



MONTHLY REPORT

July 2018

PRESENTED BY
THE CITY MANAGER'S OFFICE

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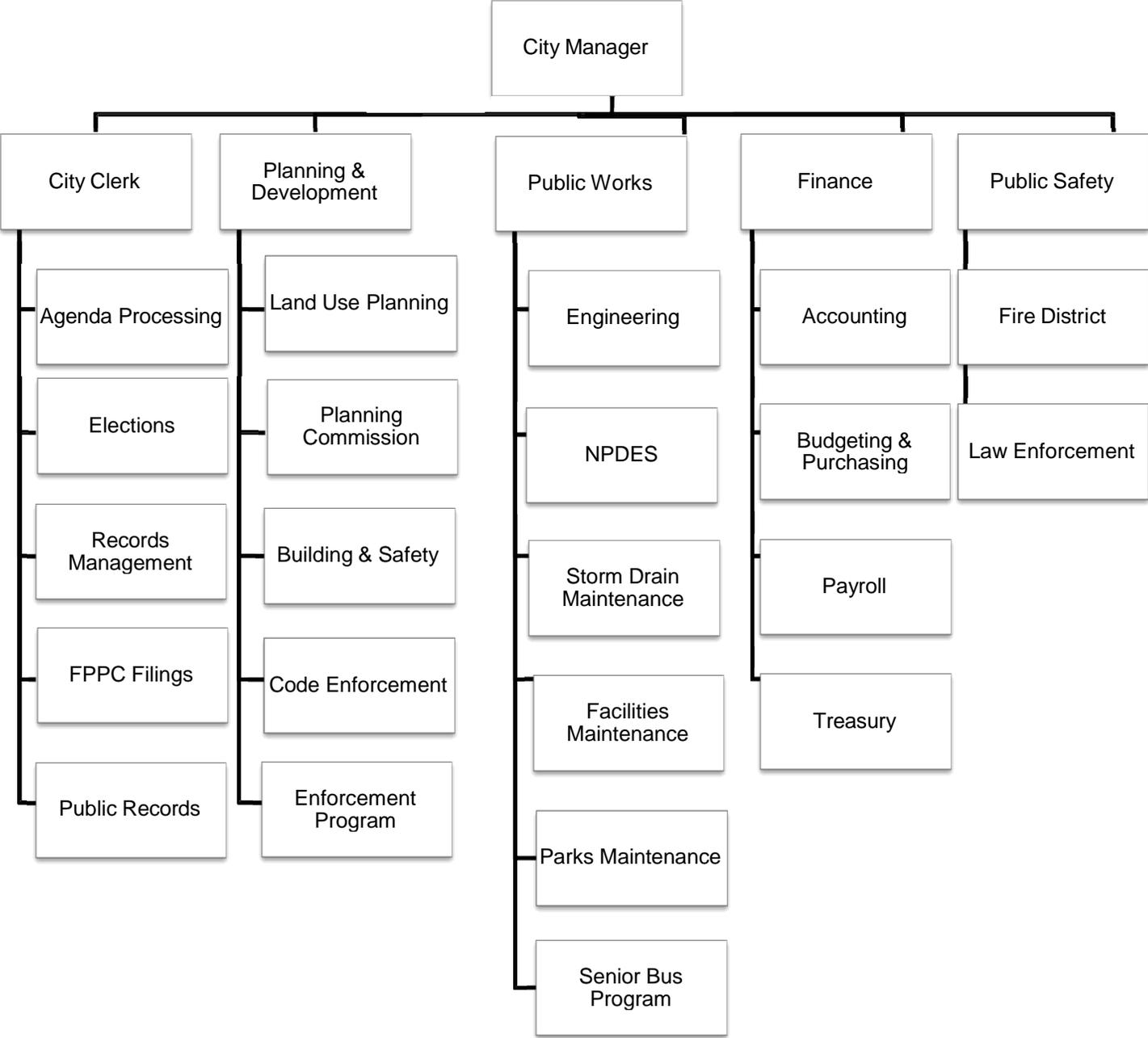
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CITY MANAGER

Organization Chart



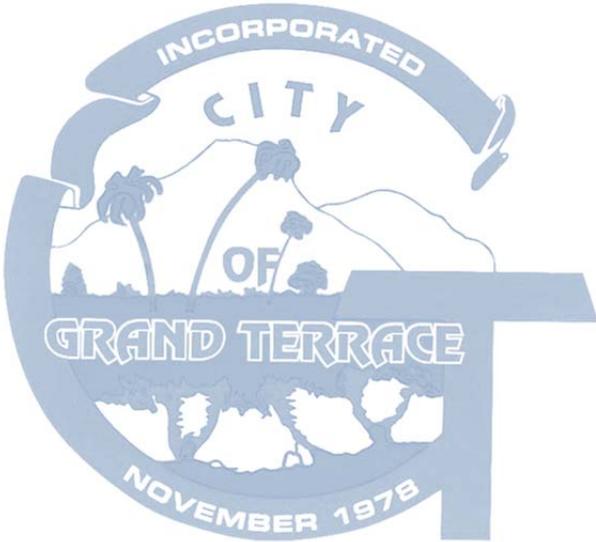
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City Clerk

- Agenda Processing
 - Elections
- Records Management
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DATE: September 17, 2018
 TO: G. Harold Duffey, City Manager
 City Manager's Office
 FROM: Debra Thomas, City Clerk
 SUBJECT: **JULY 2018 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.

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 Oversight Board (OB), Housing Authority and Successor Agency to the Community Redevelopment Agency.

The total number of agendas processed for the month of July is three (3), spending a total of twenty (20) hours preparing agenda packets together with delivery and producing 685 pages.

AGENDA PROCESSING/POSTING				
MONTH	Regular Meeting	Special Meeting	OB Meeting	Totals
July	2	0	0	2
August	2	0	0	2
September	2	1	0	3
October	2	0	0	2
November	1	1	1	3
December	1	0	0	1

January	2	0	1	3
February	2	1	0	3
March	2	0	0	2
April	2	0	1	3
May	2	1	0	3
June	2	2	1	5
July	2	1	0	3
Total Processed	24	7	4	35

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.

Additionally, the City Clerk is responsible for ensuring 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 and Ordinances processed for the month of July are three (3) Resolutions and zero (0) Ordinances for a grand total of three (3) processed for signature and certification.

RESOLUTIONS AND ORDINANCES PROCESSED			
	RESOLUTIONS	ORDINANCES	MONTHLY TOTALS
July	4	1	5
August	3	0	3
September	3	3	6
October	3	0	3
November	4	0	4
December	2	2	4
January	2	0	2
February	1	0	1
March	6	5	11
April	3	1	4
May	9	0	9
June	7	0	7
July	6	0	6
Total Processed	53	12	65

RECOGNITION ACTIVITY

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

For the month of July 2018, thirty-five (35) recognitions 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
July	0	2	0	1	0	0	3
August	0	0	2	1	0	0	3
September	0	44	0	4	0	1	49
October	0	2	1	0	1	0	4
November	0	2	0	0	0	0	2
December	0	0	0	0	0	0	0
January	0	2	1	1	34	3	41
February	0	5	0	0	0	0	5
March	0	12	0	3	0	0	15
April	0	11	1	0	0	2	14
May	0	34	1	1	0	1	37
June	0	1	0	1	0	0	2
July	0	35	0	0	0	0	35
Total Processed	0	150	6	12	35	7	210

CONTRACTS AND AGREEMENTS PROCESSED

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

For the month of July 2018, Council approved five (5) agreements which three (3) originals of each agreement were sent to the contractor/consultant for signature. All 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	
July	2

August	2
September	5
October	6
November	8
December	1
January	7
February	1
March	5
April	0
May	5
June	4
July	5
Total	51

RECORDS REQUESTS

The City Clerk’s office received nine (9) Requests for Copies of Public Records for the month of July 2018. Nine (9) 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 27 pages with six (6) letters to Requestor advising there were no records responsive to the request.

RECORDS REQUEST SUMMARY						
Month	Requests Received	Carried Over from Previous Month	Completed Within 10 Days	Completed with 14-Day Extension	# of Pages Provided	Letter to Requestor – No Records
July	7	4	5	3	10	3
August	16	0	9	7	199	5
September	5	2	4	1	95	0
October	9	1	7	0	22	1
November	7	3	7	0	13	1
December	6	0	5	1	7	1
January	16	0	15	1	49	3
February	9	1	9	0	166	4
March	12	1	9	3	293	2
April	16	2	15	1	482	5
May	15	4	13	2	320	4
June	12	2	12	1	74	3
July	9	2	9	0	27	6
Total Requests	127	22	119	20	1757	38

CUSTOMER SERVICE – TELEPHONE CALLS

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

For the month of July 2018, the City Clerk’s office responded to 275 telephone calls from residents, contractors, vendors, consultants and in-house customer service assistance to City staff.

TELEPHONE CUSTOMER SERVICE	
July	N/A
August	N/A
September	133
October	289
November	268
December	201
January	299
February	277
March	259
April	231
May	268
June	174
July	242
Total Calls	2,641

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
September	1.0	.75	.5	1.25	0	3.5
October	2.0	0	.5	2.0	0	4.5
November	2.0	0	.5	1.0	3.0	6.5
December	1.75	0	.5	2.0	5.0	9.25
January	1.5	0	.5	0	1.0	3.0
February	1.0	.25	.5	.25	0	2.0
March	1.75	.25	.5	.5	0	3.0
April	1.5	1.0	.5	2.0	0	5.0
May	2.0	1.0	.5	2.5	5.0	11

June	1.5	0	.5	.5	0	2.5
July	2.0	0	1.0	.25	0	3.25
TOTAL # HOURS	18	3.25	6	12.25	14	53.50

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
Emergency Operations Committee	5	2	0
Historical & Cultural Activities Committee	7	0	0
Oversight Board	7	0	1
Planning Commission	5	0	0
Parks & Recreation Committee	3	0	2

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.

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City Manager's Office

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

DATE: September 24, 2018

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

FROM: Cynthia Fortune, Assistant City Manager

SUBJECT: **July – August 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, identifying the best and most cost-effective recruitment sources, and 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, employment law and government regulation, and litigation avoidance.
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*				
Recruitments in Progress	0	1*				
Recruitments Pending	0	0				
Applications Received/Processed	0	46				
New Hires Processed	1**	0				
Description	Jan-2019	Feb-2019	Mar-2019	Apr-2019	May-2019	Jun-2019
Recruitments Initiated						
Recruitments in Progress						
Recruitments Pending						
Applications Received/Processed						
New Hires Processed						

*Recruitment for the Code Enforcement/Animal Control Specialist position.

** The Code Enforcement/Animal Control Officer position was filled.

TABLE 2
Personnel Change Activity

Description	Jul-2018	Aug-2018	Sept-2018	Oct-2018	Nov-2018	Dec-2018
New Hire Transactions	1	0				
Other Change Transactions	0	0				
Description	Jan-2019	Feb-2019	Mar-2019	Apr-2019	May-2019	Jun-2019
New Hire Transactions						
Other Change Transactions						

TABLE 3
Employee Job Performance Activity

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

TABLE 4
Benefits Activity

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

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				
Arts and Crafts Classes	19	25				
Bingo	40	55				
Bridge	49	29				
Bunco	44	51				
Coffee with Megan	47	62				
Exercise Classes	77	90				
Garden Club	8	18				
Morning Glories (quilting)	45	26				
Movies with Solomon	10	0				
Paint Classes	0	12				
Card Game Night (Wednesday)	19	19				
<u>SPECIAL EVENTS</u>						
Monthly Birthday Celebration	24	22				
Monthly Entertainment (2nd Friday of the month)	25	26				
Game Night (2nd Saturday of the month)	16	19				
Volunteer Appreciation	22					
Keeping Hydrated Class		21				
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)						
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)						
<u>SPECIAL EVENTS</u>						
Monthly Birthday Celebration						
Monthly Entertainment (2 nd Friday of the month)						
Game Night (2 nd Saturday of the month)						
Volunteer Appreciation						
Keeping Hydrated Class						
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.)						

