



MONTHLY REPORT

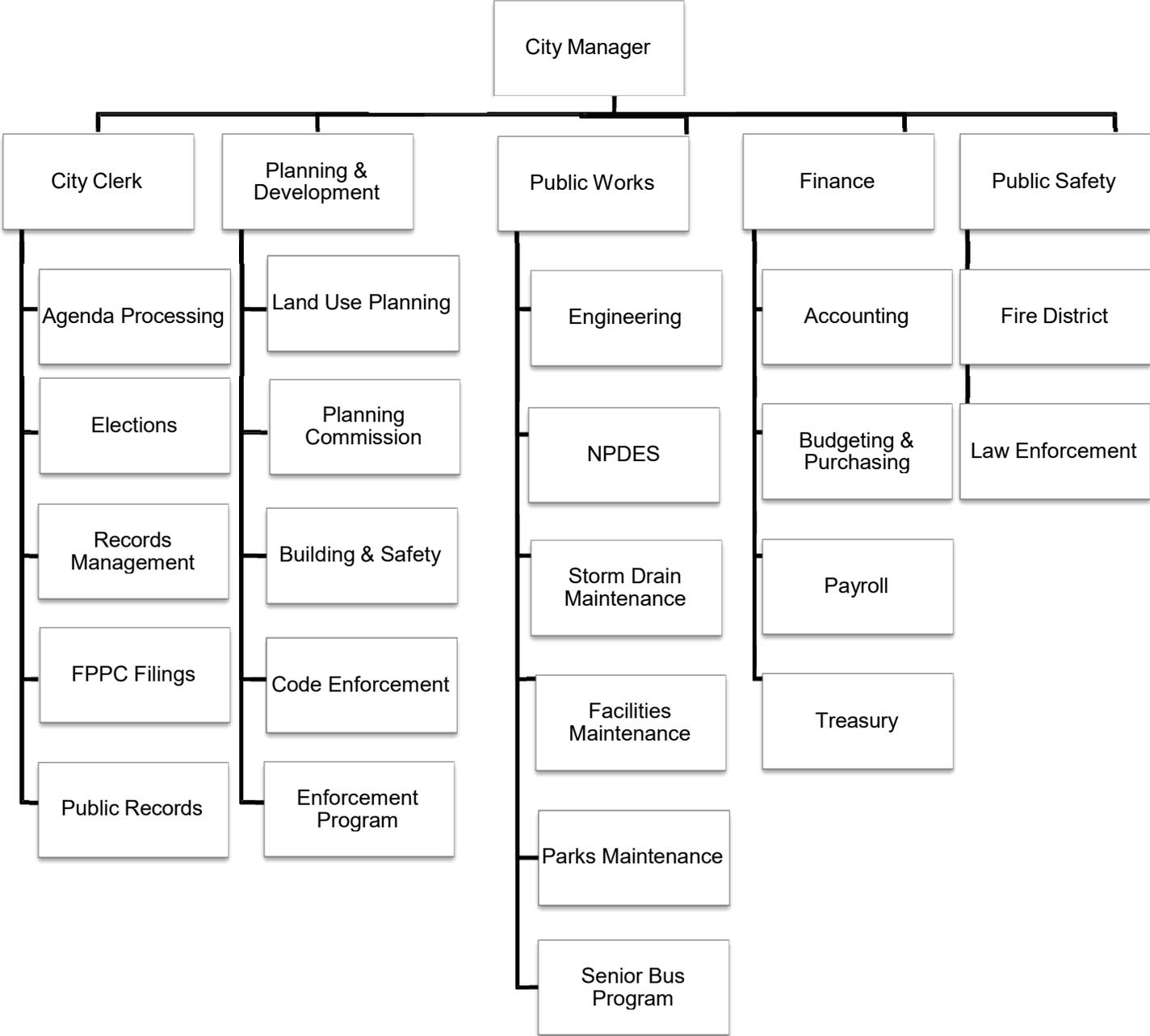
May 2020

PRESENTED BY
THE CITY MANAGER'S OFFICE

Organizational Chart	1
City Clerk	2
Committee/Commissions	7
City Manager	8
Senior Center	12
Senior Bus Program	15
Communications	20
Planning and Development.....	24
Code Enforcement.....	39
Weekend Code.....	40
Parking/Graffiti.....	41, 42
Animal Control	43
Public Works.....	49
Maintenance	51
SeeClick Fix.....	54
Park Maintenance.....	56
Sheriff's Contract	61
Law Enforcement Services	62
San Bernardino County Fire.....	63
Emergency Management Services	64

CITY MANAGER

Organization Chart





City Clerk

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

DATE: June 16, 2020

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

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

SUBJECT: **MAY 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 May 2020 is four (4), spending a total of ten (20) hours preparing the agenda packet producing 629 pages.

AGENDA PROCESSING/POSTING			
MONTH	Regular Meeting	Special Meeting	Totals
December	1	0	1
January	2	2	4
February	2	0	2
March	2	0	2
April	2	0	2
May	2	2	4
Total Processed	11	4	15

RESOLUTIONS & ORDINANCES

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

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

The number of Resolutions processed for the month of May 2020 is four (4) and the number of Ordinances processed for the month of May is two (2).

RESOLUTIONS AND ORDINANCES PROCESSED			
	RESOLUTIONS	ORDINANCES	MONTHLY TOTALS
December	1	0	1
January	1	1	2
February	3	0	3
March	1	0	1
April	6	0	6
May	4	2	6
Total Processed	16	3	19

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 May 2020, one (1) Certificates of Recognition and one (1) Proclamation were prepared on behalf of the City Council.

Month	Certificate of Acknowledgment w/Pin	Certificate of Recognition w/Pin	Commendation w/Pin	In Memoriam Adjournments	Certificate of Participation	Proclamation	Total
December	0	0	0	2	0	0	2
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
Total	0	64	1	7	0	5	77

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 May 2020, Council approved four (4) agreements.

CONTRACTS & AGREEMENTS PROCESSED	
December	0
January	0
February	1
March	2
April	3
May	4
Total	10

RECORDS REQUESTS

The City Clerk’s office received eleven (11) Requests for Copies of Public Records for the month of May 2020. All eleven (11) 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 131 with five (5) letters to Requestor advising there were no records responsive to the request.

RECORDS REQUEST SUMMARY					
Month	Requests Received	Completed Within 10 Days	Completed with 14-Day Extension	# of Pages Provided	Letter to Requestor – No Records
December	5	5	0	104	0
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
Total Requests	63	58	4	772	17

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 March 2020, the City Clerk’s office responded to 411 telephone calls from residents, contractors, vendors, consultants, and in-house customer service assistance to City staff.

TELEPHONE CUSTOMER SERVICE	
December	268
January	265
February	351
March	411
April	452
May	367
Total Calls	2,174

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 May 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
December	1.5	1.0	.5	1.5	4.0	8.5
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
TOTAL # HOURS	3.0	2.0	2.0	2.0	5.0	14.0

COMMITTEES/COMMISSIONS

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

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



City Manager's Office

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

DATE: June 27, 2020

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

FROM: Cynthia A. Fortune, Assistant City Manager

SUBJECT: **May-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	
Recruitments in Progress	0	0	1	0	0	
Recruitments Pending	0	0	0	0	0	
Applications Received/Processed	23	0	0	0	0	
New Hires Processed	1	0	1*	0	0	

*Hire of Code Enforcement/Animal Control Specialist for the Planning & Dev. Svcs. 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	0	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	0	1	0	
ADP Change Transactions	1	2	0	1	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.

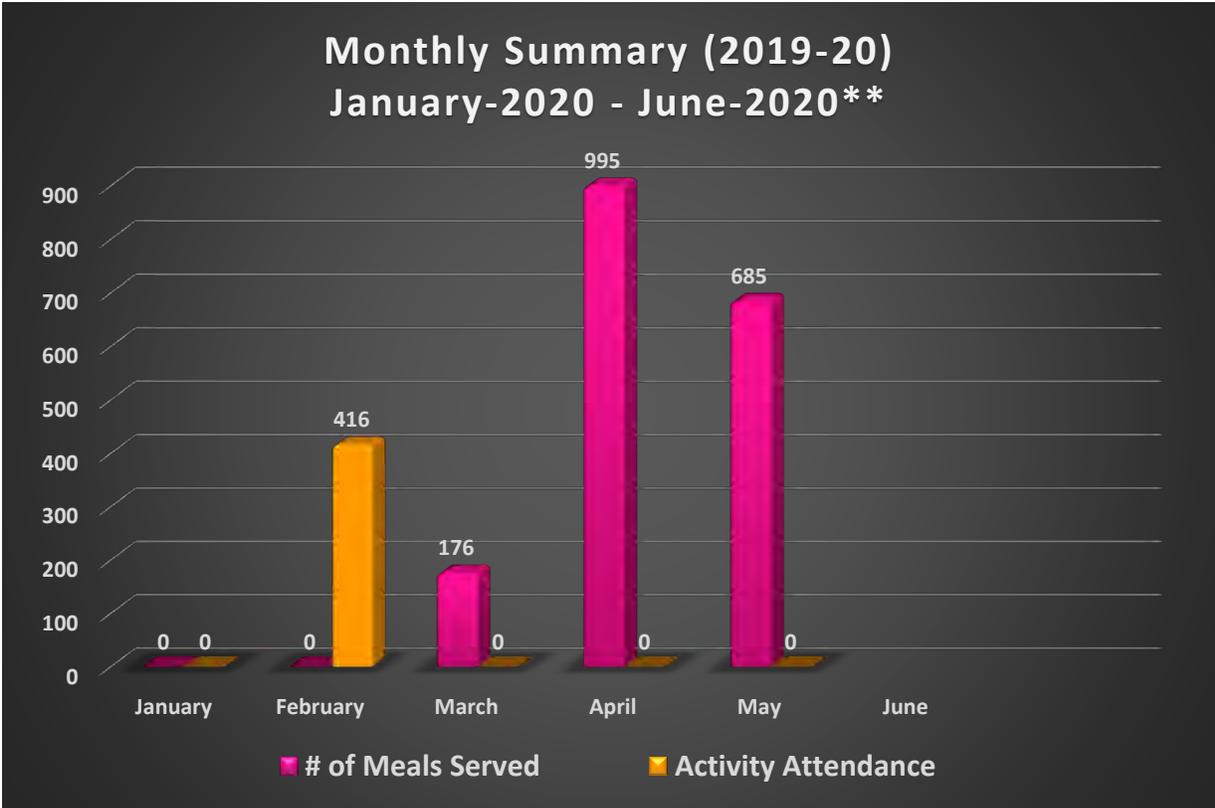
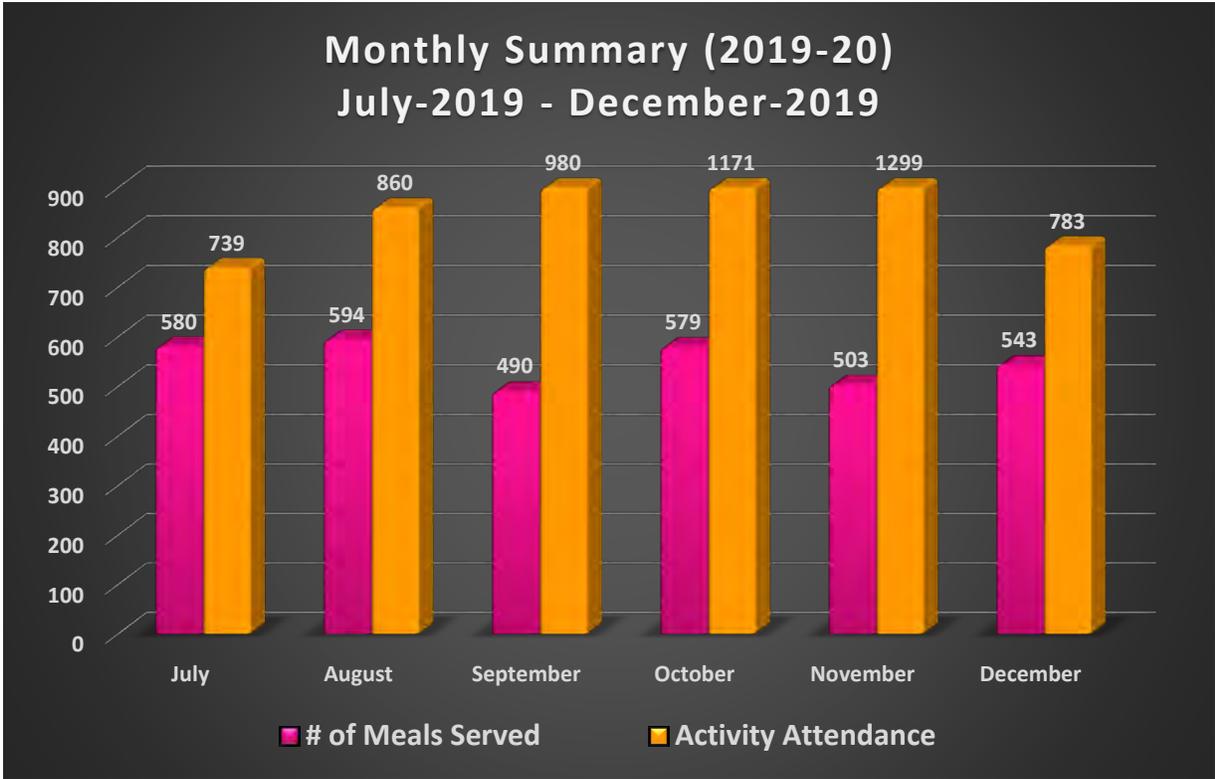
TABLE 1 - Senior Center Activities

