



MONTHLY REPORT

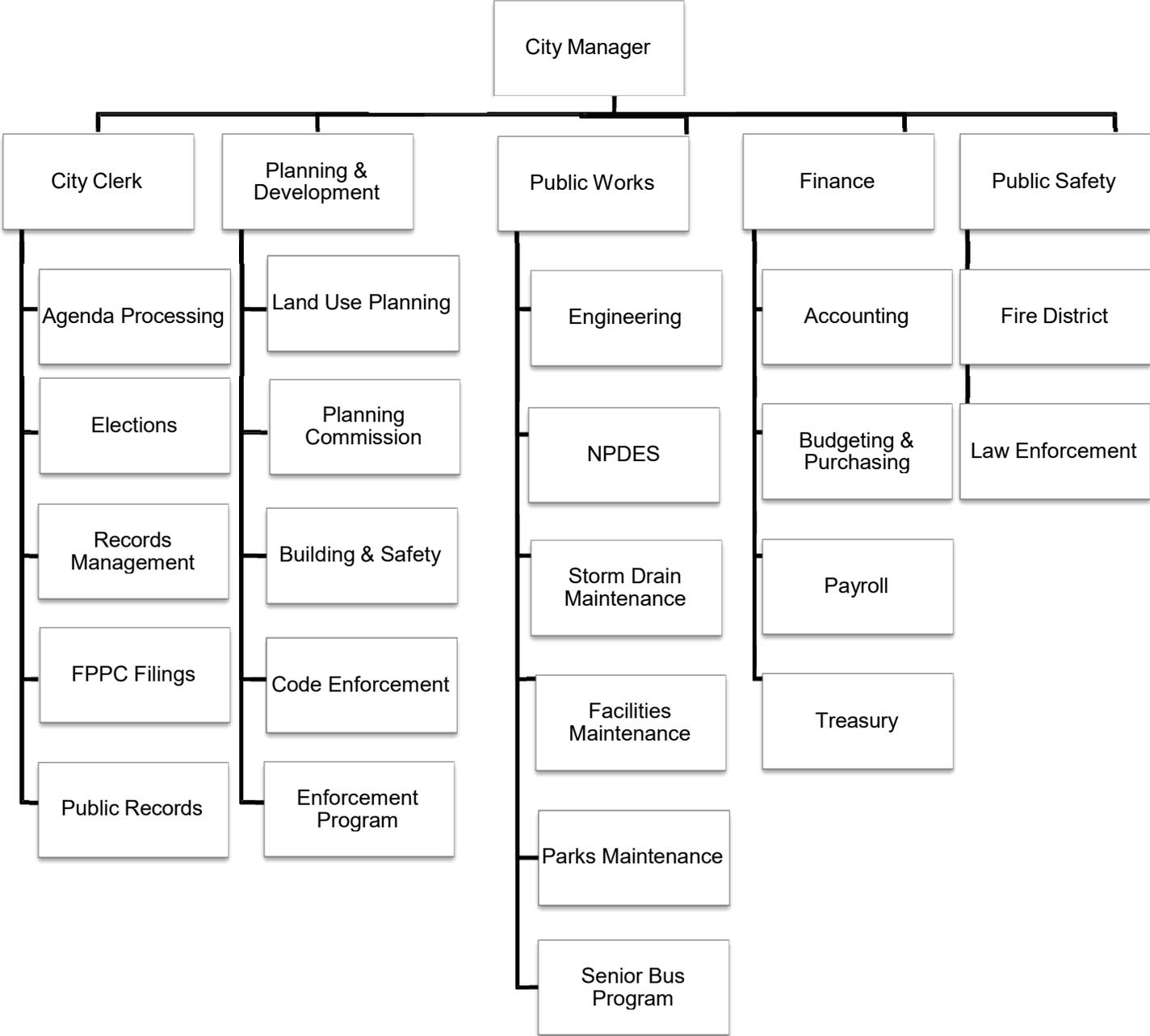
June 2020

PRESENTED BY
THE CITY MANAGER'S OFFICE

Organizational Chart	1
City Clerk	2
Committee/Commissions	6
City Manager	8
Senior Center	12
Senior Bus Program	15
Communications	20
Planning and Development.....	24
Code Enforcement.....	39
Weekend Code.....	40
Parking/Graffiti.....	40, 41
Animal Control	43
Public Works.....	47
Maintenance	53
SeeClick Fix.....	53, 54
Park Maintenance.....	56
Sheriff's Contract	57
Law Enforcement Services	58
San Bernardino County Fire.....	59
Emergency Management Services	60

CITY MANAGER

Organization Chart





City Clerk

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



City of Grand Terrace
City Clerk's Department

DATE: August 17, 2020

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

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

SUBJECT: **JUNE 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 June 2020 is two (2), spending a total of sixteen (16) hours preparing the agenda packet producing 726 pages.

AGENDA PROCESSING/POSTING			
MONTH	Regular Meeting	Special Meeting	Totals
January	2	2	4
February	2	0	2
March	2	0	2
April	2	0	2
May	2	2	4
June	2	0	2
Total Processed	12	4	16

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 June is ten (10) and the number of Ordinances processed for the month of June is zero (0).

RESOLUTIONS AND ORDINANCES PROCESSED			
	RESOLUTIONS	ORDINANCES	MONTHLY TOTALS
January	1	1	2
February	3	0	3
March	1	0	1
April	6	0	6
May	4	2	6
June	10	0	10
Total Processed	25	3	28

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 June 2020, one (1) Certificates of Recognition was prepared on behalf of the City Council.

Month	Certificate of Acknowledgment w/Pin	Certificate of Recognition w/Pin	Commendation w/Pin	In Memoriam Adjournments	Certificate of Participation	Proclamation	Total
January	0	28	0	1	0	1	30
February	0	2	1	2	0	1	6
March	0	24	0	1	0	0	25
April	0	9	0	1	0	2	12
May	0	1	0	0	0	1	2
June	0	1	0	0	0	0	1
Total	0	65	1	5	0	5	76

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 June 2020, Council approved two (2) agreements.

CONTRACTS & AGREEMENTS PROCESSED	
January	0
February	1
March	2
April	3
May	4
June	2
Total	12

RECORDS REQUESTS

The City Clerk's office received six (6) Requests for Copies of Public Records for the month of June 2020. All six (6) 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 83 with one (1) letter to Requestor advising there were no records responsive to the request.

RECORDS REQUEST SUMMARY					
Month	Requests Received	Completed Within 10 Days	Completed with 14-Day Extension	# of Pages Provided	Letter to Requestor – No Records
January	23	19	4	104	2
February	8	8	0	16	4
March	5	5	0	160	1
April	11	11	0	257	5
May	11	11	0	131	5
June	6	6	0	83	1
Total Requests	64	60	4	751	18

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 June 2020, the City Clerk’s office responded to 308 telephone calls from residents, contractors, vendors, consultants, and in-house customer service assistance to City staff.

TELEPHONE CUSTOMER SERVICE	
January	265
February	351
March	411
April	452
May	367
June	308
Total Calls	2,154

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 June as the Committee has cancelled its 2020 events and meetings.

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
January	0	1.0	.5	.5	0	2.0
February	.5	0	.5	0	1.0	2.0
March	1.0	0	.5	0	0	1.5
April	0	0	0	0	0	0
May	0	0	0	0	0	0
June	0	0	0	0	0	0
TOTAL # HOURS	1.5	1.0	1.5	.5	1.0	5.5

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: August 19, 2020

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

FROM: Cynthia A. Fortune, Assistant City Manager

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

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

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

OUR MISSION

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

OUR VISION

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

HUMAN RESOURCES

Mission:

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

Values:

Develop

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

Increase

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

Respect

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

Communicate

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

CORE SERVICES

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

TABLE 1
Recruitment Activity

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

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	0	0	0	0

TABLE 3
Payroll/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	0	1	5	0
ADP Change Transactions	1	2	0	1	5	0

SENIOR CENTER

Mission:

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

Core Values:

Seniors are recognized as a valuable asset.

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

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

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

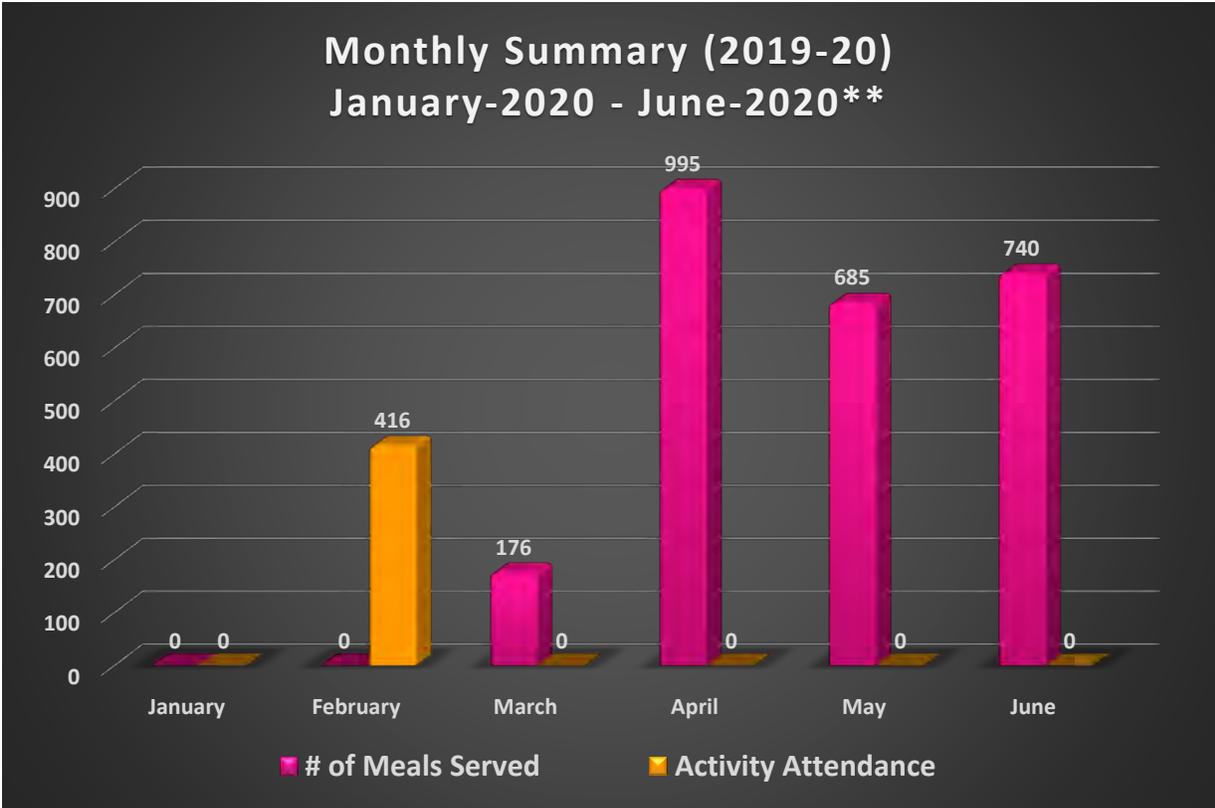
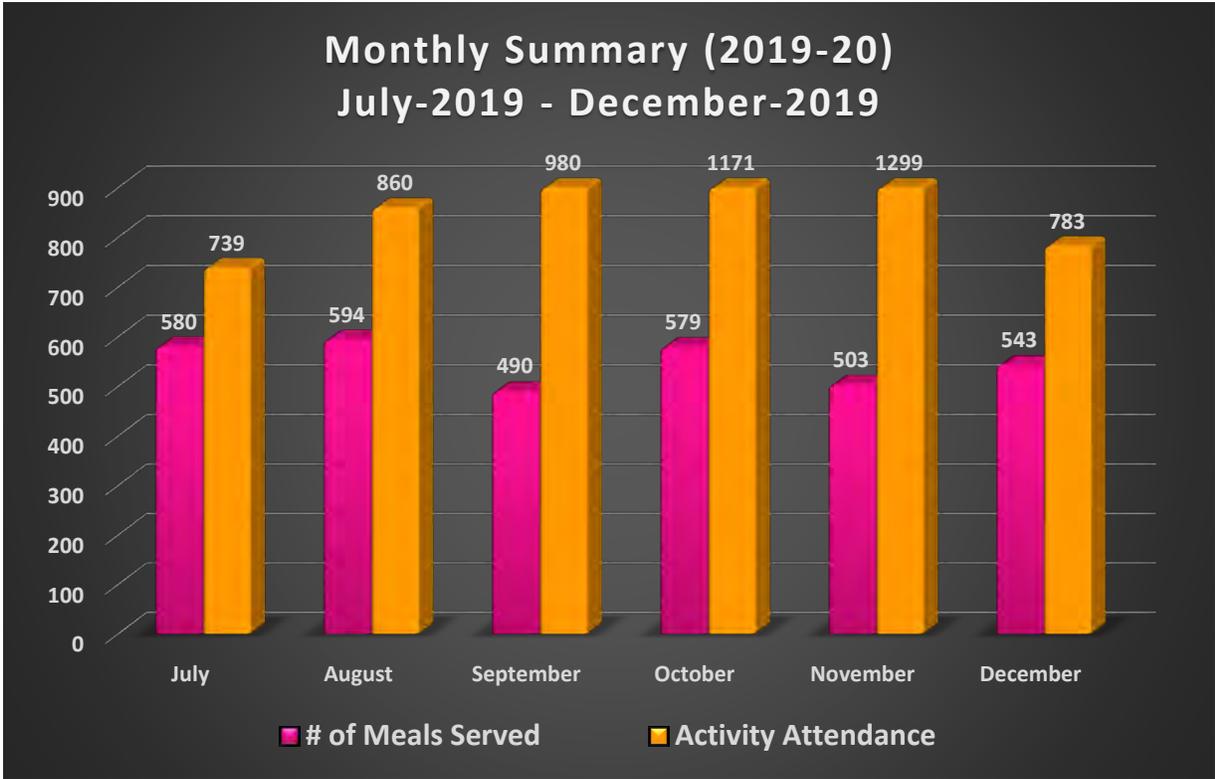
TABLE 1 - Senior Center Activities

