



---

# MONTHLY REPORT

---

April 2019

PRESENTED BY  
THE CITY MANAGER'S OFFICE

*This page left intentionally blank.*



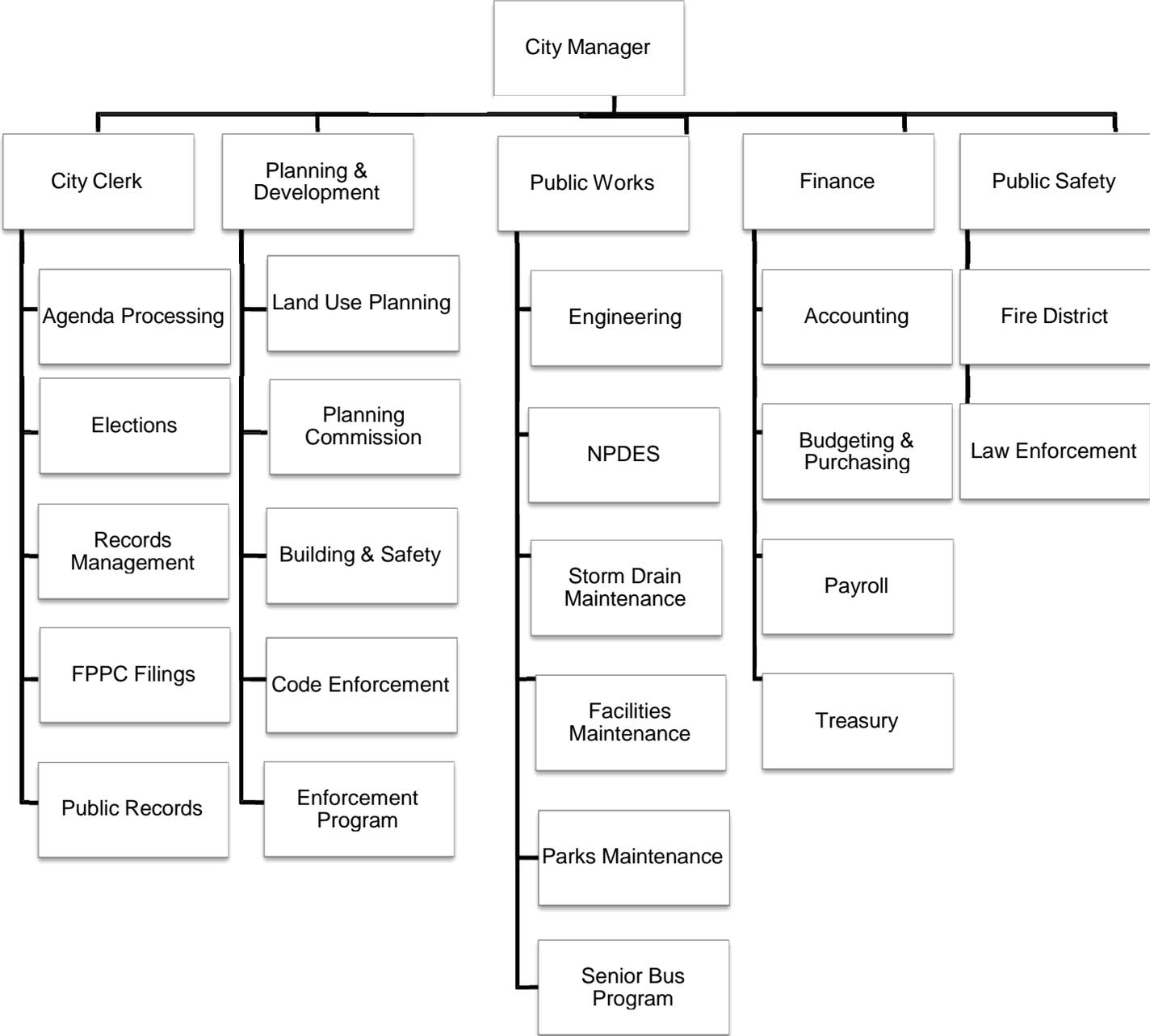
Organizational Chart .....	1
City Clerk .....	3
Committee/Commissions .....	9
City Manager .....	11
Senior Center .....	16
Senior Bus Program .....	19
Communications .....	24
Planning and Development.....	29
Code Enforcement.....	47
Weekend Code .....	48
Parking/Graffiti.....	50
Animal Control .....	51
Public Works.....	55
Maintenance .....	58
Citizen Response System (Work Orders).....	59
Park Maintenance .....	62
Sheriff's Contract .....	65
San Bernardino County Fire.....	69

*This page left intentionally blank.*



# CITY MANAGER

## Organization Chart



*This page left intentionally blank.*



# City Clerk

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

*This page left intentionally blank.*





---

DATE: May 21, 2019  
TO: G. Harold Duffey, City Manager  
City Manager's Office  
FROM: Debra Thomas, City Clerk  
City Clerk's Office

**SUBJECT: APRIL 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 April 2019 is two (2), spending a total of twenty (20) hours preparing the agenda packet together with delivery and producing 646 pages.

<b>AGENDA PROCESSING/POSTING</b>			
<b>MONTH</b>	<b>Regular Meeting</b>	<b>Special Meeting</b>	<b>Totals</b>
<b>November</b>	1	0	1
<b>December</b>	1	0	1
<b>January</b>	2	0	2
<b>February</b>	2	0	2
<b>March</b>	2	1	3
<b>April</b>	2	0	2
<b>Total Processed</b>	<b>10</b>	<b>1</b>	<b>11</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 April 2019 is three (3) and the number of Ordinances processed for the month of April is two (2).

<b>RESOLUTIONS AND ORDINANCES PROCESSED</b>			
	<b>RESOLUTIONS</b>	<b>ORDINANCES</b>	<b>MONTHLY TOTALS</b>
<b>November</b>	2	0	2
<b>December</b>	2	2	4
<b>January</b>	0	0	0
<b>February</b>	0	0	0
<b>March</b>	5	1	6
<b>April</b>	3	2	5
<b>Total Processed</b>	<b>12</b>	<b>5</b>	<b>17</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 April 2019, ten (10) Certificates of Recognition and two (2) Proclamations were prepared on behalf of 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>November</b>	0	0	0	2	0	0	2
<b>December</b>	0	1	0	0	0	0	1
<b>January</b>	0	0	0	1	0	2	3
<b>February</b>	0	1	0	1	0	0	2
<b>March</b>	0	0	0	3	0	0	3
<b>April</b>	0	10	0	0	0	2	12
<b>Total</b>	<b>0</b>	<b>12</b>	<b>0</b>	<b>7</b>	<b>0</b>	<b>4</b>	<b>23</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 April 2019, Council approved fifteen (15) agreements whereby three (3) originals of each agreement were sent to the contractor/consultant for signature. Three (3) were returned to the City signed and circulated for signature in-house and are now on file with the City Clerk's department.

<b>CONTRACTS &amp; AGREEMENTS PROCESSED</b>	
<b>November</b>	<b>2</b>
<b>December</b>	<b>3</b>
<b>January</b>	<b>0</b>
<b>February</b>	<b>3</b>
<b>March</b>	<b>4</b>
<b>April</b>	<b>3</b>
<b>Total</b>	<b>15</b>

## **RECORDS REQUESTS**

The City Clerk's office received fourteen (14) Requests for Copies of Public Records for the month of April 2019. Thirteen (13) requests were completed within the Government Code Section 6253(c)'s requirement of ten (10) calendar days with one (1) completed with a 14-day extension. The total number of pages provided in response to those requests were 131 pages with two (2) 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>November</b>	<b>11</b>	<b>10</b>	<b>1</b>	<b>370</b>	<b>2</b>
<b>December</b>	<b>14</b>	<b>13</b>	<b>1</b>	<b>429</b>	<b>5</b>
<b>January</b>	<b>11</b>	<b>11</b>	<b>0</b>	<b>35</b>	<b>4</b>
<b>February</b>	<b>13</b>	<b>12</b>	<b>1</b>	<b>77</b>	<b>4</b>
<b>March</b>	<b>11</b>	<b>10</b>	<b>1</b>	<b>169</b>	<b>4</b>
<b>April</b>	<b>14</b>	<b>13</b>	<b>1</b>	<b>131</b>	<b>1</b>
<b>Total Requests</b>	<b>74</b>	<b>69</b>	<b>5</b>	<b>1211</b>	<b>20</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 April 2019, the City Clerk’s office responded to 306 telephone calls from residents, contractors, vendors, consultants and in-house customer service assistance to City staff.

<b>TELEPHONE CUSTOMER SERVICE</b>	
<b>November</b>	400
<b>December</b>	280
<b>January</b>	382
<b>February</b>	266
<b>March</b>	358
<b>April</b>	306
<b>Total Calls</b>	1,992

## **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>November</b>	1.25	1.00	.50	2.00	15	19.75
<b>December</b>	1.00	.50	.50	.50	0	2.50
<b>January</b>	1.00	0	.50	.25	0	1.75
<b>February</b>	.75	0	.50	0	0	1.25
<b>March</b>	1.00	0	.50	0	0	1.50
<b>April</b>	1.00	1.00	.50	1.0	0	3.50
<b>TOTAL # HOURS</b>	<b>6.00</b>	<b>2.50</b>	<b>3.00</b>	<b>3.75</b>	<b>15.00</b>	<b>30.25</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>	7	0	0
<b>Planning Commission</b>	5	0	0
<b>Parks &amp; Recreation Committee</b>	5	0	0

## **CITY CLERK CURRENT PROJECTS:**

### **Electronic Document Management System**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

# City Manager's Office

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

*This page left intentionally blank.*



---

DATE: May 23, 2019

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

FROM: Cynthia A. Fortune, Assistant City Manager

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

---

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

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

## **OUR MISSION**

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

## **OUR VISION**

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

## HUMAN RESOURCES

### **Mission:**

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

### **Values:**

#### *Develop*

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

#### *Increase*

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

#### *Respect*

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

#### *Communicate*

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

## CORE SERVICES

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

TABLE 1  
Recruitment Activity

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

\*Recruitments for the Office Specialist and Department Secretary positions.

TABLE 2  
Employee Job Performance Activity

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

TABLE 3  
Benefits Activity

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

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

## SENIOR CENTER

**Mission:**

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

**Core Values:**

*Seniors are recognized as a valuable asset.*

*Seniors have the opportunity to contribute and expand their talents and knowledge.*

*Seniors strengthen our community and benefit personally by their involvement.*

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

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

TABLE 1  
Senior Center Activities

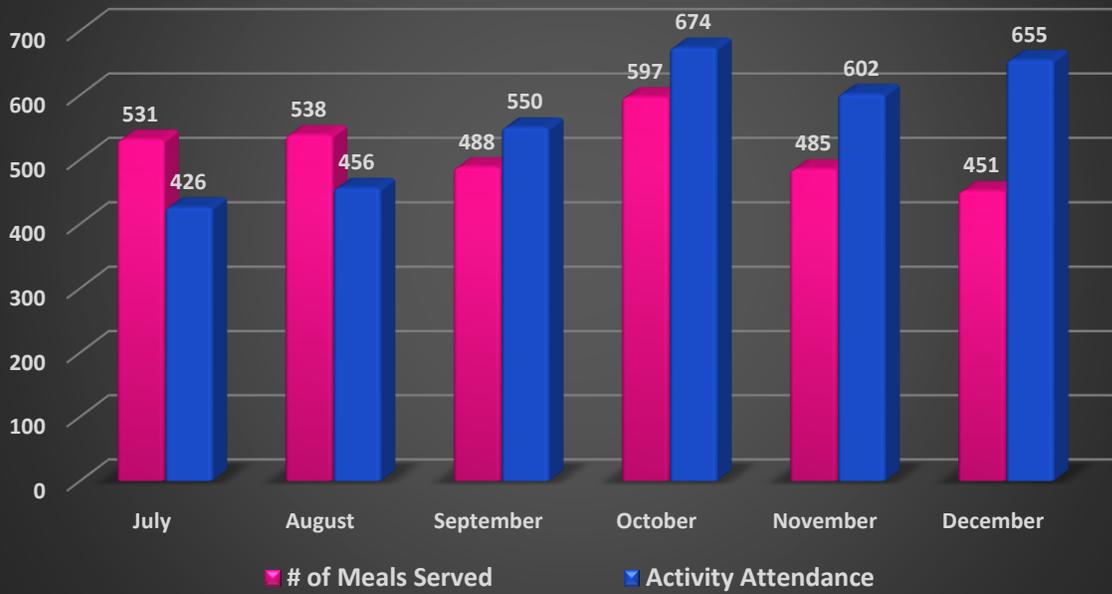
Description	Jul-2018	Aug-2018	Sept-2018	Oct-2018	Nov-2018	Dec-2018
<b>Nutrition Program (# of meals served)</b>	531	538	488	597	485	451
<b>Arts and Crafts Classes</b>	19	25	22	40	22	20
<b>Bingo</b>	40	55	47	41	35	40
<b>Bridge</b>	49	29	40	46	35	37
<b>Bunco</b>	44	51	44	51	21	49
<b>Coffee with Megan</b>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

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

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

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

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



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

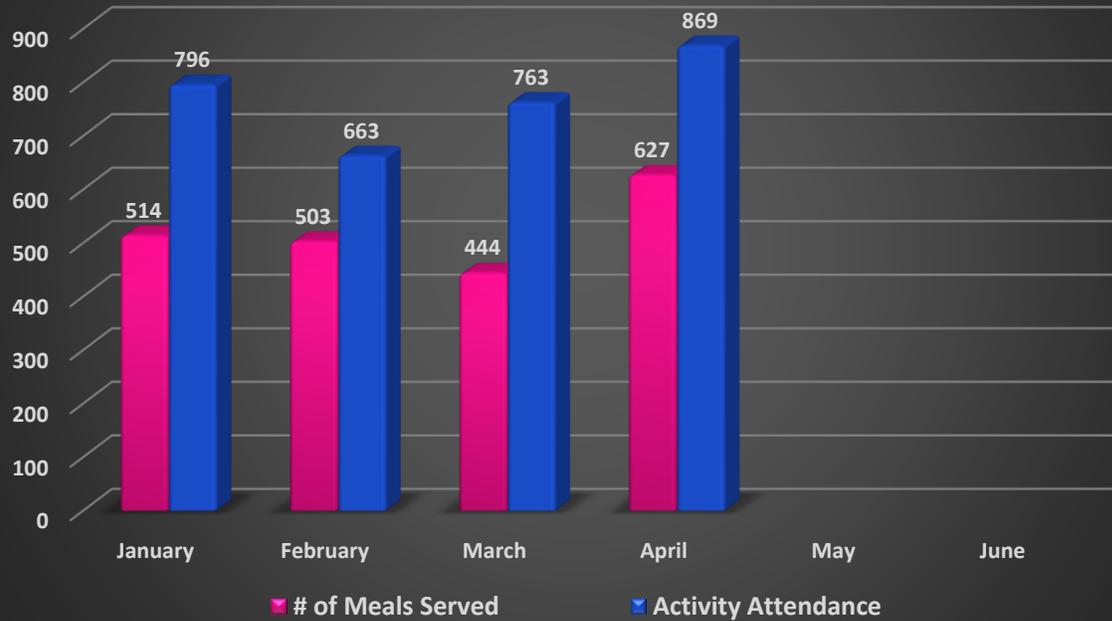


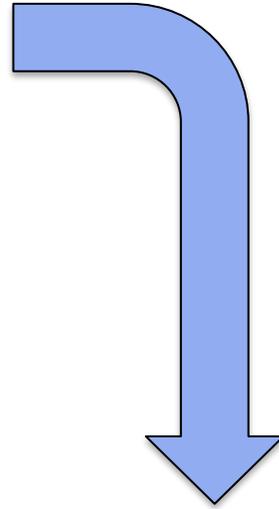
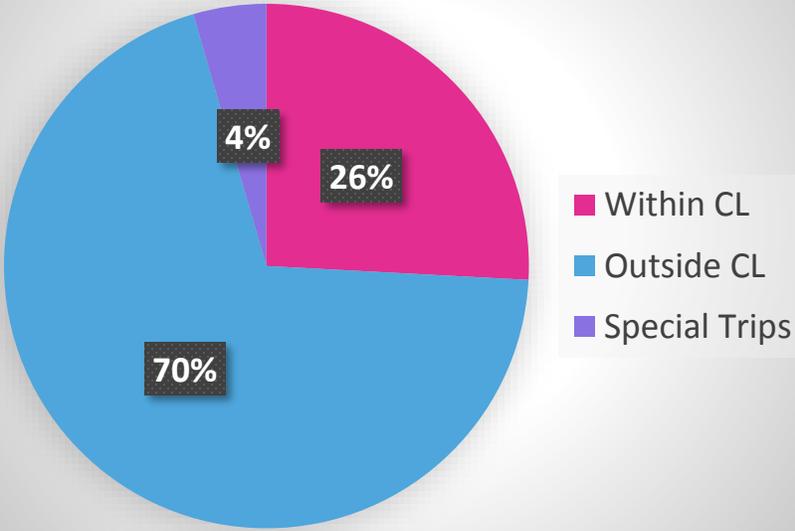
TABLE 2  
Senior Center Blue Mountain Silver Liner  
# of Passengers

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

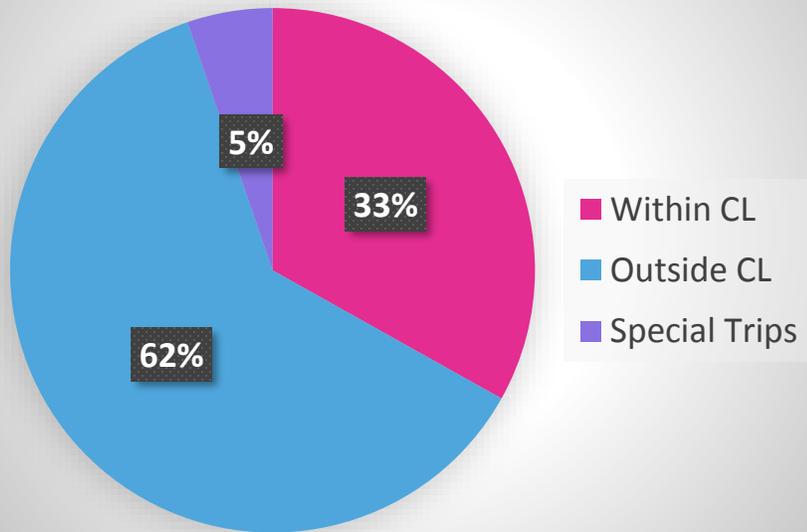
TABLE 3  
# of Rides

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

### March 2019 Rides



### April 2019 Rides



## FINANCE

### **Mission:**

*To efficiently and effectively manage the City's finances, preserve its assets by conforming to the highest ethical standards, implement sound internal controls, and provide meaningful, timely, and accurate financial reporting.*

### **Values:**

*Transparency (Accessibility of Information):*

*The Finance Department will ensure openness, clarity and comprehensibility when providing reliable, relevant and timely financial information to the public.*

*Integrity (Reliability on Information Provided):*

*The Finance Department commits adherence to the highest ethical standards. The financial services provided will be honest, fair, and unbiased.*

*Quality (Commitment to Excellence):*

*The Finance Department will deliver financial services expeditiously and provide valuable support services to other departments and the community.*

*Teamwork (Mutual Respect and Cooperation):*

*The Finance Department will work together collaboratively with others, recognize the role and contribution each person makes, and provide assistance as necessary to achieve the City's 2030 Mission, Vision and Goals.*

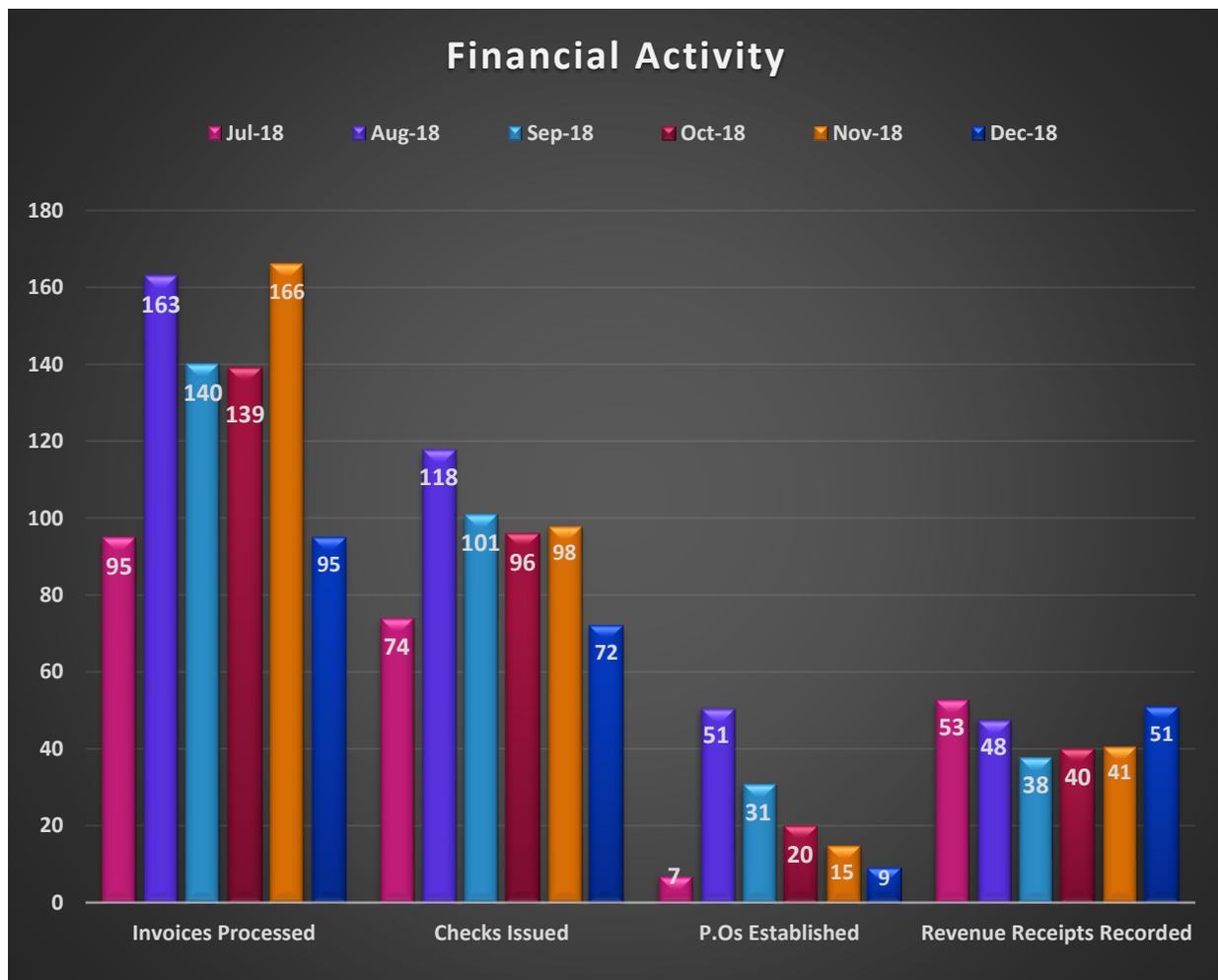
## CORE SERVICES

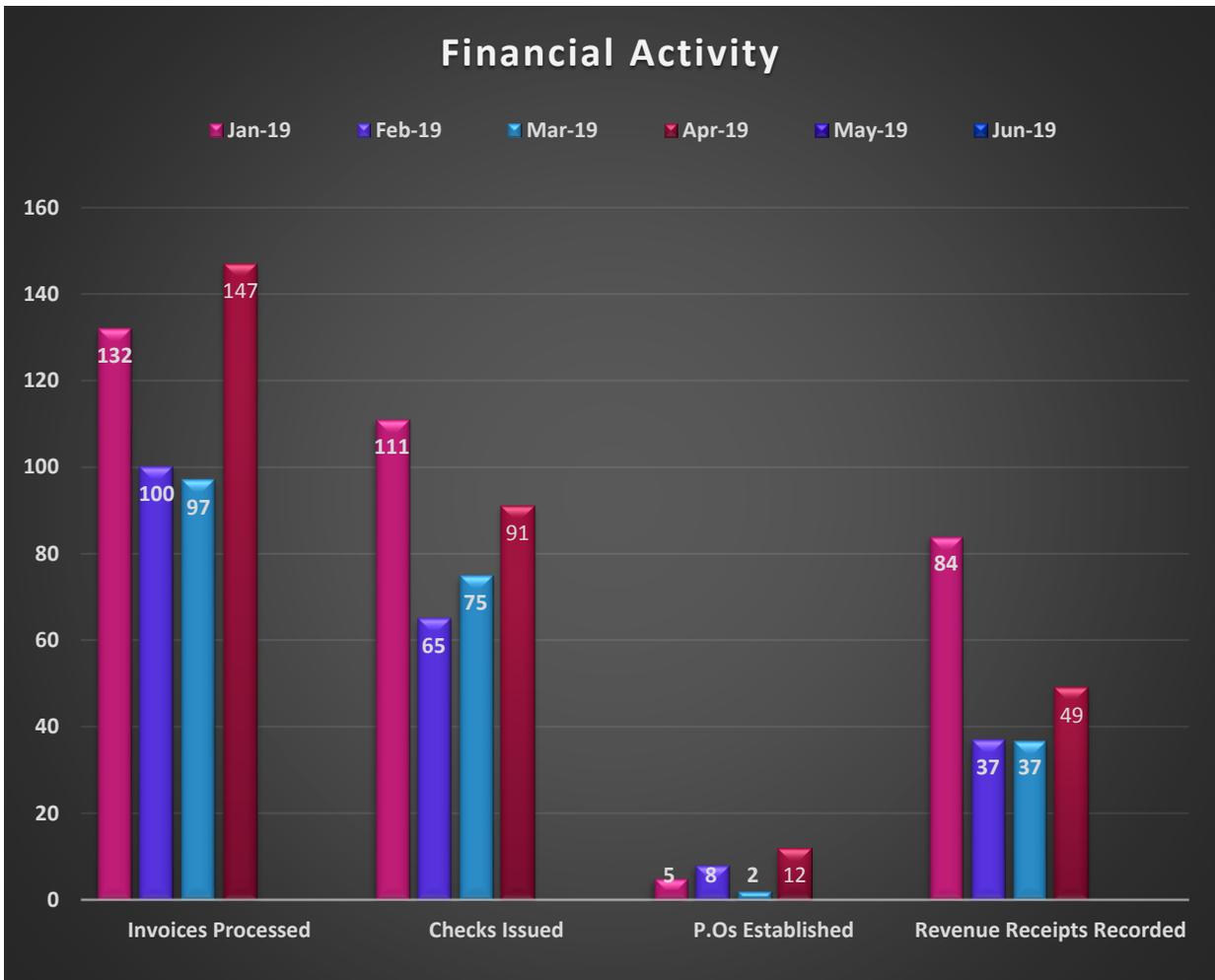
The Finance Department has 4 core services: Accounting, Purchasing, Revenue Management and Treasury. The Finance Department works in partnership with other departments to effectively develop, manage and safeguard the City's fiscal resources to enable and enhance the delivery of City services and projects.

1. Disbursements – to facilitate timely and accurate payments of the City's financial obligations which includes vendor payments, employee and resident reimbursements, and payroll.
2. Financial Reporting – to provide accurate and meaningful reporting on the City's financial condition through the City's monthly and annual financial reports.
3. Purchasing – to authorize the purchase of quality products in a cost-effective manner.
4. Revenue and Treasury Management – to bill and collect revenue while providing cost-effective financing, investments and cash collection of the City's resources to enhance the City's financial condition.

TABLE 1  
Financial Activity

Description	Jul-2018	Aug-2018	Sept-2018	Oct-2018	Nov-2018	Dec-2018
Invoices Processed	95	163	140	139	166	95
Checks Issued	74	118	101	96	98	72
Purchase Orders Established	7	51	31	20	15	9
Revenue Receipts Recorded	53	48	38	40	41	51
Description	Jan-2019	Feb-2019	Mar-2019	Apr-2019	May-2019	Jun-2019
Invoices Processed	132	100	97	147		
Checks Issued	111	65	75	91		
Purchase Orders Established	5	8	2	12		
Revenue Receipts Recorded	84	37	37	49		





**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.*

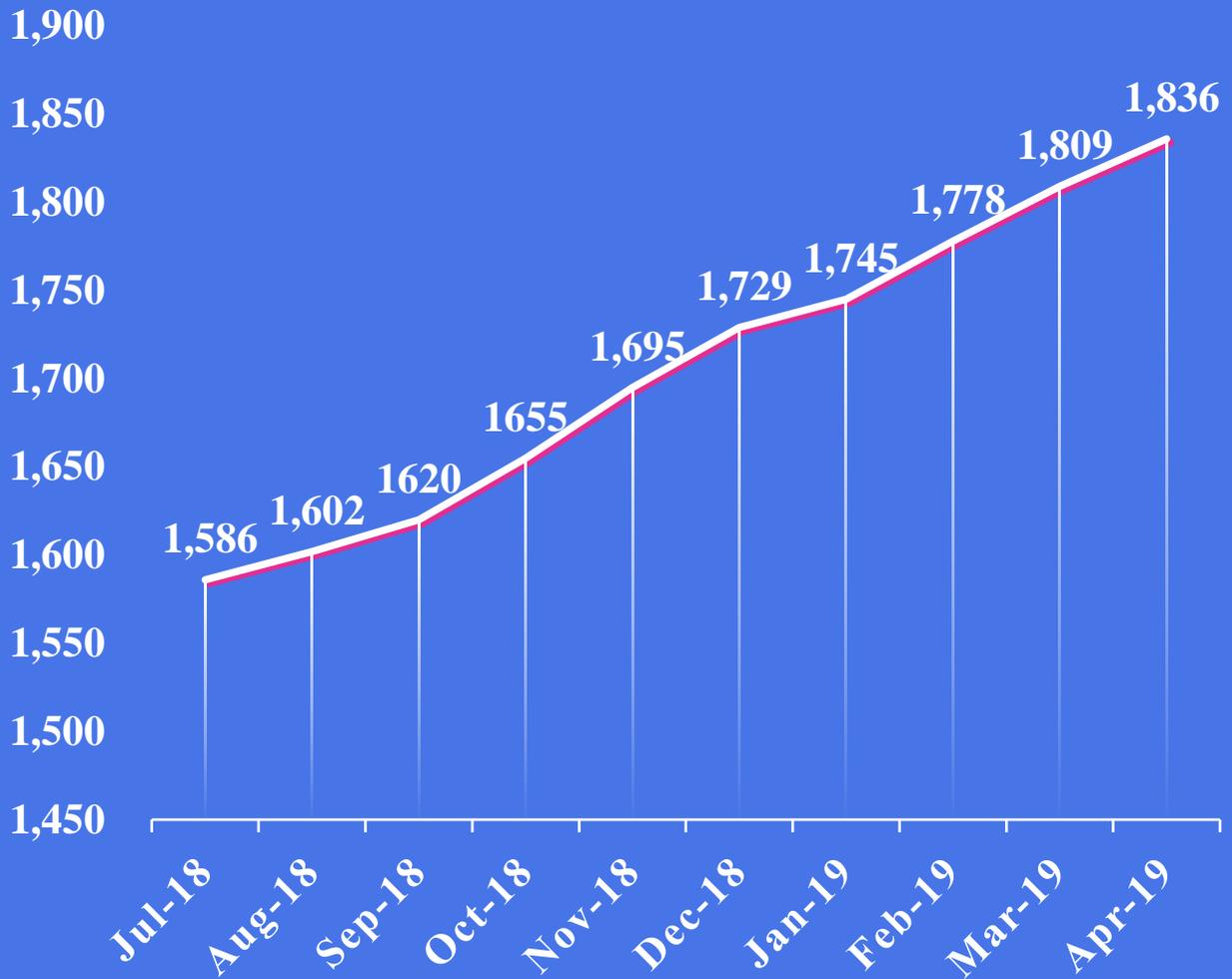
Table 1

<b>2017-2018 City Communications Data:</b>						
--	--	--	--	--	--	--

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

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

# FACEBOOK PAGE FOLLOWERS



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

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

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

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

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

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

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

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		21.62%
2) Apple Valley		20.02%
3) Yucca Valley		15.95%
<b>4) Grand Terrace</b>		<b>14.93%</b>
5) Hesperia		14.59%

\* **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.

*This page left intentionally blank.*



## Planning & Development

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

*This page left intentionally blank.*





---

DATE: May 20, 2019

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

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

SUBJECT: **APRIL 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.

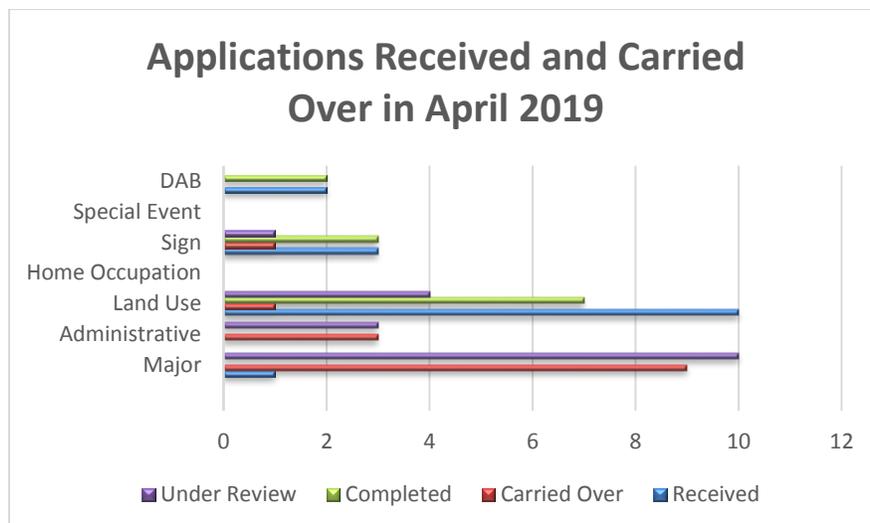
**Activity Summary for Planning**

Planning Counter Requests for Information: 94  
 Planning Phone Calls Received: 100  
 Planning E-mails Received/Answered: 240

Application Summary

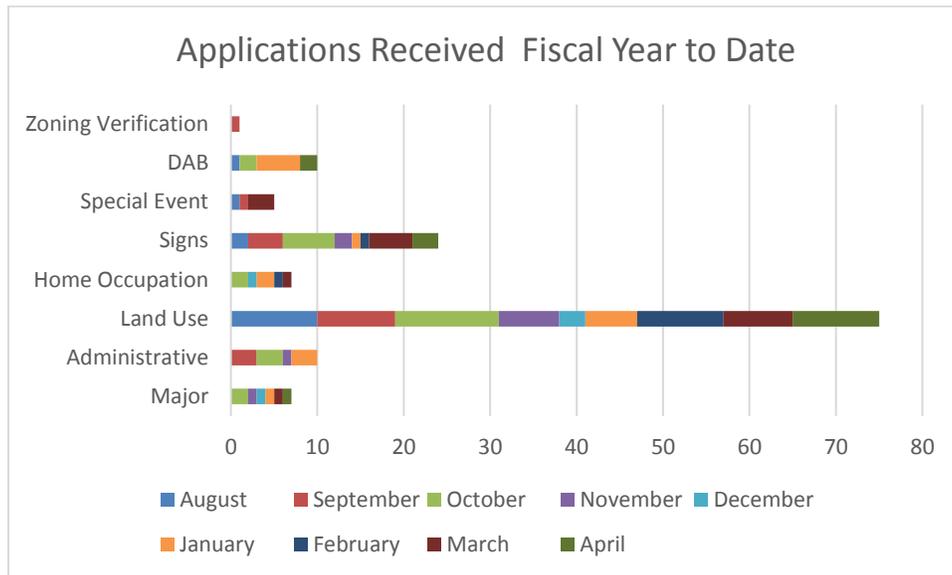
The Planning Division received 16 new applications in April and carried over 14 from the previous month. Action was taken on 12 them. Minor applications such as a new business, patio cover, or small room additions are handled as a Land Use application and typically processed within 2-3 days. Larger additions 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 April 2019				
Applications	Number Received	Carried Over	Completed	Under Review
Major	1	9	0	10
Administrative	0	3	0	3
Land Use	10	1	7	4
Home Occupation	0	0	0	0
Sign	3	1	3	1
Special Event	0	0	0	0
DAB	2	0	2	0
<b>Total</b>	<b>16</b>	<b>14</b>	<b>12</b>	<b>18</b>



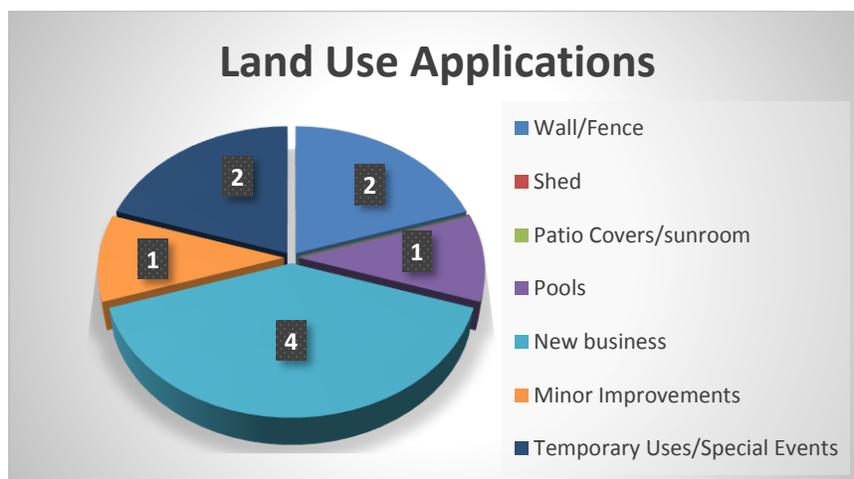
### Applications Received, Approved and/or Under Review

Fiscal year to date the Planning Division has received 156 applications for review, 18 applications remained under review. A comprehensive list of the applications and their status is at the end of the Planning Division’s report.



Four new Land Use applications were received proposing new businesses. Three of those were approved in the month of April, including “Health Enterprises, Inc.” (Administrative Office), “FASTENAL” (Office/Inventory for Wilden Pump), and “Medflash Billing, Inc.” (Administrative Office). One Land Use application, “Komo’s” (Café/Lounge) is in review and it is pending completeness items.

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



**Projects in Plan Check or Under Construction**

<b>Projects in Plan Check or Under Construction</b>					
<b>Date Submitted</b>	<b>Case No.</b>	<b>Applicant</b>	<b>Description</b>	<b>Location</b>	<b>Status</b>
<b>10/23/2018</b>	SA 18-10 V 18-02 E 18-10	Crestwood Communities	17 Detached Single-Family Residences	Pico Street and Kingfisher	Rough and Precise grading issued First Landscape Submittal 4/18/2019 Construction Plans 2 <sup>nd</sup> Plan Check 4/15/2019
<b>8/17/2016</b>	SA 14-07-A1 E 14-04-A1	Joab Jerome	New Residence APN: 0275-282-20	11838 Burns Avenue	Grading Plan 1 <sup>st</sup> Plan Check 3/14/2019
<b>4/14/2016</b>	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
<b>5/11/2018</b>	ASA 18-06 E 18-06	Tim Boyes	Single Family Residence	0276-431-23	Grading plans approved, building plans under review
<b>10/27/2016</b>	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.

<b>Development Advisory Board (DAB)</b>					
<b>Date Submitted</b>	<b>Case No.</b>	<b>Applicant</b>	<b>Description</b>	<b>Location</b>	<b>Status</b>
<b>4/22/2019</b>	DAB 19-07	Alton Green	Lot Split	21801 Barton Road	Meeting Scheduled for 5/8/2019
<b>4/3/2019</b>	DAB 19-06	Dino Tadiar	80,900 sq. ft. Industrial Use	21801 Barton Road	Meeting held on 4/17/2019.

## Planning Commission

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

One Planning Commission meeting was held in the month of April and the following action occurred.

April 18, 2019: The Planning Commission recommended City Council approval of General Plan Amendment 18-01 and Zoning Code Amendment 18-01, deleting the specific plan requirement from development in the hillside areas when the property in question is one acre or less in size, is readily served by infrastructure and fire protection services can be provided.

The Planning Commission approved Site and Architectural Review 17-10, approving construction of a 3,884 square foot single family home located at 23400 Westwood Street (APN: 0276-491-02).

## Grants

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

In December, a second Request for Proposals was sent to 13 consulting firms for design and construction management services for the Blue Mountain Nature Trail and Trailhead project. Three responses were received and are under review.

On November 13, 2018, the City Council adopted the Grand Terrace Active Transportation Plan. Close out of the grant is ongoing.

Grant	Status	Grant Amount
<b>Active Transportation Plan</b>	Consultant preparing document Draft anticipated in September 2018	\$295,000
<b>Blue Mountain Trailhead and Trail Grant</b>	Submitted on October 1, 2017. Site visit completed in November 2017. <b>Awarded.</b> Mandatory meeting attended 7/31/18. Community workshop held on 4/11/2019.	\$212,500 (Estimated Project cost \$520,000)
<b>Prop 68 Statewide Park Program</b>	Consultant Blais and Assoc. preparing grant application. Five community workshops required.	Estimate not completed.

### **Housing Successor Agency**

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

On March 13, 2018, the Housing Successor approved a Purchase and Sale Agreement with Aegis Builders, Inc. to sell its property located at 11695 Canal Street for \$169,000. Escrow closed on June 15, 2018. Buyer has 18 months to commence construction.

The Housing Successor Agency holds the following interests:

<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**

A Regular CERT Volunteer meeting was held on April 2, 2019. The agenda items included approving the agenda, welcome to the Board Member Volunteer, CERT Basics Initial Class Training, and anticipated calendar year (2019) events.

