01 Residential
Clean Up													
Multi-Family	92.96	5.13		6.37								104.46	104.46 Multi-Family
Commercial	101.03	7.36		1.58	0.27		0.79			1.22	1.77	114.02	
School	36.72	12.27										48.99	163.01 Commercial
Roll off	48.82							8.00				56.82	56.82 Roll off
Grand Total	591.86	117.50	0.25	198.28	0.27	2.36	0.79	8.00		1.22	1.77	922.30	



City of Grand Terrace

Public Works Department

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 SEP. 30, 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.)
	TOTAL PUBLIC WORKS CONTRACT VALUE FOR FY 2020-21:	\$736,989	\$494,138 balance

FY 2020-21 Capital Improvement Project Contracts

Contractor Name	Service	Contract Amount	Contract Balance
TSR Construction and Inspection	Mt. Vernon Safety Improvement	\$367,208	\$53,193
Interwest Consulting Group	Commerce Way Extension Real Estate & Engineering Services	\$360,005	\$229,627
	TOTAL CIP PROJECT CONTRACT VALUE FOR FY 2020-21	\$628,355	\$282,820

Bids:

- N/A

Major Reports:

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





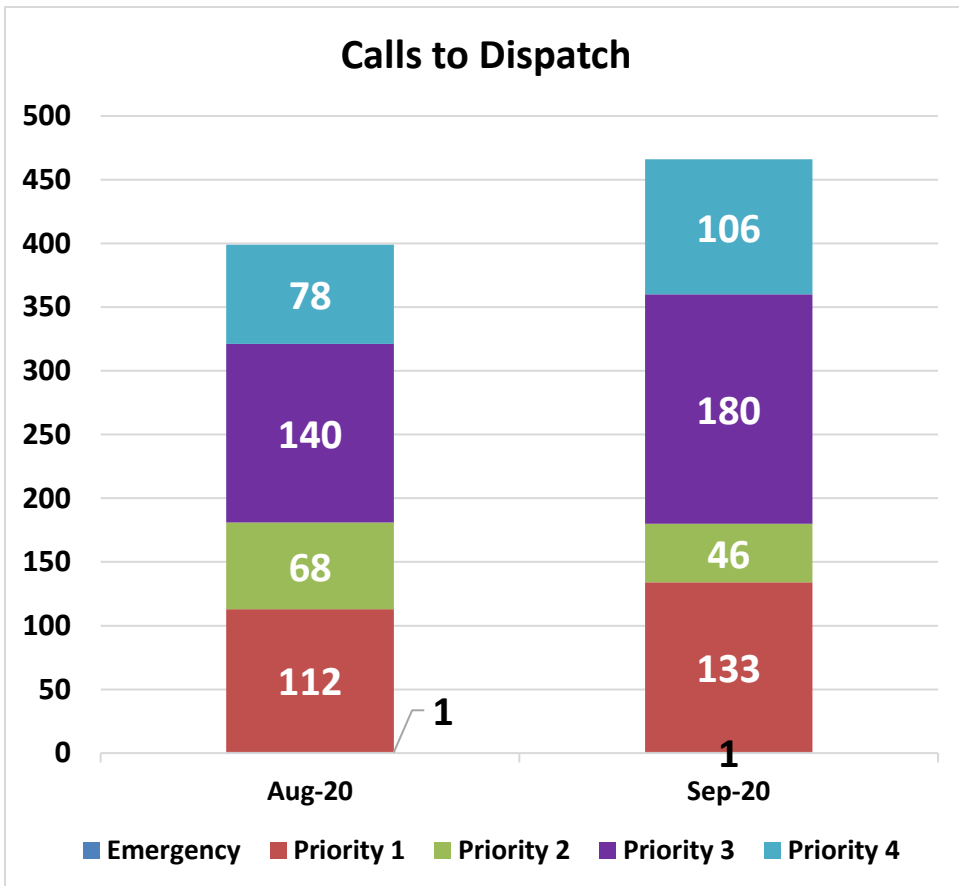
San Bernardino County Sheriff's Department



Services	August 2020	September 2020
Officer Contact and Calls	1,278	1,193

Monthly Citation Data	August 2020	September 2020
Stops	201	200
Citations Issued	75	56

Calls to Dispatch	August	September
Emergency	1	1
Priority 1	112	133
Priority 2	68	46
Priority 3	140	180
Priority 4	78	106
Totals	399	466



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 th	Mar. 16 th	Total Hours
8	2	10

* - On March 17th all patrol activities for the Citizens on Patrol were suspended.

San Bernardino County Fire





City of Grand Terrace
Fire Department Incidents
09/01/20 – 09/30/20

Call Type	Number of Calls
Carbon Monoxide Alarm	1
Commercial Investigation	1
Fire – Dumpster	1
Fire – Vegetation	3
Fire – Improvement	1
Fire – Residential Structure	6
Fire – Unknown Type	7
Medical Aid	93
Move Up (Cover Engine into FS#23)	9
Outside Electrical Incident	1
Outside Investigation	2
Public Service	4
Residential Alarm	3
Traffic Collision with Extrication	2
Traffic Collision with Injuries	1
Traffic Collision – Auto vs. Pedestrian	2
Traffic Collision Unknown Injuries	2

Call Type	Number of Calls
Traffic Collision Unknown Injuries - Freeway	2
Total Calls	141