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

Description	*Jan -2020	*Feb 2020	**Mar -2020	Apr- 2020	May- 2020	Jun- 2020
Nutrition Program (# of meals served)	-	-	176	995	685	740
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	-	-	-	-
<u>SPECIAL EVENTS</u>						
Monthly Birthday Celebration	-	21	-	-	-	-
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 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.

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



* - 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.

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

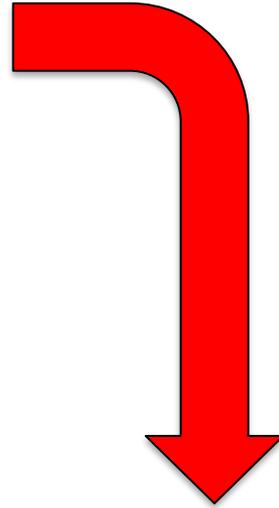
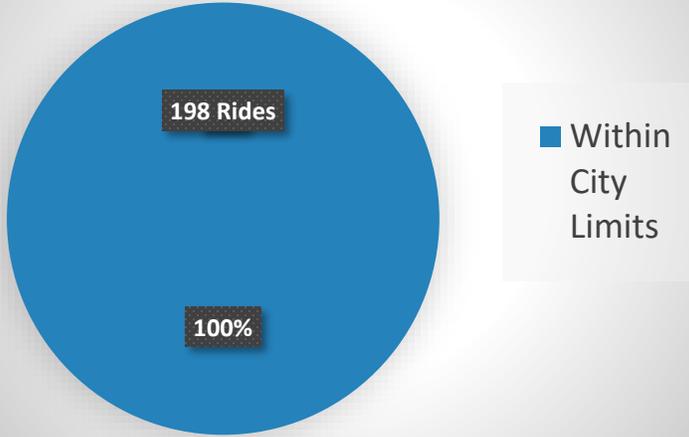
TABLE 2
 Senior Center Blue Mountain Silver Liner
 # of Passengers

Description	Jul-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	147	106	118	129
Outside City Limits (Walmart, 99cent store, Ross)	172	121	72	0	0	0
Special Events/Trips	0	5	23	0	0	0

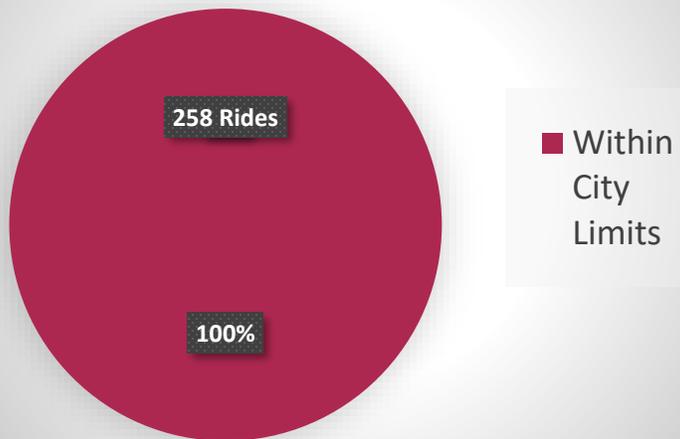
TABLE 3
 # of Rides

Description	Jul-2019	Aug-2019	Sept-2019	Oct-2019	Nov-2019	Dec-2019
Within City Limits (Senior Center, Stater Brothers, Library)	363	448	207	331	254	238
Outside City Limits (Walmart, 99cent store, Ross)	310	376	136	282	170	233
Special Events/Trips	40	40	0	30	21	0
Description	Jan-2020	Feb-2020	Mar-2020	Apr-2020	May-2020	Jun-2020
Within City Limits (Senior Center, Stater Brothers, Library)	210	280	222	182	198	258
Outside City Limits (Walmart, 99cent store, Ross)	296	238	56	0	0	0
Special Events/Trips	0	10	46	0	0	0

May 2020 Rides



June 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.

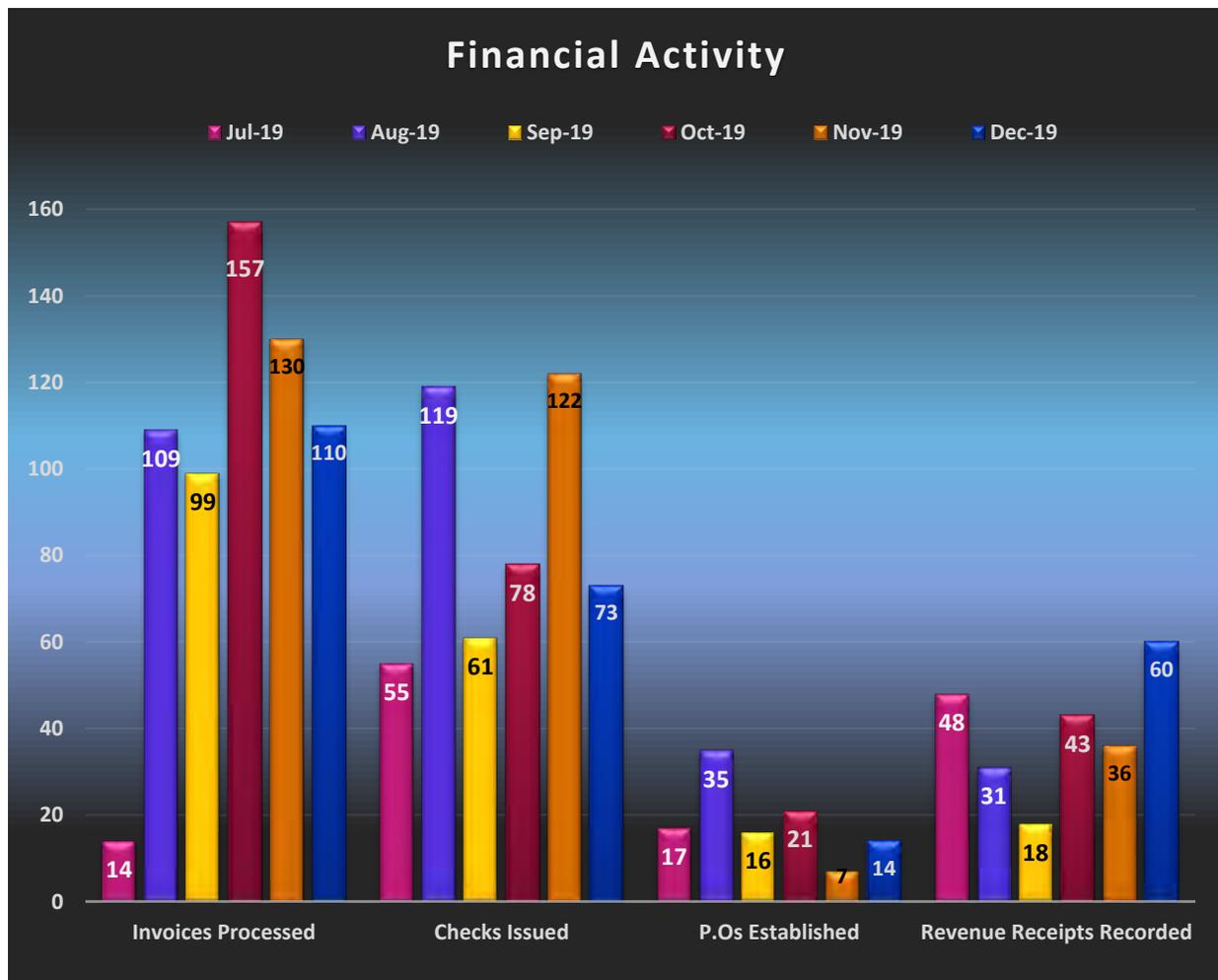
CORE SERVICES

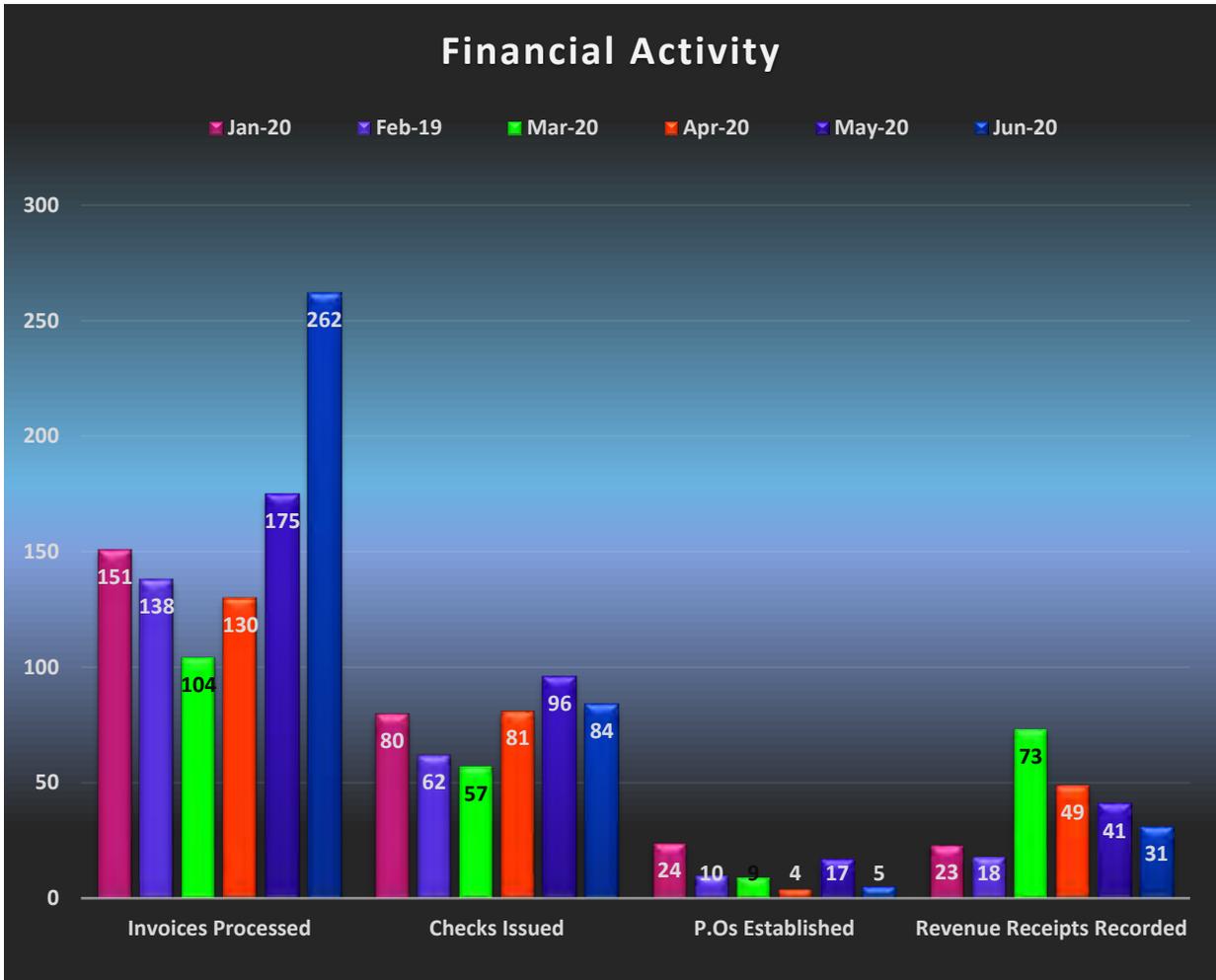
The Finance Department has 4 core services: Accounting, Purchasing, Revenue Management and Treasury. The Finance Department works in partnership with other departments to effectively develop, manage and safeguard the City's fiscal resources to enable and enhance the delivery of City services and projects.

