



MONTHLY REPORT

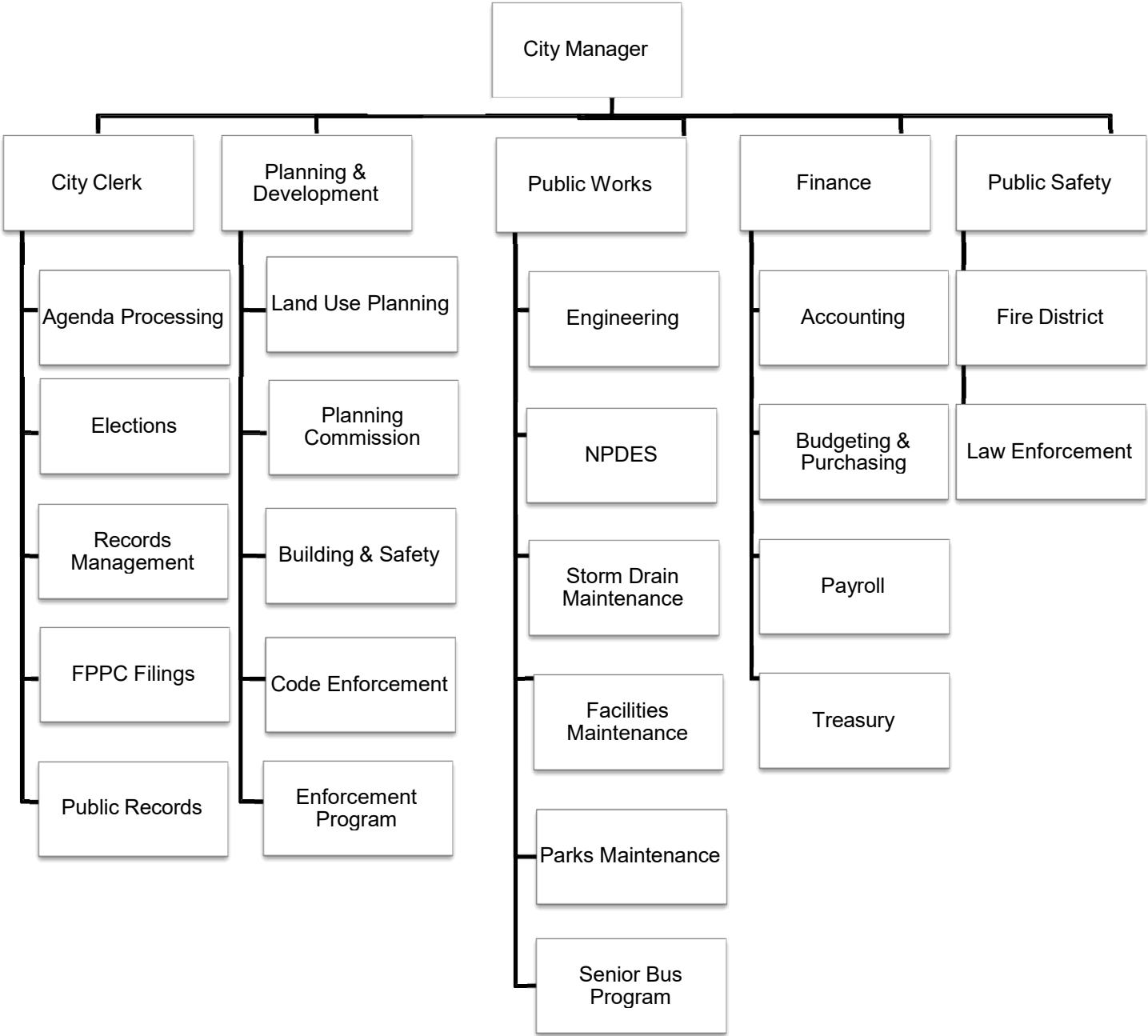
June 2020

PRESENTED BY
THE CITY MANAGER'S OFFICE

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

CITY MANAGER

Organization Chart





City Clerk

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



City of Grand Terrace

City Clerk's Department

DATE: August 17, 2020

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

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

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

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

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

AGENDAS/POSTINGS

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

The total number of agendas processed for the month of June 2020 is two (2), spending a total of sixteen (16) hours preparing the agenda packet producing 726 pages.

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

RESOLUTIONS & ORDINANCES

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

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

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

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

RECOGNITION ACTIVITY

Its purpose is to recognize individuals, groups, and events of significance to the Grand Terrace community by the issuance of Certificates, Recognition, Acknowledgment and Commendation Pins. It is the responsibility of the City Clerk to ensure that all signatures of City Council are obtained on the document, coordinate attendance at Council meetings for the individual, group or event representative to accept the recognition, as well as prepare Council with all necessary information to present the recognition if presentation will be held at another venue.

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

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

CONTRACTS AND AGREEMENTS PROCESSED

The City Clerk works closely with the City Council and is responsible for processing follow-up documentation. Management of these documents include contracts and agreements and it is the responsibility of the City Clerk to obtain signatures, distribute originals, log, scan, and file.

For the month of June 2020, Council approved two (2) agreements.

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

RECORDS REQUESTS

The City Clerk's office received six (6) Requests for Copies of Public Records for the month of June 2020. All six (6) requests were completed within the Government Code Section 6253(c)'s requirement of ten (10) calendar days. The total number of pages provided in response to those requests were 83 with one (1) letter to Requestor advising there were no records responsive to the request.

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

CUSTOMER SERVICE – TELEPHONE CALLS

The City Clerk is responsible for receiving and responding to inquiries and external customer service requests, communicating, coordinating, and responding to internal department requests, external agency cooperation and legislative bodies.

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

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

HISTORICAL & CULTURAL COMMITTEE ACTIVITY

The Historical and Cultural Activities Committee preserves the history of Grand Terrace and facilitates cultural activities for the benefit of all citizens in the City. The City Clerk serves as a liaison facilitating communication between the committee and City Manager and City Council, maintains the committee minutes of its proceedings and provides support for the Annual Art Show, Country Fair and City Birthday Party. No activity is reported for the month of June as the Committee has cancelled its 2020 events and meetings.

| Month | Committee Meeting | Emails w/Committee Members & Vendors | Written Correspondence w/Committee Members | Telephone Calls with Committee Members & Vendors | Art Show/Country Fair & City Birthday Prep & Attendance | Total # of Hours |
|---------------|-------------------|--------------------------------------|--|--|---|------------------|
| January | 0 | 1.0 | .5 | .5 | 0 | 2.0 |
| February | .5 | 0 | .5 | 0 | 1.0 | 2.0 |
| March | 1.0 | 0 | .5 | 0 | 0 | 1.5 |
| April | 0 | 0 | 0 | 0 | 0 | 0 |
| May | 0 | 0 | 0 | 0 | 0 | 0 |
| June | 0 | 0 | 0 | 0 | 0 | 0 |
| | | | | | | |
| TOTAL # HOURS | 1.5 | 1.0 | 1.5 | .5 | 1.0 | 5.5 |

COMMITTEES/COMMISSIONS

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

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



City Manager's Office

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

DATE: August 19, 2020

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

FROM: Cynthia A. Fortune, Assistant City Manager

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

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

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

OUR MISSION

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

OUR VISION

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

HUMAN RESOURCES

Mission:

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

Values:

Develop

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

Increase

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

Respect

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

Communicate

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

CORE SERVICES

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

TABLE 1
Recruitment Activity

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

TABLE 2
Employee Job Performance Activity

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

TABLE 3
Payroll/Benefits Activity

| Description | Jul-2019 | Aug-2019 | Sept-2019 | Oct-2019 | Nov-2019 | Dec-2019 |
|----------------------------|----------|----------|-----------|----------|----------|----------|
| Employee Changes/Inquiries | 1 | 3 | 0 | 0 | 0 | 0 |
| ADP Change Transactions | 1 | 4 | 0 | 0 | 0 | 0 |
| Description | Jan-2020 | Feb-2020 | Mar-2020 | Apr-2020 | May-2020 | Jun-2020 |
| Employee changes/Inquiries | 1 | 2 | 0 | 1 | 5 | 0 |
| ADP Change Transactions | 1 | 2 | 0 | 1 | 5 | 0 |

SENIOR CENTER

Mission:

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

Core Values:

Seniors are recognized as a valuable asset.

Seniors have the opportunity to contribute and expand their talents and knowledge.

Seniors strengthen our community and benefit personally by their involvement.

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

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

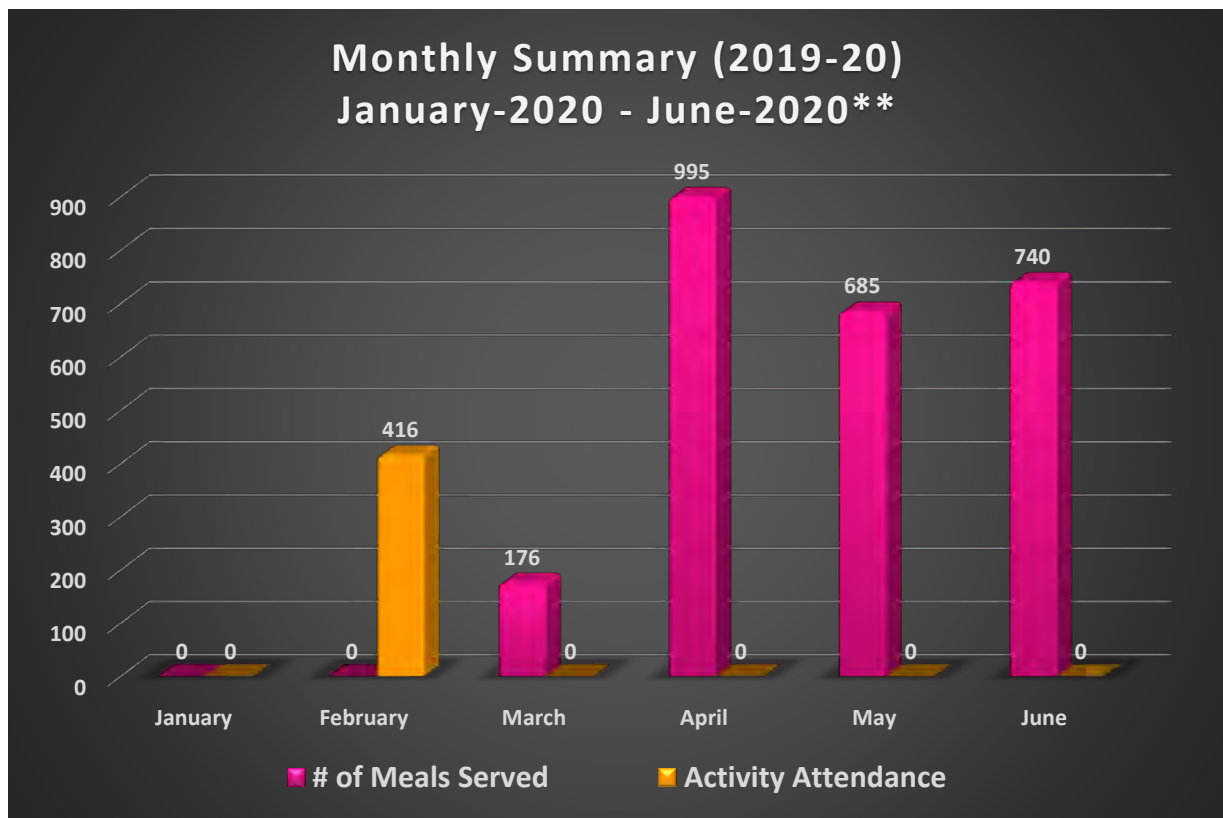
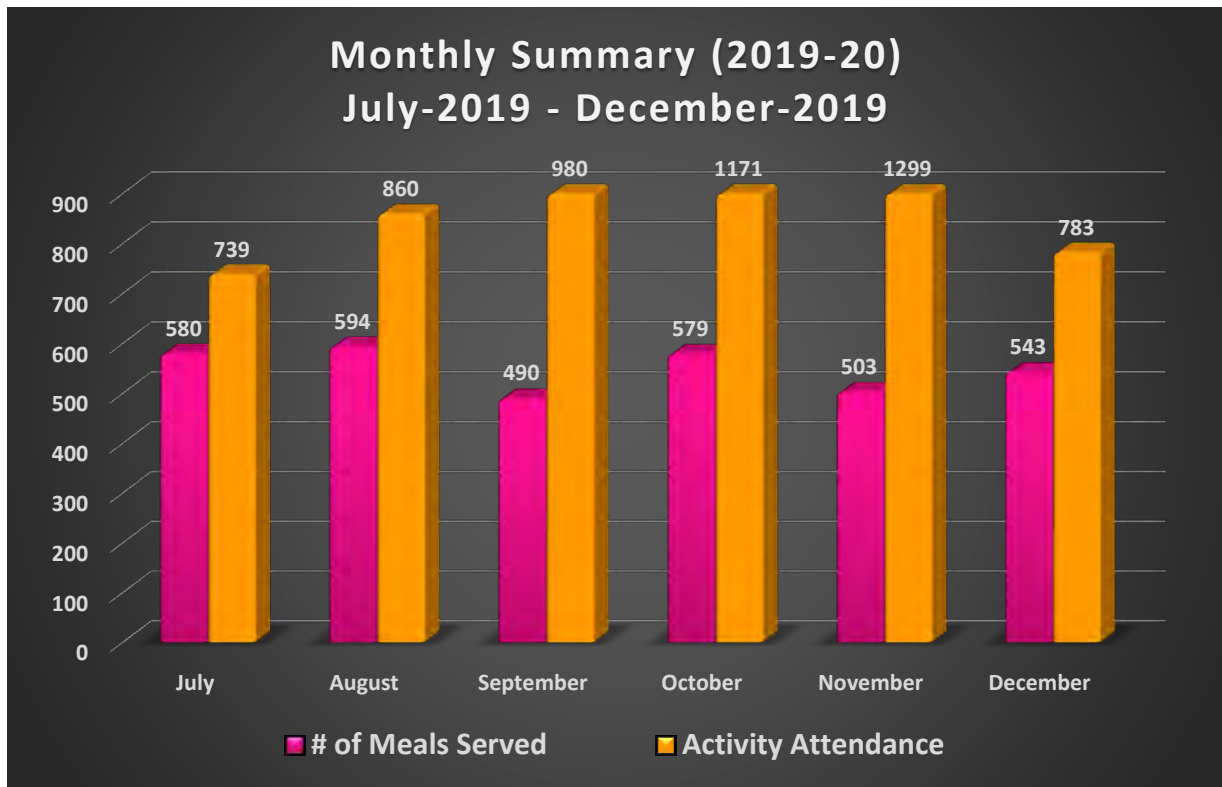
TABLE 1 - Senior Center Activities

