



MONTHLY REPORT

January 2018

PRESENTED BY
THE CITY MANAGER'S OFFICE

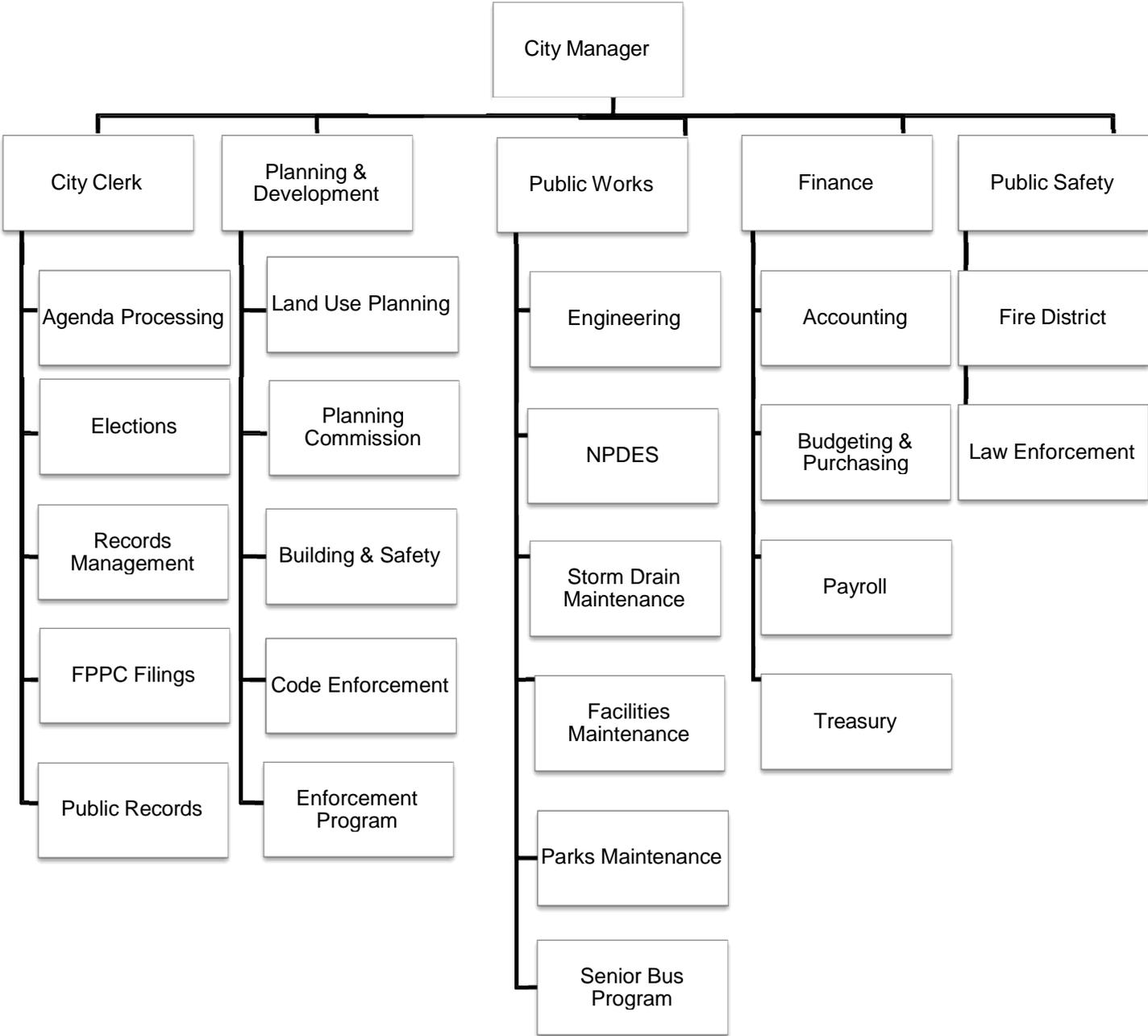
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| | |
|-------------------------------------|--------|
| Organizational Chart | 1 |
| City Clerk | 2 |
| Committee/Commissions | 8 |
| City Manager | 10 |
| Senior Center | 15 |
| Senior Bus Program | 16 |
| Communications | 21 |
| Planning and Development..... | 24 |
| Code Enforcement..... | 37 |
| Weekend Code | 38 |
| Parking/Graffiti | 39, 40 |
| Animal Control | 41 |
| Public Works..... | 42 |
| Maintenance | 44 |
| SeeClick Fix..... | 46 |
| Park Maintenance..... | 54 |
| Sheriff's Contract | 59 |
| San Bernardino County Fire..... | 61 |
| Emergency Management Services | 62 |

