MONTHLY REPORT

March 2020

PRESENTED BY

THE CITY MANAGER'S OFFICE

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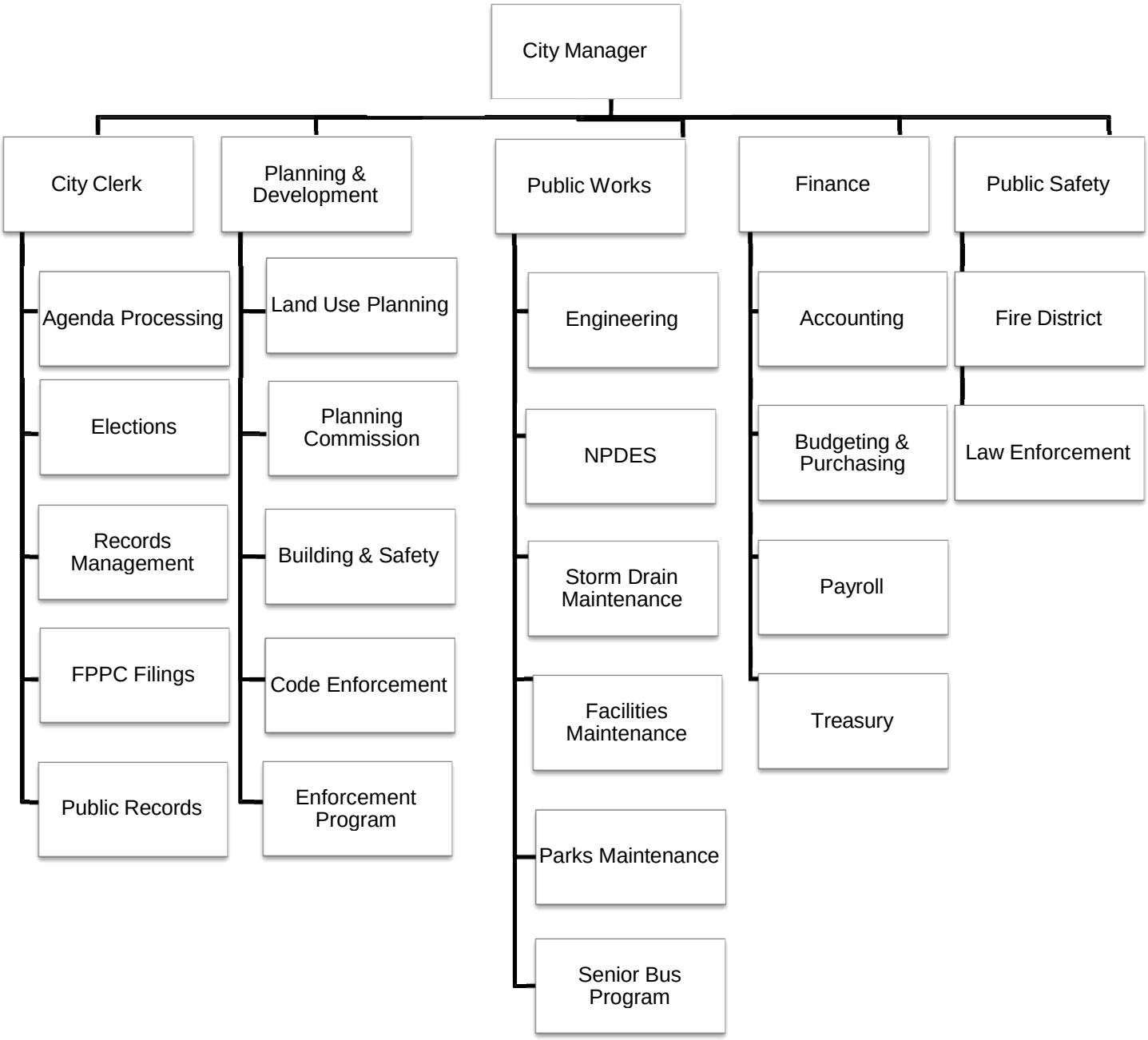
CITY MANAGER

Organization Chart



City Clerk

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

DATE: April 20, 2020

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

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

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

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

The City Clerk's Office is staffed with two (2) positions that include the City Clerk and its Department Secretary. The primary responsibilities for this department are Council Support Services, Records Management, Administrative Processing, Board Administration and Election Services. Each of these functions require a collaborative effort between the department staff to ensure that all components within the process are completed from origin to file. As the official records manager for all City documents it is imperative that this process be accurate to ensure the preservation of the City's history.

AGENDAS/POSTINGS

The City Clerk is responsible for preparing agendas and postings for all City Council Regular and Special Meetings, as well as for the Housing Authority and Successor Agency to the Community Redevelopment Agency.

The total number of agendas processed for the month of March 2020 is two (2), spending a total of ten (16) hours preparing the agenda packet producing 559 pages.

AGENDA PROCESSING/POSTING			
MONTH	Regular Meeting	Special Meeting	Totals
October	2	0	2
November	1	0	1
December	1	0	1
January	2	2	4
February	2	0	2
March	2	0	2
Total Processed	**10**	**2**	**12**

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 March 2020 is one (1) and the number of Ordinances processed for the month of March is zero (0).

RESOLUTIONS AND ORDINANCES PROCESSED			
	RESOLUTIONS	ORDINANCES	MONTHLY TOTALS
October	2	2	4
November	2	1	3
December	1	0	1
January	1	1	2
February	3	0	3
March	1	0	1
Total Processed	**10**	**4**	**14**

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 March 2020, twenty-four (24) Certificates of Recognition and one (1) In Memoriam Adjournment were prepared on behalf of the City Council.

Month	Certificate of Acknowledgment w/Pin	Certificate of Recognition w/Pin	Commendation w/Pin	In Memoriam Adjournments	Certificate of Participation	Proclamation	Total
October	1	0	0	0	0	2	3
November	0	0	0	0	0	1	1
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
Total	**1**	**54**	**1**	**6**	**0**	**5**	**67**

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 March 2020, Council approved two (2) agreements.

CONTRACTS & AGREEMENTS PROCESSED	
October	5
November	1
December	0
January	0
February	1
March	2
Total	**9**

RECORDS REQUESTS

The City Clerk's office received five (5) Requests for Copies of Public Records for the month of March 2020. All five (5) 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 1,017 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
October	**10**	9	1	555	0
November	**12**	8	2	78	2
December	**5**	5	0	104	0
January	**23**	19	4	104	2
February	**8**	8	0	16	4
March	**5**	5	0	160	1
Total Requests	**63**	**54**	**7**	**1017**	**9**

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	
October	508
November	371
December	268
January	265
February	351
March	411
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.

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
October	1.0	1.0	.5	1.5	0	4.0
November	1.5	1.0	.5	1.5	7.0	11.5
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
TOTAL # HOURS	**5.5**	**4.0**	**3.0**	**5.0**	**12.0**	**29.5**

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: April 22, 2020

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

FROM: Cynthia A. Fortune, Assistant City Manager

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

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

TABLE 2
Employee Job Performance Activity

Description	Jul-2019	Aug-2019	Sept 2019	Oct-2019	Nov-2019	Dec-2019
Evaluations Processed	0	0	0	0	0	0
Description	**Jan-2020**	**Feb-2020**	**Mar-2020**	**Apr-2020**	**May-2020**	**Jun-2020**
Evaluations Processed	0	0	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			
ADP Change Transactions	1	2	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.