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 (2 nd 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
4 th 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	
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.

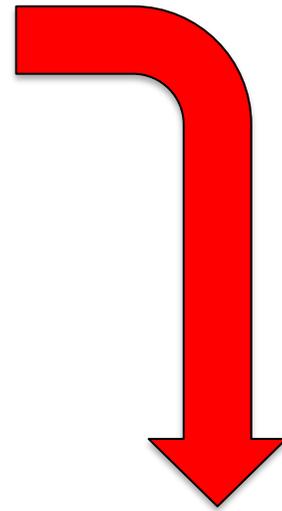
TABLE 2
 Senior Center Blue Mountain Silver Liner
 # of Passengers

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	
Outside City Limits (Walmart, 99cent store, Ross)	172	121	72	0	0	
Special Events/Trips	0	5	23	0	0	

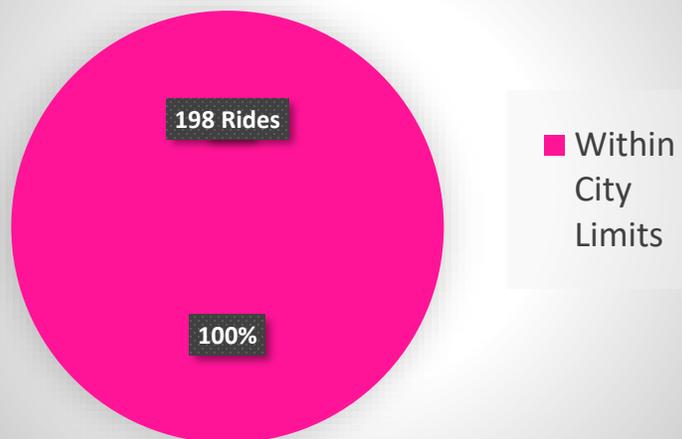
TABLE 3
 # of Rides

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	
Outside City Limits (Walmart, 99cent store, Ross)	296	238	56	0	0	
Special Events/Trips	0	10	46	0	0	

April 2020 Rides



May 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.

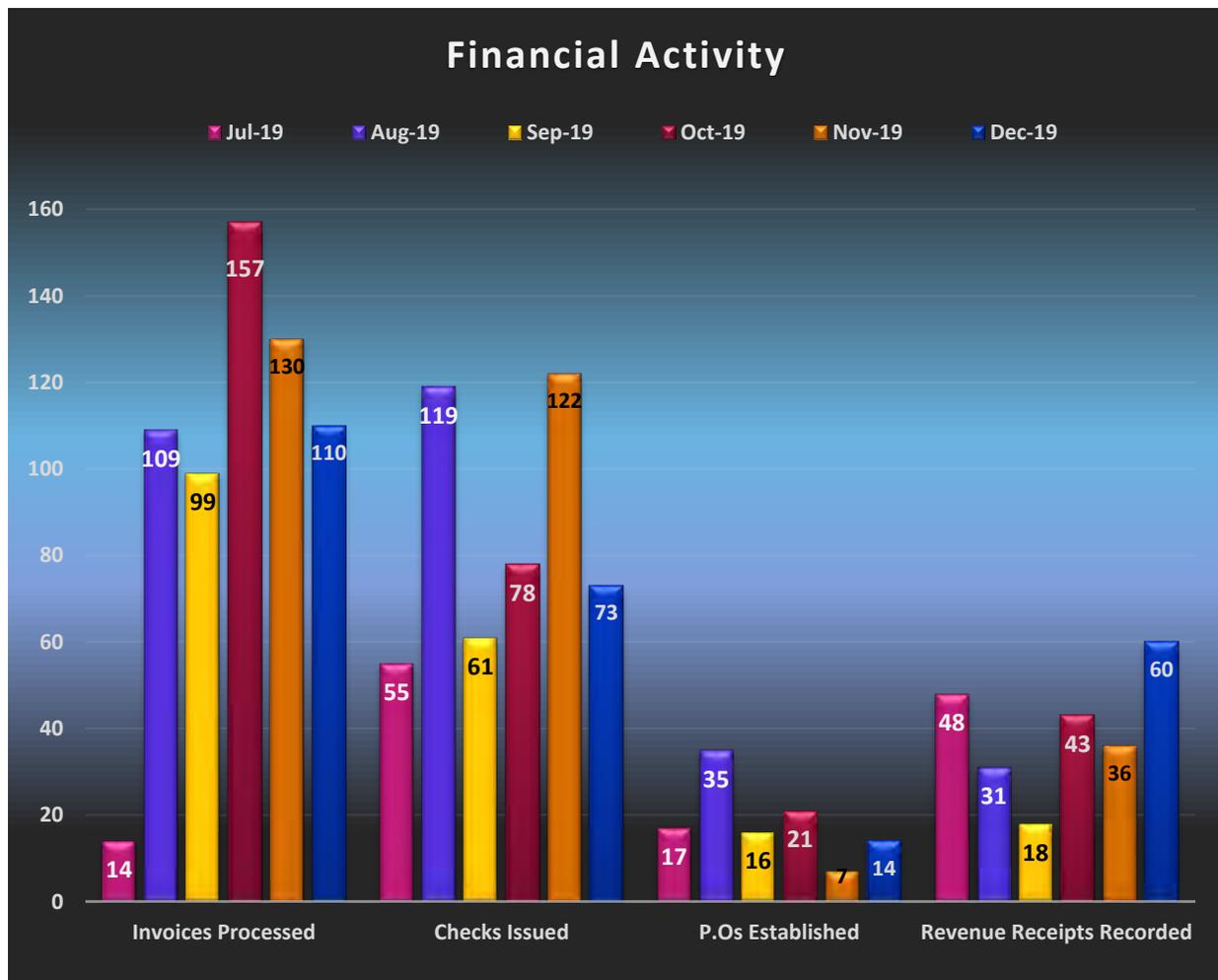
CORE SERVICES

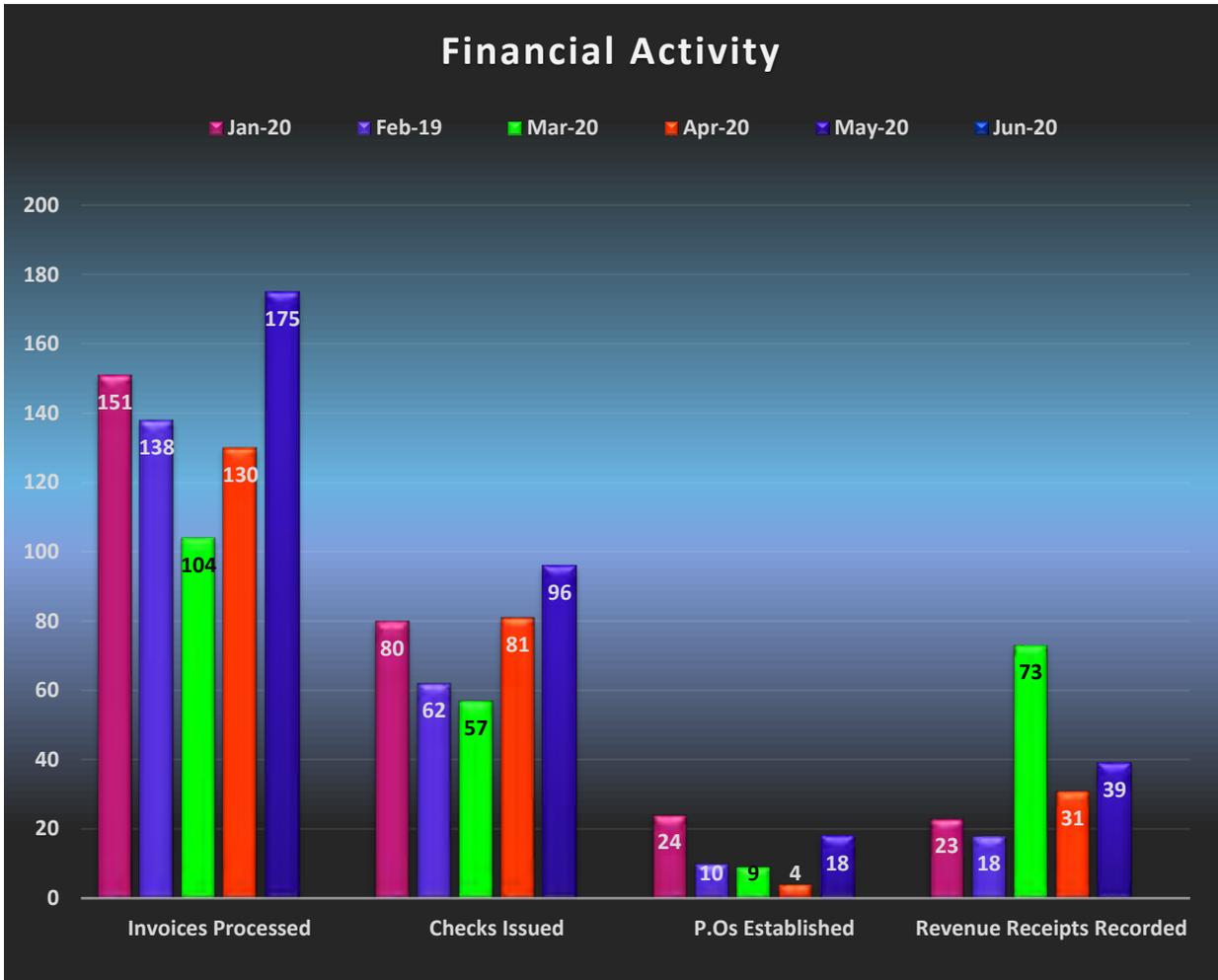
The Finance Department has 4 core services: Accounting, Purchasing, Revenue Management and Treasury. The Finance Department works in partnership with other departments to effectively develop, manage and safeguard the City's fiscal resources to enable and enhance the delivery of City services and projects.

