



MONTHLY REPORT

May 2019

PRESENTED BY
THE CITY MANAGER'S OFFICE

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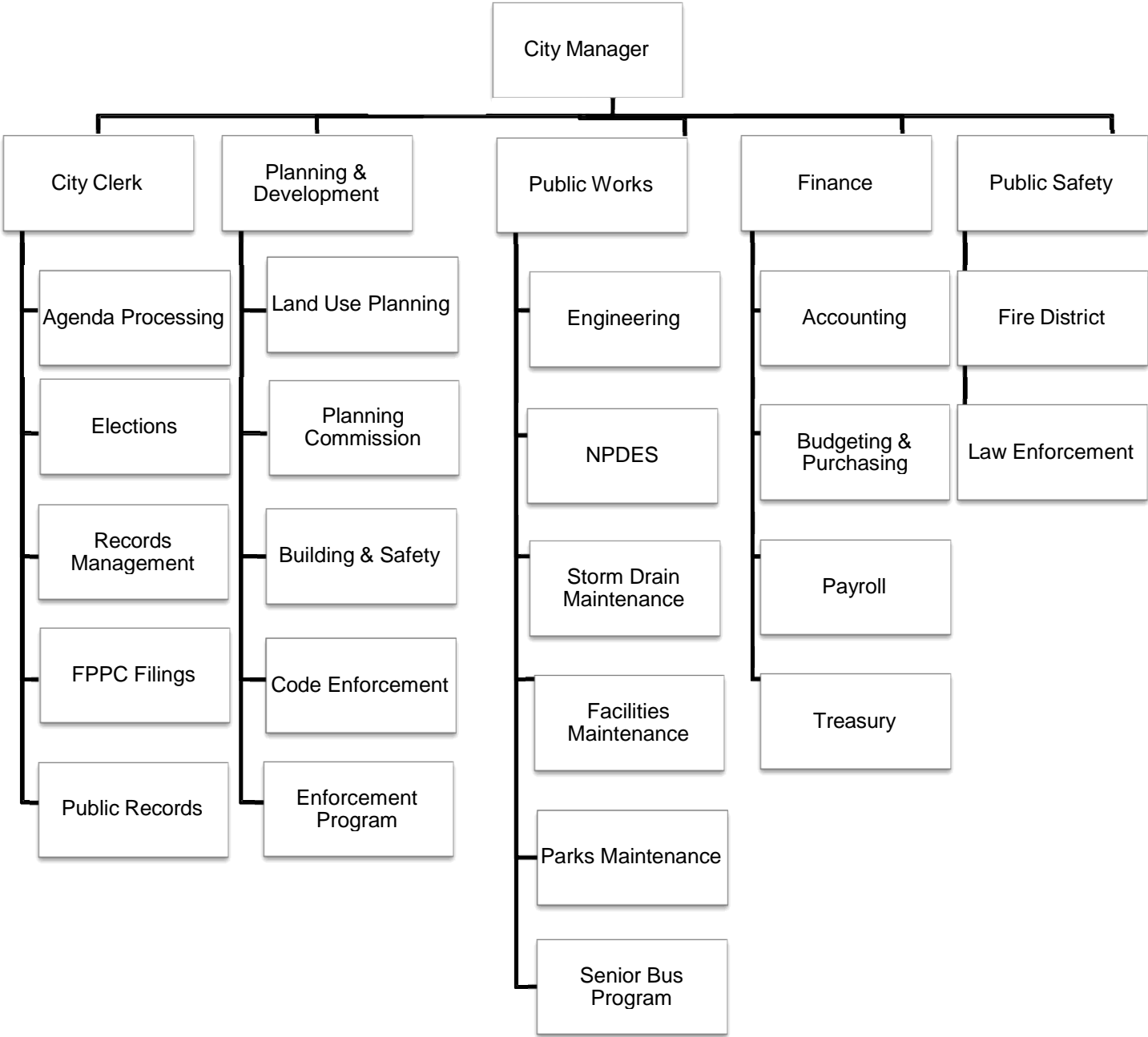
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CITY MANAGER

Organization Chart



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City Clerk

- Agenda Processing
 - Elections
- Records Management
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 - Public Records

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City of Grand Terrace

City Clerk's Department

DATE: July 2, 2019

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

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

SUBJECT: **MAY 2019 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 Office Specialist. The primary responsibilities for this department are Council Support Services, Records Management, Administrative Processing, Board Administration and Election Services. Each of these functions require a collaborative effort between the department staff to ensure that all components within the process are completed from origin to file. As the official records manager for all City documents it is imperative that this process be accurate to ensure the preservation of the City's history.

AGENDAS/POSTINGS

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

The total number of agendas processed for the month of May 2019 is two (2), spending a total of twenty (20) hours preparing the agenda packet together with delivery and producing 686 pages.

AGENDA PROCESSING/POSTING			
MONTH	Regular Meeting	Special Meeting	Totals
December	1	0	1
January	2	0	2
February	2	0	2
March	2	1	3
April	2	0	2
May	2	0	2
Total Processed	11	1	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 May 2019 is two (2) and the number of Ordinances processed for the month of May is one (1).

RESOLUTIONS AND ORDINANCES PROCESSED			
	RESOLUTIONS	ORDINANCES	MONTHLY TOTALS
December	2	2	4
January	0	0	0
February	0	0	0
March	5	1	6
April	3	2	5
May	2	1	3
Total Processed	12	6	18

RECOGNITION ACTIVITY

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

For the month of May 2019, six (6) Certificates of Recognition and two (2) In Memoriam Adjournments were prepared on behalf of City Council.

Month	Certificate of Acknowledgment w/Pin	Certificate of Recognition w/Pin	Commendation w/Pin	In Memoriam Adjournments	Certificate of Participation	Proclamation	Total
December	0	1	0	0	0	0	1
January	0	0	0	1	0	2	3
February	0	1	0	1	0	0	2
March	0	0	0	3	0	0	3
April	0	10	0	0	0	2	12
May	6	0	0	2	0	0	8
Total	6	12	0	7	0	4	29

CONTRACTS AND AGREEMENTS PROCESSED

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

For the month of May 2019, Council approved six (6) agreements whereby three (3) originals of each agreement were sent to the contractor/consultant for signature. Three (3) were returned to the City signed and circulated for signature in-house and are now on file with the City Clerk's department.

CONTRACTS & AGREEMENTS PROCESSED	
December	3
January	0
February	3
March	4
April	3
May	6
Total	19

RECORDS REQUESTS

The City Clerk's office received eight (8) Requests for Copies of Public Records for the month of May 2019. Seven (7) requests were completed within the Government Code Section 6253(c)'s requirement of ten (10) calendar days with one (1) closed after repeated attempts to seek clarification regarding the request with no response. The total number of pages provided in response to those requests were 50 pages 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
December	14	13	1	429	5
January	11	11	0	35	4
February	13	12	1	77	4
March	11	10	1	169	4
April	14	13	1	131	1
May	8	7	1 (Closed Without Any Records Provided)	50	1
Total Requests	71	66	5	891	19

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 May 2019, the City Clerk's office responded to 434 telephone calls from residents, contractors, vendors, consultants and in-house customer service assistance to City staff.

TELEPHONE CUSTOMER SERVICE	
December	280
January	382
February	266
March	358
April	306
May	434
Total Calls	2,026

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
December	1.00	.50	.50	.50	0	2.50
January	1.00	0	.50	.25	0	1.75
February	.75	0	.50	0	0	1.25
March	1.00	0	.50	0	0	1.50
April	1.00	1.00	.50	1.00	0	3.50
May	1.00	.50	.50	1.00	8.00	11.00
TOTAL # HOURS	5.75	2.00	3.00	2.75	8	21.50

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 CLERK CURRENT PROJECTS:

Electronic Document Management System

In July 2017, the City Clerk's office sent out an RFP for an Electronic Document Management System and in that same month received three (3) proposals.

Proposals were reviewed by Staff and on September 12, 2017, the proposals were presented to the City Council for approval and the contract was awarded to Complete Paperless Solutions (CPS) who installed Laserfiche Avante Electronic Content Management System.

A conference call was coordinated with Onsite Computing and CPS on September 28, 2017 to discuss the implementation of the software and when the migration would begin. Begin date for implementation was scheduled in October 2017.

After some analysis of the City's server, and due to its age, it was determined that the server needed to be upgraded by no later than 2018-2019.

On November 9, 2017, Onsite Computing upgraded the City's server to a virtual server so that Laserfiche could stand alone. This ensured the program would not slow down any of the City's other systems. Additionally, a separate license was purchased for Microsoft, due to the changeover to Microsoft Office 365, which will run the Laserfiche program. The program installation was completed November 27, 2017.

In December, we provided CPS with the City's Retention Schedule to create the City's file repository. CPS' conversion of the retention schedule to work with the Laserfiche program was completed at the end of February 2018 and the City Clerk's office is reviewing that repository to identify those categories that need to be set up in its own unique way; i.e. year, alpha, street name, APN#. That review should be completed within the next week or two. The revised repository shall then be sent back to CPS to complete the repository installation for the City. Once the final repository is complete, CPS will work with the City Clerk's office to determine which categories will be placed on the website for public access.

CPS has installed security and content to the server. Training was held for support staff on March 1, 2018.

CPS will implement the requested changes to the file structure and complete the process by June 1, 2018.

CPS has made all of the requested changes to the repository and Staff has begun placing information into the Laserfiche repository.

On July 30, 2018, Staff began scanning and importing records into the fully operational Laserfiche program database. Once the City's new web page is fully operational, CPS will connect the web portal to allow residents the ability to view various records being placed into the Laserfiche database.

In August 2018, Laserfiche had been revised, updated and fully operational. The City Clerk will be preparing a PowerPoint presentation for a City Council meeting in September on how the system works. Also, the City Clerk will be coordinating with Complete Paperless Solutions and Onsite Computing to configure the weblink data portal for public access. This is scheduled for some time in September 2018.

In September 2018, Laserfiche is been fully operational and the City Clerk provided the City Council with a PowerPoint presentation on how the system works internally.

In October 2018, the City Clerk worked with Jesse Smith and Onsite Computing to coordinate a date and time that Onsite could assist the City Clerk with establishing the weblink data portal for public access. After some time, Onsite Computing and Complete Paperless Solutions suggested that the City acquire a separate server for the weblink data portal to keep the public's access separate from the internal server. The City Clerk's office is coordinating with Onsite Computing to acquire the server and will work with Onsite and CPS to install the weblink data portal for the public's access.

In January 2019, the Laserfiche weblink data portal for the public was installed on the City's website and the public has access to records placed under the City Clerk Department's tab titled "Online Documents". Laserfiche is fully operational both internally and externally. The City Clerk and her office specialist will be attending a Laserfiche conference in February 2019 for more hands on training.

In February 2019, the City Clerk and Office Specialist attended a more in-depth training at the Empower Conference in Long Beach hosted by Laserfiche and funded by Complete Paperless Solutions, the City's Electronic Document Management Services provider. Hands-on training was provided at the beginner level on the following:

- Working with Documents in the Laserfiche Repository
- Designing Quick Fields
- Getting Started Administering the Repository
- Getting Started with Laserfiche Scanning
- Getting Started with Searching
- Getting Started Scanning Documents with Quick Fields
- Laserfiche Records Management Security

Laserfiche is fully operational and records are continually being scanned into the system.

City Manager's Office

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

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DATE: June 30, 2019

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

FROM: Cynthia A. Fortune, Assistant City Manager

SUBJECT: **May-2019 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-2018	Aug-2018	Sept-2018	Oct-2018	Nov-2018	Dec-2018
Recruitments Initiated	0	1	0	0	0	1
Recruitments in Progress	0	1	0	0	0	0
Recruitments Pending	0	0	0	0	0	0
Applications Received/Processed	0	46	0	0	0	0
New Hires Processed	1	0	1	0	0	0
Description	Jan-2019	Feb-2019	Mar-2019	Apr-2019	May-2019	Jun-2019
Recruitments Initiated	0	0	2*	0	0	
Recruitments in Progress	0	0	2*	0	0	
Recruitments Pending	0	0	0	0	0	
Applications Received/Processed	0	0	66*	0	0	
New Hires Processed	0	0	0	0	2	

**Recruitments for the Office Specialist and Department Secretary positions.*

TABLE 2
Employee Job Performance Activity

Description	Jul-2018	Aug-2018	Sept-2018	Oct-2018	Nov-2018	Dec-2018
Evaluations Processed	0	0	0	0	0	0
Description	Jan-2019	Feb-2019	Mar-2019	Apr-2019	May-2019	Jun-2019
Evaluations Processed	0	0	0	0	0	

TABLE 3
Benefits Activity

Description	Jul-2018	Aug-2018	Sept-2018	Oct-2018	Nov-2018	Dec-2018
Employee Changes/Inquiries	2	0	1	5*	0	0
ADP Change Transactions	0	0	0	5*	0	0
Description	Jan-2019	Feb-2019	Mar-2019	Apr-2019	May-2019	Jun-2019
Employee changes/Inquiries	0	0	1	0	0	
ADP Change Transactions	0	0	1	0	0	

**During the City's benefits open enrollment period (October-2018), employees authorized changes to their health, dental, visions and insurance benefits and deductions.*