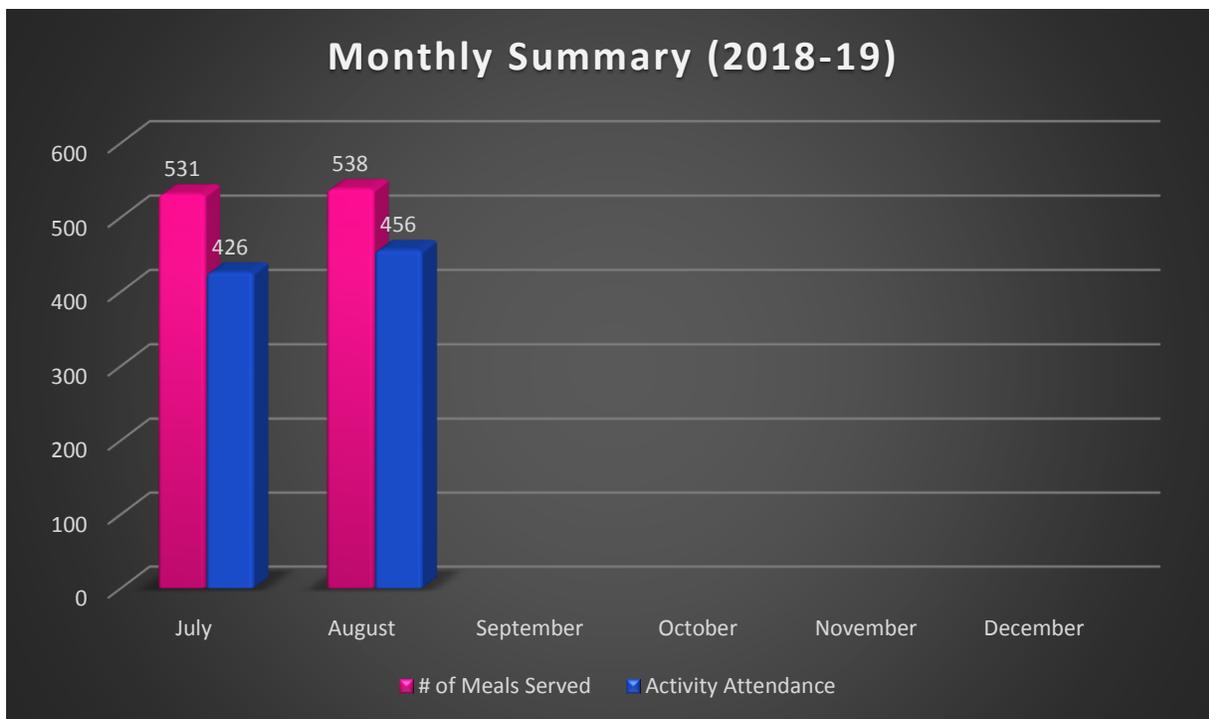


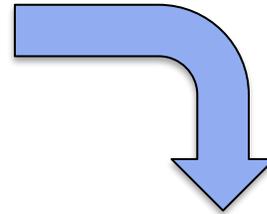
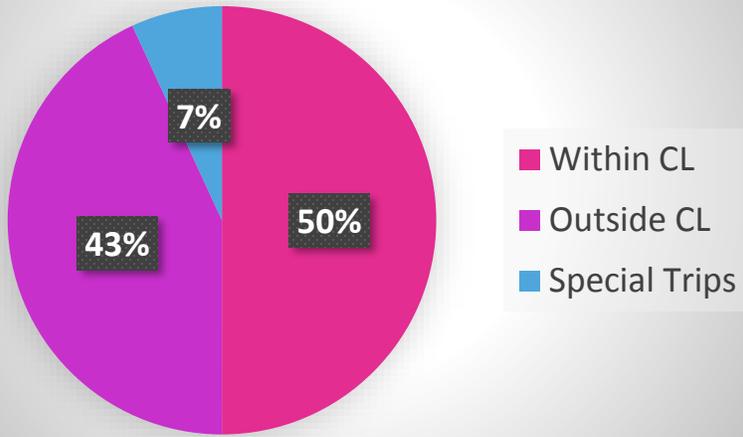
TABLE 2
 Senior Center Blue Mountain Silver Liner
 # of Passengers

Description	Jul-2018	Aug-2018	Sept-2018	Oct-2018	Nov-2018	Dec-2018
Within City Limits (Senior Center, Stater Brothers, Library)	51	88				
Outside City Limits (Walmart, 99cent store, Ross)	44	59				
Special Events/Trips	7	23				
Description	Jan-2019	Feb-2019	Mar-2019	Apr-2019	May-2019	Jun-2019
Within City Limits (Senior Center, Stater Brothers, Library)						
Outside City Limits (Walmart, 99cent store, Ross)						
Special Events/Trips						

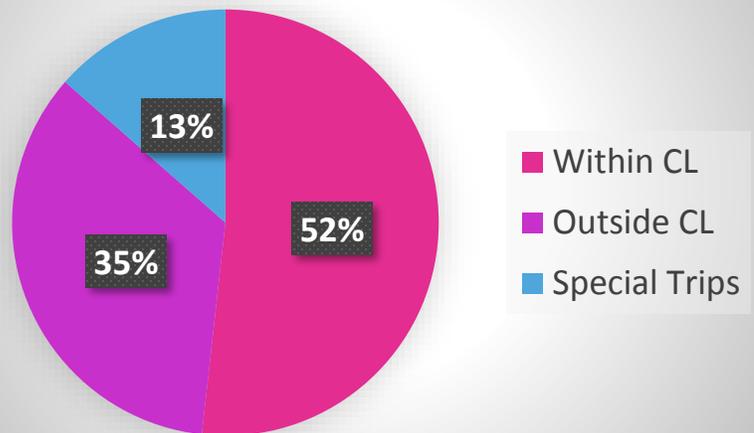
TABLE 3
 # of Rides

Description	Jul-2018	Aug-2018	Sept-2018	Oct-2018	Nov-2018	Dec-2018
Within City Limits (Senior Center, Stater Brothers, Library)						
Outside City Limits (Walmart, 99cent store, Ross)						
Special Events/Trips						
Description	Jan-2019	Feb-2019	Mar-2019	Apr-2019	May-2019	Jun-2019
Within City Limits (Senior Center, Stater Brothers, Library)						
Outside City Limits (Walmart, 99cent store, Ross)						
Special Events/Trips						

July Rides



August 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.

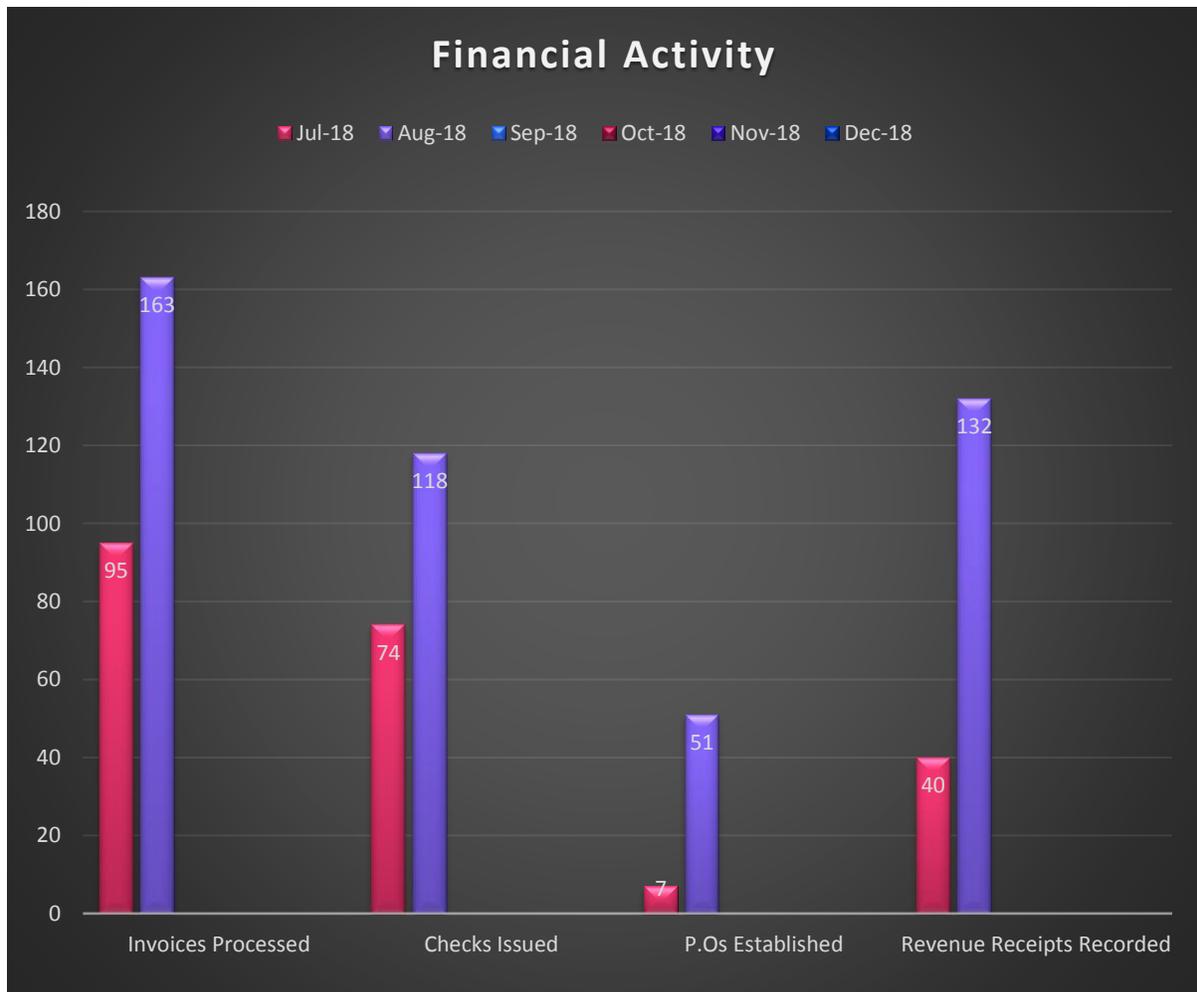
CORE SERVICES

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.

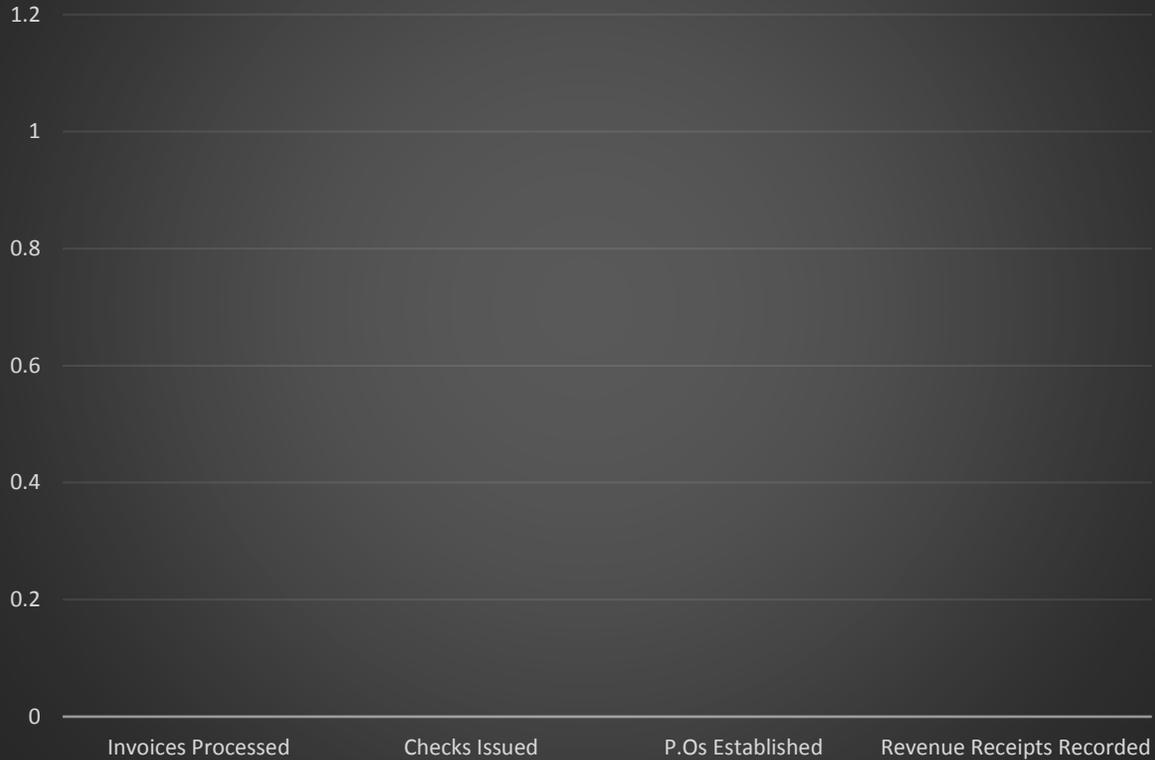
TABLE 1
Financial Activity

Description	Jul-2018	Aug-2018	Sept-2018	Oct-2018	Nov-2018	Dec-2018
Invoices Processed	95	163				
Checks Issued	74	118				
Purchase Orders Established	7	51				
Revenue Receipts Recorded	40	132				
Description	Jan-2019	Feb-2019	Mar-2019	Apr-2019	May-2019	Jun-2019
Invoices Processed						
Checks Issued						
Purchase Orders Established						
Revenue Receipts Recorded						



Financial Activity

Jan-19 Feb-19 Mar-19 Apr-19 May-19 Jun-19



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:

1. Audited Annual Financial Reports for the following:
 - a. City – all Funds;
 - b. Measure I – Fund 20;
 - c. Air Quality Management District (AQMD) – Fund 15; and
 - d. 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.

