



MONTHLY REPORT

September & October 2018

PRESENTED BY
THE CITY MANAGER'S OFFICE

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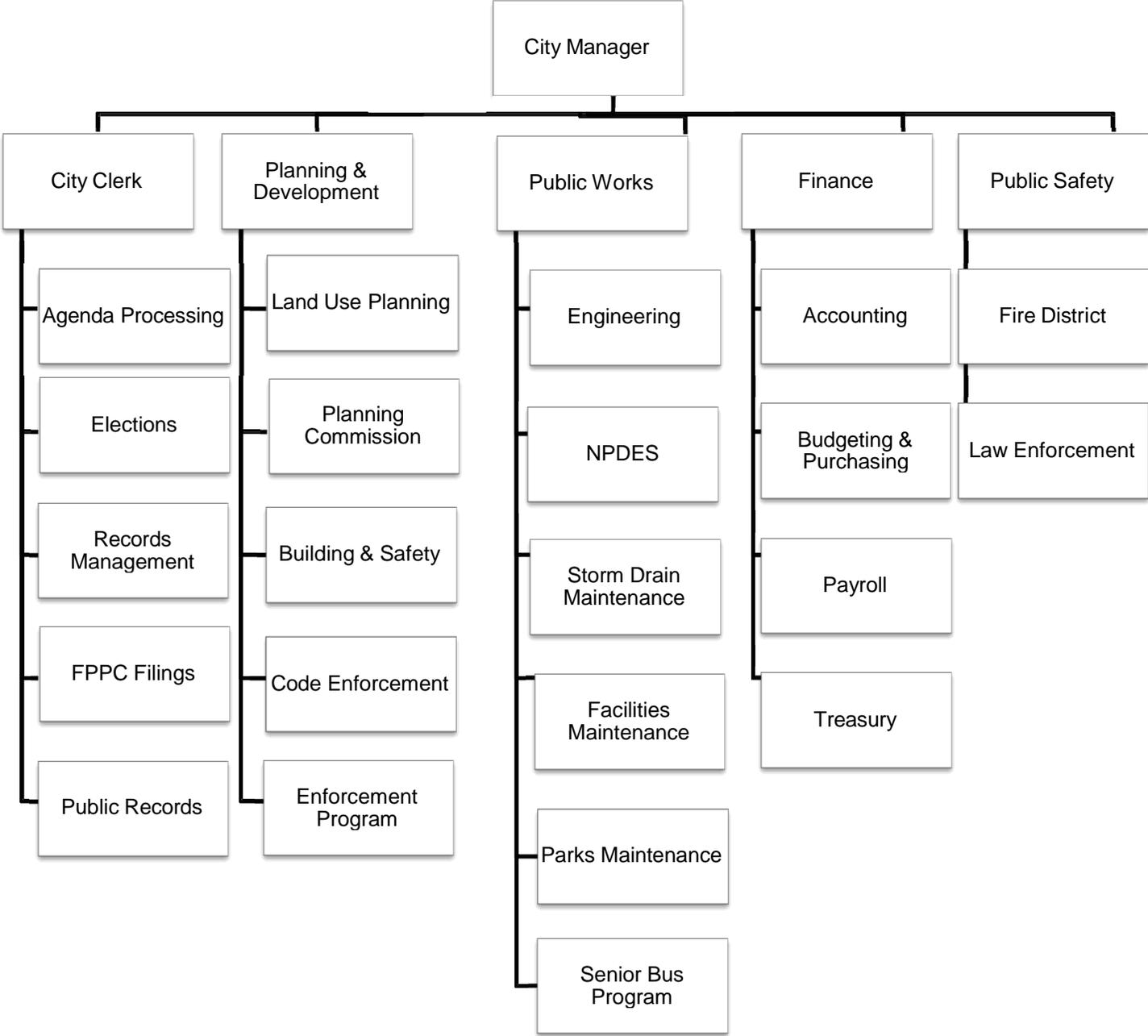
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CITY MANAGER

Organization Chart



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City Clerk

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

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DATE: November 26, 2018

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

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

SUBJECT: SEPTEMBER & OCTOBER 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 months of August and September is four (4), spending a total of twenty (20) hours preparing agenda packets together with delivery and producing 1,148 pages.

AGENDA PROCESSING/POSTING				
MONTH	Regular Meeting	Special Meeting	OB Meeting	Totals
May	2	1	0	3
June	2	2	1	5
July	2	1	0	3
August	2	2	0	4
September	2	0	0	2
October	2	0	0	2
Total Processed	16	6	2	24

RESOLUTIONS & ORDINANCES

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

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

The number of Resolutions and Ordinances processed for the months of September and October are four (4) Resolutions and zero (0) Ordinances for a grand total of four (4) processed for signature and certification.

RESOLUTIONS AND ORDINANCES PROCESSED			
	RESOLUTIONS	ORDINANCES	MONTHLY TOTALS
May	9	0	9
June	7	0	7
July	6	0	6
August	3	0	3
September	2	0	2
October	2	0	2
Total Processed	29	0	29

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 months of September and October 2018, fourteen (14) recognitions were prepared on behalf of City Council.

Month	Certificate of Acknowledgment w/Pin	Certificate of Recognition w/Pin	Commendation w/Pin	In Memoriam Adjournments	Certificate of Participation	Proclamation	Total
May	0	34	1	1	0	1	37
June	0	1	0	1	0	0	2
July	0	35	0	0	0	0	35
August	0	0	0	0	0	0	0
September	0	1	0	1	0	0	2
October	0	10	0	2	0	0	12
Total	0	81	1	5	0	1	88

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 months of September and October 2018, Council approved one agreement which six (6) originals of each agreement were sent to the contractor/consultant for signature. All were returned to the City signed and circulated for signature in-house and are now on file with the City Clerk's department.

CONTRACTS & AGREEMENTS PROCESSED	
May	5
June	4
July	5
August	1
September	2
October	4
Total	21

RECORDS REQUESTS

The City Clerk's office received nine (9) Requests for Copies of Public Records for the month of August 2018. Nine (9) 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 27 pages with six (6) letters to Requestor advising there were no records responsive to the request.

RECORDS REQUEST SUMMARY					
Month	Requests Received	Completed Within 10 Days	Completed with 14-Day Extension	# of Pages Provided	Letter to Requestor – No Records
May	15	14	2	320	4
June	12	14	1	74	3
July	9	11	0	27	6
August	18	20	2	166	16
September	12	10	2	91	3
October	14	7	7	335	3
Total Requests	80	76	14	1013	35

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

TELEPHONE CUSTOMER SERVICE	
May	268
June	174
July	242
August	358
September	283
October	365
Total Calls	1,690

HISTORICAL & CULTURAL COMMITTEE ACTIVITY

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

Month	Committee Meeting	Emails w/Committee Members & Vendors	Written Correspondence w/Committee Members	Telephone Calls with Committee Members & Vendors	Art Show/Country Fair & City Birthday Prep & Attendance	Total # of Hours
May	2.0	1.0	.5	2.5	5.0	11
June	1.5	0	.5	.5	0	2.5
July	2.0	0	1.0	.25	0	3.25
August	1.0	0	.5	.25	0	1.75
September	2.0	0	.5	.25	0	2.75
October	1.5	2.0	1.0	2.5	12	19
TOTAL # HOURS	10.0	3.0	4.0	6.25	17.0	40.25

COMMITTEES/COMMISSIONS

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

COMMITTEES/COMMISSIONS			
	# OF MEMBERS	# OF ALTERNATES	# OF VACANCIES
Emergency Operations Committee	5	2	0
Historical & Cultural Activities Committee	7	0	0
Planning Commission	5	0	0
Parks & Recreation Committee	4	0	1

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.

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: **September – October Monthly Services Report**

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

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

OUR MISSION

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

OUR VISION

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

HUMAN RESOURCES

Mission:

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

Values:

Develop

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

Increase

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

Respect

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

Communicate

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

CORE SERVICES

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

TABLE 1
Recruitment Activity

Description	Jul-2018	Aug-2018	Sept-2018	Oct-2018	Nov-2018	Dec-2018
Recruitments Initiated	0	1*	0	0		
Recruitments in Progress	0	1*	0	0		
Recruitments Pending	0	0	0	0		
Applications Received/Processed	0	46	0	0		
New Hires Processed	1**	0	1***	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.

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		
Other Change Transactions	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		
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*		
ADP Change Transactions	0	0	0	5*		
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
Nutrition Program (# of meals served)	531	538	488	597		
Arts and Crafts Classes	19	25	22	40		
Bingo	40	55	47	41		
Bridge	49	29	40	46		
Bunco	44	51	44	51		
Coffee with Megan	47	62	68	50		
Exercise Classes	77	90	82	107		
Garden Club	8	18	12	7		
Morning Glories (quilting)	45	26	30	0		
Movies with Solomon	10	0	10	0		
Paint Classes		12	17	0		
Card Game Night (Wednesday)	16	19	16	14		
Cell Phone Class				10		
<u>SPECIAL EVENTS</u>						
Monthly Birthday Celebration	24	22	37	30		
Monthly Entertainment (2nd Friday of the month)	25	26	33	36		
Volunteer Appreciation	22					
Keeping Hydrated Class		21				
Blood Pressure Testing			15			
Bus Pass Distribution			30			
Ice Cream Social			36			
Flu Shot Clinic			11			
Halloween Party				40		
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)						
<u>SPECIAL EVENTS</u>						
Monthly Birthday Celebration						
Monthly Entertainment (2 nd Friday of the month)						
Game Night (2 nd Saturday of the month)						
Volunteer Appreciation						
Keeping Hydrated Class						
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.)						

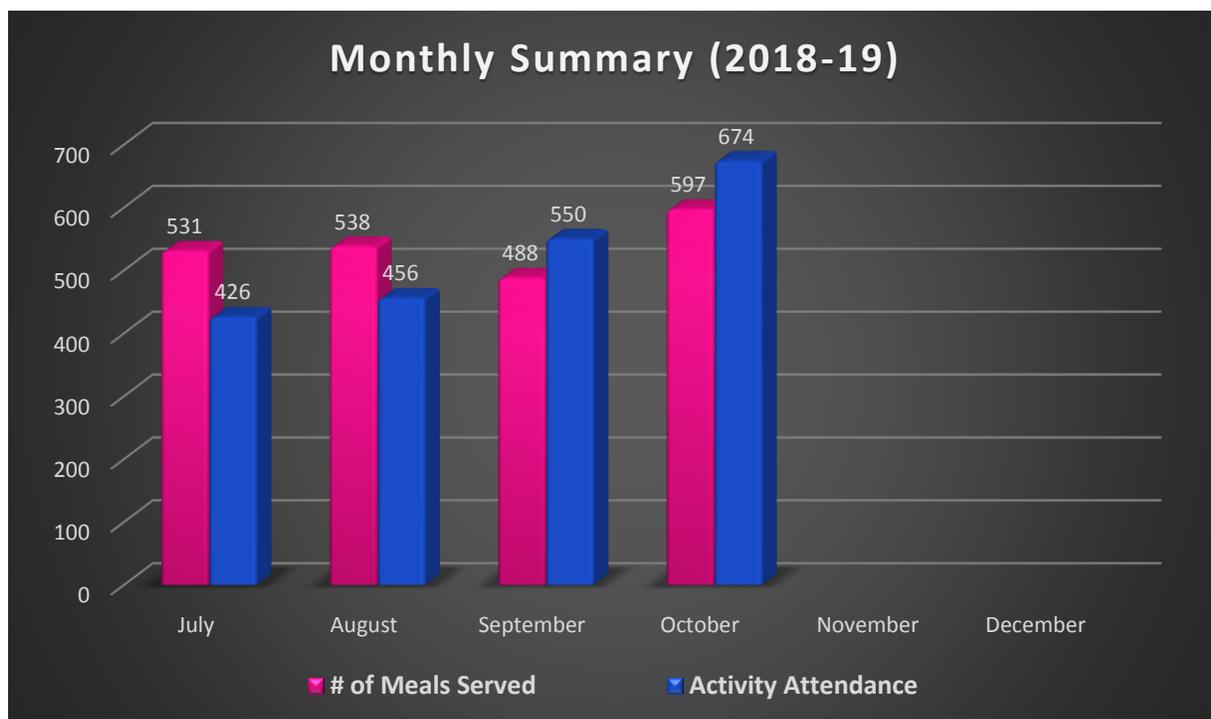


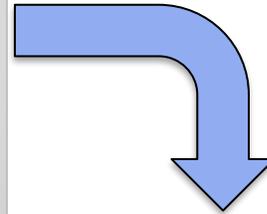
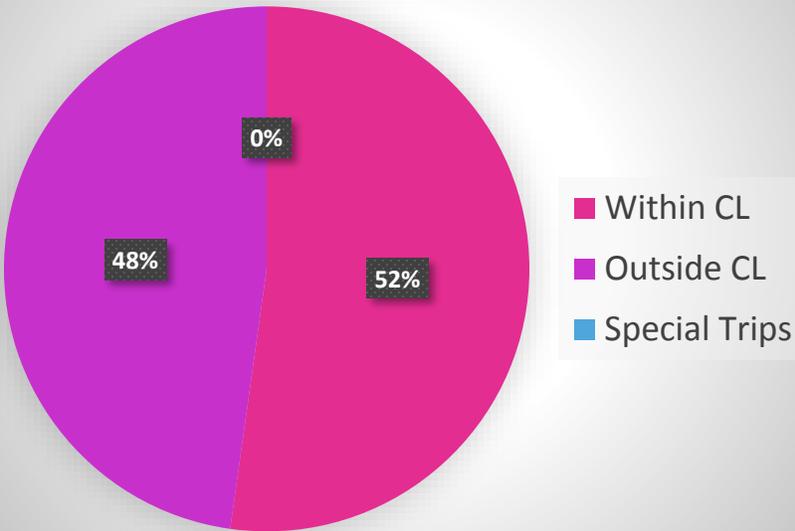
TABLE 2
 Senior Center Blue Mountain Silver Liner
 # of Passengers

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		
Outside City Limits (Walmart, 99cent store, Ross)	44	59	85	114		
Special Events/Trips	7	23	0	8		
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						

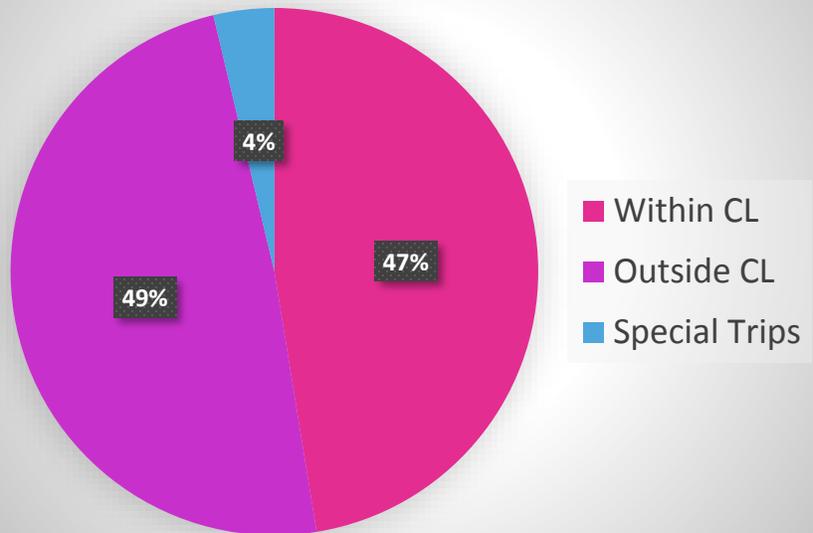
TABLE 3
 # of Rides

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		
Outside City Limits (Walmart, 99cent store, Ross)	91	121	183	210		
Special Events/Trips	14	46	0	16		
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						

September Rides



October 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.