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	60
Description	Jan-2020	Feb-2020	Mar-2020	Apr-2020	May-2020	Jun-2020
Invoices Processed	151	138	104	130	175	262
Checks Issued	80	62	57	81	96	84
Purchase Orders Established	24	10	9	4	17	5
Revenue Receipts Recorded	23	18	73	49	41	31





FINANCIAL REPORTS SUBMITTED TO CITY COUNCIL:

Monthly:

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

Quarterly:

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

Annual:

Audited Annual Financial Reports for the following:

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

COMMUNICATIONS

Mission:

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

Core Services:

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

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

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

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

2019-2020 City Communications Data:

Channel 3:	Jul	Aug	Sep	Oct	Nov	Dec
City Council Meeting Replays	62	62	60	62	60	48**
Activities/Items Added to Slideshow	0	4	7	8	3	1
Channel 3:	Jan	Feb	Mar	Apr	May	Jun
City Council Meeting Replays	62**	58	62	60	62	60
Activities/Items Added to Slideshow	4	4	7	13	6	1

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	15	7	6	4
Number of Subscribers	703	705	730	745	752	802
Change in Subscribers	10	2	25	15	7	50
Number of E-newsletters Opened*	No Data					

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

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

FACEBOOK PAGE FOLLOWERS

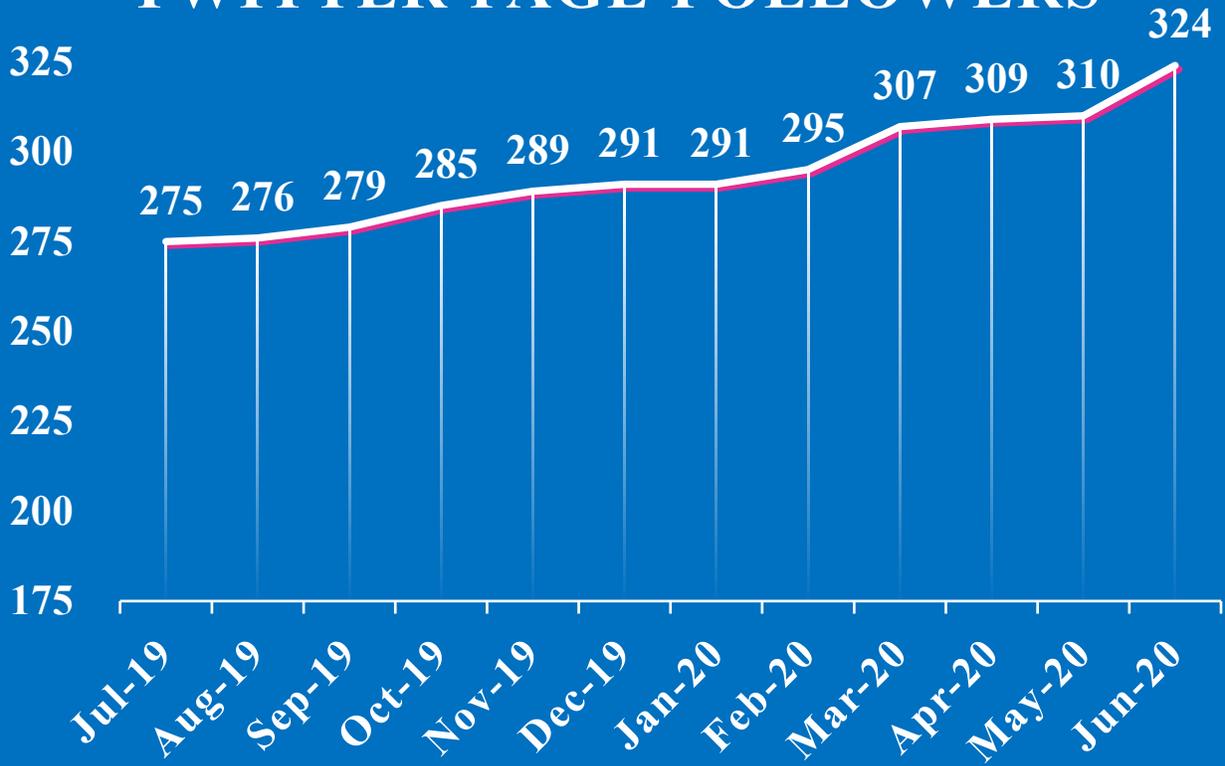


Facebook	Jul	Aug	Sep	Oct	Nov	Dec
Posts	22	51	50	57	53	40
Total Reach	10,818	37,924	25,855	30,802	30,921	19,487
Total Engagement	1,375	7,872	1,856	8,093	2,624	2,371
Page Followers	1,974	2,008	2,038	2,080	2,127	2,136
New Page Followers	14	34	30	42	47	9
Facebook	Jan	Feb	Mar	Apr	May	Jun
Posts	38	56	27	40	34	25
Total Reach	27,938	50,559*	17,758	29,315	38,192	44,297
Total Engagement	1,969	5,373	1,740	7,222	6,245	10,920
Page Followers	2,144	2,180	2,207	2,276	2,298	2,382
New Page Followers	8	36	27	69	22	84

* 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	% of Pop.
1) Twentynine Palms	27.14%
2) Apple Valley	23.60%
3) Yucca Valley	21.08%
4) Grand Terrace	18.26%
5) Hesperia	16.13%

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	17	8	6	0
Impressions	8,198	12,331	8,875	6,707	4,657	5,672
Followers	291	295	307	309	310	324
New Followers	0	4	12	2	1	14

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

YouTube	Jul	Aug	Sep	Oct	Nov	Dec
Video Uploads	0	6	2	3	3	5
Video Views	0	58	27	783	208	120
Subscribers	135	137	139	145	147	149
Change in Subscribers	0	2	2	6	2	2
YouTube	Jan	Feb	Mar	Apr	May	Jun
Video Uploads	4	2	2	2	3	2
Video Views	161	34	159	139	113	128
Subscribers	153	154	158	159	161	164
Change in Subscribers	4	1	4	1	2	3

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

AM 1640	Jul	Aug	Sep	Oct	Nov	Dec
Advertisement of City Events	1	0	1	0	1	0
AM 1640	Jan	Feb	Mar	Apr	May	Jun
Advertisement of City Events	0	1	3	0	5	1

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



DATE: July 20, 2020

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

FROM: Planning and Development Services Department

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

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

OUR MISSION

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

OUR VISION

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

PLANNING DIVISION

Planning and Building and Safety Core Services

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

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

Activity Summary for Planning

Planning Counter Requests for Information: 60

Planning Phone Calls Received: 119

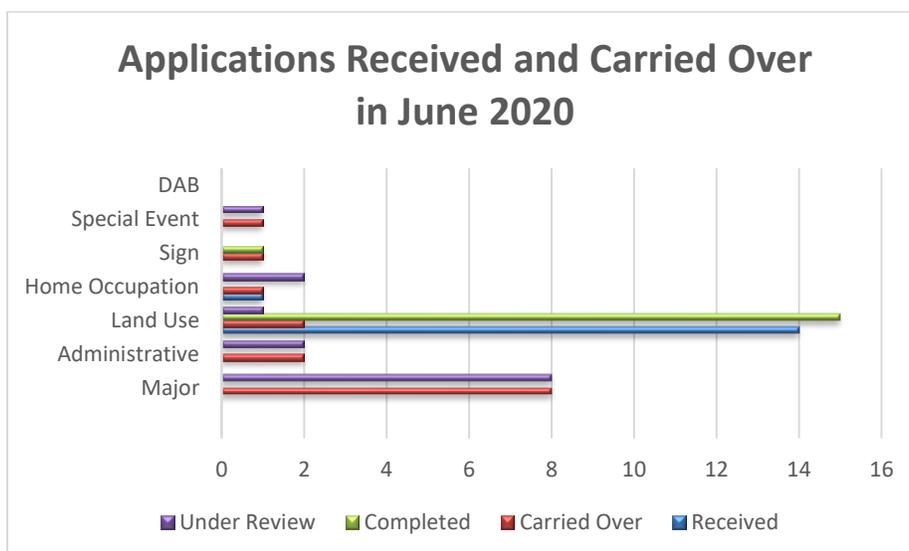
Planning E-mails Received/Answered:585

COVID-19 Related E-mails Received: 85

Application Summary

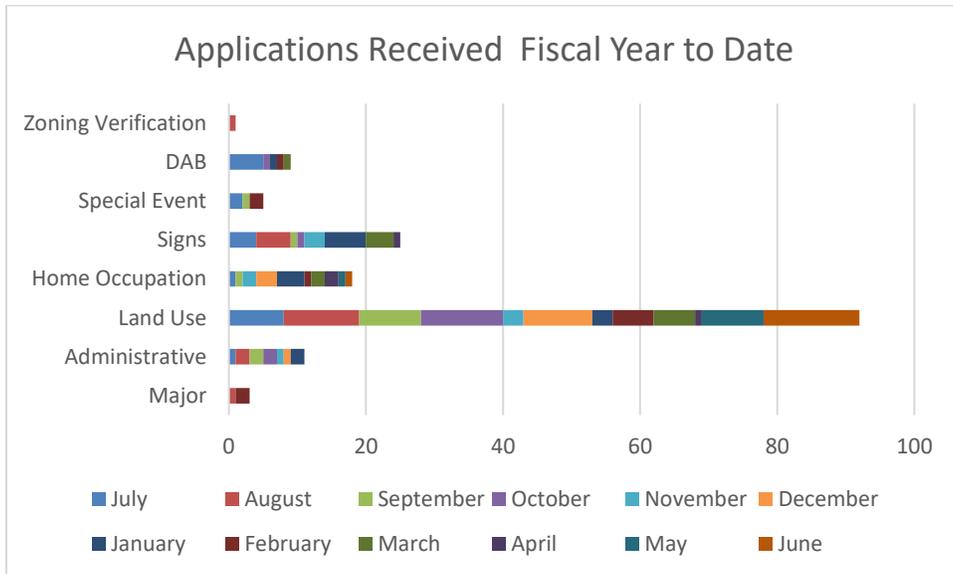
The Planning Division received 15 new applications in June and carried over 15 from the previous month. Action was taken on 16 of them. Minor applications such as a new business, patio cover, or small room additions are handled as a Land Use application and typically processed within 2-3 days. Larger additions over 500 square feet or second dwelling units are handled administratively by staff with noticing, and those projects that are either new development or exceed the Director’s administrative authority are handled as Major Permits and are reviewed by the Planning Commission. Home occupation permits are for home based business, such as consulting, housekeeping, and small craft businesses.

