



---

# MONTHLY REPORT

---

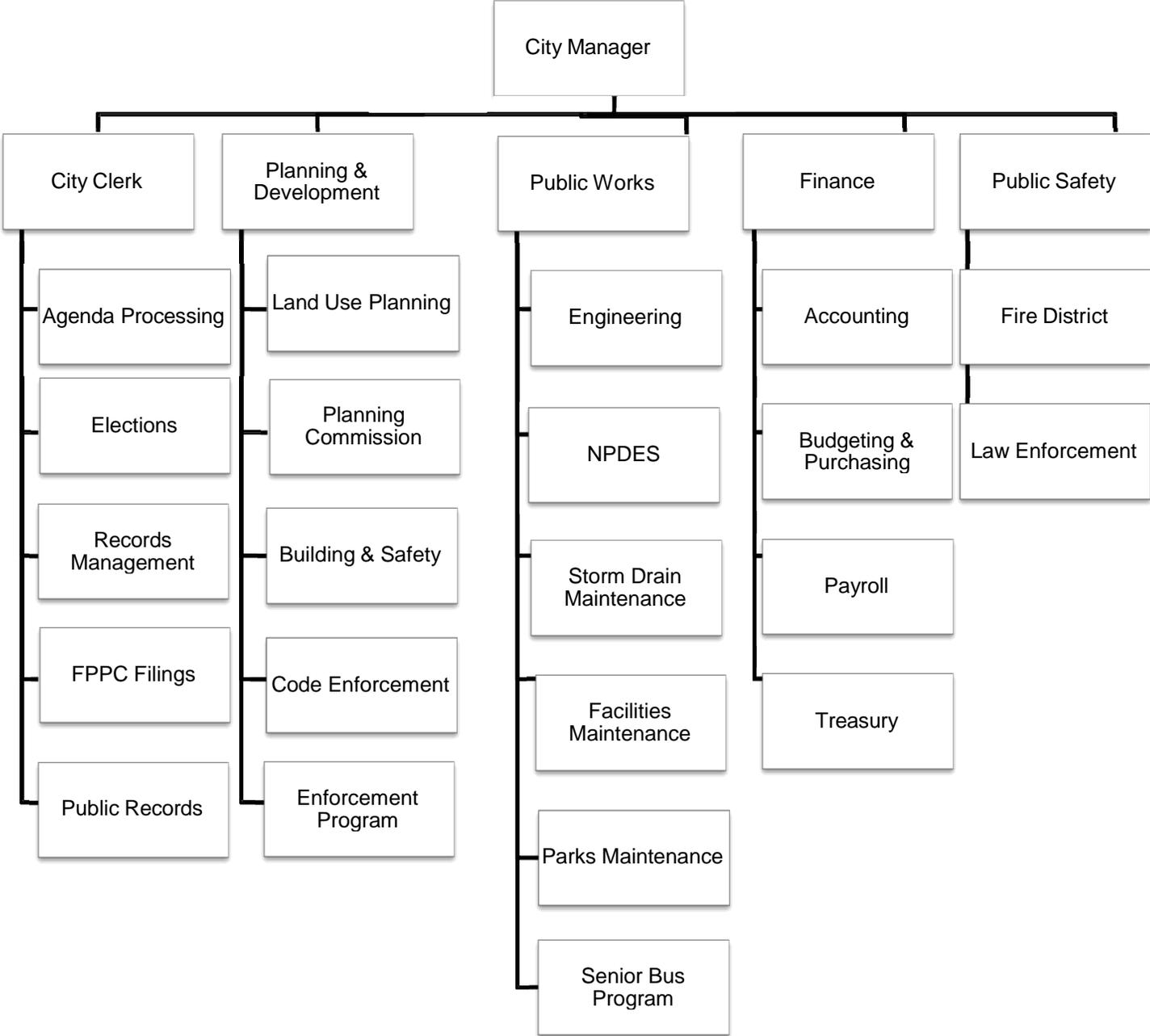
October 2019

PRESENTED BY  
THE CITY MANAGER'S OFFICE

Organizational Chart .....	2
City Clerk .....	3
Committee/Commissions .....	8
City Manager .....	12
Senior Center .....	16
Senior Bus Program .....	19
Communications .....	24
Planning and Development.....	28
Code Enforcement.....	45
Weekend Code.....	46
Parking/Graffiti.....	47
Animal Control.....	49
Public Works.....	51
Maintenance .....	52
Citizen Response System (Work Orders).....	53
Park Maintenance.....	61
Sheriff's Contract .....	65
San Bernardino County Fire.....	67

**CITY MANAGER**

**Organization Chart**



# City Clerk

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



DATE: November 26, 2019

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

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

**SUBJECT: OCTOBER 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 October 2019 is two (2), spending a total of twenty-five (25) hours preparing the agenda packet together with delivery and producing 763 pages.

<b>AGENDA PROCESSING/POSTING</b>			
<b>MONTH</b>	<b>Regular Meeting</b>	<b>Special Meeting</b>	<b>Totals</b>
<b>May</b>	2	0	2
<b>June</b>	2	2	4
<b>July</b>	2	0	2
<b>August</b>	2	1	3
<b>September</b>	2	0	2
<b>October</b>	2	0	2
<b>Total Processed</b>	<b>12</b>	<b>3</b>	<b>15</b>

## **RESOLUTIONS & ORDINANCES**

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

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

The number of Resolutions processed for the month of October 2019 is two (2).

<b>RESOLUTIONS AND ORDINANCES PROCESSED</b>			
	<b>RESOLUTIONS</b>	<b>ORDINANCES</b>	<b>MONTHLY TOTALS</b>
<b>May</b>	2	1	3
<b>June</b>	6	0	6
<b>July</b>	6	0	6
<b>August</b>	2	0	2
<b>September</b>	4	0	4
<b>October</b>	2	2	4
<b>Total Processed</b>	<b>22</b>	<b>3</b>	<b>25</b>

## **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 October 2019, one (1) Certificate of Acknowledgment and one (1) Proclamation were prepared on behalf of the City Council.

<b>Month</b>	<b>Certificate of Acknowledgment w/Pin</b>	<b>Certificate of Recognition w/Pin</b>	<b>Commendation w/Pin</b>	<b>In Memoriam Adjournments</b>	<b>Certificate of Participation</b>	<b>Proclamation</b>	<b>Total</b>
<b>May</b>	6	0	0	2	0	0	8
<b>June</b>	0	7	1	2	0	0	10
<b>July</b>	0	35	0	1	0	0	36
<b>August</b>	0	28	0	0	0	0	28
<b>September</b>	1	0	0	1	36	0	38
<b>October</b>	1	0	0	0	0	1	2
<b>Total</b>	<b>8</b>	<b>70</b>	<b>1</b>	<b>6</b>	<b>36</b>	<b>1</b>	<b>122</b>

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

<b>CONTRACTS &amp; AGREEMENTS PROCESSED</b>	
<b>May</b>	<b>6</b>
<b>June</b>	<b>5</b>
<b>July</b>	<b>0</b>
<b>August</b>	<b>5</b>
<b>September</b>	<b>1</b>
<b>October</b>	<b>5</b>
<b>Total</b>	<b>27</b>

## **RECORDS REQUESTS**

The City Clerk's office received ten (10) Requests for Copies of Public Records for the month of October 2019. Nine (9) requests were completed within the Government Code Section 6253(c)'s requirement of ten (10) calendar days, with one (1) completed within the 14-day extension. The total number of pages provided in response to those requests were 555 pages with no letters to Requestor advising there were no records responsive to the request.

<b>RECORDS REQUEST SUMMARY</b>					
<b>Month</b>	<b>Requests Received</b>	<b>Completed Within 10 Days</b>	<b>Completed with 14-Day Extension</b>	<b># of Pages Provided</b>	<b>Letter to Requestor – No Records</b>
<b>May</b>	<b>8</b>	<b>7</b>	1 (Closed Without Any Records Provided)	<b>50</b>	<b>1</b>
<b>June</b>	<b>19</b>	<b>10</b>	<b>9</b>	<b>954</b>	<b>5</b>
<b>July</b>	<b>15</b>	<b>15</b>	<b>0</b>	<b>38</b>	<b>4</b>
<b>August</b>	<b>21</b>	<b>18</b>	<b>3</b>	<b>89</b>	<b>5</b>
<b>September</b>	<b>12</b>	<b>12</b>	<b>0</b>	<b>123</b>	<b>2</b>
<b>October</b>	<b>10</b>	<b>9</b>	<b>1</b>	<b>555</b>	<b>0</b>
<b>Total Requests</b>	<b>85</b>	<b>71</b>	<b>14</b>	<b>1,809</b>	<b>17</b>

## **CUSTOMER SERVICE – TELEPHONE CALLS**

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

For the month of October 2019, the City Clerk’s office responded to 508 telephone calls from residents, contractors, vendors, consultants and in-house customer service assistance to City staff.

<b>TELEPHONE CUSTOMER SERVICE</b>	
<b>May</b>	434
<b>June</b>	432
<b>July</b>	552
<b>August</b>	413
<b>September</b>	426
<b>October</b>	508
<b>Total Calls</b>	2,765

## **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.

<b>Month</b>	<b>Committee Meeting</b>	<b>Emails w/Committee Members &amp; Vendors</b>	<b>Written Correspondence w/Committee Members</b>	<b>Telephone Calls with Committee Members &amp; Vendors</b>	<b>Art Show/Country Fair &amp; City Birthday Prep &amp; Attendance</b>	<b>Total # of Hours</b>
<b>May</b>	1.00	.50	.50	1.00	8.00	11.00
<b>May</b>	1.00	0	.50	0	0	1.50
<b>July</b>	0	0	.50	0	0	.50
<b>August</b>	1.00	0	.50	0	0	1.50
<b>September</b>	1.00	1.00	.50	1.00	0	3.50
<b>October</b>	1.00	1.00	.50	1.50	0	4.00
<b>TOTAL # HOURS</b>	<b>5.00</b>	<b>2.50</b>	<b>3.00</b>	<b>3.50</b>	<b>8.00</b>	<b>22.00</b>

## **COMMITTEES/COMMISSIONS**

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

<b>COMMITTEES/COMMISSIONS</b>			
	<b># OF MEMBERS</b>	<b># OF ALTERNATES</b>	<b># OF VACANCIES</b>
<b>Historical &amp; Cultural Activities Committee</b>	8	0	1
<b>Planning Commission</b>	5	0	0
<b>Parks &amp; Recreation Committee</b>	4	0	1

### **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.***

***This priority project was completed on October 29, 2019.***

#### 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.***

***This priority project was completed October 31, 2019***

#### 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"

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

#### Increase Participation in City Council Meeting Invocations

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

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

#### 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: December 3, 2019

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

FROM: Cynthia A. Fortune, Assistant City Manager

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

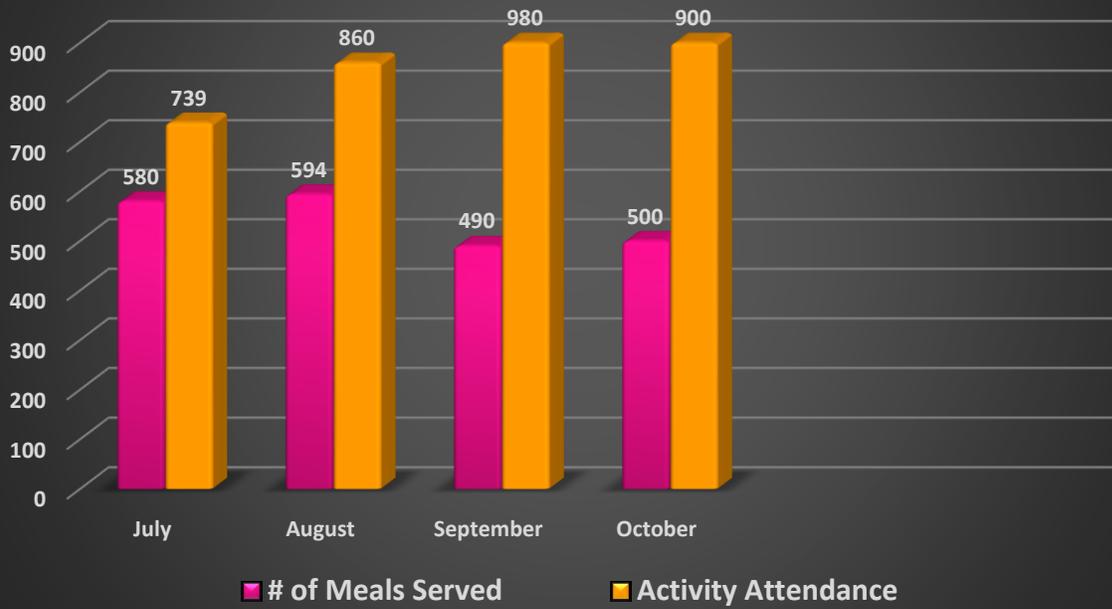
*Seniors are treated respectfully and with dignity. Senior of all economic circumstances are served.*

