



MONTHLY REPORT

December 2018 &
January 2019

PRESENTED BY
THE CITY MANAGER'S OFFICE

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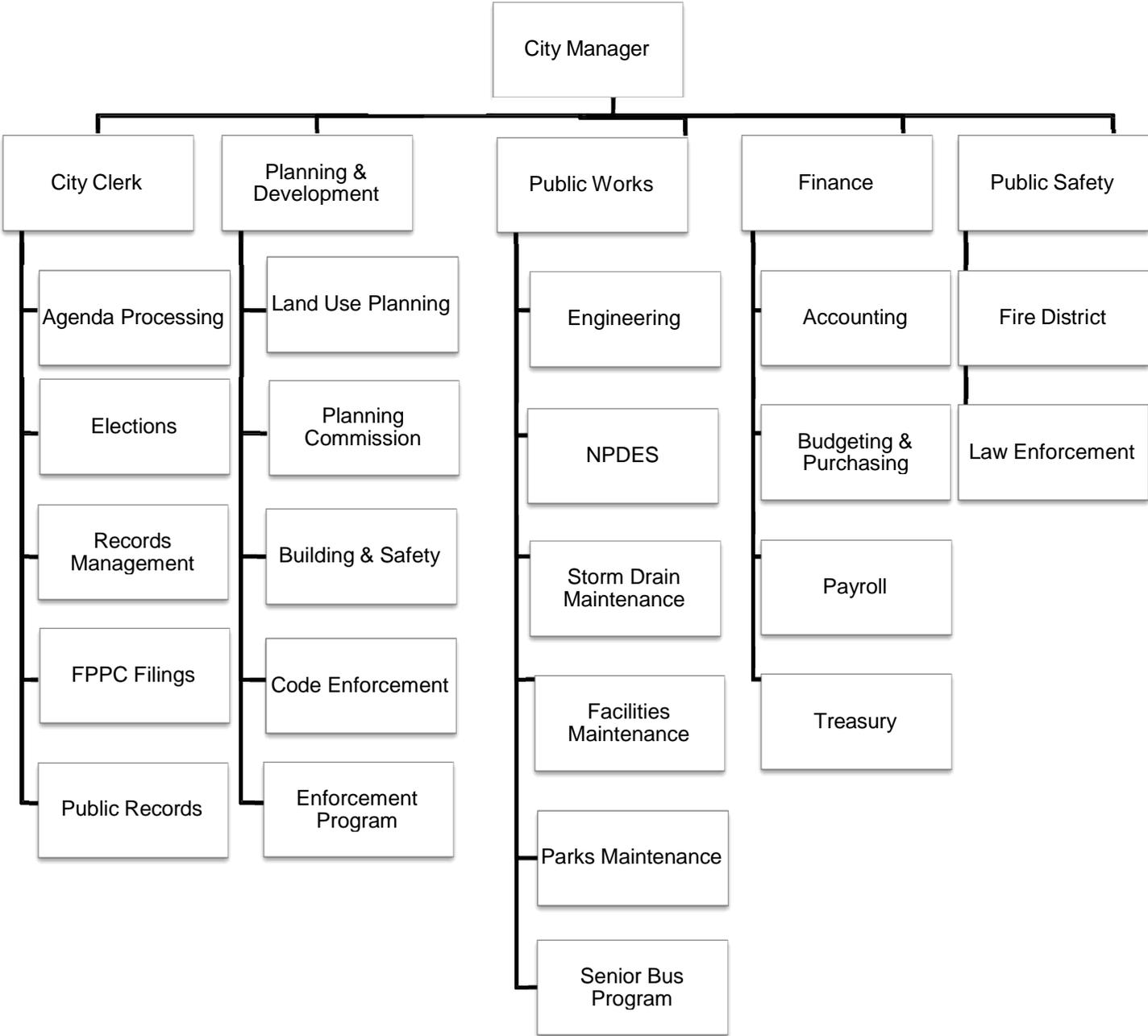
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CITY MANAGER

Organization Chart



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City Clerk

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

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DATE: February 19, 2019

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

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

SUBJECT: **DECEMBER 2018 AND JANUARY 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 months of December 2018 and January 2019 are three (3), spending a total of fifteen (15) hours preparing the agenda packet together with delivery and producing 815 pages.

AGENDA PROCESSING/POSTING			
MONTH	Regular Meeting	Special Meeting	Totals
August	2	2	4
September	2	0	2
October	2	0	2
November	1	0	1
December	1	0	1
January	2	0	2
Total Processed	10	2	12

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 and Ordinances processed for the months of December 2018 and January 2019 are two (2) Resolutions and two (2) Ordinances for a total of four (4) processed for signature and certification.

RESOLUTIONS AND ORDINANCES PROCESSED			
	RESOLUTIONS	ORDINANCES	MONTHLY TOTALS
August	3	0	3
September	2	0	2
October	2	0	2
November	2	0	2
December	2	2	4
January	0	0	0
Total Processed	11	2	13

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 December 2018, one (1) Certificate of Recognition was prepared. In January 2019, two (2) Proclamations and one (1) In Memoriam Adjournments were prepared on behalf of City Council.

Month	Certificate of Acknowledgment w/Pin	Certificate of Recognition w/Pin	Commendation w/Pin	In Memoriam Adjournments	Certificate of Participation	Proclamation	Total
August	0	0	0	0	0	0	0
September	0	1	0	1	0	0	2
October	0	10	0	2	0	0	12
November	0	0	0	2	0	0	2
December	0	1	0	0	0	0	1
January	0	0	0	1	0	2	3

Total	0	12	0	6	0	2	20
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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 December 2018, Council approved three (3) agreements which three (3) originals of each agreement were sent to the contractor/consultant for signature. All were returned to the City signed and circulated for signature in-house and are now on file with the City Clerk's department. For the month of January 2019, there were no agreements approved.

CONTRACTS & AGREEMENTS PROCESSED	
August	1
September	2
October	4
November	2
December	3
January	0
Total	12

RECORDS REQUESTS

The City Clerk's office received fourteen (14) Requests for Copies of Public Records for the month of December 2018 and eleven (11) requests for the month of January 2019. Twenty-four (24) requests were completed within the Government Code Section 6253(c)'s requirement of ten (10) calendar days with one completed with a 14-day extension. The total number of pages provided in response to those requests were 464 pages with nine (9) letters to Requestor advising there were no records responsive to the request.

RECORDS REQUEST SUMMARY					
Month	Requests Received	Completed Within 10 Days	Completed with 14-Day Extension	# of Pages Provided	Letter to Requestor – No Records
August	18	20	2	166	16
September	12	10	2	91	3
October	14	7	7	335	3
November	11	10	1	370	2
December	14	13	1	429	5
January	11	11	0	35	4
Total Requests	80	71	13	1426	33

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 December 2018, the City Clerk’s office responded to 280 telephone calls and for the month of January 2019, the City Clerk’s office responded to 382 telephone calls from residents, contractors, vendors, consultants and in-house customer service assistance to City staff.

TELEPHONE CUSTOMER SERVICE	
August	358
September	283
October	365
November	400
December	280
January	382
Total Calls	2068

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
August	1.0	0	.5	.25	0	1.75
September	2.0	0	.5	.25	0	2.75
October	1.5	2.0	1.0	2.5	12	19.0
November	1.25	1.0	.5	2.0	15	19.75
December	1.0	.5	.5	.5	0	2.5
January	1.0	0	.5	.25	0	1.75
TOTAL # HOURS	6.75	3.5	3.5	5.75	27.0	47.5

COMMITTEES/COMMISSIONS

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

COMMITTEES/COMMISSIONS			
	# OF MEMBERS	# OF ALTERNATES	# OF VACANCIES
Historical & Cultural Activities Committee	7	0	0
Planning Commission	4	0	1
Parks & Recreation Committee	5	0	0

CITY CLERK CURRENT PROJECTS:

Electronic Document Management System

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

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

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

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

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

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

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

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

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

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

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

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

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

In January 2019, the Laserfiche weblink data portal for the public was installed on the City's website. 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.

City Manager's Office

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

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DATE: February 19, 2019

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

FROM: Cynthia A. Fortune, Assistant City Manager

SUBJECT: **January-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					
Recruitments in Progress	0					
Recruitments Pending	0					
Applications Received/Processed	0					
New Hires Processed	0					

*Recruitment for the Code Enforcement/Animal Control Specialist position.
 ** The Code Enforcement/Animal Control Officer position was filled.
 *** The Code Enforcement/Animal Control Specialist position was filled.
 ****recruitment initiated for the Maintenance Worker I position.

TABLE 2
Personnel Change Activity

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

TABLE 3
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					

TABLE 4
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					
ADP Change Transactions	0					

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

SENIOR CENTER

Mission:

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

Core Values:

Seniors are recognized as a valuable asset.

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

Seniors strengthen our community and benefit personally by their involvement.

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

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

TABLE 1
Senior Center Activities

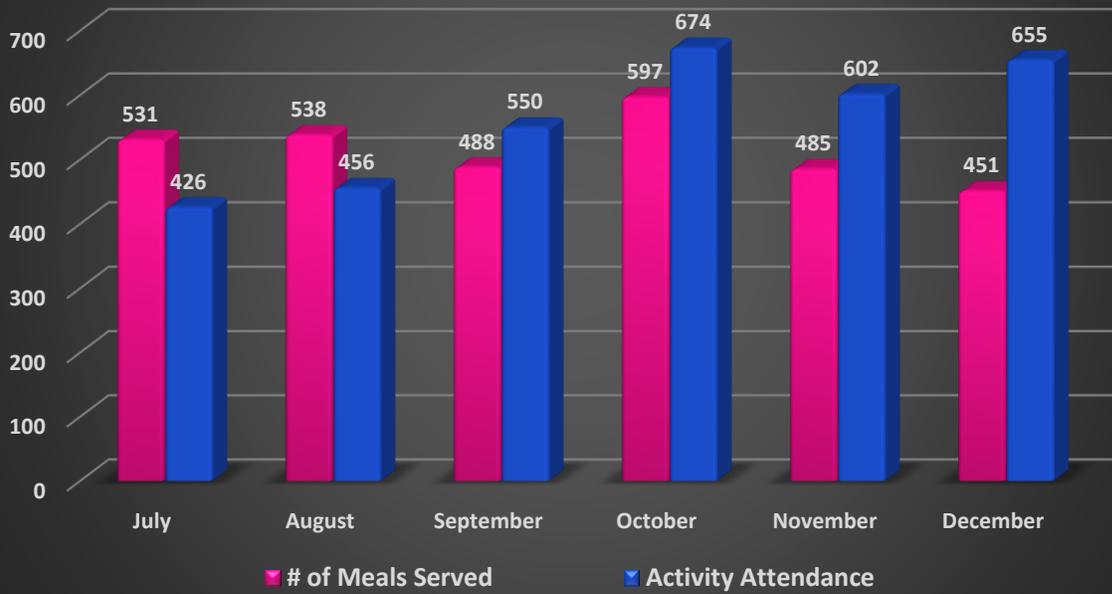
Description	Jul-2018	Aug-2018	Sept-2018	Oct-2018	Nov-2018	Dec-2018
Nutrition Program (# of meals served)	531	538	488	597	485	451
Arts and Crafts Classes	19	25	22	40	22	20
Bingo	40	55	47	41	35	40
Bridge	49	29	40	46	35	37
Bunco	44	51	44	51	21	49
Coffee with Megan	47	62	68	50	62	39
Exercise Classes	77	90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

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

Description	Jan-2019	Feb-2019	Mar-2019	Apr-2019	May-2019	Jun-2019
Nutrition Program (# of meals served)	514					
Arts and Crafts Classes	11					
Bingo	55					
Bridge	41					
Bunco	50					
Coffee with Megan	86					
Exercise Classes	92					
Garden Club	8					
Morning Glories (Quilting)	27					
Paint Classes	14					
Card Game Night (Wednesday)	36					
Cell Phone Class	5					
Kings Corner	69					
Cribbage	5					
<u>SPECIAL EVENTS</u>						
Monthly Birthday Celebration	26					
Monthly Entertainment (2 nd Friday of the month)	33					
Scrapbooking	5					

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

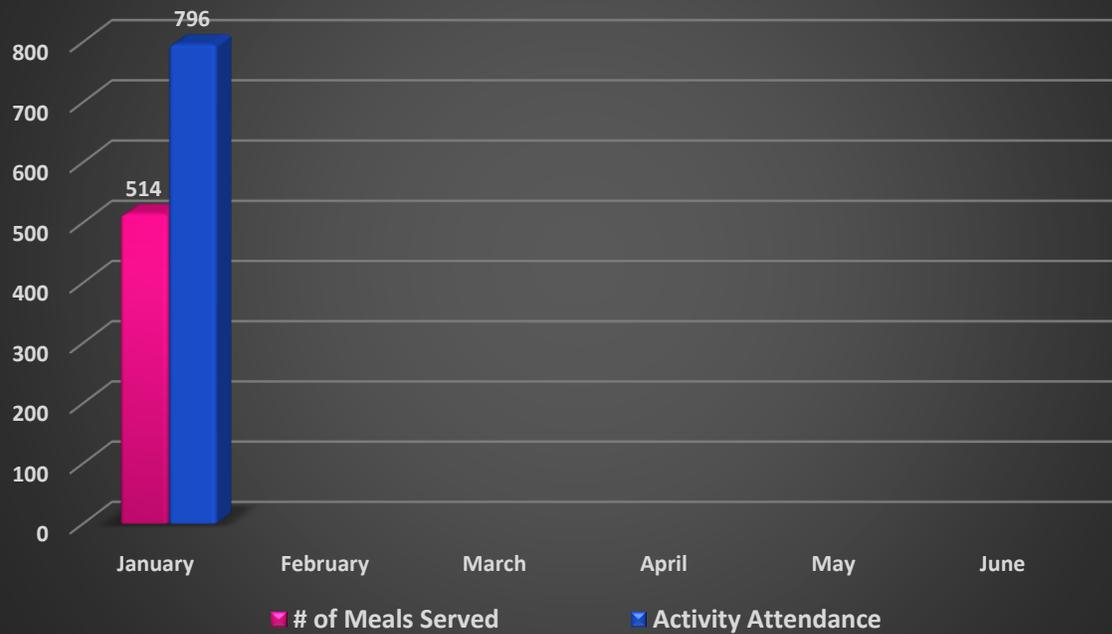


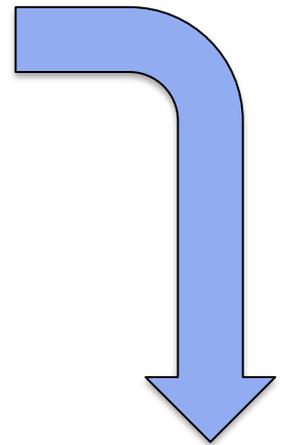
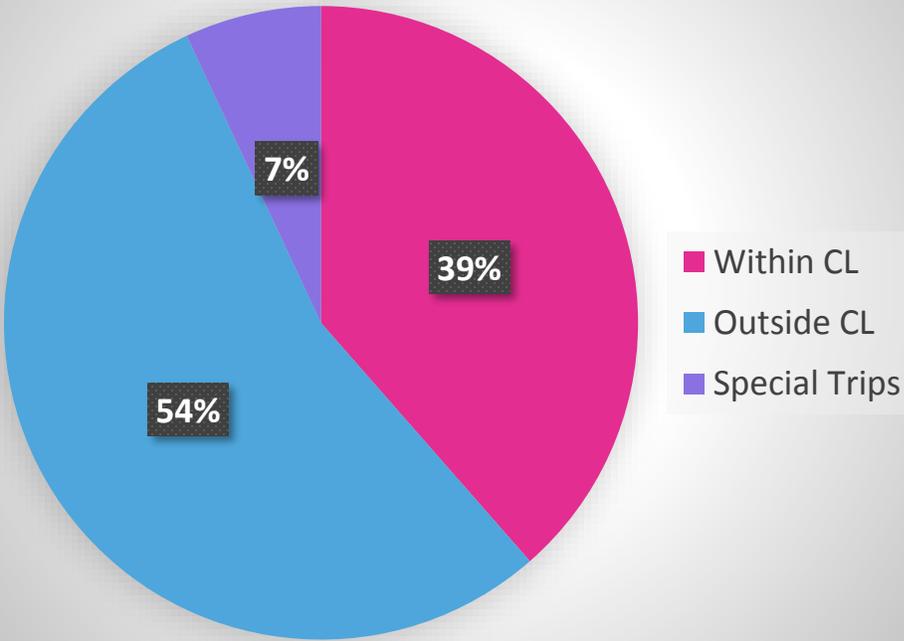
TABLE 2
 Senior Center Blue Mountain Silver Liner
 # of Passengers

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					
Outside City Limits (Walmart, 99cent store, Ross)	146					
Special Events/Trips	0					

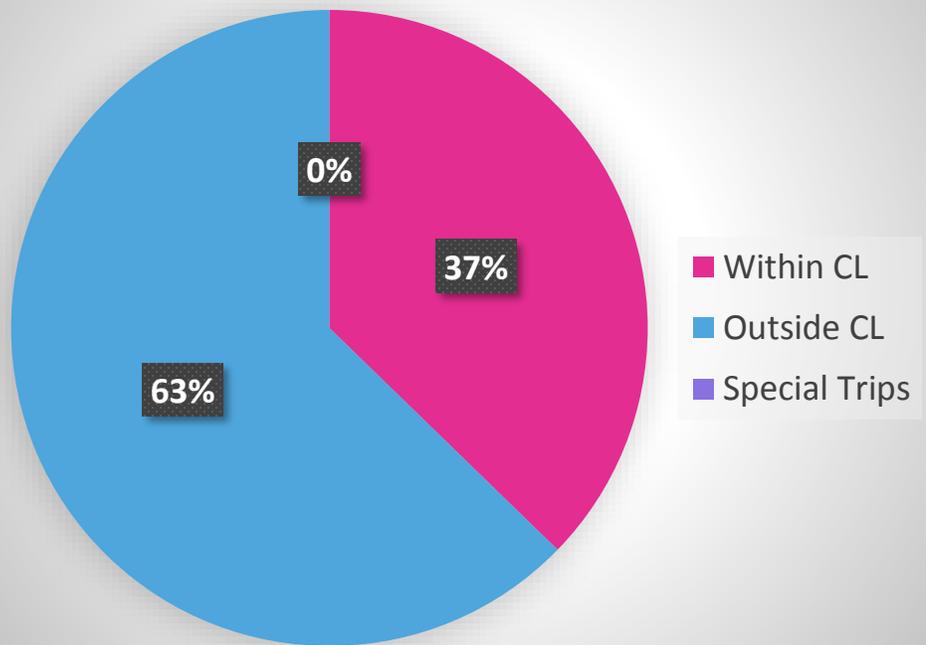
TABLE 3
 # of Rides

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					
Outside City Limits (Walmart, 99cent store, Ross)	318					
Special Events/Trips	0					

December 2018 Rides



January 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.