CITY MANAGER

Organization Chart



City Clerk

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

DATE: February 20, 2018

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

FROM: Debra Thomas, City Clerk

SUBJECT: **DECEMBER 2017 AND JANUARY 2018 CITY CLERK MONTHLY REPORT**

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

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

AGENDAS/POSTINGS

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

The total number of agendas processed for the month of December is one (1) and for the month of January is three (3), spending a total of twenty-eight (28) hours preparing agenda packets together with delivery and producing 1,121 pages.

| AGENDA PROCESSING/POSTING | | | | |
|----------------------------------|------------------------|------------------------|-------------------|---------------|
| MONTH | Regular Meeting | Special Meeting | OB Meeting | Totals |
| July | 2 | 0 | 0 | 2 |
| August | 2 | 0 | 0 | 2 |
| September | 2 | 1 | 0 | 3 |
| October | 2 | 0 | 0 | 2 |
| November | 1 | 1 | 1 | 3 |
| December | 1 | 0 | 0 | 1 |
| January | 2 | 0 | 1 | 3 |
| Total Processed | 12 | 2 | 2 | 16 |

RESOLUTIONS & ORDINANCES

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

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

The total number of Resolutions and Ordinances processed for the month of December are two (2) Resolutions and two (2) Ordinances for a grand total of four (4) processed for signature and certification. For the month of January, the total number of Resolutions and Ordinances processed are two (2) Resolutions and zero (0) Ordinances.

| RESOLUTIONS AND ORDINANCES PROCESSED | | | |
|---|--------------------|-------------------|-----------------------|
| | RESOLUTIONS | ORDINANCES | MONTHLY TOTALS |
| July | 4 | 1 | 5 |
| August | 3 | 0 | 3 |
| September | 3 | 3 | 6 |
| October | 3 | 0 | 3 |
| November | 4 | 0 | 4 |
| December | 2 | 2 | 4 |
| January | 2 | 0 | 2 |
| | | | |
| Total Processed | 21 | 6 | 27 |

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.

No recognitions were provided in the month of December 2017, however the City Council issued forty-one (41) recognitions in the month of January 2018.

| Month | Certificate of Acknowledgment w/Pin | Certificate of Recognition w/Pin | Commendation w/Pin | In Memoriam Adjournments | Certificate of Participation | Proclamation | Total |
|------------------------|-------------------------------------|----------------------------------|--------------------|--------------------------|------------------------------|--------------|------------|
| July | 0 | 2 | 0 | 1 | 0 | 0 | 3 |
| August | 0 | 0 | 2 | 1 | 0 | 0 | 3 |
| September | 0 | 44 | 0 | 4 | 0 | 1 | 49 |
| October | 0 | 2 | 1 | 0 | 1 | 0 | 4 |
| November | 0 | 2 | 0 | 0 | 0 | 0 | 2 |
| December | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| January | 0 | 2 | 1 | 1 | 34 | 3 | 41 |
| Total Processed | 0 | 52 | 4 | 7 | 35 | 4 | 102 |

CONTRACTS AND AGREEMENTS PROCESSED

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

For the month of December 2017, Council approved one agreement and for the month of January 2018, Council approved seven (7) agreements which three (3) originals of each agreement were sent to the contractor for signature. All were returned to the City signed and circulated for signature in-house and are now on file with the City Clerk's department.

| CONTRACTS & AGREEMENTS PROCESSED | |
|---|-----------|
| July | 2 |
| August | 2 |
| September | 5 |
| October | 6 |
| November | 8 |
| December | 1 |
| January | 7 |
| Total | 31 |