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

| Description | *Jan -2020 | *Feb 2020 | **Mar -2020 | Apr- 2020 | May- 2020 | Jun- 2020 |
|--|---------------|--------------|----------------|--------------|--------------|--------------|
| Nutrition Program (# of meals served) | - | - | 176 | 995 | 685 | 740 |
| Arts and Crafts Classes | - | 32 | - | - | - | |
| Bingo | - | 36 | - | - | - | |
| Bridge | - | - | - | - | - | |
| Bunco | - | - | - | - | - | |
| Coffee with Shari | - | 46 | - | - | - | |
| Exercise Classes | - | 208 | - | - | - | |
| Garden Club | - | - | - | - | - | |
| Morning Glories (quilting) | - | - | - | - | - | |
| Movies with Solomon | - | - | - | - | - | |
| Paint Classes | - | 12 | - | - | - | |
| Card Game Night (Wednesday) | - | - | - | - | - | |
| Zumba | - | - | - | - | - | |
| Kings Corner | - | - | - | - | - | |
| Cribbage | - | - | - | - | - | |
| Cell Phone Class | - | - | - | - | - | |
| Loteria | - | 13 | - | - | - | |
| <u>SPECIAL EVENTS</u> | | | | | | |
| Monthly Birthday Celebration | - | 21 | - | - | - | |
| Entertainment (2nd Fri. each mo.) | - | - | - | - | - | |
| Volunteer Meeting | - | - | - | - | - | |
| Hydration Station | - | - | - | - | - | |
| Bus Pass Distribution | - | - | - | - | - | |
| 4th of July Party / Sept Pizza Party | - | - | - | - | - | |
| Health Screening | - | - | - | - | - | |
| Monthly Summary Attendance <i>(Accounts for a senior participating in any activity/program. One senior may have participated in 2 or more programs, not including meals.)</i> | | | | | | |

* - Due to a transition in staff at the Senior Center in the month of January 2020, we were not able to obtain complete information for January and February 2020 for the Senior Center Activities.

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



* - Due to a transition in staff at the Senior Center in the month of January 2020, we were not able to obtain complete information for January and February 2020 for the Senior Center Activities.

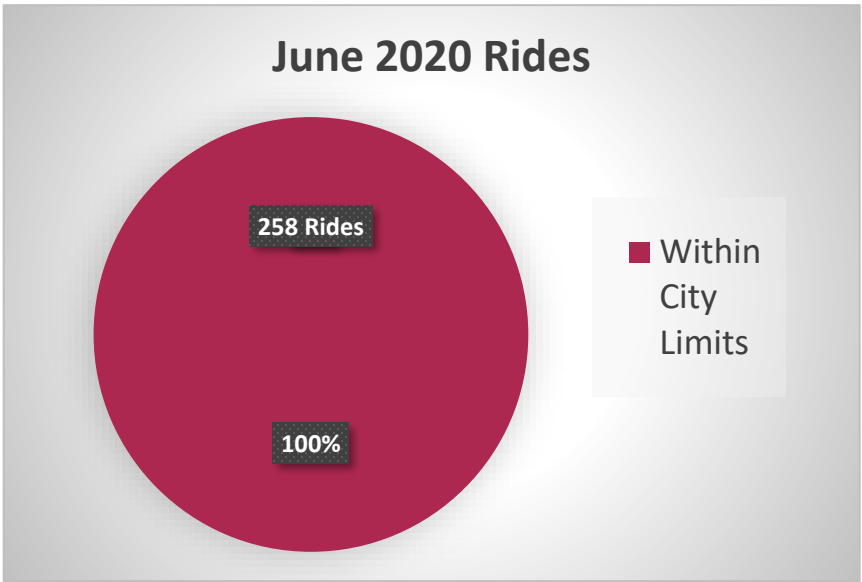
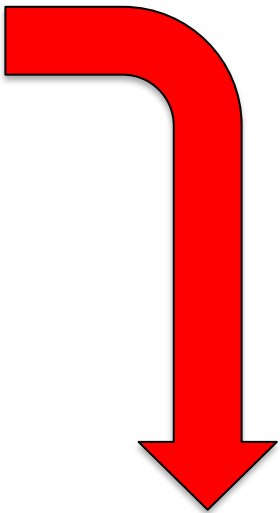
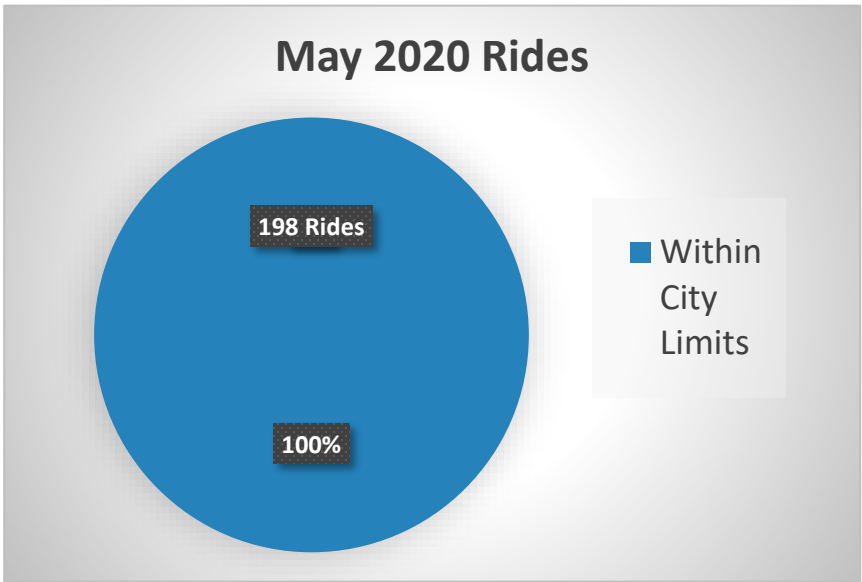
** - Due to COVID-19, the Senior Center will only be providing limited meals.

TABLE 2
Senior Center Blue Mountain Silver Liner
of Passengers

| Description | Jul-2019 | Aug-2019 | Sept-2019 | Oct-2019 | Nov-2019 | Dec-2019 |
|--|----------|----------|-----------|----------|----------|----------|
| Within City Limits (Senior Center, Stater Brothers, Library) | 188 | 222 | 87 | 220 | 129 | 114 |
| Outside City Limits (Walmart, 99cent store, Ross) | 149 | 159 | 60 | 168 | 92 | 68 |
| Special Events/Trips | 20 | 20 | 0 | 14 | 12 | 0 |
| Description | Jan-2020 | Feb-2020 | Mar-2020 | Apr-2020 | May-2020 | Jun-2020 |
| Within City Limits (Senior Center, Stater Brothers, Library) | 117 | 139 | 147 | 106 | 118 | 129 |
| Outside City Limits (Walmart, 99cent store, Ross) | 172 | 121 | 72 | 0 | 0 | 0 |
| Special Events/Trips | 0 | 5 | 23 | 0 | 0 | 0 |

TABLE 3
of Rides

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



FINANCE

Mission:

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

Values:

Transparency (Accessibility of Information):

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

Integrity (Reliability on Information Provided):

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

Quality (Commitment to Excellence):

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

Teamwork (Mutual Respect and Cooperation):