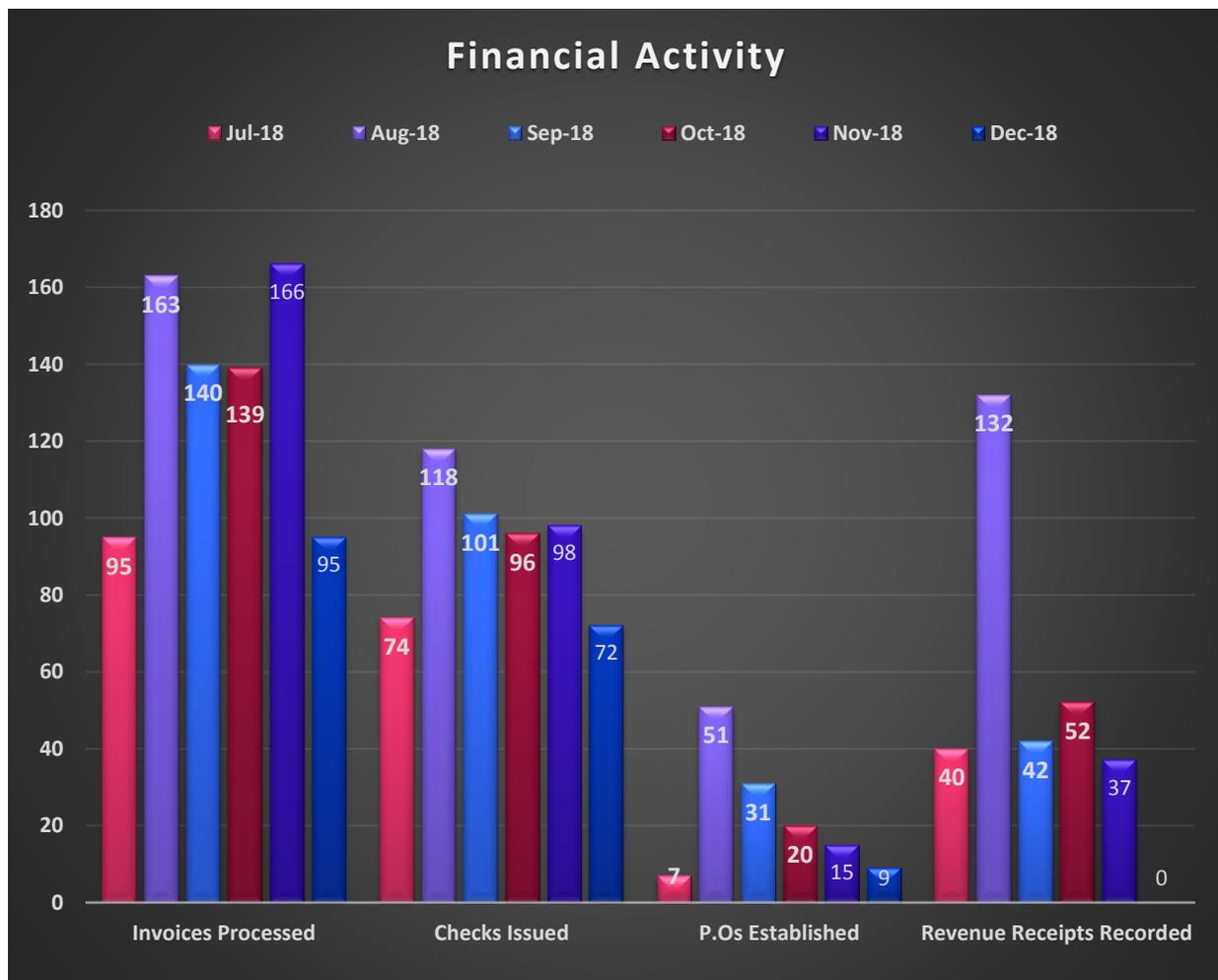
CORE SERVICES

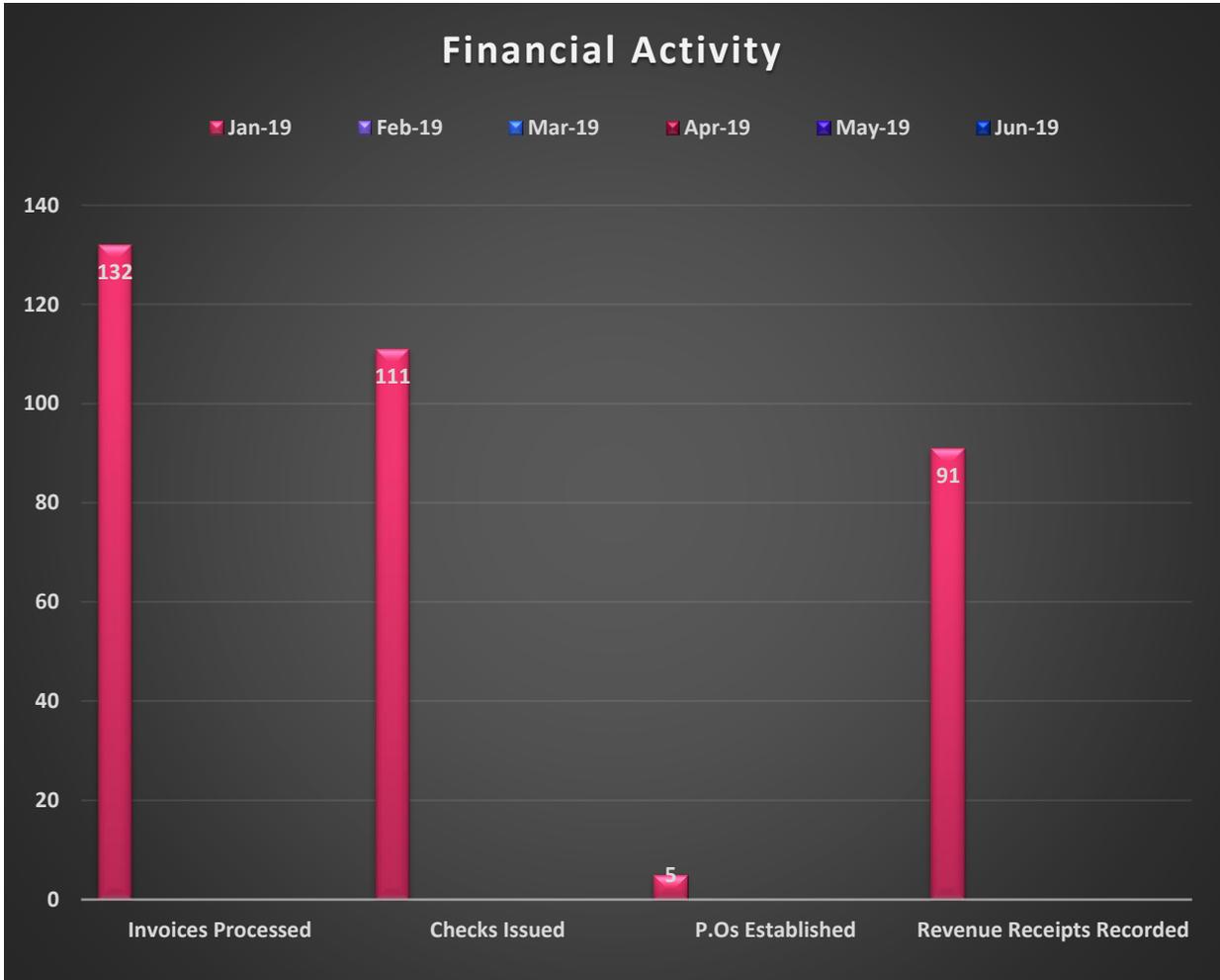
The Finance Department has 4 core services: Accounting, Purchasing, Revenue Management and Treasury. The Finance Department works in partnership with other departments to effectively develop, manage and safeguard the City's fiscal resources to enable and enhance the delivery of City services and projects.

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	40	132	42	52	37	0
Description	Jan-2019	Feb-2019	Mar-2019	Apr-2019	May-2019	Jun-2019
Invoices Processed	132					
Checks Issued	111					
Purchase Orders Established	5					
Revenue Receipts Recorded	91					





FINANCIAL REPORTS SUBMITTED TO CITY COUNCIL:

Monthly:

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

Quarterly:

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

Annual:

Audited Annual Financial Reports for the following:

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

COMMUNICATIONS

Mission:

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

Core Services:

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

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

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

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

Table 1

2017-2018 City Communications Data:						
Channel 3:	Jul	Aug	Sep	Oct	Nov	Dec
City Council Meeting Replays	44	46	58	60	59	61
Activities/Items Added to Slideshow	3	1	0	1	1	0
Channel 3:	Jan	Feb	Mar	Apr	May	Jun
City Council Meeting Replays	60					
Activities/Items Added to Slideshow	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					
Total Reach	15,195					
Total Engagement	1,442					
Page Followers	1,745					
New Page Followers	16					

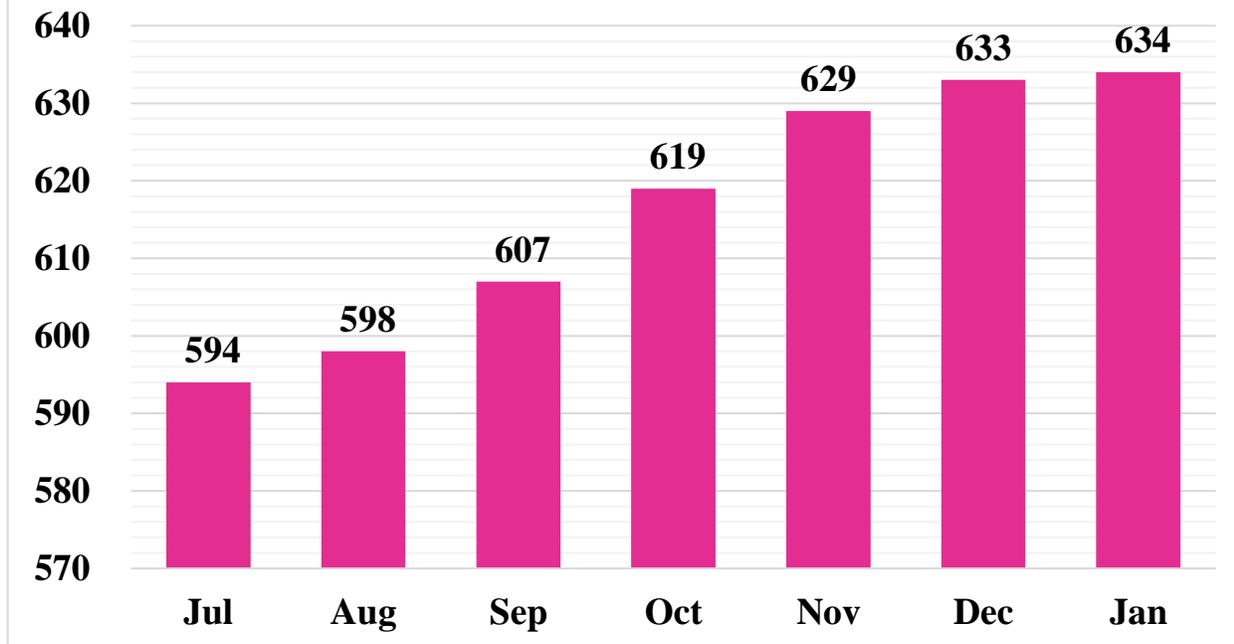
FACEBOOK PAGE FOLLOWERS



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					
Number of Subscribers	634					
Change in Subscribers	1					
Number of E-newsletters Opened	No Data					

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

Number of Eblast Subscribers



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

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

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

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

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	20.51%
2) Apple Valley	19.01%
3) Yucca Valley	14.36%
4) Grand Terrace	14.08%
5) Hesperia	12.13%

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

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

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

Planning & Development

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

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DATE: February 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: **DECEMBER 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, 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.

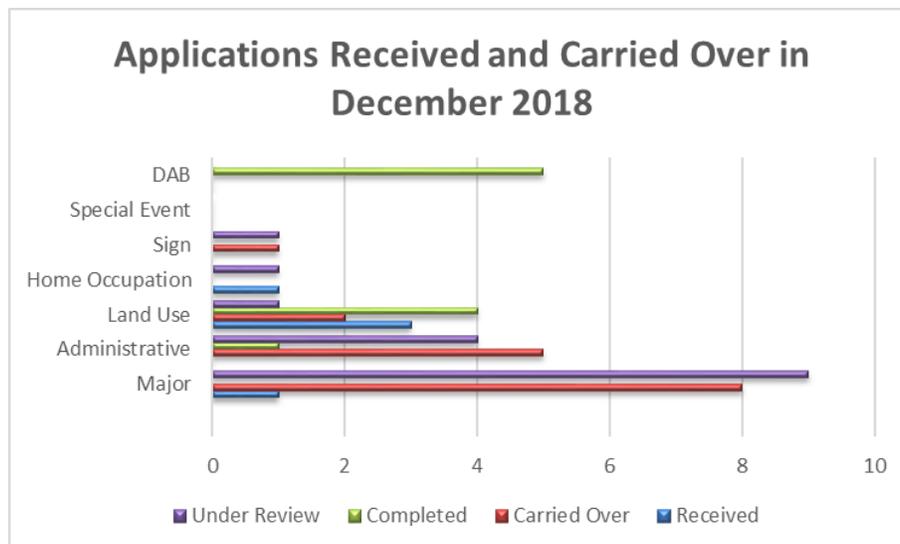
Activity Summary for Planning

Planning Counter Requests for Information: 41
 Planning Phone Calls Received: 38
 Planning E-mails Received/Answered: 122

Application Summary

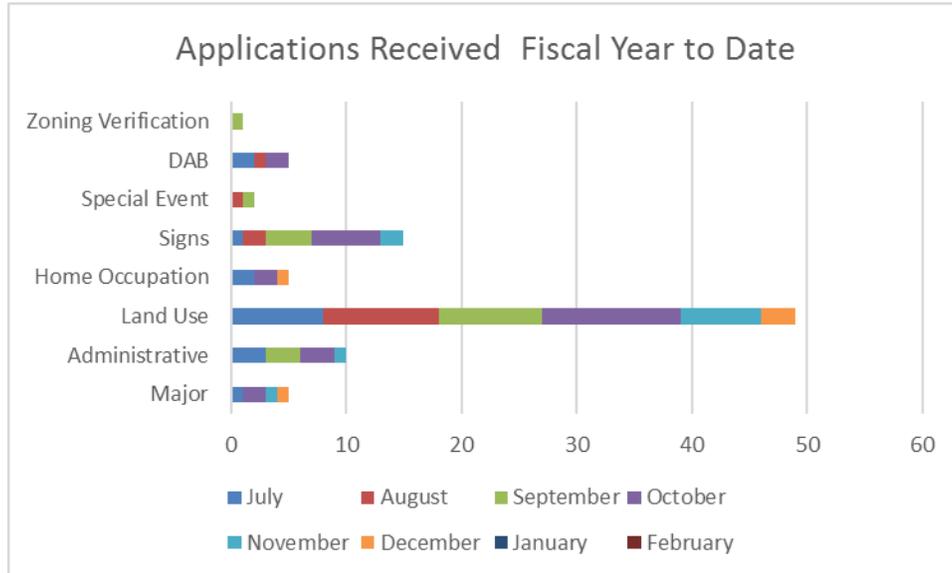
The Planning Division received 5 new applications in December, and carried over 16 from the previous month. Action was taken on 5 of them. Minor applications such as a new business, patio cover, or small room additions are handled as a Land Use application and typically processed within 2-3 days. Larger 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 December 2018				
Applications	Number Received	Carried Over	Completed	Under Review
Major	1	8	0	9
Administrative	0	5	1	4
Land Use	3	2	4	1
Home Occupation	1	0	0	1
Sign	0	1	0	1
Special Event	0	0	0	0
DAB	0	0	0	0
Total	5	16	5	16



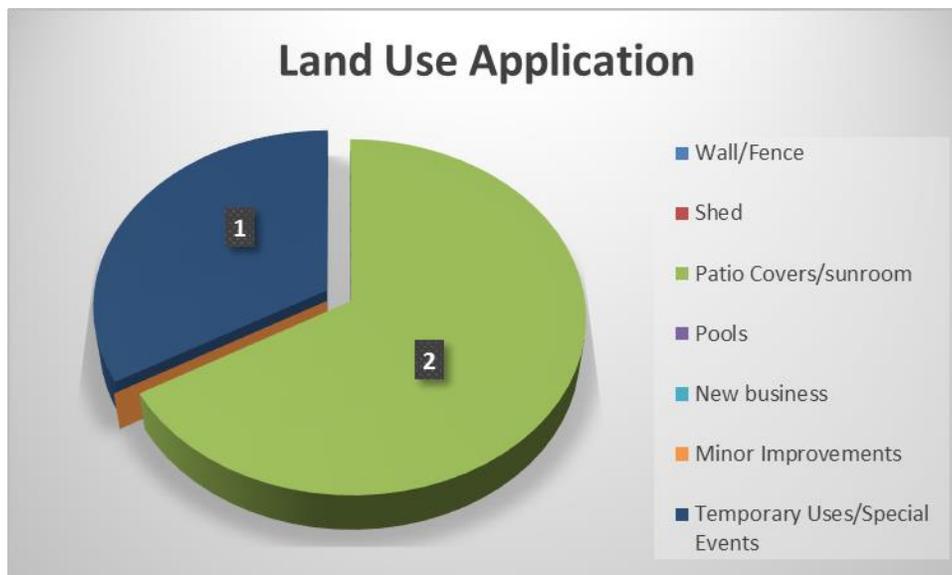
Applications Received, Approved and/or Under Review

Fiscal year to date the Planning Division has received 92 applications for review, 16 applications remain under review. A comprehensive list of the applications and their status is at the end of the Planning Division’s report.



