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# MONTHLY REPORT

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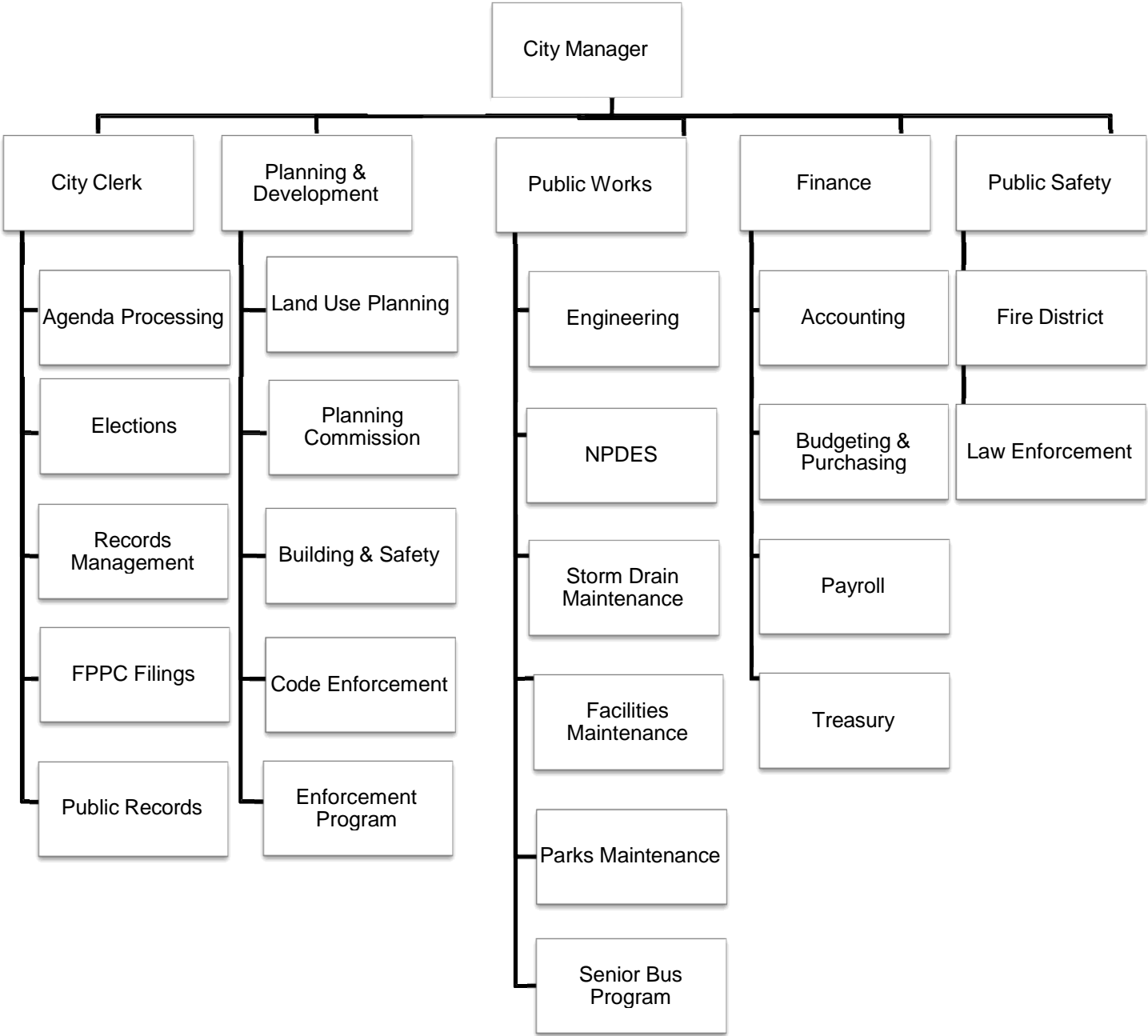
August 2019

PRESENTED BY  
THE CITY MANAGER'S OFFICE

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# CITY MANAGER

## Organization Chart



# City Clerk

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

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DATE: September 16, 2019

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

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

**SUBJECT: AUGUST 2019 CITY CLERK MONTHLY REPORT**

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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 August 2019 is three (3), spending a total of twenty-five (25) hours preparing the agenda packet together with delivery and producing 368 pages.

AGENDA PROCESSING/POSTING			
MONTH	Regular Meeting	Special Meeting	Totals
March	2	1	3
April	2	0	2
May	2	0	2
June	2	2	4
July	2	0	2
August	2	1	3
<b>Total Processed</b>	<b>12</b>	<b>4</b>	<b>16</b>

## **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 August 2019 is two (2) and the number of Ordinances processed for the month of August is zero (0).

RESOLUTIONS AND ORDINANCES PROCESSED			
	RESOLUTIONS	ORDINANCES	MONTHLY TOTALS
March	5	1	6
April	3	2	5
May	2	1	3
June	6	0	6
July	6	0	6
August	2	0	2
Total Processed	24	4	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 August 2019, twenty-eight (28) Certificates of Recognition 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
March	0	0	0	3	0	0	3
April	0	10	0	0	0	2	12
May	6	0	0	2	0	0	8
June	0	7	1	2	0	0	10
July	0	35	0	1	0	0	38
August	0	28	0	0	0	0	28
Total	6	80	1	8	0	2	99

## **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 August 2019, Council approved five (5) agreements.

<b>CONTRACTS &amp; AGREEMENTS PROCESSED</b>	
<b>March</b>	<b>4</b>
<b>April</b>	<b>3</b>
<b>May</b>	<b>6</b>
<b>June</b>	<b>5</b>
<b>July</b>	<b>0</b>
<b>August</b>	<b>5</b>
<b>Total</b>	<b>23</b>

## **RECORDS REQUESTS**

The City Clerk's office received twenty-one (21) Requests for Copies of Public Records for the month of August 2019. Eighteen (18) 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 89 pages with three (3) letters to Requestor advising there were no records responsive to the request.

<b>RECORDS REQUEST SUMMARY</b>					
<b>Month</b>	<b>Requests Received</b>	<b>Completed Within 10 Days</b>	<b>Completed with 14-Day Extension</b>	<b># of Pages Provided</b>	<b>Letter to Requestor – No Records</b>
<b>March</b>	<b>11</b>	<b>10</b>	<b>1</b>	<b>169</b>	<b>4</b>
<b>April</b>	<b>14</b>	<b>13</b>	<b>1</b>	<b>131</b>	<b>1</b>
<b>May</b>	<b>8</b>	<b>7</b>	<b>1 (Closed Without Any Records Provided)</b>	<b>50</b>	<b>1</b>
<b>June</b>	<b>19</b>	<b>10</b>	<b>9</b>	<b>954</b>	<b>5</b>
<b>July</b>	<b>15</b>	<b>15</b>	<b>0</b>	<b>38</b>	<b>4</b>
<b>August</b>	<b>21</b>	<b>18</b>	<b>3</b>	<b>89</b>	<b>5</b>
<b>Total Requests</b>	<b>76</b>	<b>63</b>	<b>13</b>	<b>1,431</b>	<b>20</b>

## **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 August 2019, the City Clerk's office responded to 413 telephone calls from residents, contractors, vendors, consultants and in-house customer service assistance to City staff.

<b>TELEPHONE CUSTOMER SERVICE</b>	
<b>March</b>	358
<b>April</b>	306
<b>May</b>	434
<b>June</b>	432
<b>July</b>	552
<b>August</b>	413
<b>Total Calls</b>	2,495

## **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
<b>March</b>	1.00	0	.50	0	0	1.50
<b>April</b>	1.00	1.00	.50	1.00	0	3.50
<b>May</b>	1.00	.50	.50	1.00	8.00	11.00
<b>May</b>	1.00	0	.50	0	0	1.50
<b>July</b>	0	0	.50	0	0	.50
<b>August</b>	1.00	0	.50	0	0	1.50
<b>TOTAL # HOURS</b>	<b>5.00</b>	<b>1.50</b>	<b>3.00</b>	<b>2.00</b>	<b>8.00</b>	<b>19.50</b>



## **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

## **URGENT/HIGH PRIORITY PROJECTS:**

### FPPC Compliance

Scan FPPC documentation into Electronic Document Management System database within 24 hours of receipt (i.e. Statement of Economic Interests and public official appointments).

***No update at this time.***

### City Intranet

Increase the content on the City's Intranet; by department.

***No update at this time.***

### Telephone System Improvements

Continue to monitor and ensure all incoming telephone calls are answered timely by staff's Office Specialist. Additionally, update the telephone directory timely as any changes occur.

***No update at this time.***

### Technology Program – Tablet Use

Accommodate the needs/requests of City Council Members to access their agenda, documents, Power Points, E-Mails and applications as the dais and on the go, while eliminating printed paper.

***On July 23, 2019, Staff directed Onsite Computing to purchase Microsoft Surface Pros. Upon receipt of the computers and peripherals, Onsite Computing will configure all of the software to interface with one another. Upon completion, staff will contact each City Council Member to arrange any necessary training.***

***On August 4, 2019, Onsite Computing has purchased the Microsoft Surface Pros and requires the following software purchase:***

- **Drawboard PDF Pro software for installation**
- **Coordinate a date and time to have the Mayor and City Council Members login to their new device.**
- **Complete profile set up**
- **Software registration for all software under the user profiles**
- **Test Systems**

#### Facebook Live and Twitter

Using Facebook Live and Twitter to increase public engagement. Comments can be loaded during the live feed and the City Clerk can read them during public comment or when the item is being discussed.

***The City is identifying and evaluating the pros and cons before testing this approach in a public forum for any potential risk and if it is the desire to proceed, clear ground rules would need to be established.***

#### City Adopted Budgets and Agenda Packets

The City Clerk's department has coordinated with the San Bernardino County Library to identify a location within the Library to place the City's adopted Budgets and Agenda Packets for both City Council and Planning Commission for ease of access to the public.

***This priority project was completed on July 30, 2019.***

#### Community Posting Board

Develop a Community Posting Board that is freely accessible to members of the public without any restriction.

***No update at this time.***

#### Manage City Neighborhood Recognition Programs

Coordinate the recognition of neighborhoods/ individuals that have gone above and beyond to help make the Community a better place to live. City Council should decide to conduct this recognition monthly, quarterly, bi-annually or annually.

***Recognition Guidelines are currently being researched and recommendations will be brought back to the City Council for review, approval and implementation.***

#### Annual Acknowledgment Program

Annually recognize community volunteers at a City Council meeting.

***The City Clerk will coordinate during the spring months annually, a reception prior to a City Council meeting to recognize all of the City's volunteers.***

#### City Council Agenda Modifications

Modify agenda to include updated information and language to ensure compliance with the American with Disabilities Act.

***No update at this time.***

### Scanning

Prepare a Scanning Schedule to prioritize those records to be placed into the Electronic Document Management System database covering the year 2016 to present.

***No update at this time.***

### Records Destruction

Identify records stored beyond retention and facilitate timelier disposal of outdated records.

***No update at this time.***

### City Clerk's Department Operations Manual

Develop a standardized checklist/manual for office operations.

***No update at this time.***

### Increase Awareness of Online Public Material

Increase public awareness of the City's improved access to its official records placed on the City's website under its public portal titled "Online Documents"

***No update at this time.***

### Increase Participation in City Council Meeting Invocations

Improve outreach to community churches to increase participation in providing invocations at City Council meetings.

***No update at this time.***

### Lighting in City Council Chamber

Replace Council Chamber lights with LED to enhance picture quality both on the web stream and Channel 3.

***No update at this time.***

### City Hall Information Kiosks

Continue to provide updated materials and publications in the kiosk racks of City Hall.

***This priority project was completed on August 2, 2019. System in Place for Bi-Weekly Review and Updates.***

### City Council Chamber Reception Area Upgrade

Create an inviting space for City Council receptions and celebrations in the foyer to the Council Chamber. Décor would include furniture and the display of Resolutions and Proclamations bestowed upon the City and would also include photographs/artworks.