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

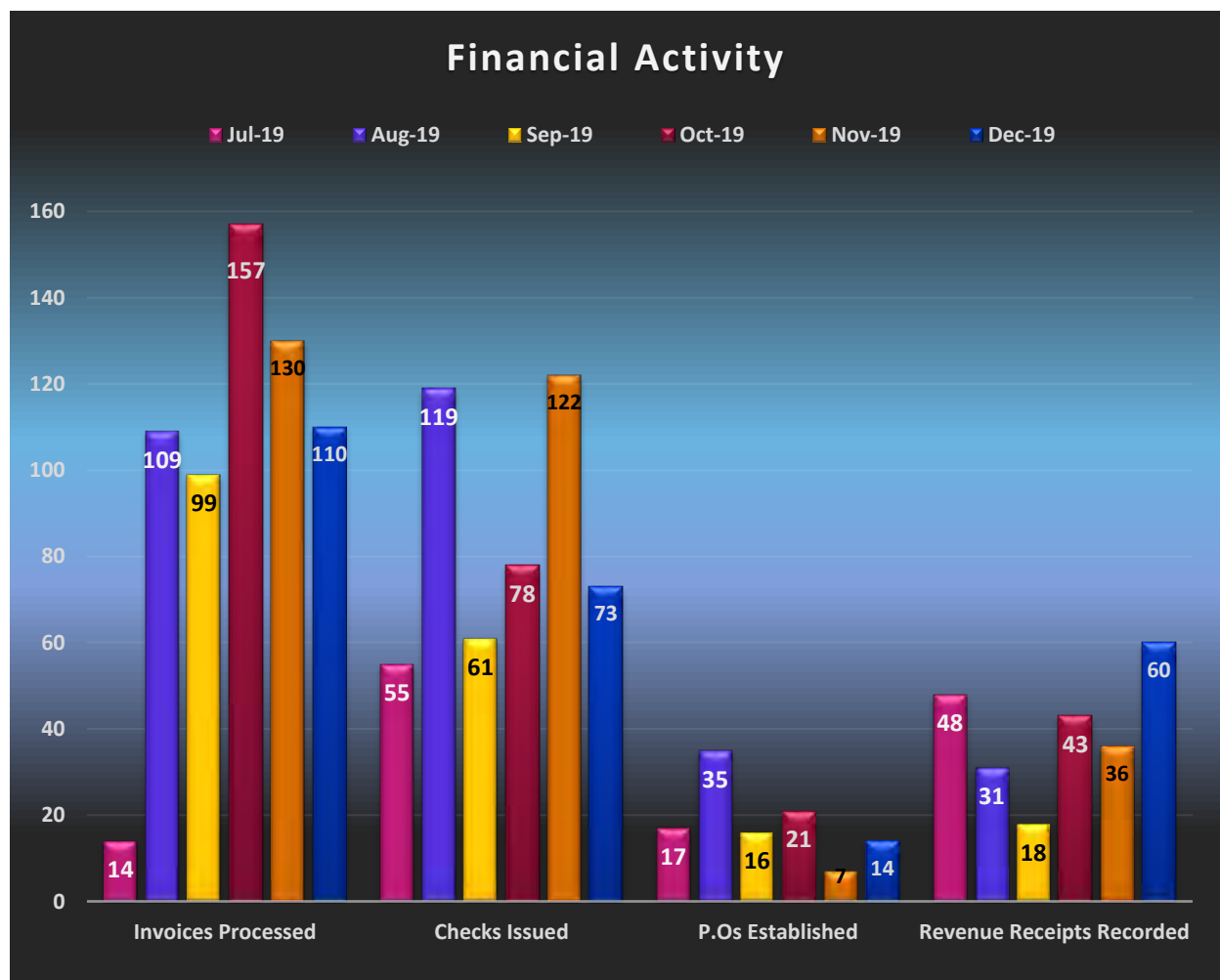
CORE SERVICES

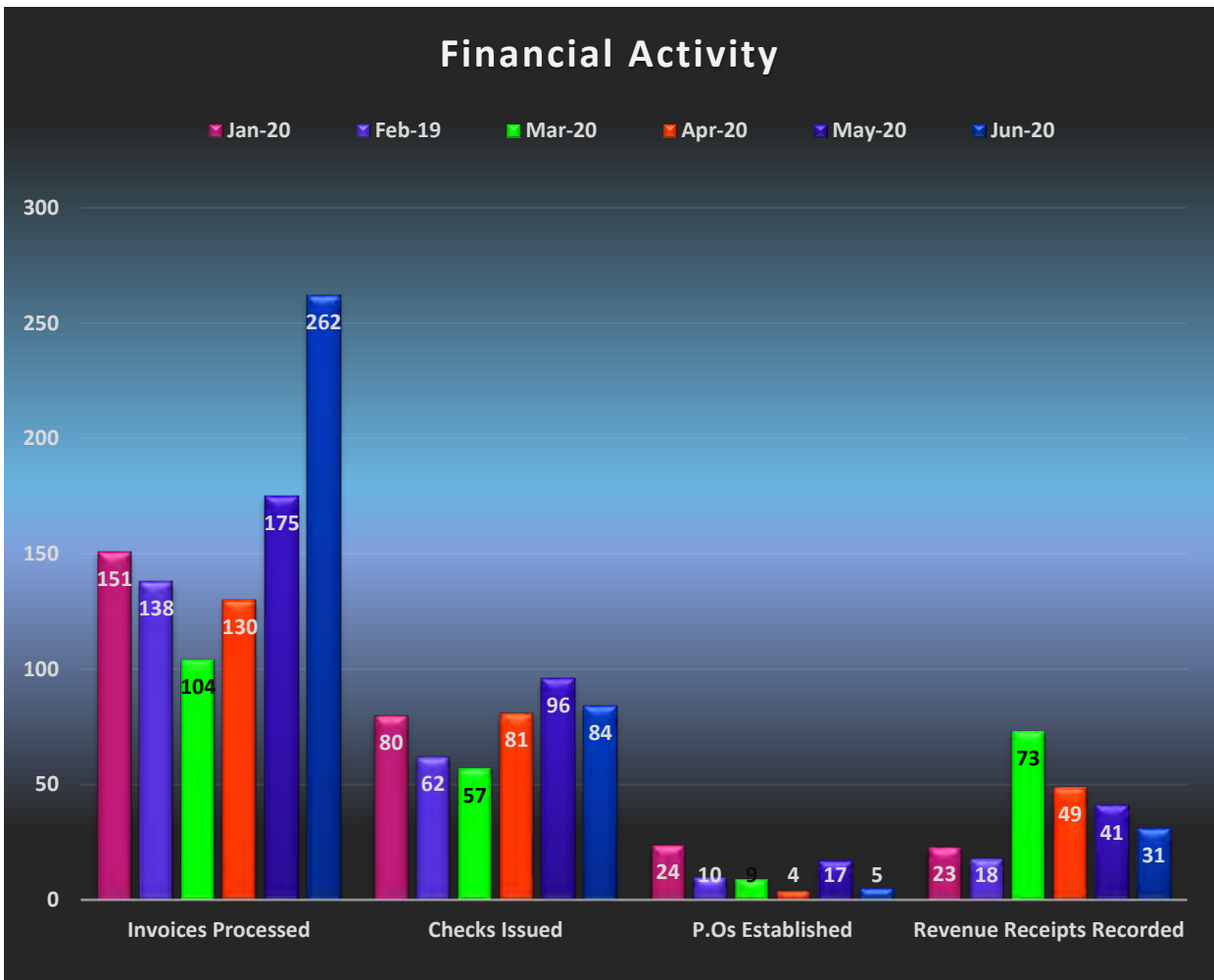
The Finance Department has 4 core services: Accounting, Purchasing, Revenue Management and Treasury. The Finance Department works in partnership with other departments to effectively develop, manage and safeguard the City's fiscal resources to enable and enhance the delivery of City services and projects.

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

TABLE 1
Financial Activity

| Description | Jul-2019 | Aug-2019 | Sept-2019 | Oct-2019 | Nov-2019 | Dec-2019 |
|-----------------------------|----------|----------|-----------|----------|----------|----------|
| Invoices Processed | 14 | 109 | 99 | 157 | 130 | 110 |
| Checks Issued | 55 | 119 | 61 | 78 | 122 | 73 |
| Purchase Orders Established | 17 | 35 | 16 | 21 | 7 | 14 |
| Revenue Receipts Recorded | 48 | 31 | 18 | 43 | 36 | 60 |
| Description | Jan-2020 | Feb-2020 | Mar-2020 | Apr-2020 | May-2020 | Jun-2020 |
| Invoices Processed | 151 | 138 | 104 | 130 | 175 | 262 |
| Checks Issued | 80 | 62 | 57 | 81 | 96 | 84 |
| Purchase Orders Established | 24 | 10 | 9 | 4 | 17 | 5 |
| Revenue Receipts Recorded | 23 | 18 | 73 | 49 | 41 | 31 |





FINANCIAL REPORTS SUBMITTED TO CITY COUNCIL:

Monthly:

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

Quarterly:

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

Annual:

Audited Annual Financial Reports for the following:

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

COMMUNICATIONS

Mission:

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

Core Services:

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

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

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

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

2019-2020 City Communications Data:

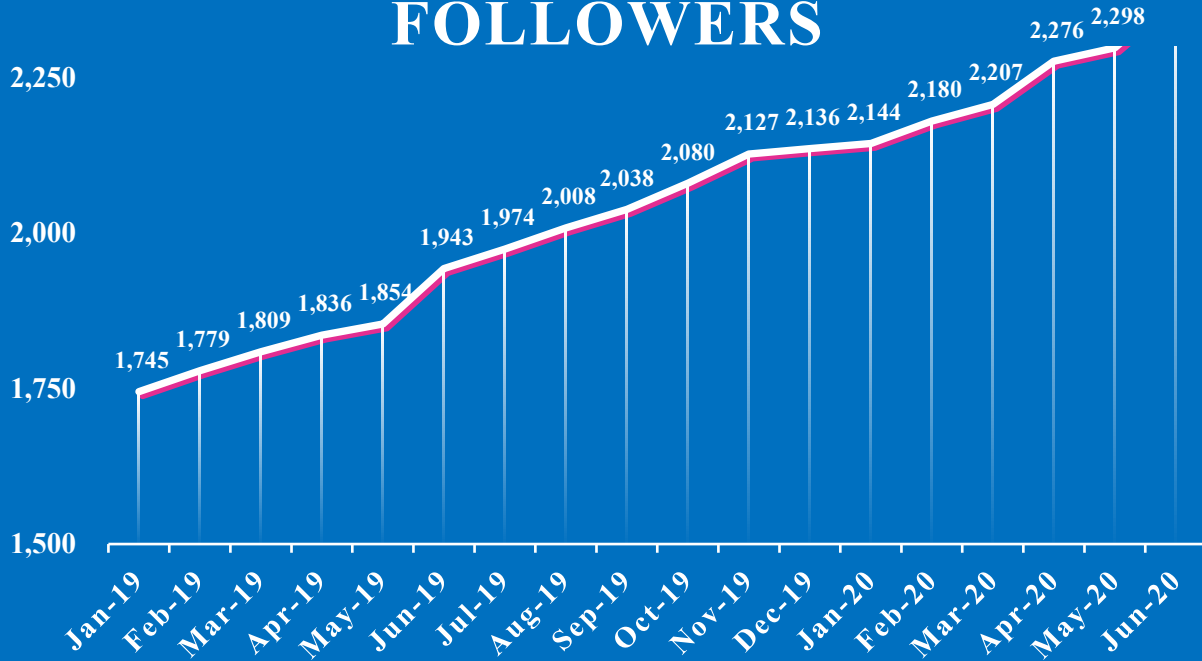
| Channel 3: | Jul | Aug | Sep | Oct | Nov | Dec |
|-------------------------------------|------|-----|-----|-----|-----|------|
| City Council Meeting Replays | 62 | 62 | 60 | 62 | 60 | 48** |
| Activities/Items Added to Slideshow | 0 | 4 | 7 | 8 | 3 | 1 |
| Channel 3: | Jan | Feb | Mar | Apr | May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

| Eblast | Jul | Aug | Sep | Oct | Nov | Dec |
|-------------------------------------|---------|---------|---------|---------|---------|---------|
| Number of E-newsletters Distributed | 5 | 8 | 9 | 21 | 20 | 13 |
| Number of Subscribers | 678 | 679 | 682 | 690 | 693 | 693 |
| Change in Subscribers | 0 | 1 | 3 | 7 | 3 | 0 |
| Number of E-newsletters Opened* | No Data | 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 | 7 | 6 | 4 |
| Number of Subscribers | 703 | 705 | 730 | 745 | 752 | 802 |
| Change in Subscribers | 10 | 2 | 25 | 15 | 7 | 50 |
| Number of E-newsletters Opened* | No Data | No Data | No Data | 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 PAGE FOLLOWERS

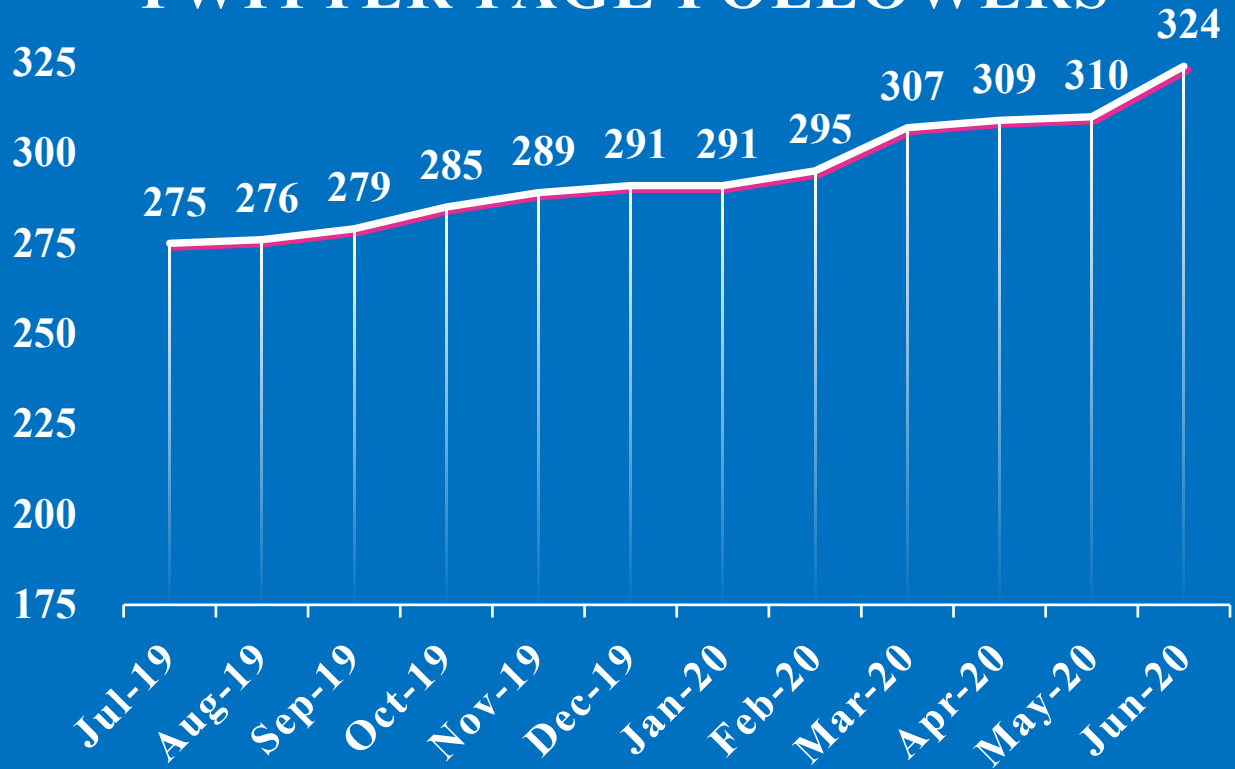


| Facebook | Jul | Aug | Sep | Oct | Nov | Dec |
|--------------------|--------|---------|--------|--------|--------|--------|
| Posts | 22 | 51 | 50 | 57 | 53 | 40 |
| Total Reach | 10,818 | 37,924 | 25,855 | 30,802 | 30,921 | 19,487 |
| Total Engagement | 1,375 | 7,872 | 1,856 | 8,093 | 2,624 | 2,371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

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

| 5 Most Popular City Facebook Pages (By % of population) – San Bernardino County | % of Pop. |
|---|---------------|
| 1) Twentynine Palms | 27.14% |
| 2) Apple Valley | 23.60% |
| 3) Yucca Valley | 21.08% |
| 4) Grand Terrace | 18.26% |
| 5) Hesperia | 16.13% |