There were no new businesses were approved in December.

Overall Land Use applications are the most predominant application that the Planning Division processes. Three Land Use applications were received in December, two applications were carried over from the previous month and four of those were approved. The table below shows the types of activities that were received with the three Land Use applications received in December 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	Grading Plan Check Review, First Submittal Corrections
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	Project Completed
4/14/2016	SA 16-01 V 16-01 TTM 16-01 E 16-05	Aegis Builders Darryl Moore	Planned residential development – 17 lots and 17 to-story housing units	22404 Van Burren	Under Construction
5/11/2018	ASA 18-06 E 18-06	Tim Boyes	Rough Grading Review	0276-431-22, 21	In Plan Check Rough Grading Plans Approved Precise Grading in Review
5/11/2018	SA 18-05 E 18-05	Tim Boyes	Single Family Residence	0276-431-23	In Plan Check Second Architectural Plan Check
10/27/2016	SA 16-09	Yacoub Farsakh	Single Family Residence	0276-331-49	Grading Permit Issued, Single House Ready to issue pending grading completion

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. No pre-applications were held in the month of December.

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 meetings was held in the month of December and the following action occurred.

December 6, 2018: Approved Minor Deviation 18-04 and Administrative Conditional Use Permit 18-07 to construct an 864 square foot guest house and a 408 square foot workshop at 12600 Mount Vernon Avenue.

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. Submittals are due by January 4, 2019.

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
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)

Housing Successor Agency

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

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

The Housing Successor Agency holds the following interests:

Property	Description
22293 Barton Road	Vacant 1.42-acre commercial property.
22317 Barton Road	Vacant 1.43-acre commercial property.
11695 Canal Street	Vacant 0.80-acre property, designated R3-20. Sold on 6/15/2018 to Aegis Builders, Inc. Buyer has 18 months to commence construction or Agency may repurchase property.
12569 Michigan Street	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 is 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 meeting scheduled for December 4, 2018 was cancelled to provide CERT volunteers additional time to complete their credential applications and requirements.

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
11/2/2018 6/1/2018	GPA 18-01 ZCA 18-01	Todd Kessler	Code Amendment- Hillside Residential	23400 Westwood	In Review Mailed SB18 Consultation List Request 12/20/2018

Major Applications - Site and Architectural Review					
Date Submitted	Case No.	Applicant	Description	Location	Status
12/3/2018	SA 15-06-A1 V 18-03 E 18-13	12/3/2018	Richard Ramer	22805 Barton Road	In Review
10/23/2018	SA 18-10 V 18-02 E 18-10	10/23/2018	Patrick Diaz	Pico Street and Kingfisher	Incompleteness Letter 12/5/2019 Deemed complete 12/17/2018 PC Meeting Scheduled for 1/17/2019
10/2/2018	SA 18-09 TPM 18-02 V 18-01 E 18-08	10/2/2018	Aegis Builders, Inc.	11695 Canal Street	Distributed on 10/16/2018. Incomplete on 10/31/2018
11/15/2017	SA 17-10 E 17-09	Todd Kessler	Single Family Residence	23400 Westwood St	Distributed on 6/11/2018. Mailed SB18 Consultation List Request 12/20/2018
3/27/2018	SA 18-04 E 17-10	Lewis Development	Residential Project (707 Homes)	1167-151-22, 68, 71, 73, 74, 75	Incomplete on 3/27/2018

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

Major Applications – Conditional Use Permit					
Date Submitted	Case No.	Applicant	Description	Location	Status
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 wood products	21496 Main Street	Incomplete on 10/18/2017 & 2/27/2018.

Administrative Applications					
Date Submitted	Case No.	Applicant	Description	Location	Status
11/1/2018	ASA 18-11 E 18-11	Dale Clark	758 Garage, 341 Workshop	12600 Mt. Vernon	Incompleteness Letter Mailed on 11/29/2018
10/22/2018	ACUP 18-07 MD 18-04 E 18-09	Rudy Lozano	Guest House and Workshop Addition	12600 Mt. Vernon Avenue	Planning Commission Approved on 12/6/2018
9/18/2018	DU 18-02	Patrick O'Brien	Industrial Truck Storage Facility	APN: 0275-191- 06, 30	In Review
9/5/2018	ACUP 18-06	Odalberto's	Beer and Wine License	22488 Barton Road	Pending Property Owner's Signature
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

Land Use Review					
Date Submitted	Case No.	Applicant	Description	Location	Status
12/19/2018	LU 18-98	Alejandro Anguiano	660 Sq Ft Patio	22825 Vista Grande	Approved
12/10/2018	LU 18-97	Sandra Cardenas	Grand Opening Event	22488 Barton Road, Unit 103	Approved
12/6/2018	LU 18-96	Raymond Wepler	12 x 30 Roof	22340 Pico Street	Approved
11/20/2018	LU18-93	Chris Voss- Crown Castle	Telecommunication Facility	12745 Oriole Avenue	In Review
11/13/2018	LU 18-90	California Recyclers	Temp Use, Cardboard Recycling	21801 Barton Road	Approved

Home Occupation Permit					
Date Submitted	Case No.	Applicant	Description	Location	Status
12/18/2018	HOP 18-10	James Nichols	Construction Services	12268 Stonewood Drive	In Review

Signs					
Date Submitted	Case No.	Applicant	Description	Location	Status
11/13/2018	SGN 18-10	Rubio Bell	Miguel's Jr Monument Sign Relocation	22193 Barton Road	Approved

BUILDING AND SAFETY DIVISION

Building and Safety and Planning Core Services

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

The Building and Safety Division is budgeted for one full time Permit Technician and one part-time Building Official. The Building Official position is currently being underfilled with a plan checker 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 15 permits issued in December. Year to date a total of 176 permits have been issued with a total revenue of \$92,657.17. In addition, a total number of 37 customers were assisted at the Building & Safety counter for the month of December.

Building Permit Activity							
	July	August	September	October	November	December	January
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

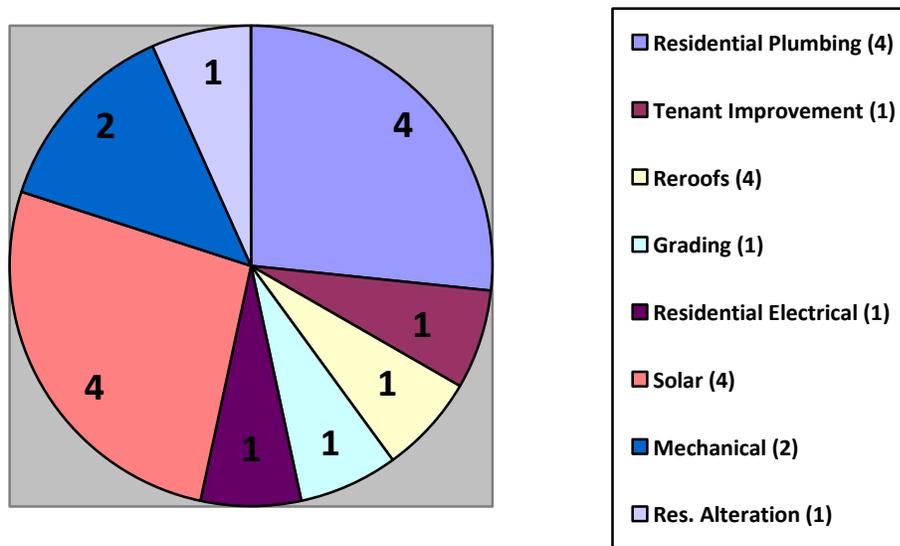
The permits issued in December include a panel upgrade, re-roofs, water heaters, PV solar system installations, and HVAC replacements.

Of note, a permit for rough grading of 17 single family lots for Crestwood Communities located at the end of Pico Street was issued. In addition, a tenant improvement permit for Wilden Pump and Engineering for installation of a spray booth was also issued on December 2018.

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						
Block Walls / Retaining Walls	1	1	1	1	1	0						
Demolition	0	0	1	0	0	0						
Reroofs	3	2	6	6	4	1						
Water Heater / Plumbing	3	3	5	2	4	4						
HVAC / Mechanical	6	13	1	3	0	2						
Solar	6	9	0	12	6	4						
Commercial Tenant Improvement	4	1	0	1	0	1						
New Commercial	0	0	0	0	0	0						
Grading	1	0	0	1	1	1						
Patio Covers	1	2	2	0	0	0						
Pools	0	0	0	2	0	0						
Panel Upgrades / Electrical	3	1	1	3	3	1						
New SFR	17	0	0	0	0	0						
Total	47	37	24	34	19	15						

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

Issued Permits - December 2018



Major Projects Under Construction

For December 2018, major projects under construction include Aegis Builders, Inc.'s Van Buren Project, on-site grading for the SCE Highgrove Substation, and precise grading for a new single-family residence located at 23315 Palm Ave.

Other ongoing projects also include a new healing garden and parking lot expansion at the 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	Project Completed – Final inspection obtained 12/20/18
Aegis Builders, Inc.	12382 – 12485 Tesoro Ct. New 17 SFR Aegis Project & Foundation Only permits	Under Construction – Drywall/Lath 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 – 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.
Sweet Life Bakery	22488 Barton Rd. – Tenant Improvement for "Sweet Life Bakery"	Project Completed – Final inspection obtained 12/03/18

San Manuel Indian Health Clinic	11980 Mt. Vernon Ave. – On site grading for new healing garden and parking lot expansion	Under Construction – Forming & head walls inspected
Crestwood Communities	Tract 18071 – Rough grading for 17 SFR lots	Under Construction – Pre-construction meeting held

Plan Checking Activity

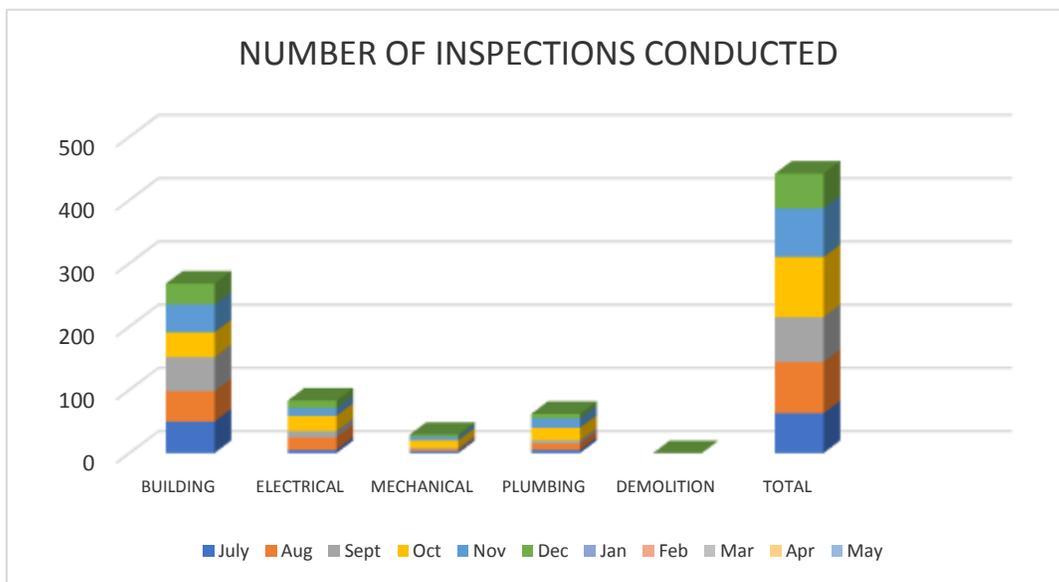
For December 2018, a total number of nine plans were submitted for review and/or re-submittal. Plans submitted include rough grading of two lots on Vista Grande Way, a new residence, and three tenant improvement plans.

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	In Plan Check – New residence plans approved, ready to issue upon grading completion
Joab Jerome, Burns Residence	11838 Burns Ave. – Street Improvement Plan and on-site grading	In Plan Check Corrections picked up by Applicant 12/20/18
Tenant Improvement, Sophia’s Nail Shop	12210 Michigan St. – Tenant improvement for nail salon to include new non-bearing walls, electrical and plumbing	In Plan Check – Corrections for 1 st review issued 10/12/18
Tim Evans – American Warrior, LLC	21935 Van Buren St. – Tenant Improvement for electrical to install screen printing equipment, shirt printing – American Warrior, LLC	In Plan Check – Received second set of corrections 12/19/18
Vic Onorio, Former child care building	22400 Barton Rd. – Tenant Improvement for disabled access upgrades for previous child care facility	In Plan Check – Corrections for 1 st review issued 10/26/18

Inspections

Type of Inspection	# of Inspections Conducted											
	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Building	50	48	54	39	44	33						
Electrical	5	20	10	24	12	12						
Mechanical	3	3	2	12	6	3						
Plumbing	5	10	5	20	15	7						
Demolition	0	0	0	0	0	0						
Total	63	81	71	95	77	55						

*Twenty-three final building inspections were performed for the month of December 2018.

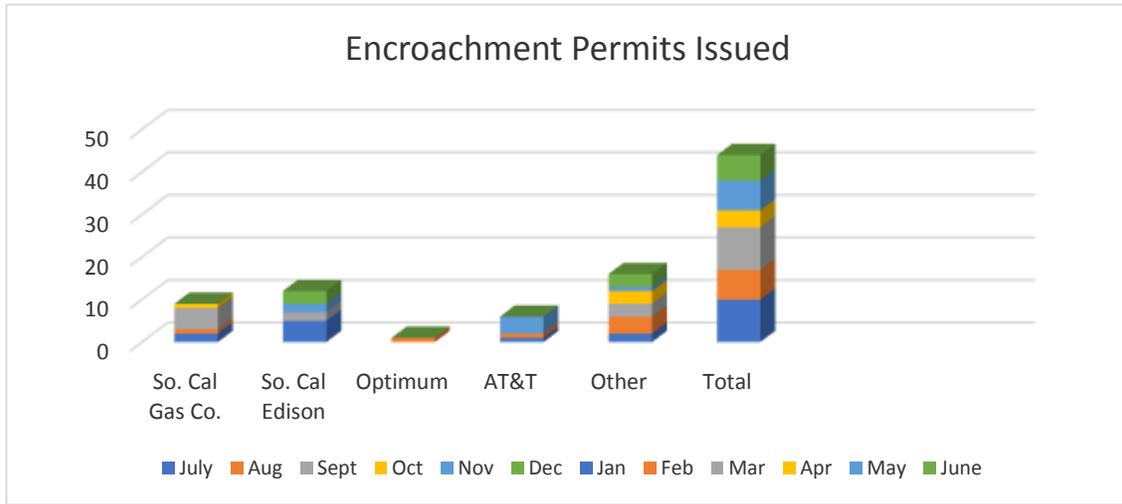


Certificate of Occupancy

A Certificate of Occupancy was issued for the following businesses:

- Kutz Trucking located at 22365 Barton Rd. Suite 113
- GT Imports located at 22365 Barton Rd. Suite 308
- Professionail & Spa located at 22473 Barton Rd.
- Sweet Life Bakery located at 22488 Barton Rd. Suite 103

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						
So. Cal Edison	5	0	2	0	2	3						
Optimum	0	1	0	0	0	0						
AT&T	1	1	0	0	4	0						
Verizon	0	0	0	0	0	0						
Revocable Permit	0	0	0	0	0	0						
Other**	2	4	3	3	1	3						
Total	10	7	10	4	7	6						
Total Monthly Revenue	\$5,710	\$6,165	\$4,356	\$1,121	\$5,877.24	\$5,436.14						

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

ANIMAL CONTROL AND CODE ENFORCEMENT DIVISION

Core Services

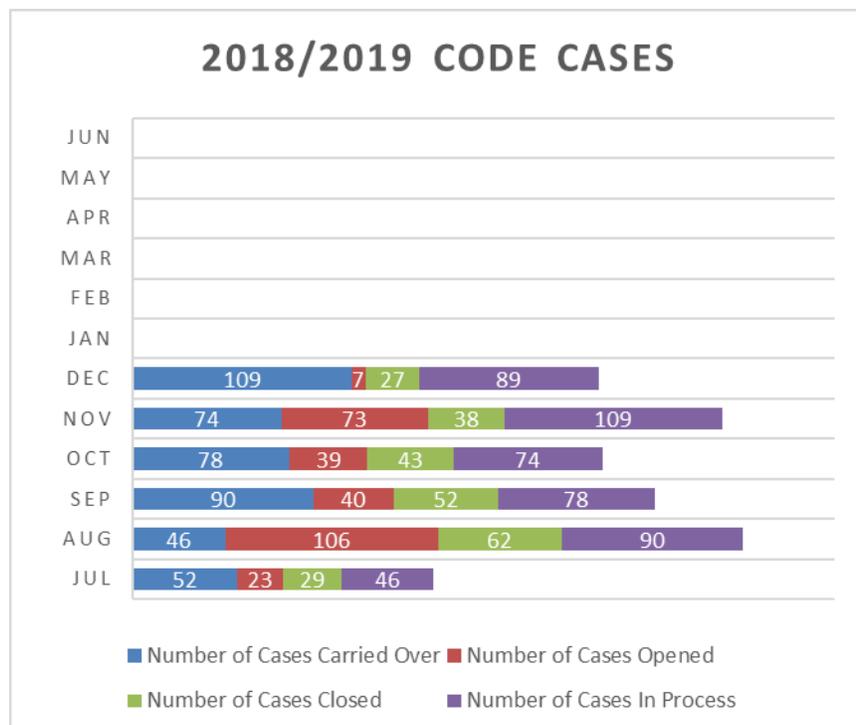
- Zoning & Municipal Code Enforcement
- Animal Control Services
- Street Sweeping Traffic Enforcement

The Division is budgeted for one full time Officer, a part time Specialist and a full-time Office Specialist. These three positions constitute 224 monthly service hours in December, plus an additional 28 hours for on-call coverage. On-call coverage is provided to handle after hour emergency animal control calls. Animal Control logged 13 hours of after-hour calls in December.

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 December, Code Enforcement had 109 cases carried over from the previous month, 7 new cases opened, and 27 cases were closed. The Division closed out December with 89 open cases. The chart below demonstrates a breakdown of Code cases by detailing how many cases were carried over from the previous month, opened, closed and still being addressed.