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

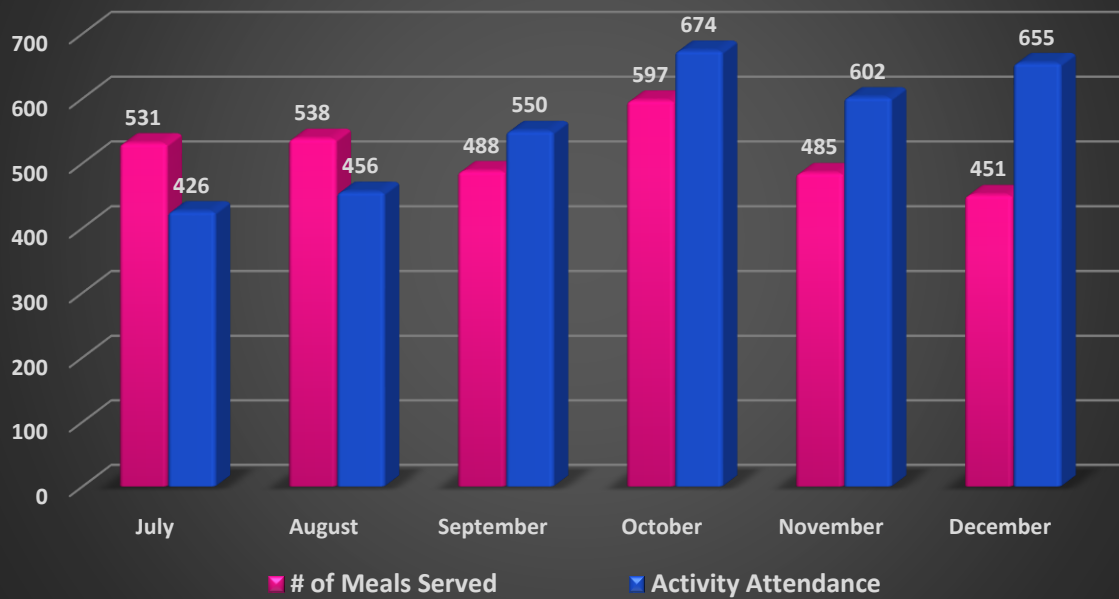
Description	Jul-2018	Aug-2018	Sept-2018	Oct-2018	Nov-2018	Dec-2018
Nutrition Program (# of meals served)	531	538	488	597	485	451
Arts and Crafts Classes	19	25	22	40	22	20
Bingo	40	55	47	41	35	40
Bridge	49	29	40	46	35	37
Bunco	44	51	44	51	21	49
Coffee with Megan	47	62	68	50	62	39
Exercise Classes	77	90	82	107	101	65
Garden Club	8	18	12	7	8	10
Morning Glories (quilting)	45	26	30	0	22	24
Movies with Solomon	10	0	10	0	0	16
Paint Classes		12	17	0	11	7
Card Game Night (Wednesday)	16	19	16	14	14	14
Cell Phone Class				10	6	9
<u>SPECIAL EVENTS</u>						
Monthly Birthday Celebration	24	22	37	30	23	22
Monthly Entertainment (2nd Friday of the month)	25	26	33	36	36	35
Volunteer Appreciation	22					
Keeping Hydrated Class		21				
Blood Pressure Testing			15			
Bus Pass Distribution			30			35
Ice Cream Social			36			
Flu Shot Clinic			11			
Halloween Party				40		
Thanksgiving					53	
Holiday (Christmas) Celebration						62

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-2019	Feb-2019	Mar-2019	Apr-2019	May-2019	Jun-2019
Nutrition Program (# of meals served)	514	503	444	627	840	
Arts and Crafts Classes	11	29	25	25	23	
Bingo	55	27	37	29	46	
Bridge	41	29	32	40	30	
Bunco	50	40	31	33	37	
Coffee with Megan	86	51	50	62	72	
Exercise Classes	92	84	59	67	65	
Garden Club	8	6	11	9	11	
Morning Glories (Quilting)	27	22	25	52	21	
Paint Classes	14	10	12	12	12	
Card Game Night (Wednesday)	36	20	24	35	28	
Cell Phone Class	5	4	6	3	5	
Kings Corner	69	35	64	46	20	
Cribbage	5	18	25	15	10	
<u>SPECIAL EVENTS</u>						
Monthly Birthday Celebration	26	28	27	27	29	
Monthly Entertainment (2 nd Friday of the month)	33	25	26	38	27	
Scrapbooking	5					
Valentines' Day Party		33				
St. Patrick's Day Party			35			
Zumba			27	36	18	
Bus Passes			22			
Volunteer Appreciation (FSA)			13	9		
Spring Fling				31		
Health Screening					23	

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.)

Monthly Summary (2018-19) July-2018 - December-2018



Monthly Summary (2018-19) January-2019 - June-2019

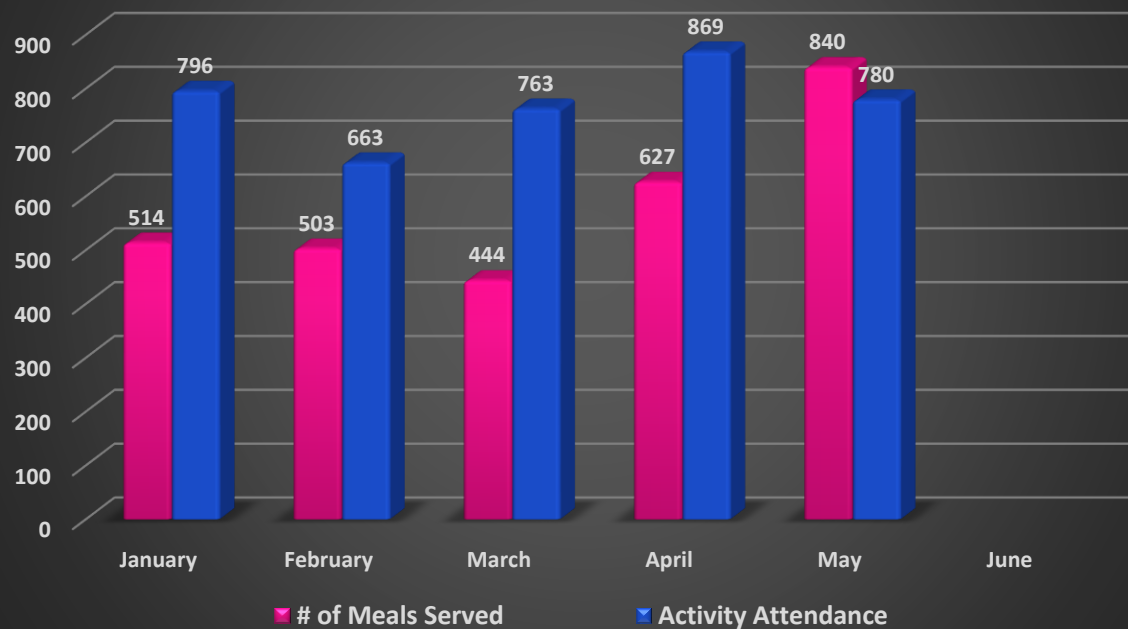


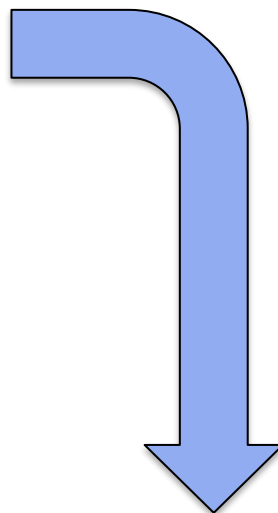
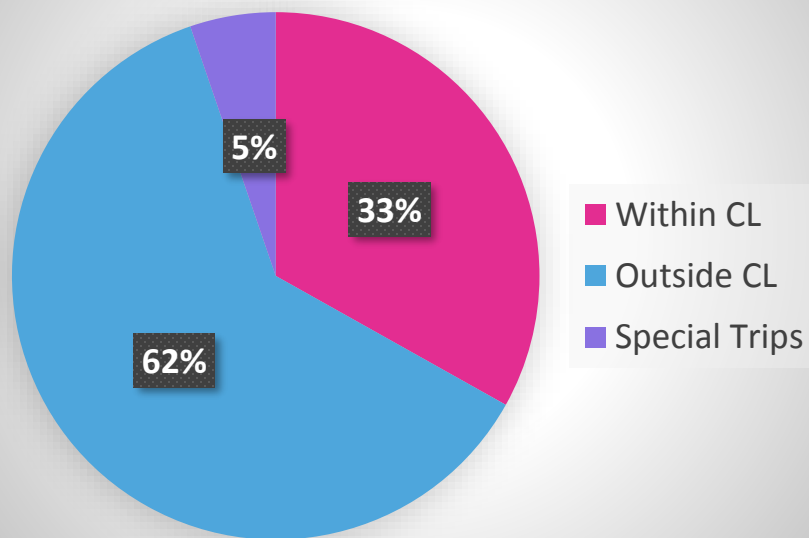
TABLE 2
Senior Center Blue Mountain Silver Liner
of Passengers

Description	Jul-2018	Aug-2018	Sept-2018	Oct-2018	Nov-2018	Dec-2018
Within City Limits (Senior Center, Stater Brothers, Library)	51	88	90	89	106	68
Outside City Limits (Walmart, 99cent store, Ross)	44	59	85	114	44	87
Special Events/Trips	7	23	0	8	3	12
Description	Jan-2019	Feb-2019	Mar-2019	Apr-2019	May-2019	Jun-2019
Within City Limits (Senior Center, Stater Brothers, Library)	86	88	72	83	118	
Outside City Limits (Walmart, 99cent store, Ross)	146	114	172	150	134	
Special Events/Trips	0	0	12	13	14	

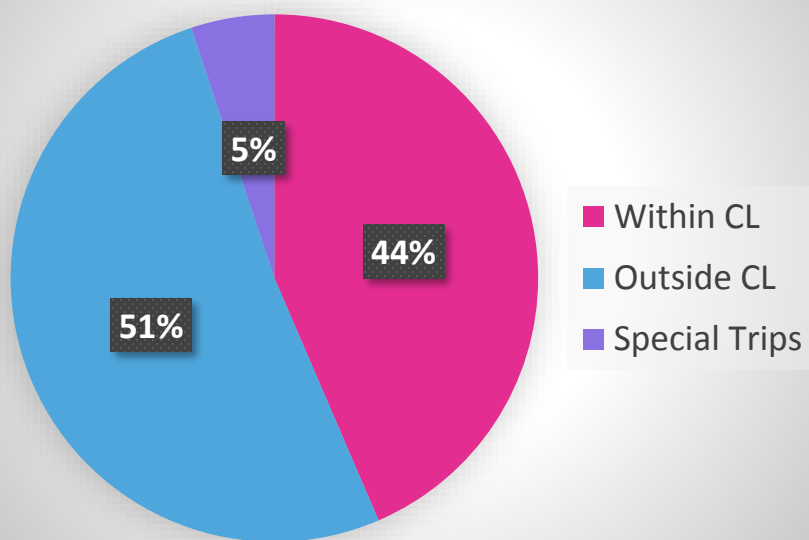
TABLE 3
of Rides

Description	Jul-2018	Aug-2018	Sept-2018	Oct-2018	Nov-2018	Dec-2018
Within City Limits (Senior Center, Stater Brothers, Library)	110	181	200	204	220	133
Outside City Limits (Walmart, 99cent store, Ross)	91	121	183	210	98	188
Special Events/Trips	14	46	0	16	6	24
Description	Jan-2019	Feb-2019	Mar-2019	Apr-2019	May-2019	Jun-2019
Within City Limits (Senior Center, Stater Brothers, Library)	189	201	138	164	239	
Outside City Limits (Walmart, 99cent store, Ross)	318	237	372	305	282	
Special Events/Trips	0	0	24	26	28	

April 2019 Rides



May 2019 Rides



FINANCE

Mission:

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

Values:

Transparency (Accessibility of Information):

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

Integrity (Reliability on Information Provided):

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

Quality (Commitment to Excellence):

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

Teamwork (Mutual Respect and Cooperation):

