



MONTHLY REPORT

July 2019

PRESENTED BY
THE CITY MANAGER'S OFFICE

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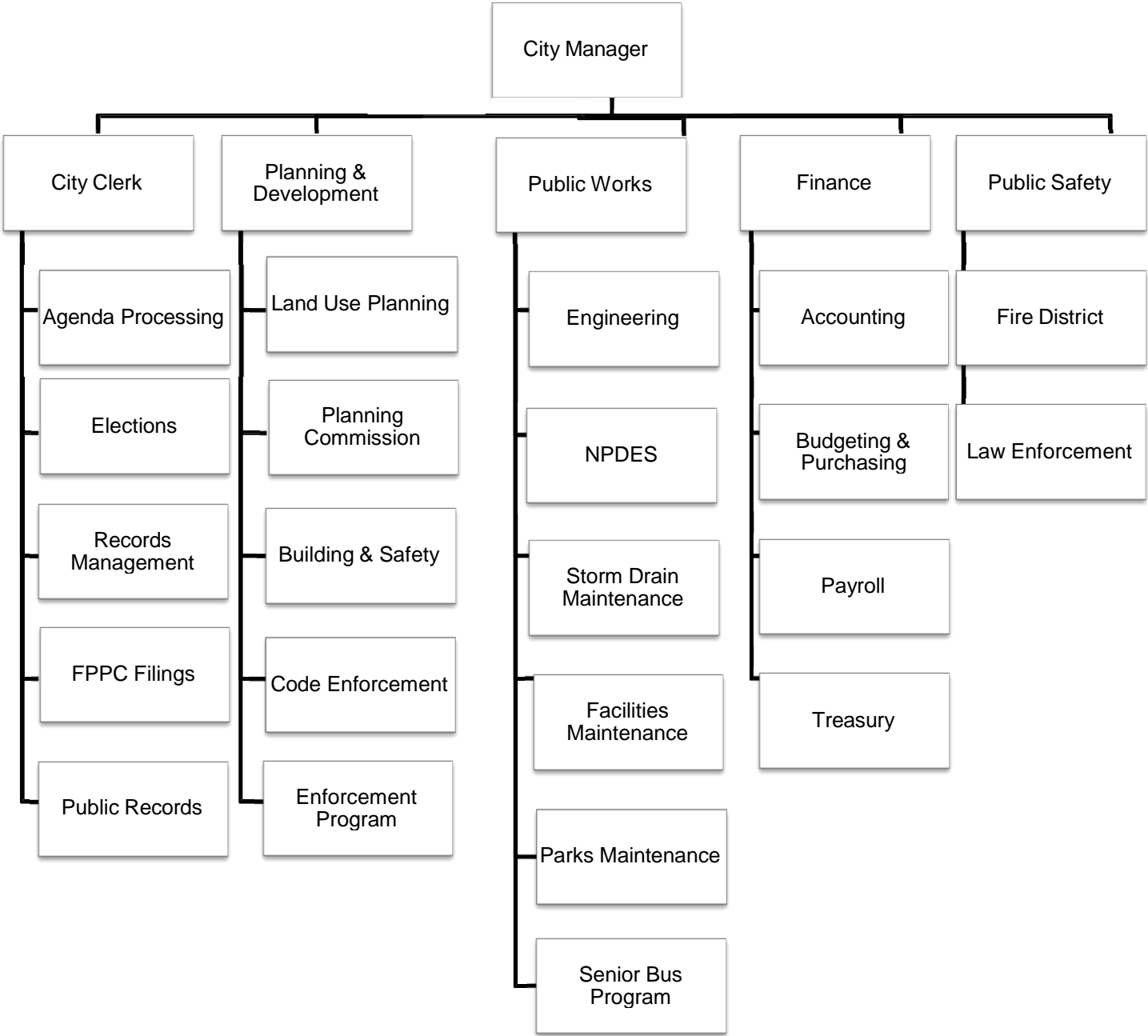
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CITY MANAGER

Organization Chart



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City Clerk

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

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DATE: September 3, 2019

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

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

SUBJECT: JULY 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 July 2019 is two (2), spending a total of twenty (20) hours preparing the agenda packet together with delivery and producing 490 pages.

AGENDA PROCESSING/POSTING			
MONTH	Regular Meeting	Special Meeting	Totals
February	2	0	2
March	2	1	3
April	2	0	2
May	2	0	2
June	2	2	4
July	2	0	2
Total Processed	12	3	15

RESOLUTIONS & ORDINANCES

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

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

The number of Resolutions processed for the month of July 2019 is six (6) and the number of Ordinances processed for the month of June is zero (0).

RESOLUTIONS AND ORDINANCES PROCESSED			
	RESOLUTIONS	ORDINANCES	MONTHLY TOTALS
February	0	0	0
March	5	1	6
April	3	2	5
May	2	1	3
June	6	0	6
July	6	0	6
Total Processed	22	4	26

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 July 2019, thirty-five (35) Certificates of Recognition, and one (1) In Memoriam Adjournment 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
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
June	0	7	1	2	0	0	10
January	0	35	0	1	0	0	38
Total	6	53	1	9	0	2	71

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 July 2019, Council approved zero (0) agreements.

CONTRACTS & AGREEMENTS PROCESSED	
February	3
March	4
April	3
May	6
June	5
July	0
Total	21

RECORDS REQUESTS

The City Clerk's office received fifteen (15) Requests for Copies of Public Records for the month of July 2019. All fifteen (15) 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 38 pages with four (4) letters to Requestor advising there were no records responsive to the request.

RECORDS REQUEST SUMMARY					
Month	Requests Received	Completed Within 10 Days	Completed with 14-Day Extension	# of Pages Provided	Letter to Requestor – No Records
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
June	19	10	9	954	5
July	15	15	0	38	4
Total Requests	76	63	13	1,419	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 July 2019, the City Clerk's office responded to 552 telephone calls from residents, contractors, vendors, consultants and in-house customer service assistance to City staff.

TELEPHONE CUSTOMER SERVICE	
February	266
March	358
April	306
May	434
June	432
July	552
Total Calls	2,348

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
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
May	1.00	0	.50	0	0	1.50
July	0	0	.50	0	0	.50
TOTAL # HOURS	4.75	1.50	3.00	2.00	8.00	19.25

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

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.

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.

City Manager's Office

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

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City Manager's Office

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

DATE: September 5, 2019

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

FROM: Cynthia A. Fortune, Assistant City Manager

SUBJECT: **July-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-2019	Aug-2019	Sept-2019	Oct-2019	Nov-2019	Dec-2019
Recruitments Initiated	2					
Recruitments in Progress	4					
Recruitments Pending	0					
Applications Received/Processed	4					
New Hires Processed	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						

TABLE 2
Employee Job Performance Activity

Description	Jul-2019	Aug-2019	Sept-2019	Oct-2019	Nov-2019	Dec-2019
Evaluations Processed	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					
ADP Change Transactions	1					
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
Nutrition Program (# of meals served)	580					
Arts and Crafts Classes	26					
Bingo	41					
Bridge	27					
Bunco	27					
Coffee with Megan	71					
Exercise Classes	79					
Garden Club	10					
Morning Glories (quilting)	23					
Movies with Solomon	0					
Paint Classes	8					
Card Game Night (Wednesday)	15					
Zumba	0					
Kings Corner	49					
Cribbage	11					
Cell Phone Class	7					
<u>SPECIAL EVENTS</u>						
Monthly Birthday Celebration	26					
Monthly Entertainment (2nd Friday of the month)	25					
Volunteer Appreciation	16					
Bus Pass Distribution	0					
4th of July Party	41					
Monthly Summary Attendance (Accounts for a senior participating in any activity/program. One senior may have participated in 2 or more programs, not including meals.)						

Description	Jan-2020	Feb-2020	Mar-2020	Apr-2020	May-2020	Jun-2020
Nutrition Program (# of meals served)						
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						
<u>SPECIAL EVENTS</u>						
Monthly Birthday Celebration						
Monthly Entertainment (2 nd Friday of the month)						
Scrapbooking						
Valentines' Day Party						
St. Patrick's Day Party						
Zumba						
Bus Passes						
Volunteer Appreciation (FSA)						
Spring Fling						
Health Screening						
Monthly Summary Attendance <i>(Accounts for a senior participating in any activity/program. One senior may have participated in 2 or more programs, not including meals.)</i>						

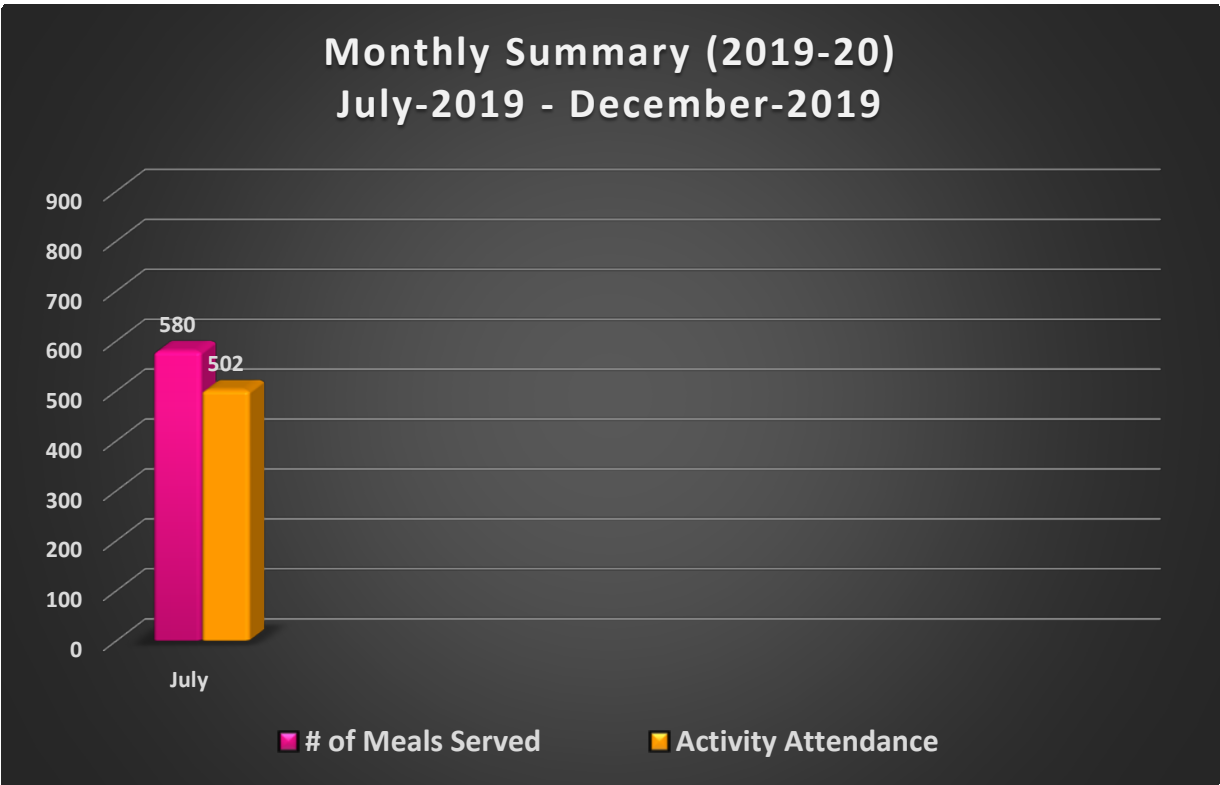
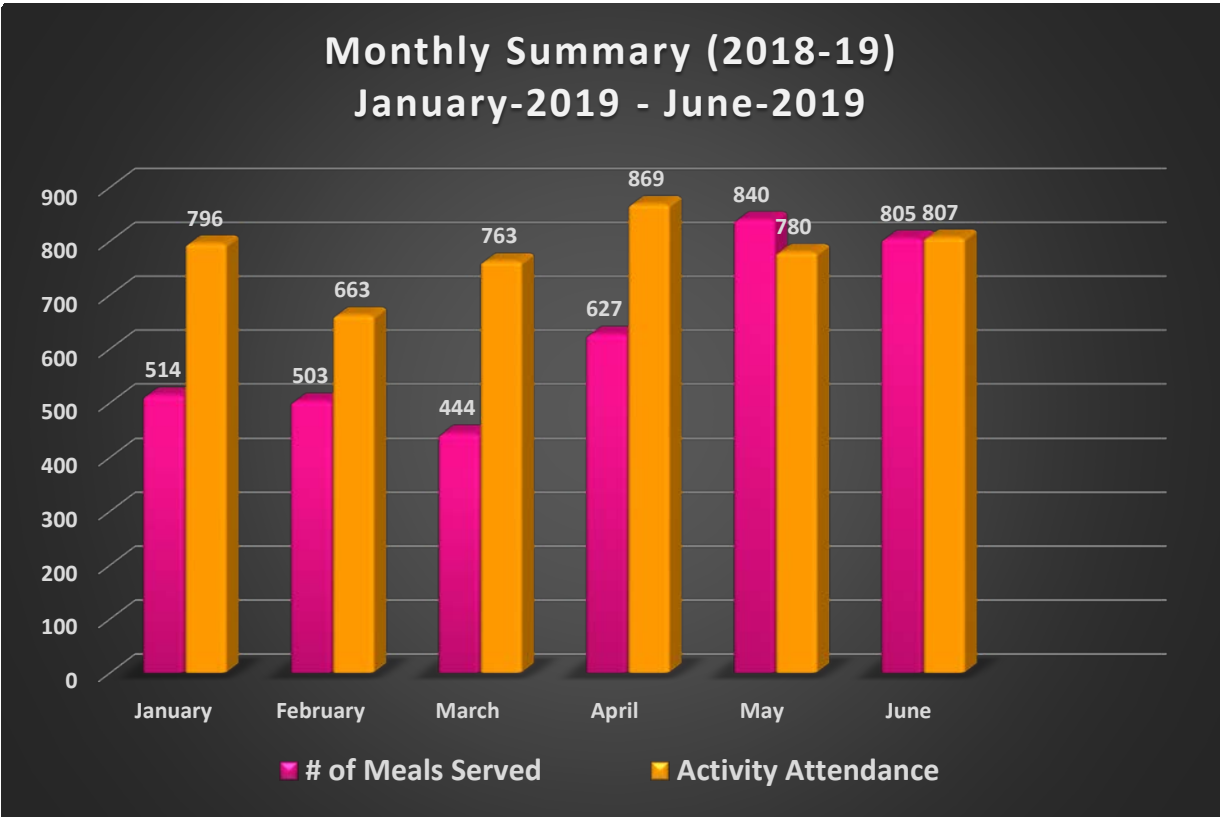


