



MONTHLY REPORT

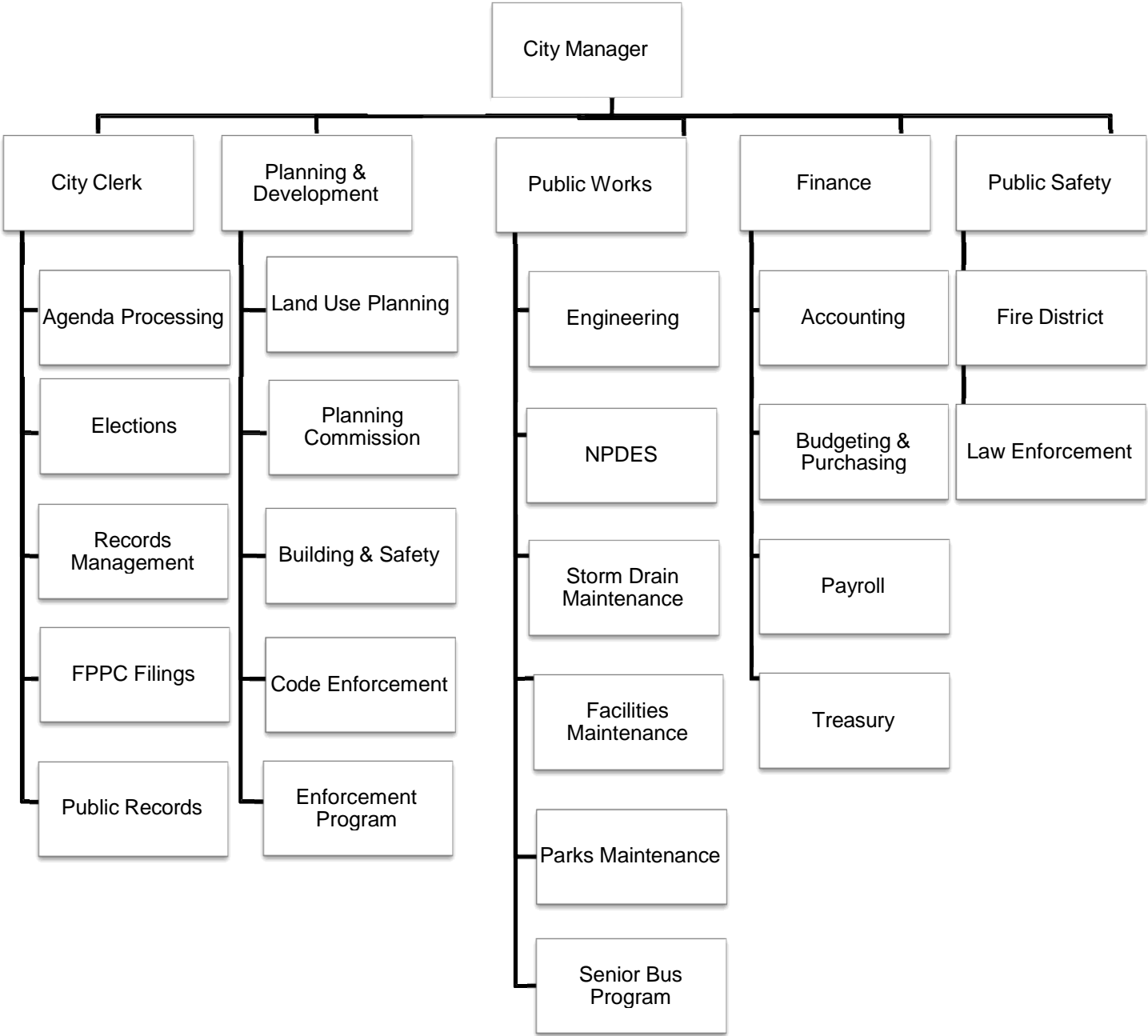
September 2019

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

DATE: October 7, 2019

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

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

SUBJECT: SEPTEMBER 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 September 2019 is two (2), spending a total of twenty-five (25) hours preparing the agenda packet together with delivery and producing 477 pages.

AGENDA PROCESSING/POSTING			
MONTH	Regular Meeting	Special Meeting	Totals
April	2	0	2
May	2	0	2
June	2	2	4
July	2	0	2
August	2	1	3
September	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 September 2019 is two (2).

RESOLUTIONS AND ORDINANCES PROCESSED			
	RESOLUTIONS	ORDINANCES	MONTHLY TOTALS
April	3	2	5
May	2	1	3
June	6	0	6
July	6	0	6
August	2	0	2
September	4	0	4
Total Processed	23	3	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 September 2019, one (1) Certificate of Acknowledgment, one (1) In Memoriam and thirty-six (36) Certificates of Participation were prepared on behalf of the City Council.

Month	Certificate of Acknowledgment w/Pin	Certificate of Recognition w/Pin	Commendation w/Pin	In Memoriam Adjournments	Certificate of Participation	Proclamation	Total
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
September	1	0	0	1	36	0	38
Total	7	80	1	6	36	2	132

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 September 2019, Council approved one (1) agreements.

CONTRACTS & AGREEMENTS PROCESSED	
April	3
May	6
June	5
July	0
August	5
September	1
Total	20

RECORDS REQUESTS

The City Clerk's office received twelve (12) Requests for Copies of Public Records for the month of September 2019. All twelve (12) 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 123 pages with two (2) 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
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
August	21	18	3	89	5
September	12	12	0	123	2
Total Requests	89	75	14	1,385	18

CUSTOMER SERVICE – TELEPHONE CALLS

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

For the month of September 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.

TELEPHONE CUSTOMER SERVICE	
April	306
May	434
June	432
July	552
August	413
September	426
Total Calls	2,563

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
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
August	1.00	0	.50	0	0	1.50
September	1.00	1.00	.50	1.00	0	3.50
TOTAL # HOURS	5.00	2.50	3.00	3.00	8.00	21.50

COMMITTEES/COMMISSIONS

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

COMMITTEES/COMMISSIONS			
	# OF MEMBERS	# OF ALTERNATES	# OF VACANCIES
Historical & Cultural Activities Committee	8	0	1
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.

Began uploading various materials to the Intranet i.e. GT City Directory and Legislative Representatives. Will continue to identify additional information for upload.

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.

Updated phone tree with hours of operation recording, holiday closure recording and after hours and emergency recording. Will purchase headsets for those personnel whose responsibility is to answer the telephones.

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***

This priority project was completed on September 12, 2019.

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.

Purchase was made of Outdoor Message Board. Upon receipt, maintenance will install on the west side of the building.

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.

This priority project was completed on September 4, 2019.

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.

Began compiling step-by-step instructions for Office Specialist duties and responsibilities.

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"

Reached out to approximately 60 churches throughout Colton, San Bernardino and Loma Linda to obtain commitments and add to the City's Invocation list.

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.

No update at this time.

City Manager's Office

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

DATE: October 17, 2019

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

FROM: Cynthia A. Fortune, Assistant City Manager

SUBJECT: **September-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	0	1			
Recruitments in Progress	4	0	1			
Recruitments Pending	0	0	0			
Applications Processed	4	0	0			
New Hires Processed	2	2	0			
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	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	0			
ADP Change Transactions	1	4	0			
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.

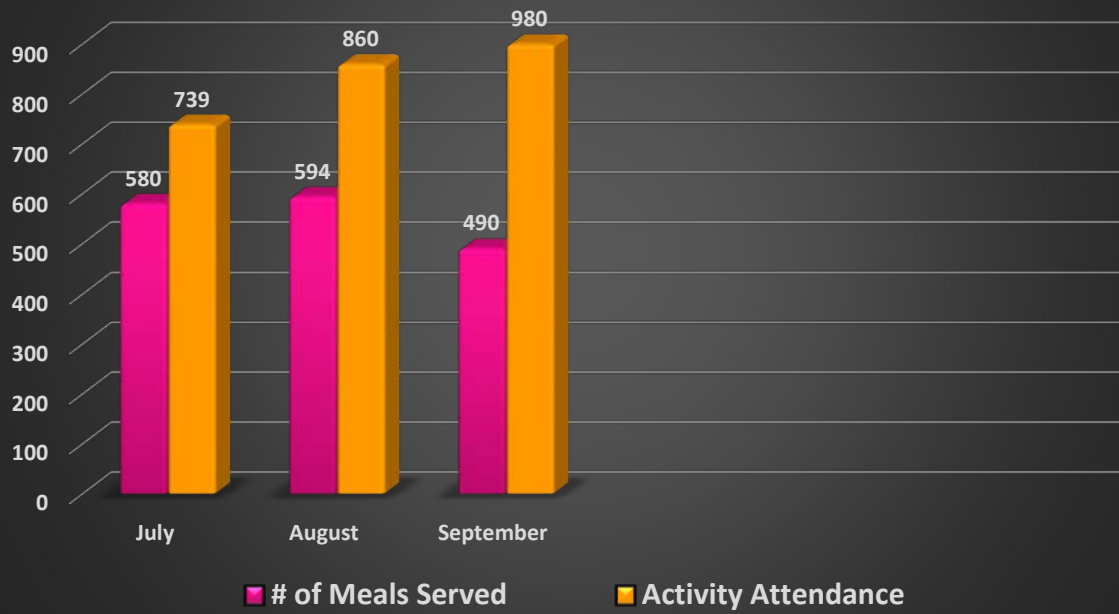
Seniors are treated respectfully and with dignity. Senior of all economic circumstances are served.

TABLE 1
Senior Center Activities

Description	Jul-2019	Aug-2019	Sept-2019	Oct-2019	Nov-2019	Dec-2019
Nutrition Program (# of meals served)	580	594	490			
Arts and Crafts Classes	26	31	36			
Bingo	41	45	54			
Bridge	27	32	32			
Bunco	27	33	72			
Coffee with Megan	71	57	39			
Exercise Classes	79	108	114			
Garden Club	10	7	10			
Morning Glories (quilting)	23	26	26			
Movies with Solomon	0	0	0			
Paint Classes	8	10	10			
Card Game Night (Wednesday)	15	22	70			
Zumba	46	0	45			
Kings Corner	49	61	70			
Cribbage	11	17	18			
Cell Phone Class	7	8	12			
<u>SPECIAL EVENTS</u>						
Monthly Birthday Celebration	26	31	25			
Entertainment (2nd Fri. each mo.)	25	24	15			
Volunteer Meeting	16	0	26			
Hydration Station	42	32	0			
Bus Pass Distribution	32	0	35			
4th of July Party / Sept Pizza Party	41	-	49			
Health Screening	26	24	20			
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>						