Application Summary for June 2020				
Applications	Number Received	Carried Over	Completed	Under Review
Major	0	8	0	8
Administrative	0	2	0	2
Land Use	14	2	15	1
Home Occupation	1	1	0	2
Sign	0	1	1	0
Special Event	0	1	0	1
DAB	0	0	0	0
Total	15	15	16	14



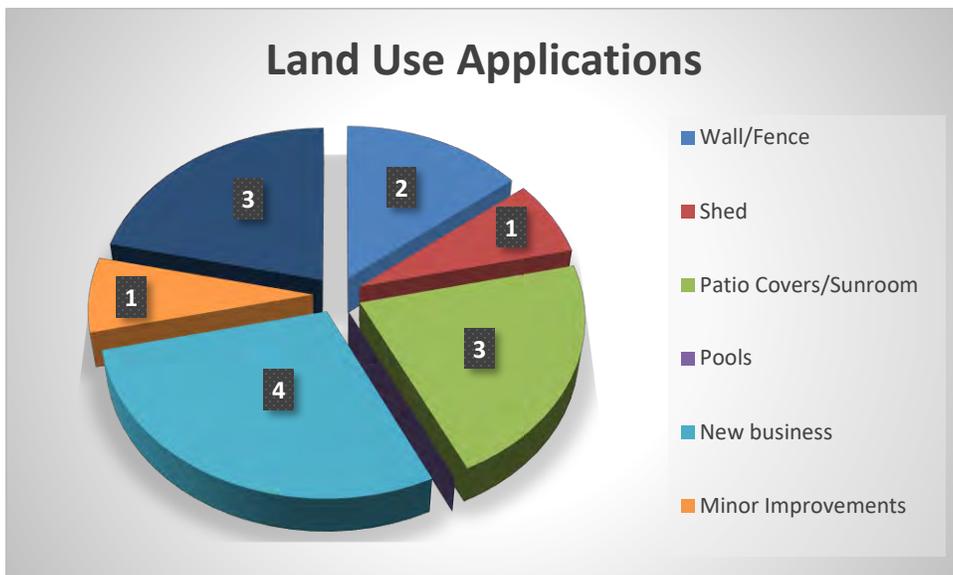
Applications Received, Approved and/or Under Review

Fiscal year to date the Planning Division has received 164 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 Land Use application for four new businesses were received in June, “Skin Theory Aesthetics” (Facial Services), “Frome Realty” (Building Maintenance Services), “AmeriGas Propane L.P. (Propane Cylinder Exchange Unit), and “Direct support Professionals LLC.” (Independent Learning Services for People with Disabilities).

Overall Land Use applications are the most predominant application that the Planning Division processes. Fourteen Land Use applications were received in June.



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 was scheduled during the month of June.

Development Advisory Board Meeting

Date Submitted	Case No.	Applicant	Description	Location	Status
6/23/2020	DAB 20-04	Craig Yocum	Plant Food Storage and Distribution	21796 Main Street	Meeting scheduled for 7/7/2020

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 June and the following actions occurred:

On June 18, 2020

- The Public Hearing continuation regarding Conditional Use Permit 19-01 and Site and Architectural Review 19-03 to develop a trailer/container storage facility for a maximum of 650 parking spaces for empty semi-trailers, shipping and storage containers, and chassis use on a 21.92 acre site located at APN: 0275-191-06 and 0275-191-30, was cancelled due to lack of quorum.

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
SB2 Grant – Multi-Modal Transportation	Non Competitive Awarded April 10, 2020	\$160,000
LEAP Grant – Housing Element	Non Competitive Submitted June 24, 2020	\$60,000

Housing Successor Agency

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

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

The Housing Successor Agency holds the following interests:

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

Community Emergency Response Team

The Regular CERT Volunteer meeting scheduled for June 2, 2020, was held via zoon due to COVID-19 social distancing restrictions. The agenda items included COVID-19 Updates from San Bernardino County, City of Grand Terrace, and Radio Spot information announcements to be recorded. Summarize volunteering activities at Grand Terrace COVID-19 drive thru testing and COVID-19 Loma Linda drive thru testing.

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
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. Staff continues to work with Applicant on Project.
10/2/2018	SA 18-09 TTM 18-02 V 18-01 E 18-08	Aegis Builders, Inc	12 Townhomes	11695 Canal Street	Deemed Incomplete on 10/31/2018 & 3/26/2019
3/27/2018	SA 18-04 E 17-10	Lewis Development	Residential Project (707 Homes)	1167-151-22, 68, 71, 73, 74, 75	Incomplete on 3/27/2018

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

Major Applications – Conditional Use Permit					
Date Submitted	Case No.	Applicant	Description	Location	Status
1/2/2019	CUP 19-01 SA 19-03 E 19-05	GrandT-1 Inc.	Industrial Semi-Trailer Storage Facility	APN: 0275-191-06, 30	RFP NOI posted on PC meeting held on 5/21/2020 continued
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
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
6/30/2020	LU 20-39	Phillip Botello	Office, Independent Learning Services	12139 Mt. Vernon Avenue, Unit 110	Approved
6/29/2020	LU 20-38	Joshua Morgan	POD's (Temporary)	11724 Eton Drive	Approved
6/29/2020	LU 20-37	Hector Flores	Retaining Wall and Fence	12741 Vivienda Avenue	Approved
6/26/2020	LU 20-36	Eric Ramos	Retaining Wall	22975 Cardinal Street	Approved
6/26/2020	LU 20-35	Peter Schlueter	POD (Temporary)	22678 Arlis Drive	Approved
6/24/2020	LU 20-34	Anthony Lopez	Storage Shed	12210 Reed Avenue	Approved
6/22/2020	LU 20-33	Joe van Steenberg	Patio	12125 Dos Rios	Approved
6/16/2020	LU 20-32	Christina Calhom	Patio	22990 Orangewood Court	Approved
6/22/2020	LU 20-31	Rooms N Covers	Patio	12168 Mt. Vernon	Approved
6/12/2020	LU 20-30	Diana Vasquez	POD (Temporary)	22887 Finch Street	Approved
6/11/2020	LU 20-29	AmeriGas	Propane Cylinder Exchange Unit	22201 Barton Road	Approved
6/9/2020	LU 20-28	Frome Realty	Maintenance Services	21935 Van Buren Street	Approved
6/5/2020	LU 20-27	Mike Jauregui	Home Addition,	22159 Mavis Street	Approved
6/8/2020	LU 20-26	Nichole Urrea	Facials	22545 Barton Road	Approved
3/24/2020	LU 20-14	GT Little League	Fireworks Fundraiser Stand	22201 Barton Road	Approved
4/15/2019	LU 19-31	Ricky Komorida	Café Lounge	22417 Barton Road	On-hold by Applicant

Home Occupation Permit

Date Submitted	Case No.	Applicant	Description	Location	Status
6/8/2020	HOP 20-11	Brenda Anders	On-line Auto Accessories	12073 Preston Street	Approved
5/14/2020	HOP 20-10	Jeff Senior	On-lines sales, automotive products	22185 Emerald Street	Approved

Sign Application

Date Submitted	Case No.	Applicant	Description	Location	Status
3/24/2020	TEMP SGN 20-07	Little League	Fireworks Stand	222010 Barton Road	Approved

Special Event

Date Submitted	Case No.	Applicant	Description	Location	Status
2/12/2020	SE 20-02	Michael Leno	Azure Hills, Community Block Party	22633 Barton Road	On-hold by Applicant

BUILDING AND SAFETY DIVISION

Building and Safety and Planning Core Services

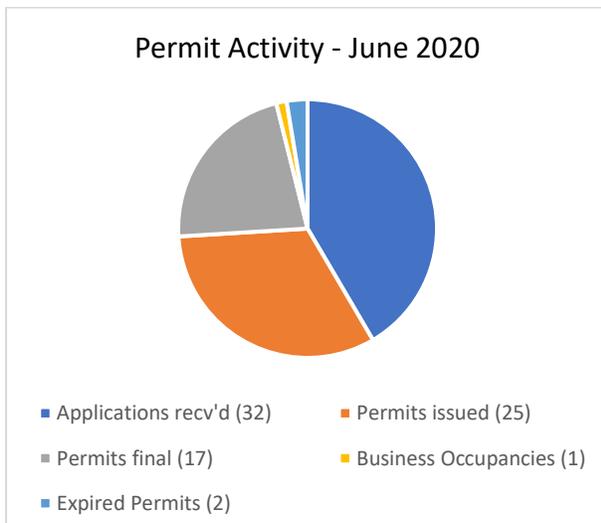
- Permit New Businesses
- Permit Alterations to Existing Uses
- Zoning Code & General Plan Administration
- RDA Dissolution
- Planning Commission
- Building Permit Issuance
- Building Plans Review & Inspections

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.

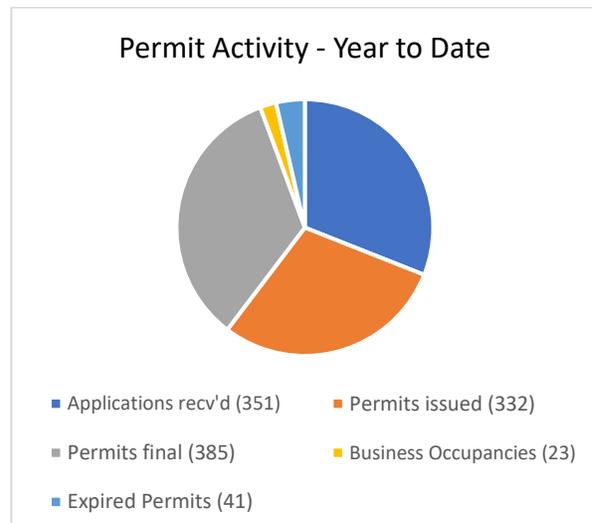
Additionally, the Department budgets for plan checking and inspection services. Inspection services are conducted daily. The cost of these services is offset through the collection of fees and deposits.

Activity Summary for Building and Safety

Building Permit Activity includes 25 permits issued in June. Year to date a total of 332 permits have been issued with a total revenue of \$129,627.58. In addition, a total number of 33 customers were assisted at the Building & Safety counter for the month of June.



Monthly Revenue
\$4,406.81

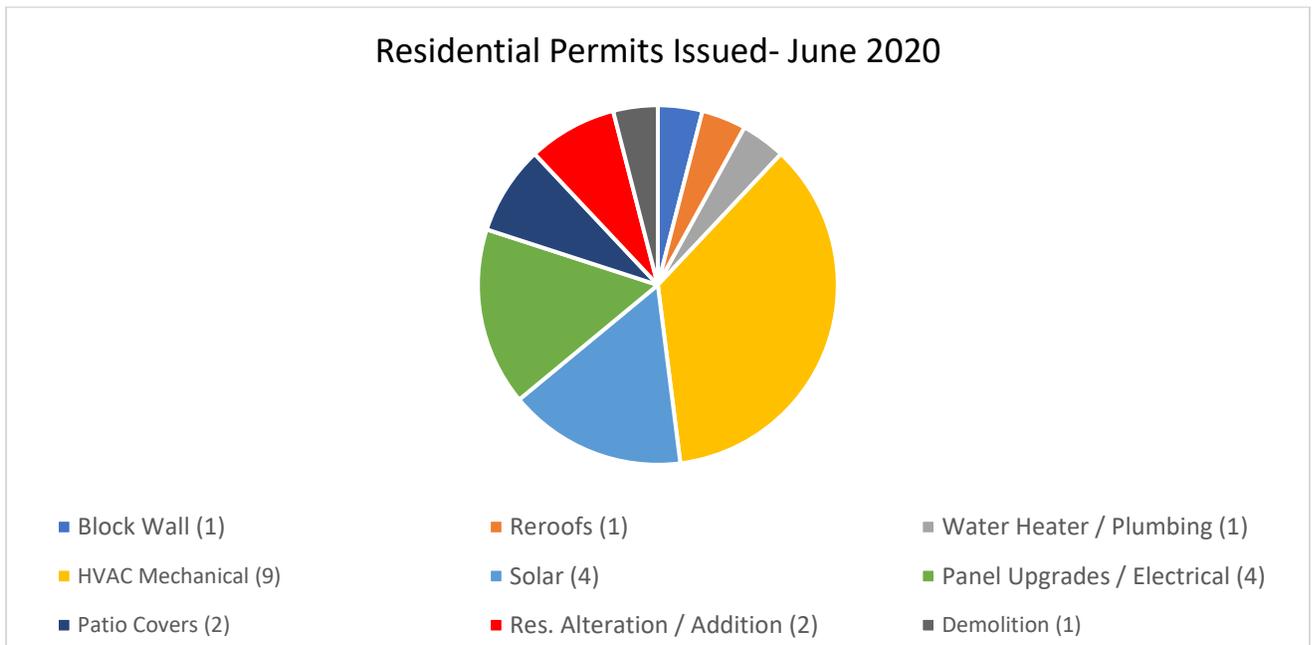


Year to Date Revenue
\$129,627.58

Permits Issued

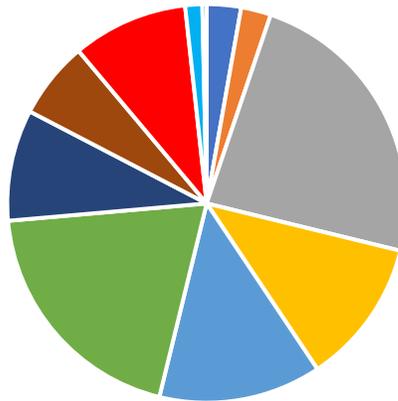
Permits issued in June include demolition, HVAC replacements, remodels, block walls, re-roofs, PV solar, and patio covers.