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

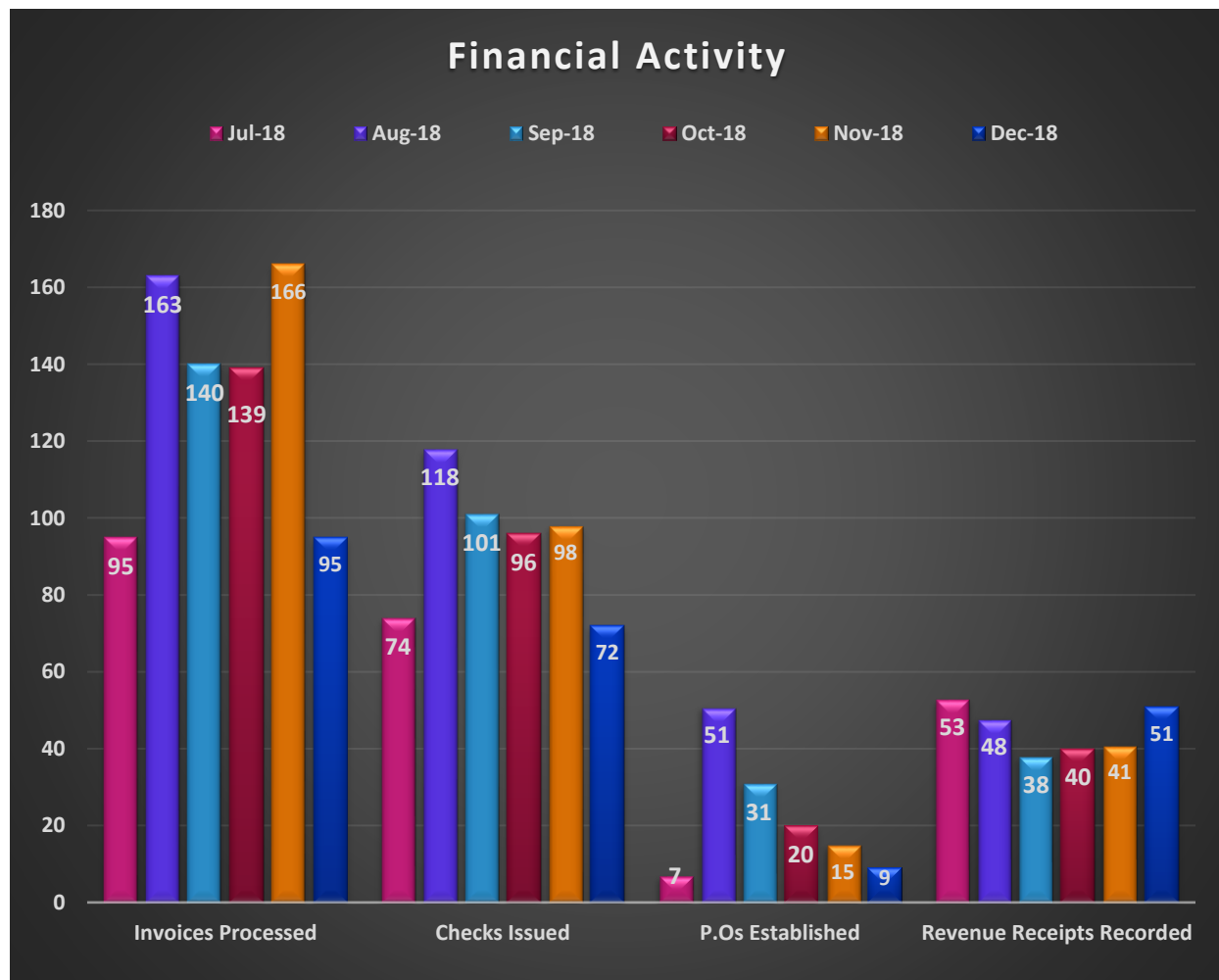
CORE SERVICES

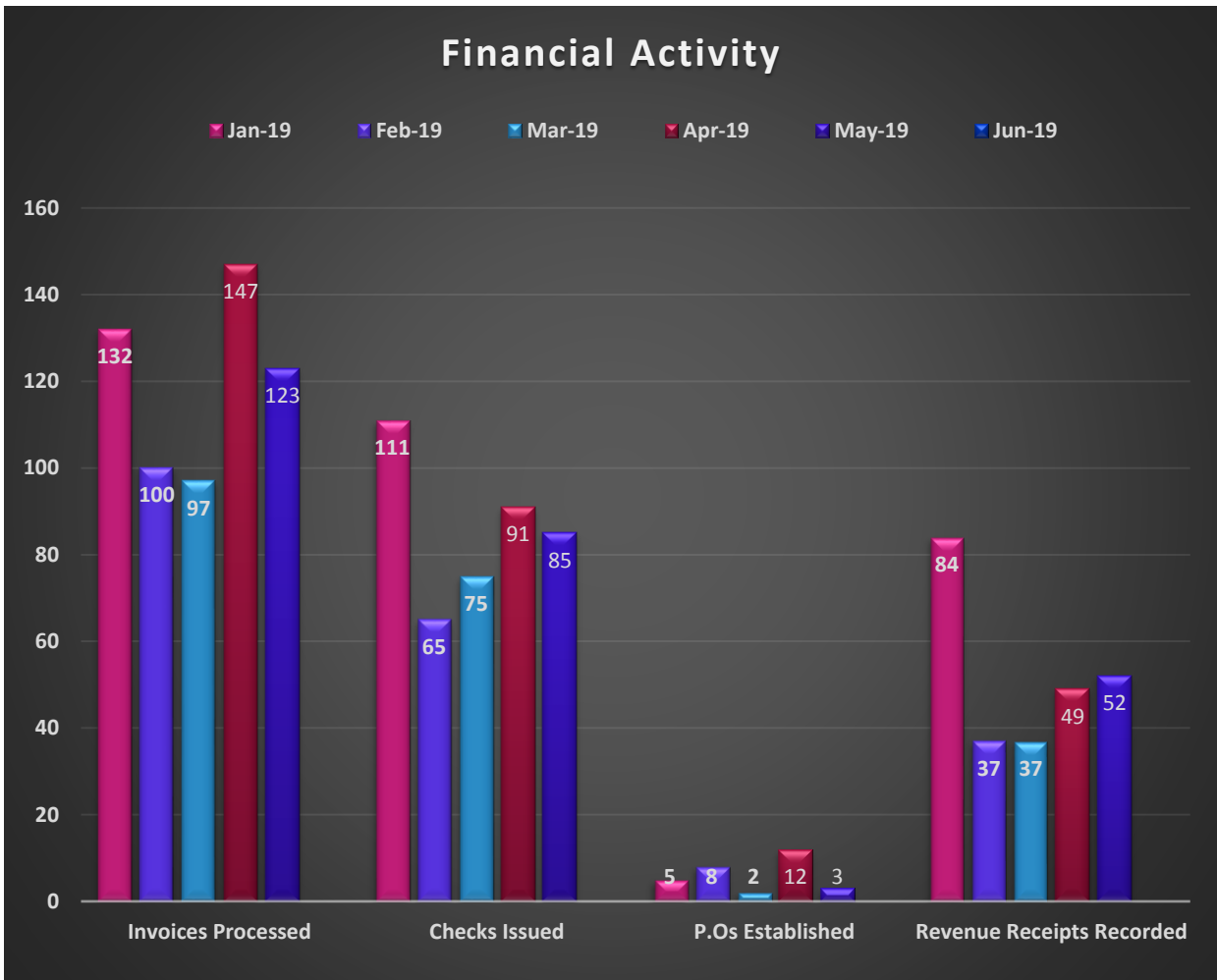
The Finance Department has 4 core services: Accounting, Purchasing, Revenue Management and Treasury. The Finance Department works in partnership with other departments to effectively develop, manage and safeguard the City's fiscal resources to enable and enhance the delivery of City services and projects.

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

TABLE 1
Financial Activity

Description	Jul-2018	Aug-2018	Sept-2018	Oct-2018	Nov-2018	Dec-2018
Invoices Processed	95	163	140	139	166	95
Checks Issued	74	118	101	96	98	72
Purchase Orders Established	7	51	31	20	15	9
Revenue Receipts Recorded	53	48	38	40	41	51
Description	Jan-2019	Feb-2019	Mar-2019	Apr-2019	May-2019	Jun-2019
Invoices Processed	132	100	97	147	123	
Checks Issued	111	65	75	91	85	
Purchase Orders Established	5	8	2	12	3	
Revenue Receipts Recorded	84	37	37	49	52	





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.

Table 1

2017-2018 City Communications Data:						
Channel 3:	Jul	Aug	Sep	Oct	Nov	Dec
City Council Meeting Replays	44	46	58	60	59	61
Activities/Items Added to Slideshow	3	1	0	1	1	0
Channel 3:	Jan	Feb	Mar	Apr	May	Jun
City Council Meeting Replays	60	54	60	58	60	
Activities/Items Added to Slideshow	1	3	4	1	3	
Facebook	Jul	Aug	Sep	Oct	Nov	Dec
Posts	69	39	30	36	53	18
Total Reach	37,816	21,697	10,300	15,460	32,487	24,949
Total Engagement	5,453	2,000	1,308	3,460	6,160	5,421
Page Followers	1,586	1,602	1,620	1,655	1,695	1,729
New Page Followers	40	16	18	35	40	34
Facebook	Jan	Feb	Mar	Apr	May	Jun
Posts	24	30	35	35	38	
Total Reach	15,195	22,964	25,016	26,264	25,870	
Total Engagement	1,442	3,185	3,287	3,134	2,872	
Page Followers	1,745	1,778	1,809	1,836	1,854	
New Page Followers	16	33	31	27	18	

FACEBOOK PAGE FOLLOWERS



Eblast	Jul	Aug	Sep	Oct	Nov	Dec
Number of E-newsletters Distributed	10	3	6	8	8	7
Number of Subscribers	594	598	607	619	629	633
Change in Subscribers	22	4	9	12	10	4
Number of E-newsletters Opened*	1,440	506	No Data	No Data	No Data	No Data
Eblast	Jan	Feb	Mar	Apr	May	Jun
Number of E-newsletters Distributed	6	6	4	7	5	
Number of Subscribers	634	637	639	641	648	
Change in Subscribers	1	3	2	2	7	
Number of E-newsletters Opened*	No Data	No Data	No Data	No Data	No Data	

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

Twitter	Jul	Aug	Sep	Oct	Nov	Dec
Tweets	26	24	17	17	13	20
Impressions	6,599	5,813	4,911	5,689	4,602	4,429
Followers	196	203	212	216	219	224
New Followers	8	7	9	4	3	5
Twitter	Jan	Feb	Mar	Apr	May	Jun
Tweets	7	3	13	15	20	
Impressions	3,486	5,185	7,161	4,061	6,018	
Followers	226	229	231	240	244	
New Followers	2	3	2	9	4	

YouTube	Jul	Aug	Sep	Oct	Nov	Dec
Video Uploads	3	2	2	1	0	9
Video Views	78	59	101	155	77	580
Subscribers	123	124	124	125	125	126
Change in Subscribers	2	1	-	1	-	1
YouTube	Jan	Feb	Mar	Apr	May	Jun
Video Uploads	-	3	2	7	4	
Video Views	42	166	101	108	68	
Subscribers	126	129	131	131	132	
Change in Subscribers	-	3	2	-	1	

Blue Mountain Outlook	Jul	Aug	Sep	Oct	Nov	Dec
Full Page Ad, Inside Back Cover	-	1	1	-	-	-
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)	-	-	-	-	-	-
Articles	-	1	1	-	2	-
1/2-Page Ad	-	-	-	-	-	-
1/4-Page Ad	-	-	-	1	-	-
City News	Jan	Feb	Mar	Apr	May	Jun
Featured (Front Page Article and Image)	-	-	1	-	1	
Articles	-	-	-	-	-	
1/2-Page Ad	-	-	-	-	-	
1/4-Page Ad	-	-	-	-	-	

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

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

5 Most Popular City Facebook Pages		By % of Pop.
1) Twentynine Palms		21.73%
2) Apple Valley		20.33%
3) Yucca Valley		16.17%
4) Grand Terrace		15.05%
5) Hesperia		14.76%

* 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.

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Planning & Development

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

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City of Grand Terrace

Planning and Development Services Department

DATE: June 17, 2019

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

FROM: Sandra Molina, Planning and Development Services Director
Planning and Development Services Department

SUBJECT: **MAY 2019 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: 61

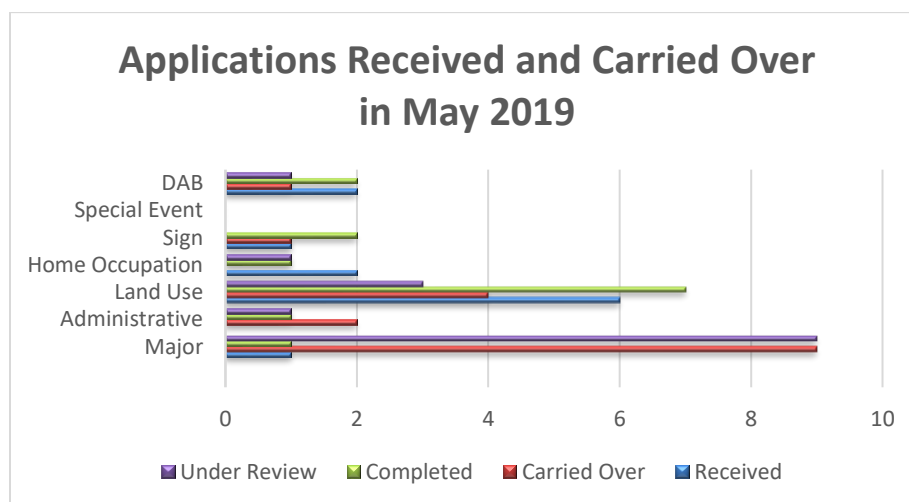
Planning Phone Calls Received: 77

Planning E-mails Received/Answered: 256

Application Summary

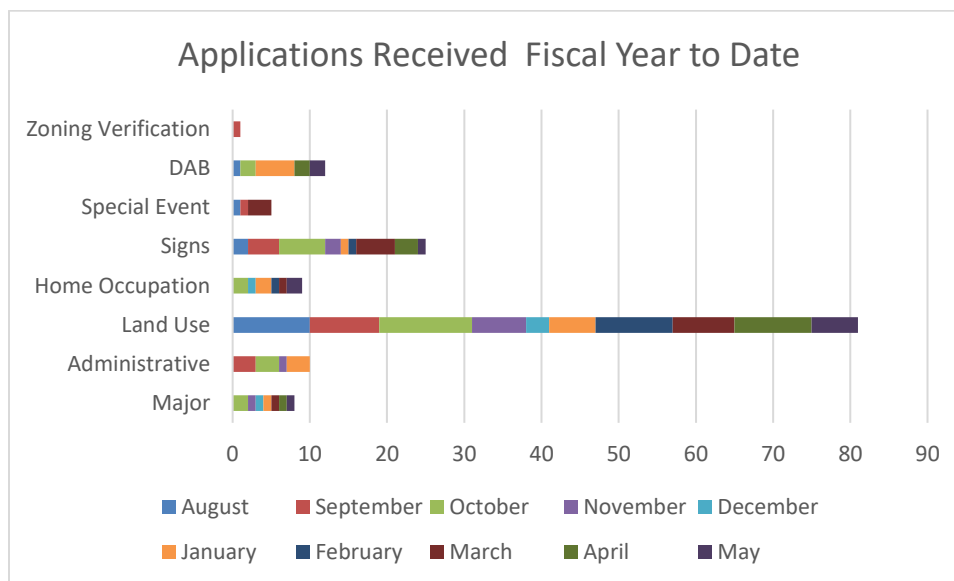
The Planning Division received 12 new applications in May and carried over 17 from the previous month. Action was taken on 13 them. Minor applications such as a new business, patio cover, or small room additions are handled as a Land Use application and typically processed within 2-3 days. Larger additions over 500 square feet or second dwelling units are handled administratively by staff with noticing, and those projects that are either new development or exceed the Director's administrative authority are handled as Major Permits and are reviewed by the Planning Commission. Home occupation permits are for home based business, such as consulting, housekeeping, and small craft businesses.