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



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

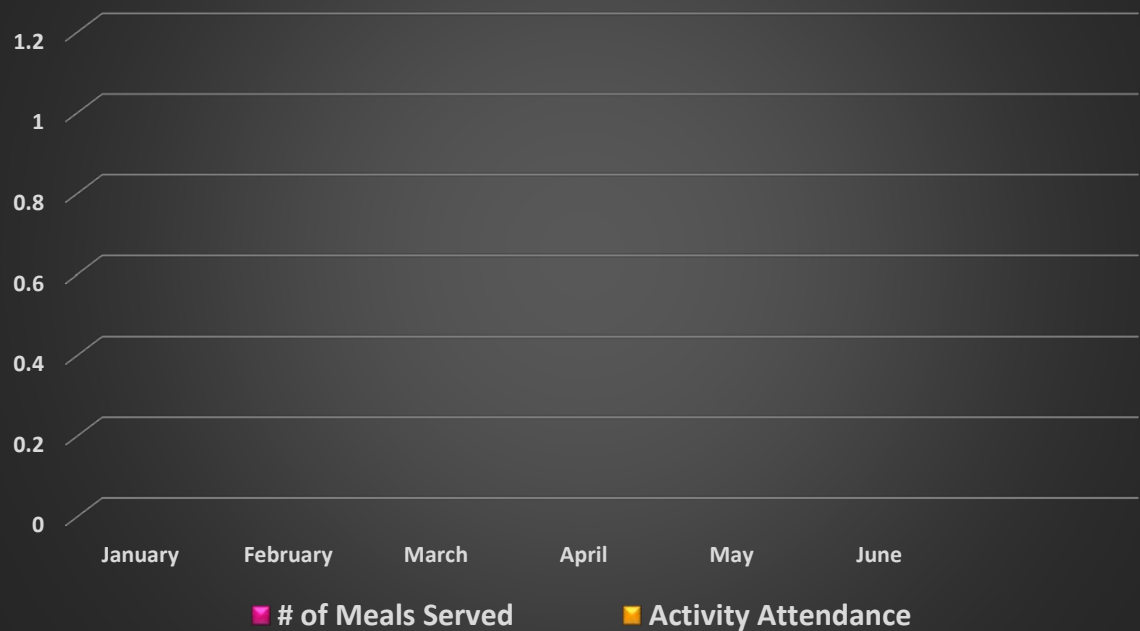


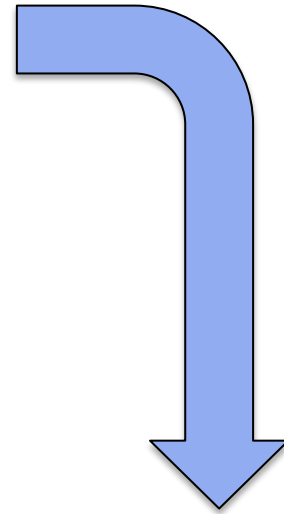
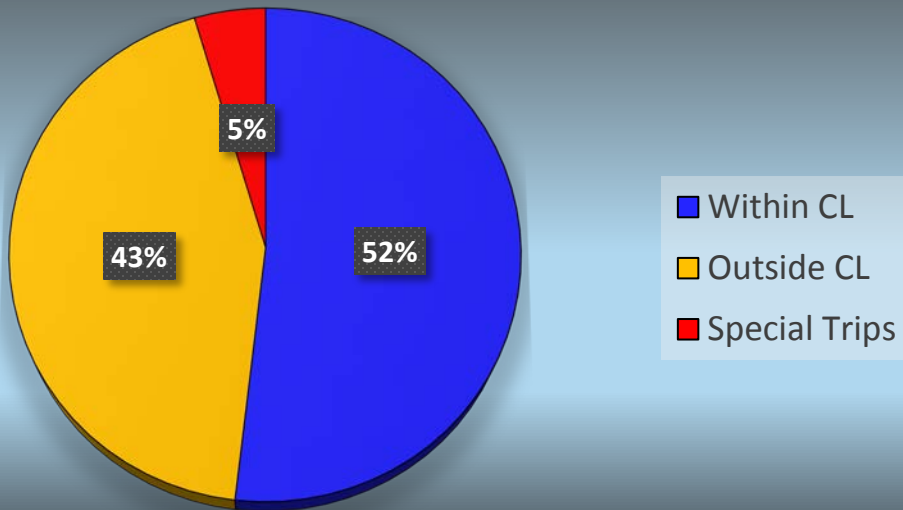
TABLE 2
Senior Center Blue Mountain Silver Liner
of Passengers

Description	Jul-2019	Aug-2019	Sept-2019	Oct-2019	Nov-2019	Dec-2019
Within City Limits (Senior Center, Stater Brothers, Library)	188	222	87			
Outside City Limits (Walmart, 99cent store, Ross)	149	159	60			
Special Events/Trips	20	20	0			
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						

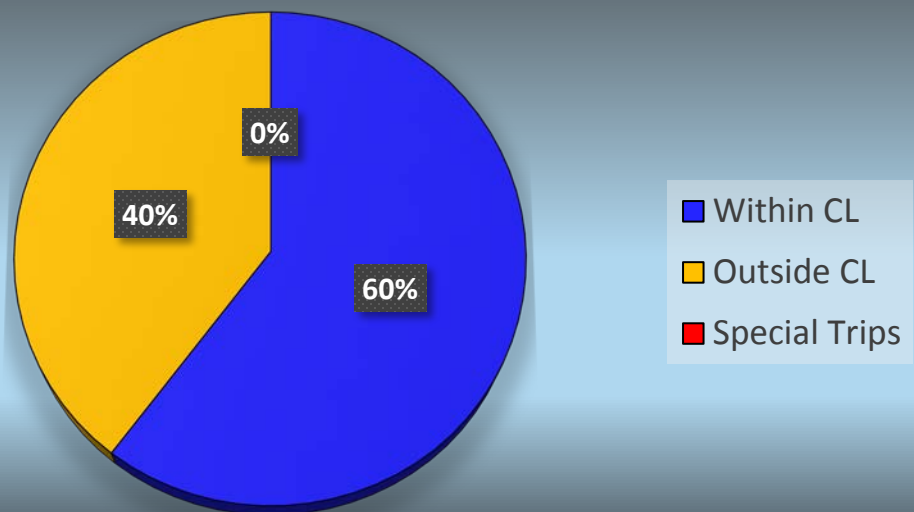
TABLE 3
of Rides

Description	Jul-2019	Aug-2019	Sept-2019	Oct-2019	Nov-2019	Dec-2019
Within City Limits (Senior Center, Stater Brothers, Library)	363	448	207			
Outside City Limits (Walmart, 99cent store, Ross)	310	376	136			
Special Events/Trips	40	40	0			
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						

August 2019 Rides



September 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.

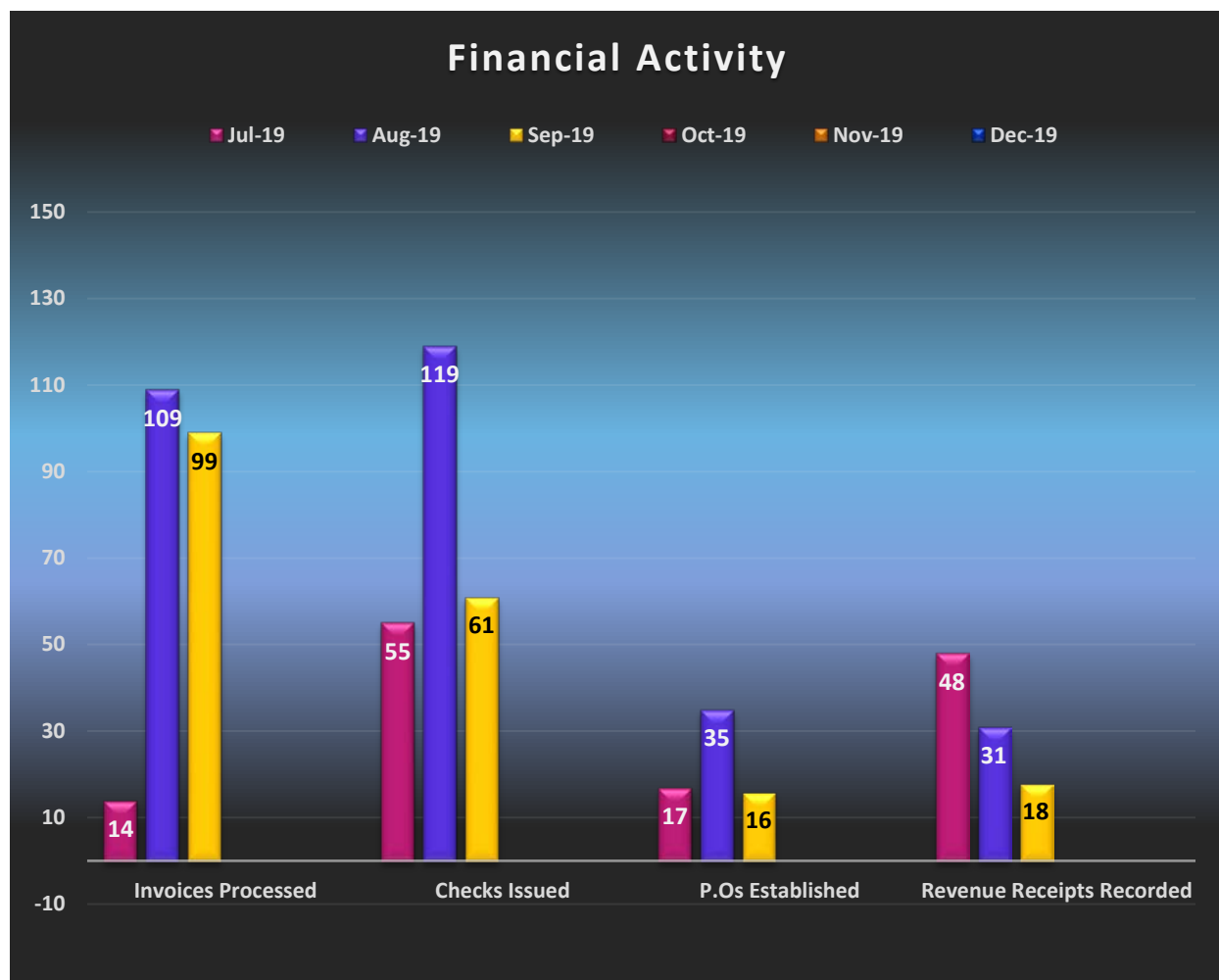
CORE SERVICES

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	99			
Checks Issued	55	119	61			
Purchase Orders Established	17	35	16			
Revenue Receipts Recorded	48	31	18			
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. 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.

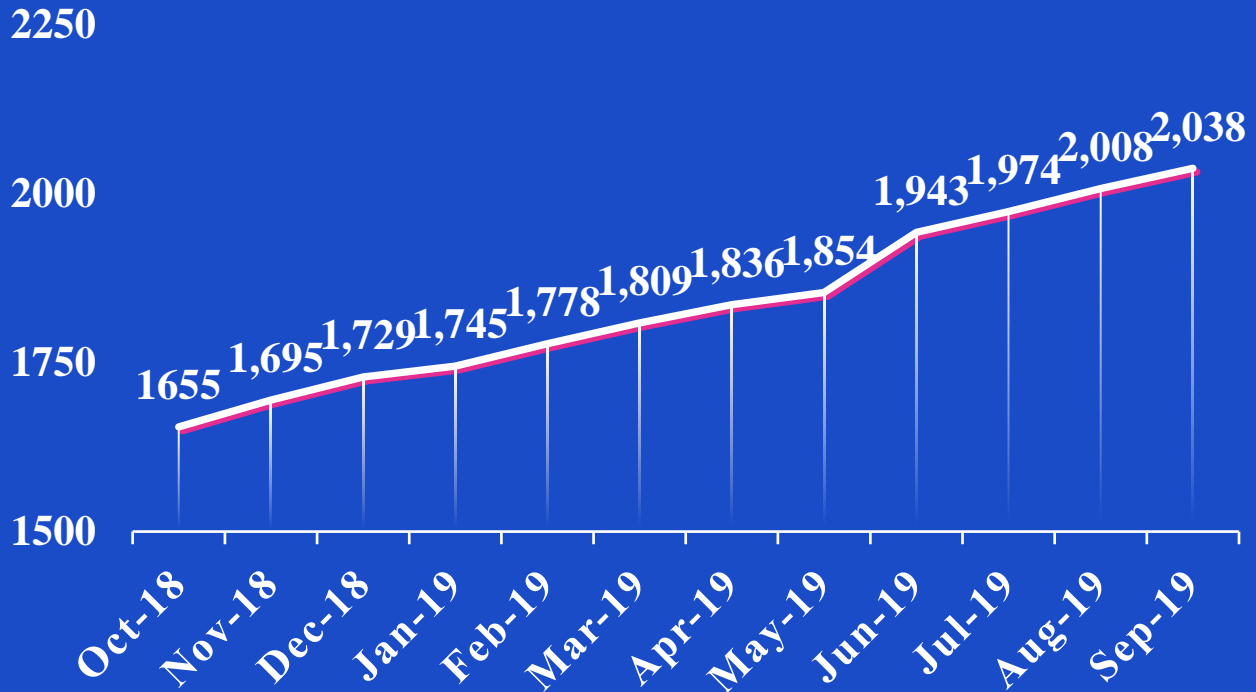
Table 1

2019-2020 City Communications Data:						
Channel 3:	Jul	Aug	Sep	Oct	Nov	Dec
City Council Meeting Replays	62	62	60			
Activities/Items Added to Slideshow	0	4	7			
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	9			
Number of Subscribers	678	679	682			
Change in Subscribers	0	1	3			
Number of E-newsletters Opened*	No Data	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.