TWITTER PAGE FOLLOWERS



| Twitter | Jul | Aug | Sep | Oct | Nov | Dec |
|---------------|-------|--------|-------|--------|---------|-------|
| Tweets | 4 | 44 | 42 | 54 | 51 | 32 |
| Impressions | 3,201 | 11,252 | 8,840 | 13,300 | 22,270* | 8,113 |
| Followers | 275 | 276 | 279 | 285 | 289 | 291 |
| New Followers | 22 | 1 | 3 | 6 | 4 | 2 |
| Twitter | Jan | Feb | Mar | Apr | May | Jun |
| Tweets | 32 | 54 | 17 | 8 | 6 | 0 |
| Impressions | 8,198 | 12,331 | 8,875 | 6,707 | 4,657 | 5,672 |
| Followers | 291 | 295 | 307 | 309 | 310 | 324 |
| New Followers | 0 | 4 | 12 | 2 | 1 | 14 |

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

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

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

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

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

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

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

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



Planning & Development

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



City of Grand Terrace

Planning and Development Services Department

DATE: July 20, 2020

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

FROM: Planning and Development Services Department

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

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

OUR MISSION

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

OUR VISION

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

PLANNING DIVISION

Planning and Building and Safety Core Services

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

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

Activity Summary for Planning

Planning Counter Requests for Information: 60

Planning Phone Calls Received: 119

Planning E-mails Received/Answered: 585

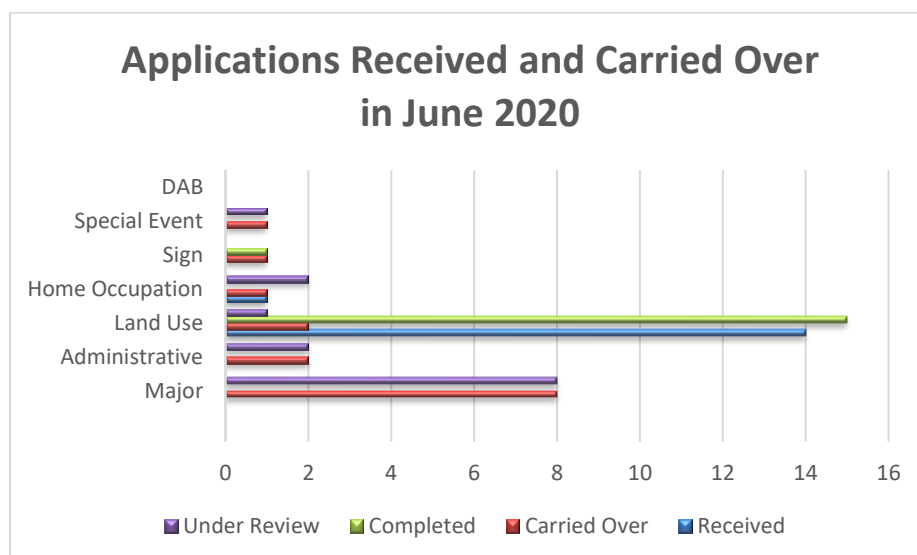
COVID-19 Related E-mails Received: 85

Application Summary

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

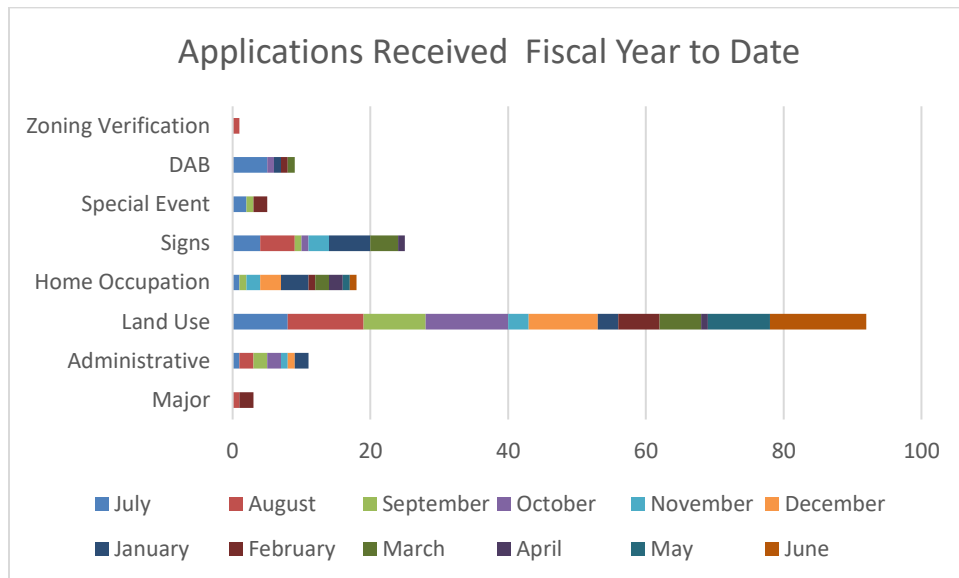
Application Summary for June 2020

| Applications | Number Received | Carried Over | Completed | Under Review |
|------------------------|------------------------|---------------------|------------------|---------------------|
| Major | 0 | 8 | 0 | 8 |
| Administrative | 0 | 2 | 0 | 2 |
| Land Use | 14 | 2 | 15 | 1 |
| Home Occupation | 1 | 1 | 0 | 2 |
| Sign | 0 | 1 | 1 | 0 |
| Special Event | 0 | 1 | 0 | 1 |
| DAB | 0 | 0 | 0 | 0 |
| Total | 15 | 15 | 16 | 14 |



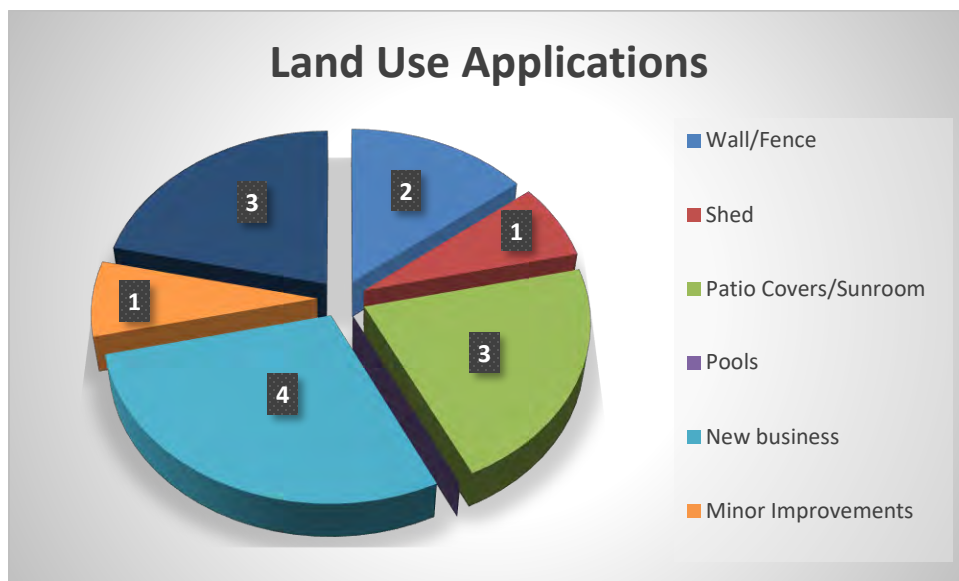
Applications Received, Approved and/or Under Review

Fiscal year to date the Planning Division has received 164 applications for review, 14 applications remained under review. A comprehensive list of the applications and their status is at the end of the Planning Division's report.



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

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



Projects in Plan Check or Under Construction

| Projects in Plan Check or Under Construction | | | | | |
|--|---|------------------------------|---|----------------------------|---|
| Date Submitted | Case No. | Applicant | Description | Location | Status |
| 3/29/2019 | SA 19-04 E 19-03 | Leonardo and Anel Aguayo | Single Family Residence | 0275-083-09 | Under Construction |
| 10/23/2018 | SA 18-10 V 18-02 E 18-10 | Crestwood Communities | 17 Detached Single-Family Residences | Pico Street and Kingfisher | Under Construction |
| 4/14/2016 | SA 16-01 V 16-01 TTM 16-01 E 16-05 | Aegis Builders, Darryl Moore | Planned Residential Development – 17 Lots and 17 to-Story Housing Units | 22404 Van Burren | Under Construction |
| 5/11/2018 | ASA 18-06 E 18-06 | Tim Boyes | Two lots Grading Plans | 0276-431-21, 22 | Third Grading Plan Review 8/8/2018 |
| 8/19/2019 | SA 19-08 V 19-01 | Troy Rogers | Taco Bell | 22172 Barton Road | Approved by the PC on 12/12/2019 Precise Grading 1 st Plan Check 2/27/2020 Landscaping 1 st Plan Check 3/11/2020 Architectural Plans 1 st Plan Check 4/7/2020 |
| 11/15/2020 | SA 18-04 E 17-09 | Todd Kessler | Single Family Residence | 23400 Westwood Street | Under Construction |

Development Advisory Board (DAB)

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

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

Planning Commission

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

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

On June 18, 2020

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

Grants

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

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

| Grant | Status | Grant Amount |
|--|--|---|
| Blue Mountain Trailhead and Trail Grant | Submitted on October 1, 2017. Site visit completed in November 2017. Awarded. Community workshop held on 4/11/2019. | \$212,500 (Estimated Project cost \$520,000) |
| Specified Grant - Blue Mountain Trailhead and Trail Grant | Non Competitive. Staff met with State Representatives and on August 15, 2019 and March 18, 2020 | \$1.2 Million |
| SB2 Grant – Multi-Modal Transportation | Non Competitive Awarded April 10, 2020 | \$160,000 |
| LEAP Grant – Housing Element | Non Competitive Submitted June 24, 2020 | \$60,000 |

Housing Successor Agency

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

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

The Housing Successor Agency holds the following interests:

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

Community Emergency Response Team

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

Attachment to Planning Division's Report

Applications Received, Approved and/or Under Review

| Major Applications - Site and Architectural Review | | | | | |
|--|--|-----------------------|---|---------------------------------|--|
| Date Submitted | Case No. | Applicant | Description | Location | Status |
| 3/16/2020 | GPA 20-01 ZCA 20-01 | Darryl Moore | Change of Zoning from R1-7.2 to R2 | 12266 Michigan Street | Incomplete on 4/17/2020 |
| 3/16/2020 | SA 20-02 TTM 20-01 SP 20-01 E 20-02 | Darryl Moore | 22 single Homes and TTM | 122667 Michigan Street | Incomplete on 4/17/2020 |
| 5/31/2019 | SA 19-05 CUP 19-04 E 19-06 ZC 19-01 MD 19-01 | Edwin Renewable Fuels | Plastic Recycling and office/educational uses | 21801 Barton Road | Deemed Incomplete on 6/26/2019. Staff continues to work with Applicant on Project. |
| 10/2/2018 | SA 18-09 TTM 18-02 V 18-01 E 18-08 | Aegis Builders, Inc | 12 Townhomes | 11695 Canal Street | Deemed Incomplete on 10/31/2018 & 3/26/2019 |
| 3/27/2018 | SA 18-04 E 17-10 | Lewis Development | Residential Project (707 Homes) | 1167-151-22, 68, 71, 73, 74, 75 | Incomplete on 3/27/2018 |

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

| Major Applications – Conditional Use Permit | | | | | |
|---|----------------------------------|-------------------------|--|----------------------|--|
| Date Submitted | Case No. | Applicant | Description | Location | Status |
| 1/2/2019 | CUP 19-01 SA 19-03 E 19-05 | GrandT-1 Inc. | Industrial Semi-Trailer Storage Facility | APN: 0275-191-06, 30 | RFP NOI posted on PC meeting held on 5/21/2020 continued |
| 9/17/2017 | CUP 17-08 E 17-07 | National Logistics Team | Recycling Pallets | 21496 Main Street | Incomplete on 10/18/2017 & 2/27/2018. Initial Study being prepared |

Administrative Applications

| Date Submitted | Case No. | Applicant | Description | Location | Status |
|----------------|----------------------|----------------|----------------------|------------------------|---------------------------------|
| 11/7/2019 | ASA 19-11 E 19-12 | Paul Bustos | Parking Lot Addition | 22038 Van Buren | Deemed Incomplete on 12/18/2019 |
| 10/28/2019 | LL 19-01 | Boyes and Sons | Lot Line Adjustment | 23173 Vista Grande Way | Deemed Incomplete on 1/14/2020 |