TABLE 1  
Senior Center Activities

Description	Jul-2019	Aug-2019	Sept-2019	Oct-2019	Nov-2019	Dec-2019
<b>Nutrition Program (# of meals served)</b>	580	594	490	500		
<b>Arts and Crafts Classes</b>	26	31	36	25		
<b>Bingo</b>	41	45	54	49		
<b>Bridge</b>	27	32	32	28		
<b>Bunco</b>	27	33	72	28		
<b>Coffee with Megan</b>	71	57	39	61		
<b>Exercise Classes</b>	79	108	114	90		
<b>Garden Club</b>	10	7	10	11		
<b>Morning Glories (quilting)</b>	23	26	26	27		
<b>Movies with Solomon</b>	0	0	0	0		
<b>Paint Classes</b>	8	10	10	12		
<b>Card Game Night (Wednesday)</b>	15	22	70	21		
<b>Zumba</b>	46	0	45	40		
<b>Kings Corner</b>	49	61	70	62		
<b>Cribbage</b>	11	17	18	16		
<b>Cell Phone Class</b>	7	8	12	12		
<b>Loteria</b>	-	24	-	24		
<b><u>SPECIAL EVENTS</u></b>						
<b>Monthly Birthday Celebration</b>	26	31	25	29		
<b>Entertainment (2<sup>nd</sup> Fri. each mo.)</b>	25	24	15	29		
<b>Volunteer Meeting</b>	16	0	26	0		
<b>Hydration Station</b>	42	32	0	0		
<b>Bus Pass Distribution</b>	32	0	35	28		
<b>4<sup>th</sup> of July Party / Sept Pizza Party</b>	41	-	49	-		
<b>Health Screening</b>	26	24	20	0		
<b>Monthly Summary Attendance</b> (Accounts for a senior participating in any activity/program. One senior may have participated in 2 or more programs, not including meals.)						

Description	Jan-2019	Feb-2019	Mar-2019	Apr-2019	May-2019	Jun-2019
Nutrition Program (# of meals served)						
Arts and Crafts Classes						
Bingo						
Bridge						
Bunco						
Coffee with Megan						
Exercise Classes						
Garden Club						
Morning Glories (quilting)						
Movies with Solomon						
Paint Classes						
Card Game Night (Wednesday)						
Zumba						
Kings Corner						
Cribbage						
Cell Phone Class						
Loteria						
<b><u>SPECIAL EVENTS</u></b>						
Monthly Birthday Celebration						
Entertainment (2 <sup>nd</sup> Fri. each mo.)						
Volunteer Meeting						
Hydration Station						
Bus Pass Distribution						
4 <sup>th</sup> of July Party / Sept Pizza Party						
Health Screening						
<b>Monthly Summary Attendance</b> <i>(Accounts for a senior participating in any activity/program. One senior may have participated in 2 or more programs, not including meals.)</i>						

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



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



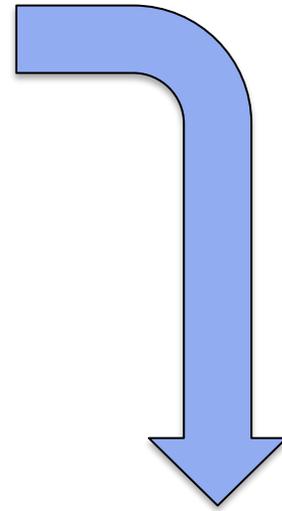
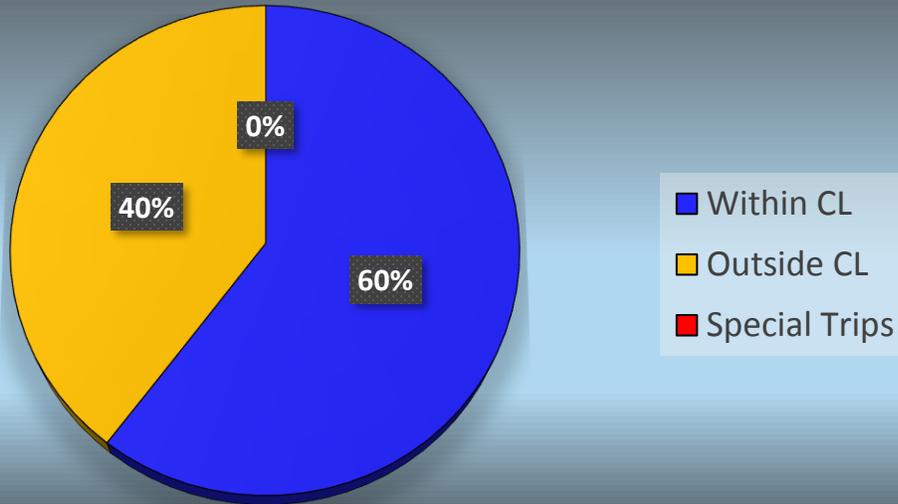
TABLE 2  
 Senior Center Blue Mountain Silver Liner  
 # of Passengers

Description	Jul-2019	Aug-2019	Sept-2019	Oct-2019	Nov-2019	Dec-2019
Within City Limits (Senior Center, Stater Brothers, Library)	188	222	87	220		
Outside City Limits (Walmart, 99cent store, Ross)	149	159	60	168		
Special Events/Trips	20	20	0	14		
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						

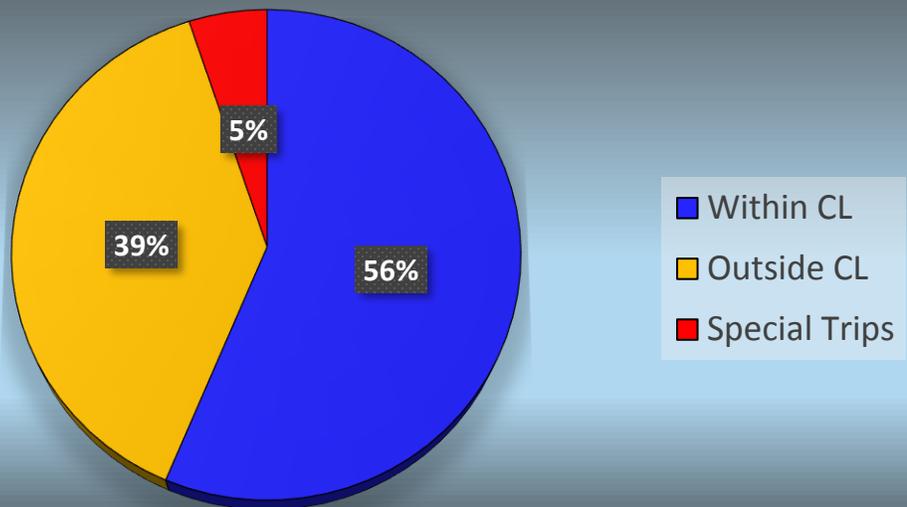
TABLE 3  
 # of Rides

Description	Jul-2019	Aug-2019	Sept-2019	Oct-2019	Nov-2019	Dec-2019
Within City Limits (Senior Center, Stater Brothers, Library)	363	448	207	331		
Outside City Limits (Walmart, 99cent store, Ross)	310	376	136	282		
Special Events/Trips	40	40	0	30		
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						

## September 2019 Rides



## October 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.*

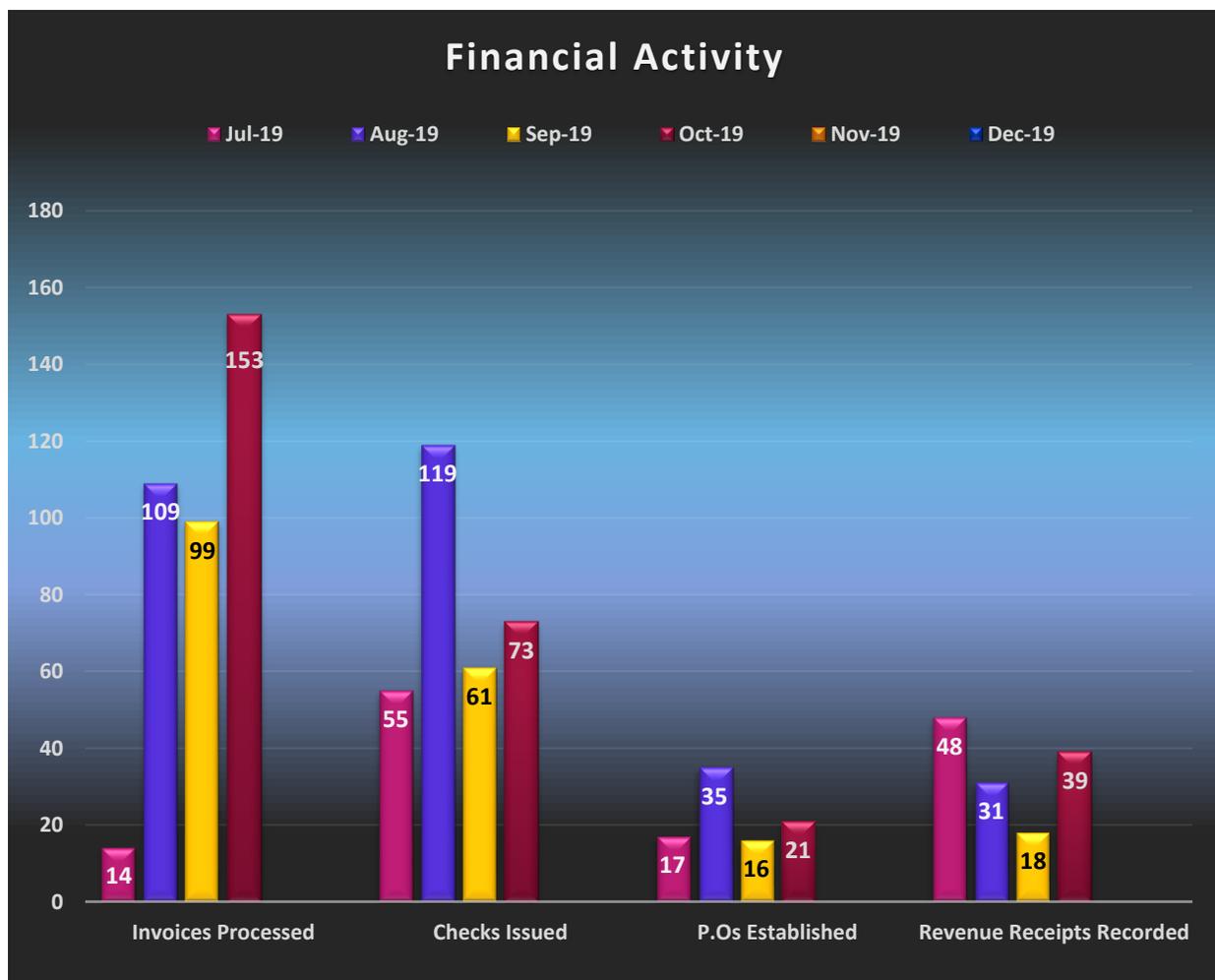
## CORE SERVICES

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	153		
Checks Issued	55	119	61	73		
Purchase Orders Established	17	35	16	21		
Revenue Receipts Recorded	48	31	18	39		
Description	Jan-2020	Feb-2020	Mar-2020	Apr-2020	May-2020	Jun-2020
Invoices Processed						
Checks Issued						
Purchase Orders Established						
Revenue Receipts Recorded						





**FINANCIAL REPORTS SUBMITTED TO CITY COUNCIL:**

**Monthly:**

1. Check Register; and
2. General Fund Monthly Financial Report (revenues less expenditures).

**Quarterly:**

1. Business License Report; and
2. Treasurer's Report (current cash flow and fund balance); and
3. 1<sup>st</sup> Quarter, Mid-Year and Year-end Financial Reports (General Fund).

**Annual:**

Audited Annual Financial Reports for the following:

1. City – all Funds;
2. Measure I – Fund 20;
3. Air Quality Management District (AQMD) – Fund 15; and
4. Housing Authority- Fund 52.