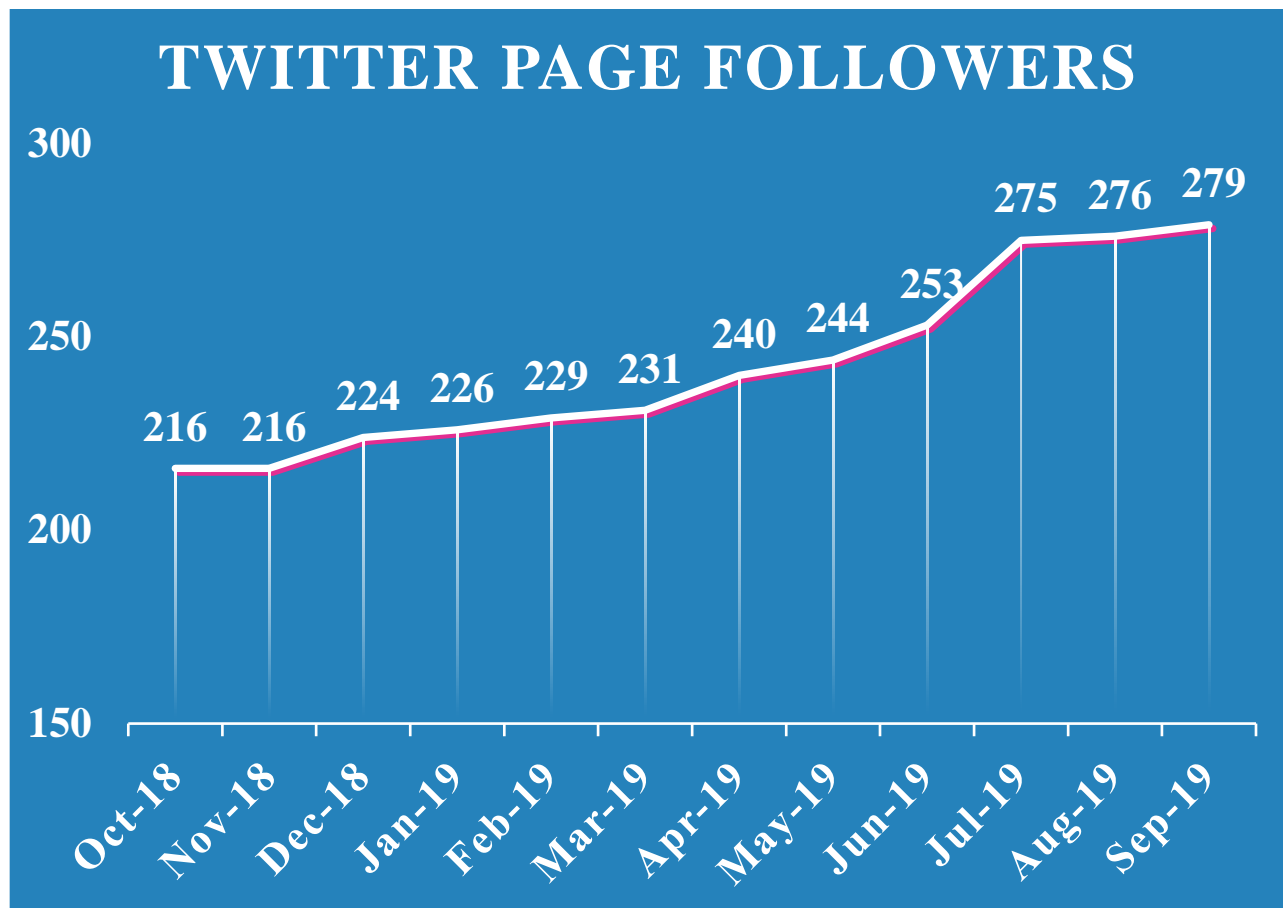
FACEBOOK PAGE FOLLOWERS



Facebook	Jul	Aug	Sep	Oct	Nov	Dec
Posts	22	51	50			
Total Reach	10,818	37,924	25,855			
Total Engagement	1,375	7,872	1,856			
Page Followers	1,974	2,008	2,038			
New Page Followers	14	34	30			
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	16.20%
5) Hesperia	14.86%

Grand Terrace has moved back to the 4th most popular City Facebook Page in San Bernardino County (by percentage of Population)



Twitter	Jul	Aug	Sep	Oct	Nov	Dec
Tweets	4	44	42			
Impressions	3,201	11,252	8,840			
Followers	275	276	279			
New Followers	22	1	3			
Twitter	Jan	Feb	Mar	Apr	May	Jun
Tweets						
Impressions						
Followers						
New Followers						

YouTube	Jul	Aug	Sep	Oct	Nov	Dec
Video Uploads	0	6	2			
Video Views	0	58	27			
Subscribers	135	137	139			
Change in Subscribers	0	2	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	0			
Articles	0	0	0			
1/2-Page Ad	0	0	0			
1/4-Page Ad	0	1	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	1	0	1			
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	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.

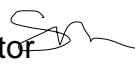
*** Impressions refers to the number of times a tweet has been seen.

Planning & Development

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

DATE: October 16, 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: **SEPTEMBER 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: 43

Planning Phone Calls Received: 72

Planning E-mails Received/Answered: 269

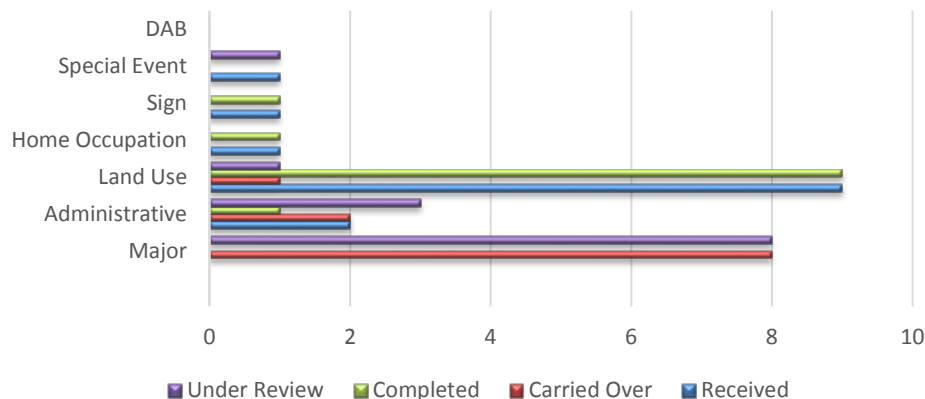
Application Summary

The Planning Division received 14 new applications in September and carried over 11 from the previous month. Action was taken on 13 of them. Minor applications such as a new business, patio cover, or small room additions are handled as a Land Use application and typically processed within 2-3 days. Larger additions over 500 square feet or second dwelling units are handled administratively by staff with noticing, and those projects that are either new development or exceed the Director's administrative authority are handled as Major Permits and are reviewed by the Planning Commission. Home occupation permits are for home based business, such as consulting, housekeeping, and small craft businesses.

Application Summary for September 2019

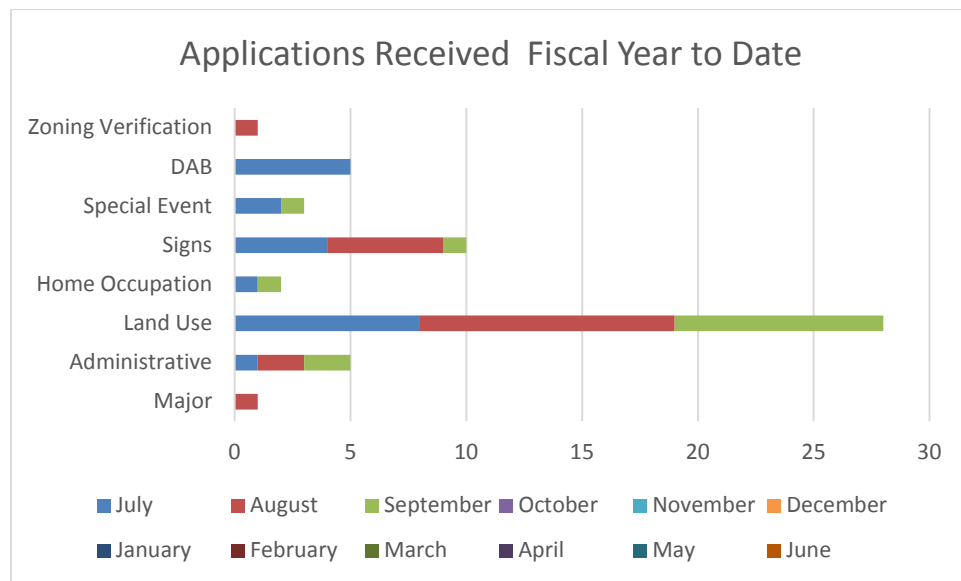
Applications	Number Received	Carried Over	Completed	Under Review
Major	0	8	0	8
Administrative	2	2	2	2
Land Use	9	1	9	1
Home Occupation	1	0	1	0
Sign	1	0	1	0
Special Event	1	0	0	1
DAB	0	0	0	0
Total	14	11	13	12

Applications Received and Carried Over in September 2019



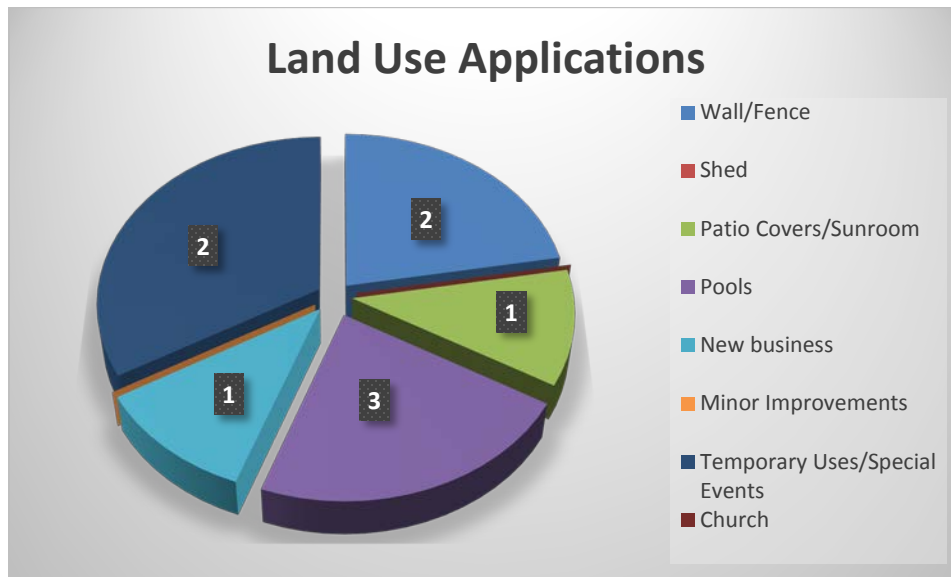
Applications Received, Approved and/or Under Review

Fiscal year to date the Planning Division has received 55 applications for review, 12 applications remained under review. A comprehensive list of the applications and their status is at the end of the Planning Division's report.



A new business was approved in September establishing an office for online sales of bicycle parts and accessories, "Cycle DNA."

Overall Land Use applications are the most predominant application that the Planning Division processes. Nine Land Use applications were received in September. The table below shows the types of activities that were received with the eleven Land Use applications received in September 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 Second Plan Check 3/13/2019 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.

No DAB meetings were held during the month of September.

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.