TABLE 2

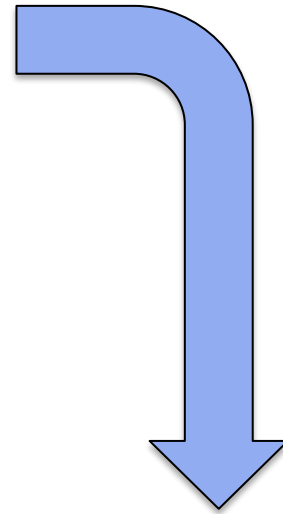
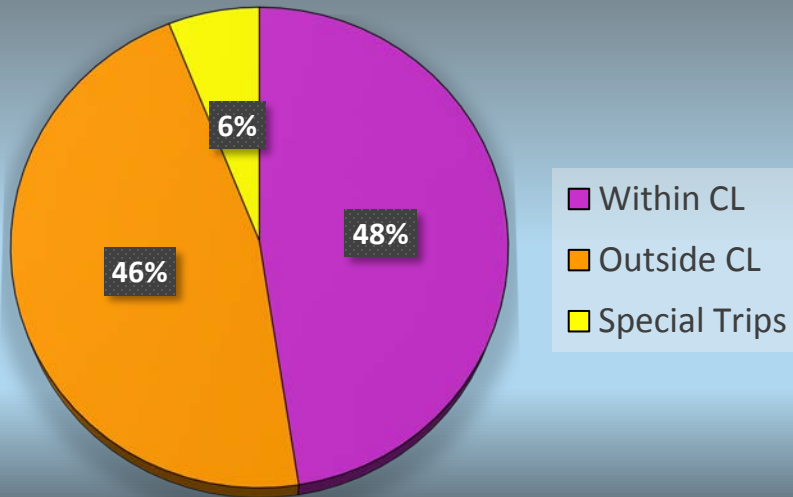
Senior Center Blue Mountain Silver Liner
of Passengers

Description	Jul-2019	Aug-2019	Sept-2019	Oct-2019	Nov-2019	Dec-2019
Within City Limits (Senior Center, Stater Brothers, Library)	188					
Outside City Limits (Walmart, 99cent store, Ross)	149					
Special Events/Trips	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						

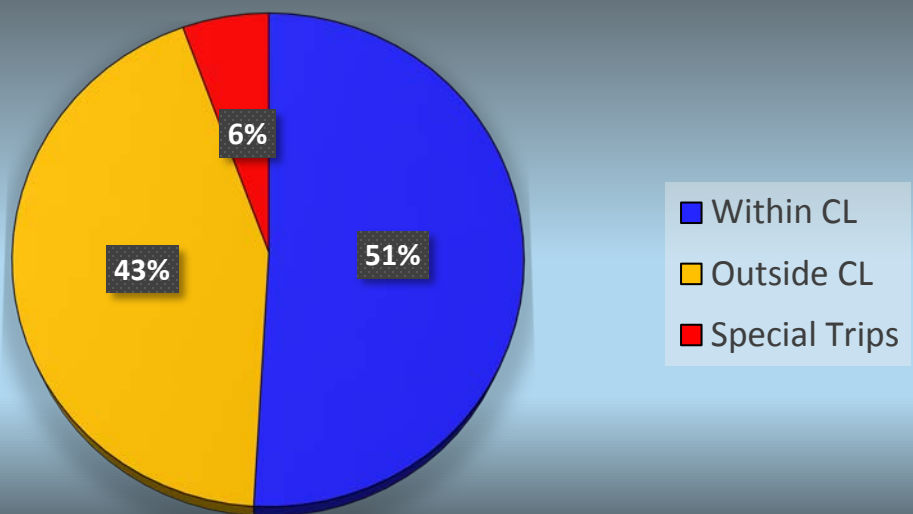
TABLE 3
of Rides

Description	Jul-2019	Aug-2019	Sept-2019	Oct-2019	Nov-2019	Dec-2019
Within City Limits (Senior Center, Stater Brothers, Library)	363					
Outside City Limits (Walmart, 99cent store, Ross)	310					
Special Events/Trips	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						

June 2019 Rides



July 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.

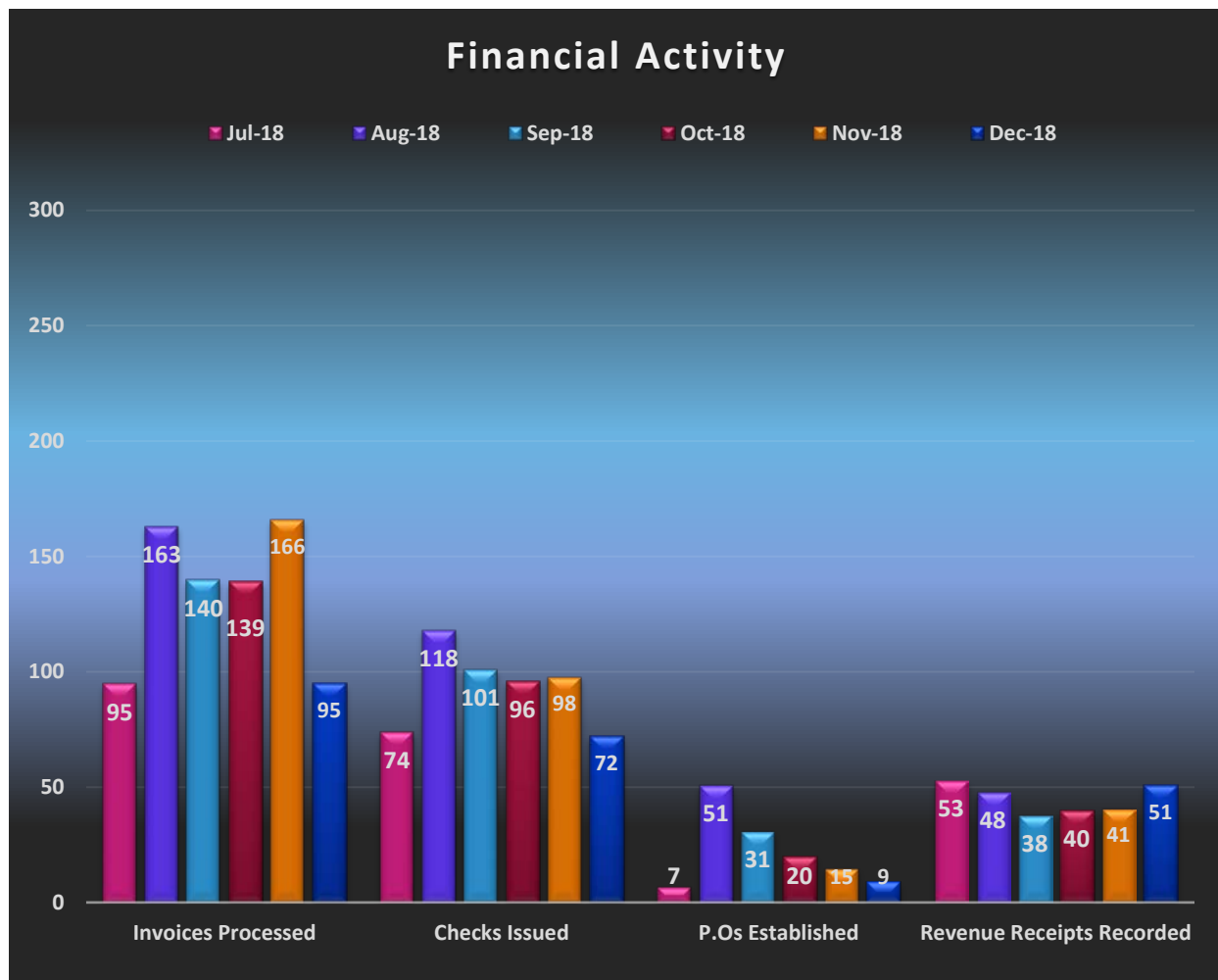
CORE SERVICES

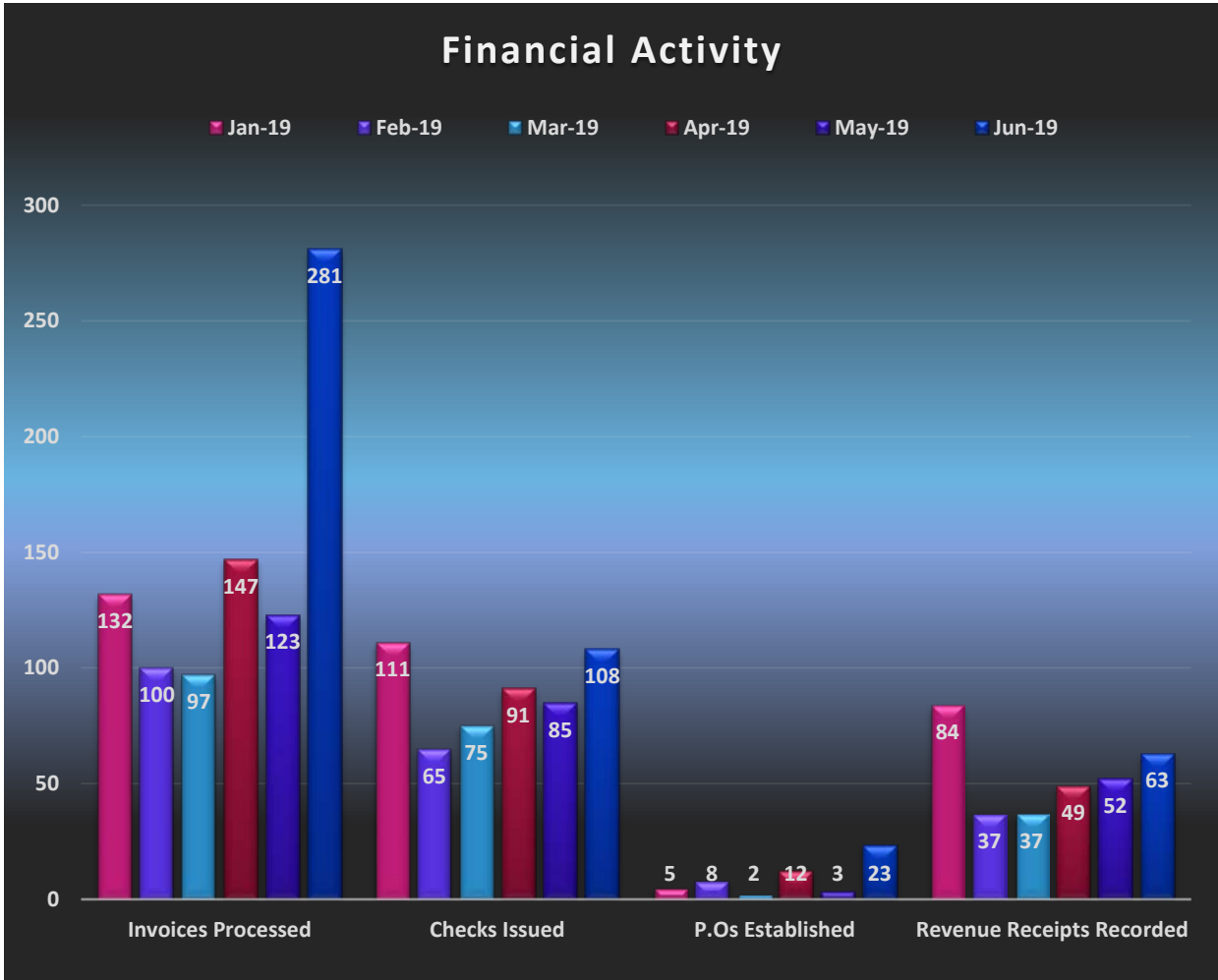
The Finance Department has 4 core services: Accounting, Purchasing, Revenue Management and Treasury. The Finance Department works in partnership with other departments to effectively develop, manage and safeguard the City's fiscal resources to enable and enhance the delivery of City services and projects.