## COMMUNICATIONS

**Mission:**

*To develop, implement and provide comprehensive internal and external communications for the City and its community.*

**Core Services:**

*Plan, organize and disseminate timely and accurate information and promote awareness of City operations, services, programs, projects, events, and issues to the community.*

*Promote and provide positive and proactive media relations for the City. Disseminate news materials in a timely manner.*

*Initiate and write press releases, public service announcements, articles and websites for media distribution.*

*Maintain and improve the City's website for distributing mass media information under various situations.*

### 2019-2020 City Communications Data:

Channel 3:	Jul	Aug	Sep	Oct	Nov	Dec
City Council Meeting Replays	62	62	60	62		
Activities/Items Added to Slideshow	0	4	7	8		
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	21		
Number of Subscribers	678	679	682	690		
Change in Subscribers	0	1	3	7		
Number of E-newsletters Opened*	No Data	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.

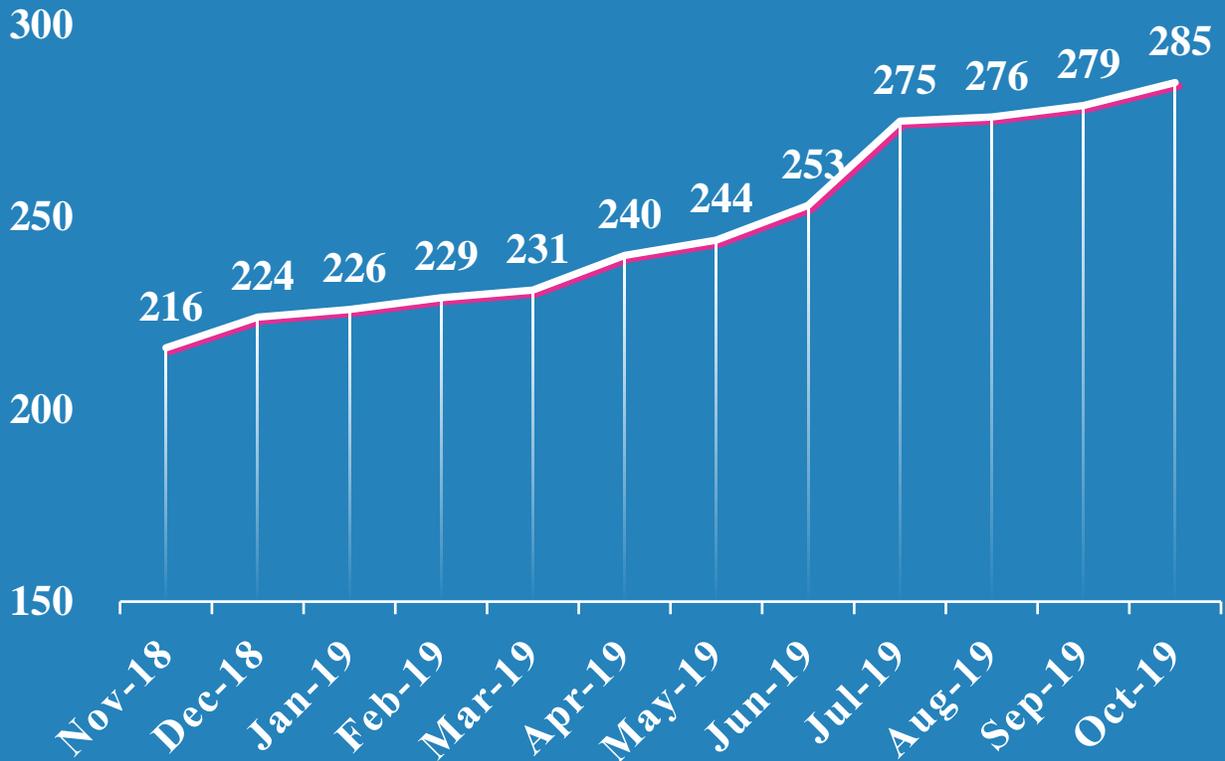
# FACEBOOK PAGE FOLLOWERS



Facebook	Jul	Aug	Sep	Oct	Nov	Dec
Posts	22	51	50	57		
Total Reach	10,818	37,924	25,855	30,802		
Total Engagement	1,375	7,872	1,856	8,093		
Page Followers	1,974	2,008	2,038	2,080		
New Page Followers	14	34	30	42		
Facebook	Jan	Feb	Mar	Apr	May	Jun
Posts						
Total Reach						
Total Engagement						
Page Followers						
New Page Followers						

5 Most Popular City Facebook Pages (By % of population) – San Bernardino County	By % of Pop.
1) Twentynine Palms	23.89%
2) Apple Valley	20.71%
3) Yucca Valley	16.85%
<b>4) Grand Terrace</b>	<b>16.53%</b>
5) Hesperia	14.86%

# TWITTER PAGE FOLLOWERS



Twitter	Jul	Aug	Sep	Oct	Nov	Dec
Tweets	4	44	42	54		
Impressions	3,201	11,252	8,840	13,300		
Followers	275	276	279	285		
New Followers	22	1	3	6		
Twitter	Jan	Feb	Mar	Apr	May	Jun
Tweets						
Impressions						
Followers						
New Followers						

YouTube	Jul	Aug	Sep	Oct	Nov	Dec
Video Uploads	0	6	2	3		
Video Views	0	58	27	783*		
Subscribers	135	137	139	145		
Change in Subscribers	0	2	2	6		
YouTube	Jan	Feb	Mar	Apr	May	Jun
Video Uploads						
Video Views						
Subscribers						
Change in Subscribers						

\* The Canal Square Project in Grand Terrace garnered over 750 views from a link from a Facebook Post.

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	1		
Articles	0	0	0	0		
1/2-Page Ad	0	0	0	0		
1/4-Page Ad	0	1	0	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: December 4, 2019

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

FROM: Planning and Development Services Department

SUBJECT: **OCTOBER 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.

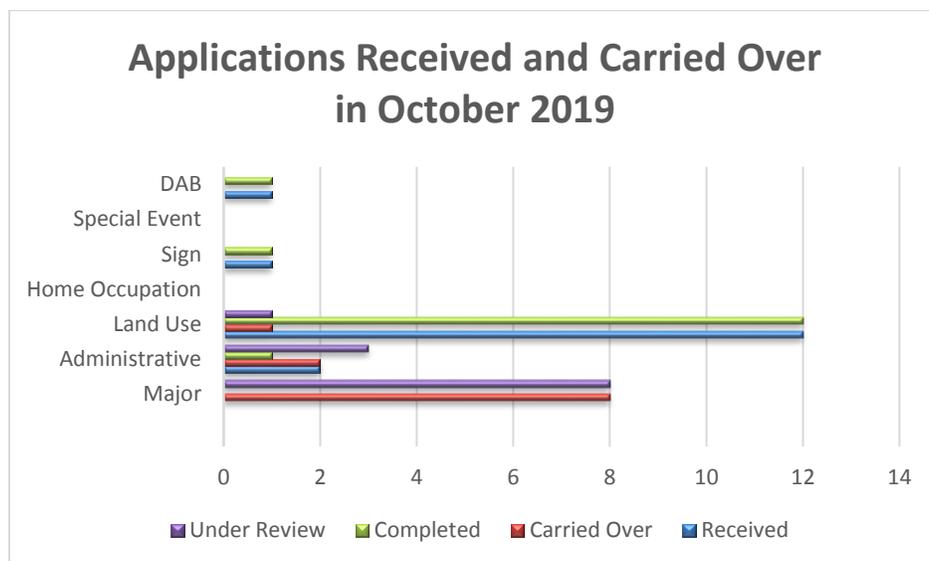
**Activity Summary for Planning**

Planning Counter Requests for Information: 38  
 Planning Phone Calls Received: 104  
 Planning E-mails Received/Answered: 253

Application Summary

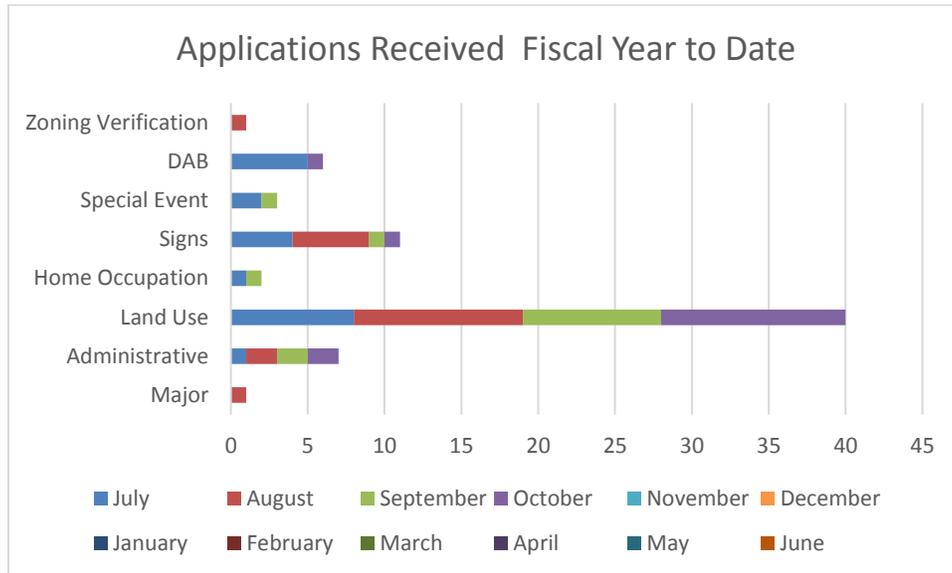
The Planning Division received 16 new applications in October and carried over 11 from the previous month. Action was taken on 15 of them. Minor applications such as a new business, patio cover, or small room additions are handled as a Land Use application and typically processed within 2-3 days. Larger 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 October 2019				
Applications	Number Received	Carried Over	Completed	Under Review
Major	0	8	0	8
Administrative	2	2	1	3
Land Use	12	1	12	1
Home Occupation	0	0	0	0
Sign	1	0	1	0
Special Event	0	0	0	0
DAB	1	0	1	0
<b>Total</b>	<b>16</b>	<b>11</b>	<b>15</b>	<b>12</b>



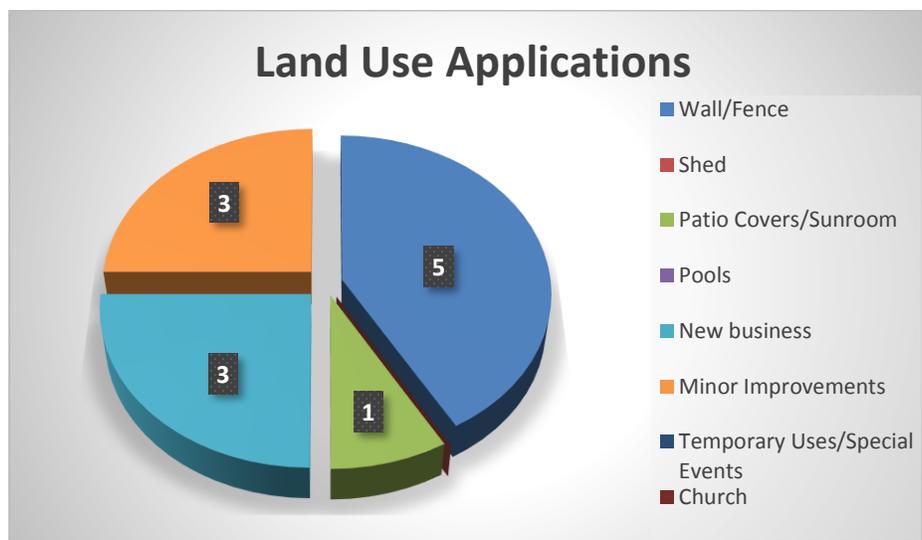
### Applications Received, Approved and/or Under Review

Fiscal year to date the Planning Division has received 71 applications for review, 15 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 October, establishing an office for “Open Planes” (apparel online sales), an existing business, “Unique Hair and Nails” changed ownership, and another existing business “Royal Nails Salon” is relocating to a bigger unit space.

Overall Land Use applications are the most predominant application that the Planning Division processes. Twelve Land Use applications were received in October. The table below shows the types of activities that were received with the twelve Land Use applications received in October 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 Second Architectural Plan Check 10/18/2019 Landscape Plan Check 10/8/2019
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. One DAB meeting took place during the month of October.