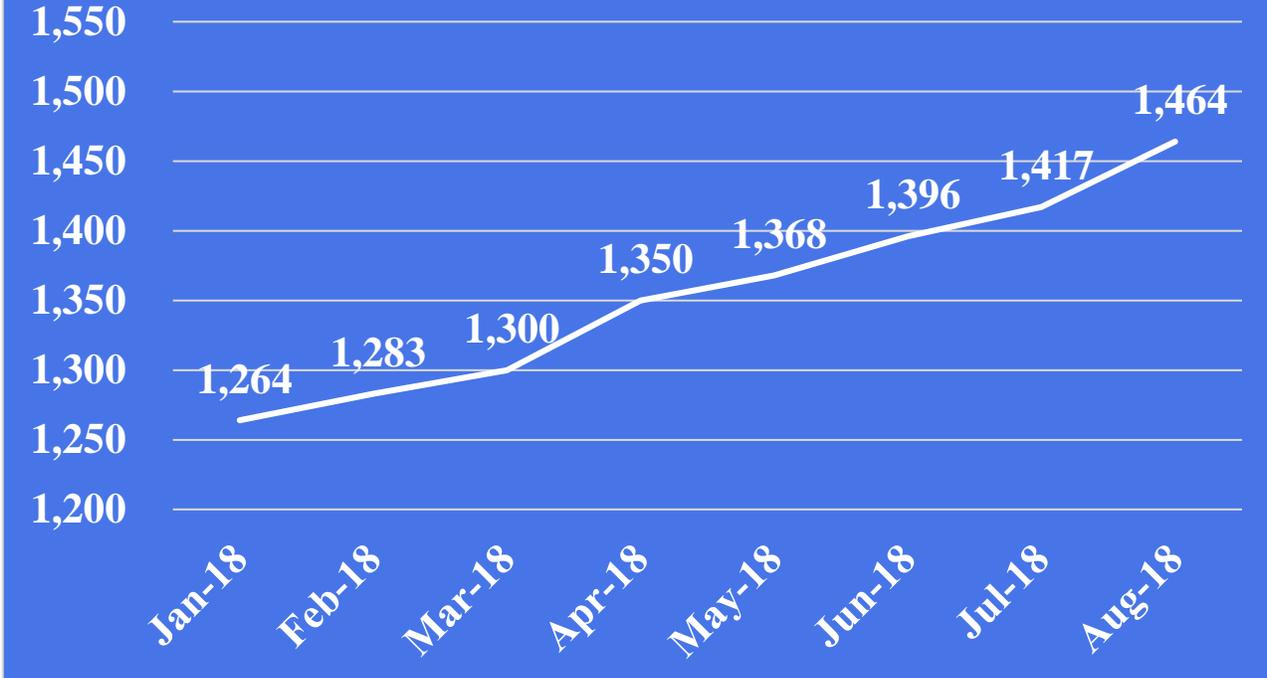
Initiate and write press releases, public service announcements, articles and websites for media distribution.

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

Table 1

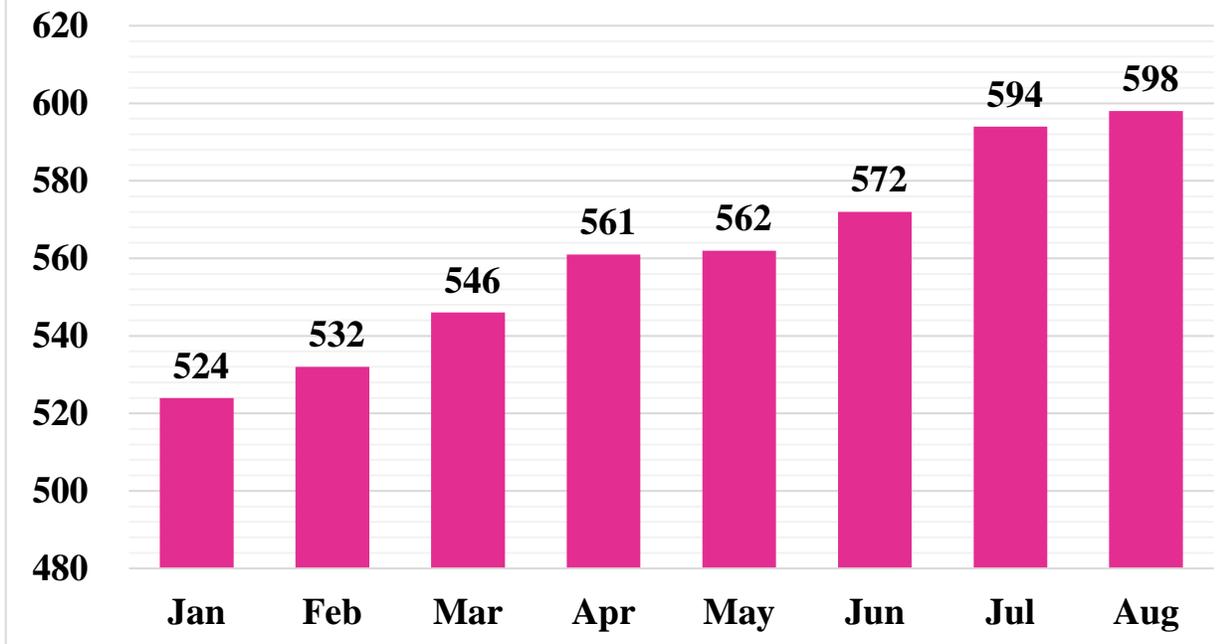
2017-2018 City Communications Data:						
Channel 3:	Jul	Aug	Sep	Oct	Nov	Dec
City Council Meeting Replays	44	46				
Activities/Items Added to Slideshow	3	1				
Channel 3:	Jan	Feb	Mar	Apr	May	Jun
City Council Meeting Replays						
Activities/Items Added to Slideshow						
Facebook	Jul	Aug	Sep	Oct	Nov	Dec
Posts	69	39				
Total Reach	37,816	21,697				
Total Engagement	5,453	2,000				
Page Followers	1,586	1,602				
New Page Followers	40	16				
Facebook	Jan	Feb	Mar	Apr	May	Jun
Posts						
Total Reach						
Total Engagement						
Page Followers						
New Page Followers						

Facebook Page Followers



Eblast	Jul	Aug	Sep	Oct	Nov	Dec
Number of E-newsletters Distributed	10	3				
Number of Subscribers	594	598				
Change in Subscribers	22	4				
Number of E-newsletters Opened	1,440	506				
Eblast	Jan	Feb	Mar	Apr	May	Jun
Number of E-newsletters Distributed						
Number of E-newsletters Opened						
Number of Subscribers						
Change in Subscribers						

Number of Eblast Subscribers



Twitter	Jul	Aug	Sep	Oct	Nov	Dec
Tweets	26	24				
Impressions	6,599	5,813				
Followers	196	203				
New Followers	8	7				
Twitter	Jan	Feb	Mar	Apr	May	Jun
Tweets						
Impressions						
Followers						
New Followers						

YouTube	Jul	Aug	Sep	Oct	Nov	Dec
Video Uploads	3	2				
Video Views	78	59				
Subscribers	123	124				
Change in Subscribers	2	1				
YouTube	Jan	Feb	Mar	Apr	May	Jun
Video Uploads						
Video Views						
Subscribers						
Change in Subscribers						

Blue Mountain Outlook	Jul	Aug	Sep	Oct	Nov	Dec
Full Page Ad, Inside Back Cover	-	1				
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-Page Ad	-	-				
1/4-Page Ad	-	-				
City News	Jan	Feb	Mar	Apr	May	Jun
Featured (Front Page Article and Image)						
Articles						
1/2-Page Ad						
1/4-Page Ad						

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

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		By % of Pop.
1) Twentynine Palms		19.63%
2) Apple Valley		18.41%
3) Grand Terrace		12.89%
4) Yucca Valley		12.45%
5) Ontario		9.68%

* Reach refers to the number of unique people to have seen a post's content.

** Engagement refers to interactions with a post, such as post clicks, Likes, Comments or Shares.

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

Planning & Development

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

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DATE: September 17, 2018

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

FROM: Sandra Molina, Planning and Development Services Director
Planning and Development Services Department

SUBJECT: **JULY 2018 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, and Code Enforcement.

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.

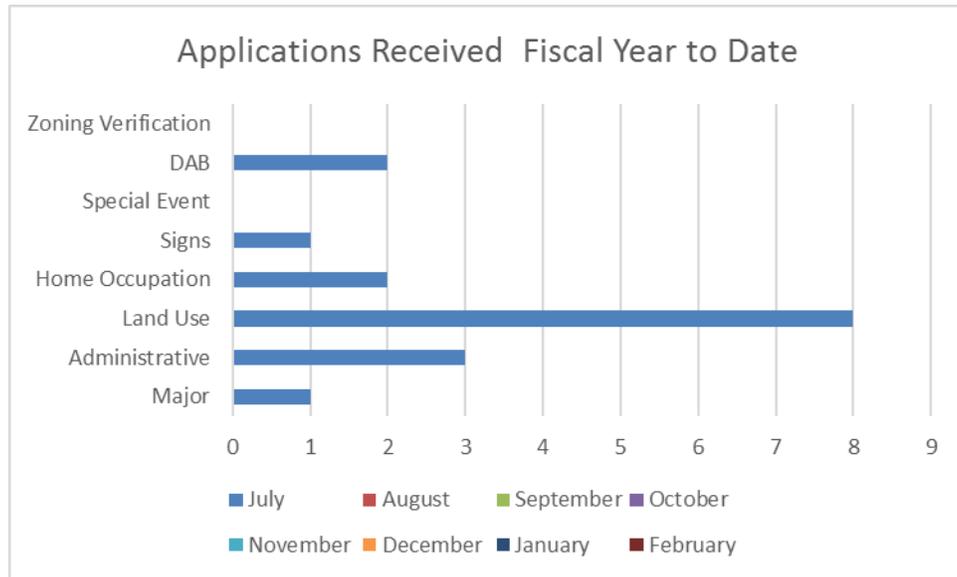
Activity Summary for Planning

Planning Counter Requests for Information: 62
Planning Phone Calls Received: 75
Planning E-mails Received/Answered: 157

Application Summary

The Planning Division received 17 new applications in July. Eleven were carried over from the previous month and action was taken on 14 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.