The permits issued for June were mainly for residential mechanical, electrical, and plumbing permits including main service panel upgrades, water heater changeout, and window replacements.



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

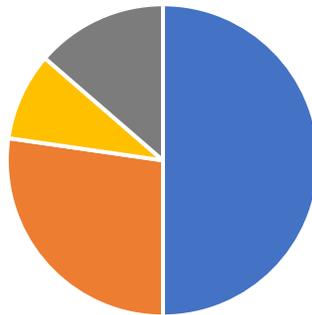
Residential Permits Issued- Year to Date FY 2019-2020



- SFR New (8)
- Block Walls / Retaining Walls (7)
- Reroofs (68)
- Water Heater / Plumbing (34)
- HVAC Mechanical (38)
- Solar (57)
- Panel Upgrades / Electrical (26)
- Patio Covers (18)
- Residential Alteration / Repair (27)
- Pools/Spa (4)
- Grading (1)

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

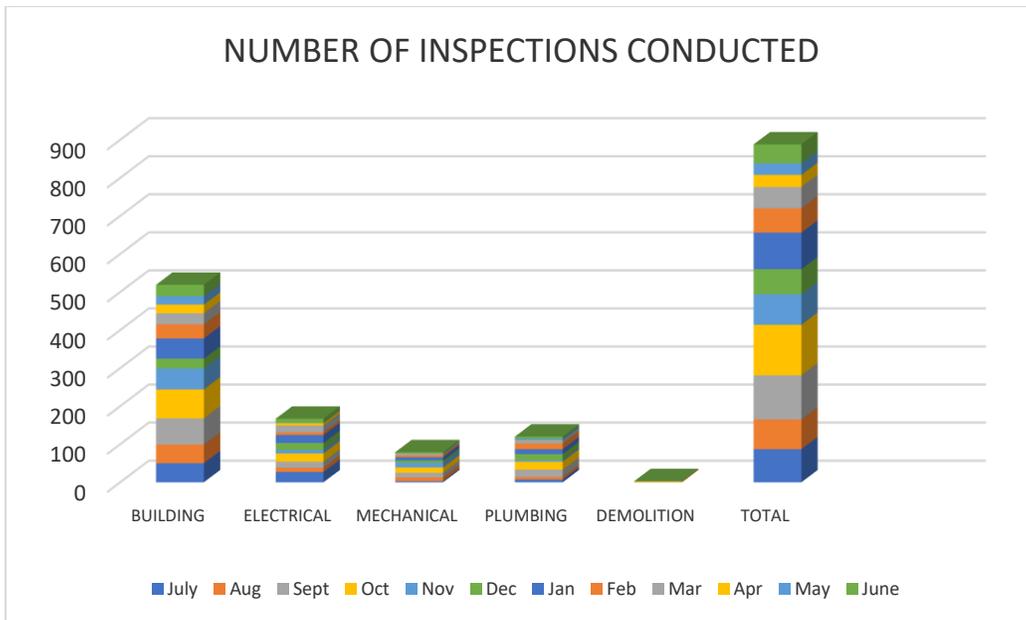
Commercial Permits Issued - Year to Date FY 2019-20



- Commercial Tenant Improvement (11)
- Signs (6)
- Electrical (2)
- Demolition (3)

Inspections

A total of 50 inspections were conducted in June, with 19 of them being final inspections.



Major Projects Under Construction

Major projects under construction include construction of 17 lots for Crestwood Communities' Tract 18071 and parking lot upgrades to a commercial center.

Other ongoing projects also include interior tenant improvements for La Michoacana ice cream shop, construction of a new single-family residence on La Cadena Dr. and grading for a new single-family residence on Westwood St.

Project	Description/Location	Status
Aegis Builders, Inc.	12382 – 12485 Tesoro Ct. New 17 SFR Aegis Project	Electric/Gas Meters Inspected & Released
I-215 Interchange Project	Reconstruction of I-215 and Barton Road Interchange	Under Construction
Tim Boyes, Vista Grande Way	Parcel Map 16945 – Street Improvement Project & Rough Grading (Vista Grande Way)	Grading pre-construction meeting held in June 2019.
Crestwood Communities	Tract 18071 – Rough grading and construction of 17 single family residences w/ new block walls	Under Construction – Electrical & Gas Services Released
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

Fredy Andres – 22485 Barton Rd.	22485 Barton Rd. – Tenant Improvement for La Michoacana ice cream shop	Under Construction
--	--	--------------------

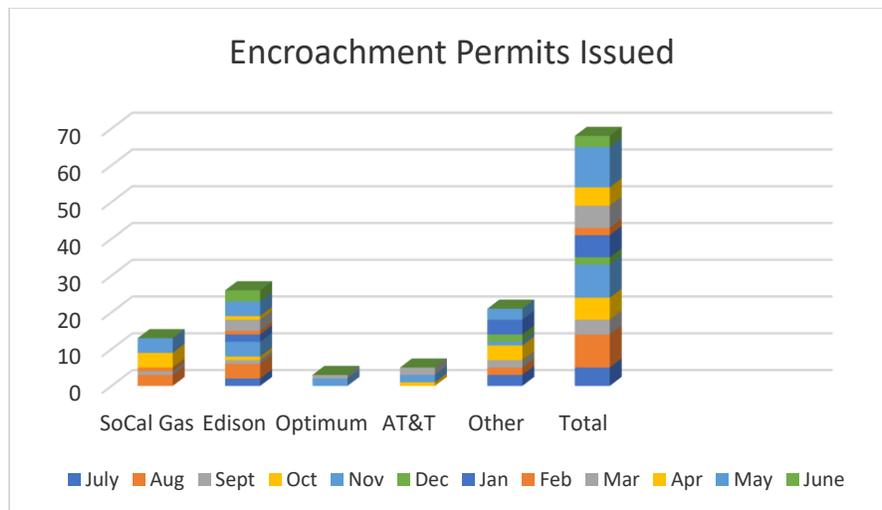
Plan Checking Activity

For June 2020, a total number of two plans were submitted for review and re-submittal. Plans submitted include demolition of a patio enclosure, PV solar, residential remodel, and room addition.

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
Tim Evans – American Warrior, LLC	21935 Van Buren St. – Tenant Improvement for electrical to install screen printing equipment, shirt printing – American Warrior, LLC	In Plan Check – Received resubmittal from applicant
Jonathon Weber – 22172 Barton Rd.	22172 Barton Rd. – Grading & Plans for (N) 2,195 sq. ft. Taco Bell restaurant	In Plan Check – Provided 1 st 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

Public Works Encroachment Permits

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



ANIMAL CONTROL AND CODE ENFORCEMENT DIVISION

Core Services

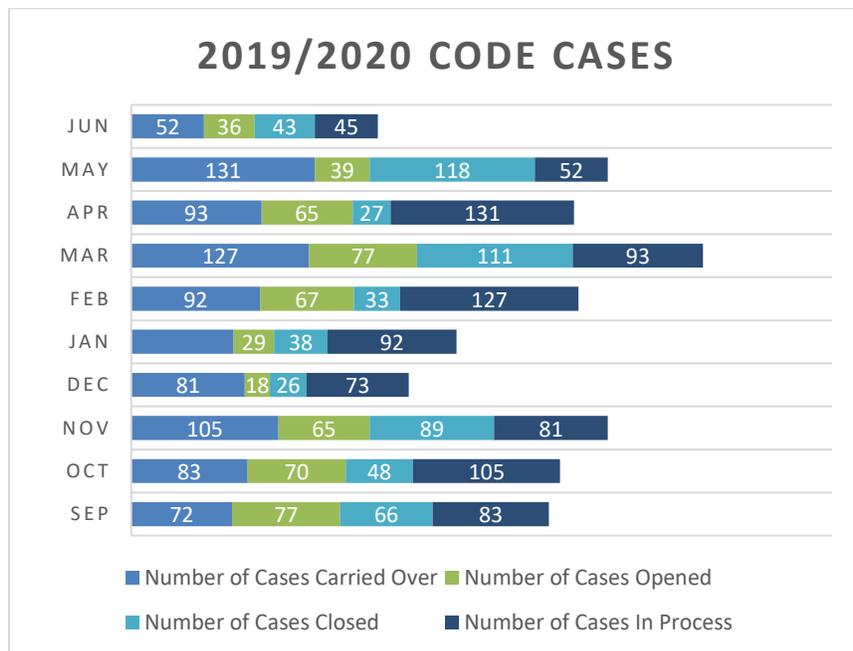
- Zoning & Municipal Code Enforcement
- Animal Control Services
- Street Sweeping Traffic Enforcement

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 52 cases carried over from the previous month, 36 new cases opened, and 43 cases were closed. The Division closed out June with 45 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. In February, rental property inspections had begun and there has been an increase of inspections and notices issued.

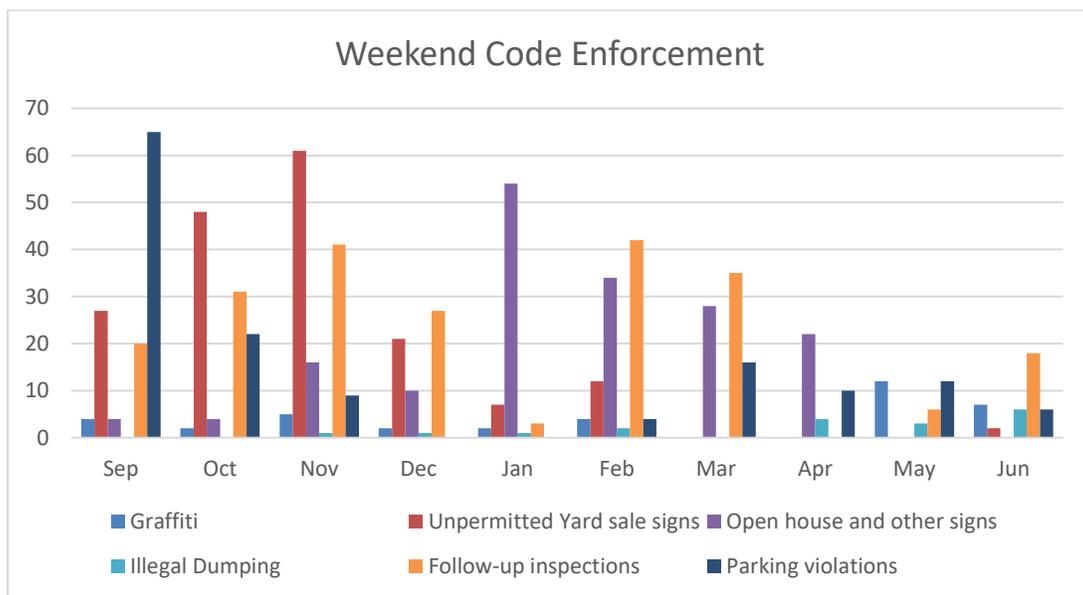
Column1	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
---------	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----

Inspections Conducted	49	68	71	53	100	53	79	118	162	41	131	86
Notice of Corrections Issued	32	60	67	48	39	18	52	80	85	20	31	32
Notice of Violations Issued	10	5	12	10	18	3	1	8	6	0	3	5
Citations Issued	16	6	8	4	11	4	5	12	14	1	2	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.

