



MONTHLY REPORT

August 2018

PRESENTED BY
THE CITY MANAGER'S OFFICE

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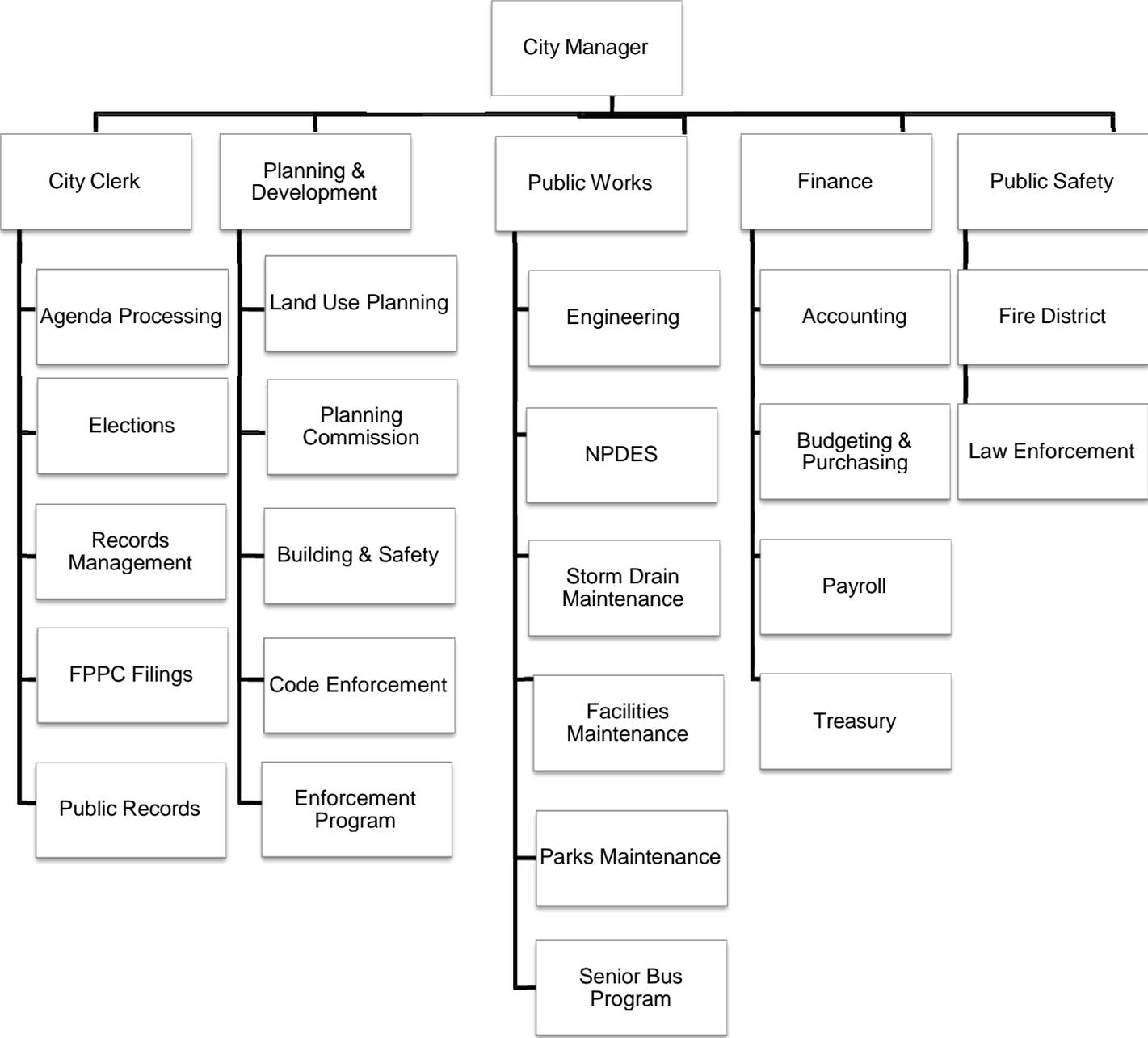
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CITY MANAGER

Organization Chart



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City Clerk

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

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DATE: October 16, 2018
 TO: G. Harold Duffey, City Manager
 City Manager's Office
 FROM: Debra Thomas, City Clerk
 SUBJECT: **AUGUST 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 August is four (4), spending a total of twenty (10) hours preparing agenda packets together with delivery and producing 272 pages.

AGENDA PROCESSING/POSTING				
MONTH	Regular Meeting	Special Meeting	OB Meeting	Totals
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
August	2	2	0	4
Total Processed	12	6	2	20

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 August 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
March	6	5	11
April	3	1	4
May	9	0	9
June	7	0	7
July	6	0	6
August	3	0	3
Total Processed	34	6	40

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 August 2018, zero (0) 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
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
August	0	0	0	0	0	0	0
Total Processed	0	93	2	5	0	3	103

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 August 2018, Council approved one agreement 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	
March	5
April	0
May	5
June	4
July	5
August	1
Total	20

RECORDS REQUESTS

The City Clerk’s office received nine (9) Requests for Copies of Public Records for the month of August 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
March	12	1	9	3	293	2
April	16	2	15	1	482	5
May	15	4	14	2	320	4
June	12	2	14	1	74	3
July	9	2	11	0	27	6
August	18	4	20	2	166	16
Total Requests	82	15	83	9	1362	36

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 August 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	
March	259
April	231
May	268
June	174
July	242
August	358
Total Calls	1,532

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
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
August	1.0	0	.5	.25	0	1.75
TOTAL # HOURS	9.75	2.25	3.5	6.0	5.0	26.50

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.

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.

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City Manager's Office

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

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

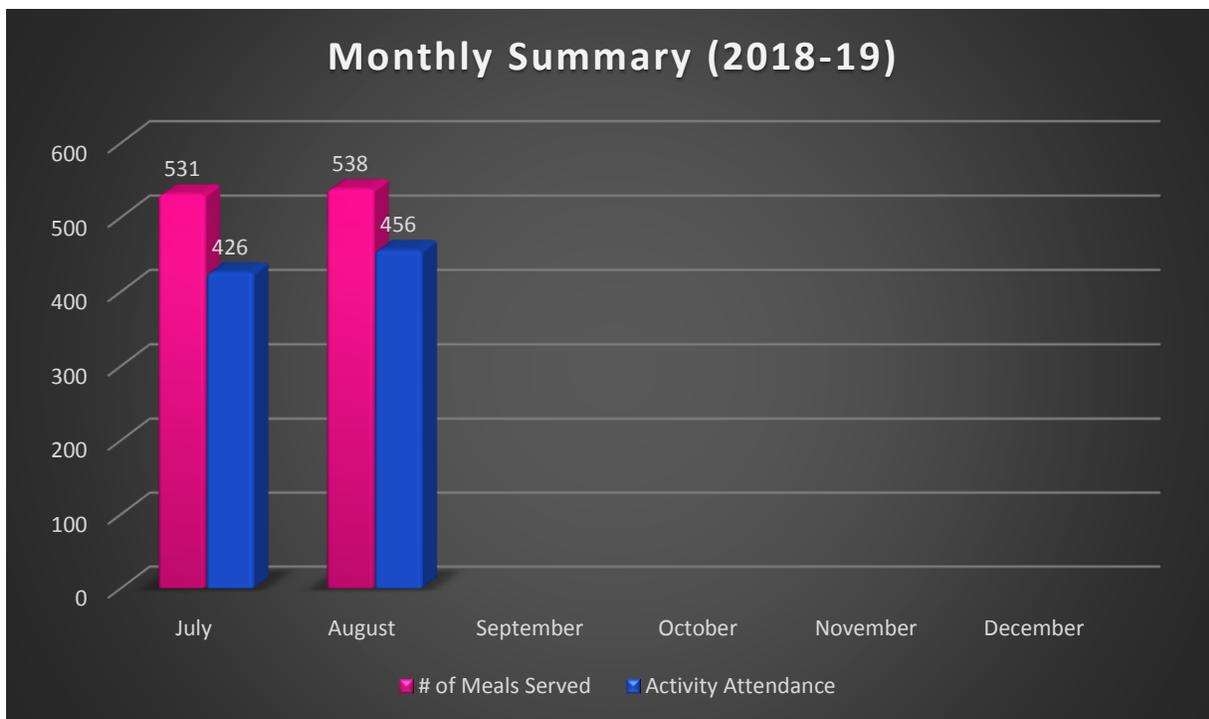


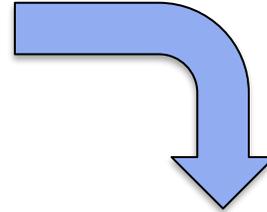
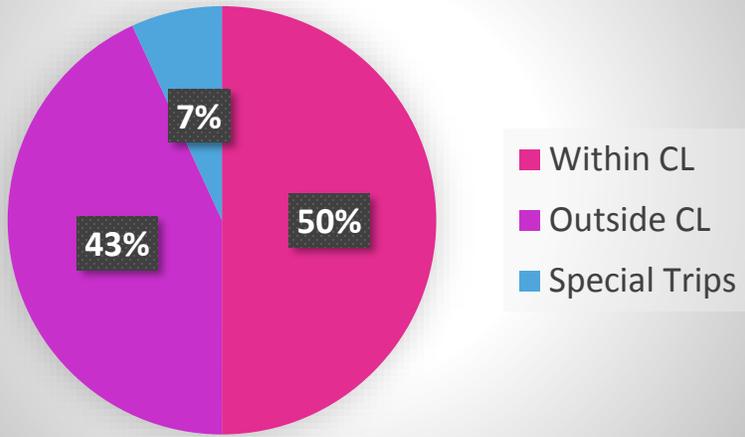
TABLE 2
 Senior Center Blue Mountain Silver Liner
 # of Passengers

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						

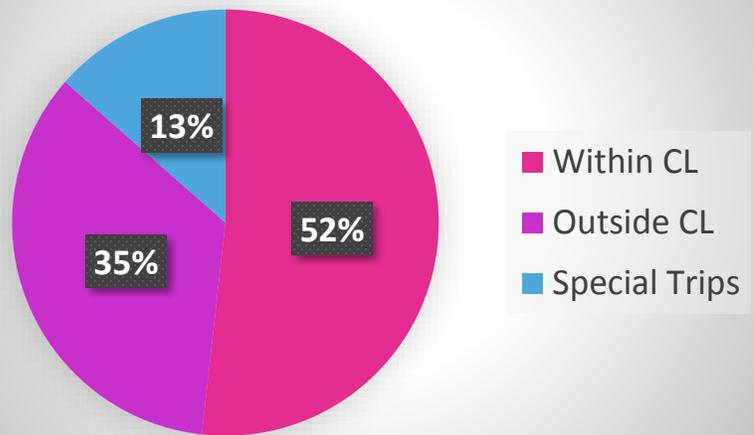
TABLE 3
 # of Rides

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.

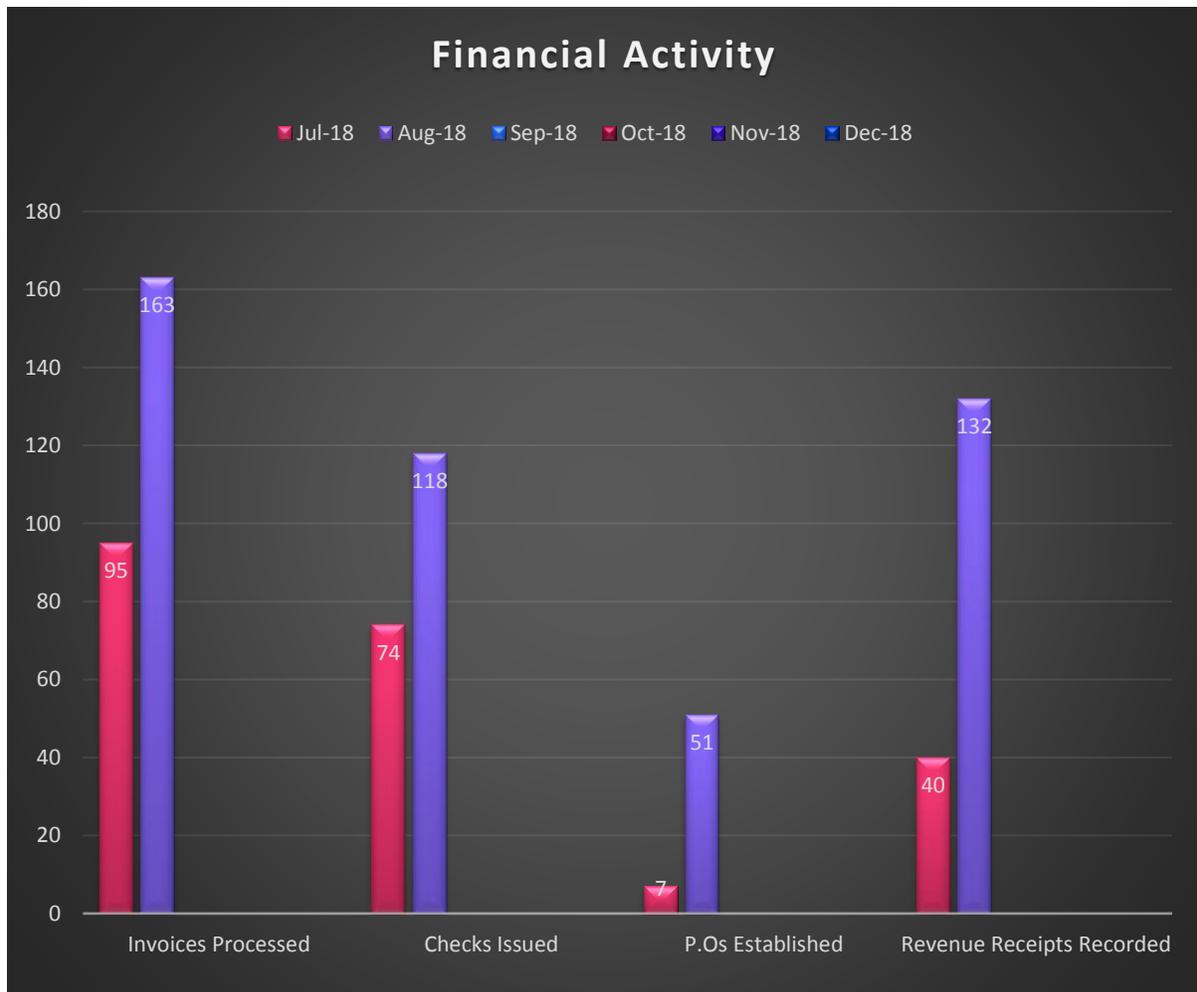
CORE SERVICES

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.

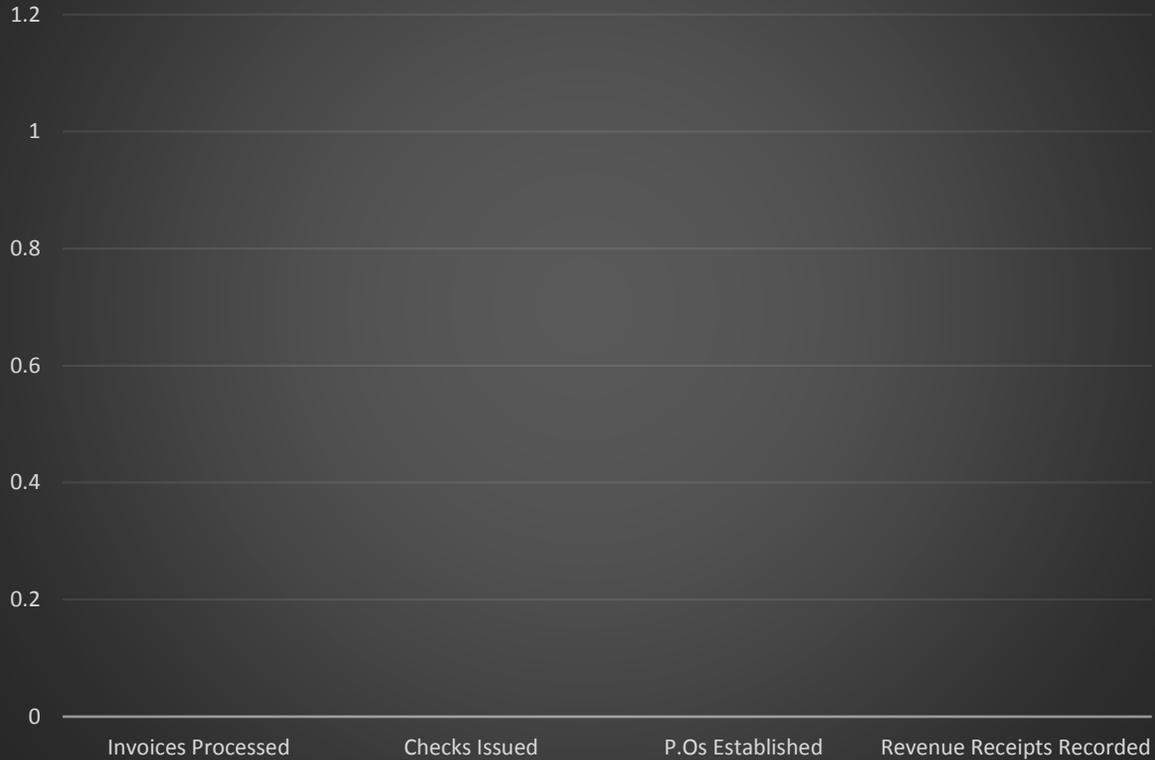
TABLE 1
Financial Activity

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.

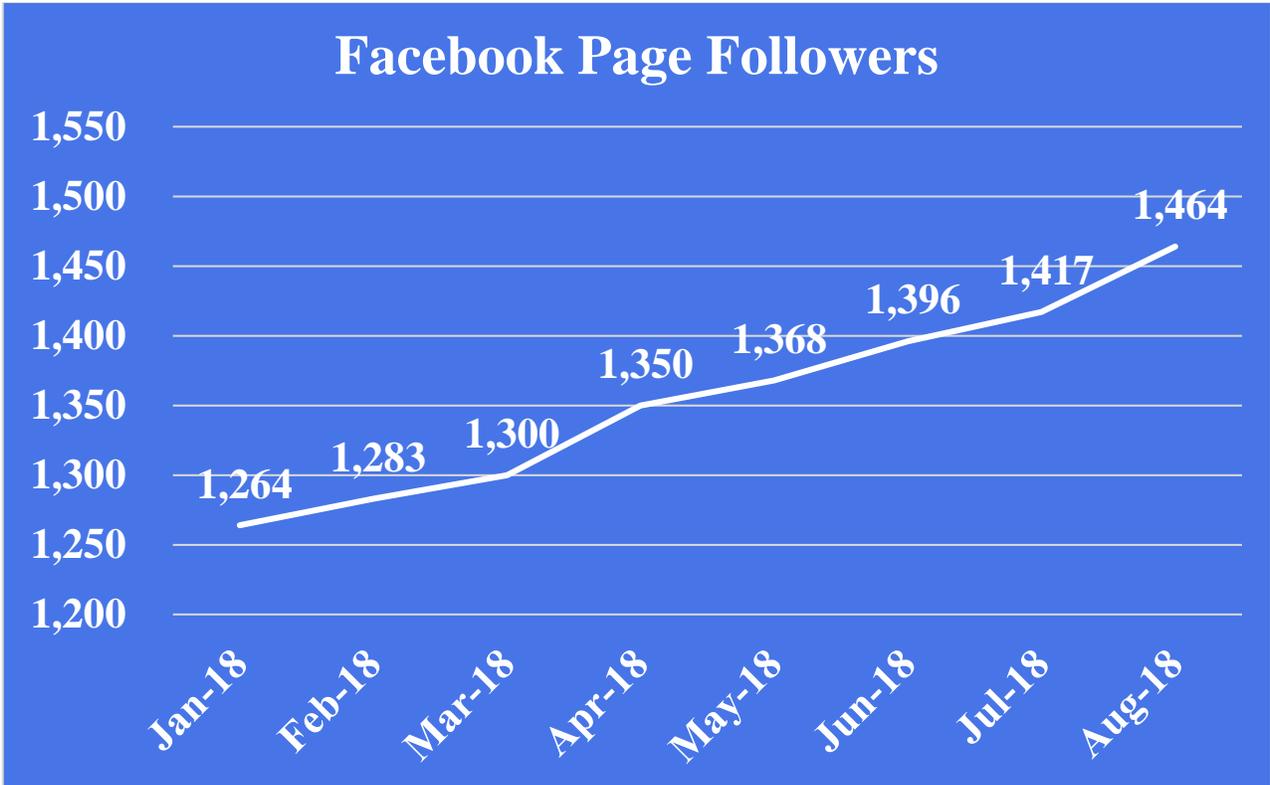
Promote and provide positive and proactive media relations for the City. Disseminate news materials in a timely manner.

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.

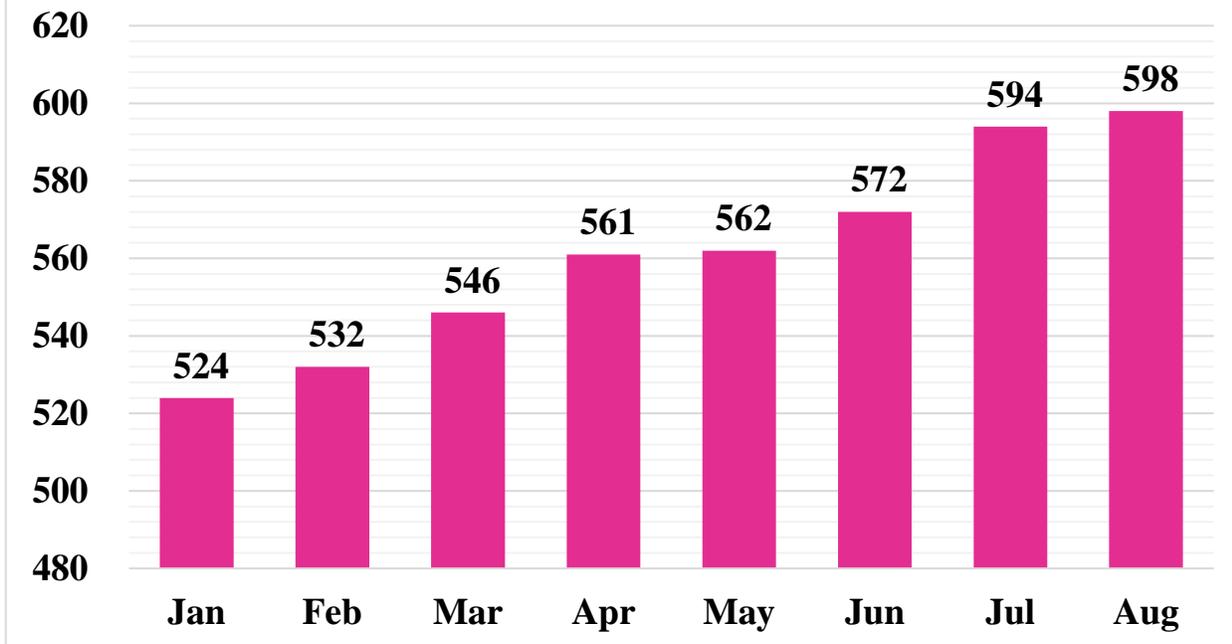
Table 1

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						



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.

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Planning & Development

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

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DATE: October 15, 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: **AUGUST 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.

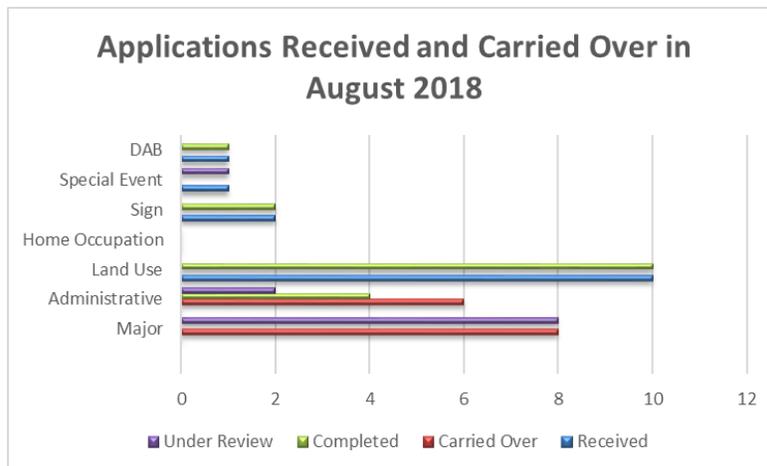
Activity Summary for Planning

Planning Counter Requests for Information: 73
 Planning Phone Calls Received: 81
 Planning E-mails Received/Answered: 188

Application Summary

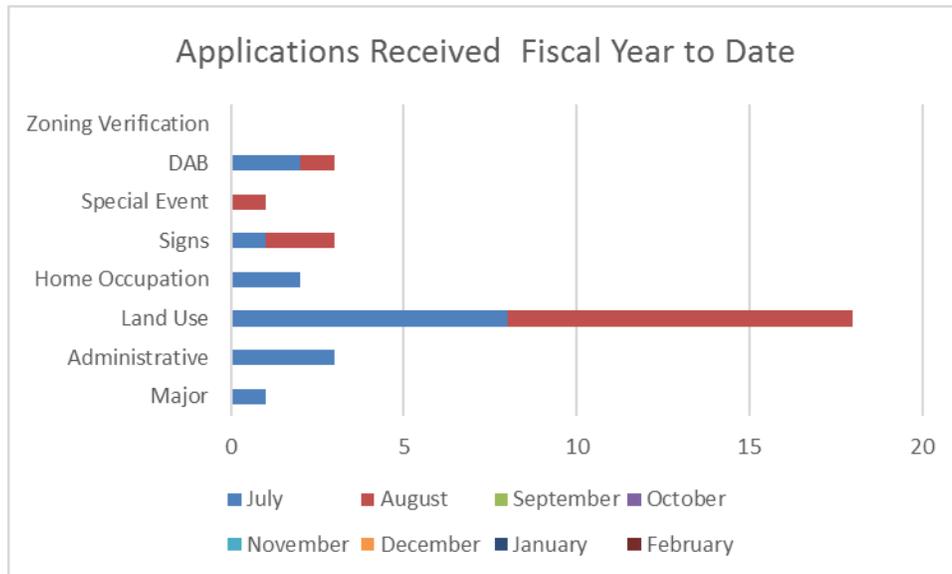
The Planning Division received 14 new applications in August, and carried over 14 from the previous month. Action was taken on 18 of them. Minor applications such as a new business, patio cover, or small room additions are handled as a Land Use application and typically processed within 2-3 days. Larger 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 August 2018				
Applications	Number Received	Carried Over	Completed	Under Review
Major	0	8	0	8
Administrative	0	6	5	1
Land Use	10	0	10	0
Home Occupation	0	0	0	0
Sign	2	0	2	0
Special Event	1	0	0	1
DAB	1	0	1	0
Total	14	14	18	10

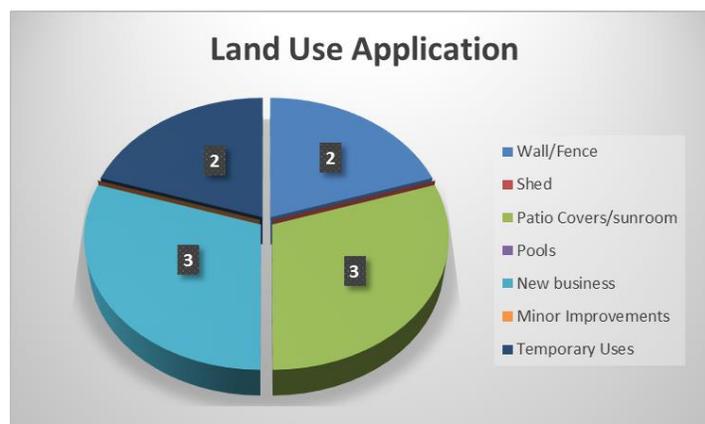


Applications Received, Approved and/or Under Review

Fiscal year to date the Planning Division has received 31 applications for review, 10 applications remained under review, and 9 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 August, including Basics and More, Inc. (Retail Merchandise), Custom Wellness (Healthy Living, Personal Training, and Support), and Cal Skate (New Owner). There were no special events approved in August; however, a special event application for the American Cancer Society (Bark for Life Fundraiser) is in review. Overall Land Use applications are the most predominant application that the Planning Division processes. Ten Land Use applications were approved in August. The table below shows the types of activities that were approved with the 10 Land Use applications approved in August 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 Plan Check
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	Under Construction
4/14/2016	SA 16-01 V 16-01 TTM 16-01 E 16-05	Aegis Builders Darryl Moore	Planned residential development – 17 lots and 17 to-story housing units	22404 Van Burren	Under Construction Foundation Roof Sheathing-Shear Inspected
5/11/2018	ASA 18-06 E 18-06	Tim Boyes	Rough Grading Review	0276-431-22, 21	Concurrent Plan Check Review Approved on 8/8/2018 Pending Planning ASA 18-06 Completion
10/27/2016	SA 16-09	Yacoub Farsakh	Single Family Residence	0276-331-49	Plan Check Grading Review

Development Advisory Board (DAB)

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

DAB					
Submitted	Case No.	Applicant	Description	Location	Status
8/22/2018	DAB 18-12	Maria and Antonio King	Medical Office, Birth Center	22756 Palm Avenue	Meeting held on 8/30/2018

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.

One Planning Commission meeting was held in the month of August and the following actions occurred.

August 15, 2018: A workshop on Housing Trends and Products 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 in October.

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 and application was not accepted.

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. Not Awarded.	\$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 and has already been repaid.

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 August 3, 2018 was cancelled and a Special Meeting was conducted on August 21, 2018. The agenda items included approval of the agenda and minutes, CERT organization (Bylaws, job descriptions, standard procedures), equipment and materials, 'Movies and Music in the Park' special event, and radio station updates.

