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# MONTHLY REPORT

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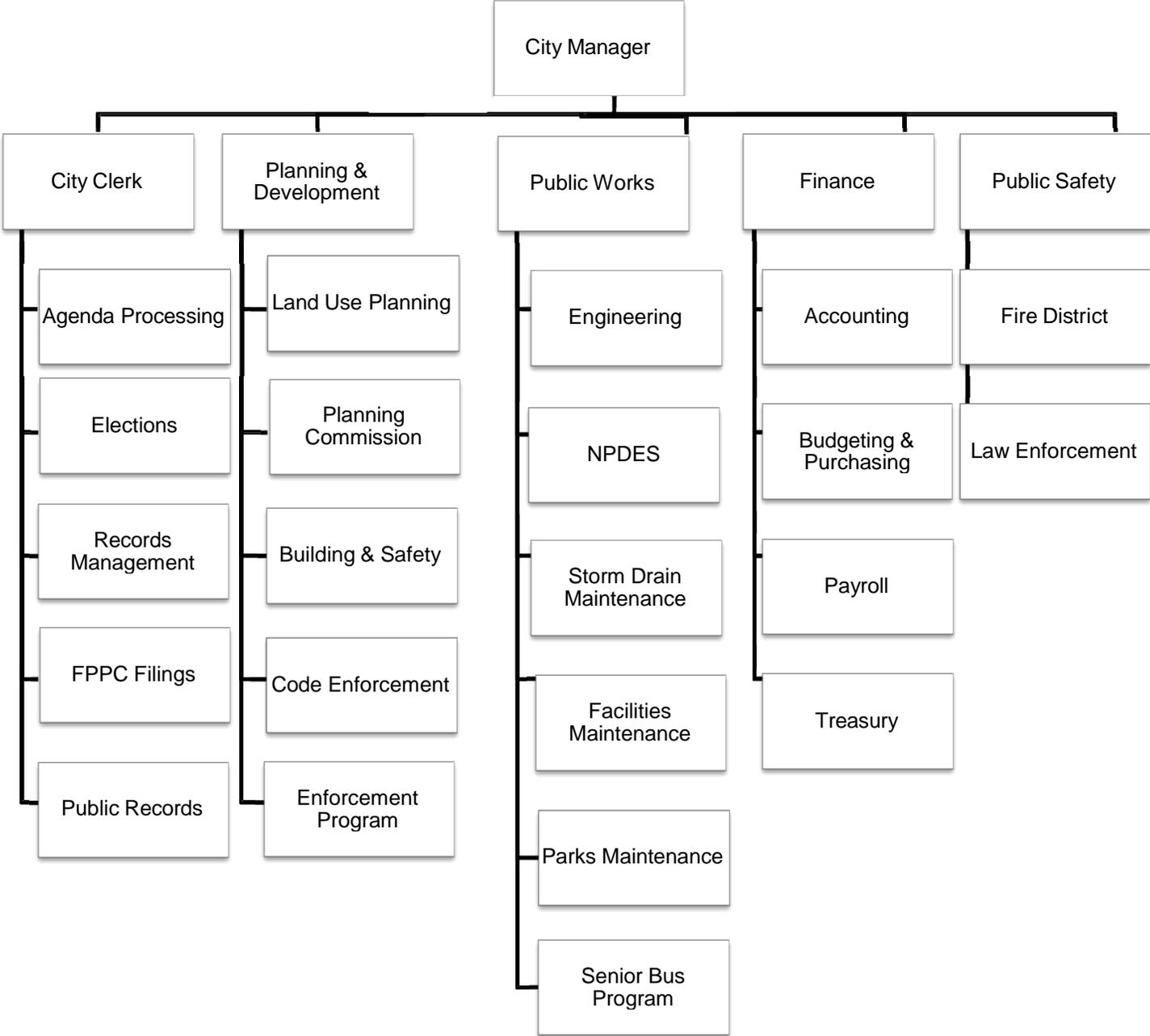
February 2020

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



DATE: March 17, 2020

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

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

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

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

The City Clerk's Office is staffed with two (2) positions that include the City Clerk and its Department Secretary. 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 February 2020 is two (2), spending a total of ten (16) hours preparing the agenda packet producing 582 pages.

<b>AGENDA PROCESSING/POSTING</b>			
<b>MONTH</b>	<b>Regular Meeting</b>	<b>Special Meeting</b>	<b>Totals</b>
<b>September</b>	2	0	2
<b>October</b>	2	0	2
<b>November</b>	1	0	1
<b>December</b>	1	0	1
<b>January</b>	2	2	4
<b>February</b>	2	0	2
<b>Total Processed</b>	<b>10</b>	<b>2</b>	<b>12</b>

## **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 February 2020 is three (3) and the number of Ordinances processed for the month of February is zero (0).

<b>RESOLUTIONS AND ORDINANCES PROCESSED</b>			
	<b>RESOLUTIONS</b>	<b>ORDINANCES</b>	<b>MONTHLY TOTALS</b>
<b>September</b>	4	0	4
<b>October</b>	2	2	4
<b>November</b>	2	1	3
<b>December</b>	1	0	1
<b>January</b>	1	1	2
<b>February</b>	3	0	3
<b>Total Processed</b>	<b>13</b>	<b>4</b>	<b>17</b>

## **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 February 2020, two (2) Certificates of Recognition, one (1) Commendation, two (2) In Memoriam Adjournments and one (1) Proclamation were prepared on behalf of the City Council.

<b>Month</b>	<b>Certificate of Acknowledgment w/Pin</b>	<b>Certificate of Recognition w/Pin</b>	<b>Commendation w/Pin</b>	<b>In Memoriam Adjournments</b>	<b>Certificate of Participation</b>	<b>Proclamation</b>	<b>Total</b>
<b>September</b>	1	0	0	1	36	1	39
<b>October</b>	1	0	0	0	0	2	3
<b>November</b>	0	0	0	0	0	1	1
<b>December</b>	0	0	0	2	0	0	2
<b>January</b>	0	28	0	1	0	1	30
<b>February</b>	0	2	1	2	0	1	6
<b>Total</b>	<b>2</b>	<b>30</b>	<b>1</b>	<b>6</b>	<b>36</b>	<b>6</b>	<b>81</b>

**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 February 2020, Council approved one (1) agreement.

<b>CONTRACTS &amp; AGREEMENTS PROCESSED</b>	
<b>September</b>	<b>1</b>
<b>October</b>	<b>5</b>
<b>November</b>	<b>1</b>
<b>December</b>	<b>0</b>
<b>January</b>	<b>0</b>
<b>February</b>	<b>1</b>
<b>Total</b>	<b>8</b>

**RECORDS REQUESTS**

The City Clerk’s office received eight (8) Requests for Copies of Public Records for the month of February 2020. All 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 16 pages with four (4) letters to Requestor advising there were no records responsive to the request.

<b>RECORDS REQUEST SUMMARY</b>					
<b>Month</b>	<b>Requests Received</b>	<b>Completed Within 10 Days</b>	<b>Completed with 14-Day Extension</b>	<b># of Pages Provided</b>	<b>Letter to Requestor – No Records</b>
<b>September</b>	<b>12</b>	<b>12</b>	<b>0</b>	<b>123</b>	<b>2</b>
<b>October</b>	<b>10</b>	<b>9</b>	<b>1</b>	<b>555</b>	<b>0</b>
<b>November</b>	<b>12</b>	<b>8</b>	<b>2</b>	<b>78</b>	<b>2</b>
<b>December</b>	<b>5</b>	<b>5</b>	<b>0</b>	<b>104</b>	<b>0</b>
<b>January</b>	<b>23</b>	<b>19</b>	<b>4</b>	<b>104</b>	<b>2</b>
<b>February</b>	<b>8</b>	<b>8</b>	<b>0</b>	<b>16</b>	<b>4</b>
<b>Total Requests</b>	<b>70</b>	<b>61</b>	<b>7</b>	<b>980</b>	<b>10</b>

## **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 February 2020, the City Clerk’s office responded to 351 telephone calls from residents, contractors, vendors, consultants and in-house customer service assistance to City staff.

<b>TELEPHONE CUSTOMER SERVICE</b>	
<b>September</b>	426
<b>October</b>	508
<b>November</b>	371
<b>December</b>	268
<b>January</b>	265
<b>February</b>	351
<b>Total Calls</b>	2,189

## **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.

<b>Month</b>	<b>Committee Meeting</b>	<b>Emails w/Committee Members &amp; Vendors</b>	<b>Written Correspondence w/Committee Members</b>	<b>Telephone Calls with Committee Members &amp; Vendors</b>	<b>Art Show/Country Fair &amp; City Birthday Prep &amp; Attendance</b>	<b>Total # of Hours</b>
<b>September</b>	1.0	1.0	.5	1.0	0	3.5
<b>October</b>	1.0	1.0	.5	1.5	0	4.0
<b>November</b>	1.5	1.0	.5	1.5	7.0	11.5
<b>December</b>	1.5	1.0	.5	1.5	4.0	8.5
<b>January</b>	0	1.0	.5	.5	0	2.0
<b>February</b>	.5	0	.5	0	1.0	2.0
<b>TOTAL # HOURS</b>	<b>5.5</b>	<b>5.0</b>	<b>3.0</b>	<b>6.0</b>	<b>12.0</b>	<b>31.5</b>

**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:

<b>COMMITTEES/COMMISSIONS</b>			
	<b># OF MEMBERS</b>	<b># OF ALTERNATES</b>	<b># OF VACANCIES</b>
<b>Historical &amp; Cultural Activities Committee</b>	7	0	0
<b>Planning Commission</b>	5	0	0
<b>Parks &amp; Recreation Committee</b>	5	0	0

# City Manager's Office

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

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DATE: March 17, 2020

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

FROM: Cynthia A. Fortune, Assistant City Manager

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

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

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

## **OUR MISSION**

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

## **OUR VISION**

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

## HUMAN RESOURCES

### **Mission:**

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

### **Values:**

#### *Develop*

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

#### *Increase*

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

#### *Respect*

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

#### *Communicate*

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

## CORE SERVICES

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

TABLE 1  
Recruitment Activity

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

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

TABLE 2  
Employee Job Performance Activity

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

TABLE 3  
Benefits Activity

Description	Jul-2019	Aug-2019	Sept-2019	Oct-2019	Nov-2019	Dec-2019
Employee Changes/Inquiries	1	3	0	0	0	0
ADP Change Transactions	1	4	0	0	0	0
Description	Jan-2020	Feb-2020	Mar-2020	Apr-2020	May-2020	Jun-2020
Employee changes/Inquiries	1	2				
ADP Change Transactions	1	2				

