



MONTHLY REPORT

June 2019

PRESENTED BY
THE CITY MANAGER'S OFFICE

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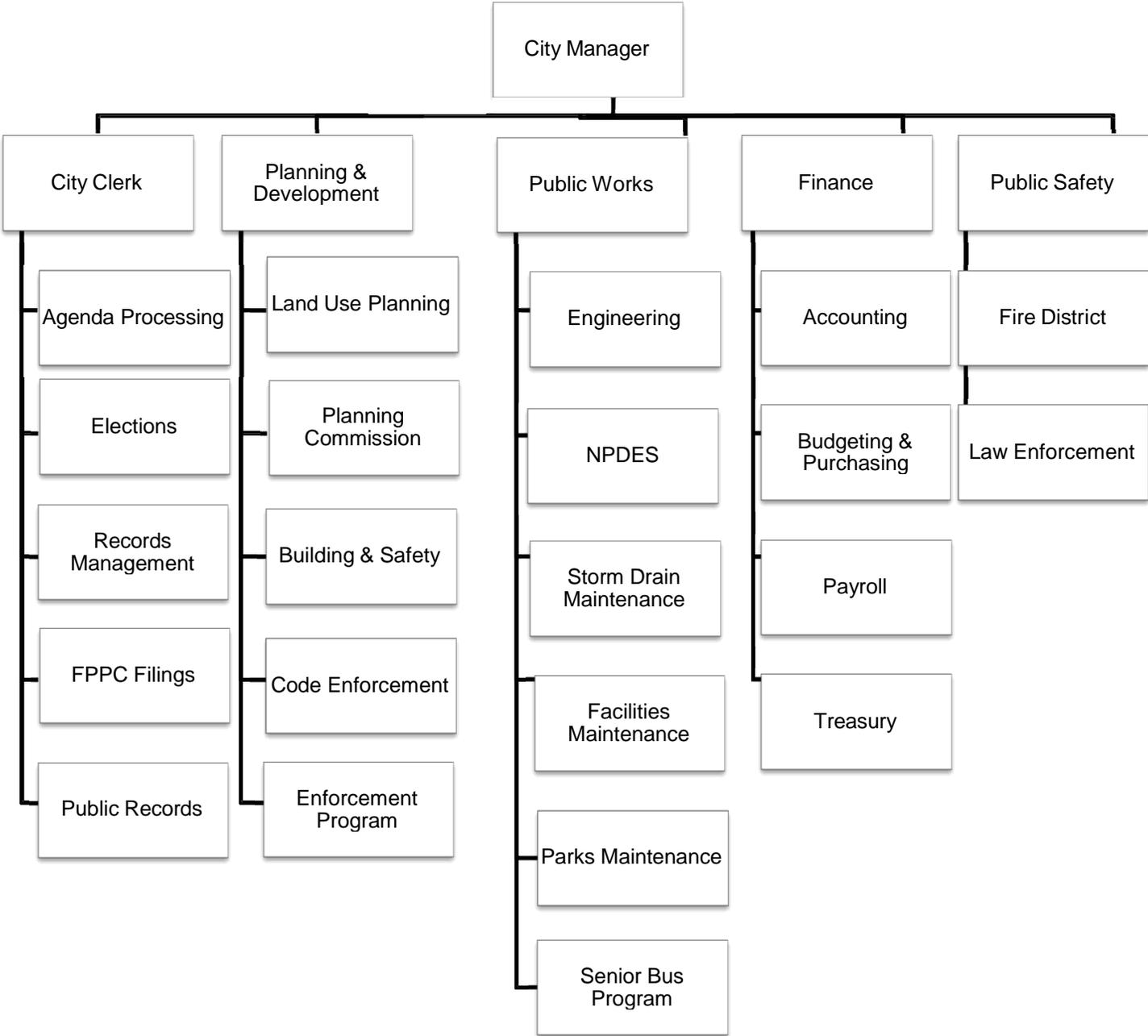
Organizational Chart	1
City Clerk	3
Committee/Commissions	9
City Manager	11
Senior Center	16
Senior Bus Program	19
Communications	24
Planning and Development.....	29
Code Enforcement.....	47
Weekend Code	48
Parking/Graffiti.....	50
Animal Control	51
Public Works.....	55
Maintenance	58
Citizen Response System (Work Orders).....	59
Park Maintenance.....	72
Sheriff's Contract	77
San Bernardino County Fire.....	81

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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: August 20, 2019
TO: G. Harold Duffey, City Manager
City Manager's Office
FROM: Debra Thomas, City Clerk
City Clerk's Office

SUBJECT: JUNE 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 June 2019 is four (4), spending a total of twenty-two (22) hours preparing the agenda packet together with delivery and producing 517 pages.

AGENDA PROCESSING/POSTING			
MONTH	Regular Meeting	Special Meeting	Totals
January	2	0	2
February	2	0	2
March	2	1	3
April	2	0	2
May	2	0	2
June	2	2	4
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 June 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
January	0	0	0
February	0	0	0
March	5	1	6
April	3	2	5
May	2	1	3
June	6	0	6
Total Processed	16	4	20

RECOGNITION ACTIVITY

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

For the month of June 2019, seven (7) Certificates of Recognition, one (1) Commendation and two (2) In Memoriam Adjournments were prepared on behalf of City Council.

Month	Certificate of Acknowledgment w/Pin	Certificate of Recognition w/Pin	Commendation w/Pin	In Memoriam Adjournments	Certificate of Participation	Proclamation	Total
January	0	0	0	1	0	2	3
February	0	1	0	1	0	0	2
March	0	0	0	3	0	0	3
April	0	10	0	0	0	2	12
May	6	0	0	2	0	0	8
June	0	7	1	2	0	0	10
Total	6	18	1	9	0	4	38

CONTRACTS AND AGREEMENTS PROCESSED

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

For the month of June 2019, Council approved five (5) agreements whereby three (3) originals of each agreement were sent to the contractor/consultant for signature. Three (3) were returned to the City signed and circulated for signature in-house and are now on file with the City Clerk's department.

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

RECORDS REQUESTS

The City Clerk's office received nineteen (19) Requests for Copies of Public Records for the month of June 2019. All nineteen (19) 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 954 pages with five (5) 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
January	11	11	0	35	4
February	13	12	1	77	4
March	11	10	1	169	4
April	14	13	1	131	1
May	8	7	1 (Closed Without Any Records Provided)	50	1
June	19	10	9	954	5
Total Requests	76	63	13	1416	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 June 2019, the City Clerk’s office responded to 432 telephone calls from residents, contractors, vendors, consultants and in-house customer service assistance to City staff.

TELEPHONE CUSTOMER SERVICE	
January	382
February	266
March	358
April	306
May	434
June	432
Total Calls	2,178

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
January	1.00	0	.50	.25	0	1.75
February	.75	0	.50	0	0	1.25
March	1.00	0	.50	0	0	1.50
April	1.00	1.00	.50	1.00	0	3.50
May	1.00	.50	.50	1.00	8.00	11.00
May	1.00	0	.50	0	0	1.50
TOTAL # HOURS	5.75	1.50	3.00	2.25	8	20.50

COMMITTEES/COMMISSIONS

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

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

CITY CLERK CURRENT PROJECTS:

Electronic Document Management System

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

City Manager's Office

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

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DATE: August 20, 2019

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

FROM: Cynthia A. Fortune, Assistant City Manager

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

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

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

OUR MISSION

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

OUR VISION

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

HUMAN RESOURCES

Mission:

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

Values:

Develop

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

Increase

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

Respect

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

Communicate

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

CORE SERVICES

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

TABLE 1
Recruitment Activity

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

*Recruitments for the Office Specialist and Department Secretary positions.

TABLE 2
Employee Job Performance Activity

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

TABLE 3
Benefits Activity

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

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

SENIOR CENTER

Mission:

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

Core Values:

Seniors are recognized as a valuable asset.

*Seniors have the opportunity to contribute and expand their talents and knowledge.
Seniors strengthen our community and benefit personally by their involvement.*

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

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

TABLE 1
Senior Center Activities

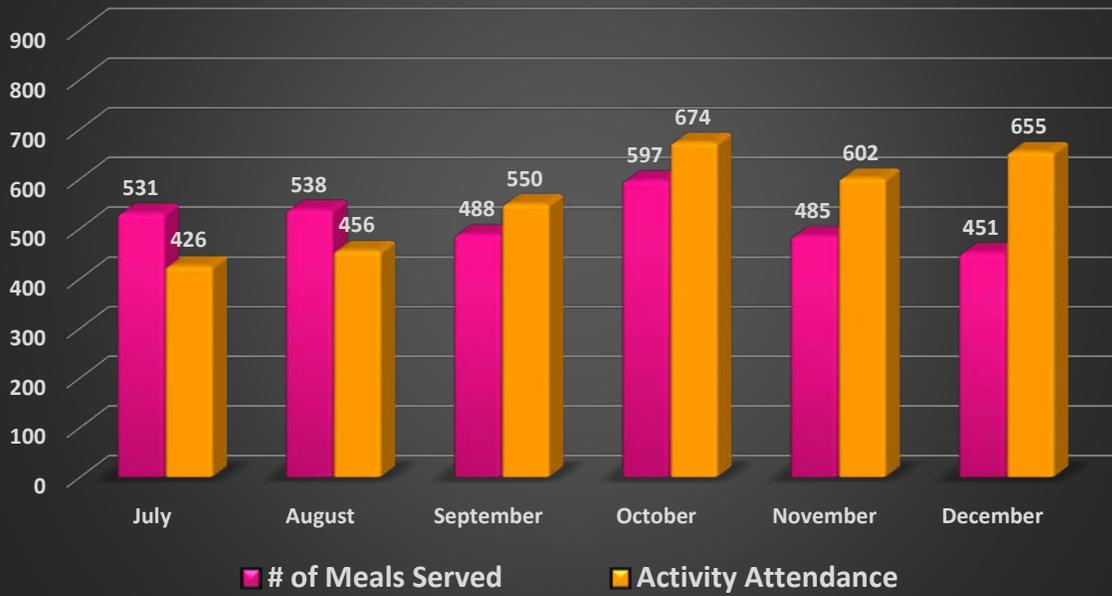
Description	Jul-2018	Aug-2018	Sept-2018	Oct-2018	Nov-2018	Dec-2018
Nutrition Program (# of meals served)	531	538	488	597	485	451
Arts and Crafts Classes	19	25	22	40	22	20
Bingo	40	55	47	41	35	40
Bridge	49	29	40	46	35	37
Bunco	44	51	44	51	21	49
Coffee with Megan	47	62	68	50	62	39
Exercise Classes	77	90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

Monthly Summary Attendance (Accounts for a senior participating in any activity/program. One senior may have participated in 2 or more programs, not including meals.)

Description	Jan-2019	Feb-2019	Mar-2019	Apr-2019	May-2019	Jun-2019
Nutrition Program (# of meals served)	514	503	444	627	840	805
Arts and Crafts Classes	11	29	25	25	23	21
Bingo	55	27	37	29	46	26
Bridge	41	29	32	40	30	24
Bunco	50	40	31	33	37	28
Coffee with Megan	86	51	50	62	72	56
Exercise Classes	92	84	59	67	65	68
Garden Club	8	6	11	9	11	10
Morning Glories (Quilting)	27	22	25	52	21	28
Paint Classes	14	10	12	12	12	9
Card Game Night (Wednesday)	36	20	24	35	28	15
Cell Phone Class	5	4	6	3	5	5
Kings Corner	69	35	64	46	20	20
Cribbage	5	18	25	15	10	12
<u>SPECIAL EVENTS</u>						
Monthly Birthday Celebration	26	28	27	27	29	31
Monthly Entertainment (2nd Friday of the month)	33	25	26	38	27	25
Scrapbooking	5					
Valentines' Day Party		33				
St. Patrick's Day Party			35			
Zumba			27	36	18	35
Bus Passes			22			
Volunteer Appreciation (FSA)			13	9		
Spring Fling				31		
Health Screening					23	25

Monthly Summary Attendance (Accounts for a senior participating in any activity/program. One senior may have participated in 2 or more programs, not including meals.)

