



MONTHLY REPORT

June 2018

PRESENTED BY
THE CITY MANAGER'S OFFICE

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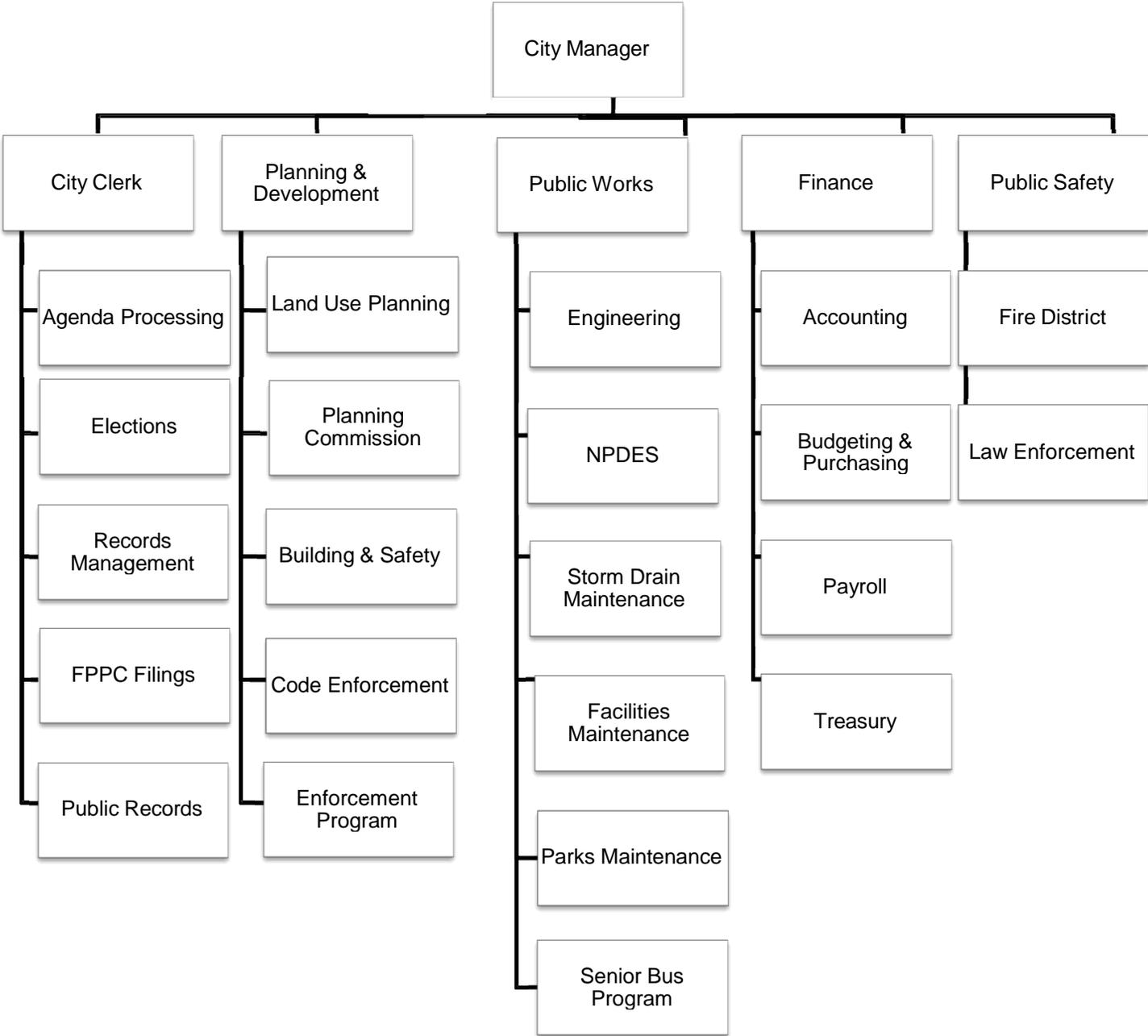
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CITY MANAGER

Organization Chart



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City Clerk

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

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DATE: August 20, 2018

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

FROM: Debra Thomas, City Clerk

SUBJECT: **JUNE 2018 CITY CLERK MONTHLY REPORT**

This monthly report is presented to the City Manager to keep him informed of the activities and responsibilities within the City Clerk's Department.

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

AGENDAS/POSTINGS

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

The total number of agendas processed for the month of June is five (5), spending a total of twenty-three (23) hours preparing agenda packets together with delivery and producing 957 pages.

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

January	2	0	1	3
February	2	1	0	3
March	2	0	0	2
April	2	0	1	3
May	2	1	0	3
June	2	2	1	5
Total Processed	22	6	4	32

RESOLUTIONS & ORDINANCES

The City Clerk is responsible for the security of all official City records including Resolutions. Additionally, it is the City Clerk’s responsibility to ensure those Resolutions are executed, certified and published, when appropriate.

Additionally, the City Clerk is responsible for ensuring all City Council Ordinances presented to Council have been certified and made available for review by the public. The City Clerk must coordinate with the local adjudicated newspaper to publish Ordinance summaries for its first and second readings.

The number of Resolutions and Ordinances processed for the month of June are seven (7) Resolutions and zero (0) Ordinances for a grand total of seven (7) processed for signature and certification.

RESOLUTIONS AND ORDINANCES PROCESSED			
	RESOLUTIONS	ORDINANCES	MONTHLY TOTALS
July	4	1	5
August	3	0	3
September	3	3	6
October	3	0	3
November	4	0	4
December	2	2	4
January	2	0	2
February	1	0	1
March	6	5	11
April	3	1	4
May	9	0	9
June	7	0	7
Total Processed	47	12	59

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 June 2018, two (2) recognitions were prepared on behalf of City Council.

Month	Certificate of Acknowledgment w/Pin	Certificate of Recognition w/Pin	Commendation w/Pin	In Memoriam Adjournments	Certificate of Participation	Proclamation	Total
July	0	2	0	1	0	0	3
August	0	0	2	1	0	0	3
September	0	44	0	4	0	1	49
October	0	2	1	0	1	0	4
November	0	2	0	0	0	0	2
December	0	0	0	0	0	0	0
January	0	2	1	1	34	3	41
February	0	5	0	0	0	0	5
March	0	12	0	3	0	0	15
April	0	11	1	0	0	2	14
May	0	34	1	1	0	1	37
June	0	1	0	1	0	0	2
Total Processed	0	115	6	12	35	7	175

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 June 2018, Council approved four (4) agreements which three (3) originals of each agreement were sent to the contractor/consultant for signature. All were returned to the City signed and circulated for signature in-house and are now on file with the City Clerk's department.

CONTRACTS & AGREEMENTS PROCESSED	
July	2
August	2
September	5
October	6
November	8
December	1
January	7
February	1
March	5
April	0
May	5
June	4
Total	46

RECORDS REQUESTS

The City Clerk's office received twelve (12) Requests for Copies of Public Records for the month of June 2018. Twelve (12) requests were completed within the Government Code Section 6253(c)'s requirement of ten (10) calendar days, with one (1) requiring the need for an extension. The total number of pages provided in response to those requests were 74 pages with three (3) letters to Requestor advising there were no records responsive to the request.

RECORDS REQUEST SUMMARY						
Month	Requests Received	Carried Over from Previous Month	Completed Within 10 Days	Completed with 14-Day Extension	# of Pages Provided	Letter to Requestor – No Records
July	7	4	5	3	10	3
August	16	0	9	7	199	5
September	5	2	4	1	95	0
October	9	1	7	0	22	1
November	7	3	7	0	13	1
December	6	0	5	1	7	1
January	16	0	15	1	49	3
February	9	1	9	0	166	4
March	12	1	9	3	293	2
April	16	2	15	1	482	5
May	15	4	13	2	320	4
June	12	2	12	1	74	3
Total Requests	118	20	110	20	1730	32

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

TELEPHONE CUSTOMER SERVICE	
July	N/A
August	N/A
September	133
October	289
November	268
December	201
January	299
February	277
March	259
April	231
May	268
June	174
Total Calls	2,399

HISTORICAL & CULTURAL COMMITTEE ACTIVITY

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

Month	Committee Meeting	Emails w/Committee Members & Vendors	Written Correspondence w/Committee Members	Telephone Calls with Committee Members & Vendors	Art Show/Country Fair & City Birthday Prep & Attendance	Total # of Hours
September	1.0	.75	.5	1.25	0	3.5
October	2.0	0	.5	2.0	0	4.5

November	2.0	0	.5	1.0	3.0	6.5
December	1.75	0	.5	2.0	5.0	9.25
January	1.5	0	.5	0	1.0	3.0
February	1.0	.25	.5	.25	0	2.0
March	1.75	.25	.5	.5	0	3.0
April	1.5	1.0	.5	2.0	0	5.0
May	2.0	1.0	.5	2.5	5.0	11
June	1.5	0	.5	.5	0	2.5
TOTAL # HOURS	16	3.25	5	12	14	50.25

COMMITTEES/COMMISSIONS

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

COMMITTEES/COMMISSIONS			
	# OF MEMBERS	# OF ALTERNATES	# OF VACANCIES
Emergency Operations Committee	5	2	0
Historical & Cultural Activities Committee	6	0	1
Oversight Board	7	0	1
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. Once the new web

page is fully operational, CPS will connect the web portal to allow residents to view various records being placed into the Laserfiche database.

City Manager's Office

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

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DATE: July 18, 2018

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

FROM: Cynthia Fortune, Assistant City Manager

SUBJECT: **May – June Monthly Services Report**

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

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

OUR MISSION

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

OUR VISION

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

HUMAN RESOURCES

Mission:

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

Values:

Develop

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

Increase

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

Respect

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

Communicate

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

CORE SERVICES

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

TABLE 1
Recruitment Activity

Description	Jul-2017	Aug-2017	Sept-2017	Oct-2017	Nov-2017	Dec-2017
Recruitments Initiated	3	1	0	3	1	0
Recruitments in Progress	4	4	4	1	1	0
Recruitments Pending	4	1	1	1	1	0
Applications Received/Processed	38	85	32	34	20	0
New Hires Processed	1	1	1	1	0	1
Description	Jan-2018	Feb-2018	Mar-2018	Apr-2018	May-2018	Jun-2018
Recruitments Initiated	0	2	0	1	0	2*
Recruitments in Progress	0	0	0	1	0	2*
Recruitments Pending	0	0	0	0	0	0
Applications Received/Processed	0	70	0	6	7**	36***
New Hires Processed	0	1	0	0	1****	1****

*Recruitments for the Code Enforcement/Animal Control positions.

** Applications received for the Bus Driver position.

***Applications received for the Code Enforcement/Animal Control Officer position; the part-time position is still open, currently recruiting.

****Bus Driver position filled in May and Office Specialist position filled in June.

TABLE 2
Personnel Change Activity

Description	Jul-2017	Aug-2017	Sept-2017	Oct-2017	Nov-2017	Dec-2017
New Hire Transactions	1	1	1	0	1	1
Other Change Transactions	37	7	0	0	0	0
Description	Jan-2018	Feb-2018	Mar-2018	Apr-2018	May-2018	Jun-2018
New hire Transactions	0	1	0	0	1	1
Other Change Transactions	0	0	0	0	0	0

TABLE 3
Employee Job Performance Activity

Description	Jul-2017	Aug-2017	Sept-2017	Oct-2017	Nov-2017	Dec-2017
Evaluations Processed	4	1	1	0	0	0
Description	Jan-2018	Feb-2018	Mar-2018	Apr-2018	May-2018	Jun-2018
Evaluations Processed	2	4	3	3	0	0

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TABLE 4
Benefits Activity

Description	Jul-2017	Aug-2017	Sept-2017	Oct-2017	Nov-2017	Dec-2017
Employee Changes/Inquiries	40	6	10	20	1	1
ADP Change Transactions	35	10	22	20	2	2
Description	Jan-2018	Feb-2018	Mar-2018	Apr-2018	May-2018	Jun-2018
Employee changes/Inquiries	0	0	1	0	0	2
ADP Change Transactions	0	0	0	0	1	1

**July data is high number due to the end of City provided child care services and transfer of Child Care employees to Family Service Association (FSA).*

***September data is high due to the benefits open enrollment period (setup and processing).*

****October changes are due to October being the benefit enrollment period.*

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 - **(This table has been updated to better reflect seniors attendance in programs & activities beginning in Jan-2018.)**

Description	Jul-2017	Aug-2017	Sept-2017	Oct-2017	Nov-2017	Dec-2017
Nutrition Program (# of meals served)	-	-	493	571	553	482
Exercise Classes	12	13	12	4	10	11
Karaoke Singing	2	2	3	2	2	4
Arts and Crafts Classes	3	5	4	10	7	7
<u>SPECIAL EVENTS</u>						
Halloween Party				33		
Thanksgiving (w- Blue Mtn Villas)					74	
Holiday (Christmas) Party						32
Monthly Summary Attendance <i>(Accounts for a senior participating in any activity/program. One senior may have participated in 2 or more programs, not including meals.)</i>					690	576

Beginning January, attendance is based on participation in any activity/program (number of units served). The average number of units served per person per month is approximately 10.

Description	Jan-2018	Feb-2018	Mar-2018	Apr-2018	May-2018	Jun-2018
Nutrition Program (# of meals served)	405	454	499	556	515	502
Exercise Classes			75	94	64	91
Karaoke & Movies w/ Solomon			18	20	8	16
Arts and Crafts Classes					18	29

Description	Jan-2018	Feb-2018	Mar-2018	Apr-2018	May-2018	Jun-2018
Bingo			87	47	71	54
Bridge				24	20	24
Bunco				20	48	38
Coffee with Megan			45	61	71	81
Garden Club						18
Monthly Summary Attendance <i>(Accounts for a senior participating in any activity/program. One senior may have participated in 2 or more programs, not including meals.)</i>	410	650	893	925	967	1,178
<u>SPECIAL EVENTS</u>						
Monthly Birthday Celebration		24	23	26	25	28
Valentine's Day Party		40				
Saint Patrick's Day Party			39			
Gold & Silver Luncheon			89			
Spring Fling Party				53		
Mother's Day Celebration					11	
Father's Day (w- Blue Mtn. Villas)						53
Summer Kick Off Party						23
Redlands Bowl Trip						10

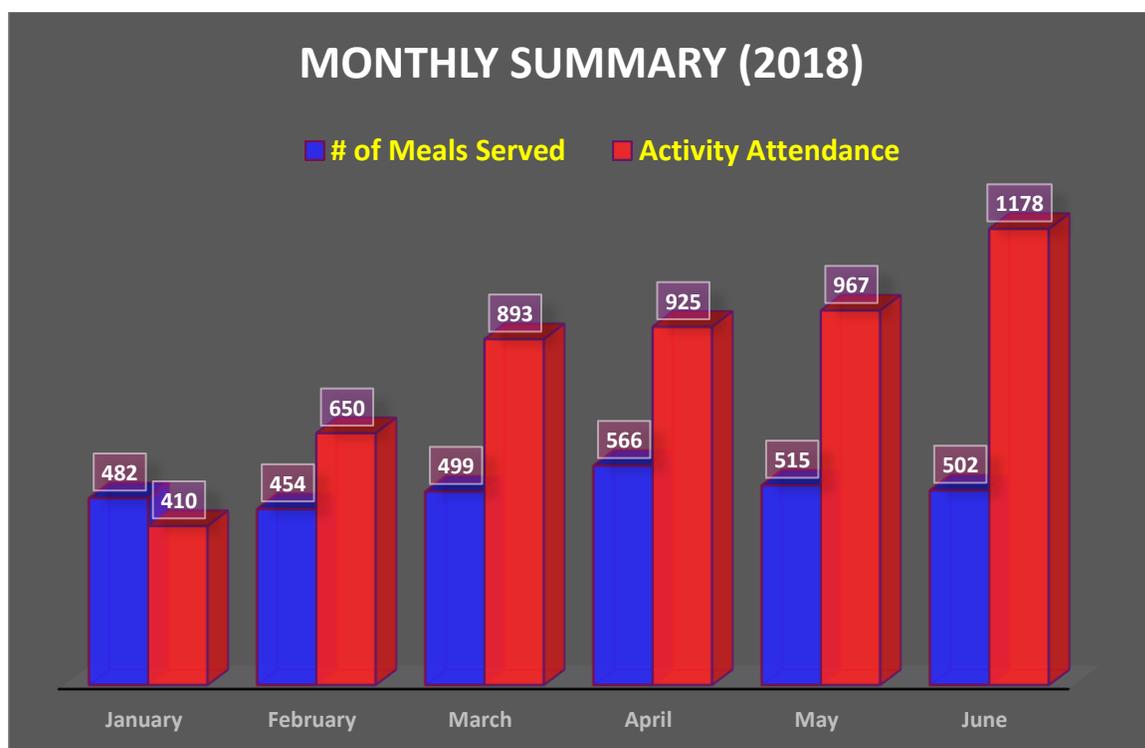


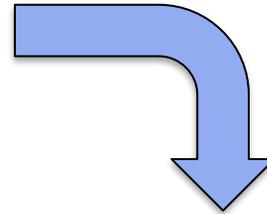
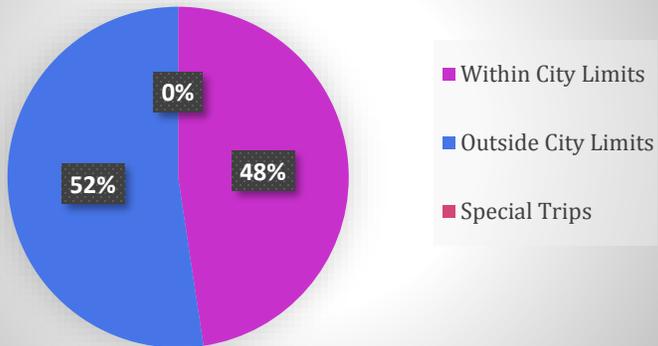
TABLE 2
Senior Center Blue Mountain Silver Liner
of Passengers

Description	Jul-2017	Aug-2017	Sept-2017	Oct-2017	Nov-2017	Dec-2017
Within City Limits (Senior Center, Stater Brothers, Library)	49	38	30	17	24	20
Outside City Limits (Walmart, 99cent store, Ross)	41	6	16	36	16	23
Special Events/Trips	0	26	20	30	33	25
Description	Jan-2018	Feb-2018	Mar-2018	Apr-2018	May-2018	Jun-2018
Within City Limits (Senior Center, Stater Brothers, Library)	17	32	30	0	5	41
Outside City Limits (Walmart, 99cent store, Ross)	25	31	42	0	5	70
Special Events/Trips	9	22	27	0	0	10

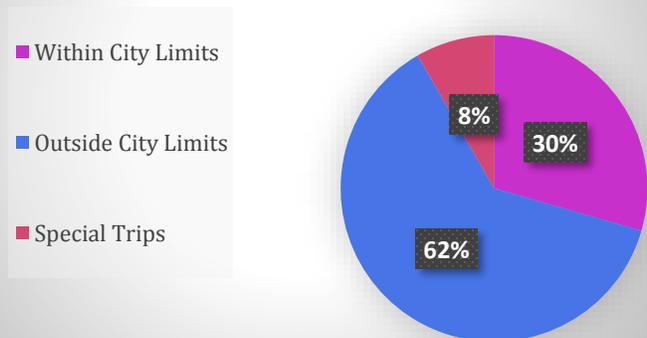
TABLE 3
of Rides

Description	Jul-2017	Aug-2017	Sept-2017	Oct-2017	Nov-2017	Dec-2017
Within City Limits (Senior Center, Stater Brothers, Library)	95	72	53	33	45	37
Outside City Limits (Walmart, 99cent store, Ross)	62	11	31	69	30	45
Special Events/Trips	0	52	10	77	51	49
Description	Jan-2018	Feb-2018	Mar-2018	Apr-2018	May-2018	Jun-2018
Within City Limits (Senior Center, Stater Brothers, Library)	37	53	60	0	10	71
Outside City Limits (Walmart, 99cent store, Ross)	49	60	84	0	11	150
Special Events/Trips	18	44	54	0	0	20

May Rides



June 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.

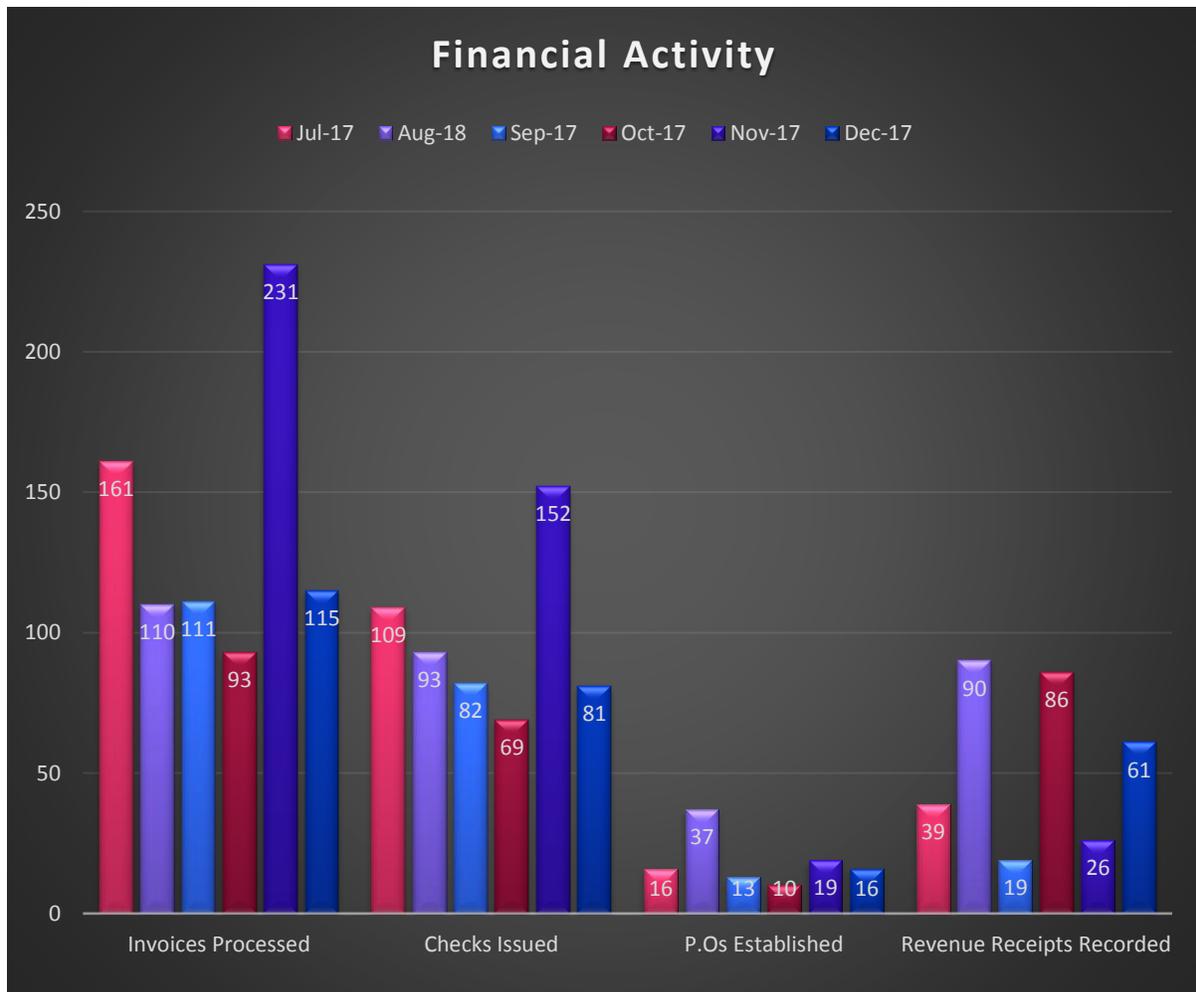
CORE SERVICES

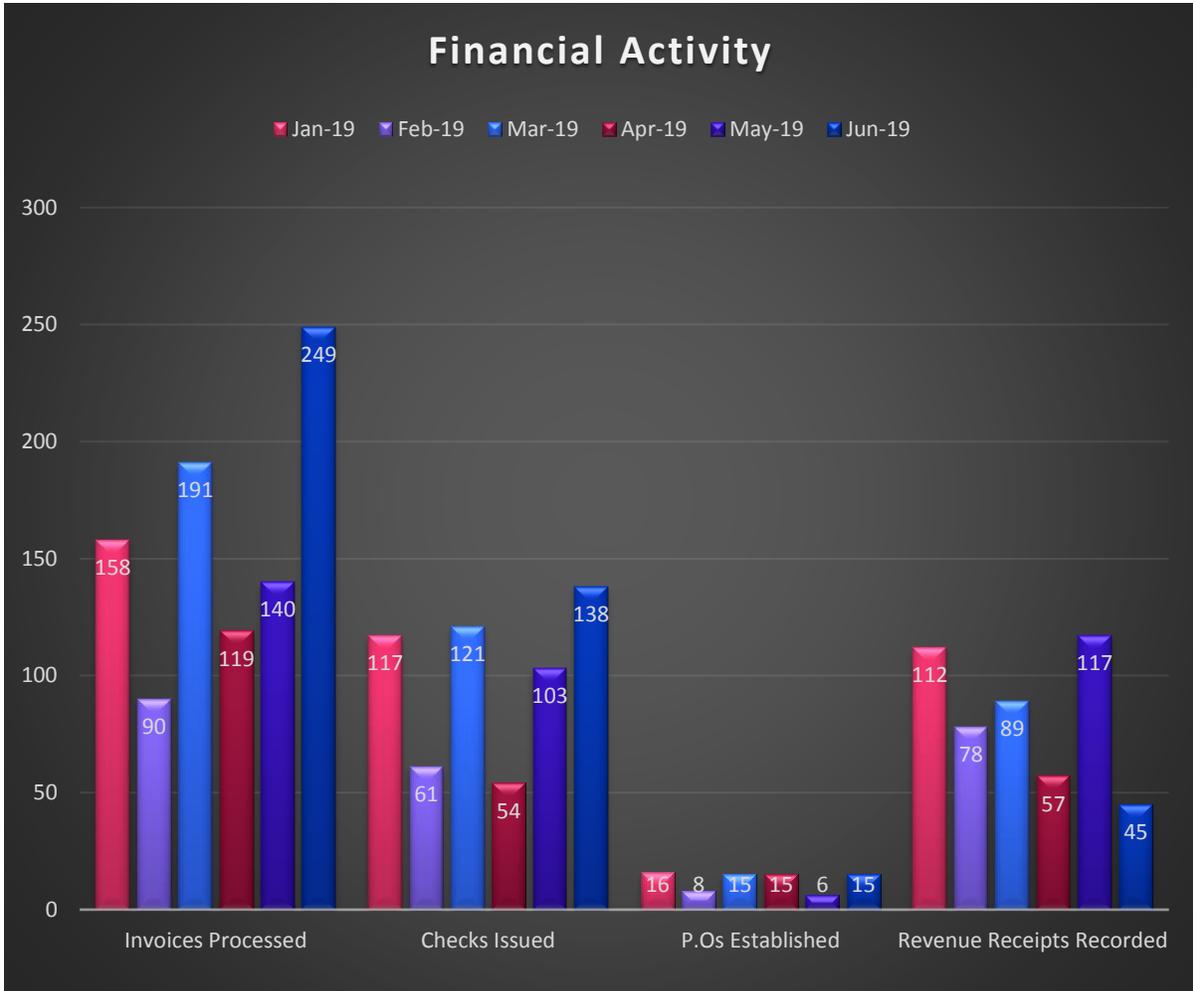
The Finance Department has 4 core services: Accounting, Purchasing, Revenue Management and Treasury. The Finance Department works in partnership with other departments to effectively develop, manage and safeguard the City's fiscal resources to enable and enhance the delivery of City services and projects.

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-2017	Aug-2017	Sept-2017	Oct-2017	Nov-2017	Dec-2017
Invoices Processed	161	110	111	93	231	115
Checks Issued	109	93	83	69	152	81
Purchase Orders Established	16	37	13	10	19	16
Revenue Receipts Recorded	39	90	19	86	26	61
Description	Jan-2019	Feb-2018	Mar-2018	Apr-2018	May-2018	Jun-2018
Invoices Processed	158	90	191	119	140	249
Checks Issued	117	61	121	54	103	138
Purchase Orders Established	16	8	15	15	6	15
Revenue Receipts Recorded	112	78	89	57	117	45





FINANCIAL REPORTS SUBMITTED TO CITY COUNCIL:

Monthly:

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

Quarterly:

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

Annual:

1. Audited Annual Financial Reports for the following:
 - a. City – all Funds;
 - b. Measure I – Fund 20;
 - c. Air Quality Management District (AQMD) – Fund 15; and
 - d. Housing Authority- Fund 52.

COMMUNICATIONS

Mission:

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

Core Services:

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

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

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

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

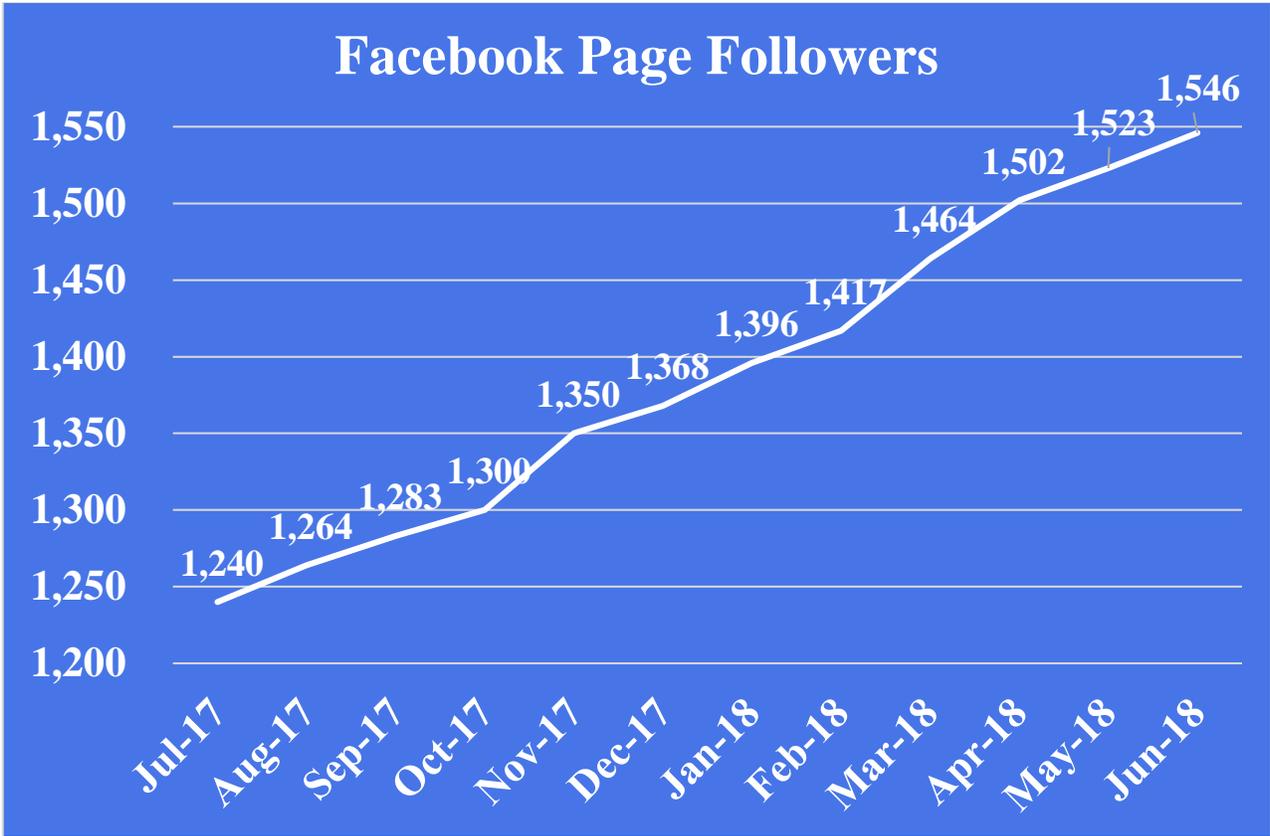
Table 1

2017-2018 City Communications Data:
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Channel 3:	Jul	Aug	Sep	Oct	Nov	Dec
City Council Meeting Replays	-	2	34	36	34	35
Activities/Items Added to Slideshow	3	5	3	2	2	-
Channel 3:	Jan	Feb	Mar	Apr	May	Jun
City Council Meeting Replays	31	14	45	60	62	78
Activities/Items Added to Slideshow	3	2	6	2	3	-

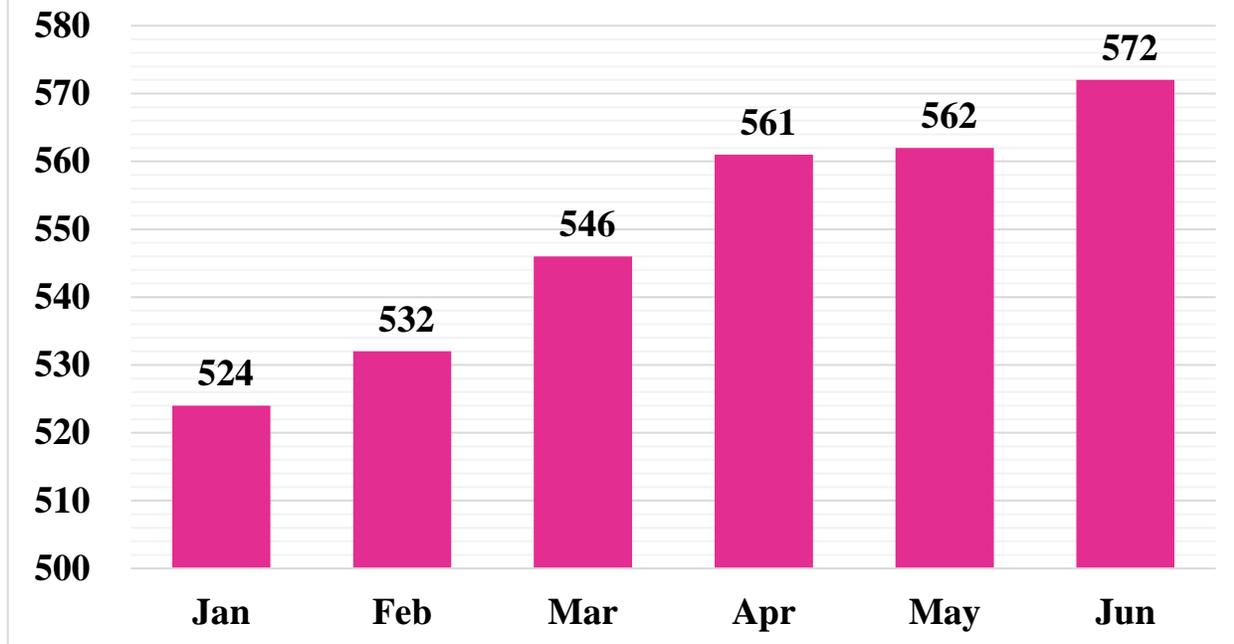
* Note: Equipment Non-functional in July & August

Facebook	Jul	Aug	Sep	Oct	Nov	Dec
Posts	20	16	21	27	29	13
Total Reach	No Data	12,889	18,793	34,472	12,693	7,111
Total Engagement	No Data	969	1,313	2,926	1,748	1,204
Page Followers	1,240	1,264	1,283	1,300	1,350	1,368
New Page Followers	29	24	19	17	50	18
Facebook	Jan	Feb	Mar	Apr	May	Jun
Posts	17	19	46	33	20	29
Total Reach	7,948	11,711	23,150	21,042	12,452	18,414
Total Engagement	1,188	1,433	4,587	7,825	2,146	4,922
Page Followers	1,396	1,417	1,464	1,502	1,525	1,546
New Page Followers	28	21	47	38	23	21



Eblast	Jul	Aug	Sep	Oct	Nov	Dec
Number of E-newsletters Distributed	13	4	3	5	4	6
Number of Subscribers	505	504	508	507	520	524
Change in Subscribers	-6	-1	4	-1	13	4
Number of E-newsletters Opened	1,424	531	322	658	477	726
Eblast	Jan	Feb	Mar	Apr	May	Jun
Number of E-newsletters Distributed	8	7	4	2	5	3
Number of E-newsletters Opened	1,055	897	476	426	713	467
Number of Subscribers	524	532	546	561	562	572
Change in Subscribers	-	12	14	15	1	10

Number of Eblast Subscribers



Twitter	Jul	Aug	Sep	Oct	Nov	Dec
Tweets	17	9	11	16	8	10
Impressions	5,310	3,227	3,016	3,614	3,691	3,808
Followers	126	132	137	143	145	146
New Followers	6	5	4	6	2	1
Twitter	Jan	Feb	Mar	Apr	May	Jun
Tweets	13	16	31	24	21	23
Impressions	9,784	7,917	8,789	5,233	5,653	3,808
Followers	153	158	170	176	184	188
New Followers	7	5	12	6	8	4

YouTube	Jul	Aug	Sep	Oct	Nov	Dec
Video Uploads	5	2	3	4	2	2
Video Views	113	45	97	63	67	66
Subscribers	53	53	53	54	54	54
Change in Subscribers	-	-	-	1	-	-
YouTube	Jan	Feb	Mar	Apr	May	Jun
Video Uploads	3	2	2	2	3	3
Video Views	139	60	203	64	116	69
Subscribers	54	54	117	119	121	121
Change in Subscribers	-	-	63	2	2	-

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

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

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

5 Most Popular City Facebook Pages	By % of Pop.
1) Twentynine Palms	18.83%
2) Apple Valley	18.09%
3) Grand Terrace	12.53%
4) Yucca Valley	12.04%
5) Ontario	9.44%

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

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

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

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Planning & Development

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

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DATE: August 16, 2018

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

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

SUBJECT: **JUNE 2018 PLANNING AND DEVELOPMENT SERVICES MONTHLY REPORT**

This monthly report is presented to the City Manager to keep him informed of the activities within the Planning and Development Services Department, comprised of Planning, Building and Safety, and Code Enforcement.

OUR MISSION

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

OUR VISION

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

PLANNING DIVISION

Planning and Building and Safety Core Services

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

The Planning Division is budgeted for one full time Director and one full time Assistant Planner. Both positions are filled and together constitute a minimum of 320 monthly service hours.

Activity Summary for Planning

Planning Counter Requests for Information: 68

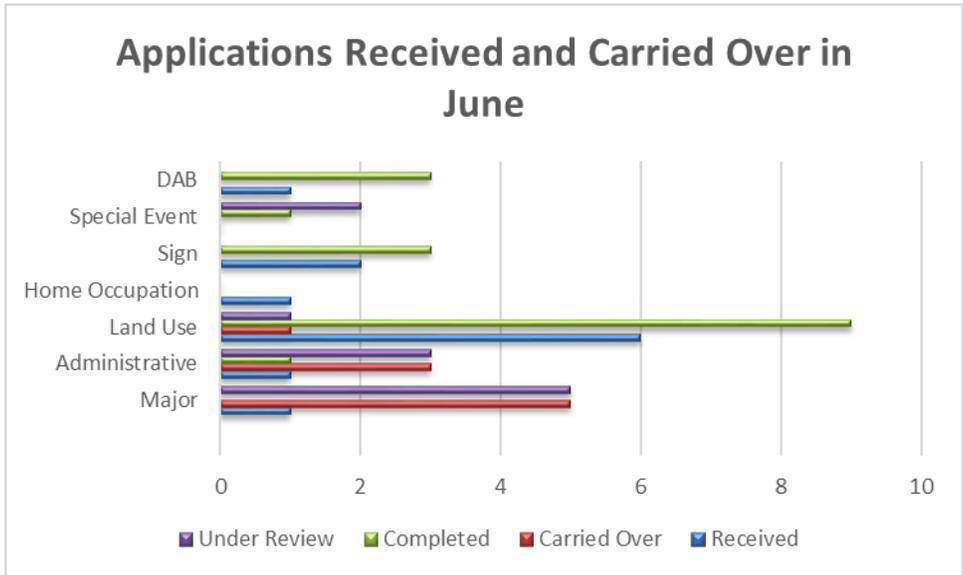
Planning Phone Calls Received: 55

Planning E-mails Received/Answered: 139

Application Summary

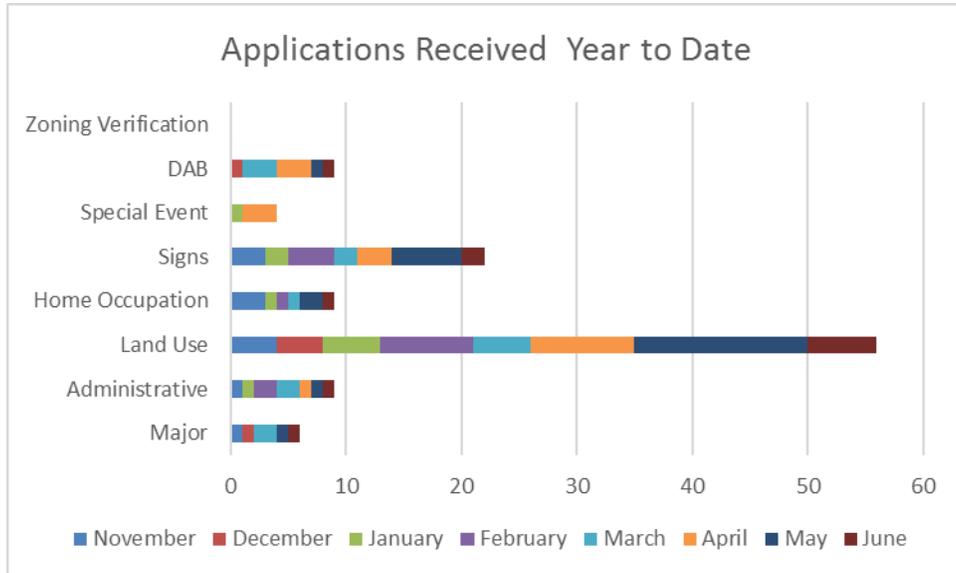
The Planning Division received 12 new applications and nine were carried over from the previous month, for a total of 21 applications. Action was taken on 10 of the 21 applications. Minor applications such as a new business, patio cover, or small room additions are handled as a Land Use application and 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 June 2018				
Applications	Number Received	Carried Over	Completed	Under Review
Major	1	6	0	7
Administrative	1	3	0	4
Land Use	6	0	6	0
Home Occupation	1	0	1	0
Sign	2	0	2	0
Special Event	0	0	0	0
DAB	1	0	1	0
Total	12	9	10	11



Applications Received Year to Date

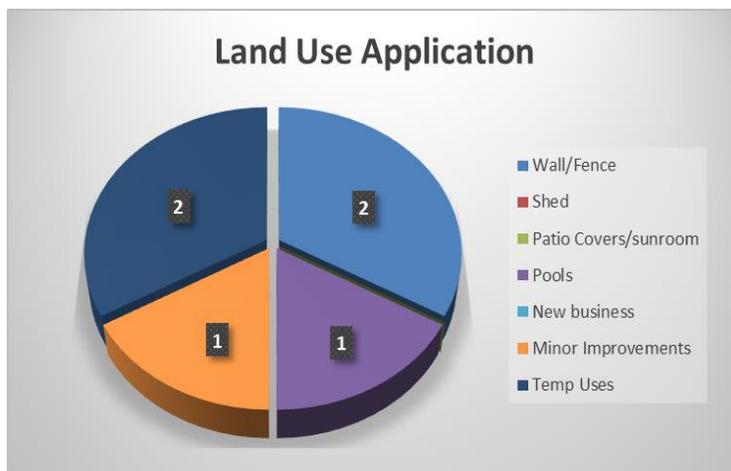
Type of permits	Applications Received Year to Date												
	Jul.	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	Jun	Total
Major	0	2	1	0	1	1	0	0	2	0	1	1	9
Administrative	1	2	1	0	1	0	1	2	2	1	1	1	13
Land Use	10	6	17	5	4	4	5	8	5	9	15	6	94
Home Occupation	2	8	4	3	3	0	1	1	1	0	2	1	26
Signs	2	9	5	3	3	0	2	4	2	3	6	2	41
Special Events	0	2	2	0	0	0	1	0	0	3	0	0	8
DAB	0	4	1	0	0	1	0	0	3	3	1	1	14
Zoning Verification	0	0	0	1	0	0	0	0	0	0	0	0	1



Applications Received, Approved and/or Under Review

Year to date the Planning Division has received 206 applications for review, and 11 applications remained under review, at the end of June. A comprehensive list of the applications and their status is at the end of the Planning Division’s report.

No new businesses or special events were approved for the month. Overall Land Use applications are the most predominant application that the Planning Division processes. Six Land Use applications were approved in June and the table below shows the types of activities that were approved.



Projects in Plan Check or Under Construction

Projects in Plan Check or Under Construction					
Date Submitted	Case No.	Applicant	Description	Location	Status
8/17/2016	SA 14-07-A1 E 14-04-A1	Joab Jerome	New Residence APN: 0275-282-20	11838 Burns Avenue	1st Grading Plan check completed 3/14/2018
5/5/2016	SA 16-02 TPM 16-02 E 16-06	Habitat for Humanity	Subdivision, two parcels and two one-story homes	12569 Michigan Street	Under Construction
4/14/2016	SA 16-01 V 16-01 TTM 16-01 E 16-05	Aegis Builders Darryl Moore	Planned residential development – 17 lots and 17 to-story housing units	22404 Van Burren	Under Construction
7/13/2015	SA 05-19-A1	Capital Pacific	Revisions to SA 05-19	11830 Mount Vernon Ave.	Completed

Development Advisory Board (DAB)

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

DAB					
Submitted	Case No.	Applicant	Description	Location	Status
6/4/2018	DAB 18-09	James Kuang	Construction Materials Showroom	12466 Michigan Street	Meeting completed on 6/18/2018

Planning Commission

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

No Planning Commission meetings were held in the month of June.

Grants

Great news!! The City was awarded funding for its Blue Mountain Trailhead and Trail application. A mandatory meeting is to be held on July 31, 2018, and thereafter, the City can begin implementation of the grant project.

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

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

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

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

Housing Successor Agency

The Housing Successor Agency has a current balance of approximately \$60,000.00. Each year \$50,000 is received from the Successor Agency.

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

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

The Housing Successor Agency holds the following interests:

Property	Description
22293 Barton Road	Vacant 1.42-acre commercial property.
22317 Barton Road	Vacant 1.43-acre commercial property.
11695 Canal Street	Vacant 0.80-acre property, designated R3-20. Sold on 6/15/2018 to Aegis Builders, Inc. Buyer has 18 months to commence construction or Agency may repurchase property.
12569 Michigan Street	Vacant 0.50-acre property owned by Habitat for Humanity San Bernardino Area. The Housing Successor Agency holds covenants on the property for two low income residents. Habitat required to perform by December 30, 2018.

Volunteer Emergency Operations Committee

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

An EOC Special Meeting was held on June 12, 2018. The agenda items included approval of the agenda and minutes, recap CERT training, CERT organization, and trailer and shed inventory.

Attachment to Planning Division's Report

Applications Received, Approved and/or Under Review

Major Applications – Zoning Code Amendment

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

Major Applications - Site and Architectural Review

Date Submitted	Case No.	Applicant	Description	Location	Status
5/11/2018	SA 18-05 E 18-05	Tim Boyes	Single Family Residence	0276-431-23	Incomplete on 6/11/2018
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
3/6/2018	SA 14-06-A2 E 18-03	Joab Jerome	Single Family Residence and Second Dwelling Unit	11832 Burns Avenue	Incomplete on 3/30/2018

Date Submitted	Case No.	Applicant	Description	Location	Status
11/15/2017	SA 17-10 E 17-09	Todd Kessler	Single Family Residence	23400 Westwood St.	Revised drawings distributed on 6/11/2018

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
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
6/28/2018	ASA 18-07	Aegis Builders	Temporary Stockpile	12667 Michigan Street	In Review
5/11/2018	ASA 18-06 E 18-06	Tim Boyes	Rough Grading Review	0276-431-22, 21	Incomplete on 6/1/2018
4/14/2017	ASA 17-05 ACUP 17-04 E 17-01	Verizon Wireless	Backup Diesel Generator	22745 De Berry Street	Pending revised lease agreement 4/17/2018
3/12/2018	ASA 18-03 ACUP 18-02 E 18-04	Andrew Buchen	Existing Wireless Antenna Upgrades	22080 Commerce Way	Incomplete on 4/11/2018

Land Use Review

Date Submitted	Case No.	Applicant	Description	Location	Status
6/20/2018	LU 18-49	Coastal Business Group	Wireless Telecommunication Upgrades AT&T	22795 De Berry Street	Approved
6/19/2018	LU 18-47	Asher Haq	Retaining Wall	22990 Finch Street	Approved
6/19/2018	LU 18-46	Victor Adame	Hiring Event (Miguel's Jr.)	22219 Barton Road	Approved
6/19/2018	LU 18-45	Diane Johnson	Pool and Spa	12559 Michigan Street	Approved
6/8/2018	LU 18-44	James Sarver	Commercial Vehicle	12668 Michigan Street	Approved
6/8/2018	LU 18-43	Larry P. Butcher	Front 3' Slump Stone Wall	22965 Wren Street	Approved

Home Occupation Permit

Date Submitted	Case No.	Applicant	Description	Location	Status
6/5/2018	HOP 18-05	Rosana Ribeiro	Nursery Supplies and Horse Bedding Sale (on-line)	12046 Westwood Lane	Approved

Signs

Date Submitted	Case No.	Applicant	Description	Location	Status
6/15/2018	TEMP SGN 18-11	John Nichols	Real Estate Signs	Riverside	Approved
6/19/2018	SGN 18-08	Robin Bell	Pylon Sign	22201 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 37 permits issued in June. For the 2017-2018 Fiscal Year a total of 411 permits have been issued with a total revenue of \$146,036.47.

Building Permit Activity						
	January	February	March	April	May	June
Applications received	36	40	36	62	33	41
Permits issued	22	35	20	47	28	37
Permits finalized	37	13	20	26	32	12
Business occupancies issued	1	1	2	1	2	2
Expired permits	10	8	4	2	3	2
Total monthly revenue	\$10,933.26	\$11,088.20	\$3,318.55	\$13,286.57	\$7,430.55	\$10,302.19

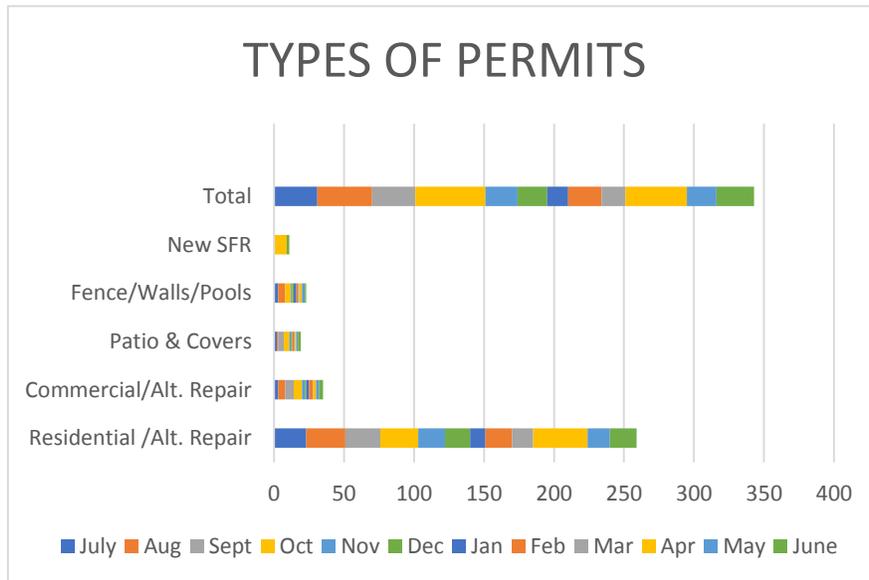
Building Permit Activity						
	July	August	September	October	November	December
Applications received	38	42	48	44	33	36
Permits issued	36	40	38	50	32	26
Permits finalized	22	15	24	27	28	23
Business occupancies issued	4	1	2	1	5	2
Expired permits	5	5	2	5	10	4
Total monthly revenue	\$11,193.48	\$7,307.09	\$8,139.43	\$32,938.15*	\$6,908.77	\$23,190.23

* Amount reduced from \$177,419.93 to \$32,938.15 since only building permit fees are reflected, not impact fees as previously shown.

Permits Issued

Twenty-eight permits issued in June include a new cell site tower, tenant improvement to “The Heights” Clubhouse, electrical panel upgrades, garage fire repair, mechanical HVAC installation, patio covers, water heaters, pool, re-roofs, (2) new single-family residences for “Habitat for Humanity”, remodel, signs, and PV solar systems.

Type of permits	Number Issued											
	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Residential Alteration/Repair	23	28	25	27	19	18	11	19	15	39	16	19
Commercial Alteration/Repair	3	5	6	6	2	1	2	3	0	2	2	4
Patio & Covers	2	1	4	4	1	1	0	1	1	1	1	2
Fence/Walls/Pool	3	5	0	4	1	1	2	1	1	2	2	1
New SFR	0	0	0	9	0	0	0	0	0	0	0	2
Total	31	39	31	50	23	21	15	24	17	44	21	28



Plan Checking Activity

For June 2018, a total number of nine plans were submitted for review. Of the nine there consisted one tenant improvement plan for Sweet Life Bakery”, one landscape review for Aegis Builders’ Tract 18604 (Van Buren), one cell site modification, one pool, one block wall, and four rooftop solar plans.

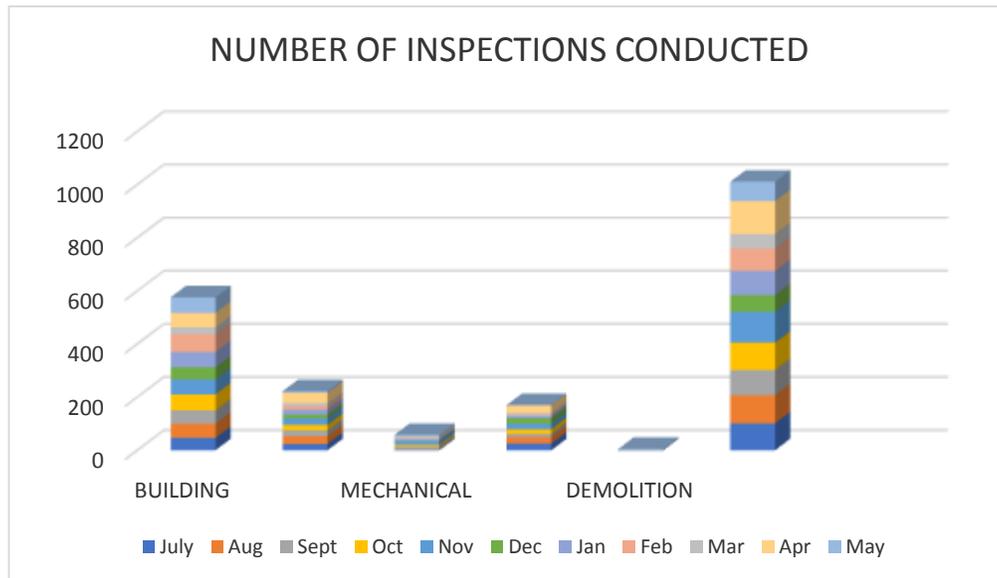
Permit #	Description/Location	Status
B00-002-177	12569 Michigan St. New SFR Habitat Project	Under Construction – Underground plumbing and foundation inspected
B00-002-178	12579 Michigan St. New SFR Habitat Project	Under Construction – Underground plumbing and foundation inspected
B00-002-375 & B00-002-377 thru B00-002-392	12382 – 12485 Tesoro Ct. New 17 SFR Aegis Project	B&S has approved plans.
B00-002-826 thru B00-002-835 & B00-002-837 thru B00-002-843	Foundation only permits for Tract 18604 (12382 – 12482 Tesoro Ct.) Aegis Project (17 lots total)	Under Construction – Slab inspections completed
GR0-000-039	Tract 18604 (12382 – 12482 Tesoro Ct.) Precise grading and retaining wall for 17 new SFR Aegis Project	Under Construction Checked tie ins for the 18” & 24” HDPE pipe into the 48” stormtech manhole 05/16/18

Permit #	Description/Location	Status
PW0-000-566	Parcel Map 16945 – Street Improvement for lateral connections (Boyes and Son Construction)	In Plan Check – Received approved street improvement mylars for approvals
GR0-000-045	Rough grading for (3) lots (Boyes and Son Construction)	In Plan Check – 2 nd submittal corrections issued 06/11/18
B00-002-757	12040 La Crosse Ave. – New 70’ Cell Tower for SBCTA	Under Construction – Footing and electrical grounding inspections completed 06/28/18
B00-002-773	22491 De Berry St. – Tenant Improvement to Club House (The Heights)	Under Construction – Electrical, framing, and drywall inspections completed 06/13/18
PW0-000-565	Barton Road Interchange	Under Construction
B00-002-785	23315 Palm Ave. – New Single Family Residential - Yacoub Farsakh	Revision in Plan Check – 1 st correction revision provided to designer
GR0-000-048	23315 Palm Ave. – Precise Grading for New Single Family Residential - Yacoub Farsakh	In Plan Check – 3 rd submittal corrections issued 06/25/18.
TM0-000-002	Tract 18071 – Plan review for Karger Homes Tract Map	Tract Map Approved
PW0-000-568	11838 Burns Ave. – Street Improvement Plan for Joab Jerome	In Plan Check Corrections picked up by Applicant 03/19/18
GR0-000-047	11838 & 11832 Burns Ave. – On-site grading for Joab Jerome	In Plan Check Corrections issued, picked up by Applicant 03/19/18
B00-002-700	21971 De Berry St. – Construct 8’ x 263’ block wall and motorized gate for storage facility (A – Storage Place)	Under Construction Last inspection: 01/25/18 – Passed inspection
B00-002-721	12700 Taylor St. – Southern California Edison Highgrove Substation. Construct wall and fence. On-site grading.	Under Construction Footing inspection completed 06/21/18

Inspections

Type of Inspection	# of Inspections Conducted											
	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Building	47	53	50	60	57	45	58	67	26	54	59	25
Electrical	24	29	22	20	25	14	19	12	12	39	6	15
Mechanical	2	1	11	6	14	1	6	2	9	1	5	0
Plumbing	26	24	12	17	21	2	8	3	8	29	1	7
Demolition	2	0	0	0	0	0	0	0	0	1	2	0
Total	101	106	95	103	117	62	91	84	55	124	73	47

Of the 47 inspections performed for the month of June 2018, 12 were final building inspections.

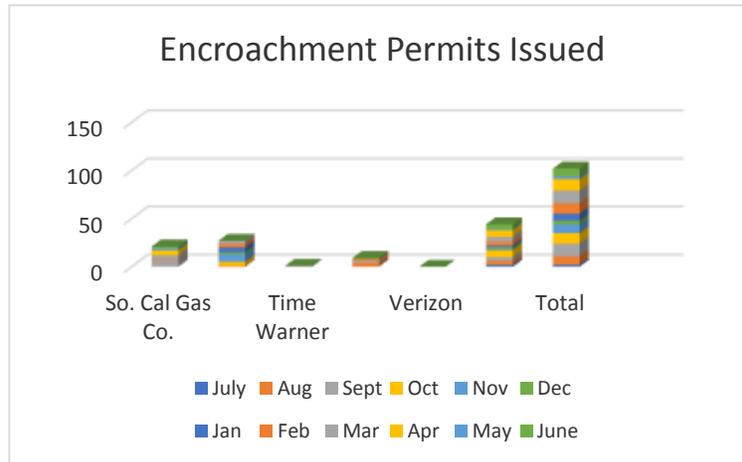


Certificate of Occupancy

Two occupancy inspections were conducted for the month, and Certificate of Occupancies were issued for the following businesses:

- Myers – Rados A Joint Venture for offices located at 12210 Michigan St. Suite D
- The Cheer Factory located at 12210 Michigan St., Suite 7

Public Works Encroachment Permits



Applicant	Number of Public Works Permits Issued											
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
So. Cal Gas Co.	0	0	6	0	0	0	0	1	5	5	2	2
So. Cal. Edison	0	1	0	4	8	2	5	4	3	0	0	0
Time Warner	0	0	1	0	0	0	0	0	0	0	0	0
AT&T	0	4	2	0	0	0	0	2	0	0	0	1
Verizon	0	0	0	0	0	0	0	0	0	0	0	0
Other**	2	4	4	7	1	2	2	4	5	7	1	5
Total	2	9	13	11	9	4	7	11	13	12	3	8

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

CODE ENFORCEMENT DIVISION

Code Enforcement Core Services

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

Code Enforcement Activities

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

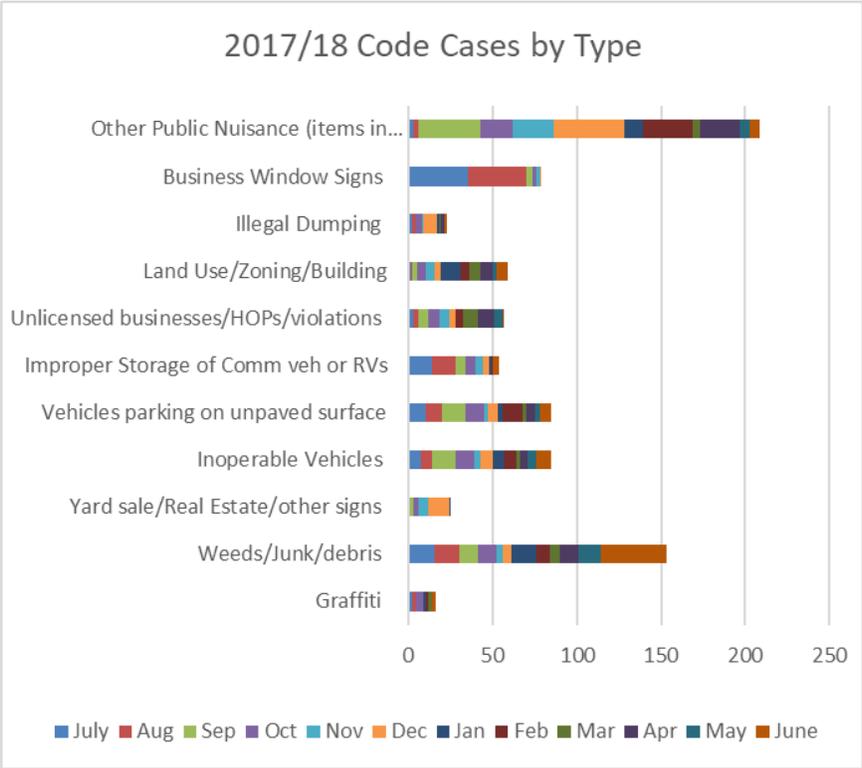
The City is divided into seven zones, including commercial centers, and Officers inspect the zones on a continual rotating basis over a two-week period. A set route is driven each morning and at the end of the day on Friday, Saturday and Sunday in addition to the Zones. The route includes Mount Vernon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

Activity Summary for Code Enforcement

In June Code Enforcement had 117 cases, including carry over cases from previous months. A total of 77 cases were closed in June.

The following chart and table show the cases by violation type that were closed in the month of June.

Case by Type	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Graffiti	2	2	0	5	0	0	1	2	2	0	0	2
Weeds/Junk/debris	15	15	11	11	4	5	15	8	6	11	13	39
Yard sale/Real Estate/other signs	0	0	3	3	6	12	1	0	0	0	0	0
Inoperable Vehicles	7	7	14	11	4	7	7	7	2	5	5	9
Vehicles parking on unpaved surface	10	10	14	11	2	6	3	12	2	5	3	7
Improper Storage of Comm veh or RVs	14	14	6	6	4	4	1	1	0	0	0	4
Unlicensed businesses/HOPs/violations	3	3	6	6	6	4	0	4	9	10	5	1
Land Use/Zoning/Building	1	1	3	5	5	4	12	5	7	7	2	7
Illegal Dumping	2	2	0	4	1	8	1	0	1	2	0	2
Business Window Signs	35	35	4	2	2	1	0	0	0	0	0	0
Other Public Nuisance)	3	3	37	19	24	42	11	30	4	24	6	6



Weekend Code Enforcement Activities

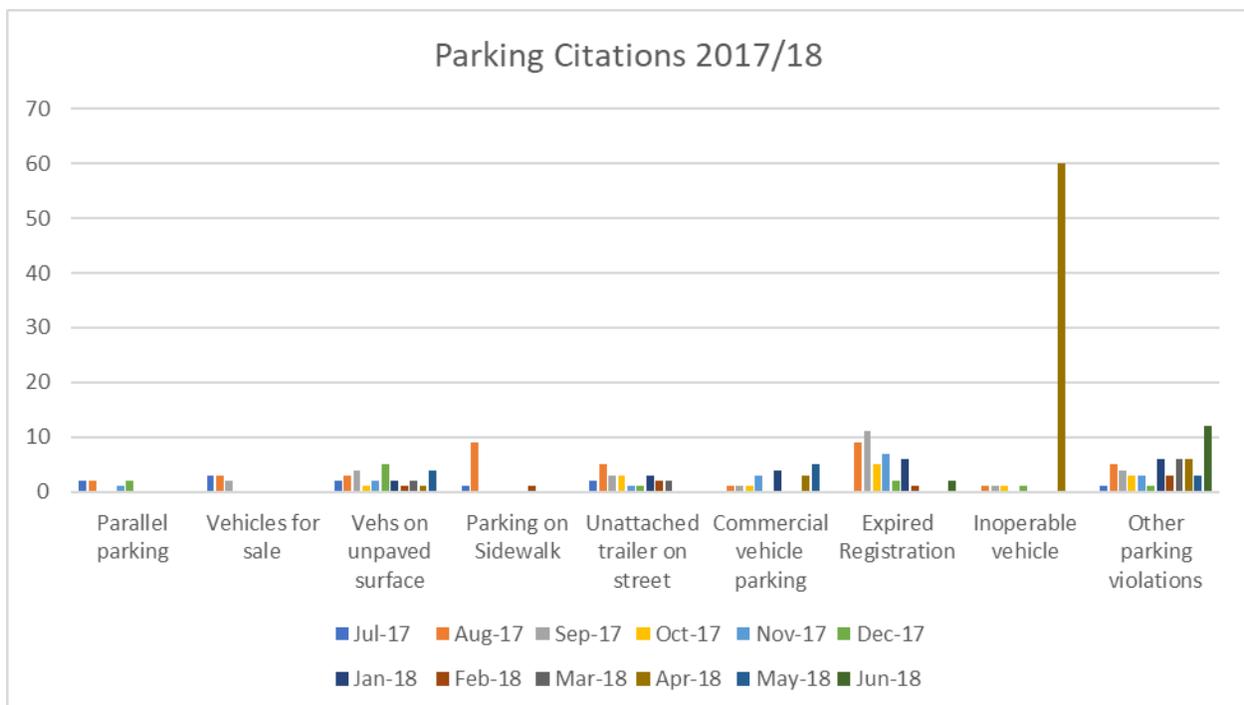
The Weekend Code Enforcement Specialist patrols on Thursdays, Saturdays and Sundays. The Weekend Code Enforcement Specialist conducts zone inspections and scheduled re-inspections. In June 2018, 14 cases were addressed, not including yard sale and real estate signs. The chart and table below demonstrate weekend code enforcement activities by type for this fiscal year.

Case Types	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
Graffiti	0	0	1	1	0	0	0	0	0	1	0	0
Yard sale/Real Estate/other signs	49	93	83	90	103	58	151	189	100	45	47	25
Yard sale w/out permit	0	1	0	0	1	5	14	0	0	3	0	2
Inoperable Vehicles	0	12	15	15	9	1	0	0	1	2	2	0
Vehicles parking on unpaved surface	2	4	12	16	8	0	0	0	0	1	1	0
RVs Improper Storage	0	1	0	0	4	0	0	0	1	0	0	0
Illegal Dumping	0	0	0	0	0	0	0	0	0	0	0	0
Follow-up inspections	0	17	13	13	7	9	35	23	17	6	9	8
Other/ Public Nuisance (fence, overgrown veg. items in ROW, excess RVs)	11	11	30	30	8	1	10	2	2	9	5	4

Parking Citations:

During the month of June, the Planning and Development Services Department implemented a pilot program determine whether a delayed start of sweeping service in the residential zones would benefit residents. Street sweeping began at 9:00 am instead of 6:00 am. The number of citations issued with the late start was typical of previous months when street sweeping began at 6:00 am. As this was only a pilot program sweeping has returned to its regular 6:00 am start time.

In June, 222 vehicle related citations were issued; 208 of the citations issued were related to street sweeping enforcement. The citations are expected to generate approximately \$5467 in general fund revenue. Street Sweeping in residential areas occurs on the first, second, and third Thursdays of each month.





CDBG Project Area:

CDBG funds were granted for enhanced code enforcement activities in the CDBG project area. The CDBG funding totaled approximately \$11,000 and the funds were expended in the first six months of the fiscal year. For the remainder of the fiscal year, daily inspections are no longer required; however, maintenance inspections are required to ensure code compliance.

In June 2018, approximately 19.75 hours of inspection time was conducted resulting in 71 inspections. These inspections included construction sites, illegal dumping areas, Grand Terrace Fitness Park, SANBAG prop demo site, checking for homeless, annual rental property inspections, and the monthly street sweeping.

Our 4th quarterly report was submitted to the San Bernardino County Community Development and Housing Agency to close out the 2017/2018 fiscal year. This report gives an overview of the activities that have taken place in the area over the last three months along with updates on construction projects, businesses, private property cases, weed abatement, rental properties, and parks. The City has not applied for additional funding for the 2018/2019 fiscal year but the CDBG will continue to be maintained by our Code Enforcement Officers.

Graffiti/Vandalism

There were two instances of graffiti reported in June 2018 on private or public property, and were resolved within 72 hours.

Rental Inspection Program

There are approximately 350 properties in the Program, consisting of both single-family units and multiple family units (i.e. apartments, duplexes, triplexes, etc.).

In addition, property owners are required to renew and pay fees on an annual basis. The rental program invoices for 2018 were generated and mailed out on January 12th. Of the 350 properties in the program, 313 rental property owners have paid their 2018 fees as of the end of June.

Properties are inspected annually. Two hundred and sixty-seven rental property have been inspected and 32 rental properties remain open and will be followed up to ensure they are in accordance with Grand Terrace rental property standards.

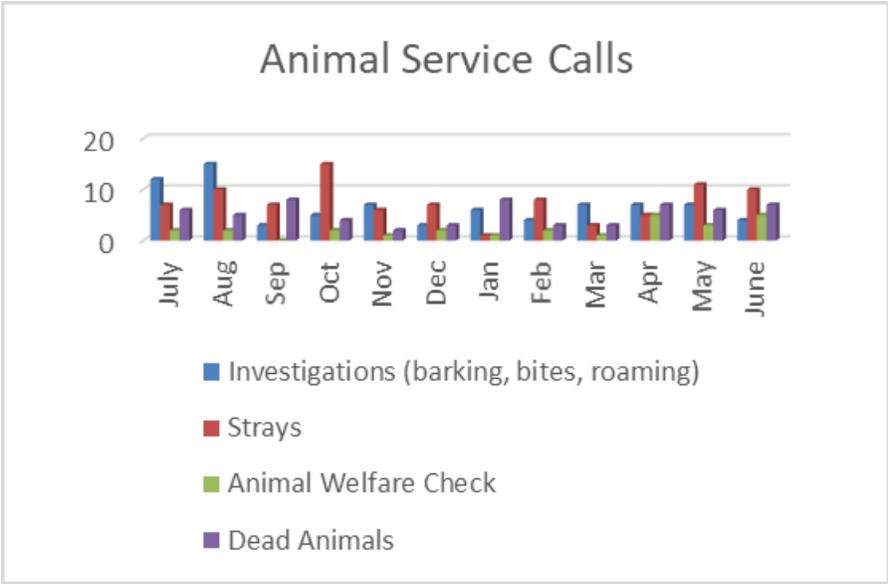
See Click Fix

There were five complaints received via SeeClickFix in June 2018. The cases involved an abandoned vehicle on Commerce Way, a homeless encampment on property in the City of Colton's jurisdiction, overgrown weeds, and duplicate complaints of a vehicle blocking the sidewalk in a residential neighborhood. All of the cases have been addressed and closed by Code Enforcement Officers.

Animal Control

Animal control services are contracted with the City of San Bernardino. There were 15 hours spent on Grand Terrace calls in June.

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



Animal Service Calls	Juy	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Investigations (barking, bites, roaming)	12	15	3	5	7	3	6	4	7	7	7	4
Strays	7	10	7	15	6	7	1	8	3	5	11	10
Animal Welfare Check	2	2	0	2	1	2	1	2	1	5	3	5
Dead Animals	6	5	8	4	2	3	8	3	3	7	6	7

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Public Works

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

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DATE: August 20, 2018

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

FROM: Alan French, Public Works Department Director

SUBJECT: June 2018-MONTHLY REPORT –PUBLIC WORKS DEPARTMENT

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

Engineering Division

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

Project Name	Funds	Status	Fund Source(s)
Barton Bridge Replacement Project	\$ 3,500,000	In Preliminary Environmental	Fed, State, City
Commerce Way Extension	\$ 3,500,000	Final Design 90% in for review	State, City
CIP Year 2 Street Slurry/Resurfacing	\$760,000	Paving done, project closeout in September	State, Recycle Grant, City
Dog Park	\$350,000	Constructed, negotiating change order contractor maintenance to November	Park Fees, State, City
HSIP – Mt. Vernon Safety Project	\$435,700	In Final Design reviewed, comments to engineer	Fed
TOTALS:			\$8,545,700

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

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

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

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

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

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

12:00pm – 12:30pm: Lunch

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

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

*Set-up Community Room for special events or meetings

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

Public Works - Maintenance

Public Works Maintenance Core Services

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

Staffing Levels

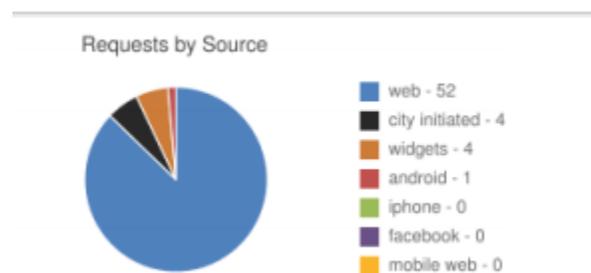
			Weekday Hours		After hours & Weekend hours		Call outs
	Budgeted	Staffed	Available	Worked	*Available	Worked	
Field	4	4	672	584	28	32	2
Office	2	2	336	279	0	0	0
Total	6	6	1008	863	28	32	2

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

Work Release Hours

Maintenance was supplemented by **144** work releases hours during the month of May.

SeeClickFix Work Orders



		<i>Work Order Completed</i>	<i>Category</i>	<i>Description</i>
1	4527129	6/6/2018	PW-INTERNAL Stock Supplies	Janitorial requested toilet paper, liners and hand-soap. Please stock. Thank you.
2	4528314	6/6/2018	PW-INTERNAL Other - Non-Emergency City Service Request	Please remove glass on street and sidewalk at Van Buren and Pico, thank you.
3	4528928	6/6/2018	PW-INTERNAL Overgrown Weeds	Glass clean-up request.

4	4528951	6/6/2018	PW-INTERNAL Street Signs	<p>Maintenance on De Berry & Whistler as follows:</p> <p>Relocate the R2-1(30) (speed limit sign) from the post mounting west of Observation Street to the street light post approximately 100' west of this same intersection.</p> <p>Remove the Neighborhood Watch sign on the back side of the posted R1-1 (Stop Sign) on Whistler Ave place on separate pole or street light nearby.</p>
5	4532303	6/7/2018	PW-INTERNAL Overgrown Weeds	Please remove grass growth from parkway on West side of Mt Vernon just North of Van Buren
6	4532333	6/13/2018	PW-INTERNAL Overgrown Weeds	Please remove weeds from center divider on Main St across GTHS
7	4533644	6/8/2018	PW-INTERNAL-Graffiti Removal	Code requested graffiti removal across 12713 Mt. Vernon south of Pico.
8	4536157	6/13/2018	PW-INTERNAL Overgrown Weeds	Please cut down grass growth/remove weeds from triangle Planter on Barton/Palm
9	4538692	6/13/2018	PW-INTERNAL Tree Removal	Resident report tree lifting sidewalk please take photos and sidewalk if this is something we can repair or needs to be contracted out. Thank you.
10	4538711	6/13/2018	PW-INTERNAL Tree Removal	GT resident requested removal of pine tree. I believe this tree is property owner please confirm, thank you.
11	4540831	6/11/2018	PW-INTERNAL Other - Non-Emergency City Service Request	Please power wash bleachers/ benches at Pico park in preparation for All Star Play
12	4540839	6/11/2018	PW-INTERNAL Other - Non-Emergency City Service Request	Please continue to assemble trash cans to fit in barrel. cut 2x4 for proper installation / paint trash cans for preparation of All Star Play
13	4540844	6/11/2018	PW-INTERNAL City Tree Maintenance	Please water trees along west side of Mt Vernon from Pico to Main St
14	4541368	6/13/2018	PW-INTERNAL Pothole Repair	Pothole repair located north bound number 2 lane on Mt. vernon.
15	4549186	6/13/2018	PW-INTERNAL City Tree Maintenance	Please cut back tree and clear for sidewalk clearance on Van Buren cross Michigan , south of store
16	4549248	6/12/2018	PW-INTERNAL Other - Non-Emergency City Service Request	One (1) broken swing and one missing baby swing at Richard Rollins park.
17	4549279	6/13/2018	PW-INTERNAL Other - Non-Emergency City Service Request	Please fill the Prius with gas thank you.

18	4553570	6/13/2018	PW-INTERNAL Irrigation Repairs	Please look at the irrigation/sprinklers on West Side of City Hall by Library.....grass is dying
19	4558406	6/13/2018	PW-INTERNAL Irrigation Repairs	Please repair broken sprinkler at TJ Austyn Park
20	4560053	6/18/2018	PW-INTERNAL General Office Repairs	Community room vacuum belt broke reported by Child Care, thank you.
21	4560393	6/18/2018	PW-Parks (Non-Emergency request)	Please power wash shelters D and B for reservations this weekend. Thank you.
22	4560893	6/19/2018	PW-INTERNAL General Office Repairs	Please repair the low staff entrance door as it does not latch. Seems like the secularist is jammed inside. See secretary for questions.
23	4564578	6/19/2018	PW-INTERNAL General Office Repairs	Senior Center needs the ice-maker checked. Needs possible repairs and cleaning.
24	4564592	6/20/2018	PW-INTERNAL Street Signs	Please replace broken street sign on center City / Mt Vernon
25	4564600	6/19/2018	PW-INTERNAL City Sign Issue	Please realign/adjust city event signs in City Hall Foye
26	4564613	6/27/2018	PW-INTERNAL Overgrown Weeds	Please cut down weeds along parkway on Gt Road from Vivienda to Neport
27	4564920	6/25/2018	PW-INTERNAL Overgrown Weeds	Overgrown weeds on Mt. Vernon
28	4564926	6/19/2018	PW-INTERNAL City Tree Maintenance	The north/west corner street sign is covered by the parkway trees.
29	4568159	6/20/2018	PW-INTERNAL Move Furniture	Please clear the old EOC building in the kitchen area specifically this will need to be completed by next Friday. June 22, 2018.
30	4580862	6/26/2018	PW-INTERNAL Other - Non-Emergency City Service Request	
31	4582323	6/25/2018	PW-Pothole Repair	Potholes on McClarren Street. They start around Vivienda, and go all the way down to Canal.
32	4585146	6/25/2018	PW-INTERNAL General Office Repairs	Please make two copies of the EOC building key. I have left the key in Ruben/Rigo mail box. Thank you. See secretary for any direction. Thank you.
33	4586065	6/25/2018	PW-INTERNAL General Office Repairs	May you please check if the Prius keys are working, when we try it this morning the car wouldn't turn on. We believe it might be the battery. Thank you.
34	4593574	6/26/2018	PW-INTERNAL Other - Non-Emergency City Service Request	Restock Senior Center - including tri-fold towels and toilet paper as soon as possible
35	4602182	6/26/2018	PW-INTERNAL City Tree Maintenance	GT resident reported tree request for removal.

36	4553734	7/25/2018	PW-Parks (Non-Emergency request)	Please drill and screw down truncated dome at walk way at Fitness Park
37	4560888	8/16/2018	PW-INTERNAL General Office Repairs	The west outside door that locks needs to have the bottom hinge replaced.
38	4568696	7/12/2018	PW-INTERNAL Overgrown Weeds	Overgrown weeds reported on Canal between Vivienda and Lark lining the sides of trees between Van Buren and Pico east side of Mt. Vernon folding one watering the dirt by curb water foundation south east corner of De berry and mt. Vernon clogged in front of jr. high.
39	4569502	7/23/2018	PW-INTERNAL Event Set-up	The Senior Center room was reserved for July 14, 2018 from 11:30am-6:p.m. On-call will need to go out and open and close Senior Center on this date. Also, check and stock restrooms before and after. The trash accumulated from the event after will need to be taken out as well. Thank you. S
40	4585665	7/3/2018	PW-INTERNAL General Office Repairs	The cameras need to be picked up from Security lines.
41	4602583	7/3/2018	PW-Parks (Non-Emergency request)	Please power wash shelter at Veterans Freedom park for Saturday reservation (June 30th) thank you.
42	4607753	7/13/2018	PW-INTERNAL Other - Non-Emergency City Service Request	Light Pole Banner Schedule for the Remainder of 40th Anniversary Celebration YearOn Display: 40th Anniversary BannersMonday, June 4, 2018 – Monday, October 1, 2018On Display: Country Fair and Veterans Day BannersMonday, October 1, 2018 – Monday, November 12, 2018On Display: 40th Anniversary BannersMonday, November 12, 2018 – Friday, November 30, 2018On Display: Holiday Season BannersFriday, November 30, 2018 – Wednesday, January 2, 2019
43	4607764		PW-INTERNAL General Office Repairs	Senior Center ice machine
44	4607949	8/6/2018	PW-INTERNAL City Tree Maintenance	GT resident requesting we trim tree near the front window of the home. Please first find out if within 12 feet from curb to be consider to be in the City's right-of-way. Please inform Secretary and reflect findings on thread. Please take photos. Thank you.

45	4611001	7/3/2018	PW-INTERNAL Event Set-up	Reserve the Community Room on July 2, 2018 beginning at 6:00 p.m. I have attached the configuration we will need. No flags are needed.
46	4612482	7/3/2018	PW-INTERNAL General Office Repairs	The maintenance request: there are two boxes in the printer room one tall, long one and another smaller box with a cage in it that need to be moved the shed where space has been designated for animal control items.
47	4615226	8/7/2018	PW-INTERNAL City Tree Maintenance	Street signs are covered by trees and you can't see them when you're driving down the street, but I noticed a post there I don't know if that used to have the old street signs on it or if someone stole the stop sign because there is not a stop sign there and I think they're used to be one.
48	4615523	7/5/2018	PW-INTERNAL Street Signs	Collect the MIDAS sign currently posted at the Animal Emergency Clinic property on Commerce and Michigan, and store it in the Maintenance yard. We will be re-using it later on for the site of the future Blue Mountain Trailhead.
49	4616091	7/24/2018	PW-INTERNAL Street repairs	GT resident report red curb faded at Eton and Minona. Thank you.
50	4616630	7/13/2018	PW-INTERNAL General Office Repairs	Maintenance replace/repaired lights at the Fire Station. Additional lights need to be purchased next fiscal year.
51	4616817	8/8/2018	PW-INTERNAL Sidewalk Issue	GT resident reported raised sidewalk in front of address above please photograph and inspect. Advise if issue can be taken care of in house or contracted out, thank you.
52	4616917	7/10/2018	PW-Parks (Non-Emergency request)	Power wash Shelter C for July 7th reservation, thank you.
53	4630165	7/6/2018	PW-INTERNAL Overgrown Weeds	Child Care has overgrown weeds that need trim and edge work, please handle as FSA is out of the building, thank you.
54	4634464	7/10/2018	PW-INTERNAL Event Set-up	Please remove Child Care items from Community room Thursday, library is having events month of July and one in August. I will leave calendar in inbox, thank you.

55	4634929	7/13/2018	PW-INTERNAL Overgrown Weeds	Resident reported debris on easement that need to be trimmed and picked up/removed. Please inspect and handle if City if not please report to secretary so property owner may be notified. Thank you.
56	4635763	7/9/2018	PW-Parks (Non-Emergency request)	The slides in the smaller play area are caked with sap. Children can't enjoy the slides without stopping every inch. They need to be cleaned off. Thanks!
57	4642310	7/12/2018	PW-INTERNAL City Tree Maintenance	GT resident reported pine trees behind his home growing into his yard damaging his trees. Please let me know if this belongs to us or not? and take photographs of trees if possible, thank you.
58	4645154	7/9/2018	PW-INTERNAL Event Set-up	Zumba at the Park begins tomorrow, at Veterans Freedom Park, at 8 a.m. In terms of setup items, I will be prepping a sign for Maintenance to apply to an A-frame letting park visitors know that the basketball court nearest the shaded seating area is reserved from 8 a.m. – 10 a.m. I will put the sign in Ruben's box before lunch.
59	4645165	7/6/2018	PW-INTERNAL Event Set-up	Movies in the park, kiosk posters: Scratch that last email – the kiosk posters and banner will be available by your inbox to put up first thing tomorrow morning.
60	4645767		PW-INTERNAL Pothole Repair	Three to four potholes need to be fixed in front of address, thank you.
61	4645875	8/16/2018	PW-INTERNAL Pothole Repair	Please fill in pot holes on Van Buren between Michigan and Reed Ave
62	4645885	7/10/2018	PW-INTERNAL Overgrown Weeds	Please remove "volunteers" growing next to utility pole on south side Barton between Mt Vernon and old Burt Jewelers building .lg weed and palm tree
63	4645904	7/20/2018	PW-INTERNAL Overgrown Weeds	Please remove overgrown weeds and cut down all small "Volunteer trees" along south side parkway between McDonalds and Canal St

64	4646620	7/20/2018	CE-Non-Emergency	Sidewalk on Mt. Vernon buckling due to high temperatures. It happened with in the last hour.
65	4654355	7/9/2018	CE-Illegal Dumping	Please pick up illegal dumping on Mt Vernon / Raven Way
66	4654784	7/10/2018	PW-INTERNAL Drain repairs	The Storm Drain on Brittan Way needs inside and outside cleaning.
67	4655711	7/11/2018	PW-INTERNAL General Office Repairs	Ceiling tile leak in front of the closed session room in the Council Chambers.
68	4655744	7/11/2018	PW-INTERNAL General Office Repairs	Place clock in Chambers, see Secretary for direction and clock, thank you.
69	4658973	7/12/2018	PW-INTERNAL General Office Repairs	Upstairs kitchen has ants please address thank you.
70	4658982	7/16/2018	PW-INTERNAL Event Set-up	Guests would walk along the green arrows from the parking lot to the right field where there is an opening, and sit in the purple area. The white semi-transparent plane would be the movie screen.
71	4659057	7/13/2018	PW-INTERNAL General Office Repairs	Please make copies of senior center keys, thank you.
72	4659066	7/13/2018	PW-INTERNAL General Office Repairs	Please make copy of keys for all doors at Childcare building.
73	4660499	7/12/2018	PW-INTERNAL General Office Repairs	Pick-up boxes from downstairs.
74	4663753	7/12/2018	PW-INTERNAL-Graffiti Removal	Please remove graffiti from k rail on Mt Vernon Hill on east side and on stop sign west side
75	4663760	7/12/2018	PW-INTERNAL Overgrown Weeds	Please remove grass growth on sidewalk on Mt Vernon west side , just north of Van Buren
76	4664868	7/12/2018	PW-INTERNAL General Office Repairs	Paint or replace ceiling tiles that have the water damage located in the hallway outside of the closed session conference room, thank you.
77	4665464	7/16/2018	PW-Parks (Non-Emergency request)	Please power wash shelter D
78	4666229	7/24/2018	PW-INTERNAL City Light Pole Repairs	GT resident reported dim light pole, thank you.
79	4668765	7/31/2018	PW-INTERNAL Street Signs	We need to have street sweeping sign updates on raven way from mt Vernon eastward, as they are so faded unable to read in addition, the raven/mt vernon signpost has been bent since the truck ran through it & block wall on mt Vernon

80	4669121	8/16/2018	PW-INTERNAL Sidewalk Issue	Lifted sidewalk walk in front of this area. Please inspect.
81	4669791	8/16/2018	PW-INTERNAL Irrigation Repairs	In front of library reported dying ivy irrigation might be broken, please inspect. Thank you.
82	4669893	7/20/2018	PW-INTERNAL City Light Pole Repairs	Please adjust timer on light pole in city yard
83	4670009	7/16/2018	PW-INTERNAL General Office Repairs	Please check coils for Community Room unit, thank you.
84	4670044	7/16/2018	CE-INTERNAL Illegal Dumping	Can you have maintenance pick up a box tv that had been dumped on De Berry next to the Gauge Canal.
85	4673625	7/18/2018	PW-INTERNAL Drain repairs	Toilet leaks to be repaired in house.
86	4676940	7/30/2018	PW-Street gutters	
87	4681238	8/16/2018	PW-INTERNAL Sidewalk Issue	Crack-side in front of reported address, please take photos and inspect if repairs possible in house. Thank you.
88	4681305	7/18/2018	PW-INTERNAL General Office Repairs	Sandra has asked Rigo to make three copies of the old EOC building key.
89	4681989	7/16/2018	PW-INTERNAL Drain repairs	Please repair drain at Rollins Park
90	4686316	7/18/2018	PW-INTERNAL Street repairs	Water leak reported by resident. Maintenance to inspect.
91	4687280		PW-Parks (Non-Emergency request)	Please repair door handle at storage room, thank you.
92	4687284	7/30/2018	PW-INTERNAL Overgrown Weeds	Please clean up above area at north east end of city off Barton Road
93	4687855	7/24/2018	PW-INTERNAL Overgrown Weeds	Please maintenance the overgrown weeds on both sides going down the hill on mt. vernon.
94	4691261	7/20/2018	PW-INTERNAL Child Care Repairs	Maint. to test leak repaired at the old Child Care Center.
95	4691272	7/31/2018	PW-INTERNAL Irrigation Repairs	Maintenance to test back-flow. The one located in the front in the cage only. Riverside Highland to send testing form the Secretary. Thank you.
96	4691581	7/24/2018	PW-INTERNAL General Office Repairs	Please remove plaque on Public Works Secretary desk, it's very heavy and place in the building and safety room on-top of the cabinets. Thank you.
97	4692683	7/30/2018	CE-INTERNAL Illegal Dumping	Illegal dumping off Barton below this address Vista Grande. Please clean-up, thank you.
98	4692708	8/6/2018	PW-Parks (Non-Emergency request)	Power wash Shelter, for reservation on August 4th, thank you.
99	4696295	7/31/2018	PW-INTERNAL City Tree Maintenance	Call Edison to report overgrown tree blocking street light

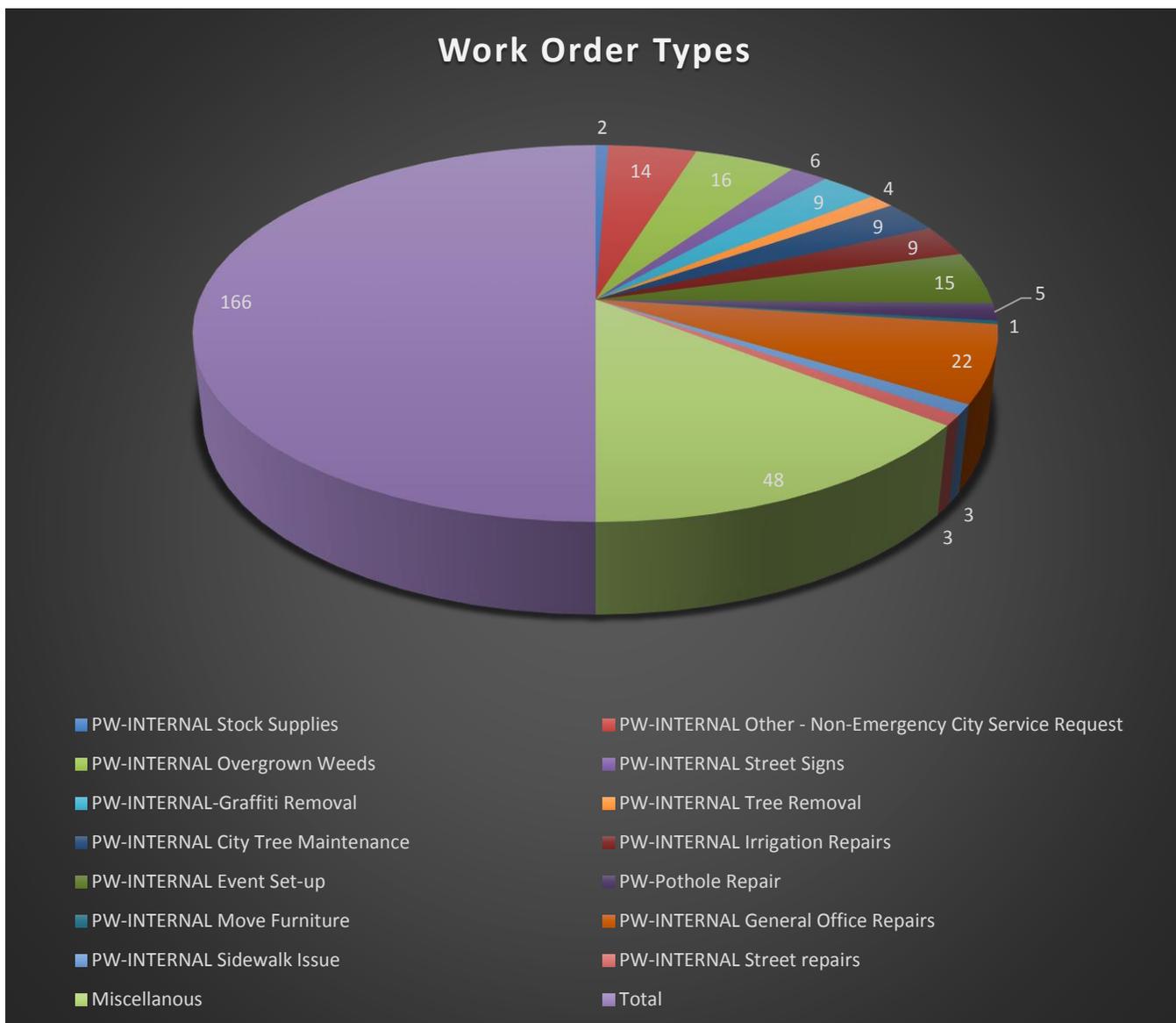
100	4696764		PW-INTERNAL Tree Removal	GT resident would like tree and sidewalk, drive approach repairs done please take photos and inspect. Advise if anything can be done in-house.
101	4696771	8/16/2018	PW-INTERNAL Pothole Repair	Reported pothole in front of reference address. Please fill.
102	4696805	7/23/2018	PW-INTERNAL Street Signs	stop ahead on northbound Michigan at van Buren needs attention. Thanks
103	4697288	8/6/2018	PW-City Sign Issue	Northbound Mt. Vernon sits red for southbound to eastbound De Berry when there is no one there. I understand the need for this during school rush hour, however, this is occurring throughout the day and nigh. Please reset the schedule. Thanks
104	4701531	7/30/2018	PW-INTERNAL Street repairs	Sidewalk repair needed at three locations 5/8" may be replaced .
105	4705795	8/15/2018	CE-Non-Emergency	Palm frawm stuck on electrical wire for over two weeks now. Needs to be removed.
106	4713830	8/7/2018	PW-INTERNAL General Office Repairs	I need to put a Work Order there is a file box named Swertfeger in the annex room and there are three stacks of boxes taller than me to be moved in order to reach the box which we believe is on the first row next to the wall. Do you think one of the guys may assist me with this task tomorrow. I can come early morning to assist.
107	4713836	7/26/2018	PW-INTERNAL General Office Repairs	Can you place a ticket to have maintenance re hang our clock upstairs? It looks like it fell off the wall over night but it is still in working condition.
108	4713842	7/26/2018	PW-INTERNAL General Office Repairs	Maint. to have office code change. high Tech Security to assist. Thank you.
109	4714032	7/31/2018	PW-INTERNAL General Office Repairs	Community Room divider not closing all the way not even half way.
110	4714647	7/30/2018	PW-INTERNAL-Child Care Facility	Landscaping at child care.
111	4718600	7/26/2018	PW-INTERNAL Other - Non-Emergency City Service Request	Animal Control vehicle tires need air please fill, thank you.

112	4718831		PW-INTERNAL Drain repairs	Resident reported drainage ditch needs cleaning and weed removal at Victoria Street. Thank you.
113	4719081	7/30/2018	PW-INTERNAL General Office Repairs	Animal control boxes moved into the EOC room where all the supplies for AC is being stored. Thank you.
114	4719197	7/30/2018	PW-INTERNAL Event Set-up	Movies In The Park layout same as last year.
115	4719234	7/26/2018	PW-INTERNAL General Office Repairs	GT Senior pool table room secured door until further notice.
116	4719302	8/13/2018	PW-INTERNAL Event Set-up	Set-Up Movies in the Park August 11, 2018. Updates to follow.
117	4719311	7/30/2018	PW-INTERNAL Event Set-up	Movies In The Park, set-up. Updates to follow.
118	4720033		PW-Parks (Non-Emergency request)	Power Wash shelter B for August 25th reservation, thank you.
119	4723401	8/6/2018	PW-INTERNAL-Graffiti Removal	On Michigan west side south of tanager
120	4723418	7/31/2018	PW-INTERNAL-Graffiti Removal	Terrace and walnut SE corner
121	4724477	7/31/2018	PW-INTERNAL General Office Repairs	Please pick up signs at Fast Sign tomorrow if possible and install. See Alan for direction. Install at Richard Rollins and Fitness Park.
122	4724480	7/30/2018	PW-INTERNAL General Office Repairs	Purchased fan for second floor. Rigo, thank you.
123	4724605		PW-INTERNAL Tree Removal	Resident reported dead tree please confirm and advise if maint. could remove. Thank you.
124	4724743	7/31/2018	PW-INTERNAL Event Set-up	Hi Jessica, When we return from the weekend, it will be time to change our kiosk posters/banner. The Maintenance crew should have the August Music and Movies kiosk posters/banner ready to replace the July posters, on Monday.
125	4724752	7/30/2018	PW-INTERNAL Event Set-up	On-call to set-up
126	4724755	7/30/2018	PW-INTERNAL Event Set-up	On-call to set-up
127	4724759	7/30/2018	PW-INTERNAL Event Set-up	On-call to set-up
128	4724760	7/30/2018	PW-INTERNAL General Office Repairs	Senior Center
129	4727926	7/31/2018	PW-INTERNAL General Office Repairs	The Maintenance crew to remove the pallets from the sidewalk/parkway?

130	4736518	7/31/2018	PW-INTERNAL Overgrown Weeds	Clear branches near the Mirado channel where it goes into the Gage Cannel property?
131	4736615	7/31/2018	PW-INTERNAL Irrigation Repairs	Riverside Highland reported irrigation leak, please inspect and repair.
132	4737868	7/31/2018	PW-INTERNAL Stock Supplies	Stock Senior Center restrooms.
133	4740487		PW-INTERNAL Irrigation Repairs	Please check leaky valve at S/W/C of Barton/GT Road
134	4740506	8/10/2018	PW-Other-Non Emergency City Service Request	Please purchase pump for spray rig
135	4740533	8/16/2018	PW-INTERNAL Irrigation Repairs	please install pop up sprinklers around city hall
136	4740540	7/31/2018	PW-Other-Non Emergency City Service Request	Purchase pop up sprinklers at Site One for City Hall and Mt Vernon Parkways
137	4740542	8/6/2018	PW-INTERNAL City Sign Issue	Please install Street Sweeping Signs City Wide. Replace faded and non legible signs
138	4740562	8/6/2018	PW-Parks (Non-Emergency request)	Please check dog waste dispenser for manufacture name
139	4740571	8/16/2018	PW-INTERNAL Other - Non-Emergency City Service Request	Please inspect Code Enforcement van to install racks inside and possible lip on bed. See Sandra or Code Enforcement for further details
140	4740599	8/6/2018	PW-INTERNAL-Child Care Facility	Please mow, weed eat, trim bushes, blow Child care
141	4740627	8/9/2018	PW-INTERNAL Other - Non-Emergency City Service Request	Please take tires in yard to disposal. S
142	4740652	8/6/2018	PW-INTERNAL Overgrown Weeds	Please remove weeds from S/E/C of Barton and Michigan
143	4740663	8/16/2018	PW-INTERNAL Overgrown Weeds	Please remove weeds on Pico from Reed to Michigan
144	4741573	8/2/2018	PW-INTERNAL Event Set-up	Blood Drive set-up Parking Lot and Community Room
145	4742783	8/16/2018	PW-INTERNAL Event Set-up	Please put a work order in for this as well as to clear out the Council Chamber entrance and file cabinets in the hall by the front doors.
146	4743045	8/6/2018	PW-INTERNAL-Graffiti Removal	On terrace Rd and Barton on the northwest corner. Graffiti
147	4743053	8/2/2018	PW-INTERNAL-Graffiti Removal	On terrace Rd. At curve gutter east ride of street along block wall. Between Barton and walnut
148	4743065	8/1/2018	PW-INTERNAL-Graffiti Removal	Graffiti on terrace Rd between walnut and Barton on block wall Thank you

149	4743071	8/7/2018	PW-INTERNAL-Graffiti Removal	At dead end of terrace and walnut.
150	4743090	8/7/2018	PW-INTERNAL-Graffiti Removal	Side block wall across from 21891 Vivienda Ave Thank you
151	4746439	8/8/2018	PW-INTERNAL Overgrown Weeds	Please add a w/o to clear the weeds from the sidewalk and curb on Observation, from Van Buren to Palm, by this week.
152	4746444	8/2/2018	PW-INTERNAL General Office Repairs	Art washed and cleaned the Prius.
153	4747293	8/15/2018	PW-INTERNAL Irrigation Repairs	Sprinkler leak
154	4751049	8/3/2018	PW-INTERNAL Other - Non-Emergency City Service Request	Playground mainteance
155	4751056	8/6/2018	PW-INTERNAL Other - Non-Emergency City Service Request	Toyota Camry taken for service at 7am.
156	4752587		CE-Overgrown Weeds	Palm trees. Palm trees near street... two very large palms that have a lot of dead palm leaves that continuously fall into the street and our yard and on our roof. Pods that have bloomed and float all over the place, make a huge mess and have to be swept daily. Our roof and pool and patio (and neighbors pool) and our yard are covered in the dead palm pod flowers.
157	4755767	8/13/2018	PW-INTERNAL Street Signs	Remove the sign at Fitness park and keep in the yard for the next project?
158	4756735	8/10/2018	PW-INTERNAL City Tree Maintenance	Resident report debris of fallen tree debris etc.. to be removed from the right of way. Thank you.
159	4756770	8/3/2018	PW-INTERNAL Irrigation Repairs	Resident reported irrigation leak on mt. vernon
160	4756773		PW-INTERNAL Other - Non-Emergency City Service Request	Art reported windshield wipers on Prius need to be replaced. Thank you.
161	4761268	8/13/2018	CE-Non-Emergency	Sprinkler leak in parkway across from City planter and in front of Azure Hills. A puddle formed on the sidewalk approximately 3 weeks ago creating a slip hazard it now has growth in the puddle also creating a breeding ground for mosquitoes.
162	4764539	8/6/2018	PW-INTERNAL Other - Non-Emergency City Service Request	Dog Park maintenance
163	4764632	8/6/2018	PW-INTERNAL Other - Non-Emergency City Service Request	Dog Park maintenance

164	4764656	8/10/2018	PW-INTERNAL Other - Non-Emergency City Service Request	Secure area that has large hole in the dog park.
165	4765203		PW-INTERNAL City Tree Maintenance	Dead tree in danger of falling report on right-of-way on oriole between lark and pruit court. Please take photos.
166	4769553	8/13/2018	PW-INTERNAL Asphalt Repairs	Possible sinkhole, please inspect and report. The hole is located on the corner of Pico and Mt. Veron next to the stop sign, you should see a visible hole. Thank you.



Park Shelter Reservations in JUNE 2018

Park	Shelter	Date Reserved
Richard Rollins	Shelters A & B	June 9, 2018
Richard Rollins	Shelters D	June 16, 2018
Richard Rollins	Shelters B	June 16, 2018

Community Room Reservations JUNE 2018

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

June 2018

July 2018

June 2018

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

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

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
May 27	28	29	30	31	Jun 1	2
WEEK 22	7:30am Child Care: Tiny Tots (Community Room)	7:30am Child Care: Tiny Tots (Community Room) 5:00pm EOC Monthly Meeting 6:30pm Republican Woman's Club	7:30am Child Care: Tiny Tots (Community Room)	7:30am Child Care: Tiny Tots (Community Room) 4:00pm Girl Scouts Troop 1195	7:30am Child Care: Tiny Tots (Community Room)	10:00am Overeaters Anonymous 1:00pm Inland Empire Quilt Guild
3	4	5	6	7	8	9
WEEK 23	7:30am Child Care: Tiny Tots (Community Room)	7:30am Child Care: Tiny Tots (Community Room)	7:30am Child Care: Tiny Tots (Community Room)	7:30am Child Care: Tiny Tots (Community Room)	7:30am Child Care: Tiny Tots (Community Room)	9:00am Citrus Belt Quilters 10:00am Overeaters Anonymous
10	11	12	13	14	15	16
WEEK 24	7:30am Child Care: Tiny Tots (Community Room)	7:30am Child Care: Tiny Tots (Community Room)	7:30am Child Care: Tiny Tots (Community Room)	7:30am Child Care: Tiny Tots (Community Room) 4:00pm Girl Scouts Troop 1195 4:00pm Parks and Recs Advisory Committee	7:30am Child Care: Tiny Tots (Community Room)	10:00am Overeaters Anonymous
17	18	19	20	21	22	23
WEEK 25	7:30am Child Care: Tiny Tots (Community Room)	7:30am Child Care: Tiny Tots (Community Room) 11:30am Library-Water Babies 3:30pm Library-Craft Station	7:30am Child Care: Tiny Tots (Community Room)	7:30am Child Care: Tiny Tots (Community Room) 3:00pm Summer Library Performances 4:00pm Girl Scouts Troop 1195	7:30am Child Care: Tiny Tots (Community Room)	10:00am Overeaters Anonymous
24	25	26	27	28	29	30
WEEK 26	7:30am Child Care: Tiny Tots (Community Room)	7:30am Child Care: Tiny Tots (Community Room) 11:30am Library-Water Babies 3:30pm Library-Craft Station	7:30am Child Care: Tiny Tots (Community Room)	7:30am Child Care: Tiny Tots (Community Room) 3:00pm Summer Library Performances 4:00pm Girl Scouts Troop 1195	7:30am Child Care: Tiny Tots (Community Room)	10:00am Overeaters Anonymous

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

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

Service Description	Refuse	Recycling	E-Waste	Green-waste	Tin/White	Scrap Metal	Inert	C&D	Comm'l Select / Floor-sort	Total Tonnage Generated	Total Tonnage Generated by Category
Residential	342.59	79.77		212.25						634.61	
Christmas Tree											
Bulky Item	7.11				1.31					8.42	643.03 Residential
Multi-Family	158.19	7.78		5.42						171.39	171.39 Multi-Family
Commercial	177.16	3.50							0.02	180.68	
School	56.38	9.33								65.71	246.39 Commercial
Rolloff	176.79						16.00			192.79	192.79 Rolloff
Grand Total	918.22	100.38		217.67	1.31		16		0.02	1,253.60	

Missed Pick-Up Report

Date Reported	Address	Description	Date Pick Up Completed
N/A	N/A	N/A	N/A

Public Works Administration

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

Contracts:

Public Works Services for FY 17-18:

Contractor Name	Service	Contract Amount	Remaining Balance as of June 30, 2018
ACCO Engineered Systems	HVAC Maintenance	\$22,850	-\$5,661.71
Albert A Webb Associates	Commerce Way Alignment Study	\$32,961.45	-\$12,804.18
Albert A Webb Associates	All Way Stop Traffic Control	\$3,500	\$0
Charles Abbott Associates	Landscape and Lighting Assessment District Annexation Engineering Services	\$10,000.00	N/A (Developer Fee)
Clean Street	Street Sweeping Services	\$56,000.00	\$4,649.92
City of Colton Cooperative Agreement with Grand Terrace	Traffic Signal Maintenance for signal on Litton Avenue	N/A	N/A
EZ Sunnyday Landscape	Landscape Maintenance	\$45,430.00	-\$2,185.00

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

FY 2017-18 Capital Improvement Project Contracts

Contractor Name	Service	Contract Amount
Clean Cut Landscape	Dog Park Construction	\$373,525.15
Hardy & Harper	Pavement Rehabilitation Project	\$756,000.00
No Fault Sport Group	Poured-In-Place Safety Playground Surfacing at Rollins Park	\$109,000.00
Precision Concrete Cutting	Sidewalk Inventory and Grinding Services	\$29,106.00
St. Francis Electric	LED Light Upgrades at Signalized Intersections	\$23,200.00

West Coast Arborists	Tree Planting for FY 17-18	\$15,000.00 for tree planting FY 17-18
TOTAL CIP PROJECT CONTRACT VALUE FOR FY 2017-18		\$1,305,831.15

Bids:

- Award of contract to Hardy and Harper for Pavement Rehabilitation Project – 6/26/18

Major Reports:

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

Grants:

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

Project Management:

- Landscape and Lighting Assessment District
- Delinquent Accounts for Trash / Sewer / Rental Inspection Program

Major Meetings / Events:

- San Bernardino County Transportation Authority Mtg - 6/4/18 @ 1:30pm, SBCTA
- Southern California Edison LED Light Upgrade Project - 6/12/18 @ 9:00am, Conference Call
- Bid Opening Pavement Rehabilitation Project – 6/13/18 @ 11:00am, City Hall
- HHW Manager’s Meeting – 6/14/18 @ 11:30am, Chino
- Mtg with Grand View Baptist Church Re: Parking Lot Use – 6/20/18 @ 3:30pm, City Hall
- Oversight Board Meeting – 6/20/18 @ 4:30pm, City Hall

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Sheriff's Contract

- Law Enforcement Services



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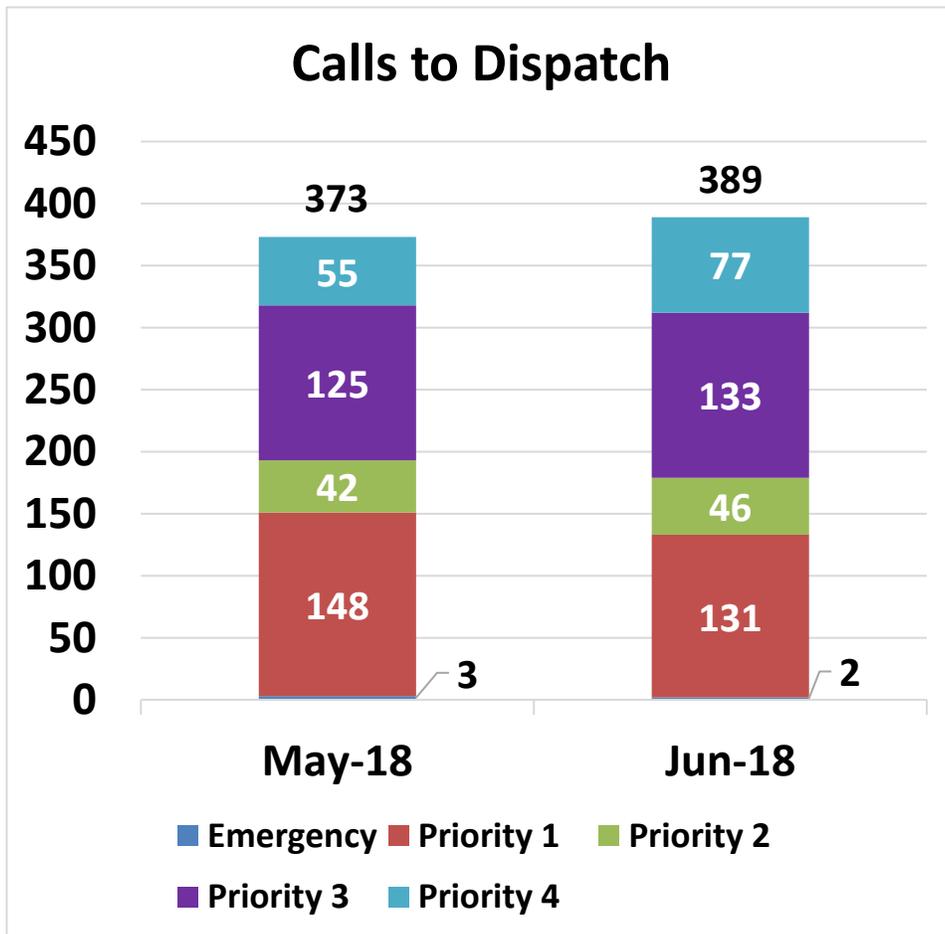


San Bernardino County Sheriff's Department



Services	May 2018	June 2018
Officer Contact and Calls	1,154	1,078

Calls to Dispatch	May 2018	June 2018
Emergency	3	2
Priority 1	148	131
Priority 2	42	46
Priority 3	125	133
Priority 4	55	77
Totals	373	389



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San Bernardino County Fire



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City of Grand Terrace
Fire Department Incidents
06/01/18 – 06/30/18

Call Type	Number of Calls
Fire – Structure (Commercial)	1
Fire – Dumpster	1
Fire - Vehicle	2
Fire – Vehicle (Freeway)	2
Fuel Spill	2
Medical Aid	96
Move Up (Station 23 Coverage)	3
Outside Electrical Incident	1
Outside Investigation	1
Residential Alarm	2
Traffic Collision with Fire	1
Traffic Collision with Fire (Freeway)	1
Traffic Collision with Injuries	1
Traffic Collision with Injuries (Freeway)	1
Traffic Collision Unknown Injuries	3
Traffic Collision Unknown Injuries (Freeway)	2
Total Calls	120

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