## SENIOR CENTER

**Mission:**

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

**Core Values:**

*Seniors are recognized as a valuable asset.*

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

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

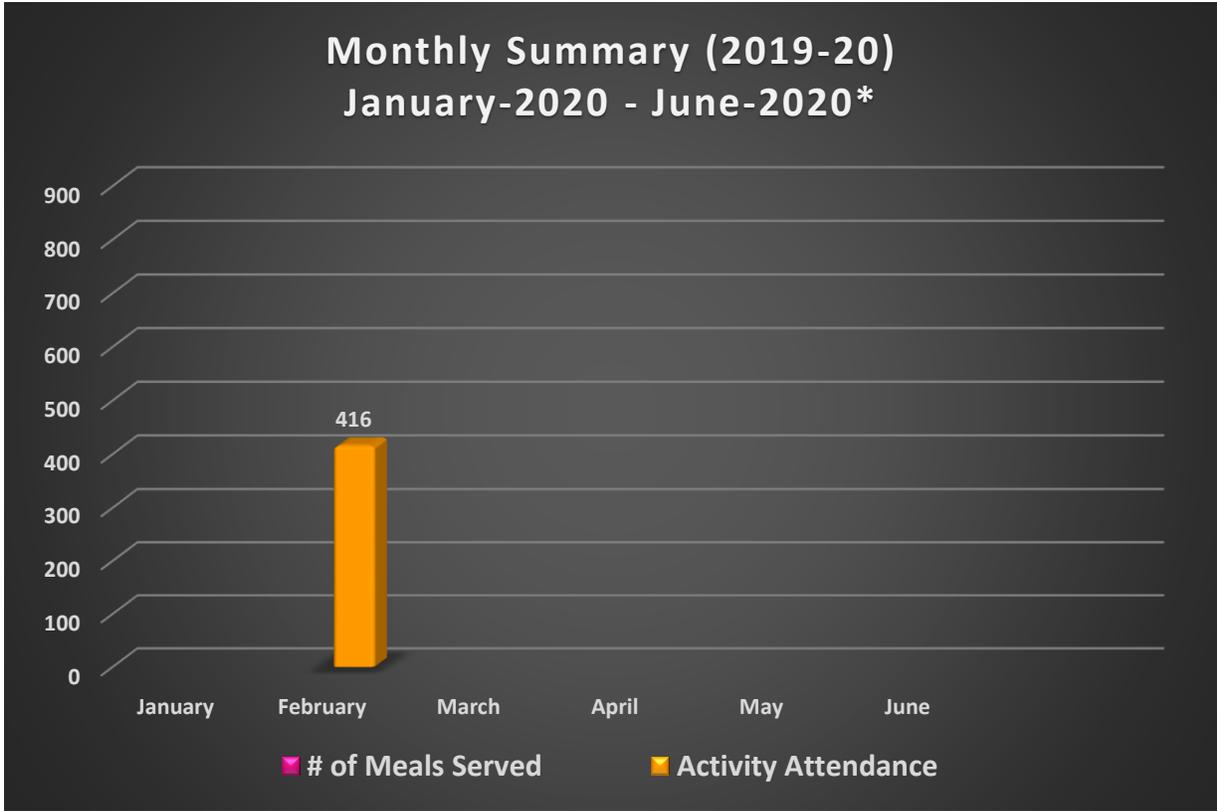
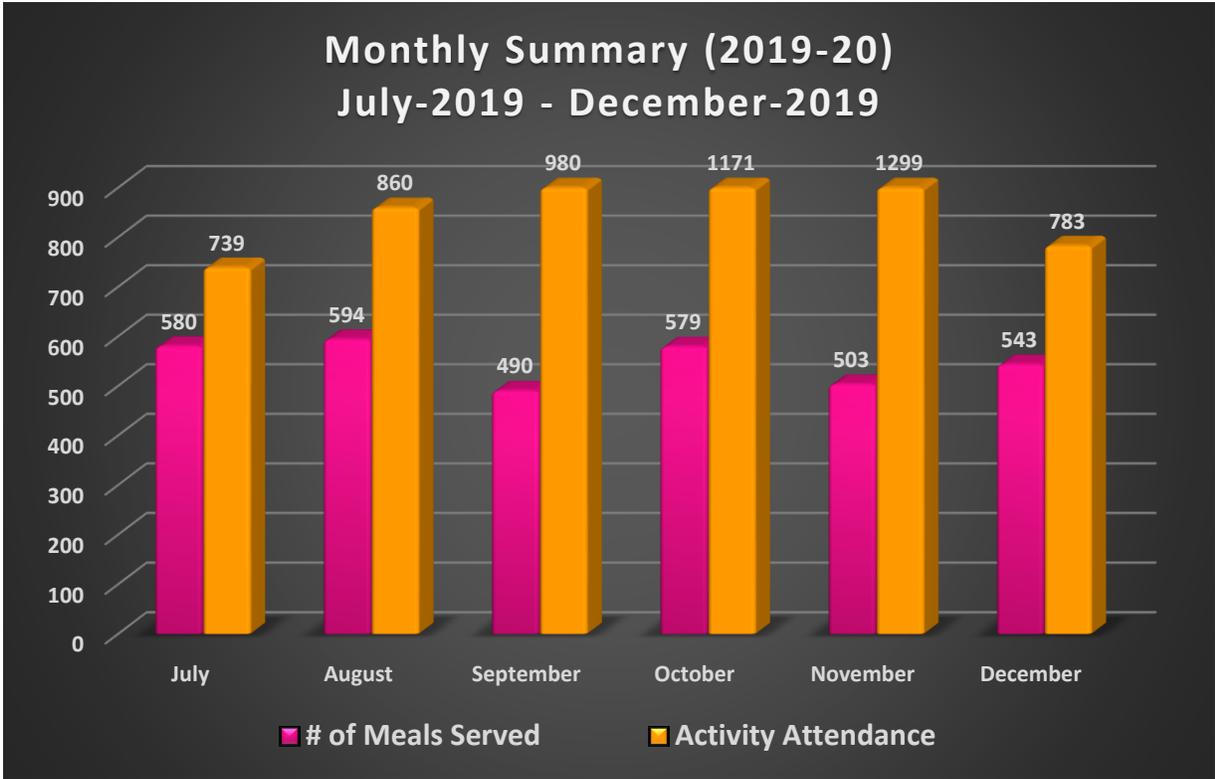
*Seniors are treated respectfully and with dignity. Senior of all economic circumstances are served.*

TABLE 1 - Senior Center Activities

Description	Jul-2019	Aug-2019	Sept-2019	Oct-2019	Nov-2019	Dec-2019
<b>Nutrition Program (# of meals served)</b>	580	594	490	579	503	543
<b>Arts and Crafts Classes</b>	26	31	36	25	24	30
<b>Bingo</b>	41	45	54	49	51	48
<b>Bridge</b>	27	32	32	28	24	23
<b>Bunco</b>	27	33	72	28	24	38
<b>Coffee with Megan</b>	71	57	39	61	56	58
<b>Exercise Classes</b>	79	108	114	90	75	81
<b>Garden Club</b>	10	7	10	11	8	10
<b>Morning Glories (quilting)</b>	23	26	26	27	25	23
<b>Movies with Solomon</b>	0	0	0	0	0	0
<b>Paint Classes</b>	8	10	10	12	18	16
<b>Card Game Night (Wednesday)</b>	15	22	70	21	20	17
<b>Zumba</b>	46	0	45	40	28	35
<b>Kings Corner</b>	49	61	70	62	45	30
<b>Cribbage</b>	11	17	18	16	10	0
<b>Cell Phone Class</b>	7	8	12	12	15	11
<b>Loteria</b>	-	24	-	24	21	25
<b><u>SPECIAL EVENTS</u></b>						
<b>Monthly Birthday Celebration</b>	26	31	25	29	23	25
<b>Entertainment (2<sup>nd</sup> Fri. each mo.)</b>	25	24	15	29	49	31
<b>Volunteer Meeting</b>	16	0	26	0	0	0
<b>Hydration Station</b>	42	32	0	0	0	0
<b>Bus Pass Distribution</b>	32	0	35	28	23	0
<b>4<sup>th</sup> of July Party / Sept Pizza Party /</b>	41	-	49	-	-	-
<b>Health Screening</b>	26	24	20	0	0	10
<b>Christmas / Holiday Celebration</b>	-	-	-	-	57	55
<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 -2020	*Feb 2020	Mar- 2020	Apr- 2020	May- 2020	Jun- 2020
Nutrition Program (# of meals served)						
Arts and Crafts Classes		32				
Bingo		36				
Bridge						
Bunco						
Coffee with Shari		46				
Exercise Classes		208				
Garden Club						
Morning Glories (quilting)						
Movies with Solomon						
Paint Classes		12				
Card Game Night (Wednesday)						
Zumba						
Kings Corner						
Cribbage						
Cell Phone Class						
Loteria		13				
<b><u>SPECIAL EVENTS</u></b>						
Monthly Birthday Celebration		21				
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 a transition in staff at the Senior Center in the month of January 2020, we were not able to obtain complete information for January and February 2020 for the Senior Center Activities.



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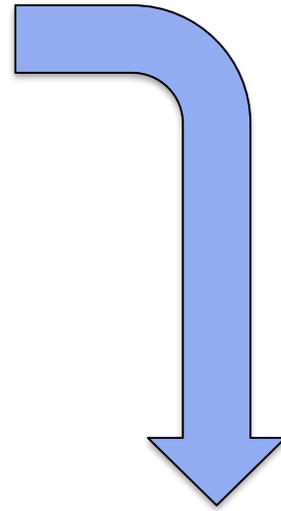
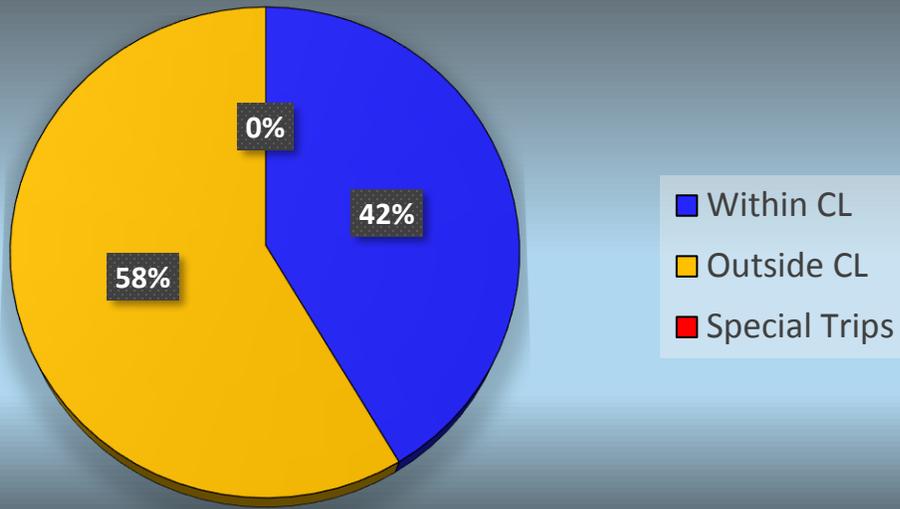
TABLE 2  
 Senior Center Blue Mountain Silver Liner  
 # of Passengers

Description	Jul-2019	Aug-2019	Sept-2019	Oct-2019	Nov-2019	Dec-2019
Within City Limits (Senior Center, Stater Brothers, Library)	188	222	87	220	129	114
Outside City Limits (Walmart, 99cent store, Ross)	149	159	60	168	92	68
Special Events/Trips	20	20	0	14	12	0
Description	Jan-2020	Feb-2020	Mar-2020	Apr-2020	May-2020	Jun-2020
Within City Limits (Senior Center, Stater Brothers, Library)	117	139				
Outside City Limits (Walmart, 99cent store, Ross)	172	121				
Special Events/Trips	0	5				

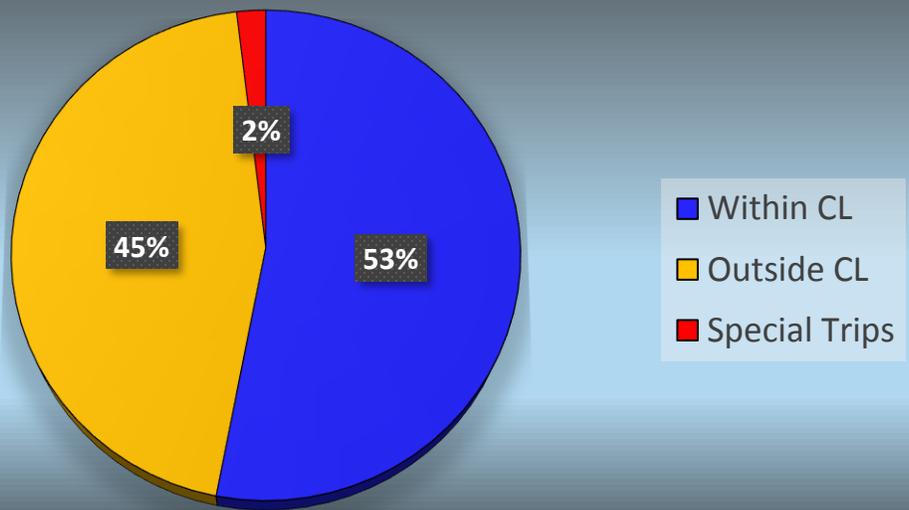
TABLE 3  
 # of Rides

Description	Jul-2019	Aug-2019	Sept-2019	Oct-2019	Nov-2019	Dec-2019
Within City Limits (Senior Center, Stater Brothers, Library)	363	448	207	331	254	238
Outside City Limits (Walmart, 99cent store, Ross)	310	376	136	282	170	233
Special Events/Trips	40	40	0	30	21	0
Description	Jan-2020	Feb-2020	Mar-2020	Apr-2020	May-2020	Jun-2020
Within City Limits (Senior Center, Stater Brothers, Library)	210	280				
Outside City Limits (Walmart, 99cent store, Ross)	296	238				
Special Events/Trips	0	10				