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	281
Checks Issued	111	65	75	91	85	108
Purchase Orders Established	5	8	2	12	3	23
Revenue Receipts Recorded	84	37	37	55	56	63





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

2019-2020 City Communications Data:						
Channel 3:	Jul	Aug	Sep	Oct	Nov	Dec
City Council Meeting Replays	62					
Activities/Items Added to Slideshow	0					
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					
Number of Subscribers	678					
Change in Subscribers	0					
Number of E-newsletters Opened*	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.

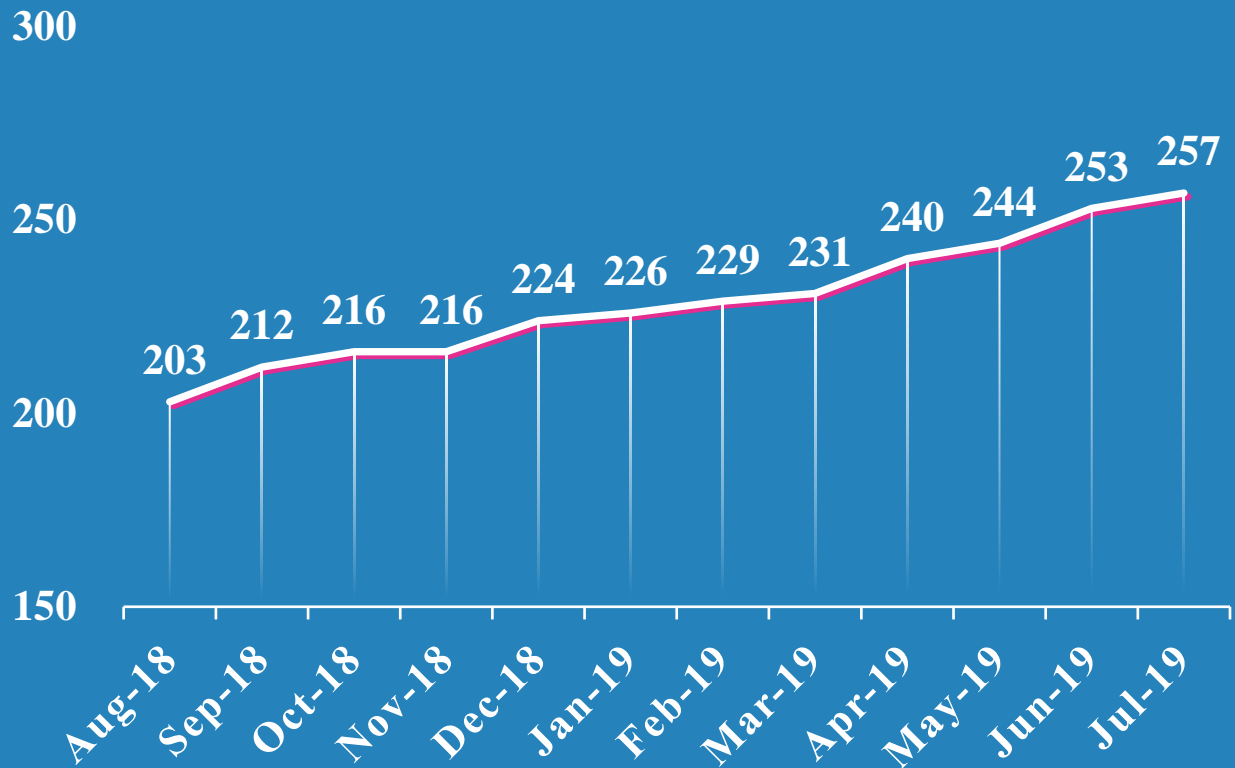
FACEBOOK PAGE FOLLOWERS



Facebook	Jul	Aug	Sep	Oct	Nov	Dec
Posts	22					
Total Reach	10,818					
Total Engagement	1,375					
Page Followers	1,974					
New Page Followers	14					
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	23.89%
2) Apple Valley	20.71%
3) Yucca Valley	16.85%
4) Grand Terrace	15.69%
5) Hesperia	14.86%

TWITTER PAGE FOLLOWERS



Twitter	Jul	Aug	Sep	Oct	Nov	Dec
Tweets	4					
Impressions	3,201					
Followers	257					
New Followers	4					
Twitter	Jan	Feb	Mar	Apr	May	Jun
Tweets						
Impressions						
Followers						
New Followers						

YouTube	Jul	Aug	Sep	Oct	Nov	Dec
Video Uploads	0					
Video Views	0					
Subscribers	135					
Change in Subscribers	0					
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					
Articles	0					
1/2-Page Ad	0					
1/4-Page Ad	0					
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	-					
AM 1640						
Advertisement of City Events						

Burrtec Newsletter	Jul	Aug	Sep	Oct	Nov	Dec
Bi-Monthly Newsletter	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.

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Planning & Development

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

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DATE: September 5, 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: **JULY 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: 84

Planning Phone Calls Received: 83

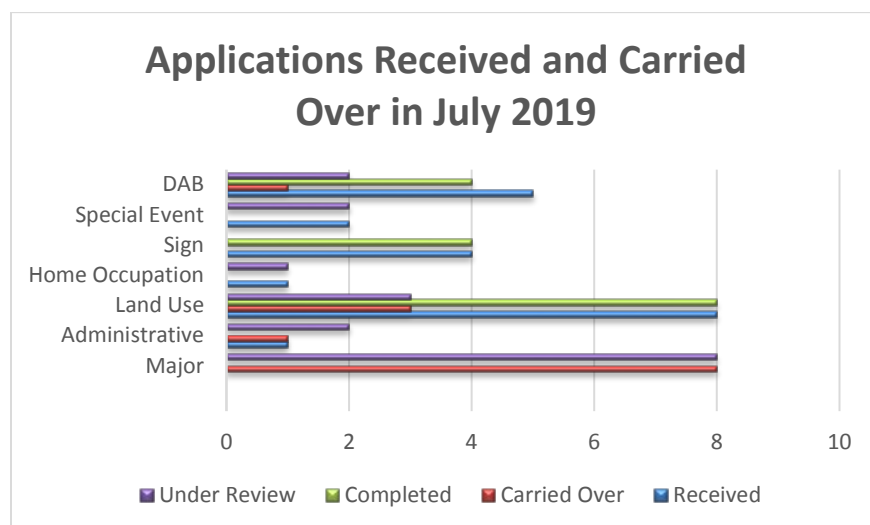
Planning E-mails Received/Answered: 273

Application Summary

The Planning Division received 21 new applications in July and carried over 13 from the previous month. Action was taken on 16 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.

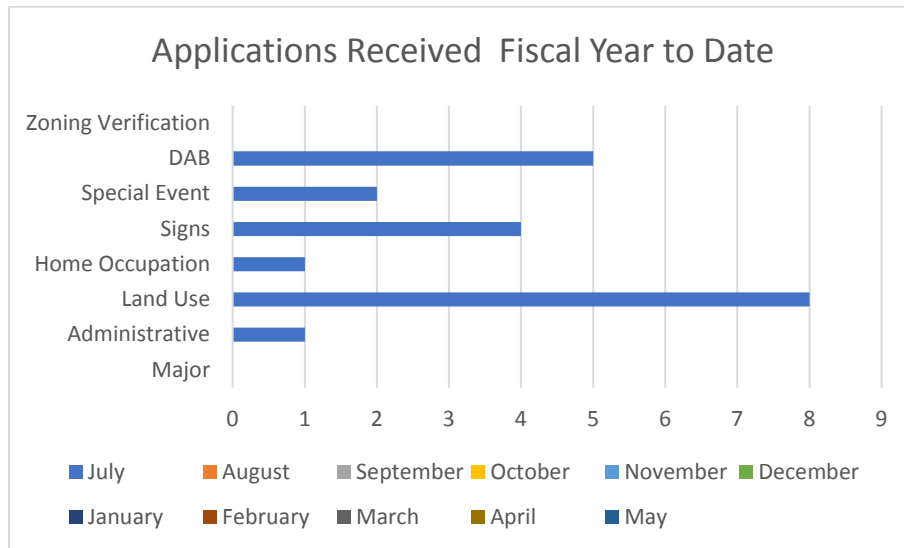
Application Summary for July 2019

Applications	Number Received	Carried Over	Completed	Under Review
Major	0	8	0	8
Administrative	1	1	0	2
Land Use	8	3	8	3
Home Occupation	1	0	0	1
Sign	4	0	4	0
Special Event	2	0	0	2
DAB	5	1	4	2
Total	21	13	16	18



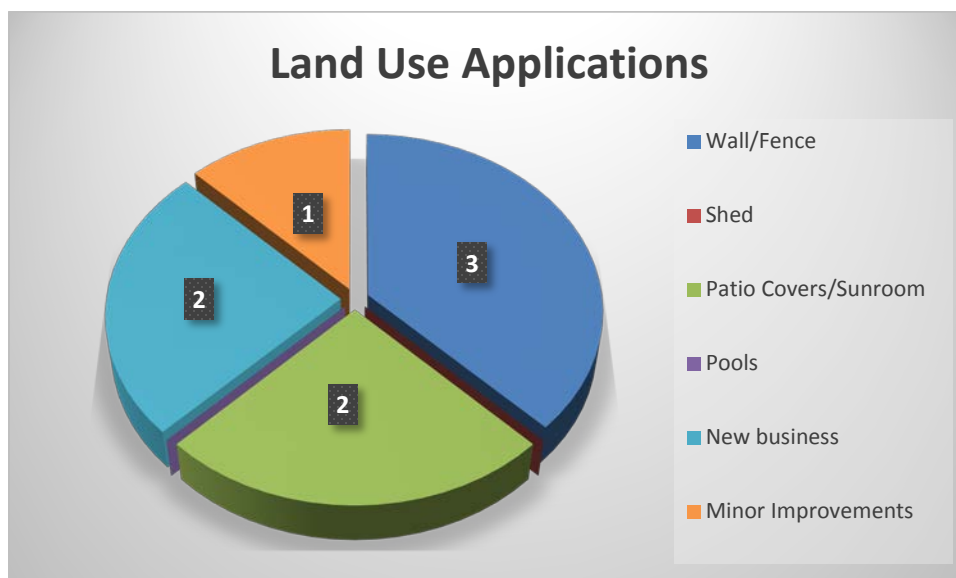
Applications Received, Approved and/or Under Review

Fiscal year to date the Planning Division has received 21 applications for review, 18 applications remained under review. A comprehensive list of the applications and their status is at the end of the Planning Division's report.



A Land Use application for two new businesses were received in July, “Diamond 2bstaffing “(Staffing Office) and “California Recyclers, Inc.” (temporary cardboard distribution facility).