Application Summary for May 2019				
Applications	Number Received	Carried Over	Completed	Under Review
Major	1	9	1	9
Administrative	0	2	1	1
Land Use	6	4	7	3
Home Occupation	2	0	0	2
Sign	1	1	2	0
Special Event	0	0	0	0
DAB	2	1	2	1
Total	12	17	13	16



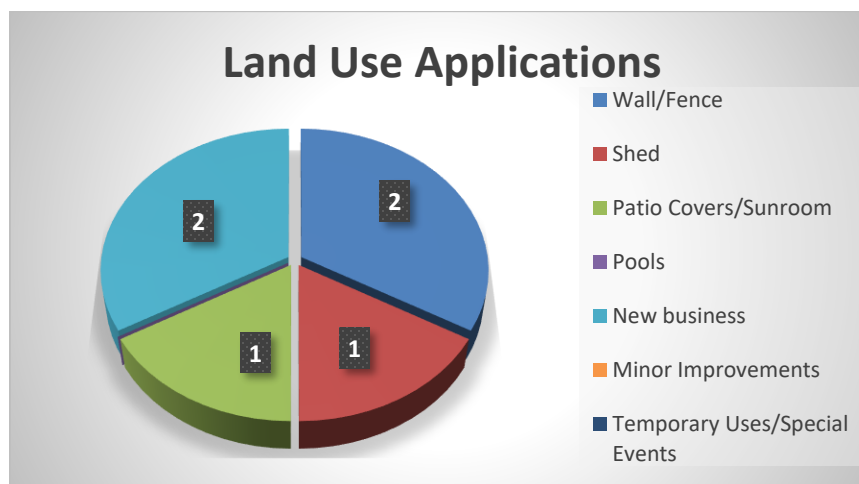
Applications Received, Approved and/or Under Review

Fiscal year to date the Planning Division has received 168 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.



One new Land Use application was received proposing a new business and an existing business obtained a Land Use to relocate to a bigger space within the same shopping center. Both businesses were approved in the month of May, including “Dr. Tahseen Shareef.” (Medical Clinic) and “Basics and More” (Relocating, Retail of General Merchandise).

Overall Land Use applications are the most predominant application that the Planning Division processes. Six Land Use applications were received in May. The table below shows the types of activities that were received with the ten Land Use applications received in May 2019.



Projects in Plan Check or Under Construction

Projects in Plan Check or Under Construction					
Date Submitted	Case No.	Applicant	Description	Location	Status
10/23/2018	SA 18-10 V 18-02 E 18-10	Crestwood Communities	17 Detached Single-Family Residences	Pico Street and Kingfisher	Rough and Precise grading issued First Landscape Review 5/17/2019 First Fence Review 5/30/2019 Construction Plans - Permit Issued
8/17/2016	SA 14-07-A1 E 14-04-A1	Joab Jerome	New Residence APN: 0275-282-20	11838 Burns Avenue	Grading Plan 1 st Plan Check 3/14/2019
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	Single Family Residence	0276-431-23	Grading plans approved, building plans under review
10/27/2016	SA 16-09	Yacoub Farsakh	Single Family Residence	0276-331-49	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.

Development Advisory Board (DAB)					
Date Submitted	Case No.	Applicant	Description	Location	Status
5/21/2019	DAB 19-09	Rene Rivas	Single Family Residence	Rene Lane	Meeting Scheduled for 6/11/2019
5/10/2019	DAB 19-08	Greens	22273-22713 Barton Road	Mixed Use, Commercial Center	Meeting held on 5/21/2019
4/22/2019	DAB 19-07	Alton Green	Lot Split	21801 Barton Road	Meeting held on 5/8/2019

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 May.

Grants

The City was awarded funding for its Blue Mountain Trailhead and Trail application. A mandatory meeting was attended on July 31, 2018.

In December, a second Request for Proposals was sent to 13 consulting firms for design and construction management services for the Blue Mountain Nature Trail and Trailhead project. Three responses were received and are under review.

On November 13, 2018, the City Council adopted the Grand Terrace Active Transportation Plan. Close out of the grant is ongoing.

Grant	Status	Grant Amount
Active Transportation Plan	Consultant preparing document Draft anticipated in September 2018	\$295,000
Blue Mountain Trailhead and Trail Grant	Submitted on October 1, 2017. Site visit completed in November 2017. Awarded. Mandatory meeting attended 7/31/18. Community workshop held on 4/11/2019.	\$212,500 (Estimated Project cost \$520,000)
Prop 68 Statewide Park Program	Consultant Blais and Assoc. preparing grant application. Five community workshops required.	Grant preparation underway.

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 March 13, 2018, the Housing Successor approved a Purchase and Sale Agreement with Aegis Builders, Inc. to sell its property located at 11695 Canal Street for \$169,000. Escrow closed on June 15, 2018. Buyer has 18 months to commence construction.

In May two properties owned by the Housing Successor Agency were sold to the City of Grand Terrace for \$650,000.

The Housing Successor Agency holds the following interests:

Property	Description
22293 Barton Road	Vacant 1.42-acre commercial property, sold to City of Grand Terrace.
22317 Barton Road	Vacant 1.43-acre commercial property, sold to the City of Grand Terrace.
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

A Regular CERT Volunteer meeting was held on May 7, 2019. The agenda items included approving the agenda, CERT Meeting Dates, CERT Basics Initial Class Training, Cooling Center, CERT Volunteer Events, and Inventory-Logistics.

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
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	Notices Mailed on 6/4/2019
3/29/2019	SA 19-04 E 19-03	Leonardo and Anel Aguayo	Single Family Residence	APN: 0275-083-09	PC Meeting Scheduled for 6/6/2019
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
11/15/2017	SA 17-10 E 17-09 GPA 18-01 ZCA 18-01	Todd Kessler	Single Family Residence	23400 Westwood St	Residence approved by the PC on 4/18/2019 approved by CC on 5/28/2019
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
4/16/2019	CUP 19-03 E 19-04	The REC Center	Education and Creative Arts Program	APN: 1167-281-01	Deemed Incomplete on 5/16/2019
1/2/2019	CUP 19-01 SA 19-03 E 19-05	GrandT-1 Inc.	Industrial Semi-Trailer Storage Facility	APN: 0275-191-06, 30	Deemed Incomplete on 2/1/20. Environmental consultant on board
7/10/2018	CUP 18-03 E 18-07	Jeffrey McConnell	Agricultural Uses	21712 Vivienda Avenue	Re-submittal Deemed Incomplete on 5/17/2019
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
9/18/2018	DU 18-02	Patrick O'Brien	Industrial Truck Storage Facility	APN: 0275-191-06, 30	Distributed 1/29/2019
9/5/2018	ACUP 18-06	Odalberto's	Beer and Wine License	22488 Barton Road	Denied on 5/6/2019

Planning and Development Services

Land Use Review					
Date Submitted	Case No.	Applicant	Description	Location	Status
5/29/2019	LU 19-40	William Russell	Existing Patio, Sunroom Conversion	12512 Warbler Avenue	Approved
5/16/2019	LU 19-39	Jonathan Arieaga	475 Sq. Ft. Storage Shed	22840 Grand Terrace	In Review
5/15/2019	LU 19-38	Basics and More	Retail of General Merchandise	12210 Michigan Street, Unit 13	Approved
5/14/2019	LU 19-37	Mark Greeley	Retaining Wall	22154 De Berry Street	Approved
5/7/2019	LU 19-36	Joshua Gonzalez	Block Wall	22606 De Berry Street	Approved
5/2/2019	LU 19-35	Shareef Tahseen	Medical Clinic	22573 Barton Road	Approved
4/26/2019	LU 19-34	Medflash Billing Inc.	Administrative Office	22545 Barton Road, Suite 205	Approved
4/15/2019	LU 19-32	Harry Roussos	Stockpile, Erosion Issue	22051, 22059, 22071 Grand Terrace Road	In Review
4/15/2019	LU 19-31	Ricky Komorida	Café Lounge	22417 Barton Road	In Review
3/21/2019	LU 19-23	Vanessa Leflore	Fireworks Fundraiser Stand	22412 Barton Road, Unit 285	Approved

Home Occupation Permit					
Date Submitted	Case No.	Applicant	Description	Location	Status
5/31/2019	HOP 19-06	Stephanie Darwin	Real Estate Office	12523 Oriole Avenue	In Review
5/10/2019	HOP 19-05	Jonathan Zibell	Silk Screening	22241 Van Buren	In Review

Temp Signs					
Date Submitted	Case No.	Applicant	Description	Location	Status
5/24/2019	TEMP SGN 19-10	Maria Limas	Real Estate Signs	San Bernardino	Approved
3/21/2019	TEMP SGN 19-03	Vanessa Leflore	A-Frame Sign (Fireworks Stand)	22412 Barton Road, Unit 283	Approved

BUILDING AND SAFETY DIVISION

Building and Safety and Planning Core Services

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

The Building and Safety Division is budgeted for one full time Permit Technician and one part-time Building Official. The Building Official position is currently being filled through a contract with Interwest Consulting Group. These two positions constitute up to 192 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 43 permits issued in May. Year to date a total of 306 permits have been issued with a total revenue of \$188,577.19. In addition, a total number of 100 customers were assisted at the Building & Safety counter for the month of May.

Building Permit Activity						
	January	February	March	April	May	June
Applications received	47	63	60	53	70	
Permits issued	11	26	29	21	43	
Permits finalized	20	14	23	20	21	
Business occupancies issued	1	2	3	3	1	
Expired permits	14	6	6	4	1	
Total monthly revenue	\$4,588.33	\$32,237.08	\$7,794.55	\$8,115.69	\$43,184.37**	

**Includes (10) New Single-Family Residence Permits

Planning and Development Services

Building Permit Activity						
	July	August	September	October	November	December
Applications received	44	65	60	51	34	37
Permits issued	47	37	24	34	19	15
Permits finalized	24	33	26	22	22	15
Business occupancies issued	1	3	1	5	2	4
Expired permits	2	5	5	4	4	5
Total monthly revenue	\$51,772.52*	\$9,404.20	\$6,852.66	\$14,757.14	\$5,040.50	\$4,830.15

* Includes (17) New Single-Family Residence Permits

Permits Issued

The permits issued in May include HVAC mechanical replacements, a block wall, new monument sign, new garage, reroofs, enclosed patio cover, residential remodels, and PV solar systems.

Of note, permits for construction of ten new homes for Crestwood Communities were issued in May 2019. In addition, a demolition permit for 22441 Barton Rd. for a future Grocery Outlet was issued as well.

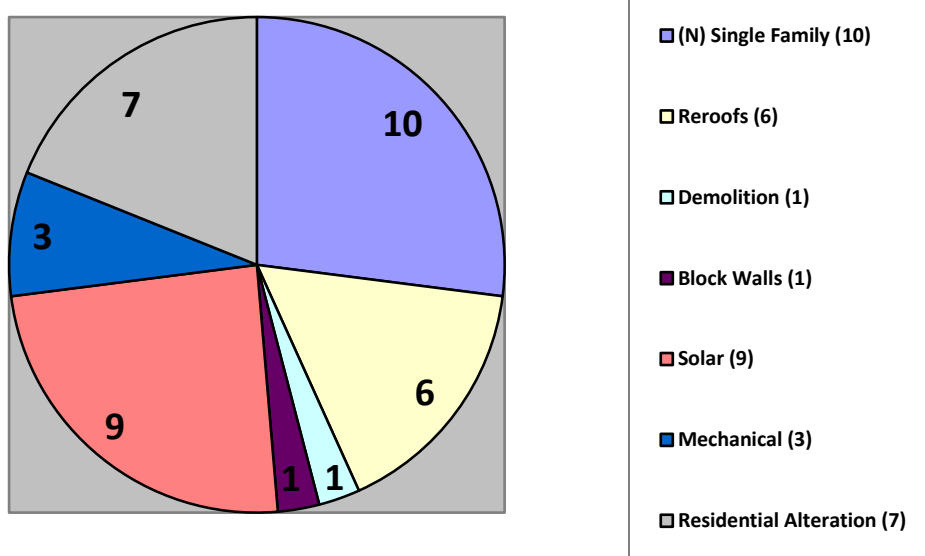
Type of permits	Number Issued											
	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Residential Alteration/Repair	2	5	1	3	0	1	0	2	3	3	7	
Block Walls / Retaining Walls	1	1	1	1	1	0	0	5	0	1	1	
Demolition	0	0	1	0	0	0	0	1	1	1	1	
Reroofs	3	2	6	6	4	1	1	4	6	4	6	
Water Heater / Plumbing	3	3	5	2	4	4	1	2	1	1	0	
HVAC / Mechanical	6	13	1	3	0	2	1	2	6	1	3	
Solar	6	9	0	12	6	4	2	5	6	6	9	

Planning and Development Services

Commercial Tenant Improvement	4	1	0	1	0	1	1	1	0	3	0	
Type of permits	Number Issued											
	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
New Commercial	0	0	0	0	0	0	0	0	0	0	0	
Grading	1	0	0	1	1	1	0	0	1	0	0	
Patio Covers	1	2	2	0	0	0	2	0	2	0	0	
Pools	0	0	0	2	0	0	1	0	1	1	0	
Panel Upgrades / Electrical	3	1	1	3	3	1	2	3	2	0	6	
New SFR	17	0	0	0	0	0	0	1	0	0	10	
Total	47	37	24	34	19	15	11	26	29	21	43	

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

Issued Permits - April 2019



Major Projects Under Construction

For May 2019, major projects under construction include Aegis Builders, Inc.'s Van Buren Project, on-site grading for the SCE Highgrove Substation, and rough grading for Crestwood's 17 single family lots.

Planning and Development Services

Other ongoing projects also include demolition of a fire damaged single-family residence located at 12133 Rosedale Ave and construction of a new single-family residence located at 23315 Palm Ave.

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	Footings/Steel inspected
SBCTA	12040 La Crosse Ave – New 70' cell site for SBCTA	Corrections issued for Final Building Inspection
Barton Bridge – CALTRANS	Barton Rd. Bridge Over cross	Under Construction
Tim Boyes, Vista Grande Way	Parcel Map 16945 – Street Improvement Project (Vista Grande Way)	Pre-construction meeting held in September.
Crestwood Communities	Tract 18071 – Rough grading for 17 SFR lots & new block walls	Under Construction – Storm drain & block wall footing inspected
Jacob Farsakh – 23315 Palm Ave.	23315 Palm Ave. – (N) Single Family Residence	Under Construction – Rough electrical, mechanical and plumbing inspected

Plan Checking Activity

For May 2019, a total number of twenty-nine plans were submitted for review and re-submittal. Plans submitted include a new PV solar system for Auto Zone, tenant improvements for a cooler, fresh fruit and sushi bar at Stater Bros., and accessibility upgrades for the Grand Terrace Center (managed by Anita Jensen).