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

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

*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

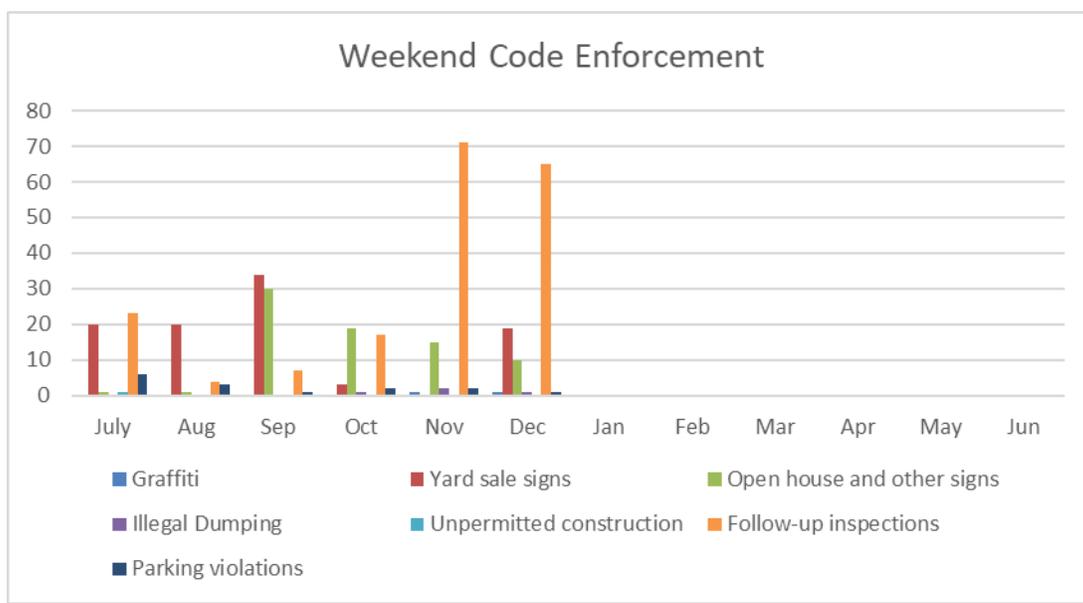
Code Enforcement began enforcement of 160 businesses that had not renewed their licenses. Code Enforcement went to the location of the businesses and verified that they were not licensed and issued citations to those businesses. Providing the license was renewed within 7 days, the citation would be dismissed. Three citations were issued in the month of December, and only one was dismissed.

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	0	0	0	1	1	0					
Yard sale signs	20	20	34	3	0	19	22					
Yard sales without permit	0	0	0	0	0	0	2					
Open house and other signs	1	1	30	19	15	10	10					
Illegal Dumping	0	0	0	1	2	1	0					
Unpermitted construction	1	0	0	0	0	0	0					
Follow-up inspections	23	4	7	17	71	65	68					

Case Types	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	Ma
Graffiti	0	0	0	0	1	1	0				
Yard sale signs	20	20	34	3	0	19	22				
Yard sales without permit	0	0	0	0	0	0	2				
Open house and other signs	1	1	30	19	15	10	10				
Illegal Dumping	0	0	0	1	2	1	0				
Unpermitted construction	1	0	0	0	0	0	0				
Follow-up inspections	23	4	7	17	71	65	68				



Special weekend enforcement projects:

Due to multiple complaints regarding trash cans left at the curb or stored in public view Code Enforcement began an enforcement program. City codes require trash cans to be removed from the curb within 12 hours of trash pickup and that they are stored out of public view. Due to the public safety concerns with trash cans either blocking sidewalks or in the roadways, the initial focus was on trash cans left at the curb/street. In December, no notices for trash cans left at the street were issued.

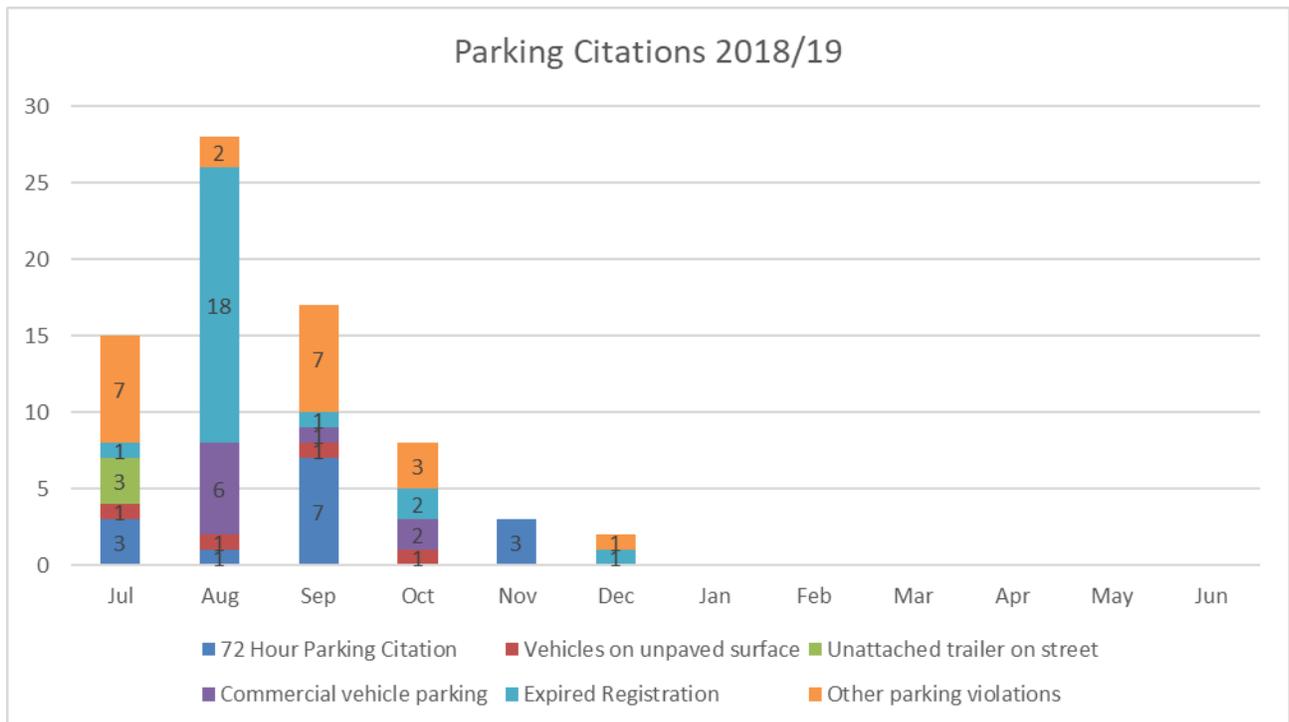
Code Enforcement also started addressing landscaping issues that were mainly complaint driven. For the month of December, 57 property owners were issued notices for dirt yards and landscaping violations. Due to the effort property owners need to take to address the issue, property owners are given 30 days to correct, with extensions given as needed. Of the 57 properties issued notices 34 are still in need of corrections.

Parking Citations:

In December, 69 vehicle related citations were issued; 67 of the citations issued were related to street sweeping enforcement. The citations are expected to generate approximately \$1,675 in general fund revenue. Street Sweeping in residential areas occurs on the first, second, and third Thursdays of each month. It should be noted that due to the Christmas holiday, streets were swept, but enforcement was not conducted on December 20, 2018.



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



There was 1 case of graffiti in December 2018 on public property; the case has been resolved.

Rental Inspection Program

There are approximately 333 properties in the Program, consisting of both single-family units and multiple family units (i.e. apartments, duplexes, triplexes, etc.).

Properties are inspected annually. All rental properties have been inspected and of the three hundred and thirty-three inspected properties 5 rentals remain open for violations and will be followed up to ensure they are in accordance with Grand Terrace rental property standards. Rental inspection program invoices for 2019 will be issued at the beginning of January and due by the end of the month.

Civic Live

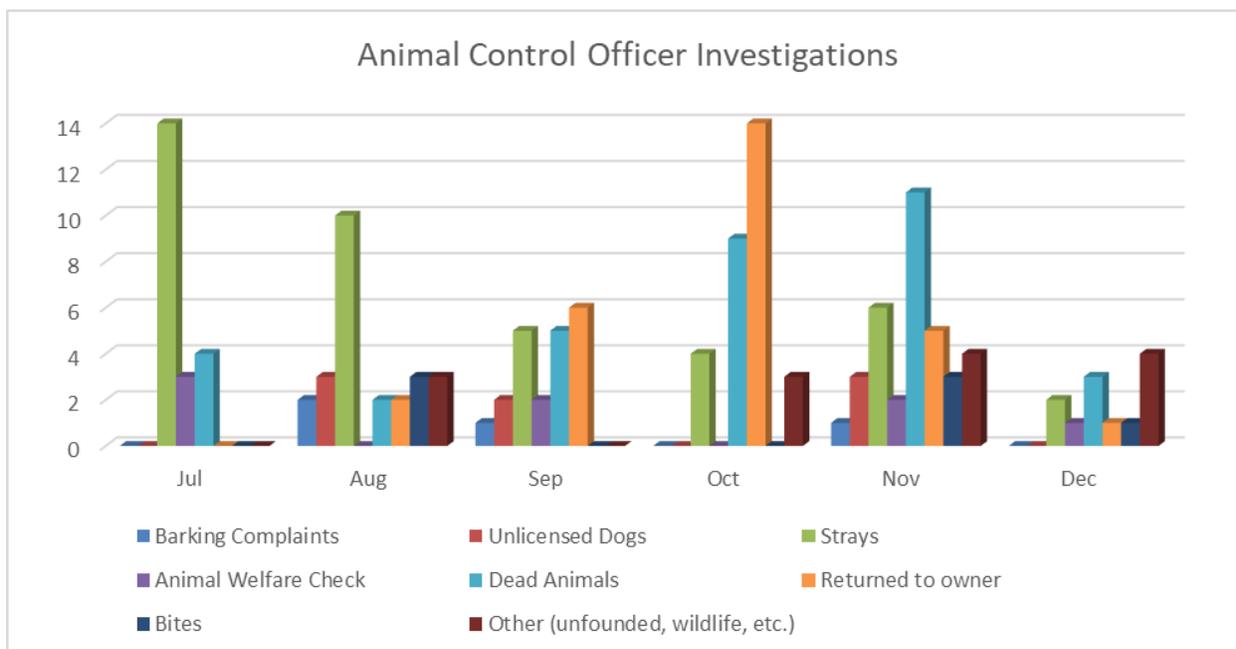
There was one complaint received via Civic Live in December 2018. The case involved graffiti. This case is been closed by Code Enforcement.

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. 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. Of the 2 dogs picked up, 1 was returned to the owner.

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	1	0	1	0
Unlicensed Dogs	0	3	2	0	3	0
Loose Dogs Picked Up	14	10	5	4	11	2
Loose Dogs Returned to Owner	0	2	6	14	5	1
Animal Welfare Check	3	0	2	0	2	1
Dead Animals	4	2	5	9	11	3
Bites	0	3	0	0	3	1
Other (unfounded, wildlife, etc.)	0	3	0	3	4	4



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
Animal Intakes						
Strays	9	4	11	7	8	2
Stray Dead	0	2	4	4	6	0
Owner Surrender	3	0	0	1	0	0
Other				4	2	0
Total	12	6	15	17	16	2
Animal Disposition						
Adopted	3	2	2	4	1	2
Returned to Owner	4	0	2	1	1	1
Euthanized	2	1	5	6	1	0
Other	1	0	0	2	2	0

Animal Control Sheltering Services	Jul	Aug	Sep	Oct	Nov	Dec
Animal Intakes						
Strays	9	4	11	7	8	2
Stray Dead	0	2	4	4	6	0

Owner Surrender	3	0	0	1	0	0
Other				4	2	0
Total	12	6	15	17	16	2
Animal Disposition						
Adopted	3	2	2	4	1	2
Returned to Owner	4	0	2	1	1	1
Euthanized	2	1	5	6	1	0
Other	1	0	0	2	2	0
Total	10	3	9	13	5	3



DATE: February 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: **JANUARY 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.

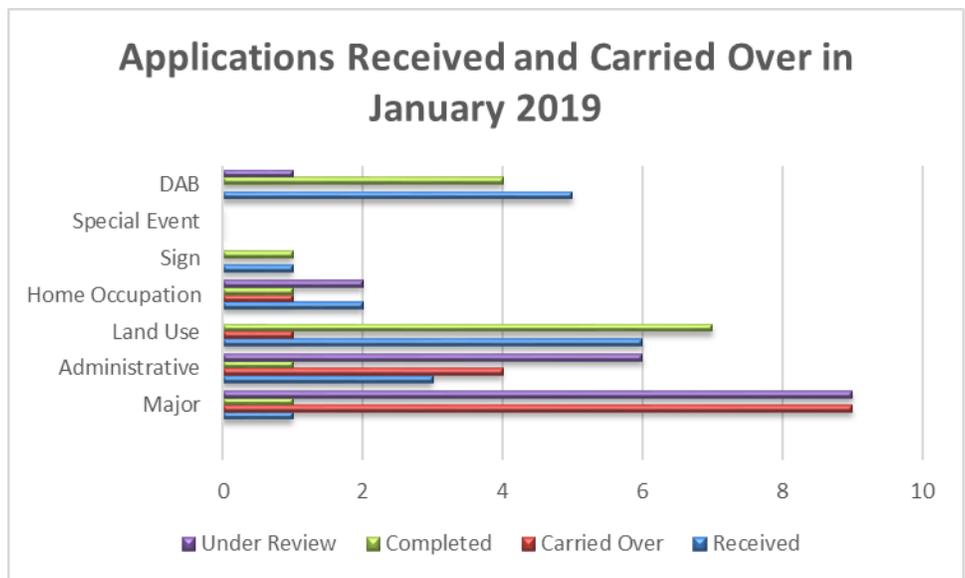
Activity Summary for Planning

Planning Counter Requests for Information: 69
 Planning Phone Calls Received: 96
 Planning E-mails Received/Answered: 183

Application Summary

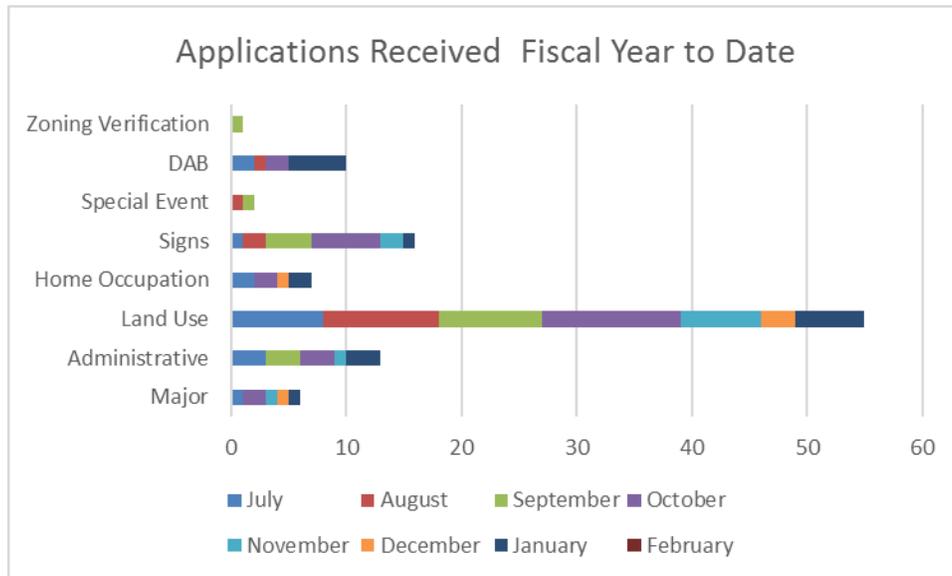
The Planning Division received 18 new applications in January, and carried over 15 from the previous month. Action was taken on 15 of them. Minor applications such as a new business, patio cover, or small room additions are handled as a Land Use application and typically processed within 2-3 days. Larger additions over 500 square feet or second dwelling units are handled administratively by staff with noticing, and those projects that are either new development or exceed the Director’s administrative authority are handled as Major Permits and are reviewed by the Planning Commission. Home occupation permits are for home based business, such as consulting, housekeeping, and small craft businesses.

Application Summary for January 2019				
Applications	Number Received	Carried Over	Completed	Under Review
Major	1	9	1	9
Administrative	3	4	1	6
Land Use	6	1	7	0
Home Occupation	2	1	1	2
Sign	1	0	1	0
Special Event	0	0	0	0
DAB	5	0	4	1
Total	18	15	15	18



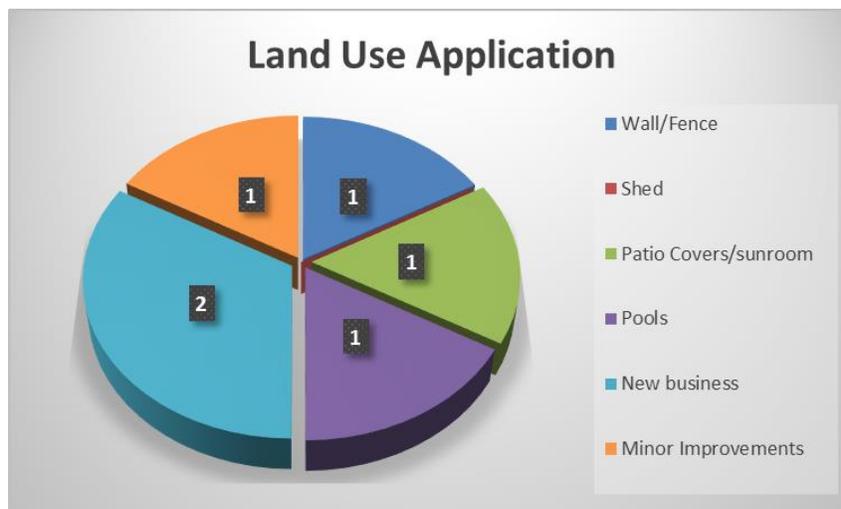
Applications Received, Approved and/or Under Review

Fiscal year to date the Planning Division has received 110 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.



Two new businesses were approved in January, including ‘Absolute Livescan’ (fingerprinting business) and ‘Tem’s Tools’ (on-line sales).

Overall Land Use applications are the most predominant application that the Planning Division processes. Six Land Use applications were received in January and one was carried over from the previous month, all the applications were approved. The table below shows the types of activities that were received with the six Land Use applications received in January 2019.