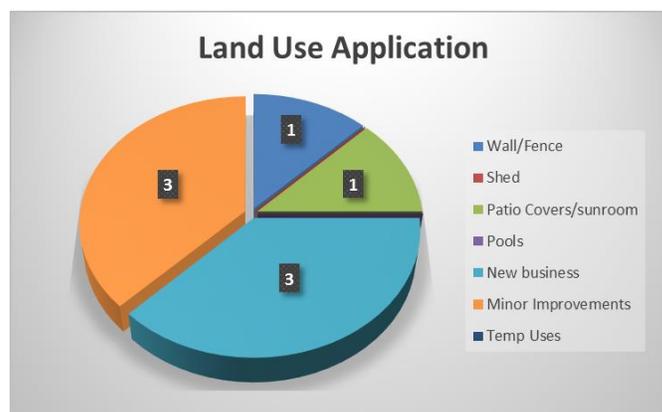
Application Summary for July 2018				
Applications	Number Received	Carried Over	Completed	Under Review
Major	1	7	0	8
Administrative	3	4	1	6
Land Use	8	0	8	0
Home Occupation	2	0	2	0
Sign	1	0	1	0
Special Event	0	0	0	0
DAB	2	0	2	0
Total	17	11	14	14



Applications Received, Approved and/or Under Review

Fiscal year to date the Planning Division has received 17 applications for review, 14 applications remained under review, and 11 of those were carried over from previous months. A comprehensive list of the applications and their status is at the end of the Planning Division’s report.

Three new businesses were approved in July, including Woody’s Grill Bar (restaurant), Lash Studio (personal services), and Creative Elite Sounds (car tinting services). There were no special events approved in July. Overall Land Use applications are the most predominant application that the Planning Division processes. Eight Land Use applications were approved in July. The table below shows the types of activities that were approved with the 8 Land Use applications approved in July 2018.



Projects in Plan Check or Under Construction

Projects in Plan Check or Under Construction					
Date Submitted	Case No.	Applicant	Description	Location	Status
8/17/2016	SA 14-07-A1 E 14-04-A1	Joab Jerome	New Residence APN: 0275-282-20	11838 Burns Avenue	1st Grading Plan check completed 3/14/2018
5/5/2016	SA 16-02 TPM 16-02 E 16-06	Habitat for Humanity	Subdivision, two parcels and two one-story homes	12569 Michigan Street	3 rd Parcel Map and Grading Plan Approved 6/8/2018. Framing Inspection on 7/19/2018
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 Foundation Finalled on 7/10/2018
7/13/2015	SA 05-19-A1	Capital Pacific	Revisions to SA 05-19	11830 Mount Vernon Ave.	All 35 homes Completed

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. Two pre-applications were reviewed in July.

DAB					
Submitted	Case No.	Applicant	Description	Location	Status
7/3/2018	DAB 18-11	Darryl Moore	34 Units, Planned Residential Development	APN: 0275-223-12 & 0275-223-51	Meeting completed on 7/10/2018
7/19/2018	DAB 18-10	Patrick O'Brien	Vehicle Storage	APN: 0275-191-06 & 0275-191-30	Meeting completed on 7/16/2018

Planning Commission

The Planning Commission reviews new construction, subdivisions, variances and conditional use permits. They also make recommendations on zone changes, zoning code amendments, and general plan changes.

Two Planning Commission meetings were held in the month of July and the following actions occurred.

July 5, 2018: A finding of the General Plan consistency for the proposed disposition of City owned property located at 22400 Barton Road, #200 was made.

July 19, 2018: A workshop on Specific Plans was conducted.

Grants

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

Planning and Development Services Department is currently implementing an Active Transportation Program Cycle 2 grant for the preparation of the City's first ever Active Transportation Plan. The Draft Plan is expected to come before the City Council prior to final.

Evan Brooks Associates was contracted to submit for an Urban Greening Grant Round 1 application. While the application qualified for a site inspection, the City was not awarded a grant. EBA was contracted to submit for Urban Greening Grant Round 2 Funding and upon City Council authorization, the grant application was submitted in April.

A CAL FIRE Urban & Community Forestry Program Grant concept proposal was submitted on February 26, 2018, to improve the median on La Cadeña Avenue utilizing trees and shrubs that reduce GHG emissions and incorporating bioswales. The grant amount is \$658,000. This Grant was not accepted.

Grant	Status	Grant Amount
Active Transportation Plan	Consultant preparing document Draft anticipated in September 2018	\$295,000
Blue Mountain Trailhead and Trail Grant	Submitted on October 1, 2017. Site visit completed in November 2017. Awarded.	\$212,500 (Project cost \$520,000)
Urban Greening Grant – Rd. 1 Connection to Santa Ana River Trail	Site visit by California Natural Resources Agency. Not Awarded.	\$2.4 Million
Urban Greening Grant – Rd. 2 Connection to Santa Ana River Trail	Submitted April 2018 to Natural Resources Agency.	\$2.4 Million
CAL FIRE Urban & Community Forestry Program Grant	Concept proposal submitted on February 26, 2018. This application was NOT accepted.	\$658,000

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.

On May 22, 2018 the Housing Successor approved a 6-month construction time extension to December 31, 2018 and approved a short-term (gap) loan in the amount of \$35,000 to Habitat for Humanity, San Bernardino area. The loan is due to be paid in full by December 31, 2018 at the latest.

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	Vacant 0.50-acre property owned by Habitat for Humanity San Bernardino Area. The Housing Successor Agency holds covenants on the property for two low income residents. Habitat required to perform by December 30, 2018.

Volunteer Emergency Operations Committee

The Volunteer EOC meets the first Tuesday of every month. Staff is working with EOC to reinstate the City of Grand Terrace CERT Program.

The EOC Regular Meeting scheduled for July 3, 2018 was cancelled and a Special Meeting was conducted on July 17, 2018. The agenda items included approval of the agenda and minutes, continue conversation regarding CERT organization, trailer and shed inventory, and Cooling Center activation.

Attachment to Planning Division's Report

Applications Received, Approved and/or Under Review

Major Applications – Zoning Code Amendment

Date Submitted	Case No.	Applicant	Description	Location	Status
6/1/2018	ZCA 18-01	Todd Kessler	Code Amendment-Hillside Residential	23400 Westwood	In Review

Major Applications - Site and Architectural Review

Date Submitted	Case No.	Applicant	Description	Location	Status
11/15/2017	SA 17-10 E 17-09	Todd Kessler	Single Family Residence	23400 Westwood St	Revised drawings distributed on 6/11/2018. In review
5/11/2018	SA 18-05 E 18-05	Tim Boyes	Single Family Residence	0276-431-23	Second submittal received on 7/11/2018. In review
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
3/6/2018	SA 14-06-A2 E 18-03	Joab Jerome	Single Family Residence and Second Dwelling Unit	11832 Burns Avenue	Incomplete on 3/30/2018. Pending incomplete items

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
7/10/2018	CUP 18-03 E 18-07	Jeffrey McConnell	Agricultural Uses	21712 Vivienda Avenue	Incomplete on 7/20/2018
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.

Administrative Applications					
Date Submitted	Case No.	Applicant	Description	Location	Status
7/19/2018	ACUP 18-05	Michael Miller	Beer and Wine License	2400 Barton Road, Unit 1	In Process
7/17/2018	MD 18-03	Indian Health Clinic	Parking Lighting Minor Deviation	11980 Mt. Vernon	Approved
7/10/2018	ACUP 18-04	La Pasta Italia	Beer and Wine License	22320 Barton Road, Unit C	In Process
6/28/2018	ASA 18-07	Aegis Builders	Temporary Stockpile	12667 Michigan Street	Notices distributed on 7/20/2018
5/11/2018	ASA 18-06 E 18-06	Tim Boyes	Rough Grading Review	0276-431-22, 21	Distributed on 7/27/2018
4/14/2017	ASA 17-05 ACUP 17-04 E 17-01	Verizon Wireless	Backup Diesel Generator	22745 De Berry Street	Pending revised lease agreement 4/17/2018
3/12/2018	ASA 18-03 ACUP 18-02 E 18-04	Andrew Buchen	Existing Wireless Antenna Upgrades	22080 Commerce Way	Resubmittal deemed Incomplete on 7/30/2018

Land Use Review					
Date Submitted	Case No.	Applicant	Description	Location	Status
7/30/2018	LU 18-57	Ruben Colunga	Replace Windows with Sliding Doors	22790 Van Buren Street	Approved
7/30/2018	LU 18-56	Scott Angel	10 x 11 Aluminum Patio	11816 Greenbrier Lane, Lot 30	Approved
7/26/2018	LU 18-55	Carl Whited	Fence Replacement	12168 Mt. Vernon	Approved
7/16/2018	LU 18-54	Michael Miller	Woody's Grill Bar	22400 Barton Road, Unit 1	Approved
7/16/2018	LU 18-53	Cindy Avalos	Exterior Building Paint	12005 Aspen Circle	Approved
7/16/2018	LU 18-52	Cindy Avalos	Exterior Building Paint	12012 Aspen Circle	Approved
7/12/2018	LU 18-51	Marco Bautista	Window Tint Business	12210 Michigan Street, Unit 28	Approved
7/3/2018	LU 18-50	Tiffany Bivadi	Eyelash Extension Business	12139 Mt. Vernon, Unit 205	Approved

Home Occupation Permit					
Date Submitted	Case No.	Applicant	Description	Location	Status
7/25/2018	HOP 18-07	Craig Owens	Landscaping Services	12464 Palika Way	Approved
7/25/2018	HOP 18-06	Monte Christen	Anesthesiology Services	22990 Wren Street	Approved

Signs					
Date Submitted	Case No.	Applicant	Description	Location	Status
7/12/2018	SGN 18-09	Innovative Signs	Bakery Wall Signs	22488 Barton Road, Unit 103	Approved

BUILDING AND SAFETY DIVISION

Building and Safety and Planning Core Services

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

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

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

Activity Summary for Building and Safety

Building Permit Activity includes 47 permits issued in July. Year to date a total of 47 permits have been issued with a total revenue of \$51,772.52.

Building Permit Activity						
	July	August	September	October	November	December
Applications received	44					
Permits issued	47					
Permits finalized	24					
Business occupancies issued	1					
Expired permits	2					
Total monthly revenue	\$51,772.52*					

* Includes (17) New Single-Family Residence Permits

Permits Issued

Forty-seven permits issued in July include a block wall, electrical panel upgrades, HVAC replacements, cell-site modifications, patio covers, water heaters, re-roof, room addition, signs, and solar PV systems.

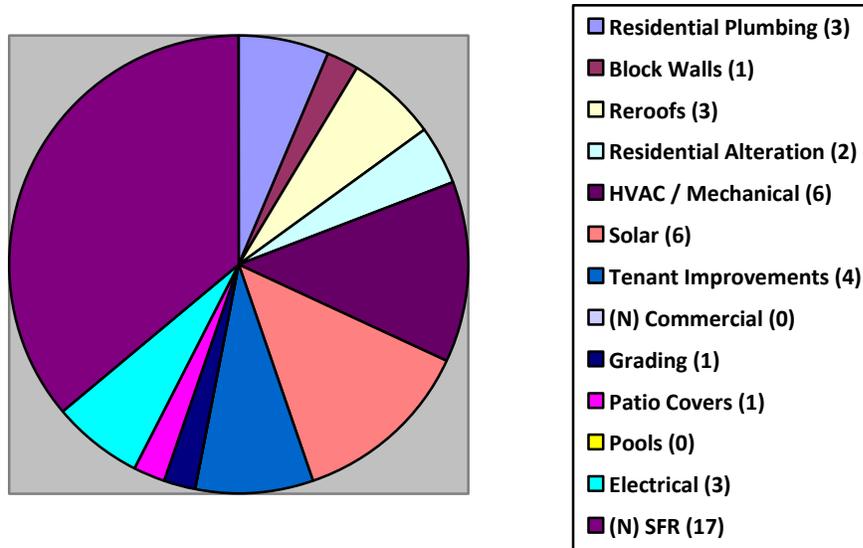
Of note, seventeen new single-family residences were issued for Aegis Builders. The tenant improvement permit for “Sweet Life Bakery” was issued and a grading permit for Riverside-San Bernardino County Indian Health was issued for a new healing garden and parking lot expansion.

For July 2018, seven of the permits were assessed a double permit fee due to construction work starting without the benefit of proper building permits.