## January 2020 Rides



## January 2020 Rides



## FINANCE

### **Mission:**

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

### **Values:**

*Transparency (Accessibility of Information):*

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

*Integrity (Reliability on Information Provided):*

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

*Quality (Commitment to Excellence):*

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

*Teamwork (Mutual Respect and Cooperation):*

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

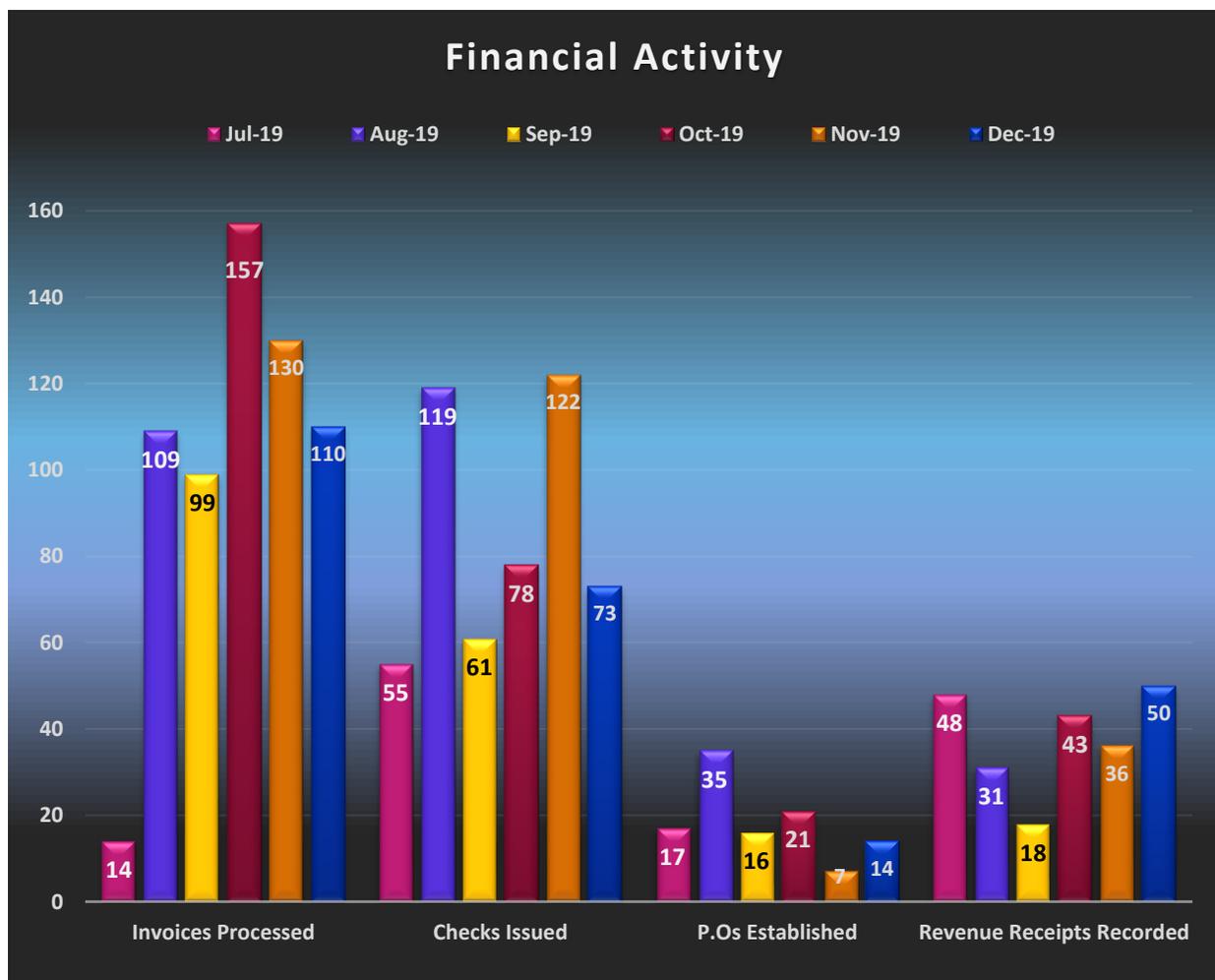
## CORE SERVICES

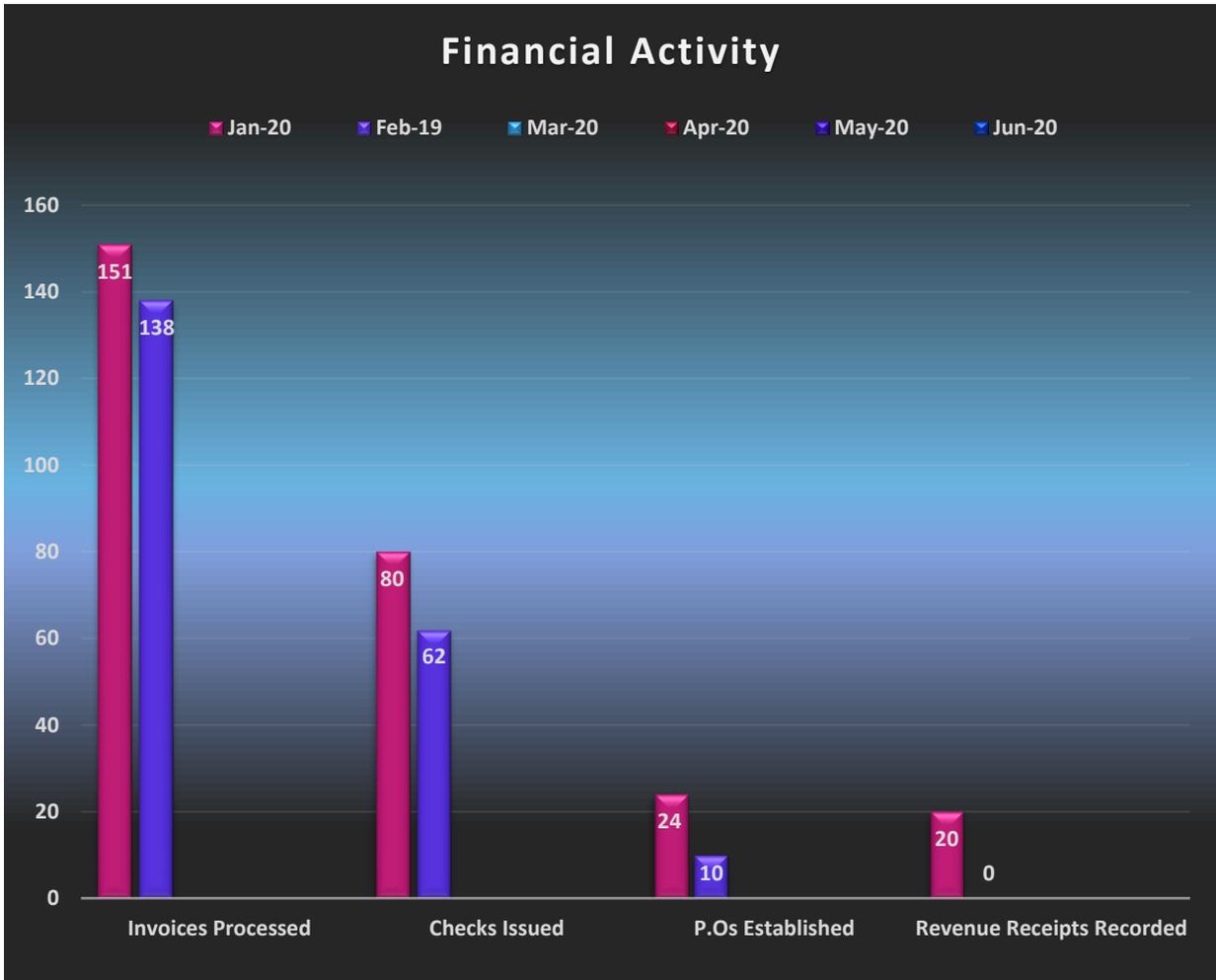
The Finance Department has 4 core services: Accounting, Purchasing, Revenue Management and Treasury. The Finance Department works in partnership with other departments to effectively develop, manage and safeguard the City's fiscal resources to enable and enhance the delivery of City services and projects.

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

TABLE 1  
Financial Activity

Description	Jul-2019	Aug-2019	Sept-2019	Oct-2019	Nov-2019	Dec-2019
Invoices Processed	14	109	99	157	130	110
Checks Issued	55	119	61	78	122	73
Purchase Orders Established	17	35	16	21	7	14
Revenue Receipts Recorded	48	31	18	43	36	50
Description	Jan-2020	Feb-2020	Mar-2020	Apr-2020	May-2020	Jun-2020
Invoices Processed	151	138				
Checks Issued	80	62				
Purchase Orders Established	24	10				
Revenue Receipts Recorded	20	0				





**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.*

### 2019-2020 City Communications Data:

Channel 3:	Jul	Aug	Sep	Oct	Nov	Dec
City Council Meeting Replays	62	62	60	62	60	48**
Activities/Items Added to Slideshow	0	4	7	8	3	1
Channel 3:	Jan	Feb	Mar	Apr	May	Jun
City Council Meeting Replays	62**	58				
Activities/Items Added to Slideshow	4	4				

Eblast	Jul	Aug	Sep	Oct	Nov	Dec
Number of E-newsletters Distributed	5	8	9	21	20	13
Number of Subscribers	678	679	682	690	693	693
Change in Subscribers	0	1	3	7	3	0
Number of E-newsletters Opened*	No Data					
Eblast	Jan	Feb	Mar	Apr	May	Jun
Number of E-newsletters Distributed	23	19				
Number of Subscribers	703	705				
Change in Subscribers	10	2				
Number of E-newsletters Opened*	No Data	No Data				

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

\*\* From December 17 – 24, Channel 3 was completely down due to an old/deficient modulator that needed to be replaced. From December 24 to January 3 there was video but no audio. 16 of the 48 council meetings had no sound. The 6 Council Meetings from Jan. 1 – 3 had no audio.

# FACEBOOK PAGE FOLLOWERS

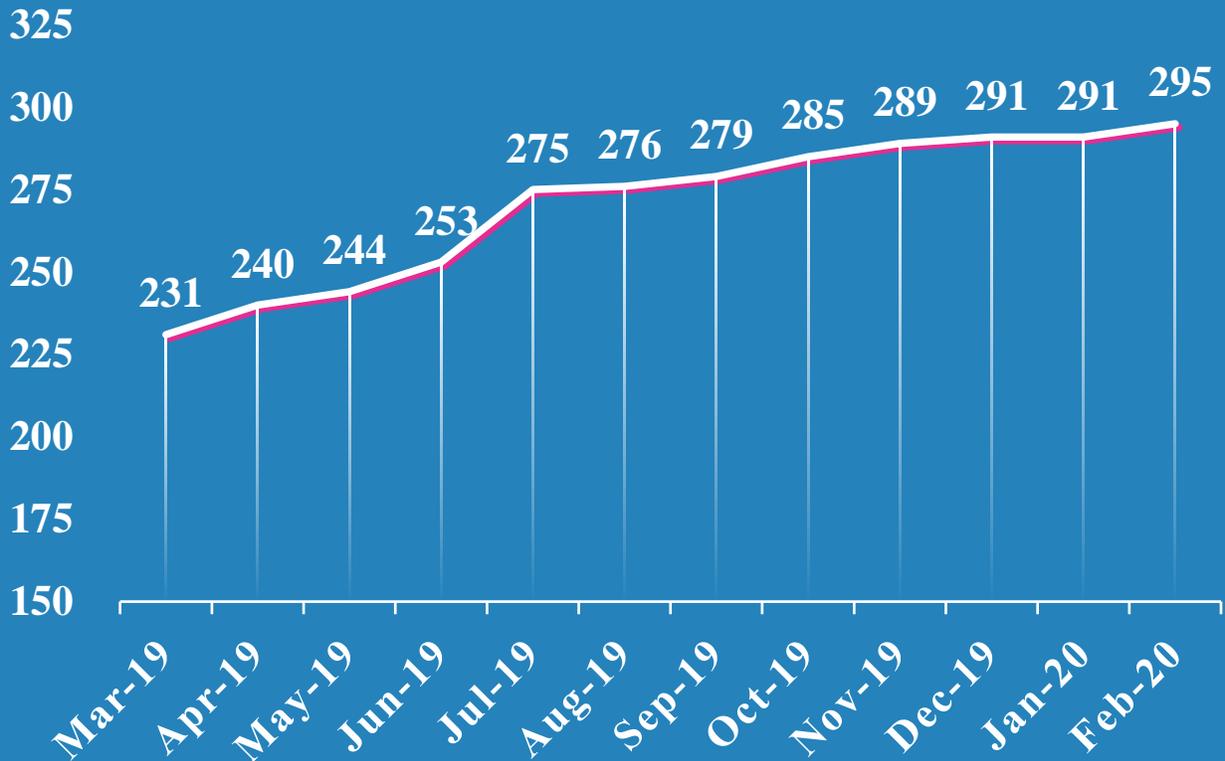


Facebook	Jul	Aug	Sep	Oct	Nov	Dec
Posts	22	51	50	57	53	40
Total Reach	10,818	37,924	25,855	30,802	30,921	19,487
Total Engagement	1,375	7,872	1,856	8,093	2,624	2,371
Page Followers	1,974	2,008	2,038	2,080	2,127	2,136
New Page Followers	14	34	30	42	47	9
Facebook	Jan	Feb	Mar	Apr	May	Jun
Posts	38	56				
Total Reach	27,938	50,559*				
Total Engagement	1,969	5,373				
Page Followers	2,144	2,180				
New Page Followers	8	36				