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



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

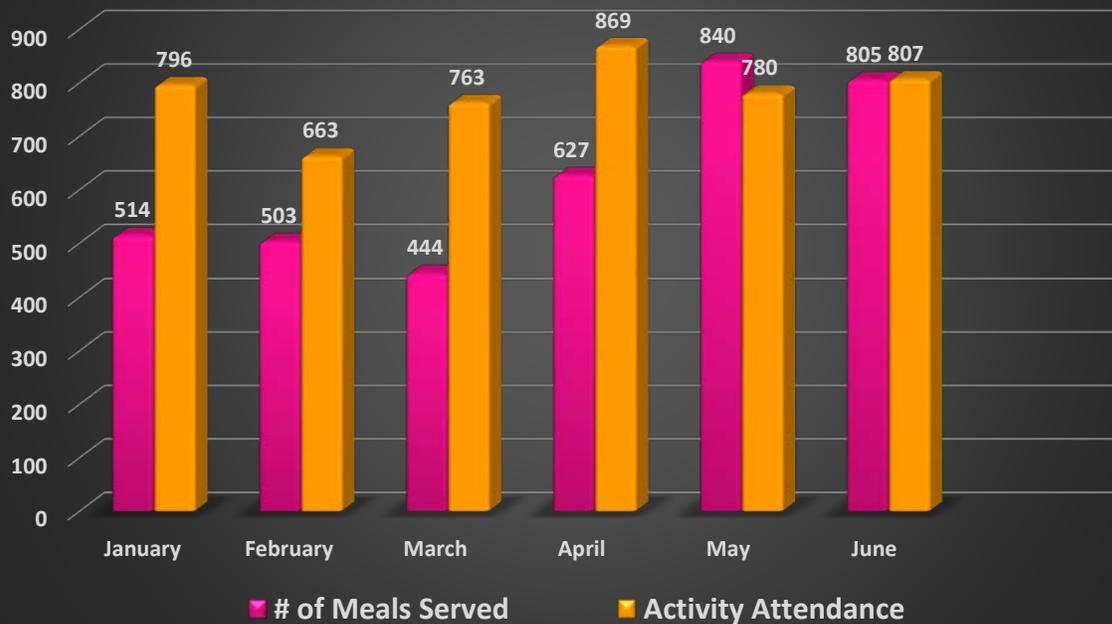


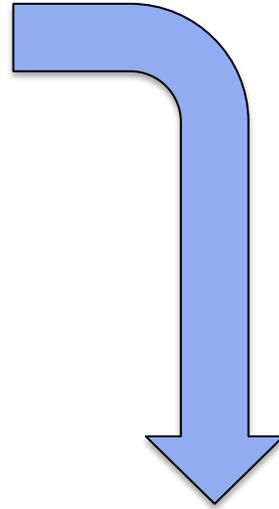
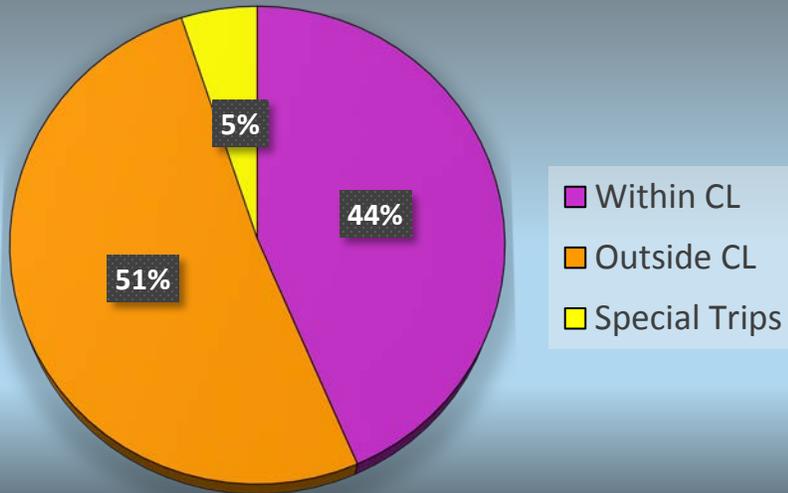
TABLE 2
Senior Center Blue Mountain Silver Liner
of Passengers

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

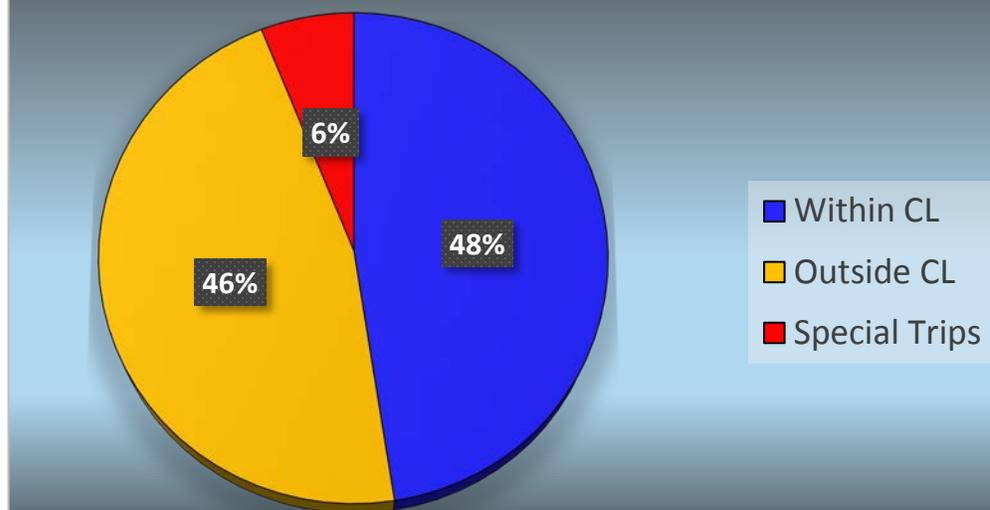
TABLE 3
of Rides

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

May 2019 Rides



Jun 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.

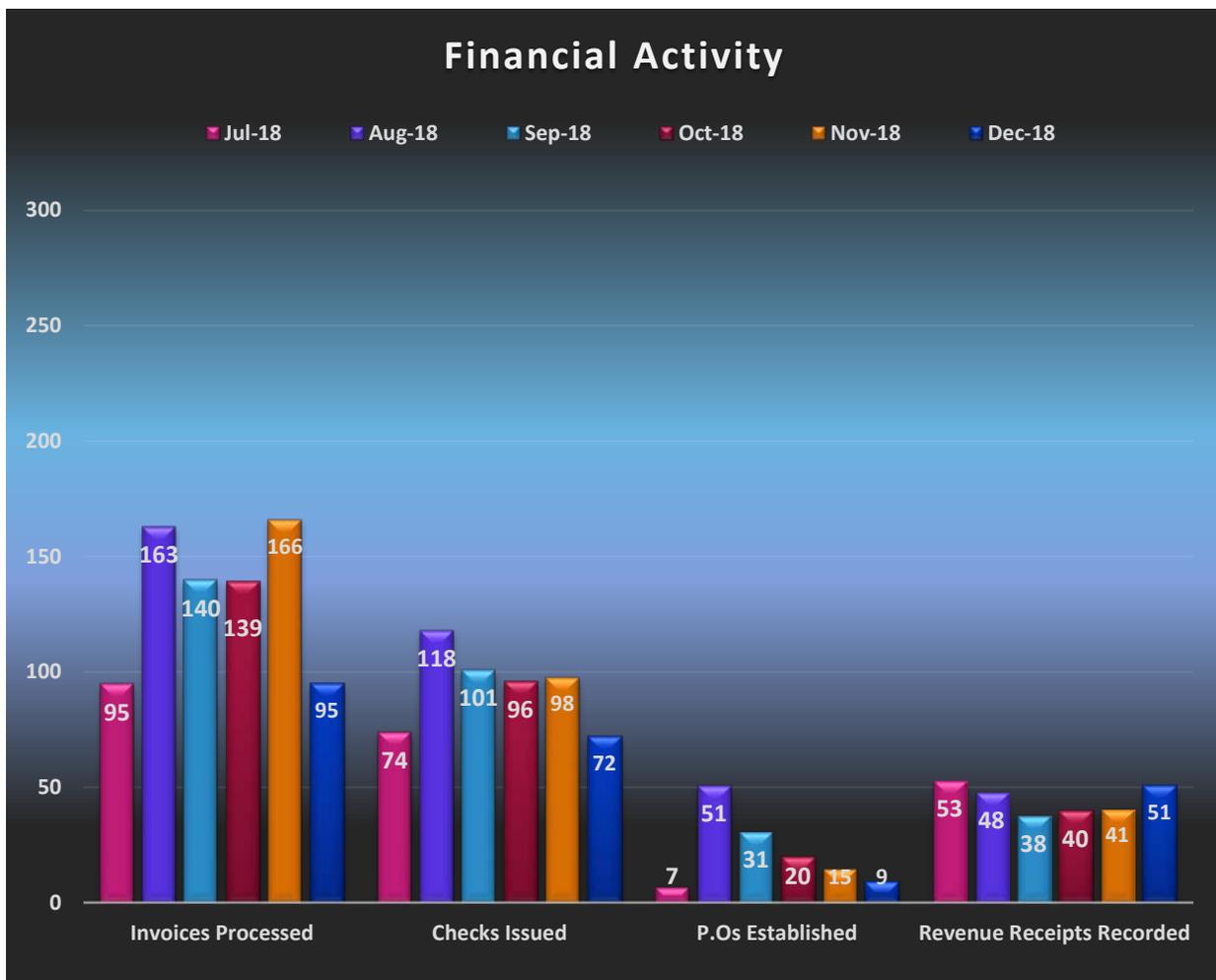
CORE SERVICES

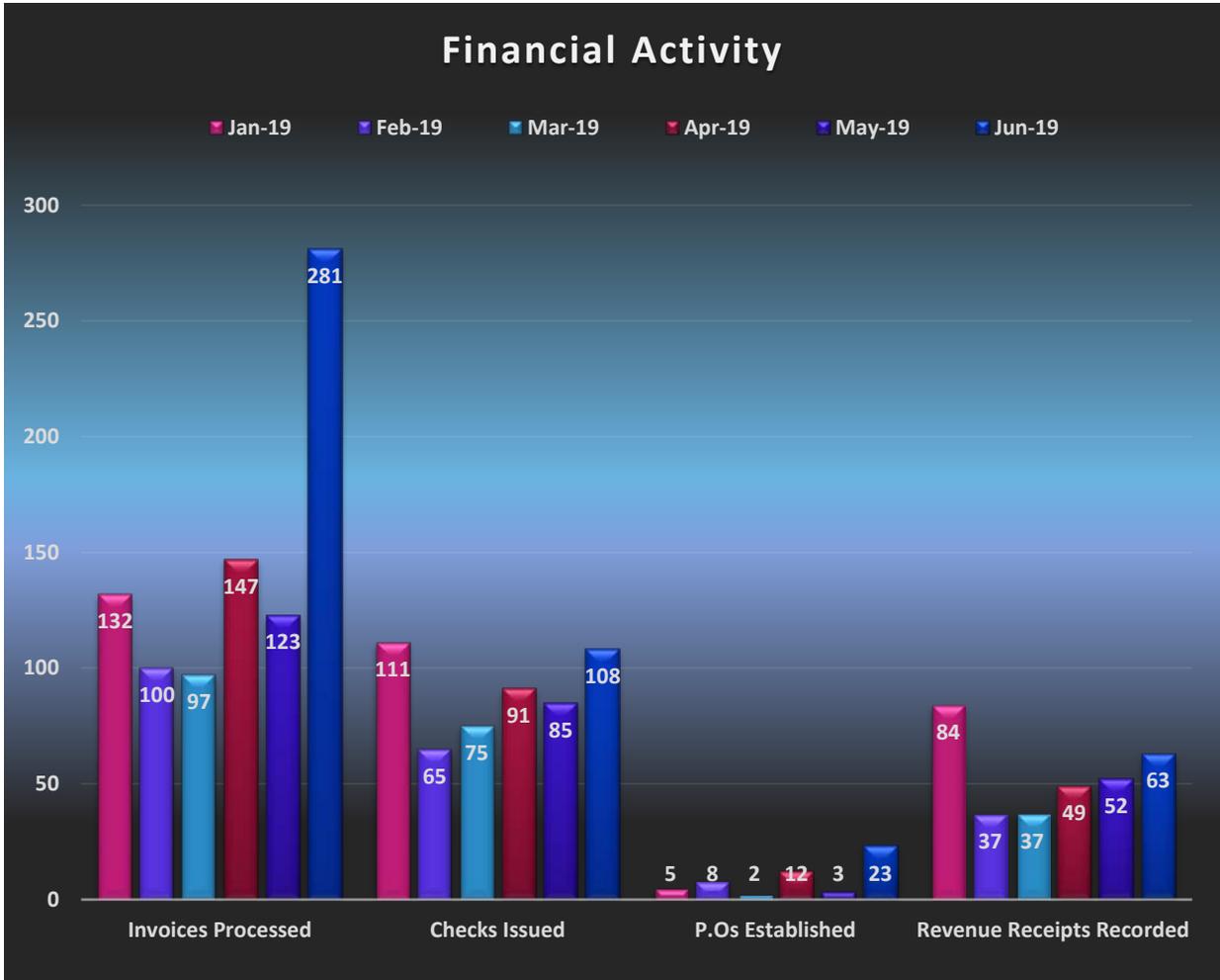
The Finance Department has 4 core services: Accounting, Purchasing, Revenue Management and Treasury. The Finance Department works in partnership with other departments to effectively develop, manage and safeguard the City's fiscal resources to enable and enhance the delivery of City services and projects.

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

2018-2019 City Communications Data:						
--	--	--	--	--	--	--

Channel 3:	Jul	Aug	Sep	Oct	Nov	Dec
City Council Meeting Replays	44	46	58	60	59	61
Activities/Items Added to Slideshow	3	1	0	1	1	0
Channel 3:	Jan	Feb	Mar	Apr	May	Jun
City Council Meeting Replays	60	54	60	58	60	-
Activities/Items Added to Slideshow*	1	3	4	1	3	-

* Due to change of staff, the numbers for June cannot be accurately determined

Facebook	Jul	Aug	Sep	Oct	Nov	Dec
Posts	69	39	30	36	53	18
Total Reach	37,816	21,697	10,300	15,460	32,487	24,949
Total Engagement	5,453	2,000	1,308	3,460	6,160	5,421
Page Followers	1,586	1,602	1,620	1,655	1,695	1,729
New Page Followers	40	16	18	35	40	34
Facebook	Jan	Feb	Mar	Apr	May	Jun
Posts	24	30	35	35	38	38
Total Reach	15,195	22,964	25,016	26,264	25,870	121,817
Total Engagement	1,442	3,185	3,287	3,134	2,872	37,291
Page Followers	1,745	1,778	1,809	1,836	1,854	1,943
New Page Followers	16	33	31	27	18	90



FACEBOOK PAGE FOLLOWERS



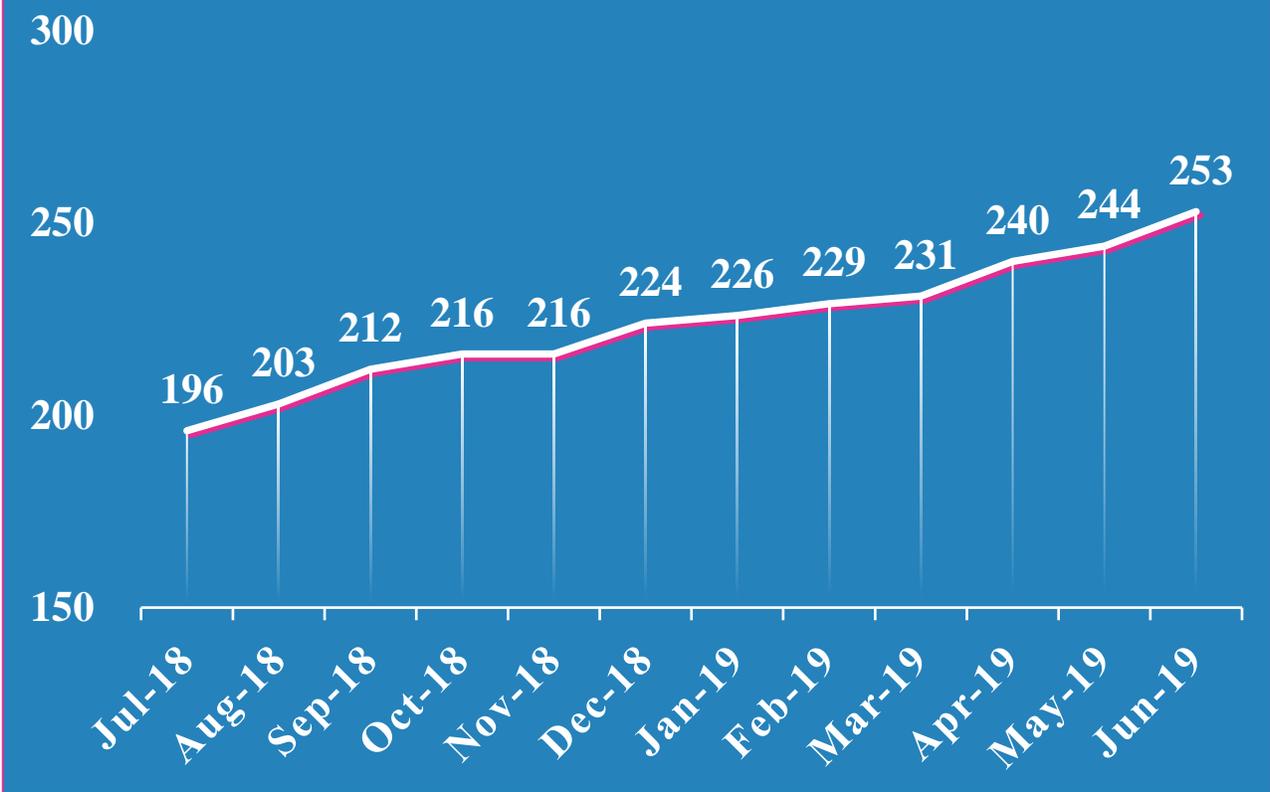
Eblast	Jul	Aug	Sep	Oct	Nov	Dec
Number of E-newsletters Distributed	10	3	6	8	8	7
Number of Subscribers	594	598	607	619	629	633
Change in Subscribers	22	4	9	12	10	4
Number of E-newsletters Opened*	1,440	506	No Data	No Data	No Data	No Data
Eblast	Jan	Feb	Mar	Apr	May	Jun
Number of E-newsletters Distributed	6	6	4	7	5	10
Number of Subscribers	634	637	639	641	648	678
Change in Subscribers	1	3	2	2	7	30
Number of E-newsletters Opened*	No Data					

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

Twitter	Jul	Aug	Sep	Oct	Nov	Dec
Tweets	26	24	17	17	13	20
Impressions	6,599	5,813	4,911	5,689	4,602	4,429
Followers	196	203	212	216	219	224
New Followers	8	7	9	4	3	5
Twitter	Jan	Feb	Mar	Apr	May	Jun
Tweets	7	3	13	15	20	14
Impressions	3,486	5,185	7,161	4,061	6,018	5,919
Followers	226	229	231	240	244	253
New Followers	2	3	2	9	4	9



TWITTER PAGE FOLLOWERS



YouTube	Jul	Aug	Sep	Oct	Nov	Dec
Video Uploads	3	2	2	1	0	9
Video Views	78	59	101	155	77	580
Subscribers	123	124	124	125	125	126
Change in Subscribers	2	1	-	1	-	1
YouTube	Jan	Feb	Mar	Apr	May	Jun
Video Uploads	-	3	2	7	4	6
Video Views	42	166	101	108	68	1083
Subscribers	126	129	131	131	132	135
Change in Subscribers	-	3	2	-	1	3

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

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

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

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

5 Most Popular City Facebook Pages – San Bernardino County		By % of Pop.
1) Twentynine Palms		23.89%
2) Apple Valley		20.71%
3) Yucca Valley		16.85%
4) Grand Terrace		15.44%
5) Hesperia		14.86%

* 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: August 20, 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: **JUNE 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: 58

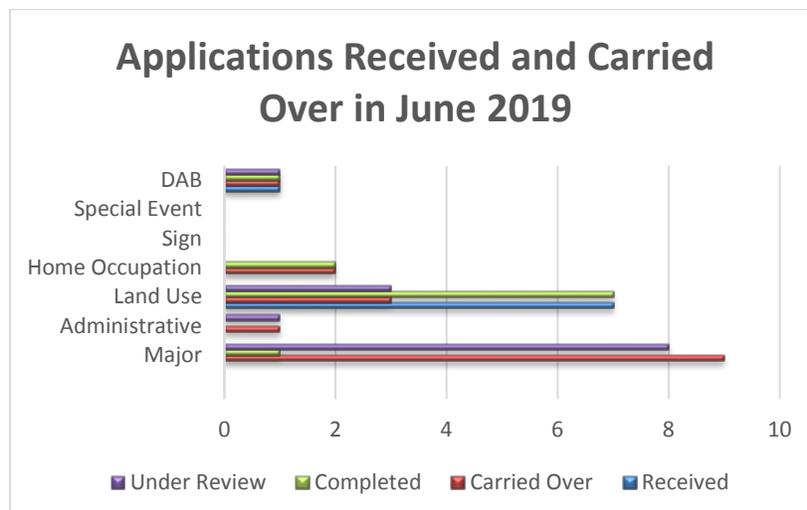
Planning Phone Calls Received: 83

Planning E-mails Received/Answered: 287

Application Summary

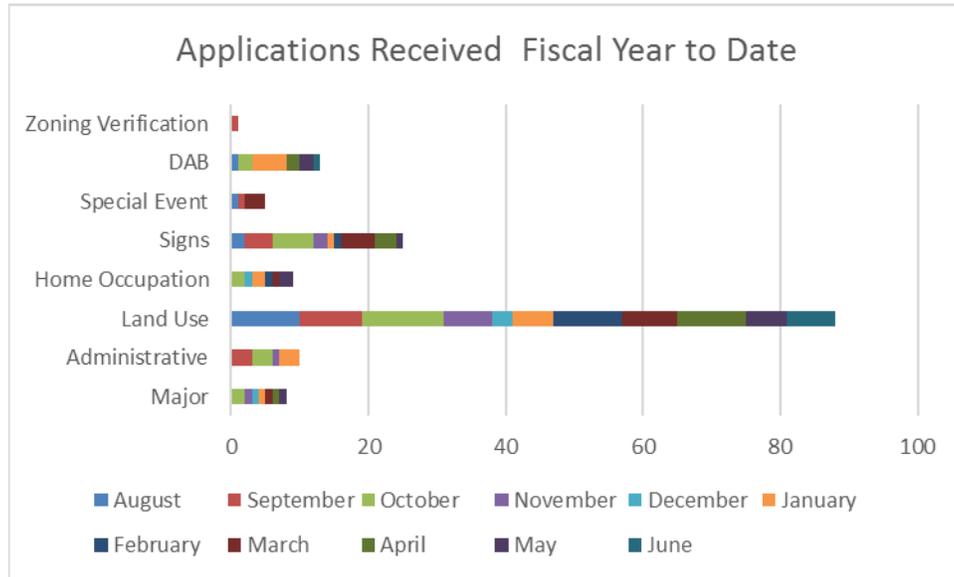
The Planning Division received 8 new applications in June and carried over 16 from the previous month. Action was taken on 11 them. Minor applications such as a new business, patio cover, or small room additions are handled as a Land Use application and typically processed within 2-3 days. Larger additions over 500 square feet or second dwelling units are handled administratively by staff with noticing, and those projects that are either new development or exceed the Director's administrative authority are handled as Major Permits and are reviewed by the Planning Commission. Home occupation permits are for home based business, such as consulting, housekeeping, and small craft businesses.