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	
Checks Issued	80	62	57	81	96	
Purchase Orders Established	24	10	9	4	18	
Revenue Receipts Recorded	23	18	73	31	39	





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:

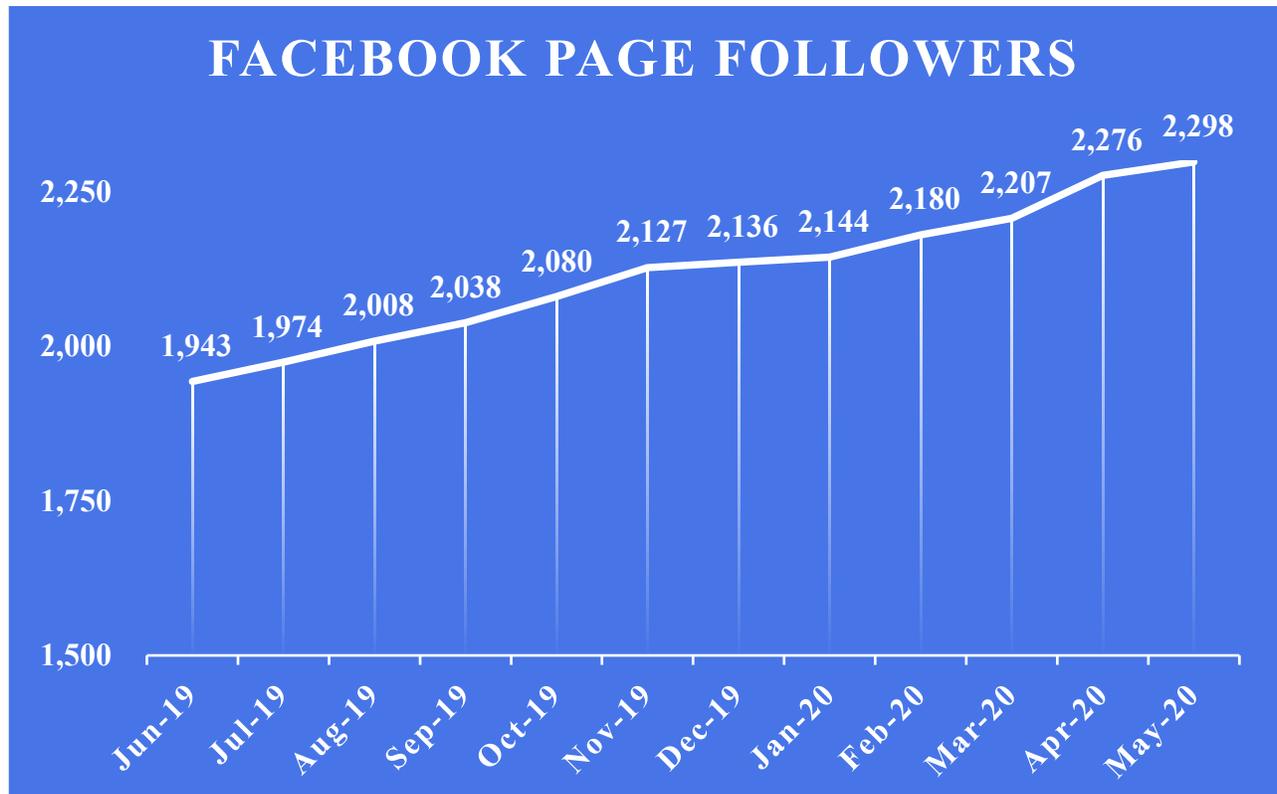
Channel 3:	Jul	Aug	Sep	Oct	Nov	Dec
City Council Meeting Replays	62	62	60	62	60	48**
Activities/Items Added to Slideshow	0	4	7	8	3	1
Channel 3:	Jan	Feb	Mar	Apr	May	Jun
City Council Meeting Replays	62**	58	62	60	62	
Activities/Items Added to Slideshow	4	4	7	13	6	

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	
Number of Subscribers	703	705	730	745	752	
Change in Subscribers	10	2	25	15	7	
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	
Total Reach	27,938	50,559*	17,758	29,315	38,192	
Total Engagement	1,969	5,373	1,740	7,222	6,245	
Page Followers	2,144	2,180	2,207	2,276	2,298	
New Page Followers	8	36	27	69	22	

* 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	
Impressions	8,198	12,331	8,875	6,707	4,657	
Followers	291	295	307	309	310	
New Followers	0	4	12	2	1	

* 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	
Video Views	161	34	159	139	113	
Subscribers	153	154	158	159	161	
Change in Subscribers	4	1	4	1	2	

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

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	

* 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: June 16, 2020

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

FROM: Planning and Development Services Department

SUBJECT: **MAY 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.

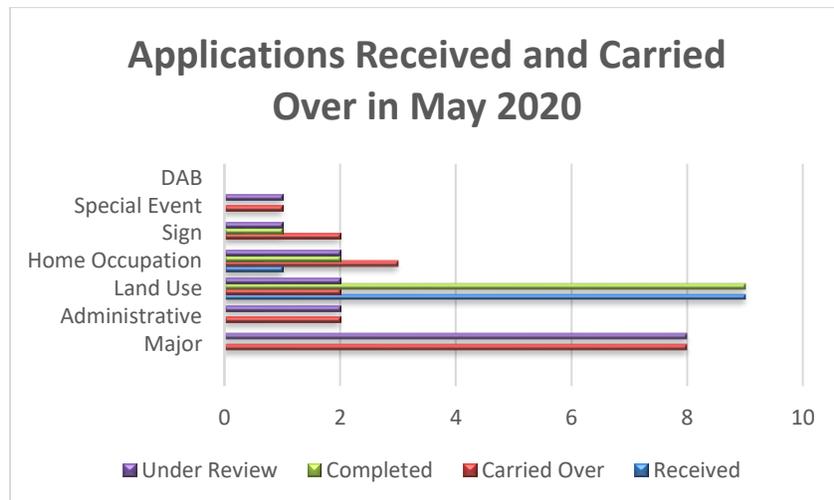
Activity Summary for Planning

Planning Counter Requests for Information: 14
 Planning Phone Calls Received: 120
 Planning E-mails Received/Answered: 620
 COVID-19 Related E-mails Received: 124

Application Summary

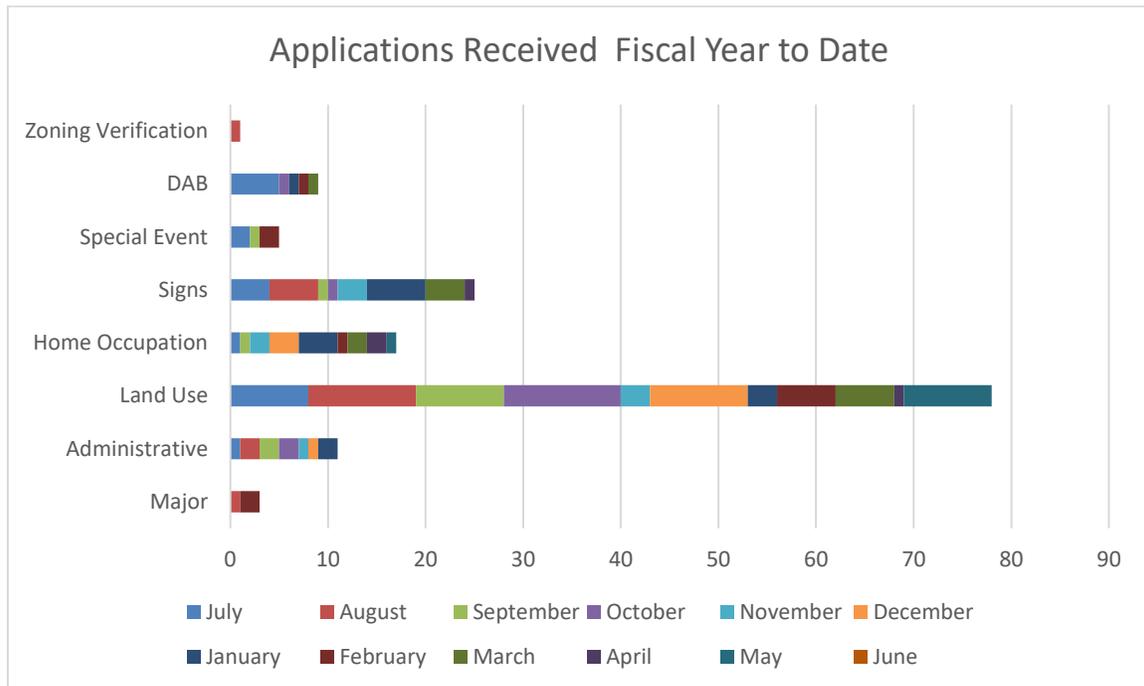
The Planning Division received 10 new applications in May and carried over 18 from the previous month. Action was taken on 12 of them. Minor applications such as a new business, patio cover, or small room additions are handled as a Land Use application and typically processed within 2-3 days. Larger 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 May 2020				
Applications	Number Received	Carried Over	Completed	Under Review
Major	0	8	0	8
Administrative	0	2	0	2
Land Use	9	2	9	2
Home Occupation	1	3	2	2
Sign	0	2	1	1
Special Event	0	1	0	1
DAB	0	0	0	0
Total	10	18	12	16



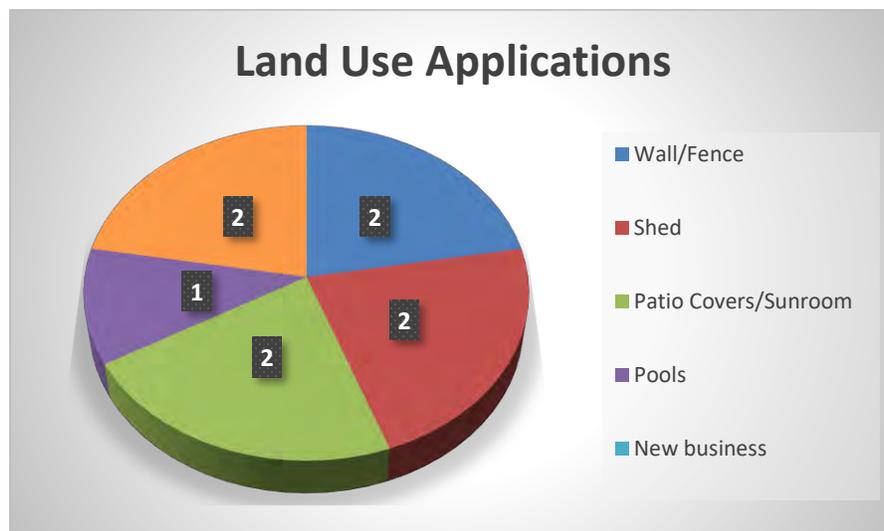
Applications Received, Approved and/or Under Review

Fiscal year to date the Planning Division has received 149 applications for review, 16 applications remained under review. A comprehensive list of the applications and their status is at the end of the Planning Division's report.