Two Planning Commission meetings were held in the month of September and the following actions occurred:

September 5, 2019:

- Conditional Use Permit 18-03 and Environmental 18-07 - a proposal to establish a commercial farming and agricultural uses and an ancillary residence at 21712 Vivienda Avenue. The Planning Commission made a motion to continue the item to the meeting of October 3, 2019.
- The Planning Commission made a motion recommending 24-hour services be subject to an Administrative Conditional Use Permit and directed Staff to forward the recommendation of the City Council.

September 19, 2019:

- The Planning Commission made a motion recommending to the City Council adoption of Zoning code Amendment 19-01 to amend Title 17 (Subdivisions) and Title 18 (Zoning) of the Municipal Code to establish minimum public hearing notification requirements on certain development related projects.

Grants

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

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

Grant	Status	Grant Amount
Blue Mountain Trailhead and Trail Grant	Submitted on October 1, 2017. Site visit completed in November 2017. Awarded. Community workshop held on 4/11/2019.	\$212,500 (Estimated Project cost \$520,000)
Specified Grant - Blue Mountain Trailhead and Trail Grant	Non Competitive. Staff met with State Representatives and on August 15, 2019.	\$1.2 Million
Prop 68 Statewide Park Program	Submitted on August 2, 2019.	\$6 Million

Housing Successor Agency

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

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

The Housing Successor Agency holds the following interests:

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

Community Emergency Response Team

The Regular CERT Volunteer meeting was held on September 3, 2019. The agenda items included, coordinating 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	Incompleteness Letter Issued on 9/19/2019
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 9/5/2019 the item was continued
9/17/2017	CUP 17-08 E 17-07	National Logistics Team	Recycling Pallets	21496 Main Street	Incomplete on 10/18/2017 & 2/27/2018. Initial Study being prepared

Administrative Applications

Date Submitted	Case No.	Applicant	Description	Location	Status
9/20/2019	ZV 19-03	Tonian Simonelli	Storage Facility	21999 Van Buren	In Review
9/9/2019	ASA 19-06	Aegis Builders	Stockpile	12667 Michigan Street	In Review
8/27/2019	ZV 19-02	Scott Gray	Multifamily Residential Use	12420 Mt. Vernon	Approved
8/20/2019	ASA 19-09 E 19-10	Proficiency Capital Inc	Miracle Grow Distribution	21506 Main Street	Approved

Land Use Review

Date Submitted	Case No.	Applicant	Description	Location	Status
9/25/2019	LU 19-75	Roy Nix	Temp POD	22831 Minona Drive	Approved
9/24/2019	LU 19-74	Yemil Colorado	Aluminum Patio	12023 Preston Street	Approved
9/19/2019	LU 19-73	Marvin Flores	Pool	23040 Wren Street	Approved
9/19/2019	LU 19-72	Smitty's Pool Construction	Pool and Spa	12805 Fremontia Avenue	Approved
9/12/2019	LU 19-71	Joe Vansteenbergen	Retaining Wall	12125 Dos Rios	Approved
9/9/2019	LU 19-70	Mike Auld	Temp Special Event	12745 Oriole Avenue	Denied
8/30/2019	LU 19-69	Margie Miller	Temp Special Event	22797 Barton Road	Approved
9/3/2019	LU 19-68	Jordan Surber	Office Space	12210 Michigan Street, Suite 15	Approved
9/3/2019	LU 19-67	Eric Medina	10 x 10 Shed and Wood Fencing	22755 Raven Way	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
9/18/2019	HOP 19-08	Tracy Ann	On-line Healthcare Assistance	11827 Greenbrier Lane	Approved

Sign Permit

Date Submitted	Case No.	Applicant	Description	Location	Status
9/4/2019	TEMP SGN 19-20	RE/MAX	Real Estate	618 N. Dimond Bar	Approved

Special Event Permit

Date Submitted	Case No.	Applicant	Description	Location	Status
9/6/2019	SE 19-06	Don Larkin	Veterans Day	22421 Barton Road	In Review

BUILDING AND SAFETY DIVISION

Building and Safety and Planning Core Services

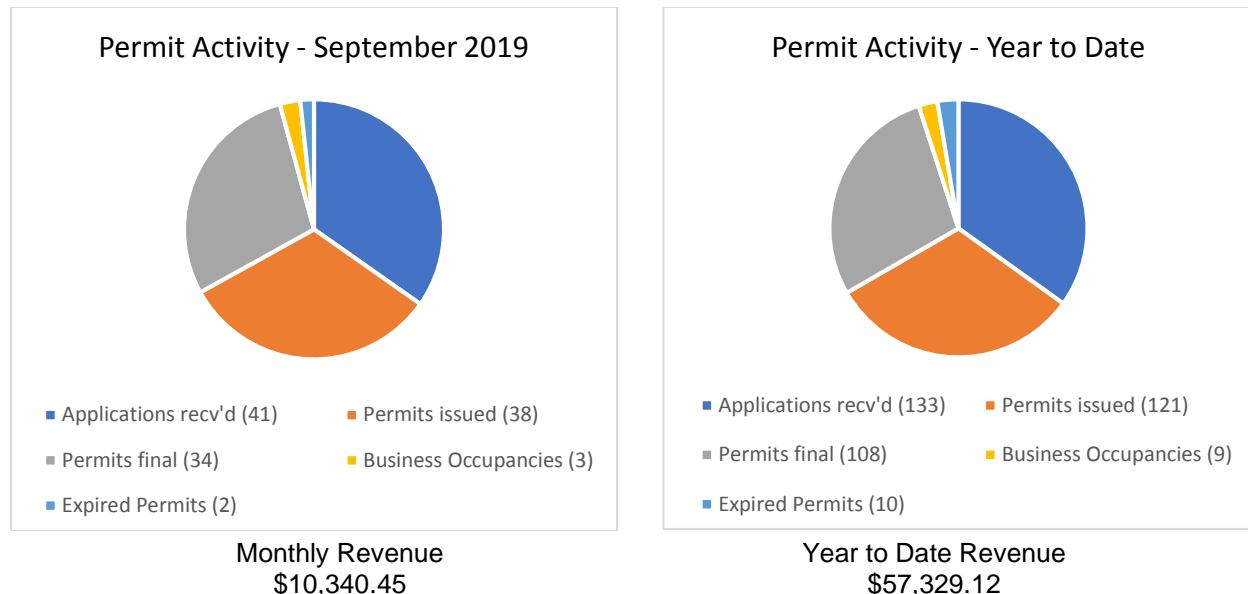
- Permit New Businesses
- Permit Alterations to Existing Uses
- Zoning Code & General Plan Administration
- RDA Dissolution
- Planning Commission
- Building Permit Issuance
- Building Plans Review & Inspections

The Building and Safety Division is budgeted for one full time Permit Technician and one full time Building Official/Code Compliance Manager. Building Official position is currently being filled through a contract with Interwest Consulting Group. These two positions constitute up to 200 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

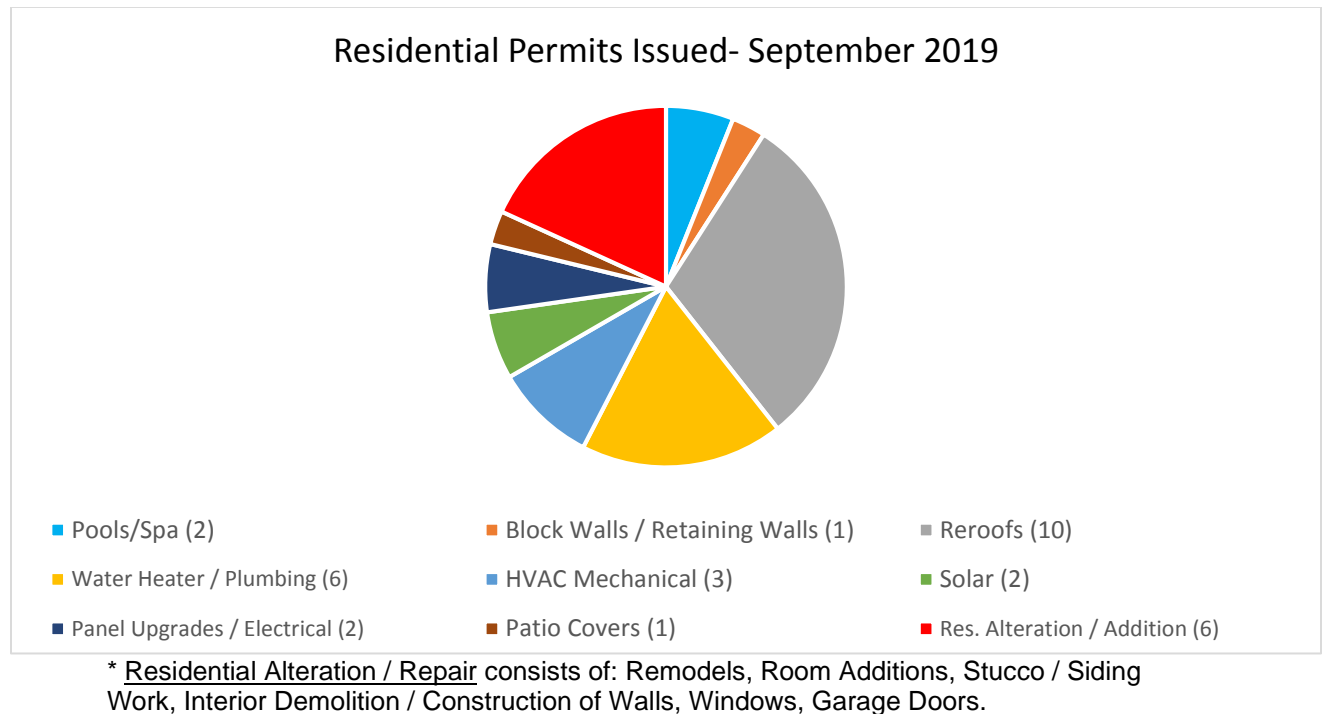
Building Permit Activity includes 38 permits issued in September. Year to date a total of 121 permits have been issued with a total revenue of \$57,329.12. In addition, a total number of 70 customers were assisted at the Building & Safety counter for the month of August.



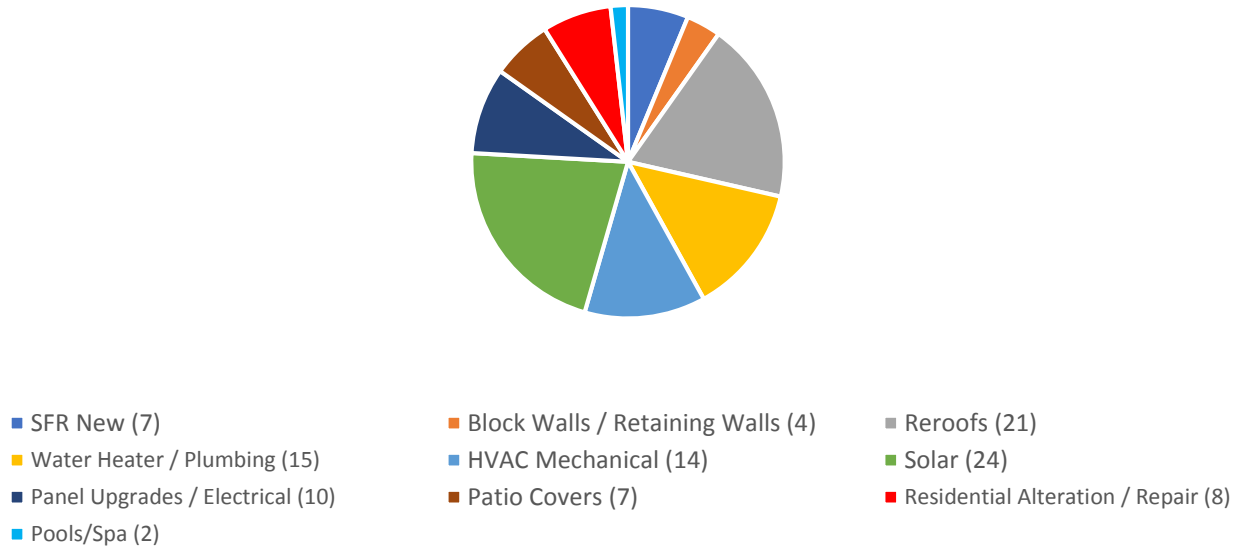
Permits Issued

Permits issued in September include HVAC mechanical replacements, block walls, electrical panel upgrades, patio covers, reroofs, plumbing, commercial tenant improvements, pools, and PV solar systems.