RECORDS REQUESTS

The City Clerk's office received twenty-two (22) Requests for Copies of Public Records for the months of December 2017 and January 2018. Twenty (20) 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 56 pages with four (4) letters to Requestor advising there were no records responsive to the request.

| RECORDS REQUEST SUMMARY | | | | | | |
|-------------------------|-------------------|----------------------------------|--------------------------|---------------------------------|---------------------|----------------------------------|
| Month | Requests Received | Carried Over from Previous Month | Completed Within 10 Days | Completed with 14-Day Extension | # of Pages Provided | Letter to Requestor – No Records |
| July | 7 | 4 | 5 | 3 | 10 | 3 |
| August | 16 | 0 | 9 | 7 | 199 | 5 |
| September | 5 | 2 | 4 | 1 | 95 | 0 |
| October | 9 | 1 | 7 | 0 | 22 | 1 |
| November | 7 | 3 | 7 | 0 | 13 | 1 |
| December | 6 | 0 | 5 | 1 | 7 | 1 |
| January | 16 | 0 | 15 | 1 | 49 | 3 |
| Total Requests | 66 | 10 | 52 | 13 | 395 | 14 |

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 December 2017 and January 2018, the City Clerk’s office responded to five hundred (500) telephone calls. Most of these telephone calls are residents who prefer to explain the reason for their call to a representative and have the representative ensure they are connected to the appropriate department rather than use the phone tree. Additionally, these calls also include in-house customer service assistance to City staff.

| TELEPHONE CUSTOMER SERVICE | |
|----------------------------|--------------|
| July | N/A |
| August | N/A |
| September | 133 |
| October | 289 |
| November | 268 |
| December | 201 |
| January | 299 |
| Total Calls | 1,190 |

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.

| | # Hours/ Sept | #Hours/ Oct | #Hours/ Nov | #Hours/ Dec | #Hours/ Jan | Total |
|--|------------------|----------------|----------------|----------------|----------------|--------------|
| Committee Meeting | 1 | 2 | 2 | 1.75 | 1.5 | 8.25 |
| Emails with Committee Members | .5 | 0 | 0 | 0 | 0 | .5 |
| Written Correspondence with Committee Members | .5 | .5 | .5 | .5 | .5 | 2.5 |
| Telephone Calls with Committee Members | 1 | 1.5 | .75 | 2.0 | 0 | 5.25 |
| Telephone Calls with Vendors – Country Fair | .25 | .5 | .25 | 0 | 0 | 1 |
| Emails with Vendors – Country Fair | .25 | 0 | 0 | 0 | 0 | .25 |
| City Birthday Party | - | - | 3 | 5 | 0 | 8 |
| | | | | | | |
| TOTAL # HOURS | 3.5 | 4.5 | 6.5 | 9.25 | 2.0 | 25.75 |

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 |
| Oversight Board | 7 | 0 | 1 |
| Planning Commission | 5 | 0 | 0 |
| Parks & Recreation Committee** | 5 | 0 | 0 |

CITY CLERK CURRENT PROJECTS:

Electronic Document Management System

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

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

A conference call was coordinated with Onsite Computing and Complete Paperless Solutions on September 28, 2017 to discuss the implementation of the software and when the migration can begin. Begin date for implementation will be scheduled some time in October 2017.

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

On November 9, 2017, Onsite Computing will be upgrading the City's server, at no cost, to a virtual server so that Laserfiche can stand alone. This will ensure the program will not slow down any of the City's other systems. Additionally, we are in the process of purchasing a separate license for Microsoft, due to the changeover to Microsoft Office 365, to run the Laserfiche program. We anticipate installation of the program to begin around November 15, 2017 which will take approximately 3-5 days. We will begin scheduling training after the Thanksgiving holiday and expect to be fully operational by the second week in December 2017.

In December, we will be working with Complete Paperless Solutions to create the City's file repository (records identified from the City's Retention Schedule) and training will begin once the repository has been completed.

Complete Paperless Solutions has completed the City's file repository (records identified from the City's Retention Schedule) and is in the process of installing security and content to server. All training has been scheduled for March 1-2, 2018 to provide all users with the ability to begin scanning.