\* A Facebook Post on February 13 discussing the Roundabout opening on February 14 reached 15,405 people (views of the post) and 2,886 Engagements (interactions with the post)

5 Most Popular City Facebook Pages (By % of population) – San Bernardino County	By % of Pop.
1) Twentynine Palms	25.51%
2) Apple Valley	21.27%
3) Yucca Valley	19.39%
<b>4) Grand Terrace</b>	<b>17.32%</b>
5) Hesperia	15.65%

# TWITTER PAGE FOLLOWERS



Twitter	Jul	Aug	Sep	Oct	Nov	Dec
Tweets	4	44	42	54	51	32
Impressions	3,201	11,252	8,840	13,300	22,270*	8,113
Followers	275	276	279	285	289	291
New Followers	22	1	3	6	4	2
Twitter	Jan	Feb	Mar	Apr	May	Jun
Tweets	32	54				
Impressions	8,198	12,331				
Followers	291	295				
New Followers	0	4				

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

YouTube	Jul	Aug	Sep	Oct	Nov	Dec
Video Uploads	0	6	2	3	3	5
Video Views	0	58	27	783	208	120
Subscribers	135	137	139	145	147	149
Change in Subscribers	0	2	2	6	2	2
YouTube	Jan	Feb	Mar	Apr	May	Jun
Video Uploads	4	2				
Video Views	161	34				
Subscribers	153	154				
Change in Subscribers	4	1				

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

<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	1	0	1	1	2
Articles	0	0	0	0	0	0
1/2-Page Ad	0	0	0	0	0	0
1/4-Page Ad	0	1	0	0	0	0
<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)	0	1				
Articles	0	0				
1/2-Page Ad	0	0				
1/4-Page Ad	0	3				

<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	1	0	1	0	1	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	0	1				

<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	0	0	0	1	0	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	1	0				

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

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

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

# Planning & Development

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



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DATE: March 17, 2020

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

FROM: Planning and Development Services Department

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

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

## **OUR MISSION**

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

## **OUR VISION**

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

## **PLANNING DIVISION**

Planning and Building and Safety Core Services

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

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

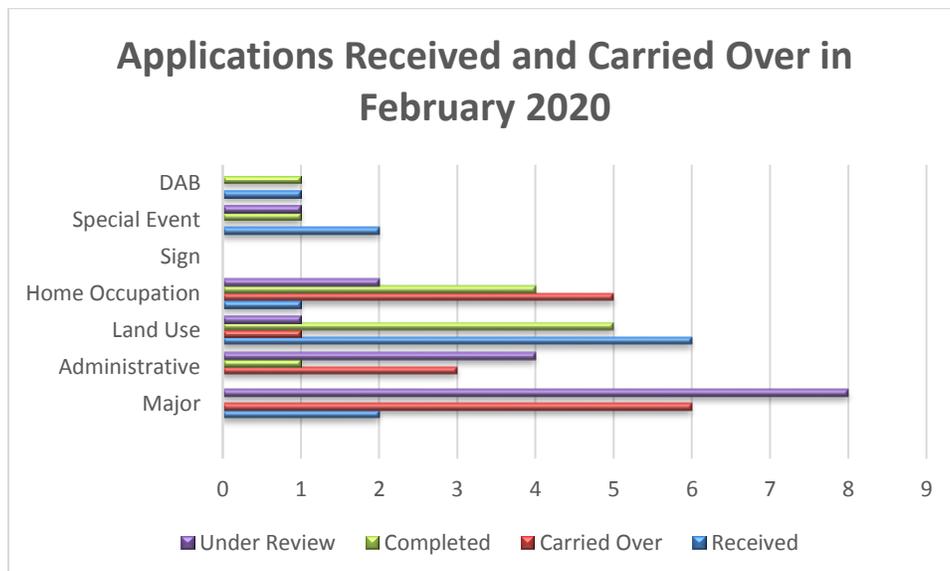
**Activity Summary for Planning**

Planning Counter Requests for Information: 72  
 Planning Phone Calls Received: 61  
 Planning E-mails Received/Answered: 346

Application Summary

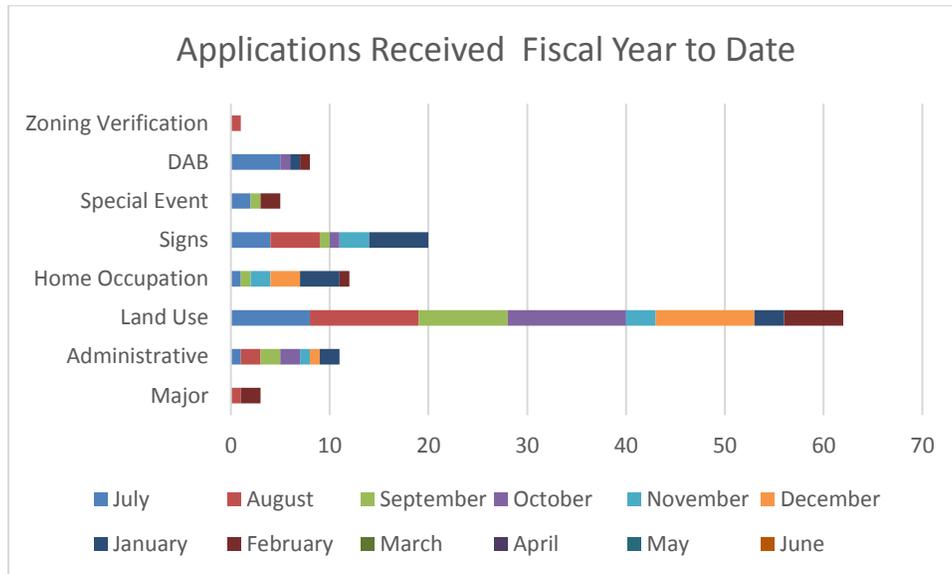
The Planning Division received 12 new applications in February and carried over 17 from the previous month. Action was taken on 15 of them. Minor applications such as a new business, patio cover, or small room additions are handled as a Land Use application and typically processed within 2-3 days. Larger 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.

<b>Application Summary for February 2020</b>				
<b>Applications</b>	<b>Number Received</b>	<b>Carried Over</b>	<b>Completed</b>	<b>Under Review</b>
<b>Major</b>	2	6	0	8
<b>Administrative</b>	0	5	3	2
<b>Land Use</b>	6	1	6	1
<b>Home Occupation</b>	1	5	4	2
<b>Sign</b>	0	0	0	0
<b>Special Event</b>	2	0	1	1
<b>DAB</b>	1	0	1	0
<b>Total</b>	12	17	15	14



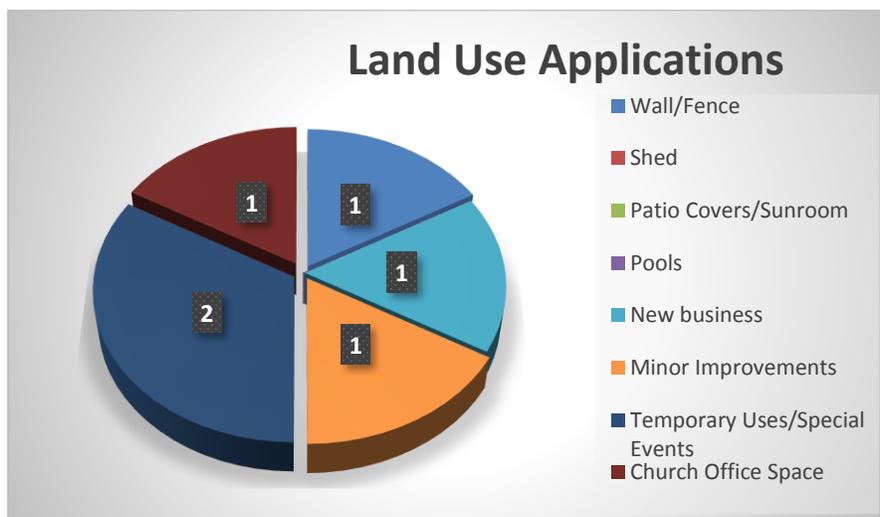
### Applications Received, Approved and/or Under Review

Fiscal year to date the Planning Division has received 122 applications for review, 14 applications remained under review. A comprehensive list of the applications and their status is at the end of the Planning Division’s report.



A new business was approved in February, establishing a business for an Ice Cream shop “La Michoacana.”

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



### Projects in Plan Check or Under Construction

Projects in Plan Check or Under Construction					
Date Submitted	Case No.	Applicant	Description	Location	Status
3/29/2019	SA 19-04 E 19-03	Leonardo and Anel Aguayo	Single Family Residence	0275-083-09	Approved by the PC on 6/6/2019 Second Architectural Plan Check 10/18/2019 Landscape Plan Check 10/8/2019
10/23/2018	SA 18-10 V 18-02 E 18-10	Crestwood Communities	17 Detached Single-Family Residences	Pico Street and Kingfisher	Under Construction
4/14/2016	SA 16-01 V 16-01 TTM 16-01 E 16-05	Aegis Builders, Darryl Moore	Planned Residential Development – 17 Lots and 17 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 Planning Commission on 12/12/2019 Precise Grading 1 <sup>st</sup> Plan Check 2/27/2020 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	Approved by the PC on 4/18/2019 Architectural 2 <sup>nd</sup> Plan Check 3/4/2020 Precise Grading 2 <sup>nd</sup> Plan Check 3/4/2020 Landscaping 2 <sup>nd</sup> Plan Check Approved 3/2/2020

### 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 February.

<b>Development Advisory Board Meeting</b>					
<b>Date Submitted</b>	<b>Case No.</b>	<b>Applicant</b>	<b>Description</b>	<b>Location</b>	<b>Status</b>
2/18/2020	DAB 20-02	Mike Kalscheur	Calstripe Inc. 45,000 Square Foot building	21999 Van Buren	Meeting held on 3/3/2020

### **Planning Commission**

The Planning Commission reviews new construction, subdivisions, variances and conditional use permits. They also make recommendations on zone changes, zoning code amendments, and general plan changes.

No Planning Commission meetings were held in the month of January.

### **Grants**

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

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

<b>Grant</b>	<b>Status</b>	<b>Grant Amount</b>
<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 Aquisition</b>	Non-Competitive. Staff met with State Representatives and on August 15, 2019 2/27/2020 – Compliance Report Submitted Community Workshop proposed 3/26/2020	\$1.2 Million
<b>Prop 68 Statewide Park Program</b>	Submitted on August 2, 2019.	\$6 Million-Grant Not Awarded

### **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:

<b>Property</b>	<b>Description</b>
<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**

A Regular CERT Volunteer meeting was held on February 4, 2020. The items discussed included approval of the agenda, 2020 projected outreach activities, CERT Basics Initial Class Training, special events coordination (Blue Mountain Hike and OES Red Shelter Operations Training Class).