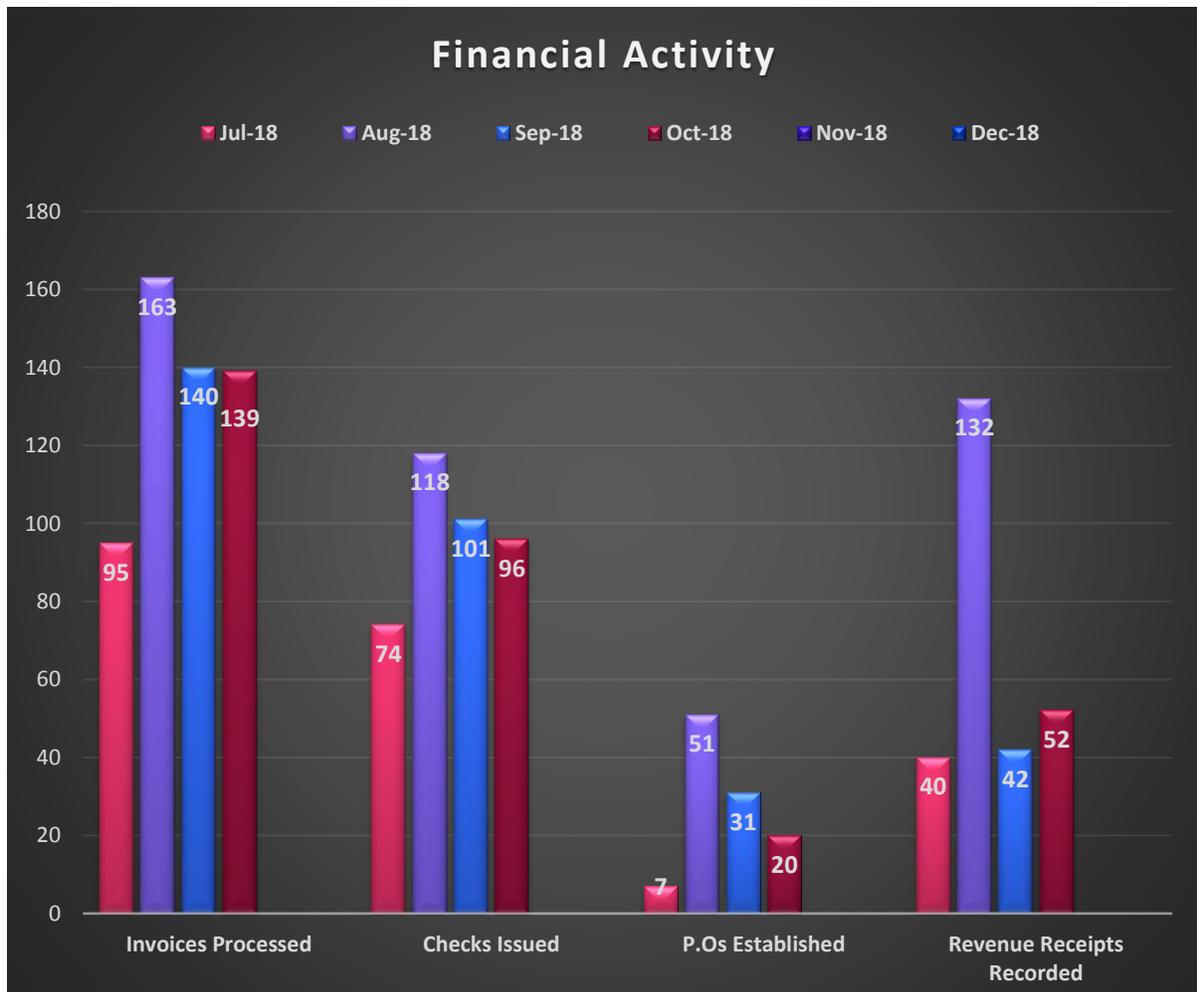
CORE SERVICES

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		
Checks Issued	74	118	101	96		
Purchase Orders Established	7	51	31	20		
Revenue Receipts Recorded	40	132	42	52		
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. 1st Quarter, Mid-Year and Year-end Financial Reports (General Fund).

Annual:

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

COMMUNICATIONS

Mission:

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

Core Services:

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

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

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

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

Table 1

2017-2018 City Communications Data:						
Channel 3:	Jul	Aug	Sep	Oct	Nov	Dec
City Council Meeting Replays	44	46	58	60		
Activities/Items Added to Slideshow	3	1	0	1		
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		
Total Reach	37,816	21,697	10,300	15,460		
Total Engagement	5,453	2,000	1,308	3,460		
Page Followers	1,586	1,602	1,620	1,655		
New Page Followers	40	16	18	35		
Facebook	Jan	Feb	Mar	Apr	May	Jun
Posts						
Total Reach						
Total Engagement						
Page Followers						
New Page Followers						

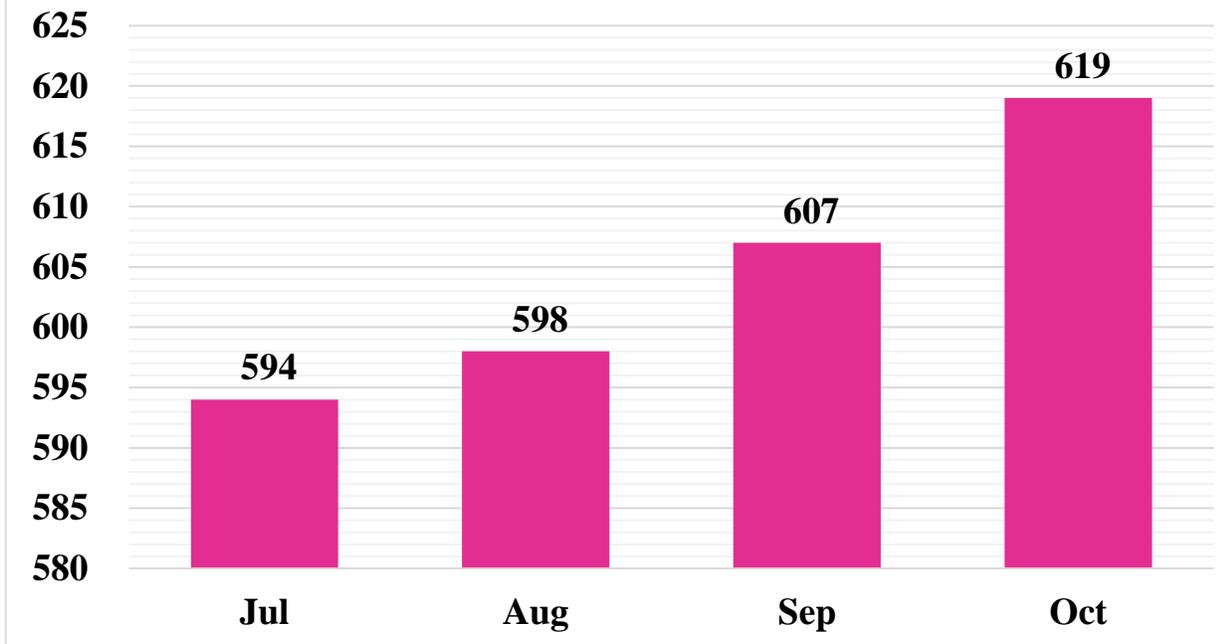
FACEBOOK PAGE FOLLOWERS



Eblast	Jul	Aug	Sep	Oct	Nov	Dec
Number of E-newsletters Distributed	10	3	6	8		
Number of Subscribers	594	598	607	619		
Change in Subscribers	22	4	9	12		
Number of E-newsletters Opened*	1,440	506	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		
Impressions	6,599	5,813	4,911	5,689		
Followers	196	203	212	216		
New Followers	8	7	9	4		
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		
Video Views	78	59	101	155		
Subscribers	123	124	124	125		
Change in Subscribers	2	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	-		
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		
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		20.02%
2) Apple Valley		18.71%
3) Grand Terrace		13.57%
4) Yucca Valley		12.79%
5) Ontario		10.87%

* 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: November 20, 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: **SEPTEMBER 2018 PLANNING AND DEVELOPMENT SERVICES
MONTHLY REPORT**

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

OUR MISSION

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

OUR VISION

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

PLANNING DIVISION

Planning and Building and Safety Core Services

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

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

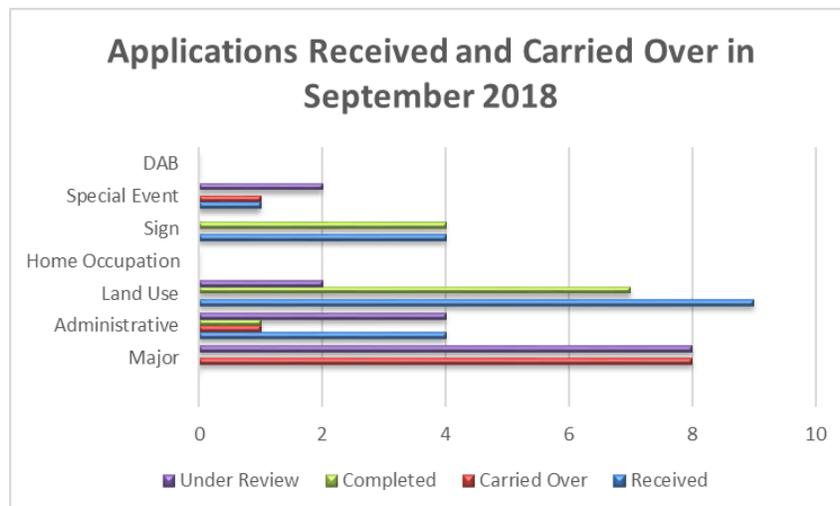
Activity Summary for Planning

Planning Counter Requests for Information: 78
 Planning Phone Calls Received: 97
 Planning E-mails Received/Answered: 213

Application Summary

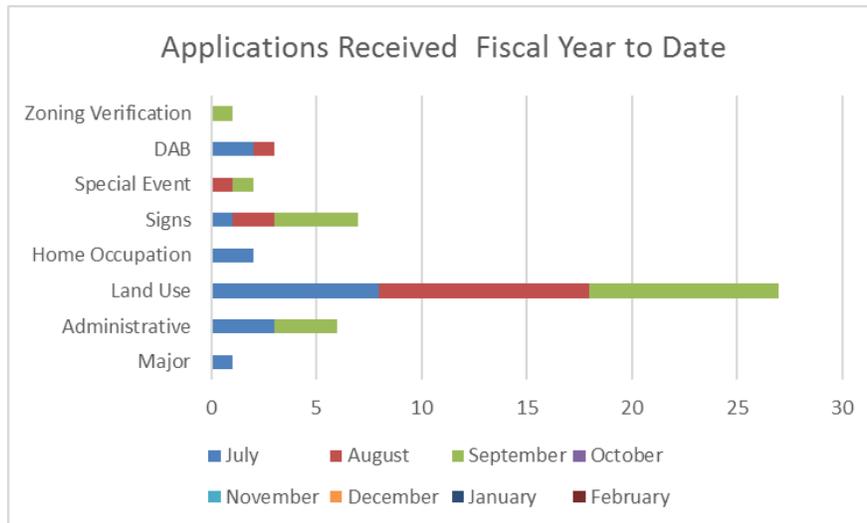
The Planning Division received 18 new applications in September, and carried over 10 from the previous month. Action was taken on 12 of them. Minor applications such as a new business, patio cover, or small room additions are handled as a Land Use application and typically processed within 2-3 days. 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 September 2018				
Applications	Number Received	Carried Over	Completed	Under Review
Major	0	8	0	8
Administrative	4	1	1	4
Land Use	9	0	7	2
Home Occupation	0	0	0	0
Sign	4	0	4	0
Special Event	1	1	0	2
DAB	0	0	0	0
Total	18	10	12	16



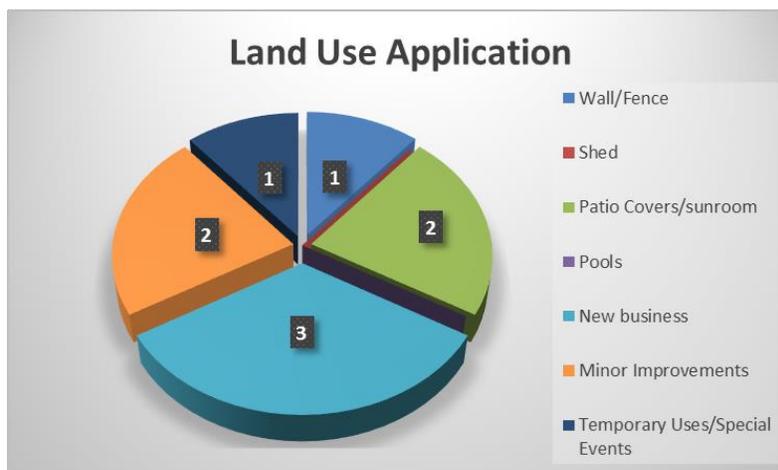
Applications Received, Approved and/or Under Review

Fiscal year to date the Planning Division has received 49 applications for review, 16 applications remained under review, and 10 of those were carried over from previous months. 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 September, including ‘Sleep Gurus’ (Mattresses Retail), ‘R-Car” (On-line Wholesale Auto Dealer), and a transfer of ownership for ‘Grand Terrace Smoke Shop.’ Two special event applications are in review: the American Cancer Society (Bark for Life Fundraiser) and the annual Veterans Day Ceremony which this year will include activities to celebrate the City’s 40th Year Anniversary.