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	Grading Plan Check Review, First Submittal Corrections
4/14/2016	SA 16-01 V 16-01 TTM 16-01 E 16-05	Aegis Builders Darryl Moore	Planned residential development – 17 lots and 17 to-story housing units	22404 Van Burren	Under Construction
5/11/2018	ASA 18-06 E 18-06	Tim Boyes	Rough Grading Review	0276-431-22, 21	In Plan Check Rough Grading Plans Approved Precise Grading in Review
5/11/2018	SA 18-05 E 18-05	Tim Boyes	Single Family Residence	0276-431-23	In Plan Check Second Architectural Plan Check
10/27/2016	SA 16-09	Yacoub Farsakh	Single Family Residence	0276-331-49	Grading Permit Issued, Single House Ready to issue upon grading completion

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. Five applications were received in January and four were reviewed.

Development Advisory Board Meetings					
Date Submitted	Case No.	Applicant	Description	Location	Status
1/15/2019	DAB 19-05	Leonardo Aguayo	Single Family Residence	APN: 0275-083-09	Meeting Scheduled for 2/5/2019
1/14/2019	DAB 19-04	James LoCassio	Business Office for Construction Company	12466 Michigan Street	Met ofn1/28/2019
1/10/2019	DAB 19-03	Darryl Moore	41 Lot Subdivision	21868, 21882, 21892 Grand Terrace Road	Met on 1/28/2019
1/2/2019	DAB 19-02	Jennifer	Preschool and	22002 Van	Met on

		Araiza	Enrichment Programs	Buren or 22756 Palm Avenue	1/28/2019
12/18/2018	DAB 19-01	Troy Roger	Taco Bell Proposal	APN:0275-242- 13	Met on 1/7/2019

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 January and the following action occurred.

January 17, 2019: Approved Site and Architectural Review 18-10 and Variance 18-02 for the construction of seventeen single family residences on Tract No. 18071, located on the north side of Pico Street and 150 feet east of Kingfisher Road.

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
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)

Housing Successor Agency

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

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

The Housing Successor Agency holds the following interests:

Property	Description
22293 Barton Road	Vacant 1.42-acre commercial property.
22317 Barton Road	Vacant 1.43-acre commercial property.
11695 Canal Street	Vacant 0.80-acre property, designated R3-20. Sold on 6/15/2018 to Aegis Builders, Inc. Buyer has 18 months to commence construction or Agency may repurchase property.
12569 Michigan Street	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 meeting scheduled for January 1, 2018 was cancelled due to the holidays.

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
11/2/2018 6/1/2018	GPA 18-01 ZCA 18-01	Todd Kessler	Code Amendment- Hillside Residential	23400 Westwood	In Review Mailed SB18 Consultation List Request 12/20/2018

Major Applications - Site and Architectural Review					
Date Submitted	Case No.	Applicant	Description	Location	Status
12/3/2018	SA 15-06-A1 V 18-03 E 18-13	12/3/2018	Richard Ramer	22805 Barton Road	Scheduled PC Meeting 2/21/2019
10/23/2018	SA 18-10 V 18-02 E 18-10	10/23/2018	Patrick Diaz	Pico Street and Kingfisher	Approved by the Planning Commission on 1/17/2019
10/2/2018	SA 18-09 TPM 18-02 V 18-01 E 18-08	10/2/2018	Aegis Builders, Inc.	11695 Canal Street	Distributed on 10/16/2018. Incomplete on 10/31/2018
11/15/2017	SA 17-10 E 17-09	Todd Kessler	Single Family Residence	23400 Westwood St	Distributed on 6/11/2018. Mailed SB18 Consultation List Request 12/20/2018
3/27/2018	SA 18-04 E 17-10	Lewis Development	Residential Project (707 Homes)	1167-151-22, 68, 71, 73, 74, 75	Incomplete on 3/27/2018

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

Major Applications – Conditional Use Permit					
Date Submitted	Case No.	Applicant	Description	Location	Status
1/2/2019	CUP 19-01	GrandT-1 Inc.	Industrial semi-trailer	APN: 0275-	In Review

7/10/2018	CUP 18-03 E 18-07	Jeffrey McConnell	storage facility Agricultural Uses	191-06, 30 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
1/29/2019	ASA 19-03	GradT-1 Inc.	Industrial semi-trailer storage facility	APN: 0275-191-06, 30	In Review
1/9/2019	ASA 19-01 E 19-01	Bickel Group	Façade Improvements	22441 Barton Road	Approved 1/31/2019
1/29/2019	ASA 19-02 ACUP 19-02	Chris Voss	Sprint Cell Tower	12745 Oriole Avenue	In Review, Distribution Letters Mailed 1/29/2019
11/1/2018	ASA 18-11 E 18-11	Dale Clark	758 Garage, 341 Workshop	12600 Mt. Vernon	Incompleteness Letter Mailed on 11/29/2018
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
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

Land Use Review

Date Submitted	Case No.	Applicant	Description	Location	Status
1/23/2019	LU 19-06	Alton Green	Wood Side Fence	22081 De Berry	Approved
1/23/2019	LU 19-05	Thomas Bower	On-line Sale Office	22365 Barton Road	Approved
1/17/2019	LU 19-04	Carrie Matthews	Livescan Office	21935 Van Burren	Approved
1/16/2019	LU 19-03	Agustin Dominguez	Pool and Spa	22965 Vista Grande	Approved
1/14/2019	LU 19-02	Michel Sevilla	Fire Damage Construction	12133 Rosedale Avenue	Approved
1/3/2019	LU 19-01	Bonnie Carlstrow	Deck and Patio	12660 Kingfisher	Approved
11/20/2018	LU18-93	Chris Voss- Crown Castle	Telecommunication Facility	12745 Oriole Avenue	Review changed to ASA 19-01 and CUP 19-02

Home Occupation Permit					
Date Submitted	Case No.	Applicant	Description	Location	Status
1/30/2019	HOP 19-02	Allen James	Videographer Services	23200 Barton Road	In Review
1/16/2019	HOP 19-01	Hazel Curtis	Consulting Services	23074 Siskin Court	In Review
12/18/2018	HOP 18-10	James Nichols	Construction Services	12268 Stonewood Drive	Approved

Temp Signs					
Date Submitted	Case No.	Applicant	Description	Location	Status
1/24/2019	TEMP SGN 19-01	Demetrius Oversheet	Real Estate Signs	401 Fur Street, Colton	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 underfilled with a plan checker 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 11 permits issued in January. Year to date a total of 187 permits have been issued with a total revenue of \$97,245.50. In addition, a total number of 47 customers were assisted at the Building & Safety counter for the month of January.

Building Permit Activity							
	July	August	September	October	November	December	January
Applications received	44	65	60	51	34	37	47
Permits issued	47	37	24	34	19	15	11
Permits finalized	24	33	26	22	22	15	20
Business occupancies issued	1	3	1	5	2	4	1
Expired permits	2	5	5	4	4	5	14
Total monthly revenue	\$51,772.52*	\$9,404.20	\$6,852.66	\$14,757.14	\$5,040.50	\$4,830.15	\$4,588.33

* Includes (17) New Single-Family Residence Permits

Permits Issued

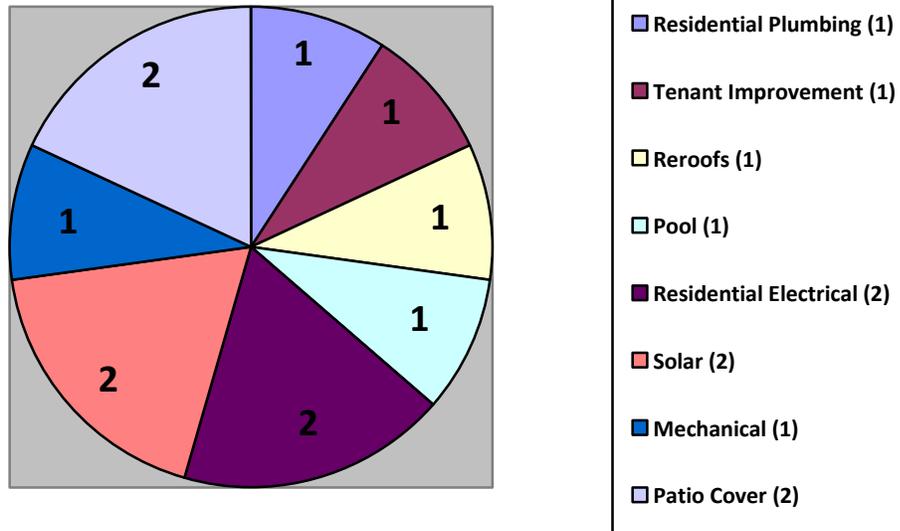
The permits issued in January include a panel upgrade, re-roofs, water heaters, PV solar system installations, HVAC replacement, patio covers, and a monument sign relocation.

Of note, a permit for street improvements for Crestwood Communities was issued. Improvements include asphalt placement, sewer, water, curbs, gutters, sidewalks, streetlights, fire hydrants, paving, storm drains, and catch basins.

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					
Block Walls / Retaining Walls	1	1	1	1	1	0	0					
Demolition	0	0	1	0	0	0	0					
Reroofs	3	2	6	6	4	1	1					
Water Heater / Plumbing	3	3	5	2	4	4	1					
HVAC / Mechanical	6	13	1	3	0	2	1					
Solar	6	9	0	12	6	4	2					
Commercial Tenant Improvement	4	1	0	1	0	1	1					
New Commercial	0	0	0	0	0	0	0					
Grading	1	0	0	1	1	1	0					
Patio Covers	1	2	2	0	0	0	2					
Pools	0	0	0	2	0	0	1					
Panel Upgrades / Electrical	3	1	1	3	3	1	2					
New SFR	17	0	0	0	0	0	0					
Total	47	37	24	34	19	15	11					

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

Issued Permits - January 2019



Major Projects Under Construction

For January 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 a 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
Aegis Builders, Inc.	12382 – 12485 Tesoro Ct. New 17 SFR Aegis Project & Foundation Only permits	Under Construction – Drywall/Lath 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 – 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.
San Manuel Indian Health Clinic	11980 Mt. Vernon Ave. – On site grading for new healing garden and parking lot expansion	Under Construction – Forming & head walls inspected
Crestwood Communities	Tract 18071 – Rough grading for 17 SFR lots	Under Construction – Pre-construction meeting held

Plan Checking Activity

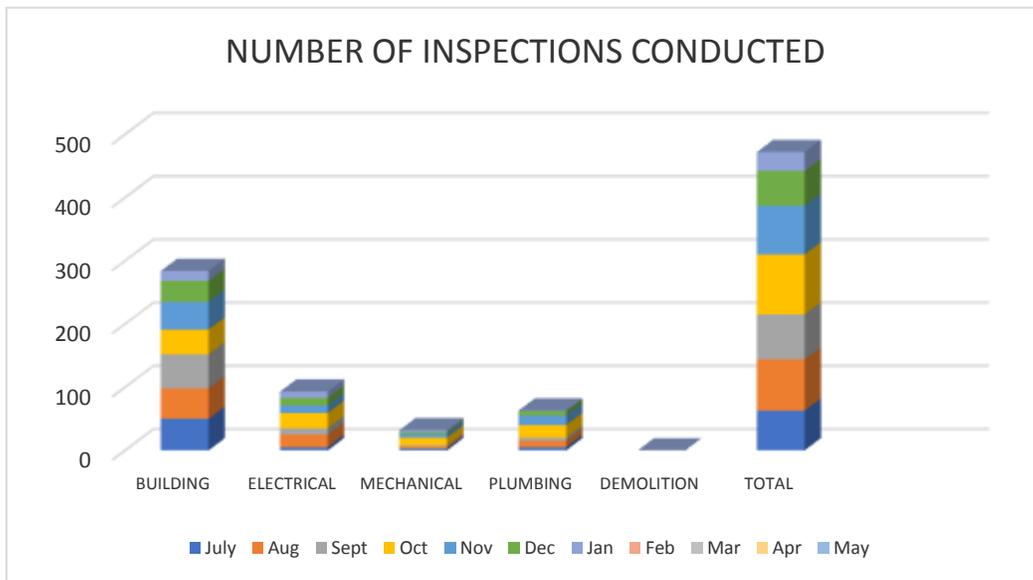
For January 2018, a total number of eleven plans were submitted and/or resubmitted for review. Plans submitted include a fire damage repair, patio cover, PV solar, pool, detached guest house and precise grading for Crestwood's Tract 18071.

Project	Description/Location	Status
Tim Boyes, Vista Grande Way	Parcel Map 16945 – Precise grading for (1) lot / (N) SFR	In Plan Check –SFR and precise grading in review
Yacoub Farsakh, Palm Residence	23315 Palm Ave. – New SFR	In Plan Check – New residence plans approved, ready to issue upon grading completion
Joab Jerome, Burns Residence	11838 Burns Ave. – Street Improvement Plan and on-site grading	In Plan Check Corrections picked up by Applicant 12/20/18
Tenant Improvement, Sophia's Nail Shop	12210 Michigan St. – Tenant improvement for nail salon to include new non-bearing walls, electrical and plumbing	In Plan Check – Corrections for 1 st review issued 10/12/18
Tim Evans – American Warrior, LLC	21935 Van Buren St. – Tenant Improvement for electrical to install screen printing equipment, shirt printing – American Warrior, LLC	In Plan Check – Received second set of corrections 12/19/18
Vic Onorio, Former child care building	22400 Barton Rd. – Tenant Improvement for disabled access upgrades for previous child care facility	In Plan Check – Corrections for 2 nd review issued 01/09/19
Crestwood Communities	Tract 18071 – Precise grading for 17 SFR lots	In Plan Check – Plans in review with Interwest
Robert Resheske, Rosedale Avenue	12133 Rosedale Ave. – Fire damage repair for single family residence	In Plan Check – First set of plan corrections issued 01/30/19

Inspections

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

*Twenty-two final building inspections were performed for the month of January 2018.

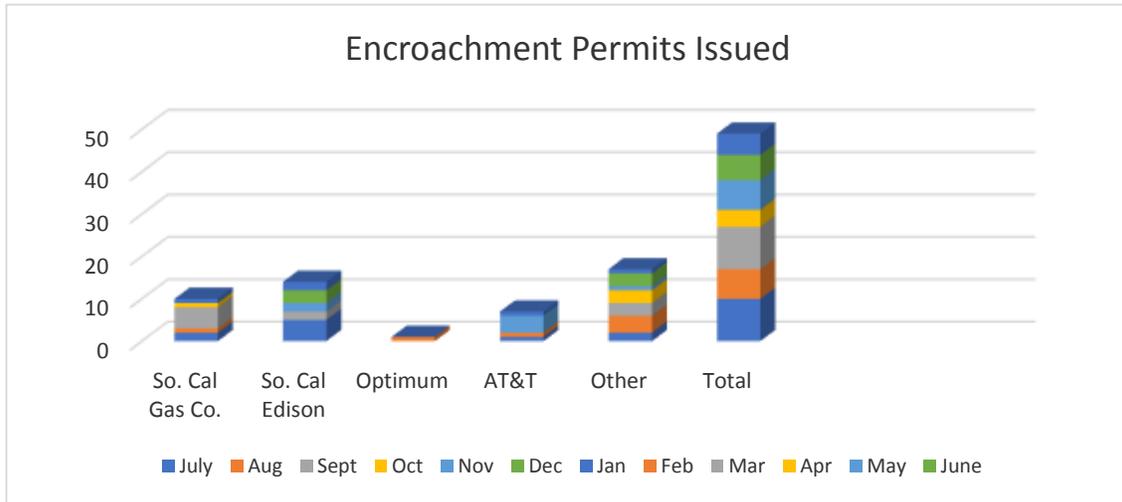


Certificate of Occupancy

A Certificate of Occupancy was issued for the following businesses:

- Absolute Livescan located at 21935 Van Buren St. Suite B7

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					
So. Cal Edison	5	0	2	0	2	3	2					
Optimum	0	1	0	0	0	0	0					
AT&T	1	1	0	0	4	0	1					
Verizon	0	0	0	0	0	0	0					
Revocable Permit	0	0	0	0	0	0	0					
Other**	2	4	3	3	1	3	1					
Total	10	7	10	4	7	6	5					
Total Monthly Revenue	\$5,710	\$6,165	\$4,356	\$1,121	\$5,877.24	\$5,436.14	\$1,560					

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

ANIMAL CONTROL AND CODE ENFORCEMENT DIVISION

Core Services

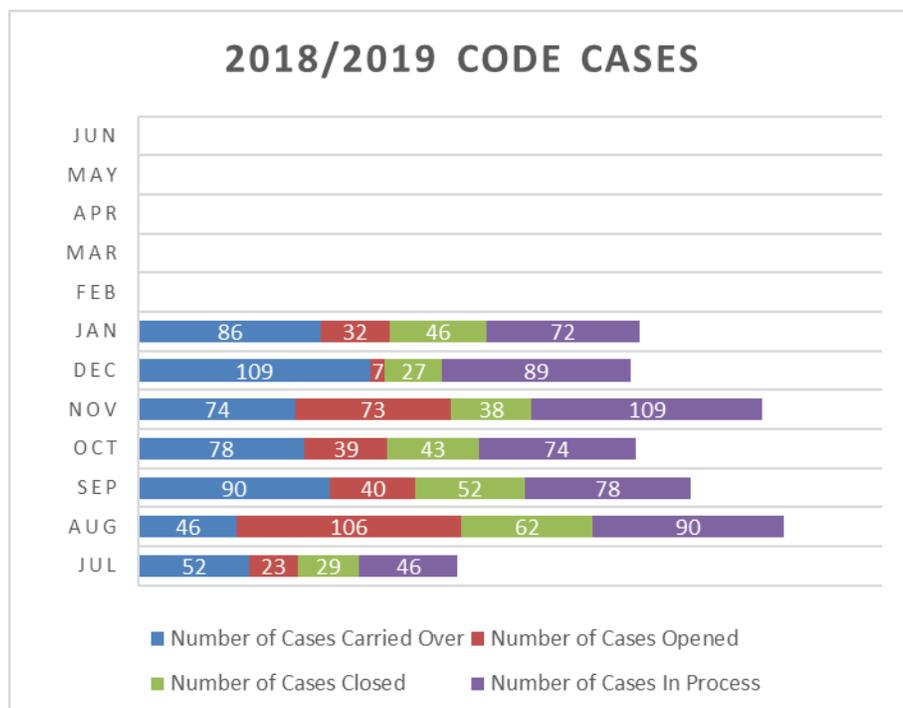
- Zoning & Municipal Code Enforcement
- Animal Control Services
- Street Sweeping Traffic Enforcement

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

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 January, Code Enforcement had 86 cases carried over from the previous month, 32 new cases opened, and 46 cases were closed. The Division closed out January with 72 open cases. The chart below demonstrates a breakdown of Code cases by detailing how many cases were carried over from the previous month, opened, closed and still being addressed.



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

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

*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

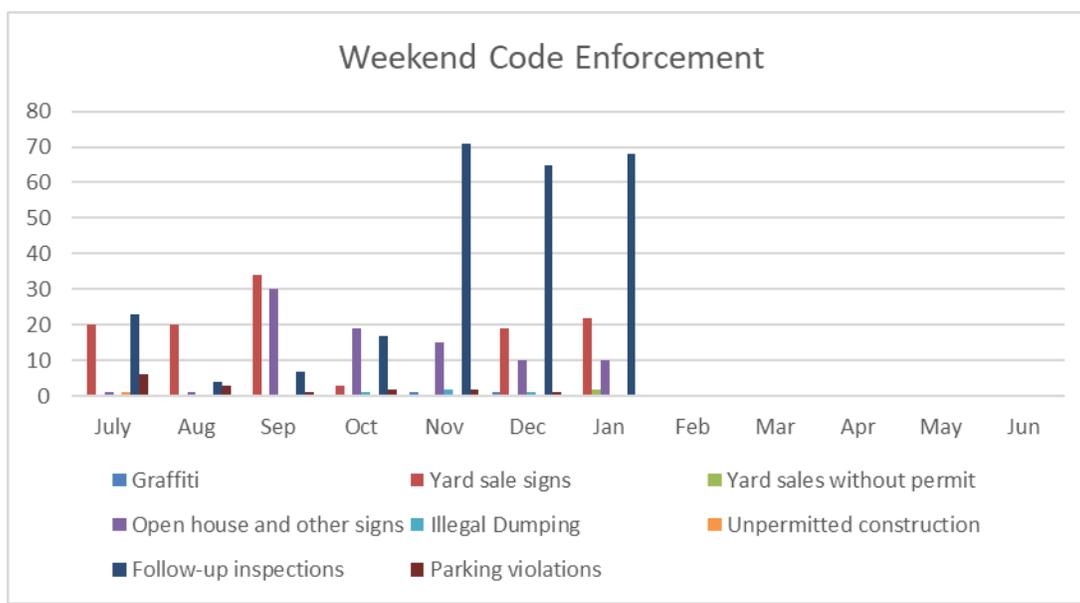
Code Enforcement began enforcement of 160 businesses that had not renewed their licenses. Code Enforcement went to the location of the businesses and verified that they were not licensed and issued citations to those businesses. Providing the license was renewed within 7 days, the citation would be dismissed. Four citations were issued in the month of January and all were dismissed.

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	0	0	0	1	1	0					
Yard sale signs	20	20	34	3	0	19	22					
Yard sales without permit	0	0	0	0	0	0	2					
Open house and other signs	1	1	30	19	15	10	10					
Illegal Dumping	0	0	0	1	2	1	0					
Unpermitted construction	1	0	0	0	0	0	0					
Follow-up inspections	23	4	7	17	71	65	68					

Case Types	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	Ma
Graffiti	0	0	0	0	1	1	0				
Yard sale signs	20	20	34	3	0	19	22				
Yard sales without permit	0	0	0	0	0	0	2				
Open house and other signs	1	1	30	19	15	10	10				
Illegal Dumping	0	0	0	1	2	1	0				
Unpermitted construction	1	0	0	0	0	0	0				
Follow-up inspections	23	4	7	17	71	65	68				



Special weekend enforcement projects:

Due to multiple complaints regarding trash cans left at the curb or stored in public view Code Enforcement began an enforcement program. City codes require trash cans to be removed from the curb within 12 hours of trash pickup and that they are stored out of public view. Due to the public safety concerns with trash cans either blocking sidewalks or in the roadways, the initial focus was on trash cans left at the curb/street. In January, ten notices for trash cans left at the street were issued.

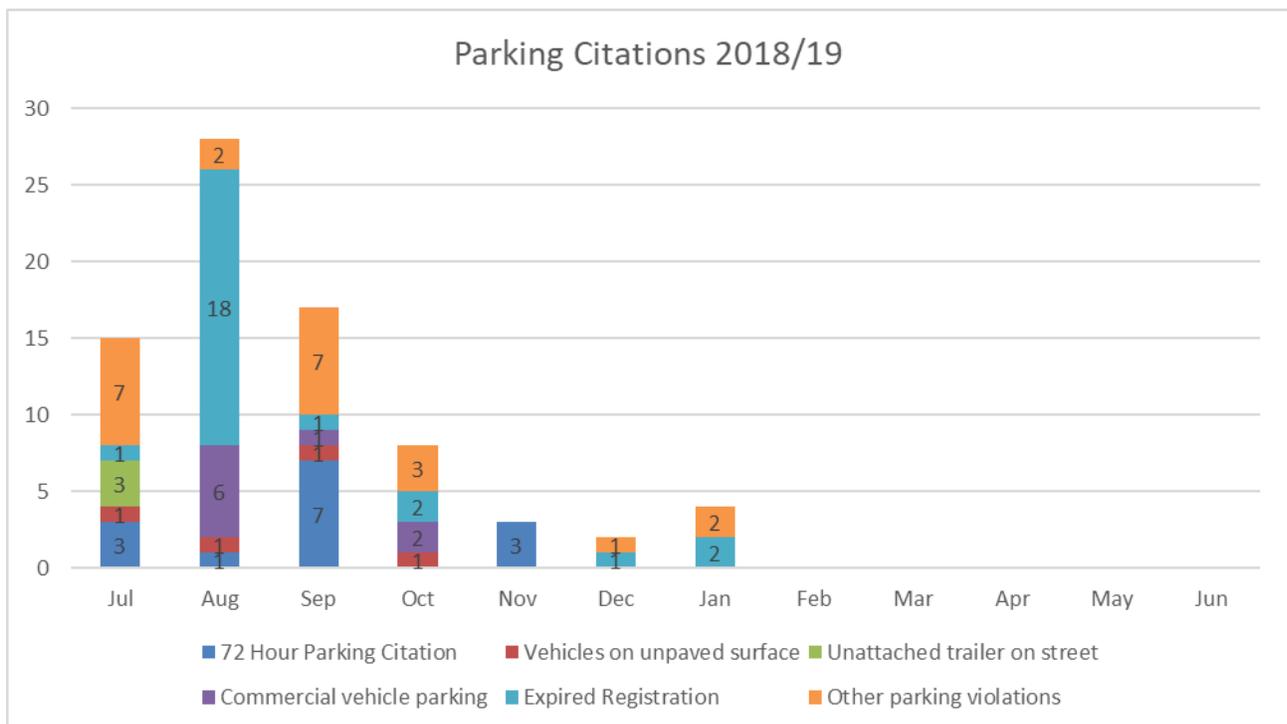
Code Enforcement also started addressing landscaping issues that were mainly complaint driven. For the month of January, thirteen property owners were issued notices for dirt yards and landscaping violations. Due to the effort property owners need to take to address the issue, property owners are given 30 days to correct, with extensions given as needed. Of the properties issued notices to date 43 are still in need of correction.

Parking Citations:

In January, 69 vehicle related citations were issued; 67 of the citations issued were related to street sweeping enforcement. The citations are expected to generate approximately \$1,675 in general fund revenue. Street Sweeping in residential areas occurs on the first, second, and third Thursdays of each month. In January street sweeping was cancelled on January 3rd due to trash pick up conflicts related to New Year's Day holiday and on January 17th, due to rain.



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



There was 1 case of graffiti and 1 case of illegal dumping reported in January 2019 on private or public property; both cases have been resolved.

Rental Inspection Program

There are approximately 333 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 333 properties, 115 property owners have paid their annual rental inspection fees. 88 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 also receive reduced inspection fees and windshield inspections. Properties are inspected annually; property inspections will commence within the first half of the calendar year.

Civic Live

There were no complaints received via Civic Live in January 2019.

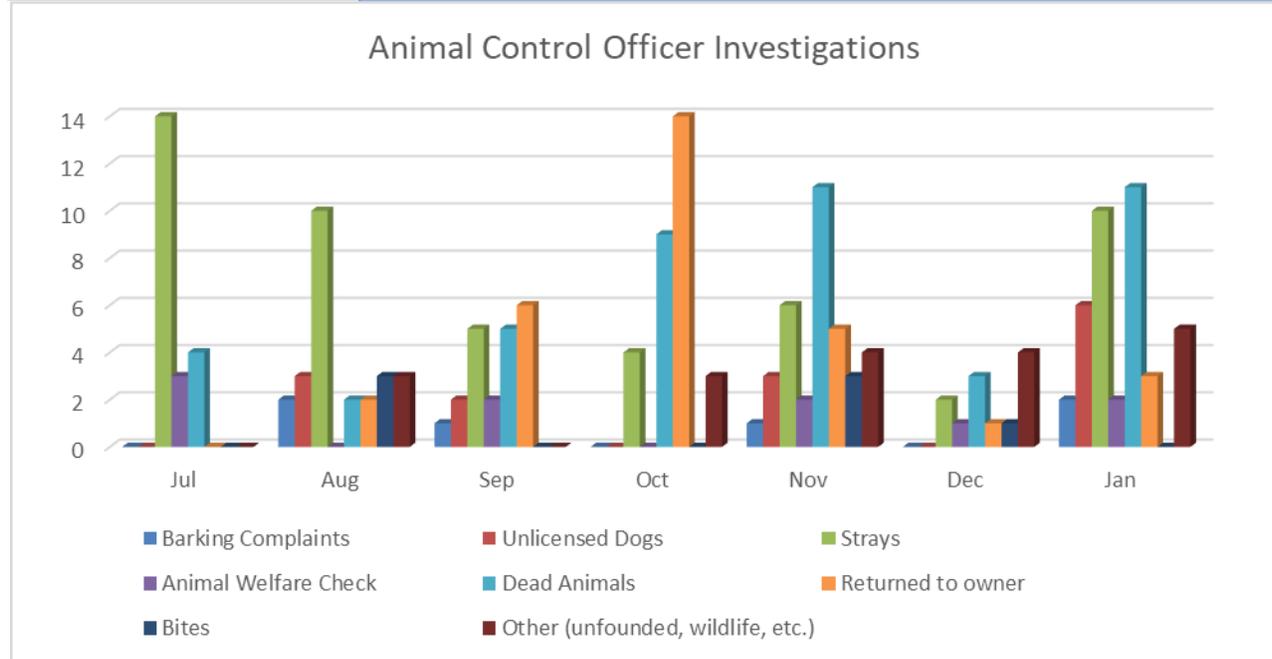
Animal Control Services

On January 16th, Animal Control hosted their vaccination clinic offering pet licensing, rabies vaccinations, and microchipping. Twenty-one animals were licensed at the vaccination clinic.

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. 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. Ten dogs were picked up and three were returned to the owner.

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

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

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

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
Animal Intakes						
Strays	9	4	11	7	8	2
Stray Dead	0	2	4	4	6	0
Owner Surrender	3	0	0	1	0	0
Other				4	2	0
Total	12	6	15	17	16	2
Animal Disposition						
Adopted	3	2	2	4	1	2
Returned to Owner	4	0	2	1	1	1
Euthanized	2	1	5	6	1	0
Other	1	0	0	2	2	0

Animal Control Sheltering Services	Jul	Aug	Sep	Oct	Nov	Dec
Animal Intakes						
Strays	9	4	11	7	8	2
Stray Dead	0	2	4	4	6	0
Owner Surrender	3	0	0	1	0	0
Other				4	2	0
Total	12	6	15	17	16	2
Animal Disposition						
Adopted	3	2	2	4	1	2
Returned to Owner	4	0	2	1	1	1
Euthanized	2	1	5	6	1	0
Other	1	0	0	2	2	0
Total	10	3	9	13	5	3

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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: February 20, 2019

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

FROM: Alan French, Public Works Department Director

SUBJECT: December 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).

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*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

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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.)

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*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

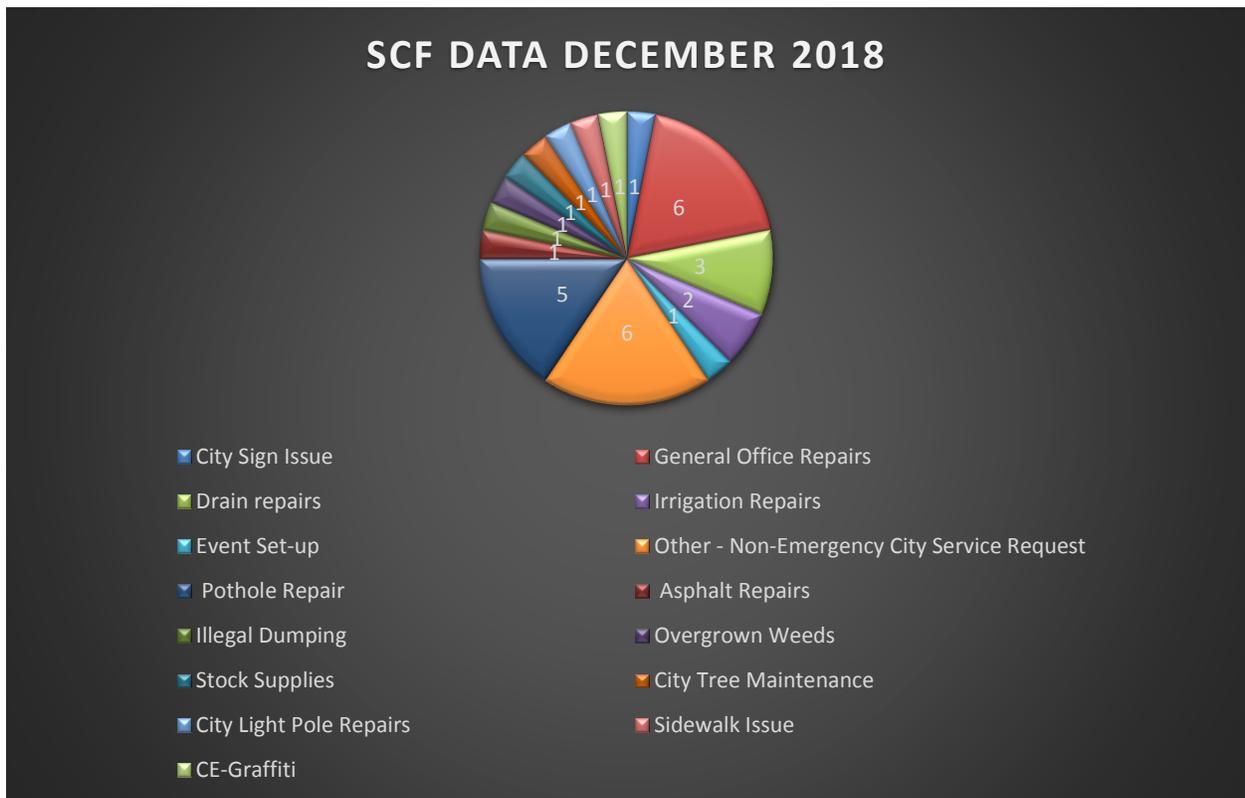
			Weekday Hours		After hours & Weekend hours		Call outs
	Budgeted	Staffed	Available	Worked	*Available	Worked	
Field	4	3	576	359	35	39	1
Office	2	2	288	225	0	2	0
Total	6	5	864	584	35	41	1

*Due to 40 hour work week, these are not compensated overtime hours. Extra hours and call outs constitute after hours and weekend emergency call outs, or hours worked over 8 in a weekday.

Work Release Hours

Maintenance was supplemented by 168 work releases hours during the month of DECEMBER.

Transition Period December 2018 (32)



Transition Period-W/O Enter Through SCF December 2018 (32)

	Category	Id	Status	Address	Description	W/O Created	W/O Completed
1	PW-City Sign Issue	5168466	Archived	11731 Mount Vernon Ave Grand Terrace 92313, United States	Sign and post need to be replaced. Sign is weathered and post has weeds growing through it.	12/2/2018	12/4/2018
2	PW-INTERNAL General Office Repairs	5172118	Archived	22795 Barton Road Grand Terrace, CA	Cabinet Maintenance	12/3/2018	12/4/2018
3	PW-INTERNAL Drain repairs	5172132	Archived	Britton Way Grand Terrace, CA	The Storm Drain on Brittan Way needs inside and outside cleaning.	12/3/2018	12/6/2018
4	PW-INTERNAL Irrigation Repairs	5172143	Archived	Terrace Pines Drive Grand Terrace, CA	Back-flow leak, temp. turned off awaiting full repair.	12/3/2018	12/4/2018
5	PW-INTERNAL Event Set-up	5172155	Archived	22795 Barton Road Grand Terrace, CA	City Birthday set-up and breakdown	12/3/2018	12/4/2018
6	PW-INTERNAL Other - Non-Emergency City Service Request	5176104	Archived	22795 Barton Road Grand Terrace, CA	40th banners need to be cleaned and individually wrapped.	12/4/2018	12/6/2018
7	PW-INTERNAL Drain repairs	5178835	Archived	Britton Way Grand Terrace, CA	Per email and regular sch. cleaning schedule drain clean out of drain as soon as possible, thank you.	12/5/2018	12/6/2018
8	PW-INTERNAL Other - Non-Emergency City Service Request	5179067	Archived	Grand Terrace CA	Secure tube slide at Richard Rollins park as children keep using the slide and tape is being taken off. Please find another way to secure, thank you. ASAP	12/5/2018	12/6/2018
9	PW-INTERNAL General Office Repairs	5179183	Archived	22795 Barton Road Grand Terrace, CA	The Burrtec trash box in the City Hall lobby can simply be thrown away.	12/5/2018	
10	PW-INTERNAL Drain repairs	5179953	Archived	Grand Terrace CA	Please clean out all drains on top of roof at city hall and building and safety	12/5/2018	12/6/2018
11	PW-INTERNAL Other - Non-Emergency City Service Request	5182786	Archived	22795 Barton Road Grand Terrace, CA	Battery in Camry needs replace with a new battery, thank you.	12/6/2018	12/6/2018
12	PW-Other-Non Emergency City Service Request	5183551	Archived	Grand Terrace CA	Please have fallen oranges picked up from yard.	12/6/2018	12/7/2018
13	PW-INTERNAL Other - Non-Emergency City Service Request	5183609	Archived	21937 Grand Terrace Road Grand Terrace, CA	Fitness Park Gate issues with gate and lock volunteers say people just tag hard on it and it opens right up. Homeless seen there after hours. Please discuss with Director and address asap.	12/6/2018	12/19/2018
14	PW-INTERNAL General Office Repairs	5183771	Archived	22795 Barton Road Grand Terrace, CA	Ceiling Tile repairs need at council Chambers	12/6/2018	12/7/2018
15	PW-INTERNAL Pothole Repair	5185893	Archived	12710 Blue Mountain Court Grand Terrace, CA	Please add this pothole repair to today's repairs thank you.	12/7/2018	12/11/2018
16	PW-INTERNAL Pothole Repair	5186563	Archived	Michigan Street Grand Terrace, CA	Resident called in pothole on Michigan and Pico at the south side of intersection, please do best to get this address asap. Thank you.	12/7/2018	12/11/2018
17	PW-INTERNAL General Office Repairs	5187083	Archived	22795 Barton Road Grand Terrace, CA	One of the fluorescent ceiling lights is out in the kitchenette area leading into the Council Chambers. This will need to be replaced by Tuesday's Council Meeting, because they will be taking new Council photos and the lighting needs to be even for the green screen.	12/7/2018	12/11/2018
18	PW-INTERNAL Pothole Repair	5192794	Archived	22795 Barton Road Grand Terrace, CA	Please repair pot holes on South Side Barton Road GT limits just before heading into Colton	12/10/2018	12/11/2018
19	PW-INTERNAL Pothole Repair	5192802	Archived	22795 Barton Road Grand Terrace, CA	Please repair pot holes city wide	12/10/2018	12/11/2018
20	PW-INTERNAL Asphalt Repairs	5195996	Archived	Warbler Avenue Grand Terrace, CA	Broken asphalt on this gutter curve of warbler and Van Buren, thank you.	12/11/2018	
21	PW-INTERNAL General Office Repairs	5200238	Archived	22795 Barton Road Grand Terrace, CA	Please place air on the Animal Control vehicle tire that is low, thank you.	12/12/2018	
22	PW-INTERNAL General Office Repairs	5200510	Archived	Grand Terrace CA	The holiday luncheon will be hosted at the Fire Department this year. The fire department has requested that we bring 10 tables and 35 chairs. Captain English says our Maintenance crew can deliver the tables and chairs the day before, on Monday, Dec. 17.	12/12/2018	12/13/2018
23	CE-INTERNAL Illegal Dumping	5201196	Archived	22537 Cardinal Street Grand Terrace, CA	Mattress dumped for the last few weeks in front of this address needs to be picked up on curb of street.	12/12/2018	
24	PW-INTERNAL Other - Non-Emergency City Service Request	5204242	Archived	22795 Barton Road Grand Terrace, CA	The Ford Escape has a tail light that has gone out. Can you put on a work order to have it checked and replaced. The vehicle cannot be driven until it's fixed.	12/13/2018	12/14/2018
25	PW-INTERNAL Overgrown Weeds	5204838	Archived	Barton Road Grand Terrace, CA	Resident reported overgrown bush that needs to be maintenance as its onto the sidewalk. Location on Barton/Palm near dentistry office. Thank you. Please have trimmed before leave on Christmas break.	12/13/2018	12/19/2018
26	PW-INTERNAL Stock Supplies	5220393	Archived	12000 Mount Vernon Avenue Grand Terrace, CA	Restock Senior Center of restrooms supplies.	12/19/2018	12/19/2018
27	PW-INTERNAL Irrigation Repairs	5220396	Archived	Mount Vernon Avenue Grand Terrace, CA	Water leak reported on Mt Vernon and Grand Terrace.	12/19/2018	12/19/2018
28	PW-INTERNAL City Tree Maintenance	5220400	Archived	Barton Road Grand Terrace, CA	Resident reported tree obstructing sidewalk next to dentist office on Barton road, thank you.	12/19/2018	12/19/2018
29	PW-INTERNAL General Office Repairs	5225991	Archived	22795 Barton Road Grand Terrace, CA	General Office see Excutive Asssistant	12/20/2018	1/4/2019
30	PW-INTERNAL City Light Pole Repairs	5225997	Archived	Mount Vernon Avenue Grand Terrace, CA	Please change light that went out at Mt Vernon and Grand Terrace road kiosk.	12/20/2018	1/4/2019
31	PW-INTERNAL Sidewalk Issue	5228289	Archived	Mount Vernon Avenue Grand Terrace, CA	S/W issue on the west side of Mt. Vernon between Grand Terrace road and the apartments?	12/21/2018	1/4/2019
32	CE-Graffiti	5229680	Archived	22579 De Berry Street Grand Terrace, California	Large blue turning slide and green tunnel in little kid area.	12/21/2018	1/4/2019

Between Dec 01, 2018 and Dec 31, 2018

32 requests were opened

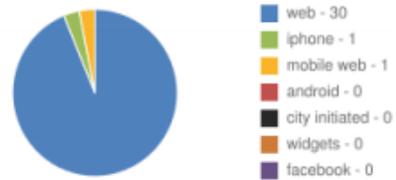
27 requests were acknowledged

44 requests were closed

The average time to acknowledge was 2.9 days.

The average time to close was 26.2 days.

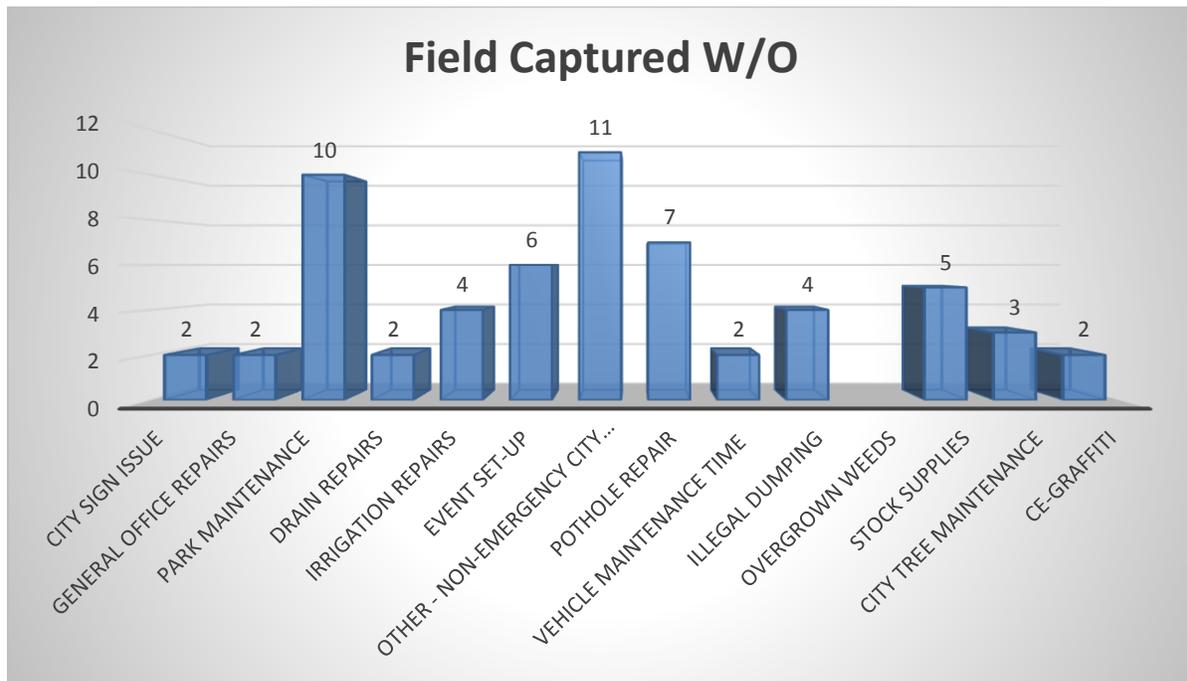
Requests by Source



MYCIVIC LIVE PLATFORM DECEMBER 2018

ID	Status	Open Date	Resolved Date	Type	Department	Description
132626	resolved	12/27/2018	1/22/2019	Drainage Issues	Public Works	Water Drainage is blocked due to thick debris.
131403	resolved	12/14/2018	1/22/2019	Water Leak Issue	Public Works	The drinking fountain at the Grand Terrace Fitness Park leaks a large amount of water from the bottom whenever it is turned on.
131214	resolved	12/13/2018	1/22/2019	Water Leak Issue	Public Works	Possible water leak around the water meter outside her home. If you step in the area your foot sinks into the mud, so the waters has been there for quite sometime. The water is on the corner of the street immediately outside of her home, which is situated on Blue Lupine Cr. Please see attachments
130517	resolved	12/9/2018	12/11/2018	Pothole	Public Works	Oriole Ave/Raven Way. At the cross gutter in the center of the street is a pothole and eroded asphalt.
129753	received	12/3/2018	--	Other	All	Utility crews working unsafely in the street. Cable pulling individual is walking cable in lane beyond closure area, not wearing proper safety equipment.
129677	resolved	12/3/2018	12/7/2018	Graffiti	Public Works	South/West corner of Litton & La Cadena.

Work Orders captured while out on Field (60)



Park Shelter Reservations in December 2018

Park	Shelter	Date Reserved
Richard Rollins	B	December 2, 2018
Richard Rollins	B	December 9, 2018

Community Room Reservations December 2018

Group	Date Reserved	Time
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
City's Annual Birthday Dinner	December 12 th	
Friends of the Library	December 17 th	5PM-6PM
Greenbriar HOA Meeting	December 20 th	4:30PM-6PM

Transportation Permits

December 20, 2018	Hill Crane Service	Iowa Ave-Main St.
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December 2018

December 2018							January 2019						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
48	3	4	5	6	7	1	1	2	3	4	5	6	7
49	8	9	10	11	12	13	8	9	10	11	12	13	14
50	14	15	16	17	18	19	15	16	17	18	19	20	21
51	20	21	22	23	24	25	22	23	24	25	26	27	28
52	26	27	28	29	30	31	29	30	31				
1	30	31											

	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
WEEK 48	Nov 25	26	27	28	29	30	Dec 1
WEEK 49	2	3	4	5	6	7	8
WEEK 50	9	10	11	12	13	14	15
WEEK 51	16	17	18	19	20	21	22
WEEK 52	23	24	25	26	27	28	29
WEEK 1	30	31	Jan 1, 19	2	3	4	5

Community Room

1

2/20/2019 12:20 PM

Signal Light Maintenance

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

Intersection	Regular Maintenance	Repair
Barton Road/Canal Street	x	n/a
Barton Rd/Honey Hills Dr	x	n/a
Barton Rd/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 Waste Generation Reports from holiday months pending

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 Dec 31, 2018
ACCO Engineered Systems	HVAC Maintenance	\$22,850	\$14,769.04
Albert A Webb Associates	Commerce Way Final Design	\$109,389.00	\$32,843.10
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	\$10,833.32
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	\$25,205.00
Gopher Patrol	Gopher Abatement Services	\$6,512.00	\$3,256.00
Hardy and Harper, Inc	Street Maintenance Services	\$75,000.00	\$0
Interwest Consulting Group TKE Engineering, HR Green	On-Call Public Works Inspection Services	\$40,000.00	\$36,390.00
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	\$210,387.75
Lynn Merrill	NPDES Services	\$10,000.00	\$8,470.82
Moran Janitorial Services	Janitorial Services for City Hall and City Parks	\$19,980.00	\$11,655.00
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	\$13,154.10

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	\$3,746.52
County of Riverside TLMA Administration	Main Street Traffic Signal Maintenance Services	\$6,000.00	\$1,043.53
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	\$2,259.50
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 2018-19:	\$800,365.00	\$466,099.68 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	\$11,344
Hardy & Harper	Pavement Rehabilitation Project	\$756,000.00	\$176,640.80
HR Green California	Pavement Rehabilitation Project – Inspection / Construction Mgt	\$26,250.00	\$0
Terracon	Pavement Rehabilitation Project – Geotechnical Services	\$18,984.06	\$0
Warren Anderson Ford Inc (Fritts Ford)	2019 hybrid Ford F-250 maintenance truck (approved by Council FY 17-18)	\$55,075.00	\$0.27
	TOTAL CIP PROJECT CONTRACT VALUE FOR FY 2018-19	\$1,285,849.48	\$204,502.92

Bids:

- Electric Vehicle Supply Equipment RFP for City Hall

Major Reports:

- Cal Recycle: Mandatory Organics Recycling (MORe) Diversion Compliance Plan

Grants:

- MSRC Funding for Clean Transportation Projects: Submitted Amendment Letter
- SCIP: \$140,000 grant funding for City Hall EV Project / Submitted app in Nov for Walgreens EV Project
- HSIP – Highway Safety Improvement funding for Mt. Vernon / Submitted Invoice to CalTrans
- CDBG: Issued Notice of Funding Availability to community partners & submitted additional back-up documentation for reimbursement requests

Project Management:

- Pavement Rehabilitation Project
- EV Charging Station
- Tree Maintenance – Year 3 Cycle

Major Meetings / Events:

- HSIP Feedback – 12/7/18
- Debrief Mtg with Hardy and Harper – 12/10/18
- County CDBG Site Visit – 12/11/18



City of Grand Terrace
Public Works Department

DATE: February 20, 2019

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

FROM: Alan French, Public Works Department Director

SUBJECT: January 2019-MONTHLY REPORT –PUBLIC WORKS DEPARTMENT

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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

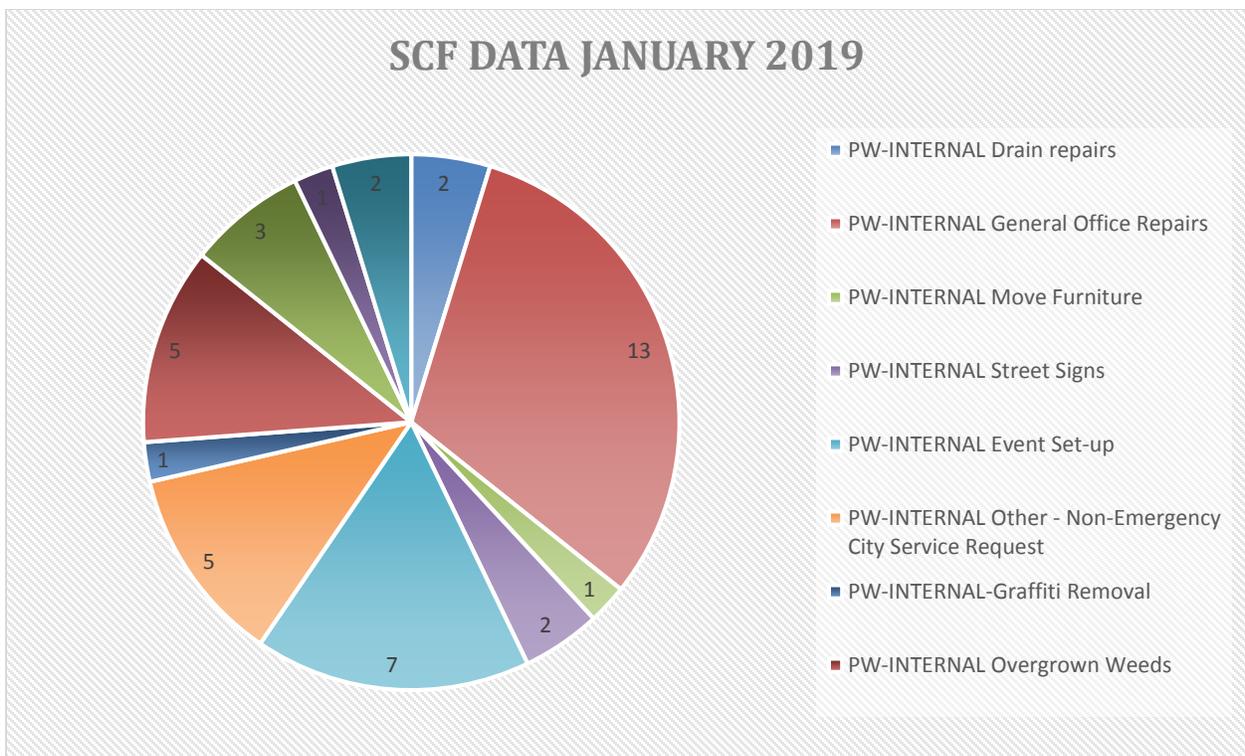
			Weekday Hours		After hours & Weekend hours		Call outs
	Budgeted	Staffed	Available	Worked	*Available	Worked	
Field	4	3	672	482	35	17	2
Office	2	2	336	237	0	6	0
Total	6	5	1008	719	35	23	2

*Due to 40 hour work week, these are not compensated overtime hours. Extra hours and call outs constitute after hours and weekend emergency call outs, or hours worked over 8 in a weekday.

Work Release Hours

Maintenance was supplemented by 304 work releases hours during the month of JANUARY.