Land Use Review

| Date Submitted | Case No. | Applicant | Description | Location | Status |
|----------------|----------|-------------------|---------------------------------------|-----------------------------------|----------------------|
| 6/30/2020 | LU 20-39 | Phillip Botello | Office, Independent Learning Services | 12139 Mt. Vernon Avenue, Unit 110 | Approved |
| 6/29/2020 | LU 20-38 | Joshua Morgan | POD's (Temporary) | 11724 Eton Drive | Approved |
| 6/29/2020 | LU 20-37 | Hector Flores | Retaining Wall and Fence | 12741 Vivienda Avenue | Approved |
| 6/26/2020 | LU 20-36 | Eric Ramos | Retaining Wall | 22975 Cardinal Street | Approved |
| 6/26/2020 | LU 20-35 | Peter Schlueter | POD (Temporary) | 22678 Arlis Drive | Approved |
| 6/24/2020 | LU 20-34 | Anthony Lopez | Storage Shed | 12210 Reed Avenue | Approved |
| 6/22/2020 | LU 20-33 | Joe van Steenberg | Patio | 12125 Dos Rios | Approved |
| 6/16/2020 | LU 20-32 | Christina Calhom | Patio | 22990 Oranewood Court | Approved |
| 6/22/2020 | LU 20-31 | Rooms N Covers | Patio | 12168 Mt. Vernon | Approved |
| 6/12/2020 | LU 20-30 | Diana Vasquez | POD (Temporary) | 22887 Finch Street | Approved |
| 6/11/2020 | LU 20-29 | AmeriGas | Propane Cylinder Exchange Unit | 22201 Barton Road | Approved |
| 6/9/2020 | LU 20-28 | Frome Realty | Maintenance Services | 21935 Van Buren Street | Approved |
| 6/5/2020 | LU 20-27 | Mike Jauregui | Home Addition, | 22159 Mavis Street | Approved |
| 6/8/2020 | LU 20-26 | Nichole Urrea | Facials | 22545 Barton Road | Approved |
| 3/24/2020 | LU 20-14 | GT Little League | Fireworks Fundraiser Stand | 22201 Barton Road | Approved |
| 4/15/2019 | LU 19-31 | Ricky Komorida | Café Lounge | 22417 Barton Road | On-hold by Applicant |

Home Occupation Permit

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

Sign Application

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

Special Event

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

BUILDING AND SAFETY DIVISION

Building and Safety and Planning Core Services

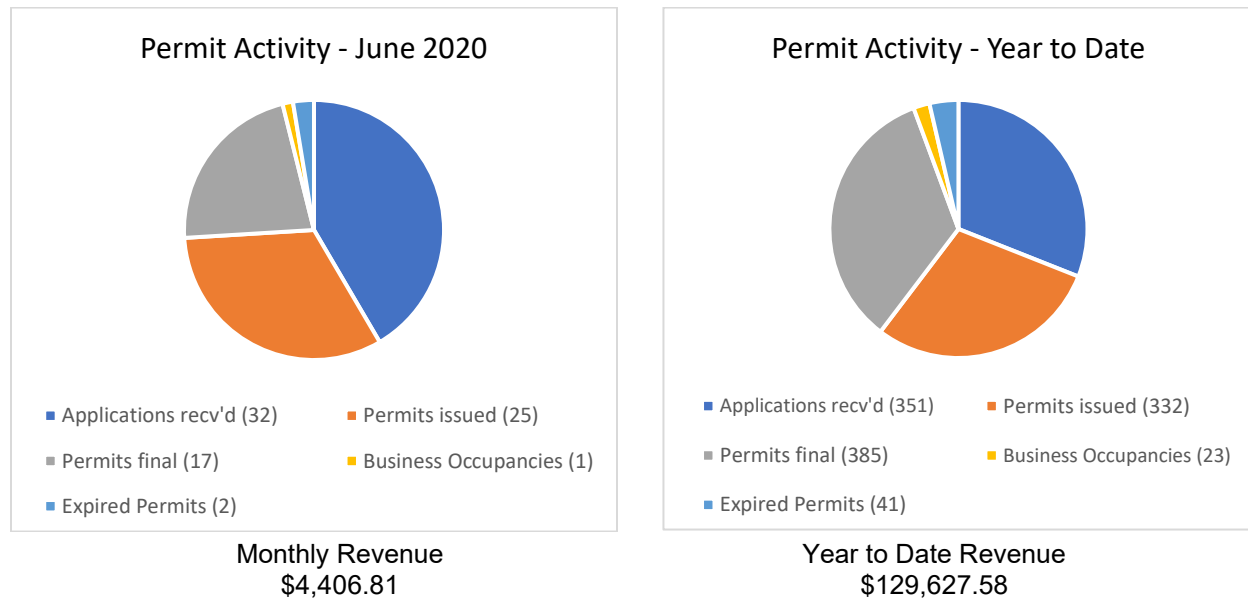
- Permit New Businesses
- Permit Alterations to Existing Uses
- Zoning Code & General Plan Administration
- RDA Dissolution
- Planning Commission
- Building Permit Issuance
- Building Plans Review & Inspections

The Building and Safety Division is budgeted for one full time Permit Technician and one full time Building Official. The Building Official position is currently being filled through a contract with Interwest Consulting Group. These two positions constitute up to 240 monthly service hours.

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

Activity Summary for Building and Safety

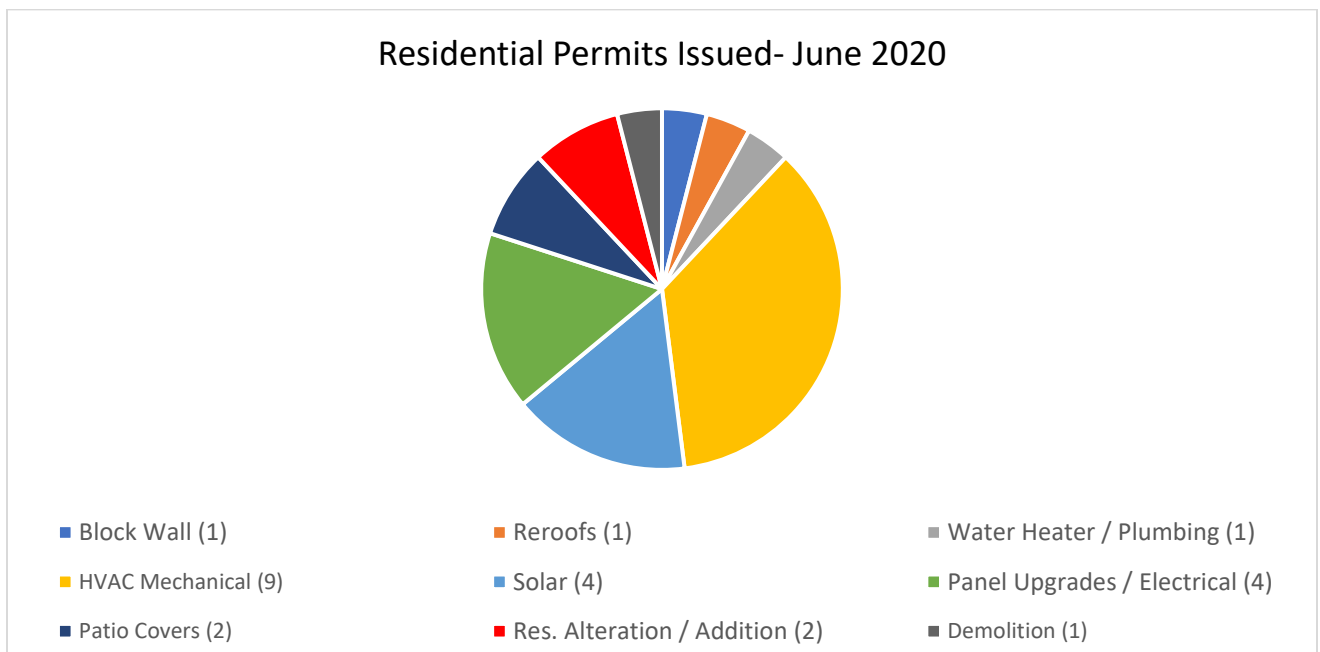
Building Permit Activity includes 25 permits issued in June. Year to date a total of 332 permits have been issued with a total revenue of \$129,627.58. In addition, a total number of 33 customers were assisted at the Building & Safety counter for the month of June.



Permits Issued

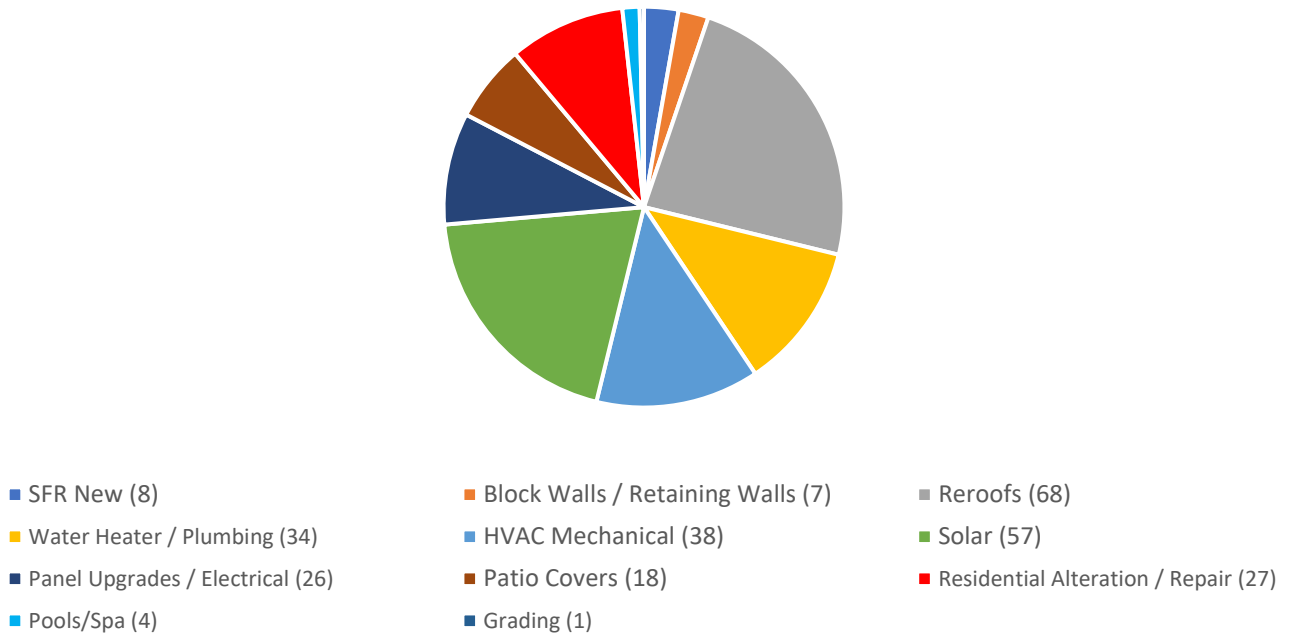
Permits issued in June include demolition, HVAC replacements, remodels, block walls, re-roofs, PV solar, and patio covers.

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



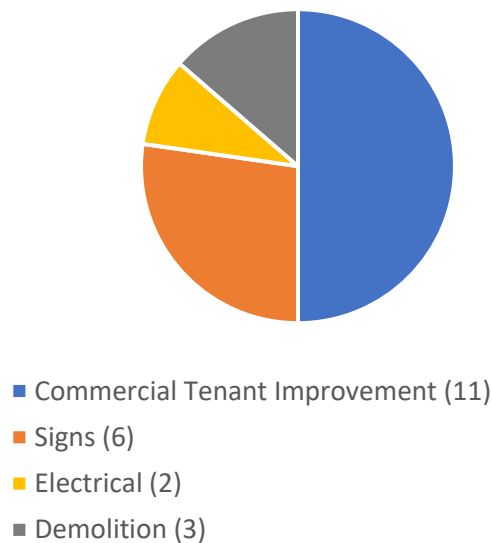
* Residential Alteration / Repair consists of: Remodels, Room Additions, Stucco / Siding Work, Interior Demolition / Construction of Walls, Windows, Garage Doors.

Residential Permits Issued- Year to Date FY 2019-2020



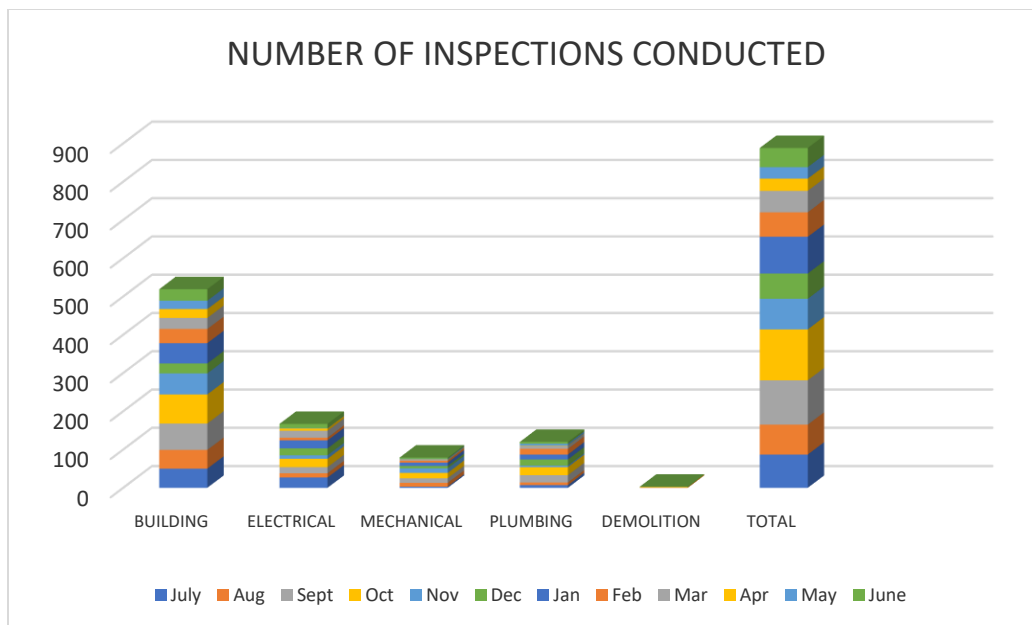
* Residential Alteration / Repair consists of: Remodels, Room Additions, Stucco / Siding Work, Interior Demolition / Construction of Walls, Windows, Garage Doors.

Commercial Permits Issued - Year to Date FY 2019-20



Inspections

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



Major Projects Under Construction

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

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

| Project | Description/Location | Status |
|-----------------------------------|--|---|
| Aegis Builders, Inc. | 12382 – 12485 Tesoro Ct. New 17 SFR Aegis Project | Electric/Gas Meters Inspected & Released |
| I-215 Interchange Project | Reconstruction of I-215 and Barton Road Interchange | Under Construction |
| Tim Boyes, Vista Grande Way | Parcel Map 16945 – Street Improvement Project & Rough Grading (Vista Grande Way) | Grading pre-construction meeting held in June 2019. |
| Crestwood Communities | Tract 18071 – Rough grading and construction of 17 single family residences w/ new block walls | Under Construction – Electrical & Gas Services Released |
| Anel Aguayo – 12040 La Cadena Dr. | 12040 La Cadena Dr. – Precise grading for new single-family residence | Sheath/Shear inspection complete |
| Frank Randall 23400 Westwood St. | 23400 Westwood St. – Precise grading & new single-family residence | Under Construction |

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

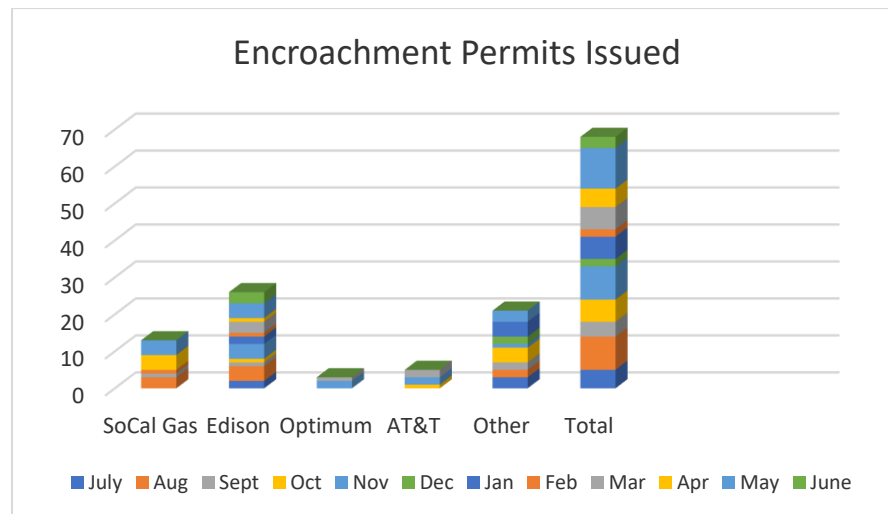
Plan Checking Activity

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

| Project | Description/Location | Status |
|--|--|--|
| Tim Boyes, Vista Grande Way | Parcel Map 16945 – Precise grading for (1) lot / (N) SFR | In Plan Check – (N) SFR and precise grading plans issued corrections |
| Tim Evans – American Warrior, LLC | 21935 Van Buren St. – Tenant Improvement for electrical to install screen printing equipment, shirt printing – American Warrior, LLC | In Plan Check – Received resubmittal from applicant |
| Jonathon Weber – 22172 Barton Rd. | 22172 Barton Rd. – Grading & Plans for (N) 2,195 sq. ft. Taco Bell restaurant | In Plan Check – Provided 1 st set of corrections to applicant |
| Paul Tickner – 22633 Palm Ave. | 22633 Palm Ave. – Interior remodel of commercial kitchen for Azure Hills Church | In Plan Check – Provided 1 st set of corrections to applicant |

Public Works Encroachment Permits

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



ANIMAL CONTROL AND CODE ENFORCEMENT DIVISION

Core Services

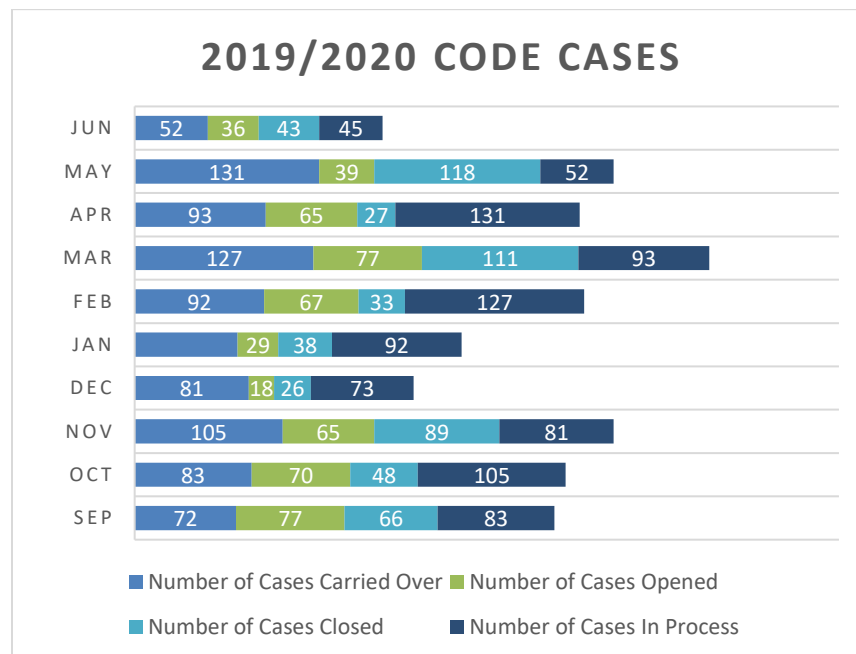
- Zoning & Municipal Code Enforcement
- Animal Control Services
- Street Sweeping Traffic Enforcement

The Division is budgeted for one full time Officer, a 20-hour Specialist, and a full-time Office Specialist. On-call coverage is provided to handle after hour emergency animal control calls.

The City is divided into seven zones, including commercial centers, and the zones are inspected on a continual rotating basis over a two-week period. A set route is driven each day in addition to the zones. The route includes Mount Vernon Avenue, Main Street, Michigan Street, Barton Road, Preston Street, Palm Avenue, Observation Drive, and Van Buren Street.

Activity Summary for Code Enforcement

Code Enforcement had 52 cases carried over from the previous month, 36 new cases opened, and 43 cases were closed. The Division closed out June with 45 open cases. The chart below demonstrates a breakdown of Code cases by detailing how many cases were carried over from the previous month, opened, closed, and still being addressed.



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

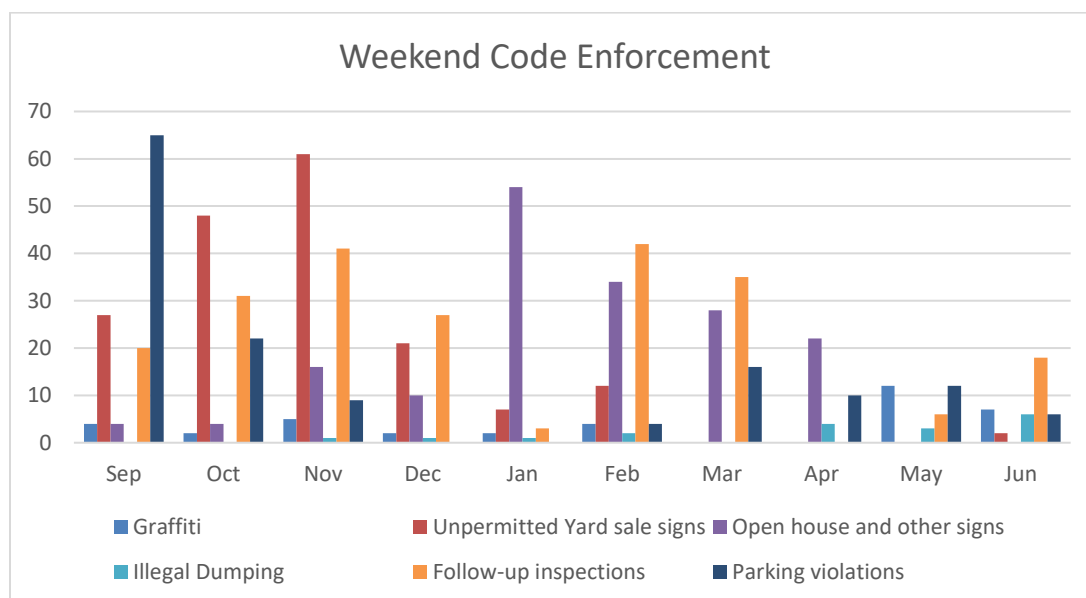
| Column1 | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun |
|---------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
|---------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|

| | | | | | | | | | | | | |
|------------------------------|----|----|----|----|-----|----|----|-----|-----|----|-----|----|
| Inspections Conducted | 49 | 68 | 71 | 53 | 100 | 53 | 79 | 118 | 162 | 41 | 131 | 86 |
| Notice of Corrections Issued | 32 | 60 | 67 | 48 | 39 | 18 | 52 | 80 | 85 | 20 | 31 | 32 |
| Notice of Violations Issued | 10 | 5 | 12 | 10 | 18 | 3 | 1 | 8 | 6 | 0 | 3 | 5 |
| Citations Issued | 16 | 6 | 8 | 4 | 11 | 4 | 5 | 12 | 14 | 1 | 2 | 7 |

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

Weekend Code Enforcement Activities

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

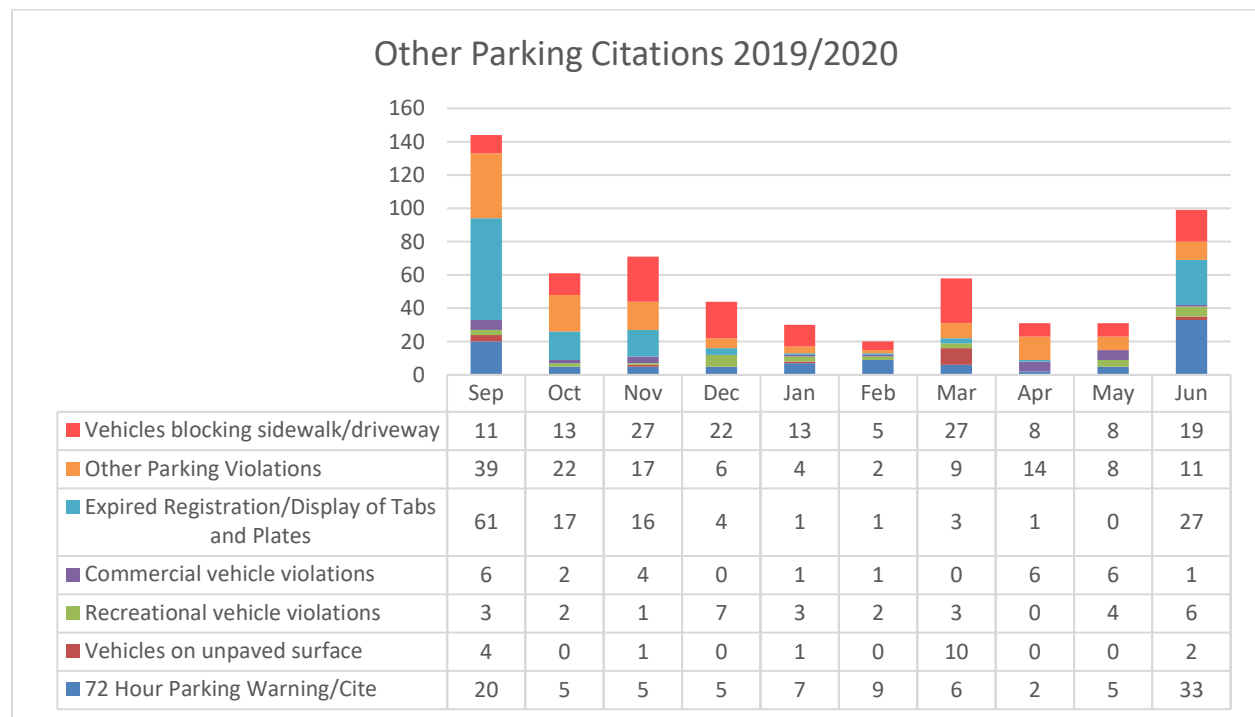
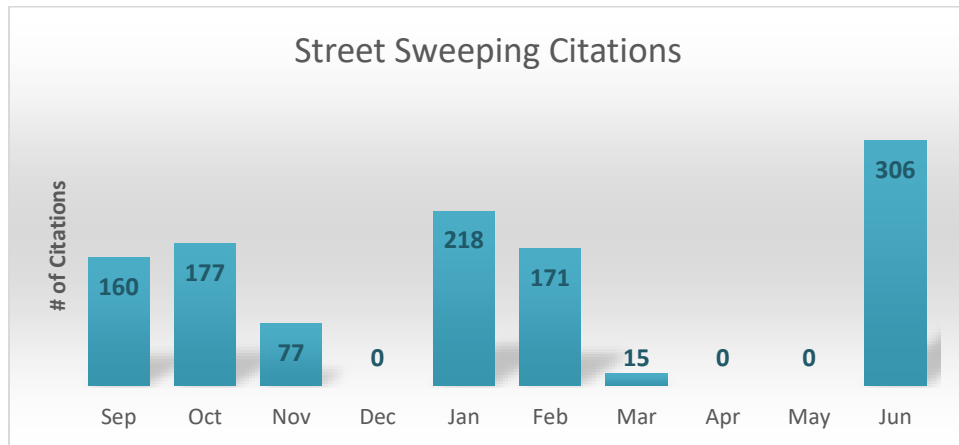


Parking Citations:

In June, 405 vehicle related citations were issued; 306 of the citations issued were related to street sweeping enforcement. Street Sweeping in residential areas occurs on the first, second, and third Thursdays of each month.

As of June 4th, Code Enforcement has resumed issuing street sweeping citations for vehicles parked on the street during street sweeping hours.

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



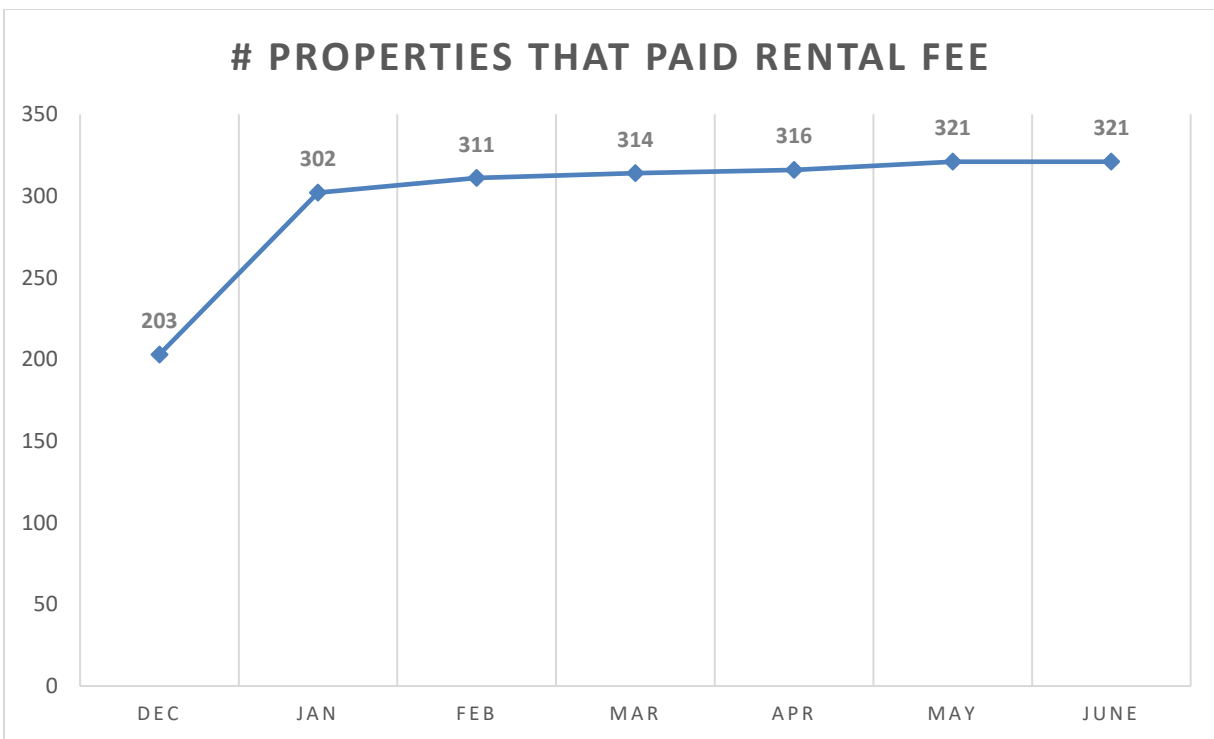
Graffiti/Vandalism/Illegal Dumping

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

Non-Owner Occupied/Rental Property Program

There are approximately 381 properties in the Program, consisting of both single-family units and multiple family units (i.e. apartments, duplexes, and triplexes). Eighty-one properties are enrolled in the Good Landlord/Tenant Program signifying they have kept well-maintained properties and have passed inspections for three consecutive years. Property owners in the Good Landlord Program also receive reduced inspection fees and windshield inspections. 336 properties have paid their annual fee as of the end of June.

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



Civic Live

There were 14 complaints received via Civic Live in June 2020 generally pertaining to animal related, property maintenance, and vehicle issues. 9 cases have been resolved, 1 case was referred to our arborist, and 4 cases are still being worked by Code Enforcement.

Animal Control Services

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

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

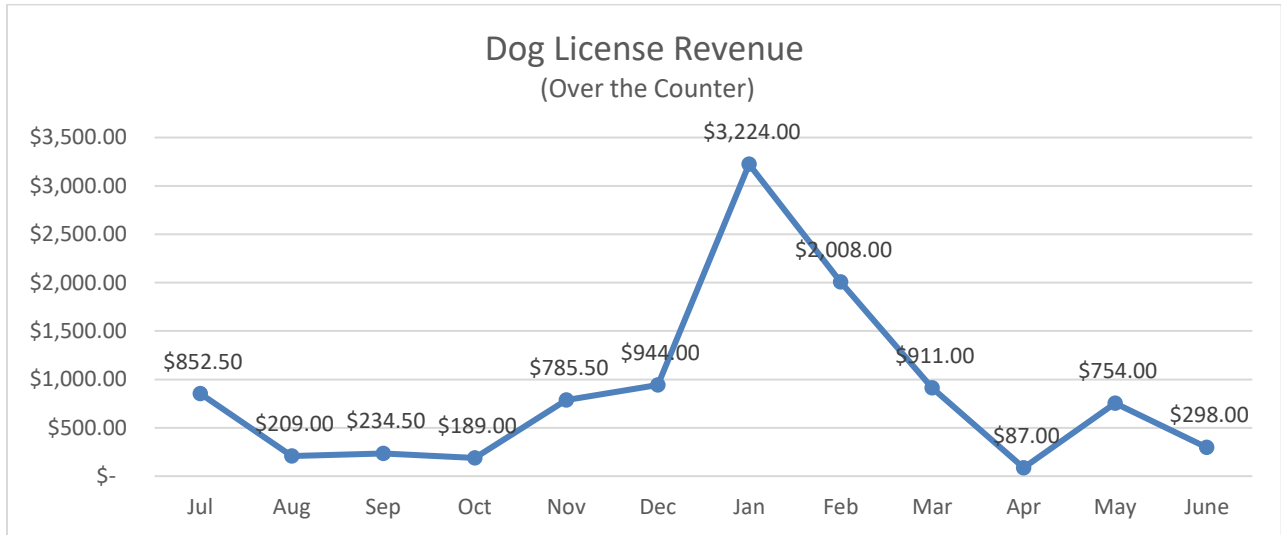
| Animal Control Sheltering Services | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May |
|------------------------------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| Animal Intakes | | | | | | | | | | | |
| Strays | 7 | 15 | 7 | 14 | 9 | 4 | 8 | 3 | 2 | 1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

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

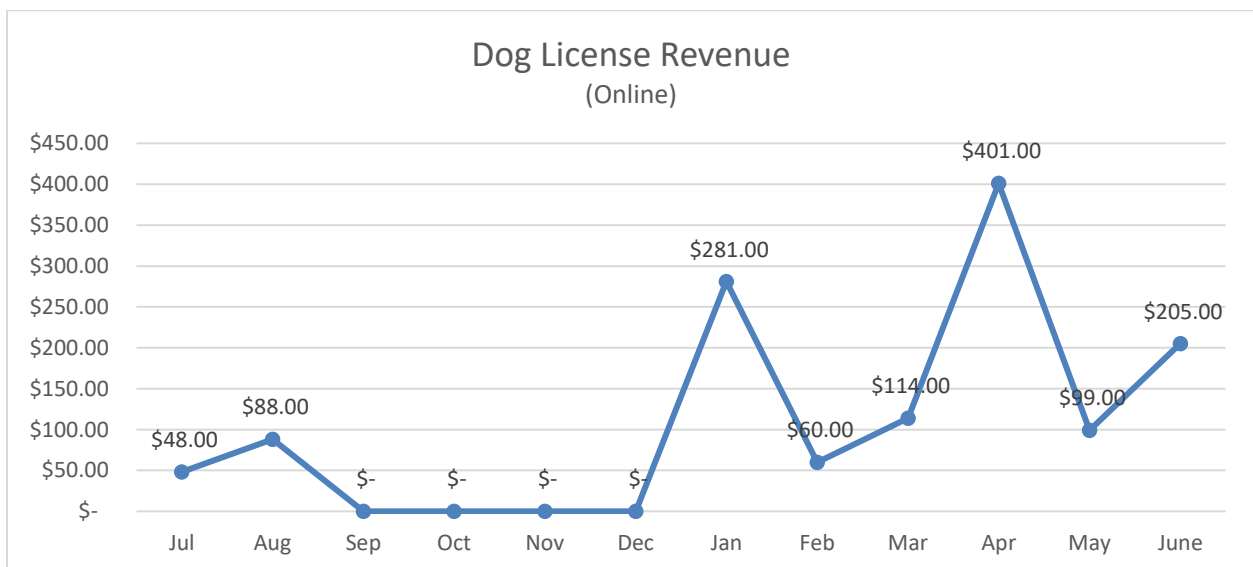
| Officer Investigations | | | | | | | | | | | | |
|-----------------------------------|---|---|---|---|----|---|----|---|---|---|----|----|
| Barking Complaints | 1 | 0 | 2 | 0 | 3 | 1 | 1 | 0 | 1 | 1 | 0 | 1 |
| Unlicensed Dogs | 0 | 3 | 1 | 0 | 5 | 0 | 2 | 2 | 0 | 0 | 0 | 0 |
| Loose Dogs | 4 | 3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

Dog Licensing Revenue

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

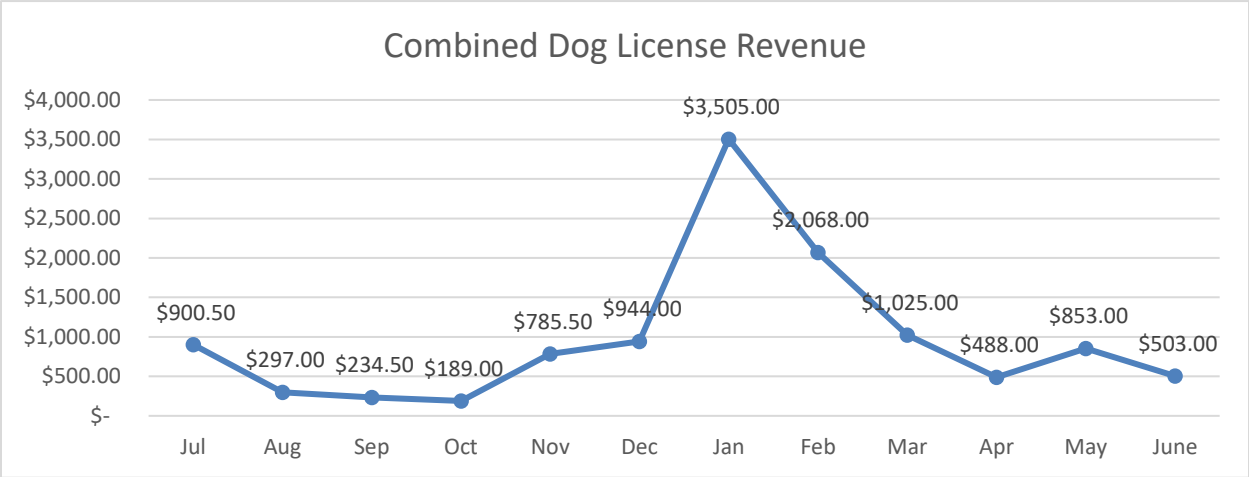


| | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | June |
|----------------------------|---------|---------|-----|-----|-----|-----|----------|---------|----------|----------|---------|----------|
| Online Dog License Revenue | \$48.00 | \$88.00 | \$- | \$- | \$- | \$- | \$281.00 |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