Overall Land Use applications are the most predominant application that the Planning Division processes. Nine Land Use applications were received in September and seven of those were approved. The table below shows the types of activities that were received with the 9 Land Use applications received in September 2018.



Projects in Plan Check or Under Construction

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

Development Advisory Board (DAB)

The Development Advisory Board is made up of the Planning and Development Services Director, Public Works Director, Consultant Building Official, Fire Marshal's Office, the RHWCO Superintendent, and Colton Wastewater. The DAB meets to review conceptual plans for various projects and new development applications, and is conducted free of charge. No pre-applications were reviewed in September.

Planning Commission

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

One Planning Commission meeting was held in the month of September and the following actions occurred.

Approved Site and Architectural Review 18-05 for the construction of a 1,558 square foot single family home, located at 23090 Grand Terrace Road.

Site and Architectural Review 14-06-A2, a proposal to construct a single-family residence and an accessory dwelling unit, located at 11832 Burns Avenue, was continued due to a lack of quorum.

Grants

The City was awarded funding for its Blue Mountain Trailhead and Trail application. A mandatory meeting was attended on July 31, 2018. Staff's next step is to secure a consultant to design and bid the project.

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

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

Housing Successor Agency

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

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

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 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 conducted a Special Meeting on September 11, 2018. The agenda items included approval of the agenda and minutes, CERT organization (review of the Bylaws first draft), 40th Year Anniversary Pic Nic and Car Show special event volunteers, equipment and materials, and radio station updates.

Attachment to Planning Division's Report

Applications Received, Approved and/or Under Review

Major Applications – Zoning Code Amendment

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

Major Applications - Site and Architectural Review

Date Submitted	Case No.	Applicant	Description	Location	Status
11/15/2017	SA 17-10 E 17-09	Todd Kessler	Single Family Residence	23400 Westwood St	Revised drawings distributed on 6/11/2018. In Review
5/11/2018	SA 18-05 E 18-05	Tim Boyes	Single Family Residence	0276-431-23	Planning Commission Approved on 9/20/2018
3/27/2018	SA 18-04 E 17-10	Lewis Development	Residential Project (707 Homes)	1167-151-22, 68, 71, 73, 74, 75	Incomplete on 3/27/2018
3/6/2018	SA 14-06-A2 E 18-03	Joab Jerome	Single Family Residence and Second Dwelling Unit	11832 Burns Avenue	Planning Commission Meeting on 9/20/2018, Moved to be Continued

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
9/18/2018	DU 18-02	Patrick O'Brien	Industrial Truck Storage Facility	APN: 0275-191-06, 30	In Review
9/4/2018	ASA 18-08	Maya Soucar	Washer and Dryer Enclosures	22491 De Berry Street	Approved on 9/4/2018
9/5/2018	ACUP 18-06	Odalberto's	Beer and Wine License	22488 Barton Road	Pending Property Owner Signature
9/1/2018	ACUP 14-07-A1	Terry McGuire	Get Loaded Business Expansion	12210 Michigan Street, Unit G	Pending Approval Signatures
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
9/20/2018	LU 18-76	Ulises Canseco	On-line Car Sales	12210 Michigan Street, Unit 23	Approved
9/20/2018	LU 18-75	Ulises Canseco	Mattress Retail Store/Storage	12210 Michigan Street, Unit 23	Approved
9/18/2018	LU 18-74	Koep Hamilton	Retaining Wall	22866 Vista Grande	Approved
9/17/2018	LU 18-73	Debra Eisner	Temporary Metal Storage Container	APN: 1178-061-01	In Review
9/17/2018	LU 18-72	Ware Malcomb	Roof Equipment and Duct Work	12000 Mt. Vernon Avenue	Approved
9/10/2018	LU 18-71	Michael Morgan	Patio Cover	22772 Wren Street	Approved
9/10/2018	LU 18-70	Keith Driberg	Room Addition	23223 Twin Canyon Drive	Approved
9/7/2018	LU 18-69	Mohammed Rohman	New Owner for Grand Terrace Smoke Shop	22400 Barton Road, Suite 15	In Review
9/7/2018	LU 18-68	Angel Gonzalez	Solid Patio Cover	12559 Michigan Street	Approved

Temporary Signs					
Date Submitted	Case No.	Applicant	Description	Location	Status
9/28/2018	TEMP SGN 18-17	Michael Miller	Temp Banner Sign (Wall)	22400 Barton Road, Suite 1	Approved
9/20/2018	TEMP SGN 18-16	Renae Walker	Real Estate Signs	Riverside	Approved
9/20/2018	TEMP SGN 18-15	Jeffrey McConnell	Political Signs	Multiple Locations	Approved
9/10/2018	TEMP SGN 18-14	Jeff Allen	Political Signs	Multiple Locations	Approved

Special Event					
Date Submitted	Case No.	Applicant	Description	Location	Status
9/17/2018	SE 18-06	Don Larkin	Veterans Day Ceremony	Pico Park	In Review
8/13/2018	SE 18-05	American Cancer Society	Fundraiser	Richard Rollins Park	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 24 permits issued in September. Year to date a total of 108 permits have been issued with a total revenue of \$68,029.38. In addition, a total number of 60 customers were assisted at the Building & Safety counter for the month of September.

Building Permit Activity						
	July	August	September	October	November	December
Applications received	44	65	60			
Permits issued	47	37	24			
Permits finalized	24	33	27			
Business occupancies issued	1	3	1			
Expired permits	2	5	5			
Total monthly revenue	\$51,773*	\$9,404	\$6,853			

* Includes (17) New Single-Family Residence Permits

Permits Issued

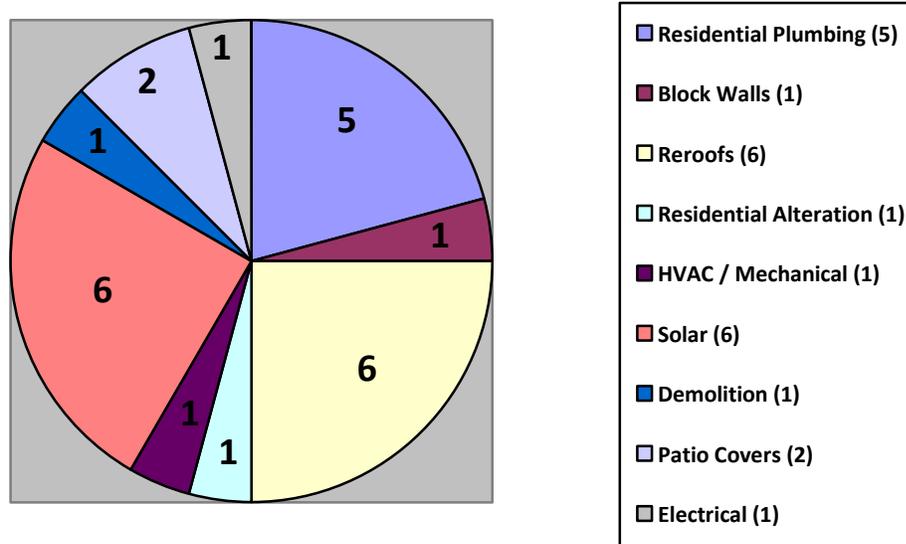
The permits issued in September include residential alterations and repair, a block wall, re-roofs, water heaters, HVAC replacements, PV solar systems, patio covers, and a panel upgrade.

Of note, a permit for the complete demolition of a fire burnt single family residence was issued for 12133 Rosedale Ave.

Building Permit Activity												
	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Residential Alteration/ Repair	2	5	1									
Block Walls/ Retaining Walls	1	1	1									
Demolition	0	0	1									
Reroofs	3	2	6									
Water Heater / Plumbing	3	3	5									
HVAC / Mechanical	6	13	1									
Solar	6	9	0									
Commercial Tenant Improvement	4	1	0									
New Commercial	0	0	0									
Grading	1	0	0									
Patio Covers	1	2	2									
Pools	0	0	0									
Electrical	3	1	1									
New SFR	17	0	0									
Total	47	37	24									

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

Issued Permits - September 2018



Major Projects Under Construction

For September 2018, major projects under construction include Habitat for Humanity, Aegis Builders, Inc.'s Van Buren Project, and on-site grading/ new screen wall for the SCE Highgrove Substation.

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 – Lath, Drywall inspected
Aegis Builders, Inc.	12382 – 12485 Tesoro Ct. New 17 SFR Aegis Project & Foundation Only permits	Under Construction – Roof sheathing/shear 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 – Pad Certifications Inspected
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

Plan Checking Activity

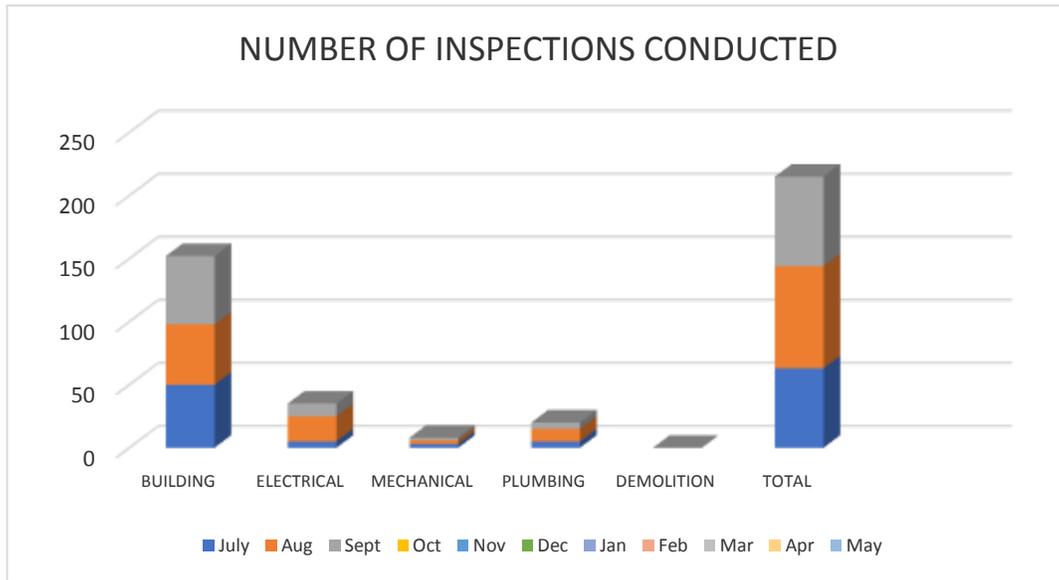
For September 2018, a total number of twenty-one plans were submitted for review and re-submittal. Of note, the landscape plans for Habitat for Humanity were submitted for review and construction of new laundry room enclosures for (42) units of “The Heights” apartments.

Project	Description/Location	Status
Tim Boyes, Vista Grande Way	Parcel Map 16945 – Precise grading for (1) lot / (N) SFR, rough grading of (2) lots	In Plan Check – Rough grading plans approved, (N) SFR and precise grading in review
Yacoub Farsakh, Palm Residence	23315 Palm Ave. – New SFR & Precise Grading	In Plan Check – Grading and new residence plans under review
Joab Jerome, Burns Residence	11838 Burns Ave. – Street Improvement Plan and on-site grading	In Plan Check Corrections picked up by Applicant 03/19/18
Wilden Pump & Engineering	22069 Van Buren St. – Installation of (1) spray booth	In Plan Check – Corrections pick up by Applicant 09/13/18
Habitat for Humanity	12569 & 12579 Michigan St. – Landscape review for (2) new single-family residences	In Plan Check – Landscape plans under review
The Heights, Laundry Room Enclosures	22491 De Berry – Construction of new laundry room enclosures for (42) units	In Plan Check – Enclosure plans under review

Inspections

Type of Inspection	# of Inspections Conducted											
	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Building	50	48	54									
Electrical	5	20	10									
Mechanical	3	3	2									
Plumbing	5	10	5									
Demolition	0	0	0									
Total	63	81	71									

*Twenty-seven final building inspections were performed for the month of September 2018.