There were no new businesses applied for during the month of May.

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



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	Approved by the PC on 4/18/2019 Architectural 2 nd Plan Check 3/4/2020 Precise Grading 2 nd Plan Check 3/4/2020 Landscaping 2 nd 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. No DAB meetings took place during the month of May.

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 May and the following actions occurred:

On May 21, 2020

- The Planning Commission made a motion to continue to June 18, 2020 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.

Grants

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

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

Grant	Status	Grant Amount
Blue Mountain Trailhead and Trail Grant	Submitted on October 1, 2017. Site visit completed in November 2017. Awarded. Community workshop held on 4/11/2019.	\$212,500 (Estimated Project cost \$520,000)
Specified Grant - Blue Mountain Trailhead and Trail Grant	Non Competitive. Staff met with State Representatives and on August 15, 2019 and March 18, 2020	\$1.2 Million

Housing Successor Agency

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

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

The Housing Successor Agency holds the following interests:

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

Community Emergency Response Team

The Regular CERT Volunteer meeting scheduled for May 5, 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. 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. Applicant resubmitted.
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
5/29/2020	LU 20-25	Georgina Arellano	Two Storage Units	22607 Minona Drive	Approved
5/22/2020	LU 20-24	Sally Hally	Fence	12569 Oriole Avenue	Approved
5/18/2020	LU 20-23	Rachel Ramirez	Fence	12201 Michigan	Approved
5/18/2020	LU 20-22	Joe Vanteenberg	Pool	12125 Dos Rios	Approved
5/13/2020	LU 20-21	Japansen Sagala	Shed	12569 Crane Street	Approved
3/30/2020	LU 20-20	Jesus Arellano	New Windows	12072 Preston Street	Approved
5/12/2020	LU 20-19	Room's and Covers	Patio	22730 Kentfield Street	Approved
5/7/2020	LU 20-18	Domino's Pizza	Temp POD	22488 Barton Road	Approved
5/15/2020	LU 20-17	Jenifer Araiza	Patio	12645 Bryce Court	Approved
3/24/2020	LU 20-14	GT Little League	Fireworks Fundraiser Stand	22201 Barton Road	In Review
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
5/14/2020	HOP 20-10	Jeff Senior	On-lines sales, automotive products	22185 Emerald Street	In Review
4/20/2020	HOP 20-09	Danielle Cruz	The Terrace Skin Lounge	22530 La Paix Street	Approved
4/8/2020	HOP 20-08	David Clark	On-line spices sales	22625 Pico Street	Approved
11/12/2019	HOP 19-10	Waldemar Alvire	Custom Vinyl Signs	22764 De Soto Street	Pending Signature

Sign Application

Date Submitted	Case No.	Applicant	Description	Location	Status
3/24/2020	TEMP SGN 20-07	Little League	Fireworks Stand	222010 Barton Road	Pending LU 20-14 Approval
3/18/2020	SGN 20-02	Domino's Pizza	Wall Signs	22488 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

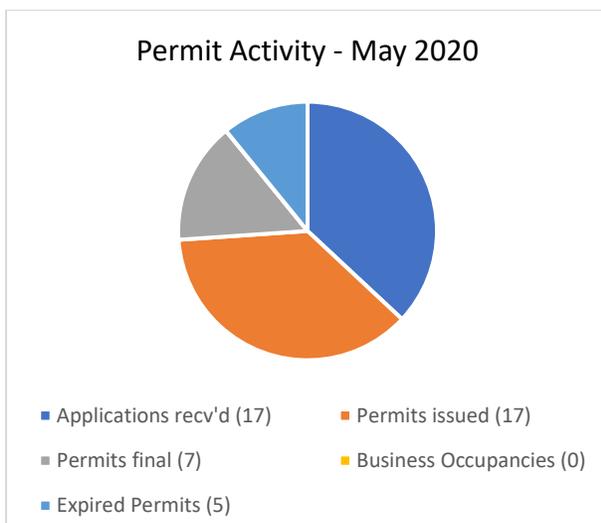
- Permit New Businesses
- Permit Alterations to Existing Uses
- Zoning Code & General Plan Administration
- RDA Dissolution
- Planning Commission
- Building Permit Issuance
- Building Plans Review & Inspections

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.

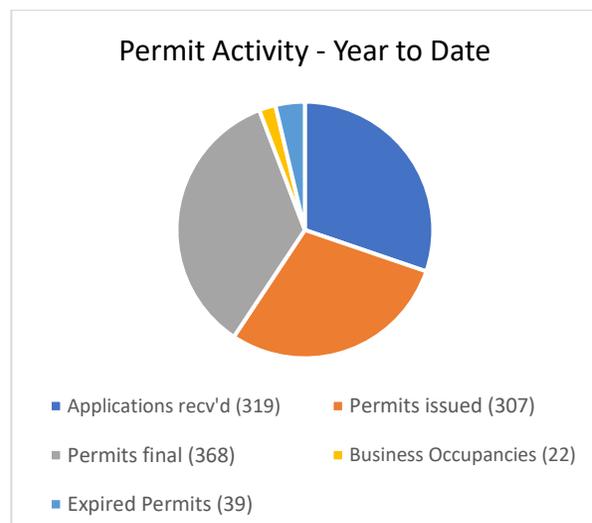
Additionally, the Department budgets for plan checking and inspection services. Inspection services are conducted daily. The cost of these services is offset through the collection of fees and deposits.

Activity Summary for Building and Safety

Building Permit Activity includes 17 permits issued in May. Year to date a total of 307 permits have been issued with a total revenue of \$125,220.77. In addition, a total number of 10 customers were assisted at the Building & Safety counter for the month of May.



Monthly Revenue
\$7,641.84

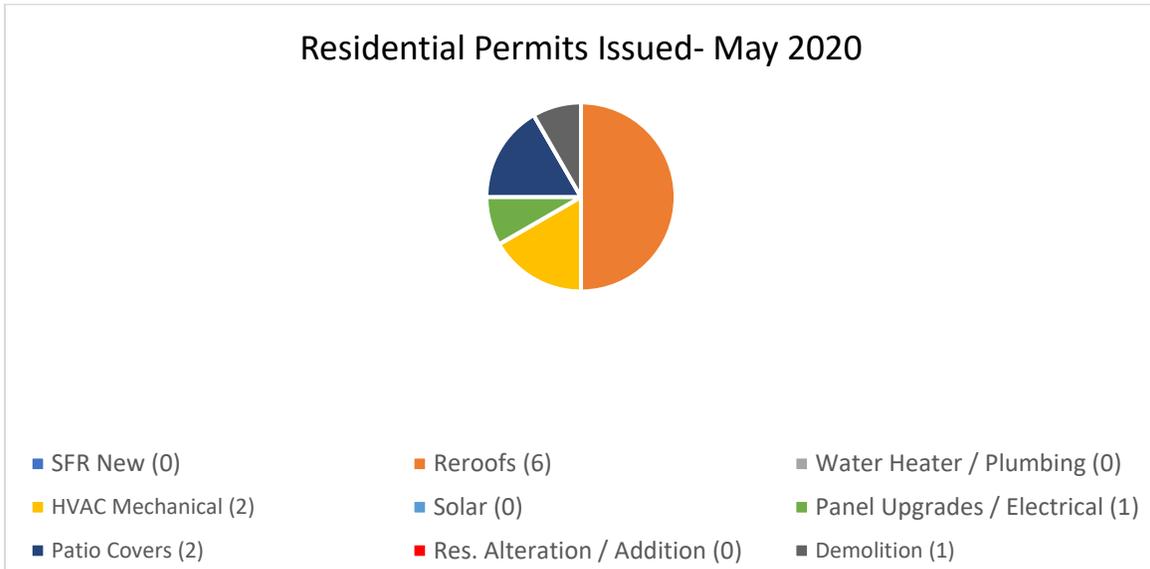


Year to Date Revenue
\$125,220.77

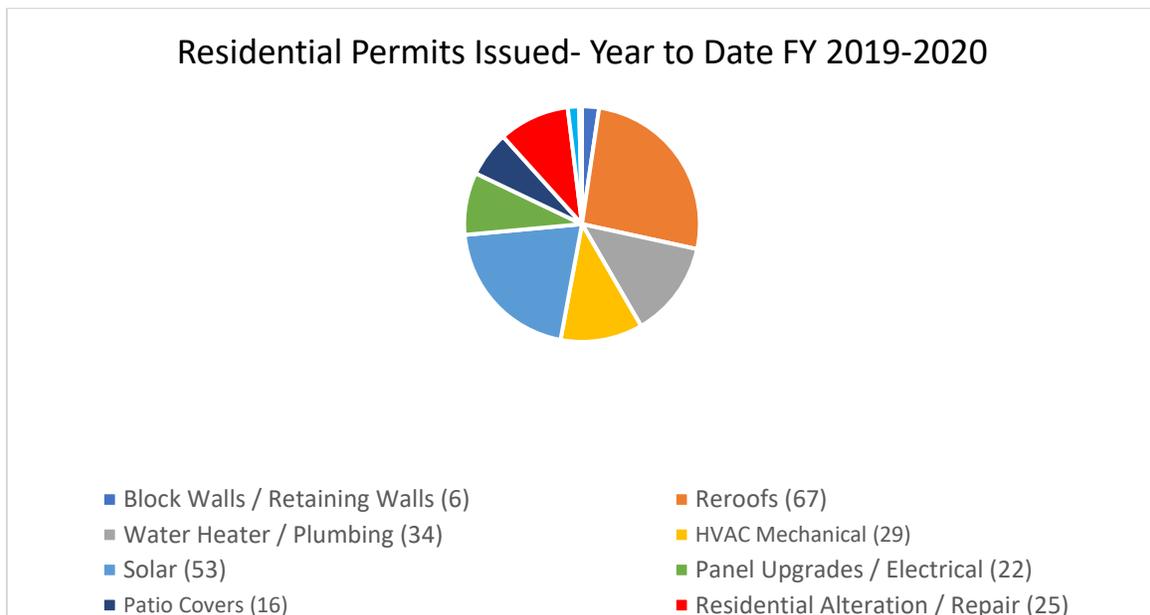
Permits Issued

Permits issued in May include demolition, HVAC replacements, remodels, swimming pools, re-roofs, and patio covers.

The permits issued were for both residential and commercial improvements including two tenant improvements: La Michoacana ice cream shop located at 22485 Barton Rd. and Domino's Pizza located at 22488 Barton Rd. Suite 101.



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



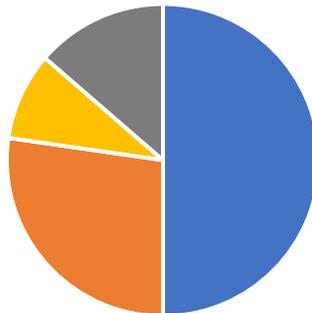
* Residential Alteration / Repair consists of: Remodels, Room Additions, Stucco / Siding Work, Interior Demolition / Construction of Walls, Windows, Garage Doors.

