



MONTHLY REPORT

February 2019

PRESENTED BY
THE CITY MANAGER'S OFFICE

This page left intentionally blank.



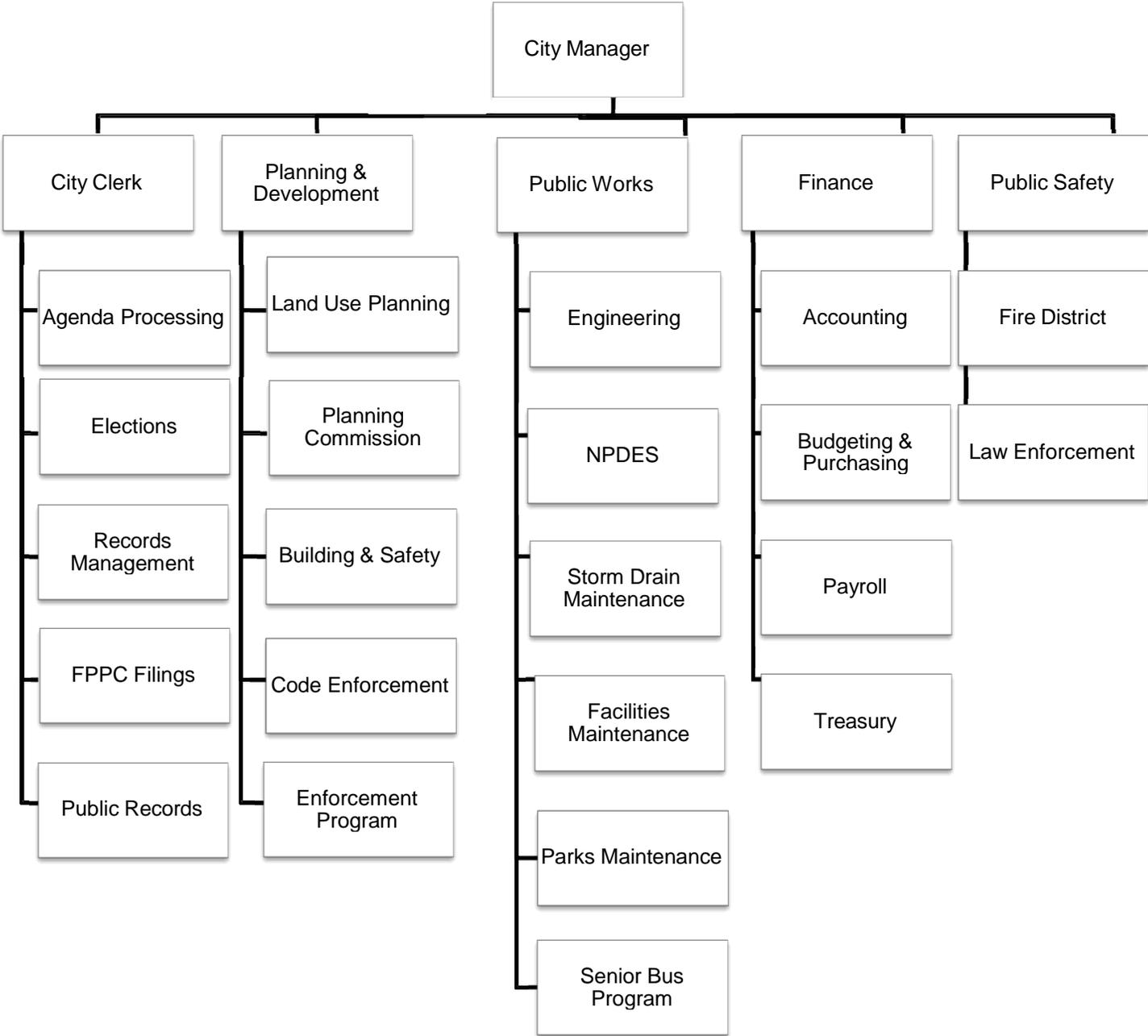
Organizational Chart	1
City Clerk	3
Committee/Commissions	9
City Manager	11
Senior Center	16
Senior Bus Program	19
Communications	24
Planning and Development.....	29
Code Enforcement.....	46
Weekend Code	47
Parking/Graffiti.....	48
Animal Control	50
Public Works.....	53
Maintenance	56
Citizen Response System (Work Orders).....	58
Park Maintenance.....	60
Sheriff's Contract	65
San Bernardino County Fire.....	69

This page left intentionally blank.



CITY MANAGER

Organization Chart



This page left intentionally blank.



City Clerk

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

This page left intentionally blank.





DATE: March 20, 2019

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

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

SUBJECT: FEBRUARY 2019 CITY CLERK MONTHLY REPORT

This monthly report is presented to the City Manager to keep him informed of the activities and responsibilities within the City Clerk's Department over the last six (6) months.

The City Clerk's Office is staffed with two (2) positions that include the City Clerk and its Office Specialist. The primary responsibilities for this department are Council Support Services, Records Management, Administrative Processing, Board Administration and Election Services. Each of these functions require a collaborative effort between the department staff to ensure that all components within the process are completed from origin to file. As the official records manager for all City documents it is imperative that this process be accurate to ensure the preservation of the City's history.

AGENDAS/POSTINGS

The City Clerk is responsible for preparing agendas and postings for all City Council Regular and Special Meetings, as well as for the Housing Authority and Successor Agency to the Community Redevelopment Agency.

The total number of agendas processed for the month of February 2019 is two (2), spending a total of eighteen (18) hours preparing the agenda packet together with delivery and producing 689 pages.

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

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 month of February 2019 is zero.

RESOLUTIONS AND ORDINANCES PROCESSED			
	RESOLUTIONS	ORDINANCES	MONTHLY TOTALS
September	2	0	2
October	2	0	2
November	2	0	2
December	2	2	4
January	0	0	0
February	0	0	0
Total Processed	8	2	10

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 February 2019, one (1) Certificate of Recognition and one (1) In Memoriam Adjournment was 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
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
February	0	1	0	1	0	0	2
Total	0	13	0	7	0	2	22

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 February 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.

CONTRACTS & AGREEMENTS PROCESSED	
September	2
October	4
November	2
December	3
January	0
February	3
Total	14

RECORDS REQUESTS

The City Clerk's office received thirteen (13) Requests for Copies of Public Records for the month of February 2019. Twelve (12) requests were completed within the Government Code Section 6253(c)'s requirement of ten (10) calendar days with one (1) completed with a 14-day extension. The total number of pages provided in response to those requests were 77 pages with four (4) 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
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
February	13	12	1	77	4
Total Requests	75	63	12	1337	21

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 February 2019, the City Clerk’s office responded to 280 telephone calls from residents, contractors, vendors, consultants and in-house customer service assistance to City staff.

TELEPHONE CUSTOMER SERVICE	
September	283
October	365
November	400
December	280
January	382
February	266
Total Calls	1,976

HISTORICAL & CULTURAL COMMITTEE ACTIVITY

The Historical and Cultural Activities Committee preserves the history of Grand Terrace and facilitates cultural activities for the benefit of all citizens in the City. The City Clerk serves as a liaison facilitating communication between the committee and City Manager and City Council, maintains the committee minutes of its proceedings and provides support for the Annual Art Show, Country Fair and City Birthday Party.

Month	Committee Meeting	Emails w/Committee Members & Vendors	Written Correspondence w/Committee Members	Telephone Calls with Committee Members & Vendors	Art Show/Country Fair & City Birthday Prep & Attendance	Total # of Hours
September	2.00	0	.50	.25	0	2.75
October	1.50	2.00	1.00	2.50	12	19.00
November	1.25	1.00	.50	2.00	15	19.75
December	1.00	.50	.50	.50	0	2.50
January	1.00	0	.50	.25	0	1.75
February	.75	0	.50	0	0	1.25
TOTAL # HOURS	7.50	3.50	3.50	5.50	27.00	47.00

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	5	0	0
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 and the public has access to records placed under the City Clerk Department's tab titled "Online Documents". Laserfiche is fully operational both internally and externally. The City Clerk and her office specialist will be attending a Laserfiche conference in February 2019 for more hands on training.

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

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

City Manager's Office

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

This page left intentionally blank.



DATE: March 20, 2019

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

FROM: Cynthia A. Fortune, Assistant City Manager

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

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

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

OUR MISSION

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

OUR VISION

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

HUMAN RESOURCES

Mission:

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

Values:

Develop

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

Increase

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

Respect

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

Communicate

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

CORE SERVICES

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

TABLE 1
Recruitment Activity

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

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

TABLE 3
Benefits Activity

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

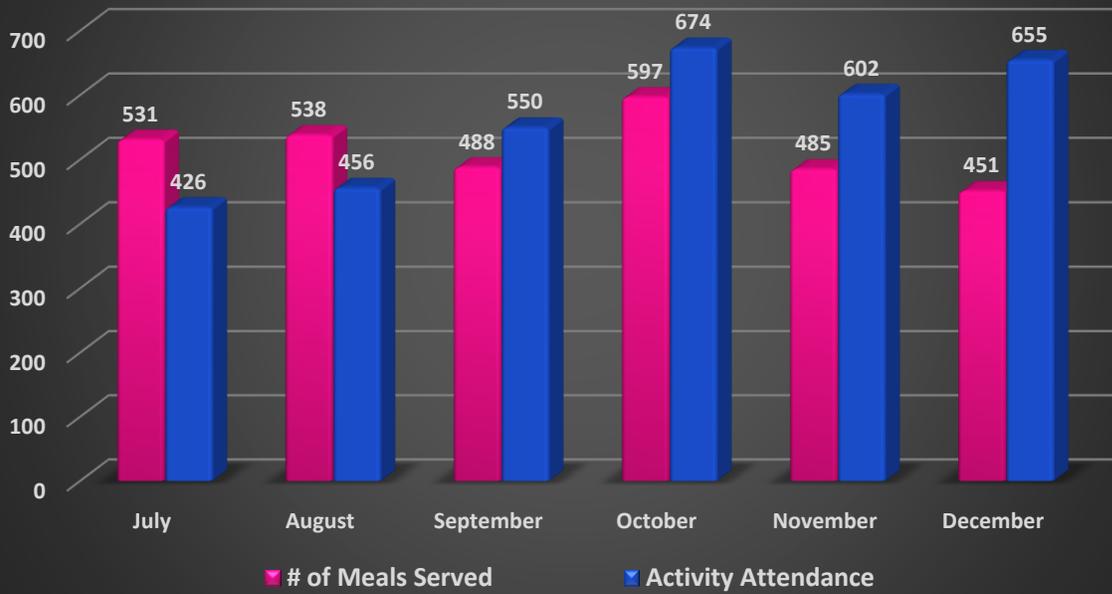
TABLE 1
Senior Center Activities

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	503				
Arts and Crafts Classes	11	29				
Bingo	55	27				
Bridge	41	29				
Bunco	50	40				
Coffee with Megan	86	51				
Exercise Classes	92	84				
Garden Club	8	6				
Morning Glories (Quilting)	27	22				
Paint Classes	14	10				
Card Game Night (Wednesday)	36	20				
Cell Phone Class	5	4				
Kings Corner	69	35				
Cribbage	5	18				
<u>SPECIAL EVENTS</u>						
Monthly Birthday Celebration	26	28				
Monthly Entertainment (2 nd Friday of the month)	33					
Scrapbooking	5					
Valentines' Day Party		33				
Monthly Summary Attendance (Accounts for a senior participating in any activity/program. One senior may have participated in 2 or more programs, not including meals.)						

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



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

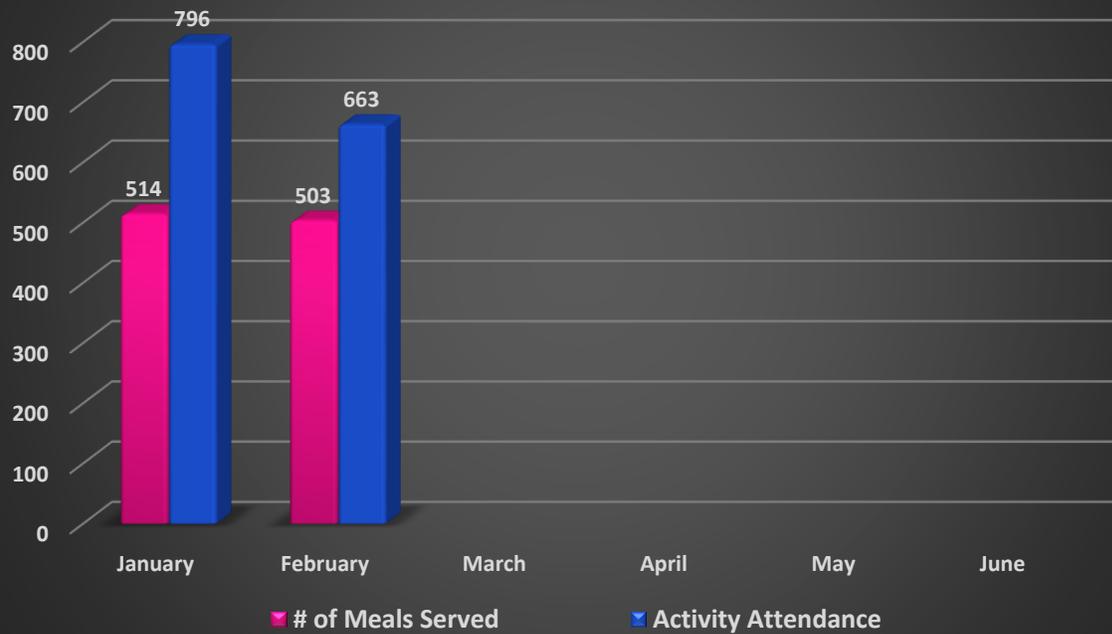


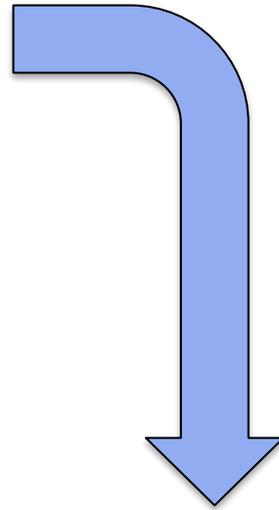
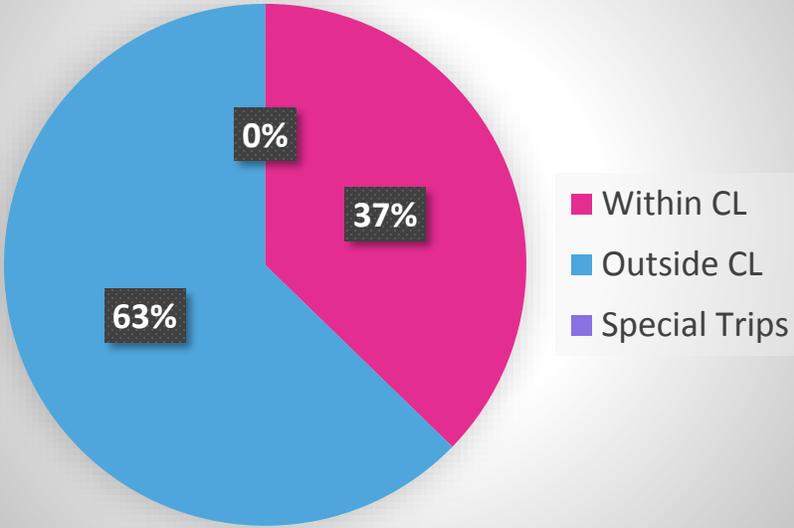
TABLE 2
Senior Center Blue Mountain Silver Liner
of Passengers

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

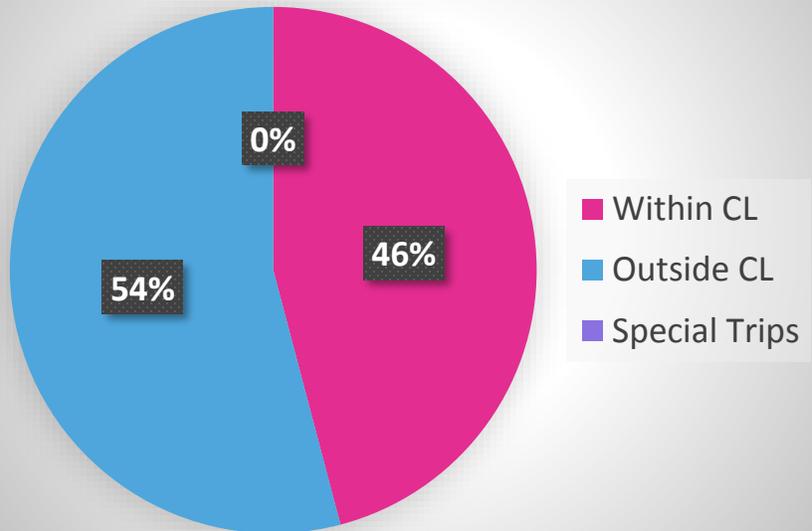
TABLE 3
of Rides

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	201				
Outside City Limits (Walmart, 99cent store, Ross)	318	237				
Special Events/Trips	0	0				

January 2019 Rides



February 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.

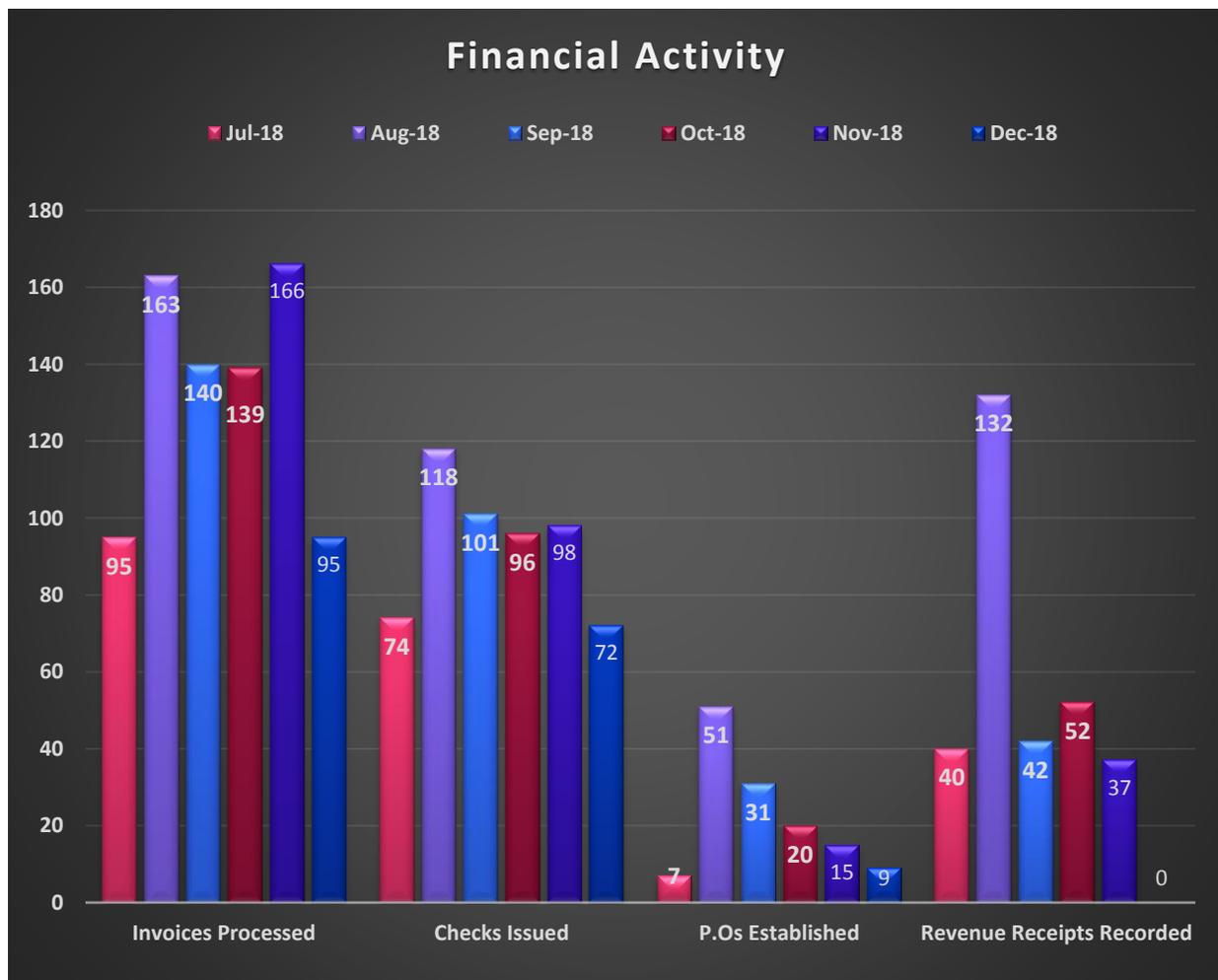
CORE SERVICES

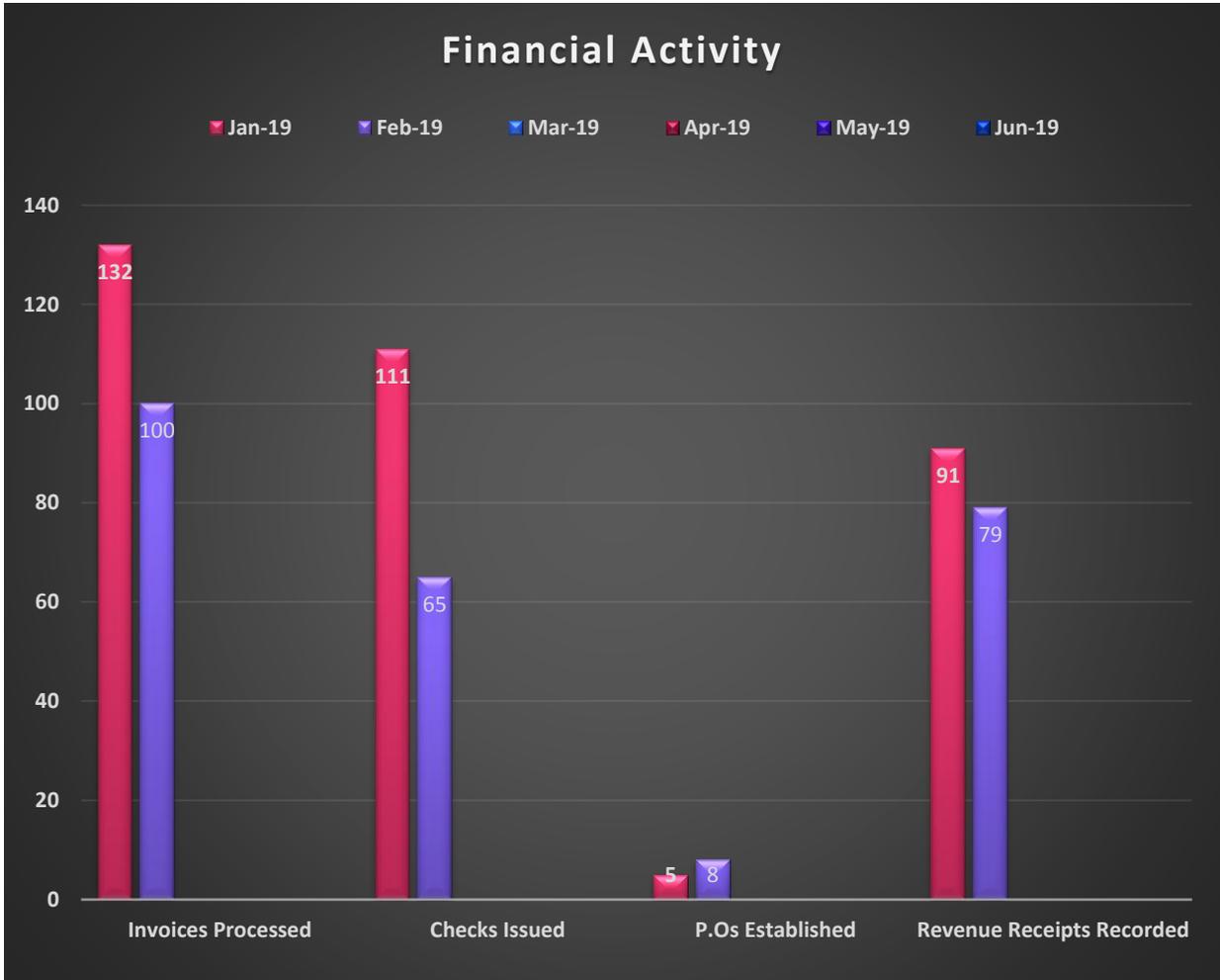
The Finance Department has 4 core services: Accounting, Purchasing, Revenue Management and Treasury. The Finance Department works in partnership with other departments to effectively develop, manage and safeguard the City's fiscal resources to enable and enhance the delivery of City services and projects.

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	100				
Checks Issued	111	65				
Purchase Orders Established	5	8				
Revenue Receipts Recorded	91	79				





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.

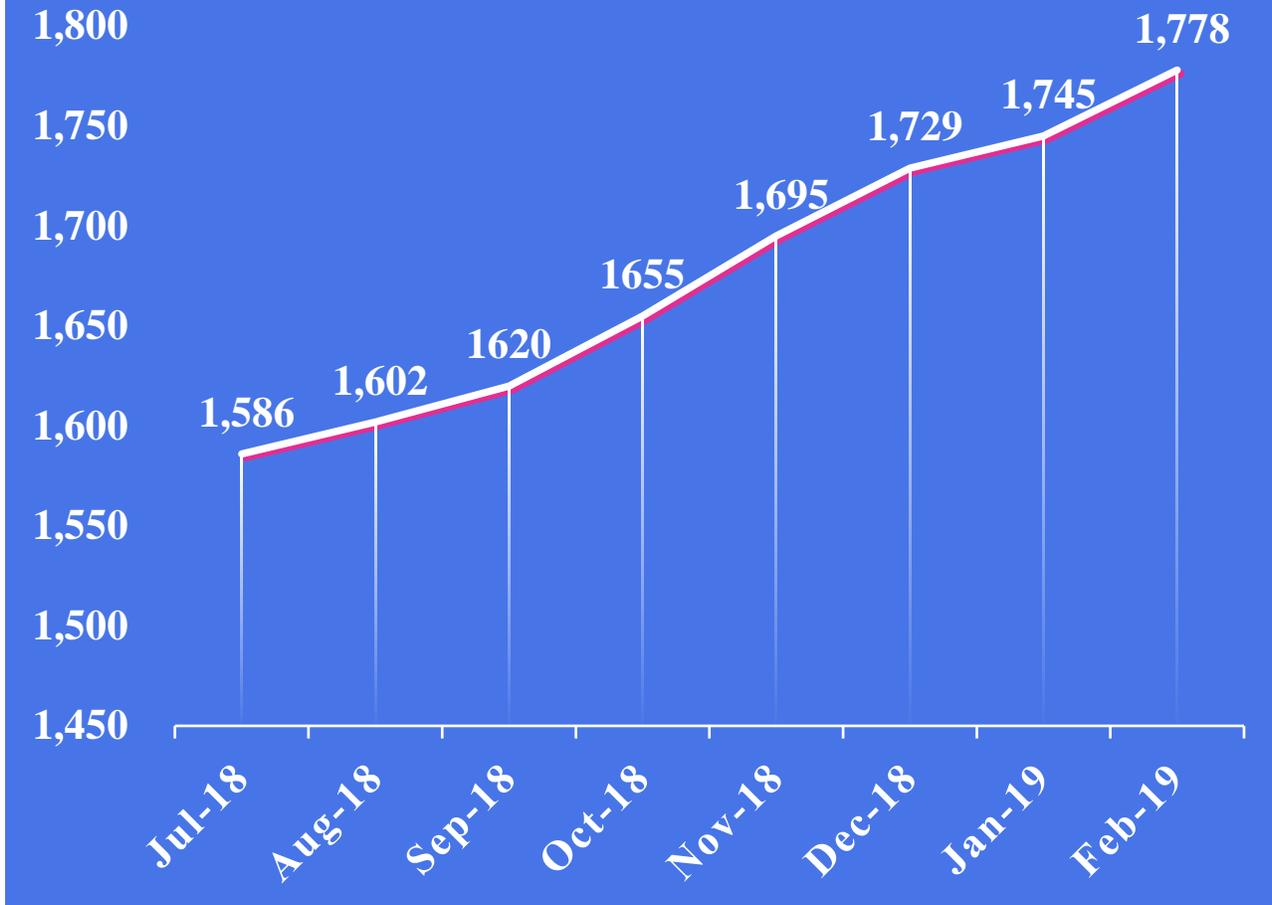
Table 1

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	54				
Activities/Items Added to Slideshow	1	3				

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

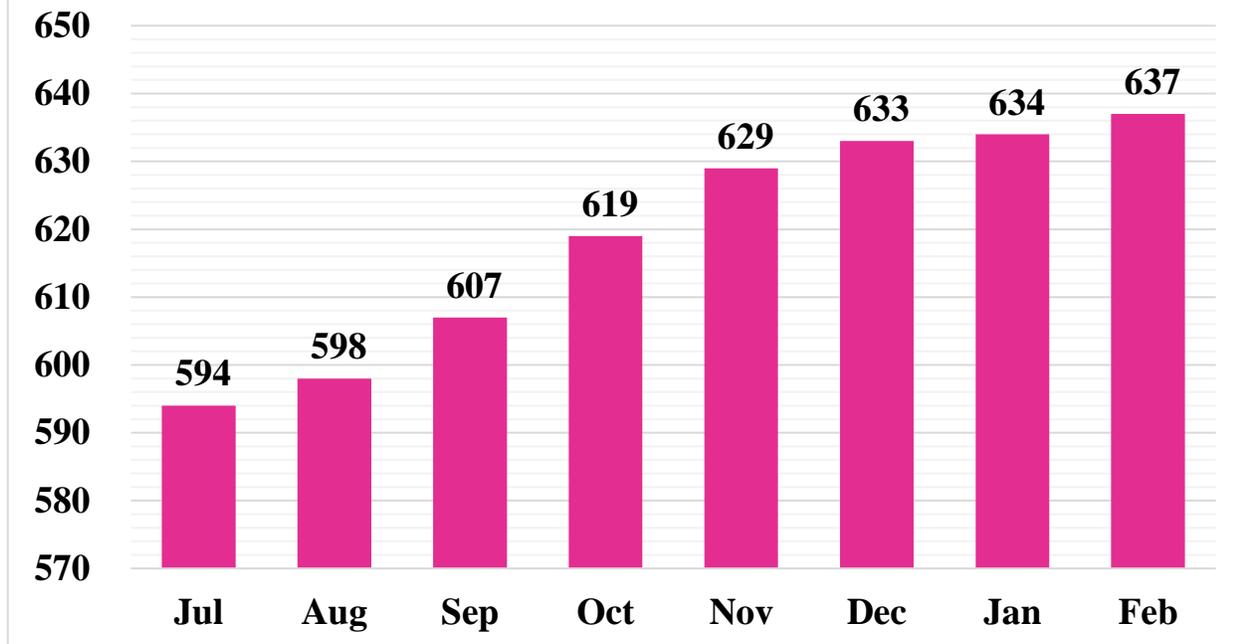
FACEBOOK PAGE FOLLOWERS



Eblast	Jul	Aug	Sep	Oct	Nov	Dec
Number of E-newsletters Distributed	10	3	6	8	8	7
Number of Subscribers	594	598	607	619	629	633
Change in Subscribers	22	4	9	12	10	4
Number of E-newsletters Opened*	1,440	506	No Data	No Data	No Data	No Data
Eblast	Jan	Feb	Mar	Apr	May	Jun
Number of E-newsletters Distributed	6	6				
Number of Subscribers	634	637				
Change in Subscribers	1	3				
Number of E-newsletters Opened*	No Data	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	3				
Impressions	3,486	5,185				
Followers	226	229				
New Followers	2	3				

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	-	3				
Video Views	42	166				
Subscribers	126	129				
Change in Subscribers	-	3				

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	1				

Burrtec Newsletter	Jul	Aug	Sep	Oct	Nov	Dec
Bi-Monthly Newsletter	-	-	-	-	-	-
Burrtec Newsletter	Jan	Feb	Mar	Apr	May	Jun
Bi-Monthly Newsletter	-	-				

5 Most Popular City Facebook Pages		By % of Pop.
1) Twentynine Palms		21.14%
2) Apple Valley		19.72%
3) Yucca Valley		15.42%
4) Grand Terrace		14.48%
5) Hesperia		13.45%

* Reach refers to the number of unique people to have seen a post's content.
 ** Engagement refers to interactions with a post, such as post clicks, Likes, Comments or Shares.
 *** Impressions refers to the number of times a tweet has been seen.

This page left intentionally blank.



Planning & Development

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

This page left intentionally blank.





DATE: March 18, 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: **FEBRUARY 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.

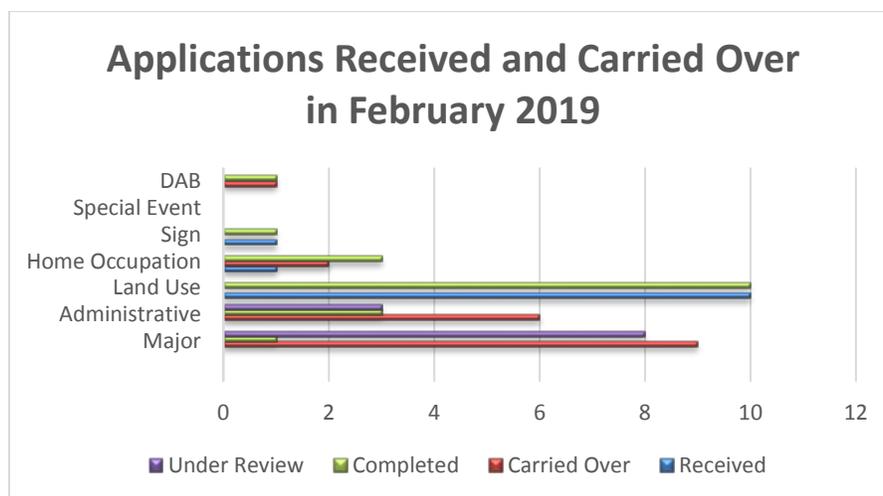
Activity Summary for Planning

Planning Counter Requests for Information: 61
 Planning Phone Calls Received: 63
 Planning E-mails Received/Answered: 210

Application Summary

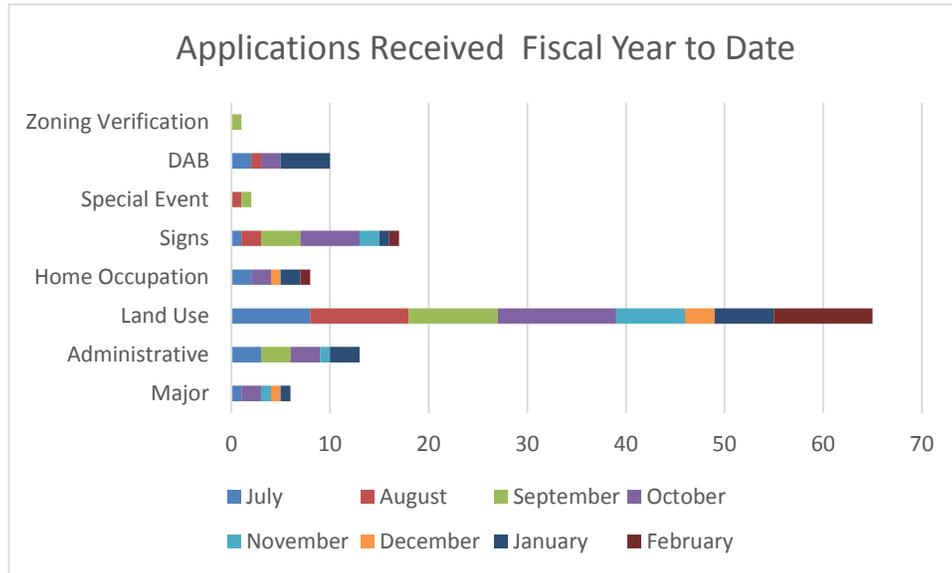
The Planning Division received 12 new applications in February and carried over 18 from the previous month. Action was taken on 19 of them. Minor applications such as a new business, patio cover, or small room additions are handled as a Land Use application and typically processed within 2-3 days. Larger 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 February 2019				
Applications	Number Received	Carried Over	Completed	Under Review
Major	0	9	1	8
Administrative	0	6	3	3
Land Use	10	0	10	0
Home Occupation	1	2	3	0
Sign	1	0	1	0
Special Event	0	0	0	0
DAB	0	1	1	0
Total	12	18	19	11



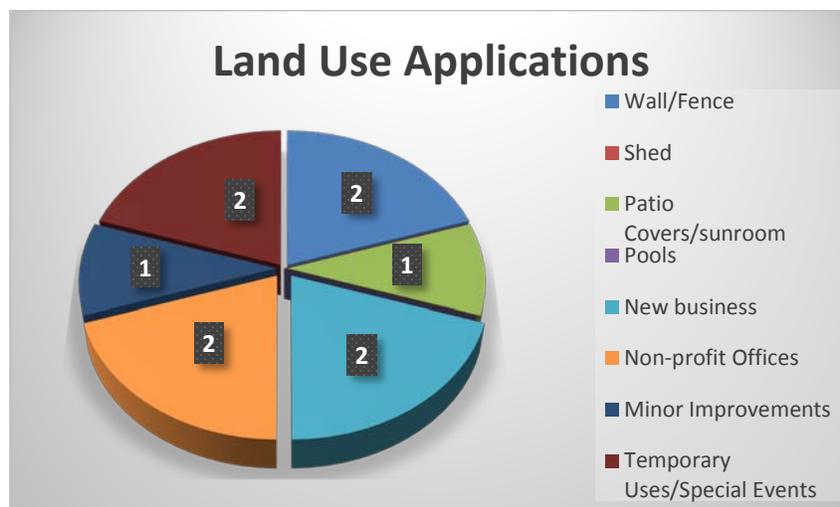
Applications Received, Approved and/or Under Review

Fiscal year to date the Planning Division has received 122 applications for review, 11 applications remained under review. A comprehensive list of the applications and their status is at the end of the Planning Division’s report.



Land Use application for two new businesses were approved in February, including “Next G. Communications” (Telecommunication Services) and “Grocery Outlet” (Market Store). Land Use application for “Calvary the Brook” (Church Office) and “Chastella, Inc” (Youth Homes office) were approved.

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



Projects in Plan Check or Under Construction

Projects in Plan Check or Under Construction					
Date Submitted	Case No.	Applicant	Description	Location	Status
10/23/2018	SA 18-10 V 18-02 E 18-10	Crestwood Communities	17 Detached Single-Family Residences	Pico Street and Kingfisher	Rough grading underway. Precise grading plan under review
8/17/2016	SA 14-07-A1 E 14-04-A1	Joab Jerome	New Residence APN: 0275-282-20	11838 Burns Avenue	Grading Plan under review
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	Single Family Residence	0276-431-23	Grading plans approved, building plans under review
10/27/2016	SA 16-09	Yacoub Farsakh	Single Family Residence	0276-331-49	Under construction

Development Advisory Board (DAB)

The Development Advisory Board is made up of the Planning and Development Services Director, Public Works Director, Consultant Building Official, Fire Marshal’s Office, the RHWCO Superintendent, and Colton Wastewater. The DAB meets to review conceptual plans for various projects and new development applications, and is conducted free of charge. One DAB meeting was held on February.

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	Proposal reviewed on 2/5/2019

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 February and the following action occurred.

February 21, 2019: Approved Site and Architectural Review 15-06-A1 and Variance 18-03 to establish a medical office and outpatient surgery center, located at 22805 Barton 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 (Habitat Project)	Housing Successor Agency holds 45-year covenants on the property for two low income residents.

Community Emergency Response Team

The first CERT Volunteer meeting was held on February 5, 2019. The agenda items included welcoming the group to CERT, overview of CERT objectives and Board Member Responsibilities, conduct Board Member volunteer nominations, review the board meeting dates, and coordinate CERT participation on the 'Blue Mountain Hike' event scheduled for March 3, 2019.

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	Approved by the Planning Commission on 2/21/2019
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 storage facility	APN: 0275-191-06, 30	Deemed Incomplete on 2/1/2019 RFP issued on 2/1/2019
7/10/2018	CUP 18-03 E 18-07	Jeffrey McConnell	Agricultural Uses	21712 Vivienda Avenue	Incomplete letter e-mailed on 8/10/2018 A 45-day extension request was received on 2/4/2019
9/17/2017	CUP 17-08 E 17-07	National Logistics Team	Recycling Pallets	21496 Main Street	Incomplete on 10/18/2017 & 2/27/2018.

Administrative Applications					
Date Submitted	Case No.	Applicant	Description	Location	Status
1/29/2019	ASA 19-03	GrandT-1 Inc.	Industrial semi-trailer storage facility	APN: 0275-191-06, 30	In Review
1/29/2019	ASA 19-02 ACUP 19-02	Chris Voss	Sprint Cell Tower	12745 Oriole Avenue	Cancelled by applicant on 2/4/2019
11/1/2018	ASA 18-11 E 18-11	Dale Clark	758 Garage, 341 Workshop	12600 Mt. Vernon	Approved 2/27/2019
9/18/2018	DU 18-02	Patrick O'Brien	Industrial Truck Storage Facility	APN: 0275-191-06, 30	Distributed 1/29/2019
9/5/2018	ACUP 18-06	Odalberto's	Beer and Wine License	22488 Barton Road	Pending Property Owner's Signature. Time extension requested on 2/11/2019
4/14/2017	ASA 17-05 ACUP 17-04 E 17-01	Verizon Wireless	Backup Diesel Generator	22745 De Berry Street	Denied due to incompleteness on 2/7/2019

Land Use Review					
Date Submitted	Case No.	Applicant	Description	Location	Status
2/21/2019	LU 19-16	Jesus Santander	Retaining Wall	11868 Holly Street	Approved
2/15/2019	LU 19-15	Charles Ohaeri	Office Non-profit	22365 Barton Road, Suite 302	Approved
2/14/2019	LU 19-14	Kelvin Lolie	Block Wall	12150 Dos Rios	Approved
2/13/2019	LU 19-13	Julies Party Rental	Special Events, Valentines and Mother's Day	22077 Barton Road	Approved
2/13/2019	LU 19-12	Eric Boucette	Church Office	22533 Barton Road	Approved
2/6/2019	LU 19-11	Ed Giroux	Special Event, Pancake Breakfast	22365 Barton Road	Approved
2/4/2019	LU 19-10	Katy Schradt	Grocery Outlet	22441 Barton Road	Approved
2/1/2019	LU 19-09	Fantine Imbir	520 Sq. Ft. Addition	12672 Thomas Court	Approved
2/1/2019	LU 19-08	Michael Sevilla	Patio and Storage	12133 Rosedale Ave.	Approved
2/1/2019	LU 19-07	Next G. Communications	Communication Services	21935 Van Buren Street	Approved

Home Occupation Permit					
Date Submitted	Case No.	Applicant	Description	Location	Status
2/1/2019	HOP 19-03	Shad Boal	Electric Contracting Services	22899 Miriam Way	Approved
1/30/2019	HOP 19-02	Allen James	Videographer Services	23200 Barton Road	Approved
1/16/2019	HOP 19-01	Hazel Curtis	Consulting Services	23074 Siskin Court	Approved

Temp Signs					
Date Submitted	Case No.	Applicant	Description	Location	Status
2/13/2019	SGN 19-01	Eric Doucette	Church Office Signs	22533 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 filled through a contract with Interwest Consulting Group. These two positions constitute up to 192 monthly service hours.

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

Activity Summary for Building and Safety

Building Permit Activity includes 26 permits issued in February. Year to date a total of 213 permits have been issued with a total revenue of \$129,482.58. In addition, a total number of 63 customers were assisted at the Building & Safety counter for the month of February.

Building Permit Activity						
	January	February	March	April	May	June
Applications received	47	63				
Permits issued	11	26				
Permits finalized	20	14				
Business occupancies issued	1	2				
Expired permits	14	6				
Total monthly revenue	\$4,588.33	\$32,237.08				

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

* Includes (17) New Single-Family Residence Permits

Permits Issued

The permits issued in February include a pool demolition, electrical panel upgrades, seismic retrofit for apartments, plumbing, reroof, cell site modification, new guest house and PV solar systems.

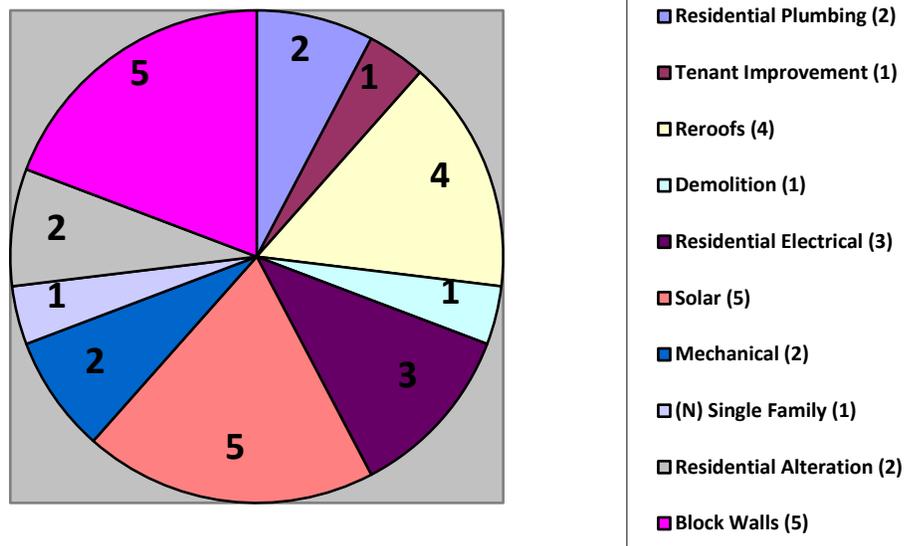
Of note, a permit for a new single-family residence at 23315 Palm Ave. was issued building permits for the construction of new block walls at the Crestwood Communities Project were issued.

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

Commercial Tenant Improvement	4	1	0	1	0	1	1	1				
Type of permits	Number Issued											
New Commercial	0	0	0	0	0	0	0	0				
Grading	1	0	0	1	1	1	0	0				
Patio Covers	1	2	2	0	0	0	2	0				
Pools	0	0	0	2	0	0	1	0				
Panel Upgrades / Electrical	3	1	1	3	3	1	2	3				
New SFR	17	0	0	0	0	0	0	1				
Total	47	37	24	34	19	15	11	26				

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

Issued Permits - February 2019



Major Projects Under Construction

For February 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 construction of a new cell tower on La Crosse Ave. and soft story garage seismic retrofit for Azure Terrace Apartments.

Project	Description/Location	Status
Aegis Builders, Inc.	12382 – 12485 Tesoro Ct. New 17 SFR Aegis Project	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.
Crestwood Communities	Tract 18071 – Rough grading for 17 SFR lots & new block walls	Under Construction – Walkthrough meeting held
Azure Terrace Apartments	12044 Preston St. – Soft story garage seismic retrofit	Under Construction – Footings/Steel Inspected
Jacob Farsakh – 23315 Palm Ave.	23315 Palm Ave. – (N) Single Family Residence	Under Construction – Underground Plumbing

Plan Checking Activity

For February 2019, a total number of seventeen plans were submitted for review and re-submittal. Plans submitted include a fire damage repair, patio cover, PV solar, pool demolition, detached guest house, and building/architectural plans for Crestwood's (17) New Single Family Dwellings - Tract 18071.

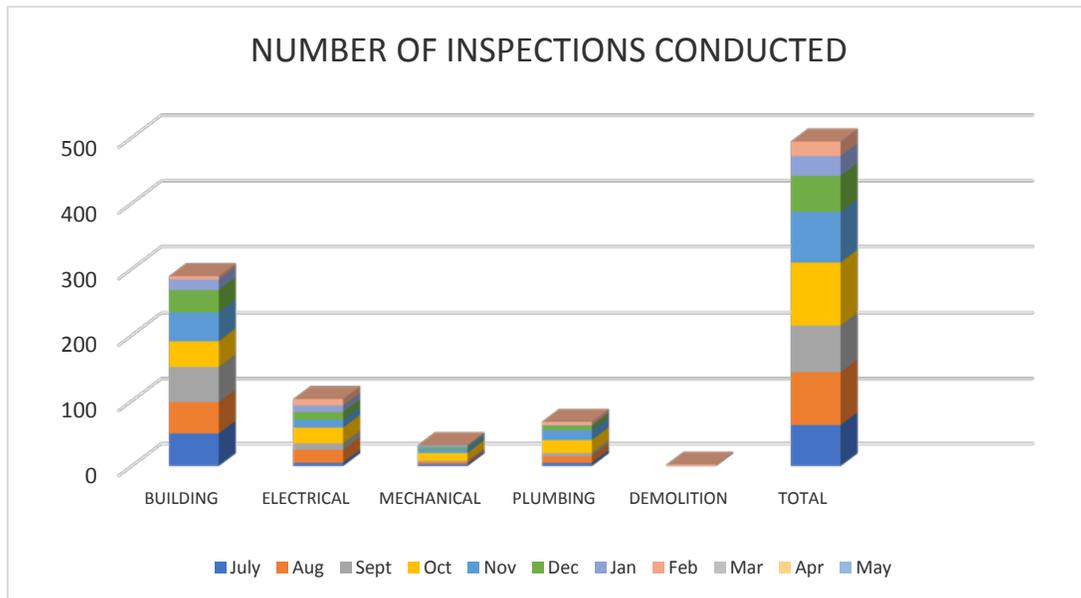
Project	Description/Location	Status
Tim Boyes, Vista Grande Way	Parcel Map 16945 – Precise grading for (1) lot / (N) SFR, rough grading of (2) lots	In Plan Check – Rough grading plans approved, (N) SFR and precise grading in review
Joab Jerome, Burns Residence	11838 Burns Ave. – Street Improvement Plan and on-site grading	In Plan Check Received 3 rd resubmittal from applicant on 02/20/19
Tenant Improvement, Sophia's Nail Shop	12210 Michigan St. Suite A – Tenant improvement for nail salon to include new non-bearing walls, electrical and plumbing	In Plan Check – Corrections for 3 rd review issued 02/15/19
Tim Evans – American Warrior, LLC	21935 Van Buren St. – Tenant Improvement for electrical to install screen printing equipment, shirt printing – American Warrior, LLC	In Plan Check – Received second set of corrections 12/19/18
Vic Onorio, Former child care building	22400 Barton Rd. – Tenant Improvement for disabled access upgrades to commercial building	In Plan Check – Corrections for 2 nd review issued 01/09/19

Project	Description/Location	Status
Crestwood Communities	Tract 18071 – Precise grading for 17 SFR lots & (N) Single Family Residence Plans	In Plan Check – Plans in review with Interwest
Project	Description/Location	Status
Robert Resheske, Rosedale Avenue	12133 Rosedale Ave. – Fire damage repair for single family residence	In Plan Check – Received 2 nd set of corrections on 02/28/19

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	5				
Electrical	5	20	10	24	12	12	10	10				
Mechanical	3	3	2	12	6	3	3	0				
Plumbing	5	10	5	20	15	7	1	5				
Demolition	0	0	0	0	0	0	0	2				
Total	63	81	71	95	77	55	30	22				

*Thirteen final building inspections were performed for the month of February 2019.

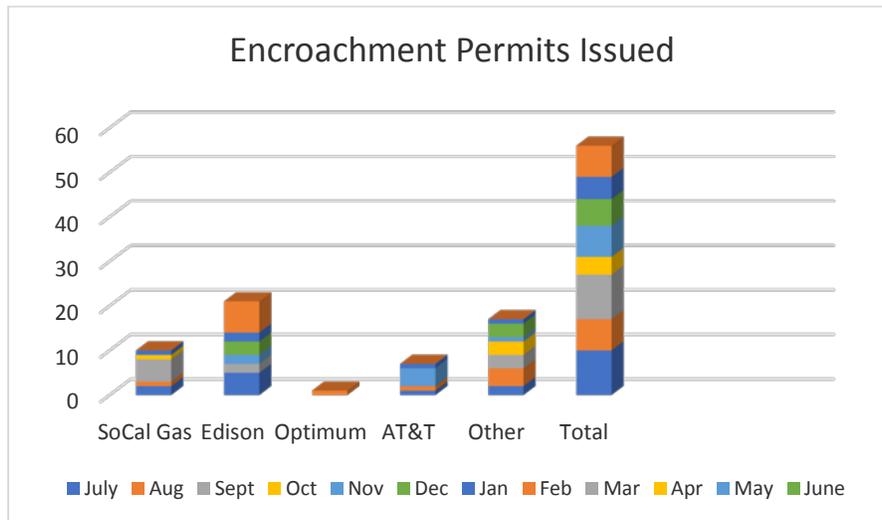


Certificate of Occupancy

A Certificate of Occupancy was issued for the following businesses:

- Tem’s Tools located at 22365 Barton Rd. Suite 310
- New Path Telecom Services located at 21935 Van Buren St. Suite C20 & C21

Public Works Encroachment Permits



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

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

ANIMAL CONTROL AND CODE ENFORCEMENT DIVISION

Core Services

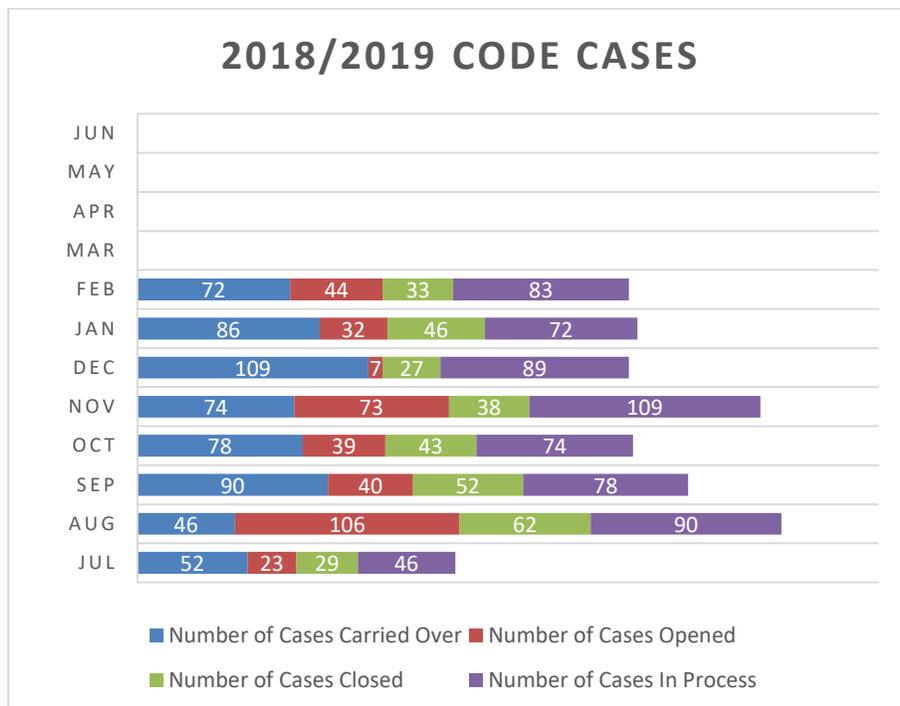
- Zoning & Municipal Code Enforcement
- Animal Control Services
- Street Sweeping Traffic Enforcement

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 February, 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 February.

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 February, Code Enforcement had 72 cases carried over from the previous month, 44 new cases opened, and 33 cases were closed. The Division closed out February with 83 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
Inspections Conducted	57	111	56	112	83	29	46	69
Notice of Corrections Issued	7	71	16	13	48	7	12	38
Notice of Violations Issued	14	11	17	19	12	0	26	6
Citations Issued	17	23	11	26	11	11	20	3

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

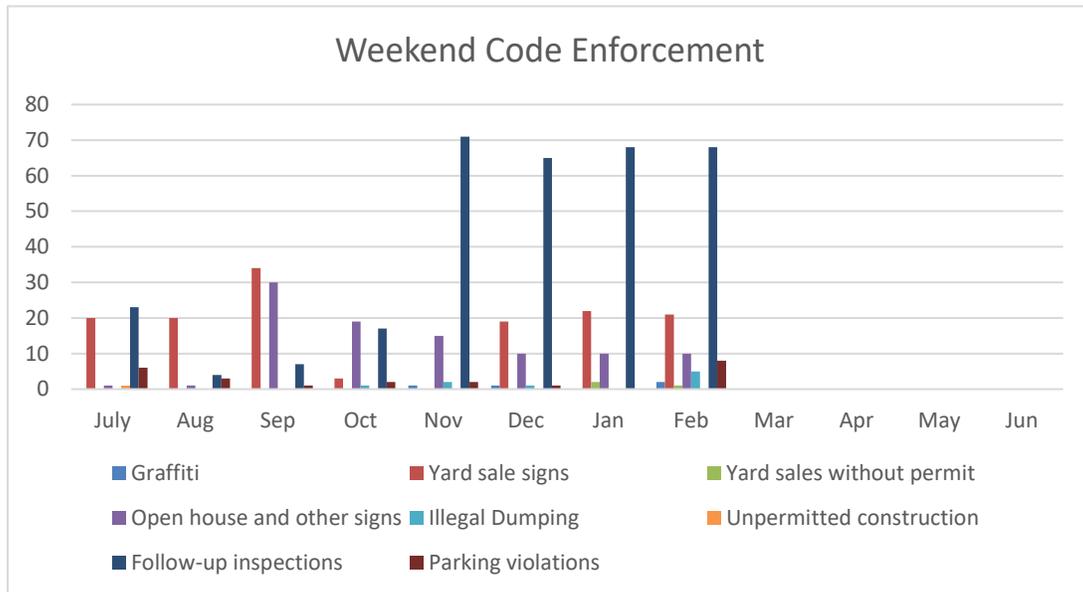
Special Enforcement Programs

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. At the start of February of the 160 businesses in the City only two brick and mortar businesses had not renewed their business license and at the conclusion of February one had received their license and the other will be due for a citation. Another facet of the businesses in Grand Terrace is homebased businesses (HBB). Our officers have been reaching out to HBB owners to confirm if their businesses are still operational or have been closed. They began with 42 HBBs and 10 have either received their business license or it has been determined that they are not operational.

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
Graffiti	0	0	0	0	1	1	0	2
Yard sale signs	20	20	34	3	0	19	22	21
Yard sales without permit	0	0	0	0	0	0	2	1
Open house and other signs	1	1	30	19	15	10	10	10
Illegal Dumping	0	0	0	1	2	1	0	5
Unpermitted construction	1	0	0	0	0	0	0	0
Follow-up inspections	23	4	7	17	71	65	68	68
Parking violations	6	3	1	2	2	1	0	8



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 February, four notices for trash cans left at the street were issued. The enforcement of this program has reduced the amount of trash bins left out the following day and thus has reduced the amount of notices being issued.

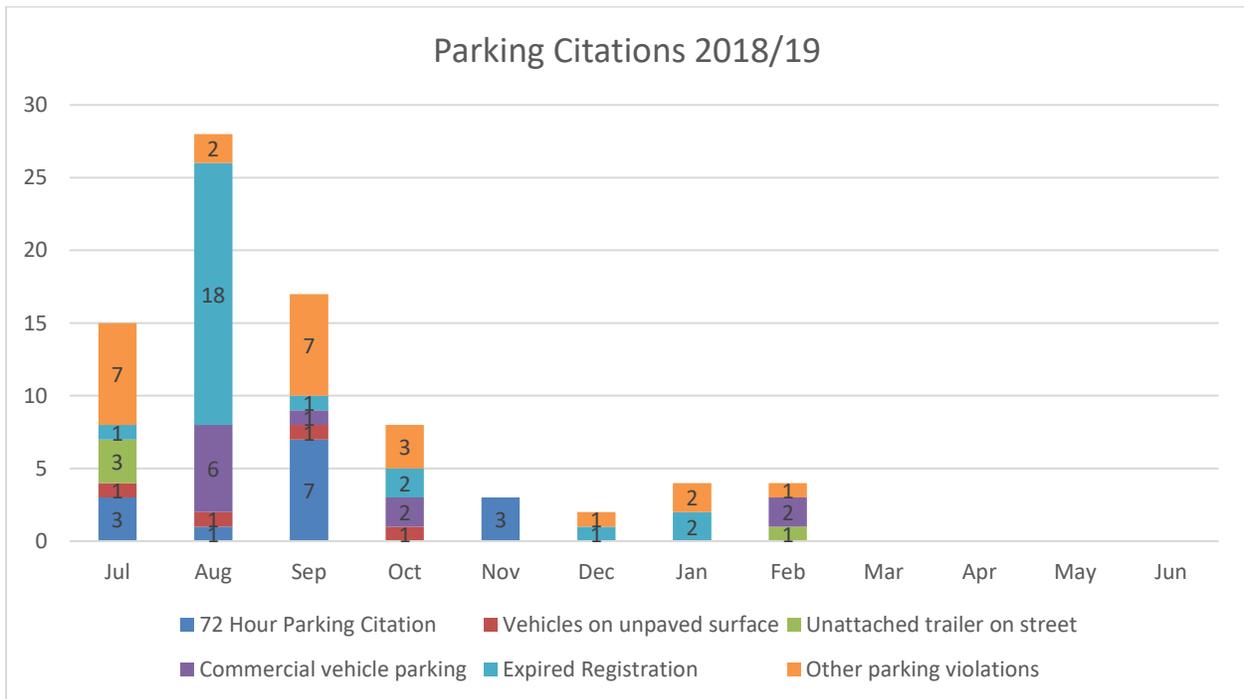
Code Enforcement also started addressing landscaping issues that were mainly complaint driven. Due to the effort property owners need to take to address the issue, property owners are given 30 days to correct, with extensions given as needed. Of the properties issued notices to date 19 are still in need of correction. Though there has been a decline in the properties that require landscaping due to the 12 days of rain in February the growth of vegetation has increased resulting in a shift in the amount of properties with overgrown vegetation. San Bernardino County Fire Abatement sweeps the City biannually for properties with overgrown vegetation and is expected to conduct their first inspections in April.

Parking Citations:

In February street sweeping was cancelled on February 14th and 21st due to heavy rain. 34 vehicle related citations were issued; 30 of the citations issued were related to street sweeping enforcement. The citations are expected to generate approximately \$750 in general fund revenue. Street Sweeping in residential areas occurs on the first, second, and third Thursdays of each month.



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



Graffiti/Vandalism/Illegal Dumping

There was 2 cases of graffiti and 5 cases of illegal dumping reported in February 2019; all cases have been resolved.

Rental Inspection Program

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

At the start of January rental inspection invoices were mailed to all rental owners and were due at the end of the month. Of the 335 properties, 275 property owners have paid their annual rental inspection fees. 81 properties are enrolled in the Good Landlord/Tenant Program signifying they have kept well-maintained properties and have passed inspections for three consecutive years. Property owners also receive reduced inspection fees and windshield inspections. Properties are inspected annually and will begin in March.

Civic Live

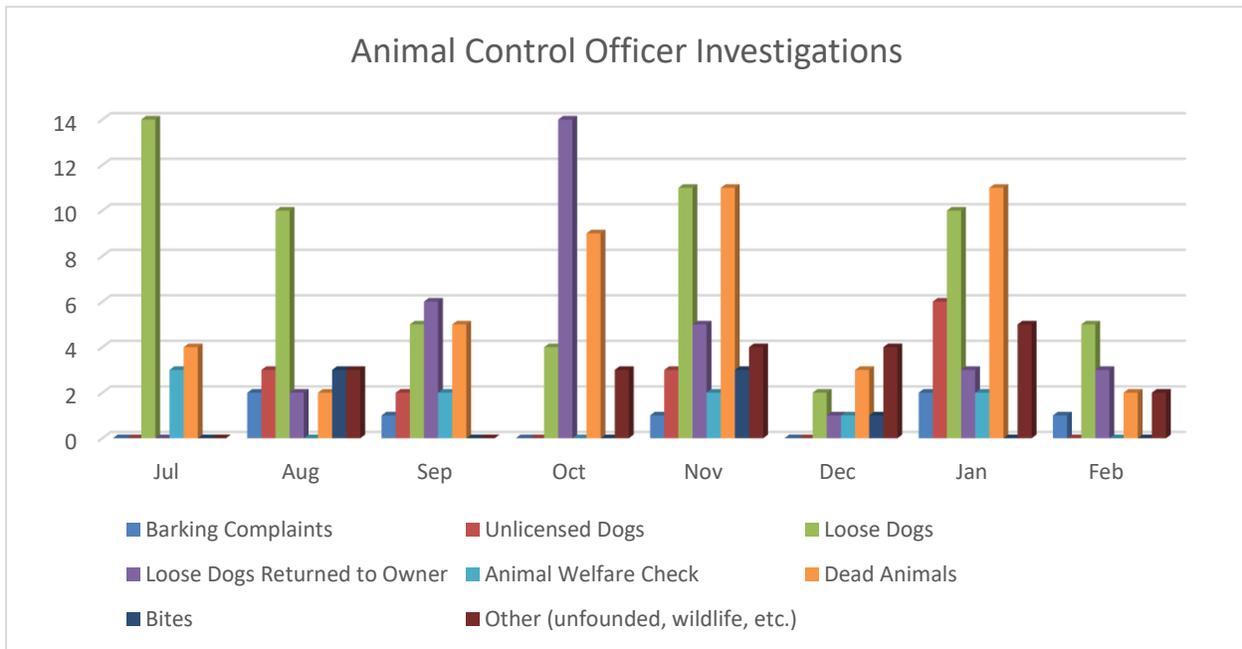
There were no complaints received via Civic Live in February 2019.

Animal Control Services

With the implementation of Animal Control Services, the City has instituted the practice of first making every effort to return stray dogs to its owner, by checking it for tags or microchip. If the owner cannot be identified, the City will place a photograph of the impounded animal on the City’s Facebook page so that owners can reclaim their pet. Animal Control is also working to identify animals via Facebook who have been sent to the animal shelter and have since been returned to their owner so their status can be updated for the public. If the dog is unlicensed the owner will be given a citation, but the fine is dismissed if the dog is licensed within 7 days. Five 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 Control Officer Investigations	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb
Barking Complaints	0	2	1	0	1	0	2	1
Unlicensed Dogs	0	3	2	0	3	0	6	0
Loose Dogs	14	10	5	4	11	2	10	5
Loose Dogs Returned to Owner	0	2	6	14	5	1	3	3
Animal Welfare Check	3	0	2	0	2	1	2	0
Dead Animals	4	2	5	9	11	3	11	2
Bites	0	3	0	0	3	1	0	0
Other (unfounded, wildlife, etc.)	0	3	0	3	4	4	5	2



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

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

This page left intentionally blank.



Public Works

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

This page left intentionally blank.





City of Grand Terrace
Public Works Department

DATE: March 21, 2019

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

FROM: Alan French, Public Works Department Director

SUBJECT: February 2019-MONTHLY REPORT –PUBLIC WORKS DEPARTMENT

This monthly report is presented to the City Manager to keep him informed of the activities within the Public Works Maintenance Department.

Engineering Division

The Engineering Division is responsible for managing the City's Capital Improvement Program (CIP). This includes for the administration, planning, programming, design, construction management, and construction of capital projects throughout the City. Grant funding (when available) are sought after to supplement project funding. The following table summarizes the current projects, status and associated funding source(s).

Project Name	Funds	Status	Fund Source(s)
Barton Bridge Replacement Project	\$ 3,500,000	State approval to award design	Fed, State, City
Commerce Way Extension	\$ 3,500,000	City Part Final Design 90% additional scope need will go to Council for amendment	State, City
CIP Year 2 Street Slurry/Resurfacing	\$760,000	Paving done, project closed out	State, Recycle Grant, City
Dog Park	\$350,000	Constructed, end of maintenance, change order negotiated, NOC in April	Park Fees, State, City
HSIP – Mt. Vernon Safety Project	\$435,700	Bid package to State for review, next step to advertise	Fed
HSIP – Guardrails	\$648,300	Consultant proposals needed for engineering, prepare RFP	Fed
HMGP – Mt. Vernon Slope Stabilization	\$3,700,000	Awarded application effort to EBA	Fed
TOTALS:			\$12,894,000

6am – 6:45am: Check vehicles, fluids, tires, etc.
City Hall: Change/Empty Trash Cans, restock bathrooms / Change Light Bulbs
6:50am – 6:55am: Maintenance Office, discuss daily tasks with Ruben
7:00am: Open Parks per City ordinance
1st Thursday – blow Honey Hill for sweeper
4th Thursday – blow parking lots at City Hall and parks for sweeper

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

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

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

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

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

12:00pm – 12:30pm: Lunch

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

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

*Set-up Community Room for special events or meetings

*Manage Work Release: 7:00am to 12:00pm
12:00pm to 12:30pm lunch
12:30pm to 2:30pm

Public Works - Maintenance

Public Works Maintenance Core Services

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

Staffing Levels

			Weekday Hours		After hours & Weekend hours		Call outs
	Budgeted	Staffed	Available	Worked	*Available	Worked	
Field	4	3	459	421	35	19	1
Office	2	2	306	199	0	0	0
Total	6	5	765	620	35	19	1

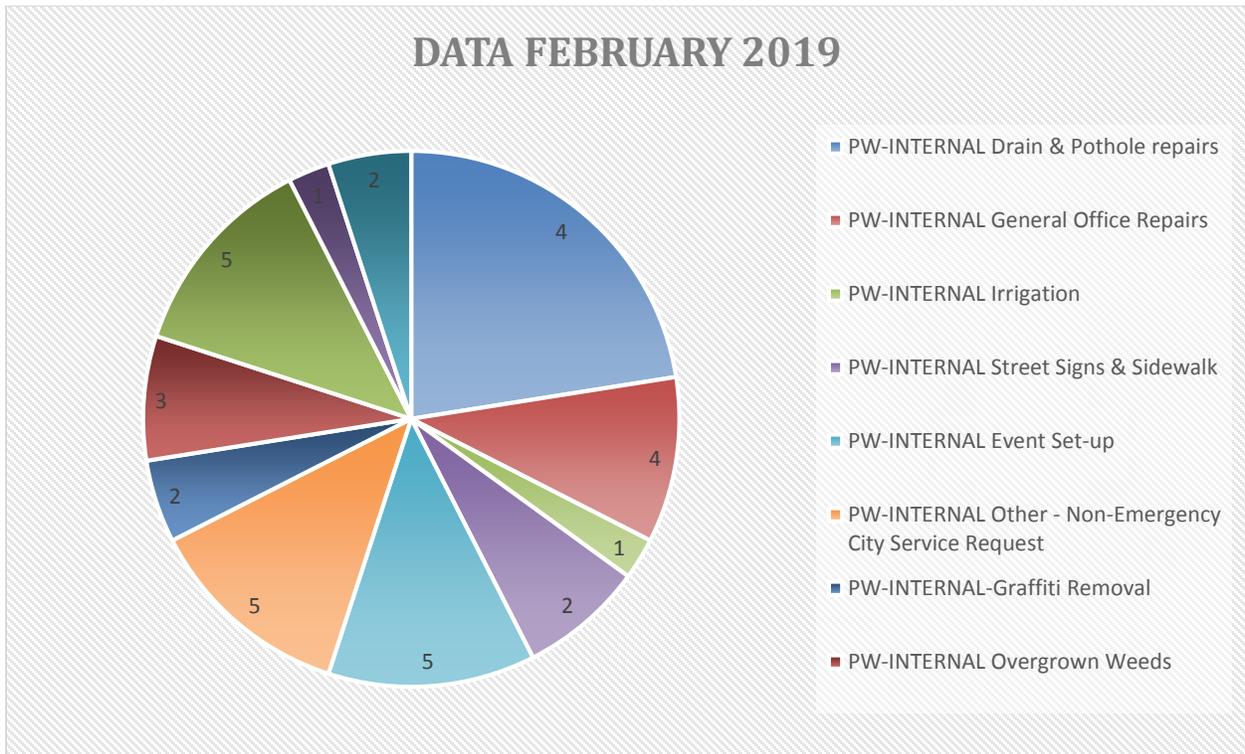
*Due to 40 hour work week, these are not compensated overtime hours. Extra hours and call outs constitute after hours and weekend emergency call outs, or hours worked over 8 in a weekday.

Work Release Hours

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

* Estimated amount.

Transition Period February 2019 (40 work orders)



Park Shelter Reservations in FEBRUARY 2019

N/A

Community Room Reservations FEBRUARY 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

Community Room Calendar

◀ ▶ January - March 2019 Washington, D.C. ▾ Today 50° F / 44° F Tomorrow 54° F / 41° F Saturday 55° F / 41° F Search Community Room

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Jan 27	28	29	30	31	Feb 1	2
		9:00am SB Fire Water		10:00am Library Function		10:00am Overeaters Anonymo...
3	4	5	6	7	8	9
	10:00am Light Up GT Meeting	11:00am Library Function		10:00am Library Function		9:00am Citrus Belt Quilters
10	11	12	13	14	15	16
	6:00pm Planning & Developm...	6:00pm Little League Couches Meeting 8:00pm		10:00am Library Function		10:00am Overeaters Anonymo...
17	18	19	20	21	22	23
	5:00pm Friends of the Library ...	11:00am Library Function		10:00am Library Function		7:30am District Office of Asse...
24	25	26	27	28	Mar 1	2
		11:00am Library Function		10:00am Library Function	3:00pm Parks Rec Committe	9:00am Tax-Day
3	4	5	6	7	8	9
		11:00am Library Function	Blood Drive	10:00am Library Function		9:00am Citrus Belt Quilters

Signal Light Maintenance

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

Intersection	Regular Maintenance	Repair
Barton Road/Canal Street	x	n/a
Barton Rd/Honey Hills Dr	x	n/a
Barton Rd/Michigan St	By Caltrans	
Barton Rd/Mount Vernon Ave	x	n/a
Barton Rd/Preston St	x	n/a
Mt. Vernon Ave/De Berry St	x	n/a
Main St/Michigan St	By County	
Main St/High School entrance	By County	

Park Maintenance

Park	Grass mowed	Full service planter maintenance	Gopher service	Restroom service (a.m.)	Trash receptacle service
Richard Rollins Park	Weekly	Once	Once	Daily	M-Fr, S*
Pico Park	Weekly	Once	Once	Daily	M-Fr, S*
TJ Austin Park	Weekly	Once	---	---	M-Fr, S*
Gwen Karger Park	Weekly	Once	---	---	M-Fr, S*
Fitness Park	---	Once (pull weeds)		Daily	M-Fr, S*
Griffin Park				---	

Location	Grass mowed	Full service planter maintenance	Trash service receptacle
Greenbelt	Weekly	Once	
Canal Strip	Weekly	---	
Oriole slope	---	Once	
Orange Grove Parkway	---	Once (pull weeds)	
Civic Center	Weekly	Once	Daily
Bike Stations		Bi-monthly	M & Th

Waste Management Services

Burrtec Waste Industries

Waste Generation Report:

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

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

Service Description	Refuse	Recycling	E-Waste	Green-waste	Tires	Tin/White	Scrap Metal	Inert	C&D	Comm'l Select / Floor-sort	Total Tonnage Generated	Total Tonnage Generated by Category
Residential	261.37	76.95		135.02							473.34	
Christmas Tree		1.48									1.48	
Bulky Item	4.37		0.25			1.40					6.02	480.84 Residential
Multi-Family	139.21	9.95		4.04							153.20	153.20 Multi-Family
Commercial	158.10	6.42			0.27		0.37			0.01	165.17	
School	53.90	15.46									69.36	234.53 Commercial
Roll off	35.48								8.69		44.17	44.17 Roll off
Grand Total	652.43	110.26	0.25	139.06	0.27	1.40	0.37		8.69	0.01	912.74	

Missed Pick-Up Report

Date Reported	Address	Description	Date Pick Up Completed
12/11/2018	22230 DeBerry Street	96-gal trash bin missed	12/11/2018
12/12/2018	22250 Carhart Avenue	96-gal trash bin missed	12/12/2018
12/12/2018	23376 Westwood Street	96-gal trash bin missed	12/12/2018
12/20/2018	22738 Minona Drive	2 nd trash bin missed	12/21/2018
12/28/2018	12023 Canary Court	Trash bin missed	12/29/2018

Public Works Administration

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

Contracts:

Public Works Services for FY 2018-19:

Contractor Name	Service	Contract Amount	Remaining Balance as of Feb. 28, 2019
ACCO Engineered Systems	HVAC Maintenance	\$22,850	\$8,855.88
Albert A Webb Associates	Commerce Way Final Design	\$109,389.00	\$7,495.42
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	\$17,095.00
Gopher Patrol	Gopher Abatement Services	\$6,512.00	\$2,092.50
Hardy and Harper, Inc	Street Maintenance Services	\$75,000.00	\$0
Interwest Consulting Group TKE Engineering, HR Green	On-Call Public Works Inspection Services	\$40,000.00	\$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	\$8,063.81
Moran Janitorial Services	Janitorial Services for City Hall and City Parks	\$19,980.00	\$8,325.00
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)	\$33,786.00
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	\$389,427.88 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	\$8,712.00
Hardy & Harper	Pavement Rehabilitation Project	\$756,000.00	\$92,402.97

HR Green California	Pavement Rehabilitation Project – Inspection / Construction Mgt	\$26,250.00	\$0
Terracon	Pavement Rehabilitation Project – Geotechnical Services	\$18,984.06	\$0
Warren Anderson Ford Inc (Fritts Ford)	2019 hybrid Ford F-250 maintenance truck (approved by Council FY 17-18)	\$55,075.00	\$0.27
	TOTAL CIP PROJECT CONTRACT VALUE FOR FY 2018-19	\$1,285,849.48	\$117,633.09

Bids:

- Awarded contract for Electric Vehicle Charging Station Project

Major Reports:

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

Grants:

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

Project Management:

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

Major Meetings / Events:

- Cal Recycle Grant Event – EcoHero Show

This page left intentionally blank.



Sheriff's Contract

- Law Enforcement Services



This page left intentionally blank.



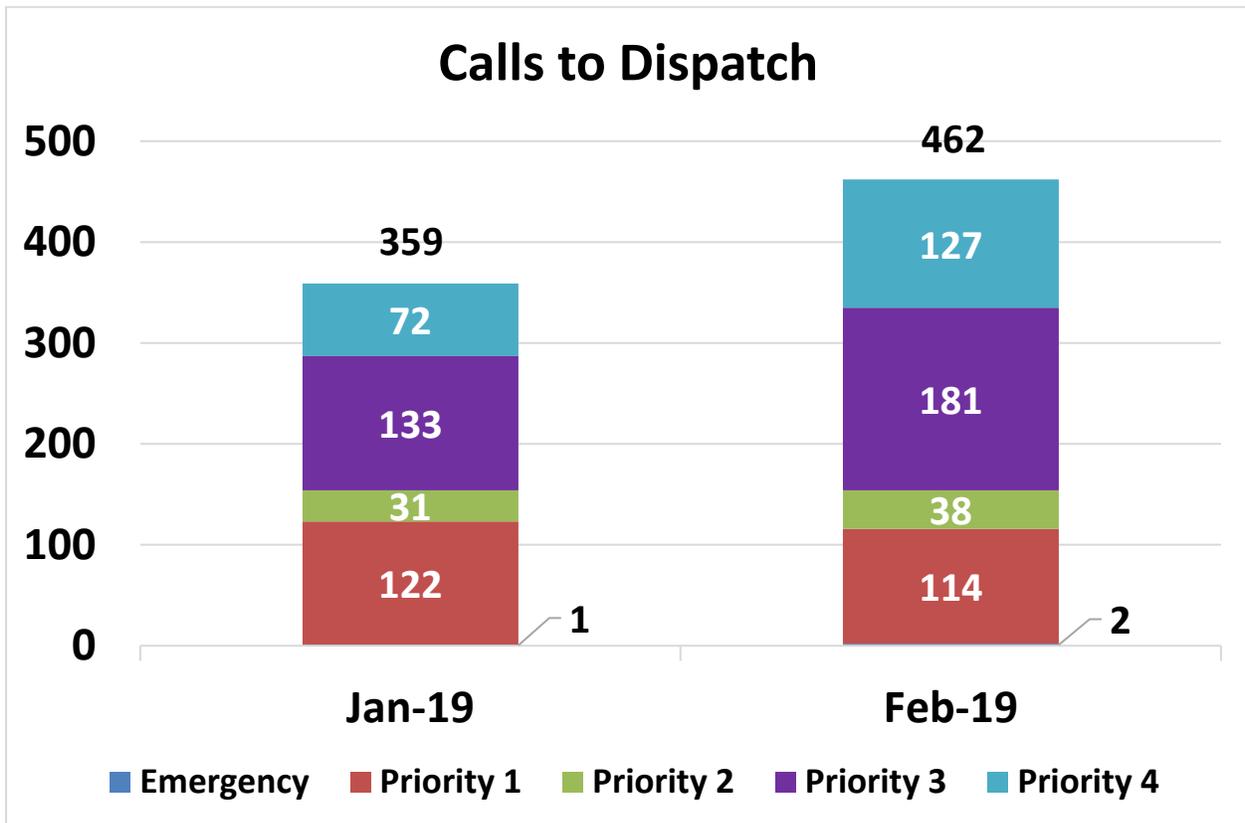


San Bernardino County Sheriff's Department



Services	January 2019	February 2019
Officer Contact and Calls	1,251	1,185

Calls to Dispatch	January 2019	February 2019
Emergency	1	2
Priority 1	122	114
Priority 2	31	38
Priority 3	133	181
Priority 4	72	127
Totals	359	462



Emergency – 911 calls (evaluated for substance).

Priority 1 – Currently active, 15 minutes or less.

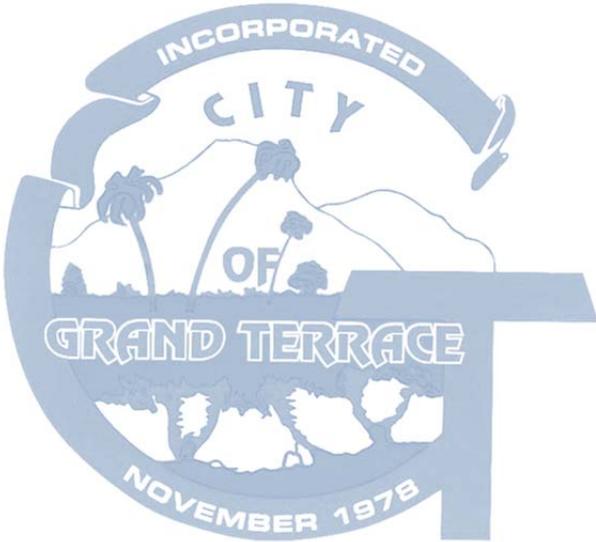
Priority 2 – Just occurred, 15 minutes or more.

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.

This page left intentionally blank.



San Bernardino County Fire



This page left intentionally blank.





**City of Grand Terrace
Fire Department Incidents
02/01/19 – 02/28/19**

Call Type	Number of Calls
Commercial Alarm	1
Fire – Unknown Type	1
Inside Investigation	1
Medical Aid	88
Move Up (Cover Engine in to FS#23)	1
Public Service	3
Residential Alarm	1
Traffic Collision with Injuries	2
Traffic Collision with Injuries – Freeway	1
Traffic Collision Unknown Injuries	2
Traffic Collision Unknown Injuries – Freeway	3
Water Salvage	1
Total Calls	105

This page left intentionally blank.