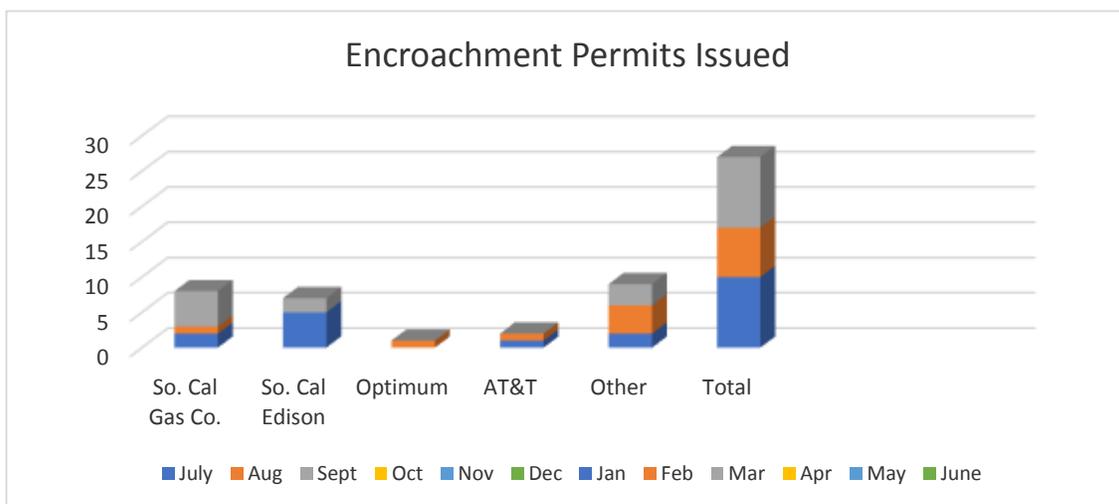


Certificate of Occupancy

A Certificate of Occupancy was issued for the following businesses:

- Custom Wellness located at 12210 Michigan St. Suite E

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

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

ANIMAL CONTROL AND CODE ENFORCEMENT DIVISION

Core Services

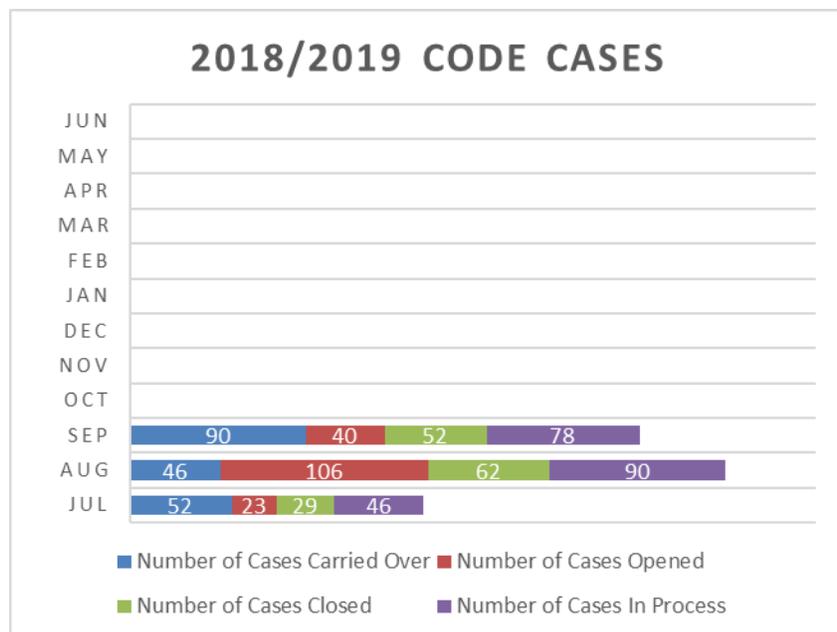
- Zoning & Municipal Code Enforcement
- Animal Control Services
- Street Sweeping Traffic Enforcement

The Division is budgeted for one full time Officer, a part time Specialist and a full-time Office Specialist. These three positions constitute 464 monthly service hours, plus an additional 30 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 September, Code Enforcement had 90 cases carried over from the previous month, 40 new cases opened, and 52 cases were closed. The Division closed out September with 78 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.

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Inspections Conducted	57	111	56									
Notice of Corrections Issued	7	71	16									
Notice of Violations Issued	14	11	17									
Citations Issued	17	23	11									

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

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.

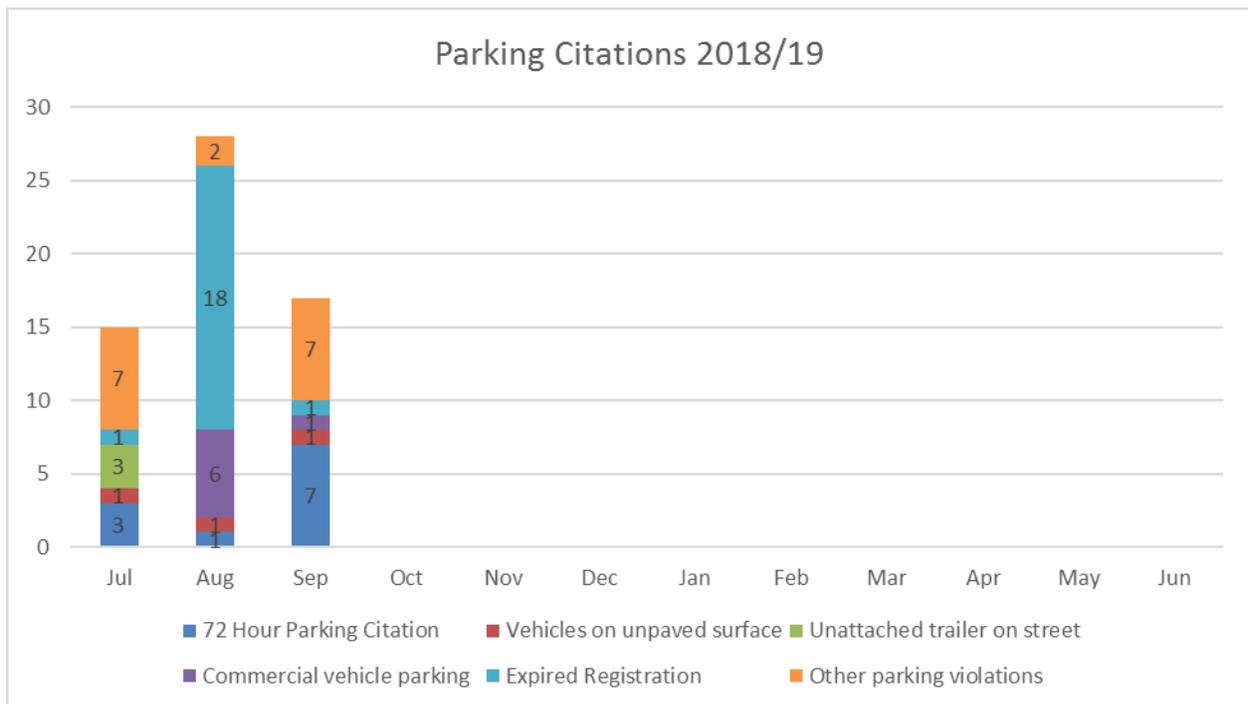
Case Types	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Graffiti	0	0	0									
Yard sale signs	20	20	34									
Open house and other signs	1	1	30									
Illegal Dumping	0	0	0									
Unpermitted construction	1	0	0									
Follow-up inspections	23	4	7									
Parking violations	6	3	1									

Parking Citations:

In September, 166 vehicle related citations were issued; 149 of the citations issued were related to street sweeping enforcement. The citations are expected to generate approximately \$4150 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 were no instances of graffiti reported in September 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 11 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 September 2018. The case involves an overgrown tree on a private driveway. The case is being addressed Code Enforcement.

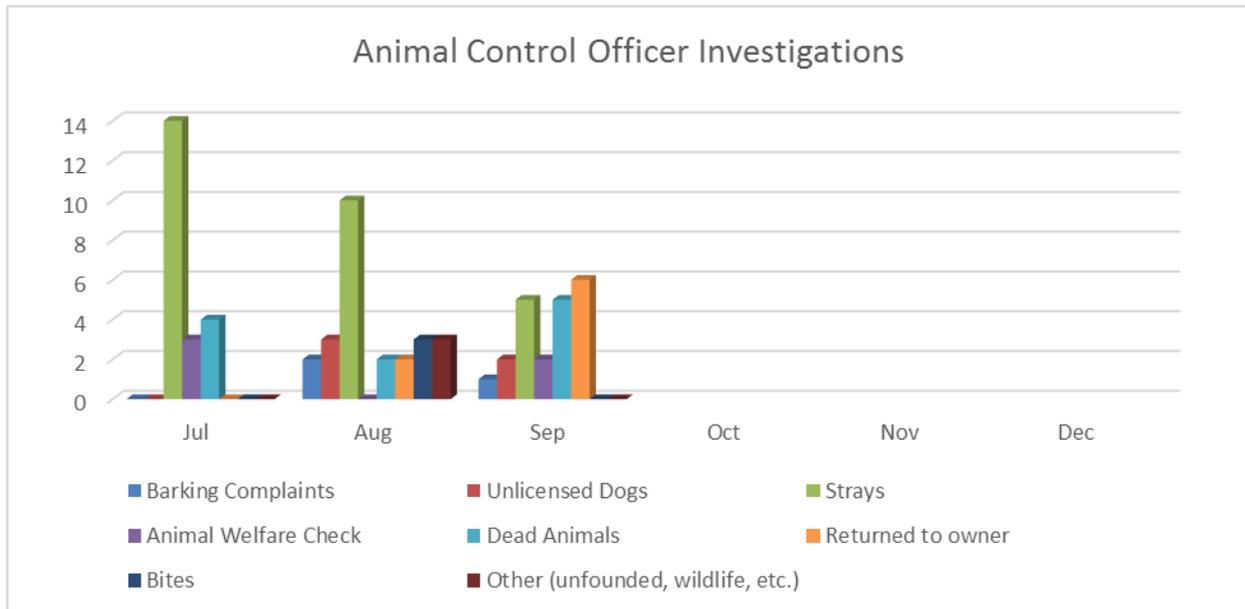
Animal Control

Animal control services were taken over by City Staff on July 27th by the City's new full-time Animal Control/Code Enforcement Officer. In September, a new part-time Animal Control/Code Enforcement Specialist was added whose hours are divided during the work week, weekend and after hours to ensure the City maintains adequate coverage to respond to calls. Sheltering services are contracted through the County of Riverside Western Riverside Animal Shelter.

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 pets. 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, 6 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			
Unlicensed Dogs	0	3	2			
Loose Dogs/Strays	14	10	5			
Animal Welfare Check	3	0	2			
Dead Animals	4	2	5			
Returned to owner	0	2	6			
Bites	0	3	0			
Other (unfounded, wildlife, etc.)	0	3	0			



The chart below shows sheltering services performed by the County of Riverside for the month.

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



DATE: November 20, 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: **OCTOBER 2018 PLANNING AND DEVELOPMENT SERVICES
MONTHLY REPORT**

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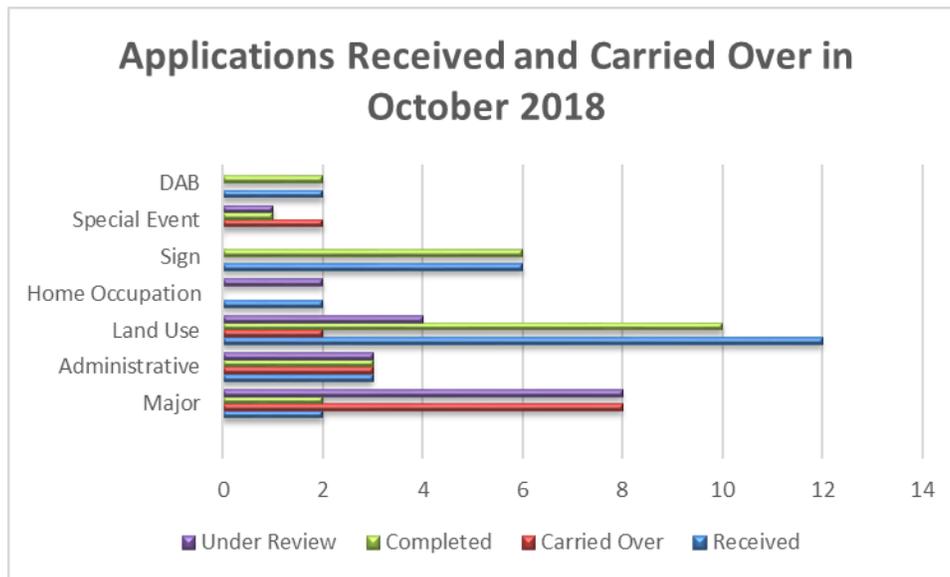
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Application Summary

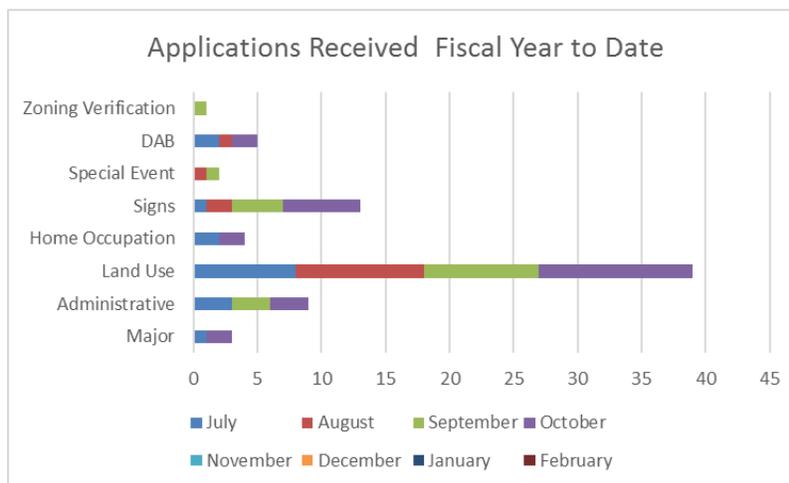
The Planning Division received 27 new applications in October, and carried over 16 from the previous month. Action was taken on 24 of them. Minor applications such as a new business, patio cover, or small room additions are handled as a Land Use application and typically processed within 2-3 days. Larger 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.

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Home Occupation	2	0	0	2
Sign	6	0	6	0
Special Event	0	2	1	1
DAB	2	0	2	0
Total	27	16	24	19



Applications Received, Approved and/or Under Review

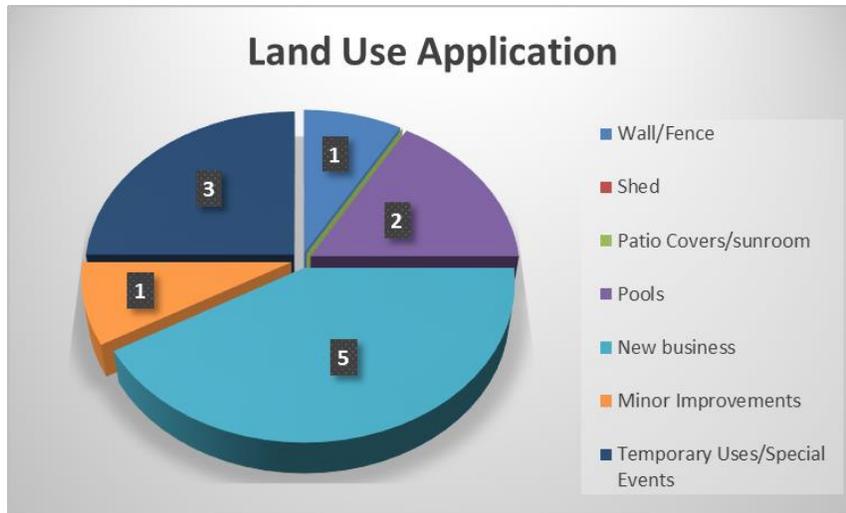
Fiscal year to date the Planning Division has received 76 applications for review, 19 applications remained under review, and 16 of those were carried over from previous months. A comprehensive list of the applications and their status is at the end of the Planning Division’s report.



Four new businesses were approved in October, including ‘Furniture2ur Door’ (Furniture Retail), ‘American Warrior, LLC’ (Silk Printing Services), ‘Servpro’ (Janitorial Services), and ‘Sophia’s Nail Salon.’ One business is in review, ‘Professional and Spa.’ A special event application for the American Cancer Society (Bark for Life Fundraiser) was approved and the annual Veterans Day Ceremony which this year will include activities to celebrate the City’s 40th Year Anniversary is in review.

Overall Land Use applications are the most predominant application that the Planning Division processes. Twelve Land Use applications were received in October and nine of

those were approved. The table below shows the types of activities that were received with the 12 Land Use applications received in October 2018.



Projects in Plan Check or Under Construction

Projects in Plan Check or Under Construction					
Date Submitted	Case No.	Applicant	Description	Location	Status
8/17/2016	SA 14-07-A1 E 14-04-A1	Joab Jerome	New Residence APN: 0275-282-20	11838 Burns Avenue	Grading Plan Check Review, First Submittal Corrections
5/5/2016	SA 16-02 TPM 16-02 E 16-06	Habitat for Humanity	Subdivision, two parcels and two one-story homes	12569 Michigan Street	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
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

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 received in October and both were scheduled for November 5, 2018.

Major Applications – Zoning Code Amendment

Date Submitted	Case No.	Applicant	Description	Location	Status
10/30/2018	DAB 18-14	Viking Investment Properties	Convert former Stater Bros unit into two spaces	22441 Barton Road	Meeting Scheduled for 11/5/2018
10/12/2018	DAB 18-13	Simon Lee, AIA	200,000 Sq. Ft. Industrial Building	21660 Main Street	Meeting Scheduled for 11/5/2018

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.

Two Planning Commission meetings were held in the month of October and the following actions occurred.

October 4, 2018: Site and Architectural Review 14-06-A2, a proposal to construct a single-family residence and an accessory dwelling unit, located at 11832 Burns Avenue, was continued due to lack of a quorum.

October 18, 2018: Approved Site and Architectural Review 14-06-A2 to construct a single-family residence and an accessory dwelling unit, located at 11832 Burns Avenue.

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 Draft Plan is expected to come before the City Council in October.

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

Housing Successor Agency

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

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

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 Regular Meeting on October 2, 2018. The agenda items included approval of the agenda and minutes, CERT organization (finalize the bylaws), confirmed volunteers for the 40th Year Anniversary Pic Nic and Car Show special event, coordinate volunteers for The Light Up Grand Terrace special event, and radio station updates.

Attachment to Planning Division's Report

Applications Received, Approved and/or Under Review

Major Applications – Zoning Code Amendment

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

Major Applications - Site and Architectural Review

Date Submitted	Case No.	Applicant	Description	Location	Status
10/23/2018	SA 18-10 V 18-02 E 18-10	10/23/2018	Patrick Diaz	Pico Street and Kingfisher	Application Submitted
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
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
3/6/2018	SA 14-06-A2 E 18-03	Joab Jerome	Single Family Residence and Second Dwelling Unit	11832 Burns Avenue	Planning Commission Approved 10/18/2018

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
10/22/2018	ACUP 18-07 MD 18-04 E 18-09	Rudy Lozano	Guest House and Workshop Addition	12600 Mt. Vernon Avenue	Application Submitted
10/22/2018	DU 18-04	Bryan Grissinger	Grand Terrace Storage	21971 De Berry Street	Completed
10/22/2018	ZV 18-03	Draco International	Grand Terrace Storage	21971 De Berry Street	Completed
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
9/1/2018	ACUP 14-07-A1	Terry McGuire	Get Loaded Business Expansion	12210 Michigan Street, Unit G	Completed
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
10/30/2018	LU 18-88	David Kafovalu	Existing Wireless Antenna Upgrades	22745 De Berry Street	In Review
10/25/2018	LU 18-87	Luis Cornejo	Swimming Pool	22573 Lark Street	Approved
10/24/2018	LU 18-86	Stephany Nguyen	Nail and Spa	22473 Barton Road	In Review
10/22/2018	LU 18-85	Jorge Diaz	Furniture Retail Store	12210 Michigan Street, Unit F	Approved
10/18/2018	LU 18-84	Carlos Aleman	Pool	12620 Garden Avenue	Approved
10/17/2018	LU 18-83	Kingdom life Fellowship	Fall Festival Event	12667 Michigan Street	Approved
10/16/2018	LU 18-82	Rudy Gutierrez	Block Wall and Retaining Wall	19184 Manila Street	Approved
10/12/2018	LU 18-81	Timothy Evans	Screen Printing Business	21935 Van Buren Street, Suite 12	Approved
10/10/2018	LU 18-80	Jeffery Kokinda	Commercial Vehicle	11918 Pascal Avenue	In Review
10/3/2018	LU 18-79	Ly Thong	Janitorial/Cleaning Services	21935 Van Buren , Suite B-11	Approved
10/3/2018	LU 18-78	Chris Barnett	Temp Use, Meet and Greet	22365 Barton Road	Approved
10/3/2018	LU 18-77	Armida Escat	Nail Salon	12210 Michigan Street, Unit A	Approved
9/17/2018	LU 18-73	Debra Eisner	Temporary Metal Storage Container	APN: 1178-061-01	In Review
9/7/2018	LU 18-69	Mohammed	New Owner for	22400 Barton Road,	Approved

		Rohman	Smoke Shop	Suite 15	
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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	In Review
10/10/2018	HOP 18-08	Jeffrey Kokinda	Plumbing Services	11918 Pascal Avenue	In Review

Temporary Signs

Date Submitted	Case No.	Applicant	Description	Location	Status
10/22/2018	TEMP SGN 18-23	Qwik Stop Smog	Temp Banner Sign (Wall)	22087 Barton Road	Approved
10/15/2018	TEMP SGN 18-22	Jacob Doney	Banner Flag	22545 Barton Road, Unit 201	Approved
10/9/2018	TEMP SGN 18-21	Bill Doo Little	Real Estate Signs	Orange	Approved
10/5/2018	TEMP SGN 18-20	Jeffrey Story	Real Estate Signs	Rancho Cucamonga	Approved
10/5/2018	TEMP SGN 18-19	Mr. Henderson	Political Signs	Multiple Locations	Approved
10/3/2018	TEMP SGN 18-18	Darcy McNaboe	Political Signs	Multiple Locations	Approved

Special Event

Date Submitted	Case No.	Applicant	Description	Location	Status
9/17/2018	SE 18-06	Don Larkin	Veterans Day Ceremony	Pico Park	Approved
8/13/2018	SE 18-05	American Cancer Society	Fundraiser	Richard Rollins Park	In Review

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Public Works

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

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City of Grand Terrace
Public Works Department

DATE: December 5, 2018

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

FROM: Alan French, Public Works Department Director

SUBJECT: September 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	Begin Preliminary Environmental	Fed, State, City
Commerce Way Extension	\$ 3,500,000	City Portion Final Design 90% comments being addressed, r/w starting	State, City
CIP Year 2 Street Slurry/Resurfacing	\$760,000	Paving done, project closeout in October/November	State, Recycle Grant, City
Dog Park	\$350,000	Constructed, negotiating change order contractor maintenance to November	Park Fees, State, City
HSIP – Mt. Vernon Safety Project	\$435,700	In Final Design reviewed, comments to engineer	Fed

TOTALS: \$8,545,700

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

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

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

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

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

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

12:00pm – 12:30pm: Lunch

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

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

*Set-up Community Room for special events or meetings

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

Public Works - Maintenance

Public Works Maintenance Core Services

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

Staffing Levels

			Weekday Hours		After hours & Weekend hours		Call outs
	Budgeted	Staffed	Available	Worked	*Available	Worked	
Field	4	4	608	554.5	28	15.5	2
Office	2	2	304	235	0	7	0
Total	6	6	912	789.5	28	22.5	2

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

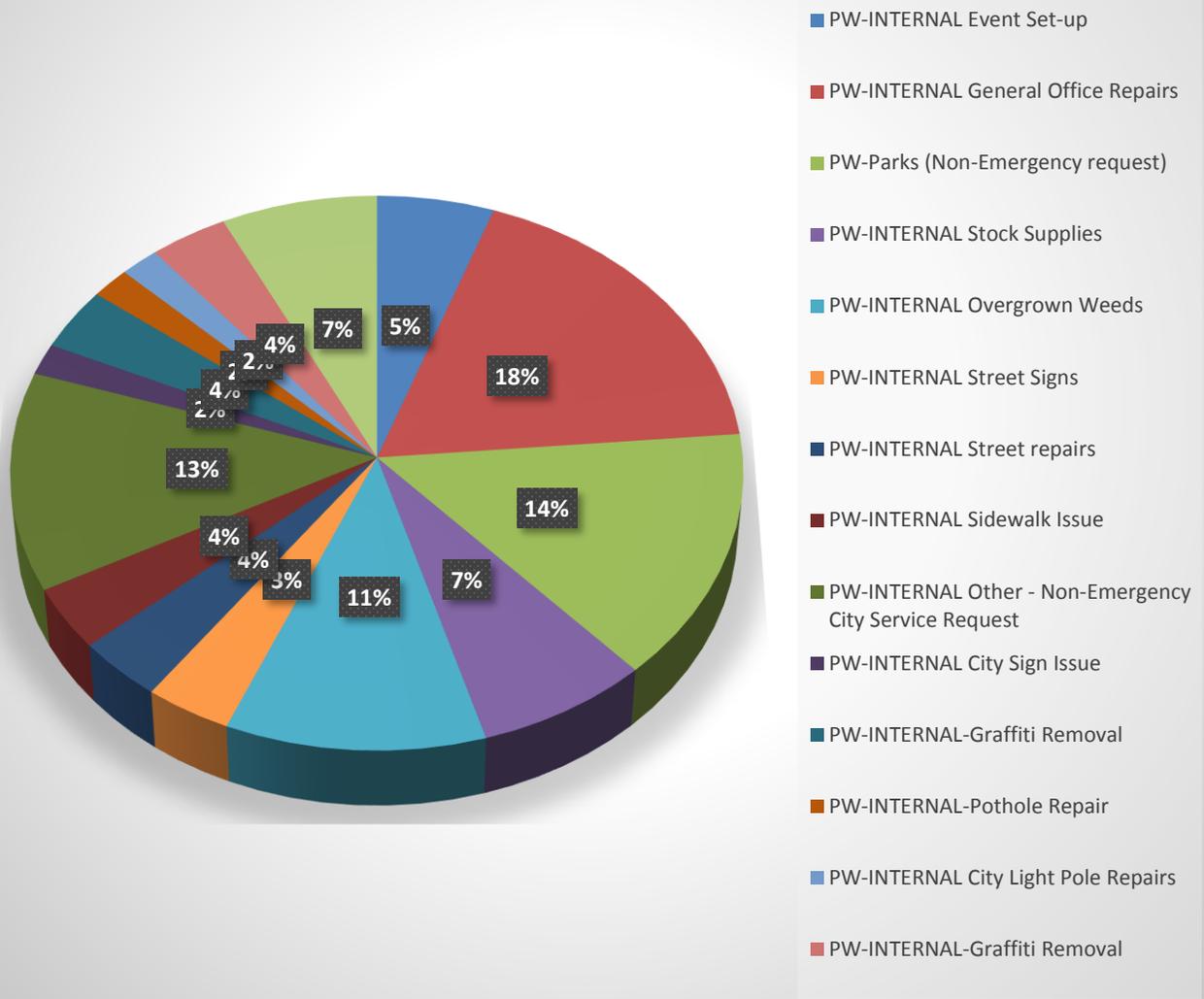
Work Release Hours

Maintenance was supplemented by 200 work releases hours during the month of September.