Commercial Permits Issued - May 2020



■ Demolition (1) ■ Commercial Tenant Improvement (1) ■ Signs (2)

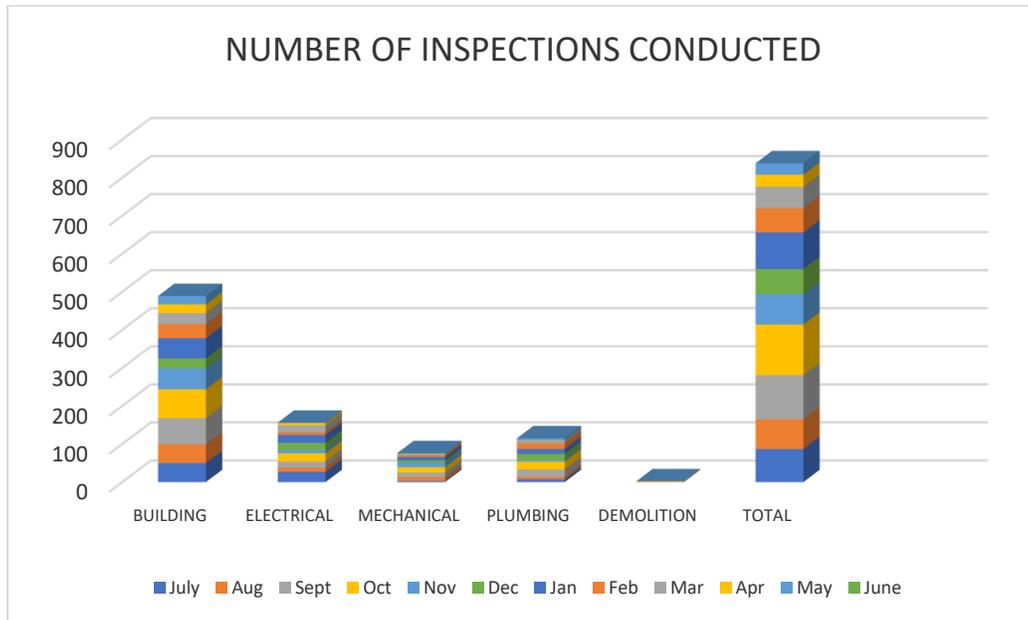
Commercial Permits Issued - Year to Date FY 2019-20



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

Inspections

A total of 30 inspections were conducted in May, with 8 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 a Domino's Pizza and La Michoacana ice cream shop.

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
Marina Moraes – 22488 Barton Rd.	22488 Barton Rd. – Tenant Improvement for Domino's Pizza	Under Construction
Fredy Andres – 22485 Barton Rd.	22485 Barton Rd. – Tenant Improvement for La Michoacana ice cream shop	Under Construction

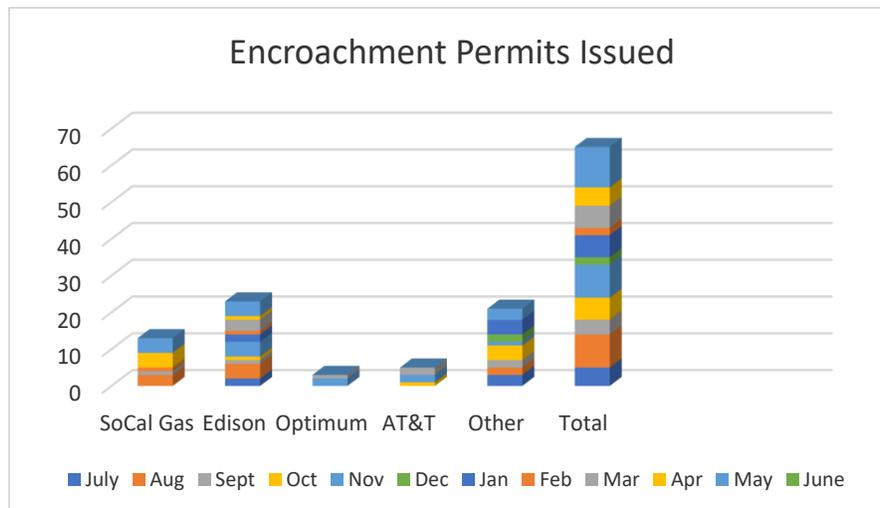
Plan Checking Activity

For May 2020, a total number of two plans were submitted for review and re-submittal. Plans submitted include a tenant improvement and grading for a new single-family residence.

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
Frank Randall 23400 Westwood St.	23400 Westwood St. – Precise grading & new single-family residence	In Plan Check – Plans approved
Esmond Gee – 22805 Barton Rd.	22805 Barton Rd. – Medical office & surgery center	In Plan Check – Provided 1 st set of corrections to 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
Fredy Andres – 22485 Barton Rd.	22485 Barton Rd. – Building plans for (N) La Michoacana Ice Cream shop tenant improvement	In Plan Check – Received resubmittal from applicant

Public Works Encroachment Permits

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



ANIMAL CONTROL AND CODE ENFORCEMENT DIVISION

Core Services

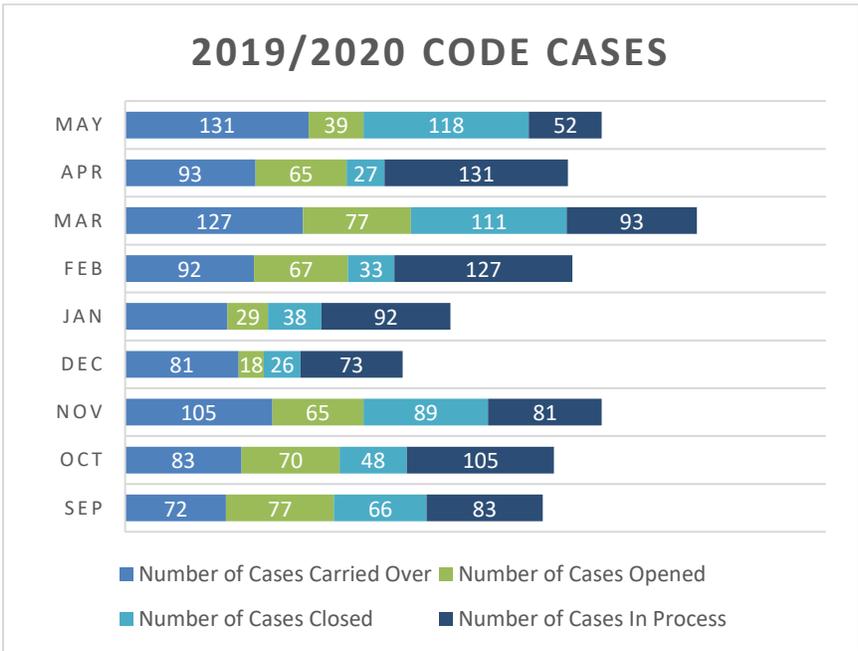
- Zoning & Municipal Code Enforcement
- Animal Control Services
- Street Sweeping Traffic Enforcement

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 131 cases carried over from the previous month, 39 new cases opened, and 118 cases were closed. The Division closed out May with 52 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.



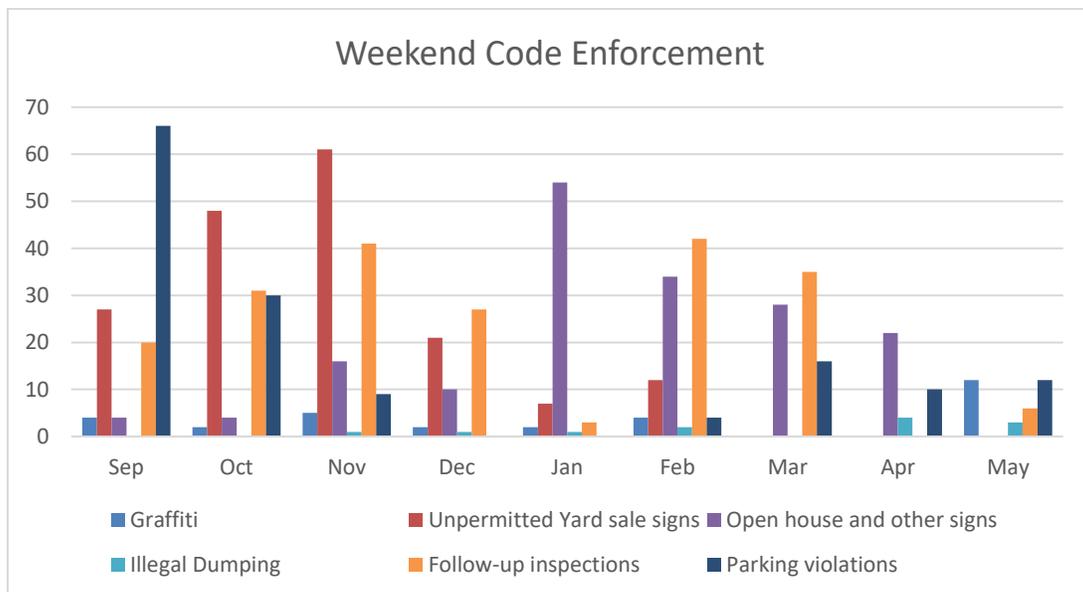
The following table shows the number of inspections conducted, the number of citations, and corrective notices issued. In February, rental property inspections had begun and there has been an increase of inspections and notices issued.

Column1	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
Inspections Conducted	49	68	71	53	100	53	79	118	162	41	131
Notice of Corrections Issued	32	60	67	48	39	18	52	80	85	20	31
Notice of Violations Issued	10	5	12	10	18	3	1	8	6	0	3
Citations Issued	16	6	8	4	11	4	5	12	14	1	2