Application Summary for June 2019				
Applications	Number Received	Carried Over	Completed	Under Review
Major	0	9	1	8
Administrative	0	1	0	1
Land Use	7	3	7	3
Home Occupation	0	2	2	0
Sign	0	0	0	0
Special Event	0	0	0	0
DAB	1	1	1	1
Total	8	16	11	13



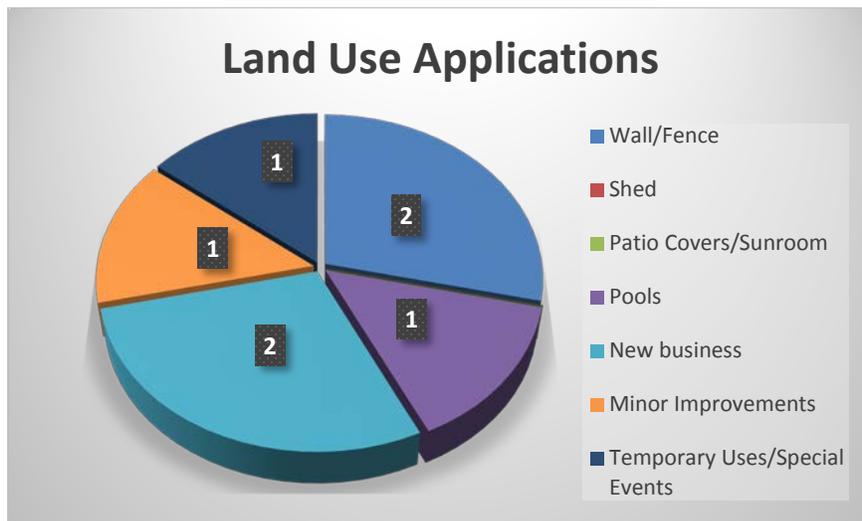
Applications Received, Approved and/or Under Review

Fiscal year to date the Planning Division received 176 applications and 13 remained under review. A comprehensive list of the applications and their status is at the end of the Planning Division’s report.



Land Use applications were approved for “Golden Eagle United.” (On-line Vehicle Dealer and Auto broker) and “Grand Terrace Smoke Shop” (change of ownership).

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



Projects in Plan Check or Under Construction

Projects in Plan Check or Under Construction					
Date Submitted	Case No.	Applicant	Description	Location	Status
10/23/2018	SA 18-10 V 18-02 E 18-10	Crestwood Communities	17 Detached Single-Family Residences	Pico Street and Kingfisher	Under construction.
8/17/2016	SA 14-07-A1 E 14-04-A1	Joab Jerome	New Residence APN: 0275-282-20	11838 Burns Avenue	Project Expired on 6/15/2019
4/14/2016	SA 16-01 V 16-01 TTM 16-01 E 16-05	Aegis Builders, Darryl Moore	Planned Residential Development – 17 Lots and 17 to-Story Housing Units	22404 Van Burren	Under Construction
5/11/2018	ASA 18-06 E 18-06	Tim Boyes	Single Family Residence	0276-431-23	Grading plans approved, building plans under review
10/27/2016	SA 16-09	Yacoub Farsakh	Single Family Residence	0276-331-49	Under Construction

Development Advisory Board (DAB)

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

Development Advisory Board (DAB)					
Date Submitted	Case No.	Applicant	Description	Location	Status
6/10/2019	DAB 19-10	Michael Kalscheur	Contractors Yard	21600 Walnut Avenue	Meeting Scheduled for 7/16/2019
5/21/2019	DAB 19-09	Rene Rivas	Single Family Residence	Rene Lane	Meeting Held on 6/11/2019

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.

One Planning Commission meeting was held on the month of June.

June 6, 2019: The Planning Commission approved the construction of a 3,627 square foot single family home, located on La Cadena Drive, between Palm and Linton Avenues.

Grants

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

Hirsch and Associates, Inc. is preparing design plans for the Blue Mountain Trailhead and Trail Project.

Grant	Status	Grant Amount
Active Transportation Plan	Plan adopted November 2018. Grant Application closed out.	\$295,000
Blue Mountain Trailhead and Trail Grant	Submitted on October 1, 2017. Site visit completed in November 2017. Awarded. Mandatory meeting attended 7/31/18. Community workshop held on 4/11/2019.	\$212,500 (Estimated Project cost \$520,000)
Prop 68 Statewide Park Program	Consultant Blais and Assoc. preparing grant application. Five community workshops required.	\$6.1 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 March 13, 2018, the Housing Successor approved a Purchase and Sale Agreement with Aegis Builders, Inc. to sell its property located at 11695 Canal Street for \$169,000. Escrow closed on June 15, 2018. Buyer has 18 months to commence construction.

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 June 4, 2019. The agenda items included, approving the agenda and the minutes, CERT 15-minute training topics, CERT Basics Initial Class Training, Cooling Center, CERT Volunteer Events, and Inventory-Logistics.

Attachment to Planning Division's Report

Applications Received, Approved and/or Under Review

Major Applications - Site and Architectural Review					
Date Submitted	Case No.	Applicant	Description	Location	Status
5/31/2019	SA 19-05 CUP 19-04 E 19-06 ZC 19-01 MD 19-01	Edwin Renewable Fuels	Plastic Recycling and office/educational uses	21801 Barton Road	Deemed Incomplete on 6/26/2019.
3/29/2019	SA 19-04 E 19-03	Leonardo and Anel Aguayo	Single Family Residence	APN: 0275-083-09	Approved by the PC on 6/6/2019
10/2/2018	SA 18-09 TTM 18-02 V 18-01 E 18-08	Aegis Builders, Inc	12 Townhomes	11695 Canal Street	Deemed Incomplete on 10/31/2018 & 3/26/2019. Applicant considering redesign.
3/27/2018	SA 18-04 E 17-10	Lewis Development	Residential Project (707 Homes)	1167-151-22, 68, 71, 73, 74, 75	Incomplete on 3/27/2018

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

Major Applications – Conditional Use Permit					
Date Submitted	Case No.	Applicant	Description	Location	Status
4/16/2019	CUP 19-03 E 19-04	The REC Center	Education and Creative Arts Program	APN: 1167-281-01	Deemed Incomplete on 5/16/2019
1/2/2019	CUP 19-01 SA 19-03 E 19-05	GrandT-1 Inc.	Industrial Semi-Trailer Storage Facility	APN: 0275-191-06, 30	Deemed Incomplete on 2/1/2019
7/10/2018	CUP 18-03 E 18-07	Jeffrey McConnell	Agricultural Uses	21712 Vivienda Avenue	Re-submittal Received on 6/19/2019
9/17/2017	CUP 17-08 E 17-07	National Logistics Team	Recycling Pallets	21496 Main Street	Incomplete on 10/18/2017 & 2/27/2018. Initial Study being prepared

Administrative Applications

Date Submitted	Case No.	Applicant	Description	Location	Status
9/18/2018	DU 18-02	Patrick O'Brien	Industrial Truck Storage Facility	APN: 0275-191-06, 30	Distributed 1/29/2019

Land Use Review

Date Submitted	Case No.	Applicant	Description	Location	Status
6/25/2019	LU 19-47	Yamen Abdulnour	Grand Terrace Smoke Shop	22400 Barton Road, Unit 15	Approved
6/25/2019	LU 19-46	Rafael Lopez	Retaining Wall	22617 De Soto	Approved
6/21/2019	LU 19-45	Golden Eagle United	On-line Vehicle Dealer	22545 Barton Road, Suite 106	Approved
6/19/2019	LU 19-44	Raafai Iskander	Fence and Block Wall	12662 Thomas Court	Approved
6/11/2019	LU 19-43	Orange Electrical Contractors, Inc	Parking Lighting Improvements	22377 Barton Road	Deemed Incomplete on 6/24/2019
6/5/2019	LU 19-42	Freddy Alberre	Special Event	22310 Barton Road	Approved
6/4/2019	LU 19-41	Quality Fiberglass Pools	Pool	12732 Reed Avenue	Approved
5/16/2019	LU 19-39	Jonathan Arieaga	475 Sq. Ft. Storage Shed	22840 Grand Terrace	Deemed Incomplete on 6/18/2019
4/15/2019	LU 19-32	Harry Roussos	Stockpile, Erosion Issue	22051, 22059, 22071 Grand Terrace Road	Withdrawn
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
5/31/2019	HOP 19-06	Stephanie Darwin	Real Estate Office	12523 Oriole Avenue	Approved 6/21/2019
5/10/2019	HOP 19-05	Jonathan Zibell	Silk Screening	22241 Van Buren	Approved 6/17/2019

BUILDING AND SAFETY DIVISION

Building and Safety and Planning Core Services

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

The Building and Safety Division is budgeted for one full time Permit Technician and one part-time Building Official. The Building Official position is currently being filled through a contract with Interwest Consulting Group. These two positions constitute up to 192 monthly service hours.

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

Activity Summary for Building and Safety

Building Permit Activity includes 43 permits issued in June. Year to date a total of 349 permits have been issued with a total revenue of \$207,846.40. In addition, a total number of 80 customers were assisted at the Building & Safety counter in the month of June.

Building Permit Activity						
	January	February	March	April	May	June
Applications received	47	63	60	53	70	51
Permits issued	11	26	29	21	43	43
Permits finalized	20	14	23	20	21	20
Business occupancies issued	1	2	3	3	1	1
Expired permits	14	6	6	4	1	0
Total monthly revenue	\$4,588.33	\$32,237.08	\$7,794.55	\$8,115.69	\$43,184.37**	\$19,269.21

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

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

* Includes (17) New Single-Family Residence Permits

Permits Issued

The permits issued in June include HVAC mechanical replacements, a block wall, electrical panel upgrades, new garage, reroofs, a room addition, rough grading, water heater replacements, a pool, and PV solar systems.

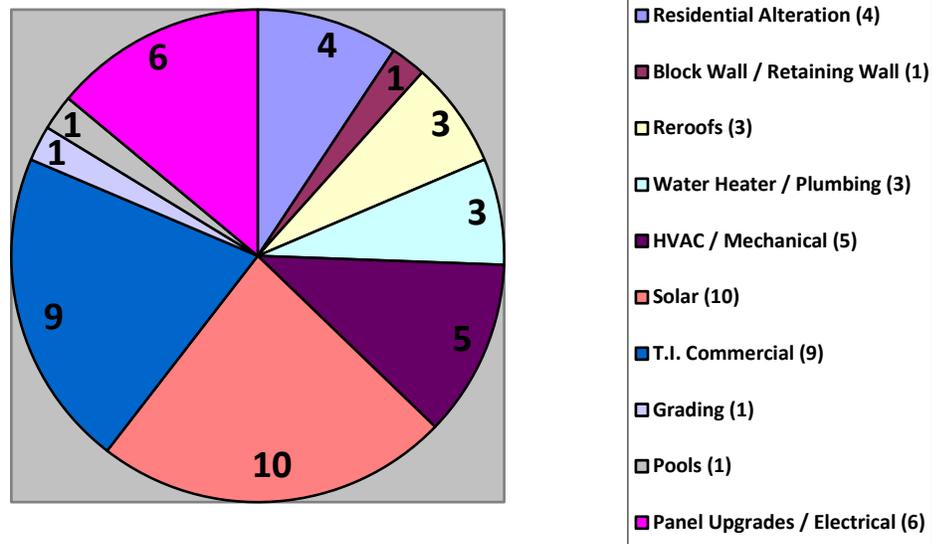
Building permits were issued for the new Grocery Outlet market, which included façade improvements, demising wall to create two units, and ADA site improvements. In addition, a new fruit cut and sushi station for Stater Bros. and a new nail salon tenant improvement located at 12210 Michigan St. Suite A were both issued a permit as well.