### 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
2/18/2020	GPA 20-01 ZCA 20-01	Darryl Moore	Change of Zoning from R1-7.2 to R2	12266 Michigan Street	In Review
2/18/2020	SA 20-02 TTM 20-01 SP 20-01 E 20-02	Darryl Moore	22 single Homes and TTM	122667 Michigan Street	In Review
5/31/2019	SA 19-05 CUP 19-04 E 19-06 ZC 19-01 MD 19-01	Edwin Renewable Fuels	Plastic Recycling and office/educational uses	21801 Barton Road	Deemed Incomplete on 6/26/2019. Staff continues to work with Applicant on Project.
10/2/2018	SA 18-09 TTM 18-02 V 18-01 E 18-08	Aegis Builders, Inc	12 Townhomes	11695 Canal Street	Deemed Incomplete on 10/31/2018 & 3/26/2019
3/27/2018	SA 18-04 E 17-10	Lewis Development	Residential Project (707 Homes)	1167-151-22, 68, 71, 73, 74, 75	Incomplete on 3/27/2018

Major Applications – Specific Plan					
Date Submitted	Case No.	Applicant	Description	Location	Status
12/8/2017	SP 17-01 E 17-10	Lewis Development	Specific Plan	East side of the 215 Fwy.	Revised draft March 2018. EIR work being performed NOP anticipated release – 3/2020

Major Applications – Conditional Use Permit					
Date Submitted	Case No.	Applicant	Description	Location	Status
1/2/2019	CUP 19-01 SA 19-03 E 19-05	GrandT-1 Inc.	Industrial Semi-Trailer Storage Facility	APN: 0275-191-06, 30	Deemed Incomplete on 2/1/2019 RFP NOI posted on 12/6/2019 4/2/2020 –

					Anticipated Planning Commission hearing
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 Commencement of environmental review 4/2020

### Administrative Applications

Date Submitted	Case No.	Applicant	Description	Location	Status
1/28/2020	LL 20-01	Shirley A. Lee	Lot Merger	23081 Grand Terrace	Approved
1/9/2020	ASA 20-01 E 20-01	James / Terry Nichols	825 sq. ft. Home Addition	12268 Stonewood Drive	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
10/16/2019	ACUP 19-06	Shirley McBaker	Home Daycare (14 Capacity)	22271 McClarren	Approved

### Land Use Review

Date Submitted	Case No.	Applicant	Description	Location	Status
2/28/2020	LU 20-09	Ray Lopez	Replace Wood Fence	22641 Miriam Way	Approved
2/18/2020	LU 20-08	Freddy Andres	La Michoacana, Ice Cream	22485 Barton Road	Approved
2/14/2020	LU 20-07	Julie Party Rental	Valentine's Day Sale	22077 Barton Road	Approved
2/14/2020	LU 20-06	Mario Gomez	Remove Roof Dormers	22950 Wren Street	Approved
2/7/2020	LU 20-05	Calvary the Brook	Office Space	22533 Barton Road	Approved
2/5/2020	LU 20-04	Michaele Casey-Mark Henry	Reasonable Accommodation	12531 Mirado Avenue	Approved
4/15/2019	LU 19-31	Ricky Komorida	Café lounge	22417 Barton Road	Second Review Deemed Incomplete on 6/21/2019

<b>Home Occupation Permit</b>					
<b>Date Submitted</b>	<b>Case No.</b>	<b>Applicant</b>	<b>Description</b>	<b>Location</b>	<b>Status</b>
<b>2/2/2020</b>	HOP 20-05	Andrea Tamayo	On-line Collectables Sales	12284 Stonewood Drive	In Review
<b>1/28/2020</b>	HOP 20-04	Daniel Lopez	Non-Medical Home Care Services	12670 Michigan Street	Approved
<b>1/15/2020</b>	HOP 20-03	Christy Demers	Medical Billing Services	22444 Terrace Pines, Unit D	Approved
<b>1/10/2020</b>	HOP 20-02	Charles Yerabutra	Truck Repair Services	22401 Pico Street	Approved
<b>1/2/2020</b>	HOP 20-01	Neesha Rodriguez	Party Planning Services	12833 Wabler Street	Approved
<b>11/12/2019</b>	HOP 19-10	Waldemar Alvire	Custom Vinyl Signs	22764 De Soto Street	Pending Signature

<b>Special Event</b>					
<b>Date Submitted</b>	<b>Case No.</b>	<b>Applicant</b>	<b>Description</b>	<b>Location</b>	<b>Status</b>
<b>2/12/2020</b>	SE 20-02	Michael Leno	Azure Hills, Community Block Party	22633 Barton Road	On-hold by Applicant
<b>2/11/2020</b>	SE 20-01	Grocery Outlet	Grand Opening	22441 Barton Road	Approved

## BUILDING AND SAFETY DIVISION

### Building and Safety and Planning Core Services

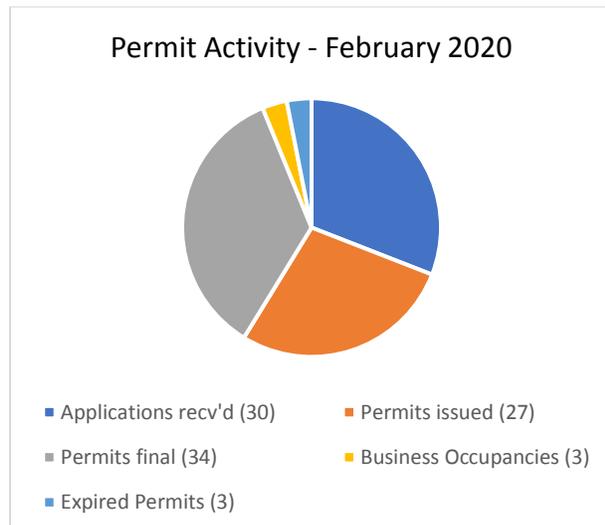
- Permit New Businesses
- Permit Alterations to Existing Uses
- Zoning Code & General Plan Administration
- RDA Dissolution
- Planning Commission
- Building Permit Issuance
- Building Plans Review & Inspections

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.

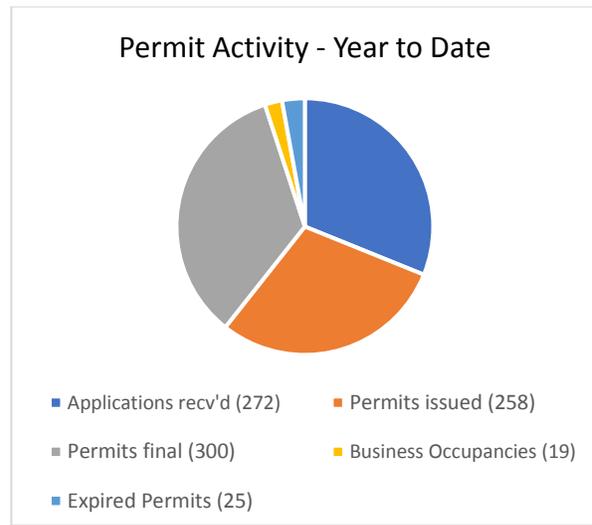
Additionally, the Department budgets for plan checking and inspection services. Inspection services are conducted daily. The cost of these services is offset through the collection of fees and deposits.

### Activity Summary for Building and Safety

Building Permit Activity includes 27 permits issued in February. Year to date a total of 258 permits have been issued with a total revenue of \$103,261.80. In addition, a total number of 50 customers were assisted at the Building & Safety counter for the month of February.



Monthly Revenue  
\$9,622.84

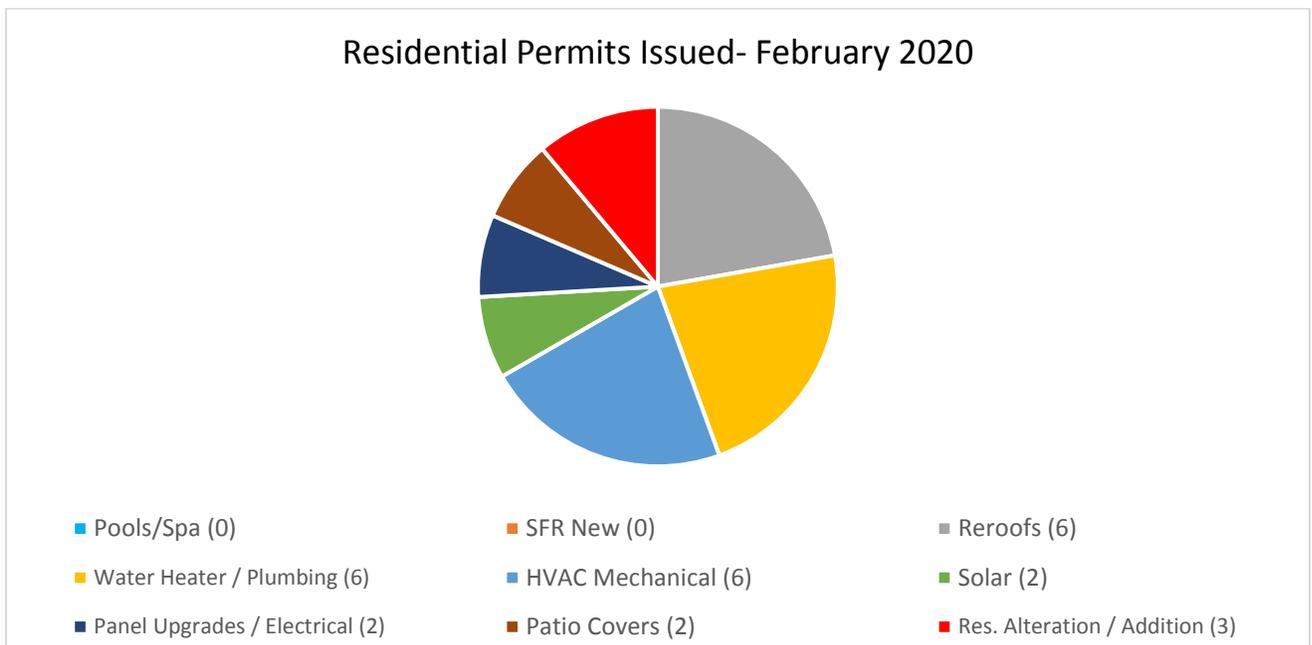


Year to Date Revenue  
\$103,261.80

### Permits Issued

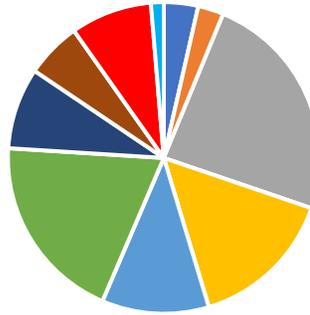
Permits issued in February include HVAC mechanical replacements, electrical panel upgrades, patio covers, reroofs, remodels, plumbing, and PV solar systems.

Most of the permits issued were for residential improvements including a room addition and various solar, reroof, and plumbing permits. The charts below show issued permits for the month and year to date for both residential and commercial properties.



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

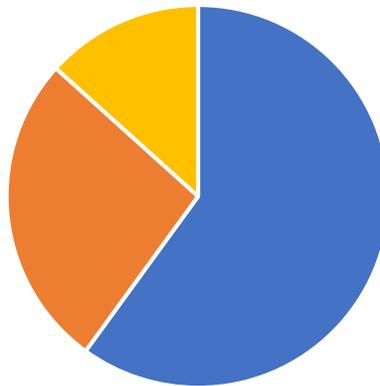
### Residential Permits Issued- Year to Date FY 2019-2020



- SFR New (8)
- Water Heater / Plumbing (34)
- Panel Upgrades / Electrical (19)
- Pools/Spa (3)
- Block Walls / Retaining Walls (6)
- HVAC Mechanical (25)
- Patio Covers (13)
- Reroofs (54)
- Solar (44)
- Residential Alteration / Repair (19)

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

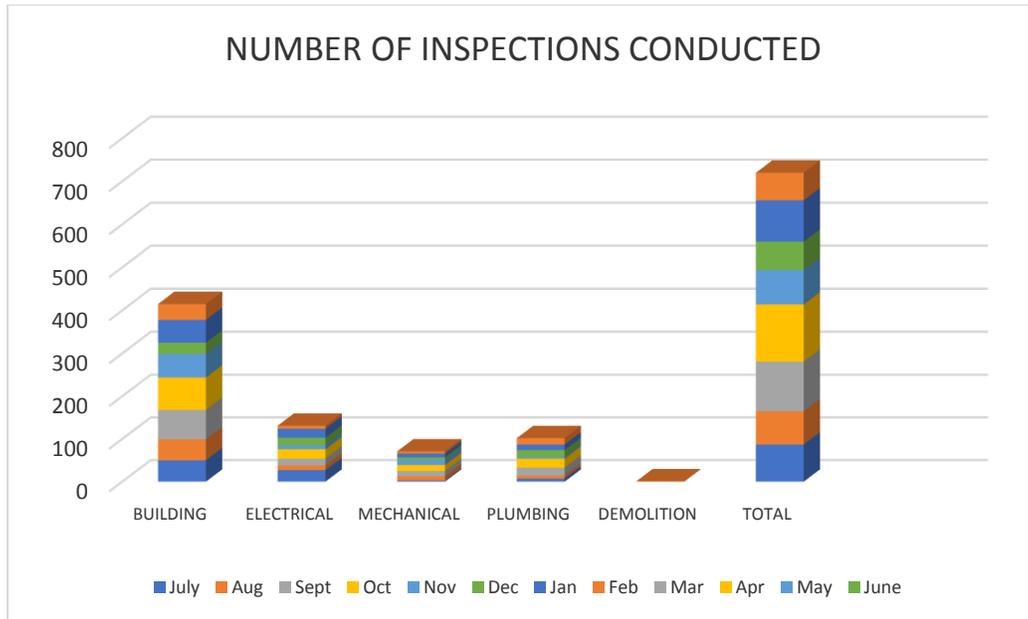
### Commercial Permits Issued - Year to Date FY 2019-20



- Commercial Tenant Improvement (9)
- Signs (4)
- Electrical (2)

## Inspections

A total of 64 inspections were conducted in February, with 43 of them being final inspections.



## Major Projects Under Construction

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

Other ongoing projects also include tenant improvement work for the proposed Grocery Outlet Market and on-site accessibility upgrades to the center.