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. Deemed Complete
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. Deemed Complete

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 letter e-mailed on 8/10/2018
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	Approved on 8/6/2018
7/10/2018	ACUP 18-04	La Pasta Italia	Beer and Wine License	22320 Barton Road, Unit C	Approved on 8/6/2018
6/28/2018	ASA 18-07	Aegis Builders	Temporary Stockpile	12667 Michigan Street	Approved on 8/15/2018
5/11/2018	ASA 18-06 E 18-06	Tim Boyes	Rough Grading Review	0276-431-22, 21	Approved
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	Approved on 8/10/2018

Land Use Review					
Date Submitted	Case No.	Applicant	Description	Location	Status
8/31/2018	LU 18-67	Cal Skate	New Business Owner	22080 Commerce Way	Approved
8/27/2018	LU 18-66	Ron McKinley	Personal Commercial Vehicle	22446 Van Buren Street	Approved
8/24/2018	LU 18-65	Shiloh Lightburn	Healthy Living, (Personal Training & Support)	12210 Michigan Street	Approved
8/21/2018	LU 18-64	Narinder Kahlon	Storage Space	12210 Michigan Street, Unit 8	Approved
8/21/2018	LU 18-63	Basics and More, Inc.	Retail Merchandise Business	12210 Michigan Street, Unit 19	Approved
8/21/2018	LU 18-62	Mission Patio Cover	Patio Cover	12012 Aspen Circle	Approved
8/17/2018	LU 18-61	John LeMay	Retaining Wall	12346 Vivienda Avenue	Approved
8/16/2018	LU 18-60	Armando Martinez	New Patio and Trellis	22835 Van Buren Street	Approved
8/13/2018	LU 18-59	Randy Sisco	Wood Fence	22000 Vivienda Avenue	Approved
8/2/2018	LU 18-58	Rooms N' Cover	Aluminum Patio	22249 Kentfield Street	Approved

Temporary Signs					
Date Submitted	Case No.	Applicant	Description	Location	Status
8/8/2018	TEMP SGN 18-13	Sara Robson	Temp Banner Flag	22415 Barton Road	Approved
8/8/2018	TEMP SGN 18-12	Jeffrey McConnel	Real Estate Signs	21758 Walnut Avenue	Approved

Special Event					
Date Submitted	Case No.	Applicant	Description	Location	Status
8/13/2018	SE 18-05	American Cancer Society	Fundraiser	Richard Rollins Park	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 37 permits issued in August. Year to date a total of 84 permits have been issued with a total revenue of \$61,176.72. In addition, a total number of 65 customers were assisted at the Building & Safety counter for the month of August.

Building Permit Activity						
	July	August	September	October	November	December
Applications received	44	65				
Permits issued	47	37				
Permits finalized	24	33				
Business occupancies issued	1	3				
Expired permits	2	5				
Total monthly revenue	\$51,772.52*	\$9,404.20				

* Includes (17) New Single-Family Residence Permits

Permits Issued

Thirty-seven permits issued in August include residential alterations and repair, a block wall, re-roofs, water heaters, HVAC replacements, PV solar systems, a parking lot light, patio covers, and a panel upgrade.

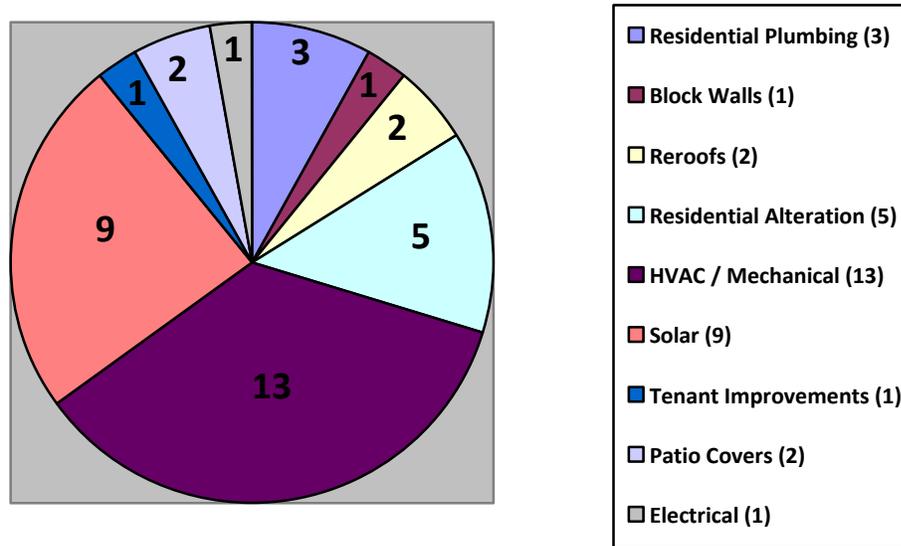
Of note, a permit for public improvements for Parcel Map 16945 was issued to Boyes and Son which includes installation of curb, gutter, sidewalks, paving and street lights for a parcel map at the corner of Grand Terrace Road and Vista Grande Way. A permit for a new parking lot including, lights and landscaping, was issued for the San Manuel Indian Health Clinic.

For August 2018, one permit was assessed a double permit fee due to construction work starting without the benefit of a proper building permit.

Type of permits	Number Issued											
	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Residential Alteration/Repair	2	5										
Block Walls / Retaining Walls	1	1										
Reroofs	3	2										
Water Heater / Plumbing	3	3										
HVAC / Mechanical	6	13										
Solar	6	9										
Commercial Tenant Improvement	4	1										
New Commercial	0	0										
Grading	1	0										
Patio Covers	1	2										
Pools	0	0										
Panel Upgrades / Electrical	3	1										
New SFR	17	0										
Total	47	37										

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

Issued Permits - August 2018



Major Projects Under Construction

For August 2018, major projects under construction include Habitat for Humanity, Aegis Builders, Inc.'s Van Buren Project, and on-site grading for the SCE Highgrove Substation.

Other ongoing projects also include "Sweet Life Bakery" Tenant Improvement, new healing garden and parking lot expansion at San Manuel Indian Health Clinic, and construction of a new cell tower on La Crosse Ave.

Project	Description/Location	Status
Habitat for Humanity	12569 & 12579 Michigan St. New SFR Habitat Project	Under Construction – Roof sheathing/shear inspected
Aegis Builders, Inc.	12382 – 12485 Tesoro Ct. New 17 SFR Aegis Project & Foundation Only permits	Under Construction – Roof sheathing/shear inspected
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

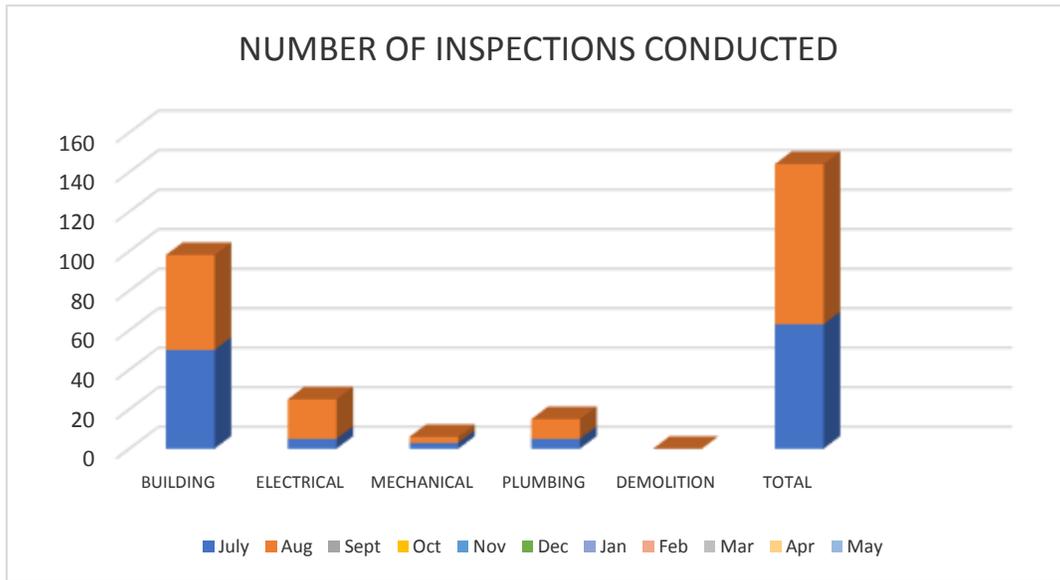
For August 2018, a total number of twenty-seven plans were submitted for review and re-submittal. Of the twenty-seven there consisted block walls, a tenant improvement for a spray booth, a stock-pile plan, window replacements, patio covers, PV solar systems, and siding.

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
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
Wilden Pump & Engineering	22069 Van Buren St. – Installation of (1) spray booth	In Plan Check – Plans under review

Inspections

Type of Inspection	# of Inspections Conducted											
	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Building	50	48										
Electrical	5	20										
Mechanical	3	3										
Plumbing	5	10										
Demolition	0	0										
Total	63	81										

*Thirty-four final building inspections were performed for the month of August 2018.

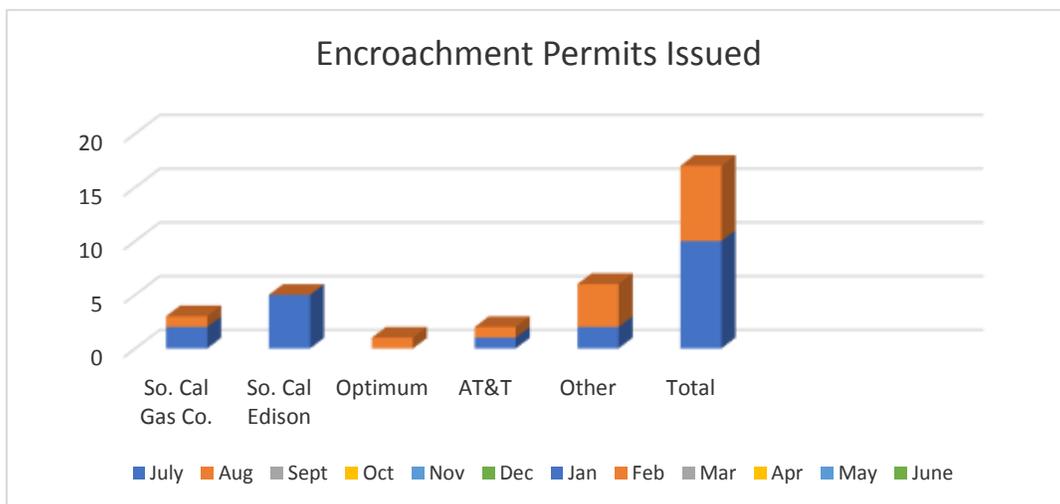


Certificate of Occupancy

A Certificate of Occupancy was issued for the following businesses:

- Hajoca Plumbing Supplies located at 22070 Commerce Way
- Tiffany’s Lash Studio located at 12139 Mt. Vernon Ave.
- Creative Elite Sounds located at 12210 Michigan St. #28

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										
So. Cal. Edison	5	0										
Optimum	0	1										
AT&T	1	1										
Verizon	0	0										
Revocable Permit	0	0										
Other**	2	4										
Total	10	7										
Total Monthly Revenue	\$5,709.93	\$6,165										

** "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

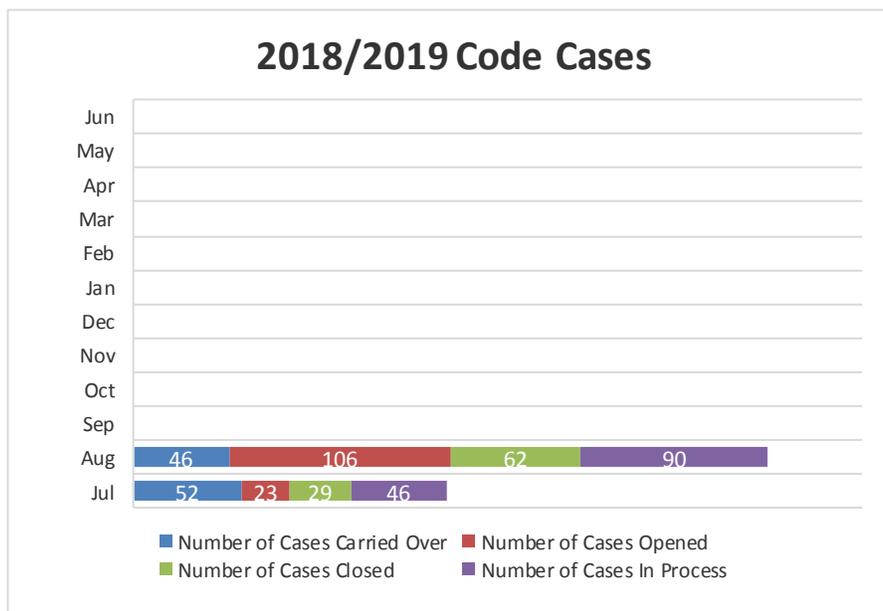
Code Enforcement Activities

The Division is budgeted for one full time Officer, a part time Specialist and a full-time Office Specialist. These three positions constitute 464 monthly service hours in August.

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 August, Code Enforcement had 46 cases carried over from the previous month, 106 new cases opened, and 62 cases were closed. The Division closed out August with 90 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.

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Inspections Conducted	57	111										
Notice of Corrections Issued*	10	71										
Notices of Violation Issued	14	11										
Citations Issued	17	23										

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

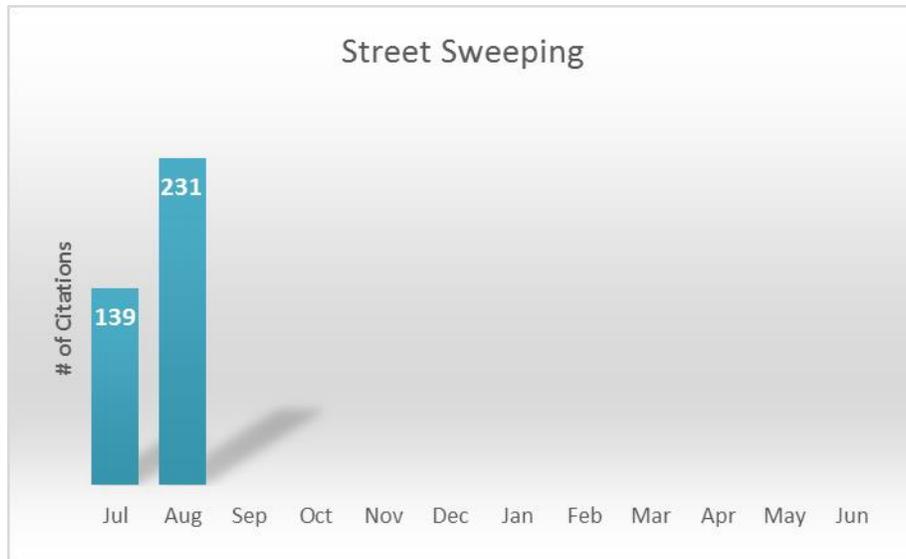
Weekend Code Enforcement Activities

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

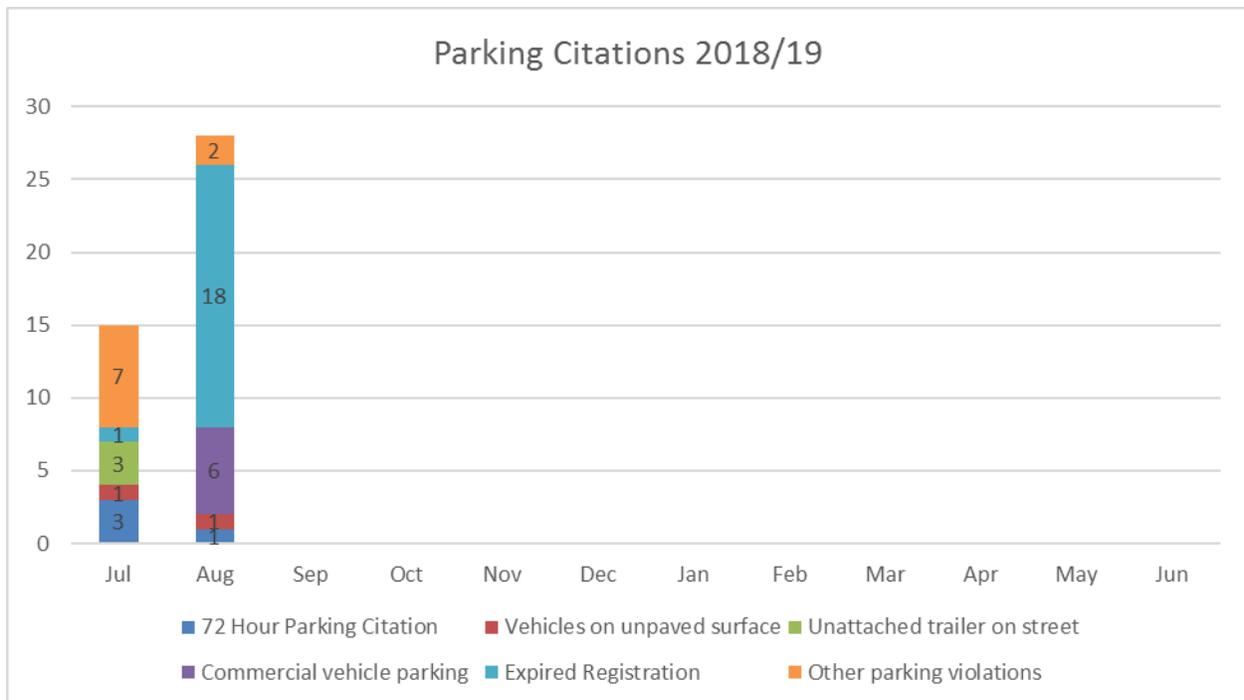
Case Types	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Graffiti	0											
Yard sale signs	20											
Open house and other signs	1											
Illegal Dumping	0											
Unpermitted construction	1											
Follow-up inspections	23											
Parking violations	6											

Parking Citations:

In August, 259 vehicle related citations were issued; 231 of the citations issued were related to street sweeping enforcement. The citations are expected to generate approximately \$6475 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, parking on unpaved surfaces, and commercial vehicles in residential areas.



Graffiti/Vandalism/Illegal Dumping

There were no instances of graffiti reported in August 2018 on private or public property.

Rental Inspection Program

There are approximately 341 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 341 properties in the program, 328 rental property owners have paid their 2018 fees as of the end of August. On August 24th, properties who failed to pay annual rental inspection fees were submitted to the San Bernardino County Assessor to have a lien placed on their property.

Properties are inspected annually. All rental properties have been inspected and of the three hundred and forty-one inspected properties 58 rentals remain open for violations and will be followed up to ensure they are in accordance with Grand Terrace rental property standards.

See Click Fix

There were four complaints received via SeeClickFix in August 2018. The cases involved overgrown vegetation, excess water drainage, and outdoor storage. These cases are still being addressed Code Enforcement.

Animal Control

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.

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 pets. 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.

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
Barking Complaints	0	2				
Unlicensed Dogs	0	3				
Strays	14	10				
Animal Welfare Check	3	0				
Dead Animals	4	2				
Returned to owner	0	2				
Bites	0	3				

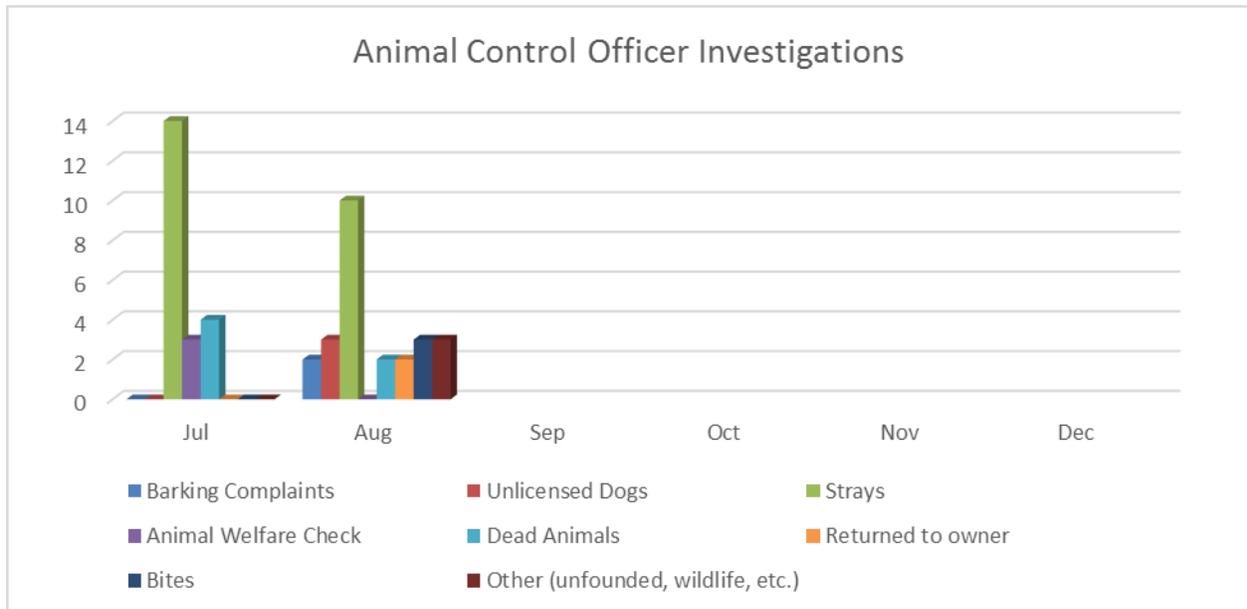
Animal Control Officer Investigations	Jul	Aug	Sep	Oct	Nov	Dec
Barking Complaints	0	2				
Unlicensed Dogs	0	3				
Strays	14	10				
Animal Welfare Check	3	0				
Dead Animals	4	2				
Returned to owner	0	2				
Bites	0	3				
Other (unfounded, wildlife, etc.)	0	3				

Animal Control Officer Investigations	Jul	Aug	Sep	Oct	Nov	Dec
Barking Complaints	0	2				
Unlicensed Dogs	0	3				
Strays	14	10				
Animal Welfare Check	3	0				
Dead Animals	4	2				
Returned to owner	0	2				
Bites	0	3				
Other (unfounded, wildlife, etc.)	0	3				

Animal Control Sheltering Services	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb
Animal Intakes								
Strays	9	4						

Stray Dead	0	2						
Owner Surrender	3	0						
Total	12	6						
Animal Disposition								
Adopted	3	2						
Returned to Owner	4	0						
Euthanized	2	1						
Other	1	0						
Total	10	3						

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



The chart below shows sheltering services performed by the County of Riverside for the month.

Animal Control Sheltering Services	Jul	Aug	Sep	Oct	Nov	Dec
Animal Intakes						
Strays	9	4				
Stray Dead	0	2				
Owner Surrender	3	0				
Total	12	6				
Animal Disposition						
Adopted	3	2				
Returned to Owner	4	0				
Euthanized	2	1				
Other	1	0				
Total	10	3				

Animal Control Sheltering Services	Jul	Aug	Sep	Oct	Nov	Dec
Animal Intakes						
Strays	9	4				
Stray Dead	0	2				
Owner Surrender	3	0				
Total	12	6				
Animal Disposition						
Adopted	3	2				
Returned to Owner	4	0				
Euthanized	2	1				
Other	1	0				
Total	10	3				

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: October 16, 2018

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

FROM: Alan French, Public Works Department Director

SUBJECT: August 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% comments being addressed	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	736	635	28	49	4
Office	2	2	368	362	0	4	0
Total	6	6	1104	997	28	53	4

*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 40 work releases hours during the month of August.

4	8/1/2018	08/15/2018 - 03:50PM	PW-INTERNAL Irrigation Repairs	12570 Mount Vernon Avenue Grand Terrace, CA	Sprinkler leak
5	8/2/2018	08/03/2018 - 09:40AM	PW-INTERNAL Other - Non- Emergency City Service Request	Grand Terrace CA	Clean-park equipment
6	8/2/2018	08/06/2018 - 12:08PM	PW-INTERNAL Other - Non- Emergency City Service Request	22795 Barton Road Grand Terrace, CA	Service City vehicle
7	8/2/2018	09/27/2018 - 02:00PM	CE-Overgrown Weeds	22586 Brentwood Street Grand Terrace, California	Palm trees. Palm trees near street... two very large palms that have a lot of dead palm leaves that continuously fall into the street and our yard and on our roof. Pods that have bloomed and float all over the place, make a huge mess and have to be swept daily. Our roof and pool and patio (and neighbors pool) and our yard are covered in the dead palm pod flowers.
8	8/3/2018	08/13/2018 - 11:47AM	PW-INTERNAL Street Signs	21937 Grand Terrace Road Grand Terrace, CA	Remove the sign at Fitness park
9	08/03/2018 - 05:47PM	08/10/2018 - 09:26AM	PW-INTERNAL City Tree Maintenance	11858 Maple Avenue Grand Terrace, CA	Resident reported debris of fallen tree debris need to be removed from the right of way.
10	08/03/2018 - 06:00PM	08/03/2018 - 06:00PM	PW-INTERNAL Irrigation Repairs	12570 Mount Vernon Avenue Grand Terrace, CA	Resident reported irrigation leak on Mt. Vernon
11	08/03/2018 - 06:01PM	08/21/2018 - 03:21PM	PW-INTERNAL Other - Non- Emergency City Service Request	22795 Barton Road Grand Terrace, CA	Windshield wipers on Prius need to be replaced.

12	08/05/2018 - 03:45PM	08/07/2018 - 06:09PM	CE-Non-Emergency	22700 Vista Grande Way Grand Terrace, California	Encampment between Vista Grande Way and S. Mt. Vernon Ave. Tent, picnic table, coolers, etc. Can be viewed from above Vista Grande across from the Baptist Church
13	08/05/2018 - 03:49PM		CE-Non-Emergency	12421 Mount Vernon Avenue Grand Terrace, California	Address approximate. - Water from a home on Warbler drains onto the sidewalk on the east side of Mt. Vernon.
14	08/05/2018 - 03:53PM	08/13/2018 - 11:46AM	CE-Non-Emergency	22633 Palm Avenue Grand Terrace, California	Sprinkler leak in parkway across from City planter and in front of Azure Hills.
15	08/06/2018 - 02:35PM	08/06/2018 - 03:01PM	PW-INTERNAL Other - Non-Emergency City Service Request	22795 Barton Road Grand Terrace, CA	Restock dog park, doggy's bags.
16	08/06/2018 - 02:54PM	08/06/2018 - 02:56PM	PW-INTERNAL Other - Non-Emergency City Service Request	Grand Terrace CA	Dog park maintenance needed.
17	08/06/2018 - 02:59PM	08/10/2018 - 09:24AM	PW-INTERNAL Other - Non-Emergency City Service Request	22720 Vista Grande Way Grand Terrace, CA	Secure area that has large hole at the dog park. (Big dog area)
18	08/06/2018 - 04:59PM	08/21/2018 - 03:20PM	PW-INTERNAL City Tree Maintenance	Oriole Avenue Grand Terrace, CA	Tree reported on right-of-way on oriole between lark and Pruitt court. Please take photos. (condition of tree)
19	08/07/2018 - 02:56PM	08/13/2018 - 11:44AM	PW-INTERNAL Asphalt Repairs	Pico Street Grand Terrace, CA	Please inspect hole it's located on the corner of Pico and Mt. Vernon next to the stop sign, you should see a visible hole.
20	08/08/2018 - 11:28AM	10/04/2018 - 11:28AM	PW-INTERNAL Event Set-up	22795 Barton Road Grand Terrace, CA	Event meeting set-up.

21	08/08/2018 - 01:19PM	08/13/2018 - 11:42AM	PW-INTERNAL Event Set-up	Grand Terrace CA	Set-up for Music and Movies in the Park event is the same as the last event.
22	08/08/2018 - 07:44PM	08/10/2018 - 09:21AM	PW-INTERNAL General Office Repairs	22731 Grand Terrace Road Grand Terrace, CA	Irrigation leaks.
23	08/09/2018 - 02:21PM	08/13/2018 - 11:41AM	PW-INTERNAL General Office Repairs	22795 Barton Road Grand Terrace, CA	Women's restroom light needs to be replaced going out, thank you.
24	08/09/2018 - 05:09PM	08/13/2018 - 11:41AM	PW-INTERNAL General Office Repairs	22400 Barton Road Grand Terrace, CA	High Tech Security tech to service system.
25	08/11/2018 - 01:27PM	08/15/2018 - 02:24PM	CE-Non- Emergency	12488 Warbler Avenue Grand Terrace, California	Couch dumped at the northeast corner blocking the sidewalk.
26	08/11/2018 - 01:33PM	08/15/2018 - 02:12PM	PW-Parks (Non- Emergency request)	Grand Terrace 92313 United States	Park equipment (swing) to be replaced at Richard Rollins playground.
27	08/13/2018 - 02:54PM	08/27/2018 - 03:16PM	PW-INTERNAL Event Set-up	22795 Barton Road Grand Terrace, CA	Meeting set-up.
28	08/14/2018 - 11:55AM	08/16/2018 - 09:10AM	PW-INTERNAL Other - Non- Emergency City Service Request	22795 Barton Road Grand Terrace, CA	Wash of Animal Control vehicle.
29	08/14/2018 - 02:32PM	08/15/2018 - 02:18PM	PW-INTERNAL Other - Non- Emergency City Service Request	22616 De Soto Street Grand Terrace, CA	Beehive reported on resident's mailbox.
30	08/14/2018 - 05:21PM	08/15/2018 - 02:18PM	PW-INTERNAL Other - Non- Emergency City Service Request	Grand Terrace CA	Installation of park equipment.

31	08/15/2018 - 02:52PM	08/27/2018 - 05:30PM	PW-INTERNAL Other - Non-Emergency City Service Request	21950 Pico Street Grand Terrace, CA	Freezer at Veterans Freedom park need to be inspected and repaired.
32	08/15/2018 - 04:35PM	08/23/2018 - 09:16AM	PW-INTERNAL General Office Repairs	22795 Barton Road Grand Terrace, CA	Office equipment maintenance.
33	08/15/2018 - 04:36PM	08/16/2018 - 04:20PM	PW-INTERNAL General Office Repairs	22795 Barton Road Grand Terrace, CA	Key copies for City Clerk's office.
34	08/15/2018 - 08:28PM	08/16/2018 - 04:20PM	PW-INTERNAL Irrigation Repairs	Palm Avenue Grand Terrace, CA	Please clean the debris in the triangle plant area
35	08/16/2018 - 11:24AM		PW-Street gutters	22391 Ladera Street Grand Terrace, California	Tree maintenance, yr. 3.
36	08/16/2018 - 11:53AM	08/20/2018 - 09:38AM	PW-INTERNAL Event Set-up	21950 Pico Street Grand Terrace, CA	Please power wash shelter and turn on lights and close park after for family baseball game from 6-10p.m.
37	08/16/2018 - 03:58PM	08/20/2018 - 09:37AM	PW-Other-Non Emergency City Service Request	21950 Pico Street Grand Terrace, CA	Please power wash the shelter for reservation tomorrow.
38	08/16/2018 - 04:01PM	08/20/2018 - 09:37AM	PW-Parks (Non-Emergency request)	Grand Terrace CA	Please open electrical box on light poles at Rollins Park Sat Aug 18th by 730a.m.
39	08/16/2018 - 04:34PM	09/24/2018 - 03:18PM	PW-INTERNAL Irrigation Repairs	22795 Barton Road Grand Terrace, CA	Please replace broken sprinklers around city hall parking lot
40	08/16/2018 - 05:25PM	08/30/2018 - 03:58PM	PW-INTERNAL Overgrown Weeds	Barton Road Grand Terrace, CA	Please remove weeds from parkway on Barton Road (North Side) from Vivienda to Canal St
41	08/16/2018 - 05:28PM	08/27/2018 - 03:15PM	PW-INTERNAL Overgrown Weeds	Barton Road Grand Terrace, CA	Please remove weeds and palm tree volunteers along parkway on Barton Rd from Arliss to end od block wall East
42	08/16/2018 - 06:54PM	08/20/2018 - 09:34AM	PW-INTERNAL Event Set-up	Grand Terrace CA	Please power wash shelters A, B, C and D at Richard Rollins for reservations placed. Thank you.