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

Weekend Code Enforcement Activities

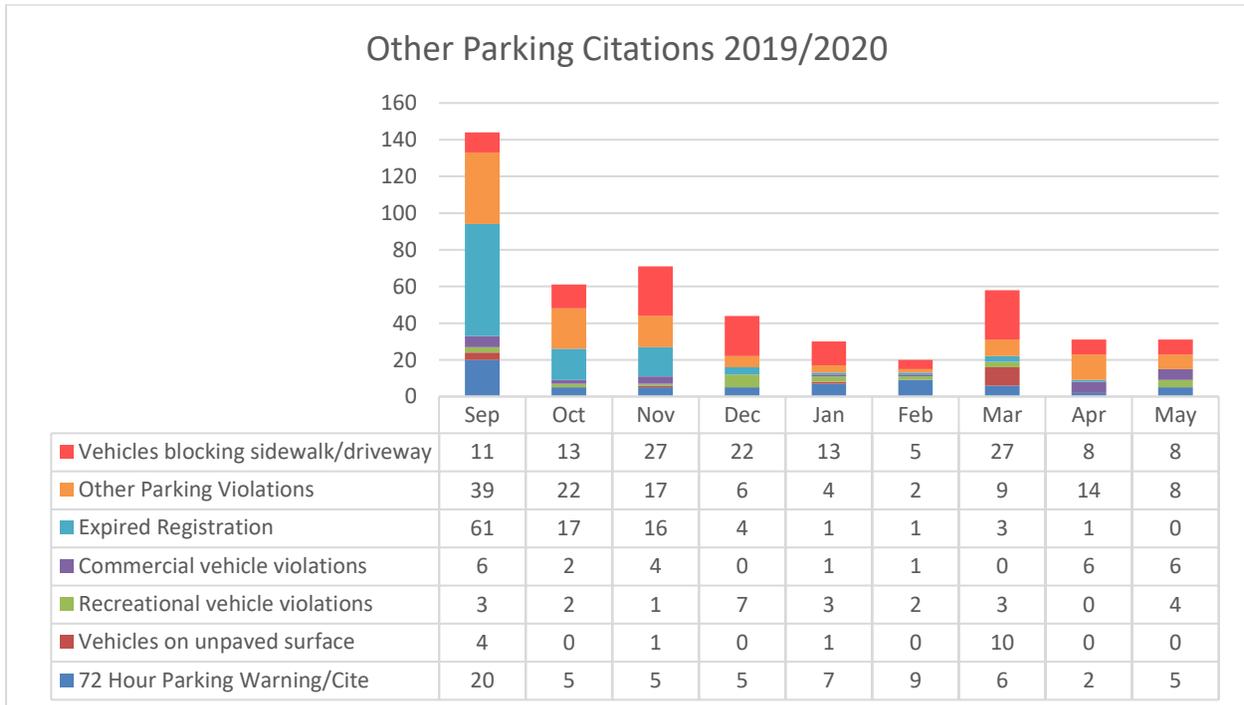
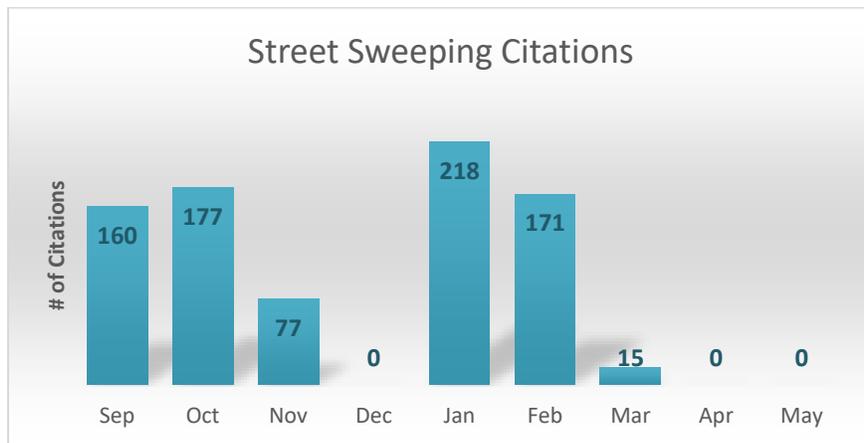
The Weekend Animal Control/Code Enforcement Specialist patrols the weekends and conducts zone inspections and scheduled re-inspections. Weekend code enforcement also handles code violations such as unpermitted yard sales, open house signs, and parking violations. The table below demonstrates weekend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



Parking Citations:

In May, 31 vehicle related citations were issued; 0 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. Due to COVID-19 and the increase of residents remaining at home; Code Enforcement has ceased issuing street sweeping citations but continues to keep the streets swept.

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.



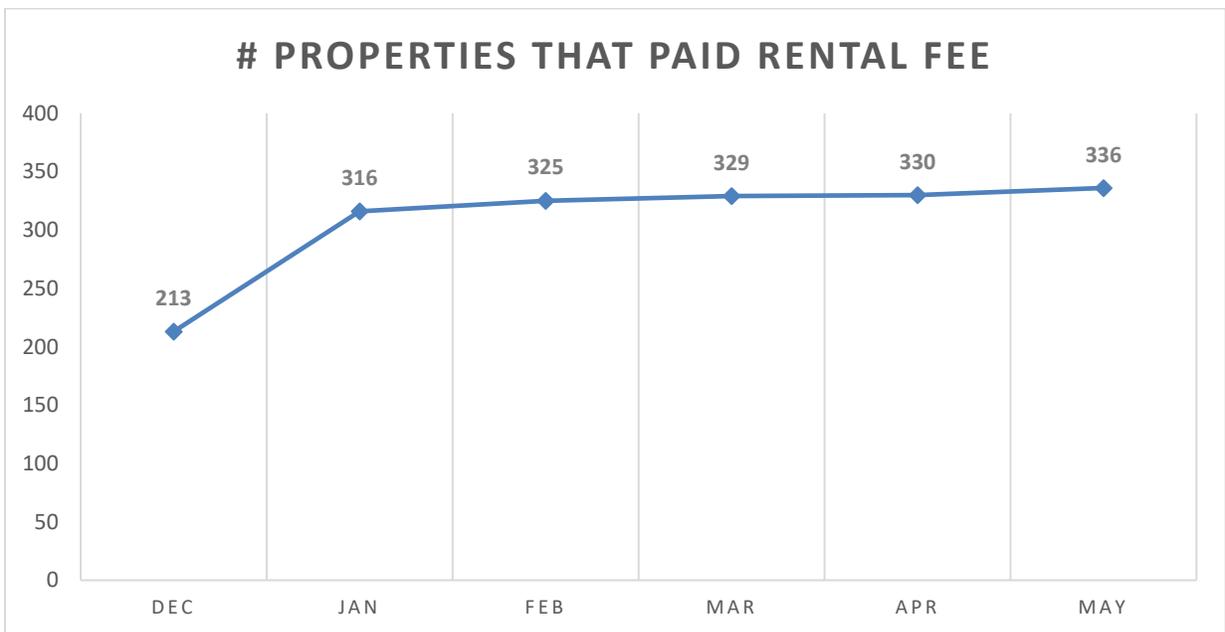
Graffiti/Vandalism/Illegal Dumping

There was one case of illegal dumping and 12 cases of graffiti reported in May. All cases have 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. 330 properties have paid their annual fee as of the end of March.

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 17 complaints received via Civic Live in May 2020 largely pertaining to overgrown vegetation and tree issues. 9 cases have been resolved, 2 cases were referred to our arborist, and 6 cases are still being worked by Code Enforcement.

Animal Control Services

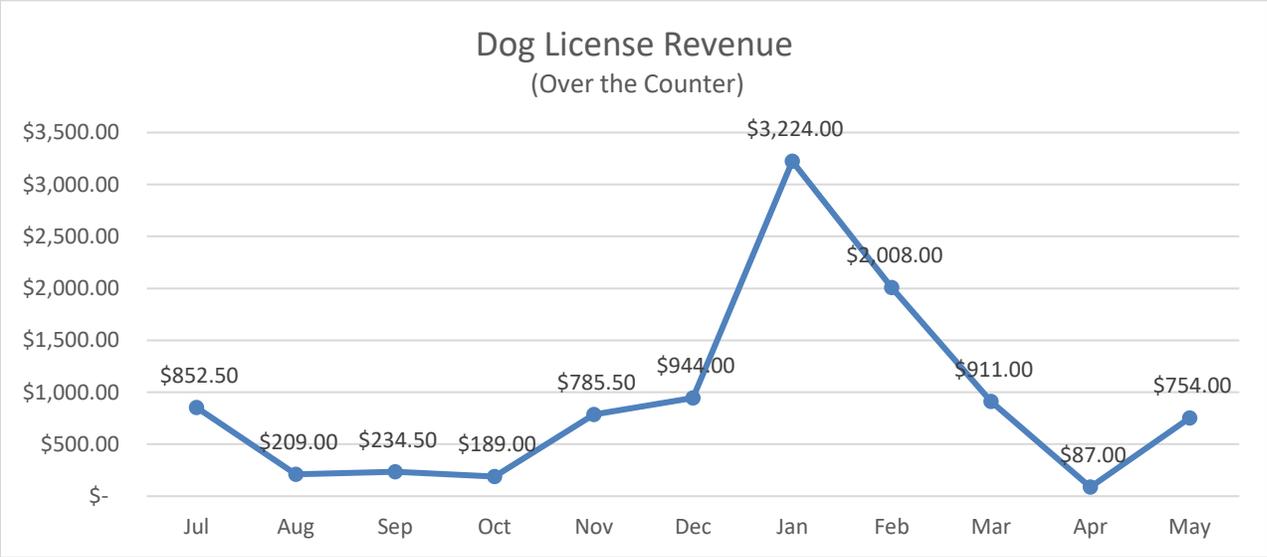
With the implementation of Animal Control Services, the City has instituted the practice of first making every effort to return stray dogs to its owner, by checking it for tags or microchip. If the owner cannot be identified, the City will place a photograph of the impounded animal on the City’s Facebook 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.

During the month of May Animal Control picked up 3 dogs; all were returned to their owners.

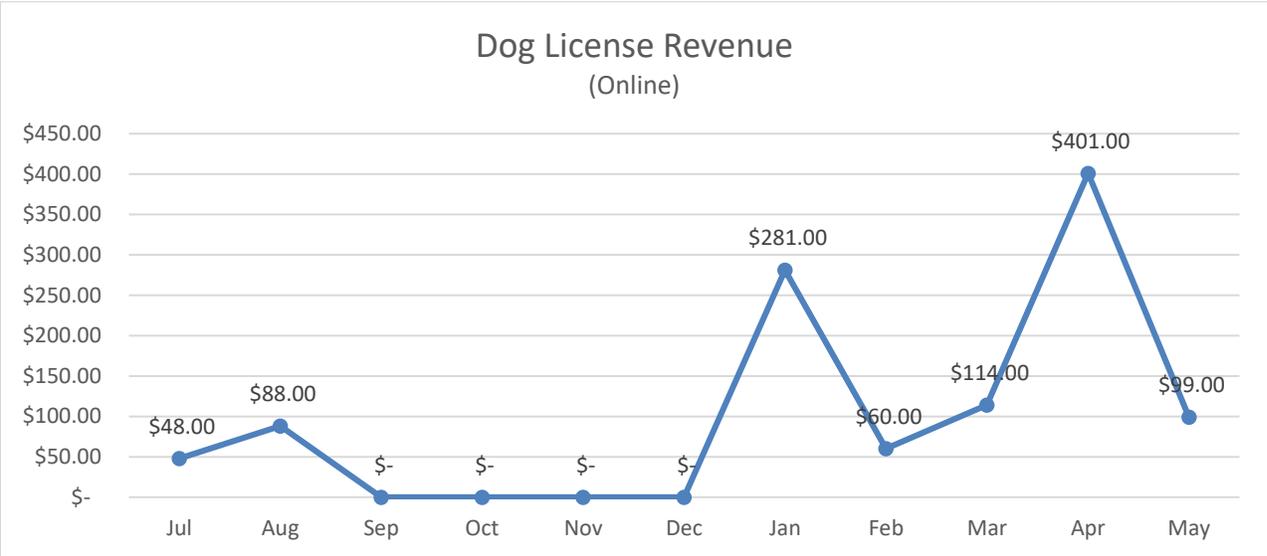
Animal Control Officer Investigations	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr
Barking Complaints	1	0	2	0	3	1	1	0	1	1
Unlicensed Dogs	0	3	1	0	5	0	2	2	0	0
Loose Animals	4	3	9	1	12	4	12	4	2	3
Loose Dogs Returned to Owner	0	1	1	2	4	0	1	0	0	3
Animal Welfare Check	1	1	1		0	0	0	0	1	3
Dead Animals	3	3	5	2	0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

Dog Licensing Revenue

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
Total 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



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



	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
Total 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