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

<b>Crestwood Communities</b>	Tract 18071 – Rough grading and construction of 17 single family residences w/ new block walls	Under Construction – Electrical & Gas Services Released
<b>Anita Jensen – 22401 Barton Rd.</b>	Interior improvements of existing space for future Grocery Outlet and site improvements	Under Construction
<b>Anel Aguayo – 12040 La Cadena Dr.</b>	12040 La Cadena Dr. – Precise grading for new single-family residence	Precise grading complete

### Plan Checking Activity

For February 2019, a total number of thirteen plans were submitted for review and re-submittal. Plans submitted include PV solar, a remodel, patio enclosure, and grading for a new 2,195 sq. ft. Taco Bell restaurant.

<b>Project</b>	<b>Description/Location</b>	<b>Status</b>
<b>Tim Boyes, Vista Grande Way</b>	Parcel Map 16945 – Precise grading for (1) lot / (N) SFR	In Plan Check – (N) SFR and precise grading plans issued corrections
<b>Joab Jerome, Burns Residence</b>	11838 Burns Ave. – Street Improvement Plan and on-site grading	In Plan Check Received approved grading plans 04/18/19
<b>Tim Evans – American Warrior, LLC</b>	21935 Van Buren St. – Tenant Improvement for electrical to install screen printing equipment, shirt printing – American Warrior, LLC	In Plan Check – Received second set of corrections 12/19/18
<b>Ricky Komorida, Komos Café</b>	22417 Barton Rd. – Tenant Improvement for coffee, tea, and, boba shop	In Plan Check – Provided 2 <sup>nd</sup> set of corrections to applicant
<b>Frank Randall 23400 Westwood St.</b>	23400 Westwood St. – Precise grading & new single-family residence	In Plan Check – Provided 1 <sup>st</sup> set of corrections to applicant
<b>Grocery Outlet – 22441 Barton Rd.</b>	22441 Barton Rd. – New trash enclosure	In Plan Check – Plans in 2 <sup>nd</sup> review
<b>Jim Nichols – 12268 Stonewood Dr.</b>	12268 Stonewood Dr. – 825 sq. ft. room addition	In Plan Check – Plans in 1 <sup>st</sup> review
<b>Esmond Gee – 22805 Barton Rd.</b>	22805 Barton Rd. – Medical office & surgery center	In Plan Check – Provided 1 <sup>st</sup> set of corrections to applicant
<b>Jonathon Weber – 22172 Barton Rd.</b>	22172 Barton Rd. – Grading for (N) 2,195 sq. ft. Taco Bell restaurant	In Plan Check – Provided 1 <sup>st</sup> set of corrections to applicant

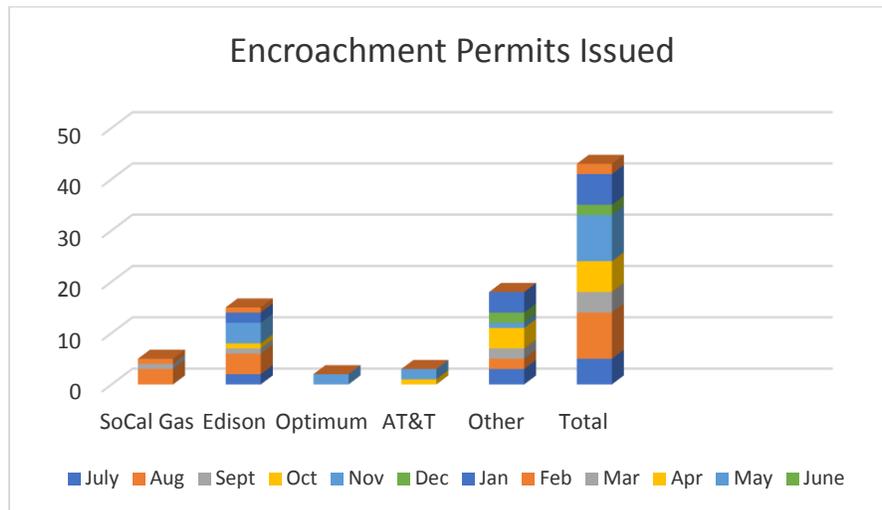
### Certificate of Occupancy

A Certificate of Occupancy was issued for the following businesses:

- Grocery Outlet located at 22441 Barton Rd.
- Royal Nail Salon located at 22545 Barton Rd. Suite 104 & 105
- Calvary, The Brook located at 22545 Barton Rd. Suite 111

### Public Works Encroachment Permits

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



## ANIMAL CONTROL AND CODE ENFORCEMENT DIVISION

Core  
 Services

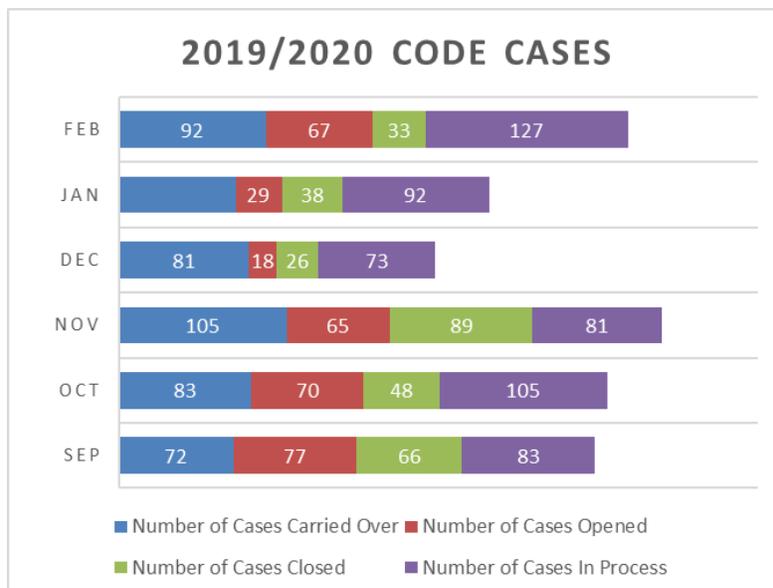
- Zoning & Municipal Code Enforcement
- Animal Control Services
- Street Sweeping Traffic Enforcement

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

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 92 cases carried over from the previous month, 67 new cases opened, and 33 cases were closed. The Division closed out February with 127 open cases. The chart below demonstrates a breakdown of Code cases by detailing how many cases were carried over from the previous month, opened, closed and still being addressed.



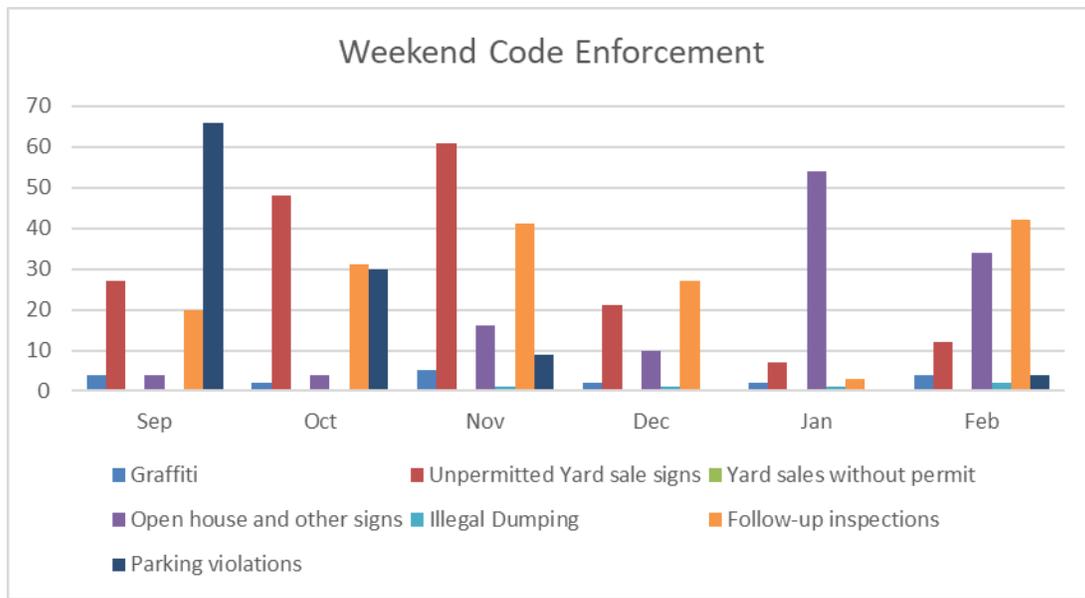
The following table shows the number of inspections conducted, the number of citations, and corrective notices issued.

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb
<b>Inspections Conducted</b>	49	68	71	53	100	53	79	118
<b>Notice of Corrections Issued</b>	28	44	55	38	31	18	48	65
<b>Notice of Violations Issued</b>	11	4	12	9	18	3	1	7
<b>Citations Issued</b>	16	6	8	4	11	4	5	12

\*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

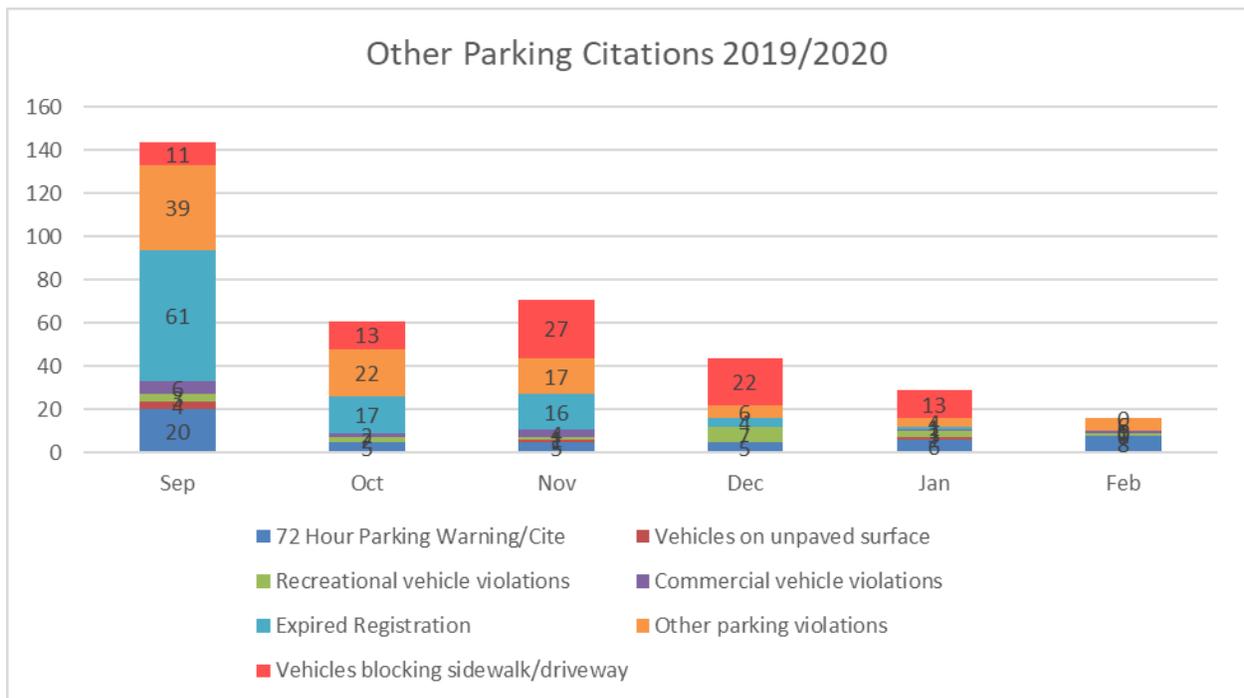
The Weekend Animal Control/Code Enforcement Specialist patrols the weekends and conducts zone inspections and scheduled re-inspections. Weekend code enforcement also handles code violations such as unpermitted yard sales, open house signs, and parking violations. The table below demonstrates weekend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



Parking Citations:

In February, 187 vehicle related citations were issued; 171 of the citations issued were related to street sweeping enforcement. Street Sweeping in residential areas occurs on the first, second, and third Thursdays of each month.

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



### Graffiti/Vandalism/Illegal Dumping

There were 5 cases of illegal dumping and 12 cases of graffiti reported in February 2020.

### Rental Inspection Program

There are approximately 335 properties in the Program, consisting of both single-family units and multiple family units (i.e. apartments, duplexes, and triplexes). Eighty-one properties are enrolled in the Good Landlord/Tenant Program signifying they have kept well-maintained properties and have passed inspections for three consecutive years. Property owners in the Good Landlord Program also receive reduced inspection fees and windshield inspections. 300 properties have paid their annual fee as of February 29.

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

### Civic Live

There were 2 complaints received via Civic Live in February 2020 mostly pertaining to animal control, property maintenance, and overgrown vegetation. Two cases have been resolved and 4 cases are still being worked on by Code Enforcement.

### Animal Control Services

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

During the month of February Animal Control picked up 4 loose dogs; all were transported to the shelter.