Overall Land Use applications are the most predominant application that the Planning Division processes. Eight Land Use applications were received in July. The table below shows the types of activities that were received with the eight Land Use applications received in July 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
10/23/2018	SA 18-10 V 18-02 E 18-10	Crestwood Communities	17 Detached Single-Family Residences	Pico Street and Kingfisher	Homes 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	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
6/10/2019	DAB 19-10	Michael Kalscheur	Contractors Yard	21600 Walnut Avenue	Meeting Held on 7/16/2019
7/3/2019	DAB 19-11	Darryl Moore	16 Units, 2-Stories	11695 Canal Street	Meeting Held on 7/16/2019
7/30/2019	DAB 19-12	Xavier Hernandez	Single-Family Residence	Rosedale Avenue	Meeting Held on 7/30/2019
7/30/2019	DAB 19-13	Darryl Moore	22 New Lots	12667 Michigan Street	Meeting Held on 7/30/2019
7/25/2019	DAB 19-14	Juan Gomez	Recycling Facility	21516 Main Street	Meeting Scheduled for 8/13/2019
7/24/2019	DAB 19-15	Steve Richardson	Convert SFR to Office and add to existing CUP	22022 Van Buren	Meeting Scheduled for 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 July.

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.

Grant	Status	Grant Amount
Blue Mountain Trailhead and Trail Grant	Submitted on October 1, 2017. Site visit completed in November 2017. Awarded. Community workshop held on 4/11/2019.	\$212,500 (Estimated Project cost \$520,000)
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
22293 Barton Road	Vacant 1.42-acre commercial property.
22317 Barton Road	Vacant 1.43-acre commercial property.
11695 Canal Street	Vacant 0.80-acre property, designated R3-20. Sold on 6/15/2018 to Aegis Builders, Inc. Buyer has 18 months to commence construction or Agency may repurchase property.
12569 Michigan Street	Project completed. The Housing Successor Agency holds covenants on the property for two low income residents.

Community Emergency Response Team

A Regular CERT Volunteer meeting was held on July 2, 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
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
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
4/16/2019	CUP 19-03 E 19-04	The REC Center	Education and Creative Arts Program	APN: 1167-281-01	Application Withdrawn on 7/15/2019
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 2/1/2019 RFP
7/10/2018	CUP 18-03 E 18-07	Jeffrey McConnell	Agricultural Uses	21712 Vivienda Avenue	Deemed Complete on 7/8/2019
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
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	Distributed on 7/8/2019
9/18/2018	CUP 19-01	Patrick O'Brien	Industrial Truck Storage Facility	APN: 0275-191-06, 30	Distributed 1/29/2019

Land Use Review

Date Submitted	Case No.	Applicant	Description	Location	Status
7/31/2019	LU 19-55	Lyanne Nieves	Staffing Office	12139 Mt. Vernon Avenue	Approved
7/29/2019	LU 19-54	Debra Johnson	Fence	22985 Vista Grande	Approved
7/22/2019	LU 19-53	California Recyclers, Inc.	Temporary use for Cardboard Distribution	21801 Barton Road	In Review
7/16/2019	LU 19-52	Mike E Irey II	Patio Cover	22322 Van Buren Street	Approved
7/15/2019	LU 19-51	Rooms n Covers	Patio Enclosure	22122 Raven Way	Approved
7/11/2019	LU 19-50	Kevin Pope	Retaining Wall	22818 De Soto Street	Approved
7/5/2019	LU 19-48	Alexis Gonzalez	BBQ and Firepit	22780 la Paix	Approved
7/5/2019	LU 19-49	Charles Prado	Slump Stone Wall	12286 Michigan Street	Approved
6/11/2019	LU 19-43	Orange Electrical Contractors, Inc	Parking Lighting Improvements	22377 Barton Road	Deemed Incomplete on 6/24/2019
5/16/2019	LU 19-39	Jonathan Arieaga	475 Sq. Ft. Storage Shed	22840 Grand Terrace	Approved
4/15/2019	LU 19-31	Ricky Komorida	Café Lounge	22417 Barton Road	Second Review Deemed Incomplete on 6/21/2019

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	Notices Mailed on 7/29/2019

Sign Permit

Date Submitted	Case No.	Applicant	Description	Location	Status
7/10/2019	TEMP	Carla Huevo	Aramburo Produce	22201 Barton	Approved

	SGN 19-13		Inc.	Road	
7/5/2019	TEMP SGN 19-12	Sandra Fernandez	Real Estate Signs	Corona	Approved
7/18/2019	SGN 19-03	Certified Sign	Grocery Outlet Wall Sign	22441 Barton Road	Approved
7/3/2019	SGN 19-02	Michael Miller	Wall Signs	22400 Barton Road, Suite 1	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

BUILDING AND SAFETY DIVISION

Building and Safety and Planning Core Services

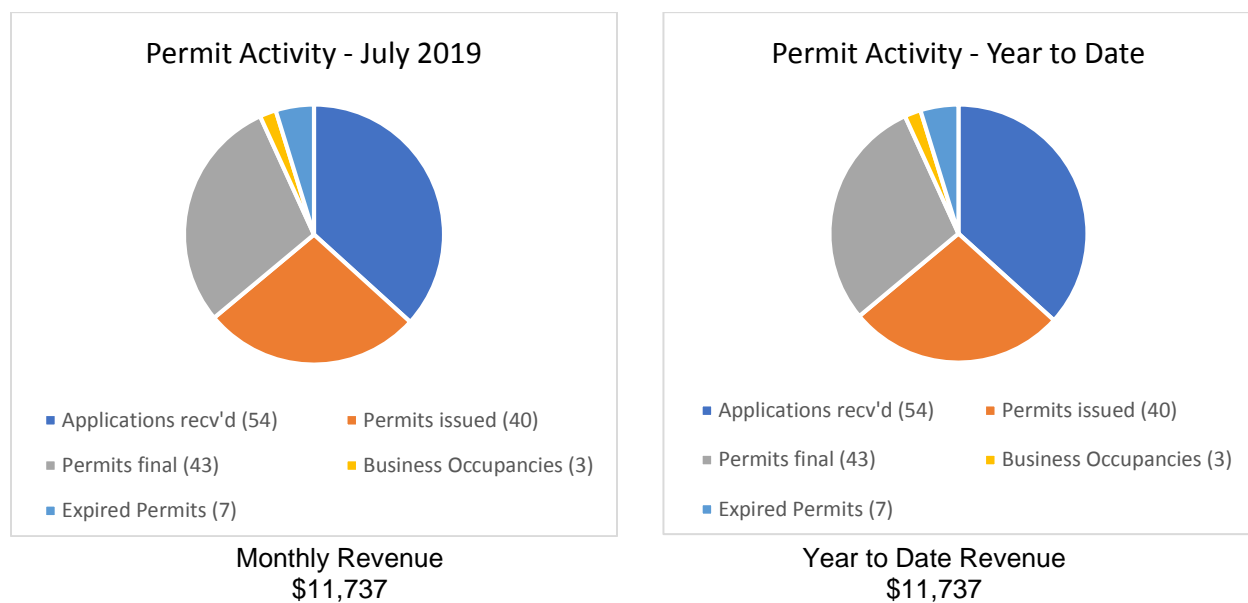
- Permit New Businesses
- Permit Alterations to Existing Uses
- Zoning Code & General Plan Administration
- RDA Dissolution
- Planning Commission
- Building Permit Issuance
- Building Plans Review & Inspections

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

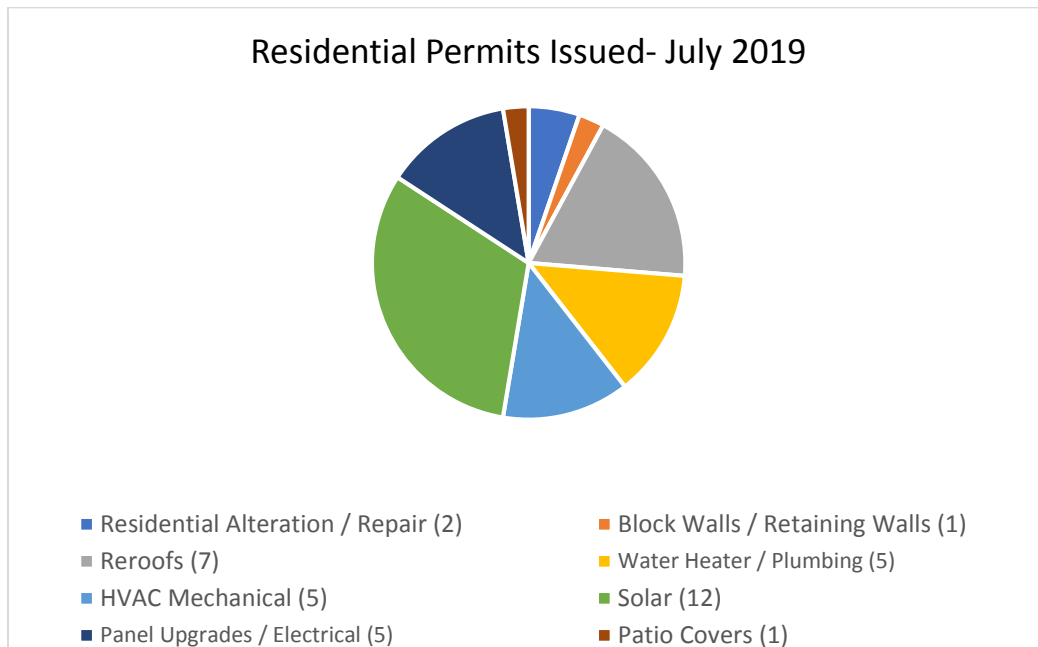
Building Permit Activity includes 40 permits issued in July. Year to date a total of 40 permits have been issued with a total revenue of \$11,731.17. In addition, a total number of 70 customers were assisted at the Building & Safety counter for the month of July.



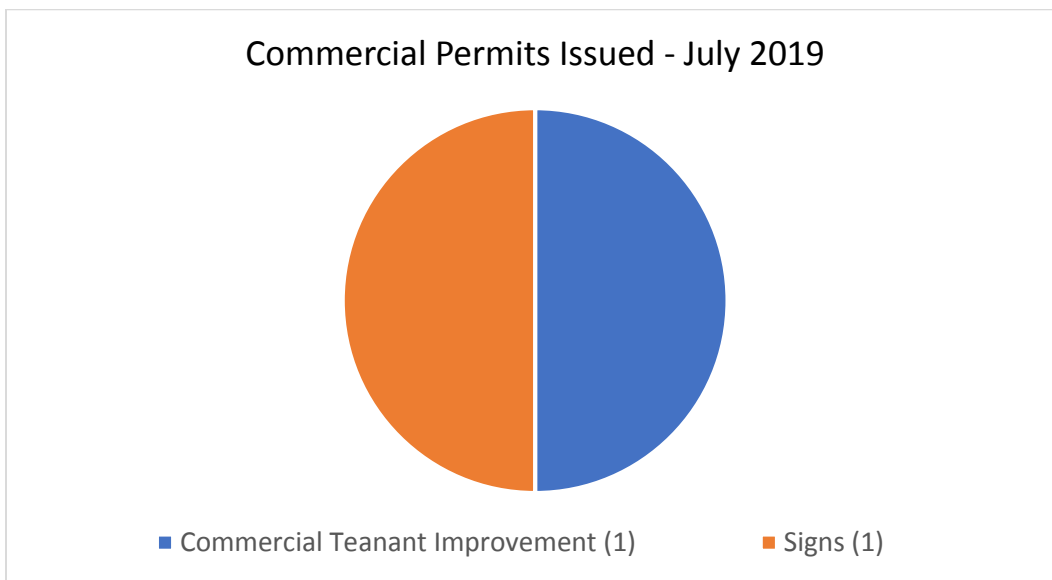
Permits Issued

Permits issued in July include HVAC mechanical replacements, a block wall, electrical panel upgrades, a patio cover, reroofs, plumbing, commercial tenant improvements and PV solar systems.

The majority of the permits issued were for residential improvements. Commercial permits include minor tenant improvement for new interior doors for a new medical office, and a sign permit for Woody's Classic Grill.