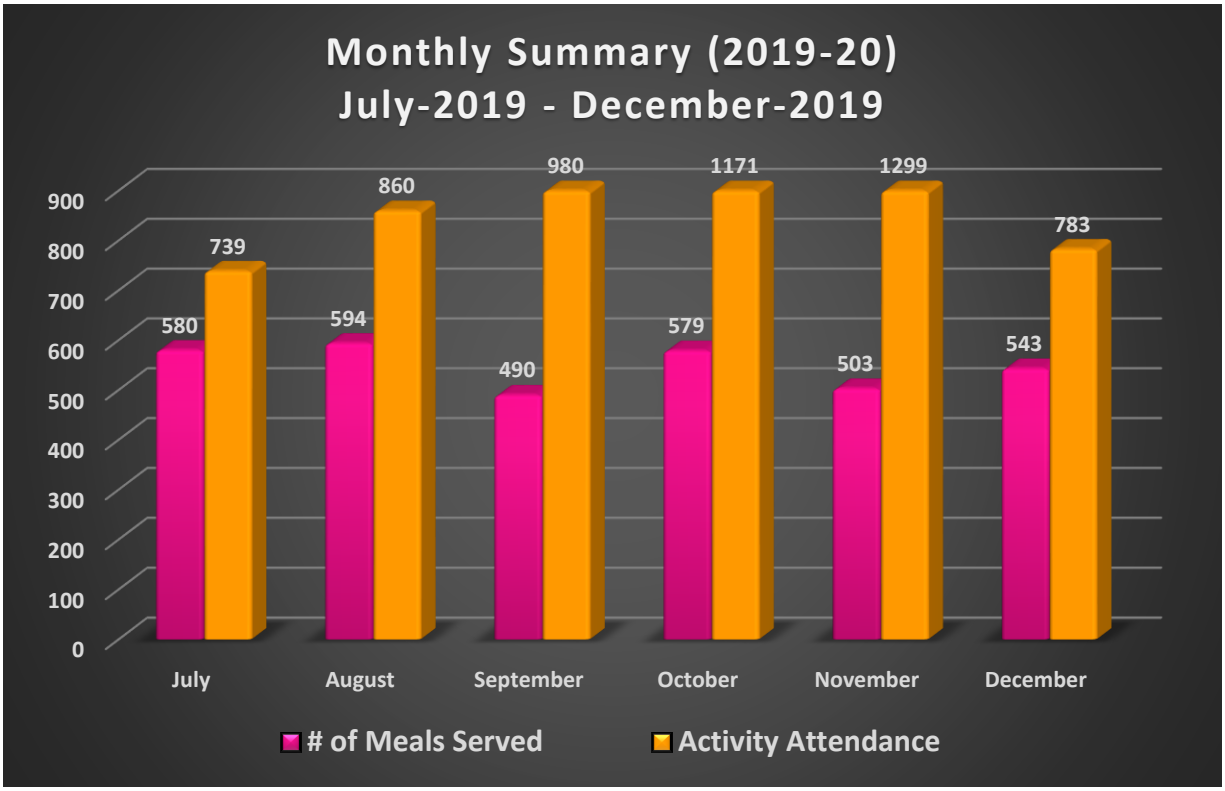
TABLE 1 - Senior Center Activities

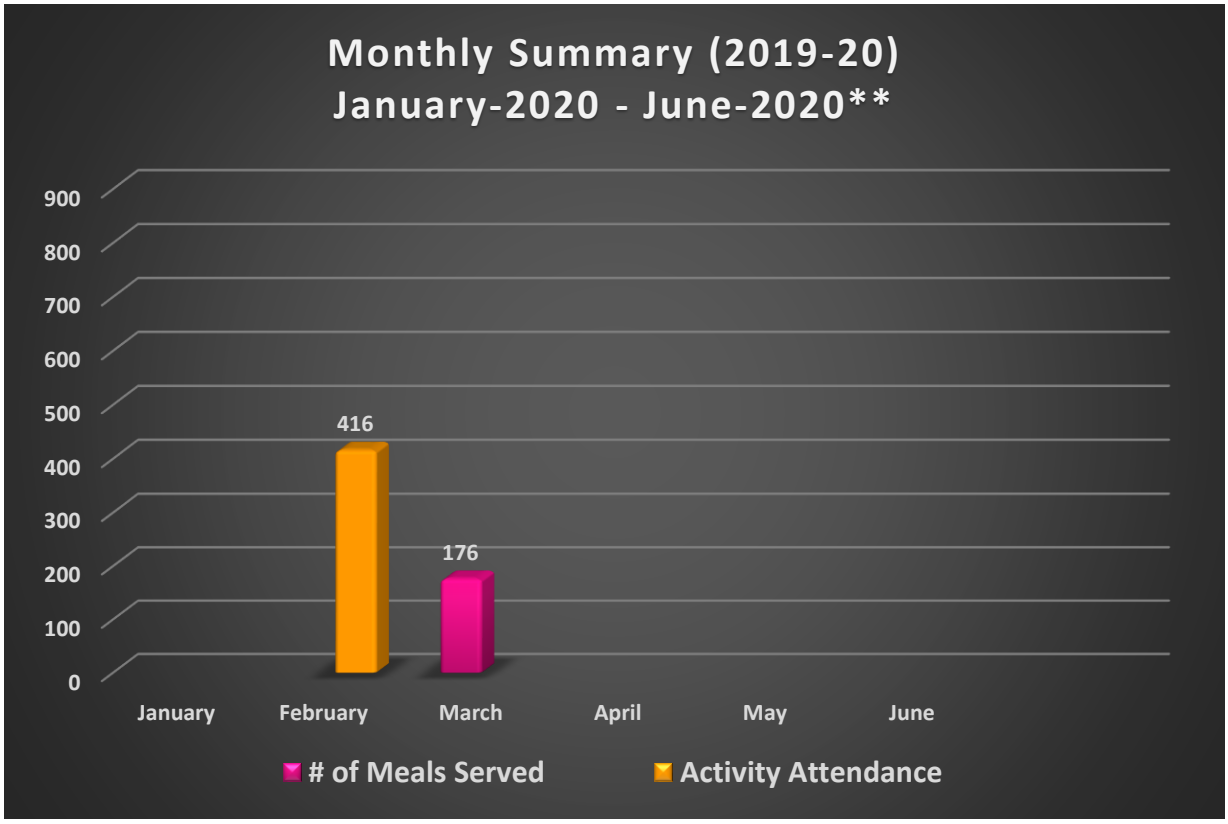
Description	Jul-2019	Aug-2019	Sept-2019	Oct-2019	Nov-2019	Dec-2019
Nutrition Program (# of meals served)	580	594	490	579	503	543
Arts and Crafts Classes	26	31	36	25	24	30
Bingo	41	45	54	49	51	48
Bridge	27	32	32	28	24	23
Bunco	27	33	72	28	24	38
Coffee with Megan	71	57	39	61	56	58
Exercise Classes	79	108	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
SPECIAL EVENTS						
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			
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	-			
SPECIAL EVENTS						
Monthly Birthday Celebration	-	21	-			
Entertainment (2nd Fri. each mo.)	-	-	-			
Volunteer Meeting	-	-	-			
Hydration Station	-	-	-			
Bus Pass Distribution	-	-	-			
4th of July Party / Sept Pizza Party	-	-	-			
Health Screening	-	-	-			
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.)*						

* - 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.

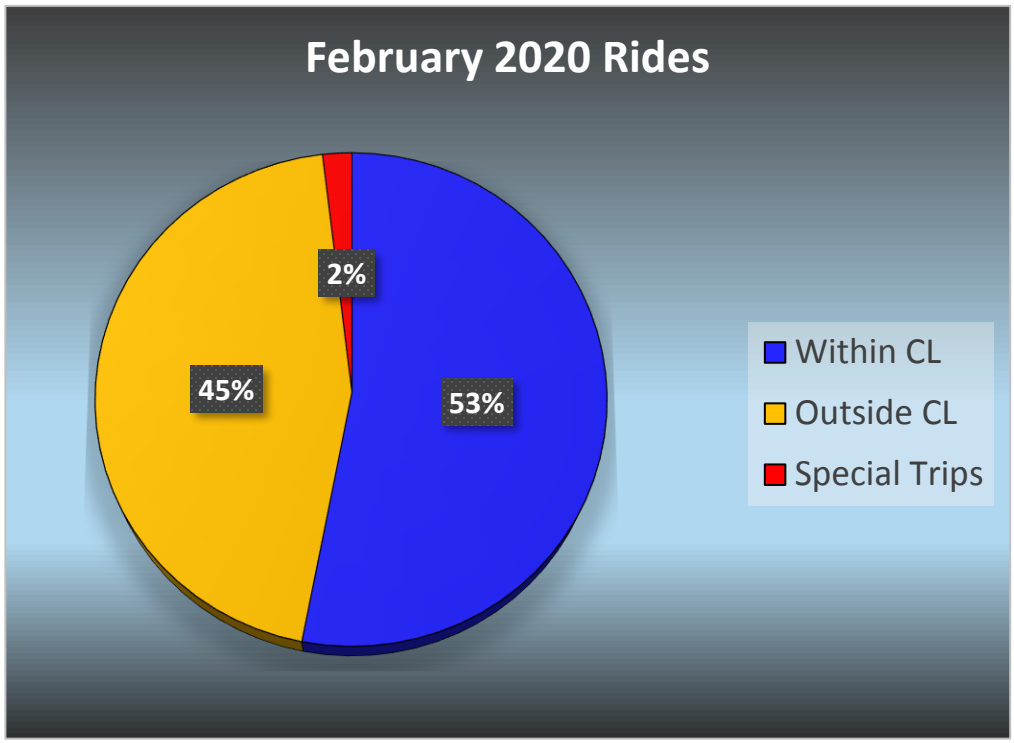
** - Due to COVID-19, the Senior Center will only be providing limited meals.

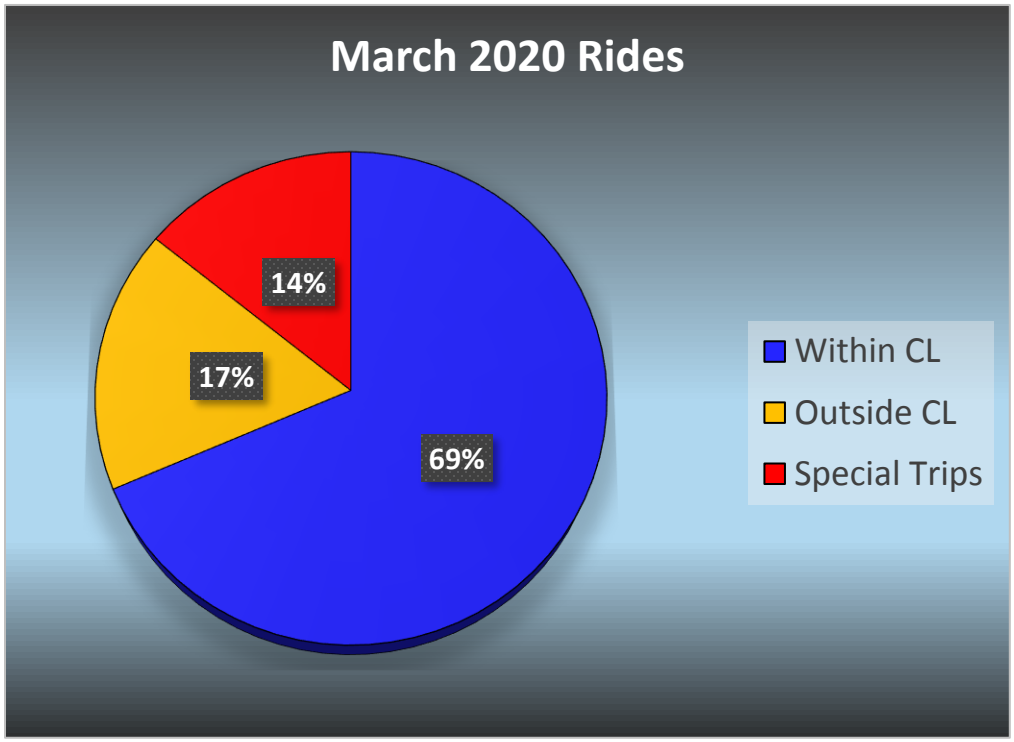
TABLE 2
Senior Center Blue Mountain Silver Liner
# of Passengers

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

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,	210	280	222			
Outside City Limits (Walmart, 99cent store, Ross)	296	238	56			
Special Events/Trips	0	10	46			


February 2020 Rides
2%
45%
53%
Within CL
Outside CL
Special Trips


March 2020 Rides
14%
17%
69%
Within CL
Outside CL
Special Trips

FINANCE

Mission:

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

Values:

Transparency (Accessibility of Information):

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

Integrity (Reliability on Information Provided):

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

Quality (Commitment to Excellence):

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

Teamwork (Mutual Respect and Cooperation):