Animal Control Officer Investigations	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb
<b>Barking Complaints</b>	1	0	2	0	3	1	1	0
<b>Unlicensed Dogs</b>	0	3	1	0	5	0	2	2
<b>Loose Dogs</b>	4	3	9	1	12	4	12	4
<b>Loose Dogs Returned to Owner</b>	0	1	1	2	4	0	1	0
<b>Animal Welfare Check</b>	1	1	1	0	0	0	0	0
<b>Dead Animals</b>	3	3	5	2	0	2	14	2
<b>Bites</b>	0	3	2	0	1	1	1	0
<b>Other (unfounded, wildlife, etc.)</b>	0	1	3	0	2	0	5	3

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

Animal Control Sheltering Services	Jul	Aug	Sep	Oct	Nov	Dec
<b>Animal Intakes</b>						
<b>Strays</b>	7	15	7	14	9	4
<b>Stray Dead</b>	5	6	4	2	0	0
<b>Owner Surrender</b>	0	4	1	0	0	0
<b>Other</b>	0	2	0	1	0	0
<b>Total</b>	12	27	12	17	9	0
<b>Animal Disposition</b>						
<b>Adopted</b>	2	6	8	1	3	7
<b>Returned to Owner</b>	2	1	4	0	0	0
<b>Euthanized</b>	6	0	0	6	5	0
<b>Other</b>	1	2	2	11	5	0
<b>Total</b>	11	9	14	18	31	11

# Public Works

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



**City of Grand Terrace**  
Public Works Department

DATE: March 18, 2020

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

FROM: Alan French, Public Works Department Director

SUBJECT: February 2020-MONTHLY REPORT –PUBLIC WORKS DEPARTMENT

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

**Engineering Division**

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

Project Name	Funds	Status	Fund Source(s)
Barton Bridge Replacement Project	\$ 3,500,000	Preliminary Design Started, technical studies started	Fed, State, City
Commerce Way Extension	\$ 5,500,000	Completing Final Design of City Section, coordinating with developer on southern portion	State, City
CIP Year 3 Street Slurry/Resurfacing 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	Re-Advertising until April 10	Federal Grant
HSIP Cycle 9 Guardrail Project	\$650,000	Received approval to Prepare Preliminary Engineering Submittal	Federal Grant
Preston Signal Modification	\$117,000	Project completed processing final paperwork	Spring Mountain Ranch Fund, DIF and Insurance Settlement
EV Charging Stations	\$180,000	Easement in process for SCE, equipment installed within 30 days	MSRC, SCIP, AQMD Grants
<b>TOTALS:</b>			<b>\$11,897,000</b>

Staffing Levels

			Weekday Hours		Weekend hours		After hours & Call outs
	Budgeted	Staffed	Available	Worked	*Available	Worked	
Field	4	4	608	580	28	34	3
Office	2	2	304	209	0	3	0
<b>Total</b>	<b>6</b>	<b>6</b>	<b>912</b>	<b>789</b>	<b>28</b>	<b>37</b>	<b>3</b>

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

Work Release Hours

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



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

FEBRUARY 2020

	REQUEST RECEIVED THIS MONTH	REQUEST COMPLETED THIS MONTH	REQUEST IN PROCESS
CIVICLIVE WORK ORDERS ONLY	57	50	7
Request Rollover from previous month	15		
<b>TOTAL</b>	<b>72</b>		

**Transition Period February 2020 (83 work orders)**



Work Order #	Open Date	Resolved Date	Type	Address	Description
256460	02/28/2020	03/03/2020	Pothole	Grand Terrace	Westbound Palm at the intersection with Kingston.
256397	02/28/2020	03/03/2020	Internal Event Set-up/Breakdowns	Grand Terrace	Retrieve the Book Sale banner from the container in the yard and leave at Joshua's desk.

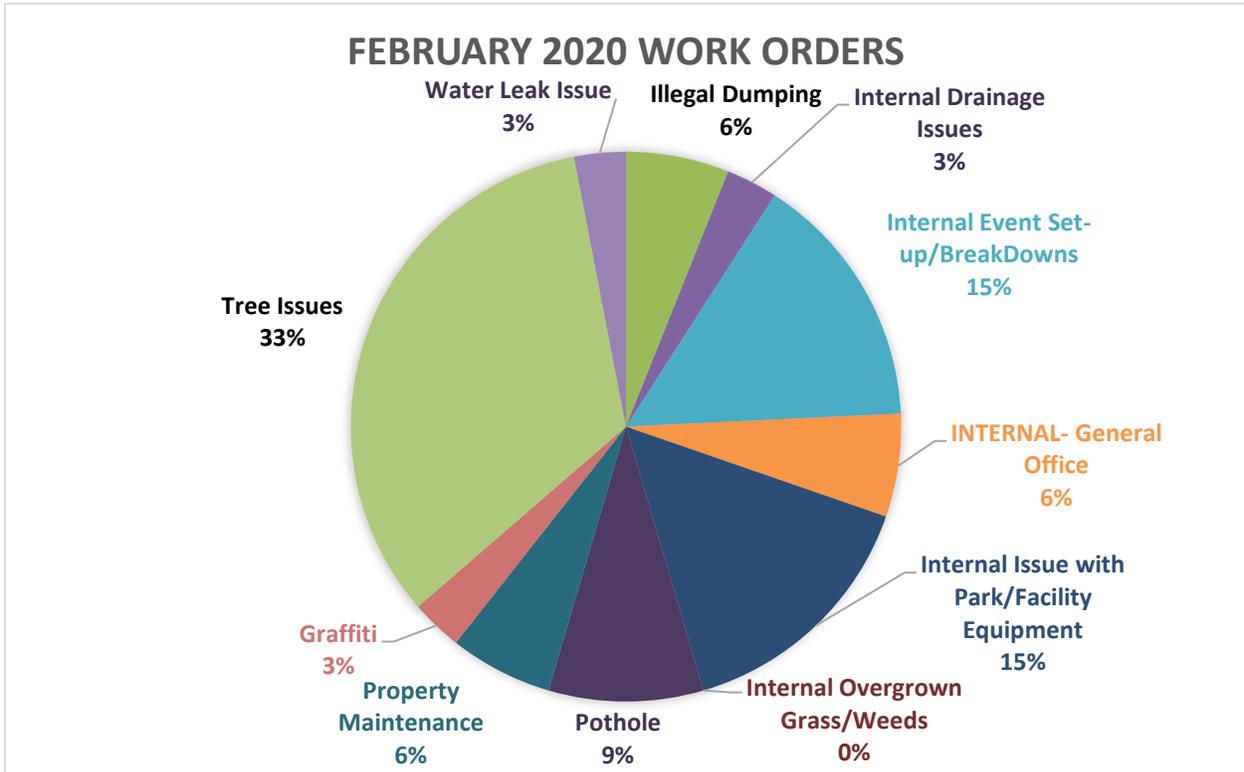
256151	02/28/2020	03/02/2020	Water Leak Issue	DeBerry St Grand Terrace	please replace broken sprinkler at Rollins park far east slope by light box
256150	02/28/2020	03/03/2020	INTERNAL-General Office	Grand Terrace	please remove bad lights and replace in Library
255741	02/27/2020	02/27/2020	Internal Issue with Park/Facility Equipment	Grand Terrace	please pick up broken fence at TJ Austyn Park
255707	02/27/2020	02/27/2020	Water Leak Issue	22795 Barton Rd Grand Terrace	Please fix broken sprinklers on north side of City Hall
255696	02/27/2020	02/27/2020	Issue with Park/Facility Equipment	Grand Terrace	Please replace two light bulbs in restrooms and replace photocell
255693	02/27/2020	02/27/2020	Water Leak Issue	Pico Ave Grand Terrace	Please replace multiple broken sprinklers at Pico Park
255691	02/27/2020	02/27/2020	Water Leak Issue	Raven Grand Terrace	Please remove and replace three 1 20 sprinklers at TJ Austyn Park
255689	02/27/2020	03/02/2020	INTERNAL-General Office	Grand Terrace	remove old lights and replace throughout City Hall
255688	02/27/2020	02/27/2020	Other	Mt Vernon / Canal Grand Terrace	Please install Solenoid in Valve on Mt Vernon / Canal
255684	02/27/2020	02/27/2020	Overgrown Grass / Weeds	Palm Ave Grand Terrace	Please clean up handicap ramp
255682	02/27/2020	03/02/2020	Issue with Park/Facility Equipment	Grand Terrace	Please install plexiglass into Kiosk on DeBerry/Mt Vernon
255678	02/27/2020	02/27/2020	Overgrown Grass / Weeds	S/E/C of Barton / Canal Grand Terrace	Please remove weeds from S/E/C of Barton / Canal TODAY
255626	02/27/2020	02/27/2020	Internal Overgrown Grass/Weeds	Grand Terrace	In south side parkway of Barton at the canal crossing. Please trim growth to the fence and by sidewalk.
254305	02/25/2020	02/28/2020	Internal Event Set-up/Breakdowns	Grand Terrace	Set up table, chairs and flags at Vista Blue Mt. for state of the City.
254298	02/25/2020	02/27/2020	Water Leak Issue	22795 Barton Grand Terrace	Irrigation overflow in front of City Hall.
254295	02/25/2020	--	Other	22759 Barton Grand Terrace	Pour or grind smooth rock surface of damaged kiosk sign in front of City Hall and remove the cone.

254284	02/25/2020	02/28/2020	Internal Event Set-up/Breakdowns	Grand Terrace	Set up Community Room before City Meeting which is at 4 pm.
253982	02/25/2020	03/02/2020	Other	22759 Barton Road Grand Terrace 92313	Replace wiper blades on Prius.
253981	02/25/2020	02/28/2020	Other	22795 Barton Road Grand Terrace 92313	Take Camry in for oil change.
252142	02/21/2020	02/21/2020	Other	23068 Barton Rd Grand Terrace	On the corner of Honeyhill and Barton by the electrical boxes there are exposed electrical wires. Resident is concerned of potential safety hazard. Please address.
252136	02/21/2020	02/21/2020	Other	23223 Twin Canyon Road	The sewer manhole cover at the end of Twin Canyon Road is off and it presents a safety hazard should anyone fall in.
251596	02/20/2020	02/21/2020	Internal Graffiti Removal	Grand Terrace	Canal Wall between De Berry and Van Burren.
250572	02/19/2020	--	Tree Issues	22816 Vista Grande Way	A neighbor's dead 60-foot eucalyptus tree is an unsightly appearance along with the debris it creates below that never gets cleaned up and a fence that is falling over.
248579	02/14/2020	02/25/2020	Internal Issue with Park/facility Equipment	Grand Terrace	Install door stops on all swing doors at the Senior Center, but not restroom doors.
248309	02/13/2020	02/14/2020	Pothole	Grand Terrace	Potholes on Rosedale from Saville to Palm southbound lane.
248305	02/13/2020	02/14/2020	Internal Issue with Park/facility Equipment	Grand Terrace	City Hall Employee urinal overflowed; valve did not shut off fast enough.
248004	02/13/2020	03/02/2020	Internal Issue with Park/facility Equipment	Grand Terrace	Replace plastic cover in the kiosk at De Berry and Mt. Vernon.
247595	02/12/2020	02/14/2020	Other	Barton @ Honey Hill NB Fs	Tumble weeds, debris, dirt, trash, visual mess at the corner of Honeyhill and Barton Road on the southwest corner of the intersection

					with the utility boxes (left hand side coming down Honeyhill). Please clean up the corner and remove weeds, debris, dirt, trash.
246797	02/11/2020	02/21/2020	Internal Event Set-up/breakdowns	Grand Terrace	Set up and breakdown for the Dog Clinic on Wednesday, February 19, 2020 2 rectangle tables 8'x30", 6 black metal padded chairs, 3 rectangular waste bins, 1 flood light, 3 partitions, 1 box of plastic gloves, 1 roll up rugs in City Hall put on side
246604	02/11/2020	02/11/2020	Issue with Park/facility Equipment	Grand Terrace	Install new solenoid on valve at Pocket Park
246602	02/11/2020	02/27/2020	Issue with Park/facility Equipment	Grand Terrace	Clean out valve filters on orange grove parkway (GT road)
246598	02/11/2020	02/11/2020	Issue with Park/facility Equipment	Grand Terrace	Dig out valve at TJ
246583	02/11/2020	02/13/2020	Issue with Park/facility Equipment	Grand Terrace	Remove battery from gator - need to repair
246577	02/11/2020	02/13/2020	Issue with Park/facility Equipment	Grand Terrace	charge skip loader battery
246491	02/11/2020	02/13/2020	Tree Issues	12757 Royal Ave.	Most of a small tree down at 12757 Royal Ave.
246476	02/11/2020	--	Other	Medina and Preston	Parked car - Mustang License # on Medina and Preston
246147	02/11/2020	--	Other	21971 Grand Terrace Road	Wrecked car has been left in the corner it's been there for over a month. They left there with a tarp over it.
244579	02/07/2020	02/11/2020	Pothole	garden and pick street	Pothole Runs in with crosswalk potential hurt and fall especially with baseball opening season at pick park coming soon