Most of the permits issued were for residential improvements. Commercial permits included a tenant improvement for single front entry conversion for Stater Bros, light fixture replacement at Bank of America, and a new furniture store. The charts below show issued permits issued for the month and year to date for both residential and commercial properties.

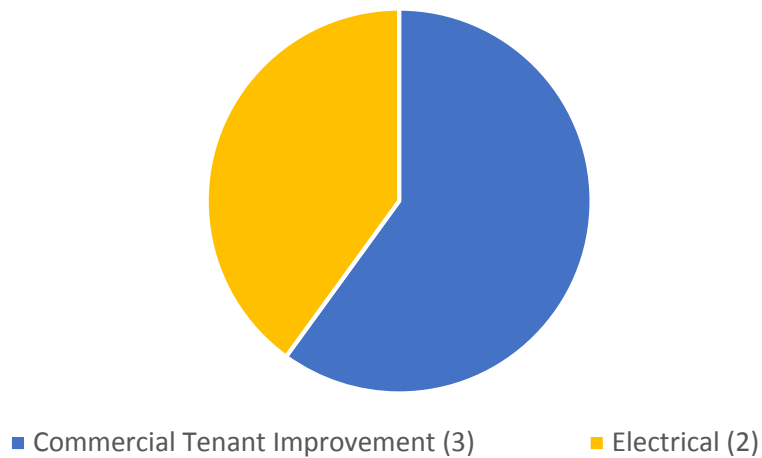


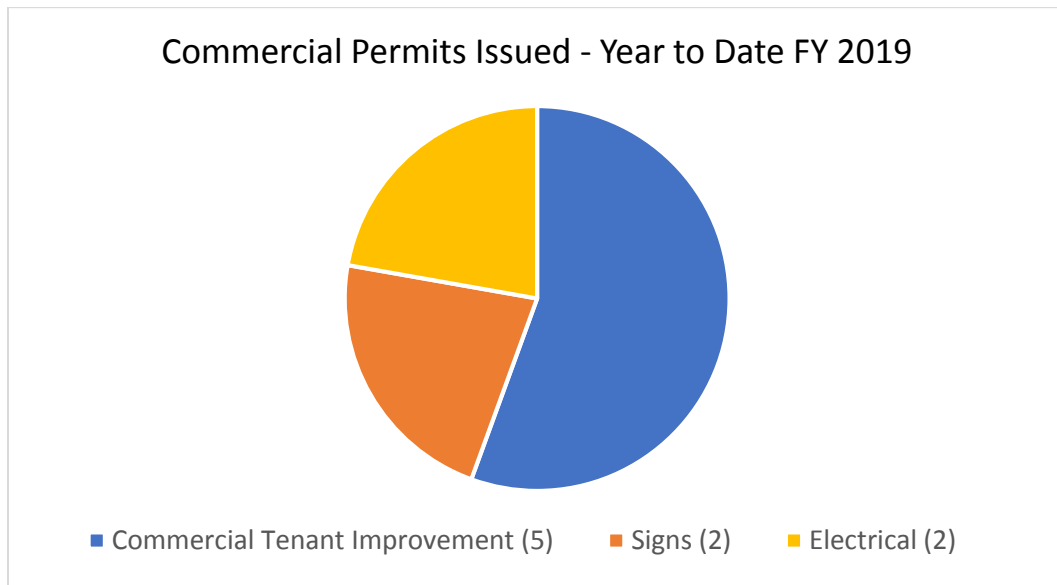
Residential Permits Issued- Year to Date FY 2019



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

Commercial Permits Issued - September 2019





Expired Permits

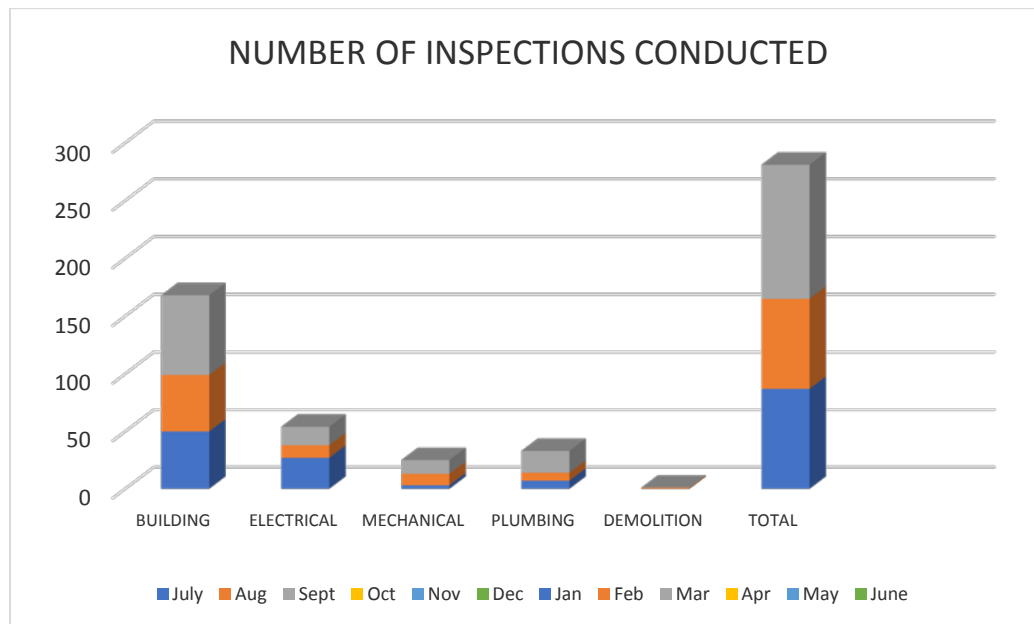
The Building and Safety Division has embarked on a program to address expired permits, beginning with the most recent expirations. Between January 2017 to June 2019 there are a total of 133 expired permits. Permits expire for various reasons, but typically due to project abandonment, failure to obtain 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 September, 25 notices were sent out to address permits that expired between July and December of 2017. 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 116 inspections were conducted in August, with 38 of them being final inspections.



Major Projects Under Construction

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

Other ongoing projects also include 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
Aegis Builders, Inc.	12382 – 12485 Tesoro Ct. New 17 SFR Aegis Project	Electric/Gas Meters Inspected & Released
Southern California Edison	12700 Taylor St. On-site grading, new fence and gate with retaining wall for SCE Highgrove Substation	Asphalt / Compaction Inspected
I-215 Interchange Project	Reconstruction of I-215 and Barton Road Interchange	Under Construction
Tim Boyes, Vista Grande Way	Parcel Map 16945 – Street Improvement Project & Rough Grading (Vista Grande Way)	Grading pre-construction meeting held in June 2019.
Crestwood Communities	Tract 18071 – Rough grading and construction of 17 single family residences w/ new block walls	Under Construction – Storm drain, block wall footing, and roof sheathing/shear inspected

Project	Description/Location	Status
Jacob Farsakh – 23315 Palm Ave.	23315 Palm Ave. – (N) Single Family Residence	Under Construction – Electrical/Gas release 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 and site improvements	Under Construction
Robert Resheske – 12133 Rosedale Ave.	Reconstruction of fire damaged residence & detached accessory structure – 12133 Rosedale Ave.	Under Construction – Rough electrical, plumbing, mechanical inspected
Richard Helmuth – 12210 Michigan St. Suite A	12210 Michigan St. Suite A – Tenant improvement for Sophia's Nail Salon	Under Construction – Drywall inspected

Plan Checking Activity

For September 2019, a total number of seven plans were submitted for review and re-submittal. Plans submitted include precise grading for a new single-family residence, PV solar plans, block wall, swimming pools, and a tenant improvement for Stater Bros.

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
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
Stater Bros, Tenant Improvement	22201 Barton Rd. – Increase existing beer cooler & convert door into single front entry	In Plan Check – Plans resubmitted for review
Anel Aguayo – 12040 La Cadena Dr.	12040 La Cadena Dr. – Precise grading & new single-family residence	In Plan Check – Plans in 2 nd review

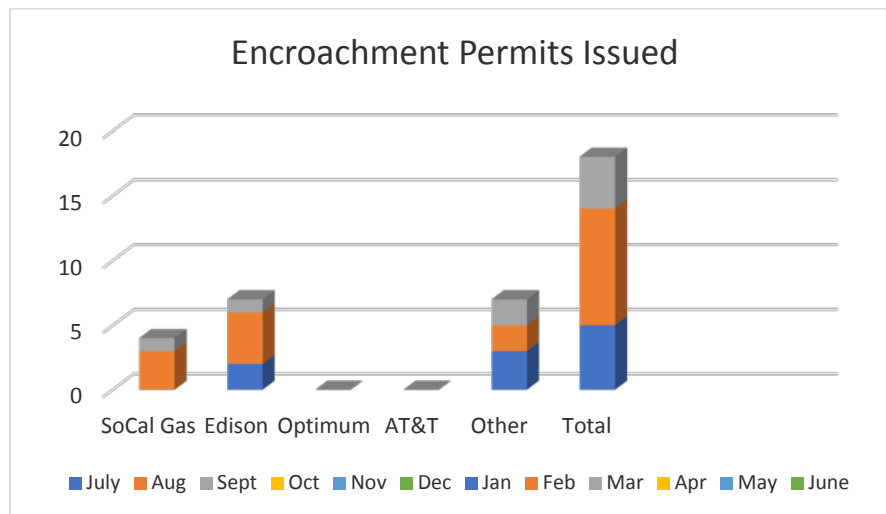
Certificate of Occupancy

A Certificate of Occupancy was issued for the following businesses:

- Cycle DNA located at 12210 Michigan St. Suite 15
- Furniture 2Ur Door located at 12210 Michigan St. Suite F
- Richardson's RV Center Inc. located at 12438 Michigan St.

Public Works Encroachment Permits

Four Public Works/Encroachment Permit applications were taken in and three are in plan check. Four permits were issued for the month, which includes applications that were received in the previous month.



ANIMAL CONTROL AND CODE ENFORCEMENT DIVISION

Core Services

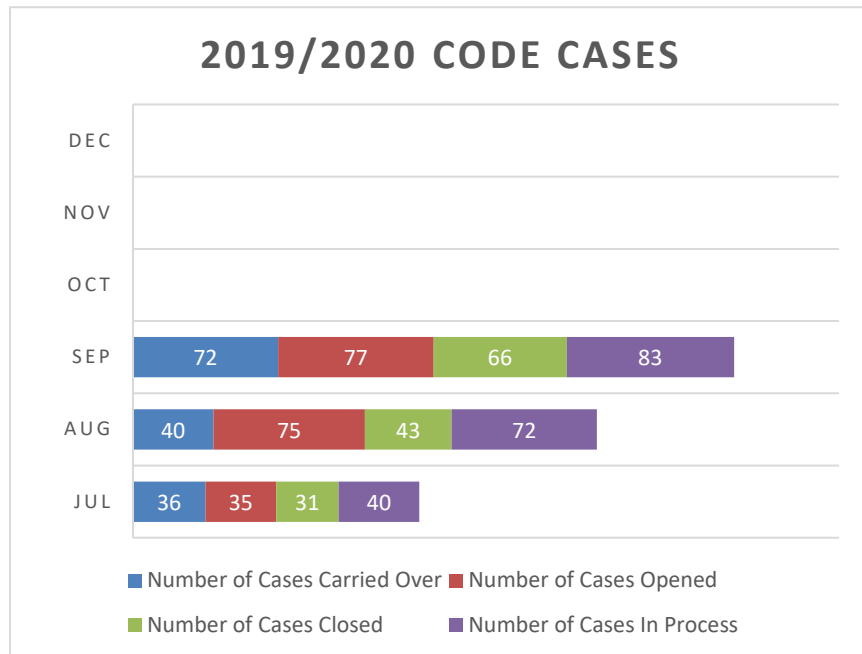
- Zoning & Municipal Code Enforcement
- Animal Control Services
- Street Sweeping Traffic Enforcement

The Division is staffed with 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 September, plus an additional 30 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 September.

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

Activity Summary for Code Enforcement

Code Enforcement had 72 cases carried over from the previous month, 77 new cases opened, and 66 cases were closed. The Division closed out September with 83 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.



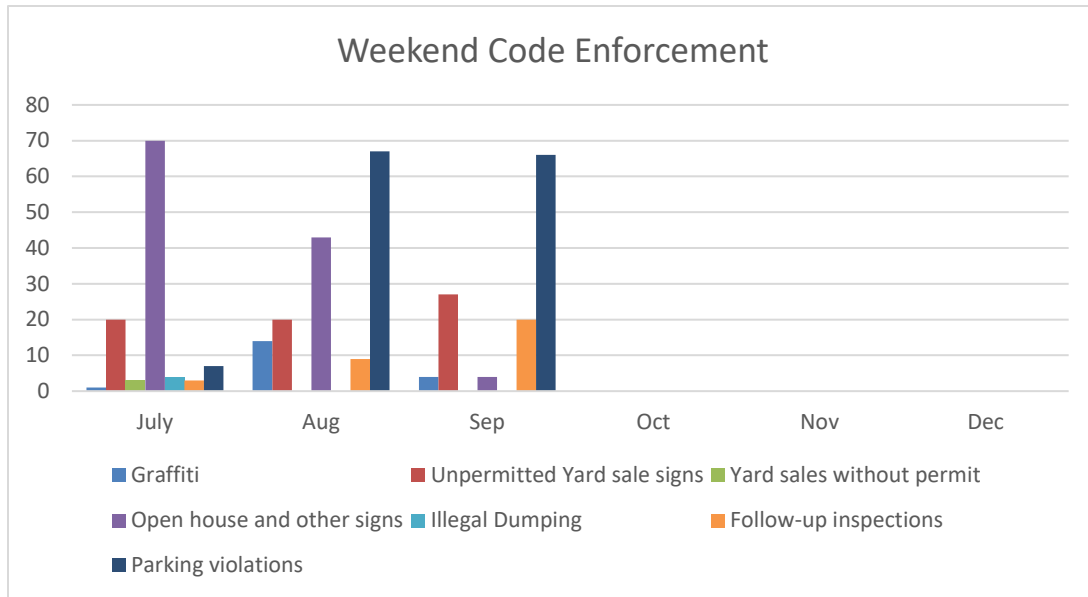
The following table shows the number of inspections conducted, the number of citations, and corrective notices issued.

Column1	Jul	Aug	Sep	Oct	Nov	Dec
Inspections Conducted	49	68	71			
Notice of Corrections Issued	28	44	55			
Notice of Violations Issued	11	4	12			
Citations Issued	16	6	8			

*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

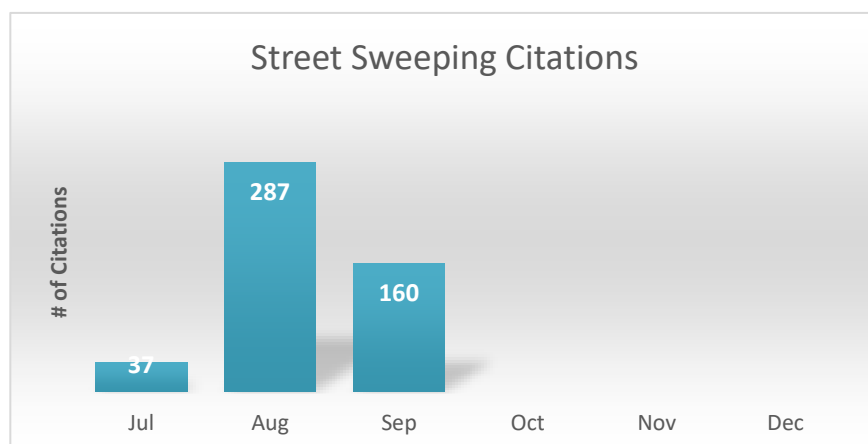
The Weekend Animal Control/Code Enforcement Specialist patrols the weekends and conducts zone inspections and scheduled re-inspections. Weekend code enforcement also handles code violations such as unpermitted yard sales, open house signs, and parking violations. The table below demonstrates weekend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

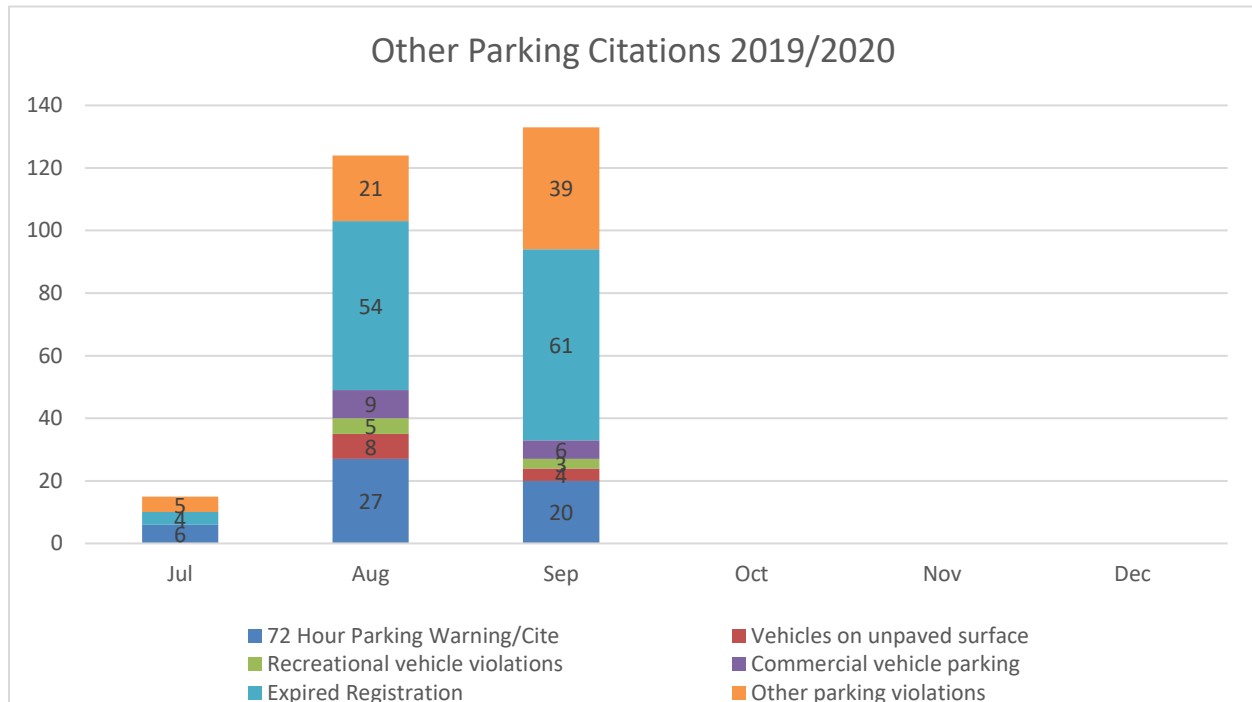


Parking Citations:

In September, 304 vehicle related citations were issued; 160 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 two cases of illegal dumping reported in September both 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.

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

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

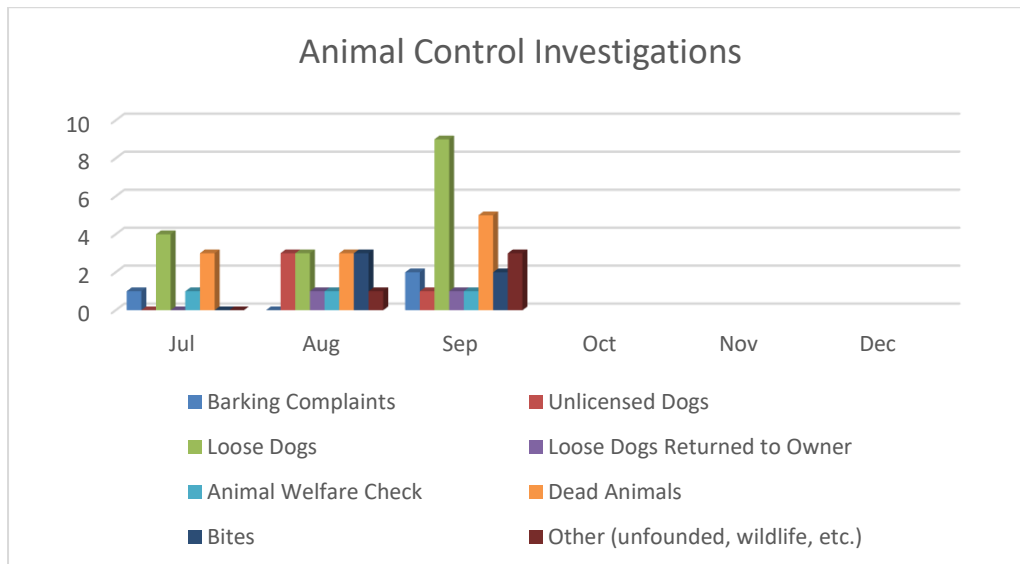
Civic Live

There were 13 complaints received via Civic Live in September 2019 mostly pertaining to animal control, property maintenance, and graffiti. Five cases have been resolved and eight 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 September Animal Control picked up nine loose dogs; one was returned to their owner and the other eight 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.

Animal Control Sheltering Services	Jul	Aug	Sep	Oct	Nov	Dec
Animal Intakes						
Strays	7	15	7			
Stray Dead	5	6	4			
Owner Surrender	0	4	1			
Other	0	2	0			
Total	12	27	12			
Animal Disposition						
Adopted	2	6	8			
Returned to Owner	2	1	4			
Euthanized	6	0	0			
Other	1	2	2			
Total	11	9	14			

Public Works

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

DATE: October 17, 2019

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

FROM: Alan French, Public Works Department Director

SUBJECT: September 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	\$ 5,500,000	Completing Final Design of City Section	State, City
CIP Year 3 Street Slurry/Resurfacing	\$800,000	Assemble Bid Package, look for funding	State, City
HSIP Cycle 8, Mt. Vernon Safety Project	\$350,000	Bid Project when State Approves Submitting This Month	Federal Grant
HSIP Cycle 9 Guardrail Project	\$650,000	Consultant Preparing for Obligation Submittal	Federal Grant
Preston Signal Modification	\$50,000	Final Design Complete, Award Construction Contract	Spring Mountain Ranch Fund
EV Charging Stations	\$180,000	Pre-con Last Week, Start Construction Next Week	MSRC, SCIP, AQMD Grants
TOTALS:		\$11,030,000	

Staffing Levels

			Weekday Hours		Weekend hours		After hours & Call outs
	Budgeted	Staffed	Available	Worked	*Available	Worked	
Field	4	4	640	501	28	34	2
Office	2	2	320	305	0	0	0
Total	6	6	960	806	28	34	2

*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 72 work releases hours during the month of August.



CITY OF GRAND TERRACE CIVIC LIVE MONTHLY STATS

SEPTEMBER 2019

	REQUEST RECEIVED IN SEPTEMBER	REQUEST COMPLETED IN SEPTEMBER	REQUEST IN PROCESS
CIVICLIVE WORK ORDERS ONLY	80	64	16
Request Rollover from previous month	13		
TOTAL	93		

Transition Period September 2019 (80 work orders)



	ID #	Open Date	Resolved Date	Type	Address	Description
1	186232	9/3/2019	9/5/2019	Overgrown Grass / Weeds	Terrace Ave	weed abatement
2	186230	9/3/2019	9/18/2019	Drainage Issues	Grand Terrace	Canal by Mt. Vernon needs to be cleaned out. reports of mosquitos are around

						due to the water, debris, etc.
3	186097	9/3/2019	9/5/2019	General Office	Grand Terrace	Ford Ranger (Code Enforcement vehicle) blowing hot air and temperature goes up - drop off vehicle at 5 Point Auto Services on Wednesday, 9/4 for 1/2 the day.
4	186042	9/3/2019	9/3/2019	Issue with Park/Facility Equipment	Grand Terrace	Remaining Banner and Kiosk posters to place in the City - to be completed today, Tuesday, 9/3
5	186482	9/4/2019	9/20/2019	Issue with Park/Facility Equipment	Grand Terrace	GT Library staff restroom light is out and in need of new mirror due to broken in earthquake
6	186393	9/4/2019	9/4/2019	Issue with Park/Facility Equipment	Grand Terrace	Replace valve at Barton Road
7	186388	9/4/2019	9/4/2019	Issue with Park/Facility Equipment	Grand Terrace	Take blower for service to Lawn mower center
8	186387	9/4/2019	9/4/2019	Issue with Park/Facility Equipment	Grand Terrace	Fix valve at Dog Park
9	186834	9/5/2019	9/26/2019	Overgrown Grass / Weeds	Pico Grand Terrace	Remove weeds/grass growth on Pico, north side from Reed to Michigan
10	186832	9/5/2019	9/24/2019	Overgrown Grass / Weeds	Michigan Grand Terrace	Remove Weeds/grass on Michigan from Pico to Tanager, west side
11	187015	9/6/2019	9/11/2019	Tree Issues	22539 Kentfield Street Grand Terrace 92313	Tree Limb fell in the street at 22539 Kentfield on the street south side. Off of Warbler and Kentfield.
12	186898	9/6/2019	9/11/2019	Graffiti	22298 De Berry Street Grand Terrace 92313	etched a swastika into the stop sign on the intersection of Reed and DeBerry.
13	187738	9/9/2019	9/11/2019	Issue with Park/Facility Equipment	Grand Terrace	for 7 posters to be placed at the 4 kiosks around town and 1 banner to be placed on Mt. Vernon. posters and banners are for the October 5th Community Clean Up Day and I should

						have them by this Friday, Sept. 13th.
14	187714	9/9/2019	9/10/2019	Illegal Dumping	Terrace Ave Grand Terrace	X2 Mattresses Located Terrace Ave X Walnut
15	187713	9/9/2019	9/10/2019	Graffiti	Canal Grand Terrace	Graffiti Located on light on Canal just past Newport
16	187712	9/9/2019	9/12/2019	Graffiti	Newport Grand Terrace	Graffiti Located On Newport on the Bridge Crossing
17	187710	9/9/2019	9/12/2019	General Office	22795 Barton Road Grand Terrace 92313	put up a piece of artwork on the second floor over the water cooler. This item is a request from Council Member Jeff Allen and needs to be put up by Thursday, September 12th. Please see Debra, City Clerk before hanging.
18	187625	9/9/2019	9/10/2019	Tree Issues	Kentfield Grand Terrace 92313	branches and large limbs are fallen on the street and tree needs to be trimmed at 22539 Kentfield Street
19	187622	9/9/2019	9/12/2019	Issue with Park/Facility Equipment	Grand Terrace	Request for recycle bin in the copy room to be emptied out
20	188004	9/10/2019	--	Trash Clean Up	22675 Brentwood St. Grand Terrace	Cubside is collecting trash and debris from the flow down the street at 22675 Brentwood St. Please clean out and requesting a regular clean up throughout the year.
21	188285	9/11/2019	9/20/2019	Issue with Park/Facility Equipment	Grand Terrace	Lights for Fitness Park
22	188284	9/11/2019	9/20/2019	General Office	22795 Barton Road Grand Terrace 92313	Purchase pallet of cold mix at Lowe's
23	188283	9/11/2019	9/11/2019	Issue with Park/Facility Equipment	Grand Terrace	Take F-150 to 5 Point for starter and flywheel replacement
24	188281	9/11/2019	9/11/2019	General Office	22795 Barton Road Grand Terrace 92313	Change access code to gate
25	188280	9/11/2019	9/12/2019	Trash Clean Up	Mirado to Pico Grand Terrace	Clean out the Channel of Mirado to Pico
26	188279	9/11/2019	9/20/2019	Issue with Park/Facility Equipment	Grand Terrace	Purchase Eye Wash

27	188278	9/11/2019	9/12/2019	General Office	22795 Barton Road Grand Terrace 92313	Purchase Stop Signs at TMI
28	188277	9/11/2019	9/11/2019	Street Sign issues	DeBerry and Reed Grand Terrace	install new stop sign on DeBerry and Reed
29	188276	9/11/2019	9/20/2019	Street Sign issues	Barton Grand Terrace	Per the notice below the signal at Barton & Mt. V will be off from next Tuesday night at 10 pm to 4 am. - set up all way stop with lights that night and remove in the morning.
30	188678	9/12/2019	9/20/2019	Drainage Issues	22436 De Berry Street Grand Terrace 92313	Richard Rollins soccer field, track around field. Standing water, breeding ground for mosquitoes creates safety issues & concern.
31	188637	9/12/2019	9/27/2019	Pothole	Grand Terrace	potholes on Pico
32	188636	9/12/2019	9/20/2019	Issue with Park/Facility Equipment	Grand Terrace	install frame for library
33	188635	9/12/2019	9/20/2019	General Office	22795 Barton Road Grand Terrace 92313	Pick up Urinal at Hirsch plumbing
34	188634	9/12/2019	9/20/2019	Overgrown Grass / Weeds	Pico St Grand Terrace	grass/weeds removal on Pico from Reed to Dove (end of Mirado channel)
35	188620	9/12/2019	--	Issue with Park/Facility Equipment	Grand Terrace	The City will be having a CERT Basic Training Class scheduled for the following days:Saturday, October 12, 2019 Saturday, October 19, 2019 Saturday, October 26, 2019, included the set up In addition, we need the four parking spaces next to the building blocked for the fire extinguisher training. We need access to water and the electricity.
36	188775	9/13/2019	--	Event Set- up/BreakDowns	Grand Terrace	1 table and 6 chair set up in the foyer near Council Chambers on Friday Oct 25 for the Overeaters

						Anonymous Meeting (Saturday Oct 26)
37	188773	9/13/2019	--	Event Set- up/BreakDowns	Grand Terrace	1 table and 6 chair set up in the foyer near Council Chambers on Friday Oct 18 for the Overeaters Anonymous Meeting (Saturday Oct 19)
38	188772	9/13/2019	--	Event Set- up/BreakDowns	Grand Terrace	1 table and 6 chair set up in the foyer near Council Chambers on Friday Oct 11 for the Overeaters Anonymous Meeting (Saturday Oct 12)
39	189949	9/17/2019	--	Water Leak Issue	22731 Grand Terrace Road Grand Terrace 92313	Water seeping in between the concrete and the yellow armor tile on the side walk. No other water surrounding the area, dry from the hot sun, except for the divider between the concrete and tile. Has been like this for weeks, doesnt dry even on the hottest days .on Vista Grand Way E & Grand Terrace Rd on Terrace View side of the side walk .
40	189863	9/17/2019	--	Street Issue	Barton Road Grand Terrace	Resident request the street lines to be repainted on Barton Rd between Mt. Vernon to fwy
41	189763	9/17/2019	--	Overgrown Grass / Weeds	Mt Vernon Ave Grand Terrace	Overgrown weeds at Mt Vernon and over the curbside
42	190371	9/18/2019	9/20/2019	Graffiti	22745 De Berry Street Grand Terrace 92313	Vulgar drawings on the playground equipment at Rollins Park. Worst is inside the tube slide.
43	190350	9/18/2019	9/20/2019	Event Set- up/BreakDowns	Grand Terrace	Breakdown from the 9/18/19 GT Womens Club meeting.
44	190182	9/18/2019	9/20/2019	Issue with Park/Facility Equipment	Grand Terrace	Clean up Council Chamber for Planning Commission Meeting on Thursday, 9/19/19

45	190166	9/18/2019	9/20/2019	Event Set-up/BreakDowns	Grand Terrace	Remove Banner at Freedom Park to have replaced.
46	190165	9/18/2019	9/20/2019	Event Set-up/BreakDowns	Grand Terrace	Re Attach banner at Freedom Park
47	190700	9/19/2019	--	Tree Issues	11909 Mt. Vernon Grand Terrace 92313	Dead tree needs to be removed at 11909 Mt. Vernon west side.
48	190692	9/19/2019	--	Issue with Park/Facility Equipment	Grand Terrace	Broken Swing at Rollins Park, happened on 9-18. Remove or repair.
49	190934	9/20/2019	--	Event Set-up/BreakDowns	Grand Terrace	Remove Veterans Day Banners at Mt Vernon City monument sign on 11/12/19
50	190933	9/20/2019	--	Event Set-up/BreakDowns	Grand Terrace	Set up Veterans Day Ceremony for 11/11/19 at Pico Park.
51	190932	9/20/2019	--	Event Set-up/BreakDowns	Grand Terrace	Veterans Day Banner sign to post from 10/21/19 to 11/11/19 at Mt. Vernon City Monument sign.
52	190910	9/20/2019	--	Event Set-up/BreakDowns	Grand Terrace	Set up 1 table and 10 chairs before Wednesday, 10/9 at 5:00 pm at foyer room. Breakdown on Thursday, 10/10/19.
53	190871	9/20/2019	9/20/2019	General Office	Grand Terrace	Pick up 3 tons of hot mix and spread on Pico St (Mirado Drain outlet)
54	190870	9/20/2019	9/23/2019	General Office	Grand Terrace	Pick up blower at Lawnmower center
55	190863	9/20/2019	9/23/2019	Drainage Issues	22795 Barton Road Grand Terrace 92313	Clean up debris in wash rack in yard
56	190861	9/20/2019	9/23/2019	Issue with Park/Facility Equipment	Grand Terrace	Install angle brackets on partisans at Freedom Park restrooms
57	190832	9/20/2019	9/23/2019	Graffiti	Newport Grand Terrace	Graffiti on Newport Bridge
58	190798	9/20/2019	9/23/2019	General Office	Grand Terrace	Trifold paper towels needed at Senior Center
59	190796	9/20/2019	9/25/2019	General Office	Grand Terrace	measure the window located in the foyer of the City Council Chamber. Please schedule this to be completed by September 25, 2019.