Development Advisory Board Meeting					
Date Submitted	Case No.	Applicant	Description	Location	Status
9/11/2019	DAB 19-16	Warmington Capital Partners, Inc.	Industrial buildings	Main Street and Taylor Street	Meeting held on 10/1/2019

## 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 Special Planning Commission meetings was held in the month of October and the following actions occurred:

October 24, 2019:

- The Planning Commission adopted a Resolution, approving Conditional Use Permit 18-03 and Environmental 18-07, establishing a commercial farming and agricultural business with an ancillary residence at 21712 Vivienda Avenue.
- The Planning Commission made a motion to continue the discussion of Zoning Code Amendment 19-02 proposing to revise Chapters 18.06 and Chapter 18.40 M2-Industrial District. Staff was directed to address Commissions questions and concerns regarding the Amendment.

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

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

### **Community Emergency Response Team**

The Regular CERT Volunteer meeting was held on October 1, 2019. The agenda items included, coordinating CERT Basics Initial Class Training, Inventory, and Outreach and Logistics for special events.

## Attachment to Planning Division's Report

### Applications Received, Approved and/or Under Review

<b>Major Applications - Site and Architectural Review</b>					
<b>Date Submitted</b>	<b>Case No.</b>	<b>Applicant</b>	<b>Description</b>	<b>Location</b>	<b>Status</b>
8/19/2019	SA 19-08 V 19-01	Troy Rogers	Taco Bell	22172 Barton Road	Resubmittal received on 11/1/2019
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

<b>Major Applications – Specific Plan</b>					
<b>Date Submitted</b>	<b>Case No.</b>	<b>Applicant</b>	<b>Description</b>	<b>Location</b>	<b>Status</b>
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

<b>Major Applications – Conditional Use Permit</b>					
<b>Date Submitted</b>	<b>Case No.</b>	<b>Applicant</b>	<b>Description</b>	<b>Location</b>	<b>Status</b>
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

<b>Administrative Applications</b>					
<b>Date Submitted</b>	<b>Case No.</b>	<b>Applicant</b>	<b>Description</b>	<b>Location</b>	<b>Status</b>
10/28/2019	LL 19-01	Boyes and Sons	Lot Line Adjustment	23173 Vista Grande Way	Distributed In Review
10/16/2019	ACUP 19-06	Shirley McBaker	Home Daycare (14 Capacity)	22271 McClarren	In Review
9/20/2019	ZV 19-03	Tonian Simonelli	Storage Facility	21999 Van Buren	Completed
9/9/2019	ASA 19-06	Aegis Builders	Stockpile	12667 Michigan Street	In Review

<b>Land Use Review</b>					
<b>Date Submitted</b>	<b>Case No.</b>	<b>Applicant</b>	<b>Description</b>	<b>Location</b>	<b>Status</b>
10/29/2019	LU 19-87	Joe Aboytes	Wood fence	12537 Michigan Street	Approved
10/24/2019	LU 19-86	Richardson's R.V. Center	Tenant Improvements	12498 Michigan Street	Approved
10/28/2019	LU 19-85	Ariles Miller	Slump block wall	22286 Cardinal Street	Approved
10/24/2019	LU 19-84	Dan Lemay	New windows, door and stucco	12791 Wilmac Avenue	Approved
10/23/2019	LU 19-83	Calvin Tran	Relocating existing nail salon to a bigger unit	22545 Barton Road, Units 104 & 105	Approved
10/23/2019	LU 19-82	Gary Carnes	12 x 21 patio enclosure	12339 Vivienda Avenue	Approved
10/22/2019	LU 19-81	Joe Vansteenbergen	Dirt slope, turbo seed wattle sock	12123 Observation Drive	Approved
10/18/2019	LU 19-80	Fantine Imbir	Block wall	12672 Thomas Court	Approved
10/16/2019	LU 19-79	Annadena Ramirez	Nail Salon, change of ownership	22310 Barton Road, Unit C	Approved
10/16/2019	LU 19-78	Jefferson Hibone	Office, on-line sales	22737 Barton Road, Unit 7	Approved
10/10/2019	LU 19-77	May Willenborg	Retaining walls	23063 Siskin Court	Approved
10/10/2019	LU 19-76	Robert Robles	Concrete block wall	23008 Orangewood Court	Approved
4/15/2019	LU 19-31	Ricky Komorida	Café lounge	22417 Barton Road	Second Review Deemed Incomplete on 6/21/2019

<b>Sign Permit</b>					
<b>Date Submitted</b>	<b>Case No.</b>	<b>Applicant</b>	<b>Description</b>	<b>Location</b>	<b>Status</b>
10/24/2019	TEMP SGN 19-21	Stater Bros	Banner Sign	22201 Barton Road	Approved

## BUILDING AND SAFETY DIVISION

### Building and Safety and Planning Core Services

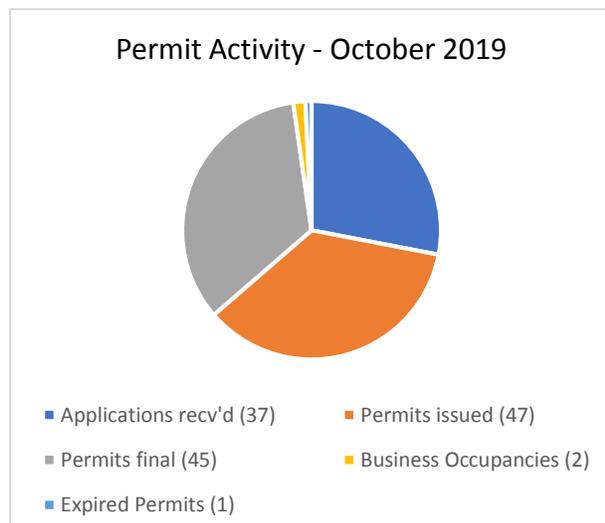
- Permit New Businesses
- Permit Alterations to Existing Uses
- Zoning Code & General Plan Administration
- RDA Dissolution
- Planning Commission
- Building Permit Issuance
- Building Plans Review & Inspections

The Building and Safety Division is budgeted for one full time Permit Technician and one full time Building Official. The Building Official position is currently being filled through a contract with Interwest Consulting Group. These two positions constitute up to 240 monthly service hours.

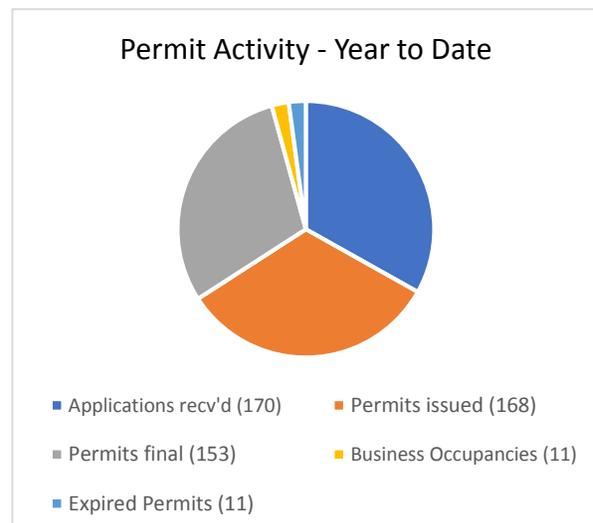
Additionally, the Department budgets for plan checking and inspection services. Inspection services are conducted daily. The cost of these services is offset through the collection of fees and deposits.

### Activity Summary for Building and Safety

Building Permit Activity includes 47 permits issued in October. Year to date a total of 168 permits have been issued with a total revenue of \$71,016.61. In addition, a total number of 77 customers were assisted at the Building & Safety counter for the month of October.



Monthly Revenue  
\$13,687.49

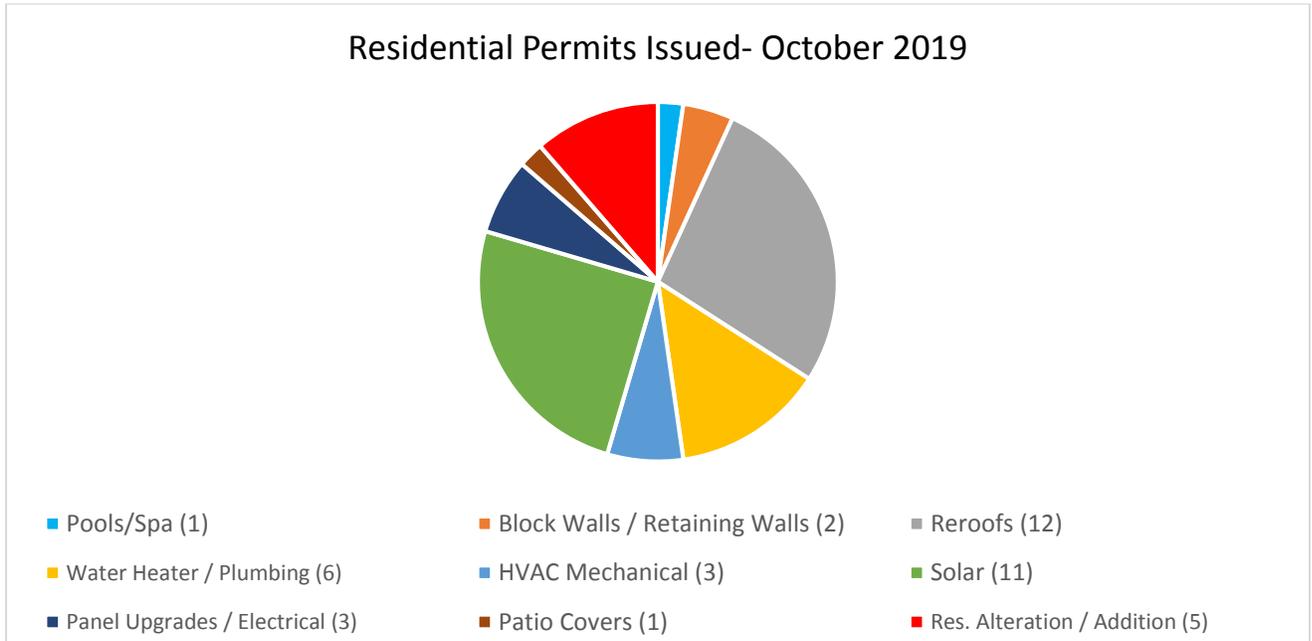


Year to Date Revenue  
\$71,016.61

## Permits Issued

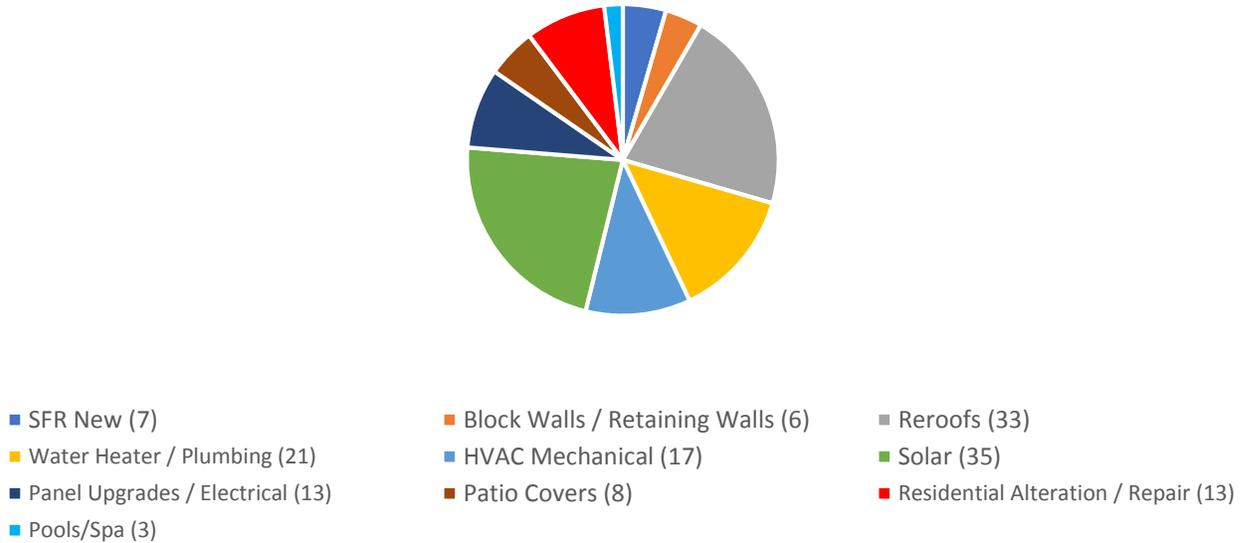
Permits issued in October include HVAC mechanical replacements, block walls, electrical panel upgrades, patio covers, reroofs, plumbing, commercial tenant improvements, pools, and PV solar systems.