244034	02/06/2020	--	Tree Issues	Maple Ave.	Overgrown pine tree next to Maple Ave., tree is over the wall
244003	02/06/2020	02/10/2020	Pothole	21971 De Berry Street	Pothole in front of A Storage Place at front entrance
242696	02/04/2020	02/05/2020	Internal- General Office	City Hall	Check A/C unit at City Hall to see if the coils are frozen or working properly.
242619	02/04/2020	02/07/2020	Internal- General Office	City Hall	Wash/ clean windows on lower section of City Hall outside Planning office.
242521	02/04/2020	02/04/2020	Water Leak Issue	Chevron	Place 3 cones at Chevron sidewalk "water leak"
242517	02/04/2020	02/04/2020	Issue with Park/facility	Fitness Park	Replace broken sprinklers
242515	02/04/2020	02/04/2020	Other	Grand Terrace Road	Pick Up dead fruit at Grand Terrace Road at the "orange groves"
242503	02/04/2020	02/04/2020	Internal- General Office	City Hall	Replace lights in copier room
242462	02/04/2020	02/04/2020	Sidewalk Issues	22448 Barton Road	Cone off sidewalk in front of Chevron where water flowing to warn pedestrians.
242435	02/04/2020	--	Tree Issues	12888 Fremontia Avenue	Dead tree, needs to be removed, extreme high winds may cause tree to fall over, immediate attention is needed.
242186	02/03/2020	02/21/2020	Tree Issues	22755 Vista Grande Rd	Tree down at the Church - Vista Grande Rd
242142	02/03/2020	02/11/2020	Tree Issues	12721 Vivienda Ave	broken branch fell in the street, in front of Vivienda Ave
242009	02/03/2020	--	Other	Grand Terrace road	Repaving request on Grand Terrace Road towards the Senior Center
241988	02/03/2020	02/06/2020	Tree Issues	5000 Brandin Court	Dead tree needs to be removed, high winds could make tree fall. Needs immediate attention.
241953	02/03/2020	02/04/2020	Internal- General Office	Senior Center	the senior center needs paper towels for the restrooms as well as soap
241655	02/03/2020	02/03/2020	Other	12415 Willet Avenue	Sheriff matter - referred to police dept.

241278	02/02/2020	02/28/2020	Tree Issues	11755 Preston Street	overgrown tree branches on both sides of property line
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**Park Shelter Reservations in February 2020**

Park	Shelter	Date Reserved
Richard Rollins	A&B	February 2
Richard Rollins	D	February 15
Richard Rollins	C	February 16
Richard Rollins	D	February 16
Richard Rollins	A&B	February 29

**Community Room Reservations February 2020**

Group	Date Reserved	Time
AA Women's Meeting	Wednesdays	5:15pm
Grand Terrace Women's Club	1 <sup>st</sup> and 3 <sup>rd</sup> Wednesdays	9:00 am, 10am
Library Event	Tuesdays	10am, 3pm
Overeaters Anonymous	Saturdays	10am
CERT Meeting	1 <sup>st</sup> Tuesday	6pm
Girl Scout Troop 1195	Thursdays	4:15 pm
Parks and Rec Committee	2 <sup>nd</sup> Thursday	4pm

GT Republic Women's Club	1 <sup>st</sup> Tuesday	7pm
Girl Scout Troop 242	Fridays	5pm
Citrus Belt Quilters	2 <sup>nd</sup> Saturday	9am
FRIENDS of the Library (prep)	February 20	All Day
FRIENDS of the Library Book Sale	February 21	8am
US Census Bureau Kick-Off	February 23	5:30pm
Family of Toshiro Kanbara	February 28	10am
Greenbriar Homeowners Meeting	February 30	5pm

## **Signal Light Maintenance**

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

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

## **Park Maintenance**

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

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



**Waste Management Services**

**Burrtec Waste Industries**

**Waste Generation Report:**

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

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

Service Description	Refuse	Recycling	E-Waste	Green-waste	Tires	Tin/White	Scrap Metal	Inert	C&D	Food	Comm'l Select / Floor-sort	Total Tonnage Generated	Total Tonnage Generated by Category
Residential	295.33	93.64		130.17								519.41	
Christmas Tree		1.14										1.14	
Bulky Item	8.09		0.28			2.45						10.82	<b>531.10 Residential</b>
Clean Up													
Multi-Family	150.46	10.45		7.53								168.44	<b>168.44 Multi-Family</b>
Commercial	154.33	8.31			0.21		0.59			2.10	0.93	166.47	
School	56.80	14.54										71.34	<b>237.81 Commercial</b>
Roll off	48.42							8.00	15.26			71.68	<b>71.68 Roll off</b>
<b>Grand Total</b>	<b>713.43</b>	<b>128.08</b>	<b>0.28</b>	<b>137.70</b>	<b>0.21</b>	<b>2.45</b>	<b>0.59</b>	<b>8.00</b>	<b>15.26</b>	<b>2.10</b>	<b>0.93</b>	<b>1009.03</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>
12/03/2019	12553 Reed Ave	Trash Bin Missed	12/03/2019
12/10/2019	12218 Pascal Ave	Recycling Bin Missed	12/10/2019
12/12/2019	11645 Grand Terrace Ct	Recycling Bin Missed	12/13/2019
12/16/2019	22464 Van Buren St	Recycling Bin Missed	12/17/2019
12/18/2019	22740 La Paix St	Green Waste Bin Missed	12/18/2019
12/27/2019	23008 Orangewood Ct	Green Waste Bin Missed	12/28/2019
12/27/2019	12060 Arliss Dr	Recycle Bin Missed	12/27/2019



**City of Grand Terrace**  
Public Works Department

**Public Works Administration**

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

**Contracts:**

**Public Works Services for FY 2019-20:**

Contractor Name	Service	Contract Amount	Remaining Balance as of FEB. 29, 2020
ACCO Engineered Systems	HVAC Maintenance	\$22,850	\$1,150
Albert A Webb Associates	Commerce Way Final Design Southern Portion	\$170,880	\$4,119
Clean Street	Street Sweeping Services	\$54,508	\$26,792
City of Colton Cooperative Agreement with Grand Terrace	Traffic Signal Maintenance for signal on Litton Avenue	N/A	N/A
Carbon Solutions Group	Electric Vehicle Charging Stations	\$185,000	\$5,990
Demuth Plumbing	Rollins Park Leak	\$6,400	\$0
EZ Sunnyday Landscape	Landscape Maintenance	\$47,830	\$19,665
Gopher Patrol	Gopher Abatement Services	\$7,227	\$2,458
Hardy and Harper, Inc	Street Maintenance Services	\$75,000	\$75,000
Interwest Consulting Group TKE Engineering, HR Green	On-Call Public Works Inspection Services	\$40,000	\$40,000
Interwest Consulting Group HR Green Albert A. Webb	On-Call Construction Management Services (incl. Barton Road Interchange Project – Interwest)	\$40,000	\$40,000
Interwest Consulting Group	Commerce Way Extension Real Estate & Engineering Services	\$360,005	\$247,263
Lynn Merrill	NPDES Services	\$10,000	\$5,591
MCC Pipeline	Emergency Culvert Replacement	\$25,320	\$0
Moran Janitorial Services	Janitorial Services for City Hall and City Parks	\$19,980	\$11,655
Otis Elevator Company	Elevator Maintenance Service	\$5,145	\$0
San Bernardino County Dept of Public Works – Flood Control	Flood Control Facilities	\$22,770	\$22,770
San Bernardino County Fire Dept – Hazardous Material	Household Hazardous Waste (HHW) Services	\$18,065	\$4,516
San Bernardino County Land Use Services	Fire and Weed Hazard Abatement Services	\$13,526	\$13,526
St. Francis Electric, LLC.	Traffic Signal Maintenance Services	\$20,000	\$20,000
County of Riverside TLMA Administration	Main Street Traffic Signal Maintenance Services	\$6,000	\$4,553

West Coast Arborist	5 Year Tree Maintenance Program	\$38,560 (\$192,802: 5-yr term)	\$30,656(\$192,802: 5-yr term)
TSR	Litton Signal Pole Replacement	\$14,400	\$0
TSR	Preston Signal Modification	\$124,960	\$25,198
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 2019-20:</b>	<b>\$1,342,928</b>	<b>\$608,404 balance</b>

***FY 2019-20 Capital Improvement Project Contracts***

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

**Bids:**

- Mt. Vernon Ave Corridor Intersection Improvement Project (Rejected Bid)

**Major Reports:**

- Amendment No 1 with TSR Construction for Preston Signal Modification Project

**Grants:**

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

**Project Management:**

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

**Major Meetings / Events:**

- N/A

# Sheriff's Contract

- Law Enforcement Services



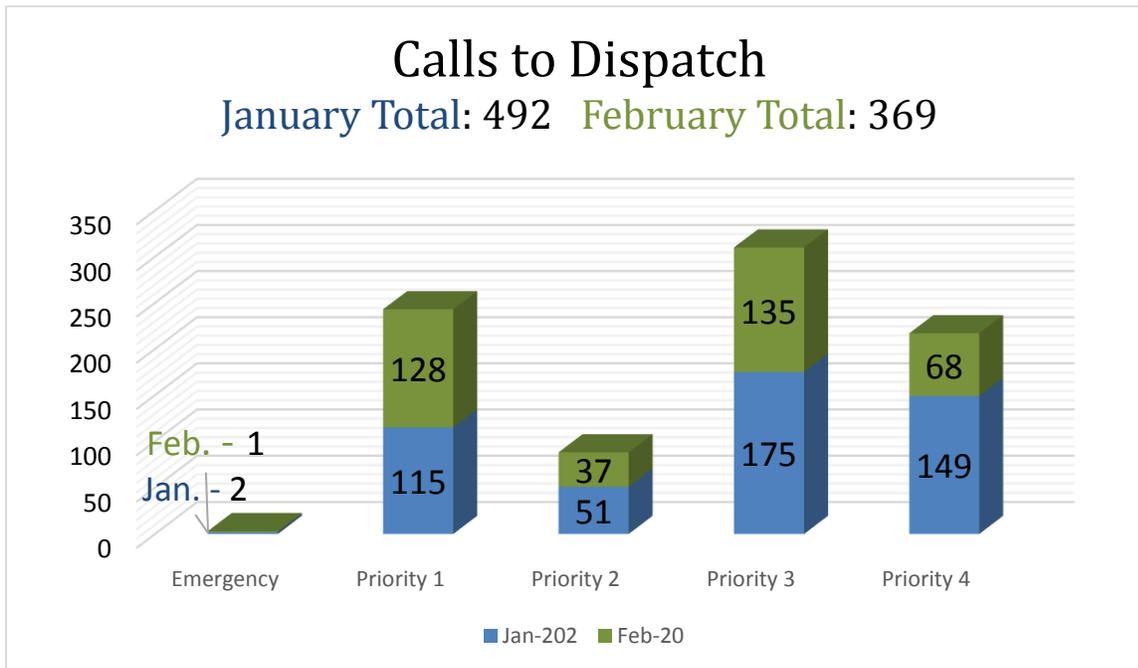


## San Bernardino County Sheriff's Department



Services	January 2020	February 2020
Officer Contact and Calls	1,270	1,087

Calls to Dispatch	January 2020	February 2020
Emergency	2	1
Priority 1	115	128
Priority 2	51	37
Priority 3	175	135
Priority 4	149	68
<b>Totals</b>	<b>492</b>	<b>369</b>



**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 February 2020:

Feb. 3 <sup>rd</sup>	Feb. 10 <sup>th</sup>	Feb. 17 <sup>th</sup>	Feb. 24 <sup>th</sup>	Total Hours
6	2	2	3	13

# San Bernardino County Fire





**City of Grand Terrace**  
**Fire Department Incidents**  
**02/01/20 – 02/29/20**

Call Type	Number of Calls
Commercial Alarm	1
Carbon Monoxide Alarm	1
Fire – Dumpster	2
Fire – Unknown Type	2
Fire – Vehicle on Freeway	1
Medical Aid	102
Move Up (Cover Engine into FS#23)	5
Outside Electrical Incident	5
Outside Investigation	2
Public Service	5
Residential Alarm	2
Traffic Collision with Injuries	1
Traffic Collision Unknown Injuries	4
Traffic Collision Unknown Injuries – Freeway	1
Traffic Collision - Vehicle vs. Pedestrian	1
<b>Total Calls</b>	<b>135</b>