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



Expired Permits

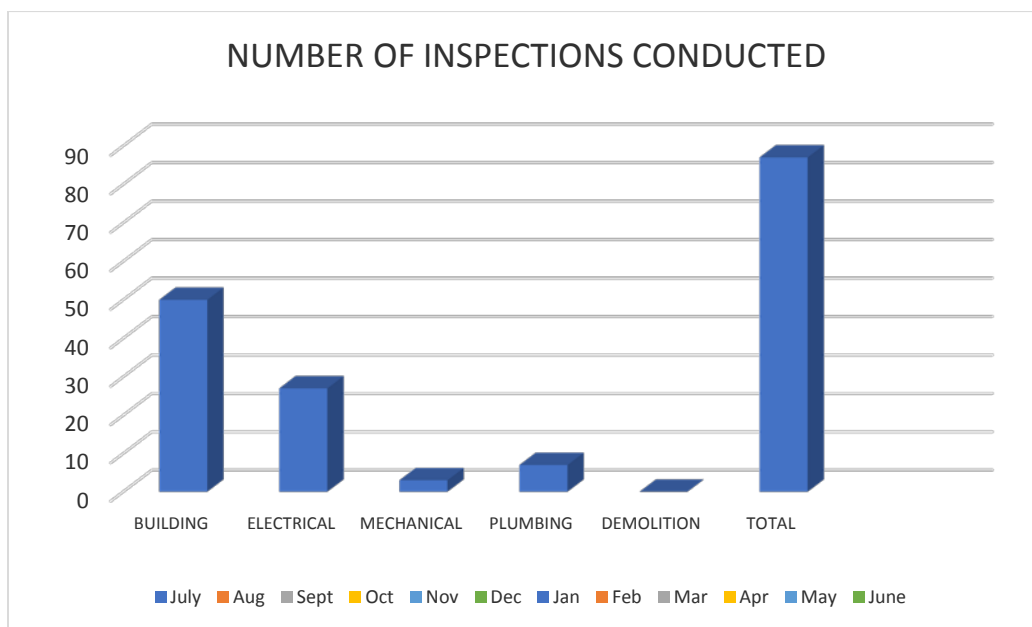
The Building and Safety Division has embarked on a program to address expired permits, beginning with the most recent expirations. Between January 2017 to June 2019 there are a total of 133 expired permits. Permits expire for various reasons, but typically due to project abandonment, failure to obtain 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 July, 17 notices were sent out to address permits that expired between June and December of 2018, and final inspections were conducted on three permits. 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 87 inspections conducted in July, with 43 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 10 lots (Lots 8-17).

Other ongoing projects also include tenant improvement work for the proposed Grocery Outlet Market and a new fruit cut/sushi station inside the Stater Bros Market.

Project	Description/Location	Status
Aegis Builders, Inc.	12382 – 12485 Tesoro Ct. New 17 SFR Aegis Project	Electric/Gas Meters Inspected & Released
Southern California Edison	12700 Taylor St. On-site grading, new fence and gate with retaining wall for SCE Highgrove Substation	Asphalt / Compaction Inspected
SBCTA	12040 La Crosse Ave – New 70' cell site for SBCTA	Corrections issued for Final Building Inspection
I-215 Interchange Project	Reconstruction of I-215 and Barton Road Interchange	Under Construction
Tim Boyes, Vista Grande Way	Parcel Map 16945 – Street Improvement Project & Rough Grading (Vista Grande Way)	Pre-construction meeting held in September 2017.
Crestwood Communities	Tract 18071 – Rough grading and construction of 17 single family residences w/ new block walls	Under Construction – Storm drain, block wall footing, and underground plumbing inspected
Jacob Farsakh – 23315 Palm Ave.	23315 Palm Ave. – (N) Single Family Residence	Under Construction – Lath/Stucco inspected
Auto Zone – 22203 Barton Rd.	Install new 42.78 kW roof mounted PV system w/ (124) modules	Under Construction – Rough electrical inspected
Anita Jensen – 22401 Barton Rd.	Interior improvements of existing space for future Grocery Outlet	Under Construction
Robert Resheske – 12133 Rosedale Ave.	Reconstruction of fire damaged residence & detached accessory structure – 12133 Rosedale Ave.	Under Construction – Roof sheathing inspected

Plan Checking Activity

For July 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
Tim Boyes, Vista Grande Way	Parcel Map 16945 – Precise grading for (1) lot / (N) SFR	In Plan Check – (N) SFR and precise grading plans issued corrections
Joab Jerome, Burns Residence	11838 Burns Ave. – Street Improvement Plan and on-site grading	In Plan Check Received approved grading plans 04/18/19
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
Crestwood Communities	Tract 18071 – Landscape Plans	In Plan Check – Plans in 3 rd review
Ricky Komorida, Komos Café	22417 Barton Rd. – Tenant Improvement for coffee, tea, and, boba shop	In Plan Check – Received 2 nd submittal from applicant on 06/05/19
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
Stater Bros, Tenant Improvement	22201 Barton Rd. – Increase existing beer cooler	In Plan Check – Received 2 nd set of corrections from Interwest
Bank of America – 22377 Barton Rd.	22377 Barton Rd. – Remove and replace exterior lighting and add new poles and bases	In Plan Check – Plans in 1 st review
Anel Aguayo – 12040 La Cadena Dr.	12040 La Cadena Dr. – Precise grading for a new single-family residence	In Plan Check – Plans in 1 st review

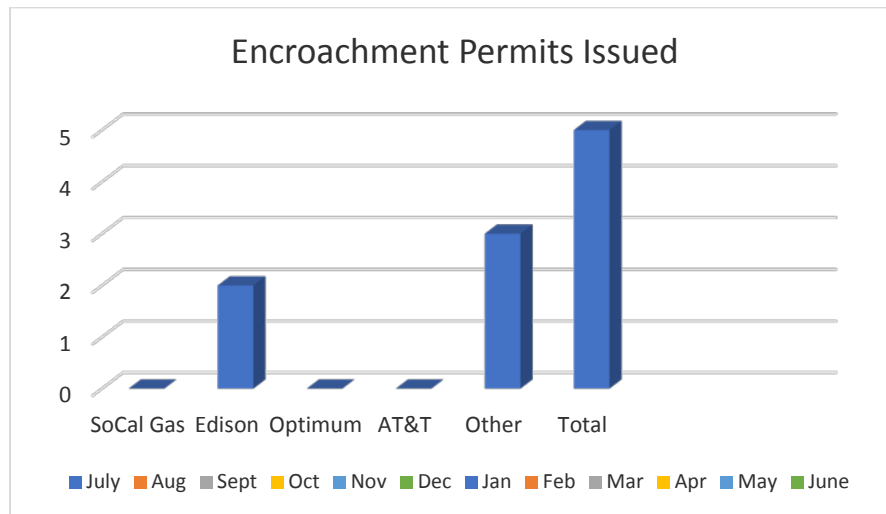
Certificate of Occupancy

A Certificate of Occupancy was issued for the following businesses:

- Grand Terrace Smoke Shop located at 22400 Barton Road, Suite 15
- Golden Eagle located at 22545 Barton Road, Suite 106
- Tahseen Shareef MD Inc. located at 22573 Barton Road, Suite A

Public Works Encroachment Permits

Four Public Works/Encroachment Permit applications were taken in and three are in plan check. Five 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

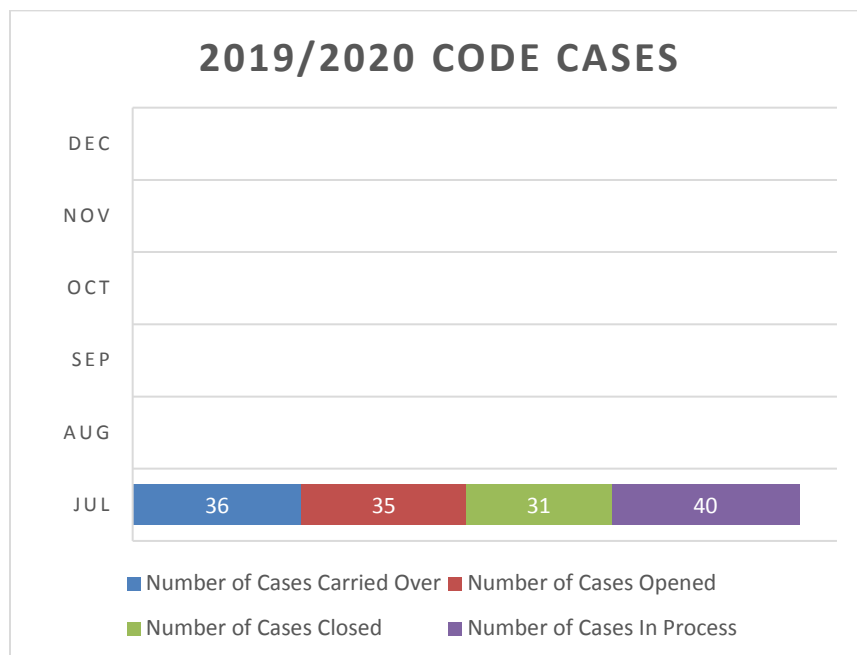
The Division is budgeted for one full time Officer, a 36-hour Specialist and a full-time Office Specialist. These three positions constitute 256 monthly service hours in July, plus an additional 28 hours for on-call coverage. On-call coverage is provided to handle after hour emergency animal control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

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 July, the City welcomed its new full-time Code Enforcement Officer, Leila Holtzen, to the team with anticipation of adding a new Code Enforcement Specialist.

Code Enforcement had 36 cases carried over from the previous month, 35 new cases opened, and 31 cases were closed. The Division closed out July with 40 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.



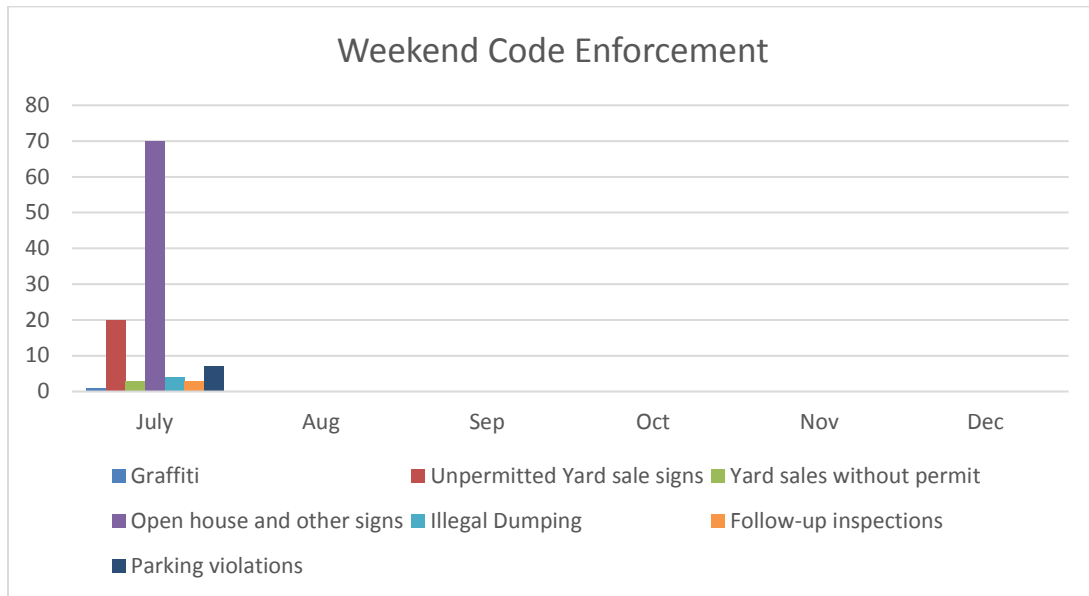
The following table shows the number of inspections conducted, the number of citations, and corrective notices issued.

Column1	Jul	Aug	Sep	Oct	Nov	Dec
Inspections Conducted	49					
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.