Type of permits	Number Issued											
	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Residential Alteration/Repair	2											
Block Walls / Retaining Walls	1											
Reroofs	3											
Water Heater / Plumbing	3											
HVAC / Mechanical	6											
Solar	6											
Commercial Tenant Improvement	4											
New Commercial	0											
Grading	1											
Patio Covers	1											
Pools	0											
Panel Upgrades / Electrical	3											
New SFR	17											
Total	47											

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

Issued Permits - July 2018



Major Projects Under Construction

For July 2018, major projects under construction include Habitat for Humanity and Aegis Builders, Inc.'s Van Buren project. Other ongoing major projects also include on-site grading for the SCE Highgrove Substation and construction of a new SBCTA cell site.

Project	Description/Location	Status
Habitat for Humanity	12569 & 12579 Michigan St. New SFR Habitat Project	Under Construction – Framing and Insulation inspected
Aegis Builders	12382 – 12485 Tesoro Ct. New 17 SFR Aegis Project & Foundation Only permits	Under Construction – Framing inspected Foundation Only permits Complete/Final
Southern California Edison	12700 Taylor St. On-site grading, new fence and gate with retaining wall for SCE Highgrove Substation	Under Construction - Footings/Steel inspected
SBCTA	12040 La Crosse Ave – New 70' cell site for SBCTA	Under Construction – Pad Certifications Inspected
Barton Bridge - CALTRANS	Barton Rd. Bridge Over cross	Under Construction

Plan Checking Activity

For July 2018, a total number of sixteen new plans were submitted for review. Of the sixteen there consisted one new single-family residence, one patio cover, two window replacements, two signs, nine solar plans, and one siding plan.

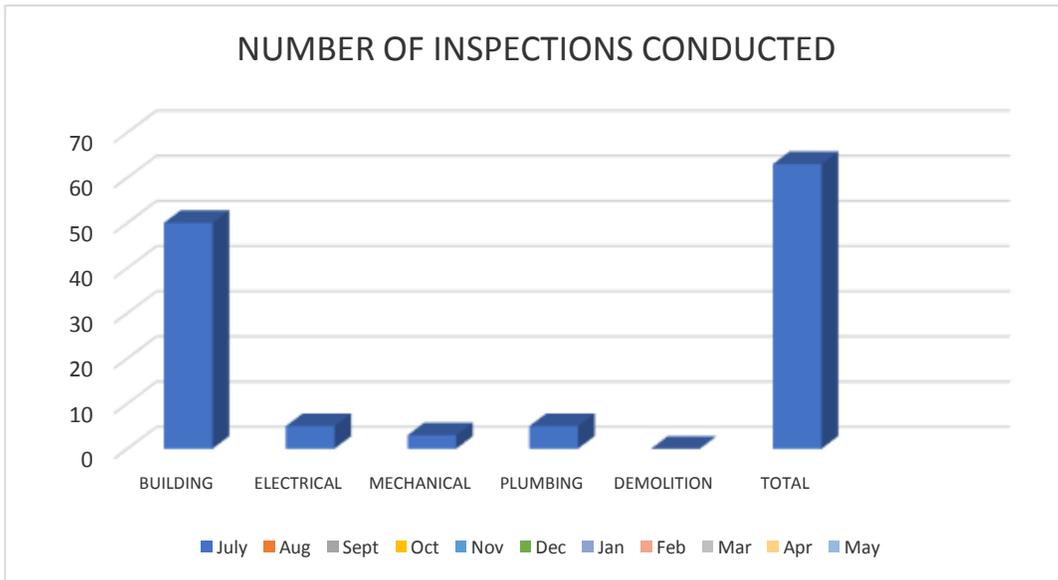
Only one major project was submitted for plan check in July 2018. The major project submitted is a new single-family residence located at 23090 Grand Terrace Road. The following list only captures major projects in review and is not intended to list all construction projects.

Project	Description/Location	Status
Tim Boyes, Vista Grande Way	Parcel Map 16945 – Street Improvement, precise grading for (1) lot / (N) SFR, rough grading of (2) lots	In Plan Check – Street improvements approved, precise grading, (N) SFR, and rough grading in review
Yacoub Farsakh, Palm Residence	23315 Palm Ave. – New SFR & Precise Grading	In Plan Check – Grading plan under review
Joab Jerome, Burns Residence	11838 Burns Ave. – Street Improvement Plan and on-site grading	In Plan Check Corrections picked up by Applicant 03/19/18
Riverside – S.B. County Indian Health	11980 Mt. Vernon Ave. – Install (1) solar parking lot light and concrete standard	In Plan Check – Parking lot light plans under review

Inspections

Type of Inspection	# of Inspections Conducted											
	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Building	50											
Electrical	5											
Mechanical	3											
Plumbing	5											
Demolition	0											
Total	63											

*Twenty-five final building inspections were performed for the month of July 2018.

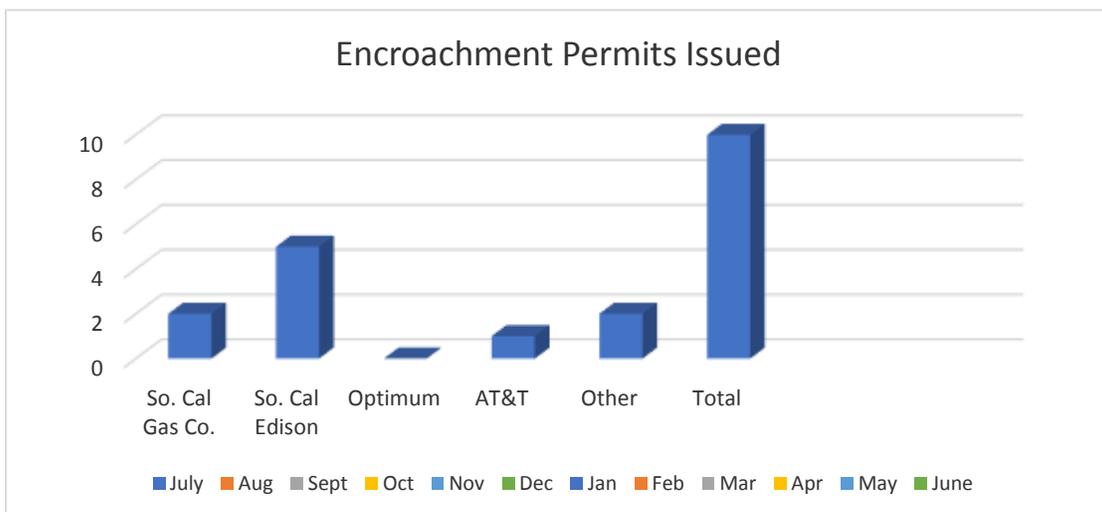


Certificate of Occupancy

A Certificate of Occupancy was issued for the following business:

- G.F.A. Beauty House located at 22400 Barton Road, Suite 14

Public Works Encroachment Permits



Applicant	Number of Encroachment Permits Issued											
	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
So. Cal Gas Co.	2											
So. Cal. Edison	5											
Optimum	0											
AT&T	1											
Verizon	0											
Revocable Permit	0											
Other**	2											
Total	10											
Total Monthly Revenue	\$5,709.93											

** "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

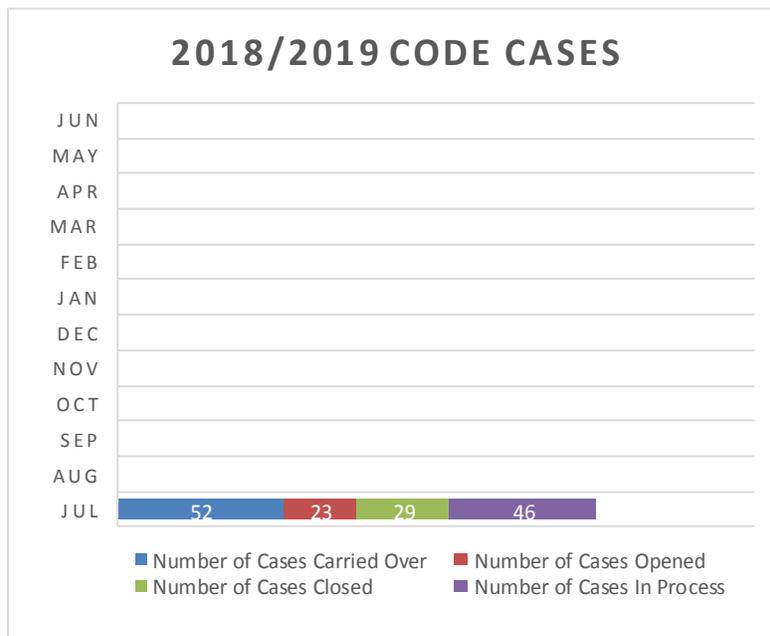
Code Enforcement Activities

The Division is budgeted for one full time Officer, a part time Specialist and a full-time Office Specialist. These three positions constitute 392 monthly service hours in July.

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 morning and at the end of the day on Friday, Saturday and Sunday in addition to the Zones. The route includes Mount Vernon Avenue, Main Street, Michigan Street, Barton Road, Preston Street, Palm Avenue, Observation Drive, and Van Buren Street.

Activity Summary for Code Enforcement

In July Code Enforcement had 52 cases carried over from the previous month, 23 new cases opened, and 29 cases were closed. The Division closed out July with 46 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, and the number of citations and corrective notices issued. Notice of Corrections are issued when new cases are initiated. Notice of Corrections are not issued for vehicle related complaints on public streets, illegal dumping referred to Burrtec, or homeless issues referred Sheriff's Department.

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Inspections Conducted	57											
Corrections Issued	10											
Notices of Violation Issued	14											
Citations Issued	17											

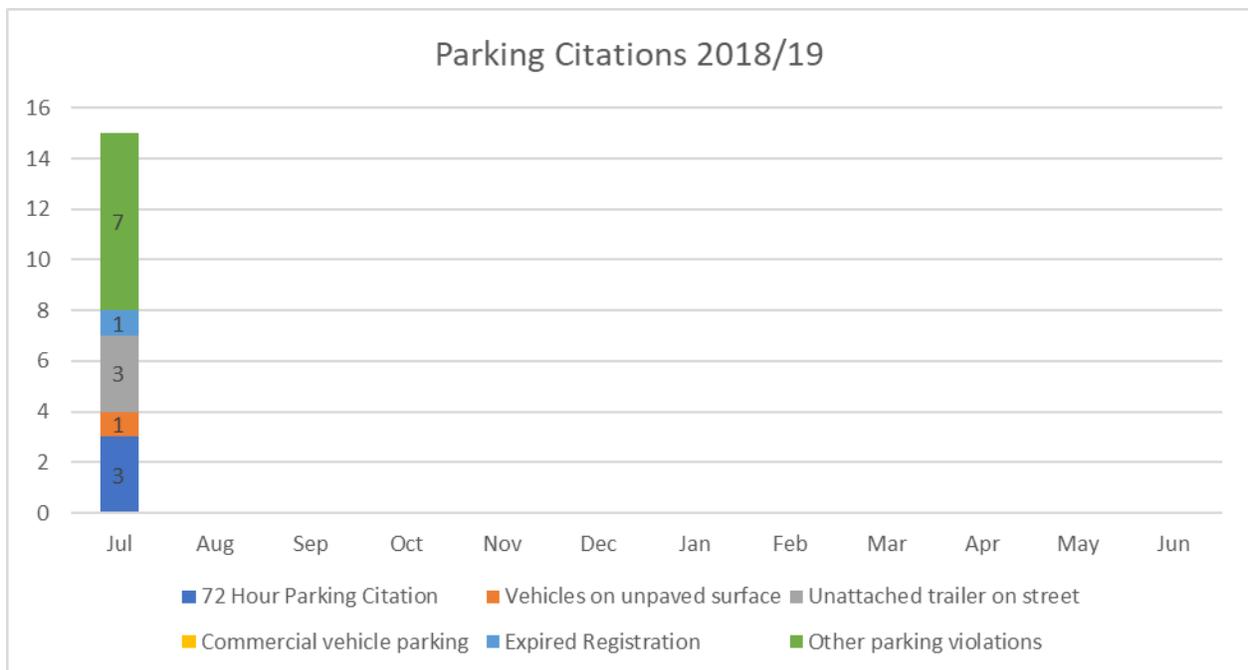
Weekend Code Enforcement Activities

The Weekend 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, unpermitted construction, 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											
Yard sale signs	20											
Open house and other signs	1											
Illegal Dumping	0											
Unpermitted construction	1											
Follow-up inspections	23											
Parking violations	6											

Parking Citations:

In July, 155 vehicle related citations were issued; 139 of the citations issued were related to street sweeping enforcement. The citations are expected to generate approximately \$4067 in general fund revenue. Street Sweeping in residential areas occurs on the first, second, and third Thursdays of each month. The table below shows some of our most common parking violations including expired registration and parking on unpaved surfaces and commercial vehicles in residential areas.