City Manager's Office

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

DATE: March 9, 2018

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

FROM: Cynthia Fortune, Assistant City Manager

SUBJECT: **July – February Monthly Services Report**

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

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

OUR MISSION

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

OUR VISION

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

HUMAN RESOURCES

Mission:

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

Values:

Develop

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

Increase

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

Respect

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

Communicate

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

CORE SERVICES

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

TABLE 1
Recruitment Activity

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

TABLE 2
Personnel Change Activity

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

TABLE 3
Employee Job Performance Activity

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

TABLE 4

Benefits Activity

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

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

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

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

SENIOR CENTER

Mission:

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

Core Values:

Seniors are recognized as a valuable asset.

Seniors have the opportunity to contribute and expand their talents and knowledge. Seniors

strengthen our community and benefit personally by their involvement.

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

Seniors are treated respectfully and with dignity. Senior of

all economic circumstances are served.

TABLE 1
Senior Center Activities

| Description | Jul-2017 | Aug-2017 | Sept-2017 | Oct-2017 | Nov-2017 | Dec-2017 |
|---------------------------------------|----------|----------|-----------|----------|----------|----------|
| Nutrition Program (# of meals served) | - | - | 493 | 571 | 553 | 482 |
| Exercise Classes | 12 | 13 | 12 | 4 | 10 | 11 |
| Karaoke Singing | 2 | 2 | 3 | 2 | 2 | 4 |
| Arts and Crafts Classes | 3 | 5 | 4 | 10 | 7 | 7 |
| Trips to Walmart/Stater Bros & Ross | 2 | 3 | 2 | 9 | 6 | 6 |
| Special Events/Trips* | 7 | 4 | 2 | 7 | 7 | 6 |
| Description | Jan-2018 | Feb-2018 | Mar-2018 | Apr-2018 | May-2018 | Jun-2018 |
| Nutrition Program (# of meals served) | 482 | 454 | | | | |
| Exercise Classes | 12 | 11 | | | | |
| Karaoke Singing | 2 | 2 | | | | |
| Arts and Crafts Classes | 7 | 7 | | | | |
| Trips to Walmart/Stater Bros & Ross | 8 | 6 | | | | |
| Special Events/Trips* | 6 | 6 | | | | |

*Special trips include the movies, lunch at various restaurants, lunch trips to San Manuel Casino, Redlands Bowl concerts, Grand Terrace city tours, etc.

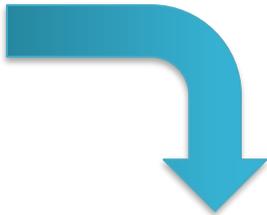
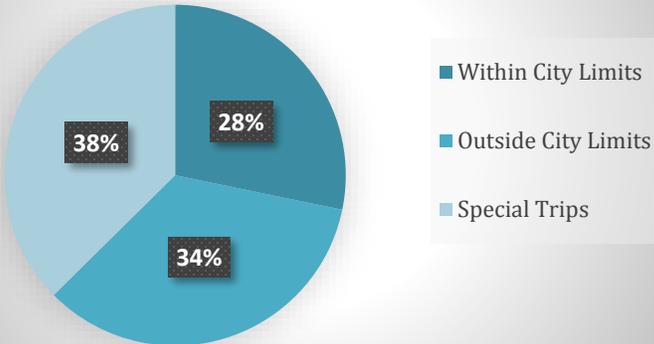
TABLE 2
Senior Center Blue Mountain Silver Liner
of Passengers

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

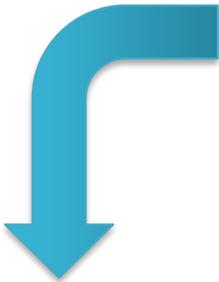
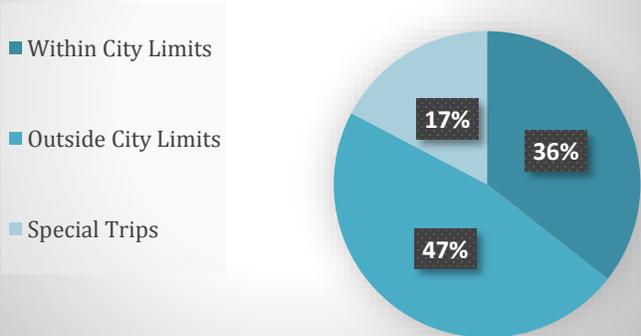
TABLE 3
of Rides