Most of the permits issued were for residential improvements. Commercial permits included a tenant improvement for expansion of beverage cooler to Stater Bros and installation of a cardboard bailer with electrical generator for California Recyclers. The charts below show issued permits for the month and year to date for both residential and commercial properties.



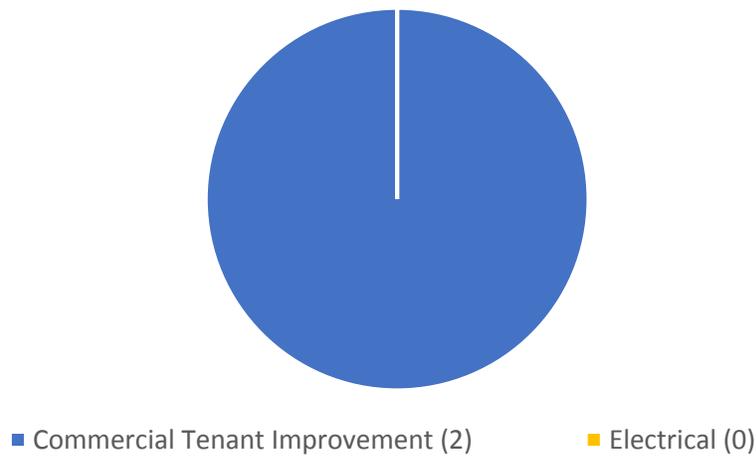
\* Residential Alteration / Repair consists of: Remodels, Room Additions, Stucco / Siding Work, Interior Demolition / Construction of Walls, Windows, Garage Doors.

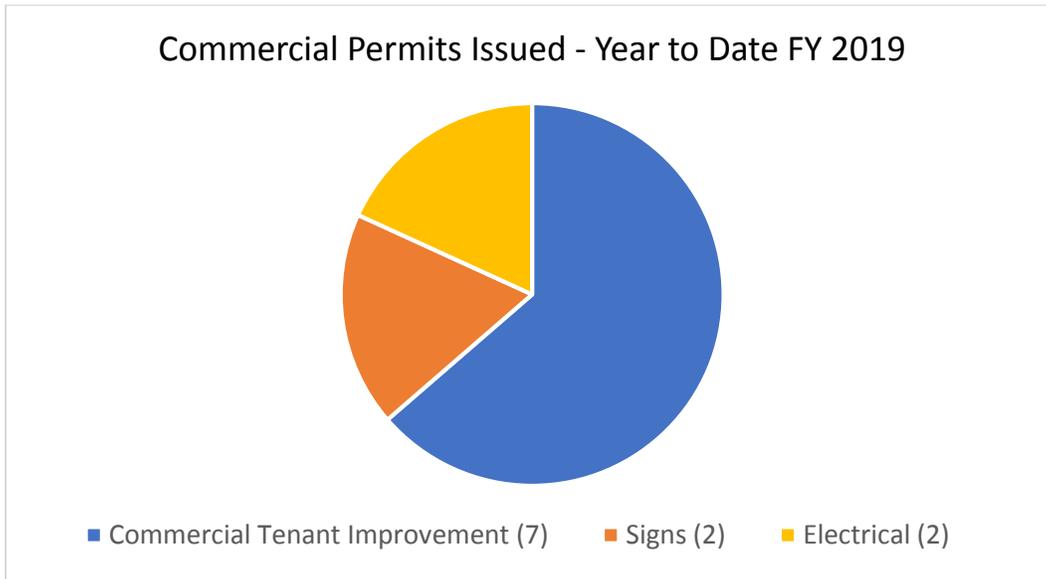
### Residential Permits Issued- Year to Date FY 2019



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

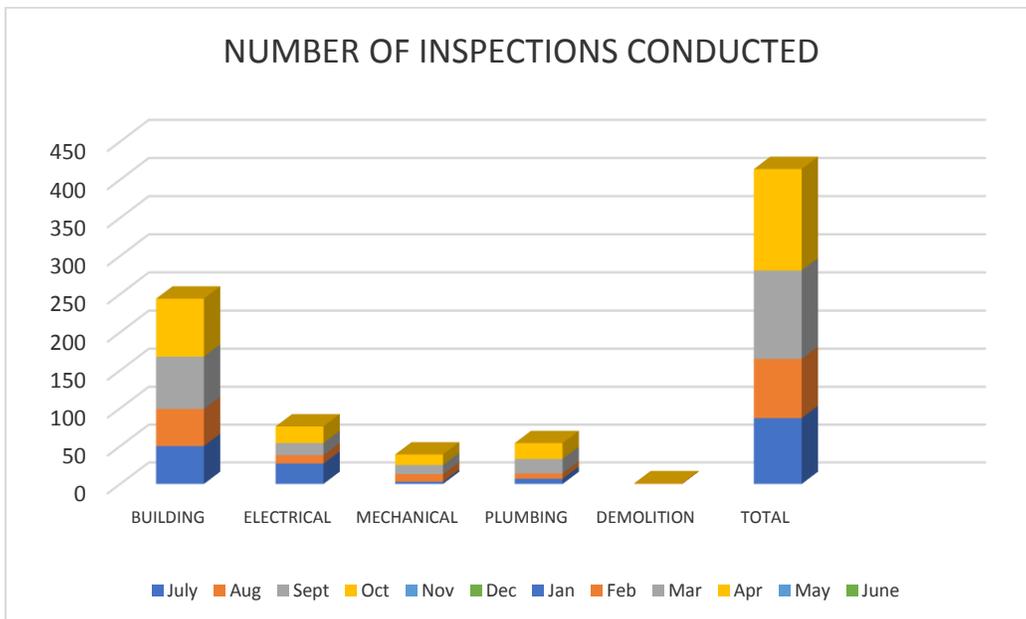
### Commercial Permits Issued - October 2019





## Inspections

A total of 133 inspections were conducted in October, with 47 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 precise grading for a new single-family residence on La Cadena Dr.

Project	Description/Location	Status
<b>Aegis Builders, Inc.</b>	12382 – 12485 Tesoro Ct. New 17 SFR Aegis Project	Electric/Gas Meters Inspected & Released
<b>Southern California Edison</b>	12700 Taylor St. On-site grading, new fence and gate with retaining wall for SCE Highgrove Substation	Asphalt / Compaction Inspected
<b>I-215 Interchange Project</b>	Reconstruction of I-215 and Barton Road Interchange	Under Construction
<b>Tim Boyes, Vista Grande Way</b>	Parcel Map 16945 – Street Improvement Project & Rough Grading (Vista Grande Way)	Grading pre-construction meeting held in June 2019.
<b>Crestwood Communities</b>	Tract 18071 – Rough grading and construction of 17 single family residences w/ new block walls	Under Construction – Storm drain, block wall footing, and roof sheathing/shear inspected
<b>Auto Zone – 22203 Barton Rd.</b>	Install new 42.78 kW roof mounted PV system w/ (124) modules	Under Construction – Rough electrical inspected
<b>Anita Jensen – 22401 Barton Rd.</b>	Interior improvements of existing space for future Grocery Outlet and site improvements	Under Construction
<b>Robert Resheske – 12133 Rosedale Ave.</b>	Reconstruction of fire damaged residence & detached accessory structure – 12133 Rosedale Ave.	Under Construction – Rough electrical, plumbing, mechanical inspected
<b>Richard Helmuth – 12210 Michigan St. Suite A</b>	12210 Michigan St. Suite A – Tenant improvement for Sophia's Nail Salon	Under Construction – Drywall inspected
<b>Anel Aguayo – 12040 La Cadena Dr.</b>	12040 La Cadena Dr. – Precise grading for new single-family residence	

### Plan Checking Activity

For October 2019, a total number of nine plans were submitted for review and re-submittal. Plans submitted include precise grading for a new single-family residence, PV solar plans, block walls, swimming pools, and a tenant improvement for a new nail salon.

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 <sup>nd</sup> submittal from applicant on 06/05/19
Anel Aguayo – 12040 La Cadena Dr.	12040 La Cadena Dr. – Precise grading & new single-family residence	In Plan Check – Plans in 2 <sup>nd</sup> review

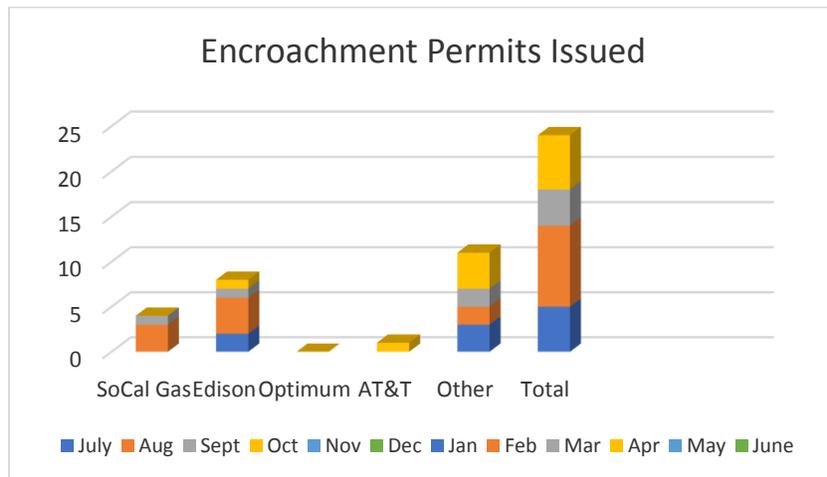
### Certificate of Occupancy

A Certificate of Occupancy was issued for the following businesses:

- Unique Hair & Nails located at 22310 Barton Rd. Suite C
- Open Planes located at 22737 Barton Rd. Suite 7

### Public Works Encroachment Permits

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



## **ANIMAL CONTROL AND CODE ENFORCEMENT DIVISION**

### Core Services

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

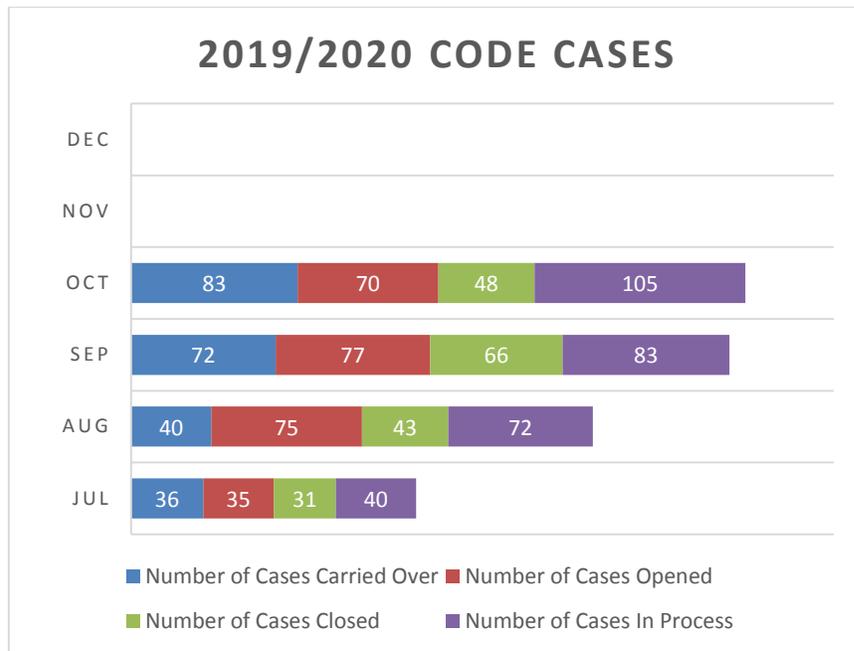
The Division is budgeted for one full time Officer, a 36-hour Specialist and a full-time Office Specialist. In addition, a full-time consultant Building Official/Code Manager has been added to assist in the management of the Department. These three positions constitute 416 monthly service hours in October,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

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 83 cases carried over from the previous month, 70 new 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.



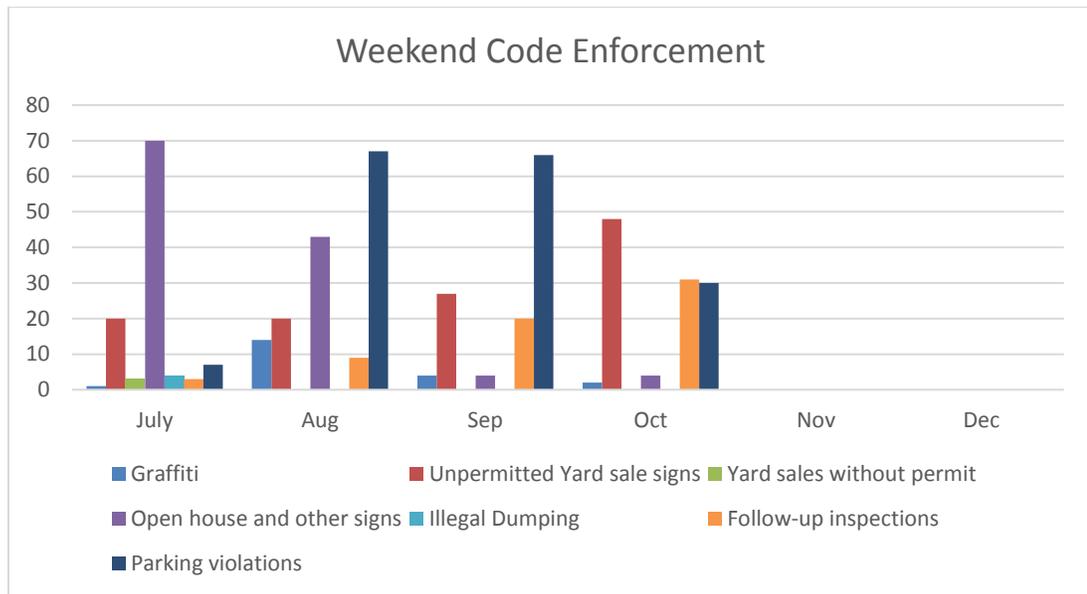
The following table shows the number of inspections conducted, the number of citations, and corrective notices issued.

Column1	Jul	Aug	Sep	Oct	Nov	Dec
Inspections Conducted	49	68	71	53		
Notice of Corrections Issued	28	44	55	38		
Notice of Violations Issued	11	4	12	9		
Citations Issued	16	6	8	4		

\*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.

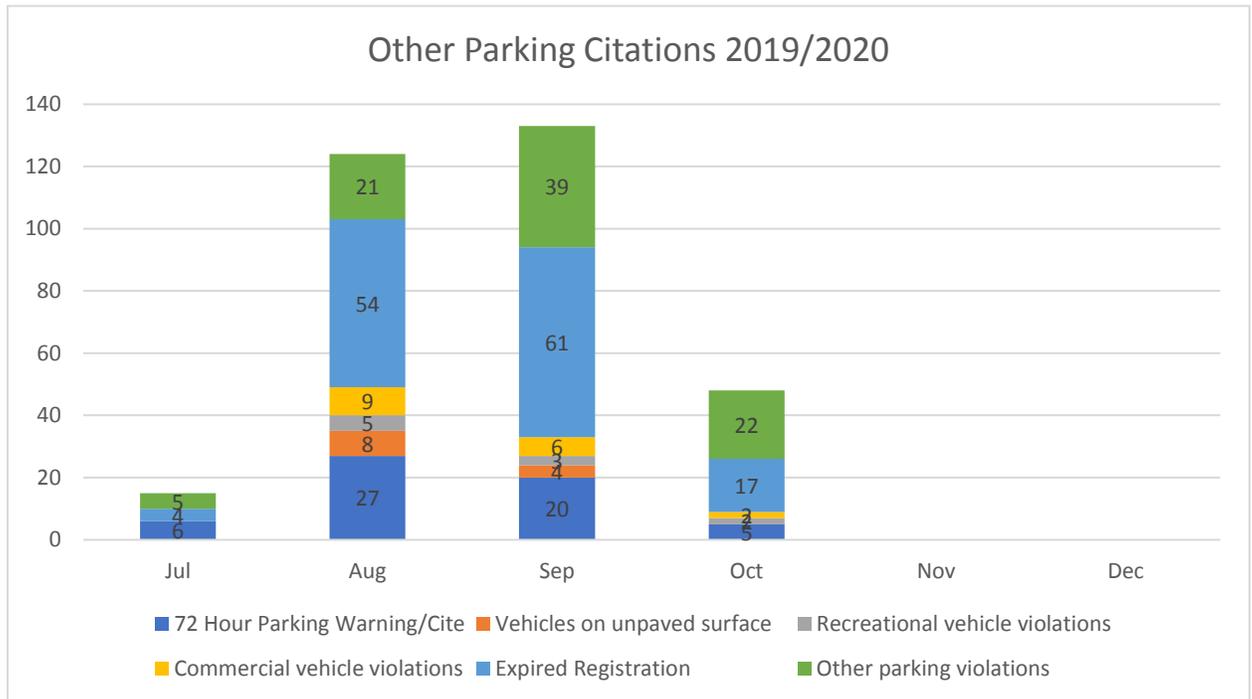


**Parking Citations:**

In October, 238 vehicle related citations were issued; 177 of the citations issued were related to street sweeping enforcement. Street Sweeping in residential areas occurs on the first, second, and third Thursdays of each month.

Other parking citations include expired registration, parking on unpaved surfaces, and commercial vehicles in residential areas. Parking citations are issued by Code Enforcement Staff, as well as Sheriff Deputies.





Graffiti/Vandalism/Illegal Dumping

There were no cases of illegal dumping reported in October 2019.

Rental Inspection Program

There are approximately 340 properties in the Program, consisting of both single-family units and multiple family units (i.e. apartments, duplexes, and triplexes). 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.

In November, Code Enforcement issued 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 have been issued to properties listed as non-owner occupied and not currently enrolled in our program to verify the status of the property. Of notices issues, we have enrolled 22 additional properties into the Non-owner Occupied/Rental Program.

Civic Live

There were 16 complaints received via Civic Live in October 2019 mostly pertaining to animal control, property maintenance, and overgrown vegetation. Five cases have been resolved and 11 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 October Animal Control picked up three loose dogs; two were returned to their owner and one was transported to the shelter.

Animal Control Officer Investigations	Jul	Aug	Sep	Oct	Nov	Dec
Barking Complaints	1	0	2	0		
Unlicensed Dogs	0	3	1	0		
Loose Dogs	4	3	9	1		
Loose Dogs Returned to Owner	0	1	1	2		
Animal Welfare Check	1	1	1			
Dead Animals	3	3	5	2		
Bites	0	3	2	0		
Other (unfounded, wildlife, etc.)	0	1	3	0		

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

<b>Animal Control Sheltering Services</b>	<b>Jul</b>	<b>Aug</b>	<b>Sep</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>
<b>Animal Intakes</b>						
<b>Strays</b>	7	15	7	14		
<b>Stray Dead</b>	5	6	4	2		
<b>Owner Surrender</b>	0	4	1	0		
<b>Other</b>	0	2	0	1		
<b>Total</b>	12	27	12	17		
<b>Animal Disposition</b>						
<b>Adopted</b>	2	6	8	1		
<b>Returned to Owner</b>	2	1	4	0		
<b>Euthanized</b>	6	0	0	6		
<b>Other</b>	1	2	2	11		
<b>Total</b>	11	9	14	18		

# Public Works

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



**City of Grand Terrace**  
Public Works Department

DATE: December 4, 2019

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

FROM: Alan French, Public Works Department Director

SUBJECT: October 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, technical studies started	Fed, State, City
Commerce Way Extension	\$ 5,500,000	Completing Final Design of City Section, coordinating with developer	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 this month	Federal Grant
HSIP Cycle 9 Guardrail Project	\$650,000	Consultant Preparing for Obligation Submittal	Federal Grant
Preston Signal Modification	\$50,000	Pre- Construction Meeting held submittals reviewed, cabinet ordered	Spring Mountain Ranch Fund
EV Charging Stations	\$180,000	Construction wrapped up, need SCE to complete work	MSRC, SCIP, AQMD Grants
<b>TOTALS:</b>			<b>\$11,030,000</b>

Staffing Levels

			Weekday Hours		Weekend hours		After hours & Call outs
	Budgeted	Staffed	Available	Worked	*Available	Worked	
Field	4	3	534	522	28	53	2
Office	2	2	320	320	0	0	0
<b>Total</b>	<b>6</b>	<b>5</b>	<b>854</b>	<b>842</b>	<b>28</b>	<b>53</b>	<b>2</b>

\*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 664 work releases hours during the month of October.



**CITY OF GRAND TERRACE  
CIVIC LIVE MONTHLY STATS**

**OCTOBER 2019**

	REQUEST RECEIVED IN OCTOBER	REQUEST COMPLETED IN OCTOBER	REQUEST IN PROCESS
CIVICLIVE WORK ORDERS ONLY	87	59	28
Request Rollover from previous month	14		
<b>TOTAL</b>	<b>101</b>		

**Transition Period October 2019 (87 work orders)**



	WO #	Open Date	Closed Date	Type	Address	Description
1	193680	10/1/2019	10/2/2019	Issue with Park/Facility Equipment	Grand Terrace	Remove old clock and install new irrigation clock on Canal St
2	193678	10/1/2019	10/2/2019	Internal Issue with Park/Facility Equipment	Grand Terrace	purchase new irrigation clock for Canal St

3	193649	10/1/2019	--	Sidewalk Issues	22421 Pico Street Grand Terrace 92313	On the south side of Pico where there is sidewalks - Mount Vernon to Mirado various places where the sidewalk is buckling, safety issue on the raised sidewalk.
4	193570	10/1/2019	10/7/2019	Internal Event Set-up/BreakDowns	Grand Terrace	11-05-19 Bulky Item Community Clean up day set up is for Friday, 11/4 - place event sign and no left turn sign at Barton Road, Road closed sign at Palm Ave. No Parking signs at the City Hall back parking lot Set up Canopy with table and 2 chairs
5	194033	10/2/2019	10/4/2019	Internal Issue with Park/Facility Equipment	Grand Terrace	Clean off graffiti on park equipment at Rollins Park, including tube slide.
6	193866	10/2/2019	10/2/2019	Street Light Issue	De Berry and Mt. Vernon Grand Terrace	signal light flashing at De Berry and Mt. Vernon
7	193865	10/2/2019	10/2/2019	Issue with Park/Facility Equipment	Pico St Grand Terrace	dirt bike (white and red) at Pico Park
8	193861	10/2/2019	10/2/2019	Issue with Park/Facility Equipment	Grand Terrace	change out lock at Freedom Park ball field light box
9	193823	10/2/2019	10/7/2019	Internal Event Set-up/BreakDowns	Grand Terrace	Pull out traffic signal decorations from the container for Joshua to check and count before the end of the week.
10	193808	10/2/2019	--	Tree Issues	Preston and Barton Grand Terrace	Request to remove bushes at the bus stop on Preston and Barton Road, north side - no visual for drivers and pedestrian
11	194303	10/3/2019	--	Internal Event Set-up/BreakDowns	Grand Terrace	Hang up Veterans Day Ceremony Banner - banner is at PW Dept Secretary back desk.
12	194302	10/3/2019	10/9/2019	Pothole		Large pothole on Blue Mountain Ct cul-de-sac. There is greatly increased turnaround traffic on the cul-de-sac due to new housing development at east end of Blue Mountain Ct along Pico.
13	194301	10/3/2019	10/10/2019	Issue with Park/Facility Equipment	Grand Terrace	Blow off playground at Veterans Park prior to Tot Lot Pros repairing the playground surface on Wednesday, Oct 9 at 7am. Meet Eric Kleinecke, technician from Tot Lot Pros for repairs.
14	194296	10/3/2019	10/8/2019	Issue with Park/Facility Equipment	22795 Barton Rd Grand Terrace	The City Council Chamber chairs have been replaced with new chairs. The old City Council Chairs are to be moved from City Hall to the Senior Center. The chairs are currently being stored in the City