Graffiti/Vandalism/Illegal Dumping

There were no instances of graffiti reported on private or public property.

See Click Fix

There was one complaint received via SeeClickFix in July 2018. The case involved overgrown vegetation and the case has been addressed and closed by Code Enforcement.

Rental Inspection Program

There are approximately 344 properties in the Program, consisting of both single-family units and multiple family units (i.e. apartments, duplexes, triplexes, etc.).

In addition, property owners are required to renew and pay fees on an annual basis. The rental program's invoices for 2018 were generated and mailed out on January 12th. Of the 344 properties in the program, 328 rental property owners have paid their 2018 fees as of the end of July. On July 10th the City Council adopted a resolution to lien 82 delinquent accounts. Properties have until August to pay their rental inspections fees before the lien is placed on their property by the San Bernardino County Assessor.

Properties are inspected annually. Two hundred and sixty-eight rental property have been inspected and seventy-six still need to be inspected. Of the two hundred and sixty-eight already inspected properties 20 rentals remain open for violations and will be followed up to ensure they are in accordance with Grand Terrace rental property standards.

Animal Control

Animal control services continued to be contracted with the City of San Bernardino for most of the month. The vendor spent 16 hours responding to Grand Terrace calls.

Animal control services were taken over by City Staff on July 27th by the City's new full-time Animal Control/Code Enforcement Officer. Sheltering services are contracted through the County of Riverside Western Riverside Animal Shelter.

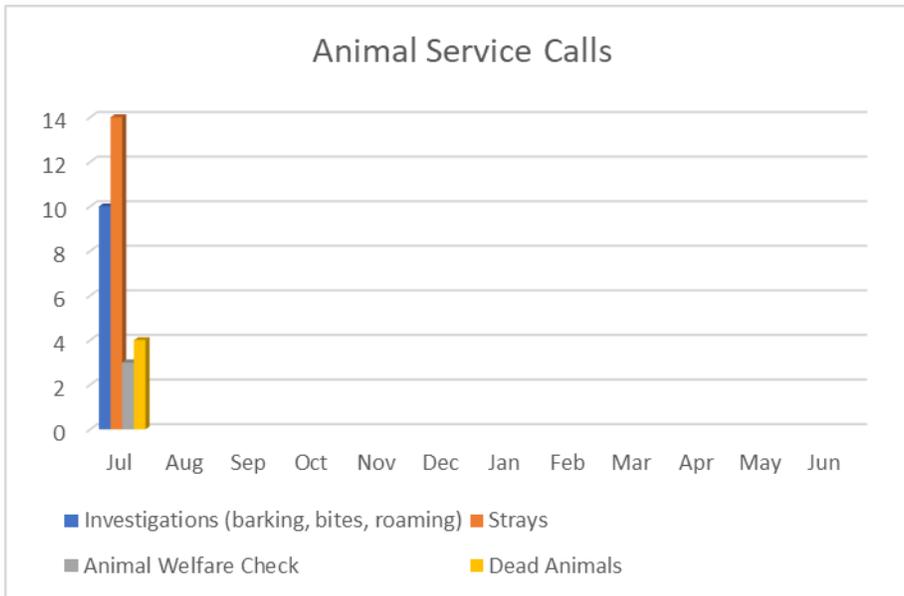
In her first day of duty she captured three loose dogs. The owner of one of the dogs was identified and returned to its owner, and the other two dogs were taken to the shelter.

With the implementation of animal control services, the City has instituted the practice of placing photographs of impounded animals on the City's Facebook page so that owners can reclaim their pets.

Animal Service Calls	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Investigations (barking, bites, roaming)	10											
Strays	14											
Animal Welfare Check	3											
Dead Animal Pickup	4											

Animal Service Calls	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb
Investigations (barking, bites, roaming)	10							
Strays	14							
Animal Welfare Check	3							

Animal Control Services		July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
Animal Intakes										
Strays		10	7	11	4	1	25	9	8	3
Owner Relinquished		2	6	0	5	3	2	1	7	2
Total		12	13	11	9	4	27	10	15	5
Animal Disposition										
Adopted		6	14	4	3	5	8	15	7	9
Returned to Owner		0	1	2	1	1	2	0	2	1
Euthanized		9	2	3	4	2	4	5	1	1
Other		2	1	0	1	0	2	2	0	0
Total		17	18	9	9	8	16	22	10	10



Animal Control Sheltering Services	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Animal Intakes												
Strays	11											
Owner Relinquished	3											
Total	14											
Animal Disposition												
Adopted	3											
Returned to Owner	4											
Euthanized	2											
Other	1											
Total	10											

Public Works

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

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City of Grand Terrace
Public Works Department

DATE: September 18, 2018

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

FROM: Alan French, Public Works Department Director

SUBJECT: July 2018-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	Begin Preliminary Environmental	Fed, State, City
Commerce Way Extension	\$ 3,500,000	Final Design 90% in for review	State, City
CIP Year 2 Street Slurry/Resurfacing	\$760,000	Paving done, project closeout in September/ October	State, Recycle Grant, City
Dog Park	\$350,000	Constructed, negotiating change order contractor maintenance to November	Park Fees, State, City
HSIP – Mt. Vernon Safety Project	\$435,700	In Final Design reviewed, comments to engineer	Fed

TOTALS: \$8,545,700

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		After hours & Weekend hours		Call outs
	Budgeted	Staffed	Available	Worked	*Available	Worked	
Field	4	4	672	637	28	26	7
Office	2	2	336	331	0	2.5	0
Total	6	6	1008	968	28	28.5	7

*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 8 in a weekday.

Work Release Hours

Maintenance was supplemented by 48 work releases hours during the month of July.

SeeClickFix Work Orders

Requests by Source



Total Month of July 64

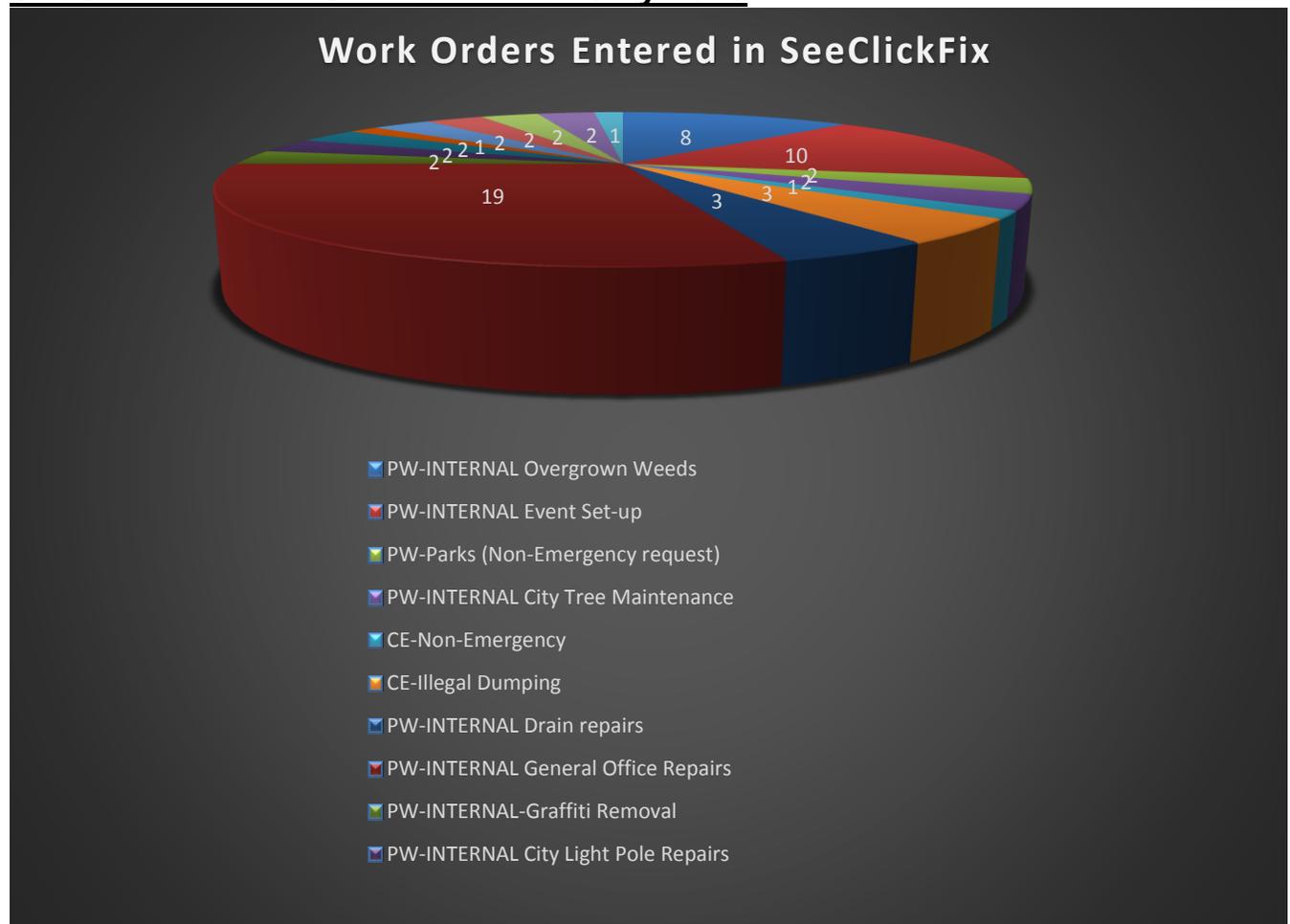
Id	Status	Category	Address	Description
1	Archived	PW-INTERNAL Overgrown Weeds	22400 Barton Road Grand Terrace, CA	Child Care has overgrown weeds that need trim and edge work.
2	Archived	PW-INTERNAL Event Set-up	22795 Barton Road Grand Terrace, CA	Please remove Child Care items from Community room.
3	Archived	PW-INTERNAL Overgrown Weeds	Palomino Court Grand Terrace, CA	Resident reported debris on easement that need to be trimmed and picked up/removed. Please inspect and handle if City if not please report to secretary so property owner may be notified.
4	Archived	PW-Parks (Non-Emergency request)	22745 De Berry St. Grand Terrace, California	The slides in the smaller play area are caked with sap. They need to be cleaned off.
5	Archived	PW-INTERNAL City Tree Maintenance	12125 Dos Rios Avenue Grand Terrace, CA	GT resident reported pine trees behind his home growing into his yard damaging his trees. Please inspect if City or private property.
6	Archived	PW-INTERNAL Event Set-up	21950 Pico Street Grand Terrace, CA	Please maintenance Veterans Freedom park in preparation for excersise classes during the weekend.
7	Archived	PW-INTERNAL Event Set-up	22795 Barton Road Grand Terrace, CA	Install kiosk posters-Movies In the Park
8	Archived	PW-INTERNAL Overgrown Weeds	Barton Road Grand Terrace, CA	Please remove weeds growing next to utility pole on south side Barton between Mt Vernon
9	Archived	PW-INTERNAL Overgrown Weeds	Barton Road Grand Terrace, CA	Please remove overgrown weeds and cut down all small "Volunteer trees" along south side parkway between McDonalds and Canal St
10	Archived	CE-Non-Emergency	12733 Mt Vernon Ave Grand Terrace 92313, United States	Sidewalk on Mt. Vernon buckeling due to high temperatures. It happened with in the last hour. Please insepct asap.