# City Manager's Office

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

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DATE: September 18, 2019

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

FROM: Cynthia A. Fortune, Assistant City Manager

SUBJECT: **August-2019 Monthly Services Report**

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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				
Recruitments in Progress	4	0				
Recruitments Pending	0	0				
Applications Received/Processed	4	0				
New Hires Processed	2	2				
Description	Jan-2020	Feb-2020	Mar-2020	Apr-2020	May-2020	Jun-2020
Recruitments Initiated						
Recruitments in Progress						
Recruitments Pending						
Applications Received/Processed						
New Hires Processed						

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

TABLE 2  
Employee Job Performance Activity

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

TABLE 3  
Benefits Activity

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

*\*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.*

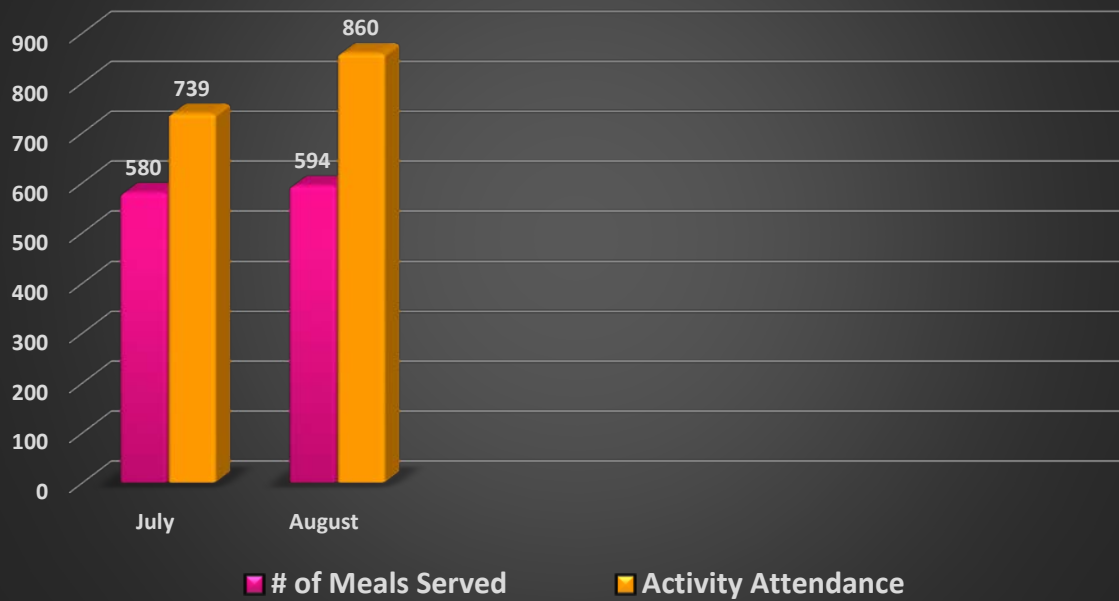
TABLE 1  
Senior Center Activities

Description	Jul-2019	Aug-2019	Sept-2019	Oct-2019	Nov-2019	Dec-2019
<b>Nutrition Program (# of meals served)</b>	580	594				
<b>Arts and Crafts Classes</b>	26	31				
<b>Bingo</b>	41	45				
<b>Bridge</b>	27	32				
<b>Bunco</b>	27	33				
<b>Coffee with Megan</b>	71	57				
<b>Exercise Classes</b>	79	108				
<b>Garden Club</b>	10	7				
<b>Morning Glories (quilting)</b>	23	26				
<b>Movies with Solomon</b>	0	0				
<b>Paint Classes</b>	8	10				
<b>Card Game Night (Wednesday)</b>	15	22				
<b>Zumba</b>	0	0				
<b>Kings Corner</b>	49	61				
<b>Cribbage</b>	11	17				
<b>Cell Phone Class</b>	7	8				
<b><u>SPECIAL EVENTS</u></b>						
<b>Monthly Birthday Celebration</b>	26	31				
<b>Monthly Entertainment (2<sup>nd</sup> Friday of the month)</b>	25	24				
<b>Volunteer Appreciation</b>	16	0				
<b>Hydration Station</b>	42	32				
<b>Bus Pass Distribution</b>	0	0				
<b>4<sup>th</sup> of July Party</b>	41	-				
<b>Monthly Summary Attendance</b> (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)						
Arts and Crafts Classes						
Bingo						
Bridge						
Bunco						
Coffee with Megan						
Exercise Classes						
Garden Club						
Morning Glories (Quilting)						
Paint Classes						
Card Game Night (Wednesday)						
Cell Phone Class						
Kings Corner						
Cribbage						
<b><u>SPECIAL EVENTS</u></b>						
Monthly Birthday Celebration						
Monthly Entertainment (2 <sup>nd</sup> Friday of the month)						
Scrapbooking						
Valentines' Day Party						
St. Patrick's Day Party						
Zumba						
Bus Passes						
Volunteer Appreciation (FSA)						
Spring Fling						
Health Screening						
<b>Monthly Summary Attendance</b> <i>(Accounts for a senior participating in any activity/program. One senior may have participated in 2 or more programs, not including meals.)</i>						

## Monthly Summary (2019-20) July-2019 - December-2019



## Monthly Summary (2019-20) January-2020 - June-2020

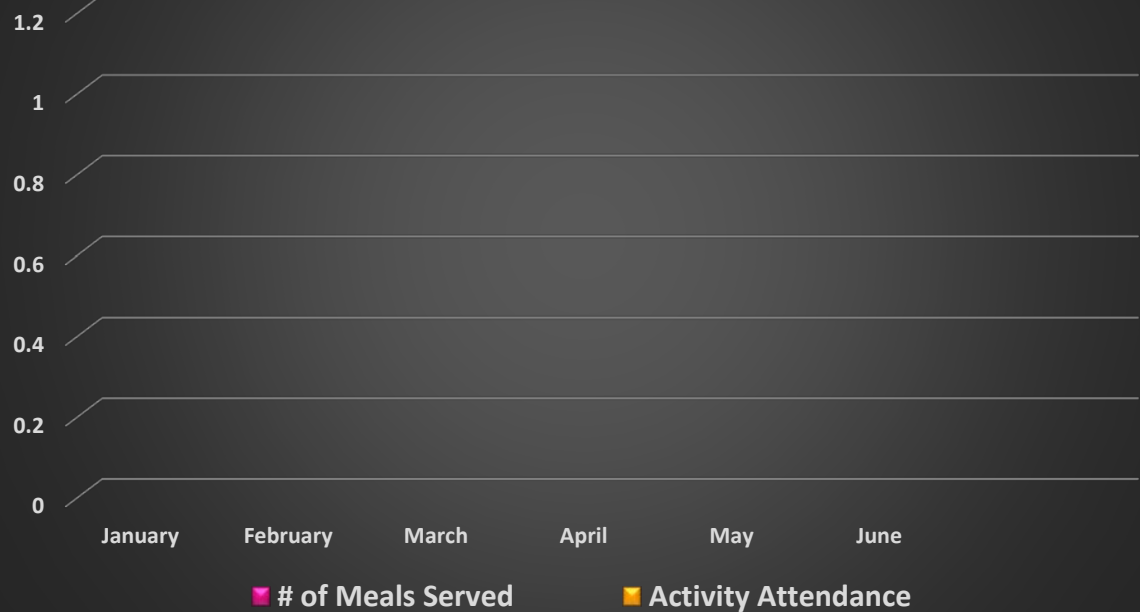


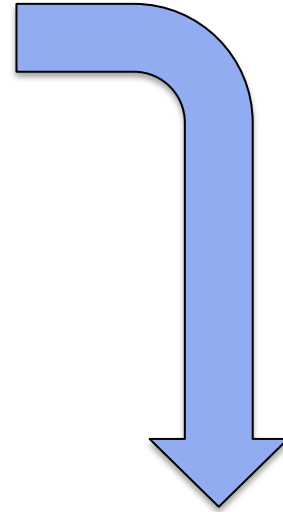
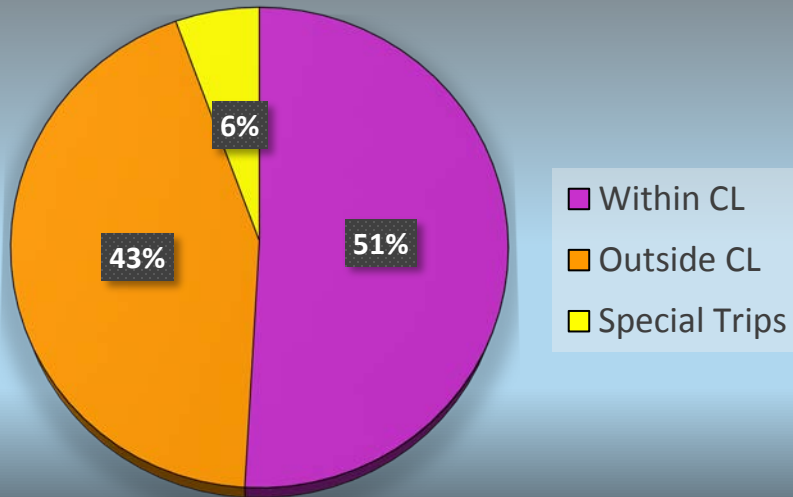
TABLE 2  
Senior Center Blue Mountain Silver Liner  
# of Passengers

Description	Jul-2019	Aug-2019	Sept-2019	Oct-2019	Nov-2019	Dec-2019
Within City Limits (Senior Center, Stater Brothers, Library)	188	222				
Outside City Limits (Walmart, 99cent store, Ross)	149	159				
Special Events/Trips	20	20				
Description	Jan-2020	Feb-2020	Mar-2020	Apr-2020	May-2020	Jun-2020
Within City Limits (Senior Center, Stater Brothers, Library)						
Outside City Limits (Walmart, 99cent store, Ross)						
Special Events/Trips						

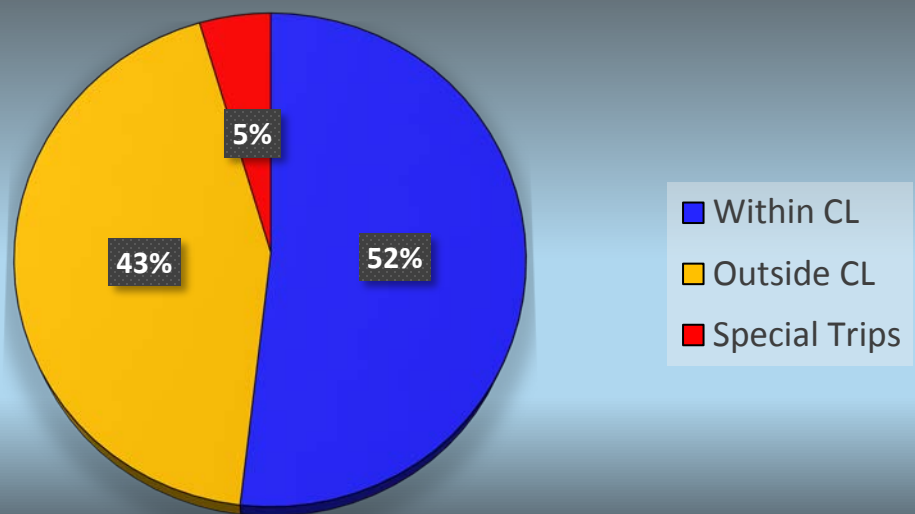
TABLE 3  
# of Rides

Description	Jul-2019	Aug-2019	Sept-2019	Oct-2019	Nov-2019	Dec-2019
Within City Limits (Senior Center, Stater Brothers, Library)	363	448				
Outside City Limits (Walmart, 99cent store, Ross)	310	376				
Special Events/Trips	40	40				
Description	Jan-2020	Feb-2020	Mar-2020	Apr-2020	May-2020	Jun-2020
Within City Limits (Senior Center, Stater Brothers, Library)						
Outside City Limits (Walmart, 99cent store, Ross)						
Special Events/Trips						

## July 2019 Rides



## August 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.*

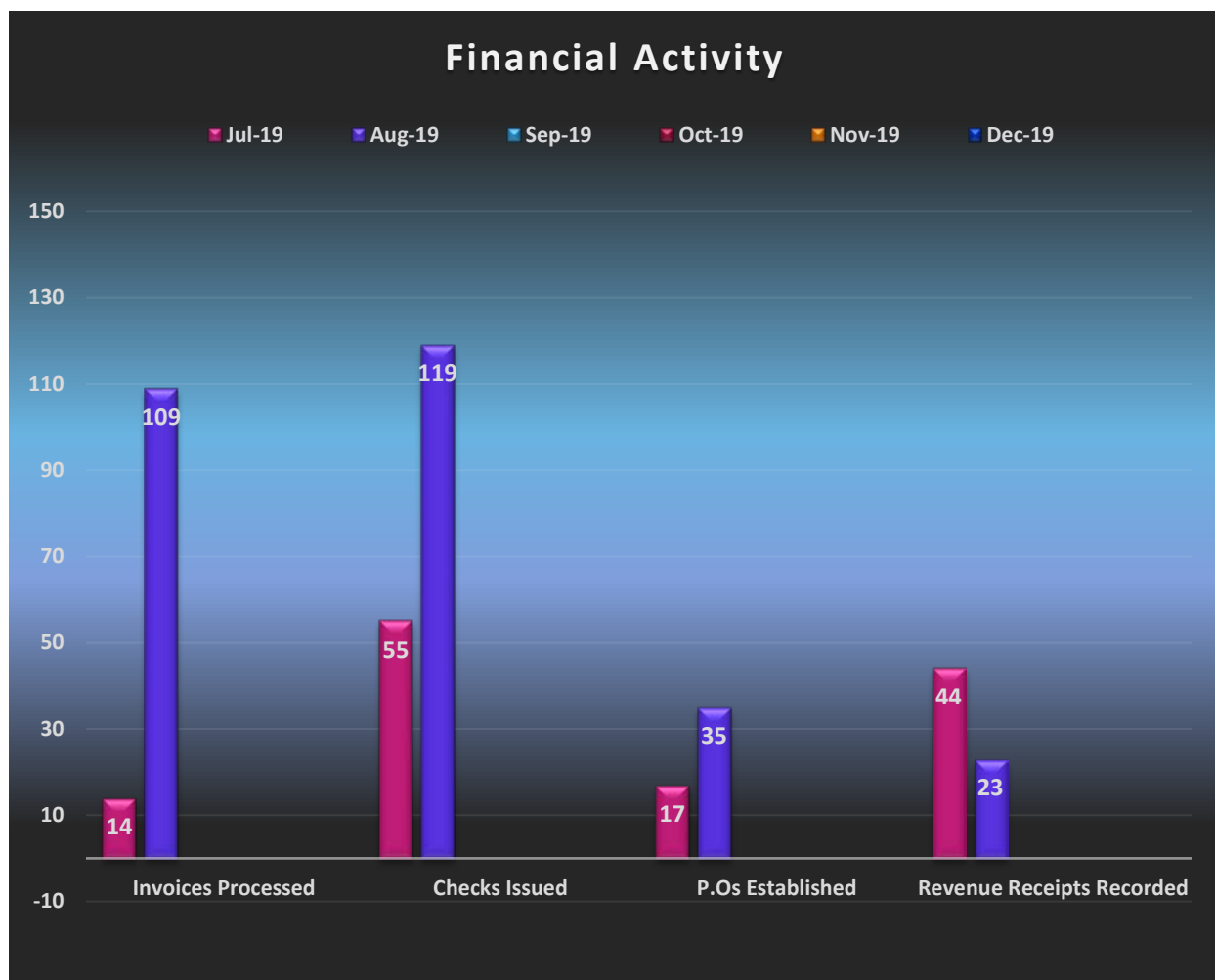
## CORE SERVICES

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-2019	Aug-2019	Sept-2019	Oct-2019	Nov-2019	Dec-2019
Invoices Processed	14	109				
Checks Issued	55	119				
Purchase Orders Established	17	35				
Revenue Receipts Recorded	44	23				
Description	Jan-2020	Feb-2020	Mar-2020	Apr-2020	May-2020	Jun-2020
Invoices Processed						
Checks Issued						
Purchase Orders Established						
Revenue Receipts Recorded						





#### 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. 1<sup>st</sup> 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

2019-2020 City Communications Data:						
Channel 3:	Jul	Aug	Sep	Oct	Nov	Dec
City Council Meeting Replays	62	62				
Activities/Items Added to Slideshow	0	4				
Channel 3:	Jan	Feb	Mar	Apr	May	Jun
City Council Meeting Replays						
Activities/Items Added to Slideshow						

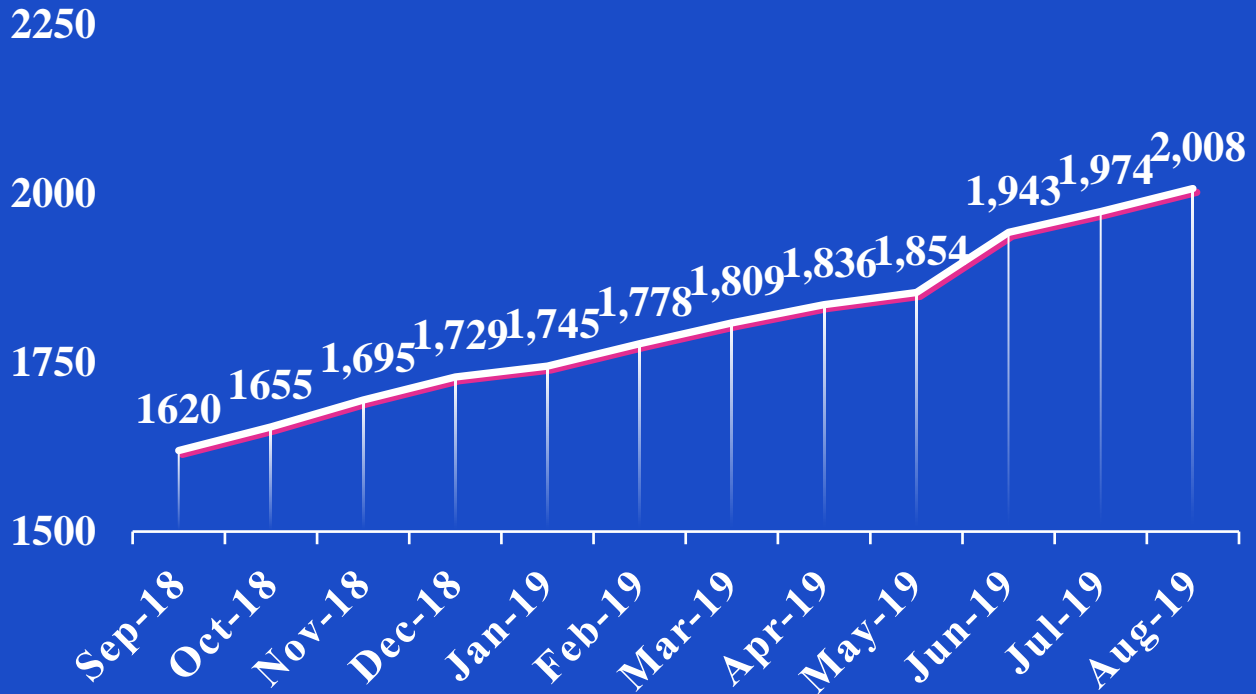
  

Eblast	Jul	Aug	Sep	Oct	Nov	Dec
Number of E-newsletters Distributed	5	8				
Number of Subscribers	678	679				
Change in Subscribers	0	1				
Number of E-newsletters Opened*	No Data	No Data				
Eblast	Jan	Feb	Mar	Apr	May	Jun
Number of E-newsletters Distributed						
Number of Subscribers						
Change in Subscribers						
Number of E-newsletters Opened*						

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



# FACEBOOK PAGE FOLLOWERS

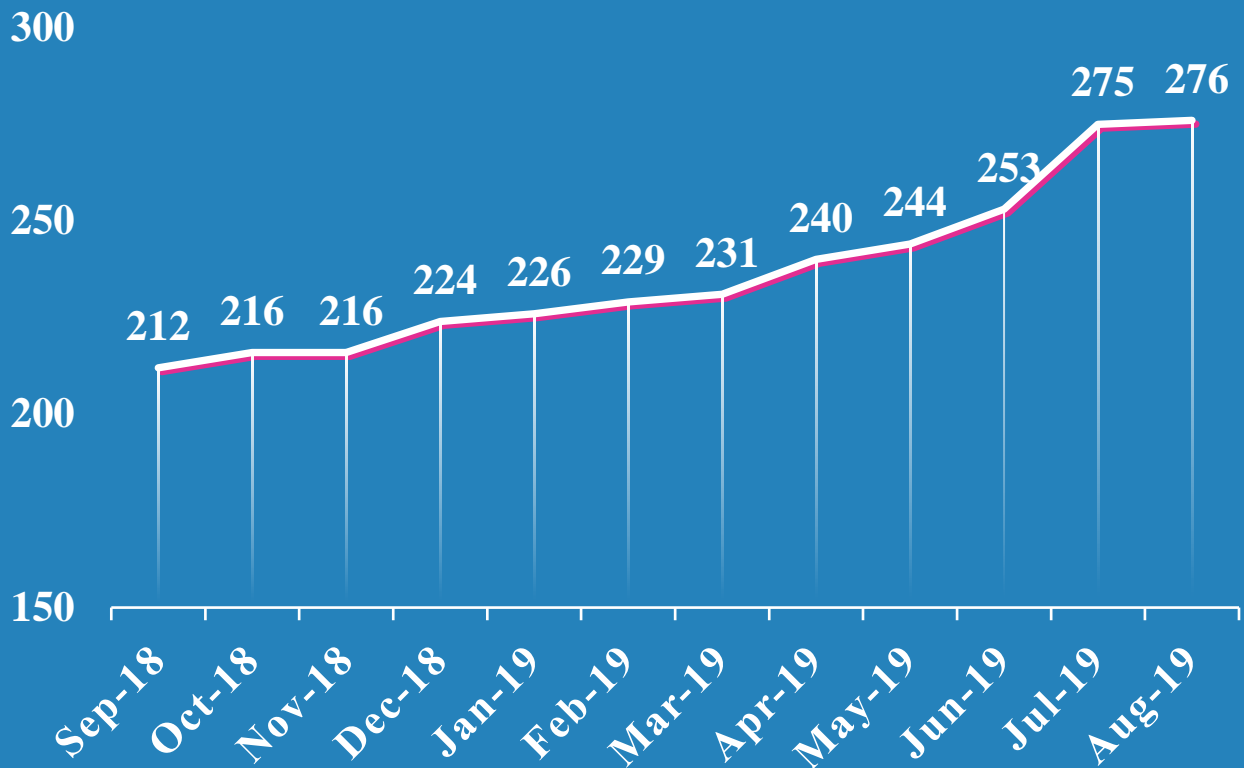


Facebook	Jul	Aug	Sep	Oct	Nov	Dec
Posts	22	51				
Total Reach	10,818	37,924				
Total Engagement	1,375	7,872				
Page Followers	1,974	2,008				
New Page Followers	14	34				
Facebook	Jan	Feb	Mar	Apr	May	Jun
Posts						
Total Reach						
Total Engagement						
Page Followers						
New Page Followers						

5 Most Popular City Facebook Pages – San Bernardino County	By % of Pop.
1) Twentynine Palms	21.62%
2) Apple Valley	20.02%
<b>3) Grand Terrace</b>	16.05%
4) Yucca Valley	15.95%
5) Hesperia	14.59%

**Grand Terrace has moved up to the 3<sup>rd</sup> most popular City Facebook Page in San Bernardino County (by percentage of Population)**

# TWITTER PAGE FOLLOWERS



Twitter	Jul	Aug	Sep	Oct	Nov	Dec
Tweets	4	44				
Impressions	3,201	11,252				
Followers	275	276				
New Followers	22	1				
Twitter	Jan	Feb	Mar	Apr	May	Jun
Tweets						
Impressions						
Followers						
New Followers						

YouTube	Jul	Aug	Sep	Oct	Nov	Dec
Video Uploads	0	6				
Video Views	0	58				
Subscribers	135	137				
Change in Subscribers	0	2				
YouTube	Jan	Feb	Mar	Apr	May	Jun
Video Uploads						
Video Views						
Subscribers						
Change in Subscribers						

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

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

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

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

\* 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

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DATE: September 18, 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: **AUGUST 2019 PLANNING AND DEVELOPMENT SERVICES  
MONTHLY REPORT**

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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: 90

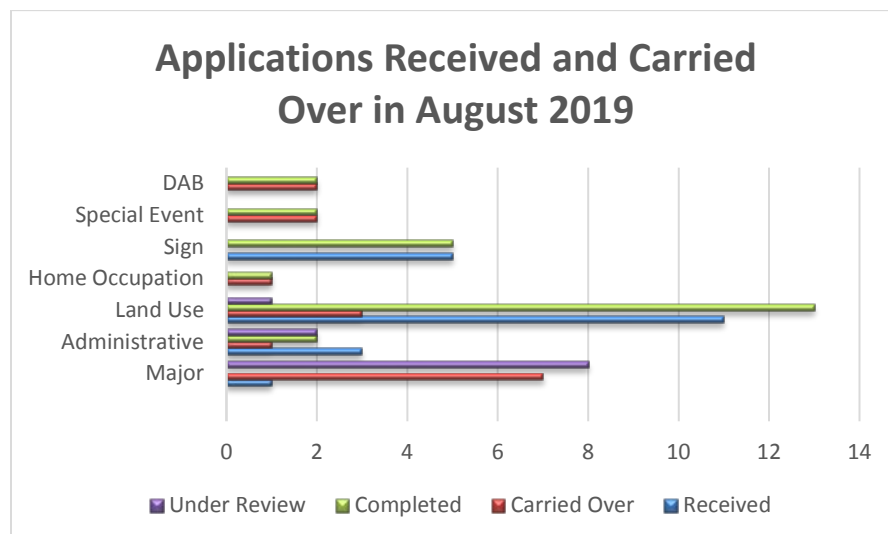
Planning Phone Calls Received: 78

Planning E-mails Received/Answered: 241

### **Application Summary**

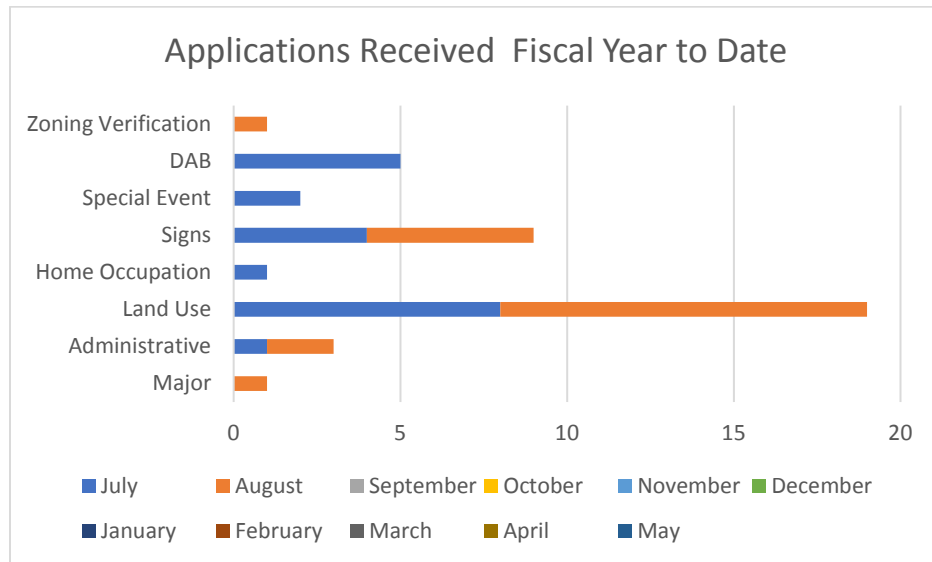
The Planning Division received 20 new applications in August and carried over 16 from the previous month. Action was taken on 25 of them. Minor applications such as a new business, patio cover, or small room additions are handled as a Land Use application and typically processed within 2-3 days. Larger 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.

<b>Application Summary for August 2019</b>				
<b>Applications</b>	<b>Number Received</b>	<b>Carried Over</b>	<b>Completed</b>	<b>Under Review</b>
<b>Major</b>	1	7	0	8
<b>Administrative</b>	3	1	2	2
<b>Land Use</b>	11	3	13	1
<b>Home Occupation</b>	0	1	1	0
<b>Sign</b>	5	0	5	0
<b>Special Event</b>	0	2	2	0
<b>DAB</b>	0	2	2	0
<b>Total</b>	20	16	25	11



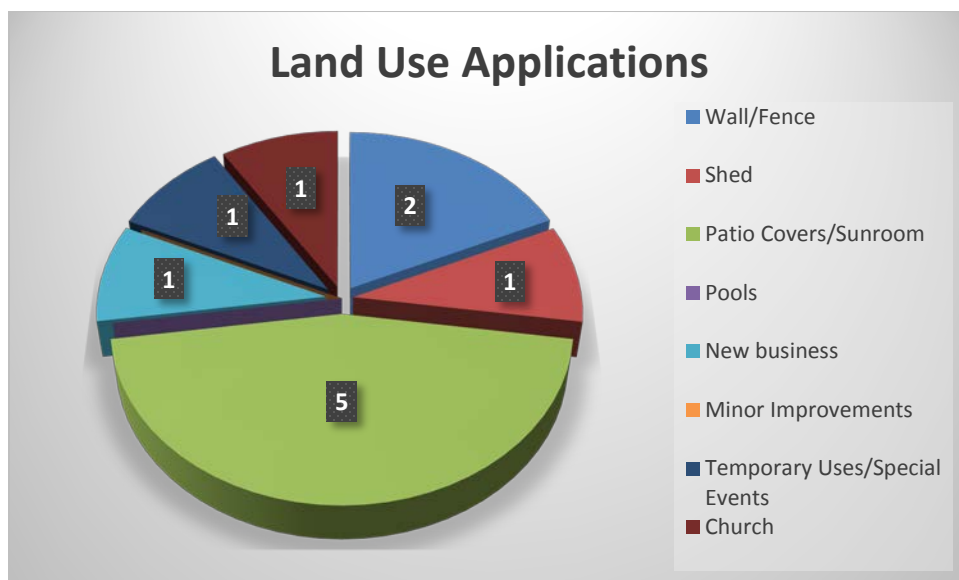
## Applications Received, Approved and/or Under Review

Fiscal year to date the Planning Division has received 41 applications for review, 11 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 was received in August establishing a new owner for the Smog Check located at 22087 Barton Road, "Rio De Vista Smog Check."

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



## 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	Approved by the PC on 6/6/2019 Precise Grading First Plan Check 7/26/2019 First Architectural Corrections 8/22/2019
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
5/11/2018	SA 18-05 E 18-05	Roberto and Maria Fernandez	Single Family Residence	0276-431-23	Approved by the PC on 9/20/2018 First Grading Review 10/31/2018 Second Architectural Plan Check 1/11/2018
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
7/25/2019	DAB 19-14	Juan Gomez	Recycling Facility	21516 Main Street	Meeting held on 8/13/2019
7/24/2019	DAB 19-15	Steve Richardson	Convert SFR to Office and add to existing CUP	22022 Van Buren	Meeting held on 8/13/2019



## 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 meeting were held in the month of August.

## Grants

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

Staff spent several hours in July on the Proposition 68 grant application for the Pool Refurbishment Project.

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. <b>Awarded.</b> 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.	\$1.2 Million
Prop 68 Statewide Park Program	Consultant Blais and Assoc. preparing grant application. Five community workshops required.	Estimate not completed.

## 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
<b>22293 Barton Road</b>	Vacant 1.42-acre commercial property.
<b>22317 Barton Road</b>	Vacant 1.43-acre commercial property.
<b>11695 Canal Street</b>	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.
<b>12569 Michigan Street</b>	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 on August 2, 2019, was cancelled. A Special meeting was scheduled on August 13, 2019. The agenda items included, 15-minute CERT training topics, CERT Basics Initial Class Training, CERT Volunteer Events, and Inventory of equipment and supplies.

## 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
8/19/2019	SA 19-08 V 19-01	Troy Rogers	Taco Bell	22172 Barton Road	Agency Distribution 8/19/2019
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	Deemed Incomplete on 2/1/2019 RFP
7/10/2018	CUP 18-03 E 18-07	Jeffrey McConnell	Agricultural Uses	21712 Vivienda Avenue	Planning Commission meeting 9/1/2019 Cancelled
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
8/27/2019	ZV 19-02	Scott Gray	Multifamily Residential Use	12420 Mt. Vernon	In Review
8/20/2019	ASA 19-09 E 19-10	Proficiency Capital Inc	Miracle Grow Distribution	21506 Main Street	Distributed on 8/21/2019
8/1/2019	ASA 19-07 E 19-08	Stater Bros	Replace an entrance door with a window	22201 Barton Road	Approved
7/2/2019	ASA 19-06 ACUP 19-05 E 19-07	T-Mobile, Crown Castle	Upgrade Existing Wireless Telecommunication Site	22582 City Center Drive	Approved

### Land Use Review

Date Submitted	Case No.	Applicant	Description	Location	Status
8/29/2019	LU 19-66	Scott Angel	Patio	22231 Emerald Street	Approved
8/22/2019	LU 19-65	John Ramirez	10 x 12 Shed	12242 Reed Avenue	Approved
8/21/2019	LU 19-64	Raz Grinbaum	Aluminum Patio	22163 Pico Street	Approved
8/19/2019	LU 19-63	JH Construction	Aluminum Patio	12771 Reed Avenue	Approved
8/12/2019	LU 19-62	Alberta Yong	Aluminum Patio	12645 Pruitt Court	Approved
7/31/2019	LU 19-61	Leah Jane Luptak	POD for Interior Repair	22820 Raven Way	Approved
8/1/2019	LU 19-60	Antonio Alcantar	Block Wall	22552 Thrush Street	Approved
8/1/2019	LU 19-59	Robert's Construction and Repair, Inc.	Aluminum Patio	22733 Palm Avenue, Unit B	Approved
8/1/2019	LU 19-58	Leroy Rodriguez	Operate an Existing Church	12667 Michigan Street	Approved
8/1/2019	LU 19-57	Gilbert Garcia	Replace Wood Fence with Block Wall	22562 Thrush Street	Approved
8/1/2019	LU 19-56	Alberto Llanos	New Owner, Smog Check Business	22087 Barton Road	Approved
7/22/2019	LU 19-53	California Recyclers, Inc.	Temporary use for Cardboard Distribution	21801 Barton Road	Approved
6/11/2019	LU 19-43	Orange Electrical Contractors, Inc	Parking Lighting Improvements	22377 Barton Road	Approved
4/15/2019	LU 19-31	Ricky Komorida	Café Lounge	22417 Barton Road	Second Review Deemed

					Incomplete on 6/21/2019
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### Home Occupation Permit

Date Submitted	Case No.	Applicant	Description	Location	Status
7/25/2019	HOP 19-07	Stephanie Burros	Office for Equipment Rental Company	22442 Kentfield Street	Approved

### Sign Permit

Date Submitted	Case No.	Applicant	Description	Location	Status
8/29/2019	TEMP SGN 19-18	Ultimate New Home	Real Estate	1205 N. Tustin Avenue	Approved
8/27/2019	TEMP SGN 19-17	Chelsie Kent	Real Estate	510 W. Citrus Edge, Glendora	Approved
8/22/2019	TEMP SGN 19-16	Shilo Wynn	Real Estate	150 E. Vine Street, Redlands	Approved
8/22/2019	TEMP SGN 19-15	Smart Time	5x5 Banner Sign	22310 Barton Road	Approved
8/2/2019	TEMP SGN 19-14	David Elston	Real Estate	2065 N. Indian Hill, Claremont	Approved

### Special Event Permit

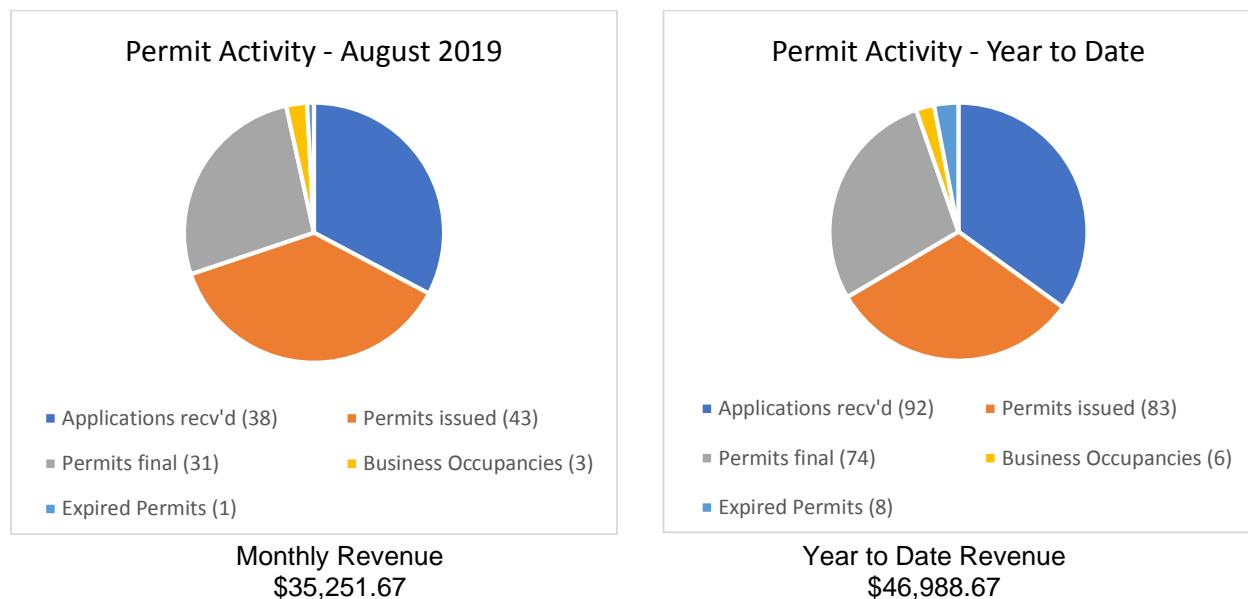
Date Submitted	Case No.	Applicant	Description	Location	Status
7/23/2019	SE 19-05	National Night Out	Community Safety Outreach	22201 Barton Road	Approved
7/10/2019	SE 19-04	Carla Huezo	Aramburo Products	Chile Roasting Event	Approved

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 43 permits issued in August. Year to date a total of 83 permits have been issued with a total revenue of \$46,988.67. In addition, a total number of 57 customers were assisted at the Building & Safety counter for the month of August.

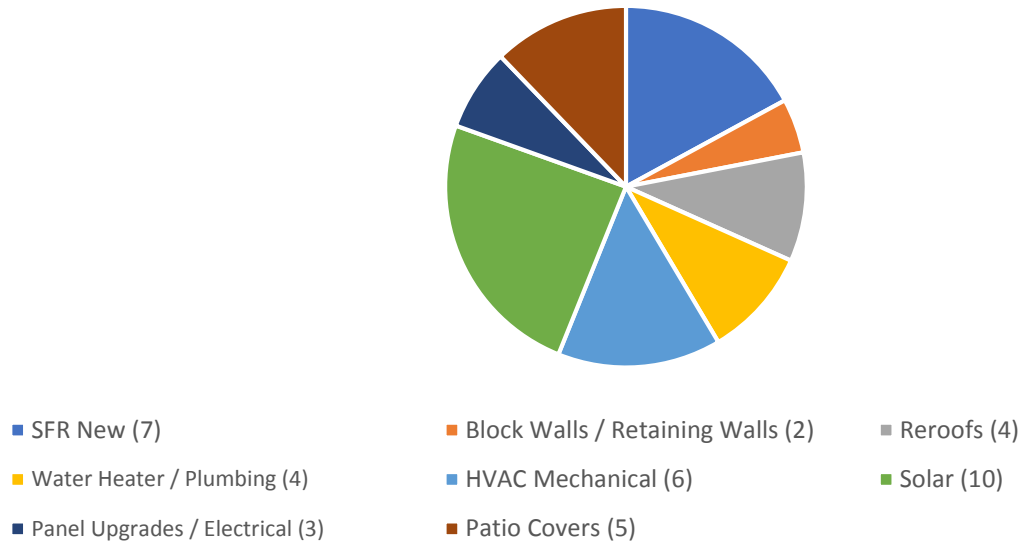


### **Permits Issued**

Permits issued in August include HVAC mechanical replacements, block walls, electrical panel upgrades, patio covers, reroofs, plumbing, a commercial tenant improvement, a sign and PV solar systems.

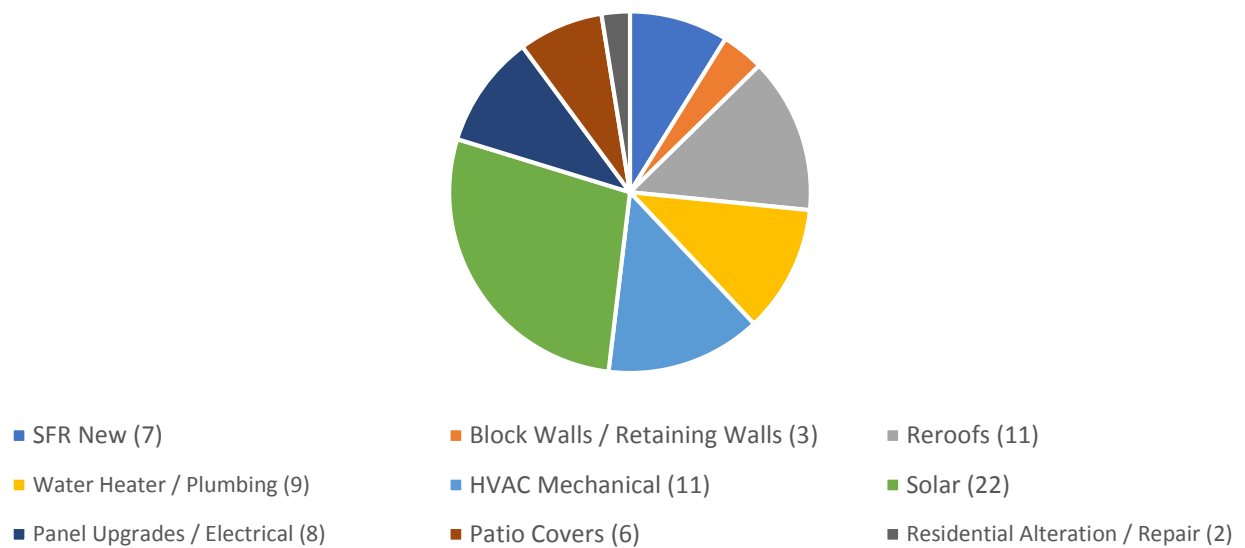
Most of the permits issued were for residential improvements. Commercial permits include a major tenant improvement and wall sign for Grocery Outlet. The charts below show issued permits issued for the month and year to date for both residential and commercial properties.

### Residential Permits Issued- August 2019



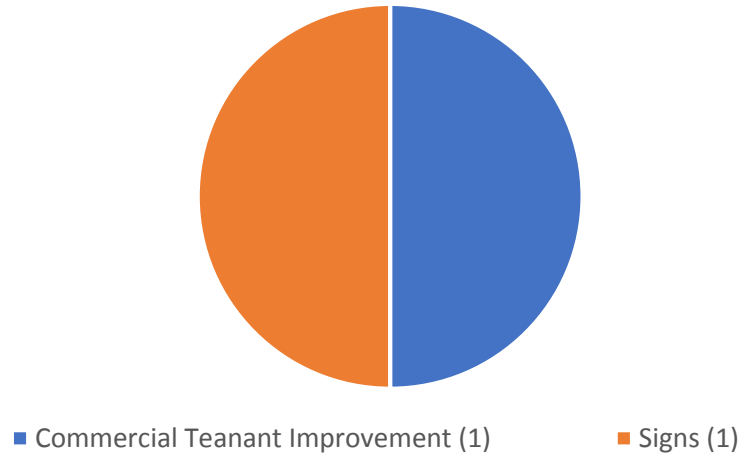
\* Residential Alteration / Repair consists of: Remodels, Room Additions, Stucco / Siding Work, Interior Demolition / Construction of Walls, Windows, Garage Doors.

### Residential Permits Issued- Year to Date FY 2019

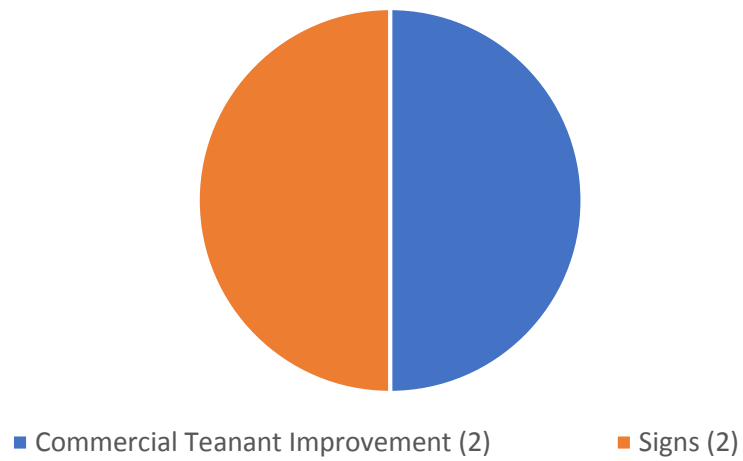


\* Residential Alteration / Repair consists of: Remodels, Room Additions, Stucco / Siding Work, Interior Demolition / Construction of Walls, Windows, Garage Doors.

### Commercial Permits Issued - August 2019



### Commercial Permits Issued - Year to Date FY 2019





## Expired Permits

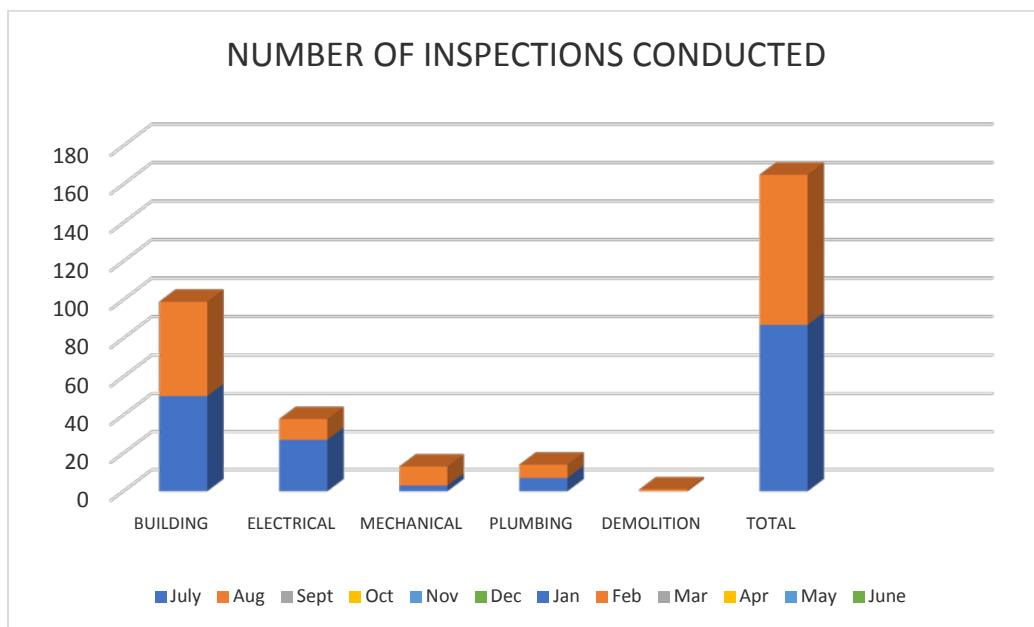
The Building and Safety Division has embarked on a program to address expired permits, beginning with the most recent expirations. Between January 2017 to June 2019 there are a total of 133 expired permits. Permits expire for various reasons, but typically due to project abandonment, failure to obtain ongoing building inspections, or work was completed without obtaining final inspections.

Building & Safety has implemented a program to address expired permits. Notification letters have been mailed out to both the property owner and contractor on record informing them of the expired permit and their responsibility to obtain final inspections.

In August, 21 notices were sent out to address permits that expired between January and June of 2018. Second notices will be sent on the remaining properties, and the file closed. Prior to the issuance of any subsequent permits for properties with expired permits, the expired permit will be required to be addressed.

## Inspections

A total of 78 inspections were conducted in August, with 30 of them being final inspections.



## Major Projects Under Construction

Major projects under construction include Aegis Builders, Inc.'s Van Buren Project, on-site grading for the SCE Highgrove Substation, and rough grading for Crestwood's 17 single family lots. Additionally, Crestwood has commenced home construction of all 17 lots for Tract 18071.

Other ongoing projects also include tenant improvement work for the proposed Grocery Outlet Market, a tenant improvement for Sophia's Nail Salon, and new PV system for Auto Zone.

Project	Description/Location	Status
<b>Aegis Builders, Inc.</b>	12382 – 12485 Tesoro Ct. New 17 SFR Aegis Project	Electric/Gas Meters Inspected & Released
<b>Southern California Edison</b>	12700 Taylor St. On-site grading, new fence and gate with retaining wall for SCE Highgrove Substation	Asphalt / Compaction Inspected
<b>I-215 Interchange Project</b>	Reconstruction of I-215 and Barton Road Interchange	Under Construction
<b>Tim Boyes, Vista Grande Way</b>	Parcel Map 16945 – Street Improvement Project & Rough Grading (Vista Grande Way)	Grading pre-construction meeting held in June 2019.
<b>Crestwood Communities</b>	Tract 18071 – Rough grading and construction of 17 single family residences w/ new block walls	Under Construction – Storm drain, block wall footing, and roof sheathing/shear inspected
<b>Jacob Farsakh – 23315 Palm Ave.</b>	23315 Palm Ave. – (N) Single Family Residence	Under Construction – Electrical/Gas release inspected
<b>Auto Zone – 22203 Barton Rd.</b>	Install new 42.78 kW roof mounted PV system w/ (124) modules	Under Construction – Rough electrical inspected
<b>Anita Jensen – 22401 Barton Rd.</b>	Interior improvements of existing space for future Grocery Outlet and site improvements	Under Construction
<b>Robert Resheske – 12133 Rosedale Ave.</b>	Reconstruction of fire damaged residence & detached accessory structure – 12133 Rosedale Ave.	Under Construction – Rough electrical, plumbing, mechanical inspected
<b>Richard Helmuth – 12210 Michigan St. Suite A</b>	12210 Michigan St. Suite A – Tenant improvement for Sophia's Nail Salon	Under Construction – Drywall inspected

## Plan Checking Activity

For August 2019, a total number of thirteen plans were submitted for review and re-submittal. Plans submitted include precise grading for a new single-family residence, PV solar plans, block wall, signs, and an accessory structure.

Project	Description/Location	Status
<b>Tim Boyes, Vista Grande Way</b>	Parcel Map 16945 – Precise grading for (1) lot / (N) SFR	In Plan Check – (N) SFR and precise grading plans issued corrections
<b>Joab Jerome, Burns Residence</b>	11838 Burns Ave. – Street Improvement Plan and on-site grading	In Plan Check Received approved grading plans 04/18/19
<b>Tim Evans – American Warrior, LLC</b>	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
<b>Ricky Komorida, Komos Café</b>	22417 Barton Rd. – Tenant Improvement for coffee, tea, and, boba shop	In Plan Check – Received 2 <sup>nd</sup> submittal from applicant on 06/05/19
<b>Jorge Diaz – Furniture 2Ur Door</b>	12210 Michigan St. Suite F – Tenant improvement for furniture store – Furniture 2 Ur Door	In Plan Check – Received approved plans from Interwest
<b>Stater Bros, Tenant Improvement</b>	22201 Barton Rd. – Increase existing beer cooler & convert door into single front entry	In Plan Check – Received corrections from Interwest
<b>Bank of America – 22377 Barton Rd.</b>	22377 Barton Rd. – Remove and replace exterior lighting and add new poles and bases	In Plan Check – Plans in 2 <sup>nd</sup> review
<b>Anel Aguayo – 12040 La Cadena Dr.</b>	12040 La Cadena Dr. – Precise grading & new single-family residence	In Plan Check – Plans in 2 <sup>nd</sup> review
<b>Grocery Outlet – 22441 Barton Rd.</b>	22441 Barton Rd. – Deferred submittal to install refrigerant leak detection system and walk in coolers (Grocery Outlet)	In Plan Check – Plans in 1 <sup>st</sup> review

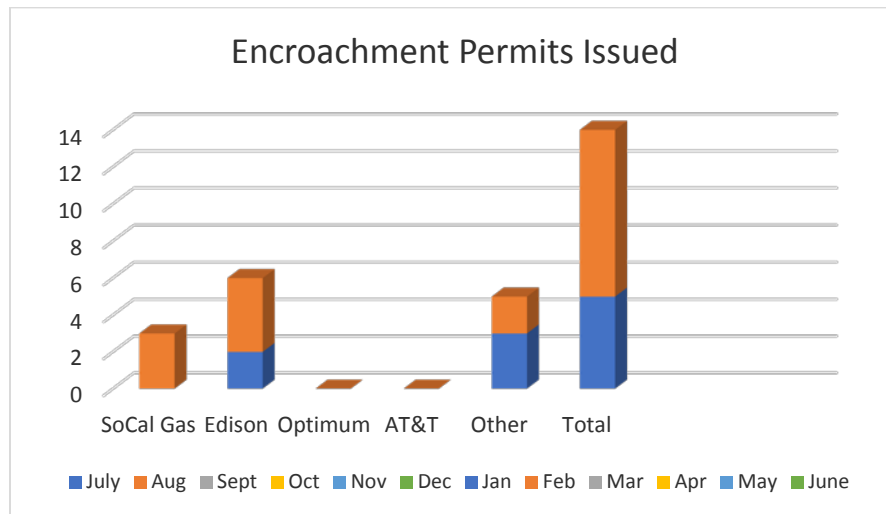
## Certificate of Occupancy

A Certificate of Occupancy was issued for the following businesses:

- Diamond 2B Staffing located at 12139 Mt. Vernon Ave.
- New City Church located at 12667 Michigan St.
- Rio de Vista Smog Check located at 22087 Barton Rd.

## Public Works Encroachment Permits

Eight Public Works/Encroachment Permit applications were taken in and one is in plan check. Nine 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

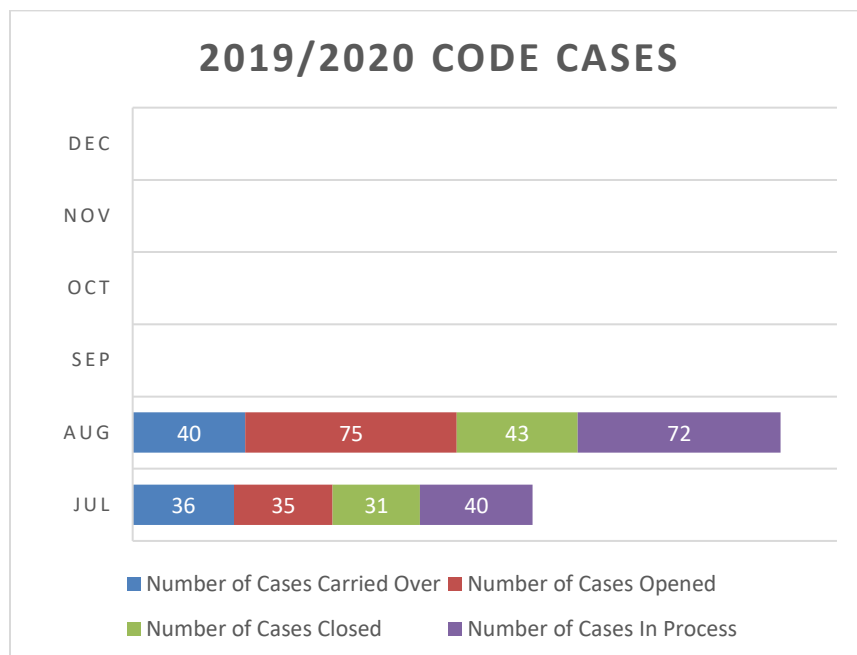
The Division is budgeted for one full time Officer, a 36-hour Specialist and a full-time Office Specialist. In addition, a full-time consultant Building Official/Code Manager has been added to assist in the management of the Department. These three positions constitute 416 monthly service hours in August, plus an additional 31 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 August.

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**

In August, the City welcomed its new weekend Code Enforcement/Animal Control Specialist, Trevor Duggan and has a fully staffed Code Enforcement/Animal Control Division.

Code Enforcement had 40 cases carried over from the previous month, 75 new cases opened, and 43 cases were closed. The Division closed out August with 72 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.



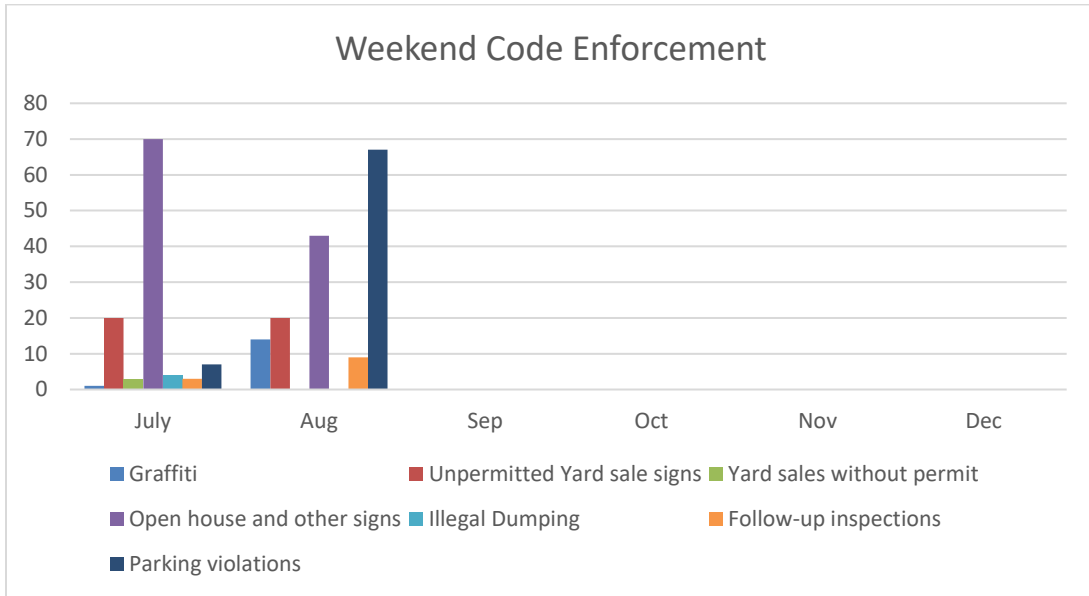
The following table shows the number of inspections conducted, the number of citations, and corrective notices issued.

Column1	Jul	Aug	Sep	Oct	Nov	Dec
Inspections Conducted	49	68				
Notice of Corrections Issued	28	44				
Notice of Violations Issued	11	4				
Citations Issued	16	6				

\*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

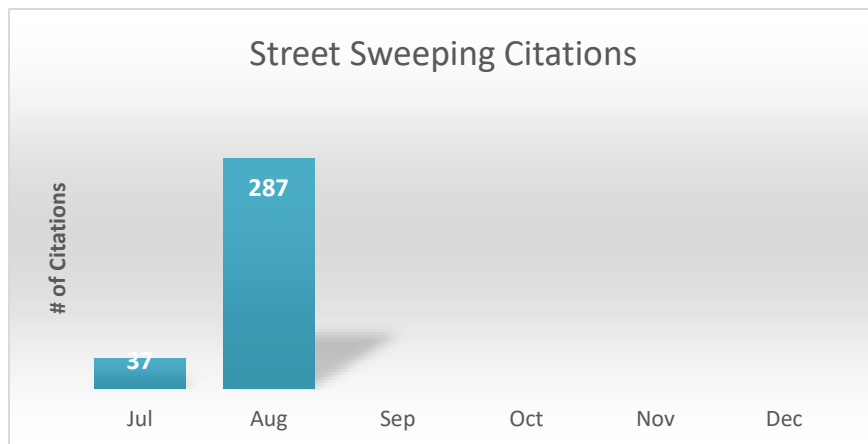
The Weekend Animal Control/Code Enforcement Specialist patrols the weekends and conducts zone inspections and scheduled re-inspections. Weekend code enforcement also handles code violations such as unpermitted yard sales, open house signs, and parking violations. The table below demonstrates weekend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

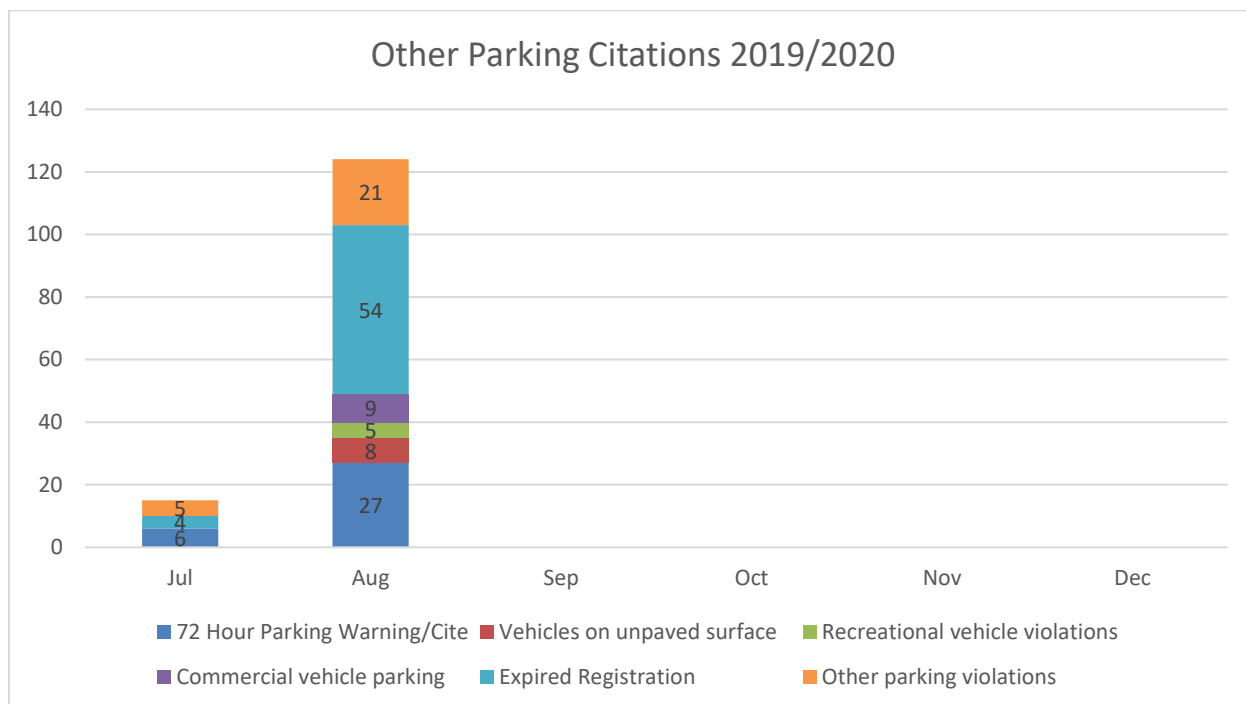


### Parking Citations:

In August, 454 vehicle related citations were issued; 287 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.

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 were no cases of illegal dumping reported in August 2019.

### Rental Inspection Program

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.). 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.

Of the 335 properties, 304 property owners have paid their annual rental inspection fees. Liens have been placed on the 31 remaining properties where the property owner has not paid their annual fees.

All properties in the program have received their annual inspections and only four properties have outstanding violations that are being addressed.



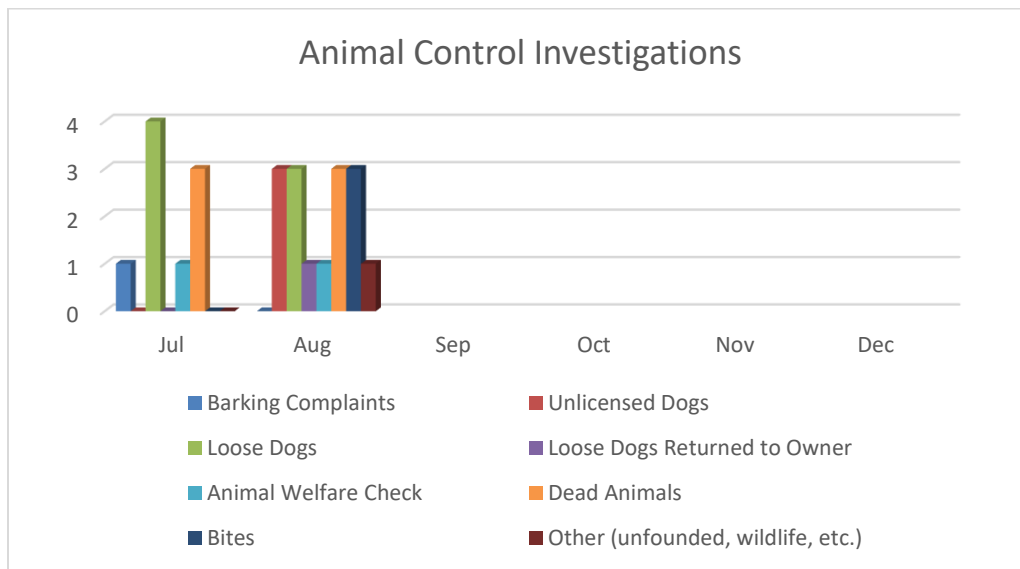
## Civic Live

There were 10 complaints received via Civic Live in August 2019 mostly pertaining to overgrown vegetation, property maintenance, recreational vehicles, and animal related. Six cases have been resolved and four 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.

During the month of August Animal Control picked up four loose dogs; one was returned to their owner and the other three were transported to the shelter.



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 to the shelter on their own.

<b>Animal Control Sheltering Services</b>	<b>Jul</b>	<b>Aug</b>	<b>Sep</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>
<b>Animal Intakes</b>						
<b>Strays</b>	7	15				
<b>Stray Dead</b>	5	6				
<b>Owner Surrender</b>	0	4				
<b>Other</b>	0	2				
<b>Total</b>	12	27				
<b>Animal Disposition</b>						
<b>Adopted</b>	2	6				
<b>Returned to Owner</b>	2	1				
<b>Euthanized</b>	6	0				
<b>Other</b>	1	2				
<b>Total</b>	11	9				

# Public Works

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

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DATE: September 18, 2019

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

FROM: Alan French, Public Works Department Director

SUBJECT: August 2019-MONTHLY REPORT –PUBLIC WORKS DEPARTMENT

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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	\$ 5,500,000	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	Consultant Preparing for Obligation Submittal	Federal Grant
Preston Signal Modification	\$50,000	Final Design Complete, Prepare Bid Package	Spring Mountain Ranch Fund
EV Charging Stations	\$180,000	Submit for Extension	MSRC, SCIP, AQMD Grants
<b>TOTALS:</b>		<b>\$11,030,000</b>	

## Staffing Levels

			Weekday Hours		Weekend hours		After hours & Call outs
	Budgeted	Staffed	Available	Worked	*Available	Worked	
Field	4	4	704	657	28	75	6
Office	2	2	352	317	0	2	0
Total	6	6	1056	974	28	77	6

\*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 76 work releases hours during the month of August.



## CITY OF GRAND TERRACE CIVIC LIVE MONTHLY STATS

### AUGUST 2019

	REQUEST RECEIVED IN AUGUST	REQUEST COMPLETED IN AUGUST	REQUEST IN PROCESS
CIVICLIVE WORK ORDERS ONLY	94	74	20
Request Rollover from previous month	14		
TOTAL	108		

## Transition Period August 2019 (94 work orders)



### Work Orders for August 2019

	ID#	Open Date	Resolved Date	Type	Address	Description
1	178012	8/1/2019	8/7/2019	Graffiti	12325 Mount Vernon Avenue Grand Terrace 92313	Big rock spray painted with IE on it. Mt Vernon and VanBuran

2	177960	8/1/2019	8/13/2019	General Office	Grand Terrace	Clean up and store paint in covered container. Clean up used brushes, rollers and rags.
3	178323	8/2/2019	8/27/2019	Overgrown Grass / Weeds	12586 Reed Ave Grand Terrace 92313	Over grown tree on fence line. Tree overgrowing fence and into neighbor.
4	178322	8/2/2019	8/5/2019	Event Set-up/BreakDowns	Grand Terrace	Place trash cans out at Rollins for Opening Day at 7:30 am and check restrooms. Add signs to restroom per Alex.
5	178320	8/2/2019	8/7/2019	Graffiti	23269 Palm Avenue Grand Terrace 92313	Graffiti on rocks north west side of Barton just east of Glendora. Also, more graffiti at tend of Palm on exposed rocks.
6	178910	8/5/2019	--	Tree Issues	Newport Ave and Grand Terrace Road Grand Terrace	Dead Palm Trees at Newport Ave and Grand Terrace Rd - not on the tree maintenance list
7	178900	8/5/2019	8/7/2019	Event Set-up/BreakDowns	Grand Terrace	Purchase 2 EZ ups from Walmart in the AM for 8/6/19 National Night Out event - Ozark Trail 10 x 10 Straight Leg Instant Canopy total estimated cost \$153.01.
8	178857	8/5/2019	--	Tree Issues	11948 Pascal Avenue Grand Terrace 92313	Two trees at curbside are very big and growing into neighbors side. Need trimming.
9	178827	8/5/2019	8/8/2019	Issue with Park/Facility Equipment	Grand Terrace	The oven in the break room stopped working last week when an employee attempted to use it.
10	178713	8/5/2019	8/7/2019	Park/Facility Equipment	Grand Terrace	Pick up 'No Digging' signs from Fast Signs
11	178704	8/5/2019	8/8/2019	General Office	Grand Terrace	lights in the Code Office are out and need to be replaced. May be issue with switch and not just bulbs

12	178703	8/5/2019	8/8/2019	Event Set-up/BreakDowns	22795 Barton Road Grand Terrace 92313	President Trump announce half-mast in memory of El Paso and Dayton - flags half mast until Thursday, August 8, 2019
13	179330	8/6/2019	8/6/2019	Water Leak Issue	Barton Rd. Grand Terrace	Anonymous caller reported Nu Ray Metal, 21823 Barton Rd is leaking water - called Riverside Highland Water Company and stated they will check it out
14	179628	8/7/2019	8/9/2019	General Office	22757 Barton Road Grand Terrace 92313	Place stickers on two vehicles from Loma Linda.
15	179627	8/7/2019	8/13/2019	Street Sign Issues	Grand Terrace	Install yield sign at Glendora and Thompson. Existing sleeve exists, use same one.
16	179985	8/8/2019	8/8/2019	Illegal Dumping	Terrace Grand Terrace	Illegal dumping at Terrace 1000' north of Vivienda - called Burrtec for pick up.
17	179982	8/8/2019	8/9/2019	Issue with Park/Facility Equipment	Grand Terrace	Clear out debris on water fountain at Dog Park
18	179970	8/8/2019	8/13/2019	Event Set-up/BreakDowns	Grand Terrace	Hang up new Veterans Army banner at Pico Park
19	179969	8/8/2019	8/21/2019	Pothole	Grand Terrace	Potholes on Vivienda across bus stop at elementary school and Victoria and Pascal
20	179968	8/8/2019	8/9/2019	Issue with Park/Facility Equipment	Grand Terrace	adjust times on sprinklers at Oriole slope
21	179966	8/8/2019	8/13/2019	Issue with Park/Facility Equipment	Grand Terrace	Install no digging signs at Dog Park
22	179964	8/8/2019	8/9/2019	Issue with Park/Facility Equipment	Grand Terrace	Adjust sprinklers at Dog Park
23	179963	8/8/2019	8/14/2019	Overgrown Grass / Weeds	newport ave Grand Terrace	Remove weeds on south side of Newport Ave between Grand Royal Estate mobile homes to bridge

24	179823	8/8/2019	8/16/2019	Water Leak Issue	2270 Raven Way Grand Terrace	Sprinkler leak - running continuously for a few days on the green space on Raven Way by 2270 Raven Way behind the Catholic Church
25	179753	8/8/2019	--	Pothole		Pothole - hole forming
26	180239	8/9/2019	8/21/2019	Pothole		Pothole growing deeper and wider
27	180209	8/9/2019	8/27/2019	Event Set-up/BreakDowns	Grand Terrace	Clean prior to Pico Park reservation Saturday, 8/24/19
28	180207	8/9/2019	8/19/2019	Event Set-up/BreakDowns	Grand Terrace	Clean prior to Movie at the Park at Pico park event on Saturday, 8/17
29	180097	8/9/2019	8/9/2019	Event Set-up/BreakDowns	Grand Terrace	Put City of Grand Terrace emblems on new trucks
30	180096	8/9/2019	8/9/2019	Event Set-up/BreakDowns	Grand Terrace	Remove posters/banners and install new ones for upcoming Movie at the Park (ex. 8/17/19 at Susan Petta)
31	180843	8/12/2019	--	Tree Issues	22737 Barton Road Grand Terrace 92313	There is a over grown palm tree located at the corner of Barton rd and 23013 Victoria. It is a fire hazard.
32	180840	8/12/2019	8/14/2019	Sidewalk Issues	12018 Preston Street Grand Terrace 92313	The side walk on Nandina at the the corner of Preston and Nandina has over grown weeds at least a foot high. Also the property at that corner has over grown weeds along the fence
33	180792	8/12/2019	8/21/2019	Overgrown Grass/Weeds	Grand Terrace	remove weeds on both east and west side of Observation, between Cardinal and Van Buren



34	180698	8/12/2019	--	Tree Issues	22710 La Paix St Grand Terrace	American Sweet gum tree in front of 22710 La Paix St is partially dead and large branches falls. It's scheduled for Year 5 2020-21 on the Tree Maintenance list.
35	180693	8/12/2019	8/16/2019	Issue with Park/Facility Equipment	Grand Terrace	Install new swing at Rollins Park
36	180641	8/12/2019	8/14/2019	Illegal Dumping	Mt. Vernon Grand Terrace	twin size mattress on Mt Vernon X De Burry.
37	181116	8/13/2019	--	Overgrown Grass / Weeds	Mt Vernon Grand Terrace	overgrown weeds and brushes in the channels can be cleared out that is blocking the water and reports of mosquitoes at Mt Vernon and Prado between Franklin and Van Buren, and Murado and Pico that curves around and ends at Mt. Vernon.
38	181041	8/13/2019	--	Pothole	Grand Terrace	large pothole at the corner of Wobler and Van Buren
39	180984	8/13/2019	8/14/2019	General Office	Grand Terrace	Empty Recycle Bin in the copy room
40	180978	8/13/2019	8/19/2019	Street Sign Issues	Grand Terrace	Install NO PARKING signs on Vivienda
41	180977	8/13/2019	8/13/2019	Issue with Park/Facility Equipment	Grand Terrace	Replace broken bench at Freedom Park
42	180974	8/13/2019	8/16/2019	Event Set-up/BreakDowns	Grand Terrace	Install new light on outside dome lights at City Hall east side
43	180973	8/13/2019	8/19/2019	Pothole	Grand Terrace	Pothole on Barton Rd westbound lane across from Bank of America
44	180945	8/13/2019	8/19/2019	Event Set-up/BreakDowns	Grand Terrace	08-17-19 Michigan Street event - set up at 9am with 2 EZ ups with City Seal, 2 tables, 4 chairs, Take Down at 12pm.

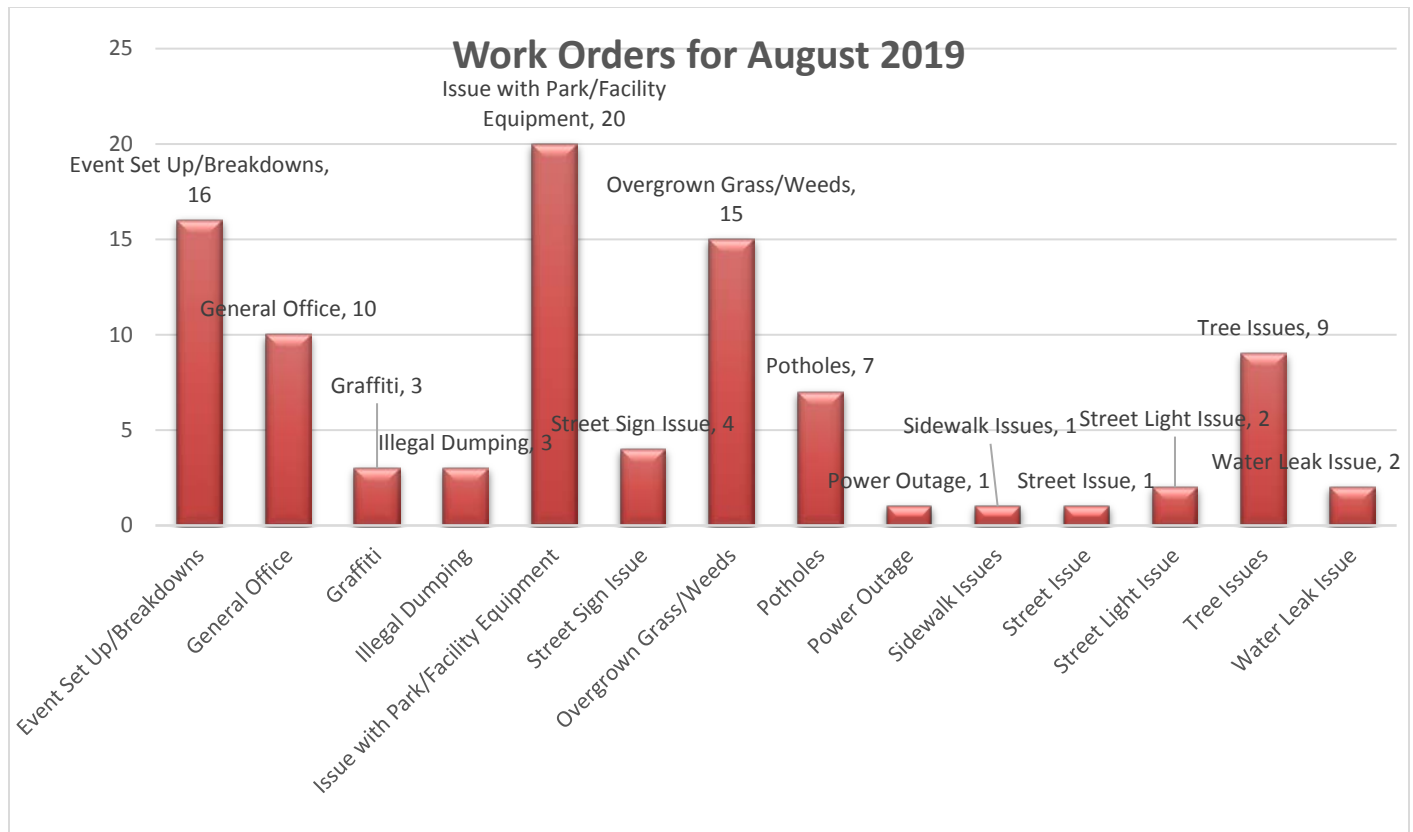
45	181344	8/14/2019	8/29/2019	Tree Issues	Newport, Grand Terrace Road Grand Terrace	thorns all on the curbsides of Newport, Canal to Newport, Newport towards Mt. Vernon, corner of Grand Terrace elementary school on Grand Terrace Road and near Senior Center Complex
46	181343	8/14/2019	8/14/2019	Issue with Park/Facility Equipment	Grand Terrace	Put restroom closed signs at Rollins
47	181342	8/14/2019	8/14/2019	Street Light Issue	Grand Terrace	flashing red lights on Michigan/Main St
48	181340	8/14/2019	8/14/2019	Tree Issues	Grand Terrace	pick up branches on Michigan
49	181327	8/14/2019	8/21/2019	Issue with Park/Facility Equipment	Grand Terrace	Hang up new CA and US flags at the park
50	181307	8/14/2019	8/29/2019	Overgrown Grass/Weeds	Grand Terrace	remove weeds on right of way on west side of GT Road from Newport to Vivienda
51	181281	8/14/2019	8/16/2019	Overgrown Grass / Weeds	DeBerry Grand Terrace	Debris clean up at fence on DeBerry by canal
52	181279	8/14/2019	--	Street Sign Issues	Grand Terrace	sign post removal on DeBerry for the no truck sign
53	181277	8/14/2019	8/16/2019	Issue with Park/Facility Equipment	Grand Terrace	Meet with Kassi from Spectra Turf at Veterans Park on August 15 at 8:30am to look at the playground surface repair.Cell # 714-814- 7594
54	181660	8/15/2019	8/21/2019	Tree Issues	22160 Raven Way Grand Terrace 92313	Cactus fell down on the side of the street at 22160 Raven Way. Resident request to remove cactus.

55	181620	8/15/2019	9/4/2019	Event Set-up/BreakDowns	Grand Terrace	Set up prior to 6pm, Clean up at 9:30/10pm. Movie at the Park 08/31/2019 at Rollins Park from 7:00 pm to 9:30 pm CERT Volunteers (Kevin Oberlies, Joe Ramos, Haide Aguirre)1 EZ up1 table3 chairs2 cases of water1 first aid kit
56	181615	8/15/2019	8/19/2019	Issue with Park/Facility Equipment	Grand Terrace	Clean up rocks on court at Fitness Park, resident request regular maintenance of the park
57	181963	8/16/2019	8/21/2019	Street Sign issues	Van Buren and Nighingale Grand Terrace	Street sweeping sign replacement at Van Buren and Nightingale.
58	181891	8/16/2019	--	Overgrown Grass/Weeds	Grand Terrace	Clean up debris in channel - Pascal and Cardinal to Vivienda
59	181887	8/16/2019	8/27/2019	Issue with Park/Facility Equipment	Grand Terrace	Install new BBQ grill at Rollins Park
60	181851	8/16/2019	8/19/2019	Event Set-up/BreakDowns	Grand Terrace	Place cones that the leak areas at Rollins Park by 12noon 8/16/19
61	182093	8/17/2019	--	Overgrown Grass / Weeds	12708 Sandburg Way Grand Terrace 92313	While the front garden facing Sandburg is well maintained, the side of the property facing Pico has overgrown weeds that are also covering the sidewalk.
62	182546	8/19/2019	--	Street Light Issue	Grand Terrace	Street light out at 22069 Van Buren Street. Need to put in a WO at SCE website.
63	187968	8/20/2019	--	Tree Issues	22295 Ladera St	dead tree in front of property
64	182869	8/20/2019	8/21/2019	General Office	Santa Ana Ave. Grand Terrace	Pick up 1 ton of hotmix, 3/8' material from Colton plant, Order # 52 Holiday Rock

65	183115	8/21/2019	8/27/2019	Graffiti	Grand Terrace	Graffiti on public property - Newport and Canal on the power pole and curb and Newport and Canal on the bridge and wall (Newport bridge)
66	183100	8/21/2019	9/5/2019	Overgrown Grass/Weeds	Grand Terrace	Remove weeds on Barton Road from Preston to Grand Terrace Road, N/S of Barton Rd
67	183047	8/21/2019	8/23/2019	General Office	Grand Terrace	Empty Recycle bin in the copy room - bin is full
68	183044	8/21/2019	8/22/2019	General Office	Grand Terrace	Make keys for City Clerk
69	183042	8/21/2019	8/22/2019	Pothole	Grand Terrace	2 large Potholes and many little ones on Grand Terrace Road between Vivienda and back side of Newport by Edison plant
70	183389	8/22/2019	9/11/2019	Event Set-up/BreakDowns	Grand Terrace	Clean Shelters at Rollins Park for Saturday, 9/7/19 reservation
71	183385	8/22/2019	8/30/2019	Issue with Park/Facility Equipment	Grand Terrace	Clean up Shelter C Rollins Park for Saturday, 9/1/19 reservation
72	183384	8/22/2019	8/27/2019	Issue with Park/Facility Equipment	Grand Terrace	Clean Shelter B, C and D at Rollins Park for Saturday, 8/24/19 reservations.
73	183293	8/22/2019	8/28/2019	Overgrown Grass / Weeds	22200 Newport Avenue Grand Terrace 92313	dry weeds at least 4 to 5 feet tall
74	184205	8/26/2019	8/27/2019	Power Outage	11846 Preston Street Grand Terrace 92313	Wide spread power outage in the city and post update on the GT city Facebook page
75	184173	8/26/2019	8/27/2019	General Office	Grand Terrace	Make keys for snack bar at Veterans Park, quantity 4

76	184152	8/26/2019	8/27/2019	Event Set-up/BreakDowns	Grand Terrace	Breakdown tables and chairs in the Community Room. No reservations for this week for the set up.
77	184149	8/26/2019	--	Overgrown Grass / Weeds	Taylor Street Grand Terrace	Overgrown vegetation on the city property east side of Taylor St, long strip of land behind GT high schoolProperty
78	184506	8/27/2019	--	Issue with Park/Facility Equipment	Grand Terrace	One of the kiosks needs the plexi glass replaced
79	184441	8/27/2019	9/4/2019	Event Set-up/BreakDowns	Grand Terrace	Set up 6:30pm (latest) for Movie at the Park event that will start at 7pm at Rollins Park.
80	184425	8/27/2019	8/28/2019	Tree Issues	12488 Wobler Grand Terrace	Tree has fallen over into backyard from the City right of way. Resident is located on 12488 Wobler and the backyard is next to Mt. Vernon.
81	184409	8/27/2019	8/28/2019	General Office	De Berry Grand Terrace	Delivery Notice to Residents: Soccer League games at Rollins Park letters to approximately 50 houses around Rollins Park
82	184898	8/28/2019	--	Overgrown Grass/Weeds	Grand Terrace	Overgrown weeds and shrubs in parkway on the east side of Michigan Street, north of Van Buren across from 12466 Michigan Street
83	184759	8/28/2019	8/28/2019	Issue with Park/Facility Equipment	Grand Terrace	fix urinal at Rollins
84	184752	8/28/2019	9/3/2019	Event Set-up/BreakDowns	Grand Terrace	Hang up Book Sale Posters for Kiosk
85	184723	8/28/2019	8/28/2019	Issue with Park/Facility Equipment	Grand Terrace	Replace the following sprinklers at Rollins
86	185283	8/29/2019	9/4/2019	Illegal Dumping	Terrace Ave Grand Terrace	Trash and mattress on Terrace Ave, north of and under the bridge, near railroad.