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

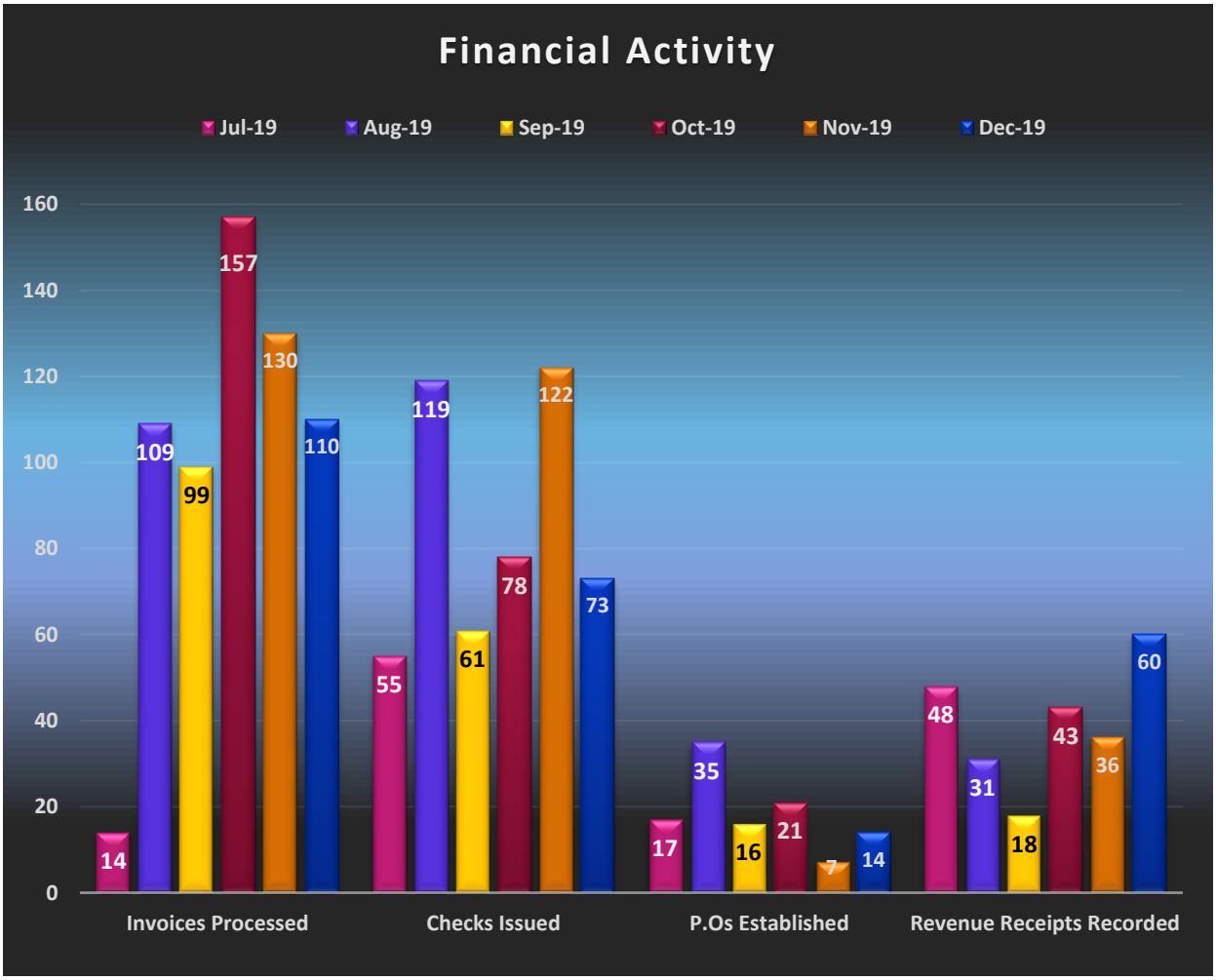
CORE SERVICES

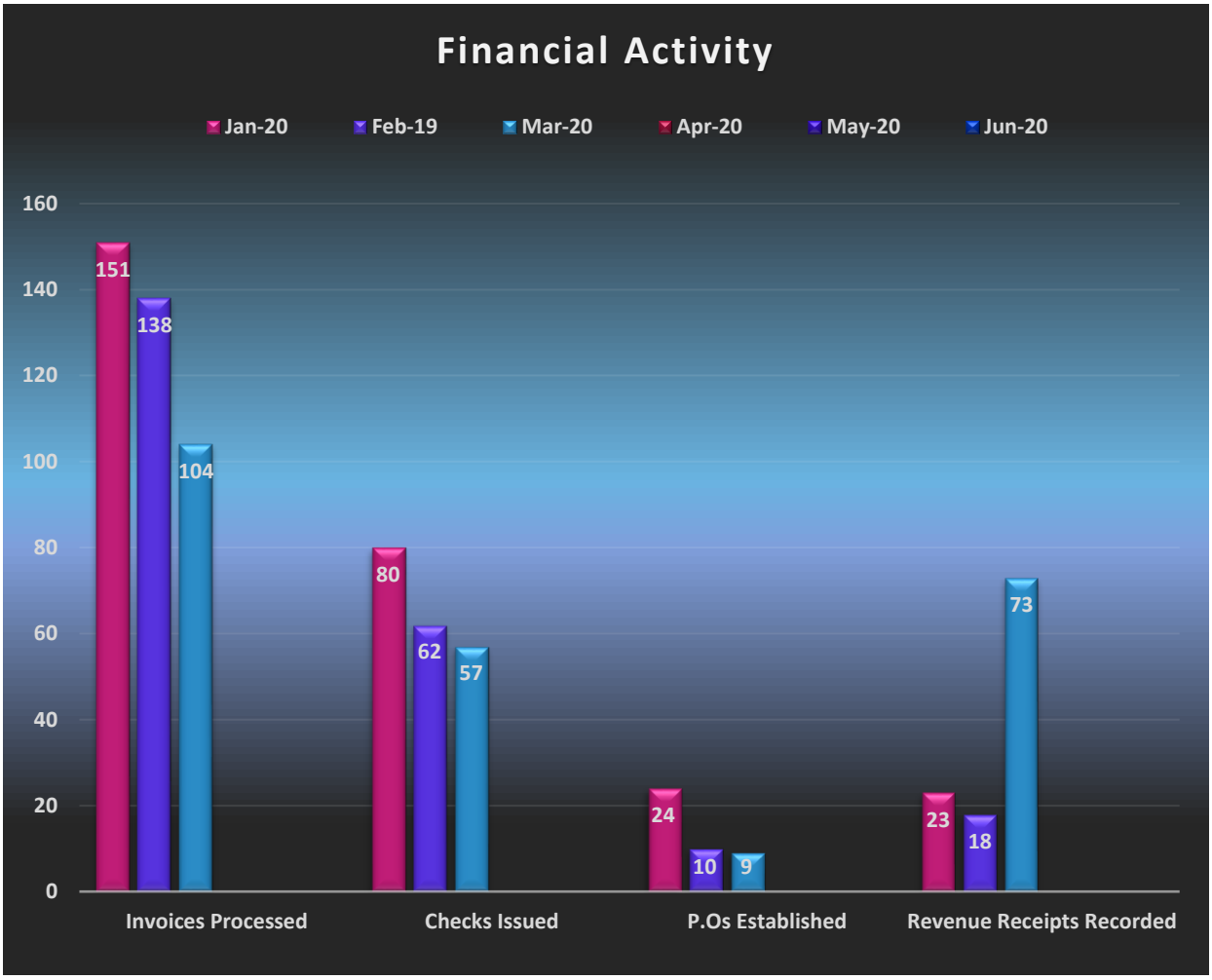
The Finance Department has 4 core services: Accounting, Purchasing, Revenue Management and Treasury. The Finance Department works in partnership with other departments to effectively develop, manage and safeguard the City's fiscal resources to enable and enhance the delivery of City services and projects.

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

TABLE 1
Financial Activity

Description	Jul-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			
Checks Issued	80	62	57			
Purchase Orders Established	24	10	9			
Revenue Receipts Recorded	23	18	73			





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.

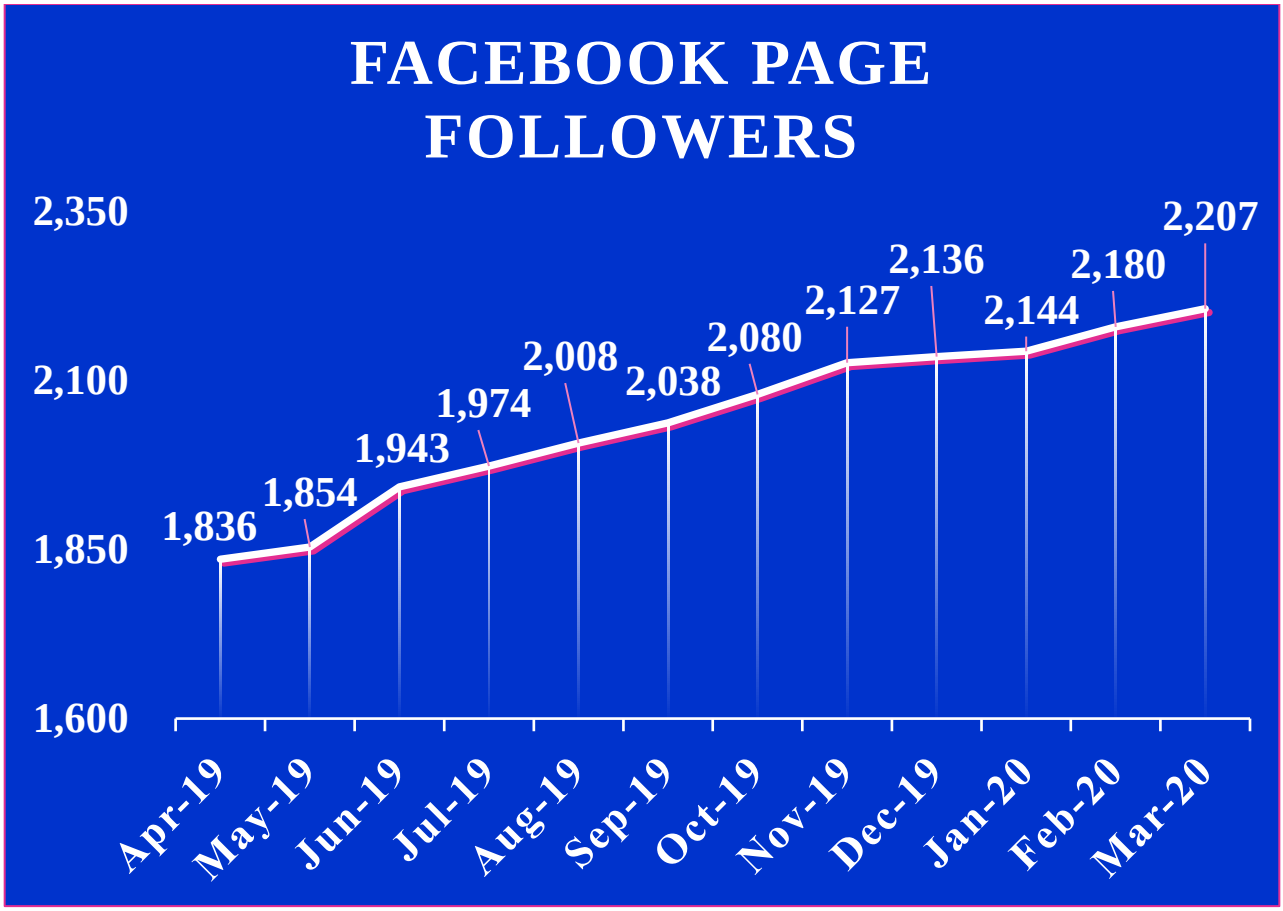
Maintain and improve the City's website for distributing mass media information under various situations.

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			
Activities/Items Added to Slideshow	4	4	7			

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	No Data	No Data	No Data	No Data	No Data
Eblast	**Jan**	**Feb**	**Mar**	**Apr**	**May**	**Jun**
Number of E-newsletters Distributed	23	19	15			
Number of Subscribers	703	705	730			
Change in Subscribers	10	2	25			
Number of E-newsletters Opened*	No Data	No Data	No Data			

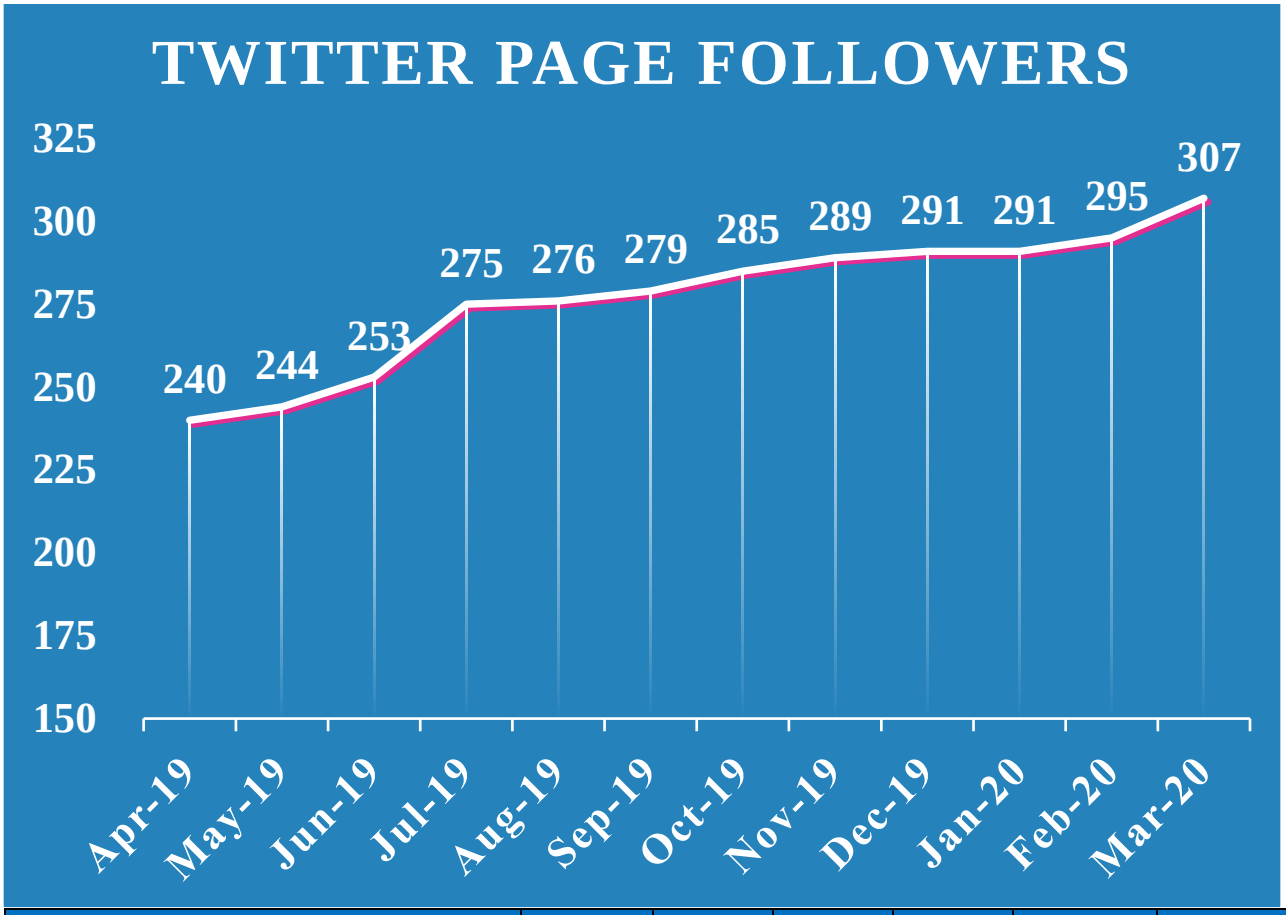
* New e-newsletter management system does not currently track emails opened.
** From December 17 – 24, Channel 3 was completely down due to an old/deficient modulator that needed to be replaced. From December 24 to January 3 there was video but no audio. 16 of the 48 council meetings had no sound. The 6 Council Meetings from Jan. 1 – 3 had no audio.