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

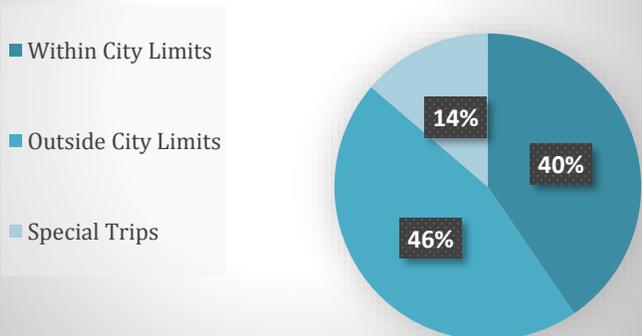
December Rides



January Rides



February Rides



FINANCE

Mission:

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

Values:

Transparency (Accessibility of Information):

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

Integrity (Reliability on Information Provided):

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

Quality (Commitment to Excellence):

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

Teamwork (Mutual Respect and Cooperation):

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

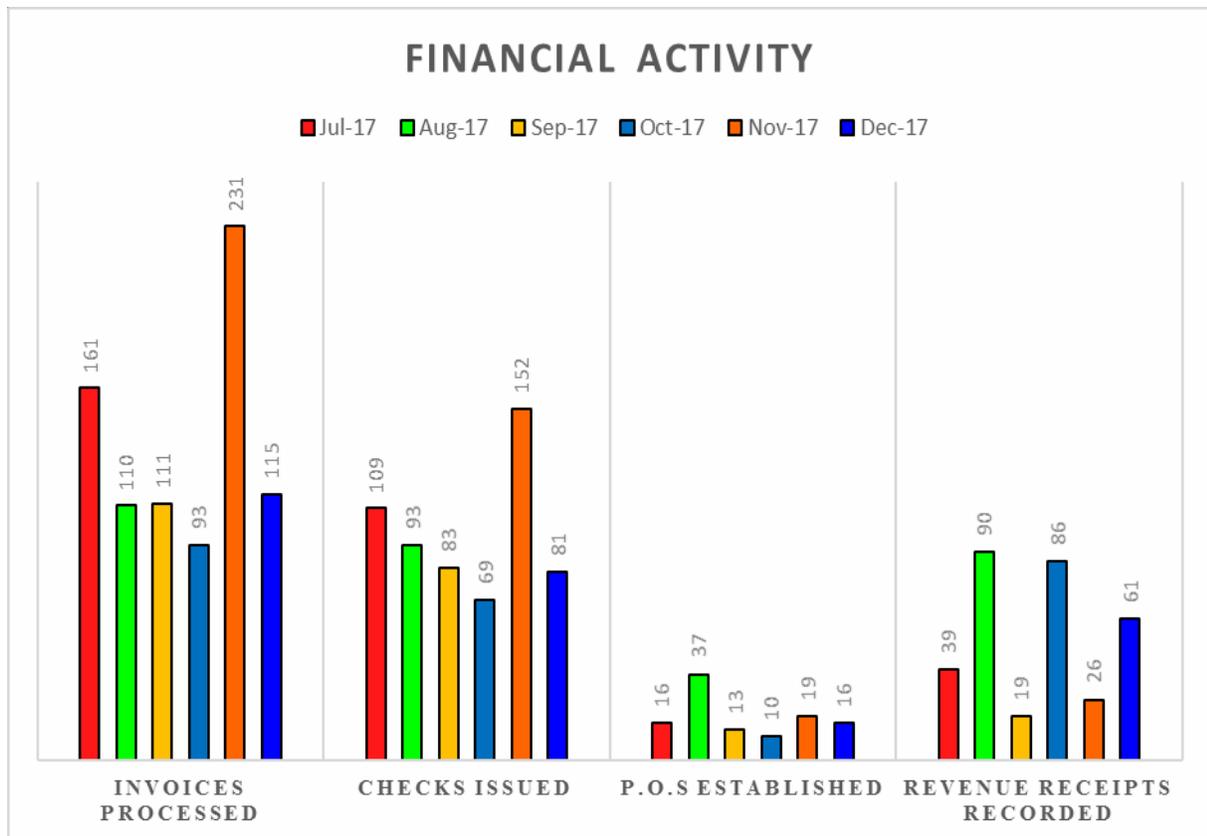
CORE SERVICES

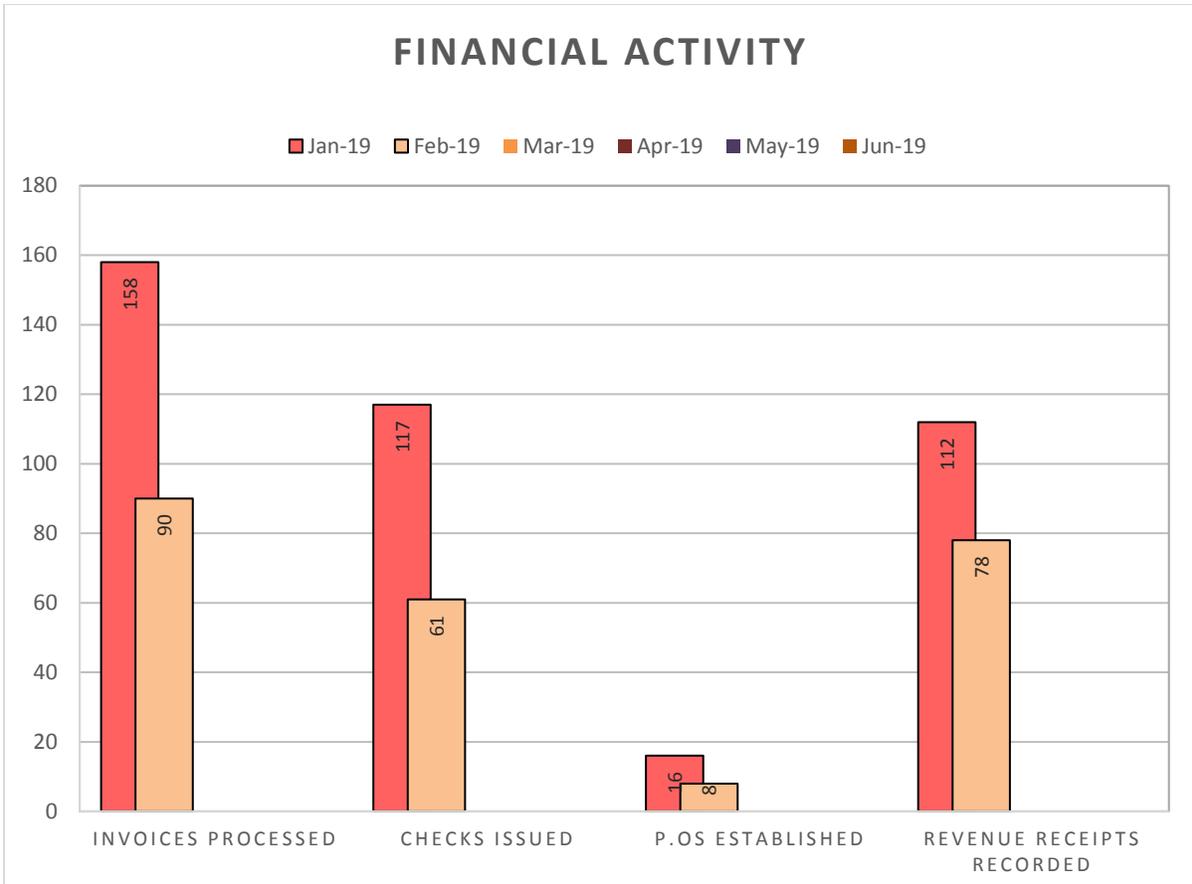
The Finance Department has 4 core services: Accounting, Purchasing, Revenue Management and Treasury. The Finance Department works in partnership with other departments to effectively develop, manage and safeguard the City's fiscal resources to enable and enhance the delivery of City services and projects.

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

TABLE 1
Financial Activity

| Description | Jul-2017 | Aug-2017 | Sept-2017 | Oct-2017 | Nov-2017 | