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# MONTHLY REPORT

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November 2018

PRESENTED BY  
THE CITY MANAGER'S OFFICE

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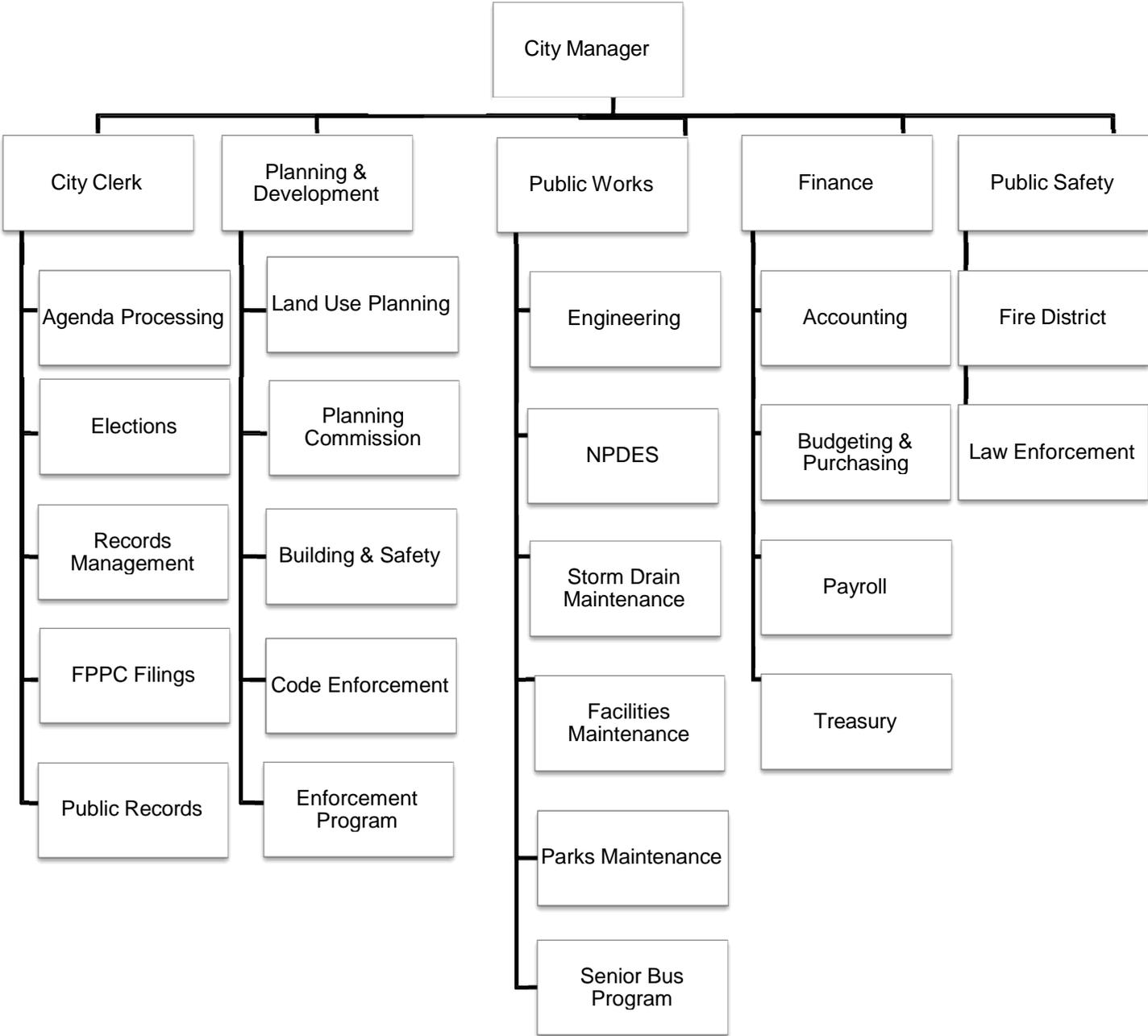
Organizational Chart .....	1
City Clerk .....	3
Committee/Commissions .....	9
City Manager .....	11
Senior Center .....	17
Senior Bus Program .....	20
Communications .....	25
Planning and Development.....	29
Code Enforcement.....	46
Weekend Code.....	47
Parking/Graffiti.....	48, 50
Animal Control .....	50
Public Works.....	53
Maintenance .....	56
SeeClick Fix.....	58
Park Maintenance.....	62
Sheriff's Contract .....	67
San Bernardino County Fire.....	71

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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: January 15, 2019

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

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

**SUBJECT: NOVEMBER 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 over the last six (6) months.

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

**AGENDAS/POSTINGS**

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

The total number of agendas processed for the month of November is one (1), spending a total of ten (10) hours preparing the agenda packet together with delivery and producing 378 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>June</b>	2	2	1	5
<b>July</b>	2	1	0	3
<b>August</b>	2	2	0	4
<b>September</b>	2	0	0	2
<b>October</b>	2	0	0	2
<b>November</b>	1	0	0	1
<b>Total Processed</b>	<b>11</b>	<b>5</b>	<b>1</b>	<b>17</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.

It is also the responsibility of the City Clerk to ensure all City Council Ordinances presented to Council have been certified and made available for review by the public. The City Clerk must coordinate with the local adjudicated newspaper to publish Ordinance summaries for its first and second readings.

The number of Resolutions and Ordinances processed for the month of November is two (2) Resolutions and zero (0) Ordinances for a total of two (2) processed for signature and certification.

<b>RESOLUTIONS AND ORDINANCES PROCESSED</b>			
	<b>RESOLUTIONS</b>	<b>ORDINANCES</b>	<b>MONTHLY TOTALS</b>
<b>June</b>	7	0	7
<b>July</b>	6	0	6
<b>August</b>	3	0	3
<b>September</b>	2	0	2
<b>October</b>	2	0	2
<b>November</b>	2	0	2
<b>Total Processed</b>	<b>22</b>	<b>0</b>	<b>22</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 November 2018, two (2) In Memoriam Adjournments 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>June</b>	0	1	0	1	0	0	2
<b>July</b>	0	35	0	0	0	0	35
<b>August</b>	0	0	0	0	0	0	0
<b>September</b>	0	1	0	1	0	0	2
<b>October</b>	0	10	0	2	0	0	12
<b>November</b>	0	0	0	2	0	0	2
<b>Total</b>	<b>0</b>	<b>47</b>	<b>0</b>	<b>6</b>	<b>0</b>	<b>0</b>	<b>53</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 November 2018, Council approved one (1) agreement which three (3) originals of each agreement were sent to the contractor/consultant for signature. All were returned to the City signed and circulated for signature in-house and are now on file with the City Clerk's department.

<b>CONTRACTS &amp; AGREEMENTS PROCESSED</b>	
<b>June</b>	<b>4</b>
<b>July</b>	<b>5</b>
<b>August</b>	<b>1</b>
<b>September</b>	<b>2</b>
<b>October</b>	<b>4</b>
<b>November</b>	<b>2</b>
<b>Total</b>	<b>18</b>

## **RECORDS REQUESTS**

The City Clerk's office received eleven (11) Requests for Copies of Public Records for the month of November 2018. Ten (10) requests were completed within the Government Code Section 6253(c)'s requirement of ten (10) calendar days. The total number of pages provided in response to those requests were 370 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>Completed Within 10 Days</b>	<b>Completed with 14-Day Extension</b>	<b># of Pages Provided</b>	<b>Letter to Requestor – No Records</b>
<b>June</b>	<b>12</b>	<b>14</b>	<b>1</b>	<b>74</b>	<b>3</b>
<b>July</b>	<b>9</b>	<b>11</b>	<b>0</b>	<b>27</b>	<b>6</b>
<b>August</b>	<b>18</b>	<b>20</b>	<b>2</b>	<b>166</b>	<b>16</b>
<b>September</b>	<b>12</b>	<b>10</b>	<b>2</b>	<b>91</b>	<b>3</b>
<b>October</b>	<b>14</b>	<b>7</b>	<b>7</b>	<b>335</b>	<b>3</b>
<b>November</b>	<b>11</b>	<b>10</b>	<b>1</b>	<b>370</b>	<b>2</b>
<b>Total Requests</b>	<b>76</b>	<b>72</b>	<b>13</b>	<b>1063</b>	<b>33</b>

## **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 November 2018, the City Clerk’s office responded to 400 telephone calls from residents, contractors, vendors, consultants and in-house customer service assistance to City staff.

<b>TELEPHONE CUSTOMER SERVICE</b>	
<b>June</b>	174
<b>July</b>	242
<b>August</b>	358
<b>September</b>	283
<b>October</b>	365
<b>November</b>	400
<b>Total Calls</b>	1822

## **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>Month</b>	<b>Committee Meeting</b>	<b>Emails w/Committee Members &amp; Vendors</b>	<b>Written Correspondence w/Committee Members</b>	<b>Telephone Calls with Committee Members &amp; Vendors</b>	<b>Art Show/Country Fair &amp; City Birthday Prep &amp; Attendance</b>	<b>Total # of Hours</b>
<b>June</b>	1.5	0	.5	.5	0	2.5
<b>July</b>	2.0	0	1.0	.25	0	3.25
<b>August</b>	1.0	0	.5	.25	0	1.75
<b>September</b>	2.0	0	.5	.25	0	2.75
<b>October</b>	1.5	2.0	1.0	2.5	12	19
<b>November</b>	1.25	1.0	.5	2.0	15	19.75
<b>TOTAL # HOURS</b>	<b>9.25</b>	<b>3.0</b>	<b>4.0</b>	<b>5.75</b>	<b>27.0</b>	<b>49.00</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>Historical &amp; Cultural Activities Committee</b>	<b>7</b>	<b>0</b>	<b>0</b>
<b>Planning Commission</b>	<b>5</b>	<b>0</b>	<b>0</b>
<b>Parks &amp; Recreation Committee</b>	<b>4</b>	<b>0</b>	<b>1</b>

## **CITY CLERK CURRENT PROJECTS:**

### **Electronic Document Management System**

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

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

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

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

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

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

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

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

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

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

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

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

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

In November 2018, the separate server for the weblink data portal was reviewed and purchased for Onsite Computing and CPS to configured upon receipt.

# City Manager's Office

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

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DATE: December 6, 2018

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

FROM: Cynthia A. Fortune, Assistant City Manager

SUBJECT: **November – December Monthly Services Report**

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

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

## **OUR MISSION**

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

## **OUR VISION**

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

## HUMAN RESOURCES

### **Mission:**

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

### **Values:**

#### *Develop*

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

#### *Increase*

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

#### *Respect*

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

#### *Communicate*

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

## CORE SERVICES

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

TABLE 1  
Recruitment Activity

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

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

TABLE 2  
Personnel Change Activity

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

TABLE 3  
Employee Job Performance Activity

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

TABLE 4  
Benefits Activity

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

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

## SENIOR CENTER

**Mission:**

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

**Core Values:**

*Seniors are recognized as a valuable asset.*

*Seniors have the opportunity to contribute and expand their talents and knowledge.  
Seniors strengthen our community and benefit personally by their involvement.*

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

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

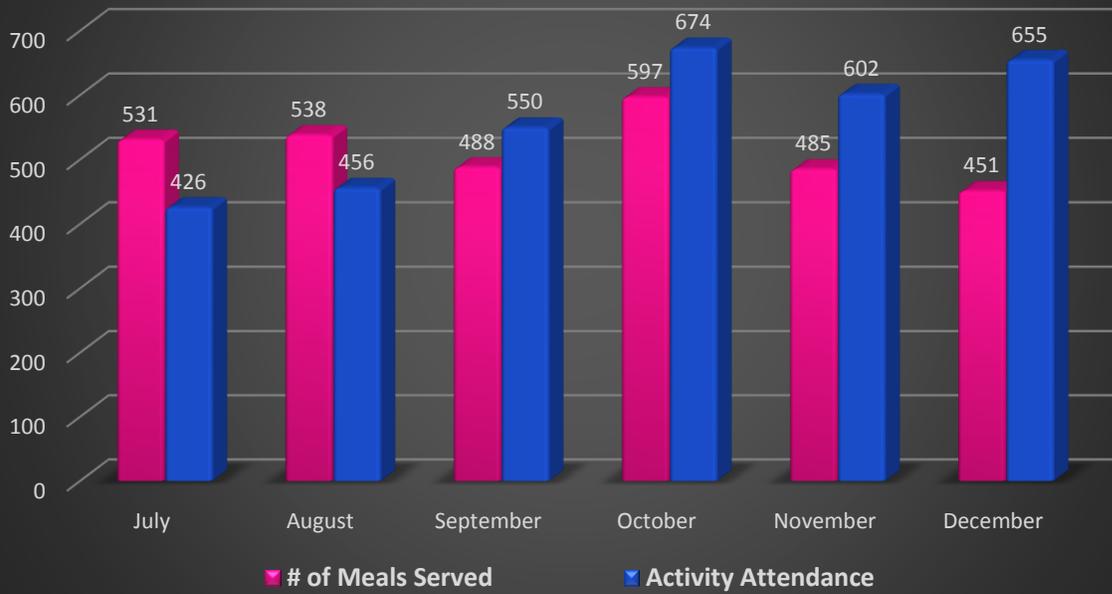
TABLE 1  
Senior Center Activities

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

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

Description	Jan-2019	Feb-2019	Mar-2019	Apr-2019	May-2019	Jun-2019
Nutrition Program (# of meals served)						
Arts and Crafts Classes						
Bingo						
Bridge						
Bunco						
Coffee with Megan						
Exercise Classes						
Garden Club						
Morning Glories (quilting)						
Movies with Solomon						
Paint Classes						
Card Game Night (Wednesday)						
<b><u>SPECIAL EVENTS</u></b>						
Monthly Birthday Celebration						
Monthly Entertainment (2 <sup>nd</sup> Friday of the month)						
Game Night (2 <sup>nd</sup> Saturday of the month)						
Volunteer Appreciation						
Keeping Hydrated Class						
<b>Monthly Summary Attendance</b> (Accounts for a senior participating in any activity/program. One senior may have participated in 2 or more programs, not including meals.)						

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



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



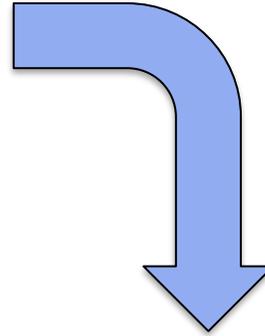
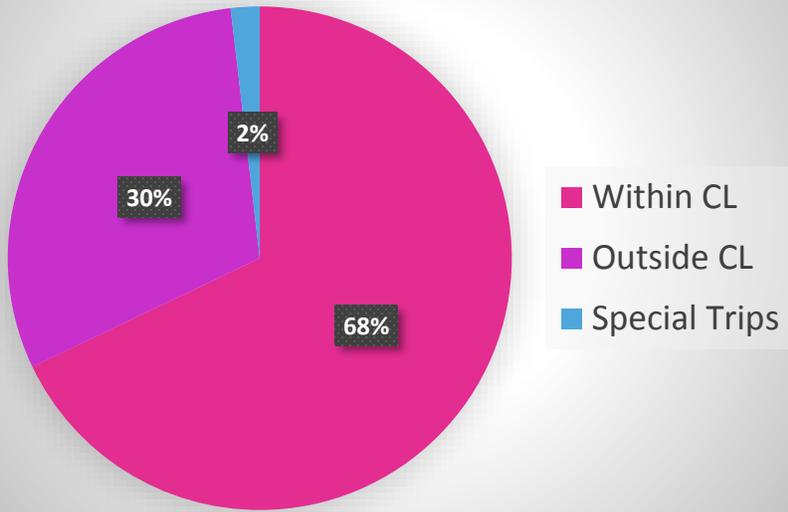
TABLE 2  
 Senior Center Blue Mountain Silver Liner  
 # of Passengers

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

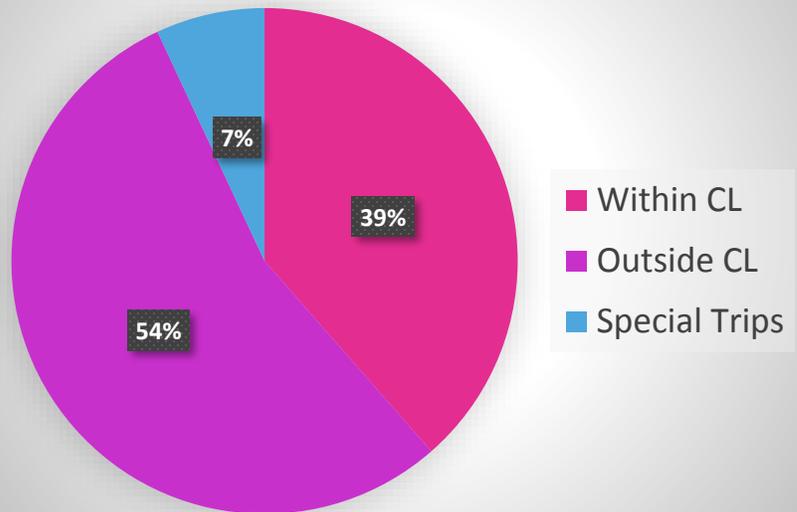
TABLE 3  
 # of Rides

Description	Jul-2018	Aug-2018	Sept-2018	Oct-2018	Nov-2018	Dec-2018
Within City Limits (Senior Center, Stater Brothers, Library)	110	181	200	204	220	133
Outside City Limits (Walmart, 99cent store, Ross)	91	121	183	210	98	188
Special Events/Trips	14	46	0	16	6	24
Description	Jan-2019	Feb-2019	Mar-2019	Apr-2019	May-2019	Jun-2019
Within City Limits (Senior Center, Stater Brothers, Library)						
Outside City Limits (Walmart, 99cent store, Ross)						
Special Events/Trips						

## November Rides



## December Rides



## FINANCE

### **Mission:**

*To efficiently and effectively manage the City's finances, preserve its assets by conforming to the highest ethical standards, implement sound internal controls, and provide meaningful, timely, and accurate financial reporting.*

### **Values:**

*Transparency (Accessibility of Information):*

*The Finance Department will ensure openness, clarity and comprehensibility when providing reliable, relevant and timely financial information to the public.*

*Integrity (Reliability on Information Provided):*

*The Finance Department commits adherence to the highest ethical standards. The financial services provided will be honest, fair, and unbiased.*

*Quality (Commitment to Excellence):*

*The Finance Department will deliver financial services expeditiously and provide valuable support services to other departments and the community.*

*Teamwork (Mutual Respect and Cooperation):*

*The Finance Department will work together collaboratively with others, recognize the role and contribution each person makes, and provide assistance as necessary to achieve the City's 2030 Mission, Vision and Goals.*

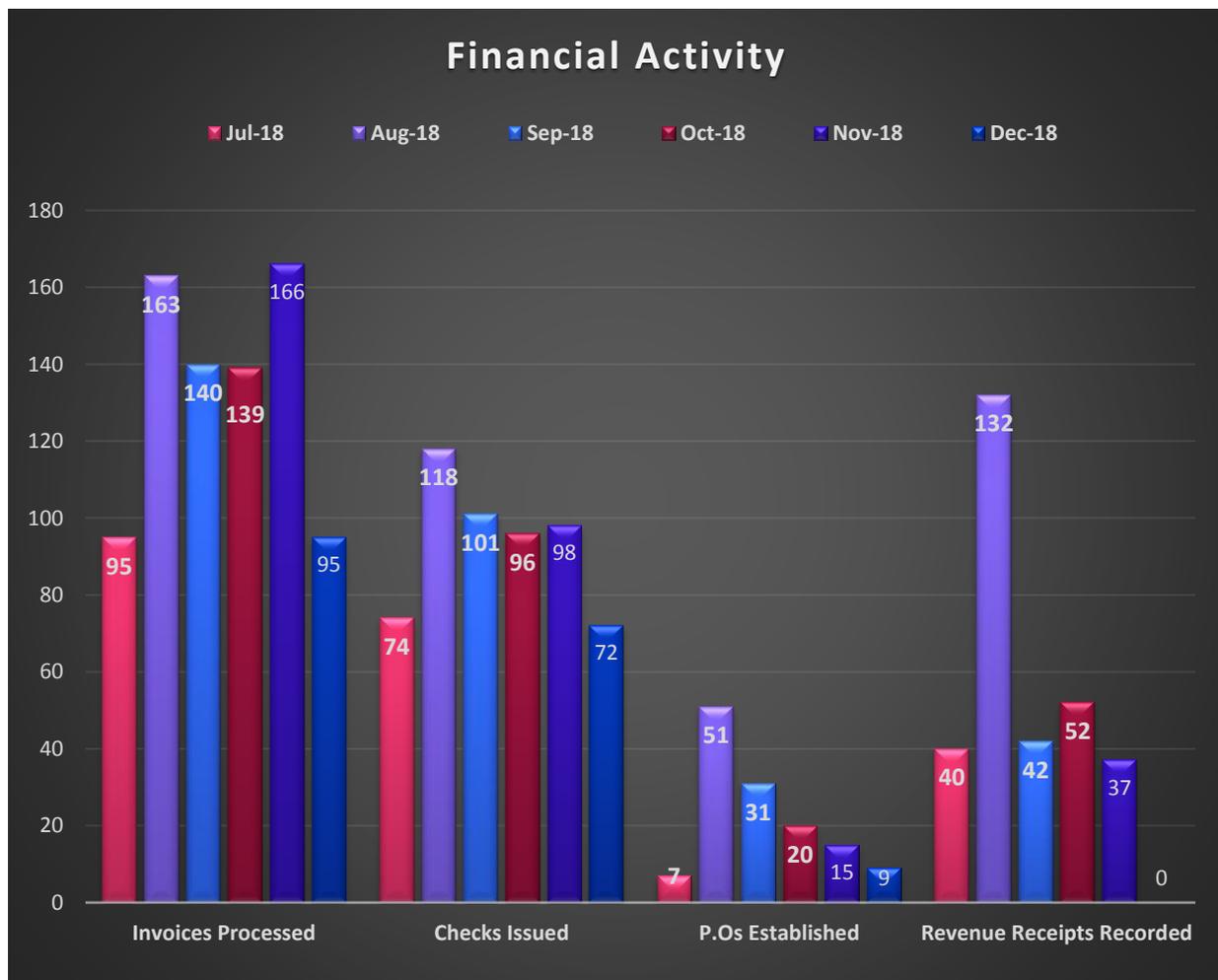
## CORE SERVICES

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

1. Disbursements – to facilitate timely and accurate payments of the City's financial obligations which includes vendor payments, employee and resident reimbursements, and payroll.
2. Financial Reporting – to provide accurate and meaningful reporting on the City's financial condition through the City's monthly and annual financial reports.
3. Purchasing – to authorize the purchase of quality products in a cost-effective manner.
4. Revenue and Treasury Management – to bill and collect revenue while providing cost-effective financing, investments and cash collection of the City's resources to enhance the City's financial condition.

TABLE 1  
Financial Activity

Description	Jul-2018	Aug-2018	Sept-2018	Oct-2018	Nov-2018	Dec-2018
Invoices Processed	95	163	140	139	166	95
Checks Issued	74	118	101	96	98	72
Purchase Orders Established	7	51	31	20	15	9
Revenue Receipts Recorded	40	132	42	52	37	0
Description	Jan-2019	Feb-2019	Mar-2019	Apr-2019	May-2019	Jun-2019
Invoices Processed						
Checks Issued						
Purchase Orders Established						
Revenue Receipts Recorded						





**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

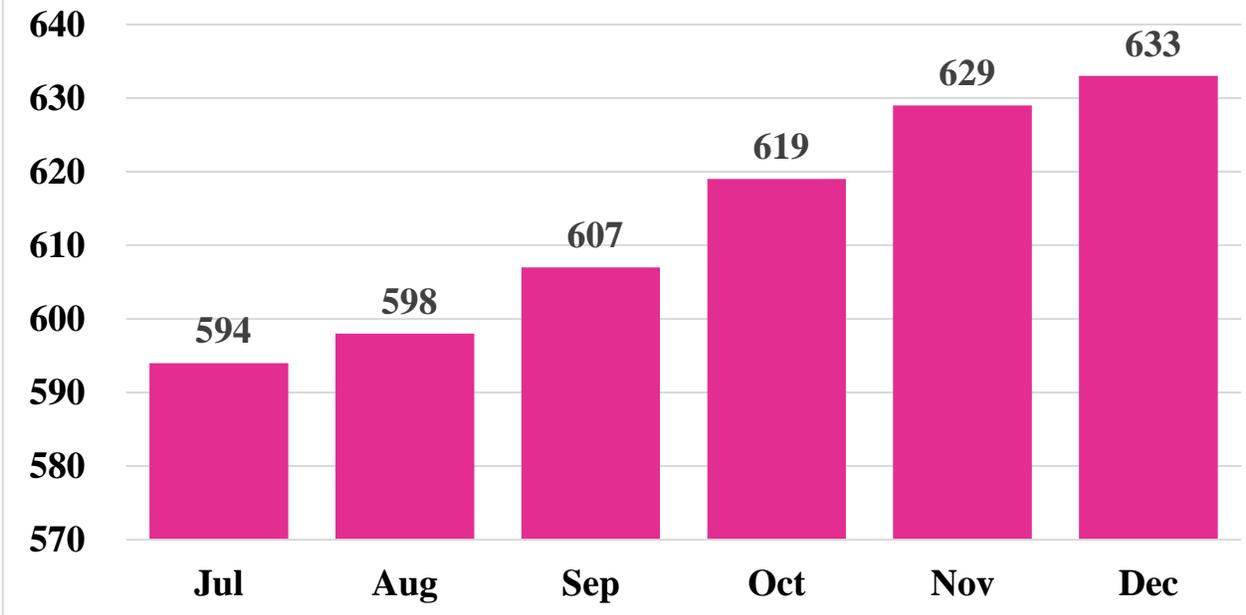
2017-2018 City Communications Data:						
Channel 3:	Jul	Aug	Sep	Oct	Nov	Dec
City Council Meeting Replays	44	46	58	60	59	61
Activities/Items Added to Slideshow	3	1	0	1	1	0
Channel 3:	Jan	Feb	Mar	Apr	May	Jun
City Council Meeting Replays						
Activities/Items Added to Slideshow						
Facebook	Jul	Aug	Sep	Oct	Nov	Dec
Posts	69	39	30	36	53	18
Total Reach	37,816	21,697	10,300	15,460	32,487	24,949
Total Engagement	5,453	2,000	1,308	3,460	6,160	5,421
Page Followers	1,586	1,602	1,620	1,655	1,695	1,729
New Page Followers	40	16	18	35	40	34
Facebook	Jan	Feb	Mar	Apr	May	Jun
Posts						
Total Reach						
Total Engagement						
Page Followers						
New Page Followers						



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

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

### Number of Eblast Subscribers



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

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

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

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

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

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

5 Most Popular City Facebook Pages		By % of Pop.
1) Twentynine Palms		20.28%
2) Apple Valley		18.79%
<b>3) Grand Terrace</b>		<b>13.88%</b>
4) Yucca Valley		12.97%
5) Hesperia		11.05%

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

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

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

## Planning & Development

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

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DATE: January 14, 2019

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

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

SUBJECT: **NOVEMBER 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, Code Enforcement, and Animal Control.

## **OUR MISSION**

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

## **OUR VISION**

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

## **PLANNING DIVISION**

Planning and Building and Safety Core Services

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

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

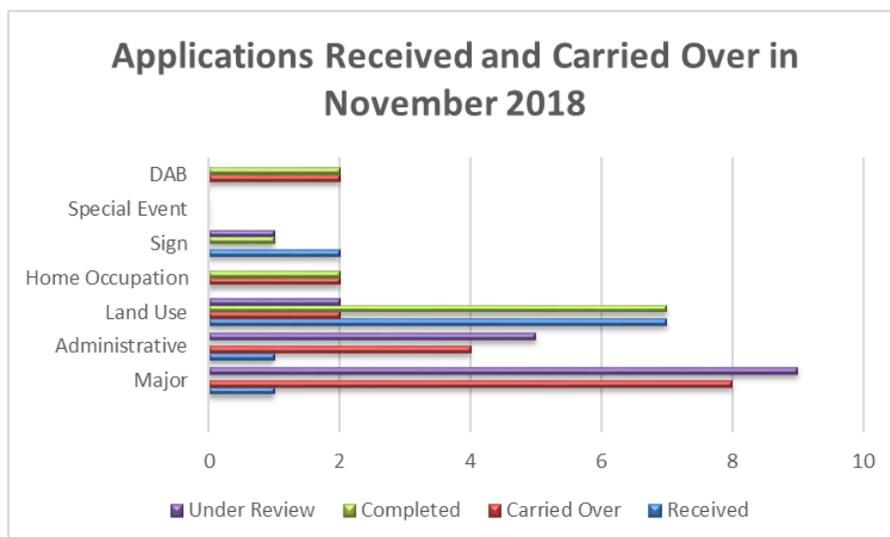
**Activity Summary for Planning**

Planning Counter Requests for Information: 63  
 Planning Phone Calls Received: 87  
 Planning E-mails Received/Answered: 190

Application Summary

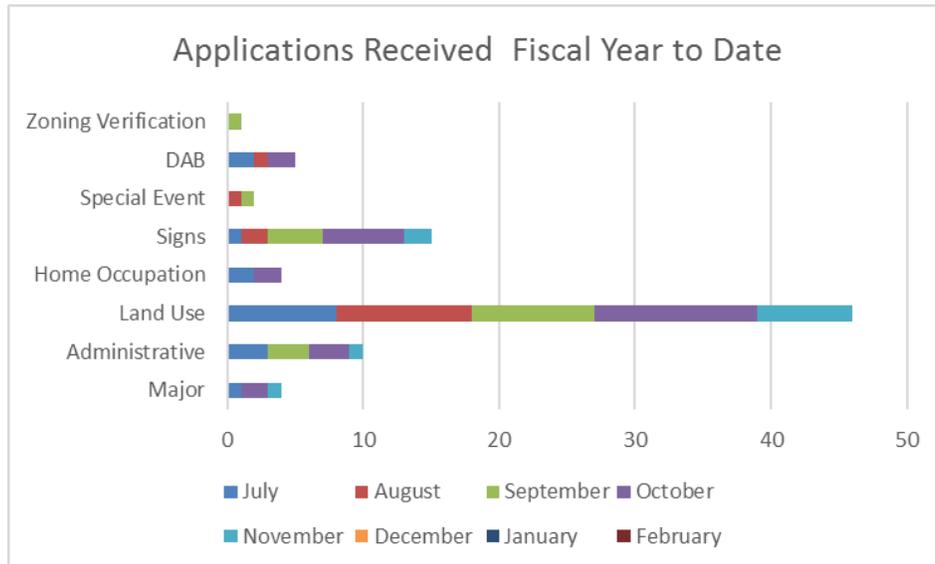
The Planning Division received 11 new applications in November, and carried over 18 from the previous month. Action was taken on 12 of them. Minor applications such as a new business, patio cover, or small room additions are handled as a Land Use application and typically processed within 2-3 days. Larger 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 November 2018				
Applications	Number Received	Carried Over	Completed	Under Review
Major	1	8	0	9
Administrative	1	4	0	5
Land Use	7	2	7	2
Home Occupation	0	2	2	0
Sign	2	0	1	1
Special Event	0	0	0	0
DAB	0	2	2	0
<b>Total</b>	<b>11</b>	<b>18</b>	<b>12</b>	<b>17</b>



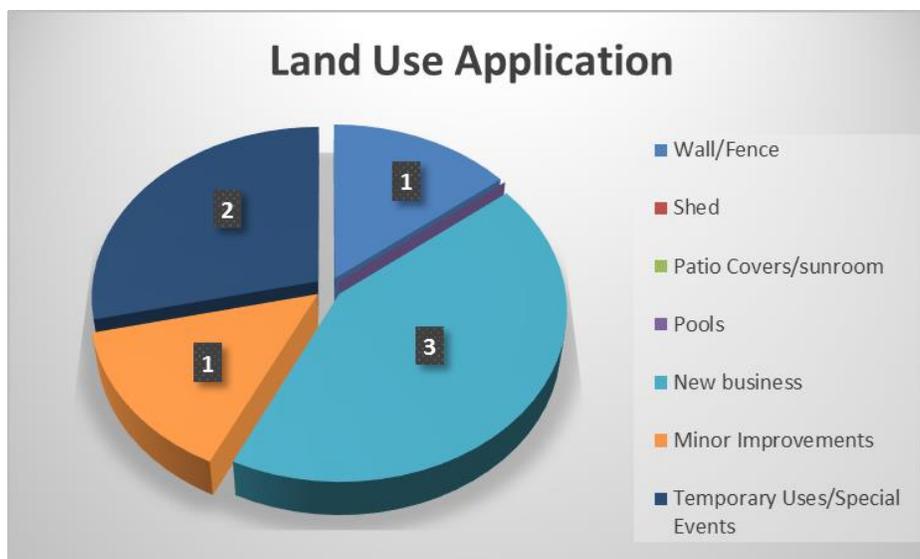
### Applications Received, Approved and/or Under Review

Fiscal year to date the Planning Division has received 87 applications for review, 17 applications remained under review. A comprehensive list of the applications and their status is at the end of the Planning Division’s report.



Three new businesses were approved in November, including ‘GT Imports’ (On-line Wholesale Auto Dealer), ‘KUTZ Trucing’ (Office Only-Trucking Services), and ‘California Recyclers’ (Temporary Use-Cardboard Recycling).

Overall Land Use applications are the most predominant application that the Planning Division processes. Seven Land Use applications were received in November and five of those were approved. The table below shows the types of activities that were received with the seven Land Use applications that were received.



### Projects in Plan Check or Under Construction

Projects in Plan Check or Under Construction					
Date Submitted	Case No.	Applicant	Description	Location	Status
8/17/2016	SA 14-07-A1 E 14-04-A1	Joab Jerome	New Residence APN: 0275-282-20	11838 Burns Avenue	Grading Plan Check Review, First Submittal Corrections
5/5/2016	SA 16-02 TPM 16-02 E 16-06	Habitat for Humanity	Subdivision, two parcels and two one-story homes	12569 Michigan Street	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
5/11/2018	ASA 18-06 E 18-06	Tim Boyes	Rough Grading Review	0276-431-22, 21	In Plan Check Rough Grading Plans Approved
5/11/2018	SA 18-05 E 18-05	Tim Boyes	Single Family Residence	0276-431-23	In Plan Check
10/27/2016	SA 16-09	Yacoub Farsakh	Single Family Residence	0276-331-49	Grading Permit Issued, Single House Under Review

### Development Advisory Board (DAB)

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

Major Applications – Zoning Code Amendment				
Date Submitted	Case No.	Applicant	Description	Location
10/30/2018	DAB 18-14	Viking Investment Properties	Convert former Stater Bros unit into two spaces. One space for Grocery Outlet.	22441 Barton Road
10/12/2018	DAB 18-13	Simon Lee, AIA	200,000 Sq. Ft. Industrial Building	21660 Main Street

### Planning Commission

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

One Planning Commission meeting was held to discuss Water Conservation Bills SB 606 and AB 1668. Riverside Highland Water Company General Manager Don Hough presented these items.

### Grants

The City was awarded funding for its Blue Mountain Trailhead and Trail application. A mandatory meeting was attended on July 31, 2018.

Planning and Development Services Department is currently implementing an Active Transportation Program Cycle 2 grant for the preparation of the City's first ever Active Transportation Plan. The City adopted the ATP on November 13, 2018.

Grant	Status	Grant Amount
Active Transportation Plan	Consultant preparing document Plan Adopted in November 2018.	\$295,000
Blue Mountain Trailhead and Trail Grant	Submitted on October 1, 2017. Site visit completed in November 2017. <b>Awarded.</b>	\$212,500 (Project cost \$520,000)

### Housing Successor Agency

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

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

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 was repaid ahead of schedule.

The Housing Successor Agency holds the following interests:

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

required to perform by December 30, 2018.

### **Volunteer Emergency Operations Committee**

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

The EOC held a Special Meeting on November 13, 2018. The agenda items included approval of the agenda and minutes, introducing John Ferdon from San Bernardino County Fire Emergency Services Officer, CERT member certification forms, CERT bylaws and board membership, and CERT booth coordination for 'Light Up Grand Terrace' event.

### Attachment to Planning Division's Report

#### Applications Received, Approved and/or Under Review

##### Major Applications – Zoning Code Amendment

Date Submitted	Case No.	Applicant	Description	Location	Status
11/2/2018 6/1/2018	GPA 18-01 ZCA 18-01	Todd Kessler	Code Amendment- Hillside Residential	23400 Westwood	In Review

##### Major Applications - Site and Architectural Review

Date Submitted	Case No.	Applicant	Description	Location	Status
10/23/2018	SA 18-10 V 18-02 E 18-10	10/23/2018	Patrick Diaz	Pico Street and Kingfisher	Distributed on 11/6/2018. In Review
10/2/2018	SA 18-09 TPM 18-02 V 18-01 E 18-08	10/2/2018	Aegis Builders, Inc.	11695 Canal Street	Distributed on 10/16/2018. Incomplete on 10/31/2018
11/15/2017	SA 17-10 E 17-09	Todd Kessler	Single Family Residence	23400 Westwood St	Distributed on 6/11/2018. In Review
3/27/2018	SA 18-04 E 17-10	Lewis Development	Residential Project (707 Homes)	1167-151-22, 68, 71, 73, 74, 75	Incomplete on 3/27/2018

##### Major Applications – Specific Plan

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

##### Major Applications – Conditional Use Permit

Date Submitted	Case No.	Applicant	Description	Location	Status
7/10/2018	CUP 18-03 E 18-07	Jeffrey McConnell	Agricultural Uses	21712 Vivienda Avenue	Incomplete letter e-mailed on 8/10/2018
9/17/2017	CUP 17-08 E 17-07	National Logistics Team	Recycling Pallets	21496 Main Street	Incomplete on 10/18/2017 & 2/27/2018.

Administrative Applications					
Date Submitted	Case No.	Applicant	Description	Location	Status
11/1/2018	ASA 18-11 E 18-11	Dale Clark	758 Garage, 341 Workshop	12600 Mt. Vernon	Incompleteness Letter Mailed on 11/29/2018
10/22/2018	ACUP 18-07 MD 18-04 E 18-09	Rudy Lozano	Guest House and Workshop Addition	12600 Mt. Vernon Avenue	Deemed Complete PC meeting scheduled for 12/6/2018
9/18/2018	DU 18-02	Patrick O'Brien	Industrial Truck Storage Facility	APN: 0275-191-06, 30	In Review
9/5/2018	ACUP 18-06	Odalberto's	Beer and Wine License	22488 Barton Road	Pending Property Owner's Signature
4/14/2017	ASA 17-05 ACUP 17-04 E 17-01	Verizon Wireless	Backup Diesel Generator	22745 De Berry Street	Pending revised lease agreement 4/17/2018

Land Use Review					
Date Submitted	Case No.	Applicant	Description	Location	Status
11/30/2018	LU 18-95	Jesus Gutierrez	Office Business	22365 Barton Road, Suite 113	Approved
11/29/2018	LU 18-94	Living Word Inland Empire	Perimeter Fencing	12408 Mt. Vernon Avenue	Approved
11/20/2018	LU18-93	Chris Voss-Crown Castle	Telecommunication Facility	12745 Oriole Avenue	In Review
11/15/2018	LU 18-92	Michelle Miller	Temp. Commercial Vehicle	22558 Cardinal Street	Approved
11/13/2018	LU 18-91	Susan Gomez	Temp Use, Special Event	22533 Barton Road	Approved
11/13/2018	LU 18-90	California Recyclers	Temp Use, Cardboard Recycling	21801 Barton Road	In Review
11/5/2018	LU 18-89	Layth Yasin	On-line Wholesale Auto Dealer	22365 Barton Road, Suite 308	Approved
10/30/2018	LU 18-88	David Kafovalu	Existing Wireless Antenna Upgrades	22745 De Berry Street	Approved
10/24/2018	LU 18-86	Stephany Nguyen	Nail and Spa	22473 Barton Road	Approved

Home Occupation Permit					
Date Submitted	Case No.	Applicant	Description	Location	Status
10/31/2018	HOP 18-09	Norma Estrada	Play Area Services (1-5 Year Old)	22303 Ladera Street	Approved
10/10/2018	HOP 18-08	Jeffrey Kokinda	Plumbing Services	11918 Pascal Avenue	Approved

<b>Temporary Signs</b>					
<b>Date Submitted</b>	<b>Case No.</b>	<b>Applicant</b>	<b>Description</b>	<b>Location</b>	<b>Status</b>
<b>11/21/2018</b>	TEMP SGN 18-24	Century 21	Real Estate Signs	Highland	Approved
<b>11/13/2018</b>	SGN 18-10	Rubio Bell	Miguel's Jr Monument Sign Relocation	22193 Barton Road	In Review

## 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 19 permits issued in November. Year to date a total of 161 permits have been issued with a total revenue of \$87,827.02. In addition, a total number of 55 customers were assisted at the Building & Safety counter for the month of November.

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

\* Includes (17) New Single-Family Residence Permits

### Permits Issued

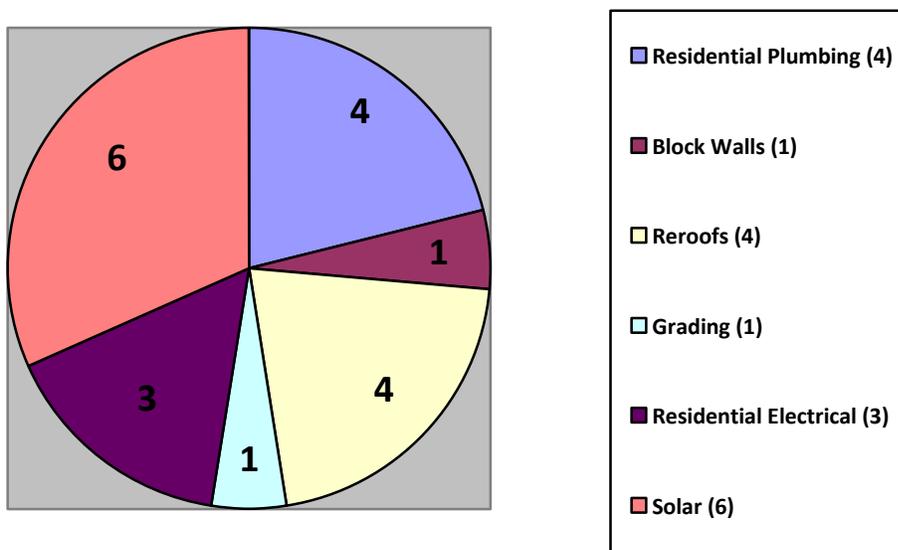
The permits issued in November include block wall, re-roofs, water heaters, PV solar systems, and panel upgrades.

Of note, a permit for public street improvements for Habitat for Humanity’s new single-family residence located at 12569 Michigan Avenue was issued. Improvements include new curb & gutter, sewer lateral, driveway approach, and sidewalk.

Type of permits	Number Issued											
	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Residential Alteration/Repair	2	5	1	3	0							
Block Walls / Retaining Walls	1	1	1	1	1							
Demolition	0	0	1	0	0							
Reroofs	3	2	6	6	4							
Water Heater / Plumbing	3	3	5	2	4							
HVAC / Mechanical	6	13	1	3	0							
Solar	6	9	0	12	6							
Commercial Tenant Improvement	4	1	0	1	0							
New Commercial	0	0	0	0	0							
Grading	1	0	0	1	1							
Patio Covers	1	2	2	0	0							
Pools	0	0	0	2	0							
Panel Upgrades / Electrical	3	1	1	3	3							
New SFR	17	0	0	0	0							
<b>Total</b>	<b>47</b>	<b>37</b>	<b>24</b>	<b>34</b>	<b>19</b>							

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

## Issued Permits - November 2018



### Major Projects Under Construction

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

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

Project	Description/Location	Status
Habitat for Humanity	12569 & 12579 Michigan St. New SFR Habitat Project	Under Construction – Underground plumbing / on-site sewer inspected
Aegis Builders, Inc.	12382 – 12485 Tesoro Ct. New 17 SFR Aegis Project & Foundation Only permits	Under Construction – Insulation / Lath inspected
Southern California Edison	12700 Taylor St. On-site grading, new fence and gate with retaining wall for SCE Highgrove Substation	Under Construction – Footings/Steel inspected
SBCTA	12040 La Crosse Ave – New 70' cell site for SBCTA	Under Construction – Corrections issued for Final Building Inspection
Barton Bridge – CALTRANS	Barton Rd. Bridge Over cross	Under Construction
Tim Boyes, Vista Grande Way	Parcel Map 16945 – Street Improvement Project (Vista Grande Way)	Pre-construction meeting held in September.
Sweet Life Bakery	22488 Barton Rd. – Tenant Improvement for "Sweet Life Bakery"	Under Construction – Underground plumbing inspected

<b>San Manuel Indian Health Clinic</b>	11980 Mt. Vernon Ave. – On site grading for new healing garden and parking lot expansion	Under Construction – Forming & head walls inspected
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### Plan Checking Activity

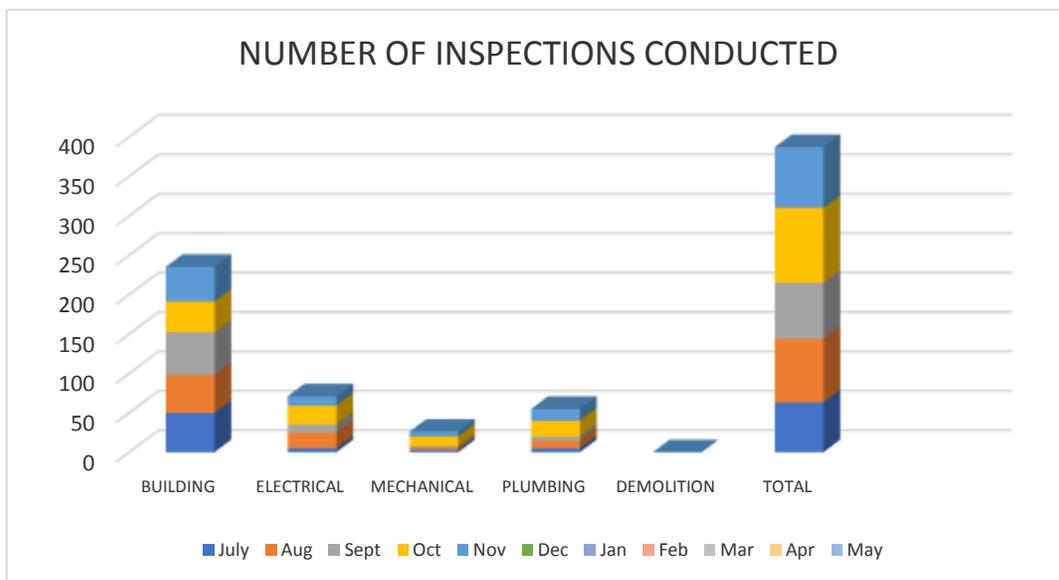
For November 2018, a total number of twenty-one plans were submitted for review and re-submittal. Of note, tenant improvements for a new Grocery Outlet and construction plans for Crestwood Communities Tract 18071 were submitted for plan check review.

<b>Project</b>	<b>Description/Location</b>	<b>Status</b>
<b>Tim Boyes, Vista Grande Way</b>	Parcel Map 16945 – Precise grading for (1) lot / (N) SFR, rough grading of (2) lots	In Plan Check – Rough grading plans approved, (N) SFR and precise grading in review
<b>Yacoub Farsakh, Palm Residence</b>	23315 Palm Ave. – New SFR	In Plan Check – New residence plans under review
<b>Joab Jerome, Burns Residence</b>	11838 Burns Ave. – Street Improvement Plan and on-site grading	In Plan Check Corrections picked up by Applicant 03/19/18
<b>Wilden Pump &amp; Engineering</b>	22069 Van Buren St. – Installation of (1) spray booth	In Plan Check – Corrections picked up by Applicant 09/13/18
<b>Habitat for Humanity</b>	12569 & 12579 Michigan St. – Landscape review for (2) new single-family residences	In Plan Check – Landscape plans approved
<b>The Heights, Laundry Room Enclosures</b>	22491 De Berry – Construction of new laundry room enclosures for (42) units	In Plan Check – Enclosure plans under review
<b>Tenant Improvement, Sophia’s Nail Shop</b>	12210 Michigan St. – Tenant improvement for nail salon to include new non-bearing walls, electrical and plumbing	In Plan Check – Corrections for 1 <sup>st</sup> review issued 10/12/18
<b>Tim Evans – American Warrior, LLC</b>	21935 Van Buren St. – Tenant Improvement for electrical to install screen printing equipment, shirt printing – American Warrior, LLC	In Plan Check – Plans submitted for second review 11/21/18
<b>Vic Onorio, Former child care building</b>	22400 Barton Rd. – Tenant Improvement for disabled access upgrades for previous child care facility	In Plan Check – Corrections for 1 <sup>st</sup> review issued 10/26/18

### Inspections

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

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

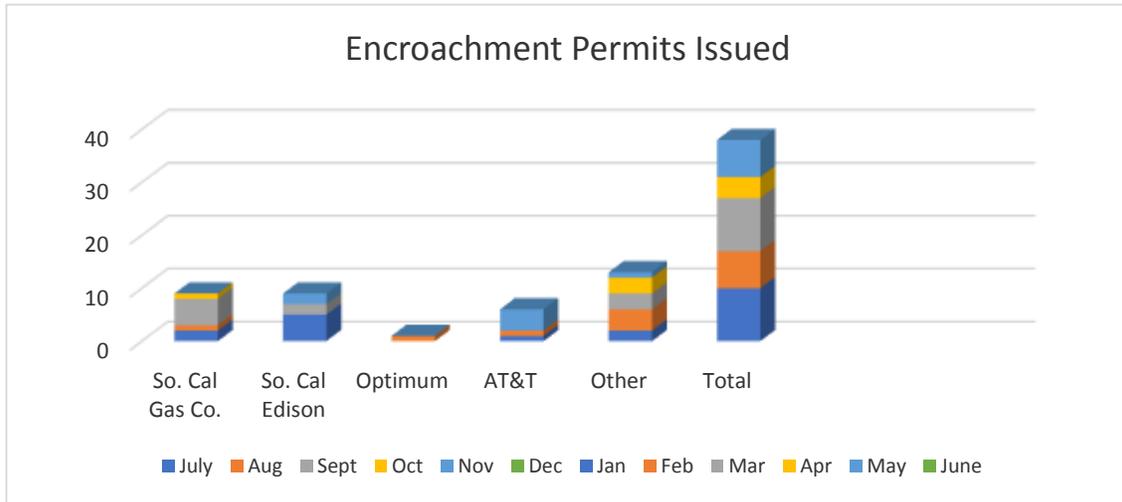


### Certificate of Occupancy

A Certificate of Occupancy was issued for the following businesses:

- Sleep Gurus located at 12210 Michigan St. Suite 23
- R Car located at 12210 Michigan St. Suite 23

**Public Works Encroachment Permits**



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

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

## ANIMAL CONTROL AND CODE ENFORCEMENT DIVISION

### Core Services

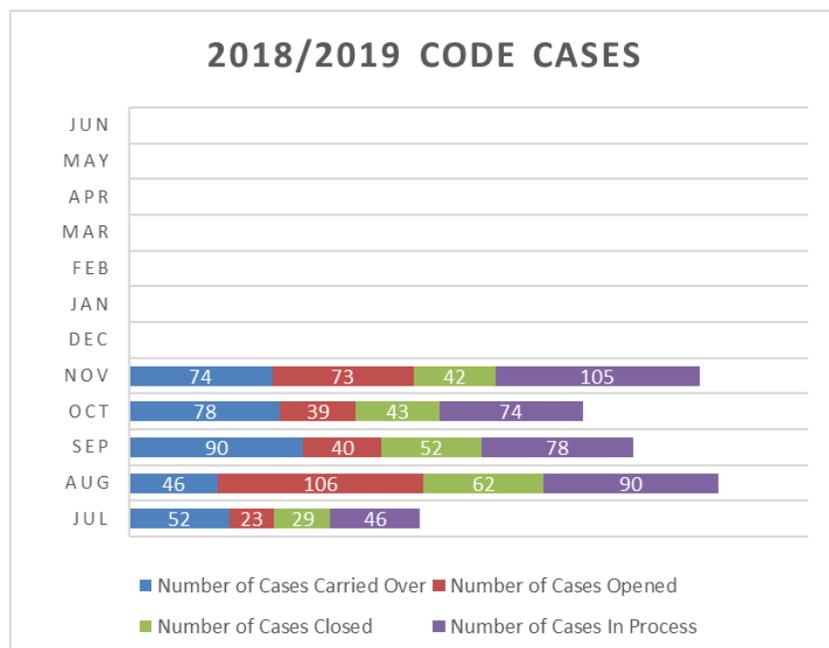
- Zoning & Municipal Code Enforcement
- Animal Control Services
- Street Sweeping Traffic Enforcement

The Division is budgeted for one full time Officer, a part time Specialist and a full-time Office Specialist. These three positions constitute 528 monthly service hours in November, plus an additional 31 hours for on-call coverage. On-call coverage is provided to handle after hour emergency animal control calls.

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

### Activity Summary for Code Enforcement

In November, Code Enforcement had 74 cases carried over from the previous month, 73 new cases opened, and 42 cases were closed. The Division closed out November with 105 open cases. The chart below demonstrates a breakdown of Code cases by detailing how many cases were carried over from the previous month, opened, closed and still being addressed.



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

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

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

### Special Enforcement Programs

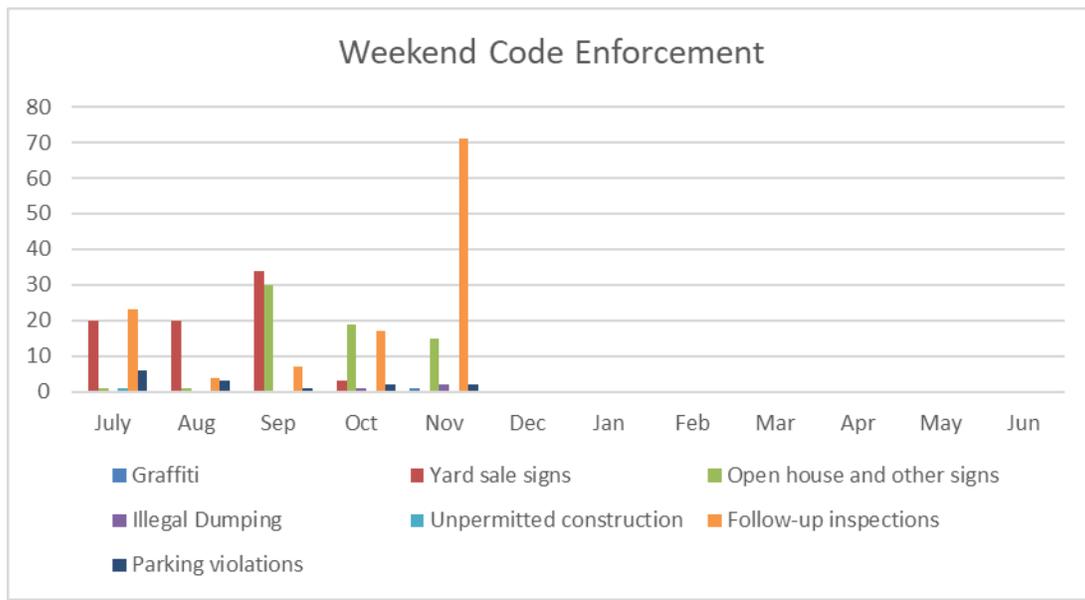
Code Enforcement began enforcement of 160 businesses that had not renewed their licenses. Code Enforcement went to the location of the businesses and verified that they were still not licensed and issued citations to those businesses. Provided that the license was renewed within 7 days, the citation would be dismissed. Twenty-four citations were issued.

### Weekend Code Enforcement Activities

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

Case Types	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Graffiti	0	0	0	0	1	1						
Yard sale signs	20	20	34	3	0	19						
Open house and other signs	1	1	30	19	15	10						
Illegal Dumping	0	0	0	1	2	1						
Unpermitted construction	1	0	0	0	0	0						
Follow-up inspections	23	4	7	17	71	65						
Parking violations	6	3	1	2	2	1						

Case Types	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	Ma
Graffiti	0	0	0	0	1	1					
Yard sale signs	20	20	34	3	0	19					
Open house and other signs	1	1	30	19	15	10					
Illegal Dumping	0	0	0	1	2	1					
Unpermitted construction	1	0	0	0	0	0					
Follow-up inspections	23	4	7	17	71	65					
Parking violations	6	3	1	2	2	1					



Special weekend enforcement projects:

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

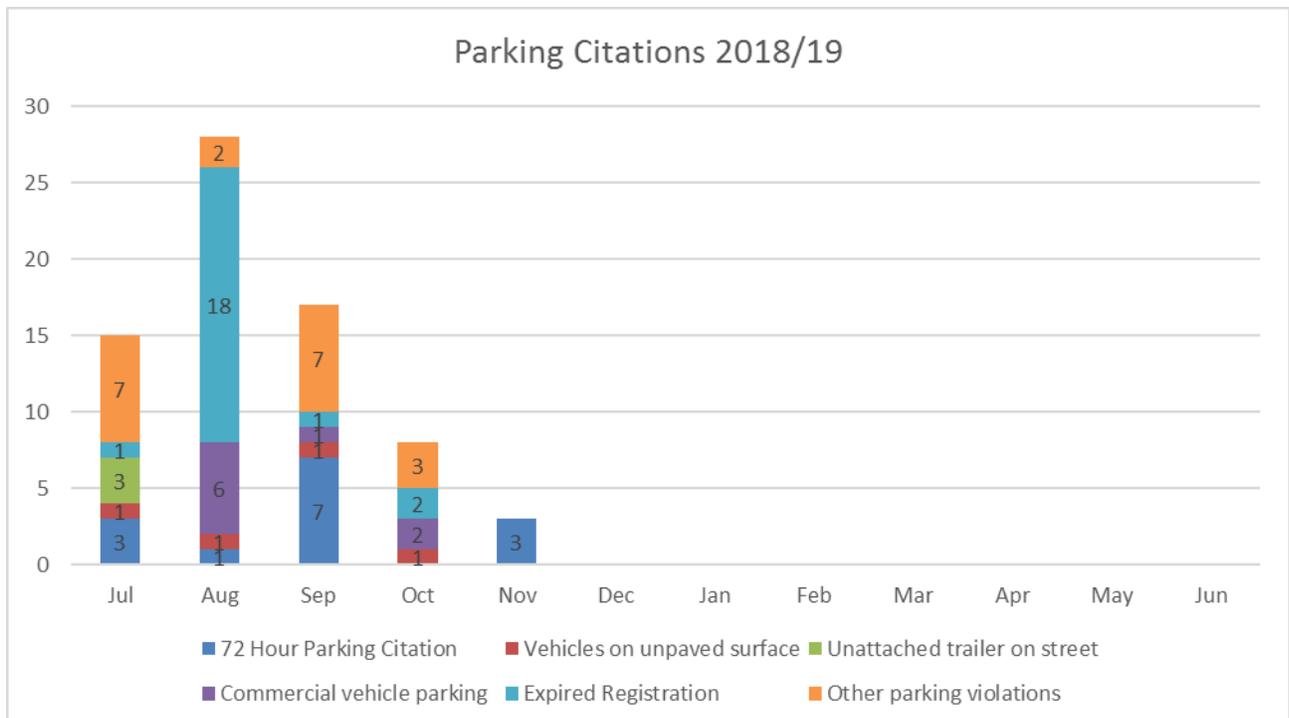
Front yard maintenance: Code Enforcement also started addressing landscaping issues that were mainly complaint driven. For the month of November, 57 property owners were issued notices for dirt yards and landscaping violations. Because of the effort property owners need to take to address the issue, property owners are given 30 days to correct, with extensions given as needed.

Parking Citations:

In November, 158 vehicle related citations were issued; 155 of the citations issued were related to street sweeping enforcement. The citations are expected to generate approximately \$3,875 in general fund revenue. Street Sweeping in residential areas occurs on the first, second, and third Thursdays of each month.



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



### Graffiti/Vandalism/Illegal Dumping

There was 1 case of graffiti and 2 cases of illegal dumping reported in November 2018 on private or public property.

### Rental Inspection Program

There are approximately 341 properties in the Program, consisting of both single-family units and multiple family units (i.e. apartments, duplexes, triplexes, etc.).

Properties are inspected annually. All rental properties have been inspected and of the three hundred and forty-one inspected properties 2 rentals remain open for violations and will be followed up to ensure they are in accordance with Grand Terrace rental property standards.

### See Click Fix

There was one complaint received via SeeClickFix in November 2018. The cases involve overgrown vegetation. This case is being addressed by Code Enforcement.

### Animal Control Services

Animal control services were taken over by City Staff on July 27<sup>th</sup> by the City's new full-time Animal Control/Code Enforcement Officer. With the hiring of our part time Animal Control/Code Specialist the Animal Control Division is fully staffed. Sheltering services are contracted through the County of Riverside Western Riverside Animal Shelter.

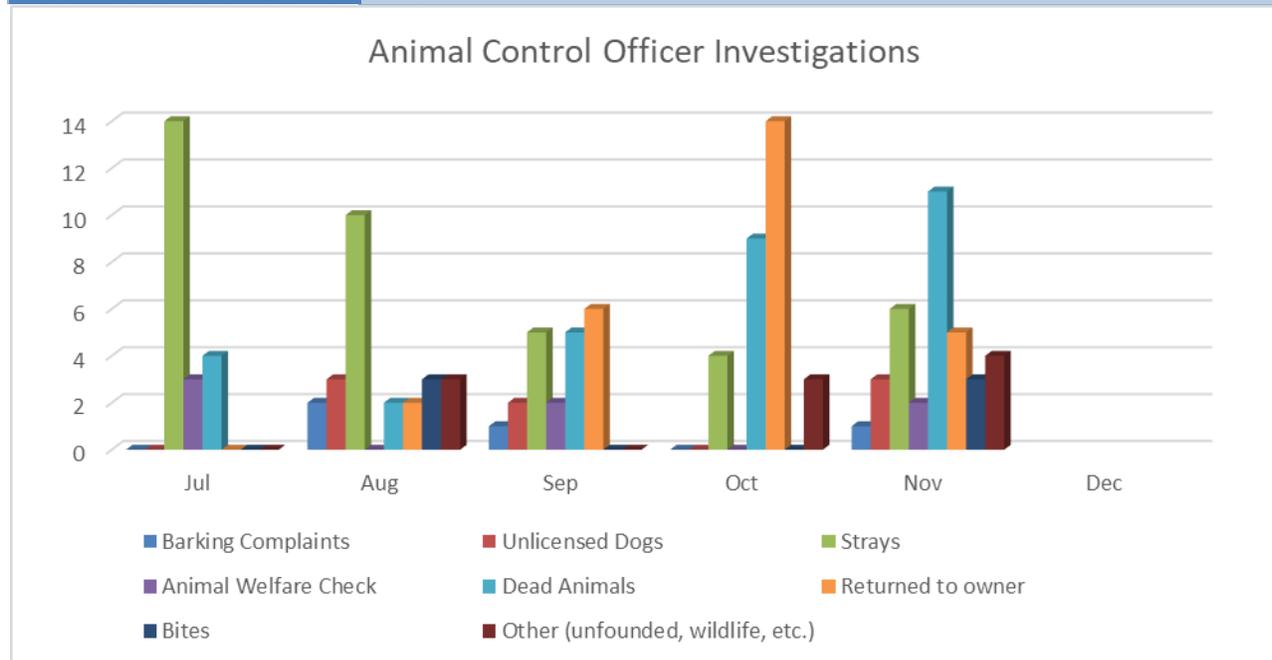
In November, Animal Control/Code Enforcement Staff participated in the City's Country Fair where the Animal control vehicle was displayed, and a booth with information to help inform the residents about local animal control and the services we offer.

With the implementation of Animal Control Services, the City has instituted the practice of first making every effort to return stray dogs to its owner, by checking it for tags or microchip. If the owner cannot be identified, the City will place a photograph of the impounded animal on the City's Facebook page so that owners can reclaim their pet. If the dog is unlicensed the owner will be given a citation, but the fine is dismissed if the dog is licensed within 7 days. Of the 11 dogs picked up, 5 were returned to the owner.

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

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

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



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

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

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

## Public Works

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

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**City of Grand Terrace**  
Public Works Department

DATE: January 15, 2019

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

FROM: Alan French, Public Works Department Director

SUBJECT: November 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	Preliminary Environmental Started Need State ok to start design	Fed, State, City
Commerce Way Extension	\$ 3,500,000	City Part Final Design 90% beginning r/w, utility coordination negotiating additional scope	State, City
CIP Year 2 Street Slurry/Resurfacing	\$760,000	Paving done, project closeout in January	State, Recycle Grant, City
Dog Park	\$350,000	Constructed, end of maintenance, negotiating change order	Park Fees, State, City
HSIP – Mt. Vernon Safety Project	\$435,700	Final Design package to State for review, need apply to advertise	Fed
HSIP – Guardrails	\$648,300	Soliciting consultant for engineering	Fed
HMGP – Mt. Vernon Slope Stabilization	\$3,700,000	Soliciting consultant for application effort	Fed
<b>TOTALS:</b>			<b>\$12,894,000</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

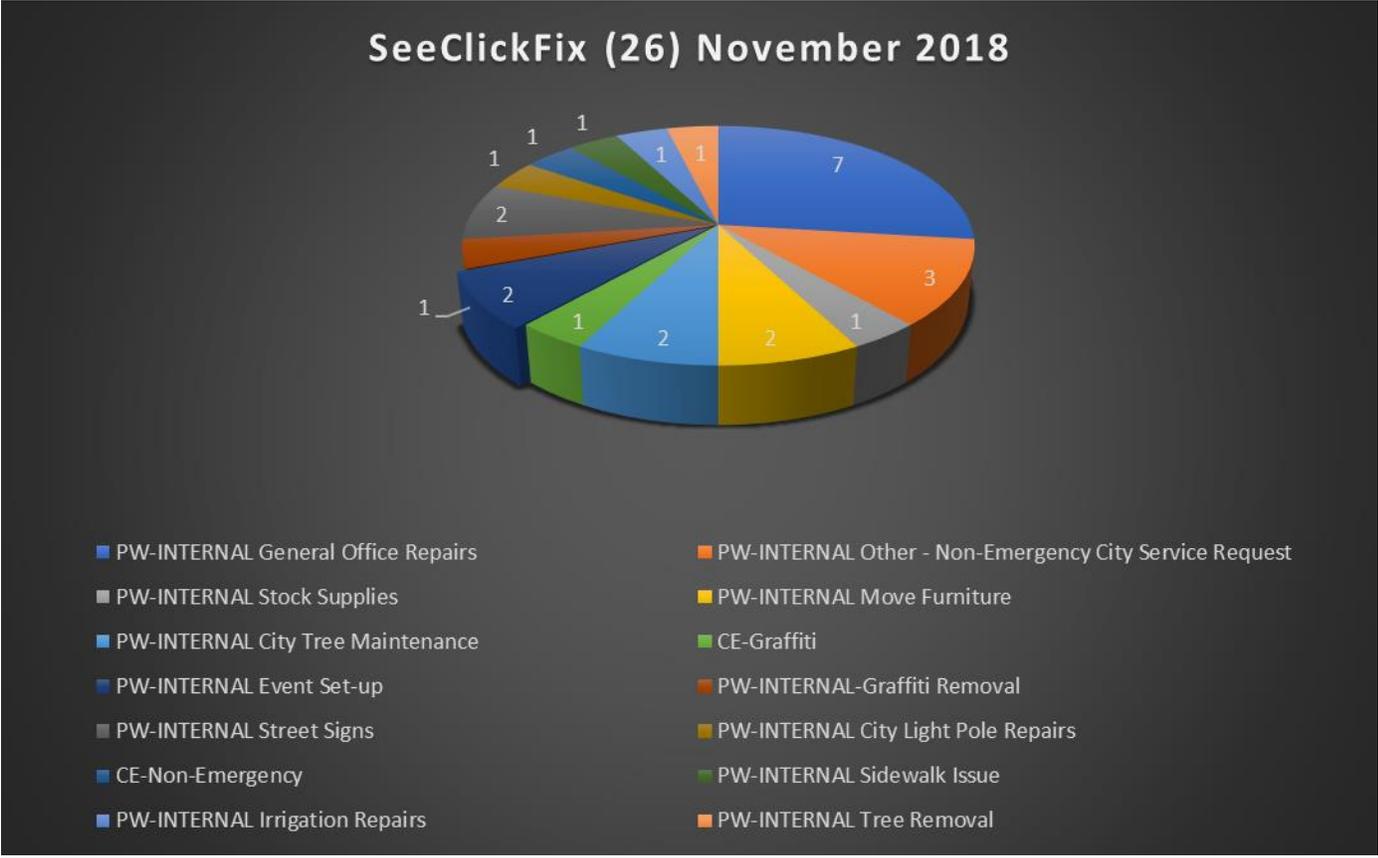
			Weekday Hours		After hours & Weekend hours		Call outs
	Budgeted	Staffed	Available	Worked	*Available	Worked	
Field	4	3	452	428	35	143.25	2
Office	2	2	300	290.5	0	5.5	0
Total	6	5	752	718.5	35	148.75	2

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

### Work Release Hours

Maintenance was supplemented by **280** work releases hours during the month of NOVEMBER.