SeeClickFix Work Orders Entered September (56 w/o) 2018

<u>Status</u>	<u>Opened</u>	<u>Category</u>	<u>Address</u>
Archived	9/4/2018	PW-INTERNAL Event Set-up	22795 Barton Road Grand Terrace, CA
Archived	9/4/2018	PW-INTERNAL General Office Repairs	22795 Barton Road Grand Terrace, CA
Archived	9/5/2018	PW-INTERNAL Stock Supplies	22795 Barton Road Grand Terrace, CA
Archived	9/5/2018	PW-INTERNAL General Office Repairs	22796 Barton Road Grand Terrace, CA
Archived	9/4/2018	PW-INTERNAL General Office Repairs	22795 Barton Road Grand Terrace, CA
Archived	9/4/2018	PW-Parks (Non-Emergency request)	Grand Terrace CA
Archived	9/4/2018	PW-INTERNAL City Tree Maintenance	Grand Terrace CA
Archived	9/5/2018	PW-Parks (Non-Emergency request)	22745 De Berry Street Grand Terrace, California
Archived	9/5/2018	PW-INTERNAL Stock Supplies	22627 Grand Terrace Road Grand Terrace, CA
Archived	9/5/2018	PW-INTERNAL Event Set-up	22795 Barton Road Grand Terrace, CA
Archived	9/5/2018	PW-INTERNAL Overgrown Weeds	South La Cadena Drive Grand Terrace, CA
Archived	9/6/2018	PW-Parks (Non-Emergency request)	22745 De Berry Street Grand Terrace, California
Archived	9/6/2018	PW-INTERNAL Stock Supplies	22795 Barton Road Grand Terrace, CA
Archived	9/6/2018	PW-Parks (Non-Emergency request)	Grand Terrace CA
Archived	9/6/2018	PW-INTERNAL Overgrown Weeds	22795 Barton Road Grand Terrace, CA
Archived	9/7/2018	PW-INTERNAL Street Signs	22795 Barton Road Grand Terrace, CA
Archived	9/10/2018	PW-INTERNAL General Office Repairs	22795 Barton Road Grand Terrace, CA
Archived	9/11/2018	PW-INTERNAL General Office Repairs	22795 Barton Road Grand Terrace, CA
Archived	9/11/2018	PW-INTERNAL Event Set-up	22795 Barton Road Grand Terrace, CA
Archived	9/11/2018	PW-INTERNAL Street repairs	22132 Van Buren Street Grand Terrace, CA
Archived	9/11/2018	PW-INTERNAL Overgrown Weeds	22795 Barton Road Grand Terrace, CA
Archived	9/12/2018	PW-INTERNAL Sidewalk Issue	22431 Pico Street Grand Terrace, CA
Archived	9/13/2018	PW-INTERNAL Other - Non-Emergency City Service Request	22795 Barton Road Grand Terrace, CA
Archived	9/13/2018	PW-INTERNAL Stock Supplies	22795 Barton Road Grand Terrace, CA
Archived	9/17/2018	PW-INTERNAL General Office Repairs	22795 Barton Road Grand Terrace, CA
Archived	9/17/2018	PW-INTERNAL City Tree Maintenance	22796 Barton Road Grand Terrace, CA
Archived	9/17/2018	PW-INTERNAL City Sign Issue	22795 Barton Road Grand Terrace, CA
Archived	9/17/2018	PW-INTERNAL Street repairs	Mount Vernon Avenue Grand Terrace, CA
Archived	9/17/2018	PW-Parks (Non-Emergency request)	Grand Terrace CA
Archived	9/18/2018	PW-INTERNAL General Office Repairs	22795 Barton Road Grand Terrace, CA
Archived	9/18/2018	PW-INTERNAL Other - Non-Emergency City Service Request	22795 Barton Road Grand Terrace, CA
Archived	9/19/2018	PW-INTERNAL Other - Non-Emergency City Service Request	Westwood Street Grand Terrace, CA
Archived	9/19/2018	PW-Parks (Non-Emergency request)	Grand Terrace CA
Archived	9/20/2018	PW-INTERNAL Other - Non-Emergency City Service Request	21950 Pico Street Grand Terrace, CA
Archived	9/20/2018	PW-INTERNAL Graffiti Removal	21950 Pico Street Grand Terrace, CA
Archived	9/20/2018	PW-INTERNAL Street Signs	Grand Terrace CA
Archived	9/20/2018	PW-INTERNAL Other - Non-Emergency City Service Request	Grand Terrace CA
Archived	9/20/2018	PW-Parks (Non-Emergency request)	Grand Terrace CA
Archived	9/20/2018	PW-INTERNAL General Office Repairs	22795 Barton Road Grand Terrace, CA
Archived	9/20/2018	PW-INTERNAL Stock Supplies	22795 Barton Road Grand Terrace, CA
Archived	9/20/2018	PW-INTERNAL Overgrown Weeds	22795 Barton Road Grand Terrace, CA
Archived	9/20/2018	PW-INTERNAL City Light Pole Repairs	Barton Road Grand Terrace, CA
Archived	9/24/2018	PW-INTERNAL General Office Repairs	22795 Barton Road Grand Terrace, CA
Archived	9/24/2018	PW-INTERNAL Other - Non-Emergency City Service Request	Mount Vernon Avenue Grand Terrace, CA
Archived	9/24/2018	PW-Parks (Non-Emergency request)	Grand Terrace CA
Archived	9/24/2018	PW-INTERNAL General Office Repairs	22795 Barton Road Grand Terrace, CA
Archived	9/24/2018	PW-INTERNAL Sidewalk Issue	Arliss Drive Grand Terrace, CA
Archived	9/24/2018	PW-INTERNAL Other - Non-Emergency City Service Request	21950 Pico Street Grand Terrace, CA
Archived	9/24/2018	PW-INTERNAL-Graffiti Removal	Canal Circle Grand Terrace, CA
Archived	9/24/2018	PW-INTERNAL City Tree Maintenance	22688 La Paix Street Grand Terrace, CA
Archived	9/24/2018	PW-INTERNAL Overgrown Weeds	22795 Barton Road Grand Terrace, CA
Archived	9/25/2018	PW-INTERNAL Stock Supplies	22795 Barton Road Grand Terrace, CA
Archived	9/26/2018	PW-INTERNAL Tree Removal	Grand Terrace CA
Archived	9/26/2018	PW-Parks (Non-Emergency request)	Grand Terrace CA
Archived	9/28/2018	PW-INTERNAL Event Set-up	22795 Barton Road Grand Terrace, CA
Archived	9/29/2018	PW-INTERNAL Overgrown Weeds	22795 Barton Road Grand Terrace, CA

SEECCLICKFIX WORK ORDERS PUBLIC WORKS DEPT. SEPTEMBER 2018



SeeClickFix W/O Public Works and Code Departments Overview

Between Sep 01, 2018 and Sep 30, 2018

65 requests were opened

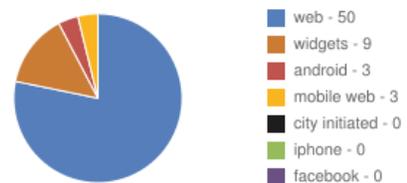
50 requests were acknowledged

51 requests were closed

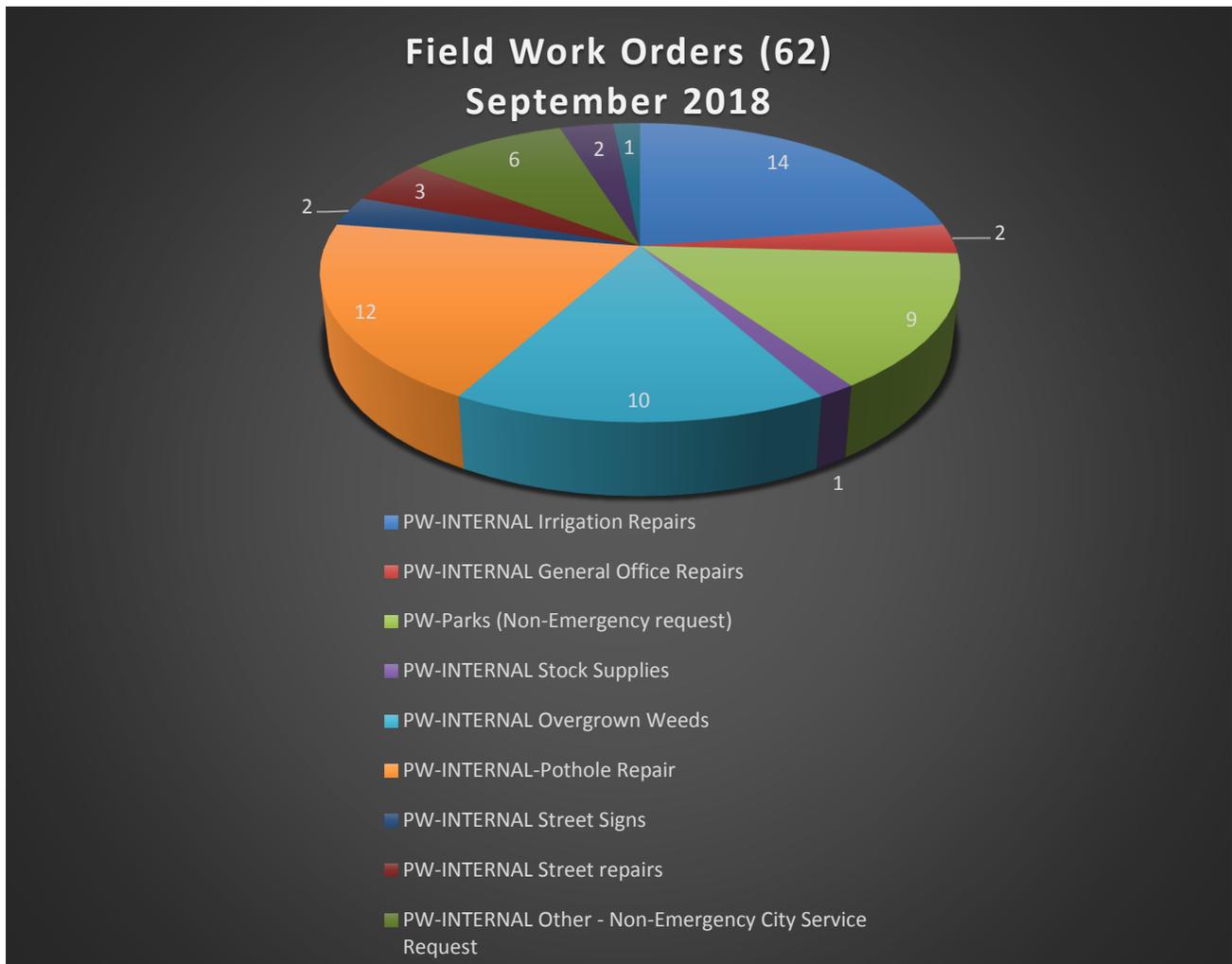
The average time to acknowledge was 1.9 days.

The average time to close was 14.6 days.

Requests by Source



Work Orders captured while out on Field



Park Shelter Reservations in September 2018

Park	Shelter	Date Reserved
Richard Rollins Park	Shelter B	September 22, 2018

Community Room Reservations September 2018

Group	Date Reserved	Time
Women's Republic Club	Once A Month-1 st Tuesdays	6:30-7:30PM
Emergency Operations Committee	Once A Month-1 st Tuesdays	5-6PM
Girl Scouts Troop 1195	Every Thursday	4-5PM
Inland Empire Guild	Once A Month 1 st -Saturday	1-4PM
Citrus Belt Quilters	Once A Moth 2 nd Saturday	9AM-3PM
Overeaters Anonymous	Three Times A Month Saturday	10AM-12PM
Parks and Recreation Advisory Committee	Second Thursday Each Month	4PM-6PM
Household Hazardous Waste	September 6, 2018	11AM-2PM
2018 Christmas Committee	September 14, 2018	8:30AM-3:30PM
2018 Christmas Committee	September 26, 2018	4PM

September 2018

September 2018							October 2018							
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	
35	2	3	4	5	6	7	40	1	2	3	4	5	6	
36	8	9	10	11	12	13	41	7	8	9	10	11	12	13
37	14	15	16	17	18	19	42	14	15	16	17	18	19	20
38	20	21	22	23	24	25	43	21	22	23	24	25	26	27
39	26	27	28	29	30	31	44	28	29	30	31			
40	30													

	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
WEEK 35	Aug 26	27	28	29	30	31	Sep 1
WEEK 36	2	3	4 5:00pm EOC Monthly Meeting 6:30pm Republican Woman's Club	5	6 11:30am House Hold Hazardous Meeting 4:00pm Girl Scouts Troop 1195	7	8 9:00am Citrus Belt Quilters 10:00am Overeaters Anonymous
WEEK 37	9	10	11	12	13 4:00pm Girl Scouts Troop 1195 4:00pm Parks and Recs Advisory Committee	14 8:30am GT Christmas Committee	15 10:00am Overeaters Anonymous
WEEK 38	16	17	18	19	20 4:00pm Girl Scouts Troop 1195	21	22 10:00am Overeaters Anonymous
WEEK 39	23	24	25	26 4:00pm Jesse's Committee-Christmas	27 4:00pm Girl Scouts Troop 1195	28	29 10:00am Jesse's Committee-Christmas 10:00am Overeaters Anonymous
WEEK 40	30	Oct 1	2	3	4	5	6

Community Room

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

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

Service Description	Refuse	Recycling	E-Waste	Green-waste	Tires	Tin/White	Scrap Metal	C&D	Comm'l Select / Floor-sort	Total Tonnage Generated	Total Tonnage Generated by Category
Residential	259.42	66.30		186.69						515.41	
Christmas Tree											
Bulky Item	4.86		0.25			2.45				7.56	522.97 <i>Residential</i>
Multi-Family	174.25	10.10		5.31						189.66	189.66 <i>Multi-Family</i>
Commercial	203.63	9.99					0.33		0.02	213.97	
School	7.96	5.19								13.17	227.14 <i>Commercial</i>
Rolloff	70.73									70.73	70.73 <i>Rolloff</i>
Grand Total	720.87	91.58	0.25	195.00		2.45	0.33		0.02	1,010.50	

Missed Pick-Up Report

<u>Date Reported</u>	<u>Address</u>	<u>Description</u>	<u>Date Pick Up Completed</u>
8/1/2018	11821 Mt. Vernon Ave	90 Gal trash missed at alley	8/3/2018
8/3/2018	12009 Aspen Circle	3yd bin missed	8/3/2018
8/6/2018	22360 Blue Lupine Circle	Half of the gated community was missed	8/7/2018
8/8/2018	23045 De Berry Street	Bin was missed and is on pull out service	8/8/2018
8/16/2018	23009 Jensen Court	Bin was missed	8/24/2018
8/29/2018	23021 Palm Avenue	2 nd trash barrel missed	8/29/2018

Public Works Administration

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

Contracts:

Public Works Services for FY 2018-19:

Contractor Name	Service	Contract Amount	Remaining Balance as of Sept. 30, 2018
ACCO Engineered Systems	HVAC Maintenance	\$22,850	\$14,769.04
Albert A Webb Associates	Commerce Way Final Design	\$109,389.00	\$44,353.85
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	\$18,416.66
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	\$36,690.00
Gopher Patrol	Gopher Abatement Services	\$6,512.00	\$4,721.50
Hardy and Harper, Inc	Street Maintenance Services	\$75,000.00	\$75,000.00
Interwest Consulting Group TKE Engineering HR Green	On-Call Public Works Inspection Services	\$40,000.00	\$40,000.00
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	\$246,342.75
Lynn Merrill	NPDES Services	\$10,000.00	\$10,000.00
Moran Janitorial Services	Janitorial Services for City Hall and City Parks	\$19,980.00	\$16,650.00
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	\$17,538.80
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	\$5,469.12
County of Riverside TLMA Administration	Main Street Traffic Signal Maintenance Services	\$6,000.00	\$6,000.00
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	\$2,543.50

Willdan	Engineering Services (incl. Landscape and Lighting Assessment District)	\$7,000 (paid with Dev. fees)	N/A (Developer Fee and LLMD Assess.)
TOTAL PUBLIC WORKS CONTRACT VALUE FOR FY 2018-19:		\$812,800.54	\$670,581.22 balance

FY 2018-19 Capital Improvement Project Contracts

Contractor Name	Service	Contract Amount	Contract Balance
Clean Cut Landscape	Dog Park Construction	\$373,525.15	\$16,517.85
TKE Engineering	Dog Park Inspection & Construction Management	\$11,720.27	\$0
Evan Brooks Associates	Grant Writing for HSIP Cycle 9 – Guardrail Project	\$7,995.00	\$0
Evan Brooks Associates	Preliminary Engineering for HSIP – Mt. Vernon Safety Improvement	\$36,300.00	\$17,166.00
Hardy & Harper	Pavement Rehabilitation Project	\$756,000.00	\$106,104.24
HR Green California	Pavement Rehabilitation Project – Inspection / Construction Mgt	\$26,250.00	\$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
TOTAL CIP PROJECT CONTRACT VALUE FOR FY 2018-19		\$1,266,865.42	\$194,863.09