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

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





Public Works

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



City of Grand Terrace

Public Works Department

DATE: August 25, 2020

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

FROM: Craig Bradshaw, Interim Public Works Department Director

SUBJECT: AUGUST 2020-MONTHLY REPORT –PUBLIC WORKS DEPARTMENT

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

Engineering Division

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

| Project Name | Funds | Status | Fund Source(s) |
|--|--------------|---|------------------|
| Barton Bridge Replacement Project | \$ 3,500,000 | Project near completion and close out | Fed, State, City |
| Commerce Way Extension | \$ 5,500,000 | Completed Final Design of City Section, coordinating with developer on southern portion and grant funding | State, City |
| CIP Year 3 Street Slurry/Resurfacing combined with Year 4 | \$1,600,000 | Assemble Bid Package and funding | State, City |
| HSIP Cycle 8, Mt. Vernon Safety Project | \$350,000 | Construction ongoing | Federal Grant |
| HSIP Cycle 9 Guardrail Project | \$650,000 | Prepare Preliminary Engineering Documents | Federal Grant |
| Grand Terrace Road, north of Newport Avenue, Emergency Work with SCE | \$60,000 | Construction Coordination, work pending | |
| TOTALS: | | \$11,660,000 | |



Waste Management Services

Burrtec Waste Industries

Waste Generation Report:

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

May 2020: Concise Waste Generation Report (Unit of Measure: Tons)

| Service Description | Refuse | Recycling | E-Waste | Green-waste | Tires | Tin/White | Scrap Metal | Inert | C&D | Food | Comm'l Select / Floor-sort | Total Tonnage Generated | Total Tonnage Generated by Category |
|---------------------|---------------|---------------|-------------|---------------|-------|-------------|-------------|-------|-----|-------------|----------------------------|-------------------------|-------------------------------------|
| Residential | 327.21 | 102.03 | | 245.55 | | | | | | | | 674.79 | |
| Christmas Tree | | | | | | | | | | | | | |
| Bulky Item | 7.07 | | 1.64 | | | 2.98 | | | | | | 11.69 | 686.48 Residential |
| Clean Up | | | | | | | | | | | | | |
| Multi-Family | 101.35 | 5.48 | | 7.03 | | | | | | | | 113.86 | 113.86 Multi-Family |
| Commercial | 111.89 | 8.23 | | 0.94 | | | 0.61 | | | 0.53 | 2.53 | 124.73 | |
| School | 40.68 | 14.41 | | | | | | | | | | 55.09 | 179.82 Commercial |
| Roll off | 30.91 | | | | | | 5.00 | | | | | 35.91 | 35.91 Roll off |
| Grand Total | 619.11 | 130.15 | 1.64 | 253.52 | | 2.98 | 5.61 | | | 0.53 | 2.53 | 1016.07 | |

Missed Pick-Up Report

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



City of Grand Terrace

Public Works Department

Public Works Administration

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

Contracts:

Public Works Services for FY 2019-20:

| Contractor Name | Service | Contract Amount | Remaining Balance as of JUN. 30, 2020 |
|--|--|------------------------|--|
| ACCO Engineered Systems | HVAC Maintenance | \$22,850 | \$0 |
| Albert A Webb Associates | Commerce Way Final Design Southern Portion | \$170,880 | \$4,119 |
| Clean Street | Street Sweeping Services | \$54,508 | \$1,285 |
| City of Colton Cooperative Agreement with Grand Terrace | Traffic Signal Maintenance for signal on Litton Avenue | N/A | N/A |
| Carbon Solutions Group | Electric Vehicle Charging Stations | \$185,000 | \$0 |
| Demuth Plumbing | Rollins Park Leak | \$6,400 | \$0 |
| EZ Sunnyday Landscape | Landscape Maintenance | \$47,830 | \$0 |
| Gopher Patrol | Gopher Abatement Services | \$7,227 | \$0 |
| Hardy and Harper, Inc | Street Maintenance Services | \$75,000 | \$75,000 |
| Interwest Consulting Group TKE Engineering, HR Green | On-Call Public Works Inspection Services | \$40,000 | \$40,000 |
| Interwest Consulting Group HR Green Albert A. Webb | On-Call Construction Management Services (incl. Barton Road Interchange Project – Interwest) | \$40,000 | \$17,046 |
| Interwest Consulting Group | Commerce Way Extension Real Estate & Engineering Services | \$360,005 | \$229,627 |
| Lynn Merrill | NPDES Services | \$10,000 | \$2,339 |
| MCC Pipeline | Emergency Culvert Replacement | \$25,320 | \$0 |
| Moran Janitorial Services | Janitorial Services for City Hall and City Parks | \$19,980 | \$3,580 |
| Otis Elevator Company | Elevator Maintenance Service | \$5,145 | \$0 |
| San Bernardino County Dept of Public Works – Flood Control | Flood Control Facilities | \$22,770 | \$0 |
| San Bernardino County Fire Dept – Hazardous Material | Household Hazardous Waste (HHW) Services | \$18,065 | \$0 |
| San Bernardino County Land Use Services | Fire and Weed Hazard Abatement Services | \$13,526 | \$0 |
| St. Francis Electric, LLC. | Traffic Signal Maintenance Services | \$20,000 | \$843 |
| County of Riverside TLMA Administration | Main Street Traffic Signal Maintenance Services | \$6,000 | \$3,139 |

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

FY 2019-20 Capital Improvement Project Contracts

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

Bids:

- N/A

Major Reports:

- Project Delivery Agreement with Caltrans

Grants:

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

Project Management:

- Senior Center ADA Door Installation
- HSIP Cycle 9 Guardrail Project
- HSIP – Highway Safety Improvement funding for Mt. Vernon

Major Meetings / Events:

- N/A

PUBLIC WORKS DIVISION

Work Release Hours

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



CITY OF GRAND TERRACE CIVIC LIVE MONTHLY STATS



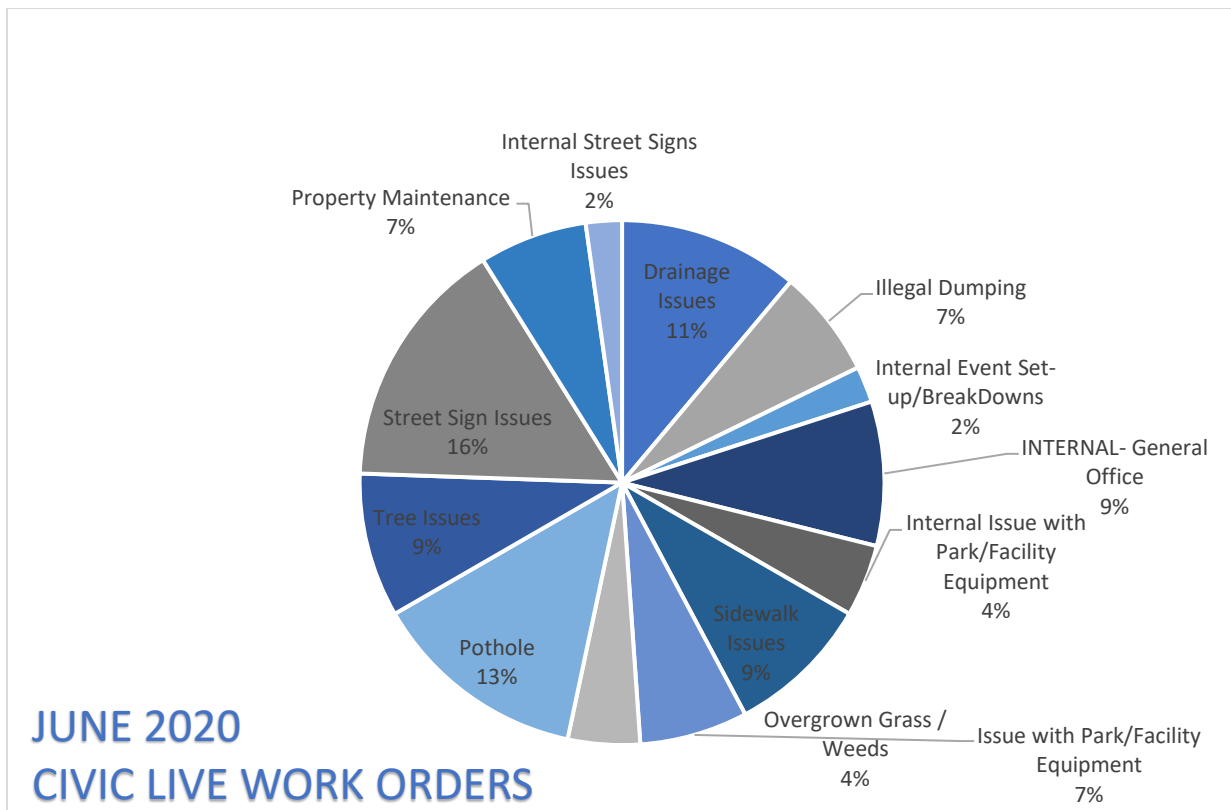
| JUNE 2020 | | | |
|--|-----------------------------------|-----------------------------------|-----------------------|
| | REQUEST RECEIVED THIS MONTH | REQUEST RESOLVED THIS MONTH | REQUEST IN PROCESS |
| CIVICLIVE WORK ORDERS ONLY | 45 | 33 | 12 |
| REQUEST ROLLOVER FROM PREVIOUS MONTHS | | | 13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

June 2020 (45 work orders)

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

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

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



Park Shelter Reservations and Community Room Reservations

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

Park Maintenance

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

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

Sheriff's Contract

- Law Enforcement Services



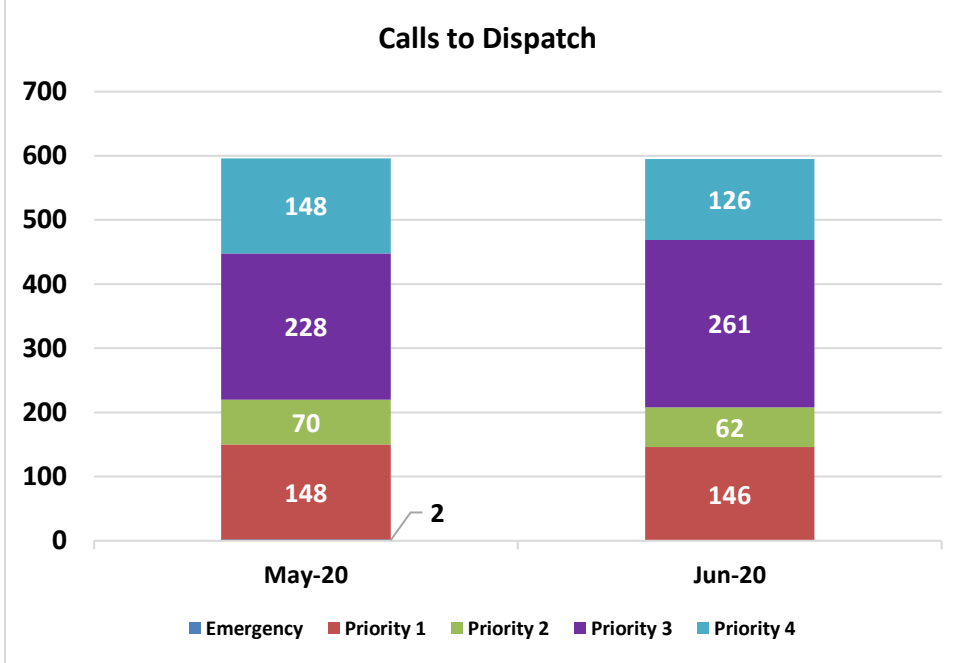


San Bernardino County Sheriff's Department



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

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



Emergency – 911 calls (evaluated for substance).

Priority 1 – Currently active, 15 minutes or less.

Priority 2 – Just occurred, 15 minutes or more.

Priority 3 – Calls over 30 minutes ago.

Priority 4 – Incident calls, counter calls.

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

Citizens on Patrol (COP) - Weekly Hours for March 2020:

| Mar. 9 th | Mar. 16 th | Total Hours |
|----------------------|-----------------------|-------------|
| 8 | 2 | 10 |

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

San Bernardino County Fire





City of Grand Terrace
Fire Department Incidents
06/01/20 – 06/30/20

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