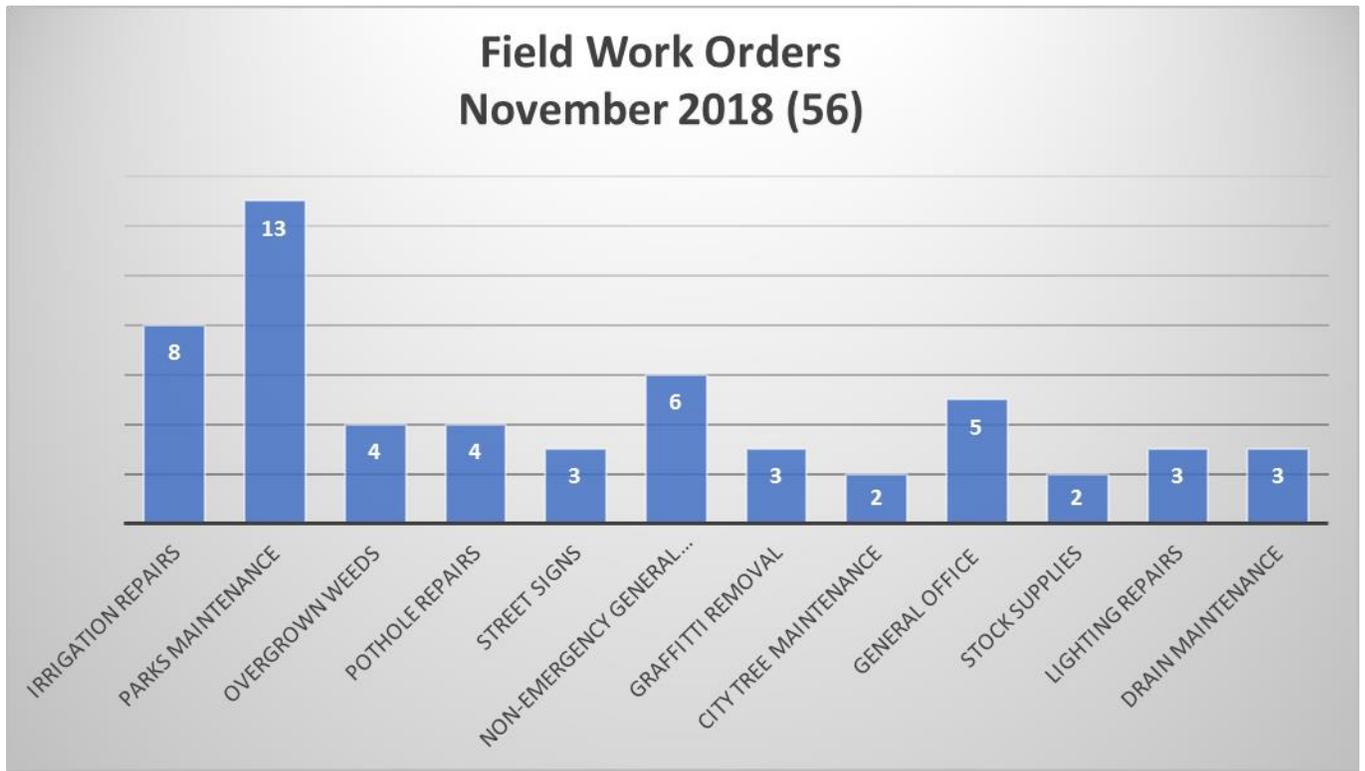
**Total Month of November 2018 SeeClickFix Work Orders (26)**  
**Public Works Department**



## SeeClickFix Work Orders November 2018 (26)

	Id	Status	Opening Date	Closing Date	Category	Address	Description
1	5078328	Archived	11/1/2018	11/2/2018	PW-INTERNAL General Office Repairs	22795 Barton Road Grand Terrace, CA	Committee storage room door, opening issue to be inspected.
2	5078579	Archived	11/1/2018	11/9/2018	PW-INTERNAL General Office Repairs	22795 Barton Road Grand Terrace, CA	Assemble ten chairs before November 9 in preparation of the Veterans Day celebration, thank you.
3	5083908	Archived	11/2/2018	11/14/2018	PW-INTERNAL General Office Repairs	22795 Barton Road Grand Terrace, CA	Toilet in Women's Public Restroom leak.
4	5094113	Archived	11/6/2018	11/14/2018	PW-INTERNAL General Office Repairs	22795 Barton Road Grand Terrace, CA	Vent to be redirected second floor.
5	5094142	Archived	11/6/2018	11/9/2018	PW-INTERNAL Other - Non-Emergency City Service Request	21937 Grand Terrace Road Grand Terrace, CA	Orange fruits on ground and smashed around walk ways and tennis court reported at Fitness Park. Please clean-up. Thank you.
6	5095128	Archived	11/6/2018	11/9/2018	PW-INTERNAL General Office Repairs	22795 Barton Road Grand Terrace, CA	Please pick up 100 chairs for Veterans Day event from City of Colton.
7	5101666	Archived	11/8/2018	11/13/2018	PW-INTERNAL Stock Supplies	22795 Barton Road Grand Terrace, CA	Please pick up supplies in copier room and at secretary desk, thank you.
8	5101673	Archived	11/8/2018	11/8/2018	PW-INTERNAL Move Furniture	22795 Barton Road Grand Terrace, CA	Please move furniture tables and chairs see Alan.
9	5104874	Archived	11/9/2018	11/15/2018	PW-INTERNAL General Office Repairs	22795 Barton Road Grand Terrace, CA	Please pick up "RESTROOM" lettering and install at Richard Rollins park.
10	5105078	Archived	11/9/2018	11/13/2018	PW-INTERNAL City Tree Maintenance	22844 Finch Street Grand Terrace, CA	Resident reported tree branch that has fallen onto street please pick-up. Thank you.
11	5109665	Archived	11/11/2018	11/15/2018	CE-Graffiti	23269 Palm Ave Grand Terrace, CA 92313, USA	There is black graffiti sprayed on the rocks at the East end of Palm Ave
12	5114416	Archived	11/13/2018	11/15/2018	PW-INTERNAL Event Set-up	22795 Barton Road Grand Terrace, CA	Meeting set-up.
13	5118399	Archived	11/14/2018	11/20/2018	PW-INTERNAL General Office Repairs	22795 Barton Road Grand Terrace, CA	City vehicle battery's need to be charged.
14	5119317	Archived	11/14/2018	11/15/2018	PW-INTERNAL-Graffiti Removal	Palm Avenue CA	Graffiti at the end of Palm up on top
15	5122308	Archived	11/15/2018	11/27/2018	PW-INTERNAL Street Signs	Barton Road Grand Terrace, CA	Resident reported sign that reads lane merging etc.. is covered. Please make sure we trim tree for visibility. Also take photographs and provide. Thank you.
16	5122411	Archived	11/15/2018	11/20/2018	PW-INTERNAL City Light Pole Repairs	22115 Barton Road Grand Terrace, CA	Please install light bulb at Kiosk
17	5122417	Archived	11/15/2018	11/15/2018	PW-Other-Non Emergency City Service Request	22795 Barton Road Grand Terrace, CA	Please clear out some debris from low boy for Burrtec and p/u debris in yard
18	5125387	Archived	11/16/2018	11/20/2018	PW-INTERNAL Event Set-up	Grand Terrace CA	Please power wash shelter D , reservation just placed this morning for this coming Sunday. Thank you.
19	5125640	Archived	11/16/2018	11/20/2018	PW-INTERNAL Move Furniture	22795 Barton Road Grand Terrace, CA	When available please place black cabinet in City Hall from EOC building. See secretary for location.
20	5125793	Archived	11/16/2018	11/27/2018	PW-INTERNAL City Tree Maintenance	12464 Vivienda Avenue Grand Terrace, CA	Resident reported limb hanging down, please and inspect and remove.
21	5139551	Archived	11/21/2018	11/27/2018	CE-Non-Emergency	Barton Road Grand Terrace, CA	This pile of clothing disposed of two weeks ago on the city sidewalk still remains
22	5090494	Acknowledged	11/5/2018	Roll Over	PW-INTERNAL Sidewalk Issue	22109 Tanager Street Grand Terrace, CA	Resident reported damaged sidewalk and street on the corner of his home. Please inspect and take photographs.
23	5090846	Acknowledged	11/5/2018	Roll Over	PW-INTERNAL Irrigation Repairs	22796 Finch Street Grand Terrace, CA	Please inspect area as resident reported she turned off irrigation system because of the fallen tree and water is not on at the moment. Please inspect which sprinklers need to be repaired on the right of way, thank you.
24	5094960	Acknowledged	11/6/2018	Roll Over	PW-INTERNAL Street Signs	22140 Flamingo Street Grand Terrace, CA	Missing Flamingo street sign and Michigan sign damaged please repair and order sign needed.
25	5094975	Acknowledged	11/6/2018	Roll Over	PW-INTERNAL Tree Removal	22765 Raven Way Grand Terrace, CA	Please inspect tree and (driveway) as reported causing damage.
26	5161177	Acknowledged	11/29/2018	Roll Over	PW-INTERNAL Other - Non-Emergency City Service Request	12071 Mount Vernon Avenue Grand Terrace, CA	Reported mount hill due to rain discuss with Director

**Work Orders captured while out on Field (56)**



**Park Shelter Reservations in November 2018**

Park	Shelter	Date Reserved
Richard Rollins	C & D	November 3, 2018
Richard Rollins	B	November 10, 2018
Richard Rollins	D	November 16, 2018

**Community Room Reservations November 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

**Transportation Permits**

November 29, 2018	Dalton Trucking	Barton Road/I215S
November 29, 2018	Hill Crane Service	Barton Road/Mt. Vernon