Facebook	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			
Total Reach	27,938	50,559*	17,758			
Total Engagement	1,969	5,373	1,740			
Page Followers	2,144	2,180	2,207			
New Page Followers	8	36	27			

* 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	26.37%
2) Apple Valley	21.62%
3) Yucca Valley	19.93%
4) Grand Terrace	**17.54%**
5) Hesperia	15.84%



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			
Impressions	8,198	12,331	8,875			
Followers	291	295	307			
New Followers	0	4	12			

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

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

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

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			

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			

*** 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: April 21, 2020

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

FROM: Planning and Development Services Department

SUBJECT: **MARCH 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, and Animal Control.

OUR MISSION

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

OUR VISION

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

PLANNING DIVISION

Planning and Building and Safety Core Services

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

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

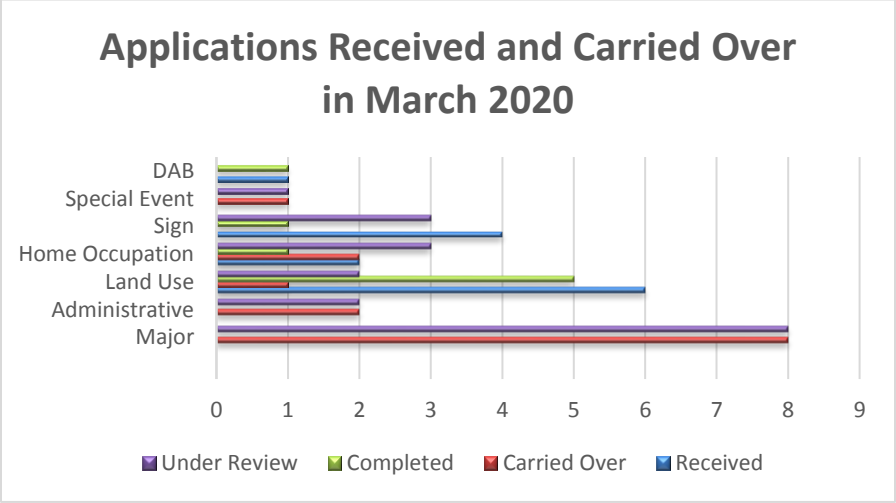
Activity Summary for Planning

Planning Counter Requests for Information: 36
Planning Phone Calls Received: 51
Planning E-mails Received/Answered:258
COVID-19 Related E-mails Received: 289

Application Summary

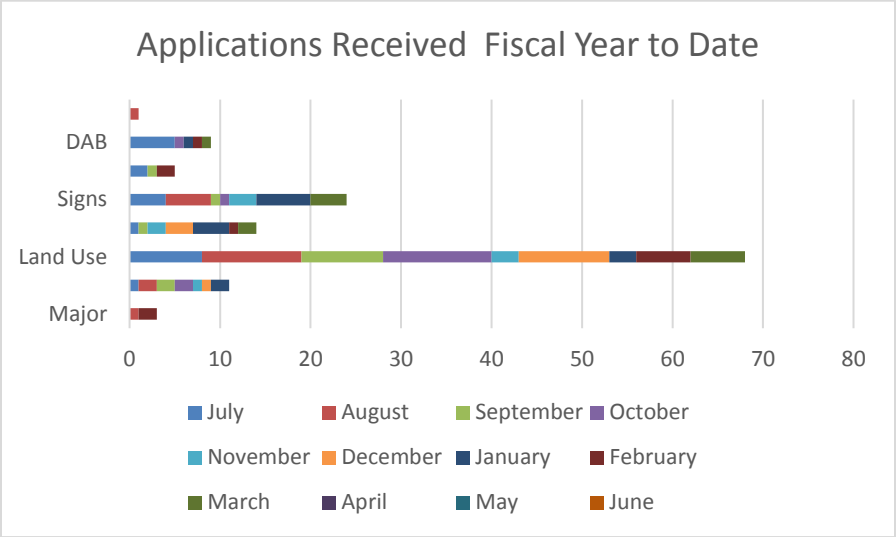
The Planning Division received 13 new applications in March and carried over 14 from the previous month. Action was taken on 8 of them. Minor applications such as a new business, patio cover, or small room additions are handled as a Land Use application and typically processed within 2-3 days. Larger 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 March 2020				
Applications	**Number Received**	**Carried Over**	**Completed**	**Under Review**
Major	0	8	0	8
Administrative	0	2	0	2
Land Use	6	1	5	2
Home Occupation	2	2	1	3
Sign	4	0	1	3
Special Event	0	1	0	1
DAB	1	0	1	0
Total	13	14	8	19



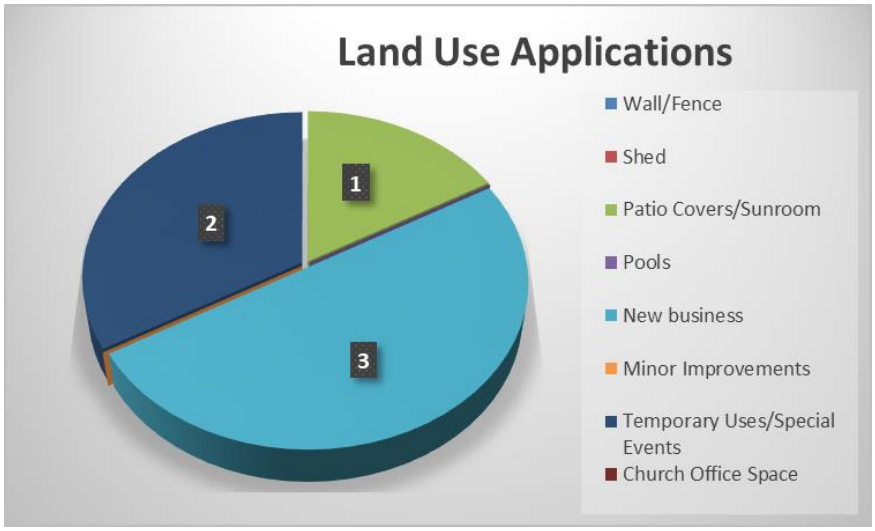
Applications Received, Approved and/or Under Review

Fiscal year to date the Planning Division has received 135 applications for review, 19 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 two new business were received in March, "GenPro Home Improvement Inc." (Home Improvement Business Office) and "A & S Used Auto Sales" (Auto Dealer Sale's Office). In addition, Domino's Pizza submitted a Land Use Application to relocate the existing business to the corner of Barton Road and Mt. Vernon.

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



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 1st Plan Check 2/27/2020 Landscaping 1st Plan Check 3/11/2020
11/15/2020	SA 18-04 E 17-09	Todd Kesseler	Single Family Residence	23400 Westwood Street	Approved by the PC on 4/18/2019 Architectural 2nd Plan Check 3/4/2020 Precise Grading 2nd Plan Check 3/4/2020 Landscaping 2nd Plan Check Approved 3/2/2020

Development Advisory Board (DAB)

The Development Advisory Board is made up of the Planning and Development Services Director, Public Works Director, Consultant Building Official, Fire Marshal's Office, the RHWCO Superintendent, and Colton Wastewater. The DAB meets to review conceptual plans for various projects and new development applications, and is conducted free of charge. One DAB meeting took place during the month of March.

Development Advisory Board Meeting					
Date Submitted	**Case No.**	**Applicant**	**Description**	**Location**	**Status**
2/10/2020	DAB 20-02	Mike Kalscheur	CalStripe Inc. 45,000 sq. ft. Building	21600 Walnut Avenue	Meeting held on 3/3/2020

Planning Commission

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

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

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 March 3, 2020, was cancelled due to COVID-19 social distancing restrictions.

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

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

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 12/6/2019
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
3/25/2020	LU 20-15	Domino's Pizza	Relocating Business	22488 Barton Road	Approved
3/24/2020	LU 20-14	Little League	Fireworks Fundraiser Stand	22201 Barton Road	Approved
3/24/2020	LU 20-13	Amanda Betten	Patio	22733 Palm Avenue	Approved
3/19/2020	LU 20-12	Alejandro Ramirez	Dealer/Auto Broker	22797 Barton Road	Approved
3/5/2020	LU 20-11	Amax Hernandez	POD	22808 Finch Avenue	Approved
3/2/2020	LU 20-10	Gen Pro Home Improvements	Office	12139 Mt. Vernon Avenue	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
3/16/2020	HOP 20-07	Raymond Maynez	Appraisal Services	22659 La Paix Street	Approved
3/4/2020	HOP 20-06	Dionicio Ayala	On-line Collectibles Sales	12284 Stonewood Drive	Approved
2/2/2020	HOP 20-05	Andrea Tamayo	Tanning Services	22371 Ladera Street	Approved
11/12/2019	HOP 19-10	Waldemar Alvire	Custom Vinyl Signs	22764 De Soto Street	Pending Signature

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

Sign Application

Date Submitted	Case No.	Applicant	Description	Location	Status
3/24/2020	TEMP SGN 20-07	Little League	Fireworks Stand	222010 Barton Road	In Review
3/17/2020	TEMP SGN 20-06	Karen Aaker	Real Estate	Colton	Approved
3/20/2020	SGN 20-03	Freddy Andres	La Michoacana Wall Sign	22485 Barton Road	Revisions provided on 3/23/2020
3/18/2020	SGN 20-02	Domino's Pizza	Wall Signs	22488 Barton Road	In Review

BUILDING AND SAFETY DIVISION

Building and Safety and Planning Core Services

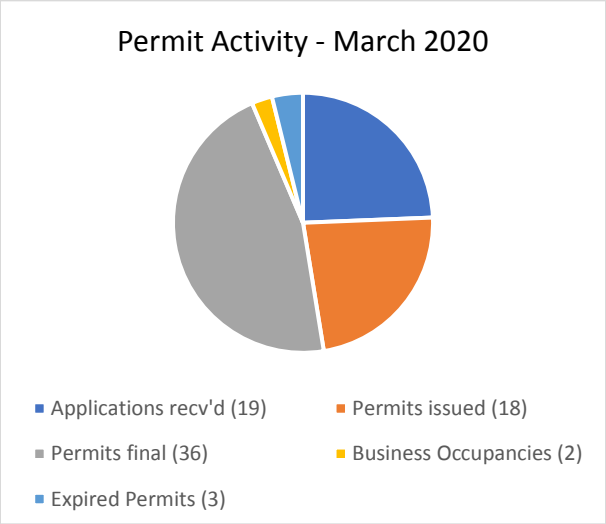
- Permit New Businesses
- Permit Alterations to Existing Uses
- Zoning Code & General Plan Administration
- RDA Dissolution
- Planning Commission
- Building Permit Issuance
- Building Plans Review & Inspections

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.

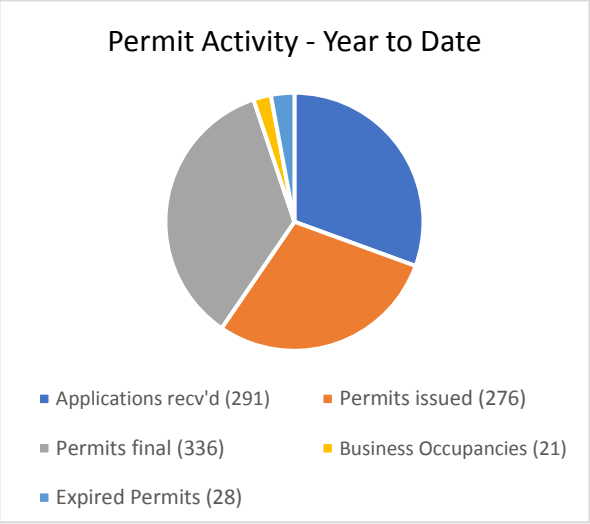
Additionally, the Department budgets for plan checking and inspection services. Inspection services are conducted daily. The cost of these services is offset through the collection of fees and deposits.

