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# MONTHLY REPORT

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May 2018

PRESENTED BY  
THE CITY MANAGER'S OFFICE

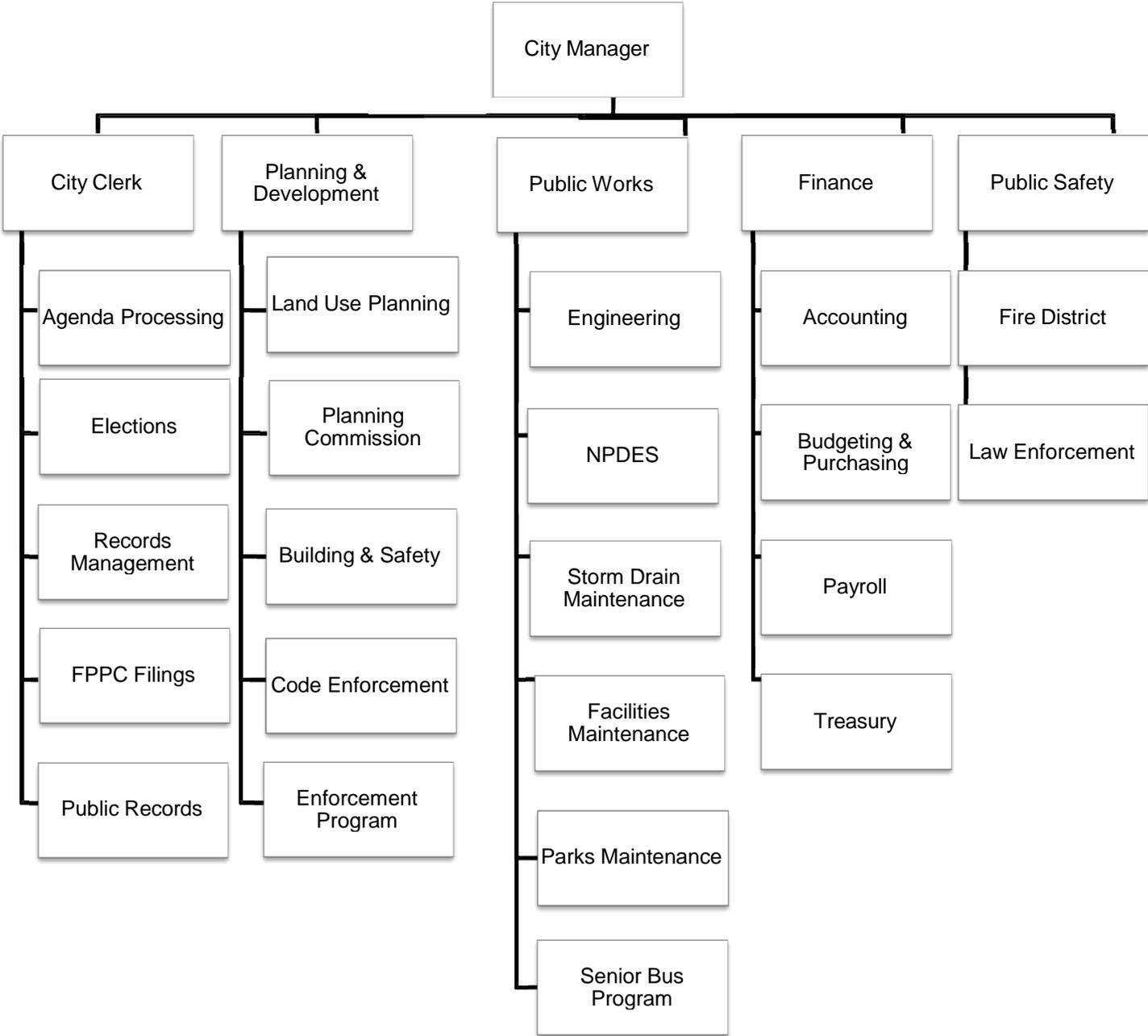
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# CITY MANAGER

## Organization Chart



# City Clerk

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

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DATE: July 18, 2018

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

FROM: Debra Thomas, City Clerk

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

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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 May is three (3), spending a total of twenty-two (22) hours preparing agenda packets together with delivery and producing 644 pages.

<b>AGENDA PROCESSING/POSTING</b>				
<b>MONTH</b>	<b>Regular Meeting</b>	<b>Special Meeting</b>	<b>OB Meeting</b>	<b>Totals</b>
<b>July</b>	2	0	0	2
<b>August</b>	2	0	0	2
<b>September</b>	2	1	0	3
<b>October</b>	2	0	0	2
<b>November</b>	1	1	1	3
<b>December</b>	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
<b>Total Processed</b>	<b>20</b>	<b>4</b>	<b>3</b>	<b>27</b>

## **RESOLUTIONS & ORDINANCES**

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

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 May are nine (9) Resolutions and zero (0) Ordinances for a grand total of nine (9) processed for signature and certification.

<b>RESOLUTIONS AND ORDINANCES PROCESSED</b>			
	<b>RESOLUTIONS</b>	<b>ORDINANCES</b>	<b>MONTHLY TOTALS</b>
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
<b>Total Processed</b>	<b>40</b>	<b>12</b>	<b>52</b>

## **RECOGNITION ACTIVITY**

Its purpose is to recognize individuals, groups and events of significance to the Grand Terrace community by the issuance of Certificates, Recognition, Acknowledgment and Commendation Pins. It is the responsibility of the City Clerk to ensure that all signatures of City Council are obtained on the document, coordinate attendance at Council meetings for the individual, group or event representative to accept the recognition, as well as prepare Council with all necessary information to present the recognition if presentation will be held at another venue.

For the month of May 2018, fourteen (14) recognitions were prepared on behalf of City Council.

<b>Month</b>	<b>Certificate of Acknowledgment w/Pin</b>	<b>Certificate of Recognition w/Pin</b>	<b>Commendation w/Pin</b>	<b>In Memoriam Adjournments</b>	<b>Certificate of Participation</b>	<b>Proclamation</b>	<b>Total</b>
<b>July</b>	0	2	0	1	0	0	3
<b>August</b>	0	0	2	1	0	0	3
<b>September</b>	0	44	0	4	0	1	49
<b>October</b>	0	2	1	0	1	0	4
<b>November</b>	0	2	0	0	0	0	2
<b>December</b>	0	0	0	0	0	0	0
<b>January</b>	0	2	1	1	34	3	41
<b>February</b>	0	5	0	0	0	0	5
<b>March</b>	0	12	0	3	0	0	15
<b>April</b>	0	11	1	0	0	2	14
<b>May</b>	0	34	1	1	0	1	37
<b>Total Processed</b>	<b>0</b>	<b>114</b>	<b>6</b>	<b>11</b>	<b>35</b>	<b>7</b>	<b>173</b>

## **CONTRACTS AND AGREEMENTS PROCESSED**

The City Clerk works closely with the City Council and is responsible for processing follow-up documentation. Management of these documents include contracts and agreements and it is the responsibility of the City Clerk to obtain signatures, distribute originals, log, scan and file.

For the month of May 2018, Council approved five (5) 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.

<b>CONTRACTS &amp; AGREEMENTS PROCESSED</b>	
July	2
August	2
September	5
October	6
November	8
December	1
January	7
February	1
March	5
April	0
May	5
<b>Total</b>	<b>42</b>

## **RECORDS REQUESTS**

The City Clerk's office received fifteen (15) Requests for Copies of Public Records for the month of May 2018. Thirteen (13) requests were completed within the Government Code Section 6253(c)'s requirement of ten (10) calendar days, with two (2) requiring the need for an extension. The total number of pages provided in response to those requests were 382 pages with two (2) letters to Requestor advising there were no records responsive to the request.

<b>RECORDS REQUEST SUMMARY</b>						
<b>Month</b>	<b>Requests Received</b>	<b>Carried Over from Previous Month</b>	<b>Completed Within 10 Days</b>	<b>Completed with 14-Day Extension</b>	<b># of Pages Provided</b>	<b>Letter to Requestor – No Records</b>
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
<b>Total Requests</b>	<b>106</b>	18	98	19	1656	29

## **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 May 2018, the City Clerk’s office responded to 268 telephone calls from residents, contractors, vendors, consultants and in-house customer service assistance to City staff.

<b>TELEPHONE CUSTOMER SERVICE</b>	
<b>July</b>	N/A
<b>August</b>	N/A
<b>September</b>	133
<b>October</b>	289
<b>November</b>	268
<b>December</b>	201
<b>January</b>	299
<b>February</b>	277
<b>March</b>	259
<b>April</b>	231
<b>May</b>	268
<b>Total Calls</b>	2,225

## **HISTORICAL & CULTURAL COMMITTEE ACTIVITY**

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

	<b>#Hours/ Sept</b>	<b>#Hours/ Oct</b>	<b>#Hours/ Nov</b>	<b>#Hours/ Dec</b>	<b>#Hours/ Jan</b>	<b>#Hours/ Feb</b>	<b>#Hours/ Mar</b>	<b>#Hours/ Apr</b>	<b>#Hours/ Apr</b>	<b>Total</b>
<b>Committee Meeting</b>	1.0	2.0	2.0	1.75	1.5	1.0	1.75	1.5	2.0	14.5
<b>Emails with Committee Members</b>	.5	0	0	0	0	0	0	0	.5	1.0
<b>Written Correspondence with Committee Members</b>	.5	.5	.5	.5	.5	.5	.5	.5	.5	4.5
<b>Telephone Calls with Committee Members</b>	1.0	1.5	.75	2.0	0	.25	0	1.0	1.5	8.0

Telephone Calls with Vendors	.25	.5	.25	0	0	0	.5	1.0	1.0	3.5
Emails with Vendors	.25	0	0	0	0	.25	.25	1.0	.5	2.25
City Birthday Party Prep & Attendance	0	0	3.0	5.0	0	0	0	0	0	8.0
Art Show Prep & Attendance	0	0	0	0	0	0	0	0	5.0	5.0
<b>TOTAL # HOURS</b>	<b>3.5</b>	<b>4.5</b>	<b>6.5</b>	<b>9.25</b>	<b>2.0</b>	<b>2.0</b>	<b>3.0</b>	<b>5.0</b>	<b>11.0</b>	<b>46.75</b>

## **COMMITTEES/COMMISSIONS**

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

<b>COMMITTEES/COMMISSIONS</b>			
	<b># OF MEMBERS</b>	<b># OF ALTERNATES</b>	<b># OF VACANCIES</b>
<b>Emergency Operations Committee</b>	5	2	0
<b>Historical &amp; Cultural Activities Committee</b>	6	0	1
<b>Oversight Board</b>	7	0	1
<b>Planning Commission</b>	5	0	0
<b>Parks &amp; Recreation Committee</b>	5	0	0

## **CITY CLERK CURRENT PROJECTS:**

### **Electronic Document Management System**

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

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

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

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

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

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

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

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

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# 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: **July – June Monthly Services Report**