**Attachment to Planning Division's Report**

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

<b>Major Applications – Zoning Code Amendment</b>					
<b>Date Submitted</b>	<b>Case No.</b>	<b>Applicant</b>	<b>Description</b>	<b>Location</b>	<b>Status</b>
<b>11/2/2018 6/1/2018</b>	GPA 18-01 ZCA 18-01	Todd Kessler	Code Amendment- Hillside Residential	23400 Westwood	Approved by the PC on 4/18/2019 CC meetings scheduled for May 14, 2019 and May 28, 2019

<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>
<b>3/29/2019</b>	SA 19-04 E 19-03	3/29/2019	Leonardo Aguayo	APN: 0275- 083-09	Distributed Review due 4/19/2019
<b>10/2/2018</b>	SA 18-09 TPM 18-02 V 18-01 E 18-08	10/2/2018	Aegis Builders, Inc.	11695 Canal Street	Deemed Incomplete on 10/31/2018 & 3/26/2019
<b>11/15/2017</b>	SA 17-10 E 17-09	Todd Kessler	Single Family Residence	23400 Westwood St	Residence approved by the PC on 4/18/2019 Pending CC ZCA and GPA approval
<b>3/27/2018</b>	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>
<b>12/8/2017</b>	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>
4/16/2019	CUP 19-03 E 19-04	The REC Center	Education and Creative Arts Program	APN: 1167-281-01	Distributed on 4/23/2019
1/2/2019	CUP 19-01	GrandT-1 Inc.	Industrial Semi-Trailer Storage Facility	APN: 0275-191-06, 30	Deemed Incomplete on 2/1/2019
1/29/2019	SA 19-03	GrandT-1 Inc.	Industrial Semi-Trailer storage facility	APN: 0275-191-06, 30	Deemed Incomplete on 2/1/2019
7/10/2018	CUP 18-03 E 18-07	Jeffrey McConnell	Agricultural Uses	21712 Vivienda Avenue	Re-submittal distributed on 4/23/2019
9/17/2017	CUP 17-08 E 17-07	National Logistics Team	Recycling Pallets	21496 Main Street	Incomplete on 10/18/2017 & 2/27/2018. Initial Study being prepared

<b>Administrative Applications</b>					
<b>Date Submitted</b>	<b>Case No.</b>	<b>Applicant</b>	<b>Description</b>	<b>Location</b>	<b>Status</b>
9/18/2018	DU 18-02	Patrick O'Brien	Industrial Truck Storage Facility	APN: 0275-191-06, 30	Distributed 1/29/2019
9/5/2018	ACUP 18-06	Odalberto's	Beer and Wine License	22488 Barton Road	Pending Property Owner's Signature. Time extension requested on 2/11/2019

Land Use Review					
Date Submitted	Case No.	Applicant	Description	Location	Status
4/26/2019	LU 19-34	Medflash Billing Inc.	Administrative Office	22545 Barton Road, Suite 205	In Review
4/22/2019	LU 19-33	Kathlene Pap	Pool and Spa	22322 Van Buren Street	Approved
4/15/2019	LU 19-32	Harry Roussos	Stockpile, Erosion Issue	22051, 22059, 22071 Grand Terrace Road	In Review
4/15/2019	LU 19-31	Ricky Komorida	Café Lounge	22417 Barton Road	In Review
4/10/2019	LU 19-30	Latisha Aguilar	429 sq. ft. Room Addition	12768 Royal Avenue	Approved
4/9/2019	LU 19-29	FASTENAL	Office and Inventory	22069 Van Buren Street	Approved
4/9/2019	LU 19-28	Health Enterprises, Inc.	Residential Care Office (Administrative)	22573 Barton Road	Approved
4/2/2019	LU 19-27	Joshua Gonzalez	Rear Side Retaining Wall, 8' high	22588 De Berry Street	Approved
4/1/2019	LU 19-26	John Fazzino	Front Iron Fence and Gate	22814 Fairburn Avenue	Approved
4/1/2019	LU 19-25	Michael Mendell	Temporary Mobile Office	12700 Taylor Street	Approved
3/21/2019	LU 19-23	Vanessa Leflore	Fireworks Fundraiser Stand	22412 Barton Road, Unit 285	In Review

Temp Signs					
Date Submitted	Case No.	Applicant	Description	Location	Status
4/26/2019	TEMP SGN 19-09	Melanie Super	Real Estate Signs	Yucaipa	Approved
4/10/2019	TEMP SGN 19-08	Mike Miller	3 x 4 Wall Banner Sign	22400 Barton Road	Approved
4/1/2019	TEMP SGN 19-07	Marco Ramirez	Temporary Flag Sign	12210 Michigan Street, Suite 28	Approved
3/21/2019	TEMP SGN 19-03	Vanesa Leflore	A-Frame Sign (Fireworks Stand)	22412 Barton Road, Unit 283	In Process

Special Event					
Date Submitted	Case No.	Applicant	Description	Location	Status
3/25/2019	SE 19-03	The REC Center	Easter Egg Hunt	22633 Barton Road	Approved
3/18/2019	SE 19-02	Don Larkin	Memorial Day Ceremony	22421 Barton Road	Approved
3/11/2019	SE 19-01	Michael Auld	Parish Spring Fiesta	12745 Oriole Ave	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 21 permits issued in April. Year to date a total of 263 permits have been issued with a total revenue of \$145,392.82. In addition, a total number of 53 customers were assisted at the Building & Safety counter for the month of April.

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

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

\* Includes (17) New Single-Family Residence Permits

### Permits Issued

The permits issued in April include HVAC mechanical replacements, a block wall, new monument sign, demolition of a single-family residence, tenant improvements, a new workshop, new pool, plumbing, reroof, and PV solar systems.

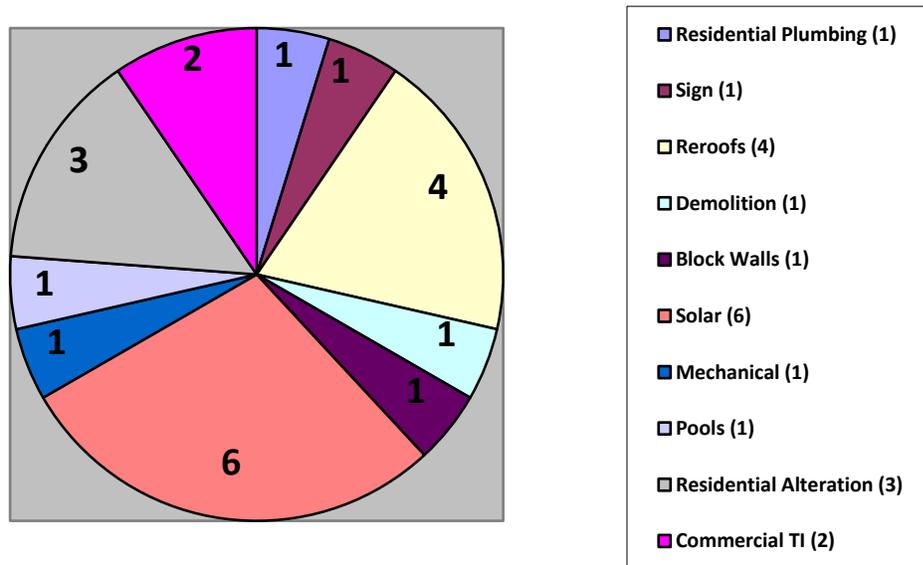
Of note, a permit for accessibility upgrades to a former childcare building was issued in April 2019. A demolition of a vacant non-conforming single-family residence located at 21992 De Berry St. was also issued.

Type of permits	Number Issued											
	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Residential Alteration/Repair	2	5	1	3	0	1	0	2	3	3		
Block Walls / Retaining Walls	1	1	1	1	1	0	0	5	0	1		
Demolition	0	0	1	0	0	0	0	1	1	1		
Reroofs	3	2	6	6	4	1	1	4	6	4		
Water Heater / Plumbing	3	3	5	2	4	4	1	2	1	1		
HVAC / Mechanical	6	13	1	3	0	2	1	2	6	1		
Solar	6	9	0	12	6	4	2	5	6	6		

Commercial Tenant Improvement	4	1	0	1	0	1	1	1	0	3		
Type of permits	Number Issued											
	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
New Commercial	0	0	0	0	0	0	0	0	0	0		
Grading	1	0	0	1	1	1	0	0	1	0		
Patio Covers	1	2	2	0	0	0	2	0	2	0		
Pools	0	0	0	2	0	0	1	0	1	1		
Panel Upgrades / Electrical	3	1	1	3	3	1	2	3	2	0		
New SFR	17	0	0	0	0	0	0	1	0	0		
Total	47	37	24	34	19	15	11	26	29	21		

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

### Issued Permits - April 2019



### Major Projects Under Construction

For April 2019, major projects under construction include Aegis Builders, Inc.'s Van Buren Project, on-site grading for the SCE Highgrove Substation, and rough grading for Crestwood's 17 single family lots.

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

Project	Description/Location	Status
Aegis Builders, Inc.	12382 – 12485 Tesoro Ct. New 17 SFR Aegis Project	Drywall/Lath inspected
Southern California Edison	12700 Taylor St. On-site grading, new fence and gate with retaining wall for SCE Highgrove Substation	Footings/Steel inspected
SBCTA	12040 La Crosse Ave – New 70' cell site for SBCTA	Corrections issued for Final Building Inspection
Barton Bridge – CALTRANS	Barton Rd. Bridge Over cross	Under Construction
Tim Boyes, Vista Grande Way	Parcel Map 16945 – Street Improvement Project (Vista Grande Way)	Pre-construction meeting held in September.
Crestwood Communities	Tract 18071 – Rough grading for 17 SFR lots & new block walls	Under Construction – Walkthrough meeting held
Jacob Farsakh – 23315 Palm Ave.	23315 Palm Ave. – (N) Single Family Residence	Under Construction – Roof sheathing, sheer, framing

### Plan Checking Activity

For April 2019, a total number of twenty-three plans were submitted for review and re-submittal. Plans submitted include tenant improvements for a cooler, fresh fruit and sushi bar at Stater Bros., accessibility upgrades for the Grand Terrace Center (managed by Anita Jensen), and Crestwood's new single-family residences for Tract 18071.

Tenant improvement plans were submitted for a new business located at the Grand Terrace Center. The new business is Komos Café which will provide teas, coffee and bobas.