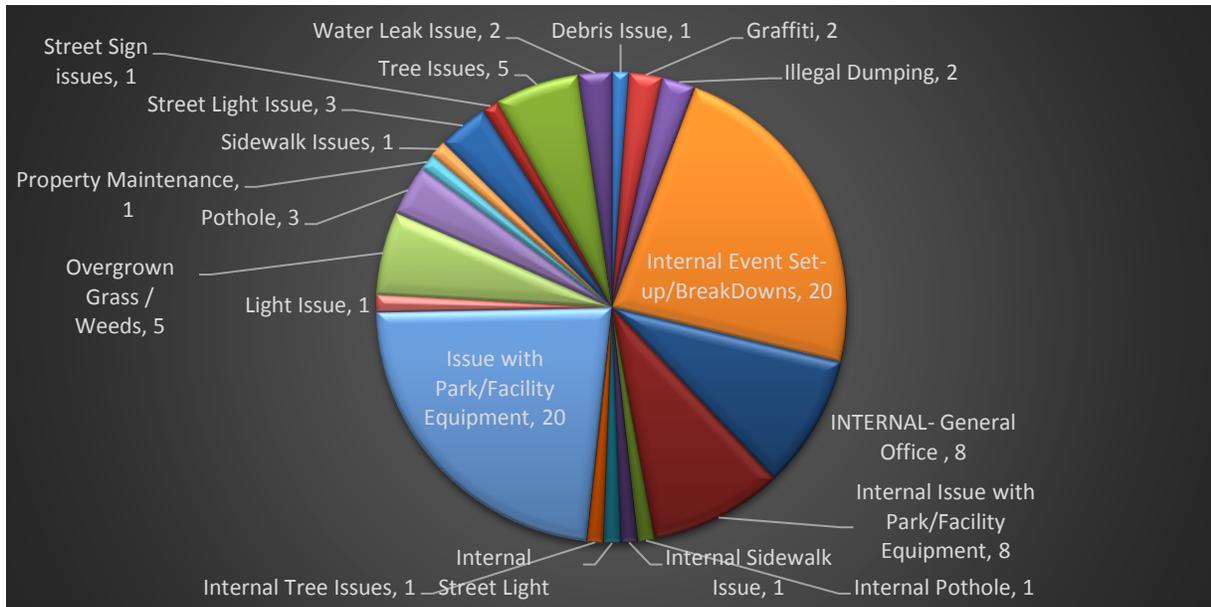
						Council Chamber ADA ramp area. The chairs will have to be moved to the Senior Center during the morning when the Sr center is open and Megan is available to receive them. Please contact Megan to let her know when you plan to deliver them. The tentative due date is on or before next Friday 10/11/19
15	194154	10/3/2019	10/16/2019	Internal Issue with Park/Facility Equipment	Grand Terrace	GT Women's Club Meeting is on October 16 at 11:00am. Please set up for the 3rd Wednesday set up in the morning or the afternoon before the date.
16	194148	10/3/2019	10/8/2019	INTERNAL- General Office	Grand Terrace	Please remove the fax machine in front of Shanita's desk and have it e-wasted
17	194132	10/3/2019	10/30/2019	Property Maintenance	22757 Barton Road Grand Terrace 92313	Replace window in EOC building at City Hall next to Prius parking stall.
18	194097	10/3/2019	--	Internal Issue with Park/Facility Equipment	Grand Terrace	Check and replace timer for lights at Veterans Park.
19	194455	10/4/2019	10/15/2019	Issue with Park/Facility Equipment	Grand Terrace	Replace light above the Community Event posters at City Hall
20	194437	10/4/2019	10/7/2019	Issue with Park/Facility Equipment	Grand Terrace	Check water heater at City Hall, possible leak - Plumbing Issue
21	194401	10/4/2019	10/10/2019	INTERNAL- General Office	Grand Terrace	AVE stickers (quantity of 6) to pick up at TMI, Riverside branch.
22	194993	10/7/2019	10/10/2019	Internal Event Set-up/BreakDowns	Grand Terrace	Need X-mas decorations out of container for review by end of day Thursday 10-10-19.
23	194983	10/7/2019	10/8/2019	Internal Sidewalk Issue	Grand Terrace	Pick up cones on northbound Mt. Vernon just south of De Berry from accident.
24	194937	10/7/2019	10/15/2019	Issue with Park/Facility Equipment	Grand Terrace	Houston & Harris will schedule Friday, October 11th at 8:00 AM to clean the clarifier.
25	195282	10/8/2019	10/16/2019	Internal Issue with Park/Facility Equipment	Grand Terrace	women's restroom at City Hall by Library light is out.
26	195715	10/9/2019	10/15/2019	INTERNAL- General Office	Grand Terrace	Take down Clean-up Day and put up Trunk/Treat posters in kiosks and banner on Mt. V and GT road.
27	195705	10/9/2019	10/16/2019	Internal Event Set-up/BreakDowns	Grand Terrace	Clean Veterans Day and add patches to Country Fair banners for hanging by Wednesday 10-16.
28	195483	10/9/2019	10/17/2019	Issue with Park/Facility Equipment	Grand Terrace	add a trash can in front of the park by the parking stalls
29	196018	10/10/2019	--	Graffiti	Van Buren and Mirado Grand Terrace	sandblast the wall off Van Buren and Mirado

30	195931	10/10/2019	10/11/2019	Internal Event Set-up/BreakDowns	Grand Terrace	Work Release sign at City Hall yard fell off due to wind. Please reattach. Banner is at PW department secretary's desk.
31	195904	10/10/2019	10/24/2019	INTERNAL- General Office	Grand Terrace	Light bulb above Trevor's office at Code Enforcement office is out. Please replace.
32	195892	10/10/2019	--	Tree Issues	12778 Royal Avenue Grand Terrace 92313	City planted a two trees about a year ago and one has been dead for over 8 months. It is not dormant, it is dead.
33	195888	10/10/2019	--	Debris Issue	Barton @ Canal Eb Fs Grand Terrace 92313	Construction on Barton and 215 is creating a lot of dust on top of the wind. It's hard to see on the freeway.
34	195885	10/10/2019	10/17/2019	Internal Event Set-up/BreakDowns	Grand Terrace	remove Midas sign by McDonalds
35	195882	10/10/2019	10/10/2019	Issue with Park/Facility Equipment	Grand Terrace	replace 5 sprinklers at Pico Park
36	195881	10/10/2019	10/16/2019	Internal Event Set-up/BreakDowns	Grand Terrace	Country Fair patches to be taken down and cleaned
37	195875	10/10/2019	10/10/2019	Tree Issues	Pico St and Darwin Ave Grand Terrace	broken tree branch on the corner of Pico St. and Darwin Ave. is hazardous - please remove
38	195873	10/10/2019	--	INTERNAL- General Office	Grand Terrace	Please place the Halloween games that were used for last years Trunk or Treat out of storage
39	195872	10/10/2019	10/16/2019	Internal Issue with Park/Facility Equipment	Grand Terrace	The upstairs City Hall Sparkletts water system is no longer providing hot water.
40	195835	10/10/2019	10/15/2019	INTERNAL- General Office	Grand Terrace	Install dead bolt on Closed Session Conference Room Door
41	195800	10/10/2019	10/10/2019	Internal Event Set-up/BreakDowns	Grand Terrace	Trunk or Treat Kiosk Posters hang up.
42	195794	10/10/2019	--	Street Light Issue	11960 Pascal Avenue Grand Terrace 92313	All street lights on the new street, W. Carhart Avenue, previously Road, are not ever on.
43	196161	10/11/2019	10/17/2019	Pothole		Tanager and Mirado
44	196139	10/11/2019	10/15/2019	Street Sign issues	Carhart Grand Terrace	Replace West Carhart sign with Ave stickers
45	197334	10/15/2019	10/17/2019	Internal Pothole	Grand Terrace	Two holes on Palm near the BBVA driveway and Kingston.
46	197079	10/15/2019	--	Internal Event Set-up/BreakDowns	Grand Terrace	Trunk or Treat set up and break down service on 10/31/2019, 6pm-9pm - 19 tables, 40 metal chairs, standby wired microphone with stand and speaker, 8 cardboard waste bins and recycle cans, 5 canopies
47	197066	10/15/2019	10/30/2019	Issue with Park/Facility Equipment	Grand Terrace	cover needed at the hole at 23035 De Berry , east side at the cul-de-sac against the mountain

48	197064	10/15/2019	10/30/2019	Overgrown Grass / Weeds	Grand Terrace Road Grand Terrace	the weeds on Grand Terrace Road east of Newport
49	197060	10/15/2019	10/16/2019	Internal Event Set-up/BreakDowns	Grand Terrace	Joshua has the Trunk or Treat Banner to put up -tba on having the banner.
50	197058	10/15/2019	--	Internal Event Set-up/BreakDowns	Grand Terrace	Joshua M. has a patch that needs to go on the below banner. The patch needs to replace this banner date. This needs to be up at the triangle on November 1st, the day after Trunk or Treat.
51	197022	10/15/2019	10/16/2019	Tree Issues	22745 De Berry Street Grand Terrace 92313	Large broken branch, safety issue if it falls. On DeBerry near Middle school.
52	197552	10/16/2019	10/31/2019	INTERNAL- General Office	Grand Terrace	Outdoor Message Board installed at the location identified outside of the library by November 1, 2019.
53	197481	10/16/2019	10/17/2019	Graffiti	De Berry Grand Terrace	Remove graffiti on the street sweeping sign on De Berry and Mt Vernon in front of apartment complex.
54	197987	10/17/2019	--	Water Leak Issue	12470 Nightingale Way Grand Terrace	Constant water at the gutter, road erosion has started, mosquitos are around due to the stall water at 12470 Nightingale Way and Bluebird
55	197886	10/17/2019	--	Issue with Park/Facility Equipment	Grand Terrace	Report of 2 fountains at Senior Center park leaking -water leak
56	197763	10/17/2019	10/17/2019	Overgrown Grass / Weeds	22795 Barton Road Grand Terrace	weeds in the yard
57	198212	10/18/2019	10/18/2019	Illegal Dumping	Barton and Preston Grand Terrace	Broken tile at the intersection of Barton Rd and Preston
58	198185	10/18/2019	10/24/2019	Overgrown Grass / Weeds	Mt. Vernon Grand Terrace	weeds from Newport to Mt Vernon on Canal on the south side
59	198956	10/21/2019	10/22/2019	Overgrown Grass / Weeds	Barton Rd Grand Terrace	Weeds at the curbside by water meter and by Smart Time Liquor at the front of canal and Barton Rd
60	198848	10/21/2019	--	Internal Event Set-up/BreakDowns	Grand Terrace	38th Annual Country Fair on 11/2/19 set up and breakdown- Time: 7am-4pm 3 tables, 8 chairs, 6 trash bins, 1 generator, 10 cones, 1 PA system, 3 canopies, 15 tables, 1 round table, 20 chairs, 3 extension cords
61	199484	10/22/2019	--	INTERNAL- General Office	Grand Terrace	Repair Community Room Partition. Call vendor for service.
62	199453	10/22/2019	10/22/2019	Internal Event Set-up/BreakDowns	Grand Terrace	Sandra's farewell party set up - U shape table set up with 40 chairs outer part of the table and 1 table on the side for food
63	199450	10/22/2019	10/25/2019	Internal Tree Issues	Grand Terrace	Re-stake tree on northbound side of Mt. Vernon three trees north of Main Street in parkway.

64	199430	10/22/2019	10/29/2019	Internal Issue with Park/Facility Equipment	Grand Terrace	11 fire extinguishers to install - located at Department Secretary desk.
65	200048	10/23/2019	10/25/2019	Internal Event Set-up/BreakDowns	Grand Terrace	Clean chambers for PC meeting morning of 10/24/2019
66	200561	10/24/2019	10/25/2019	Street Light Issue	12721 Darwin Avenue Grand Terrace 92313	Light has been out for a while. Light post #2082474E
67	200481	10/24/2019	10/31/2019	Water Leak Issue	Mural Ct and Palm Ave Grand Terrace	Water leak from valve at the water easement greenway at Mural Ct and Palm Ave
68	200466	10/24/2019	10/25/2019	Internal Event Set-up/BreakDowns	Grand Terrace	Hang up two posters at City Hall (in front of the library) above the display case on the wall -38th Annual Grand Terrace Country Fair and Menu posters. Posters are located behind Department Secretary desk. Please hang up by Friday, 10/25/19
69	200464	10/24/2019	10/25/2019	Issue with Park/Facility Equipment	Grand Terrace	Install 1 fire extinguisher at Fitness Park per Alan (fire extinguisher is behind Department Secretary's desk)
70	200344	10/24/2019	10/25/2019	Tree Issues	22245 Mavis St Grand Terrace	tree fell over to city street and need clean up, located in front of 22245 Mavis Street. Please pick up leaves and branches.
71	200336	10/24/2019	--	Internal Event Set-up/BreakDowns	22795 Barton Road Grand Terrace 92313	Electric Vehicle Charging Stations will be installed on the south side of City Hall. Please assist the coning off the construction area for the contractor while they perform the staging, construction, and installation. The schedule is as follows:10/25 - Staging performed. Please cone off all stalls on the south wall near the apartments. When the Contractor arrives remove any cones that are not needed that day.10/28 - 11/1 - Boring and light construction. Consult with contractor to see which spaces need to be coned off.11/4 - 11/8 - Pavement and construction. Consult with contractor to see which spaces need to be coned off.
72	200331	10/24/2019	--	Internal Street Light Issue	Grand Terrace	complaint of light being out at Ladera and Browning
73	200236	10/24/2019	10/25/2019	Illegal Dumping	22352 Reed Avenue Grand Terrace 92313	Debris on City property off La Paix and Reed.

74	200988	10/25/2019	--	Issue with Park/Facility Equipment	Grand Terrace	In need of repair on the CERT trailer located that the GT fire station and bringing it here to City Hall
75	200956	10/25/2019	--	Internal Issue with Park/Facility Equipment	Grand Terrace	At the fitness park there are two leaking fountains that may have mosquitoes..
76	200950	10/25/2019	10/28/2019	Issue with Park/Facility Equipment	Grand Terrace	water heater at City Hall temperature needs to be checked out - not working properly
77	201833	10/28/2019	--	Issue with Park/Facility Equipment	Grand Terrace	side step for the truck Ford F250 to drop off at Sunrise Ford Dealer in Fontana to install a couple days before Thanksgiving or Christmas (will call to set up a date)
78	201829	10/28/2019	--	Issue with Park/Facility Equipment	Grand Terrace	Need to replace shelter lights at Veterans Pico Park with LED lights
79	201826	10/28/2019	--	Issue with Park/Facility Equipment	Grand Terrace	replace shelter light at fitness park
80	201822	10/28/2019	--	Light Issue	22582 City Center Ct Grand Terrace	fix lights at the fire station
81	201818	10/28/2019	--	Issue with Park/Facility Equipment	Grand Terrace	replace ballast at the Grand Terrace Fire Station
82	202491	10/29/2019	10/31/2019	Internal Event Set-up/BreakDowns	Grand Terrace	Take 12 sand bags for weights for canopies as it is to be windy.
83	202796	10/30/2019	10/31/2019	Internal Event Set-up/BreakDowns	Grand Terrace	sandbags at curbside at Rollins Park on 10/31/2019 for vehicles to enter and exit
84	203092	10/31/2019	--	Pothole	Grand Terrace	Repatch pothole at the corner of Arlis and Holly Court
85	203075	10/31/2019	--	Internal Event Set-up/BreakDowns	Grand Terrace	Clean Shelter C at Richard Rollins Park for Sunday 11/3 reservation
86	203062	10/31/2019	--	Issue with Park/Facility Equipment	Grand Terrace	Building and Safety requested storage container next to the Annex Building to be cleaned out and place in e-recycle bin. Items to be discarded is plants, 5-6 big old computers, and old equipment.
87	203060	10/31/2019	--	Overgrown Grass / Weeds	Barton Road Grand Terrace	Overgrown vegetation on the sidewalk and median on Barton Rd, lot east side of McDonalds



## **Park Shelter Reservations in October 2019**

Park	Shelter	Date Reserved
Richard Rollins	Shelter A & B	October 5
Richard Rollins	Shelter C & D	October 12
Richard Rollins	Shelter C & D	October 26
Richard Rollins	Shelter A & B	October 27
Pico Park	Little League – Field	M-F 5-9pm, Sundays 1-6:30 pm
Pico Park	Shelter C & D	October 27

## **Community Room Reservations October 2019**

Group	Date Reserved	Time
AA Women's Meeting	Wednesdays	5:15pm
Friends of the Library	3 <sup>rd</sup> Monday	5pm
Grand Terrace Women's Club	1 <sup>st</sup> and 3 <sup>rd</sup> Wednesdays	8:30 am, 10am
Library Event	Tuesdays	11am, 3pm
Overeaters Anonymous	Saturdays	10am
CERT Meeting	1 <sup>st</sup> Tuesday, October 12 <sup>th</sup> 19 <sup>th</sup> 26 <sup>th</sup>	6pm, 8am
Parks and Recs Advisory Committee	2 <sup>nd</sup> Thursday	4pm
Girl Scout Troop 1195	October 3 <sup>rd</sup> 17 <sup>th</sup> 24 <sup>th</sup> 31 <sup>st</sup>	4:15 pm
Light Up Grand Terrace Meeting	October 7 <sup>th</sup>	9am
American Red Cross Blood Drive	October 9 <sup>th</sup>	12:30pm
ECOP Training Meeting	October 9 <sup>th</sup>	11am
Sandra's Farewell Celebration Party	October 23 <sup>rd</sup>	11 am
Terrace View PTA	October 25 <sup>th</sup>	5:30 pm

## **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

**August 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	257.49	78.13		176.50							512.12	
Christmas Tree												
Bulky Item	6.54		0.35			1.23					8.12	<b>520.24 Residential</b>
Clean Up												
Multi-Family	161.35	13.19		11.93							186.47	<b>186.47 Multi-Family</b>
Commercial	180.42	13.58					1.02			0.56	195.77	
School	40.13	14.28									54.41	<b>250.18 Commercial</b>
Roll off	46.97							8.00	9.01		63.98	<b>63.98 Roll off</b>
<b>Grand Total</b>	<b>698.90</b>	<b>119.18</b>	<b>0.35</b>	<b>188.43</b>		<b>1.23</b>	<b>1.02</b>	<b>8.00</b>	<b>9.01</b>	<b>0.56</b>	<b>1,020.87</b>	

**Missed Pick-Up Report**

Date Reported	Address	Description	Date Pick Up Completed
7/31/19	12786 Royal Ave	Trash bin missed	8/2/19
8/6/19	22114 De Berry St	Recycle bin missed	8/6/19
8/6/19	12236 Pascal Ave	Trash bin missed	8/6/19
8/7/19	22770 De Berry St	Trash bin missed	8/7/19
8/7/19	22813 La Paix St	Recycle bin missed	8/7/19
8/7/19	12126 Country Club Ln	Green Waste bin missed	8/9/19
8/8/19	22780 Grand Terrace Rd	Recycle bin missed	8/9/19
8/8/19	22701 Fairburn Dr	Recycle bin missed	8/9/19
8/8/19	22840 Miriam Way	Pickup Missed	8/9/19
8/8/19	21831 Barton Rd	Pickup Missed	8/8/19
8/12/19	12338 Willet Ct	Recycle bin missed	8/13/19
8/12/19	22322 Van Buren St	Trash bin missed	8/13/19
8/13/19	22081 Grand Terrace Rd	Recycle bin missed	8/13/19
8/15/19	22850 Bluebird Ln	Recycle bin missed	8/16/19
8/20/19	12270 Rosedale Ave	Trash bin missed	8/20/19
8/21/19	12055 Mount Vernon Ave	Recycle bin missed	8/21/19
8/21/19	21516 Main St A	Pickup missed	8/21/19
8/28/19	11846 Preston St	Trash bin missed	8/29/19
8/30/19	22365 Barton Rd	Trash bin missed	8/30/19

**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 Oct. 31, 2019
ACCO Engineered Systems	HVAC Maintenance	\$22,850	\$16,384

Albert A Webb Associates	Commerce Way Final Design Southern Portion	\$170,880	\$164,005
Clean Street	Street Sweeping Services	\$54,508	\$42,095
City of Colton Cooperative Agreement with Grand Terrace	Traffic Signal Maintenance for signal on Litton Avenue	N/A	N/A
Demuth Plumbing	Rollins Park Leak	\$6,400	\$6,400
EZ Sunnyday Landscape	Landscape Maintenance	\$47,830	\$36,145
Gopher Patrol	Gopher Abatement Services	\$7,227	\$5,237
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	\$6,287
MCC Pipeline	Emergency Culvert Replacement	\$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	\$14,400	\$14,400
TSR	Preston Signal Modification	\$82,000	\$82,000
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.)
	<b>TOTAL PUBLIC WORKS CONTRACT VALUE FOR FY 2019-20:</b>	<b>\$1,082,594</b>	<b>\$885,485 balance</b>

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

<b>Contractor Name</b>	<b>Service</b>	<b>Contract Amount</b>	<b>Contract Balance</b>
Evan Brooks Associates	Preliminary Engineering for HSIP – Mt. Vernon Safety Improvement	\$36,300.00	\$4,643.00

	<b>TOTAL CIP PROJECT CONTRACT VALUE FOR FY 2019-20</b>	<b>\$36,300.00</b>	<b>\$4,463.00</b>
--	--	--------------------	-------------------

**Bids:**

- Senior Center ADA Door Installation
- Litton Signal Pole Replacement
- 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



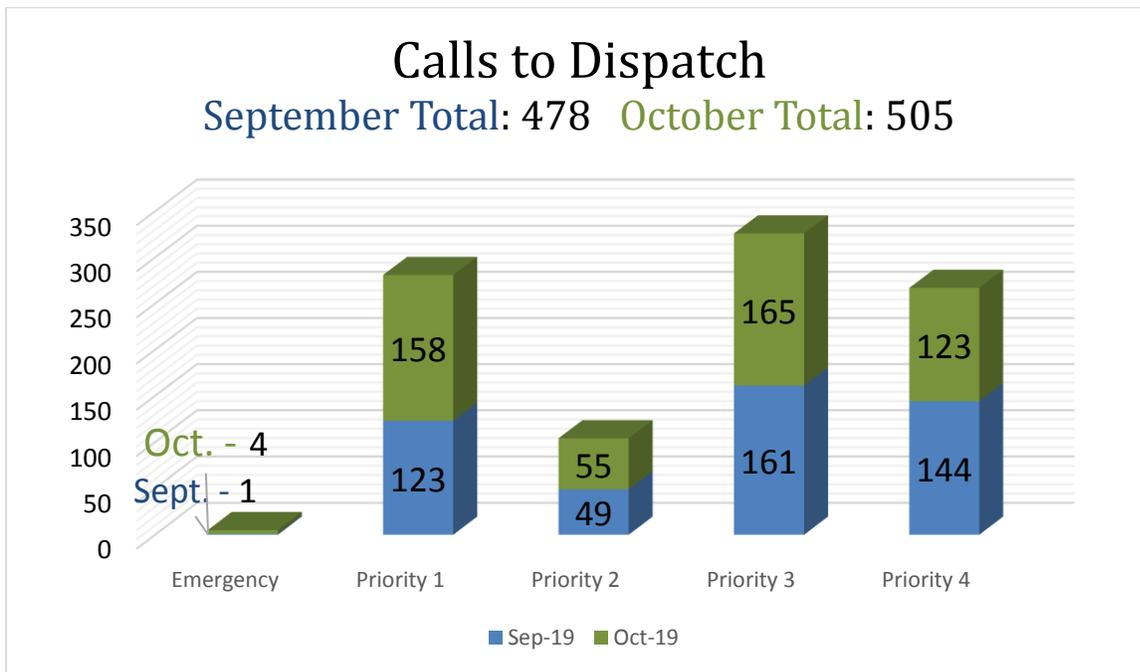


## San Bernardino County Sheriff's Department



Services	September 2019	October 2019
Officer Contact and Calls	1,149	1,308

Calls to Dispatch	September 2019	October 2019
Emergency	1	4
Priority 1	123	158
Priority 2	49	55
Priority 3	161	165
Priority 4	144	123
<b>Totals</b>	<b>478</b>	<b>505</b>



**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.

### Citizens on Patrol (COP) - Weekly Hours for October 2019:

Oct. 7 <sup>th</sup>	Oct. 14 <sup>th</sup>	Oct. 21 <sup>st</sup>	Oct. 28 <sup>th</sup>	Total Hours
2	4	5	7	18

# San Bernardino County Fire





**City of Grand Terrace**  
**Fire Department Incidents**  
**10/01/19 – 10/31/19**

Call Type	Number of Calls
Carbon Monoxide Alarm	1
Commercial Investigation	2
Fire – Improvement	2
Fire – Residential Structure	1
Fire – Unknown Type	1
Medical Aid	125
Move up (Cover Engine in to FS#23)	3
Outside Electrical Incident	2
Public Service	2
Traffic Collision with Fire	2
Traffic Collision with Injuries	2
Traffic Collision with Injuries – Freeway	1
Traffic Collision Unknown Injuries	1
Traffic Collision Unknown Injuries – Freeway	4
Water Salvage	2
<b>Total Calls</b>	<b>151</b>