Case Types	July	Aug	Sep	Oct
Graffiti	0	0	0	0
Unpermitted 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
Follow-up inspections	23	4	7	17
Parking violations	6	3	1	2

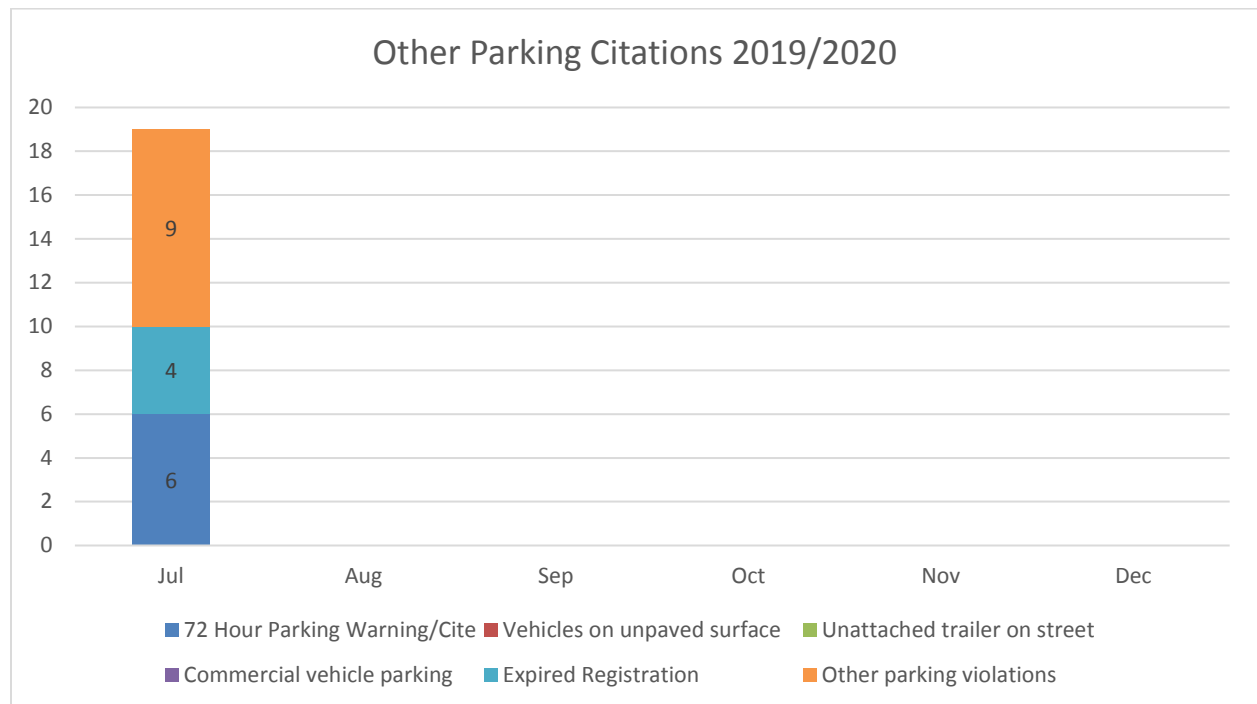
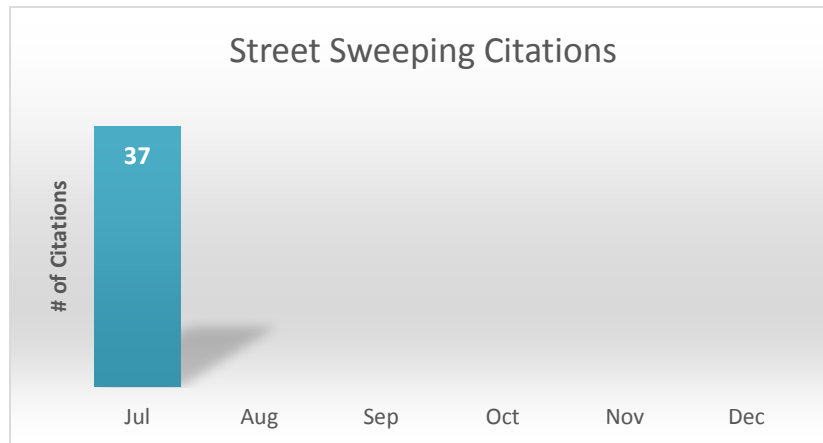
Case Types	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr
Graffiti	0	0	0	0	1	1	0	2	3	2
Unpermitted Yard sale signs	20	20	34	3	0	19	22	21	40	28
Yard sales without permit	0	0	0	0	0	0	2	1	1	1
Open house and other signs	1	1	30	19	15	10	10	10	6	7
Illegal Dumping	0	0	0	1	2	1	0	5	6	2
Follow-up inspections	23	4	7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

Parking Citations:

In July, 56 vehicle related citations were issued; 37 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, except that street sweeping was canceled on July 4th due to the holiday.

Other parking citations include expired registration, parking on unpaved surfaces, and commercial vehicles in residential areas.



Graffiti/Vandalism/Illegal Dumping

There were four cases of illegal dumping reported in July 2019 near Terrace and Vivienda Avenues. All cases have been resolved.

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, 297 property owners have paid their annual rental inspection fees. Liens have been placed on the 38 remaining properties where the property owner has not paid their annual fees.

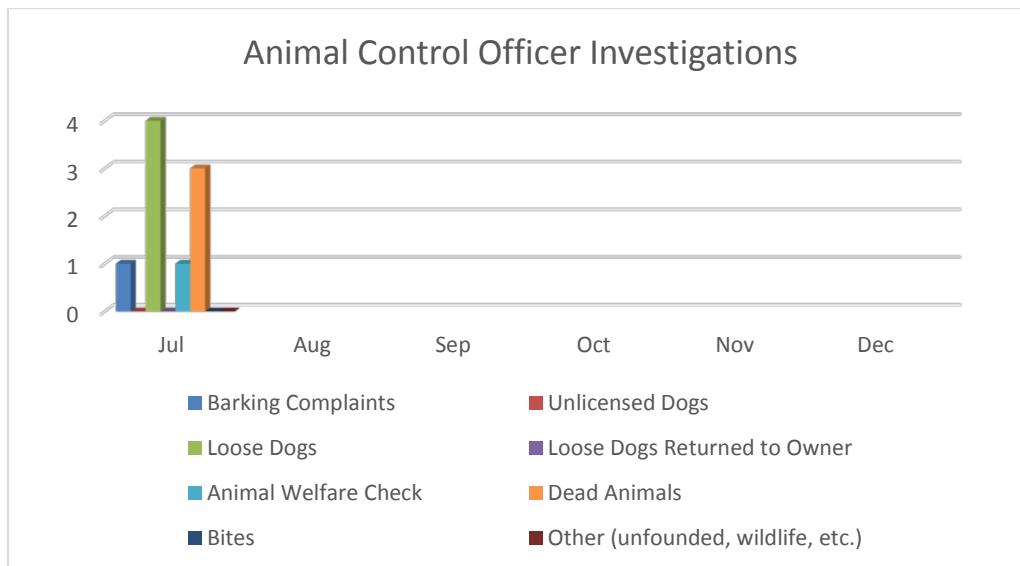
All properties in the program have received their annual inspections and only six properties have outstanding violations that are being addressed.

Civic Live

There were 19 complaints received via Civic Live in July 2019 mostly pertaining to overgrown vegetation, property maintenance, and animal related. Twelve cases have been resolved and seven 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.



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.

Animal Control Sheltering Services	Jul	Aug	Sep	Oct	Nov	Dec
Animal Intakes						
Strays	7					
Stray Dead	5					
Owner Surrender	0					
Other	0					
Total	12					
Animal Disposition						
Adopted	2					
Returned to Owner	2					
Euthanized	6					
Other	1					
Total	11					

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

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Public Works

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

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DATE: September 5, 2019

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

FROM: Alan French, Public Works Department Director

SUBJECT: July 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	Started preliminary design	Federal Grant
Preston Signal Modification	\$50,000	Preparing Bid Documents	Spring Mountain Ranch Fund
EV Charging Stations	\$180,000	Executed Agreement, Permit issued	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

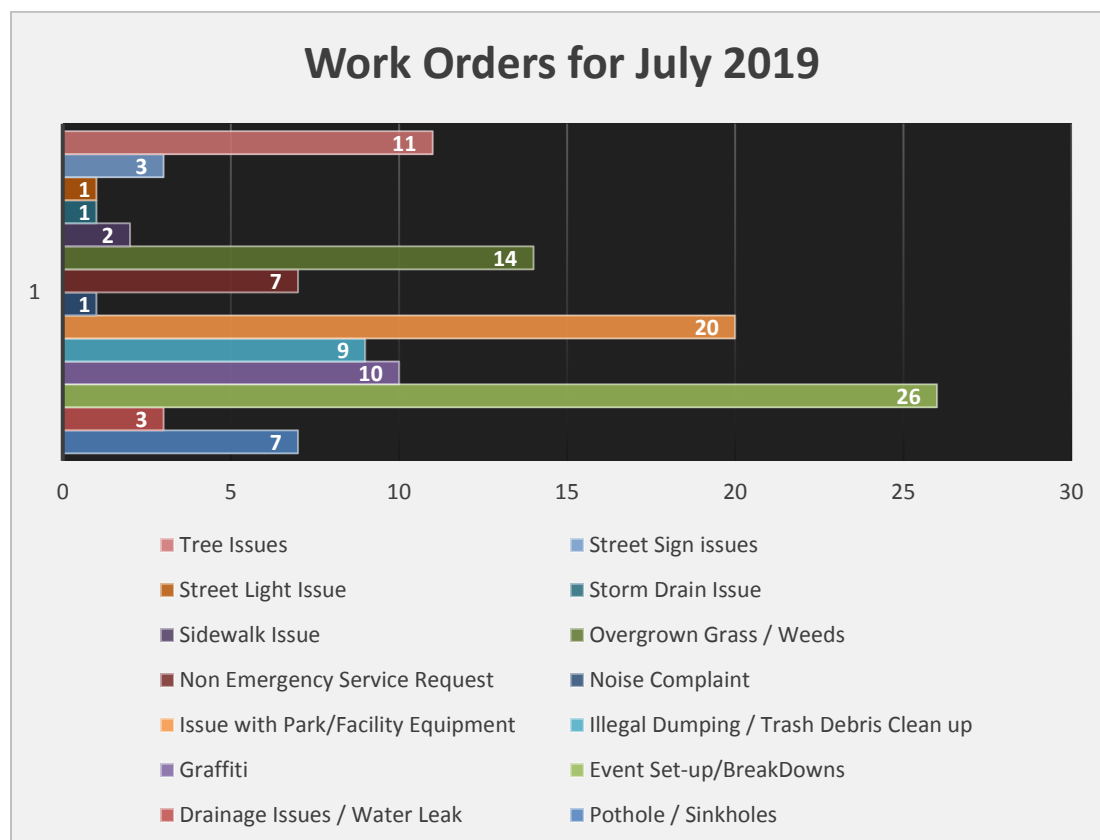
			Weekday Hours		Weekend hours		After hours & Call outs
	Budgeted	Staffed	Available	Worked	*Available	Worked	
Field	4	4	704	579	28	29	8
Office	2	2	352	352	0	3	0
Total	6	6	1056	931	28	31	8

*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 592 work releases hours during the month of July.

Transition Period July 2019 (115 work orders)



**July 2019 Work
Orders**

	ID#	Open	Closed	Category	Address	Description
1	170273	7/1/2019	7/3/2019	Illegal Dumping	12700 Taylor Grand Terrace	trash on 12700 Taylor, behind the Grand Terrace High school
2	170334	7/1/2019	7/17/2019	Non Emergency Service Request	21810 Main Street	drop off one canopy for life guards at summer swim program, at GTHS at 2pm school pool yard. Lifeguards will store the canopy until 7/26
3	170397	7/1/2019	--	Sinkhole	12763 Darwin Avenue	Sink hole, at the cross street of Pico and Mr. Vernon
4	170400	7/1/2019	7/17/2019	Event Set-up/BreakDowns	Grand Terrace	Kiosk posters and banners to be displayed in the City to stay connected and informed with the community.
5	170401	7/1/2019	7/17/2019	Graffiti	Grand Terrace	graffiti at Canal (west of Mt Vernon/south side) on speed limit sign, Canal/ Mt Vernon southwest back of monument sign, and Canal/Mt Vernon north west corner rear of Grand Terrace Sign
6	170404	7/1/2019	7/17/2019	Illegal Dumping	21600 Railroad Access Road	dumping of clothing, plywood, and tires
7	170406	7/1/2019	7/3/2019	Illegal Dumping	23043 De Berry Street	misc. plastic debris
8	170410	7/1/2019	7/30/2019	Pothole	Grand Terrace	Potholes on Michigan, Mt. Vernon and Van Buren
9	170619	7/2/2019	7/3/2019	Issue with Park/Facility Equipment	Grand Terrace	The handicap ramp at Palm needs to be cleaned and clear of debris and muck
10	170626	7/2/2019	7/3/2019	Storm Drain Issue	Brittan Way Grand Terrace	The Storm Drain on Brittan Way needs inside and outside cleaning.
11	170644	7/2/2019	7/30/2019	Graffiti	22491 De Berry Street	Graffiti on block wall off of DeBerry behind apartment complex
12	170646	7/2/2019	7/3/2019	Trash/Debris Clean up	22428 De Berry Street	trash on sidewalks and gutters on DeBerry between Mt Vernon and Reed Ave.
13	170762	7/2/2019	7/2/2019	Street Light Issue	Grand Terrace	Signal light flashing mode on Canal and Barton Road
14	170964	7/3/2019	7/3/2019	Issue with Park/Facility Equipment	Grand Terrace	Remove debris and clear drain on roof at Veterans Park
15	170966	7/3/2019	7/3/2019	Issue with Park/Facility Equipment	Grand Terrace	Reseal corners with Henry's
16	170984	7/3/2019	7/3/2019	Event Set-up/BreakDowns	Grand Terrace	Set up for Pool Workshop on 7/3/2019 by 5pm. One canopy, 1 table and 2 chairs by the fireworks booth.