60	191051	9/21/2019	9/24/2019	Drainage Issues	22436 De Berry Street Grand Terrace 92313	Rollins park soccer field is muddy & unsafe for players on field. Players keep slipping
61	191522	9/23/2019	9/25/2019	General Office	Grand Terrace	take F150 back to 5 star to check transmission for warranty
62	191520	9/23/2019	9/24/2019	General Office	Grand Terrace	Purchase new bubblers at Home Depot
63	191519	9/23/2019	9/24/2019	Issue with Park/Facility Equipment	Grand Terrace	Replace drip nozzles with bubblers
64	191518	9/23/2019	9/24/2019	Issue with Park/Facility Equipment	Grand Terrace	Check irrigation at Fitness park from plants
65	191392	9/23/2019	--	Tree Issues	22611 Robin Way Grand Terrace	Tree Removal at 22611 Robin Way
66	191391	9/23/2019	9/24/2019	Tree Issues	22131 Mavis St. Grand Terrace	tree trimming at 22131 Mavis St. (listed for year 2) please verify and trim.
67	191780	9/24/2019	9/25/2019	General Office	Grand Terrace	to fix a part of Executive Assistant's desk. Where I sit, there is a strip of wood that is peeling off. Gorilla Glue or something similar should be able to fix it.
68	191716	9/24/2019	9/24/2019	Tree Issues	22621 Thrush St Grand Terrace	Small tree has fallen over onto the street at 22621 Thrush St.
69	192101	9/25/2019	9/27/2019	Graffiti	Carhart and Vivienda Grand Terrace	Graffiti paint on No Parking sign at Carhart and Vivienda
70	192096	9/25/2019	9/30/2019	Pothole	Grand Terrace	Large pothole on De Soto between Orielo and Mt. Vernon
71	192071	9/25/2019	9/27/2019	Street Sign issues	Palm Ave Grand Terrace	loose sign (yellow reflector arrow warning road is curved) at Palm Ave. North side of the street - located below 23177 Palm Ave. Please repair.
72	192059	9/25/2019	9/25/2019	Issue with Park/Facility Equipment	Grand Terrace	Adjust timing on sprinklers at City Hall
73	192028	9/25/2019	9/25/2019	General Office	Grand Terrace	Make key for Ford Ranger

74	192026	9/25/2019	9/25/2019	Issue with Park/Facility Equipment	Grand Terrace	Change light in womens bathroom at Rollins park
75	192370	9/26/2019	9/27/2019	Property Maintenance	22795 Barton Road Grand Terrace 92313	blow off City Hall parking lot
76	192753	9/27/2019	9/27/2019	Graffiti	Pico St Grand Terrace	remove graffiti from city sign at Pico Park
77	192708	9/27/2019	9/27/2019	Illegal Dumping	VAN BUREN Grand Terrace	CONTAINERS DUMPED AT VAN BUREN
78	192698	9/27/2019	--	Tree Issues	22872 La Paix Grand Terrace	Tree Trimming at 22872 La Paix
79	192697	9/27/2019	9/27/2019	Illegal Dumping	Terrace Rd Grand Terrace	Trash on Terrace Rd, north of Walnut - couch and dresser - called Burrtec for pick up.
80	193279	9/30/2019	10/2/2019	General Office	Grand Terrace	empty the recyclables in the copy room

Park Shelter Reservations in September 2019

Park	Shelter	Date Reserved
Richard Rollins	Shelter C	September 1
Richard Rollins	Shelter A & B	September 7

Community Room Reservations September 2019

Group	Date Reserved	Time
Citrus Belt Quilters	2 nd Saturday	9am
Friends of the Library	3 rd Monday	5pm
	September 6 th	3pm
	September 7 th	9am
Grand Terrace Womens Club	1 st and 3 rd Wednesdays	8:30 am, 10am
Library Event	Tuesdays	11am, 3pm
Overeaters Anonymous	Saturdays	10am
CERT Meeting	1 st Tuesday	6pm
Parks and Recs Advisory Committee	2 nd Thursday	4pm

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
Barton Rd/Grand Terrace Rd	Contractor	
La Cadena/Litton	x	n/a
Main St/Michigan St	County	
Main St/High School entrance	County	

Park Maintenance

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

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

Waste Management Services

Burrtec Waste Industries

Waste Generation Report:

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

July 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	326.62	75.82		204.29							606.73	
Christmas Tree												
Bulky Item	7.83		0.35			1.75					9.93	616.66

												Residential
Clean Up												
Multi-Family	150.44	10.92		12.49							173.85	173.85 Multi-Family
Commercial	157.12	9.59					0.50				167.49	
School	34.98	9.68							0.28		44.66	212.15 Commercial
Roll off	61.68			2.85				16.00	13.79		94.32	94.32 Roll off
Grand Total	738.67	106.01	0.35	219.63		1.75	0.50	16.00	13.79	0.28	1,096.98	

Missed Pick-Up Report

<u>Date Reported</u>	<u>Address</u>	<u>Description</u>	<u>Date Pick Up Completed</u>
7/02/19	12586 Warbler Ave	Trash bin missed	7/02/19
7/06/19	12620 Condor Ct	Extra bins removed, serviced bin	7/06/19
07/09/19	22122 Raven Way	Trash bin missed	07/09/19
07/09/19	22775 Raven Way	Trash bin missed	07/09/19
07/10/19	12232 Rosedale Ave	Recycle bin missed	07/10/19
07/10/19	22950 Orangewood Ct	Trash bin missed	07/10/19
07/10/19	22775 Raven Way	Trash bin missed	07/10/19
07/10/19	22772 Wren St	Recycle bin missed	07/10/19
07/11/19	22753 Brentwood St	Trash bin missed	07/11/19
07/15/19	22254 Kentfield St	Trash bin missed	07/15/19
07/15/19	12238 Stonewood Dr	Green Waste bin missed	07/15/19
07/16/19	12212 Stonewood Dr	Green Waste bin missed	07/16/19
07/17/19	12828 Darwin Ave	Recycle bin missed	07/17/19
07/17/19	22725 Bluebird Ln	Trash bin missed	07/17/19
07/17/19	23045 De Berry St	Recycle bin missed	07/17/19
07/18/19	12060 Arliss Dr	Trash bin missed	07/18/19
07/18/19	12038 Arliss Dr	Trash bin missed	07/18/19
07/22/19	23200 Barton Rd	Trash bin missed	07/22/19
07/22/19	23200 Barton Rd	Recycle bin missed	07/22/19
07/22/19	23200 Barton Rd	Green Waste bin missed	07/22/19
07/22/19	12531 Darwin Ave	Trash bin missed	07/22/19
07/22/19	23248 Barton Rd	Trash bin missed	07/22/19
07/22/19	22266 Cardinal St	Trash bin missed	07/22/19
07/23/19	22566 Main St	Recycle bin missed	07/23/19
07/23/19	22391 Ladera St	Recycle bin missed	07/23/19
07/24/19	22760 La Paix St	Recycle bin missed	07/24/19
07/24/19	22567 De Soto St	Recycle bin missed	07/24/19
07/25/19	22757 Palm Ave E	Trash bin missed	07/25/19
07/30/19	22950 Orangewood Ct	Trash bin missed	07/30/19

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 Sep. 30, 2019
ACCO Engineered Systems	HVAC Maintenance	\$22,850	\$17,233
Albert A Webb Associates	Commerce Way Final Design Southern Portion	\$170,880	\$164,005

Clean Street	Street Sweeping Services	\$52,000	\$46,559
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	\$36,145
Gopher Patrol	Gopher Abatement Services	\$7,227	\$5,311
Hardy and Harper, Inc	Street Maintenance Services	\$75,000	\$75,000
Interwest Consulting Group TKE Engineering, HR Green	On-Call Public Works Inspection Services	\$40,000	\$40,000
Interwest Consulting Group HR Green Albert A. Webb	On-Call Construction Management Services (incl. Barton Road Interchange Project – Interwest)	\$40,000	\$40,000
Interwest Consulting Group	Commerce Way Extension Real Estate & Engineering Services	\$324,584	\$180,392
Lynn Merrill	NPDES Services	\$10,000	\$10,000
MCC Pipeline	Emergency	\$25,320	\$25,320
Moran Janitorial Services	Janitorial Services for City Hall and City Parks	\$19,980	\$17,205
Otis Elevator Company	Elevator Maintenance Service	\$5,145	\$5,145
San Bernardino County Dept of Public Works – Flood Control	Flood Control Facilities	\$26,117	\$26,117
San Bernardino County Fire Dept – Hazardous Material	Household Hazardous Waste (HHW) Services	\$18,065	\$18,065
San Bernardino County Land Use Services	Fire and Weed Hazard Abatement Services	\$13,526	\$13,526
St. Francis Electric, LLC.	Traffic Signal Maintenance Services	\$20,000	\$20,000
County of Riverside TLMA Administration	Main Street Traffic Signal Maintenance Services	\$6,000	\$6,000
West Coast Arborist	5 Year Tree Maintenance Program	\$38,560 (\$192,802: 5-yr term)	\$38,560 (\$192,802: 5-yr term)
TSR	Litton Signal Pole Replacement	\$15,840	\$15,840
Western Exterminator Co.	Pest Control Services	\$7,502	\$7,502
Willdan	Engineering Services (incl. Landscape and Lighting Assessment District)	\$7,000 (paid with Dev. fees)	N/A (Developer Fee and LLMD Assess.)
	TOTAL PUBLIC WORKS CONTRACT VALUE FOR FY 2018-19:	\$968,106	\$766,765 balance

FY 2019-20 Capital Improvement Project Contracts

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

Bids:

- Senior Center ADA Door Installation

- Litton Signal Pole Replacement
- Preston Signal Modification

Major Reports:

- Emergency Award Contract Culvert Replacement

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

Project Management:

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

Major Meetings / Events:

- N/A

Sheriff's Contract

- Law Enforcement Services



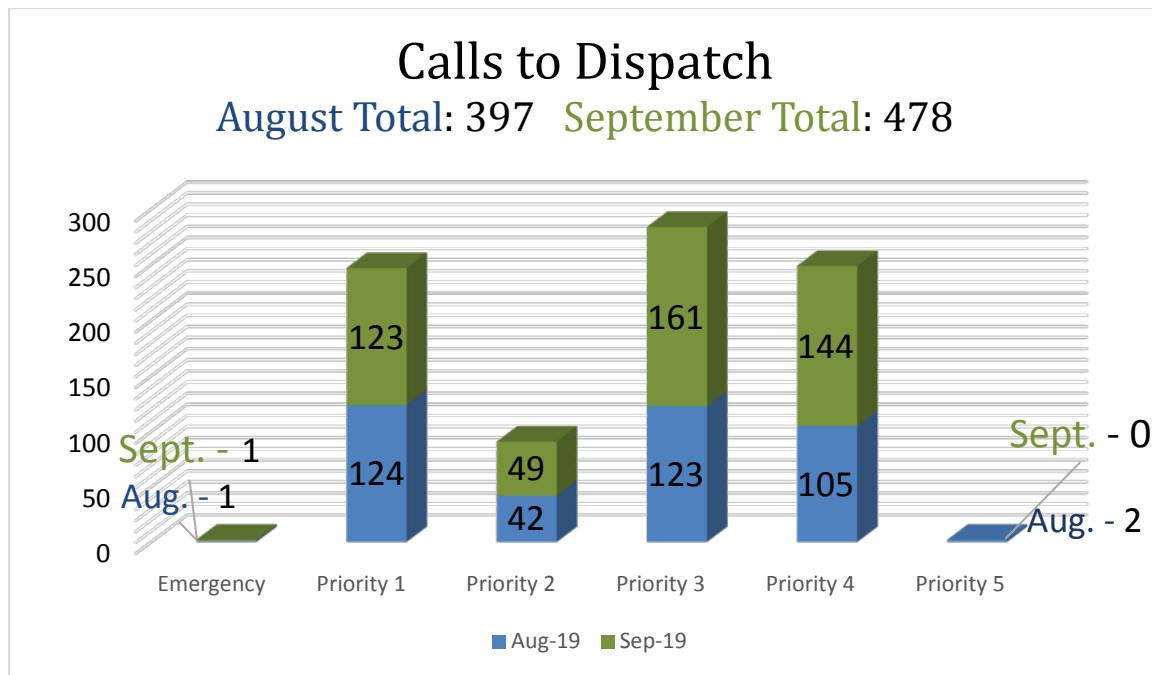


San Bernardino County Sheriff's Department



Services	August 2019	September 2019
Officer Contact and Calls	1,347	1,149

Calls to Dispatch	August 2019	September 2019
Emergency	1	1
Priority 1	124	123
Priority 2	42	49
Priority 3	123	161
Priority 4	105	144
Priority 5	2	0
Totals	397	478



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 September 2019:

Sept. 2 nd	Sept. 9 th	Sept. 16 th	Sept. 23 rd	Sept. 30 th	Total Hours
4	11	2	9	2	28

San Bernardino County Fire





City of Grand Terrace
Fire Department Incidents
09/01/19 – 09/30/19

Call Type	Number of Calls
Commercial Alarm	1
Fire – Commercial Building	4
Fire – Vegetation	1
Medical Aid	106
Move up (Cover Engine in to FS#23)	2
Residential Alarm	1
Traffic Collision with Injuries	1
Traffic Collision with Injuries – Freeway	1
Traffic Collision Unknown Injuries	2
Traffic Collision Unknown Injuries – Freeway	1
Total Calls	120