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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
<b><u>SPECIAL EVENTS</u></b>						
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
<b>Bingo</b>			87	47	71	54
<b>Bridge</b>				24	20	24
<b>Bunco</b>				20	48	38
<b>Coffee with Megan</b>			45	61	71	81
<b>Garden Club</b>						18
<b>Monthly Summary Attendance</b> <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
<b><u>SPECIAL EVENTS</u></b>						
<b>Monthly Birthday Celebration</b>		24	23	26	25	28
<b>Valentine's Day Party</b>		40				
<b>Saint Patrick's Day Party</b>			39			
<b>Gold &amp; Silver Luncheon</b>			89			
<b>Spring Fling Party</b>				53		
<b>Mother's Day Celebration</b>					11	
<b>Father's Day (w- Blue Mtn. Villas)</b>						53
<b>Summer Kick Off Party</b>						23
<b>Redlands Bowl Trip</b>						10

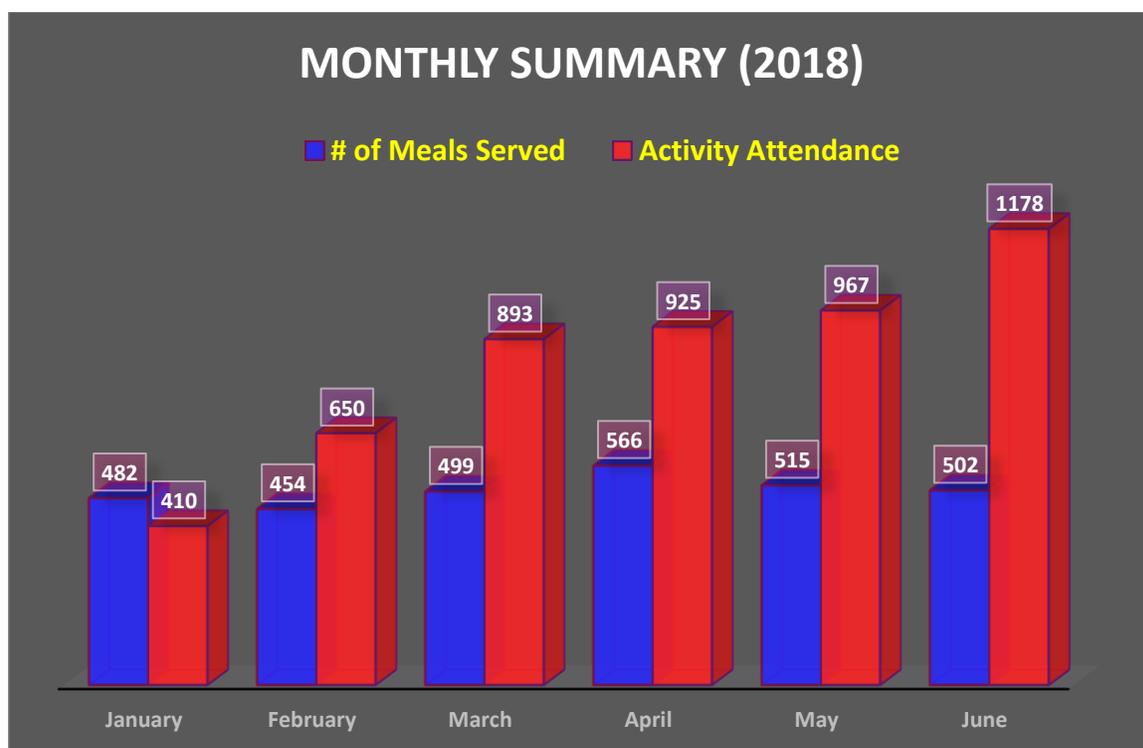


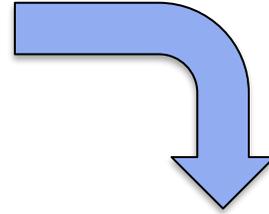
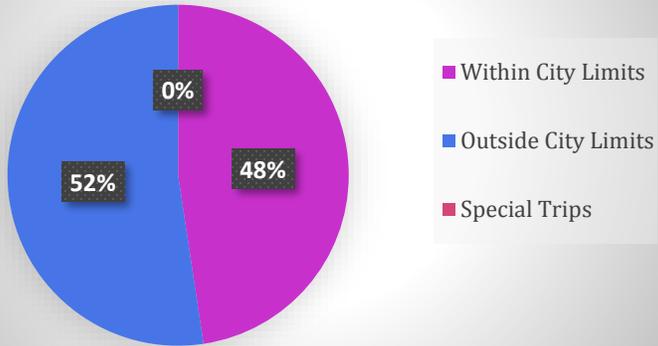
TABLE 2  
 Senior Center Blue Mountain Silver Liner  
 # of Passengers

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

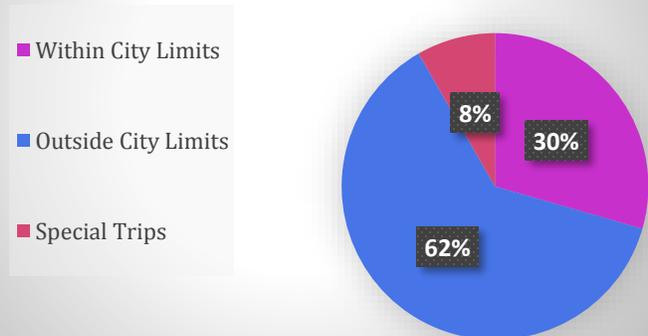
TABLE 3  
 # of Rides

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.*

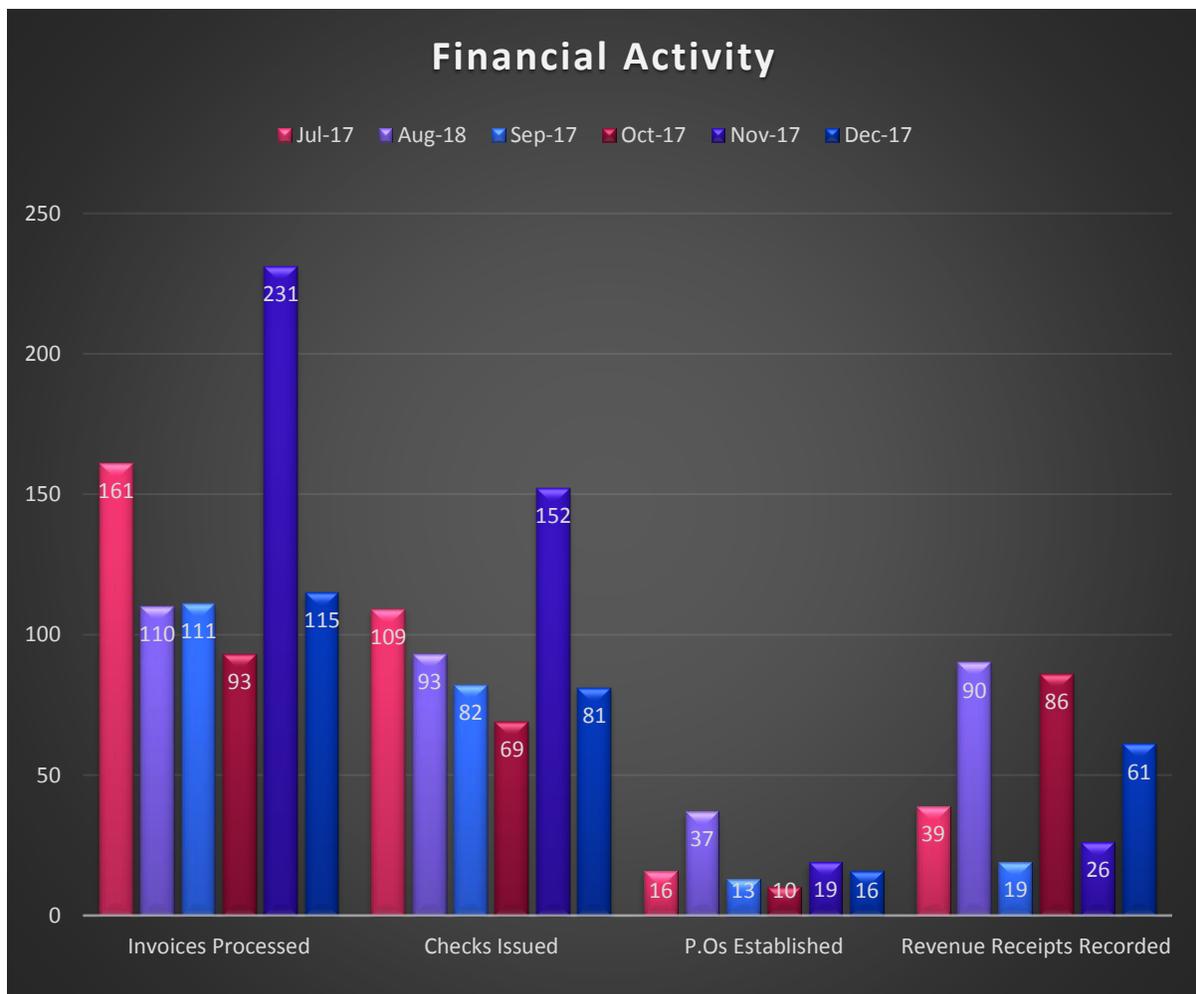
## CORE SERVICES

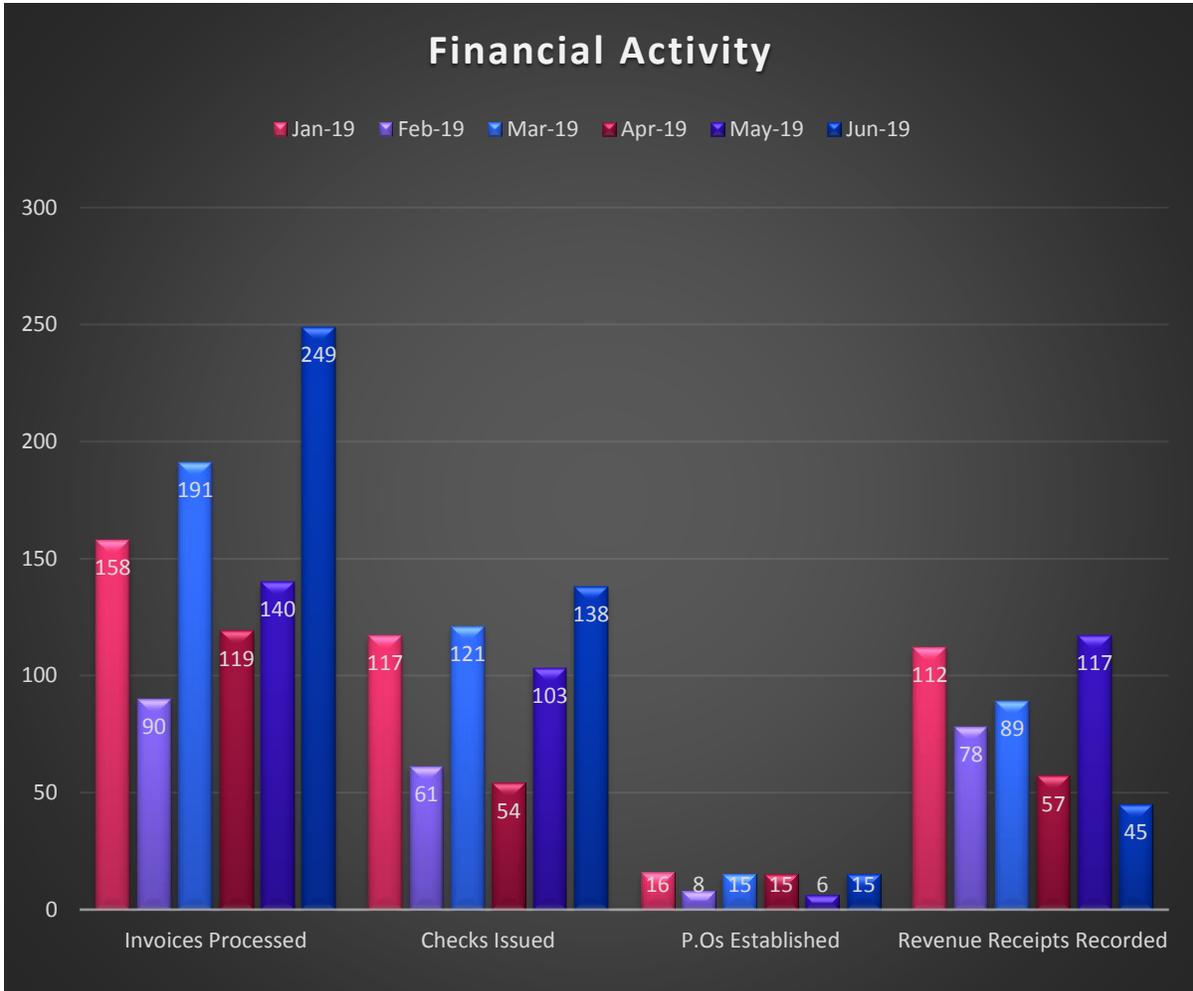
The Finance Department has 4 core services: Accounting, Purchasing, Revenue Management and Treasury. The Finance Department works in partnership with other departments to effectively develop, manage and safeguard the City's fiscal resources to enable and enhance the delivery of City services and projects.

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. 1<sup>st</sup> 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.*

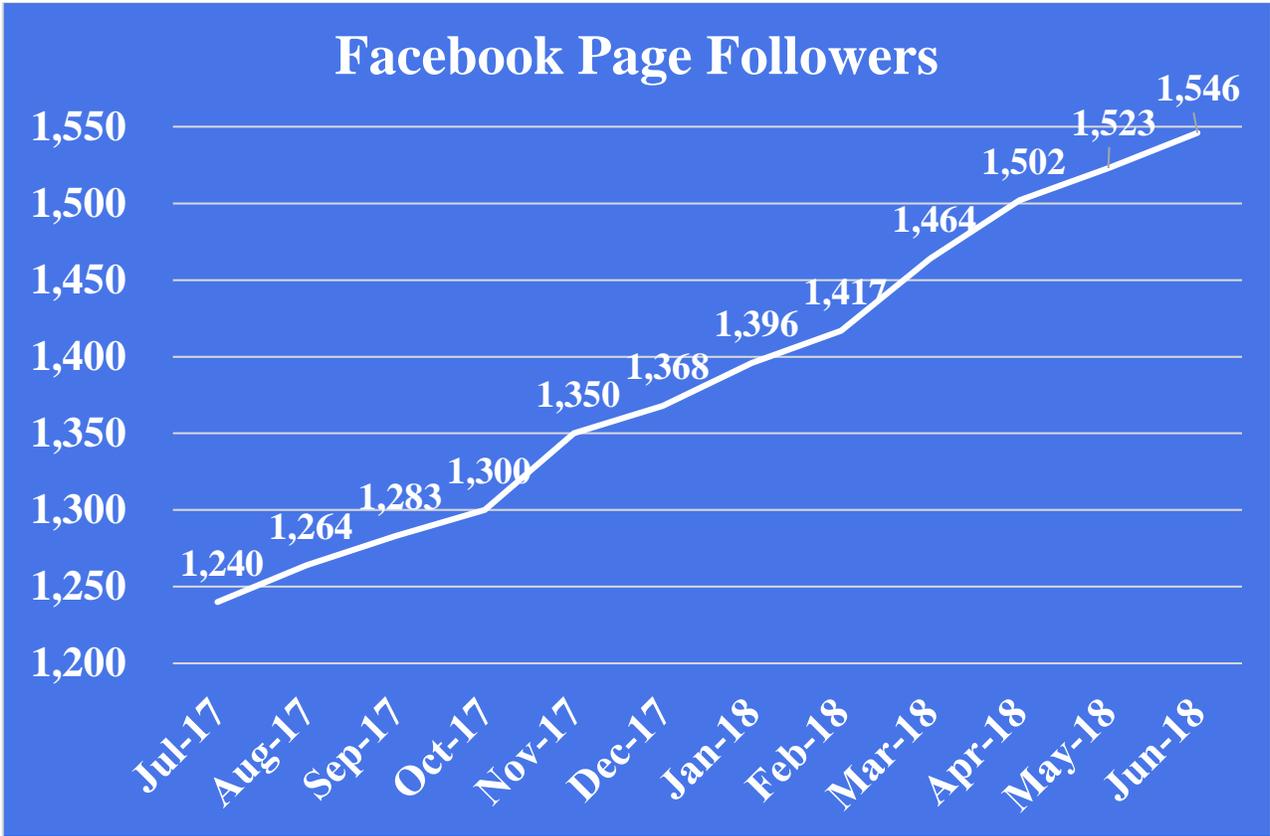
Table 1

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

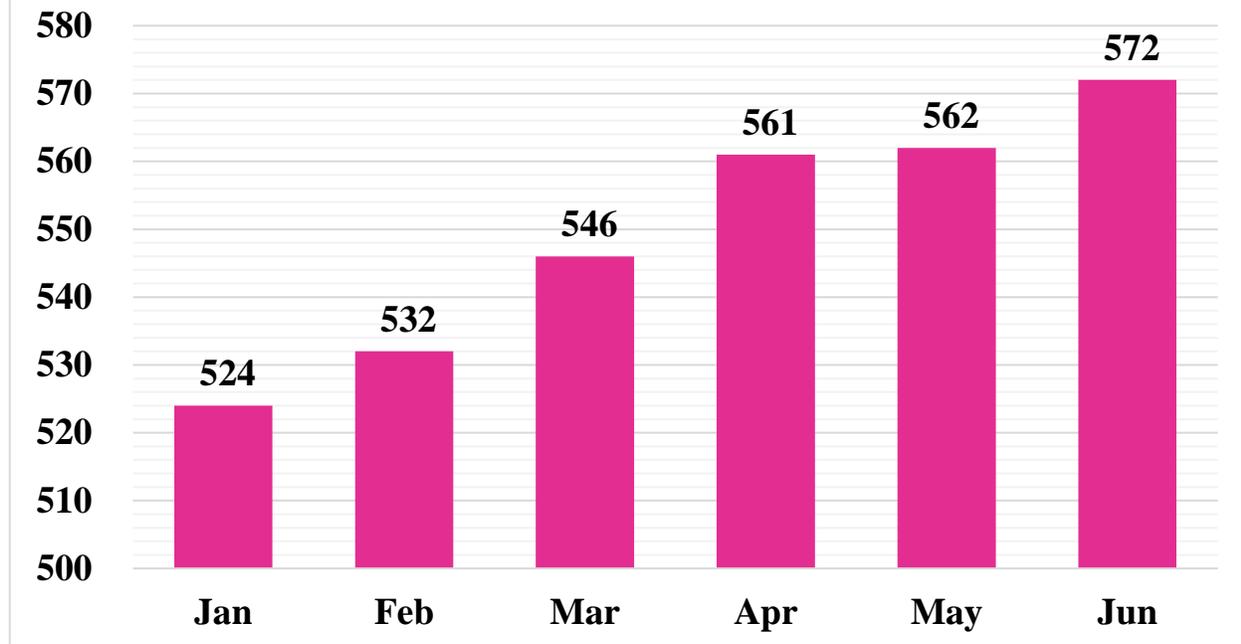
\* Note: Equipment Non-functional in July & August

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%
<b>3) Grand Terrace</b>		<b>12.53%</b>
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: July 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: **MAY 2018 PLANNING AND DEVELOPMENT SERVICES MONTHLY REPORT**

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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: 79

Planning Phone Calls Received: 81

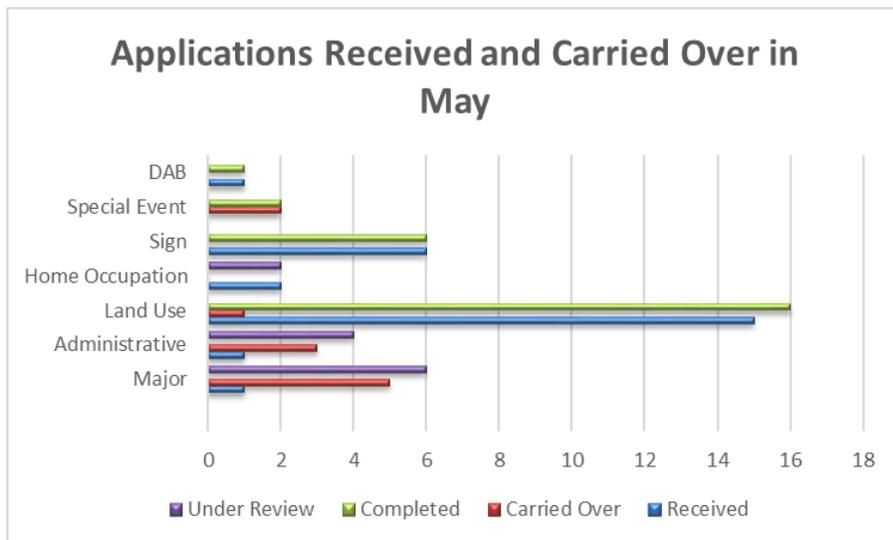
Planning E-mails Received/Answered: 175

Application Summary

The Planning Division received 26 new applications in May. Eleven were carried over from the previous month and action was taken on 25 of them. Minor applications such as a new business, patio cover, or small room additions are handled as a Land Use application and typically processed within 2-3 days. Larger additions over 500 square feet or second dwelling units are handled administratively by staff with noticing, and those projects that are either new development or exceed the Director’s administrative authority are handled as Major Permits and are reviewed by the Planning Commission. Home occupation permits are for home based business, such as consulting, housekeeping, and small craft businesses.

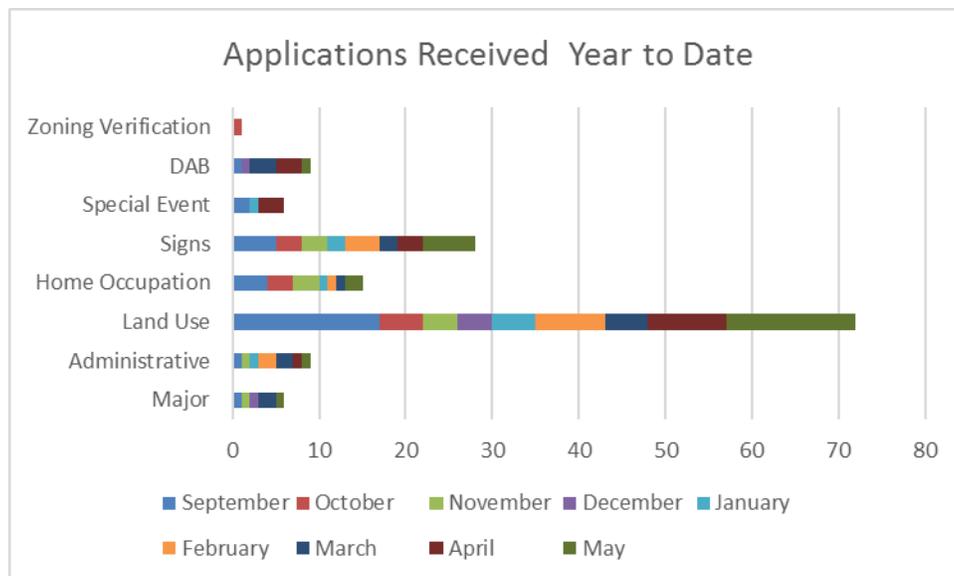
**Application Summary for May 2018**

Applications	Number Received	Carried Over	Completed	Under Review
<b>Major</b>	1	5	0	6
<b>Administrative</b>	1	3	0	4
<b>Land Use</b>	15	1	16	0
<b>Home Occupation</b>	2	0	0	2
<b>Sign</b>	6	0	6	0
<b>Special Event</b>	0	2	2	0
<b>DAB</b>	1	0	1	0
<b>Total</b>	26	11	25	12



## Applications Received Year to Date

Type of permits	Applications Received Year to Date											
	Jul.	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr	May	Total
Major	0	2	1	0	1	1	0	0	2	0	1	8
Administrative	1	2	1	0	1	0	1	2	2	1	1	12
Land Use	10	6	17	5	4	4	5	8	5	9	15	88
Home Occupation	2	8	4	3	3	0	1	1	1	0	2	25
Signs	2	9	5	3	3	0	2	4	2	3	6	39
Special Events	0	2	2	0	0	0	1	0	0	3	0	8
DAB	0	4	1	0	0	1	0	0	3	3	1	13
Zoning Verification	0	0	0	1	0	0	0	0	0	0	0	1

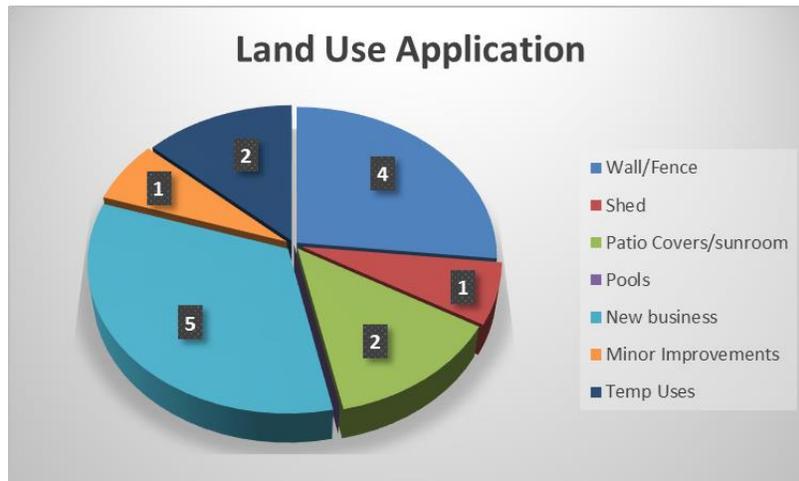


## Applications Received, Approved and/or Under Review

Year to date the Planning Division has received 194 applications for review, and 12 applications remained under review, at the end of May. A comprehensive list of the applications and their status is at the end of the Planning Division's report.

Two new businesses were approved in May: My Sweet Life Bakery and a new cosmetic retail use. The Cheer Factory relocated to a new space within the same business complex. The Planning Division also approved Community Day, Memorial Day and the sports league's fireworks stands in May.

Overall Land Use applications are the most predominant application that the Planning Division processes. Sixteen Land Use applications were approved in May. The table below shows the types of activities that were approved with the 16 Land Use applications approved in May 2018.



### 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 May.

DAB					
Submitted	Case No.	Applicant	Description	Location	Status
5/22/2018	DAB 18-08	Richard Ramer	Medical Office / Surgical Center	22805 Barton Road	Meeting completed on 5/30/2018

### Planning Commission

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

A meeting was conducted on May 17, 2018, denying Minor RV Variance 18-01 to allow a gravel RV parking space accessed by driving over the public curb and sidewalk and front yard lawn at property located at 22760 De Berry Street.

## 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	In Plan Check
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.	6 homes were completed.

## Grants

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 City was not awarded Urban Greening Grant Funding in Round 1. Evan Brooks Associates was contracted to submit for Urban Greening Grant Round 2 Funding. On March 27, 2018, the City Council authorized the submittal and acceptance, if awarded, of the grant. The U Urban Greening Grant Round 2 grant application was submitted in April.

A Habitat Conservation Fund grant application was submitted on October 1, 2017, for the construction of the Blue Mountain Trail Head and Trail connecting to Blue Mountain Road. A site visit was conducted in November 2017.

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 July 2018	\$295,000
Urban Greening Grant – Rd. 1 Connection to Santa Ana River Trail	Site visit by California Natural Resources Agency. <b>Not Awarded.</b>	\$2.4 Million
Urban Greening Grant – Rd. 2 Connection to Santa Ana River Trail	Submitted April 2018 to Natural Resources Agency.	\$2.4 Million

Grant	Status	Grant Amount
<b>Blue Mountain Trailhead and Trail Grant</b>	Submitted on October 1, 2017. Site visit completed in November 2017.	\$520,000
<b>CAL FIRE Urban &amp; Community Forestry Program Grant</b>	Concept proposal submitted on February 26, 2018. This application was <b>NOT</b> 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 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
<b>22293 Barton Road</b>	Vacant 1.42-acre commercial property.
<b>22317 Barton Road</b>	Vacant 1.43-acre commercial property.
<b>11695 Canal Street</b>	Vacant 0.80-acre property, designated R3-20.
<b>12569 Michigan Street</b>	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. No meeting was conducted in May 2018 (no quorum).

## Applications Received, Approved and/or Under 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	Submitted 5/11/2018
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.	Second incompleteness letter on 5/17/2018

### 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
5/11/2018	ASA 18-06 E 18-06	Tim Boyes	Rough Grading Review	0276-431-22, 21	In Review
4/10/2018	MD 18-01	Aegis Builders	TTM 18604, Lots 2, 3, 5, 6	Van Buren	Approved
4/14/2017	ASA 17-05 ACUP 17-04 E 17-01	Verizon Wireless	Backup Diesel Generator	22745 De Berry Street	Pending revised lease agreement 4/17/2018
3/12/2018	ASA 18-03 ACUP 18-02 E 18-04	Andrew Buchen	Existing Wireless Antenna Upgrades	22080 Commerce Way	Incomplete on 4/11/2018

Land Use Review					
Date Submitted	Case No.	Applicant	Description	Location	Status
5/31/2018	LU 18-42	Cynthia Bulger	Cheer Studio	12210 Michigan Street, Unit 7	Approved
5/29/2018	LU 18-41	Rooms N Covers	18' x 12' Lattice Patio Cover	11816 Greenbrier Lane, Lot 30	Approved
5/24/2018	LU 18-40	Myers-Rados, a joint venture	Office	12210 Michigan, Suite D and 22	Approved
5/24/2018	LU 18-39	Melinda Saccone	Wood Fence and 2' Block Wall	12718 Dickens Court	Approved
5/17/2018	LU 18-38	Flor Martinez	Make-up and Cosmetics Retail	22400 Barton Road	Approved
5/16/2018	LU 18-37	Jeffery Kokinda	Commercial Vehicle	11918 Pascal Avenue	Approved
5/16/2018	LU 18-36 MD 18-02	Ron Pearce	205 sq. ft. Patio Cover	22745 Palm Avenue, Unit D	Approved
5/11/2018	LU 18-35	Sandra Cardenas	Bakery	22488 Barton Road	Approved
5/10/2018	LU 18-34	Jessica Henderson	Tanning Salon	22545 Barton Road, Unit 109	Approved
5/9/2018	LU 18-33	Ed Stewart	Fire Damaged Garage	22951 Vista Grande	Approved
5/9/2018	LU 18-32	7 Palms Landscaping	Slump Stone Block Wall	22765 Bluebird Lane	Approved
5/8/2018	LU 18-31	Randolph Williams	Temporary Commercial Vehicle	22330 Mavis Street	Approved
5/7/2018	LU 18-30	Ruben de la Cruz	Vinyl Privacy Fence	11824 Burns Avenue	Approved
5/1/2018	LU 18-29	Ed Giroux	3 (10x12) storage shed	21891 Vivienda Avenue	Approved
5/1/2018	LU 18-28	Ariles Miller	Slump Block Wall	12330 Willet Court	Approved
3/15/2018	LU 18-15	Maria Ortiz	Fireworks Sale	22201 Barton Road	Approved

Home Occupation Permit					
Date Submitted	Case No.	Applicant	Description	Location	Status
5/23/2018	HOP 18-04	Ken Stewart	Wellness Services	22358 Blue Lupine Circle	Approved
5/10/2018	HOP 18-03	John Morrison	Carpet Cleaning Services	22740 Bluebird Lane	Approved

Signs					
Date Submitted	Case No.	Applicant	Description	Location	Status
5/31/2018	SGN 18-07	Flor Martinez	Replacing Sign Copy	22400 Barton Road	Approved
5/17/2018	SGN 18-06	Daniel Cruz	Wall Signs	22488 Barton	Approved

				Road	
<b>5/15/2018</b>	TEMP SGN 18-10	Marcos Rubio	Real Estate Signs	Ontario	Approved
<b>5/9/2018</b>	TEMP SGN 18-09	Michael Hakopian/ Michael Williams	Real Estate Signs	Redlands	Approved
<b>5/17/2018</b>	TEMP SGN 18-08	Flor Martinez	Temporary Flag Sign	22400 Barton Road	Approved
<b>5/4/2018</b>	TEMP SGN 18-07	Francisco Perpuly	Real Estate Signs	San Bernardino	Approved

### Special Events

<b>Date Submitted</b>	<b>Case No.</b>	<b>Applicant</b>	<b>Description</b>	<b>Location</b>	<b>Status</b>
<b>4/20/2018</b>	SE 18-04	Sally McGuire	Community Day	Rollins Park	Approved
<b>4/20/2018</b>	SE 18-03	Don Larkin	Memorial Day Ceremony	Pico Park	Approved

## BUILDING AND SAFETY DIVISION

### Building and Safety and Planning Core Services

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

The Building and Safety Division is budgeted for one full time Permit Technician and one part-time Building Official. The Building Official position is currently being filled through a contract with Interwest Consulting Group. These two positions constitute up to 192 monthly service hours.

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

### Activity Summary for Building and Safety

Building Permit Activity includes 28 permits issued in May. Year to date a total of 374 permits have been issued with a total revenue of \$135,734.28.

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

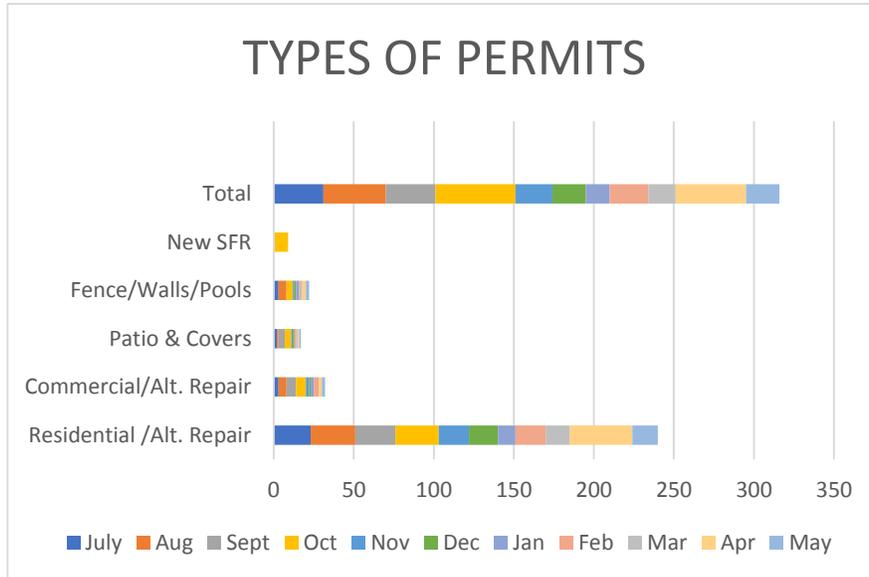
Building Permit Activity						
	July	August	September	October	November	December
Applications received	38	42	48	44	33	36
Permits issued	36	40	38	50	32	26
Permits finalized	22	15	24	27	28	23
Business occupancies issued	4	1	2	1	5	2
Expired permits	5	5	2	5	10	4
Total monthly revenue	\$11,193.48	\$7,307.09	\$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-one permits issued in May include new block walls, commercial grading, demolition work, electrical service panel replacement, HVAC replacement, new patio cover, water heater replacement, and re-roofs.

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



### Major Building Activity

Greenbrier Tract 17766 was completed with all 35 lots receiving final occupancy for the new residences and a common space area. Additionally, included permits for on-site grading and construction of a new wall and fence at the Southern California Edison Highgrove Substation was issued in support of a new equipment building.

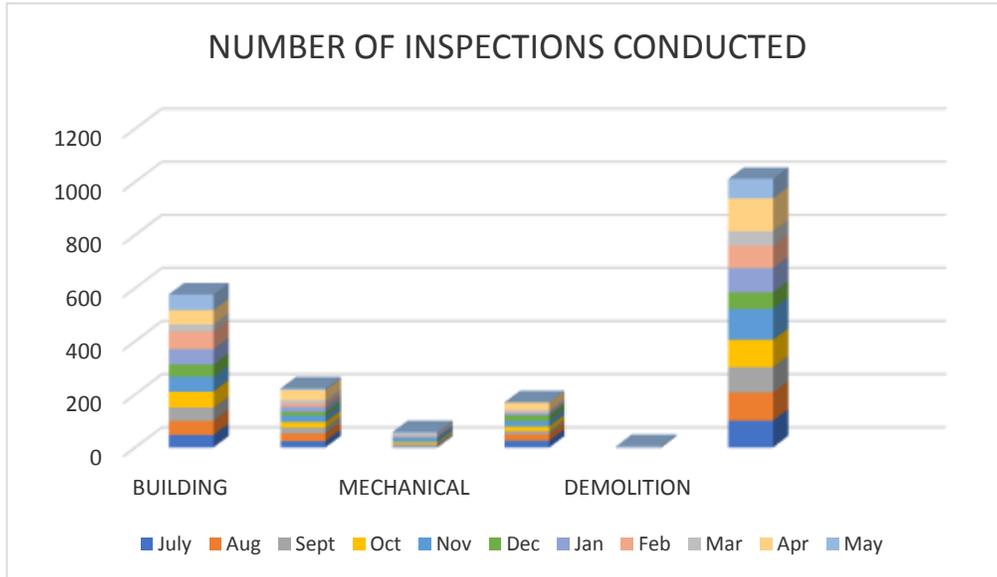
Permit #	Description/Location	Status
<b>B00-002-177</b>	12569 Michigan St. New SFR Habitat Project	Plans approved 09/26/2016. Plan approval extended to 01/18/18.
<b>B00-002-178</b>	12579 Michigan St. New SFR Habitat Project	Plans approved 09/26/2016. Plan approval extended to 01/18/18.
<b>GR0-000-041</b>	12569/12579 Michigan St. Precise Grading for New SFR Habitat Project for lots 1 & 2	Project Completed. Final - 05/22/18
<b>B00-001-923</b>	11830 Mt. Vernon Ave. New 35 SFR Greenbrier Project	Project Completed 35 Lots Final – 05/30/18
<b>B00-002-375 &amp; B00-002-377 thru B00-002-392</b>	12382 – 12485 Tesoro Ct. New 17 SFR Aegis Project	B&S has approved plans.
<b>B00-002-826 thru B00-002-835 &amp; B00-002-837 thru B00-002-843</b>	Foundation only permits for Tract 18604 (12382 – 12482 Tesoro Ct.) Aegis Project (17 lots total)	Under Construction – Slab inspections completed
<b>GR0-000-039</b>	Tract 18604 (12382 – 12482 Tesoro Ct.) Precise grading and retaining wall for 17 new SFR Aegis Project	Under Construction Footings for retaining wall approved 02/23/18

Permit #	Description/Location	Status
PW0-000-566	Parcel Map 16945 – Street Improvement for lateral connections (Boyes and Son Construction)	In Plan Check 3 <sup>rd</sup> submittal received on 05/11/18
GR0-000-045	Rough grading for (3) lots (Boyes and Son Construction)	In Plan Check 2 <sup>nd</sup> submittal received on 05/11/18
B00-002-757	12040 La Crosse Ave. – New 70’ Cell Tower for SBCTA	Plans approved 04/05/18. Fire Department clearance needed.
B00-002-773	22491 De Berry St. – Tenant Improvement to Club House (The Heights)	Plans Approved 4/09/18.
PW0-000-565	Barton (Bridge) Interchange	Under Construction
B00-002-785	23315 Palm Ave. – New SFR Yacoub Farsakh	Revision in Plan Check – 1 <sup>st</sup> correction revision provided to designer
GR0-000-048	23315 Palm Ave. – Precise Grading for New SFR Yacoub Farsakh	In Plan Check - 2 <sup>nd</sup> submittal corrections issued 05/09/18.
TM0-000-002	Tract 18071 – Plan review for Karger Homes Tract Map	Tract Map Approved as to form 04/18/2018.
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 (N) 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 (N) wall and fence. On-site grading.	Under Construction Permit Issued – 05/14/18

## Inspections

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

Thirty final building inspections were performed for the month of May 2018. Six of these were for residences at the Greenbrier Project.

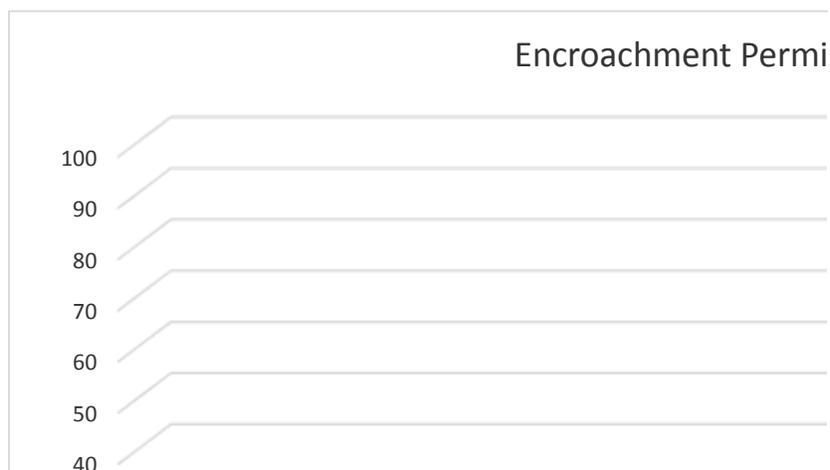


### Certificate of Occupancy

Certificate of Occupancies were issued for the following businesses:

- Qwik Stop Smog located at 22087 Barton Road
- Tropicana Tan located at 22545 Barton Road, Suite 109

### Public Works Encroachment Permits



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

\*\* "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.

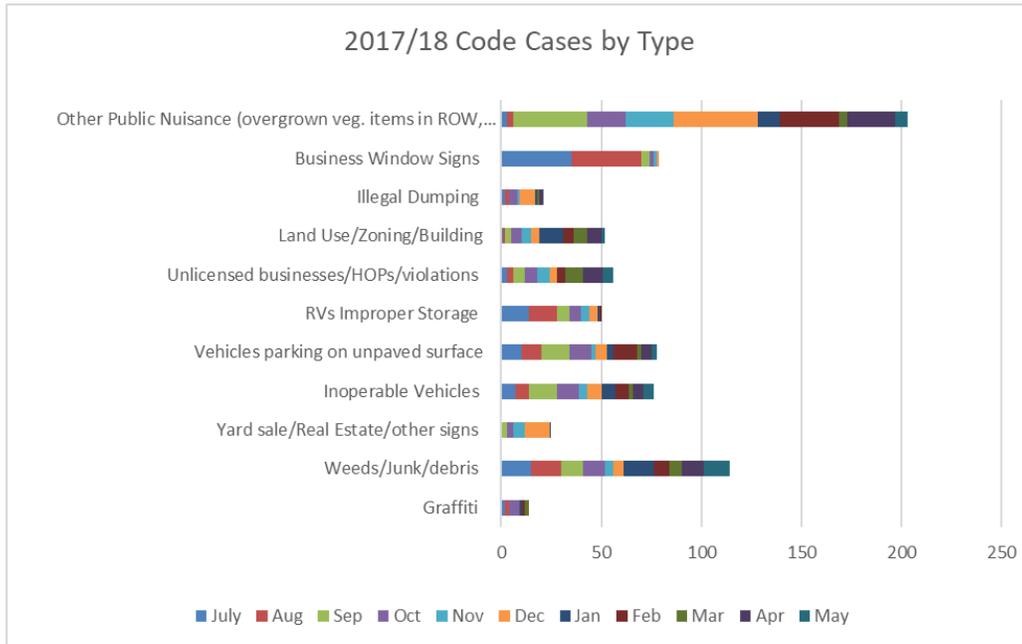
The City is divided into seven zones, including commercial centers, and Officers inspect the zones on a continual rotating basis over a two-week period. A set route is driven each morning and at the end of the day on Friday, Saturday and Sunday in addition to the Zones. The route includes Mount Vernon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

### Activity Summary for Code Enforcement

In May Code Enforcement had 114 cases, including 64 from the previous month, and 34 cases were closed in May.

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

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



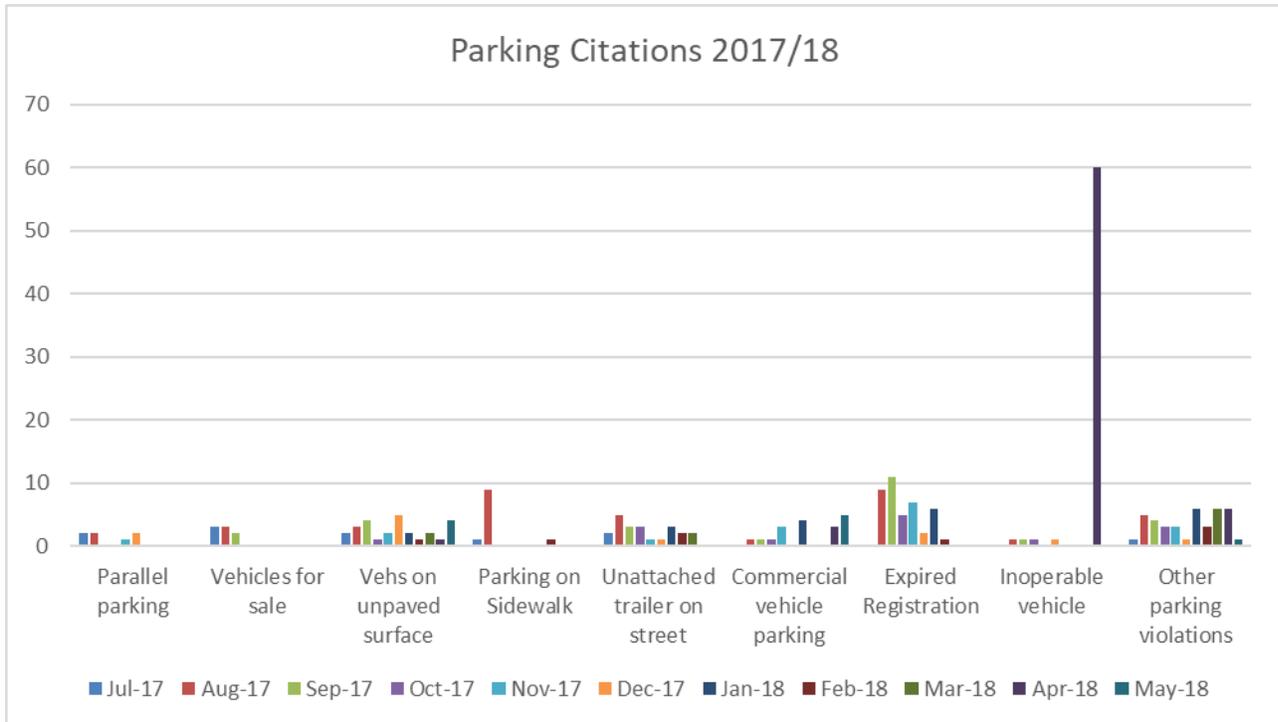
### Weekend Code Enforcement Activities

The Weekend Code Enforcement Specialist patrols on Thursdays, Saturdays and Sundays. The Weekend Code Enforcement Specialist conducts zone inspections and scheduled re-inspections. In May 2018, 17 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
Graffiti	0	0	1	1	0	0	0	0	0	1	0
Yard sale/Real Estate/other signs	49	93	83	90	103	58	151	189	100	45	47
Yard sale w/out permit	0	1	0	0	1	5	14	0	0	3	0
Inoperable Vehicles	0	12	15	15	9	1	0	0	1	2	2
Vehicles parking on unpaved surface	2	4	12	16	8	0	0	0	0	1	1
RVs Improper Storage	0	1	0	0	4	0	0	0	1	0	0
Illegal Dumping	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
Other/ Public Nuisance (fence, overgrown veg. items in ROW, excess RVs)	11	11	30	30	8	1	10	2	2	9	5

Parking Citations:

In May, 211 vehicle related citations were issued; 201 of the citations issued were related to street sweeping enforcement. The citations are expected to generate approximately \$7,900.00 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 May 2018, approximately 19.25 hours of inspection time was conducted resulting in 47 inspections. These inspections included construction sites, illegal dumping areas, Grand Terrace Fitness Park, SANBAG prop demo site, checking for homeless, and the monthly street sweeping.

### Graffiti/Vandalism

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

### Rental Inspection Program

There are approximately 360 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 12<sup>th</sup>. Of the 360 properties in the program, 277 rental property owners have paid their 2018 fees as of the end of May.

Properties are inspected annually. 127 rental property have been inspected and 15 rental properties remain open and will be followed up to ensure they are in accordance with Grand Terrace rental property standards. To date of the 360 properties in the rental property program 267 have completed inspection.

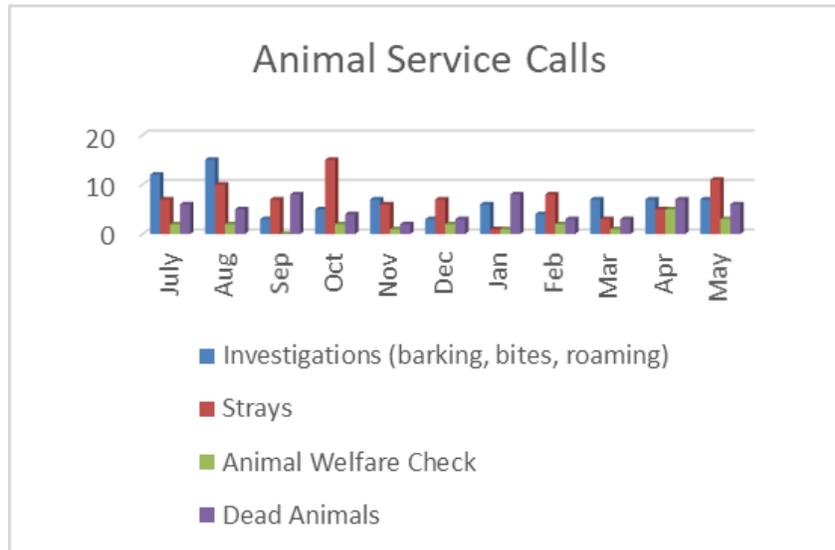
### See Click Fix

There were no complaints received via SeeClickFix in May 2018.

### Animal Control

Animal control services are contracted with the City of San Bernardino. There were 44 hours spent on Grand Terrace calls in May.

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



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

## Public Works

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

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DATE: July 16, 2018

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

FROM: Alan French, Public Works Department Director

SUBJECT: May 2018-MONTHLY REPORT –PUBLIC WORKS DEPARTMENT

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

**Engineering Division**

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

Project Name	Funds	Status	Fund Source(s)
Barton Bridge Replacement Project	\$ 3,500,000	In Preliminary Design	Fed, State, City
Commerce Way Extension	\$ 3,500,000	Final Design 95% in for review	State, City
CIP Year 2 Street Slurry/Resurfacing	\$760,000	Bid Awarded on June 26 issued NTP July 16	State, Recycle Grant, City
Dog Park	\$350,000	Constructed, contractor maintenance to November	Park Fees, State, City
HSIP – Mt. Vernon Safety Project	\$435,700	In Final Design	Fed
<b>TOTALS:</b>			<b>\$8,545,700</b>

6am – 6:45am: Check vehicles, fluids, tires, etc.  
City Hall: Change/Empty Trash Cans, restock bathrooms / Change Light Bulbs

6:50am – 6:55am: Maintenance Office, discuss daily tasks with Ruben

7:00am: Open Parks per City ordinance  
1<sup>st</sup> Thursday – blow Honey Hill for sweeper  
4<sup>th</sup> Thursday – blow parking lots at City Hall and parks for sweeper

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

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

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

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

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

12:00pm – 12:30pm: Lunch

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

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

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

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

## Public Works - Maintenance

### Public Works Maintenance Core Services

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

Staffing Levels

			Weekday Hours		After hours & Weekend hours		Call outs
	Budgeted	Staffed	Available	Worked	*Available	Worked	
Field	4	4	704	588	28	22	3
Office	2	2	352	296	0	2.5	0
<b>Total</b>	<b>6</b>	<b>6</b>	<b>1056</b>	<b>884</b>	<b>28</b>	<b>24.5</b>	<b>3</b>

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

Work Release Hours

Maintenance was supplemented by **160** work releases hours during the month of May.

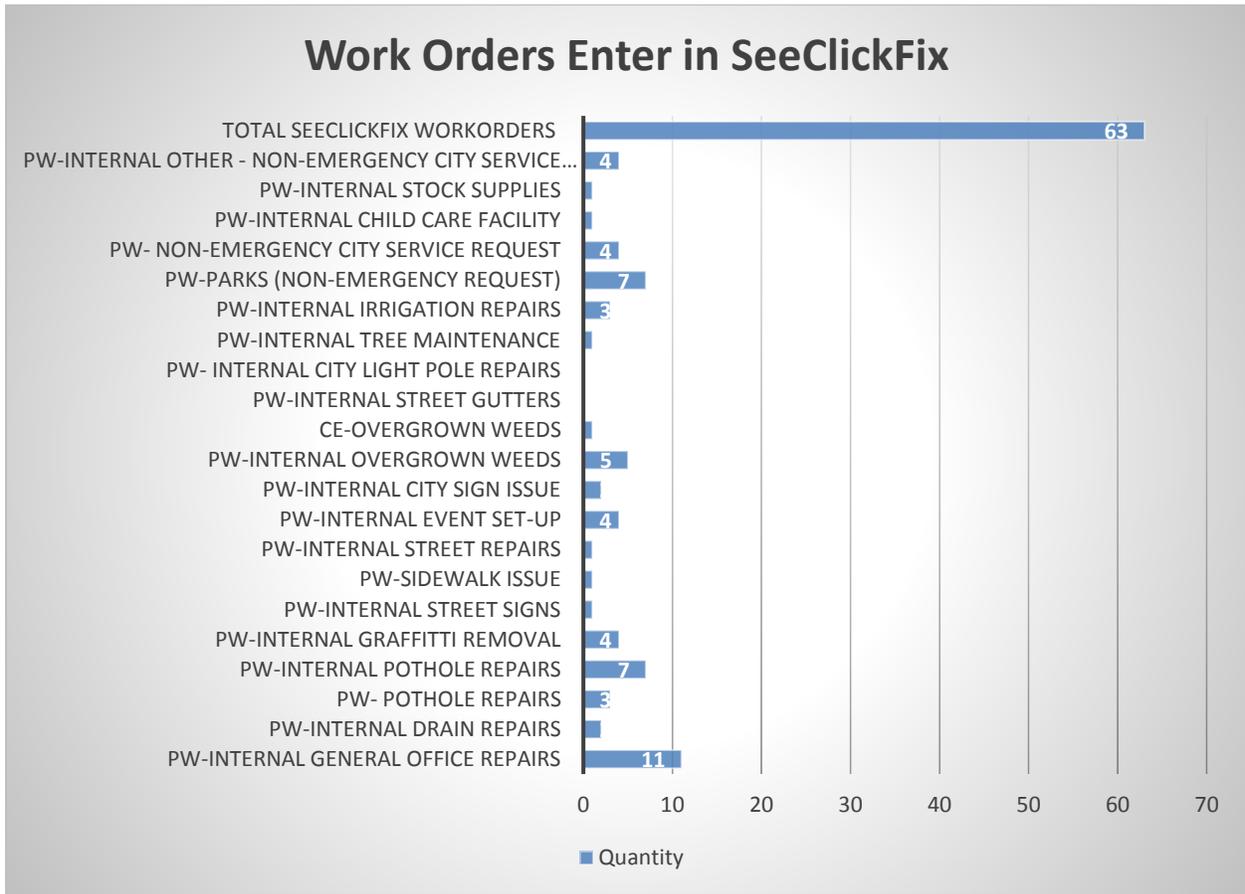


## CITY OF GRAND TERRACE

### SECLICKFIX MONTHLY STATS

MAY 2018			
	WORK ORDERS RECEIVED IN MAY	WORK ORDERS COMPLETED IN MAY	WORK ORDERS ROLL OVER TO JUNE
SECLICKFIX WORK ORDERS ONLY	63	55	8
Work Orders Rollover from previous month	<u>0</u>		
<b>TOTAL</b>	<b><u>63</u></b>		

## SeeClickFix Work Orders Breakdown



**Total of 63 SeeClickFix work orders entered for the month of MAY 2018.**

### Details of SeeClickFix work orders for the month of May 2018

Id	Opened	Completed	Category	Description	
1	4396478	5/1/2018	5/3/2018	PW-INTERNAL General Office Repairs	Please clean the Council Chambers there will be a Special Council Meeting tomorrow Wednesday May 2nd, thank you. Notice of meeting was just given today.
2	4396688	5/1/2018	5/11/2018	PW-INTERNAL General Office Repairs	Door latching issue.
3	4399516	5/2/2018	5/4/2018	PW-INTERNAL General Office Repairs	Workorder for us to clean Child Care roof and drains this month.

4	4399971	5/2/2018	5/3/2018	PW- INTERNAL- Child Care Facility	Roof repairs needed due to rain.
5	4399978	5/2/2018	5/3/2018	PW- INTERNAL General Office Repairs	Roof leak upstairs.
6	4401099	5/2/2018	5/4/2018	PW- INTERNAL Overgrown Weeds	Please make sure outside of Annex Building is cleaned as Friends of the library will be setting-up outside for the Art Show. Thank you.
7	4405296	5/3/2018	5/18/2018	PW- INTERNAL Event Set-up	Please remove Child Care toys, tables and chairs for 5/19/2018. Please remove all items the Friday before, thank you.
8	4405901	5/3/2018	5/9/2018	PW- INTERNAL General Office Repairs	Animal Control
9	4405931	5/3/2018	5/9/2018	PW- INTERNAL Overgrown Weeds	The fire hydrant is covered by the overgrown bushes please advise if City or property owner to maintained.
10	4408629	5/4/2018	5/22/2018	PW- INTERNAL Pothole Repair	GT resident called in requesting pothole repairs on Glendora.
11	4408635	5/4/2018	5/16/2018	PW- INTERNAL Overgrown Weeds	Overgrown bushes near Barton Road and Glendora signs at corner.
12	4408639	5/4/2018	5/16/2018	PW- INTERNAL City Tree Maintenance	GT resident report tree maintenance and dead trees on Glendora drive please inspect and address if possible Report back on thread as well. Thank you.
13	4408679	5/4/2018	5/16/2018	PW- INTERNAL Sidewalk Issue	GT resident reported overgrown of weeds on sidewalk.
14	4409019	5/4/2018	5/21/2018	PW- INTERNAL Street repairs	Shoulder repairs on terrace avenue and Vivienda needs back-filling, thank you.
15	4418205	5/7/2018	5/11/2018	PW- INTERNAL Event Set-up	Wednesday May 9, 2018 Community Room:  50 chairs facing the projector and one table at the front for laptop, entire room to be used.
16	4423313	5/8/2018	5/22/2018	PW-Parks (Non- Emergency request)	Dead tree on east side of park near parking lot and basketball court. This tree is right behind my house.

17	4427972	5/9/2018	5/9/2018	PW-Other-Non Emergency City Service Request	Please remove all posters from Kiosks and banner . return banner to secretary
18	4427977	5/9/2018	5/9/2018	PW-Other-Non Emergency City Service Request	Please purchase Solar Flagpole light from Jon's flags for fire Dept
19	4428019	5/9/2018	5/11/2018	PW-Other-Non Emergency City Service Request	Please purchase 3 keys at So Cal Locksmith for dog park
20	4428038	5/9/2018	5/18/2018	PW-Other-Non Emergency City Service Request	Please change out old benches and replace with benches in city yard
21	4428044	5/9/2018	5/15/2018	PW- INTERNAL City Light Pole Repairs	Please install solar light to flag pole at Fire station
22	4431669	5/10/2018	5/29/2018	PW- INTERNAL Event Set-up	Please set-up for the Memorial Event May 28, 2018, layout in inbox, thank you.
23	4433588	5/10/2018	5/11/2018	PW-Parks (Non- Emergency request)	Please power wash shelter B
24	4448467	5/15/2018	5/15/2018	PW- INTERNAL Stock Supplies	Restock Senior Center with restroom supplies
25	4448472	5/15/2018	5/15/2018	PW- INTERNAL General Office Repairs	To make additional copy of Dog park key for volunteer. Thank you.
26	4448701	5/15/2018	5/18/2018	PW- INTERNAL Irrigation Repairs	Meeting with Foundaiton at Veterans Freedom Park regarding Ceremony
27	4448891	5/15/2018	5/16/2018	PW- INTERNAL Irrigation Repairs	GT resident reported on Vivienda and McClarren excessive water corner of street near school. Thank you.
28	4448970	5/15/2018	5/18/2018	PW- INTERNAL Event Set-up	Please power wash shelters A & B, for reservations this coming weekend. Thank you.
29	4450436	5/15/2018	5/16/2018	PW- INTERNAL General Office Repairs	Office maintenance

30	4454028	5/16/2018	5/18/2018	PW-INTERNAL Pothole Repair	Fill pothole on Friday located at Grand Terrace road and Vista Grande.
31	4454151	5/16/2018	5/17/2018	PW-INTERNAL General Office Repairs	Please pick up trash/recycle boxes at Secretary desk and place in yard in preparation for Community Days June 2nd thank you.
32	4454178	5/16/2018	5/18/2018	PW-INTERNAL Pothole Repair	GT resident reported pothole repairs needed at La Cadena and Palm Avenue, please inspect and photograph as he is also wanting to file claim we need to determine if Grand Terrace or Colton to file correct paper work thank you.
33	4455222	5/16/2018	5/18/2018	PW-INTERNAL Pothole Repair	GT resident reported pothole on Van Buren along curblin large and small and in the middle of the streets. along Darwin and Mt. Vernon. He did mention the potholes near curblin were the worst.
34	4462261	5/18/2018	5/18/2018	PW-Pothole Repair	Please fill in potholes at Kingston / La Paix
35	4462278	5/18/2018	5/18/2018	PW-City Sign Issue	Please remove city signs in construction site ( 40 + ) Cut at base and grind the ones in concrete
36	4464108	5/18/2018	5/18/2018	PW-Parks (Non-Emergency request)	Please spread mulch on grass for bench installment at TJ Austyn Park
37	4464111	5/18/2018	5/22/2018	PW-INTERNAL Drain repairs	Please clean/clear out both drains located on North and South sides of Palm / LaCadena
38	4468223	5/20/2018	5/22/2018	PW-Parks (Non-Emergency request)	lower toddler swing has cracks where little fingers could hurt themselves, the seat is peeling and exposes the metal that can get hot.
39	4471493	5/21/2018	5/21/2018	PW-INTERNAL Pothole Repair	Maintenance repaired two potholes on La Cadena and Palm.
40	4471531	5/21/2018	5/22/2018	PW-INTERNAL General Office Repairs	Please place plates on Animal Control Vehicle thank you.
41	4475622	5/22/2018	5/22/2018	PW-INTERNAL General Office Repairs	Please move legal size storage box and binders on top to the Annex building thank you.

42	4476448	5/22/2018	5/22/2018	PW-INTERNAL Other - Non-Emergency City Service Request	Pick up debris at west end of De Berry by the 215 Frwy.
43	4476790	5/22/2018	5/30/2018	PW-INTERNAL- Graffiti Removal	Removal Graffiti request reported behind 12168 Mt. Vernon the Senior complex near the gage canal *Take photos and send
44	4481296	5/23/2018	5/29/2018	PW-Parks (Non-Emergency request)	Please power wash shelter B
45	4481348	5/23/2018	5/24/2018	PW-INTERNAL City Sign Issue	Please install 3 hr parking sign on Commerce Way
46	4482389	5/23/2018	5/25/2018	CE-Overgrown Weeds	Who do I speak to concerning the vacant land behind my house? Recently they tilled the field and got to close to my fence pushing dirt into my fence causing a section of fence to seperate from the 4x4 post. I can meet with someone if necessary to get a better look. (909) 520-2611 Rob Vasquez
47	4483302	5/24/2018	5/24/2018	PW-INTERNAL Drain repairs	Please clean out drain
48	4485205	5/24/2018	5/25/2018	PW-Pothole Repair	Please fill in large hole in bike lane on S/S Barton towards Colton
49	4485209	5/24/2018	5/25/2018	PW-INTERNAL Street Signs	Please replace damaged sign and replace with new sign on Mt Vernon / Grand Terrace Ave caused from accident
50	4485219	5/24/2018	5/29/2018	PW-Parks (Non-Emergency request)	Please power wash all benches and shelter at Freedom Park
51	4498588	5/29/2018	5/30/2018	PW-INTERNAL Overgrown Weeds	Overgrown weeds between van buren and main street a lot of overgrown weeds, thank you.
52	4504367	5/30/2018	5/30/2018	PW-INTERNAL- Graffiti Removal	Please remove graffiti from billboards on Mt Vernon / Center City court
53	4504390	5/30/2018	5/30/2018	PW-INTERNAL- Graffiti Removal	Please remove the following, thank you.

54	4510944	5/31/2018	5/31/2018	PW- INTERNAL Other - Non- Emergency City Service Request	Please repair leaky faucet in men's bathroom at Rollins park
55	4510960	5/31/2018	5/31/2018	PW- INTERNAL Irrigation Repairs	Please repair leaky valve on Barton road
56	4406033	5/3/2018		PW- INTERNAL Other - Non- Emergency City Service Request	Work order placed by Parks and Recs committee
57	4406043	5/3/2018		PW- INTERNAL Other - Non- Emergency City Service Request	Parks and Rec committee work orders provided
58	4481548	5/23/2018	6/6/2018	CE-Overgrown Weeds	Once again, same issue over and over again. This guy takes no pride in his home. Weeds, weeds, weeds! Some as 2+ feet high. Lawn and parkway at Reed & Pico. I wish they would move.
59	4483296	5/24/2018		PW- INTERNAL Pothole Repair	Please fill in numerous pot holes on La Cadena ( Grand Terrace City limits )
60	4485609	5/24/2018	6/1/2018	PW- INTERNAL Event Set-up	Event set-up Budget in the Park
61	4504292	5/30/2018	6/6/2018	PW- INTERNAL General Office Repairs	No rush- Can you spray and wipe down the plants on the first planter they have white honeydew on them. Thank you.
62	4504331	5/30/2018	6/8/2018	PW-Parks (Non- Emergency request)	Install plates, before June 9, 2018.
63	4504446	5/30/2018	6/8/2018	CE-Graffiti	Driving West on Palm Ave near 23180 Palm Ave, there are four traffic signs that direct traffic left around a curve on Palm Ave. There is Graffiti that needs to be removed from the second of these signs.