87	185256	8/29/2019	--	Overgrown Grass / Weeds	Honey Hill Grand Terrace	remove weeds/ grass growth , trim back any over hang onto sidewalk on Honey Hill West Side between Palm and Westwood
88	185255	8/29/2019	9/11/2019	Overgrown Grass / Weeds	Reed Ave Grand Terrace	Remove all weeds/ grass growth on right away on Reed Ave between Van Buren and Cardinal
89	185161	8/29/2019	--	General Office	22795 Barton Road Grand Terrace 92313	Ants in the library - along the wall by the window
90	185084	8/29/2019	--	Street Issue	De Berry Grand Terrace	Speed Bump suggestion at De Berry near the school, concern on accidents and fast vehicles on the street, safety concern
91	185074	8/29/2019	9/4/2019	Issue with Park/Facility Equipment	Grand Terrace	Cert Meeting Setup for Tuesday, September 3 in the Community Room.
92	185504	8/30/2019	--	Pothole		potholes on 2606 De Soto Street and rough pavement at the beginning of the street on the lower in.
93	185484	8/30/2019	9/3/2019	Overgrown Grass / Weeds	Van Buren & Mt. Vernon Grand Terrace	remove weeds at S/W/C of van Buren / Mt Vernon
94	185454	8/30/2019	--	Issue with Park/Facility Equipment	Grand Terrace	Fix Eye Wash at the shop



### **Park Shelter Reservations in August 2019**

Park	Shelter	Date Reserved
Richard Rollins	Shelter B	August 24
Richard Rollins	Shelter C & D	August 24
Pico Park	Movie in the Park	August 3
Pico Park	SBVAA Astronomy Group	August 10
Pico Park	Movie at the Park	August 17
Pico Park	K. Ramirez	August 24
Pico Park	Movie in the Park	August 31

### **Community Room Reservations August 2019**

Group	Date Reserved	Time
Citrus Belt Quilters	2 <sup>nd</sup> Saturday	9am
Friends of the Library	3 <sup>rd</sup> Monday	5pm
Grand Terrace Womens Club	1 <sup>st</sup> and 3 <sup>rd</sup> Wednesdays	8:30 am, 10am
Library Event	August 1 & 27	9am, 3:30pm
Overeaters Anonymous	Saturdays	10am
CERT Meeting	1 <sup>st</sup> Tuesday	6pm

## **Signal Light Maintenance**

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

Intersection	Regular Maintenance	Repair
Barton Road/Canal Street	x	n/a
Barton Rd/Honey Hills Dr	x	n/a
Barton Rd/Commerce Way/Vivienda	Contractor	
Barton Rd/Mount Vernon Ave	x	n/a
Barton Rd/Preston St	x	n/a
Barton Rd/Town Square	x	n/a
Mt. Vernon Ave/De Berry St	x	n/a
<b>Barton Rd/Grand Terrace Rd</b>	Contractor	
<b>La Cadena/Litton</b>	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

### ***Jun 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	247.31	62.64		192.22							502.17	
Christmas Tree												
Bulky Item	8.26		0.22			2.10					10.60	<b>512.77 Residential</b>
Clean Up												
Multi-Family	135.24	6.42		11.75							153.41	<b>153.41 Multi-Family</b>
Commercial	152.50	2.09			0.22		0.84			0.06	155.71	
School	53.22	4.04									57.26	<b>212.97 Commercial</b>
Roll off	72.62							24.00	75.56		172.18	<b>172.18 Roll off</b>
<b>Grand Total</b>	<b>669.17</b>	<b>75.19</b>	<b>0.22</b>	<b>203.97</b>	<b>0.22</b>	<b>2.10</b>	<b>0.84</b>	<b>24.00</b>	<b>75.56</b>	<b>0.06</b>	<b>1051.33</b>	

### ***Missed Pick-Up Report***

<u>Date Reported</u>	<u>Address</u>	<u>Description</u>	<u>Date Pick Up Completed</u>
6/1/19	22750 De Berry St	Trash bin missed	6/1/19
6/5/19	22772 Wren St	Trash bin missed	6/5/19
6/5/19	22720 De Berry St	Green Waste bin missed	6/5/19
6/7/19	12073 Preston St	Recycle bin missed	6/7/19
6/7/19	22631 Minona Dr	Trash bin missed	6/7/19
6/11/19	22340 Blue Lupine Cir	Trash bin missed	6/11/19
6/11/19	12570 Mount Vernon Ave	Trash bin missed	6/11/19
6/14/19	22990 Merle Ct	Recycle bin missed	6/14/19
6/17/19	22412 Terrace Pines Dr	Trash bin missed	6/17/19
6/18/19	21964 Tanager St	Trash bin missed	6/18/19
6/18/19	12029 Mount Vernon Ave	Recycle bin missed	6/18/19
6/19/19	22539 Lark St	Green Waste bin missed	6/19/19
6/21/19	11846 Preston St	Recycle bin missed	6/21/19
6/21/19	22710 Main St	Recycle bin missed	6/21/19
6/24/19	12225 Michigan St	Trash bin missed	6/24/19
6/25/19	12218 Pascal Ave	Recycle bin missed	6/25/19
6/25/19	12225 Michigan St	Trash bin missed	6/25/19
6/26/19	22596 Main St	Recycle bin missed	6/26/19
6/26/19	12252 Kingston St	Trash bin missed	6/26/19
6/26/19	22765 De Soto St	Recycle bin missed	6/26/19
6/26/19	22755 De Soto St	Recycle bin missed	6/26/19

## **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 Aug. 31, 2019
ACCO Engineered Systems	HVAC Maintenance	\$22,850	\$22,850
Albert A Webb Associates	Commerce Way Final Design Southern Portion	\$170,880.00	\$164,005.00
Clean Street	Street Sweeping Services	\$52,000.00	\$52,000.00
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	\$47,830.00	\$43,435.00
Gopher Patrol	Gopher Abatement Services	\$7,877.00	\$7,877.00
Hardy and Harper, Inc	Street Maintenance Services	\$75,000.00	\$75,000.00
Interwest Consulting Group TKE Engineering, HR Green	On-Call Public Works Inspection Services	\$40,000.00	\$40,000.00
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	\$180,392.75
Lynn Merrill	NPDES Services	\$10,000.00	\$10,000.00
Moran Janitorial Services	Janitorial Services for City Hall and City Parks	\$19,980.00	\$19,980.00
Otis Elevator Company	Elevator Maintenance Service	\$5,145.29	\$5,145.29
San Bernardino County Dept of Public Works – Flood Control	Flood Control Facilities	\$26,117.00	\$26,117.00
San Bernardino County Fire Dept – Hazardous Material	Household Hazardous Waste (HHW) Services	\$18,064.96	\$18,064.96
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	\$20,000.00	\$20,000.00
County of Riverside TLMA Administration	Main Street Traffic Signal Maintenance Services	\$6,000.00	\$6,000.00
West Coast Arborist	5 Year Tree Maintenance Program	\$38,560.40 (\$192,802: 5-yr term)	\$38,560.40 (\$192,802: 5-yr term)
Western Exterminator Co.	Pest Control Services	\$7,502.00	\$7,502.00
Willdan	Engineering Services (incl. Landscape and Lighting Assessment District)	\$7,000 (paid with Dev. fees)	N/A (Developer Fee and LLMD Assess.)
	<b>TOTAL PUBLIC WORKS CONTRACT VALUE FOR FY 2018-19:</b>	<b>\$879,942.00</b>	<b>\$790,455.00 balance</b>

### ***FY 2019-20 Capital Improvement Project Contracts***

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

#### **Bids:**

- Senior Center ADA Door Installation
- Litton Signal Pole Replacement

#### **Major Reports:**

- Delinquent Refuse and Sewer Accounts Special Assessment Final Submission List for County

#### **Grants:**

- MSRC Funding for Clean Transportation Projects
- SCIP: \$140,000 grant funding for City Hall EV Project
- HSIP – Highway Safety Improvement funding for Mt. Vernon / Awaiting Approval to Bid from Caltrans
- HSIP – Guardrail Safety Project
- CDBG: AB Contracts for Fiscal Year

#### **Project Management:**

- Budget for Landscape and Lighting Assessment District
- EV Charging Station

#### **Major Meetings / Events:**

- Cal Recycle Annual Site Visit

# Sheriff's Contract

- Law Enforcement Services



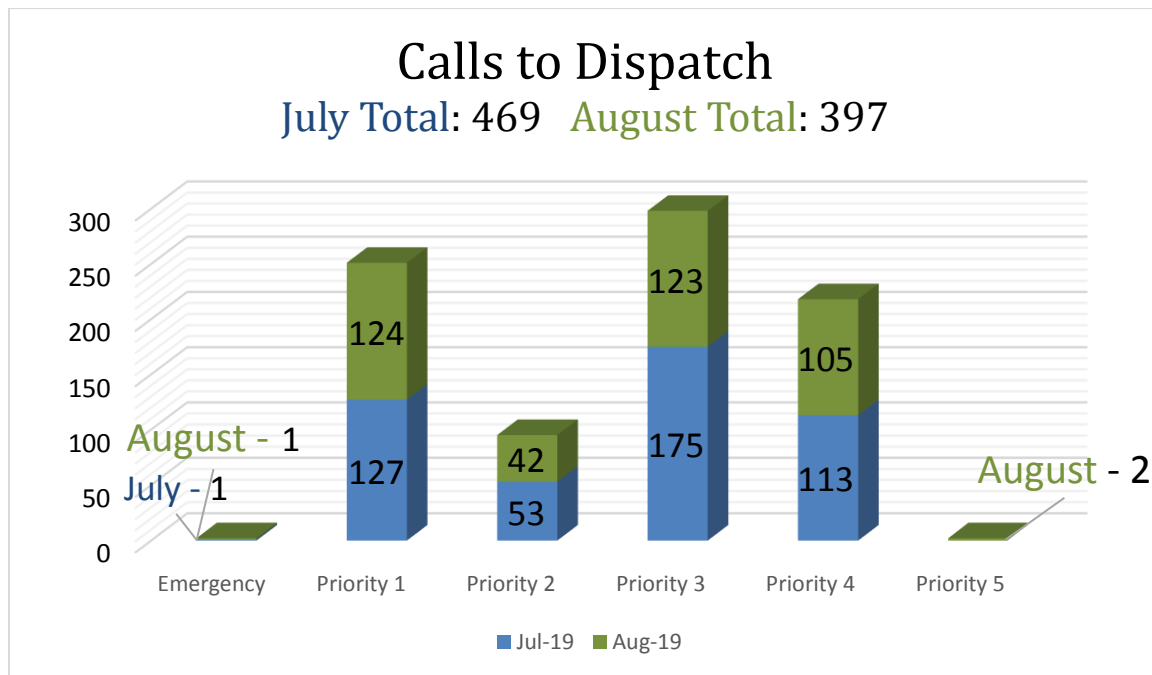


## San Bernardino County Sheriff's Department



Services	July 2019	August 2019
Officer Contact and Calls	1,533	1,347

Calls to Dispatch	July 2019	August 2019
Emergency	1	1
Priority 1	127	124
Priority 2	53	42
Priority 3	175	123
Priority 4	113	105
Priority 5	N/A	2
Totals	469	397



**Emergency** – 911 calls (evaluated for substance).

**Priority 1** – Currently active, 15 minutes or less.

**Priority 2** – Just occurred, 15 minutes or more.

**Priority 5** – On-View Surveillance

**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 August 2019:

August 5 <sup>th</sup>	August 12 <sup>th</sup>	August 19 <sup>th</sup>	August 26 <sup>th</sup>	Total Hours
2	15	7	4	28

# San Bernardino County Fire





**City of Grand Terrace**  
**Fire Department Incidents**  
**08/01/19 – 08/31/19**

Call Type	Number of Calls
Carbon Monoxide Alarm	1
Commercial Alarm	4
Fire – Vegetation	1
Fire – Improvement	1
Fire – Unknown Type	1
Medical Aid	101
Outside Investigation	2
Public Service	2
Residential Alarm	4
Traffic Collision with Injuries	1
Traffic Collision with Injuries – Freeway	3
Traffic Collision Over-the-Side	2
Traffic Collision Unknown Injuries	1
Traffic Collision Unknown Injuries – Freeway	1
<b>Total Calls</b>	<b>125</b>