Activity Summary for Building and Safety

Building Permit Activity includes 18 permits issued in March. Year to date a total of 276 permits have been issued with a total revenue of $113,174.60. In addition, a total number of 50 customers were assisted at the Building & Safety counter for the month of March.



Monthly Revenue
$9,912.80

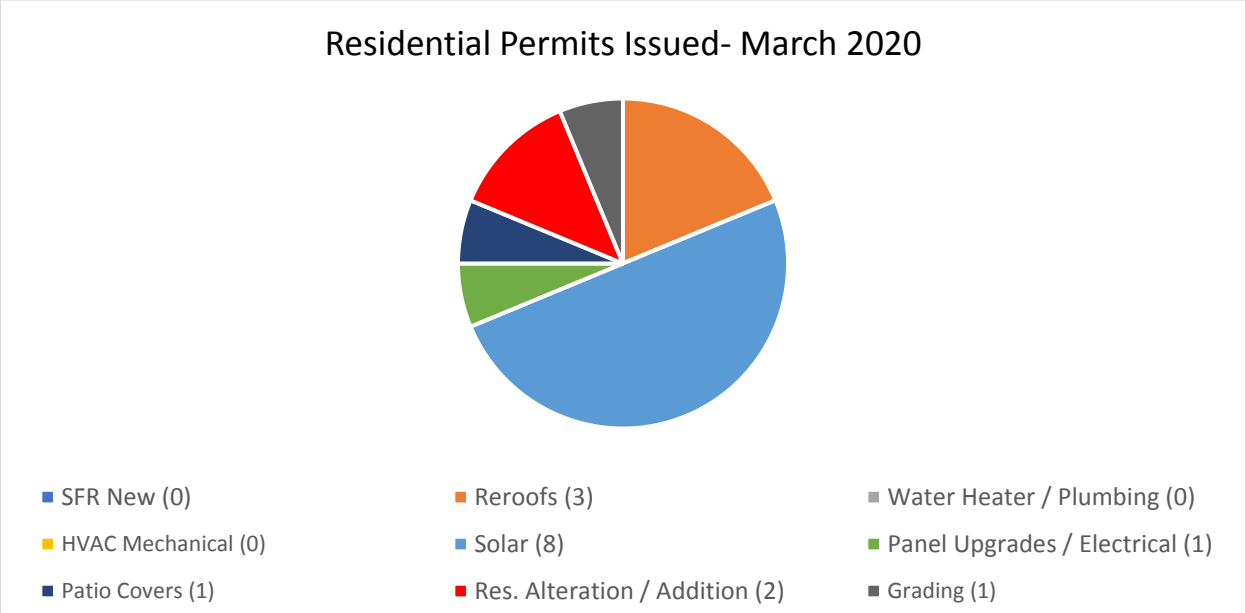


Year to Date Revenue
$113,174.60

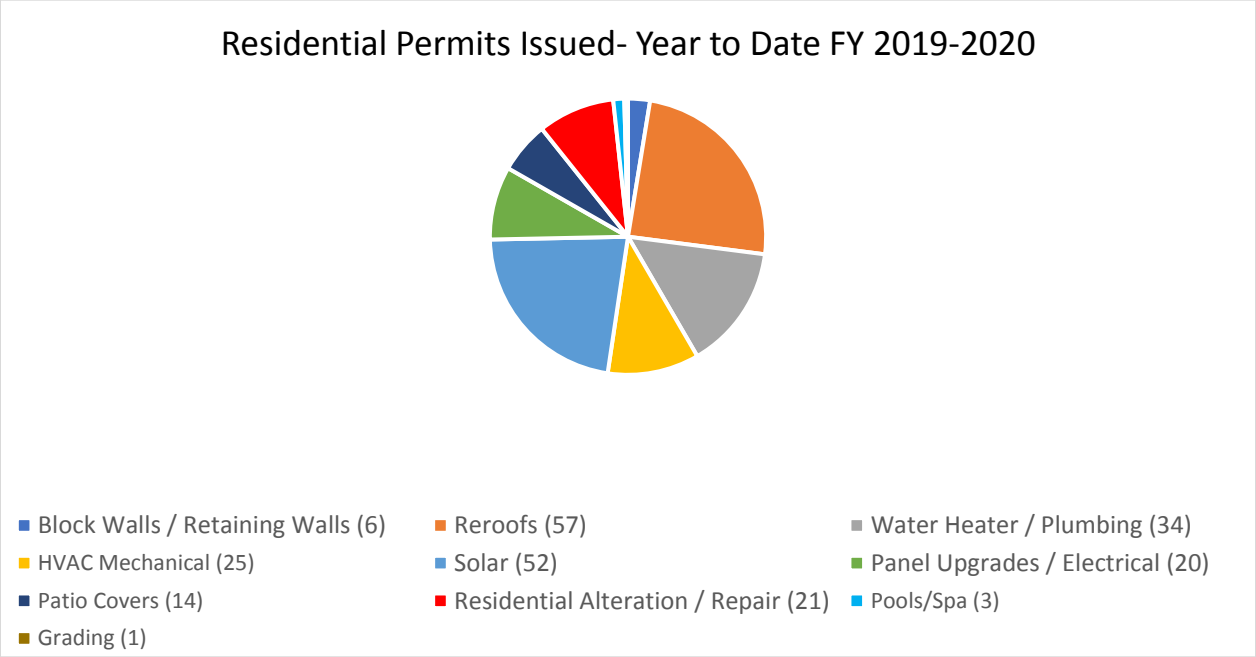
Permits Issued

Permits issued in March include, electrical panel upgrades, patio covers, reroofs, remodels, signs and PV solar systems.

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

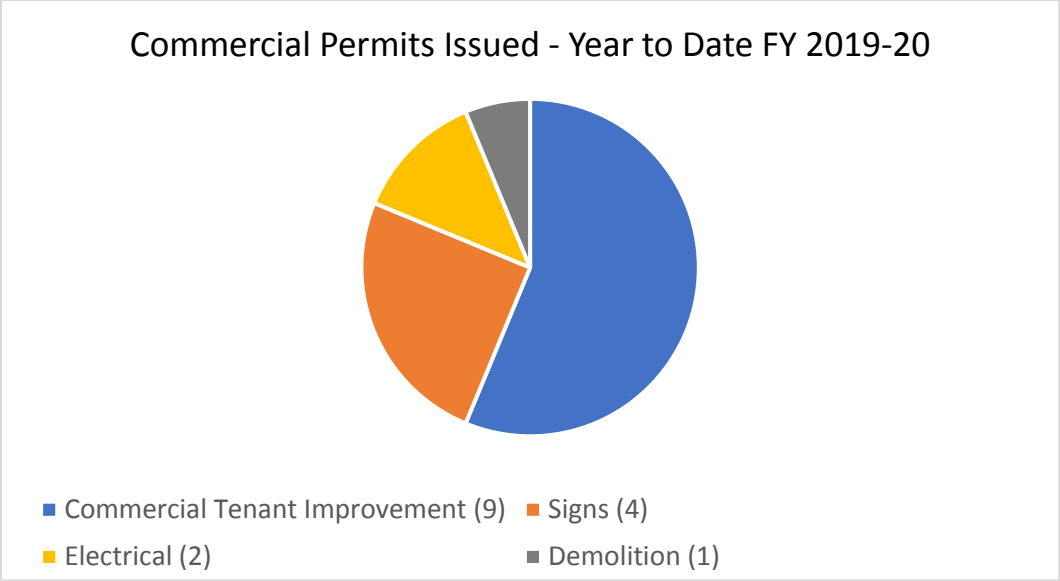


* Residential Alteration / Repair consists of: Remodels, Room Additions, Stucco / Siding Work, Interior Demolition / Construction of Walls, Windows, Garage Doors.



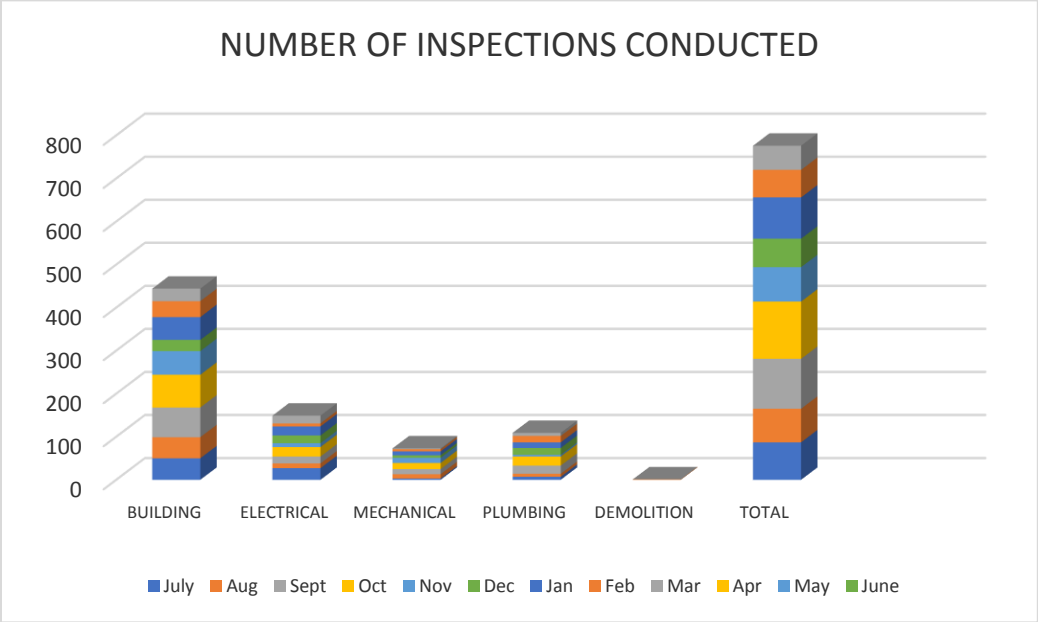
* Residential Alteration / Repair consists of: Remodels, Room Additions, Stucco / Siding Work, Interior Demolition / Construction of Walls, Windows, Garage Doors.

Commercial Permits Issued - March 2020
Demolition (1)
Signs (1)


Commercial Permits Issued - Year to Date FY 2019-20
Commercial Tenant Improvement (9)
Signs (4)
Electrical (2)
Demolition (1)

Inspections

A total of 56 inspections were conducted in March, with 35 of them being final inspections.



Major Projects Under Construction

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

Other ongoing projects also include interior demolition for a future Domino's Pizza and accessibility upgrades to a commercial center.

Project	Description/Location	Status
Aegis Builders, Inc.	12382 – 12485 Tesoro Ct. New 17 SFR Aegis Project	Electric/Gas Meters Inspected & Released
Southern California Edison	12700 Taylor St. On-site grading, new fence and gate with retaining wall for SCE Highgrove Substation	Asphalt / Compaction Inspected
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
Anita Jensen – 22401 Barton Rd.	Interior improvements of existing space for future Grocery Outlet and site improvements	Under Construction

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. – Interior demolition for future tenant Domino's Pizza	Under Construction

Plan Checking Activity

For March 2020, a total number of fifteen plans were submitted for review and re-submittal. Plans submitted include PV solar, a remodel, patio enclosure, and building plans for a new 2,195 sq. ft. Taco Bell restaurant.