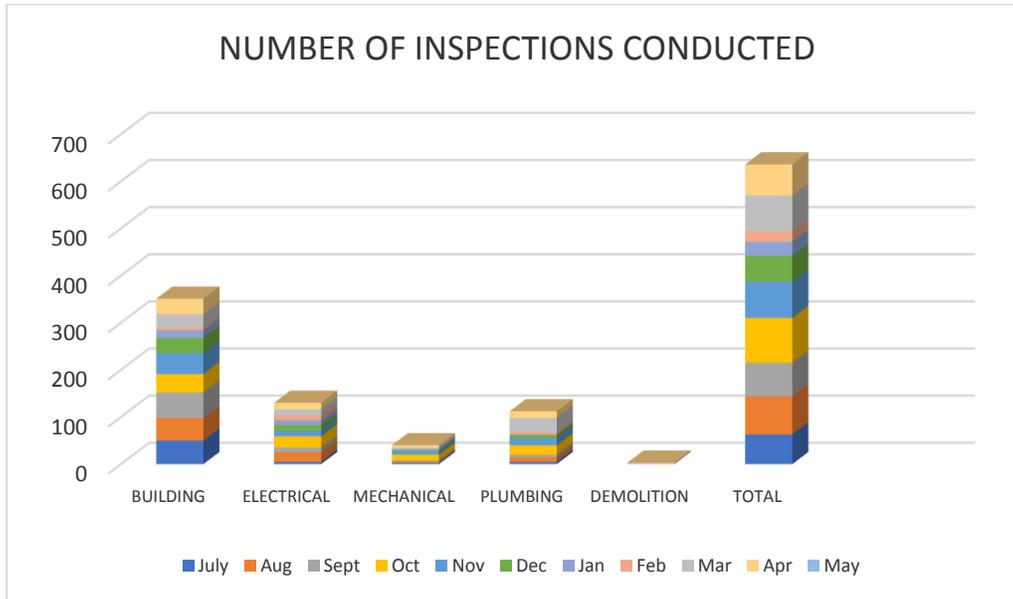
Project	Description/Location	Status
Tim Boyes, Vista Grande Way	Parcel Map 16945 – Precise grading for (1) lot / (N) SFR, rough grading of (2) lots	In Plan Check – Rough grading plans approved, (N) SFR and precise grading in review
Joab Jerome, Burns Residence	11838 Burns Ave. – Street Improvement Plan and on-site grading	In Plan Check Received approved grading plans 04/18/19
Tenant Improvement, Sophia's Nail Shop	12210 Michigan St. Suite A – Tenant improvement for nail salon to include new non-bearing walls, electrical and plumbing	In Plan Check – Received 4 <sup>th</sup> resubmittal from designer on 04/19/19

<b>Tim Evans – American Warrior, LLC</b>	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
<b>Crestwood Communities</b>	Tract 18071 – Precise grading for 17 SFR lots & (N) Single Family Residence Plans	In Plan Check – Plans in review with Interwest
<b>Ricky Komorida, Komos Café</b>	22417 Barton Rd. – Tenant Improvement for coffee, tea, and, boba shop	In Plan Check – Received 1 <sup>st</sup> submittal on 04/15/19
<b>Robert Resheske, Rosedale Avenue</b>	12133 Rosedale Ave. – Fire damage repair for single family residence	In Plan Check – Received 3 <sup>rd</sup> set of corrections on 03/28/19
<b>Jorge Diaz – Furniture 2Ur Door</b>	12210 Michigan St. Suite F – Tenant improvement for furniture store – Furniture 2 Ur Door	In Plan Check – Received 1 <sup>st</sup> set of corrections on
<b>Grocery Outlet, Tenant Improvement</b>	22441 Barton Rd. – Tenant improvement for new supermarket & disabled access upgrades	In Plan Check – Received 2 <sup>nd</sup> set of corrections from Interwest
<b>Stater Bros, Tenant Improvement</b>	22201 Barton Rd. – Tenant improvement for Stater Bros. for new fruit cut and sushi station. Increase existing beer cooler	In Plan Check – Received 1 <sup>st</sup> set of corrections from Interwest

## Inspections

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

\*Twenty-five final building inspections were performed for the month of March 2019.

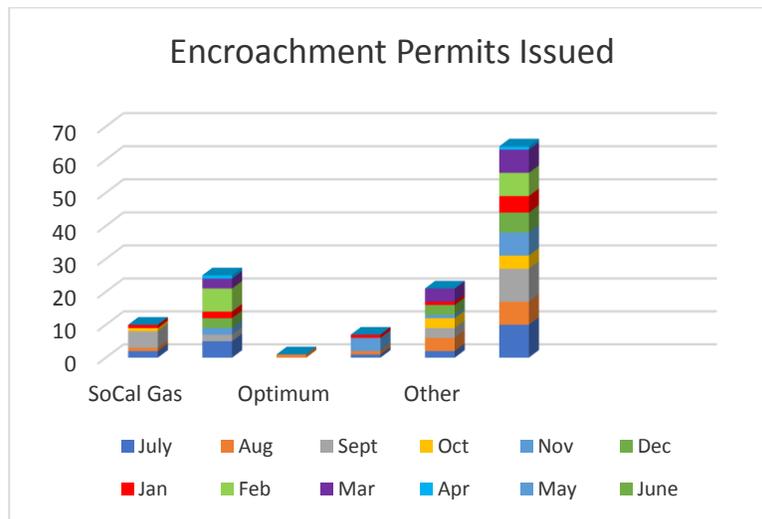


### Certificate of Occupancy

A Certificate of Occupancy was issued for the following businesses:

- New Dawn Hospice, Inc. located at 12139 Mt. Vernon Ave. Suite 202
- California Skate (Cal Skate) located at 22080 Commerce Way
- Care Essentials Home Health located at 22573 Barton Rd. Suite B

### Public Works Encroachment Permits



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

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

## ANIMAL CONTROL AND CODE ENFORCEMENT DIVISION

### Core Services

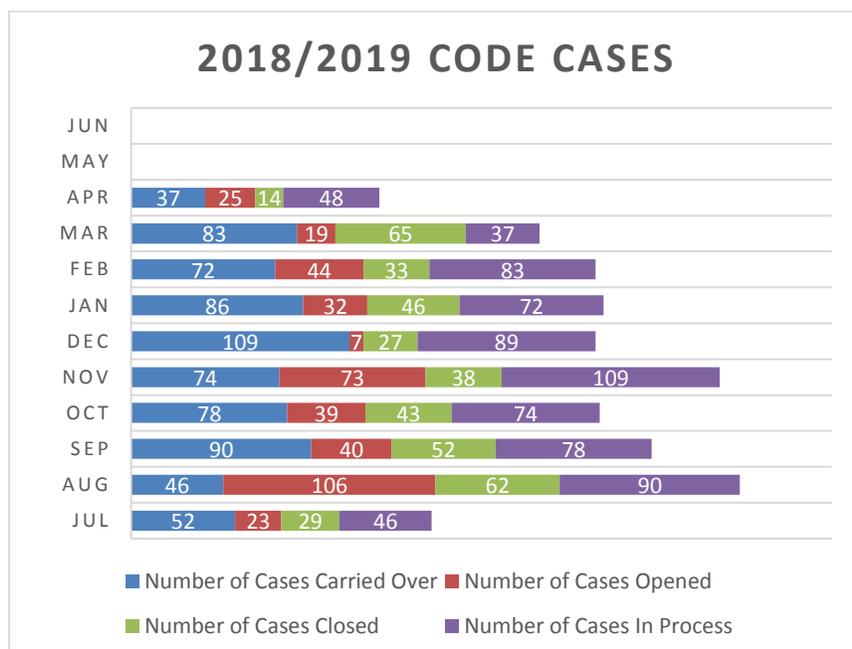
- Zoning & Municipal Code Enforcement
- Animal Control Services
- Street Sweeping Traffic Enforcement

The Division is budgeted for one full time Officer, a 36-hour Specialist and a full-time Office Specialist. These three positions constitute 256 monthly service hours in April, plus an additional 28 hours for on-call coverage. On-call coverage is provided to handle after hour emergency animal control calls. After hour call outs totaled 10.5 hours in April.

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

### Activity Summary for Code Enforcement

In April, Code Enforcement had 37 cases carried over from the previous month, 25 new cases opened, and 14 cases were closed. The Division closed out April with 48 open cases. The chart below demonstrates a breakdown of Code cases by detailing how many cases were carried over from the previous month, opened, closed and still being addressed.



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

Column1	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr
Inspections Conducted	57	111	56	112	83	29	46	69	76	29
Notice of Corrections Issued	7	71	16	13	48	7	12	38	16	14
Notice of Violations Issued	14	11	17	19	12	0	26	6	50	16
Citations Issued	17	23	11	26	11	11	20	3	6	7

\*The number of corrections issued does not include vehicle related complaints, illegal dumping referred to Burretec, or homelessness on public property referred Sheriff's Department.

### Special Enforcement Programs

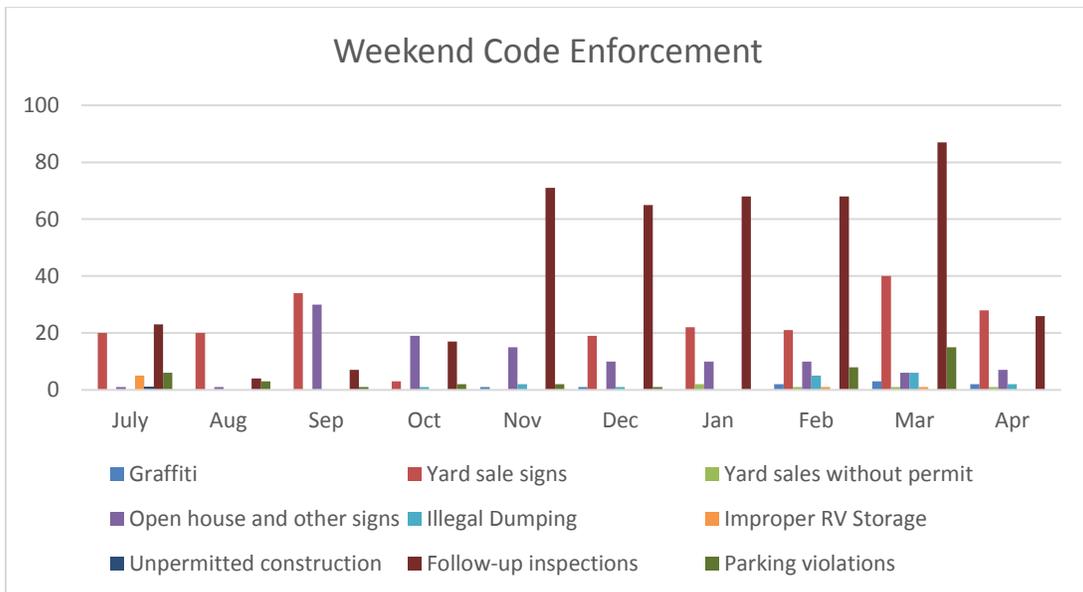
On April 16<sup>th</sup> Code Enforcement began a Dog License Canvassing Program. If it was discovered that dogs were on the property did not have a current dog license, the resident was issued a courtesy notice which gave the property owner seven days to obtain a license before an administrative citation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

During the first month of canvassing 37 courtesy notices were issued to property owners. Of that number only seven citations were issued to property owners who had not licensed. Once the notice for the Program was issued, even prior to the program commencing, there began an influx of property owners renewing their dog licenses and obtaining new licenses for their dogs. Approximately 155 dogs were licensed in the month of April from 115 properties.