11	4654355	Archived	CE-Illegal Dumping	Mount Vernon Avenue Grand Terrace, CA	Please pick up illegal dumping on Mt Vernon / Raven Way
12	4654784	Archived	PW-INTERNAL Drain repairs	Britton Way Grand Terrace, CA	The Storm Drain on Brittan Way needs inside and outside cleaning.
13	4655711	Archived	PW-INTERNAL General Office Repairs	22795 Barton Road Grand Terrace, CA	Ceiling tile leak in front of the closed session room in the Council Chambers.
14	4655744	Archived	PW-INTERNAL General Office Repairs	22795 Barton Road Grand Terrace, CA	Install Clock inside Council Chambers
15	4658973	Archived	PW-INTERNAL General Office Repairs	22795 Barton Road Grand Terrace, CA	Upstairs kitchen has ants please address thank you.
16	4658982	Archived	PW-INTERNAL Event Set-up	21950 Pico Street Grand Terrace, CA	Repair Irrigation system at Veterans Freedom Park
17	4659057	Archived	PW-INTERNAL General Office Repairs	12000 Mount Vernon Avenue Grand Terrace, CA	Please make keys copies, see Secretary.
18	4659066	Archived	PW-INTERNAL General Office Repairs	22400 Barton Road Grand Terrace, CA	Please make copy of keys for all doors at the Childcare building.
19	4660499	Archived	PW-INTERNAL General Office Repairs	22795 Barton Road Grand Terrace, CA	Remove boxes from upstairs.
20	4663753	Archived	PW-INTERNAL- Graffiti Removal	Mount Vernon Avenue Grand Terrace, CA	Please remove graffiti from k-rail on Mt Vernon Hill on east side and on stop sign west side.
21	4663760	Archived	PW-INTERNAL Overgrown Weeds	Mount Vernon Avenue Grand Terrace, CA	Please remove grass growth on sidewalk on Mt Vernon west side , just north of Van Buren.
22	4664868	Archived	PW-INTERNAL General Office Repairs	22795 Barton Road Grand Terrace, CA	Paint or replace ceiling tiles outside of the closed session room.
23	4665464	Archived	PW-Parks (Non-Emergency request)	Grand Terrace CA	Please power wash shelter D at Richard Rollins park.
24	4666229	Archived	PW-INTERNAL City Light Pole Repairs	12860 Fremontia Avenue Grand Terrace, CA	GT resident reported dim light pole. Report to Edison.
25	4668765	Archived	PW-INTERNAL Street Signs	Raven Way Grand Terrace, CA	Street sweeping resident concern.
26	4669893	Archived	PW-INTERNAL City Light Pole Repairs	22795 Barton Road Grand Terrace, CA	Please adjust timer on light pole in city yard.
27	4670009	Archived	PW-INTERNAL General Office Repairs	22795 Barton Road Grand Terrace, CA	Inspect coils for Community Room.
28	4670044	Archived	CE-INTERNAL Illegal Dumping	De Berry Street Grand Terrace, CA	Illegally dumping on De Berry next to the Gauge Canal.

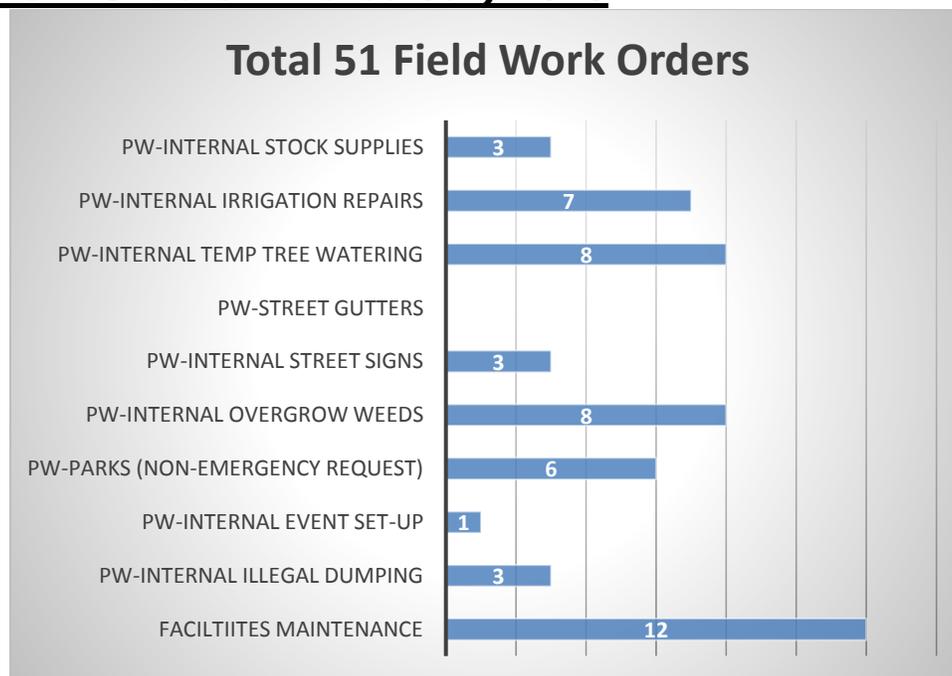
29	4673625	Archived	PW-INTERNAL Drain repairs	22582 City Center Court Grand Terrace, CA	Toilet leaks need to be repaired for fire station.
30	4676940	Archived	PW-Street gutters	11700 Eton Dr Grand Terrace, CA 92313, USA	Inspect gutter condition.
31	4681305	Archived	PW-INTERNAL General Office Repairs	22795 Barton Road Grand Terrace, CA	Key copies needed for EOC building.
32	4681989	Archived	PW-INTERNAL Drain repairs	Grand Terrace CA	Irrigation repair at Rollins Park.
33	4686316	Archived	PW-INTERNAL Street repairs	22665 Raven Way Grand Terrace, CA	Water leak reported by resident. Maintenance to inspect.
34	4687284	Archived	PW-INTERNAL Overgrown Weeds	Barton Road Grand Terrace, CA	Please clean up above area at north east end of city off Barton Road
35	4687855	Archived	PW-INTERNAL Overgrown Weeds	Mount Vernon Avenue Grand Terrace, CA	Overgrown weeds on both sides going down the hill on Mt. Vernon.
36	4691261	Archived	PW-INTERNAL Child Care Repairs	22400 Barton Road Grand Terrace, CA	Test leak repaired at the old Child Care Center.
37	4691272	Archived	PW-INTERNAL Irrigation Repairs	12000 Mount Vernon Avenue Grand Terrace, CA	Maintenance to test new backflow installed.
38	4691581	Archived	PW-INTERNAL General Office Repairs	22795 Barton Road Grand Terrace, CA	Storage items to be placed in Annex building. See Secretary.
39	4692683	Archived	CE-INTERNAL Illegal Dumping	Barton Road Grand Terrace, CA	Illegal dumping off Barton on Vista Grande.
40	4696295	Archived	PW-INTERNAL City Tree Maintenance	12246 Pascal Avenue Grand Terrace, CA	Call Edison to report overgrown tree blocking street light
41	4696805	Archived	PW-INTERNAL Street Signs	Michigan Street Grand Terrace, CA	Hi Ruben, stop ahead on northbound Michigan at Van Buren needs attention.
42	4701531	Archived	PW-INTERNAL Street repairs	22840 La Paix Street Grand Terrace, CA	Sidewalk repair needed at three locations 5/8" may be replaced.
43	4713836	Archived	PW-INTERNAL General Office Repairs	22795 Barton Road Grand Terrace, CA	Install clock- Upstairs.
44	4713842	Archived	PW-INTERNAL General Office Repairs	22400 Barton Road Grand Terrace, CA	Childcare building alarm changes.
45	4714032	Archived	PW-INTERNAL General Office Repairs	22795 Barton Road Grand Terrace, CA	Community Room divider not functioning.
46	4714647	Archived	PW-INTERNAL- Child Care Facility	22400 Barton Road Grand Terrace, CA	Landscaping at child care.
47	4718600	Archived	PW-INTERNAL Other - Non- Emergency City Service Request	22795 Barton Road Grand Terrace, CA	Animal Control vehicle tires need air please fill.

48	4719081	Archived	PW-INTERNAL General Office Repairs	22795 Barton Road Grand Terrace, CA	Animal Control supplies to be picked up see Code Enf.
49	4719197	Archived	PW-INTERNAL Event Set-up	Grand Terrace CA	Movies in The Park Jesse to provide layout. He mentioned same layout at last year and will needed electrician cord. Thank you.
50	4719234	Archived	PW-INTERNAL General Office Repairs	12000 Mount Vernon Avenue Grand Terrace, CA	Secure Senior Center room.
51	4719311	Archived	PW-INTERNAL Event Set-up	22365 Barton Road Grand Terrace, CA	Movies in The Park, set-up. Updates to follow.
52	4723418	Archived	PW-INTERNAL- Graffiti Removal	22080 Commerce Way Grand Terrace, CA	Terrace and walnut SE corner
53	4724477	Archived	PW-INTERNAL General Office Repairs	22795 Barton Road Grand Terrace, CA	Pick-up signs at Fast Sign San Bernardino. Parks.
54	4724480	Archived	PW-INTERNAL General Office Repairs	22795 Barton Road Grand Terrace, CA	Purchased cooling equipment for City Hall.
55	4724743	Archived	PW-INTERNAL Event Set-up	22795 Barton Road Grand Terrace, CA	Kiosk poster install.
56	4724752	Archived	PW-INTERNAL Event Set-up	21900 Barton Road Grand Terrace, CA	On-call to set-up
57	4724755	Archived	PW-INTERNAL Event Set-up	21937 Grand Terrace Road Grand Terrace, CA	On-call to set-up
58	4724759	Archived	PW-INTERNAL Event Set-up	21950 Pico Street Grand Terrace, CA	On-call to set-up
59	4724760	Archived	PW-INTERNAL General Office Repairs	12000 Mount Vernon Avenue Grand Terrace, CA	Pest Control treatment.
60	4727926	Archived	PW-INTERNAL General Office Repairs	11791 Mount Vernon Avenue Grand Terrace, CA	Remove pallets from the sidewalk.
61	4736518	Archived	PW-INTERNAL Overgrown Weeds	Mirado Avenue Grand Terrace, CA	Clear Mirado Channel.
62	4736615	Archived	PW-INTERNAL Irrigation Repairs	21937 Grand Terrace Road Grand Terrace, CA	Irrigation leak inspect and repair.
63	4737868	Archived	PW-INTERNAL Stock Supplies	22627 Grand Terrace Road Grand Terrace, CA	Stock Senior Center restroom supplies.
64	4740540	Archived	PW-Other-Non Emergency City Service Request	22795 Barton Road Grand Terrace, CA	Irrigation supplies purchased for City Hall and Senior Center.