## **Park Shelter Reservations in MAY 2018**

Park	Shelter	Date Reserved
Richard Rollins	Shelters D	May 19, 2018
Richard Rollins	Shelters B	May 19, 2018
Richard Rollins	Shelters B	May 13, 2018
Richard Rollins	Shelter B	May 27, 2018

## **Community Room Reservations MAY 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 <sup>st</sup> Tuesdays	6:30-7:30PM
Emergency Operations Committee	Once A Month-1 <sup>st</sup> Tuesdays	5-6PM
Girl Scouts Troop 1195	Every Thursday	4-5PM
Inland Empire Guild	Once A Month 1 <sup>st</sup> -Saturday	1-4PM
Citrus Belt Quilters	Once A Moth 2 <sup>nd</sup> 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.

# May 2018

May 2018							June 2018						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
18	19	20	21	22	23	24	25	26	27	28	29	30	31
6	7	8	9	10	11	12	13	14	15	16	17	18	19
20	21	22	23	24	25	26	27	28	29	30	31		

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

## **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

### **April 2018: Concise Waste Generation Report (Unit of Measure: Tons)**

Service Description	Refuse	Recycling	E-Waste	Green-waste	Tin/White	Scrap Metal	Tires	C&D	Comm'l Select / Floor-sort	Total Tonnage Generated	Total Tonnage Generated by Category
Residential	281.95	69.35		215.71						567.01	
Christmas Tree											
Bulky Item	6.16		0.25		1.49					7.90	574.91 Residential
Multi-Family	145.34	10.25		7.38						162.97	162.97 Multi-Family
Commercial	154.86	5.45				0.90				161.21	
School	49.21	14.53								63.74	224.95 Commercial
Rolloff	52.24									52.24	52.24 Rolloff
<b>Grand Total</b>	<b>689.76</b>	<b>99.58</b>	<b>0.25</b>	<b>223.09</b>	<b>1.49</b>	<b>0.90</b>				<b>1,015.07</b>	

2017 Calendar Year	Recycling Material	Total (in Lbs)	Percentage of Total Recycling	Percentage of Total Waste
	Aluminum	192,857.10	17%	1%
	Glass (Mixed)	610,175.60	52%	2%
	Glass (Amber)	7,400.70	1%	.03%
	Glass (Flint)	13,029.10	1%	.05%
	Glass (Green)	13,191.50	1%	.05%
	Plastic (PETE)	298,717.10	26%	1.2%
	Plastic (HDPE)	27,677.90	2%	0.1%
Total Recycling		1,163,049		
Total Waste		25,092,580		4.6% of Total Waste
				Recycled in 2017

*\*New report section to show City's recycling performance*

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

Date Reported	Address	Description	Date Pick Up Completed
04/02/2018	22036 Vivienda Avenue	96 gallon missed	04/03/2018
04/05/2018	21823 Barton Road	Driver did not take trash	04/05/2018
04/18/2018	12650 Warbler Avenue	Trash bin was not serviced	04/18/2018
04/24/2018	21953 Tanager Street	90 gallon recycling missed	04/24/2018
04/24/2018	12232 Rosedale Avenue	Recycling bin missed	04/24/2018
04/26/2018	11837 Greenbrier Lane	90 gallon recycling missed	04/27/2018

## **Public Works Administration**

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

### **Contracts:**

#### ***Public Works Services for FY 17-18:***

<b>Contractor Name</b>	<b>Service</b>	<b>Contract Amount</b>	<b>Remaining Balance as of May 31, 2018</b>
ACCO Engineered Systems	HVAC Maintenance	\$22,850	\$5,689.55
Albert A Webb Associates	Commerce Way Alignment Study	\$32,961.45	\$20,211.45
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	\$17,649.94
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	\$5,655.00
Gopher Patrol	Gopher Abatement Services	\$6,512.00	\$4,117.50
Hardy and Harper, Inc	Street Maintenance Services	\$75,000.00	\$43,000.00
Interwest Consulting Group TKE Engineering HR Green	On-Call Public Works Inspection Services	\$40,000.00	\$4,415.00*
Interwest Consulting Group	Barton Road / I-215 Interchange Project Management	\$46,000.00	\$42,396.25
Interwest Consulting Group	Commerce Way Extension Real Estate & Engineering Services	\$284,634.00	\$272,989.00
Lynn Merrill	NPDES Services	\$7,000.00	\$1,097.80
Moran Janitorial Services	Janitorial Services for City Hall and City Parks	\$19,980.00	\$6,435.20
Otis Elevator Company	Elevator Maintenance Service	\$4,272.00	\$0
San Bernardino County Fire Dept – Hazardous Material	Household Hazardous Waste (HHW) Services	\$17,027.96	\$4,256.99
San Bernardino County Land Use Services	Fire and Weed Hazard Abatement Services	\$13,526.00	\$13,526.00*
St. Francis Electric, LLC.	Traffic Signal Maintenance Services	\$10,000.00	-\$99.35*
County of Riverside TLMA Administration	Main Street Traffic Signal Maintenance Services	\$5,500.00	\$2,733.68*
West Coast Arborist	5 Year Tree Maintenance Program	\$38,560.40 (\$192,802: 5-yr term)	\$8,224.00
Western Exterminator Co.	Pest Control Services	\$5,436.00	\$1,311.00
Willdan	Engineering Services	\$7,000 (paid with Dev. fees)	N/A (Developer Fee)
	<b>TOTAL PUBLIC WORKS CONTRACT VALUE FOR FY 2017-18:</b>	<b>\$751,189.81</b>	<b>\$453,609.01 balance</b>

***FY 2017-18 Capital Improvement Project Contracts***

<b>Contractor Name</b>	<b>Service</b>	<b>Contract Amount</b>
Clean Cut Landscape	Dog Park Construction	\$373,525.15
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
	<b>TOTAL CIP PROJECT CONTRACT VALUE FOR FY 2017-18</b>	<b>\$549,831.15</b>

\*Same as previous balance

**Bids:**

- Issued bid for Pavement Rehabilitation Project – 5/23/18

**Major Reports:**

- SBCTA Measure I CIP Update
- SB 1 2018-19 Submittal to CTC

**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:**

- Tree Watering / Monitoring of Newly Planted Trees

**Major Meetings / Events:**

- Meeting with Consultant Engineer re: Pavement Rehabilitation Project 5/7/18
- Meeting with Burrtec re: Rate Review 5/11/18
- PW Budget Meeting 5/24/18

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# Sheriff's Contract

- Law Enforcement Services



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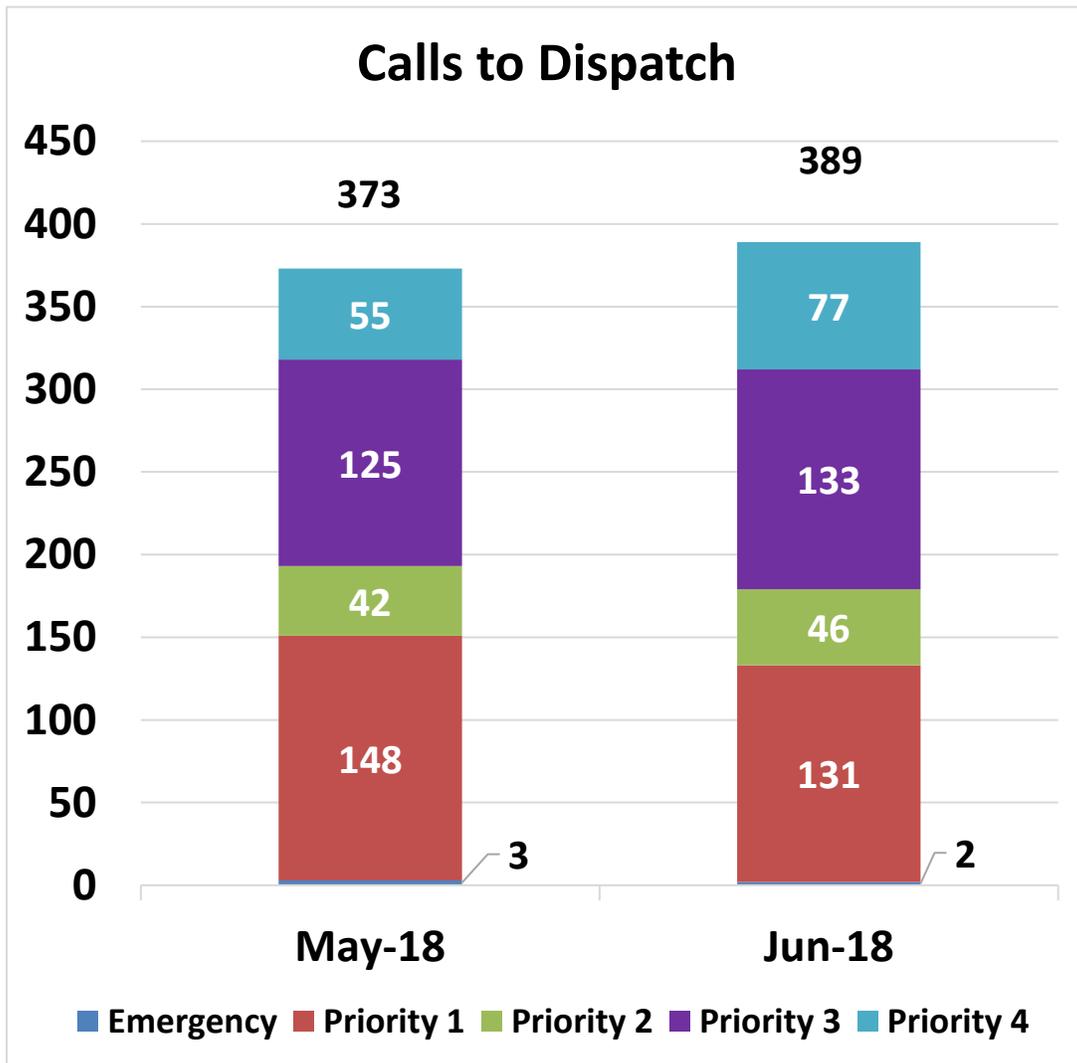




**San Bernardino County**  
**Sheriff's Department**



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**  
**05/01/18 – 05/31/18**

Call Type	Number of Calls
Commercial Investigation	1
Fire – Structure (Commercial)	1
Fire – Structure (Residential)	1
Fire – Unknown Type	1
Fire - Vehicle	1
Inside Investigation	1
Medical Aid	100
Outside Electrical Incident	1
Public Service	3
Residential Alarm	4
Traffic Collision Unknown Injuries	9
Traffic Collision Unknown Injuries (Freeway)	4
<b>Total Calls</b>	<b>127</b>

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