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

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Solar	6	9	0	12	6	4	2	5	6	6	9	10
Commercial Tenant Improvement	4	1	0	1	0	1	1	1	0	3	0	9
	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
New Commercial	0	0	0	0	0	0	0	0	0	0	0	0
Grading	1	0	0	1	1	1	0	0	1	0	0	1
Patio Covers	1	2	2	0	0	0	2	0	2	0	0	0
Pools	0	0	0	2	0	0	1	0	1	1	0	1
Panel Upgrades / Electrical	3	1	1	3	3	1	2	3	2	0	6	6
New SFR	17	0	0	0	0	0	0	1	0	0	10	0
Total	47	37	24	34	19	15	11	26	29	21	43	43

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

Issued Permits - June 2019



Expired Permits

From January 2017 to June 2019, building records show that there are 133 expired building permits, meaning that final inspections were not obtained for these permits. The permits mainly consist of over the counter type of permits such as water heater or AC swap outs, re-roof or wall permits. A program was initiated to obtain final permit clearance on the permits.

In June, mailed notices were sent to property owners and contractors of all permits that expired between January 1, 2019 and June 30, 2019, which totaled 20 permits. Of the 20 expired permits, 6 permits have received final clearances and the record completed. The remaining property owners will be contacted a second time prior to taking code enforcement action.

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 phases 1 & 2 which consists of 10 lots (lots 8-17).

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

Major Projects Under Construction

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
Barton Bridge – CALTRANS	Barton Rd. Bridge Over cross	Under Construction
Tim Boyes, Vista Grande Way	Parcel Map 16945 – Street Improvement Project & Rough Grading (Vista Grande Way)	Pre-construction meeting held in September.
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	Install new 42.78 kW roof mounted PV system w/ (124) modules	Under Construction – Preconstruction meeting held
Anita Jensen – 22401 Barton Rd.	Interior demolition 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 – Footings inspected

Plan Checking Activity

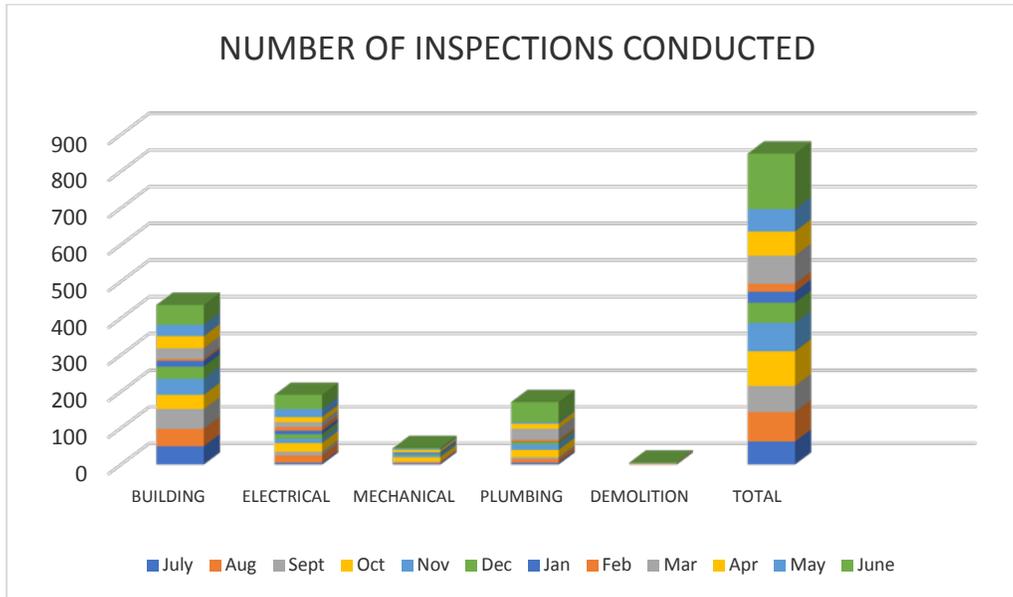
For June 2019, a total number of twenty-four plans were submitted for review and re-submittal. Plans submitted include expansion of a Stater Bros. beverage cooler, PV solar plans, signs, pools, and an accessory structure.

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

Inspections

Type of Inspection	# of Inspections Conducted											
	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Building	50	48	54	39	44	33	16	5	29	33	31	54
Electrical	5	20	10	24	12	12	10	10	13	14	22	39
Mechanical	3	3	2	12	6	3	3	0	3	5	3	2
Plumbing	5	10	5	20	15	7	1	5	30	14	4	55
Demolition	0	0	0	0	0	0	0	2	1	0	1	1
Total	63	81	71	95	77	55	30	22	76	66	61	151

*Twenty final building inspections were performed for the month of June 2019.

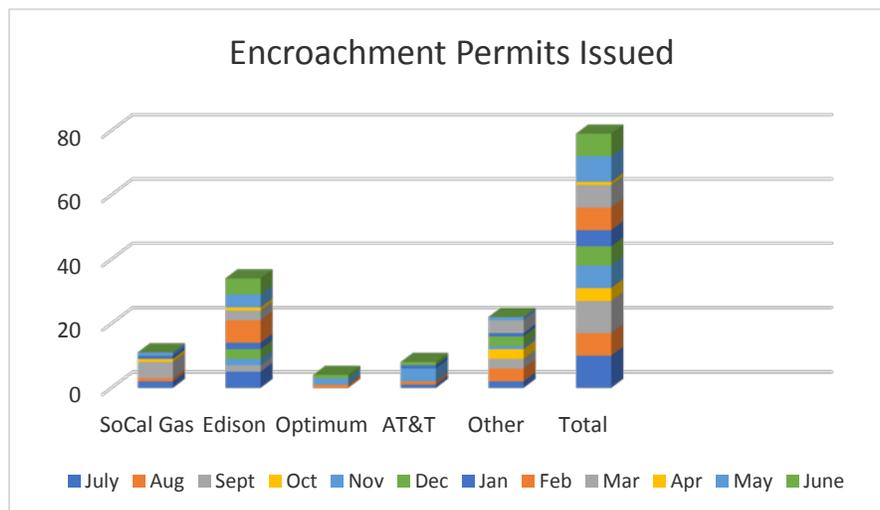


Certificate of Occupancy

A Certificate of Occupancy was issued for the following businesses:

- Basics & More Inc. located at 12210 Michigan St. Suite 13

Public Works Encroachment Permits



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

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

ANIMAL CONTROL AND CODE ENFORCEMENT DIVISION

Core Services

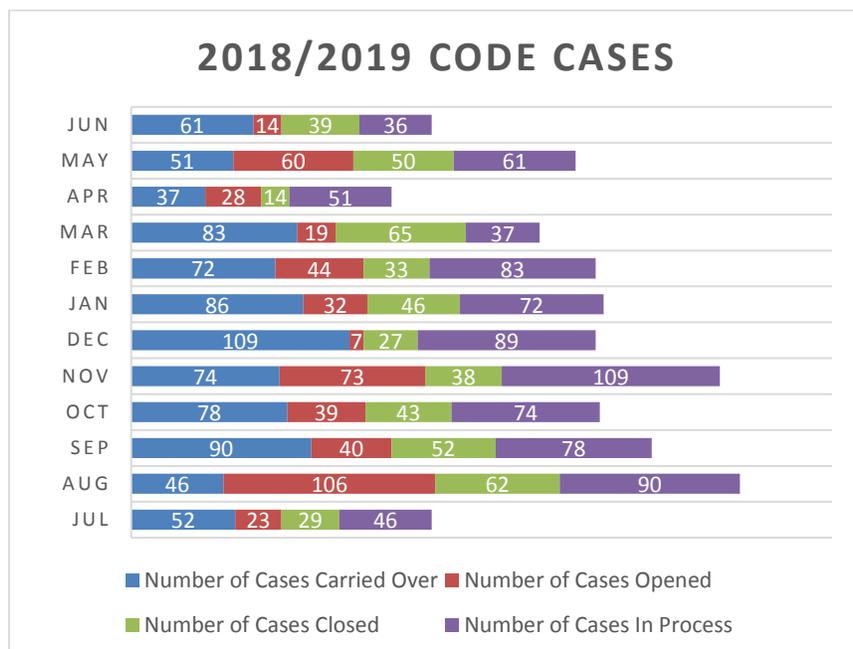
- Zoning & Municipal Code Enforcement
- Animal Control Services
- Street Sweeping Traffic Enforcement

The Division is budgeted for one full time Officer, a 36-hour Specialist and a full-time Office Specialist. These three positions constitute 256 monthly service hours in June, 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 June.

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

Activity Summary for Code Enforcement

In June, Code Enforcement had 61 cases carried over from the previous month, 14 new cases opened, and 39 cases were closed. The Division closed out June with 36 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	Jan	Feb	Mar	Apr	May	Jun
Inspections Conducted	57	111	56	112	83	29	46	69	76	29	79	57
Notice of Corrections Issued	7	71	16	13	48	7	12	38	16	14	26	13
Notice of Violations Issued	14	11	17	19	12	0	26	6	50	16	15	2
Citations Issued	17	23	11	26	11	11	20	3	6	7	20	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.

Special Enforcement Programs

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

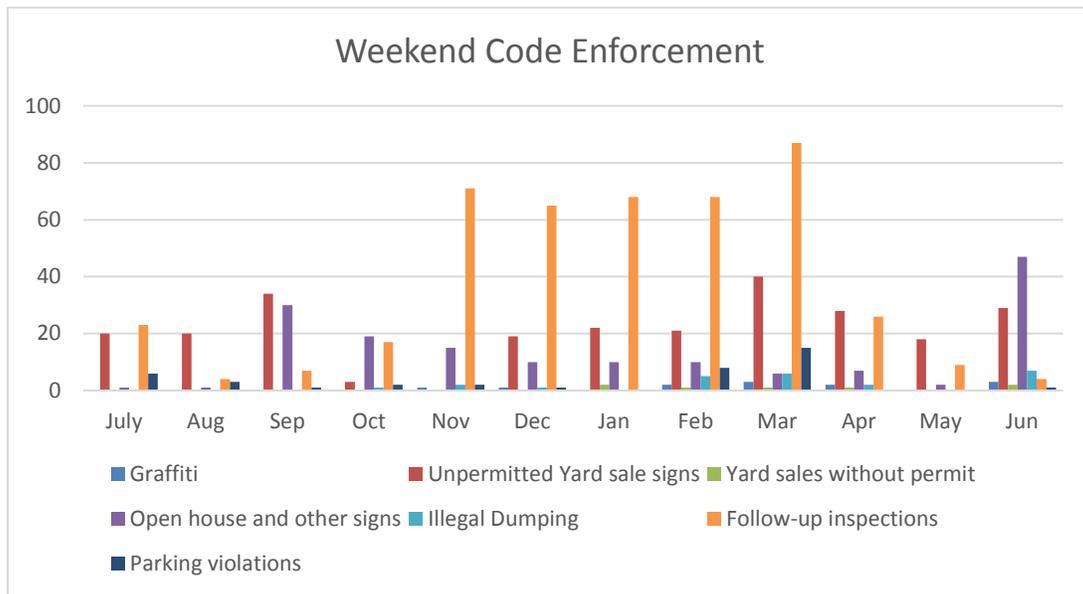
In the month of June, 8 citations were issued to property owners who had not complied with obtaining a dog license within the 7-day grace period. Once the notice for the Program was issued, even prior to the program commencing, there began an influx of property owners renewing their dog licenses and obtaining new licenses for their dogs.

On, June 1 The City hosted its Community Day and Animal Control set up a booth and provided dog licensing and sheltering information and issued giveaways such as animal tooth brushes and leashes to all that were interested.