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 second set of corrections 12/19/18
Frank Randall 23400 Westwood St.	23400 Westwood St. – Precise grading & new single-family residence	In Plan Check – Provided 2nd set of corrections to applicant
Esmond Gee – 22805 Barton Rd.	22805 Barton Rd. – Medical office & surgery center	In Plan Check – Provided 1st 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 1st set of corrections to applicant
Marina Moraes – 22488 Barton Rd.	22488 Barton Rd. – Building plans for (N) Domino's Pizza tenant improvement	In Plan Check – Provided 1st 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 – Provided 2nd set of corrections to applicant

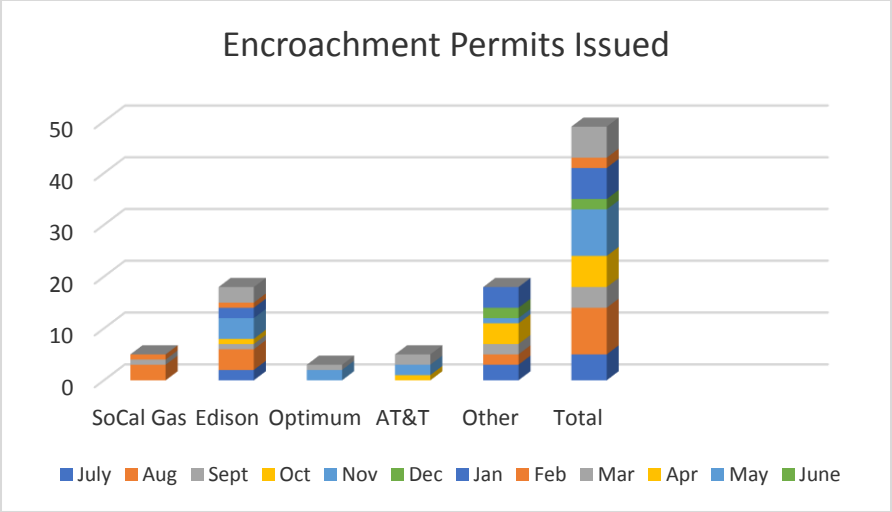
Certificate of Occupancy

A Certificate of Occupancy was issued for the following businesses:

- Gen Pro Home Improvement Inc. located at 12139 Mt. Vernon Ave Suite 104
- A & S Used Auto Sale office use located at 22797 Barton Rd.

Public Works Encroachment Permits

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


Encroachment Permits Issued
50
40
30
20
10
0
SoCal Gas
Edison
Optimum
AT&T
Other
Total
July
Aug
Sept
Oct
Nov
Dec
Jan
Feb
Mar
Apr
May
June

ANIMAL CONTROL AND CODE ENFORCEMENT DIVISION

Core Services

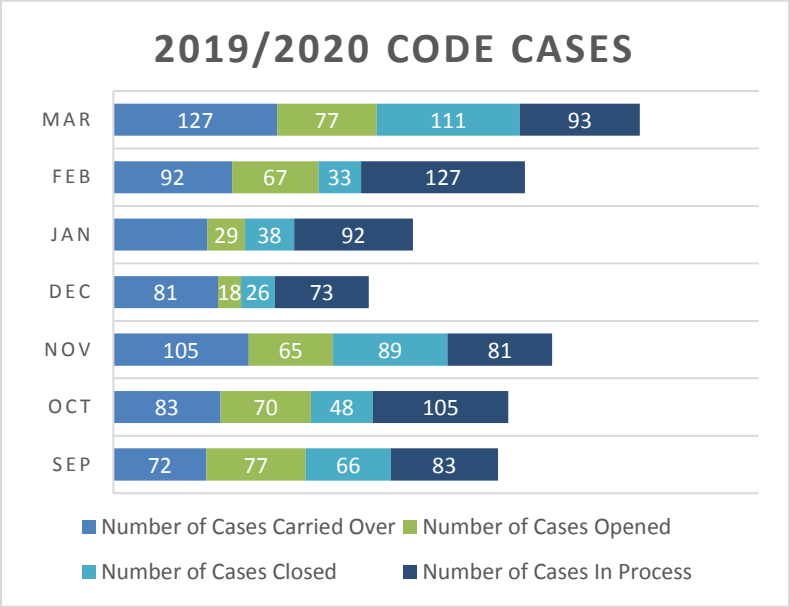
- Zoning & Municipal Code Enforcement
- Animal Control Services
- Street Sweeping Traffic Enforcement

The Division is budgeted for one full time Officer, a 36-hour Specialist and a full-time Office Specialist. In addition, a full-time consultant Building Official/Code Manager has been added to assist in the management of the Department. These positions constitute 416 monthly service hours in March, plus an additional 30 hours for on-call coverage. 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.

<u>Activity Summary for Code Enforcement</u>

Code Enforcement had 127 cases carried over from the previous month, 77 new cases opened, and 111 cases were closed. The Division closed out March with 93 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.



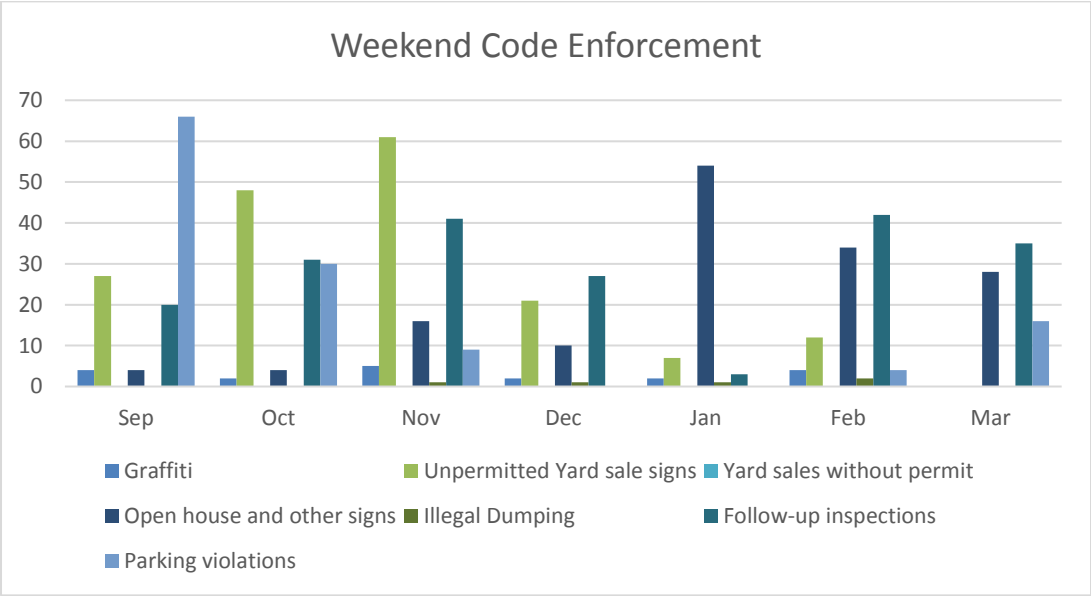
The following table shows the number of inspections conducted, the number of citations, and corrective notices issued. As of February, there has been an increase of inspections and notices issued due to Code Enforcement conducing rental property inspections.

Column1	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
Inspections Conducted	49	68	71	53	100	53	79	118	162
Notice of Corrections Issued	28	44	55	38	31	18	48	65	72
Notice of Violations Issued	11	4	12	9	18	3	1	7	6
Citations Issued	16	6	8	4	11	4	5	12	14

*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.

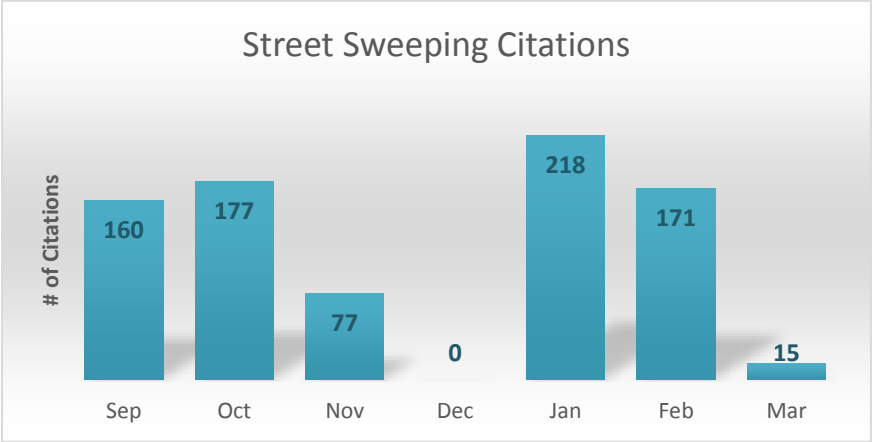


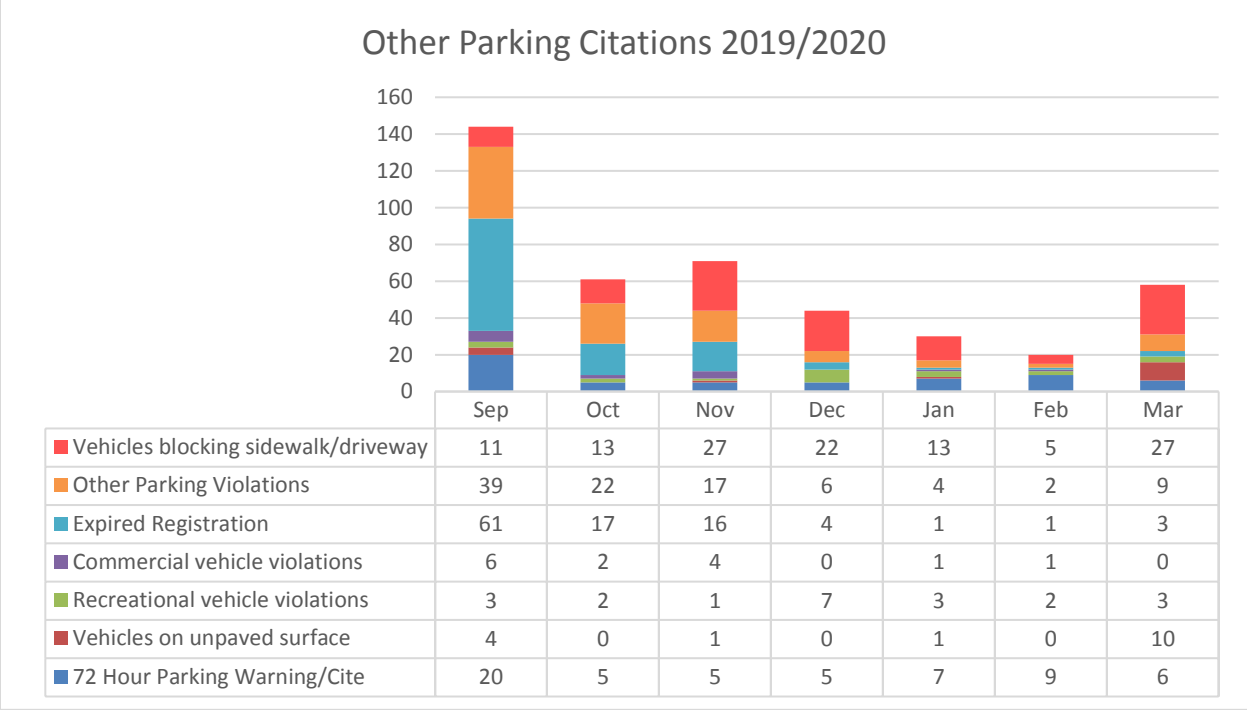
Parking Citations:

In March, 73 vehicle related citations were issued; 15 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.