Combined Dog License Revenue



PUBLIC WORKS DIVISION



CITY OF GRAND TERRACE CIVIC LIVE MONTHLY STATS



MAY 2020

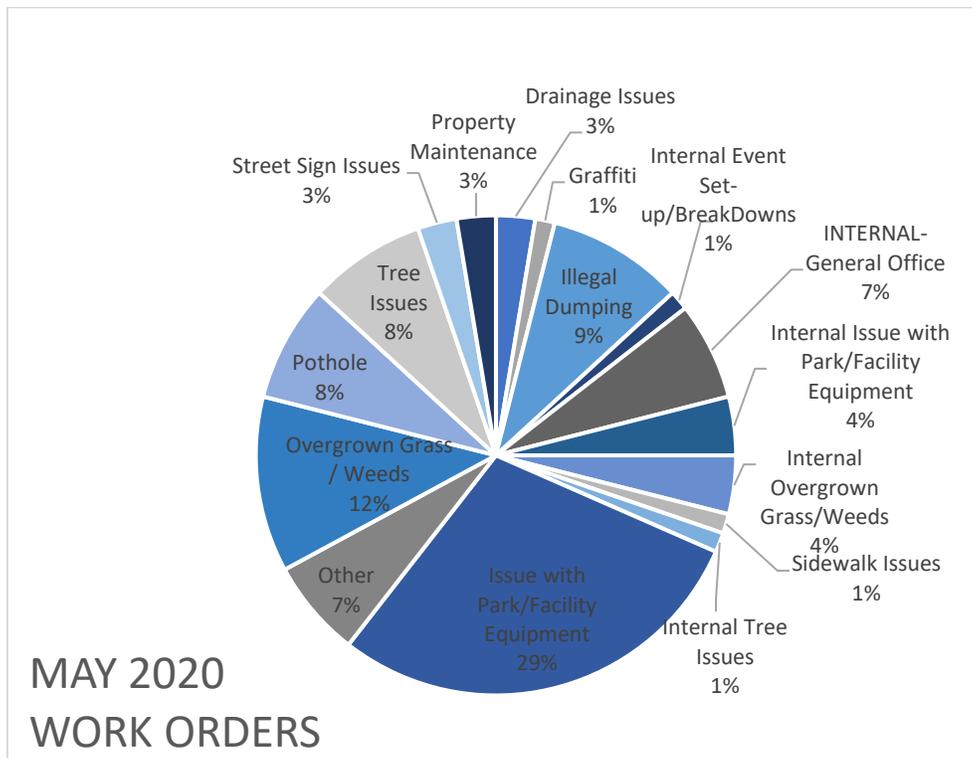
	REQUEST RECEIVED THIS MONTH	REQUEST RESOLVED THIS MONTH	REQUEST IN PROCESS
CIVICLIVE WORK ORDERS ONLY	80	66	14
REQUEST ROLLOVER FROM PREVIOUS MONTH			7
TOTAL			21

MAY 2020 (80 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.



Public Works

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

DATE: July 22, 2020

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

FROM: Public Works Department

SUBJECT: MAY 2020-MONTHLY REPORT –PUBLIC WORKS DEPARTMENT

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

Engineering Division

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

Project Name	Funds	Status	Fund Source(s)
Barton Bridge Replacement Project	\$ 3,500,000	Preliminary Design Started, technical studies started	Fed, State, City
Commerce Way Extension	\$ 5,500,000	Completed Final Design of City Section, coordinating with developer on southern portion and grant funding	State, City
CIP Year 3 Street Slurry/Resurfacing combined with Year 4	\$1,600,000	Assemble Bid Package, funding from LCC bond sale in July	State, City
HSIP Cycle 8, Mt. Vernon Safety Project	\$350,000	Reviewing bids with State, awarded contract April 28	Federal Grant
HSIP Cycle 9 Guardrail Project	\$650,000	Prepare Preliminary Engineering Documents	Federal Grant
Preston Signal Modification	\$117,000	Project completed Final Payment and Notice of Completion	Spring Mountain Ranch Fund, DIF and Insurance Settlement
EV Charging Stations	\$180,000	Easement in process for SCE, equipment, submitted grant paperwork	MSRC, SCIP, AQMD Grants
TOTALS:		\$11,897,000	

Staffing Levels

			Weekday Hours		Weekend hours		After hours & Call outs
	Budgeted	Staffed	Available	Worked	*Available	Worked	
Field	4	4	701	662	28	64	4
Office	2	2	348	330	0	0	0
Total	6	6	1049	992	28	64	4

*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 210 work releases hours during the month of May.



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

MAY 2020

	REQUEST RECEIVED THIS MONTH	REQUEST COMPLETED THIS MONTH	REQUEST IN PROCESS
CIVICLIVE WORK ORDERS ONLY	88	82	6
Request Rollover from previous month	0		
TOTAL	80		

Transition Period May 2020 (88 work orders)

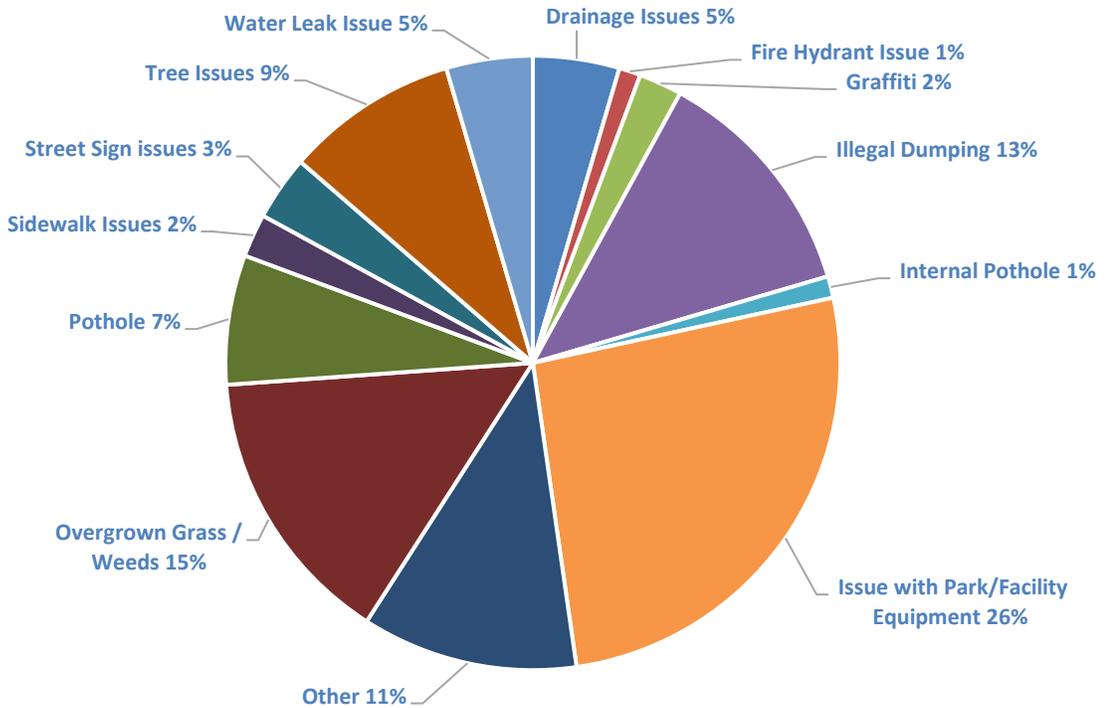


Work Order #	Open Date	Resolved Date	Type	Address
307687	05/29/2020	07/14/2020	Tree Issues	22431 Kentfield Grand Terrace
307065	05/28/2020	05/28/2020	Issue with Park/Facility Equipment	22795 Barton Road Grand Terrace
306524	05/27/2020	05/28/2020	Water Leak Issue	12714 Blue Mountain Court Grand Terrace 92313
306159	05/27/2020	--	Sidewalk Issues	12601 Garden Ave Grand Terrace 92313-5804
305556	05/26/2020	06/23/2020	Other	22452 Chaparral Lane, Apt C Grand Terrace 92313
303543	05/22/2020	05/26/2020	Water Leak Issue	Vista Grande Grand Terrace
303347	05/22/2020	05/22/2020	Drainage Issues	12355 Michigan Grand Terrace
303213	05/22/2020	06/01/2020	Overgrown Grass / Weeds	Barton to Main going south on Mt Vernon Grand Terrace 92313
303207	05/22/2020	--	Tree Issues	Deberry to Main south on Mt . Vernon Grand Terrace 92313
303204	05/22/2020	05/22/2020	Water Leak Issue	000 Mt vernon Grand Terrace 92313
303013	05/21/2020	05/22/2020	Other	22789 Barton Rd Grand Terrace 92313-5208
302980	05/21/2020	06/02/2020	Pothole	12781 Willmac Grand Terrace
302969	05/21/2020	07/13/2020	Drainage Issues	12433 Vivienda Grand Terrace
302920	05/21/2020	--	Issue with Park/Facility Equipment	22795 Barton road Grand Terrace
302914	05/21/2020	05/21/2020	Overgrown Grass / Weeds	Main St Grand Terrace
302910	05/21/2020	05/21/2020	Overgrown Grass / Weeds	Michigan St Grand Terrace
302908	05/21/2020	05/21/2020	Overgrown Grass / Weeds	Brentwood / Holly St Grand Terrace
302907	05/21/2020	05/21/2020	Overgrown Grass / Weeds	Brentwood / Holly St Grand Terrace
302872	05/21/2020	05/21/2020	Illegal Dumping	Commerce Ave Grand Terrace
302542	05/21/2020	06/19/2020	Overgrown Grass / Weeds	22745 Deberry Street Grand Terrace
302525	05/21/2020	--	Issue with Park/Facility Equipment	22745 Deberry Street Grand Terrace 92313-5203
302423	05/21/2020	05/21/2020	Drainage Issues	22439 Kentfield St Grand Terrace 92313-5921
302181	05/20/2020	05/21/2020	Fire Hydrant Issue	22056 Commerce Way Grand Terrace 92313-5401
302167	05/20/2020	05/20/2020	Illegal Dumping	22385 La Paix St Grand Terrace 92313-5527
302047	05/20/2020	05/21/2020	Illegal Dumping	12490 Michigan St Grand Terrace 92313-5604
301731	05/20/2020	05/28/2020	Drainage Issues	12355 Michigan st Grand Terrace 92313
301615	05/20/2020	05/20/2020	Illegal Dumping	Mt Vernon / barton Grand Terrace
301309	05/19/2020	06/19/2020	Tree Issues	s Mount Vernon Grand Terrace
301301	05/19/2020	--	Sidewalk Issues	22421 PICO ST. Grand Terrace 92313-5907
301038	05/19/2020	05/19/2020	Pothole	12043 Mt Vernon Grand Terrace
301021	05/19/2020	06/12/2020	Tree Issues	11692 Mount Vernon Ave Grand Terrace 92313