Bids:

- Issued Notice to Proceed to LOR Geotechnical for Phase I Environmental Site Assessment

Major Reports:

- NPDES Report
- SBCTA CPNA Submittal
- SBCTA Measure I CIP Report / Resolution

Grants:

- MSRC Funding for Clean Transportation Projects
- HSIP – Highway Safety Improvement funding for Mt. Vernon
- Southern California Incentive Program (SCIP) – Received confirmation of \$140,000 grant for EV charging station project at City Hall
- CDBG for FSA Senior Meal Program and Case Management Services, FSA Senior Center Director
- CalRecycle Mandatory Organics Recycling (MOR) Implementation Plan

Project Management:

- Phase I Environmental Site Assessment for Commerce Way Project
- Pavement Rehabilitation Project – assist
- EV Charging Station

Major Meetings / Events:

- Hosted San Bernardino County Household Hazardous Waste Manager’s Mtg in Community Room – 9/6/18



City of Grand Terrace
Public Works Department

DATE: December 5, 2018

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

FROM: Alan French, Public Works Department Director

SUBJECT: October 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	Fed, State, City
Commerce Way Extension	\$ 3,500,000	City Part Final Design 90% comments being addressed, beginning r/w, utility coordination	State, City
CIP Year 2 Street Slurry/Resurfacing	\$760,000	Paving done, project closeout in October/ November	State, Recycle Grant, City
Dog Park	\$350,000	Constructed, negotiating change order contractor maintenance to November	Park Fees, State, City
HSIP – Mt. Vernon Safety Project	\$435,700	In Final Design reviewed, comments to engineer, r/w certification submitted	Fed

TOTALS: \$8,545,700

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

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

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

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

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

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

12:00pm – 12:30pm: Lunch

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

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

*Set-up Community Room for special events or meetings

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

Public Works - Maintenance

Public Works Maintenance Core Services

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

Staffing Levels

			Weekday Hours		After hours & Weekend hours		Call outs
	Budgeted	Staffed	Available	Worked	*Available	Worked	
Field	4	**3.5	**637	623	28	29	5
Office	2	2	364	326.5	0	5.5	0
Total	6	5.5	**1001	949.5	28	34.5	5

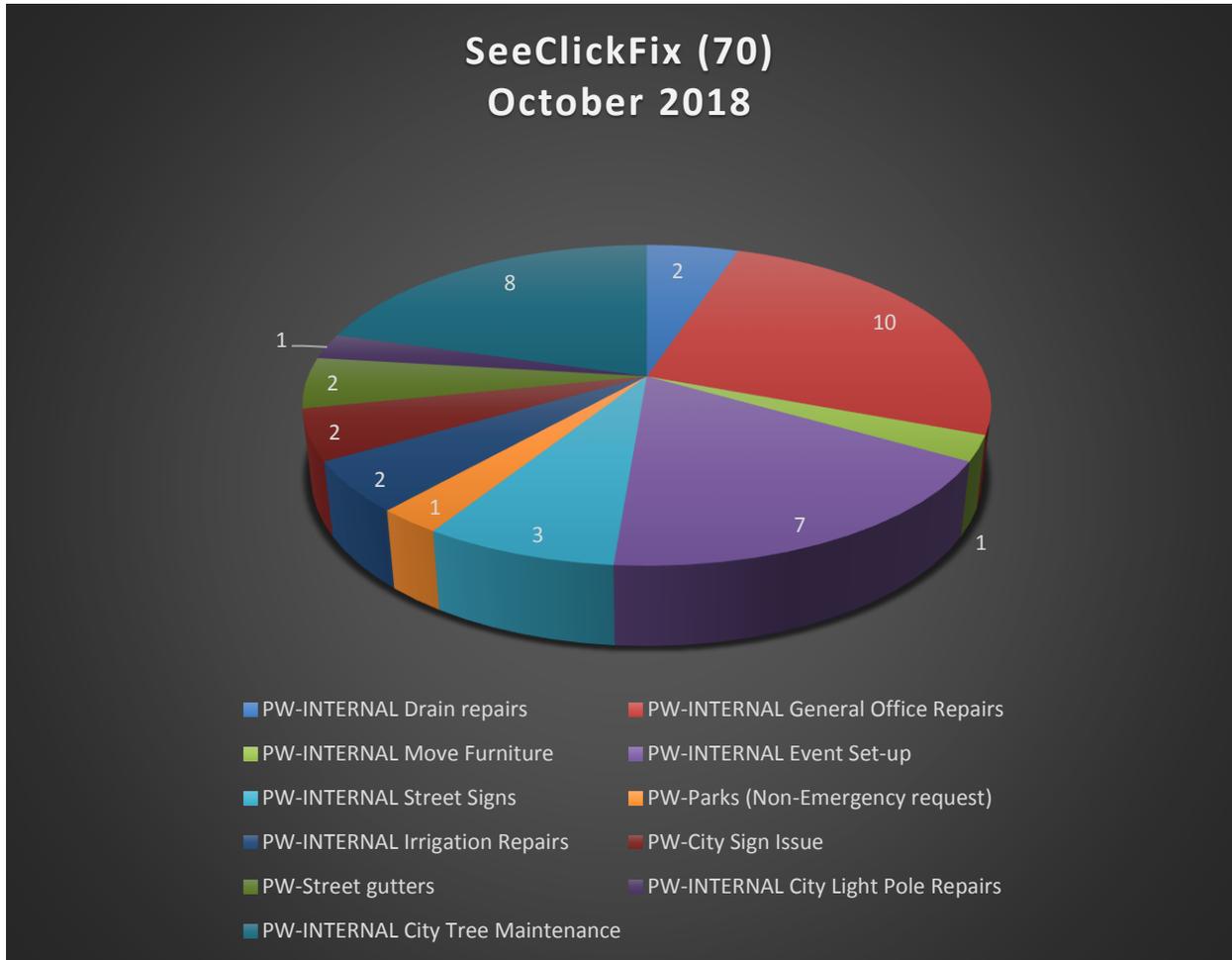
*Due to 40 hour work week, these are not compensated overtime hours. Extra hours and call outs constitute emergency call outs, or hours worked over 8 in a weekday.

**Due to reduced staff for half of the month.

Work Release Hours

Maintenance was supplemented by 176 work releases hours during the month of August.

Total Month of October 70-Public Works Department



SeeClickFix W/O Public Works and Code Departments Overview

Between Oct 01, 2018 and Oct 31, 2018

71 requests were opened

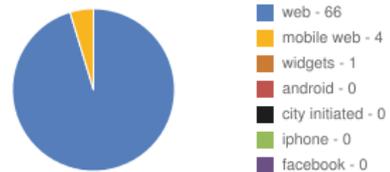
69 requests were acknowledged

72 requests were closed

The average time to acknowledge was 3.9 days.

The average time to close was 15.4 days.