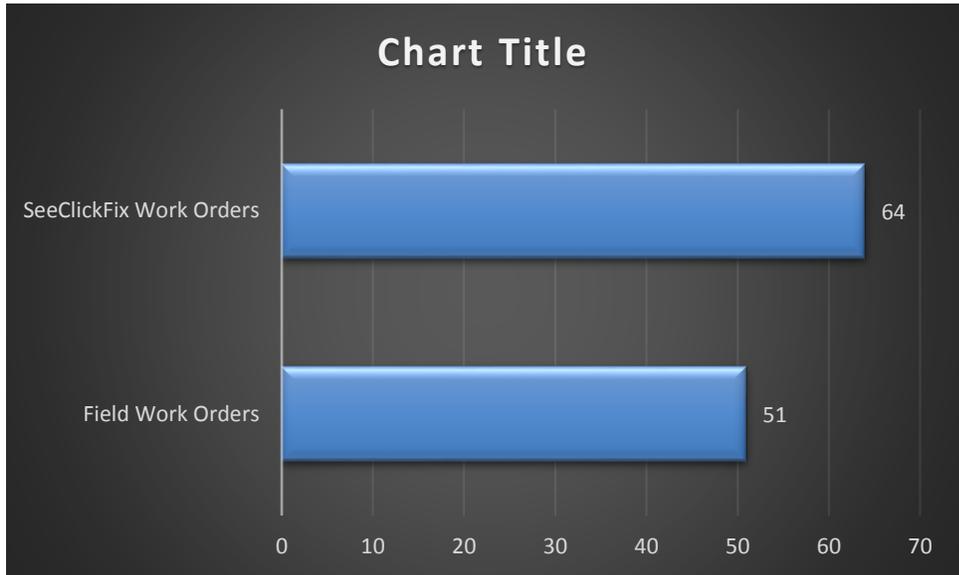
SeeClickFix Work Orders Entered July 2018



Field Work Orders Entered July 2018



Total Work Orders for Month of July 2018



Park Shelter Reservations in JULY 2018

Park	Shelter	Date Reserved
Richard Rollins	Shelters C	July 7, 2018
Richard Rollins	Shelters D	July 14, 2018
Richard Rollins	Park Reserved	June 28, 2018
Veterans Freedom Park	Fitness Class	July 7, 2018
Veterans Freedom Park	Fitness Class	July 14, 2018
Veterans Freedom Park	Fitness Class	July 28, 2018

Community Room Reservations JULY 2018

Group	Date Reserved	Time
Child Care Tiny Tots Program	Monday- Friday	7:30-11:00 AM
Women’s Republic Club	Once A Month-1 st Tuesdays	6:30-7:30PM
Emergency Operations Committee	Once A Month-1 st Tuesdays	5-6PM
Girl Scouts Troop 1195	Every Thursday	4-5PM
Inland Empire Guild	Once A Month 1 st -Saturday	1-4PM
Citrus Belt Quilters	Once A Moth 2 nd Saturday	9AM-3PM
Overeaters Anonymous	Three Times A Month Saturday	10AM-12PM
Parks and Recreation Advisory Committee	Second Thursday Each Month	4PM-6PM
Library Summer Events	Tuesday and Thursday	11a.m.-4p.m.

July 2018

July 2018

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

August 2018

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
WEEK 27	Jul 1	2 6:00pm City Clerk Room Reservation (Layout Attached.)	3 11:30am Library-Water Babies 3:30pm Library-Craft Station 5:00pm EOC Monthly 6:30pm Republican	4	5 9:00am Summer Library Performances 2018-Kreepy Creatures 4:00pm Girl Scouts Troop 1195	6	7 10:00am Overeaters Anonymous 1:00pm Inland Empire Quilt Guild
WEEK 28	8	9	10 11:30am Library-Water Babies 3:30pm Library-Craft Station	11	12 9:00am Summer Library Performances 4:00pm Girl Scouts Troop 1195 4:00pm Parks and Recs Advisory Committee	13	14 9:00am Citrus Belt Quilters 10:00am Overeaters Anonymous
WEEK 29	15	16	17 11:30am Library-Water Babies 3:30pm Library-Craft Station	18	19 9:00am Summer Library Performances 2018 4:00pm Girl Scouts Troop 1195	20	21 10:00am Overeaters Anonymous
WEEK 30	22	23	24 11:30am Library-Water Babies 3:30pm Library-Craft Station	25	26 9:00am Summer Library Performances 2018 4:00pm Girl Scouts Troop 1195	27	28 10:00am Overeaters Anonymous
WEEK 31	29	30	31 11:30am Library-Water Babies 3:30pm Library-Craft Station	Aug 1	2	3	4

Community Room 1 9/18/2018 11:25 AM

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/Michigan St	By Caltrans	
Barton Rd/Mount Vernon Ave	x	n/a
Barton Rd/Preston St	x	n/a
Mt. Vernon Ave/De Berry St	x	n/a
Main St/Michigan St	By County	
Main St/High School entrance	By 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

Transportation Permits

Transporter	Destination	Permit Valid
Hill Crane Service	Iowa & Main St.	July 9, 2018-July 11, 2018
Mobile Modular	Barton Rd. to Hwy 215	July 13, 2018-July 15, 2018

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

June 2018: Concise Waste Generation Report (Unit of Measure: Tons)

Service Description	Refuse	Recycling	E-Waste	Green-waste	Tin/White	Scrap Metal	Inert	C&D	Comm'l Select / Floor-sort	Total Tonnage Generated	Total Tonnage Generated by Category
Residential	339.47	65.85		157.88						563.20	
Christmas Tree											
Bulky Item	5.93		0.16		1.40					7.49	570.69 Residential
Multi-Family	140.33	7.76		4.40						152.49	152.49 Multi-Family
Commercial	155.23	4.77							0.05	160.05	
School	49.41	12.08								61.49	221.54 Commercial
Rolloff	69.55							0.73		70.28	70.28 Rolloff
Grand Total	759.92	90.46	0.16	162.28	1.40			0.73	0.05	1,015.00	

Missed Pick-Up Report

Date Reported	Address	Description	Date Pick Up Completed
6/1/2018	22111 Newport 57 Ave	Trash was missed	6/1/2018
6/8/2018	22087 Barton Road	Trash was missed at Arco Station	6/8/2018
6/11/2018	21882 Grand Terrace Rd	Trash was missed	6/11/2018

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 June 30, 2018
ACCO Engineered Systems	HVAC Maintenance	\$22,850	-\$5,661.71

Albert A Webb Associates	Commerce Way Alignment Study	\$32,961.45	-\$12,804.18
Albert A Webb Associates	All Way Stop Traffic Control	\$3,500	\$0
Charles Abbott Associates	Landscape and Lighting Assessment District Annexation Engineering Services	\$10,000.00	N/A (Developer Fee)
Clean Street	Street Sweeping Services	\$56,000.00	\$4,649.92
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	-\$2,185.00
Gopher Patrol	Gopher Abatement Services	\$6,512.00	\$1,340.50
Hardy and Harper, Inc	Street Maintenance Services	\$32,000	\$0
Interwest Consulting Group TKE Engineering HR Green	On-Call Public Works Inspection Services	\$40,000.00	-\$1,207.76
Interwest Consulting Group HR Green Albert A. Webb	On-Call Construction Management Services	\$40,000.00	\$0
Interwest Consulting Group	Barton Road / I-215 Interchange Project Management	\$46,000.00	\$41,892.50
Interwest Consulting Group	Commerce Way Extension Real Estate & Engineering Services	\$284,634.00	\$264,754.00
Lynn Merrill	NPDES Services	\$7,000.00	-\$104.70
Moran Janitorial Services	Janitorial Services for City Hall and City Parks	\$19,980.00	-\$224.80
Otis Elevator Company	Elevator Maintenance Service	\$4,818.93	\$0
San Bernardino County Fire Dept – Hazardous Material	Household Hazardous Waste (HHW) Services	\$17,027.96	\$0
San Bernardino County Land Use Services	Fire and Weed Hazard Abatement Services	\$13,526.00	\$0
St. Francis Electric, LLC.	Traffic Signal Maintenance Services	\$10,000.00	-\$9,503.29
County of Riverside TLMA Administration	Main Street Traffic Signal Maintenance Services	\$5,500.00	\$365.78
West Coast Arborist	5 Year Tree Maintenance Program	\$38,560.40 (\$192,802: 5-yr term)	\$0
Western Exterminator Co.	Pest Control Services	\$5,436.00	\$987.00
Willdan	Engineering Services	\$7,000 (paid with Dev. fees)	N/A (Developer Fee)
	TOTAL PUBLIC WORKS CONTRACT VALUE FOR FY 2017-18:	\$748,736.74	\$282,398.26 balance **

****Same as June due to new fiscal year set up**

FY 2018-19 Capital Improvement Project Contracts

Contractor Name	Service	Contract Amount
-----------------	---------	-----------------

Clean Cut Landscape	Dog Park Construction	\$373,525.15
Hardy & Harper	Pavement Rehabilitation Project	\$756,000.00
	TOTAL CIP PROJECT CONTRACT VALUE FOR FY 2018-19	\$1,129,525.15

Bids:

- N/A

Major Reports:

- SBCTA Measure I CIP Update
- SB 1 2018-19 Submittal to CTC
- AB 2766 Annual Report (AQMD)

Grants:

- MSRC Funding for Clean Transportation Projects
- HSIP – Highway Safety Improvement funding for Mt. Vernon
- Cal Recycle – Rubberized Pavement Grant for FY 2017/18 CIP
- CDBG for FSA Senior Meal Program and Case Management Services, FSA Senior Center Director

Project Management:

- Landscape and Lighting Assessment District
- Delinquent Accounts for Trash / Sewer / Rental Inspection Program
- Pavement Rehabilitation Project – assist
- EV Charging Station

Major Meetings / Events:

- CivicLive Website Training 7/3, 7/5 – City Hall
- Pre-Construction Meeting: Pavement Rehabilitation Project 7/13 – City Hall
- Habitat Conservation Fund Workshop (Blue Mountain Trail Grant) 7/31 – San Dimas

Sheriff's Contract

- Law Enforcement Services



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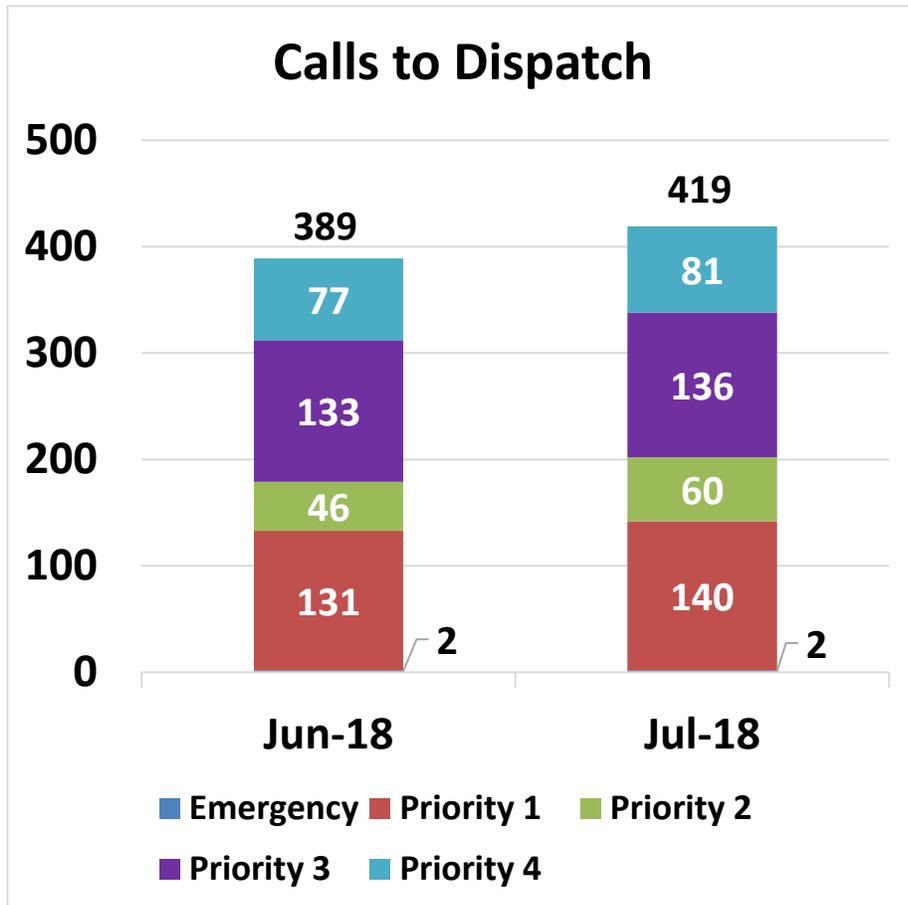


San Bernardino County Sheriff's Department



Services	June 2018	July 2018
Officer Contact and Calls	1,078	1,065

Calls to Dispatch	June 2018	July 2018
Emergency	2	2
Priority 1	131	140
Priority 2	46	60
Priority 3	133	136
Priority 4	77	81
Totals	389	419



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San Bernardino County Fire



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City of Grand Terrace
Fire Department Incidents
07/01/18 – 07/31/18

Call Type	Number of Calls
Commercial Alarm	3
Fire – Structure (Commercial)	1
Fire – Vegetation	1
Fuel Spill	1
Inside Investigation	2
Medical Aid	101
Move Up (Station 23 Coverage)	3
Outside Electrical Incident	2
Outside Investigation	2
Public Service	2
Residential Alarm	1
Traffic Collision with Fire (Freeway)	1
Traffic Collision Unknown Injuries	2
Traffic Collision Unknown Injuries (Freeway)	1
Total Calls	123

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