301001	05/19/2020	05/21/2020	Internal Pothole	12069 La Cadena Dr Grand Terrace 92313
300994	05/19/2020	05/19/2020	Pothole	Mount Vernon Ave Grand Terrace 92313
299819	05/17/2020	05/22/2020	Water Leak Issue	12461 Mt Vernon Ave Grand Terrace 92313
299743	05/17/2020	05/20/2020	Illegal Dumping	22088 Van Buren St Grand Terrace 92313-5608
299322	05/16/2020	06/23/2020	Other	12755 Dutch St Grand Terrace
299285	05/15/2020	05/30/2020	Overgrown Grass / Weeds	11832 Burns Ave Grand Terrace
299049	05/15/2020	05/15/2020	Issue with Park/Facility Equipment	Grand terrace, Ca 92313 Grand Terrace
298863	05/15/2020	05/15/2020	Illegal Dumping	22408 Desoto Grand Terrace
298571	05/14/2020	06/23/2020	Street Sign issues	11619 Vivienda Ave Grand Terrace 92313
298569	05/14/2020	05/30/2020	Illegal Dumping	11619 Vivienda Ave Grand Terrace 92313
298564	05/14/2020	05/15/2020	Issue with Park/Facility Equipment	21937 Grand Terrace Rd Grand Terrace
298485	05/14/2020	05/20/2020	Street Sign issues	Newport/Gt Road Grand Terrace
298481	05/14/2020	05/14/2020	Issue with Park/Facility Equipment	Grand Terrace Road Grand Terrace
298480	05/14/2020	05/14/2020	Overgrown Grass / Weeds	Barton road Grand Terrace
298478	05/14/2020	05/14/2020	Other	Westwood/ Honey Hill Grand Terrace
298477	05/14/2020	05/14/2020	Issue with Park/Facility Equipment	Pico st Grand Terrace
298476	05/14/2020	05/14/2020	Issue with Park/Facility Equipment	Pico St Grand Terrace
298474	05/14/2020	05/14/2020	Issue with Park/Facility Equipment	Deberry St Grand Terrace
298473	05/14/2020	05/14/2020	Issue with Park/Facility Equipment	Grand terrace road Grand Terrace
298471	05/14/2020	05/14/2020	Issue with Park/Facility Equipment	Pico st Grand Terrace
298470	05/14/2020	05/14/2020	Issue with Park/Facility Equipment	Pico St Grand Terrace
298469	05/14/2020	05/14/2020	Other	Van Buren Grand Terrace
298468	05/14/2020	05/14/2020	Other	Riverside,CA Grand Terrace
298465	05/14/2020	05/14/2020	Other	Grand terrace rd Grand Terrace
298191	05/14/2020	05/21/2020	Graffiti	12498 Vivienda Ave Grand Terrace 92313-5623
297717	05/13/2020	05/13/2020	Other	22795 Barton Rd Grand Terrace 92313
297248	05/12/2020	05/15/2020	Pothole	Grand Terrace
297007	05/12/2020	05/15/2020	Pothole	Grand Terrace
296608	05/11/2020	05/30/2020	Overgrown Grass / Weeds	22208 lark st Grand Terrace 92313
296503	05/11/2020	05/14/2020	Street Sign issues	21955 Grand Terrace Rd Grand Terrace
296347	05/11/2020	05/11/2020	Illegal Dumping	GT road Grand Terrace
296090	05/11/2020	05/30/2020	Graffiti	Litton Ave Grand Terrace

295817	05/10/2020	05/21/2020	Overgrown Grass / Weeds	22111 Newport Ave Grand Terrace 92313
295699	05/10/2020	05/11/2020	Other	12408 Mount Vernon Ave Grand Terrace 92313
295145	05/08/2020	05/12/2020	Tree Issues	12465 Willet Grand Terrace
295003	05/08/2020	06/23/2020	Tree Issues	22233 Ladera Street Grand Terrace
294423	05/07/2020	05/08/2020	Tree Issues	12600 Warbler avenue Grand Terrace 92313
294322	05/07/2020	--	Other	Fitness Park Grand Terrace
293863	05/06/2020	05/06/2020	Issue with Park/Facility Equipment	Grand Terrace
293861	05/06/2020	05/06/2020	Issue with Park/Facility Equipment	Grand Terrace
293860	05/06/2020	05/06/2020	Issue with Park/Facility Equipment	Grand Terrace
293858	05/06/2020	05/06/2020	Issue with Park/Facility Equipment	Grand Terrace
293856	05/06/2020	05/06/2020	Issue with Park/Facility Equipment	Grand Terrace
293855	05/06/2020	05/06/2020	Issue with Park/Facility Equipment	Grand Terrace
293854	05/06/2020	05/06/2020	Issue with Park/Facility Equipment	Grand Terrace
293522	05/06/2020	05/06/2020	Issue with Park/Facility Equipment	Grand Terrace
293521	05/06/2020	05/06/2020	Issue with Park/Facility Equipment	Grand Terrace
293520	05/06/2020	05/06/2020	Issue with Park/Facility Equipment	Grand Terrace
293516	05/06/2020	05/06/2020	Issue with Park/Facility Equipment	Grand Terrace
292516	05/04/2020	05/06/2020	Illegal Dumping	Van Buren and Willet Grand Terrace 92313
292515	05/04/2020	06/22/2020	Overgrown Grass / Weeds	near 21845 Grand Terrace rd Grand Terrace 92313
292443	05/04/2020	05/04/2020	Illegal Dumping	22794 barton rd Grand Terrace 92313
291964	05/04/2020	07/13/2020	Overgrown Grass / Weeds	Mirado Ave Grand Terrace
291529	05/03/2020	06/19/2020	Tree Issues	22720 Kentfield Grand Terrace
290628	05/01/2020	05/04/2020	Illegal Dumping	TAYLOR ST Grand Terrace 92313
290578	05/01/2020	05/05/2020	Overgrown Grass / Weeds	Barton Road Grand Terrace
290576	05/01/2020	05/20/2020	Pothole	Grand Terrace

MAY 2020 WORK ORDERS



Park Shelter Reservations in May 2020

Park	Shelter	Date Reserved
Closed Due to COVID-19	N/A	0

Community Room Reservations May 2020

Group	Date Reserved	Time
Closed Due to COVID-19	N/A	N/A

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
Barton Rd/Grand Terrace Rd	Contractor	
La Cadena/Litton	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				---	

Note: Beginning

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

April 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	336.76	102.47		274.23								713.46	
Christmas Tree													
Bulky Item	8.97		0.38		0.02	2.89						12.26	725.72 Residential
Clean Up													
Multi-Family	93.13	5.79		6.80								105.72	105.72 Multi-Family
Commercial	100.75	12.17		0.56			0.68			0.76	3.69	118.61	
School	37.13	15.39										52.52	171.13 Commercial
Roll off	54.21											54.21	54.21 Roll off
Grand Total	630.95	135.82	0.38	281.59	0.02	2.89	0.68			0.76	3.69	1056.78	

Missed Pick-Up Report

Date Reported	Address	Description	Date Pick Up Completed
4/1/20	22456 Chaparral Ln	Missed Trash Bin	4/1/20
4/1/20	22951 De Berry St	Missed Green Waste Bin	4/1/20
4/1/20	12521 Darwin Ave	Missed Trash Bin	4/1/20
4/2/20	11902 Kingston St	Missed Trash Bin	4/3/20
4/2/20	11906 Kingston St	Missed Trash Bin	4/3/20
4/6/20	22253 Van Buren St	Missed Trash Bin	4/7/20
4/7/20	22084 Vivienda Ave	Missed Trash Bin	4/7/20
4/14/20	12513 Michigan St	Missed Recycle Bin	4/14/20
4/14/20	11958 Vivienda Ct	Missed Trash Bin	4/14/20
4/15/20	22938 Orangewood Ct	Missed Trash Bin	4/15/20
4/15/20	12615 Bryce Ct	Missed Trash Bin	4/15/20
4/15/20	22667 Pico St	Missed Trash Bin	4/17/20
4/15/20	22779 Palm Ave B	Missed Trash Bin	4/17/20
4/15/20	22537 Grand Terrace Rd	Missed Trash Bin	4/17/20
4/16/20	12740 Wilmac Ave	Missed Trash Bin	4/17/20
4/16/20	11691 Mount Vernon Ave	Missed Trash Bin	4/17/20
4/20/20	22022 Tanager St	Missed Green Waste Bin	4/21/20
4/21/20	12055 Mount Vernon Ave	Missed Trash Bin	4/21/20
4/21/20	22452 De Berry St	Missed Green Waste Bin	4/21/20
4/22/20	22452 De Berry St	Missed Green Waste Bin	4/22/20
4/23/20	11880 Arliss Dr	Missed Trash Bin	4/24/20
4/23/20	22538 La Paix St	Missed Recycling Bin	4/24/20
4/28/20	12055 Mount Vernon Ave	Missed Trash Bin	4/28/20
4/28/20	22081 Grand Terrace Rd	Missed Green Waste Bin	4/28/20
4/29/20	22616 De Soto St	Missed Trash Bin	4/29/20

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	\$78
Albert A Webb Associates	Commerce Way Final Design Southern Portion	\$170,880	\$4,119
Clean Street	Street Sweeping Services	\$54,508	\$11,488
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	\$3,485
Gopher Patrol	Gopher Abatement Services	\$7,227	\$1,119
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	\$18,684
Interwest Consulting Group	Commerce Way Extension Real Estate & Engineering Services	\$360,005	\$247,263
Lynn Merrill	NPDES Services	\$10,000	\$4,581
MCC Pipeline	Emergency Culvert Replacement	\$25,320	\$0
Moran Janitorial Services	Janitorial Services for City Hall and City Parks	\$19,980	\$6,910
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	\$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	\$4,807
County of Riverside TLMA Administration	Main Street Traffic Signal Maintenance Services	\$6,000	\$3,475

West Coast Arborist	5 Year Tree Maintenance Program	\$38,560 (\$192,802: 5-yr term)	\$13,946(\$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	\$462,109 balance

FY 2019-20 Capital Improvement Project Contracts

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

Bids:

- N/A

Major Reports:

- Five Year Capital Improvement Program
- SB1 Resolution for FY2020-2021

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



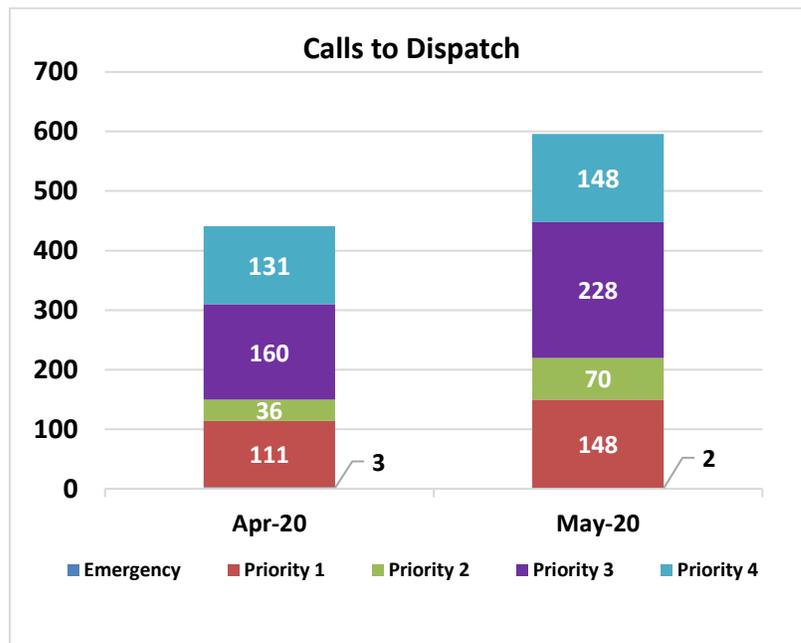


San Bernardino County Sheriff's Department



Services	April 2020	May 2020
Officer Contact and Calls	1,500	1,624

Calls to Dispatch	April 2020	May 2020
Emergency	3	2
Priority 1	111	148
Priority 2	36	70
Priority 3	160	228
Priority 4	131	148
Totals	441	596



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
05/01/20 – 05/31/20

Call Type	Number of Calls
Commercial Alarm	3
Fire – Improvement	1
Fire – Unknown Type	5
Medical Aid	108
Move Up (Cover Engine into FS#23)	2
Outside Electrical Incident	2
Public Service	4
Residential Alarm	3
Traffic Collision – Auto vs. Pedestrian	1
Traffic Collision with Injuries	1
Traffic Collision with Injuries – Freeway	1
Traffic Collision Unknown Injuries	3
Traffic Collision Unknown Injuries – Freeway	3
Water Salvage	1
Total Calls	138