### Weekend Code Enforcement Activities

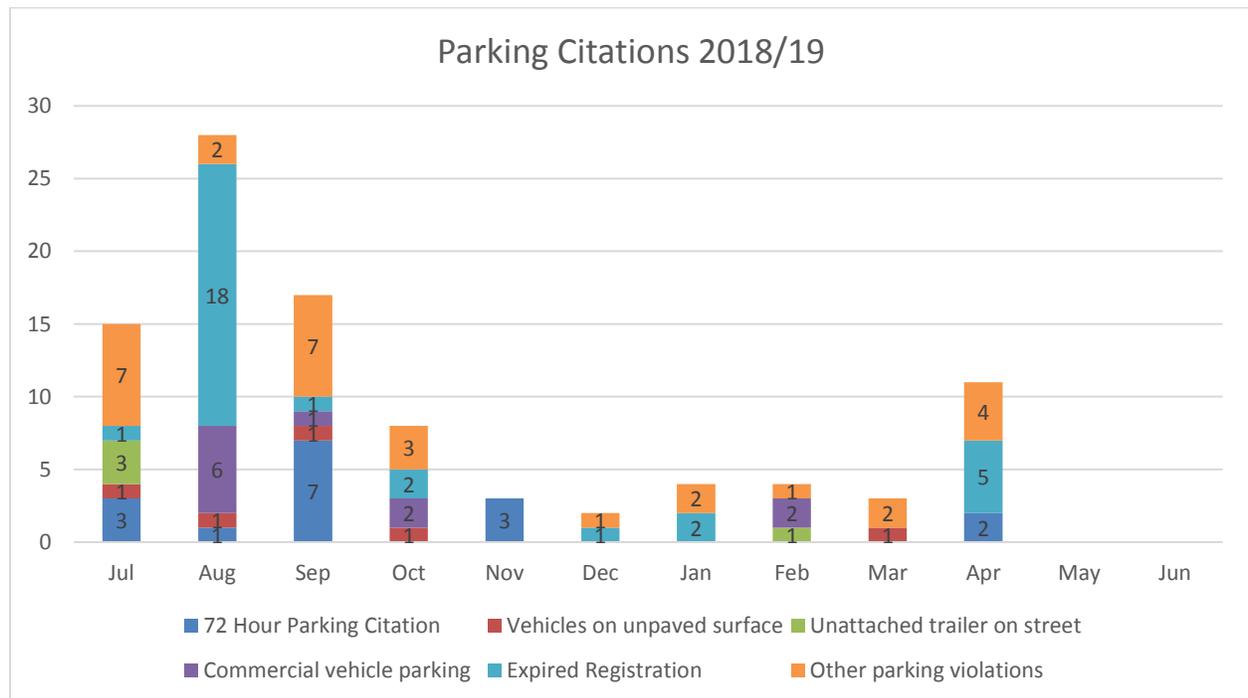
The Weekend Animal Control/Code Enforcement Specialist patrols the weekends and conducts zone inspections and scheduled re-inspections. Weekend code enforcement also handles code violations such as unpermitted yard sales, open house signs, unpermitted construction, and parking violations. The table below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

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



Parking Citations:

In April, 177 vehicle related citations were issued; 166 of the citations issued were related to street sweeping enforcement. The citations are expected to generate approximately \$4,425 in general fund revenue. Street Sweeping in residential areas occurs on the first, second, and third Thursdays of each month.



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

### Graffiti/Vandalism/Illegal Dumping

There was 2 cases of graffiti and 2 cases of illegal dumping reported in April 2019; all cases have been resolved.

### Rental Inspection Program

There are approximately 335 properties in the Program, consisting of both single-family units and multiple family units (i.e. apartments, duplexes, triplexes, condominium etc.).

At the start of January rental inspection invoices were mailed to all rental owners and were due at the end of the month. Of the 335 properties, 279 property owners have paid their annual rental inspection fees. 81 properties are enrolled in the Good Landlord/Tenant Program signifying they have kept well-maintained properties and have passed inspections for three consecutive years. Property owners in the Good Landlord Program also receive reduced inspection fees and windshield inspections.

In April, rental property inspections began; Code Enforcement Officers walk the front yard of the property to inspect exterior conditions. An interior or backyard inspection can be requested if exterior conditions so warrant. At the conclusion of April, 306 inspections had been conducted and 16 properties had outstanding violations. Per the Grand Terrace Municipal Code property owners can be given 24 hours to 90 days to place the home in good standing.

### Civic Live

There were 15 complaints received via Civic Live in April 2019 mostly pertaining to overgrown vegetation, graffiti, and recreational vehicles. Seven cases have been resolved and eight cases are still being worked on by Code Enforcement.

### Animal Control Services

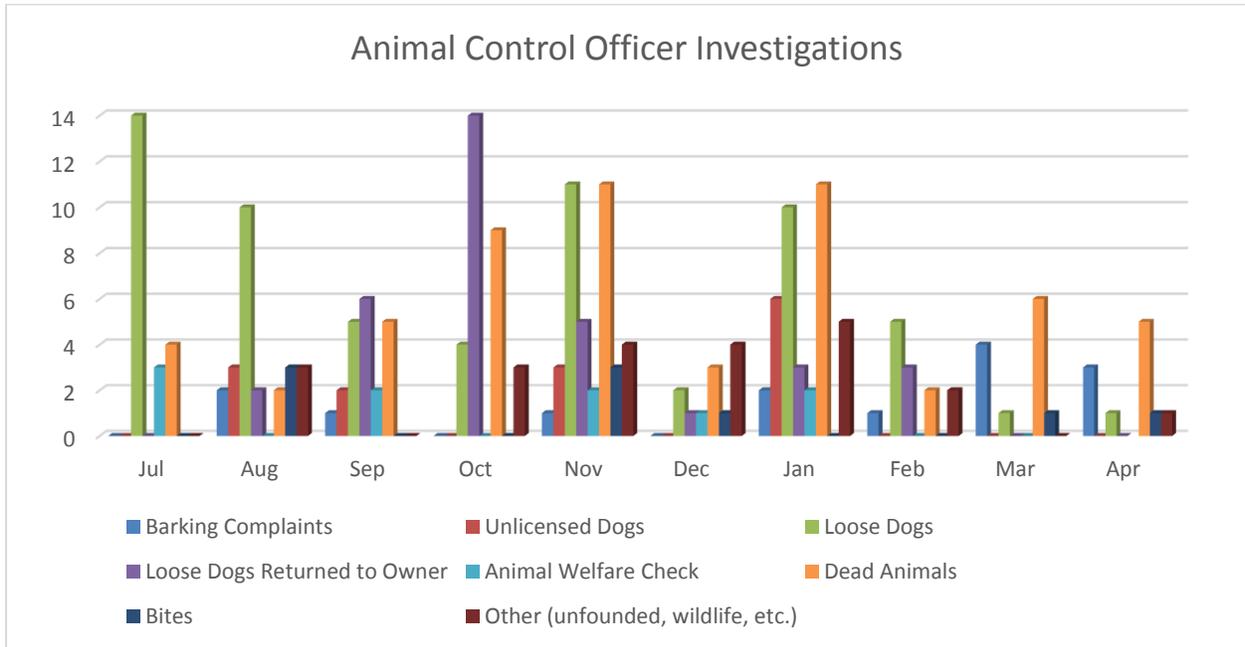
With the implementation of Animal Control Services, the City has instituted the practice of first making every effort to return stray dogs to its owner, by checking it for tags or microchip. If the owner cannot be identified, the City will place a photograph of the impounded animal on the City's Facebook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

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

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

\*\*Due to the notice of dog license canvassing there was influx of property owners renewing dog licenses and obtaining new dog licenses which can be viewed above in the Special Enforcement Programs section.

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



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

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

## Public Works

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

*This page left intentionally blank.*





**City of Grand Terrace**  
Public Works Department

DATE: May 23, 2019

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

FROM: Alan French, Public Works Department Director

SUBJECT: April 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	In Preliminary Design	Fed, State, City
Commerce Way Extension	\$ 3,500,000	Final Design 95%	State, City
CIP Year 3 Street Slurry/Resurfacing	\$800,000	Assemble Bid Package	State, City
HSIP Cycle 8, Mt. Vernon Safety Project	\$350,000	Bid Project If State Approval	Federal Grant
HSIP Cycle 9 Guardrail Project	\$650,000	Select Consultant	Federal Grant
Preston Signal Modification	\$50,000	Started Final Design	Spring Mountain Ranch Fund
EV Charging Stations	\$180,000	Execute Agreement	MSRC, SCIP, AQMD Grants
<b>TOTALS:</b>			<b>\$9,030,000</b>

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

1<sup>st</sup> Thursday – blow Honey Hill for sweeper

4<sup>th</sup> Thursday – blow parking lots at City Hall and parks for sweeper

7:10am - 8:30am: Clean Parks (pick up trash, empty trash cans, inspect playground, rake wood chips, blow sidewalk, track and tennis courts; clean/wash restrooms, restock toilet paper, paper towels and soap; unclog toilets, remove graffiti – during soccer and baseball seasons the parks take longer to clean)

\*Sometimes, due to winds and rain – debris or trees fall in the parkway

\*Also need to break down community room before City Hall opens / before Tiny Tots Program

Monday/Thursday – Empty trash cans at kiosk/bike stations

10:00am – 12:00pm: Work Schedule (Address See Click Fix work orders, irrigation issues such as sprinkler and valve repairs/mow and weed eating/fertilizing park fields – seasonal, pothole repairs, office repairs at City Hall, graffiti abatement, etc.)

12:00pm – 12:30pm: Lunch

12:30pm – 2:30pm Work Schedule (Address See Click Fix work orders, irrigation issues such as sprinkler and valve repairs/mow and weed eating/fertilizing park fields – seasonal, pothole repairs, office repairs at City Hall, graffiti abatement, etc.)

\*Tuesday/Thursday: 2 crew members clean Council Chambers for Council meetings, empty trash, clean public restrooms, vacuum

\*Set-up Community Room for special events or meetings

\*Manage Work Release: 7:00am to 12:00pm

12:00pm to 12:30pm lunch

12:30pm to 2:30pm

Public Works - Maintenance

Public Works Maintenance Core Services

- Street Maintenance
- Park Maintenance
- Storm Drain Maintenance
- Facilities Maintenance

Staffing Levels

			Weekday Hours		Weekend hours		After hours & Call outs
	Budgeted	Staffed	Available	Worked	*Available	Worked	
Field	4	3	528	512	28	106	4
Office	2	1	177	163	0	0	0
<b>Total</b>	<b>6</b>	<b>4</b>	<b>705</b>	<b>675</b>	<b>28</b>	<b>106</b>	<b>4</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 8 hours in a weekday.