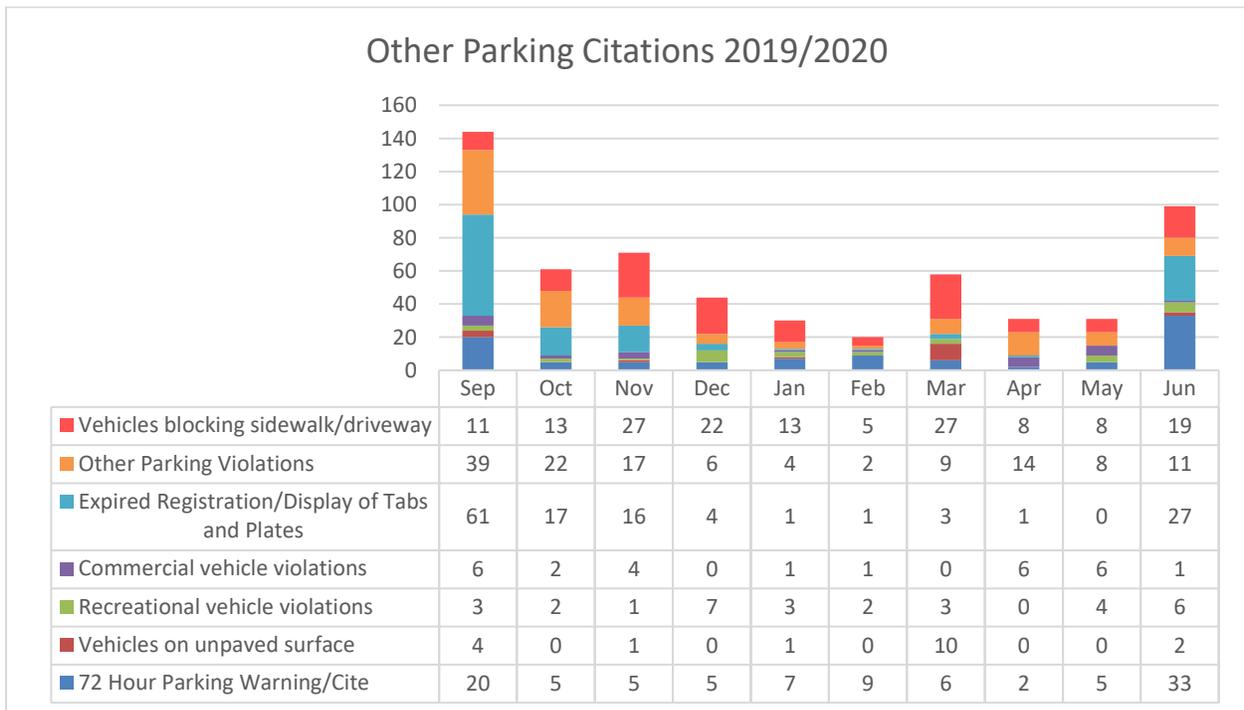


Parking Citations:

In June, 405 vehicle related citations were issued; 306 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.

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.



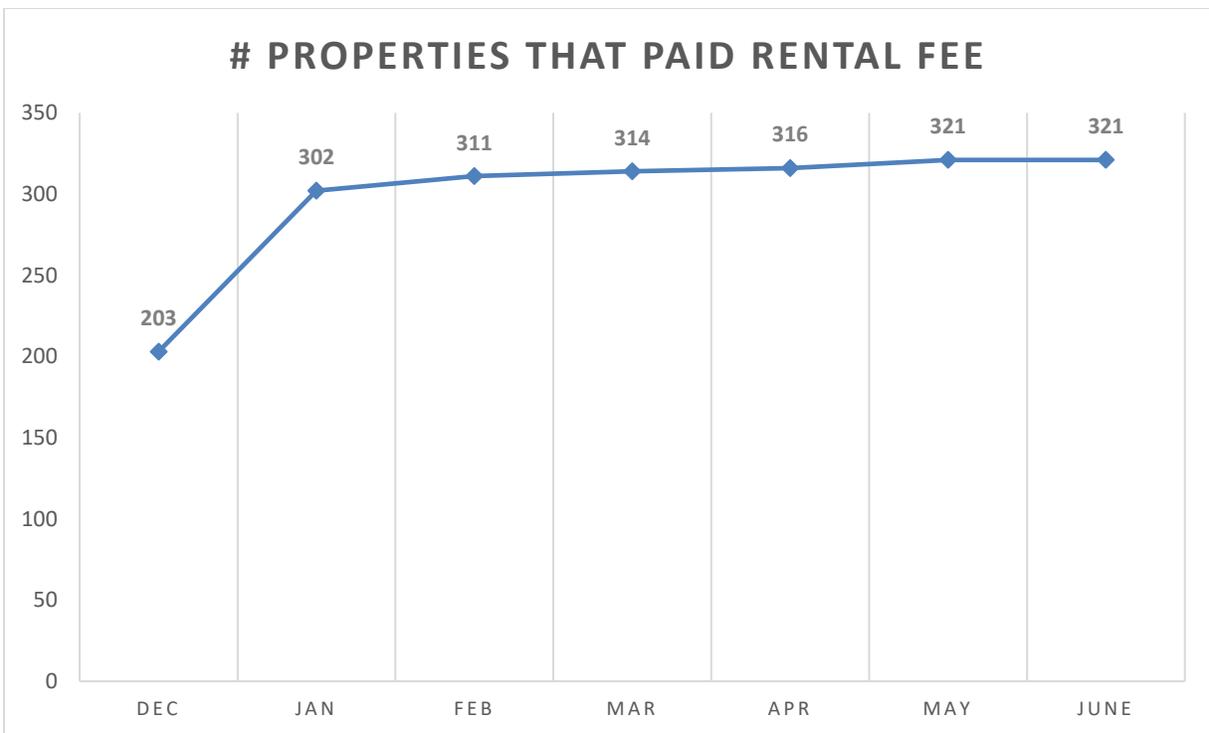
Graffiti/Vandalism/Illegal Dumping

There was 6 cases of illegal dumping and 7 cases of graffiti reported in May. All but one case has been resolved.

Non-Owner Occupied/Rental Property Program

There are approximately 381 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. 336 properties have paid their annual fee as of the end of June.

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 14 complaints received via Civic Live in June 2020 generally pertaining to animal related, property maintenance, and vehicle issues. 9 cases have been resolved, 1 case was referred to our arborist, and 4 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.

The County of Riverside is a month behind on their stats.

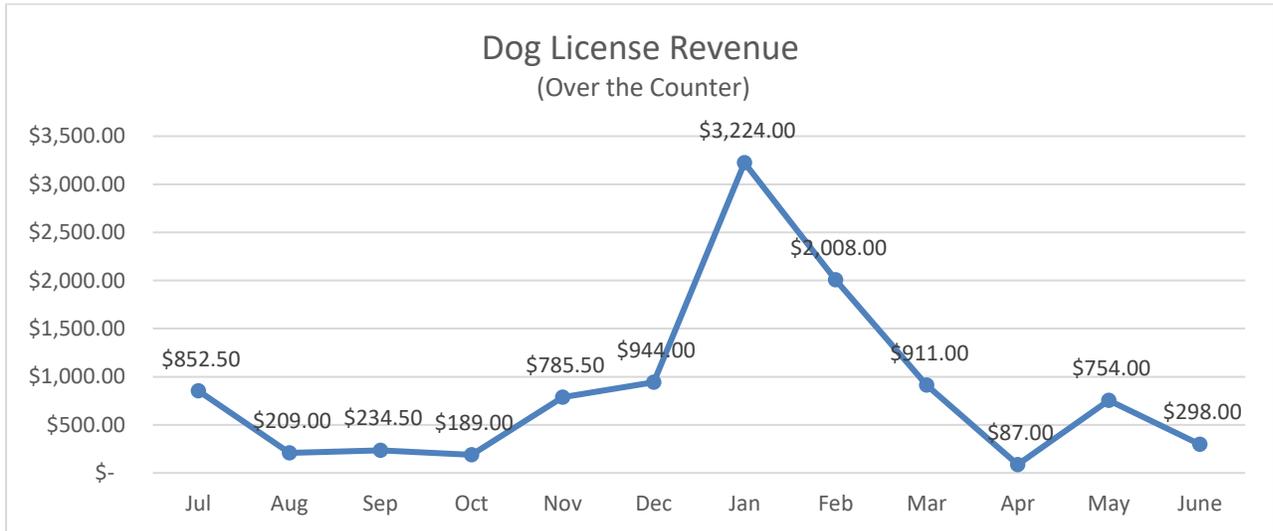
Animal Control Sheltering Services	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
Animal Intakes											
Strays	7	15	7	14	9	4	8	3	2	1	9
Stray Dead	5	5	4	2	0	0	0	0	0	3	10
Owner Surrender	0	4	1	0	0	0	2	2	0	0	0
Other	0	2	0	1	0	0	0	0	1	0	4
Total	12	26	12	17	9	4	10	5	3	4	23
Animal Disposition											
Adopted	2	6	8	1	3	7	0	2	2	0	5
Returned to Owner	2	1	4	0	0	0	0	2	3	0	3
Euthanized	6	0	0	6	5	0	0	0	2	0	7
Other	1	2	2	11	5	0	0	1	0	0	0
Total	11	9	14	18	13	7	0	5	7	0	15

Animal Control	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
----------------	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----

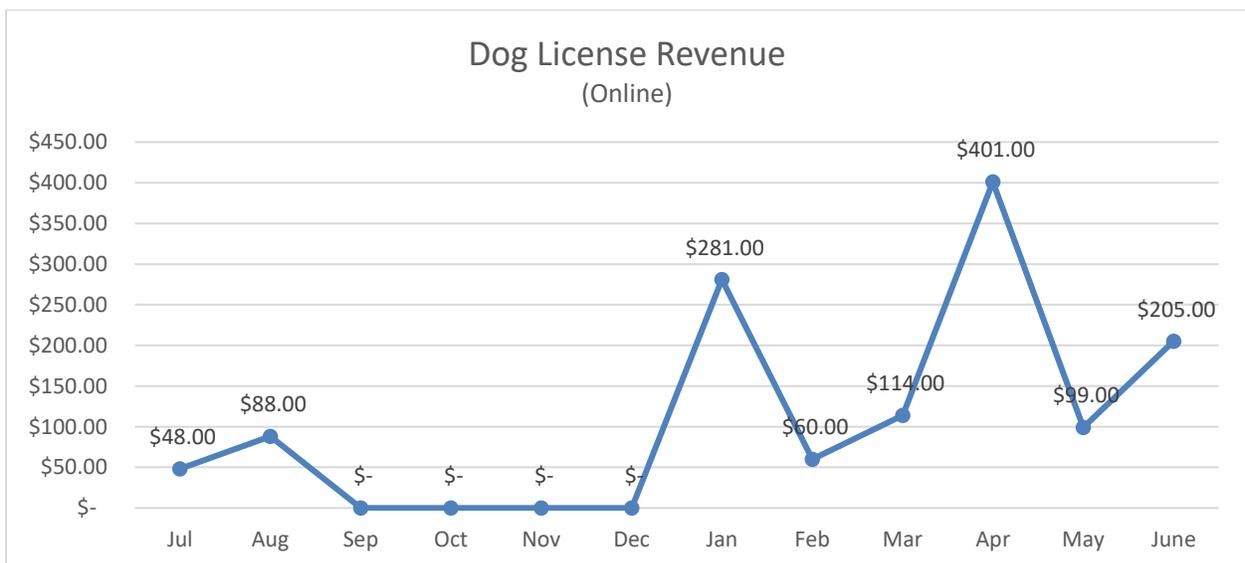
Officer Investigation												
Barking Complaints	1	0	2	0	3	1	1	0	1	1	0	1
Unlicensed Dogs	0	3	1	0	5	0	2	2	0	0	0	0
Loose Dogs	4	3	9	1	12	4	12	4	2	3	2	6
Loose Dogs Returned to Owner	0	1	1	2	4	0	1	0	0	3	2	0
Animal Welfare Check	1	1	1		0	0	0	0	1	3	0	0
Dead Animals	3	3	5	2	0	2	14	2	2	2	10	13
Bites	0	3	2	0	1	1	1	0	1	1	0	2
Other (unfounded, wildlife, etc.)	0	1	3	0	2	0	5	3	0	4	15	1