Weekend Code Enforcement Activities

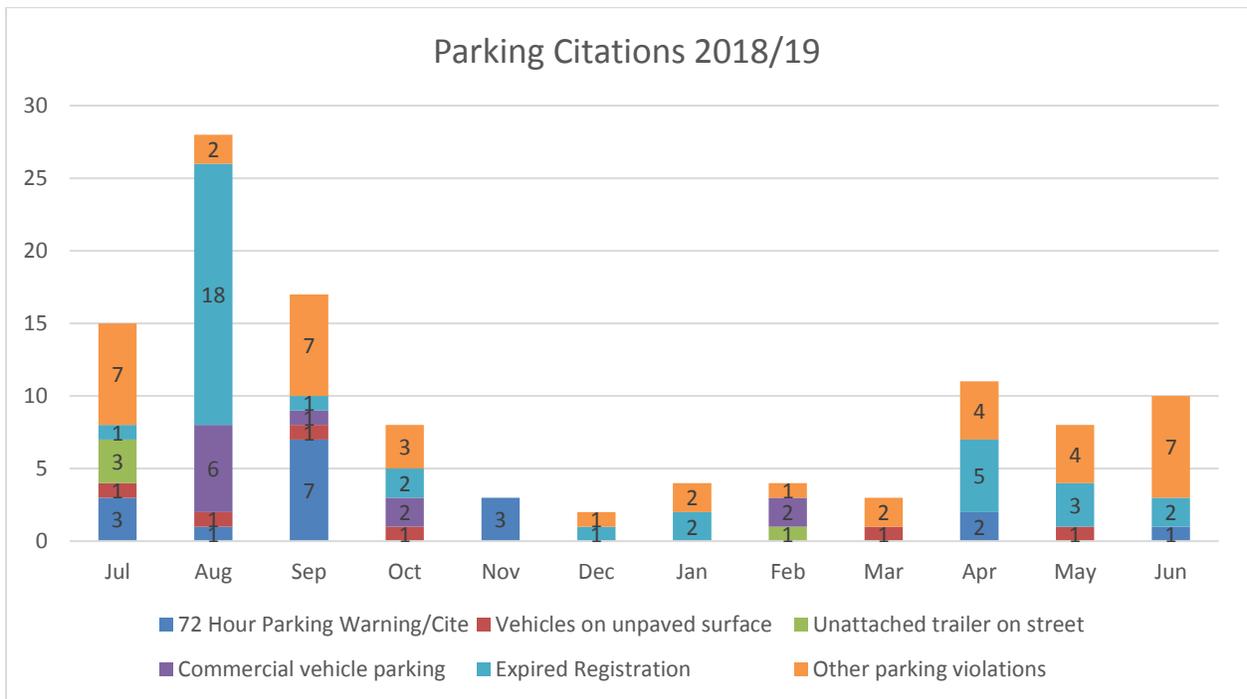
The Weekend Animal Control/Code Enforcement Specialist patrols the weekends and conducts zone inspections and scheduled re-inspections. Weekend code enforcement also handles code violations such as unpermitted yard sales, open house signs, and parking violations. The table below demonstrates weekend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

Case Types	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Graffiti	0	0	0	0	1	1	0	2	3	2	0	3
Unpermitted Yard sale signs	20	20	34	3	0	19	22	21	40	28	18	29
Yard sales without permit	0	0	0	0	0	0	2	1	1	1	0	2
Open house and other signs	1	1	30	19	15	10	10	10	6	7	2	47
Illegal Dumping	0	0	0	1	2	1	0	5	6	2	0	7
Follow-up inspections	23	4	7	17	71	65	68	68	87	26	9	4
Parking violations	6	3	1	2	2	1	0	8	15	0	0	1



Parking Citations:

In June, 122 vehicle related citations were issued; 112 of the citations issued were related to street sweeping enforcement. The street sweeping citations are expected to generate approximately \$2,800 in general fund revenue. Street Sweeping in residential areas occurs on the first, second, and third Thursdays of each month.



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

Graffiti/Vandalism/Illegal Dumping

There were seven cases of illegal dumping reported in June 2019 near Terrace Ave and Vivienda. 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.).

At the start of January rental inspection invoices were mailed to all rental owners and were due at the end of the month. Of the 335 properties, 297 property owners have paid their annual rental inspection fees. 81 properties are enrolled in the Good Landlord/Tenant Program signifying they have kept well-maintained properties and have passed inspections for three consecutive years. Property owners in the Good Landlord Program also receive reduced inspection fees and windshield inspections.

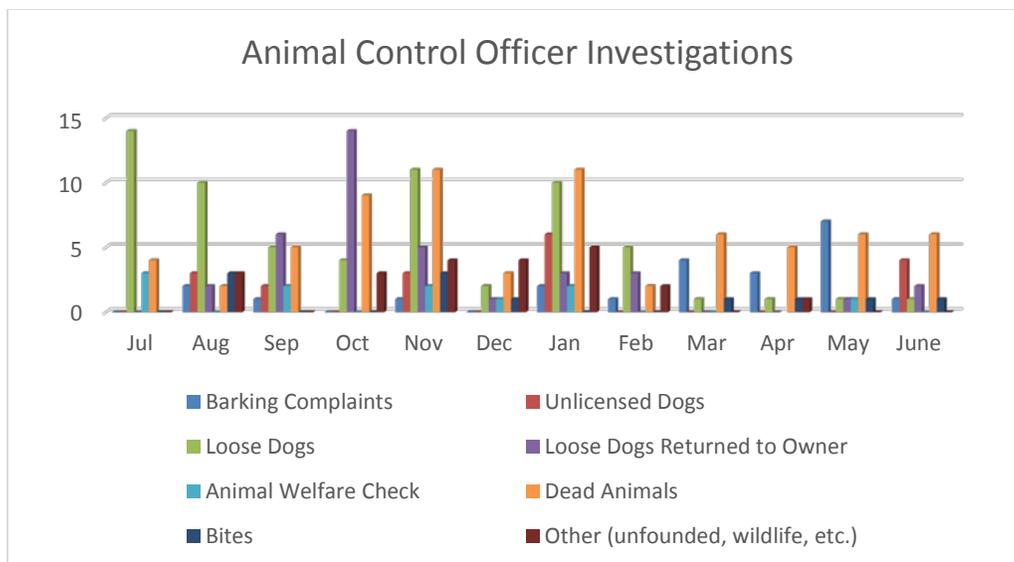
In April, rental property inspections began; Code Enforcement Officers walk the front yard of the property to inspect exterior conditions. An interior or backyard inspection can be requested if exterior conditions so warrant. At the conclusion of June, 334 inspections had been conducted and 8 properties had outstanding violations. Per the Grand Terrace Municipal Code property owners can be given 24 hours to 90 days to place the home in good standing.

Civic Live

There were 22 complaints received via Civic Live in June 2019 mostly pertaining to overgrown vegetation, property maintenance, and graffiti. 18 cases have been resolved and four cases are still being worked on by Code Enforcement.

Animal Control Services

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



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

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

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

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

Animal Control Sheltering Services	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
Animal Intakes												
Strays	9	4	11	7	8	2	7	7	3	2	28	11
Stray Dead	0	2	4	4	6	0	0	0	6	2	8	4
Owner Surrender	3	0	0	1	0	0	0	0	1	1	0	0
Other				4	2	0	1	1	0	1	2	1
Total	12	6	15	12	14	2	7	7	10	5	38	16
Animal Disposition												
Adopted	3	2	2	4	1	2	1	5	5	1	5	1
Returned to Owner	4	0	2	1	1	1	3	2	1	0	2	2
Euthanized	2	1	5	6	1	0	0	1	2	0	20	4
Other	1	0	0	2	2	0	0	0	0	0	0	0
Total	10	3	9	13	5	3	4	8	8	1	27	7

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Public Works

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

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DATE: August 20, 2019

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

FROM: Alan French, Public Works Department Director

SUBJECT: June 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	Final Design 95%	State, City
CIP Year 3, 4 & 5 Street Resurfacing Project	\$1,730,512	Assemble Bid Package, apply for funding	State, City
HSIP Cycle 8, Mt. Vernon Safety Project	\$350,000	Bid Project when State to Approve in September	Federal Grant
HSIP Cycle 9 Guardrail Project	\$650,000	Selected Consultant to Administer	Federal Grant
Preston Signal Modification	\$50,000	Final Design Completed	Spring Mountain Ranch Fund
EV Charging Stations	\$180,000	Execute Agreement	MSRC, SCIP, AQMD Grants
TOTALS:			\$11,960,512

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

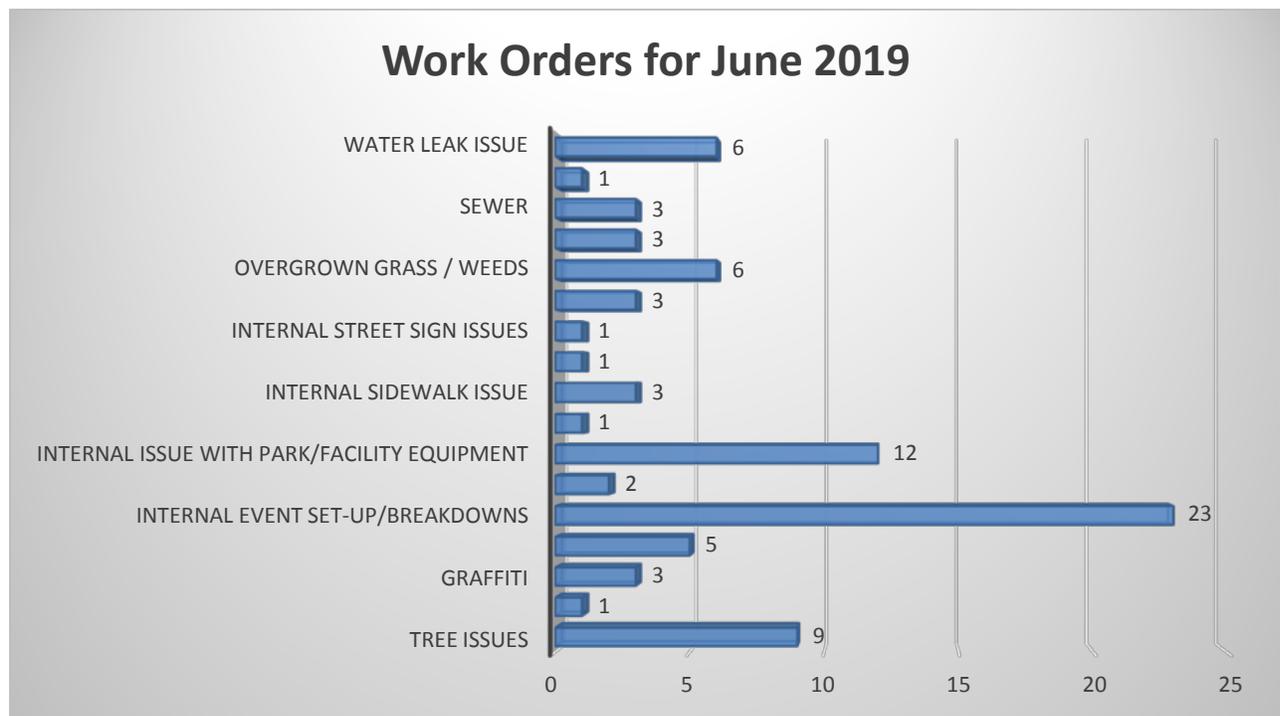
			Weekday Hours		Weekend hours		After hours & Call outs
	Budgeted	Staffed	Available	Worked	*Available	Worked	
Field	4	4	640	533	28	53	3
Office	2	2	320	248	0	5	0
Total	6	6	960	781	28	58	3

*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 728 work releases hours during the month of June.