Transition Period January 2018 (42)



Transition Period-W/O Enter Through SCF January 2019 (42)

ID	Status	Address	W/O Created	W/O Completed	Category	Description	
1	5255608	Archived	Britton Way Grand Terrace, CA	1/2/2019	1/7/2019	PW-INTERNAL Drain repairs	The Storm Drain on Britton Way needs inside and outside cleaning. There are large broken tree branches covering the outlet and many leaves.
2	5255796	Archived	22795 Barton Road Grand Terrace, CA	1/2/2019	1/4/2019	PW-INTERNAL General Office Repairs	General Office see Accountant
3	5256028	Archived	22795 Barton Road Grand Terrace, CA	1/2/2019	1/4/2019	PW-INTERNAL Move Furniture	Animal Control freezer needs to be moved outside of the building.
4	5256843	Archived	Mike Todd Lane Grand Terrace, CA	1/2/2019	1/10/2019	PW-INTERNAL Street Signs	Street Sign at Mike Todd Lane has fallen due to wind, the sign is reported to be near the pole. Please have repaired as soon as possible. Thank you.
5	5258978	Archived	22795 Barton Road Grand Terrace, CA	1/3/2019	1/18/2019	PW-INTERNAL Event Set-up	Animal Emergency Clinic to be held January 16th. Set up and break down.
6	5259214	Archived	22795 Barton Road Grand Terrace, CA	1/3/2019	1/4/2019	PW-INTERNAL Event Set-up	Flags were raised half staff and will be brought back.
7	5259225	Archived	Grand Terrace CA	1/3/2019	1/10/2019	PW-INTERNAL Event Set-up	Richard Rollins flag to be replaced.
8	5259703	Archived	22795 Barton Road Grand Terrace, CA	1/3/2019	1/11/2019	PW-INTERNAL Event Set-up	Thursday, January 10th set-up for Parks and Rec Committee Meeting
9	5262520	Acknowledged	22880 Cardinal Street Grand Terrace, CA	1/4/2019		PW-INTERNAL Other - Non-Emergency City	Property Owner Check of easement behind Cardinal is maintained
10	5262862	Archived	Grand Terrace CA	1/4/2019	1/8/2019	PW-INTERNAL Other - Non-Emergency City	Dog Park clean up debris left
11	5262870	Archived	22795 Barton Road Grand Terrace, CA	1/4/2019	1/4/2019	PW-INTERNAL Event Set-up	Break down of Christmas Decor and Tree today, thank you.
12	5264229	Archived	22795 Barton Road Grand Terrace, CA	1/4/2019	1/8/2019	PW-INTERNAL Event Set-up	City Council meeting please have it cleaned thank you. Tuesday Jan 8, 2019
13	5274738	Archived	22795 Barton Road Grand Terrace, CA	1/8/2019	1/8/2019	PW-INTERNAL General Office Repairs	GM, can you please add a work order to change light on Ballard at City Hall west side.....Please.....
14	5275176	Archived	Britton Way Grand Terrace, CA	1/8/2019	1/8/2019	PW-INTERNAL Drain repairs	The storm drain on Britton Way needs cleaning due to the recent rain storm. Also, the 2 street sewer covers at the end of Britton Way by the Preschool need to be cleaned of leaves and debris.
15	5275434	Archived	22795 Barton Road Grand Terrace, CA	1/8/2019	1/11/2019	PW-INTERNAL General Office Repairs	Lights out in the office behind Public Works Secretary, please replace. Thank
16	5275443	Archived	22795 Barton Road Grand Terrace, CA	1/8/2019	1/8/2019	PW-INTERNAL General Office Repairs	Women's restroom leak
17	5275444	Archived	22795 Barton Road Grand Terrace, CA	1/8/2019	1/8/2019	PW-INTERNAL General Office Repairs	Men's restroom leak.
18	5279052	Archived	22795 Barton Road Grand Terrace, CA	1/9/2019	1/15/2019	PW-INTERNAL General Office Repairs	Council Chamber
19	5279101	Archived	22795 Barton Road Grand Terrace, CA	1/9/2019	1/11/2019	PW-INTERNAL General Office Repairs	Annex Building Water Heater Leaks repairs/clean up needed.
20	5281643	Archived	21950 Pico Street Grand Terrace, CA	1/10/2019	1/10/2019	PW-INTERNAL-Graffiti Removal	Please remove graffiti from the benches at both Pico park (veterans) and Fitness
21	5283309	Archived	22795 Barton Road Grand Terrace, CA	1/10/2019	1/14/2019	PW-INTERNAL General Office Repairs	Mayor's Office
22	5285518	Archived	Grand Terrace CA	1/11/2019	1/11/2019	PW-INTERNAL Overgrown Weeds	Please remove tumble weeds, cut grass growth, trim up shrubs on South side GT Welcome city limit on Barton Road
23	5285528	Archived	Grand Terrace CA	1/11/2019	1/11/2019	PW-INTERNAL Overgrown Weeds	Please clean up roadside/sidewalk on South Side Barton Road from Honey hill
24	5285533	Archived	Grand Terrace CA	1/11/2019	1/11/2019	PW-INTERNAL Overgrown Weeds	Please trim up plants, remove weeds from Southwest Corner of Barton / GT road (Kiosk station)
25	5285553	Archived	22795 Barton Road Grand Terrace, CA	1/11/2019	1/14/2019	PW-INTERNAL Other - Non-Emergency City	Please repair/ replace springs on garage door on EOC building
26	5293285	Archived	Mount Vernon Avenue Grand Terrace, CA	1/14/2019	1/15/2019	PW-INTERNAL Street Signs	Please remove the 40th banner sign from the kiosk at Grand Terrace road and mt. vernon, thank you.
27	5294572	Archived	Mount Vernon Avenue Grand Terrace, CA	1/15/2019	1/17/2019	PW-INTERNAL City Tree Maintenance	Please remove dead branches on Junipers
28	5295821	Archived	22795 Barton Road Grand Terrace, CA	1/15/2019	1/15/2019	PW-INTERNAL Event Set-up	Provide one easy up for tomorrows event.
29	5296575	Archived	Oriole Avenue Grand Terrace, CA	1/15/2019	1/18/2019	PW-INTERNAL City Tree Maintenance	Pom poms on Oriole and Desoto please remove
30	5302136	Archived	22710 La Paix Street Grand Terrace, CA	1/17/2019	1/18/2019	PW-INTERNAL City Tree Maintenance	Tree branch fell onto street, please pick up and take photos of the tree that is there as resident is requesting for removal because a lot of fallen branches.
31	5302702	Archived	22795 Barton Road Grand Terrace, CA	1/17/2019	1/18/2019	PW-INTERNAL General Office Repairs	Office assistant second floor office maintenance.
32	5303932	Archived	22795 Barton Road Grand Terrace, CA	1/18/2019	1/25/2019	PW-INTERNAL General Office Repairs	The outside door of City Hall is the metal strip sounds like its dragging and the wood is coming off.
33	5303941	Archived	22795 Barton Road Grand Terrace, CA	1/18/2019	1/24/2019	PW-INTERNAL General Office Repairs	Light bulb change out 1st floor.
34	5304658	Acknowledged	22795 Barton Road Grand Terrace, CA	1/18/2019		PW-INTERNAL Other - Non-Emergency City	Vehicle maintenance new lighting installation.
35	5304838	Archived	22795 Barton Road Grand Terrace, CA	1/18/2019	1/25/2019	PW-INTERNAL General Office Repairs	Please fill in the soap for men and women public restroom, received a complaint of no soap.
36	5314597	Archived	22795 Barton Road Grand Terrace, CA	1/22/2019	1/24/2019	PW-INTERNAL City Sign Issue	Pick-up street banner signs.
37	5319384	Archived	Grand Terrace Road CA	1/23/2019	1/29/2019	PW-INTERNAL Other - Non-Emergency City	Please pick up fallen oranges from oranges grove trees.
38	5323130	Archived	22819 Vista Grande Way Grand Terrace, CA	1/24/2019	1/25/2019	PW-INTERNAL Tree Removal	Hello WCA was scheduled to perform a large stump removal located in-front of
39	5327828	Acknowledged	22795 Barton Road Grand Terrace, CA	1/25/2019		PW-INTERNAL General Office Repairs	Please fix the light fixture in front of counter.
40	5338068	Archived	22795 Barton Road Grand Terrace, CA	1/29/2019	1/31/2019	PW-INTERNAL Event Set-up	Set-up and break down of Community room. Thank you.
41	5344574	Closed	22555 De Soto Street Grand Terrace, CA	1/31/2019	2/15/2019	PW-INTERNAL Tree Removal	Tree inspection.
42	5344596	Acknowledged	Barton Road Grand Terrace, CA	1/31/2019		PW-INTERNAL Overgrown Weeds	Growth on the north east corner of Glendora and Barton, for line of sight

Between Jan 01, 2019 and Jan 31, 2019

42 requests were opened

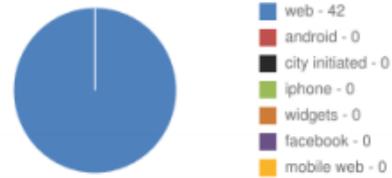
39 requests were acknowledged

44 requests were closed

The average time to acknowledge was 2.9 days.

The average time to close was 7.5 days.

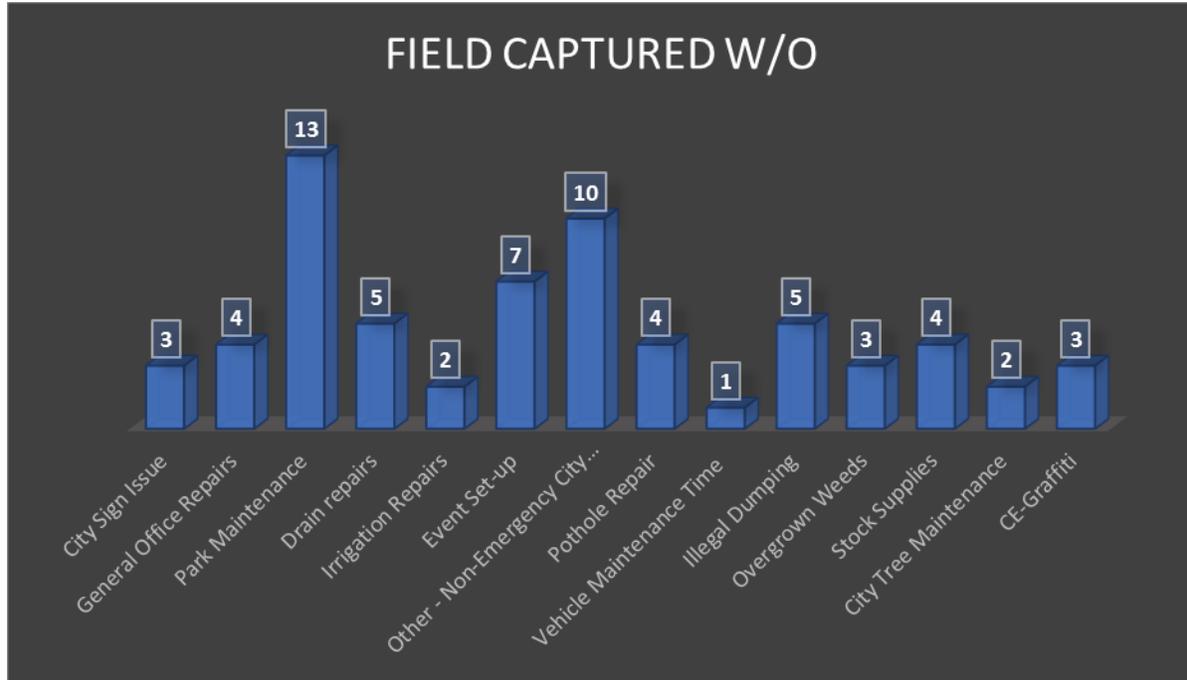
Requests by Source



MYCIVIC LIVE PLATFORM JANUARY 2019

ID	Status	Open Date	Resolved Date	Type	Department	Assigned Staff	Description
137443	resolved	1/29/2019	2/5/2019	Other	All	Ruben Montano	Adminin Issue
137146	resolved	1/27/2019	2/8/2019	Drainage Issues	Public Works	Ruben Montano	I expect water was shut off during the rains. The weather the past week is drying out the park very quickly and bald patches are in small park. Please water.
136635	referred	1/24/2019	--	Other	All	Alan French	Young men and women in the Grand Terrace HS are going into the restroom together at pico park/veterans park which is a safety concern. Around 7 and 8 o'clock.

Work Orders captured while out on Field (66)



Park Shelter Reservations in JANAURY 2019

Park	Shelter	Date Reserved
Richard Rollins	B	January 12, 2019
Richard Rollins	C	January 26, 2019

Community Room Reservations JANUARY 2019

Group	Date Reserved	Time
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
GT Football League	January 23 rd	5PM-7PM
Reserved For Mayor	January 21 st	

Transportation Permits

January 16, 2019	Cattrac Transportation	Barton Rd, Mt. Vernon and Main St.
------------------	------------------------	------------------------------------

Signal Light Maintenance

		January 2019							
		SUN	MON	TUE	WED	THUR	FRI	SAT	
WEEK 1	Dec 30		31	Jan 1, 19 6:00pm EOC Monthly Meeting (Community Room) 6:30pm Republican Woman's Club (Community Room)	2	3	4	5	
WEEK 2	6	7	8	9	10	11	12		
WEEK 3	13	14	15	16	17	18	19		
WEEK 4	20	21	22	23	24	25	26		
WEEK 5	27	28	29	30	31	Feb 1	2		
Community Room		1							2/20/2019 4:42 PM

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 waste generation reports from the holiday months are pending

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 Jan. 31, 2019
ACCO Engineered Systems	HVAC Maintenance	\$22,850	\$9,431.54
Albert A Webb Associates	Commerce Way Final Design	\$109,389.00	\$16,714.17
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	\$6,499.98
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	\$17,095
Gopher Patrol	Gopher Abatement Services	\$6,512.00	\$2,767.50
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	\$36,390.00
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	\$202,585.25
Lynn Merrill	NPDES Services	\$10,000.00	\$8,470.82
Moran Janitorial Services	Janitorial Services for City Hall and City Parks	\$19,980.00	\$9,990.00
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	\$8,769.40
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	\$2,869.42
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)	\$38,560.00
Western Exterminator Co.	Pest Control Services	\$5,436.00	\$1,955.50
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:	\$800,365.00	\$415,743.30 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	\$11,344.00
Hardy & Harper	Pavement Rehabilitation Project	\$756,000.00	\$176,640.80
HR Green California	Pavement Rehabilitation Project – Inspection / Construction Mgt	\$26,250.00	\$0
Terracon	Pavement Rehabilitation Project – Geotechnical Services	\$18,984.06	\$0
Warren Anderson Ford Inc (Fritts Ford)	2019 hybrid Ford F-250 maintenance truck (approved by Council FY 17-18)	\$55,075.00	\$0.27
	TOTAL CIP PROJECT CONTRACT VALUE FOR FY 2018-19	\$1,285,849.48	\$204,502.92

Bids:

- Issued Street Sweeping RFP

Major Reports:

-

Grants:

- MSRC Funding for Clean Transportation Projects: Submitted Amendment Letter
- SCIP: \$140,000 grant funding for City Hall EV Project / Submitted app in Nov for Walgreens EV Project
- HSIP – Highway Safety Improvement funding for Mt. Vernon / Submitted Invoice to CalTrans
- CDBG: Issued Notice of Funding Availability to community partners & submitted additional back-up documentation for reimbursement requests

Project Management:

- Pavement Rehabilitation Project
- EV Charging Station
- Tree Maintenance – Year 3 Cycle

Major Meetings / Events:

- Street Sweeping Pre-Bid Meeting – 1/18/19

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Sheriff's Contract

- Law Enforcement Services



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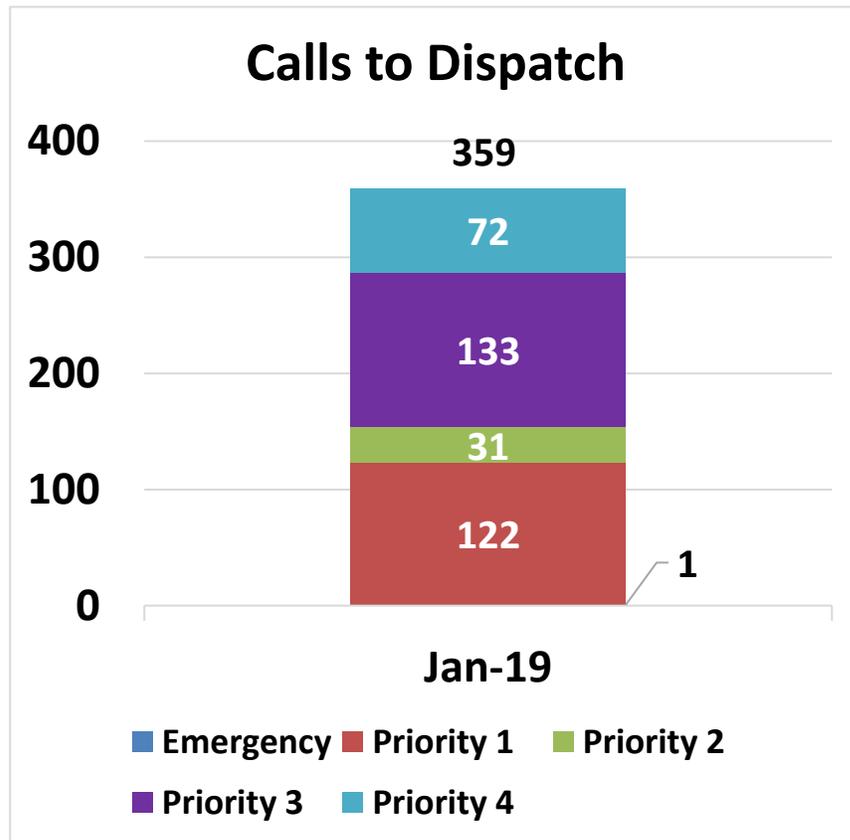


San Bernardino County Sheriff's Department



Services	January 2019
Officer Contact and Calls	1,251

Calls to Dispatch	January 2019
Emergency	1
Priority 1	122
Priority 2	31
Priority 3	133
Priority 4	72
Totals	359



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.

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San Bernardino County Fire



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City of Grand Terrace
Fire Department Incidents
12/01/18 – 12/31/18

Call Type	Number of Calls
Carbon Monoxide Alarm	1
Elevator Rescue	1
Fire – Residential	2
Fire – Unknown Type	2
Fire – Vehicle	1
Medical Aid	93
Move Up (Cover Engine in to FS#23)	3
Outside Investigation	1
Residential Alarm	5
Traffic Collision with Injuries	2
Traffic Collision with Injuries – Freeway	1
Traffic Collision Unknown Injuries	3
Traffic Collision Unknown Injuries – Freeway	2
Total Calls	117



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

Call Type	Number of Calls
Commercial Alarm	1
Commercial Investigation	2
Carbon Monoxide Alarm	1
Fire – Unknown Type	1
Inside Investigation	1
Medical Aid	108
Move Up (Cover Engine in to FS#23)	1
Outside Electrical Incident	2
Outside Investigation	1
Public Service	1
Traffic Collision with Extrication – Freeway	1
Traffic Collision with Fire – Freeway	1
Traffic Collision with Injuries	2
Traffic Collision Unknown Injuries	3
Traffic Collision Unknown Injuries – Freeway	1
Total Calls	127