	Sep	Oct	Nov	Dec	Jan	Feb	Mar
Vehicles blocking sidewalk/driveway	11	13	27	22	13	5	27
Other Parking Violations	39	22	17	6	4	2	9
Expired Registration	61	17	16	4	1	1	3
Commercial vehicle violations	6	2	4	0	1	1	0
Recreational vehicle violations	3	2	1	7	3	2	3
Vehicles on unpaved surface	4	0	1	0	1	0	10
72 Hour Parking Warning/Cite	20	5	5	5	7	9	6

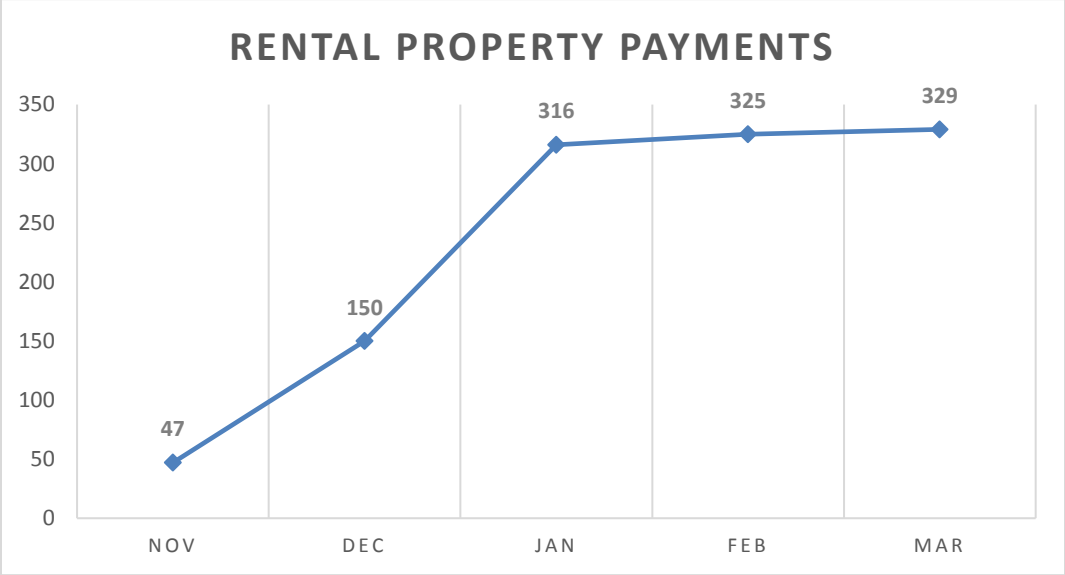
Graffiti/Vandalism/Illegal Dumping

There were four cases of illegal dumping and two cases of graffiti reported in March. Three cases regarding illegal dumping have been resolved along with one of the graffiti cases.

Non-Owner Occupied/Rental Property Program

There are approximately 377 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. 329 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 23 complaints received via Civic Live in March 2020 mostly pertaining to animal control, property maintenance, and overgrown vegetation. 14 cases have been resolved and 9 cases are still being worked by Code Enforcement.

Animal Control Services

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

Animal Control is also working to identify animals via Facebook who have been sent to the animal shelter and have since been returned to their owner so their status can be updated for the public. If the dog is unlicensed the owner will be given a citation, but the fine is dismissed if the dog is licensed within 7 days.

During the month of March Animal Control picked up 2 dogs; all were transported to the shelter.

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

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

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

Public Works

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

City of Grand Terrace
Public Works Department

DATE: April 22, 2020

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

FROM: Alan French, Public Works Department Director

SUBJECT: March 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, award 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 processing final payment	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 March.

CITY OF GRAND TERRACE
CIVIC LIVE MONTHLY STATS

MARCH 2020

	REQUEST RECEIVED THIS MONTH		REQUEST COMPLETED THIS MONTH		
	Internal/ Staff	External/ Residents	Internal/ Staff	External/ Residents	REQUEST IN PROCESS
CIVICLIVE WORK ORDERS ONLY	40	34	39	26	9
Request Rollover from previous month	6				
TOTAL	**80**				

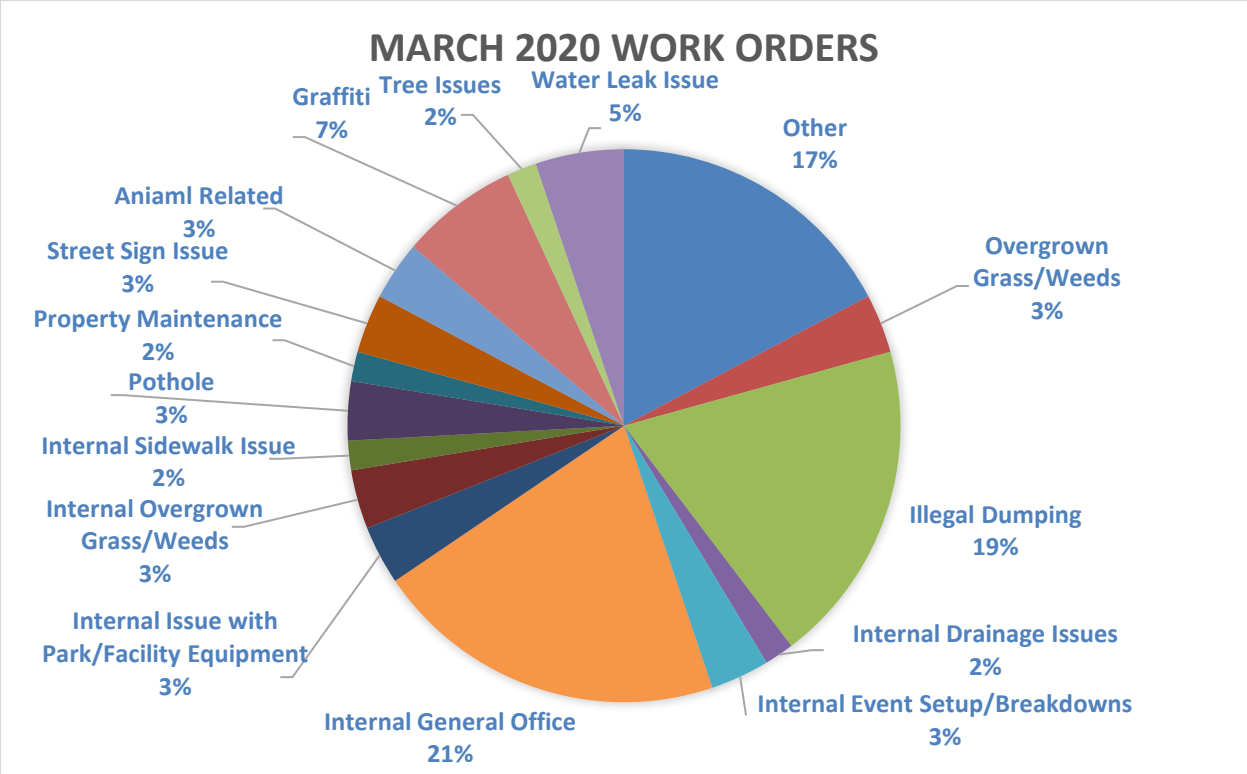
Transition Period March 2020 (74 work orders)

Work Order #	Open Date	Resolved Date	Type	Address
274454	03/31/2020	04/03/2020	Internal Street Sign Issues	Grand Terrace
274351	03/31/2020	04/16/2020	Illegal Dumping	11810 Holly St Grand Terrace
274343	03/31/2020	04/02/2020	Illegal Dumping	11810 Holly St. Grand Terrace
274291	03/31/2020	--	Graffiti	RIVERSIDE VALLEY WATER DISTRICT EASEMENT, BETWEEN PICO AND VAN BUREN Grand Terrace
274101	03/31/2020	04/01/2020	Pothole	Grand Terrace
273667	03/30/2020	04/01/2020	Other	22488 Barton Grand Terrace
272674	03/28/2020	--	Other	12125 Dos Rios Avenue Grand Terrace 92313
272192	03/27/2020	04/01/2020	INTERNAL- General Office	Grand Terrace
272187	03/27/2020	03/31/2020	Pothole	
271707	03/26/2020	03/30/2020	Internal Event Set-up/Breakdowns	Grand Terrace
271073	03/25/2020	03/25/2020	Internal Issue with Park/Facility Equipment	Grand Terrace
270600	03/24/2020	03/27/2020	INTERNAL- General Office	Grand Terrace
270133	03/23/2020	03/24/2020	INTERNAL- General Office	Grand Terrace
270070	03/23/2020	03/24/2020	INTERNAL- General Office	Grand Terrace
270022	03/23/2020	04/08/2020	INTERNAL- General Office	Grand Terrace
269959	03/23/2020	03/24/2020	INTERNAL- General Office	Grand Terrace
269648	03/23/2020	03/24/2020	Issue with Park/Facility Equipment	Grand Terrace
268690	03/20/2020	04/17/2020	Issue with Park/Facility Equipment	Grand Terrace
268563	03/20/2020	04/06/2020	Internal Issue with Park/Facility Equipment	Grand Terrace

268559	03/20/2020	--	Internal Issue with Park/Facility Equipment	Grand Terrace
268556	03/20/2020	04/15/2020	Internal Issue with Park/Facility Equipment	Grand Terrace
268527	03/20/2020	03/24/2020	Internal Overgrown Grass/Weeds	Grand Terrace
268526	03/20/2020	03/20/2020	Internal Street Sign Issues	Grand Terrace
268525	03/20/2020	03/20/2020	Internal Street Sign Issues	Grand Terrace
268524	03/20/2020	03/20/2020	Internal Street Sign Issues	Grand Terrace
268523	03/20/2020	03/20/2020	Internal Issue with Park/Facility Equipment	Grand Terrace
268519	03/20/2020	03/20/2020	Internal Street Sign Issues	Grand Terrace
268390	03/19/2020	--	Internal Sidewalk Issue	Grand Terrace
268388	03/19/2020	03/24/2020	Internal Street Sign Issues	Grand Terrace
268346	03/19/2020	03/20/2020	Internal Issue with Park/Facility Equipment	Grand Terrace
268345	03/19/2020	03/20/2020	Internal Issue with Park/Facility Equipment	Grand Terrace
268344	03/19/2020	03/20/2020	Internal Overgrown Grass/Weeds	Grand Terrace
268342	03/19/2020	04/01/2020	Internal Overgrown Grass/Weeds	Grand Terrace
268339	03/19/2020	03/20/2020	Internal Drainage Issues	Grand Terrace
268338	03/19/2020	03/20/2020	Internal Drainage Issues	Grand Terrace
268281	03/19/2020	--	Water Leak Issue	11750 Mount Vernon Avenue Grand Terrace 92313
268174	03/19/2020	03/20/2020	INTERNAL- General Office	Grand Terrace
267753	03/18/2020	--	Animal Related	12365 Vivienda Avenue Grand Terrace 92313
267021	03/17/2020	04/13/2020	INTERNAL- General Office	Grand Terrace
266051	03/16/2020	03/17/2020	Internal Event Set-up/Breakdowns	Grand Terrace
265953	03/16/2020	03/17/2020	Internal Pothole	Grand Terrace
265951	03/16/2020	03/17/2020	Other	23180 palm Grand Terrace
264332	03/12/2020	03/27/2020	INTERNAL- General Office	Grand Terrace

264275	03/12/2020	03/27/2020	INTERNAL- General Office	Grand Terrace
264243	03/12/2020	03/24/2020	Graffiti	La Cadena and Litton Grand Terrace
263401	03/11/2020	03/13/2020	Drainage Issues	12218 WARBLER AVE Grand Terrace
263344	03/11/2020	--	Animal Related	21969 Vivienda Avenue Grand Terrace 92313
262359	03/10/2020	03/16/2020	INTERNAL- General Office	Grand Terrace
262356	03/10/2020	03/27/2020	INTERNAL- General Office	Grand Terrace
262070	03/09/2020	03/10/2020	Internal Drainage Issues	Grand Terrace
262045	03/09/2020	04/07/2020	Other	12774 Reed Avenue Grand Terrace 92313
262034	03/09/2020	03/10/2020	Internal Drainage Issues	Grand Terrace
261856	03/09/2020	--	Illegal Dumping	23266 Westwood Street Grand Terrace 92313
261763	03/09/2020	--	Water Leak Issue	12365 Vivienda Avenue Grand Terrace 92313
260782	03/06/2020	--	Other	21995 Vivienda Avenue Grand Terrace 92313
260661	03/06/2020	03/10/2020	Street Sign issues	22329 Deberry Grand Terrace
260451	03/06/2020	03/12/2020	Overgrown Grass / Weeds	HONEYHILL DR AND BARTON RD Grand Terrace
259888	03/05/2020	03/24/2020	Sidewalk Issues	Observation and Wren Grand Terrace
259877	03/05/2020	03/10/2020	Drainage Issues	Brittan Way storm drain Grand Terrace
259734	03/05/2020	03/09/2020	Internal Event Set-up/Breakdowns	Grand Terrace
259200	03/04/2020	03/06/2020	Issue with Park/Facility Equipment	Grand Terrace
258933	03/04/2020	03/10/2020	Internal Overgrown Grass/Weeds	Grand Terrace
258566	03/03/2020	03/04/2020	Internal Street Sign Issues	Grand Terrace
258565	03/03/2020	03/24/2020	Internal Street Sign Issues	Grand Terrace
258435	03/03/2020	04/13/2020	Tree Issues	22755 Vista Grande Way Grand Terrace
258094	03/03/2020	03/31/2020	Overgrown Grass / Weeds	Pico St Grand Terrace
258091	03/03/2020	04/15/2020	Overgrown Grass / Weeds	Pico St Grand Terrace

257656	03/02/2020	--	Illegal Dumping	22493 Barton Road Grand Terrace 92313
257654	03/02/2020	03/04/2020	Street Light Issue	Barton @ Honey Hill Nb Fs Grand Terrace 92313
257559	03/02/2020	03/24/2020	Sidewalk Issues	22600 Robin Way Grand Terrace 92313
257550	03/02/2020	03/04/2020	Overgrown Grass / Weeds	11858 Maple Avenue Grand Terrace 92313
257546	03/02/2020	03/03/2020	Pothole	
257529	03/02/2020	03/03/2020	Other	22441 Barton Grand Terrace
257513	03/02/2020	03/03/2020	Pothole	Grand Terrace



Note: Internal items are typically City staff.