Transition Period June 2019 (83 work orders)



	ID#	Open	Closed	Category	Address	Description
1	163478	6/2/2019	6/6/2019	Tree Issues	12182 Country Club Lane	Dead tree in the power lines
2	163807	6/3/2019	6/5/2019	Internal Event Set-up/BreakDowns	Grand Terrace	Need 1 canopy, 2 tables, 10 chairs, the ice chest with ice delivered to Rollins park before 6 pm for the budget in the park meeting.
3	163568	6/3/2019	6/5/2019	Internal Event Set-up/BreakDowns	Grand Terrace	Set up for CERT Meeting on Tuesday, 6/4/19 - (4) 9'x30 rectangle tables and (16) black metal chairs with black padded seat
4	164044	6/4/2019	6/7/2019	Tree Issues	Canal & Mt. Vernon	Trees are overgrown and blocking oncoming traffic
5	164309	6/5/2019	6/6/2019	Internal Event Set-up/BreakDowns	Grand Terrace	Install Posters and Banner from Kiosk
6	164311	6/5/2019	6/6/2019	Internal Event Set-up/BreakDowns	Grand Terrace	Lower flags city-wide
7	164312	6/5/2019	6/6/2019	Internal Event Set-up/BreakDowns	Grand Terrace	Raise flags City-wide
8	164307	6/5/2019	6/6/2019	Internal Event Set-up/BreakDowns	Grand Terrace	Remove Posters and Banner from Kiosk
9	164310	6/5/2019	6/6/2019	Internal Sidewalk Issue	Barton Rd	Replace 6 broken sprinklers
10	164583	6/6/2019	6/7/2019	Internal Issue with Park/Facility Equipment	Barton Road	Fix broken sprinkler line
11	164574	6/6/2019	6/13/2019	Overgrown Grass / Weeds	Newport and Canal	remove weeds along the guard rail
12	164585	6/6/2019	6/7/2019	Internal Issue with Park/Facility Equipment	Grand Terrace	Replace valve in men's public restroom at City Hall
13	164846	6/7/2019	6/11/2019	Non Emergency Service Request	Grand Terrace Rd	Pick up keys for fire safe from So Cal Locksmith for City Clerk
14	164847	6/7/2019	6/12/2019	Pothole	Barton Rd and Grand Terrace Rd	Pothole
15	164840	6/7/2019	6/11/2019	Internal Street Sign Issues	Mt. Vernon	Remove broken sleeve post & install new No Parking post
16	164845	6/7/2019	6/12/2019	Internal Sidewalk Issue	Mt. Vernon	Remove stump from parkway and grind down sleeve on right of way
17	164844	6/7/2019		Overgrown Grass / Weeds	Barton Road, Town Center to Brookside Sr. Living	Remove weeds, tree volunteers and grass growth from North and South side parkways
18	164842	6/7/2019	6/11/2019	Internal Issue with Park/Facility Equipment	Rollins Park	Repair running sink
19	165286	6/10/2019	6/18/2019	Non Emergency Service Request	Grand Terrace Rd from Vista Grande west of school	Clean up dirt

20	165415	6/10/2019	6/13/2019	Internal Event Set-up/BreakDowns	Grand Terrace	Room set up for City Council Special Mtg - Priorities Workshop on 6/12/19.(3) 9'x30 rectangle(2) 8'x30" rectangle(1) 4' table for Projector(5) chairs with arms for Council(17) chairs(1) podium with microphone"
21	165654	6/11/2019	6/12/2019	Water Leak Issue	22795 Barton Road	water running downhill onto Mount Vernon
22	165664	6/11/2019	6/11/2019	Water Leak Issue	Pascal Ave and De Berry Street	leak from a manhole
23	165507	6/11/2019	6/13/2019	Internal Event Set-up/BreakDowns	Grand Terrace	Set up 1 table and 6 chairs at the Council chamber LOBBY AREA for Wednesday, June 12 before 5:00pm.
24	165624	6/11/2019	6/13/2019	Internal Issue with Park/Facility Equipment	TJ Austyn Park	replace two diaphragms , dig up and replace 4 I 20 sprinklers, replace solenoids on two valves
25	165939	6/12/2019	6/18/2019	Internal Issue with Park/Facility Equipment	Grand Terrace	City Hall Upstair (City Clerk area) is requesting a large fan - Do we have a fan available and can it be delivered?
26	165838	6/12/2019	6/17/2019	Internal Event Set-up/BreakDowns	Grand Terrace	Music & Movies in the Park on Saturday, June 15th at Rollins Park Equipment Set Up.2 Easy Ups, 1 table, 4 chairs, cooler, extension cords, blueray, 3 trash boxes
27	165949	6/12/2019	6/12/2019	Internal Pothole	Carhart Ave and Vivienda Ct.	car damaged due to a big chunk of asphalt that was on the pavement
28	165829	6/12/2019	6/12/2019	Internal Sidewalk Issue	Grand Terrace	Side walk buckles due to the heat
29	165951	6/12/2019	7/3/2019	Overgrown Grass / Weeds	La Paix and Stonewood	Weed Abatement (road right of way, west of Stonewood)
30	166071	6/13/2019	6/13/2019	Internal Event Set-up/BreakDowns	Grand Terrace	break down the community room before 10am
31	166072	6/13/2019	6/17/2019	Internal Issue with Park/Facility Equipment	Grand Terrace	install new light bulbs in men's restroom downstairs at city hall
32	166107	6/13/2019	7/3/2019	Internal Event Set-up/BreakDowns	Grand Terrace	Library Event - Place orange cone at the first Parking space at City Hall for performer in the following June dates before 9am.June 20June 27
33	166106	6/13/2019	6/14/2019	Internal Event Set-up/BreakDowns	Grand Terrace	Library Event - Place orange cone at the first Parking space at City Hall for performer on 6/13 before 9am.
34	166213	6/13/2019	6/17/2019	Internal Issue with Park/Facility Equipment	Grand Terrace	Mens Restroom at City Hall urinal has overflown and the drain lid is loose.

35	166182	6/13/2019	6/17/2019	Internal Issue with Park/Facility Equipment	TJ Ausyn Park	replace several broken pop ups and nonworking rotors
36	166181	6/13/2019	6/13/2019	Sewer	12461 Vivienda	Sewer smell
37	166086	6/13/2019	6/13/2019	Sewer	12602 Browning Court	treat sewer with large bugs coming up from her sink
38	166099	6/13/2019		Overgrown Grass / Weeds	divided on La Cadena between Barton & Litton	clean up and landscape of the median
39	166180	6/13/2019		Internal Street Light Issue	Mt. Vernon and De Berry	Traffic Light accessibility option is no longer working
40	166089	6/13/2019	7/3/2019	Internal Tree Issues	12552 Pascal	Tree on the front, right side is growing sideways/tilt into an electrical box. Roots may effect this area.
41	166201	6/13/2019	6/18/2019	Tree Issues	DeBerry and Mt. Vernon	Trim Bushes along the sidewalk
42	166370	6/14/2019	6/14/2019	Internal Issue with Park/Facility Equipment	Grand Terrace	Fire Alarm - beeping sound. - Mayor's Office set alarm off. No issue. Reset panel box
43	166442	6/14/2019		Internal Event Set-up/BreakDowns	Susan Petta Park	Music & Movies in the Park on Saturday, August 17 at Susan Petta Park - Equipment Set Up. 2 Easy Ups, 1 table, 4 chairs, cooler, extension cords, blueray, 3 trash boxesCharge up portable PA/ microphone to take for the event
44	166443	6/14/2019		Internal Event Set-up/BreakDowns	Rollins Park	Music & Movies in the Park on Saturday, August 31 at Rollins Park Equipment Set Up. 2 Easy Ups, 1 table, 4 chairs, cooler, extension cords, blueray, 3 trash boxesCharge up portable PA/ microphone to take for the event
45	166441	6/14/2019		Internal Event Set-up/BreakDowns	Fitness Park	Music & Movies in the Park on Saturday, August 3rd at Fitness Park Equipment Set Up. 2 Easy Ups, 1 table, 4 chairs, cooler, extension cords, blueray, 3 trash boxesCharge up portable PA/ microphone to take for the event
46	166440	6/14/2019		Internal Event Set-up/BreakDowns	Veterans Park	Music & Movies in the Park on Saturday, July 20 at Veterans Park - Equipment Set Up. 2 Easy Ups, 1 table, 4 chairs, cooler, extra extension cords, blueray, 3 trash boxesCharge up portable PA/ microphone to take for the event

47	166439	6/14/2019	7/3/2019	Internal Event Set-up/BreakDowns	Rollins Park	Music & Movies in the Park on Saturday, June 29 at Rollins Park Equipment Set Up. 2 Easy Ups, 1 table, 4 chairs, cooler, extension cords, blueray, 3 trash boxesCharge up portable PA/microphone to take for the event
48	166347	6/14/2019	7/3/2019	Internal Event Set-up/BreakDowns	Rollins Park	Shelter A&B prep/clean before Sunday, 6/30 2:00 pm.
49	166348	6/14/2019	7/3/2019	Internal Event Set-up/BreakDowns	Rollins Park	Shelter C&D prep/clean prior to Saturday, July 6 at 1:00 pm.
50	166346	6/14/2019	6/18/2019	Internal Event Set-up/BreakDowns	Rollins Park	Shelters A&B (10am), C&D (8am) are reserved for SATURDAY, 6/15 -if it could be prepped/cleaned prior.
51	166429	6/14/2019	7/3/2019	Internal Event Set-up/BreakDowns	Terrace Hill Middle School	set up by 10am start time and take down is after 12pm - 40 chairs, 4 EZ Ups and 15 pools for June 22 Event is 10am-12pm.
52	166405	6/14/2019	7/3/2019	INTERNAL- General Office	Grand Terrace	We need the deep freezer in the yard to be set up.
53	166548	6/15/2019	6/27/2019	Pothole	Grand Terrace Rd between Newport & end of street	Multiple potholes
54	166799	6/17/2019	7/11/2019	INTERNAL- General Office	Grand Terrace	Order green plastic 1" for Finance counter.
55	166887	6/17/2019		Overgrown Grass / Weeds	Reed Ave & La Paix St	overgrown weeds (behind retirement complex)
56	166935	6/17/2019	7/3/2019	Water Leak Issue	12454 Pascal Ave	Water from the ground leaking onto the street
57	166963	6/17/2019	6/18/2019	Water Leak Issue	11640 Mt Vernon	Water is running down from Mt Vernon into Washington
58	167262	6/18/2019		Tree Issues	Between Mavis and Van Buren	Pine tree branch is broken and hanging 10 feet from asphalt
59	167543	6/19/2019	6/25/2019	Internal Event Set-up/BreakDowns	Grand Terrace	Cone off parking space for library performer.
60	167541	6/19/2019	7/3/2019	Illegal Dumping	22537 Canal Street, west of Mt. Vernon	Debris
61	167575	6/19/2019		Illegal Dumping	11657 Canal Street	Pile of debris near road.
62	167780	6/20/2019		Tree Issues	22745 Bluebird Lane	dead tree removal request
63	168235	6/21/2019	7/3/2019	Graffiti	23180 Palm Avenue	graffiti on the rocks at the East end
64	168754	6/24/2019	7/3/2019	Internal Event Set-up/BreakDowns	Grand Terrace	Cert Meeting on Tuesday, 7/2/19 - Set up by 6pm and take down after 7pm.
65	168787	6/24/2019	7/3/2019	Graffiti	Barton Rd and Grand Terrace Rd	Graffiti, west of FWY, graffiti says: WTF""
66	168788	6/24/2019	7/3/2019	Water Leak Issue	12454 Pascal Ave.	Water leakage at the front of 12454 Pascal Ave.