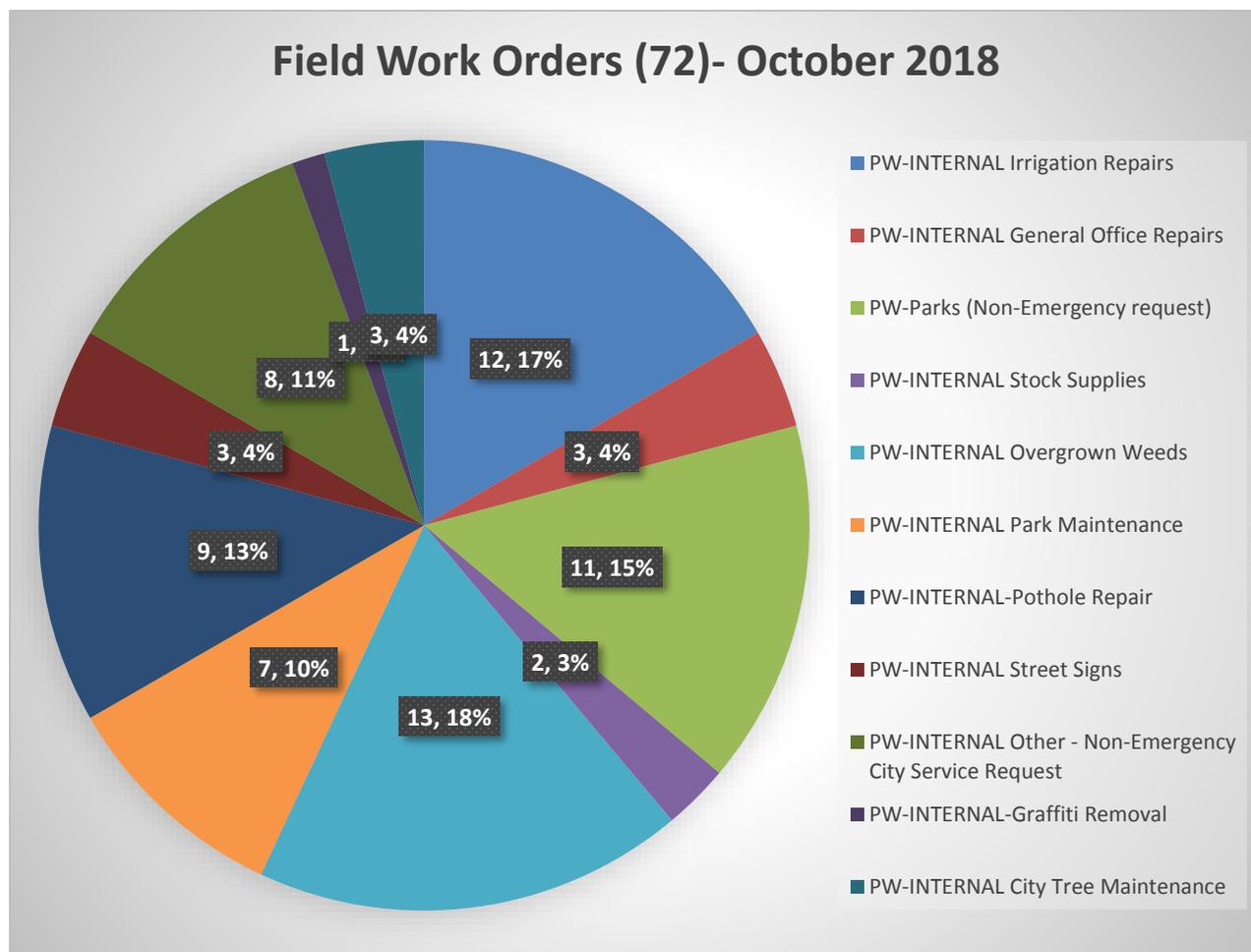
Requests by Source



SeeClickFix Work Orders

<u>Status</u>	<u>Opened</u>	<u>Category</u>	<u>Address</u>
Archived	10/3/2018	PW-INTERNAL Drain repairs	22795 Barton Road Grand Terrace, CA
Archived	10/3/2018	PW-INTERNAL General Office Repairs	22795 Barton Road Grand Terrace, CA
Archived	10/3/2018	PW-INTERNAL General Office Repairs	22795 Barton Road Grand Terrace, CA
Archived	10/3/2018	PW-INTERNAL Move Furniture	Canal Circle Grand Terrace, CA
Archived	10/4/2018	PW-INTERNAL Event Set-up	22795 Barton Road Grand Terrace, CA
Archived	10/4/2018	PW-INTERNAL Event Set-up	Grand Terrace CA
Archived	10/4/2018	PW-INTERNAL Event Set-up	22795 Barton Road Grand Terrace, CA
Archived	10/4/2018	PW-INTERNAL Street Signs	22795 Barton Road Grand Terrace, CA
Archived	10/4/2018	PW-INTERNAL Drain repairs	Britton Way Grand Terrace, CA
Archived	10/4/2018	PW-INTERNAL General Office Repairs	22795 Barton Road Grand Terrace, CA
Archived	10/4/2018	PW-INTERNAL General Office Repairs	22582 City Center Court Grand Terrace, CA
Archived	10/5/2018	PW-INTERNAL Event Set-up	22731 Grand Terrace Road Grand Terrace, CA
Archived	10/5/2018	PW-Parks (Non-Emergency request)	22745 Deberry St Grand Terrace, California
Archived	10/5/2018	PW-INTERNAL Irrigation Repairs	22795 Barton Road Grand Terrace, CA
Archived	10/6/2018	PW-City Sign Issue	22100 Brentwood Grand Terrace, California
Archived	10/7/2018	PW-City Sign Issue	22516 Eton Drive Grand Terrace, California
Archived	10/9/2018	PW-Street gutters	22836 De Berry Street Grand Terrace, California
Archived	10/9/2018	PW-INTERNAL Street Signs	22795 Barton Road Grand Terrace, CA
Archived	10/9/2018	PW-INTERNAL Other - Non-Emergency City Service Request	Mount Vernon Avenue Grand Terrace, CA
Acknowledged	10/10/2018	PW-INTERNAL City Light Pole Repairs	22795 Barton Road Grand Terrace, CA
Archived	10/10/2018	PW-INTERNAL General Office Repairs	22795 Barton Road Grand Terrace, CA
Archived	10/10/2018	PW-INTERNAL Other - Non-Emergency City Service Request	Mount Vernon Avenue Grand Terrace, CA
Closed	10/12/2018	CE-Non-Emergency	12814 Reed Avenue Grand Terrace, California
Archived	10/16/2018	PW-INTERNAL City Tree Maintenance	12813 Vivienda Avenue Grand Terrace, CA
Archived	10/16/2018	PW-INTERNAL City Tree Maintenance	Palm Avenue Grand Terrace, CA
Archived	10/16/2018	PW-INTERNAL City Tree Maintenance	Kentfield Street Grand Terrace, CA
Archived	10/16/2018	PW-INTERNAL Tree Removal	22809 Finch Street Grand Terrace, CA
Archived	10/16/2018	PW-INTERNAL Other - Non-Emergency City Service Request	Grand Terrace CA
Archived	10/16/2018	PW-INTERNAL Sidewalk Issue	22809 Finch Street Grand Terrace, CA
Archived	10/16/2018	PW-INTERNAL Tree Removal	22755 Cardinal Street Grand Terrace, CA
Archived	10/17/2018	PW-Other-Non Emergency City Service Request	Grand Terrace CA
Archived	10/17/2018	PW-INTERNAL Overgrown Weeds	22670 Cardinal Street Grand Terrace, CA
Closed	10/17/2018	PW-INTERNAL City Sign Issue	Grand Terrace CA
Archived	10/18/2018	PW-INTERNAL Event Set-up	22795 Barton Road Grand Terrace, CA
Archived	10/18/2018	PW-INTERNAL Pothole Repair	La Paix Street Grand Terrace, CA
Archived	10/18/2018	PW-INTERNAL Overgrown Weeds	23238 Westwood Street Grand Terrace, CA
Archived	10/18/2018	PW-INTERNAL Event Set-up	Grand Terrace CA
Acknowledged	10/20/2018	PW-Pothole Repair	12794 Michigan St Grand Terrace 92313, United States
Archived	10/20/2018	PW-Pothole Repair	22365 Barton Rd Grand Terrace 92313, United States
Archived	10/22/2018	PW-INTERNAL Tree Removal	22317 Barton Road Grand Terrace, CA
Archived	10/22/2018	PW-INTERNAL Overgrown Weeds	La Paix Street Grand Terrace, CA
Archived	10/22/2018	PW-INTERNAL Other - Non-Emergency City Service Request	Barton Road Grand Terrace, CA
Archived	10/22/2018	PW-INTERNAL Other - Non-Emergency City Service Request	22795 Barton Road Grand Terrace, CA
Archived	10/23/2018	PW-INTERNAL City Tree Maintenance	Mount Vernon Avenue Grand Terrace, CA
Archived	10/23/2018	PW-INTERNAL Stock Supplies	12000 Mount Vernon Avenue Grand Terrace, CA
Archived	10/24/2018	PW-INTERNAL Street Gutters	12785 Mirado Avenue Grand Terrace, CA
Archived	10/24/2018	PW-INTERNAL General Office Repairs	22795 Barton Road Grand Terrace, CA
Archived	10/24/2018	PW-INTERNAL City Tree Maintenance	Warbler Avenue Grand Terrace, CA
Archived	10/24/2018	PW-INTERNAL City Tree Maintenance	Barton Road Grand Terrace, CA
Archived	10/24/2018	PW-INTERNAL City Tree Maintenance	12817 Reed Avenue Grand Terrace, CA
Archived	10/24/2018	PW-INTERNAL City Tree Maintenance	12448 Vivienda Avenue Grand Terrace, CA
Archived	10/25/2018	PW-INTERNAL Street repairs	Barton Road Grand Terrace, CA
Acknowledged	10/25/2018	PW-INTERNAL General Office Repairs	22795 Barton Road Grand Terrace, CA
Archived	10/25/2018	PW-INTERNAL Other - Non-Emergency City Service Request	Grand Terrace CA
Archived	10/26/2018	PW-INTERNAL Other - Non-Emergency City Service Request	22720 Vista Grande Way Grand Terrace, CA
Archived	10/26/2018	PW-INTERNAL Other - Non-Emergency City Service Request	21937 Grand Terrace Road Grand Terrace, CA
Archived	10/26/2018	PW-INTERNAL Other - Non-Emergency City Service Request	12000 Mount Vernon Avenue Grand Terrace, CA
Archived	10/26/2018	PW-INTERNAL General Office Repairs	22795 Barton Road Grand Terrace, CA
Archived	10/29/2018	PW-INTERNAL Street Signs	Grand Terrace Road CA
Archived	10/29/2018	PW-INTERNAL Other - Non-Emergency City Service Request	22491 De Berry Street Grand Terrace, CA
Archived	10/29/2018	PW-INTERNAL Other - Non-Emergency City Service Request	Barton Road Grand Terrace, CA
Archived	10/29/2018	PW-INTERNAL Irrigation Repairs	Michigan Street Grand Terrace, CA
Archived	10/30/2018	PW-Other-Non Emergency City Service Request	22795 Barton Road Grand Terrace, CA
Archived	10/30/2018	PW-Other-Non Emergency City Service Request	22795 Barton Road Grand Terrace, CA
Archived	10/30/2018	PW-Other-Non Emergency City Service Request	22795 Barton Road Grand Terrace, CA
Archived	10/30/2018	PW-Other-Non Emergency City Service Request	22795 Barton Road Grand Terrace, CA
Archived	10/30/2018	PW-Other-Non Emergency City Service Request	22795 Barton Road Grand Terrace, CA
Archived	10/30/2018	PW-INTERNAL General Office Repairs	22795 Barton Road Grand Terrace, CA
Archived	10/31/2018	PW-INTERNAL General Office Repairs	22795 Barton Road Grand Terrace, CA
Archived	10/31/2018	PW-INTERNAL Event Set-up	22795 Barton Road Grand Terrace, CA

Work Orders captured while out on Field



Park Shelter Reservations in October 2018

Park	Shelter	Date Reserved
Richard Rollins	A, B, C & D	October 21, 2018
Richard Rollins	A & B	October 7, 2018

Community Room Reservations October 2018

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

October 2018

October 2018							November 2018						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
40	1	2	3	4	5	6	44	4	5	6	7	8	9
41	7	8	9	10	11	12	45	11	12	13	14	15	16
42	14	15	16	17	18	19	46	18	19	20	21	22	23
43	21	22	23	24	25	26	47	25	26	27	28	29	30
44	28	29	30	31			48						

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
WEEK 40 Sep 30	Oct 1	2 5:00pm EOC Monthly Meeting (Community Room) 6:30pm Republican Woman's Club (Community Room)	3	4 4:00pm Girl Scouts Troop 1195	5	6 10:00am Overeaters Anonymous 1:00pm Inland Empire Quilt Guild
WEEK 41 7	8	9	10	11 4:00pm Girl Scouts Troop 1195 4:00pm Parks and Recs Advisory Committee	12	13 9:00am Citrus Belt Quilters 10:00am Overeaters Anonymous
WEEK 42 14	15 5:00pm Friends of the Library Meeting	16	17	18 4:00pm Girl Scouts Troop 1195	19	20 10:00am Overeaters Anonymous
WEEK 43 21	22	23	24	25 4:00pm Girl Scouts Troop 1195	26	27 10:00am Overeaters Anonymous
WEEK 44 28	29	30	31	Nov 1	2	3

Community Room 1 12/3/2018 2:32 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

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

Service Description	Refuse	Recycling	E-Waste	Green-waste	Tires	Tin/White	Scrap Metal	C&D	Comm'l Select / Floor-sort	Total Tonnage Generated	Total Tonnage Generated by Category
Residential	230.37	63.56		169.33						463.26	
Christmas Tree											
Bulky Item	5.21		0.13			0.88				6.22	469.48 <i>Residential</i>
Multi-Family	148.69	9.70		4.07						162.46	162.46 <i>Multi-Family</i>
Commercial	178.51	10.17							0.02	188.70	
School	7.00	5.29								12.29	200.99 <i>Commercial</i>
Rolloff	46.33									46.33	46.33 <i>Rolloff</i>
Grand Total	616.11	88.72	0.13	173.40		0.88			0.02	879.26	

Missed Pick-Up Report

<u>Date Reported</u>	<u>Address</u>	<u>Description</u>	<u>Date Pick Up Completed</u>
9/8/2018	22709 Palm Avenue B	Recycle bin missed	9/8/2018
9/11/2018	12720 Palomino Court	Bin missed	9/11/2018
9/11/2018	22578 Raven Way	90 gal bin missed	9/12/2018
9/19/2018	11970 Preston Street	90 gal missed	9/21/2018
9/24/2018	11947 Pascal Avenue	Trash missed	9/25/2018
9/26/2018	22750 Kentfield Street	Bins on even side of street missed	9/26/2018
9/26/2018	22845 Finch Street	90 gals missed	9/26/2018
9/26/2018	22611 Robin Way	90 gal missed	9/26/2018
9/26/2018	22611 Robin Way	Trash bin missed	9/26/2018
9/27/2018	22643 Eton Drive	90 gal bin missed	9/28/2018

Public Works Administration

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

Contracts:

Public Works Services for FY 2018-19:

Contractor Name	Service	Contract Amount	Remaining Balance as of Oct. 31, 2018
ACCO Engineered Systems	HVAC Maintenance	\$22,850	\$14,769.04
Albert A Webb Associates	Commerce Way Final Design	\$109,389.00	\$44,353.85
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	\$18,416.66
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	\$32,095.00
Gopher Patrol	Gopher Abatement Services	\$6,512.00	\$4,233.00
Hardy and Harper, Inc	Street Maintenance Services	\$75,000.00	\$75,000.00
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	\$229,397.75
Lynn Merrill	NPDES Services	\$10,000.00	\$9,287.75
Moran Janitorial Services	Janitorial Services for City Hall and City Parks	\$19,980.00	\$14,985.00
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	\$4,931.57
County of Riverside TLMA Administration	Main Street Traffic Signal Maintenance Services	\$6,000.00	\$3,206.99
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.)
TOTAL PUBLIC WORKS CONTRACT VALUE FOR FY 2017-18:		\$800,365.00	\$553,746.71 balance

FY 2018-19 Capital Improvement Project Contracts

Contractor Name	Service	Contract Amount	Contract Balance
Clean Cut Landscape	Dog Park Construction	\$373,525.15	\$16,517.85
TKE Engineering	Dog Park Inspection & Construction Management	\$11,720.27	\$0
Evan Brooks Associates	Grant Writing for HSIP Cycle 9 – Guardrail Project	\$7,995.00	\$0
Evan Brooks Associates	Preliminary Engineering for HSIP – Mt. Vernon Safety Improvement	\$36,300.00	\$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
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
TOTAL CIP PROJECT CONTRACT VALUE FOR FY 2018-19		\$1,266,865.42	\$265,399.65

Bids:

- N/A

Major Reports:

- SB 1 2017-18 Expenditure Report
- Submitted ATP Improvement expenditures to consultant for City’s Active Transportation Plan
- AQMD AB 2766 Report
- Cal Recycle: Phone conference with Burrtec re: Implementation Plan for Mandatory Organics Recycling

Grants:

- Submitted Notice of Interest for \$3.7 million HMGP funding for Slope Stabilization
- MSRC Funding for Clean Transportation Projects
- HSIP – Highway Safety Improvement funding for Mt. Vernon
- 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 – assist with processing of progress payment
- EV Charging Station

Major Meetings / Events:

- Year 3 Tree Cycle Maintenance Meeting – 10/5/18
- Energy Systems Optimization Service Introduction Meeting – 10/12/18, 10/23/18
- SBCOG Zero Emission Work Group Meeting – 10/24/18

Sheriff's Contract

- Law Enforcement Services



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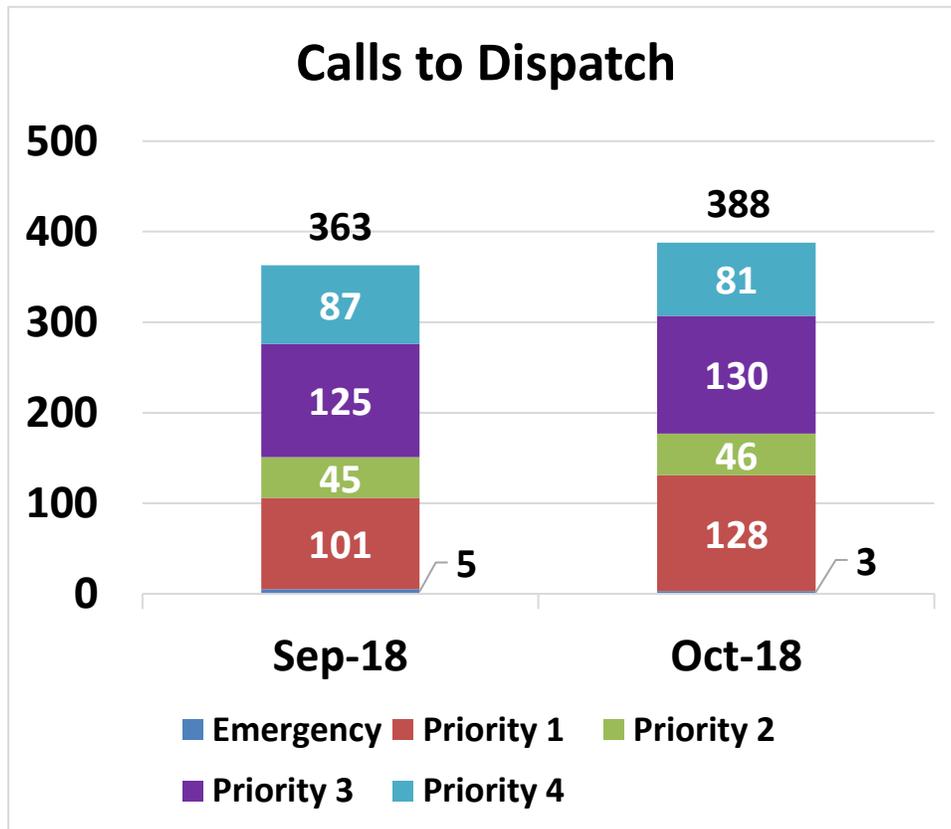


San Bernardino County Sheriff's Department



Services	September 2018	October 2018
Officer Contact and Calls	1,151	1,266

Calls to Dispatch	September 2018	October 2018
Emergency	5	3
Priority 1	101	128
Priority 2	45	46
Priority 3	125	130
Priority 4	87	81
Totals	363	388



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
09/01/18 – 09/30/18

Call Type	Number of Calls
Commercial Alarm	2
Carbon Monoxide Alarm	1
Fire – Structure (Residential)	1
Fire – Vegetation	1
Medical Aid	94
Outside Investigation	2
Public Service	2
Residential Alarm	1
Traffic Collision with Injuries	1
Traffic Collision Unknown Injuries	1
Traffic Collision Unknown Injuries (Freeway)	3
Water Salvage	1
Total Calls	110



City of Grand Terrace
Fire Department Incidents
10/01/18 – 10/31/18

Call Type	Number of Calls
Commercial Alarm	9
Carbon Monoxide Alarm	1
Fire – Structure (Commercial)	1
Fire – Structure (Residential)	1
Inside Investigation	1
Medical Aid	105
Move Up (Cover Engine in to FS#23)	1
Outside Electrical incident	2
Public Service	5
Residential Alarm	1
Traffic Collision with Injuries	1
Traffic Collision with Injuries (Freeway)	1
Traffic Collision Unknown Injuries	4
Traffic Collision Unknown Injuries (Freeway)	1
Total Calls	134