Work Release Hours

**Maintenance was supplemented by \*273 work releases hours during the month of April.**

\*estimated amount

**Transition Period April 2019 (60 work orders)**





### **Park Shelter Reservations in APRIL 2019**

Park	Shelter	Date Reserved
Richard Rollins	Shelters B	April 6, 2019
Richard Rollins	Shelters A & B	April 13, 2019
Richard Rollins	Shelters A	April 20, 2019
Richard Rollins	Shelter C & D	April 21 & 28, 2019
Richard Rollins	Shelter C	April 27, 2019

### **Community Room Reservations APRIL 2019**

Group	Date Reserved	Time
Citrus Belt Quilters	2 <sup>nd</sup> Saturday	9am
Diversity in the Workforce	April 9 <sup>th</sup>	9am
Emergency Operations Committee	1 <sup>st</sup> Tuesday	6pm
Friends of the Library	3 <sup>rd</sup> Monday	5pm
Girl Scouts Troop 1195	Thursdays	4pm
Inland Empire Quilt Group	April 6 <sup>th</sup>	1pm
Library Function	Tuesdays & Thursdays	11am & 10am
Overeaters Anonymous	Saturdays	10am
Women's Republican Club	1 <sup>st</sup> Tuesday	6:30pm

# April 2019

April 2019							May 2019						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6			1	2	3	4	
7	8	9	10	11	12	13	5	6	7	8	9	10	11
14	15	16	17	18	19	20	12	13	14	15	16	17	18
21	22	23	24	25	26	27	19	20	21	22	23	24	25
28	29	30					26	27	28	29	30	31	

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Mar 31	Apr 1	2 11:00am Library Function 6:00pm EOC Monthly Meeting (Community) 6:30pm Republican	3	4 10:00am Library Function 4:00pm Girl Scouts Troop 1195	5	6 10:00am Overeaters Anonymous 1:00pm Inland Empire Quilt Group
7	8	9 9:00am Diversity in the Workforce Workshop 11:00am Library Function	10	11 10:00am Library Function 4:00pm Girl Scouts Troop 1195 4:00pm Parks and Recs	12	13 9:00am Citrus Belt Quilters 10:00am Overeaters Anonymous
14	15 5:00pm Friends of the Library Meeting	16 11:00am Library Function	17	18 10:00am Library Function 4:00pm Girl Scouts Troop 1195	19	20 10:00am Overeaters Anonymous
21	22	23 11:00am Library Function	24	25 10:00am Library Function 4:00pm Girl Scouts Troop 1195	26	27 10:00am Overeaters Anonymous
28	29	30 11:00am Library Function	May 1	2	3	4

## 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		n/a
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		
Main St/High School entrance		

## 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

#### **Feb 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	227.78	65.19		135.68							428.65	
Christmas Tree												
Bulky Item	4.07		0.16			0.70					4.93	433.58 Residential
Multi-Family	150.66	8.21		3.71							162.58	162.58 Multi-Family
Commercial	175.64	9.2			0.25		0.60			0.05	185.74	
School	61.17										61.17	246.91 Commercial
Roll off	28.06								6.02		34.08	34.08 Roll off
<b>Grand Total</b>	<b>647.38</b>	<b>82.60</b>	<b>0.16</b>	<b>139.39</b>	<b>0.25</b>	<b>0.70</b>	<b>0.60</b>		<b>6.02</b>	<b>0.05</b>	<b>877.15</b>	

### **Missed Pick-Up Report**

<b>Date Reported</b>	<b>Address</b>	<b>Description</b>	<b>Date Pick Up Completed</b>
2/5/2019	21553 Palm Ave	Trash bin missed	2/5/2019
2/5/2019	12831 Darwin Ave	Trash bin missed	2/5/2019
2/5/2019	22552 Kentfield St	Recycle bin missed	2/5/2019
2/18/2019	21964 Tanager St	Trash bin missed	2/18/2019
2/21/2019	22784 Minona Dr	Green Waste bin missed	2/21/2019
2/27/2019	22084 Commerce Way	Trash bin missed	2/27/2019

### **Public Works Administration**

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

#### **Contracts:**

#### **Public Works Services for FY 2018-19:**

<b>Contractor Name</b>	<b>Service</b>	<b>Contract Amount</b>	<b>Remaining Balance as of Apr. 30, 2019</b>
ACCO Engineered Systems	HVAC Maintenance	\$22,850	\$5,198.41
Albert A Webb Associates	Commerce Way Final Design	\$109,389.00	\$5,009.98
Albert A Webb Associates	CHP – DEVCO Traffic Engineering	\$856.00	\$0
Charles Abbott Associates	Landscape and Lighting Assessment District Annexation Engineering Services	\$10,000.00	N/A (Developer Fee)
Clean Street	Street Sweeping Services	\$52,000.00	\$28,816.64
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	\$8,855.00
Gopher Patrol	Gopher Abatement Services	\$6,512.00	\$2,092.50
Hardy and Harper, Inc	Street Maintenance Services	\$75,000.00	\$0
Interwest Consulting Group TKE Engineering, HR Green	On-Call Public Works Inspection Services	\$40,000.00	\$3,188.50
Interwest Consulting Group HR Green Albert A. Webb	On-Call Construction Management Services (incl. Barton Road Interchange Project – Interwest)	\$40,000.00	\$40,000.00
Interwest Consulting Group	Commerce Way Extension Real Estate & Engineering Services	\$251,609.00	\$190,695.25
Lynn Merrill	NPDES Services	\$10,000.00	\$8,063.81
Moran Janitorial Services	Janitorial Services for City Hall and City Parks	\$19,980.00	\$5,195.00
Otis Elevator Company	Elevator Maintenance Service	\$4,996.34	\$0
San Bernardino County Dept of Public Works – Flood Control	Flood Control Facilities	\$26,117.00	\$0
San Bernardino County Fire Dept – Hazardous Material	Household Hazardous Waste (HHW) Services	\$17,538.80	\$4,384.70
San Bernardino County Land Use Services	Fire and Weed Hazard Abatement Services	\$13,526.00	\$13,526.00
St. Francis Electric, LLC.	Traffic Signal Maintenance Services	\$10,000.00	\$325.47

County of Riverside TLMA Administration	Main Street Traffic Signal Maintenance Services	\$6,000.00	\$118.72
West Coast Arborist	5 Year Tree Maintenance Program	\$38,560.40 (\$192,802: 5-yr term)	\$33,306.00
Western Exterminator Co.	Pest Control Services	\$5,436.00	\$1,803.50
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 2017-18:</b>	<b>\$805,800.54</b>	<b>\$350,579.48 balance</b>

***FY 2018-19 Capital Improvement Project Contracts***

<b>Contractor Name</b>	<b>Service</b>	<b>Contract Amount</b>	<b>Contract Balance</b>
Clean Cut Landscape	Dog Park Construction	\$373,525.15	\$16,517.85
TKE Engineering	Dog Park Inspection & Construction Management	\$11,720.27	\$0
Evan Brooks Associates	Grant Writing for HSIP Cycle 9 – Guardrail Project	\$7,995.00	\$0
Evan Brooks Associates	Preliminary Engineering for HSIP – Mt. Vernon Safety Improvement	\$36,300.00	\$8,712.00
Hardy & Harper	Pavement Rehabilitation Project	\$756,000.00	\$92,402.97
HR Green California	Pavement Rehabilitation Project – Inspection / Construction Mgt	\$26,250.00	\$0
Terracon	Pavement Rehabilitation Project – Geotechnical Services	\$18,984.06	\$0
Warren Anderson Ford Inc (Fritts Ford)	2019 hybrid Ford F-250 maintenance truck (approved by Council FY 17-18)	\$55,075.00	\$0.27
	<b>TOTAL CIP PROJECT CONTRACT VALUE FOR FY 2018-19</b>	<b>\$1,285,849.48</b>	<b>\$25,230.12</b>

**Bids:**

- Awarded contract for Electric Vehicle Charging Station Project

**Major Reports:**

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

**Grants:**

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

**Project Management:**

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

**Major Meetings / Events:**

- Cal Recycle Grant Event – Ecohero Show

# Sheriff's Contract

- Law Enforcement Services



*This page left intentionally blank.*



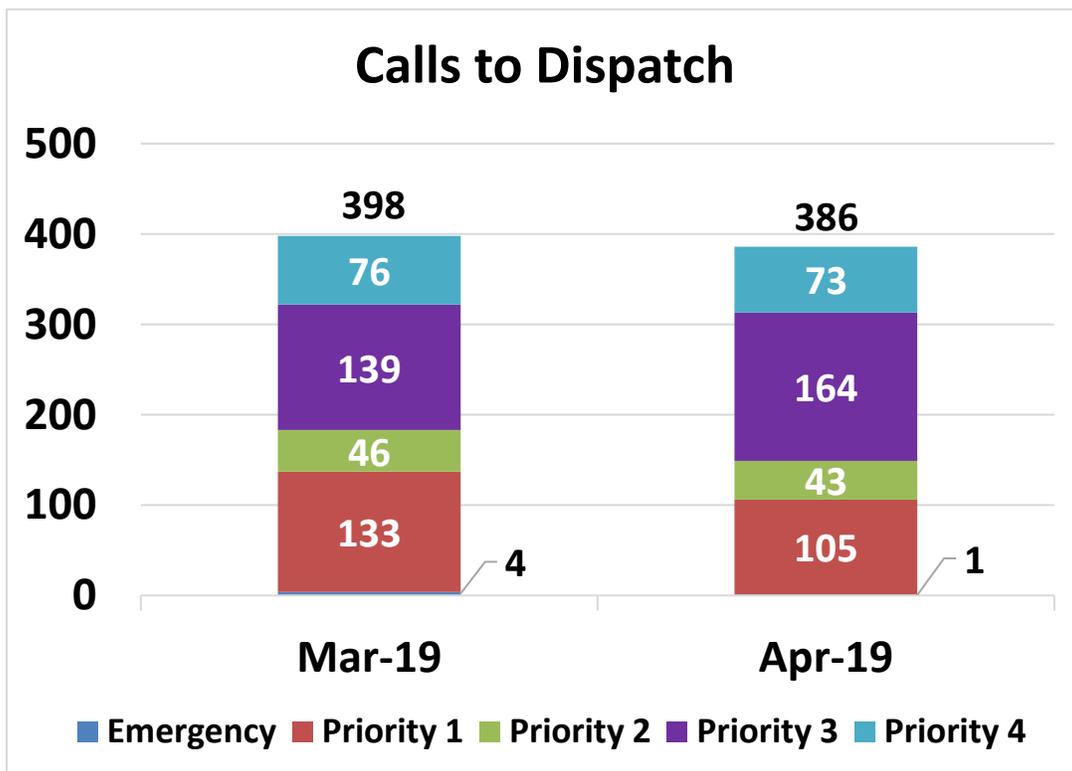


## San Bernardino County Sheriff's Department



Services	March 2019	April 2019
Officer Contact and Calls	1,294	1,255

Calls to Dispatch	March 2019	April 2019
Emergency	4	1
Priority 1	133	105
Priority 2	46	43
Priority 3	139	164
Priority 4	76	73
Totals	398	386



**Emergency** – 911 calls (evaluated for substance).

**Priority 1** – Currently active, 15 minutes or less.

**Priority 2** – Just occurred, 15 minutes or more.

**Priority 3** – Calls over 30 minutes ago.

**Priority 4** – Incident calls, counter calls.

**Note:** As dispatch receives more information during the call, the level of priority can change to a higher or lower level priority.

**Citizen on Patrol Hours:**

<b>Week of:</b>	<b>April 2</b>	<b>April 8</b>	<b>April 15</b>	<b>April 22</b>	<b>April 29</b>	<b>Total</b>
<b>Hours:</b>	8	11	10	24	10	63

*This page left intentionally blank.*



# San Bernardino County Fire



*This page left intentionally blank.*