43	08/16/2018 - 06:57PM	08/27/2018 - 09:14AM	PW-INTERNAL General Office Repairs	22795 Barton Road Grand Terrace, CA	The "E" fell off the Finance counter. Please repair.
44	08/16/2018 - 07:13PM		PW-INTERNAL General Office Repairs	22582 City Center Court Grand Terrace, CA	Obtain paint quotes for Fire Station.
45	08/16/2018 - 07:16PM		PW-INTERNAL General Office Repairs	22795 Barton Road Grand Terrace, CA	Obtain quotes for west end door hinge repairs.
46	08/16/2018 - 08:40PM	08/27/2018 - 05:27PM	PW-INTERNAL City Tree Maintenance	22795 Barton Road Grand Terrace, CA	Tree maintenance.
47	08/17/2018 - 10:41AM		CE-Overgrown Weeds	De Berry - Very Top Grand Terrace, CA	Ice plant completely covering the sidewalk.
48	08/17/2018 - 10:45AM	08/22/2018 - 02:55PM	PW-Pothole Repair	22765 Desoto St Grand Terrace, California	Sidewalk repair inquiry.
49	08/20/2018 - 01:11PM	08/23/2018 - 09:12AM	PW-INTERNAL Event Set-up	22785 Van Buren Street Grand Terrace, CA	Event set-up.
50	08/20/2018 - 03:45PM	08/21/2018 - 03:08PM	PW-INTERNAL Stock Supplies	Grand Terrace CA	Stock Dog park.
51	08/20/2018 - 06:46PM	08/27/2018 - 05:19PM	PW-INTERNAL City Tree Maintenance	Grand Terrace CA	Tree maintenance.
52	08/21/2018 - 01:14PM	08/23/2018 - 09:11AM	PW-INTERNAL General Office Repairs	22795 Barton Road Grand Terrace, CA	Light out in women's staff restroom downstairs.
53	08/21/2018 - 01:14PM	08/23/2018 - 09:11AM	PW-INTERNAL General Office Repairs	22795 Barton Road Grand Terrace, CA	Ice and Water are out in the staff break-room refrigerator.
54	08/21/2018 - 05:10PM	08/27/2018 - 05:17PM	PW-City Sign Issue	23081 Grand Terrace Road Grand Terrace, California	Honey Hills, the red light to cross over Barton to go to Grand Terrace Road, is out.

55	08/22/2018 - 11:33AM	08/27/2018 - 05:08PM	PW-INTERNAL Overgrown Weeds	Whistler Street Grand Terrace, CA 12354	Resident requesting maintenance of the south west corner of Whistler and De Berry. (walk-way) Thank you. Tree maintenance.
56	08/22/2018 - 12:30PM	08/29/2018 - 11:14AM	PW-INTERNAL Street Signs	Mount Vernon Avenue Grand Terrace, CA	
57	08/23/2018 - 10:57AM	08/29/2018 - 11:06AM	PW-Street gutters	11806 Eton Dr Grand Terrace, CA 92313, USA	Clean gutter area,
58	08/23/2018 - 05:35PM	09/07/2018 - 04:57PM	CE-Non-Emergency	21971 De Berry Street Grand Terrace, California	Tree maintenance.
59	08/23/2018 - 06:11PM	08/30/2018 - 09:47AM	PW-INTERNAL Drain repairs	Westwood Street Grand Terrace, CA	GT resident reported drain across 23256 Westwood Street needs to be cleaned of debris, thank you.
60	08/24/2018 - 11:22AM	09/24/2018 - 03:16PM	PW-INTERNAL Street Signs	Vivienda Avenue Grand Terrace, CA	Street signage.
61	08/27/2018 - 04:42PM	08/30/2018 - 09:45AM	PW-INTERNAL Street repairs	Vivienda Avenue Grand Terrace, CA	Pothole repairs.
62	08/27/2018 - 05:58PM	08/29/2018 - 01:36PM	PW-INTERNAL Overgrown Weeds	Reed Avenue Grand Terrace, CA	Overgrown weeds on Reed to be trimmed.
63	08/27/2018 - 06:41PM	08/29/2018 - 07:08PM	PW-INTERNAL Street repairs	Barton Road Grand Terrace, CA	Bus Stop on Vivienda and Barton Road bus stop tree maintenance resident by resident.
64	08/28/2018 - 02:14AM		CE-Overgrown Weeds	22007 Rene Ln Grand Terrace 92313, United States	Overgrown weed maintenance.
65	08/28/2018 - 09:19AM	08/30/2018 - 09:44AM	PW-INTERNAL Overgrown Weeds	Mount Vernon Avenue Grand Terrace, CA	Please remove grass growth/weeds on West Side Mt Vernon, North of Van Buren

66	08/29/2018 - 11:22AM	08/30/2018 - 11:08AM	PW-INTERNAL General Office Repairs	22795 Barton Road Grand Terrace, CA	Refrigerator maintenance staff breakroom.
67	08/29/2018 - 11:24AM	08/30/2018 - 09:40AM	PW-INTERNAL- Graffiti Removal	Michigan Street Grand Terrace, CA	Graffiti removal on Michigan and Main
68	08/29/2018 - 11:26AM	08/30/2018 - 09:40AM	PW-INTERNAL Street Signs	Mavis Street Grand Terrace, CA	Install new stop sign on Mavis/Vivienda on S/W/C
69	08/29/2018 - 11:44AM	08/29/2018 - 11:44AM	PW-INTERNAL General Office Repairs	22795 Barton Road Grand Terrace, CA	All City Flags have been adjusted at half mast
70	08/29/2018 - 07:57PM	09/10/2018 - 05:25PM	PW-INTERNAL Event Set-up	22795 Barton Road Grand Terrace, CA	Event set-up Public Works Department.
71	08/30/2018 - 05:15PM	08/31/2018 - 04:28PM	PW-INTERNAL Event Set-up	Grand Terrace CA	Please power wash shelter B for this Saturdays reservation, thank you.
72	08/30/2018 - 05:44PM	08/31/2018 - 04:27PM	PW-INTERNAL Other - Non- Emergency City Service Request	22795 Barton Road Grand Terrace, CA	Please break down community room
73	08/31/2018 - 09:43AM	08/31/2018 - 04:26PM	PW-INTERNAL Other - Non- Emergency City Service Request	22795 Barton Road Grand Terrace, CA	Please install posters in Kiosks city wide and banner at GT Road and Mt Vernon
74	08/31/2018 - 02:12PM	08/31/2018 - 04:28PM	PW-INTERNAL General Office Repairs	22795 Barton Road Grand Terrace, CA	Storage of boxes.

Between Aug 01, 2018 and Aug 31, 2018

77 requests were opened

83 requests were acknowledged

105 requests were closed

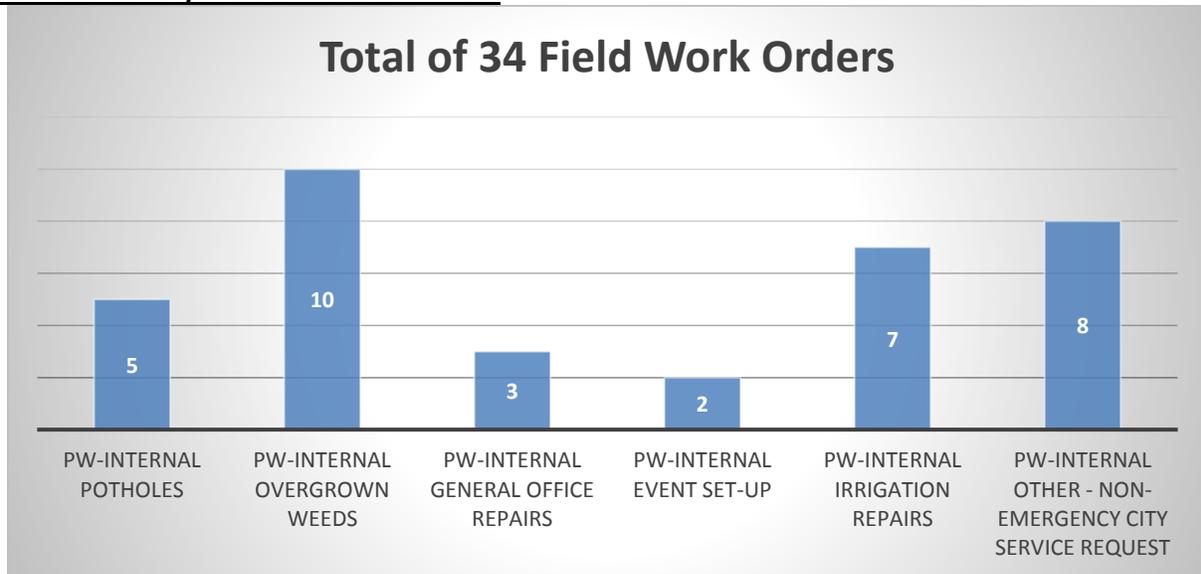
The average time to acknowledge was 3.7 days.

The average time to close was 17.7 days.