Dog Licensing Revenue

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
Over the Counter Dog License Revenue	\$ 852.50	\$ 209.00	\$ 234.50	\$ 189.00	\$ 785.50	\$ 944.00	\$ 3,224.00	\$ 2,008.00	\$ 911.00	\$ 87.00	\$ 754.00	\$ 298.00

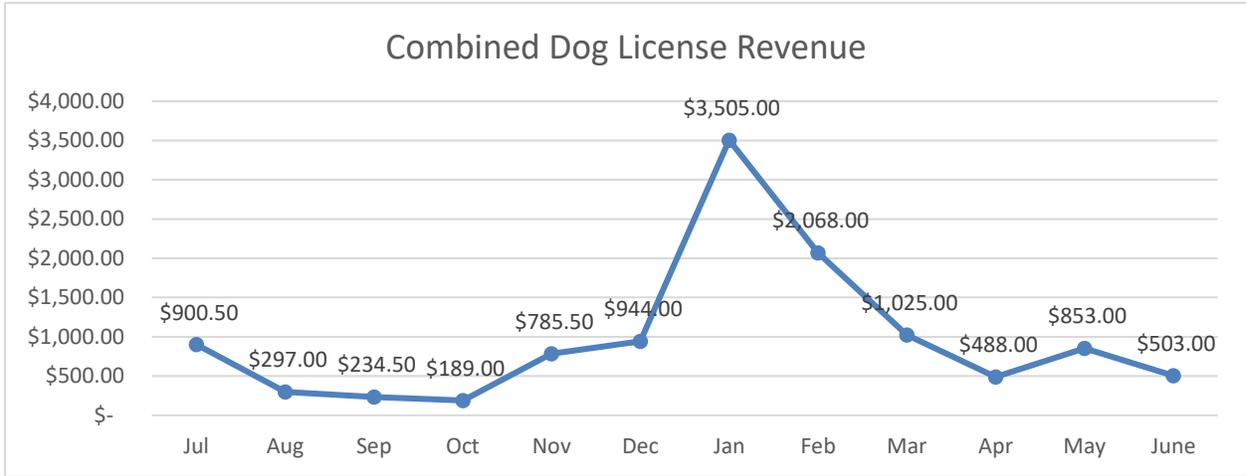


	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
Online Dog License Revenue	\$ 48.00	\$ 88.00	\$ -	\$ -	\$ -	\$ -	\$ 281.00	\$ 60.00	\$ 114.00	\$ 401.00	\$ 99.00	\$ 205.00



	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
--	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	------

Combined Dog License Revenue	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
	900.50	297.00	234.50	189.00	785.50	944.00	3,505.00	2,068.00	1,025.00	488.00	853.00	503.00





Public Works

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



City of Grand Terrace
Public Works Department

DATE: August 25, 2020

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

FROM: Craig Bradshaw, Interim Public Works Department Director

SUBJECT: AUGUST 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	Project near completion and close out	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 and funding	State, City
HSIP Cycle 8, Mt. Vernon Safety Project	\$350,000	Construction ongoing	Federal Grant
HSIP Cycle 9 Guardrail Project	\$650,000	Prepare Preliminary Engineering Documents	Federal Grant
Grand Terrace Road, north of Newport Avenue, Emergency Work with SCE	\$60,000	Construction Coordination, work pending	

TOTALS: \$11,660,000



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

**May 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	327.21	102.03		245.55								674.79	
Christmas Tree													
Bulky Item	7.07		1.64			2.98						11.69	686.48 Residential
Clean Up													
Multi-Family	101.35	5.48		7.03								113.86	113.86 Multi-Family
Commercial	111.89	8.23		0.94			0.61			0.53	2.53	124.73	
School	40.68	14.41										55.09	179.82 Commercial
Roll off	30.91						5.00					35.91	35.91 Roll off
Grand Total	619.11	130.15	1.64	253.52		2.98	5.61			0.53	2.53	1016.07	

Missed Pick-Up Report

Date Reported	Address	Description	Date Pick Up Completed
5/4/20	22446 VAN BUREN ST	TRASH BIN MISSED	5/5/20
5/5/20	11701 TERRACE AVE	GREEN WASTE BIN MISSED	5/5/20
5/5/20	22081 GRAND TERRACE RD	TRASH BIN MISSED	5/5/20
5/5/20	22300 BARTON RD	TRASH BIN MISSED	5/5/20
5/6/20	22459 FLAMINGO ST	TRASH BIN MISSED	5/6/20
5/7/20	22614 MIRIAM WAY	TRASH BIN MISSED	5/8/20
5/7/20	22111 NEWPORT 1 AVE	TRASH BIN MISSED	5/8/20
5/7/20	22461 PICO ST	TRASH BIN MISSED	5/8/20
5/7/20	22951 VISTA GRANDE WAY	TRASH BIN MISSED	5/8/20
5/7/20	22775 VISTA GRANDE WAY	TRASH BIN MISSED	5/8/20
5/7/20	22111 NEWPORT 1 AVE	RECYCLE BIN MISSED	5/8/20
5/12/20	12464 PALIKA WAY	TRASH BIN MISSED	5/12/20
5/12/20	22149 FLAMINGO ST	TRASH BIN MISSED	5/12/20
5/12/20	22140 FLAMINGO ST	GREEN WASTE BIN MISSED	5/12/20
5/13/20	22780 CARDINAL ST	RECYCLING BIN MISSED	5/13/20
5/13/20	22950 ORANGEWOOD CT	TRASH BIN MISSED	5/15/20
5/14/20	23076 PEACOCK CT	TRASH BIN MISSED	5/15/20
5/14/20	12029 MT VERNON AVE	GREEN WASTE BIN MISSED	5/15/20
5/19/20	22316 BLUE LUPINE CIR	TRASH BIN MISSED	5/19/20
5/19/20	12635 GARDEN AVE	TRASH BIN MISSED	5/19/20
5/19/20	11807 DELLA LN	TRASH BIN MISSED	5/20/20
5/20/20	22316 BLUE LUPINE CIR	TRASH BIN MISSED	5/20/20
5/20/20	22770 MIRIAM WAY	TRASH BIN MISSED	5/22/20
5/21/20	22775 VISTA GRANDE WAY	TRASH BIN MISSED	5/22/20
5/21/20	22254 KENTFIELD ST	TRASH BIN MISSED	5/22/20
5/21/20	11807 DELLA LN	TRASH BIN MISSED	5/22/20
5/27/20	22316 BLUE LUPINE CIR	TRASH BIN MISSED	5/27/20
5/27/20	12264 REED AVE	TRASH BIN MISSED	5/27/20
5/27/20	22196 MCCLARREN ST	TRASH BIN MISSED	5/27/20
5/27/20	22376 Tanager ST	TRASH BIN MISSED	5/28/20
5/29/20	11822 KINGSTON ST	TRASH BIN MISSED	5/30/20



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 JUN. 30, 2020
ACCO Engineered Systems	HVAC Maintenance	\$22,850	\$0
Albert A Webb Associates	Commerce Way Final Design Southern Portion	\$170,880	\$4,119
Clean Street	Street Sweeping Services	\$54,508	\$1,285
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	\$0
Demuth Plumbing	Rollins Park Leak	\$6,400	\$0
EZ Sunnyday Landscape	Landscape Maintenance	\$47,830	\$0
Gopher Patrol	Gopher Abatement Services	\$7,227	\$0
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	\$17,046
Interwest Consulting Group	Commerce Way Extension Real Estate & Engineering Services	\$360,005	\$229,627
Lynn Merrill	NPDES Services	\$10,000	\$2,339
MCC Pipeline	Emergency Culvert Replacement	\$25,320	\$0
Moran Janitorial Services	Janitorial Services for City Hall and City Parks	\$19,980	\$3,580
Otis Elevator Company	Elevator Maintenance Service	\$5,145	\$0
San Bernardino County Dept of Public Works – Flood Control	Flood Control Facilities	\$22,770	\$0
San Bernardino County Fire Dept – Hazardous Material	Household Hazardous Waste (HHW) Services	\$18,065	\$0
San Bernardino County Land Use Services	Fire and Weed Hazard Abatement Services	\$13,526	\$0
St. Francis Electric, LLC.	Traffic Signal Maintenance Services	\$20,000	\$843
County of Riverside TLMA Administration	Main Street Traffic Signal Maintenance Services	\$6,000	\$3,139

West Coast Arborist	5 Year Tree Maintenance Program	\$38,560 (\$192,802: 5-yr term)	\$9,074 (\$192,802: 5-yr term)
TSR	Litton Signal Pole Replacement	\$14,400	\$0
TSR	Preston Signal Modification	\$124,960	\$0
Western Exterminator Co.	Pest Control Services	\$7,502	\$4,384
Willdan	Engineering Services (incl. Landscape and Lighting Assessment District)	\$7,000 (paid with Dev. fees)	N/A (Developer Fee and LLMD Assess.)
	TOTAL PUBLIC WORKS CONTRACT VALUE FOR FY 2019-20:	\$1,342,928	\$390,436 balance

FY 2019-20 Capital Improvement Project Contracts

Contractor Name	Service	Contract Amount	Contract Balance
Evan Brooks Associates	Preliminary Engineering for HSIP – Mt. Vernon Safety Improvement	\$36,300.00	\$1,605
	TOTAL CIP PROJECT CONTRACT VALUE FOR FY 2019-20	\$36,300.00	\$1,605

Bids:

- N/A

Major Reports:

- Project Delivery Agreement with Caltrans

Grants:

- MSRC Funding for Clean Transportation Projects EV Chargers
- HSIP – Highway Safety Improvement funding for Mt. Vernon / Awarded Approval to Bid from Caltrans
- 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

PUBLIC WORKS DIVISION

Work Release Hours

Maintenance was supplemented by 63 work releases hours during the month of June.



CITY OF GRAND TERRACE CIVIC LIVE MONTHLY STATS



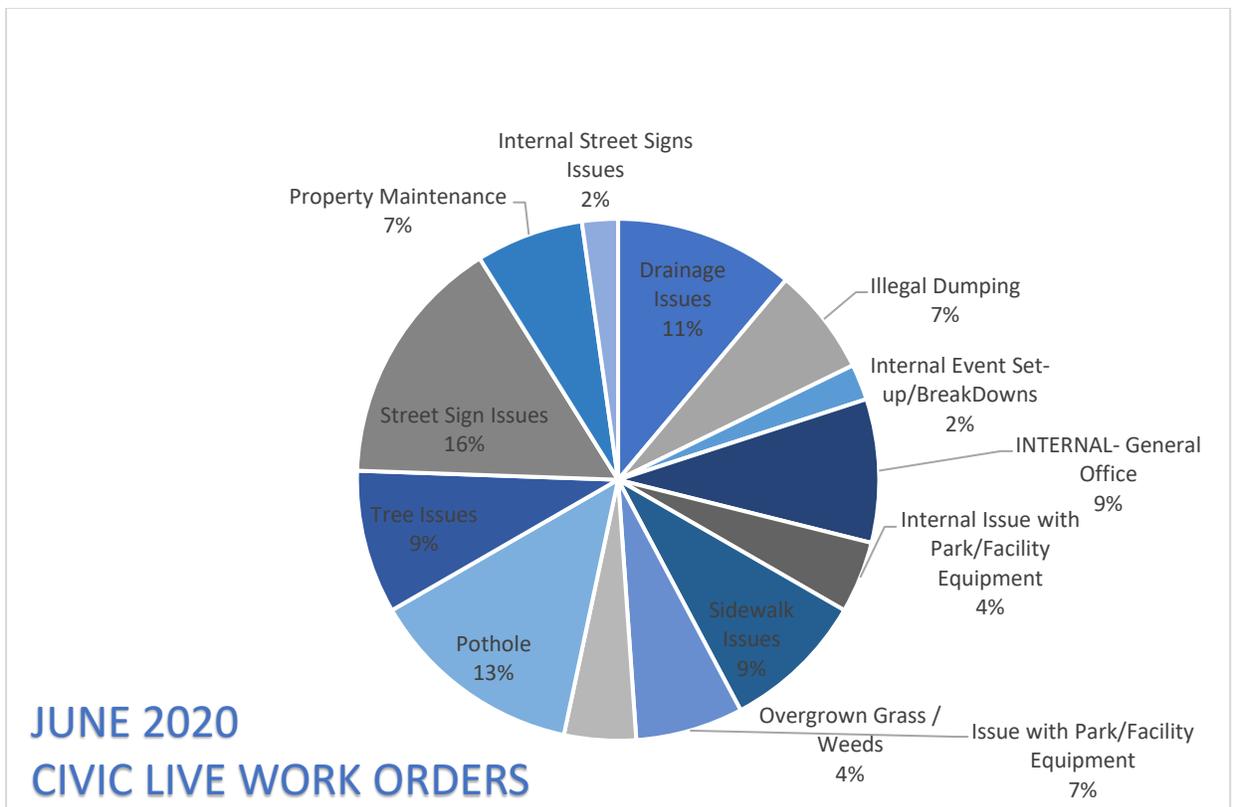
JUNE 2020			
	REQUEST RECEIVED THIS MONTH	REQUEST RESOLVED THIS MONTH	REQUEST IN PROCESS
CIVICLIVE WORK ORDERS ONLY	45	33	12
REQUEST ROLLOVER FROM PREVIOUS MONTHS			13
TOTAL			25