17	171010	7/3/2019	7/3/2019	Illegal Dumping	Grand Terrace Road and Newport	Illegal dumping at Grand Terrace Road and Newport
18	171035	7/3/2019	7/17/2019	Street Sign issues	12620 Sandburg Way	signs changed from Sanburg to Pico and needs to be corrected
19	171037	7/3/2019	--	Overgrown Grass / Weeds	11750 Mount Vernon Avenue	tall weeds on the corner properties Mt Vernon & Pico
20	171107	7/4/2019	7/17/2019	Issue with Park/Facility Equipment		Sprinkler busted at the park on Raven Way
21	171358	7/5/2019	7/19/2019	Pothole	Grand Terrace	Pothole on LaCross Ave between Barton road and On-Ramp of 215 fwy, in front of 1st Certified Collision Center
22	171396	7/5/2019	7/17/2019	Issue with Park/Facility Equipment	Grand Terrace	Garbage disposal not working in the break room at City Hall
23	171422	7/5/2019	7/17/2019	Issue with Park/Facility Equipment	Grand Terrace	power wash chair and table at Veterans Park
24	171996	7/8/2019	7/22/2019	Overgrown Grass/Weeds	Grand Terrace	Grass, weeds, palm trees at GT sign coming up on the hill from Washington, below Honey Hill and Grand Terrace Road
25	172032	7/8/2019	--	Graffiti	Canal and Grand Terrace Road	Graffiti on SCE tower on Canal and Grand Terrace Road - contact SCE to clean up.
26	172265	7/9/2019	7/23/2019	Overgrown Grass/Weeds	Grand Terrace	strip of overgrown weeds on La Paix Street between Pascal and Reed
27	172330	7/9/2019	7/29/2019	Street Sign Issues	Grand Terrace	Street Sweeper signs needs to be replaced on 12400 Pascal Ave and Stonewood & De Berry
28	172332	7/9/2019	--	Overgrown Grass / Weeds	Barton Rd	Weed Abatement cleanup behind the wall at Stater Bros
29	172482	7/10/2019	7/17/2019	Tree Issues	Grand Terrace	Tree branch at Mt. Vernon & De Soto needs to be cut
30	172813	7/11/2019	--	Graffiti	22359 De Berry Street	Graffiti on block wall behind the apartment complex on DeBerry
31	172815	7/11/2019	--	Overgrown Grass / Weeds	12210 Reed Avenue	Overgrown weeds and trash along curbs and sidewalks @ La Paix & DeBerry
32	172860	7/11/2019	7/17/2019	Event Set-up/BreakDowns	Grand Terrace	7/11/2019 Parks and Rec Advisory Committee Meeting set up before 4pm
33	172899	7/11/2019	8/7/2019	Issue with Park/Facility Equipment	Grand Terrace	Banner is falling off at Freedom Park
34	172911	7/11/2019	--	Tree Issues	22710 La Paix St Grand Terrace	Tree branches dropping- half dead tree, need to be removed
35	172929	7/11/2019	7/17/2019	Trash/Debris Clean up	Palm Ave and Barton Road Grand Terrace	Street has broken glass at Palm Ave and Barton Road - at the end of the street

36	173042	7/12/2019	8/8/2019	Tree Issues	11767 Mt. Vernon	Large branch falling into the street
37	173045	7/12/2019	7/22/2019	Issue with Park/Facility Equipment	Grand Terrace	Remove the dead plants under the photos and replace them with the new plants I have placed down over there. need a wire cutter to remove the hangers from the new plants.
38	173113	7/12/2019	7/17/2019	Issue with Park/Facility Equipment	Grand Terrace	The Grand Terrace Senior Center Is out of the Tri-Fold paper towels for the restrooms.
39	173130	7/12/2019	7/12/2019	Pothole	Grand Terrace	clean and treat the manholes on Orangewood Court east of Observation- There was a report of roaches coming from the manhole- Contacted Colton Sewer
40	173152	7/12/2019	7/17/2019	Tree Issues	12464 Vivienda Ave	Broken Tree limb hanging within 10' of street, both garbage and street sweeper will continue to hit it at 12464 Vivienda Ave.
41	173177	7/12/2019	7/19/2019	Issue with Park/Facility Equipment	Grand Terrace	Fair Price Carpet representative, Nicole will meet at City Hall to measure the Annex Building for Carpet Quote on Wednesday, July 17th at 1:00 pm.
42	173262	7/13/2019	7/19/2019	Graffiti	23180 Palm Avenue	Graffiti on the pavement at the East end of Palm
43	173673	7/15/2019	--	Tree Issues	12600 Mount Vernon Avenue	There is a bush that blocks the view of oncoming traffic on the corner of 12600 Mount Vernon Ave. and Franklin St
44	173746	7/15/2019	7/17/2019	Issue with Park/Facility Equipment	Grand Terrace	Install letter "I" in Finance at City Hall
45	173765	7/15/2019	7/19/2019	Tree Issues	Fitness Park	Tree Removal and check grass at Fitness Park
46	173766	7/15/2019	--	Issue with Park/Facility Equipment	Grand Terrace	Fix light at gate and torn net at Fitness Park
47	173768	7/15/2019	7/22/2019	Overgrown Grass/Weeds	Grand Terrace	Request to cut bushes at Honey Hill so that the kiosk can be seen clearly
48	173771	7/15/2019	8/7/2019	Water Leak Issue	La Paix and Dos Rios	Green water from La Paix to Dos Rios, south side of the street has been running for few weeks
49	173889	7/16/2019	8/5/2019	Noise Complaint	De Soto St. Grand Terrace	Disruption from resident's construction work, loud noises before 7am each morning - location is 2 houses up from 22799 De Soto St on the right side
50	173901	7/16/2019	7/17/2019	Tree Issues	De Soto and Mt. Vernon	Broken branches at De Soto and Mt. Vernon

51	174038	7/16/2019	7/19/2019	Non Emergency Service Request	Veterans Freedom Park	Resident Letter distribution at the surrounding homes at Veterans Freedom Park for 7/20/19 Movie at the Park event.
52	174065	7/16/2019	7/17/2019	Non Emergency Service Request	22795 Barton Road	Maintenance supply distribution
53	174198	7/17/2019	7/22/2019	Event Set-up/BreakDowns	Grand Terrace	Movie at the Park event 7/20/19 - consultant that will be at the event - pre-movie activities. set up one of the EZ Ups with the City Seal, two tables and two chairs.
54	174226	7/17/2019	8/8/2019	Drainage Issues	Van Buren and Mt. Vernon	Clean ditch at Van Buren, west of Mt. Vernon, north side of Van Buren
55	174230	7/17/2019	8/8/2019	Trash/Debris Clean up	Pico St. and Mt. Vernon Grand Terrace	Pick up concrete debris at the pipe outlet on Pico Street and Mt. Vernon, north side of Pico and Install object marker at the end of the pipe
56	174282	7/17/2019	7/26/2019	Tree Issues	22225 Lark St	Pepper tree branches fell in the street. Owner would like to have them removed and is concerned that it would block the street sweeper.
57	174555	7/18/2019	8/7/2019	Tree Issues	22795 Barton Road	Tree Branch in City Hall parking lot near Bonita is dangling and there is a concern of it falling.
58	174557	7/18/2019	7/22/2019	Sidewalk Issue	Grand Terrace	Request to repaint red curb at 12029 Mt. Vernon Ave.
59	174558	7/18/2019	8/8/2019	Drainage Issues	Grand Terrace	Clean up slim near the drain on the street, starting at 22853 La Paix.
60	174576	7/18/2019	--	Issue with Park/Facility Equipment	Grand Terrace	Broken swing at the playground Rollins Park
61	174672	7/18/2019	--	Event Set-up/BreakDowns	Grand Terrace	Rollins Park Shelter A & B clean up prior to Saturday, 9/7/2019.
62	174674	7/18/2019	8/7/2019	Event Set-up/BreakDowns	Grand Terrace	Rollins Park Shelter C & D clean up prior to Sunday, 7/28/19
63	174678	7/18/2019	--	Overgrown Grass / Weeds	Barton Road	Clean up weeds at Barton, next to McDonalds, inside and along the fence at the empty lot
64	174803	7/19/2019	7/22/2019	Event Set-up/BreakDowns	Grand Terrace	Movies at the Park 7/20/19 setup prior to 6pm.
65	174805	7/19/2019	7/23/2019	Event Set-up/BreakDowns	Grand Terrace	Poster from 411 Printing)21935 Van Buren St # 22, Grand Terrace, CA) pick up for 7/20/19 Movies at the Park and installation.

66	174828	7/19/2019	8/7/2019	Event Set-up/BreakDowns	Grand Terrace	Community Room Set up for Womens Club Wednesday, August 7, 2019 - 4 tables and 14 chairs - Meeting STARTS at 8:30am.
67	174829	7/19/2019	--	Event Set-up/BreakDowns	Grand Terrace	Community Room set up for Wednesday, August 21st before 10am for the Womens Club- 6 tables, 6 chairs per table, head table with 3 chairs, podium (no mic), flags, 1 round table, table for caterer and table for check-in.
68	174831	7/19/2019	--	Event Set-up/BreakDowns	Grand Terrace	Community Room set up for Wednesday, September 18th before 10am for the Womens Club- 6 tables, 6 chairs per table, head table with 3 chairs, podium (no mic), flags, 1 round table, table for caterer and table for check-in
69	174832	7/19/2019	--	Event Set-up/BreakDowns	Grand Terrace	Community Room set up for Wednesday, October 16th before 10am for the Womens Club- 6 tables, 6 chairs per table, head table with 3 chairs, podium (no mic), flags, 1 round table, table for caterer and table for check-in
70	174835	7/19/2019	--	Event Set-up/BreakDowns	Grand Terrace	Community Room set up for Wednesday, November 20th before 10am for the Womens Club- 6 tables, 6 chairs per table, head table with 3 chairs, podium (no mic), flags, 1 round table, table for caterer and table for check-in
71	174837	7/19/2019	--	Event Set-up/BreakDowns	Grand Terrace	Community Room set up for Wednesday, December 18th, 2019 before 10am for the Womens Club- 6 tables, 6 chairs per table, head table with 3 chairs, podium (no mic), flags, 1 round table, table for caterer and table for check-in
72	174838	7/19/2019	--	Event Set-up/BreakDowns	Grand Terrace	Community Room Set up for Womens Club Wednesday, September 4, 2019 - 4 tables and 14 chairs - Meeting STARTS at 8:30am.
73	174839	7/19/2019	--	Event Set-up/BreakDowns	Grand Terrace	Community Room Set up for Womens Club Wednesday, October 2, 2019 - 4 tables and 14 chairs - Meeting STARTS at 8:30am.