Requests by Source



Work Orders captured while out on Field



Park Shelter Reservations in AUGUST 2018

Park	Shelter	Date Reserved
Richard Rollins	Movies In the Park	August 11, 2018
Richard Rollins	Shelters A & B	August 19, 2018
Richard Rollins	Shelter C & D	August 19, 2018
Richard Rollins	Shelter B	August 25, 2018
Veterans Freedom Park	Shelter	August 4, 2018
Veterans Freedom Park	Field	August 17, 2018

Community Room Reservations August 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	11AM-4PM
City Clerk's Meeting	Monday	1PM-3PM
Public Works Meeting	Wednesday 22, 2018	6PM-8PM
City Clerk's Meeting	Monday 27, 2018	9AM-11AM

August 2018

September 2018

August 2018

Su	Mo	Tu	We	Th	Fr	Sa
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						

Su	Mo	Tu	We	Th	Fr	Sa
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	

Su	Mo	Tu	We	Th	Fr	Sa
31						

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
WEEK 31 Jul 29	30	31	Aug 1 12:00pm Blood Drive	2 12:00pm Summer Library Performances 2018 4:00pm Girl Scouts Troop 1195	3	4 10:00am Overeaters Anonymous 1:00pm Inland Empire Quilt Guild
5	6 1:00pm Debra Thomas (Community Room) - Debra Thomas	7 5:00pm EOC Monthly Meeting (Community Room) 6:30pm Republican Woman's Club (Community Room)	8	9 4:00pm Girl Scouts Troop 1195 4:00pm Parks and Recs Advisory Committee	10	11 9:00am Citrus Belt Quilters 10:00am Overeaters Anonymous
12	13	14	15	16 4:00pm Girl Scouts Troop 1195	17	18 10:00am Overeaters Anonymous
19	20	21	22 6:00pm Edison-Adreane	23 4:00pm Girl Scouts Troop 1195	24	25 10:00am Overeaters Anonymous
26	27 9:00am City Clerk	28	29	30 4:00pm Girl Scouts Troop 1195	31 6:00pm GT Titans Football-Meeting	Sep 1

Community Room

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

Waste Management Services

Burrtec Waste Industries

Waste Generation Report:

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

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

Service Description	Refuse	Recycling	E-Waste	Green-waste	Tires	Tin/White	Scrap Metal	C&D	Comm'l Select / Floor-sort	Total Tonnage Generated	Total Tonnage Generated by Category
Residential	279.79	77.01		205.11						561.91	
Christmas Tree											
Bulky Item	7.75		0.16			1.58				9.49	571.40 Residential
Multi-Family	149.49	12.19		4.83						166.51	166.51 Multi-Family
Commercial	170.33	12.76			0.29		0.42		0.11	183.91	
School	6.68	6.64								13.32	197.23 Commercial
Rolloff	39.26									39.26	39.26 Rolloff
Grand Total	653.30	108.60	0.16	209.94	0.29	1.58	0.42		0.11	974.40	

Missed Pick-Up Report

<u>Date Reported</u>	<u>Address</u>	<u>Description</u>	<u>Date Pick Up Completed</u>
7/2/2018	21881 Barton Road	Trash was missed	7/2/2018
7/3/2018	21881 Barton Road	2 nd request for pick-up	7/3/2018
7/6/2018	22911 Miriam Way	Trash was missed	7/7/2018
7/17/2018	22149 Mavis Street	Greenwaste bin missed	7/1/2017
7/17/2018	22568 Raven Way	Greenwaste bin was missed	7/18/2018
7/31/2018	22408 Canal Circle	Trash was missed	7/31/2018

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 Aug. 30, 2018
ACCO Engineered Systems	HVAC Maintenance	\$22,850	-\$5,661.71
Albert A Webb Associates	Commerce Way Final Design	\$109,389.00	\$44,353.85
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	\$44,416.66
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	\$41,085.00
Gopher Patrol	Gopher Abatement Services	\$6,512.00	\$5,535.00
Hardy and Harper, Inc	Street Maintenance Services	\$75,000.00	\$75,000.00
Interwest Consulting Group TKE Engineering HR Green	On-Call Public Works Inspection Services	\$40,000.00	\$40,000.00
Interwest Consulting Group HR Green Albert A. Webb	On-Call Construction Management Services (incl. Barton Road Interchange Project – Interwest)	\$40,000.00	\$0
Interwest Consulting Group	Commerce Way Extension Real Estate & Engineering Services	\$251,609.00	\$244,495.25
Lynn Merrill	NPDES Services	\$10,000.00	\$10,000.00
Moran Janitorial Services	Janitorial Services for City Hall and City Parks	\$19,980.00	\$14,985.00
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	\$17,027.96	\$0
San Bernardino County Land Use Services	Fire and Weed Hazard Abatement Services	\$13,526.00	\$13,526.00
St. Francis Electric, LLC.	Traffic Signal Maintenance Services	\$10,000.00	\$6,641.25
County of Riverside TLMA Administration	Main Street Traffic Signal Maintenance Services	\$6,000.00	\$365.78
West Coast Arborist	5 Year Tree Maintenance Program	\$38,560.40 (\$192,802: 5-yr term)	\$38,560.00
Western Exterminator Co.	Pest Control Services	\$5,436.00	\$4,140.50
Willdan	Engineering Services (incl. Landscape and Lighting Assessment District)	\$7,000 (paid with Dev. fees)	N/A (Developer Fee and LLMD Assess.)
	TOTAL PUBLIC WORKS CONTRACT VALUE FOR FY 2017-18:	\$748,736.74	\$282,398.26 balance **

FY 2018-19 Capital Improvement Project Contracts

Contractor Name	Service	Contract Amount	Contract Balance
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	\$17,166.00
Hardy & Harper	Pavement Rehabilitation Project	\$756,000.00	\$176,640.80
HR Green California	Pavement Rehabilitation Project – Inspection / Construction Mgt	\$26,250.00	\$0
Warren Anderson Ford Inc (Fritts Ford)	2019 hybrid Ford F-250 maintenance truck (approved by Council FY 17-18)	\$55,075.00	\$55,075.00
	TOTAL CIP PROJECT CONTRACT VALUE FOR FY 2018-19	\$1,266,865.42	\$265,399.65

Bids:

- Phase I Environmental Site Assessment Services for Commerce Way Project

Major Reports:

- SB 1 2018-19 Submittal to CTC
- County Assessment for Delinquent Trash and Sewer
- AQMD AB 2766 Report
- Cal Recycle Electronic Annual Report (EAR)
- SBCTA Measure I CIP Report / Resolution

Grants:

- Submitted application to Edison DC Fast Charge Ready Program
- 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:

- Bed Bug Inspections and Treatment at Senior Center
- Grand View Baptist Church – documentation for City use of church parking lot for Dog Park visitors
- Delinquent Accounts for Trash / Sewer / Rental Inspection Program
- Pavement Rehabilitation Project – assist
- EV Charging Station

Major Meetings / Events:

- Pavement Rehabilitation Project Progress Meetings – throughout August / September

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Sheriff's Contract

- Law Enforcement Services



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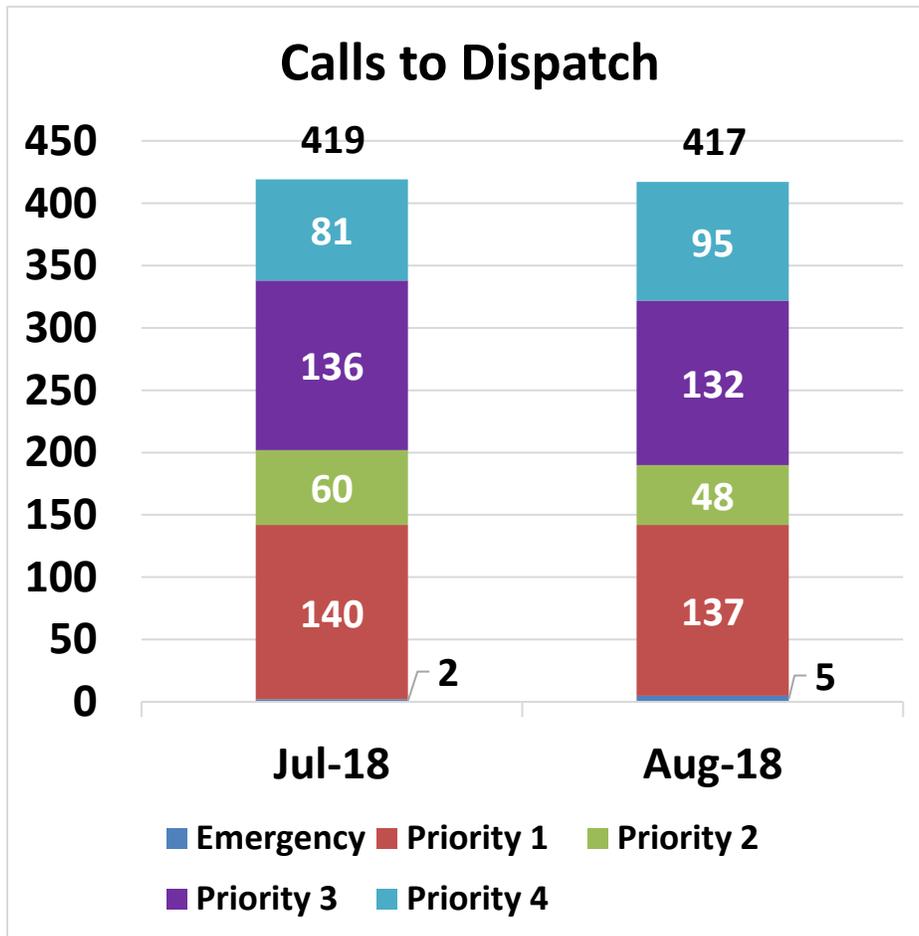


San Bernardino County
Sheriff's Department



Services	July 2018	August 2018
Officer Contact and Calls	1,065	1,153

Calls to Dispatch	July 2018	August 2018
Emergency	2	5
Priority 1	140	137
Priority 2	60	48
Priority 3	136	132
Priority 4	81	95
Totals	419	417



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San Bernardino County Fire





San Bernardino County Fire Area Incident Report

Criteria: 08/01/2018 to 08/31/2018

Division(s): East Valley, West Valley, Mountain, North Desert, High Desert, South Desert

Battalion(s): 3, 4

City(ies): Grand Terrace

	Totals for FY 18/19
Incident Type	Incidents
Vegetation Fire	1
Vehicle Fire	1
Other Fire	2
Investigation/Alarm	6
HazMat	1
Medical	97
Public Service	3
Traffic Collision	3
Traffic Collision with Extrication	1
Totals	115