# November 2018

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

	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
WEEK 44	Oct 28	29	30	31	Nov 1	2	3
					4:00pm Girl Scouts Troop 1195	4:00pm Girl Scouts Troop 1195	10:00am Overeaters Anonymous
WEEK 45	4	5	6	7	8	9	10
			5:00pm EOC Monthly Meeting (Community Room) 6:30pm Republican Woman's Club (Community Room)		4:00pm Girl Scouts Troop 1195 4:00pm Parks and Recs Advisory Committee		9:00am Citrus Belt Quilters 10:00am Overeaters Anonymous
WEEK 46	11	12	13	14	15	16	17
				8:30am Light GT Team Use	4:00pm Girl Scouts Troop 1195		10:00am Overeaters Anonymous 1:00pm Legislators Program Meeting
WEEK 47	18	19	20	21	22	23	24
		5:00pm Friends of the Library Meeting			4:00pm Girl Scouts Troop 1195		10:00am Overeaters Anonymous
WEEK 48	25	26	27	28	29	30	Dec 1
					4:00pm Girl Scouts Troop 1195		

Community Room

1

1/14/2019 2:40 PM

## **Signal Light Maintenance**

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

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

## **Park Maintenance**

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

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

## Waste Management Services

### Burrtec Waste Industries

#### Waste Generation Report:

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

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

Service Description	Refuse	Recycling	E-Waste	Green-waste	Tires	Tin/White	Scrap Metal	Inert	C&D	Comm'l Select / Floor-sort	Total Tonnage Generated	Total Tonnage Generated by Category
Residential	323.41	76.67		223.85							623.93	
Christmas Tree												
Bulky Item	8.74		0.38			1.75					10.87	634.80 Residential
Multi-Family	167.24	9.00		6.05							182.29	182.29 Multi-Family
Commercial	192.57	6.69		1.10	0.31		0.53			0.08	201.28	
School	65.68	16.67									82.35	283.63 Commercial
Rolloff	43.24							38.84	1.40		46.33	83.48 Rolloff
<b>Grand Total</b>	<b>616.11</b>	<b>88.72</b>	<b>0.13</b>	<b>173.40</b>		<b>0.88</b>				<b>0.02</b>	<b>879.26</b>	

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

Date Reported	Address	Description	Date Pick Up Completed
10/3/2018	11998 Minona Court	90 gal Greenwaste bin missed	10/3/2018
10/8/2018	12608 Browning Court	96 gal bin missed	10/8/2018
10/9/2018	12709 Sandburg Way	Greenwaste bin was not serviced	10/9/2018
10/10/2018	12635 Franklin Way	Trash missed, was out night before	10/10/2018
10/10/2018	22720 Main Street	Greenwaste was missed for whole street	10/10/2018
10/10/2018	22710 Main Street	Greenwaste missed for whole street	10/10/2018
10/10/2018	22790 Main Street	Greenwaste missed for whole street	10/10/2018
10/10/2018	12511 Oriole Avenue	Greenwaste missed	10/10/2018
10/15/2018	12592 Mt. Vernon Avenue	90 gal bin missed	10/16/18
10/16/18	11818 Burns Ave	90 gal bin missed	10/16/2018
10/16/2018	22036 Vivienda Ave	90 gal recycle bin was missed	10/16/2018
10/16/2018	11800 Della Lane	Trash bin missed	10/16/2018
10/17/2018	22539 Kentfield Street	Greenwaste missed	10/17/2018
10/23/2018	12016 Aspen Circle	3 yard bin not serviced in 2 weeks	10/23/2018
10/30/2018	12454 Pascal Avenue	Trash bin missed	10/30/2018

## **Public Works Administration**

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

### **Contracts:**

#### ***Public Works Services for FY 2018-19:***

<b>Contractor Name</b>	<b>Service</b>	<b>Contract Amount</b>	<b>Remaining Balance as of Nov 30, 2018</b>
ACCO Engineered Systems	HVAC Maintenance	\$22,850	\$14,769.04
Albert A Webb Associates	Commerce Way Final Design	\$109,389.00	\$32,843.10
Albert A Webb Associates	CHP – DEVCO Traffic Engineering	\$856.00	\$0
Charles Abbott Associates	Landscape and Lighting Assessment District Annexation Engineering Services	\$10,000.00	N/A (Developer Fee)
Clean Street	Street Sweeping Services	\$52,000.00	\$10,833.32
City of Colton Cooperative Agreement with Grand Terrace	Traffic Signal Maintenance for signal on Litton Avenue	N/A	N/A
EZ Sunnyday Landscape	Landscape Maintenance	\$45,430.00	\$28,650.00
Gopher Patrol	Gopher Abatement Services	\$6,512.00	\$4,144.50
Hardy and Harper, Inc	Street Maintenance Services	\$75,000.00	\$0
Interwest Consulting Group TKE Engineering, HR Green	On-Call Public Works Inspection Services	\$40,000.00	\$36,390.00
Interwest Consulting Group HR Green Albert A. Webb	On-Call Construction Management Services (incl. Barton Road Interchange Project – Interwest)	\$40,000.00	\$40,000.00
Interwest Consulting Group	Commerce Way Extension Real Estate & Engineering Services	\$251,609.00	\$228,039
Lynn Merrill	NPDES Services	\$10,000.00	\$8928.70
Moran Janitorial Services	Janitorial Services for City Hall and City Parks	\$19,980.00	\$13,320.00
Otis Elevator Company	Elevator Maintenance Service	\$4,996.34	\$0
San Bernardino County Dept of Public Works – Flood Control	Flood Control Facilities	\$26,117.00	\$0
San Bernardino County Fire Dept – Hazardous Material	Household Hazardous Waste (HHW) Services	\$17,538.80	\$13,154.10
San Bernardino County Land Use Services	Fire and Weed Hazard Abatement Services	\$13,526.00	\$13,526.00
St. Francis Electric, LLC.	Traffic Signal Maintenance Services	\$10,000.00	\$3,968.52
County of Riverside TLMA Administration	Main Street Traffic Signal Maintenance Services	\$6,000.00	\$1,043.53
West Coast Arborist	5 Year Tree Maintenance Program	\$38,560.40 (\$192,802.5-yr term)	\$38,560.00
Western Exterminator Co.	Pest Control Services	\$5,436.00	\$2,411.50
Willdan	Engineering Services (incl. Landscape and Lighting Assessment District)	\$7,000 (paid with Dev. fees)	N/A (Developer Fee and LLMD Assess.)

	<b>TOTAL PUBLIC WORKS CONTRACT VALUE FOR FY 2017-18:</b>	<b>\$800,365.00</b>	<b>\$490,581.31 balance</b>
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***FY 2018-19 Capital Improvement Project Contracts***

<b>Contractor Name</b>	<b>Service</b>	<b>Contract Amount</b>	<b>Contract Balance</b>
Clean Cut Landscape	Dog Park Construction	\$373,525.15	\$16,517.85
TKE Engineering	Dog Park Inspection & Construction Management	\$11,720.27	\$0
Evan Brooks Associates	Grant Writing for HSIP Cycle 9 – Guardrail Project	\$7,995.00	\$0
Evan Brooks Associates	Preliminary Engineering for HSIP – Mt. Vernon Safety Improvement	\$36,300.00	\$17,166.00
Hardy & Harper	Pavement Rehabilitation Project	\$756,000.00	\$176,640.80
HR Green California	Pavement Rehabilitation Project – Inspection / Construction Mgt	\$26,250.00	\$0
Terracon	Pavement Rehabilitation Project – Geotechnical Services	\$18,984.06	\$0
Warren Anderson Ford Inc (Fritts Ford)	2019 hybrid Ford F-250 maintenance truck (approved by Council FY 17-18)	\$55,075.00	\$55,075.00
	<b>TOTAL CIP PROJECT CONTRACT VALUE FOR FY 2018-19</b>	<b>\$1,285,849.48</b>	<b>\$265,399.65</b>

**Bids:**

- Issued Electric Vehicle Supply Equipment RFP for City Hall

**Major Reports:**

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

**Grants:**

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

**Project Management:**

- Veterans Freedom Park maintenance in preparation of Veterans Day celebration: Slurry seal and striping of parking lot, installation of new ADA ramp, concrete repair, and repair of playground surfacing
- Pavement Rehabilitation Project
- EV Charging Station
- Tree Maintenance – Year 3 Cycle

**Major Meetings / Events:**

- Year 3 Tree Cycle Maintenance Meeting – 11/1/18
- Veteran’s Day Event – 11/11/18
- Burrtec Meeting re: Waste Management Plans (WMPs) – 11/28/18

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# Sheriff's Contract

- Law Enforcement Services



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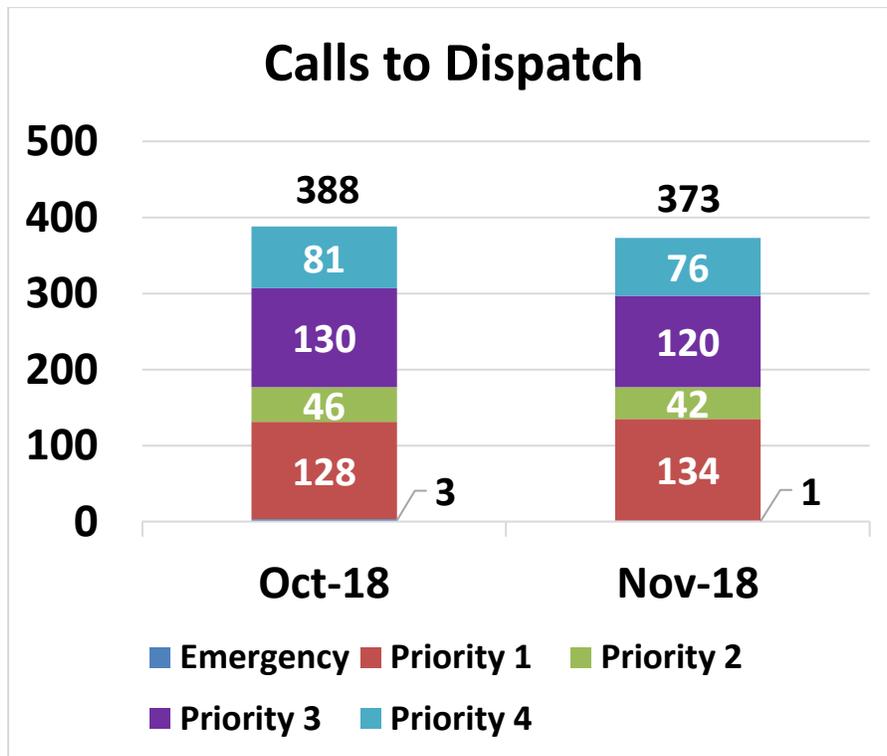


## San Bernardino County Sheriff's Department



Services	October 2018	November 2018
Officer Contact and Calls	1,266	1,092

Calls to Dispatch	October 2018	November 2018
Emergency	3	1
Priority 1	128	134
Priority 2	46	42
Priority 3	130	120
Priority 4	81	76
Totals	388	373



**Emergency** – 911 calls (evaluated for substance).

**Priority 1** – Currently active, 15 minutes or less.

**Priority 2** – Just occurred, 15 minutes or more.

**Priority 3** – Calls over 30 minutes ago.

**Priority 4** – Incident calls, counter calls.

**Note:** As dispatch receives more information during the call, the level of priority can change to a higher or lower level priority.

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# San Bernardino County Fire



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**City of Grand Terrace**  
**Fire Department Incidents**  
**11/01/18 – 11/30/18**

Call Type	Number of Calls
Commercial Alarm	1
Carbon Monoxide Alarm	3
Fire – Vegetation	1
Medical Aid	115
Move Up (Cover Engine in to FS#23)	1
Outside Investigation	3
Public Service	3
Residential Alarm	1
Traffic Collision with Injuries	1
Traffic Collision Unknown Injuries	2
Traffic Collision Unknown Injuries (Freeway)	2
<b>Total Calls</b>	<b>133</b>

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