Park Shelter Reservations in March 2020

Park	Shelter	Date Reserved
Richard Rollins	A&B	March 7
Richard Rollins	C	March 14

Note: Parks closed March 20, 2020 due to COVID-19, no reservations taken from that date.

Community Room Reservations March 2020

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

Note: Community Room closed March 20, 2020 due to COVID-19, no use from that date.

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	×	n/a
Barton Rd/Honey Hills Dr	×	n/a
Barton Rd/Commerce Way/Vivienda	Contractor	
Barton Rd/Mount Vernon Ave	×	n/a
Barton Rd/Preston St	×	n/a
Barton Rd/Town Square	×	n/a
Mt. Vernon Ave/De Berry St	×	n/a
Barton Rd/Grand Terrace Rd	Contractor	
La Cadena/Litton	×	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: Parks are closed March 20, 2020 due to COVID-19, no use from that date.

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

Note: These unsecured areas are closed as of March 20, 2020 due to COVID-19, staff only checks for damage and empty trash.

Waste Management Services

Burrtec Waste Industries

Waste Generation Report:

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

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

Service Description	Refuse	Recycling	E-Waste	Green-waste	Tires	Tin/ White	Scrap Metal	Inert	C&D	Food	Comm'l Select / Floor-sort	Total Tonnage Generated	Total Tonnage Generated by Category
Residential	288.40	88.82		150.16								527.38	
Christmas Tree		7.44										7.44	
Bulky Item	5.85		0.35			1.66						7.86	***542.68 Residential***
Clean Up													
Multi-Family	121.78	7.01		4.34								133.13	***133.13 Multi-Family***
Commercial	147.81	12.83		0.17	0.29		3.09			1.76	1.78	167.73	
School	49.86	22.45										72.31	***240.04 Commercial***
Roll off	59.46								1.88			61.34	***61.34 Roll off***
Grand Total	**673.16**	**138.55**	**0.35**	**154.67**	**0.29**	**1.66**	**3.09**		**1.88**	**1.76**	**1.78**	**977.19**	

Missed Pick-Up Report

Date Reported	Address	Description	Date Pick Up Completed
1/02/20	22456 Chaparral Ln	Trash Bin Missed	1/02/20
1/02/20	12728 Dickens Ct	Trash Bin Missed	1/02/20
1/02/20	22685 Palm Ave C	Trash Bin Missed	1/04/20
1/03/20	11987 Mount Vernon Ave	Trash Bin Missed	1/04/20
1/06/20	22160 Raven Way	Trash Bin Missed	1/07/20
1/06/20	22160 Raven Way	Recycling Bin Missed	1/07/20
1/06/20	22160 Raven Way	Green Waste Bin Missed	1/07/20
1/07/20	22081 Grand Terrace Rd	Trash Bin Missed	1/07/20
1/08/20	12531 Darwin Ave	Trash Bin Missed	1/08/20
1/09/20	22568 Cardinal St	Green Waste Bin Missed	1/10/20
1/09/20	22685 Palm Ave C	Trash Bin Missed	1/10/20
1/09/20	22835 Minona Dr	Green Waste Bin Missed	1/10/20
1/09/20	22835 Minona Dr	Trash Bin Missed	1/10/20
1/13/20	22372 Blue Lupine Cir	Trash Bin Missed	1/14/20
1/14/20	12291 Dos Rios Ave	Trash Bin Missed	1/17/20
1/21/20	22552 Kentfield St	Trash Bin Missed	1/22/20
1/21/20	22616 De Soto St	Green Waste Bin Missed	1/22/20
1/22/20	22765 De Soto St	Trash Bin Missed	1/22/20
1/22/20	22950 Grand Terrace Rd	Trash Bin Missed	1/23/20
1/23/20	22085 Commerce Way	Recycling Bin Missed	1/24/20
1/24/20	22400 Barton Rd	Trash Bin Missed	1/24/20
1/27/20	22737 Barton Rd	Trash Bin Missed	1/27/20
1/27/20	22087 Barton Rd	Trash Bin Missed	1/27/20
1/28/20	22139 Flamingo St	Green Waste Bin Missed	1/28/20
1/28/20	22140 Flamingo St	Green Waste Bin Missed	1/28/20
1/28/20	22149 Flamingo St	Green Waste Bin Missed	1/28/20
1/28/20	22119 Flamingo St	Green Waste Bin Missed	1/28/20
1/29/20	22950 Orangewood Ct	Trash Bin Missed	1/29/20
1/30/20	11815 Arliss Ln	Recycling Bin Missed	1/30/20
1/30/20	22775 Vista Grande Way	Trash Bin Missed	1/31/20

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	$753
Albert A Webb Associates	Commerce Way Final Design Southern Portion	$170,880	$4,119
Clean Street	Street Sweeping Services	$54,508	$26,792
City of Colton Cooperative Agreement with Grand Terrace	Traffic Signal Maintenance for signal on Litton Avenue	N/A	N/A
Carbon Solutions Group	Electric Vehicle Charging Stations	$185,000	$5,990
Demuth Plumbing	Rollins Park Leak	$6,400	$0
EZ Sunnyday Landscape	Landscape Maintenance	$47,830	$19,665
Gopher Patrol	Gopher Abatement Services	$7,227	$2,458
Hardy and Harper, Inc	Street Maintenance Services	$75,000	$75,000
Interwest Consulting Group TKE Engineering, HR Green	On-Call Public Works Inspection Services	$40,000	$40,000
Interwest Consulting Group HR Green Albert A. Webb	On-Call Construction Management Services (incl. Barton Road Interchange Project – Interwest)	$40,000	$40,000
Interwest Consulting Group	Commerce Way Extension Real Estate & Engineering Services	$360,005	$247,263
Lynn Merrill	NPDES Services	$10,000	$5,591
MCC Pipeline	Emergency Culvert Replacement	$25,320	$0
Moran Janitorial Services	Janitorial Services for City Hall and City Parks	$19,980	$9,990
Otis Elevator Company	Elevator Maintenance Service	$5,145	$0
San Bernardino County Dept of Public Works – Flood Control	Flood Control Facilities	$22,770	$22,770
San Bernardino County Fire Dept – Hazardous Material	Household Hazardous Waste (HHW) Services	$18,065	$4,516
San Bernardino County Land Use Services	Fire and Weed Hazard Abatement Services	$13,526	$13,526
St. Francis Electric, LLC.	Traffic Signal Maintenance Services	$20,000	$5,245
County of Riverside TLMA Administration	Main Street Traffic Signal Maintenance Services	$6,000	$4,553

West Coast Arborist	5 Year Tree Maintenance Program	$38,560 *($192,802: 5-yr term)*	$29,936*($192,802: 5-yr term)*
TSR	Litton Signal Pole Replacement	$14,400	$0
TSR	Preston Signal Modification	$124,960	$25,198
Western Exterminator Co.	Pest Control Services	$7,502	$7,502
Willdan	Engineering Services (incl. Landscape and Lighting Assessment District)	$7,000 (paid with Dev. fees)	N/A (Developer Fee and LLMD Assess.)
	TOTAL PUBLIC WORKS CONTRACT VALUE FOR FY 2019-20:	**$1,342,928**	**$590,867 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:

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

Major Reports:

- TSR Construction for Preston Signal Modification Project Notice of Completion
- Settlement Agreement Between City, CGV EV, LLC, Miller

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

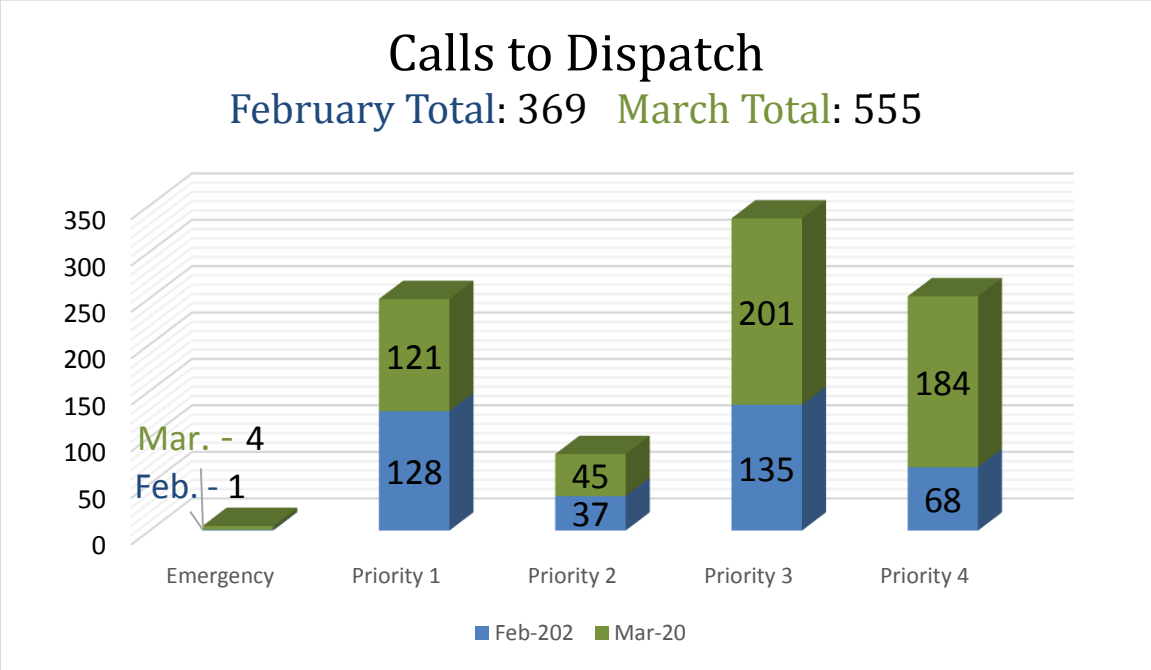
Sheriff's Contract

- Law Enforcement Services

San Bernardino County Sheriff's Department

Services	February 2020	March 2020
Officer Contact and Calls	1,087	1,247

Calls to Dispatch	February 2020	March 2020
Emergency	1	4
Priority 1	128	121
Priority 2	37	45
Priority 3	135	201
Priority 4	68	184
Totals	**369**	**555**



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. 9th	Mar. 16th	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

03/01/20 – 03/31/20

Call Type	Number of Calls
Commercial Alarm	1
Commercial Investigation	2
Fuel Spill	1
Medical Aid	107
Move Up (Cover Engine into FS#23)	3
Public Service	4
Residential Alarm	2
Traffic Collision – Auto vs. Pedestrian	1
Traffic Collision with Injuries	1
Traffic Collision Unknown Injuries	9
Traffic Collision Unknown Injuries – Freeway	4
Total Calls	**135**