67	168986	6/25/2019		Illegal Dumping	De Berry	Report of bed frame in front of the 3rd house on south side of DeBerry (and Observation) for approximately three weeks
68	169355	6/26/2019	6/26/2019	Animal Related	12392 Westler	Assist in picking up tortes
69	169221	6/26/2019	7/3/2019	Illegal Dumping	Canal & Mt. Vernon	Canal & Mount Vernon illegal dumping
70	169220	6/26/2019	7/3/2019	Non Emergency Service Request	De Berry Street	shopping cart
71	169222	6/26/2019	7/3/2019	Internal Issue with Park/Facility Equipment	Grand Terrace	Fix urinal at the men's restroom in city hall
72	169294	6/26/2019		Water Leak Issue	11691 Mt. Vernon	Riverside-Highland Water Company reported a leak-regarding the green cage box the backflow device is leaking.
73	169282	6/26/2019		Tree Issues	Nightingale and Bluebird Lane	tree branches are hitting the cars and need trimming.
74	169308	6/26/2019	7/3/2019	Sewer	22795 Barton Road	repair the main sewer line at City Hall
75	169541	6/27/2019		Overgrown Grass / Weeds	22132 grand terrace rd	2 dead/dry palm trees east of the property. Right on the curb.
76	169618	6/27/2019	7/3/2019	Internal Issue with Park/Facility Equipment	Rollins Park	irrigation valve replacement
77	169641	6/27/2019		Internal Issue with Park/Facility Equipment	Oriel and Miketood, south of Raven	Mlissing sprinkler with a large hole at the easement (water resource board) by the driveway
78	169540	6/27/2019	7/3/2019	Illegal Dumping	22087 Newport Ave	There is piece of rolled carpet in the gutter in front of this house usually by a red Jeep.
79	169629	6/27/2019		Tree Issues	22715 Bluebird Lane	Tree branches are overgrown on property. 2 trees from Nightingale are overgrown and 1 on Bluebird Lane are overgrown near the mailbox.
80	169577	6/27/2019		Street Sign issues	12519 Mirado Avenue	Unauthorized sign on N.E. corner of Pico & Mirado.
81	169835	6/28/2019	6/28/2019	Tree Issues	22340 Pico Street	A tree fell on Pico Blvd at Reed Ave. Tree is blocking 1/2 of Pico on Westbound side.
82	169849	6/28/2019	7/3/2019	Graffiti	Mt. Vernon and Canal	Graffiti on the back of city sign at Mt. Vernon and Canal and 2 signs have blue graffiti across the street at the field.
83	169868	6/28/2019	7/3/2019	Pothole	22207 Carhart Avenue	Piece of Asphalt popped up

Park Shelter Reservations in June 2019

Park	Shelter	Date Reserved
Richard Rollins	Shelters A & B, C & D, Field reservation for Movie at the Park	June 15
Richard Rollins	Field reservation for Movie at the Park	June 29
Richard Rollins	Shelters A & B	June 30

Community Room Reservations June 2019

Group	Date Reserved	Time
Citrus Belt Quilters	2 nd Saturday	9am
Friends of the Library	June 12 th	5pm
Girl Scouts Troop 1195	Thursdays	4pm
Library Function	Tuesdays & Thursdays	11am & 10am
Overeaters Anonymous	Saturdays	10am
Women's Republican Club	1 st Tuesday	6:30pm
Inland Empire Quilt Group	1 st Saturday	1pm
CERT Meeting	1 st Tuesday	6pm
Parks & Rec	2 nd Thursday	4pm
Library Kids' Craft	June 11 th , 18 th , 25 th	3:30pm
City Council Special Meeting	June 12 th	6pm
Grand Terrace Community Day Wrap Up	June 13 th	6pm

Signal Light Maintenance

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

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

Park Maintenance

Park	Grass mowed	Full service planter maintenance	Gopher service	Restroom service (a.m.)	Trash receptacle service
Richard Rollins Park	Weekly	Once	Once	Daily	M-Fr, S*

Pico Park	Weekly	Once	Once	Daily	M-Fr, S*
TJ Austin Park	Weekly	Once	---	---	M-Fr, S*
Gwen Karger Park	Weekly	Once	---	---	M-Fr, S*
Fitness Park	---	Once (pull weeds)		Daily	M-Fr, S*
Griffin Park				---	

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

Waste Management Services

Burrtec Waste Industries

Waste Generation Report:

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

May 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	278.64	75.07		229.92							583.63	
Christmas Tree												
Bulky Item	5.51		0.22			1.31					7.04	590.67 Residential
Clean Up												
Multi-Family	176.59	9.27		14.15							200.01	200.01 Multi-Family
Commercial	195.68	3.67			0.37		0.63			0.13	200.48	
School	68.30	7.09									75.39	275.87 Commercial
Roll off	69.01							40.00	45.41		154.42	154.42 Roll off
Grand Total	793.73	95.10	0.22	244.07	0.37	1.31	0.63	40.00	45.41	0.13	1220.97	

Missed Pick-Up Report

Date Reported	Address	Description	Date Pick Up Completed
5/1/19	22887 Brentwood St	Trash bin missed	5/1/19
5/6/19	12218 Pascal Ave	Trash bin missed	5/6/19
5/7/19	22219 De Soto St	Trash bin missed	5/7/19

5/22/19	Hampton Ct	Trash bin missed	5/22/19
5/23/19	Orangewood Ct	Green Waste bin missed	5/23/19
5/23/19	Jensen Ct	Green Waste / Trash bin missed	5/23/19

Public Works Administration

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

Contracts:

Public Works Services for FY 2018-19:

Contractor Name	Service	Contract Amount	Remaining Balance as of Apr. 30, 2019
ACCO Engineered Systems	HVAC Maintenance	\$22,850	\$2,925.02
Albert A Webb Associates	Commerce Way Final Design	\$109,389.00	\$179.98
Albert A Webb Associates	CHP – DEVCO Traffic Engineering	\$856.00	\$0
Charles Abbott Associates	Landscape and Lighting Assessment District Annexation Engineering Services	\$10,000.00	N/A (Developer Fee)
Clean Street	Street Sweeping Services	\$52,000.00	\$3,625.08
City of Colton Cooperative Agreement with Grand Terrace	Traffic Signal Maintenance for signal on Litton Avenue	N/A	N/A
EZ Sunnyday Landscape	Landscape Maintenance	\$45,430.00	\$550.00
Gopher Patrol	Gopher Abatement Services	\$8,112.00	\$400.00
Hardy and Harper, Inc	Street Maintenance Services	\$75,000.00	\$0
Interwest Consulting Group TKE Engineering, HR Green	On-Call Public Works Inspection Services	\$40,000.00	\$0
Interwest Consulting Group HR Green Albert A. Webb	On-Call Construction Management Services (incl. Barton Road Interchange Project – Interwest)	\$40,000.00	\$13,750.00
Interwest Consulting Group	Commerce Way Extension Real Estate & Engineering Services	\$251,609.00	\$180,392.75
Lynn Merrill	NPDES Services	\$10,000.00	\$6,343.55
Moran Janitorial Services	Janitorial Services for City Hall and City Parks	\$19,980.00	\$0
Otis Elevator Company	Elevator Maintenance Service	\$4,996.34	\$0
San Bernardino County Dept of Public Works – Flood Control	Flood Control Facilities	\$26,117.00	\$0
San Bernardino County Fire Dept – Hazardous Material	Household Hazardous Waste (HHW) Services	\$17,538.80	\$0
San Bernardino County Land Use Services	Fire and Weed Hazard Abatement Services	\$13,526.00	\$13,526.00
St. Francis Electric, LLC.	Traffic Signal Maintenance Services	\$10,000.00	\$0
County of Riverside TLMA Administration	Main Street Traffic Signal Maintenance Services	\$9,000.00	\$3118.72
West Coast Arborist	5 Year Tree Maintenance Program	\$38,560.40 (\$192,802: 5-yr term)	\$412.00
Western Exterminator Co.	Pest Control Services	\$7,502.00	\$1,142.66

Willdan	Engineering Services (incl. Landscape and Lighting Assessment District)	\$7,000 (paid with Dev. fees)	N/A (Developer Fee and LLMD Assess.)
	TOTAL PUBLIC WORKS CONTRACT VALUE FOR FY 2018-19:	\$812,467.00	\$226,365.76 balance

FY 2018-19 Capital Improvement Project Contracts

Contractor Name	Service	Contract Amount	Contract Balance
Clean Cut Landscape	Dog Park Construction	\$446,127.82	\$0
TKE Engineering	Dog Park Inspection & Construction Management	\$11,720.27	\$0
Evan Brooks Associates	Grant Writing for HSIP Cycle 9 – Guardrail Project	\$7,995.00	\$0
Evan Brooks Associates	Preliminary Engineering for HSIP – Mt. Vernon Safety Improvement	\$36,300.00	\$4,643.00
Hardy & Harper	Pavement Rehabilitation Project	\$822,850	\$0
HR Green California	Pavement Rehabilitation Project – Inspection / Construction Mgt	\$26,250.00	\$0
Terracon	Pavement Rehabilitation Project – Geotechnical Services	\$18,984.06	\$0
Warren Anderson Ford Inc (Fritts Ford)	2019 hybrid Ford F-250 maintenance truck (approved by Council FY 17-18)	\$55,075.00	\$0.27
	TOTAL CIP PROJECT CONTRACT VALUE FOR FY 2018-19	\$1,425,302.15	\$4,643.27

Bids:

- Re-awarded contract for Electric Vehicle Charging Station Project

Major Reports:

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

Grants:

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

Project Management:

- Budget for Landscape and Lighting Assessment District
- EV Charging Station
- Tree Maintenance – Year 3 Cycle

Major Meetings / Events:

- Cal Recycle Grant Event – Ecohero Show

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Sheriff's Contract

- Law Enforcement Services



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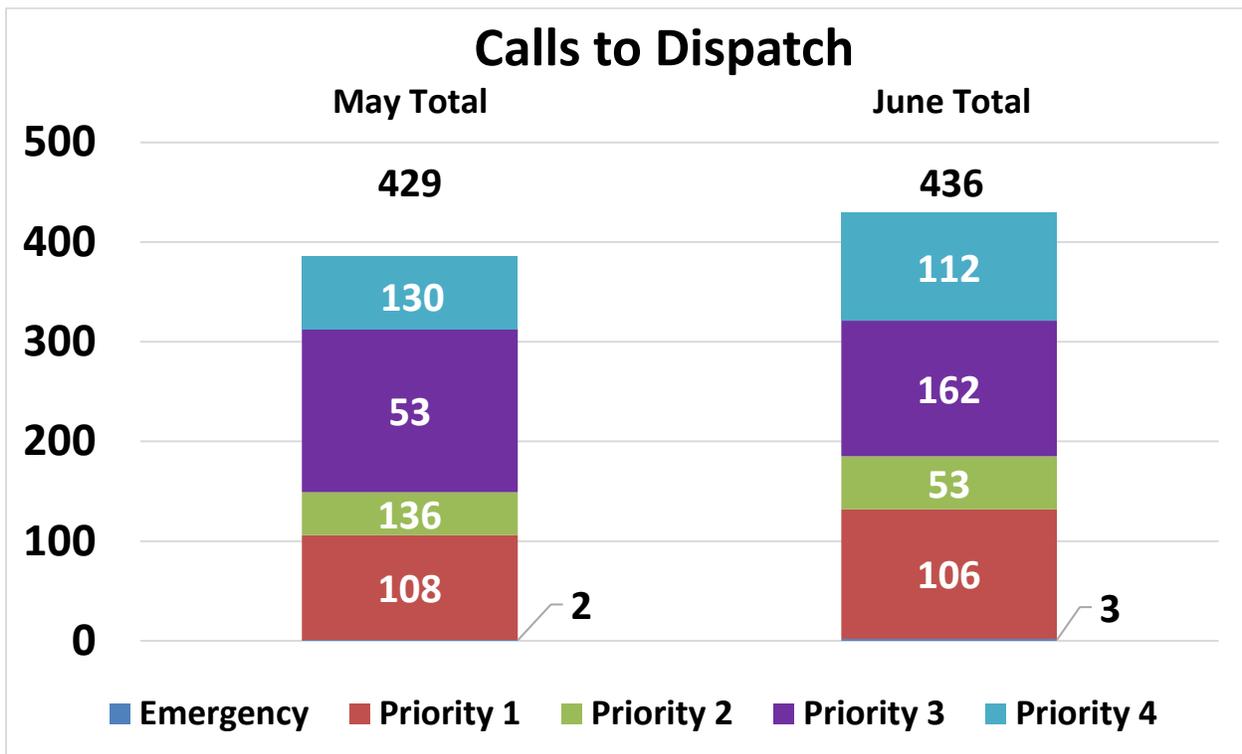


San Bernardino County Sheriff's Department



Services	May 2019	June 2019
Officer Contact and Calls	1,130	1,122

Calls to Dispatch	May 2019	June 2019
Emergency	2	3
Priority 1	108	106
Priority 2	136	53
Priority 3	53	162
Priority 4	130	112
Totals	429	436



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>June 3rd</u>	<u>June 10th</u>	<u>June 17th</u>	<u>June 24th</u>	<u>Total Hours:</u>
	0	2	2	2	6

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San Bernardino County Fire





City of Grand Terrace
Fire Department Incidents
06/01/19 – 06/30/19

Call Type	Number of Calls
Commercial Alarm	1
Fire – Vegetation	4
Medical Aid	98
Move Up (Cover Engine in to FS#23)	3
Outside Investigation	1
Public Service	2
Residential Alarm	3
Traffic Collision – Auto vs. Pedestrian	1
Traffic Collision Unknown Injuries – Freeway	1
Total Calls	114

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