Project	Description/Location	Status
Tim Boyes, Vista Grande Way	Parcel Map 16945 – Precise grading for (1) lot / (N) SFR, rough grading of (2) lots	In Plan Check – Rough grading plans approved, (N) SFR and precise grading in review
Joab Jerome, Burns Residence	11838 Burns Ave. – Street Improvement Plan and on-site grading	In Plan Check Received approved grading plans 04/18/19
Tenant Improvement, Sophia's Nail Shop	12210 Michigan St. Suite A – Tenant improvement for nail salon to include new non-bearing walls, electrical and plumbing	In Plan Check – Received approved building plans 05/20/19
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

Planning and Development Services

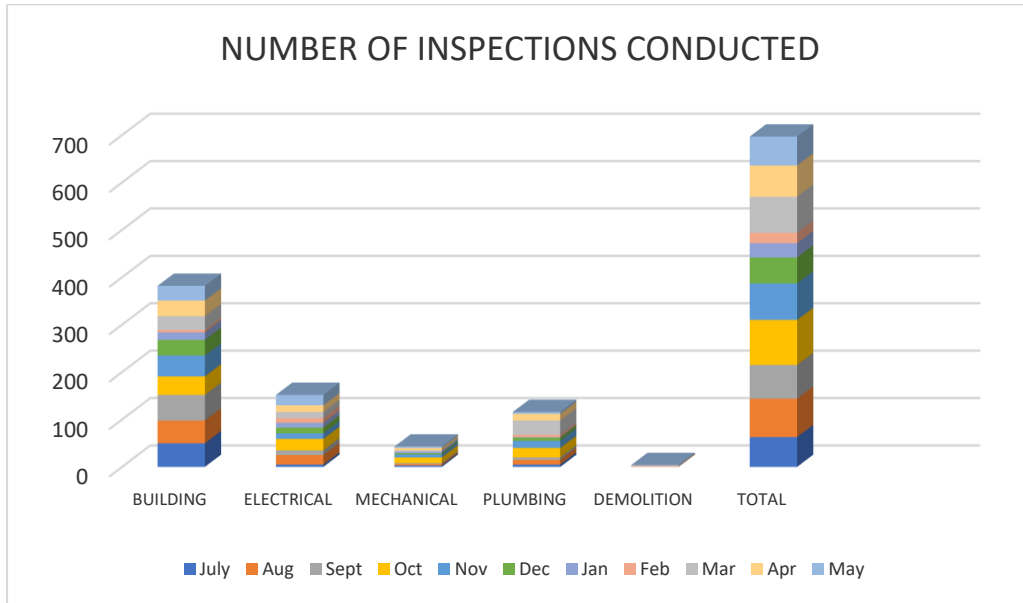
Crestwood Communities	Tract 18071 – Precise grading for 17 SFR lots, (N) Single Family Residence Plans, & Landscape Plans	In Plan Check – Received approved building plans 04/12/19
Ricky Komorida, Komos Café	22417 Barton Rd. – Tenant Improvement for coffee, tea, and, boba shop	In Plan Check – Received corrections from Interwest on 05/01/19
Robert Resheske, Rosedale Avenue	12133 Rosedale Ave. – Fire damage repair for single family residence	In Plan Check – Received approved plans 05/13/19
Jorge Diaz – Furniture 2Ur Door	12210 Michigan St. Suite F – Tenant improvement for furniture store – Furniture 2 Ur Door	In Plan Check – Received 2 nd set of corrections from Interwest on 04/02/19
Grocery Outlet, Tenant Improvement	22441 Barton Rd. – Tenant improvement for new supermarket & disabled access upgrades	In Plan Check – Received approved building plans
Stater Bros, Tenant Improvement	22201 Barton Rd. – Tenant improvement for Stater Bros. for new fruit cut and sushi station. Increase existing beer cooler	In Plan Check – Received 2 nd set of corrections from Interwest
Auto Zone, PV Solar System	22203 Barton Rd. – New roof mounted PV solar system for Auto Zone	In Plan Check – Received 1 st submittal on 05/15/19

Inspections

Type of Inspection	# of Inspections Conducted											
	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Building	50	48	54	39	44	33	16	5	29	33	31	
Electrical	5	20	10	24	12	12	10	10	13	14	22	
Mechanical	3	3	2	12	6	3	3	0	3	5	3	
Plumbing	5	10	5	20	15	7	1	5	30	14	4	
Demolition	0	0	0	0	0	0	0	2	1	0	1	
Total	63	81	71	95	77	55	30	22	76	66	61	

*Twenty-one final building inspections were performed for the month of May 2019.

Planning and Development Services

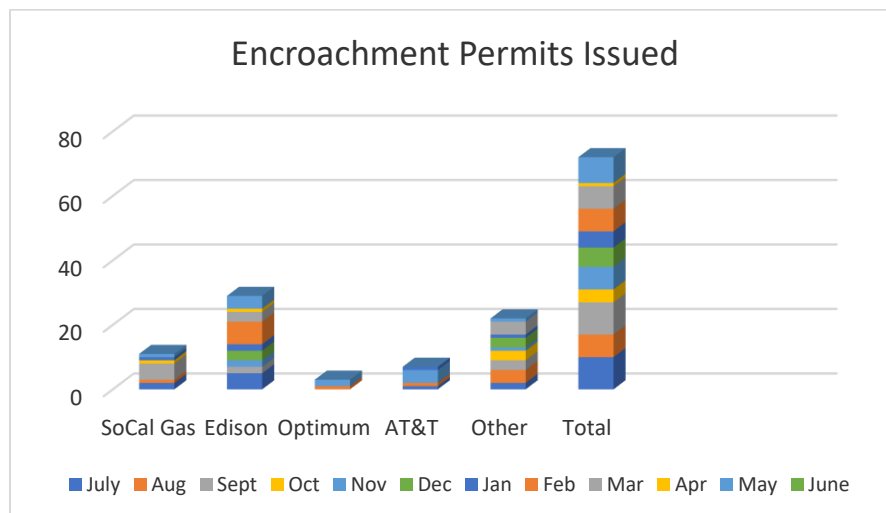


Certificate of Occupancy

A Certificate of Occupancy was issued for the following businesses:

- Medflash Billing Inc. located at 22545 Barton Road Suite 205

Public Works Encroachment Permits



Planning and Development Services

Applicant	Number of Encroachment Permits Issued											
	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
So. Cal Gas Co.	2	1	5	1	0	0	1	0	0	0	1	
So. Cal. Edison	5	0	2	0	2	3	2	7	3	1	4	
Optimum	0	1	0	0	0	0	0	0	0	0	2	
AT&T	1	1	0	0	4	0	1	0	0	0	0	
Verizon	0	0	0	0	0	0	0	0	0	0	0	
Revocable Permit	0	0	0	0	0	0	0	0	0	0	0	
Other**	2	4	3	3	1	3	1	0	4	0	1	
Total	10	7	10	4	7	6	5	7	7	1	8	
Total Monthly Revenue	\$5,710	\$6,165	\$4,356	\$1,121	\$5,877.24	\$5,436.14	\$1,560	\$2,184	\$1,700	\$2,312	\$2,369	

** "Other" represents non-utility applicants, such as developers or residents.

ANIMAL CONTROL AND CODE ENFORCEMENT DIVISION

Core Services

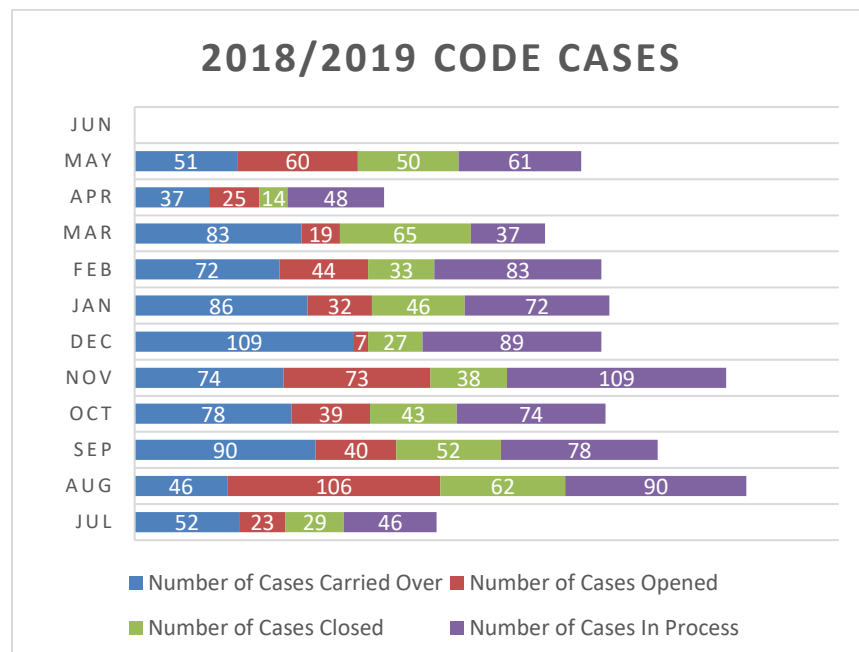
- Zoning & Municipal Code Enforcement
- Animal Control Services
- Street Sweeping Traffic Enforcement

The Division is budgeted for one full time Officer, a 36-hour Specialist and a full-time Office Specialist. These three positions constitute 256 monthly service hours in May, plus an additional 28 hours for on-call coverage. On-call coverage is provided to handle after hour emergency animal control calls. After hour call outs totaled 2 hours in May.

The City is divided into seven zones, including commercial centers, and Officers inspect the zones 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

In May, Code Enforcement had 51 cases carried over from the previous month, 60 new cases opened, and 50 cases were closed. The Division closed out May with 61 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.



Planning and Development Services

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

Column1	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
Inspections Conducted	57	111	56	112	83	29	46	69	76	29	
Notice of Corrections Issued	7	71	16	13	48	7	12	38	16	14	26
Notice of Violations Issued	14	11	17	19	12	0	26	6	50	16	15
Citations Issued	17	23	11	26	11	11	20	3	6	7	20

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

Special Enforcement Programs

On April 16th Code Enforcement began a Dog License Canvassing Program. If it was discovered that dogs were on the property did not have a current dog license, the resident was issued a courtesy notice which gave the property owner seven days to obtain a license before an administrative citation was issued. If an administrative citation was issued, the property owner was given an additional seven days to obtain a dog license and the citation would be dismissed.

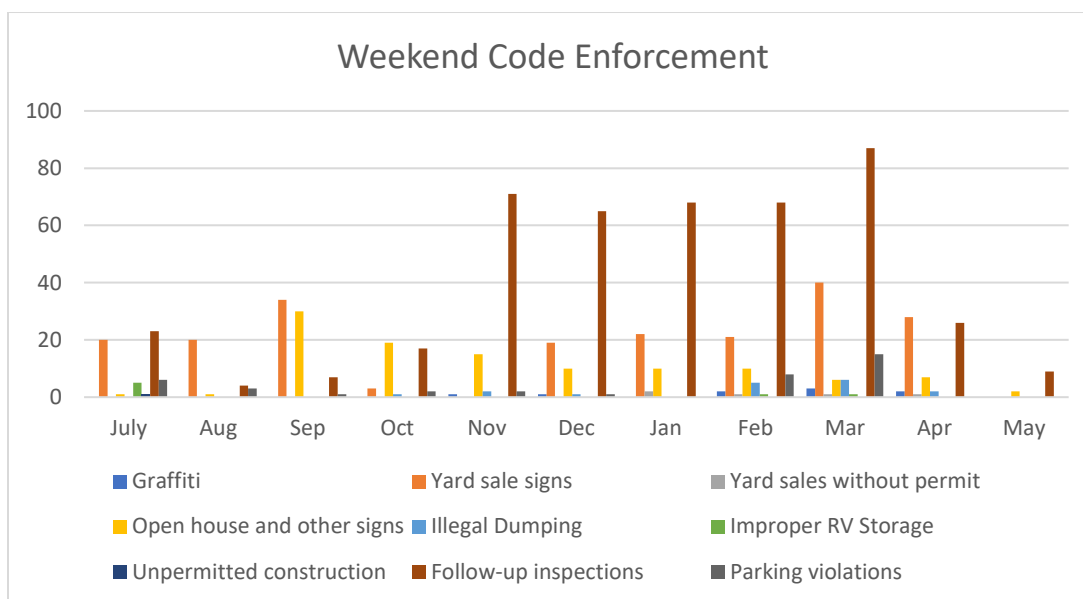
In the month of May 32 citations were issued to property owners who had not complied with obtaining a dog license within the 7-day grace period. Once the notice for the Program was issued, even prior to the program commencing, there began an influx of property owners renewing their dog licenses and obtaining new licenses for their dogs.

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, unpermitted construction, and parking violations. The table below demonstrates weekend code enforcement activities by type for this fiscal year. For the month of May, weekend Code Enforcement reinspections were lower due most inspections being scheduled during the week.