74	174840	7/19/2019	--	Event Set-up/BreakDowns	Grand Terrace	Community Room Set up for Womens Club Wednesday, November 6, 2019 - 4 tables and 14 chairs - Meeting STARTS at 8:30am.
75	174841	7/19/2019	--	Event Set-up/BreakDowns	Grand Terrace	Community Room Set up for Womens Club Wednesday, December 4, 2019 - 4 tables and 14 chairs - Meeting STARTS at 8:30am.
76	174904	7/19/2019	--	Overgrown Grass/Weeds	Grand Terrace	Entrance sign South by City Limits to trim roses, cut grass and trim down all vegetation above sign
77	174906	7/19/2019	--	Overgrown Grass/Weeds	Grand Terrace	South/West Corner of Barton Road & Preston - cut down all weeds along perimeter of empty lot five feet from sidewalk
78	174909	7/19/2019	--	Overgrown Grass/Weeds	Grand Terrace	North / East Corner of Barton Rd & Preston - Cut down all weeds along perimeter up to north side Victoria of Preston, down to Grand Terrace Road Kiosk sign 5' back of sidewalk.
79	174914	7/19/2019	--	Overgrown Grass/Weeds	Grand Terrace	Cut down weeds from north side Barton Road from Grand Terrace Road to GT entrance side (City Limits) 3' feet back of curb, 5' is ideal but 3' is realistic
80	174919	7/19/2019	7/23/2019	Event Set-up/BreakDowns	Grand Terrace	Install signs at Dog Park
81	174921	7/19/2019	7/23/2019	Issue with Park/Facility Equipment	Grand Terrace	Install 2 valves at Canal
82	174923	7/19/2019	7/22/2019	Issue with Park/Facility Equipment	Grand Terrace	Replace I20s and pop ups at Canal
83	174925	7/19/2019	7/23/2019	Issue with Park/Facility Equipment	Grand Terrace	Dig out and remove / replace 2 valves at TJ Arsttyn Park
84	174926	7/19/2019	7/23/2019	Issue with Park/Facility Equipment	Grand Terrace	Fix brown irrigation pipe at triangle
85	174931	7/19/2019	8/7/2019	Event Set-up/BreakDowns	Grand Terrace	All City Flags are to be flown half staff on Saturday, July 27 from sunrise to sunset, please adjust to be half staff Friday and raise back up Sunday morning.
86	174945	7/19/2019	7/23/2019	Issue with Park/Facility Equipment	Grand Terrace	City Hall Mens restroom toilet needs to be cleaned and serviced.
87	175678	7/23/2019	7/23/2019	Issue with Park/Facility Equipment	Grand Terrace	Please temporarily fix (tape up) net at Fitness Park

88	175679	7/23/2019	7/23/2019	Non Emergency Service Request	22795 Barton Road	Vacuum Community Room at City Hall
89	175680	7/23/2019	8/7/2019	Event Set-up/BreakDowns	Grand Terrace	National Night Out on August 6, 2019 - need set up and break down, tables, chairs, EZ up at Stater Bros parking lot
90	175686	7/23/2019	8/7/2019	Non Emergency Service Request	21935 Van Buren	Banner pick up at 411 Printing - ready today, Tuesday, July 23, 2019
91	175687	7/23/2019	--	Overgrown Grass/Weeds	Grand Terrace	Dead bushes at City Hall to be removed - check on irrigation
92	175689	7/23/2019	--	Tree Issues	11750 Mt. Vernon Ave.	Tree removal at the Highland Apartments (11750 Mt. Vernon Ave.)
93	175695	7/23/2019	8/7/2019	Pothole	Grand Terrace	Pothole on Michigan N/B at chain link gate before Commerce
94	175719	7/23/2019	8/8/2019	Non Emergency Service Request	22795 Barton Road	Order/reserve saw from Sunbelt Rentals
95	175721	7/23/2019	8/7/2019	Sidewalk Issue	Grand Terrace	Fix sidewalk on Mt. Vernon and Pico, Barton and Canal with the saw rental
96	175734	7/23/2019	7/23/2019	Event Set-up/BreakDowns	Grand Terrace	Council Chamber clean up for 7/23/2019 meeting
97	175820	7/23/2019	7/30/2019	Event Set-up/BreakDowns	Grand Terrace	Movie at the Park August 3rd banner needs to be placed weeks before the event
98	175988	7/24/2019	--	Overgrown Grass / Weeds	22795 Grand Terrace	Drain clean up - weeds and grass at the City Hall parking lot
99	176379	7/25/2019	7/26/2019	Illegal Dumping	12500 Orielo	Debris, appliances (dishwasher, etc) on the right of way side walk of 12500 Orielo between Lark and Van Buren
100	176425	7/25/2019	8/8/2019	Tree Issues	12794 Darwin	Dry tree (Brazilian Peppertree), branches are breaking off and concerned on damaging. Request to trim to prevent heavy branch falling that may cause damages at 12794 Darwin Avenue
101	176540	7/26/2019	8/8/2019	Trash/Debris Clean up	Fitness Park	Trash overflowing at Fitness Park. Please complete this by today (Friday, 7/26/19)
102	176541	7/26/2019	8/8/2019	Issue with Park/Facility Equipment	Grand Terrace	Irrigation check at Fitness park. Please complete by today, Friday 7/26/19
103	176755	7/27/2019	--	Graffiti	22491 De Berry Street	Wall tagged on wall behind apartments along canal
104	177073	7/29/2019	8/7/2019	Event Set-up/BreakDowns	Grand Terrace	CERT Meeting 7/6/19 set up prior to 6:00 pm
105	177356	7/30/2019	7/31/2019	Pothole	Grand Terrace	Kevin from Riverside Highland Water reported sinkhole at the middle intersection of Mt. Vernon and Van Buren

106	177437	7/30/2019	8/7/2019	Event Set-up/BreakDowns	Grand Terrace	08-03-19 Movie at the Park setup and break down at Pico Park, 6-10pm event City Tent, table, chairs, first aid bags, cooler, ice, extension cords, trash boxes, signs
107	177690	7/31/2019	8/7/2019	Street Sign Issues	Grand Terrace	Remove No Overnight Parking" signs on De Berry immediately.
108	177704	7/31/2019	8/7/2019	Non Emergency Service Request	22795 Barton Road	4 No Digging signs at Fast Signs
109	177747	7/31/2019	8/7/2019	Event Set-up/BreakDowns	Grand Terrace	Clean Council Chambers, take out trash on August 1, 2019 for the Planning Commission Meeting
110	177758	7/31/2019	--	Pothole	Grand Terrace	Sinking hole on the street/pavement in front of 12344 Wisler Street, appeared within 10 days ago. Not really a pothole but a large sinking hole.
111	177790	7/31/2019	8/8/2019	Overgrown Grass/Weeds	Grand Terrace	weeds along Mount Vernon Slope - concerned that weeds are tall and need to be addressed and located north of GT road, On the west side of Mt. Vernon.
112	177810	7/31/2019	8/7/2019	Graffiti	Westwood Ave.	Graffiti at the end of Westwood
113	177813	7/31/2019	8/7/2019	Graffiti	Palm Ave	Graffiti at the top of Palm Ave by Blue Mountain
114	177814	7/31/2019	8/7/2019	Graffiti	Honey Hill	Graffiti at Honey Hill neighborhood
115	177815	7/31/2019	8/7/2019	Graffiti	Westbound Ave	Graffiti at the gate open on Westbound Ave. by blue mountain trailhead and rocks on hill on Barton Rd

Park Shelter Reservations in July 2019

Park	Shelter	Date Reserved
Richard Rollins	Shelters C & D	July 6
Richard Rollins	Shelter C & D	July 28
Pico Park	Movies at the Park	July 20
Pico Park	Shelter Area	July 27

Community Room Reservations July 2019

Group	Date Reserved	Time
Citrus Belt Quilters	2 nd Saturday	9am
Friends of the Library	3 rd Monday	5pm
SBCo Community Development & Housing Consolidated Plan	July 10	10am
Library Event	Tuesdays & Thursdays	10am

Overeaters Anonymous	Saturdays	10am
Inland Empire Quilt Group	1 st Saturday	1pm
CERT Meeting	1 st Tuesday	6pm
Parks & Rec	2 nd Thursday	4pm
J. Smith Farewell Celebration	July 5	11:30am

Signal Light Maintenance

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

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

Park Maintenance

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

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	512.77 Residential
Clean Up												
Multi-Family	135.24	6.42		11.75							153.41	153.41 Multi-Family
Commercial	152.50	2.09			0.22		0.84			0.06	155.71	
School	53.22	4.04									57.26	212.97 Commercial
Roll off	72.62							24.00	75.56		172.18	172.18 Roll off
Grand Total	669.17	75.19	0.22	203.97	0.22	2.10	0.84	24.00	75.56	0.06	1051.33	

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 Jul. 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	\$47,830.00
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	\$9,000.00	\$9,000.00
West Coast Arborist	5 Year Tree Maintenance Program	\$38,560.40 (\$192,802: 5-yr term)	\$38,560.40 (\$192,802: 5-yr
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.)
	TOTAL PUBLIC WORKS CONTRACT VALUE FOR FY 2018-19:	\$882,942.00	\$876,067.00 balance

FY 2019-20 Capital Improvement Project Contracts

Contractor Name	Service	Contract Amount	Contract Balance
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Evan Brooks Associates	Preliminary Engineering for HSIP – Mt. Vernon Safety Improvement	\$36,300.00	\$4,643.00
	TOTAL CIP PROJECT CONTRACT VALUE FOR FY 2019-20	\$1,425,302.15	\$111,357.94

Bids:

- N/A

Major Reports:

- California Air Resources Board (CARB) Responsible Official Affirmation of Reporting (ROAR) Final Submission
- Delinquent Refuse and Sewer Accounts Special Assessment 1st 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: Progress Reports for Fiscal Year

Project Management:

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

Major Meetings / Events:

- Cal Recycle Annual Conference Call

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Sheriff's Contract

- Law Enforcement Services



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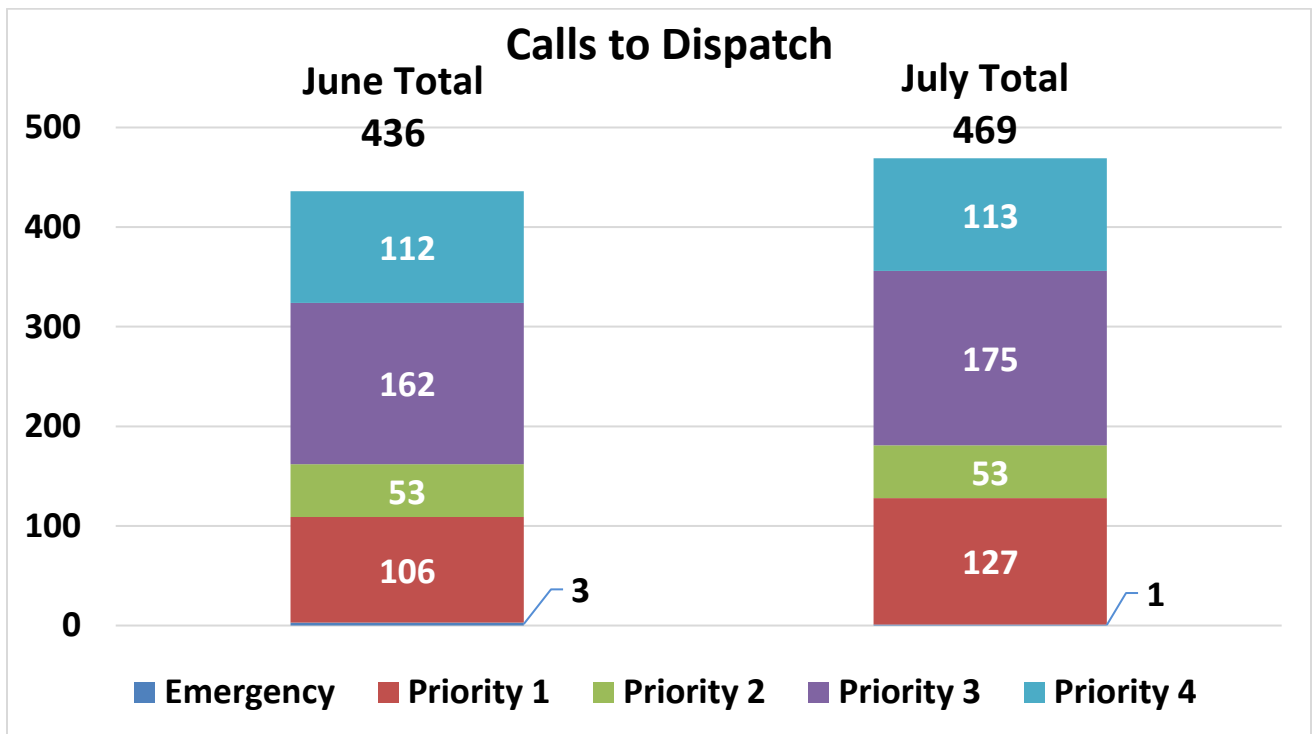


San Bernardino County Sheriff's Department



Services	June 2019	July 2019
Officer Contact and Calls	1,122	1,533

Calls to Dispatch	June 2019	July 2019
Emergency	3	1
Priority 1	106	127
Priority 2	53	53
Priority 3	162	175
Priority 4	112	113
Totals	436	469



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:

<u>Week of:</u>	<u>Jul 1</u>	<u>Jul 8</u>	<u>Jul 15</u>	<u>Jul 22</u>	<u>Jul 29</u>	<u>Total Hours:</u>
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San Bernardino County Fire





City of Grand Terrace
Fire Department Incidents
07/01/19 – 07/31/19

Call Type	Number of Calls
Carbon Monoxide Alarm	2
Commercial Alarm	1
Fire – Commercial Building	1
Fire – Vegetation	2
Fire – Vehicle on the Freeway	1
Medical Aid	91
Outside Electrical Incident	1
Outside Investigation	1
Public Service	1
Residential Alarm	5
Traffic Collision with Injuries – Freeway	2
Traffic Collision Unknown Injuries – Freeway	2
Total Calls	110

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