June 2020 (45 work orders)

#	Status	Open Date	Resolved Date	Type
290576	resolved	05/01/2020 07:13	05/20/2020	Pothole
290578	resolved	05/01/2020 07:21	05/05/2020	Overgrown Grass / Weeds
290620	resolved	05/01/2020 08:05	05/04/2020	Internal Issue with Park/Facility Equipment
290628	resolved	05/01/2020 08:13	05/04/2020	Illegal Dumping
291529	referred	05/03/2020 02:38	--	Tree Issues
291964	received	05/04/2020 06:10	--	Overgrown Grass / Weeds
292516	resolved	05/04/2020 16:19	05/06/2020	Illegal Dumping
292759	resolved	05/05/2020 07:56	05/19/2020	Internal Overgrown Grass/Weeds
292757	received	05/05/2020 07:56	--	Internal Overgrown Grass/Weeds
292762	resolved	05/05/2020 08:02	05/14/2020	Internal Overgrown Grass/Weeds
292786	resolved	05/05/2020 08:12	05/07/2020	Internal Event Set-up/BreakDowns
293520	resolved	05/06/2020 07:12	05/06/2020	Issue with Park/Facility Equipment
293516	resolved	05/06/2020 07:12	05/06/2020	Issue with Park/Facility Equipment
293522	resolved	05/06/2020 07:14	05/06/2020	Issue with Park/Facility Equipment
293521	resolved	05/06/2020 07:14	05/06/2020	Issue with Park/Facility Equipment
293863	resolved	05/06/2020 12:08	05/06/2020	Issue with Park/Facility Equipment
293861	resolved	05/06/2020 12:08	05/06/2020	Issue with Park/Facility Equipment
293860	resolved	05/06/2020 12:08	05/06/2020	Issue with Park/Facility Equipment
293858	resolved	05/06/2020 12:08	05/06/2020	Issue with Park/Facility Equipment

293856	resolved	05/06/2020 12:08	05/06/2020	Issue with Park/Facility Equipment
293855	resolved	05/06/2020 12:08	05/06/2020	Issue with Park/Facility Equipment
293854	resolved	05/06/2020 12:08	05/06/2020	Issue with Park/Facility Equipment
293974	resolved	05/06/2020 14:28	05/07/2020	Property Maintenance
294013	resolved	05/06/2020 15:51	05/13/2020	INTERNAL- General Office
294322	received	05/07/2020 08:29	--	Other
294423	resolved	05/07/2020 09:58	05/08/2020	Tree Issues
295129	resolved	05/08/2020 10:45	05/11/2020	INTERNAL- General Office
296347	resolved	05/11/2020 11:58	05/11/2020	Illegal Dumping
296503	resolved	05/11/2020 14:53	05/14/2020	Street Sign issues
297007	resolved	05/12/2020 11:18	05/15/2020	Pothole
297248	resolved	05/12/2020 16:21	05/15/2020	Pothole
297302	resolved	05/12/2020 19:39	05/15/2020	Internal Issue with Park/Facility Equipment
297297	resolved	05/12/2020 19:39	05/14/2020	Internal Issue with Park/Facility Equipment
297639	resolved	05/13/2020 09:53	05/20/2020	Property Maintenance
298191	resolved	05/14/2020 08:25	05/21/2020	Graffiti
298291	resolved	05/14/2020 09:52	05/14/2020	INTERNAL- General Office
298465	resolved	05/14/2020 13:01	05/14/2020	Other
298481	resolved	05/14/2020 13:03	05/14/2020	Issue with Park/Facility Equipment
298480	resolved	05/14/2020 13:03	05/14/2020	Overgrown Grass / Weeds
298478	resolved	05/14/2020 13:03	05/14/2020	Other
298477	resolved	05/14/2020 13:03	05/14/2020	Issue with Park/Facility Equipment
298476	resolved	05/14/2020 13:03	05/14/2020	Issue with Park/Facility Equipment
298474	resolved	05/14/2020 13:03	05/14/2020	Issue with Park/Facility Equipment
298473	resolved	05/14/2020 13:03	05/14/2020	Issue with Park/Facility Equipment
298471	resolved	05/14/2020 13:03	05/14/2020	Issue with Park/Facility Equipment
298470	resolved	05/14/2020 13:03	05/14/2020	Issue with Park/Facility Equipment
298469	resolved	05/14/2020 13:03	05/14/2020	Other
298468	resolved	05/14/2020 13:03	05/14/2020	Other
298485	resolved	05/14/2020 13:24	05/20/2020	Street Sign issues
298564	resolved	05/14/2020 15:12	05/15/2020	Issue with Park/Facility Equipment
298863	resolved	05/15/2020 08:20	05/15/2020	Illegal Dumping
299049	resolved	05/15/2020 11:54	05/15/2020	Issue with Park/Facility Equipment
299743	resolved	05/17/2020 12:52	05/20/2020	Illegal Dumping
299819	resolved	05/17/2020 17:15	05/22/2020	Water Leak Issue
301001	resolved	05/19/2020 09:13	05/21/2020	Internal Pothole
301021	received	05/19/2020 09:31	--	Tree Issues
301099	resolved	05/19/2020 10:16	05/20/2020	INTERNAL- General Office
301301	referred	05/19/2020 14:25	--	Sidewalk Issues
301309	referred	05/19/2020 14:36	--	Tree Issues
301615	resolved	05/20/2020 07:27	05/20/2020	Illegal Dumping
301731	resolved	05/20/2020 09:09	05/28/2020	Drainage Issues
302542	referred	05/21/2020 08:08	--	Overgrown Grass / Weeds
302872	resolved	05/21/2020 12:06	05/21/2020	Illegal Dumping

302907	resolved	05/21/2020 12:42	05/21/2020	Overgrown Grass / Weeds
302908	resolved	05/21/2020 12:45	05/21/2020	Overgrown Grass / Weeds
302910	resolved	05/21/2020 12:47	05/21/2020	Overgrown Grass / Weeds
302914	resolved	05/21/2020 12:50	05/21/2020	Overgrown Grass / Weeds
302920	received	05/21/2020 12:53	--	Issue with Park/Facility Equipment
302969	received	05/21/2020 13:39	--	Drainage Issues
302980	resolved	05/21/2020 13:50	06/02/2020	Pothole
303204	resolved	05/22/2020 06:19	05/22/2020	Water Leak Issue
303207	referred	05/22/2020 06:23	--	Tree Issues
303213	resolved	05/22/2020 06:31	06/01/2020	Overgrown Grass / Weeds
303543	resolved	05/22/2020 12:06	05/26/2020	Water Leak Issue
305909	received	05/27/2020 08:49	--	Internal Tree Issues
306153	resolved	05/27/2020 12:23	05/28/2020	INTERNAL- General Office
306159	assigned	05/27/2020 12:25	--	Pothole
306524	resolved	05/27/2020 20:35	05/28/2020	Water Leak Issue
307065	resolved	05/28/2020 12:54	05/28/2020	Issue with Park/Facility Equipment
307687	received	05/29/2020 11:41	--	Tree Issues



Park Shelter Reservations and Community Room Reservations

Park and Community Room reservations have been affected by COVID-19 and there has been no use of either facility. Once reopening of City facilities has begun, we will resume taking reservations for the parks and Community Room.

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

Sheriff's Contract

- Law Enforcement Services



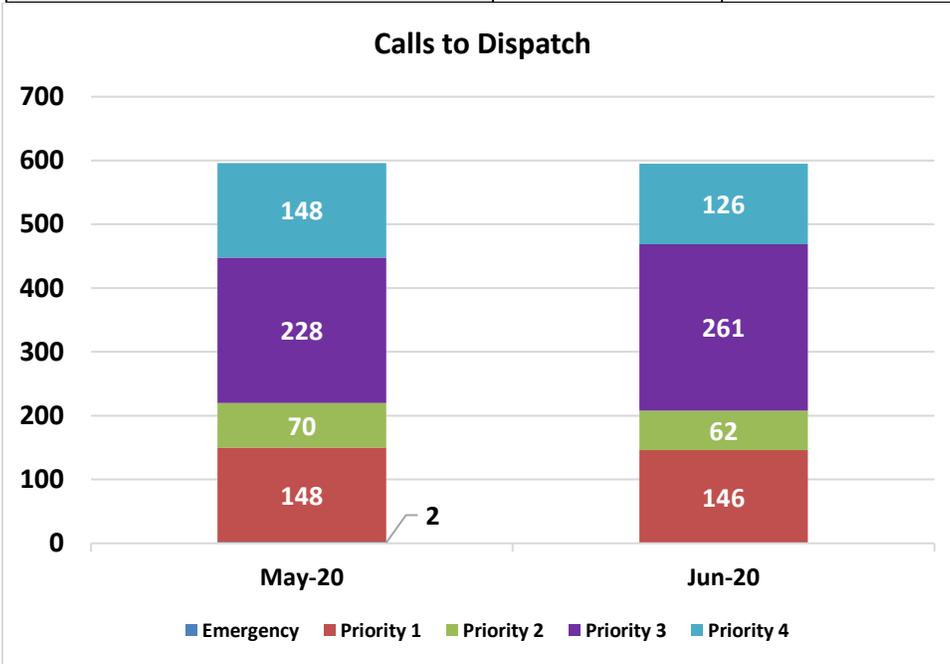


San Bernardino County Sheriff's Department



Services	May 2020	June 2020
Officer Contact and Calls	1,624	1,408

Calls to Dispatch	May 2020	June
Emergency	2	0
Priority 1	148	146
Priority 2	70	62
Priority 3	228	261
Priority 4	148	126
Totals	596	595



Emergency – 911 calls (evaluated for substance).

Priority 1 – Currently active, 15 minutes or less.

Priority 2 – Just occurred, 15 minutes or more.

Priority 3 – Calls over 30 minutes ago.

Priority 4 – Incident calls, counter calls.

Note: As dispatch receives more information during the call, the level of priority can change to a higher or lower level priority.

Citizens on Patrol (COP) - Weekly Hours for 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
06/01/20 – 06/30/20

Call Type	Number of Calls
Carbon Monoxide Alarm	1
Fire – Commercial Structure	1
Fire – Vegetation	10
Fire – Improvement	1
Fire – Truck/Motorhome on the Freeway	1
Fire – Unknown Type	1
Fire – Vehicle	1
Medical Aid	92
Move Up (Cover Engine into FS#23)	3
Outside Investigation	2
Public Service	6
Residential Alarm	1
Traffic Collision with Extrication	3
Traffic Collision Unknown Injuries	3
Total Calls	126