Planning and Development Services

Case Types	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
Graffiti	0	0	0	0	1	1	0	2	3	2	
Yard sale signs	20	20	34	3	0	19	22	21	40	28	
Yard sales without permit	0	0	0	0	0	0	2	1	1	1	
Open house and other signs	1	1	30	19	15	10	10	10	6	7	
Illegal Dumping	0	0	0	1	2	1	0	5	6	2	
Improper RV Storage	5	0	0	0	0	0	0	1	1	0	
Unpermitted construction	1	0	0	0	0	0	0	0	0	0	
Follow-up inspections	23	4	7	17	71	65	68	68	87	26	
Parking violations	6	3	1	2	2	1	0	8	15	0	

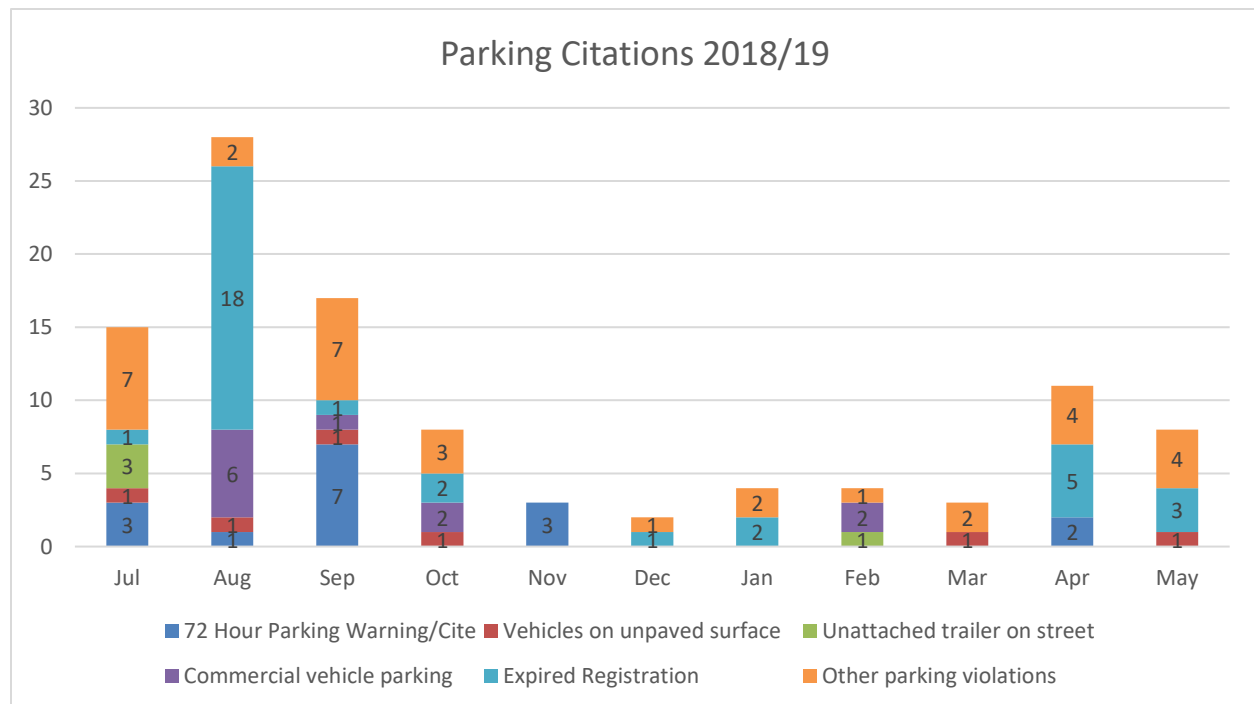
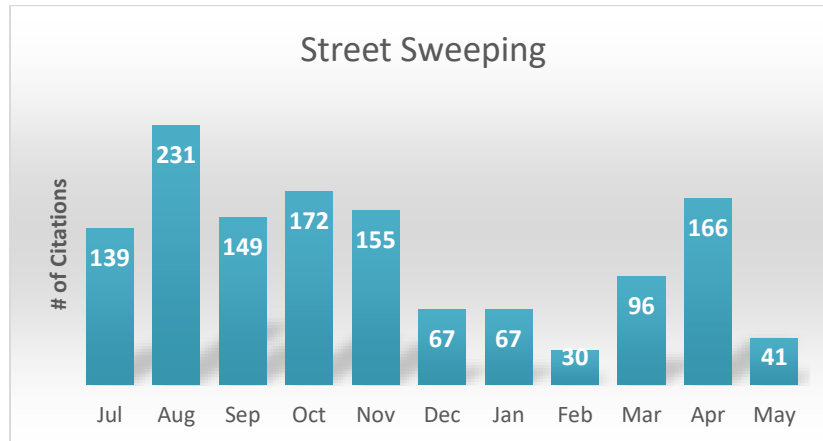


Case Types	July	Aug	Sep	Oct
Graffiti	0	0	0	0
Yard sale signs	20	20	34	3
Yard sales without permit	0	0	0	0
Open house and other signs	1	1	30	19
Illegal Dumping	0	0	0	1
Improper RV Storage	5	0	0	0
Unpermitted construction	1	0	0	0
Follow-up inspections	23	4	7	17
Parking violations	6	3	1	2

Parking Citations:

Planning and Development Services

In May, 49 vehicle related citations were issued; 41 of the citations issued were related to street sweeping enforcement. The citations are expected to generate approximately \$1,025 in general fund revenue. Street Sweeping in residential areas occurs on the first, second, and third Thursdays of each month. On May 16th street sweeping was canceled due to inclement weather.



The table above shows some of our most common parking violations including expired registration, parking on unpaved surfaces, and commercial vehicles in residential areas.

Graffiti/Vandalism/Illegal Dumping

There no cases of illegal dumping reported in May 2019

Rental Inspection Program

Planning and Development Services

There are approximately 335 properties in the Program, consisting of both single-family units and multiple family units (i.e. apartments, duplexes, triplexes, condominium etc.).

At the start of January rental inspection invoices were mailed to all rental owners and were due at the end of the month. Of the 335 properties, 279 property owners have paid their annual rental inspection fees. 81 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.

In April, rental property inspections began; Code Enforcement Officers walk the front yard of the property to inspect exterior conditions. An interior or backyard inspection can be requested if exterior conditions so warrant. At the conclusion of May, 309 inspections had been conducted and 24 properties had outstanding violations. Per the Grand Terrace Municipal Code property owners can be given 24 hours to 90 days to place the home in good standing.

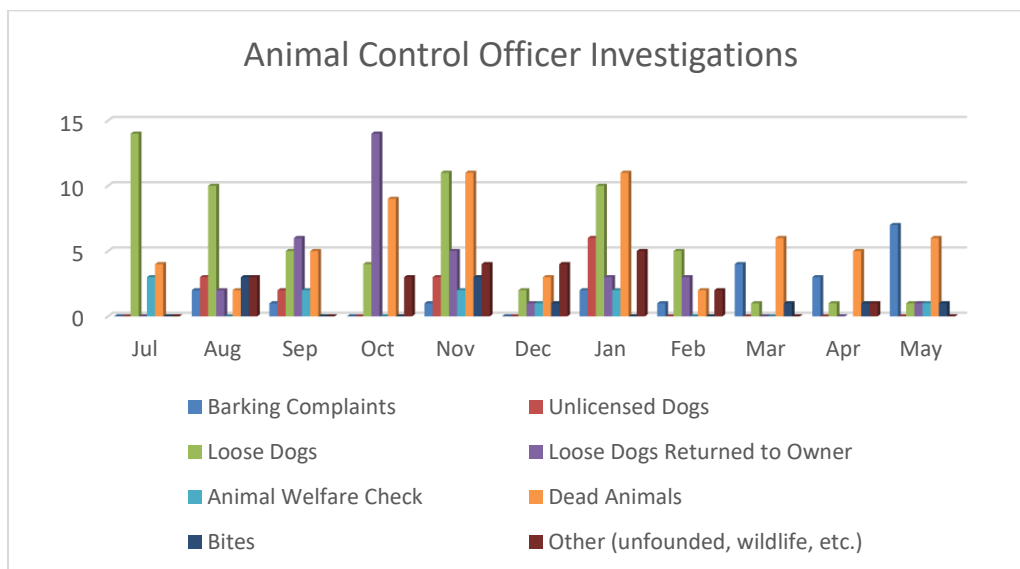
Civic Live

There were 13 complaints received via Civic Live in May 2019 mostly pertaining to overgrown vegetation and property maintenance. Eight cases have been resolved and five cases are still being worked on by Code Enforcement.

Animal Control Services

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

Planning and Development Services



The following charts illustrate the investigations that were conducted by Grand Terrace Animal Control Officers.

Animal Control Officer Investigations	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
Barking Complaints	0	2	1	0	1	0	2	1	4	3	7
Unlicensed Dogs	0	3	2	0	3	0	6	0	0	**	**
Loose Dogs	14	10	5	4	11	2	10	5	1	1	1
Loose Dogs Returned to Owner	0	2	6	14	5	1	3	3	0	0	1
Animal Welfare Check	3	0	2	0	2	1	2	0	0		1
Dead Animals	4	2	5	9	11	3	11	2	6	5	6
Bites	0	3	0	0	3	1	0	0	1	1	1
Other (unfounded, wildlife, etc.)	0	3	0	3	4	4	5	2	0	1	0

**Due to the notice of dog license canvassing there was influx of property owners renewing dog licenses and obtaining new dog licenses. During the months of April and May there were over 150 dog licenses obtained.

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

Planning and Development Services

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

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Public Works

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

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City of Grand Terrace

Public Works Department

DATE: July 2, 2019

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

FROM: Alan French, Public Works Department Director

SUBJECT: May 2019-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	Fed, State, City
Commerce Way Extension	\$ 3,500,000	Final Design 95%	State, City
CIP Year 3 Street Slurry/Resurfacing	\$800,000	Assemble Bid Package, apply for funding	State, City
HSIP Cycle 8, Mt. Vernon Safety Project	\$350,000	Bid Project when State Approves	Federal Grant
HSIP Cycle 9 Guardrail Project	\$650,000	Selected Consultant to Administer	Federal Grant
Preston Signal Modification	\$50,000	Started Final Design	Spring Mountain Ranch Fund
EV Charging Stations	\$180,000	Execute Agreement	MSRC, SCIP, AQMD Grants

TOTALS: \$9,030,000

6am – 6:45am: Check vehicles, fluids, tires, etc.

City Hall: Change/Empty Trash Cans, restock bathrooms / Change Light Bulbs

6:50am – 6:55am: Maintenance Office, discuss daily tasks with Ruben

7:00am: Open Parks per City ordinance

1st Thursday – blow Honey Hill for sweeper

4th Thursday – blow parking lots at City Hall and parks for sweeper

7:10am - 8:30am: Clean Parks (pick up trash, empty trash cans, inspect playground, rake wood chips, blow sidewalk, track and tennis courts; clean/wash restrooms, restock toilet paper, paper towels and soap; unclog toilets, remove graffiti – during soccer and baseball seasons the parks take longer to clean)

*Sometimes, due to winds and rain – debris or trees fall in the parkway

*Also need to break down community room before City Hall opens / before Tiny Tots Program

Monday/Thursday – Empty trash cans at kiosk/bike stations

10:00am – 12:00pm: Work Schedule (Address See Click Fix work orders, irrigation issues such as sprinkler and valve repairs/mow and weed eating/fertilizing park fields – seasonal, pothole repairs, office repairs at City Hall, graffiti abatement, etc.)

12:00pm – 12:30pm: Lunch

12:30pm – 2:30pm Work Schedule (Address See Click Fix work orders, irrigation issues such as sprinkler and valve repairs/mow and weed eating/fertilizing park fields – seasonal, pothole repairs, office repairs at City Hall, graffiti abatement, etc.)

*Tuesday/Thursday: 2 crew members clean Council Chambers for Council meetings, empty trash, clean public restrooms, vacuum

*Set-up Community Room for special events or meetings

*Manage Work Release: 7:00am to 12:00pm

12:00pm to 12:30pm lunch

12:30pm to 2:30pm

Public Works - Maintenance

Public Works Maintenance Core Services

- Street Maintenance
- Park Maintenance
- Storm Drain Maintenance
- Facilities Maintenance

Staffing Levels

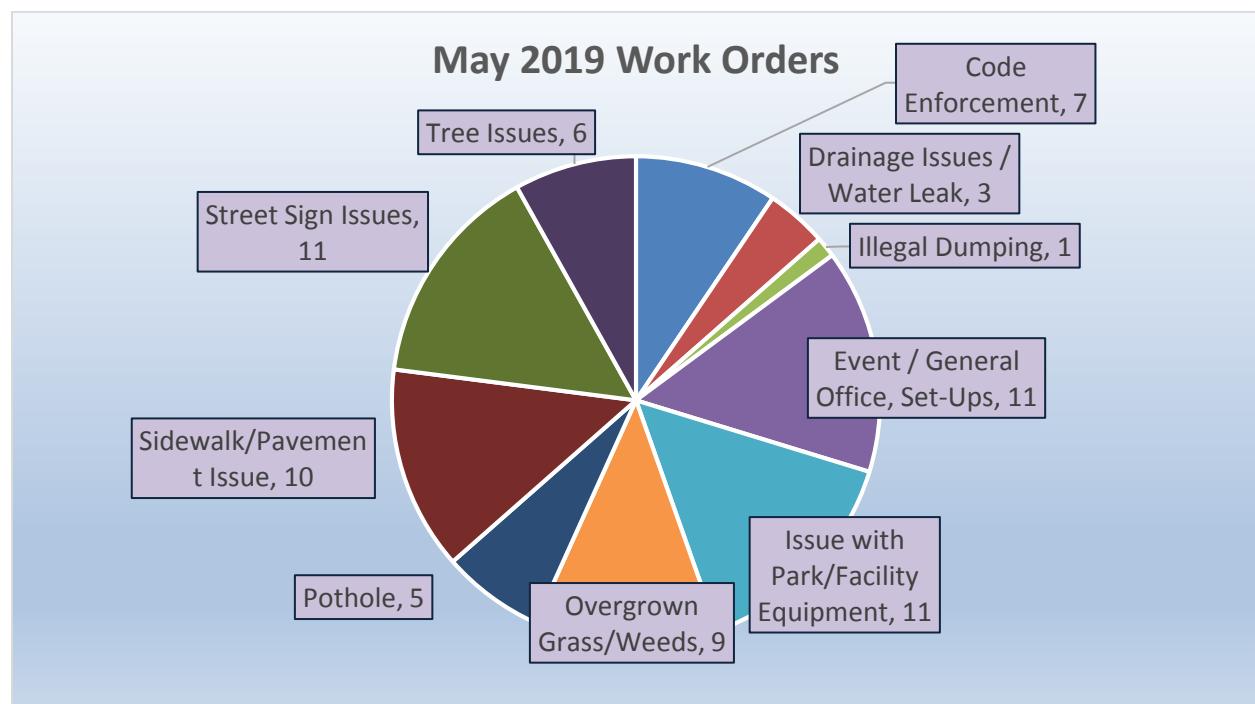
			Weekday Hours		Weekend hours		After hours & Call outs
	Budgeted	Staffed	Available	Worked	*Available	Worked	
Field	4	3	564	372	28	37	5
Office	2	1			0	0	0
Total	6	4	730	635	28	37	5

*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 546 work releases hours during the month of May.

Transition Period May 2019 (74 work orders)



	ID#	Status	Reported	Completed	Category	Address	Description
1	156590	received	5/1/2019	--	Overgrown Grass / Weeds	Lot on Burns, cross streets Vivienda Ave & Grand Terrace Rd.	The empty mini-mansion" lot is overgrown and can be a fire hazard."
2	156928	resolved	5/2/2019	5/10/2019	Water Leak Issue	Grand Terrace City Hall	Irrigation leak by west entrance of City Hall steps.
3	157665	received	5/6/2019	--	Internal Overgrown Grass/Weeds	Veterans Park	Clear the weeds in the asphalt area around the monument by the 27th.
4	157543	resolved	5/6/2019	5/10/2019	Street Sign issues	Commerce Way, west of Michigan	No parking sign knocked over
5	157981	assigned	5/7/2019	--	Internal Tree Issues	Fire Station	Trees behind fire station overhanging onto shed and trailer. Need trees assessed if can do it i-house or contractor.
6	157970	resolved	5/7/2019	5/21/2019	Tree Issues	22131 Mavis	Palm frond over sidewalk near 22131 Mavis.
7	158116	resolved	5/8/2019	5/14/2019	Code Enforcement	21900 West Carhart	Abandoned Ford Expedition. There has been an abandoned dark blue Ford Expedition since approx. 4am on Monday May 6th.
8	158049	received	5/8/2019	--	Code Enforcement	Terrace Pines Drive and Aspen Circle	Commercial vehicles parked on streets. I want to report at least 4 commercial vehicles parked within the terrace pines town homes on a nightly basis. There is also a truck with a trailer parked on the street. Please email me with a resolution to this issue. Thank you.
9	158462	resolved	5/9/2019	5/15/2019	Sidewalk Issues		Cement has lifted 4 to 5 inches due to drought restrictions becoming a serious trip and fall risk. Tree roots caused damage to city and private property. Repairs are needed/necessary.
10	158458	resolved	5/9/2019	5/21/2019	Tree Issues	Grand Terrace	Overgrown city tree. Needs trimming.

11	158712	resolved	5/10/2019	5/14/2019	Issue with Park/Facility Equipment		Park was closed today (5-10-19) and it wasn't even raining.
12	158688	assigned	5/10/2019	--	Drainage Issues		On Friday May 10, 2019 at about 2:00pm an employee of the city's water department came to fix an issue with a water main which is located on my neighbors yard. In attempting to fix the water main issue the employee had to release water from the main and in doing so caused pooling in my yard which is landscaped in drought tolerance material of decomposed granite. In the release of this water it is now going to cause erosion to my yard resulting in me having to pay out of my own pocket to place new material which has been eroded. I would request that the city be responsible for the cost of the replacement of the material since this is the second time this has happened due to the water main leaking and the lack of drainage on the street which during the rain storms a few months ago also cause water backing up on the street and pooling near my lawn causing the back up of drainage water to be splashed onto my yard by vehicles driving by. Which I would assume the city attempted to do anything possible to prevent flooding near

							<p>storm drains during heavy rains. There has been many issues with this particular water drain and I would like the city to attempt to make necessary corrections so that leaking issues as well as flooding issues will subside. I have attached photos of the water damage to my yard for your review. Your immediate attention in this matter is greatly appreciated. Thank You</p>
13	159286	received	5/14/2019	--	Overgrown Grass / Weeds	Corner of Whistler and DeBerry	<p>an empty house - the property is over run with weeds and overgrown bushes. Can the bushes along the side week be removed. They present as a safety issue for people walking to the park. The bushes also attract trash build up making our city look dirty.</p>
14	159284	resolved	5/14/2019	5/30/2019	Overgrown Grass / Weeds	Richard Rollins Park	<p>A large cactus growing on the hill behind the shelters. It's huge and growing against my back fence. It is damaging my fence area. It's been removed before. Can you please remove this again.</p>
15	159703	resolved	5/15/2019	5/30/2019	Code Enforcement	22822 Palm Ave.	<p>The van has been parked there for over 3 hours. People keep parking in the red without any warning. I know no one is aloud to</p>

							have a tire in the red unless they want a ticket.
16	159656	assigned	5/15/2019	--	Code Enforcement	Palm Ave, cross streets Country Club	cars parked along the side of the road on palm ave nearest cross street of country club block the view of oncoming traffic. While attempting to pull out onto palm from country club you have to pull 3/4 of the way out into the street to see if there are cars coming and by this time you almost get your front end taken off because you have to move into the travel lane. The curb needs to be painted red farther down the street to make it visible to see traffic. There have been several instances when cars have almost collided into each other.
17	159646	resolved	5/15/2019	5/28/2019	INTERNAL- General Office		Work Order Request: Issue with City Manager Office Door The handle on City Manager Duffey's office door does not work. It turns, but it does not open the door.
18	159545	assigned	5/15/2019	--	Internal Street Sign Issues	De Berry from Mt. Vernon to Mirado and west of Mirado	Remove permit parking signs
19	159936	assigned	5/16/2019	--	Street Sign issues	Corner of Kingston and De Soto	Street Sweep Sign to be relocated along the street - Resident is stating only 2 houses are affected by the sign.
20	159934	resolved	5/16/2019	5/24/2019	Overgrown Grass / Weeds	La Paix and Oriole	Overgrown weeds on the pavement, curb and along the street
21	159931	resolved	5/16/2019	5/28/2019	Street Sign issues	Corner of Kingston and De Soto	Street Sweep Sign - request to be replaced and relocated

22	160208	resolved	5/17/2019	5/28/2019	Tree Issues	Nightingale Way from Crane to Van Buren	Resident request to review and trim/maintain Sycamore trees along streets and Bluebird Lane (12700 homes).She has requested for status.
23	160177	received	5/17/2019	--	Internal Issue with Park/Facility Equipment	North of Raven	Check watering at TJ Austin grass north of Raven, looks dry.
24	160113	assigned	5/17/2019	--	Internal Event Set-up/BreakDowns		Open Signal cabinet and pull boxes for signal equipment and provide access for design engineer at 8 to 9 am.
25	160470	resolved	5/19/2019	5/22/2019	Sidewalk Issues	22421 Pico	Tripping over raised side walks. Pico street each side of 22421 pico
26	160704	resolved	5/20/2019	5/22/2019	Internal Event Set-up/BreakDowns	City Hall	Request breakdown of tables and chairs in the Community Room on 5/21/19 before 11am event.
27	160691	resolved	5/20/2019	5/28/2019	Internal Issue with Park/Facility Equipment	Rollins Park	Sprinkler missing next to little kids playground at Rollins Park.
28	160577	resolved	5/20/2019	5/31/2019	Issue with Park/Facility Equipment	Grand Terrace	Resident reported various issues with the bathroom at the Richard Rollins snack bar building, including sinks not working and toilets not flushing. These restrooms will be needed at the GT Community Day event, from 2:30 - 4:30, during the Taste of Terrace.
29	160975	resolved	5/21/2019	5/21/2019	Internal Street Sign Issues	Grand Terrace	Install center dividers and reflector sign on Barton Road
30	160947	received	5/21/2019	--	INTERNAL-General Office	Grand Terrace	Both animal control and code enforcement vehicles need oil changes
31	160845	resolved	5/21/2019	5/24/2019	Drainage Issues	Brittan Way	Storm drain on Brittan Way needs inside and outside cleaning. Resident request more frequent cleaning schedule for storm drain

32	160836	resolved	5/21/2019	5/31/2019	Internal Pothole	Michigan northbound lane to north of Pico Street	Pothole needs to be filled at Michigan, northbound lane, approximately 300 feet north of Pico Street.
33	160835	resolved	5/21/2019	5/31/2019	Internal Street Sign Issues	Westbound of Grand Terrace Road, near Vista Grande	Senior Center Sign needs repair
34	161142	resolved	5/22/2019	5/28/2019	Internal Issue with Park/Facility Equipment	Grand Terrace	Need a copy of the Community Room key when checking out for room rental.
35	161496	received	5/23/2019	--	INTERNAL-General Office	Grand Terrace	Ford Escape vehicle needs an oil change
36	161480	assigned	5/23/2019	--	Internal Sidewalk Issue	Grand Terrace	Main Street parkway needs compacted fill between sidewalk and curb on north side of road from Michigan to the canal.
37	161476	resolved	5/23/2019	5/31/2019	Internal Pothole	Grand Terrace	Bobby Forbbs called in a pothole in westbound lane of Barton west of Grand Terrace Road just east of the railroad bridge.
38	161392	resolved	5/23/2019	5/24/2019	Illegal Dumping	Grand Terrace	Illegal dumping on Canal Street
39	161355	resolved	5/23/2019	5/24/2019	Internal Street Sign Issues	Grand Terrace	Remove and reinstall center divider and reflector sign at the median of Mt. Vernon
40	161353	resolved	5/23/2019	5/24/2019	Internal Overgrown Grass/Weeds	Grand Terrace	Clean up Weed at the cul-de-sac of Pico Park
41	161350	resolved	5/23/2019	5/28/2019	Internal Issue with Park/Facility Equipment	Grand Terrace	Fix Urinal in public restroom
42	161732	resolved	5/24/2019	5/30/2019	Code Enforcement		Unknown car left in front of my house for 3 days. License 8BDE461.
43	161597	resolved	5/24/2019	5/31/2019	Internal Sidewalk Issue	Grand Terrace	Please fix valve on Mt. Vernon and Main Street
44	161595	received	5/24/2019	--	Internal Sidewalk Issue	Grand Terrace	Please fix leaky valve on Barton Road

45	161594	resolved	5/24/2019	5/28/2019	Internal Sidewalk Issue	Grand Terrace	Dig up and replace valve at North Mt. Vernon median
46	161591	resolved	5/24/2019	5/28/2019	Internal Issue with Park/Facility Equipment	Grand Terrace	8 broken sprinklers around tree wells at Fitness Park needs repair
47	162446	received	5/28/2019	--	Code Enforcement		Noise Ordinance! on numerous occasions I've had to call non-emergency for police to investigate and possibly enforce ordinance on noisy neighbors in my Apartment Complex. I've maybe heard them respond once, but others not available or very little enforcement of ordinance to where neighbors didn't take the patrol seriously. These calls were mainly made during weekday where people need sleep and get up early for work, myself being one of them. I feel the Police maybe more sympathetic to the people hanging out then those tenants needing sleep, rent is high and we need sleep to work to make rent.
48	162442	assigned	5/28/2019	--	Street Sign issues		The Problem is a street lacking a street sign, as most know California residential streets are 25 mph or less, i prefer less! Preston St. is plagued with speeders, I find it troublesome to walk a dog, cross street W/ kids or just plainly crossing street to my car in general Without some one speeding down preston to reach Barton Rd. there needs to be some speed control on

							Preston st. or does a major fatality need to happen before doing so? I hope not!
49	162434	resolved	5/28/2019	5/31/2019	Other	Grand Terrace	Resident states there is a metal plate at the westside of Barton before Vivienda and Commerce that is not leveled and in an angle that can cause damages. The gap is increasing.
50	162433	resolved	5/28/2019	5/30/2019	Park Lights	Grand Terrace	no lights at Freedom Park and resident was concerned the American flag was up for Memorial Day.
51	162426	received	5/28/2019	--	Internal Overgrown Grass/Weeds	Grand Terrace	North side of Vista Grande 500 feet east of dog park.
52	162406	resolved	5/28/2019	5/30/2019	Internal Issue with Park/Facility Equipment	Grand Terrace	Purchase sprinkler at Site One for Rollins Park
53	162405	resolved	5/28/2019	5/30/2019	Issue with Park/Facility Equipment	Grand Terrace	Repair another broken sprinkler at Rollins Park by east side of playground
54	162404	resolved	5/28/2019	5/30/2019	Internal Issue with Park/Facility Equipment	Grand Terrace	Check license plate number for speed trailer
55	162403	received	5/28/2019	--	Internal Overgrown Grass/Weeds	Grand Terrace	Remove weeds along parkway on Northwest Grand Terrace Road and Vista Grande and both West and East side of Parkway on North Vista Grande Way.
56	162402	received	5/28/2019	--	Internal Overgrown Grass/Weeds	Grand Terrace	Remove weeds on both Northwest and Southwest corners of

							Mt. Vernon and Van Buren.
57	162401	resolved	5/28/2019	5/30/2019	Internal Tree Issues	Grand Terrace	Trim hanging tree branch on little kids playground at Rollins Park.
58	162400	resolved	5/28/2019	5/30/2019	Internal Event Set-up/BreakDowns	Grand Terrace	Fill 20 sandbags to be used for Community Day (Saturday, June 1st, 2019)
59	162398	resolved	5/28/2019	5/30/2019	Internal Event Set-up/BreakDowns	Grand Terrace	Remove Memorial Day banner from Grand Terrace Road and Mt. Vernon
60	162396	resolved	5/28/2019	5/30/2019	Internal Tree Issues	Grand Terrace	Restake tree at Pico Park
61	162346	received	5/28/2019	--	INTERNAL-General Office	Grand Terrace	Install Key Locker for Alan. Item have been placed in maintenance inbox.
62	162342	assigned	5/28/2019	--	Internal Street Sign Issues	Grand Terrace	Install 25 MPH signs:Southbound Observation south of De Berry and on Observation northbound, north of Van Buren.On northbound Arliss Drive just north of Barton and on eastbound Minona Drive just east of Mt. Vernon.
63	162340	assigned	5/28/2019	--	Internal Street Sign Issues	Grand Terrace	â€¢ Relocate the R2-1(30) (speed limit sign) from the post mounting west of Observation Street facing westbound (WB) traffic. â€¢ Mount relocated sign to the street light post approximately 100' west of this same intersection. This will improve visibility of the posted downhill" (WB) speed limit.â€¢ Re-install 30 MPH speed limit sign on De Berry St
64	162246	resolved	5/28/2019	5/31/2019	INTERNAL-General Office	Grand Terrace	City Hall Lights near the Library is off.

65	162732	assigned	5/29/2019	--	Internal Sidewalk Issue	Grand Terrace	22800 Kentfield sidewalk issue needs to be checked and scheduled.
66	162731	assigned	5/29/2019	--	Internal Pothole	Grand Terrace	Rosedale south of Seville to Palm Ave also has numerous pot holes, as well as westbound Barton just west of Grand Terrace before the railroad bridge.
67	162562	received	5/29/2019	--	Sidewalk Issues	Grand Terrace	22800 Kentfield St. - sidewalk in front of my home is uplifted from perhaps a tree that is no longer there. My 5 and 2 yr old stumble every time when playing in the area. Would it be possible to have the city shave off the cement in order to level it? THis is my 3rd email. Hopefully I will get a response.
68	162544	assigned	5/29/2019	--	Internal Sidewalk Issue	Grand Terrace	cracked on pavement, it has been repatched previously @ the corner of Van Buren and Wobbler, right side.
69	163018	resolved	5/30/2019	6/5/2019	Other	22795 Barton Road Grand Terrace 92313	Internal - Music & Movies in the Park kiosk posters and banner need to go up next Monday (6/3). Copies will be left in Ruben's Inbox.
70	163011	received	5/30/2019	--	Sidewalk Issues	22275 Van Buren Street Grand Terrace 92313	Van Buren-- South side, between Reed ave and Pascal. tripping hazard. sidewalk badly lifted.
71	163008	assigned	5/30/2019	--	Pothole	22404 Van Buren St, Mirado	the trench all the way across the street has been tore up long enough, acct the new house construction. when will it be repaired?
72	162986	resolved	5/30/2019	5/31/2019	Internal Event Set-up/BreakDowns	Grand Terrace	Need tables and chairs set up for Community Day Planning Meeting for 5/30/19 by 6:00 pm. Horseshoe set up with 5-

							6 chairs in front (same as previous meeting)
73	162981	resolved	5/30/2019	6/5/2019	Unattached Trailer/Boat/RV	22974 Jensen Court Grand Terrace 92313	trailer hitch is suspended about 6 feet directly over the sidewalk, a potential safety hazard, if the trailer slips off its wood shims.
74	163185	received	5/31/2019	--	Pothole	Grand Terrace	Potholes at Van Buren between Reed & Mt View/Mt. Vernon

Park Shelter Reservations in May 2019

Park	Shelter	Date Reserved
Richard Rollins	Shelters C	May 5, 2019
Richard Rollins	Shelters D	May 11, 2019
Richard Rollins	Shelters A & B	May 18, 2019
Richard Rollins	Shelter A & B	May 19, 2019

Community Room Reservations May 2019

Group	Date Reserved	Time
Citrus Belt Quilters	2 nd Saturday	9am
Friends of the Library	3 rd Monday	5pm
Girl Scouts Troop 1195	Thursdays	4pm
Library Function	Tuesdays & Thursdays	11am & 10am
Overeaters Anonymous	Saturdays	10am
Women's Republican Club	1 st Tuesday	6:30pm
Art Show	May 5 th	All Day
CERT Meeting	1 st Tuesday	6pm
Parks & Rec	2 nd Tuesday	4pm
Grand Terrace Community Planning Meeting	May 30 th	6pm

May 2019							<div> <div>May 2019</div> <div> <div>Su</div><div>Mo</div><div>Tu</div><div>We</div><div>Th</div><div>Fr</div><div>Sa</div> </div> <div> <div>5</div><div>6</div><div>7</div><div>8</div><div>9</div><div>10</div><div>11</div> </div> <div> <div>12</div><div>13</div><div>14</div><div>15</div><div>16</div><div>17</div><div>18</div> </div> <div> <div>19</div><div>20</div><div>21</div><div>22</div><div>23</div><div>24</div><div>25</div> </div> <div> <div>26</div><div>27</div><div>28</div><div>29</div><div>30</div><div>31</div><div></div> </div> </div>
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June 2019

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6/4/2019 9:07 AM

Signal Light Maintenance

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

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

Park Maintenance

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

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

Waste Management Services

Burrtec Waste Industries

Waste Generation Report:

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

Apr 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	Comm'l Select / Floor-sort	Total Tonnage Generated	Total Tonnage Generated by Category
Residential	292.06	79.21		240.48							611.75	
Christmas Tree												
Bulky Item	7.90		0.22			1.75					9.87	621.62 Residential
Clean Up												
Multi-Family	156.18	7.64		16.11							179.93	179.93 Multi-Family
Commercial	176.08	2.45					0.49			0.14	179.16	
School	61.47	4.74									66.21	245.37 Commercial
Roll off	46.54							60.62	28.56		135.72	135.72 Roll off
Grand Total	740.23	94.04	0.22	256.59		1.75	0.49	60.62	25.56	0.14	1182.64	

Missed Pick-Up Report

Date Reported	Address	Description	Date Pick Up Completed
4/2/2019	12633 Browning Ct	Trash bin missed	4/2/2019
4/2/2019	12609 Browning Ct	Trash bin missed	4/2/2019
4/11/2019	22111 Newport 82 Ave	Trash bin missed	4/11/2019
4/18/2019	22709 Minona Dr	Green Waste bin missed	4/18/2019
4/19/2019	23147 Palm Ave	Trash bin missed	4/19/2019
4/22/2019	22633 Barton Rd	Trash bin missed	4/22/2019
4/23/2019	23147 Palm Ave	Recycle bin missed	4/23/2019
4/26/2019	22542 Minona Dr	Trash bin missed	4/26/2019

Public Works Administration

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

Contracts:

Public Works Services for FY 2018-19:

Contractor Name	Service	Contract Amount	Remaining Balance as of Apr. 30, 2019
ACCO Engineered Systems	HVAC Maintenance	\$22,850	\$5,198.41
Albert A Webb Associates	Commerce Way Final Design	\$109,389.00	\$3,234.98
Albert A Webb Associates	CHP – DEVCO Traffic Engineering	\$856.00	\$0
Charles Abbott Associates	Landscape and Lighting Assessment District Annexation Engineering Services	\$10,000.00	N/A (Developer Fee)
Clean Street	Street Sweeping Services	\$52,000.00	\$17,252.07
City of Colton Cooperative Agreement with Grand Terrace	Traffic Signal Maintenance for signal on Litton Avenue	N/A	N/A
EZ Sunnyday Landscape	Landscape Maintenance	\$45,430.00	\$8,855.00
Gopher Patrol	Gopher Abatement Services	\$8,112.00	\$1,652
Hardy and Harper, Inc	Street Maintenance Services	\$75,000.00	\$0
Interwest Consulting Group TKE Engineering, HR Green	On-Call Public Works Inspection Services	\$40,000.00	\$2,250.00
Interwest Consulting Group HR Green Albert A. Webb	On-Call Construction Management Services (incl. Barton Road Interchange Project – Interwest)	\$40,000.00	\$40,000.00
Interwest Consulting Group	Commerce Way Extension Real Estate & Engineering Services	\$251,609.00	\$157,560.00
Lynn Merrill	NPDES Services	\$10,000.00	\$8,063.81
Moran Janitorial Services	Janitorial Services for City Hall and City Parks	\$19,980.00	\$5,195.00
Otis Elevator Company	Elevator Maintenance Service	\$4,996.34	\$0
San Bernardino County Dept of Public Works – Flood Control	Flood Control Facilities	\$26,117.00	\$0
San Bernardino County Fire Dept – Hazardous Material	Household Hazardous Waste (HHW) Services	\$17,538.80	\$0

San Bernardino County Land Use Services	Fire and Weed Hazard Abatement Services	\$13,526.00	\$13,526.00
St. Francis Electric, LLC.	Traffic Signal Maintenance Services	\$10,000.00	\$325.47
County of Riverside TLMA Administration	Main Street Traffic Signal Maintenance Services	\$9,000.00	\$3118.72
West Coast Arborist	5 Year Tree Maintenance Program	\$38,560.40 (\$192,802: 5-yr term)	\$33,306.00
Western Exterminator Co.	Pest Control Services	\$7,502.00	\$5,466.50
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 2018-19:	\$812,467.00	\$305,003.96 balance

FY 2018-19 Capital Improvement Project Contracts

Contractor Name	Service	Contract Amount	Contract Balance
Clean Cut Landscape	Dog Park Construction	\$446,127.82	\$102,645.67
TKE Engineering	Dog Park Inspection & Construction Management	\$11,720.27	\$0
Evan Brooks Associates	Grant Writing for HSIP Cycle 9 – Guardrail Project	\$7,995.00	\$0
Evan Brooks Associates	Preliminary Engineering for HSIP – Mt. Vernon Safety Improvement	\$36,300.00	\$8,712.00
Hardy & Harper	Pavement Rehabilitation Project	\$822,850	\$0
HR Green California	Pavement Rehabilitation Project – Inspection / Construction Mgt	\$26,250.00	\$0
Terracon	Pavement Rehabilitation Project – Geotechnical Services	\$18,984.06	\$0
Warren Anderson Ford Inc (Fritts Ford)	2019 hybrid Ford F-250 maintenance truck (approved by Council FY 17-18)	\$55,075.00	\$0.27
	TOTAL CIP PROJECT CONTRACT VALUE FOR FY 2018-19	\$1,425,302.15	\$111,357.94

Bids:

- Re-awarded contract for Electric Vehicle Charging Station Project

Major Reports:

- CDBG Funding Prioritization for 2019-2020
- California Air Resources Board (CARB) Responsible Official Affirmation of Reporting (ROAR)

Grants:

- MSRC Funding for Clean Transportation Projects: Submitted Amendment Letter
- SCIP: \$140,000 grant funding for City Hall EV Project
- HSIP – Highway Safety Improvement funding for Mt. Vernon / Submitted Invoice to Caltrans
- HSIP – Guardrail Safety Project
- CDBG: Processed Independent Contractor Agreements

Project Management:

- Budget for Landscape and Lighting Assessment District

- EV Charging Station
- Tree Maintenance – Year 3 Cycle

Major Meetings / Events:

- Cal Recycle Grant Event – Ecohero Show

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Sheriff's Contract

- Law Enforcement Services



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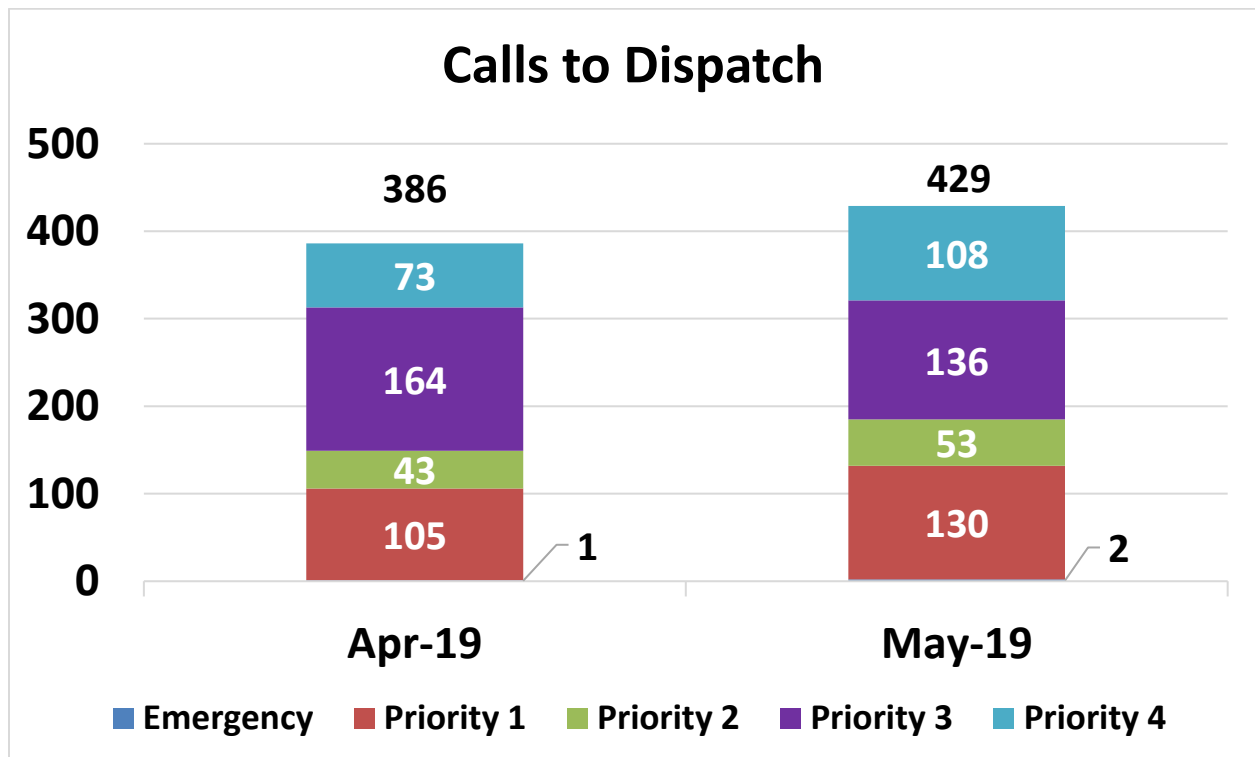


San Bernardino County Sheriff's Department



Services	April 2019	May 2019
Officer Contact and Calls	1,255	1,130

Calls to Dispatch	April 2019	May 2019
Emergency	1	2
Priority 1	105	108
Priority 2	43	136
Priority 3	164	53
Priority 4	73	130
Totals	386	429



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.

Citizen on Patrol Hours:

Week of:	<u>Apr 29</u>	<u>May 6</u>	<u>May 13</u>	<u>May 20</u>	<u>May 27</u>	<u>Total Hours:</u>
	10	8	4	9	18	49

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San Bernardino County Fire



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City of Grand Terrace
Fire Department Incidents
05/01/19 – 05/31/19

Call Type	Number of Calls
Carbon Monoxide Alarm	1
Fuel Spill	1
Medical Aid	129
Outside Investigation	5
Public Service	4
Traffic Collision with Extrication	2
Traffic Collision with Injuries	1
Traffic Collision Unknown Injuries	1
Traffic Collision Unknown Injuries – Freeway	6
Total Calls	150

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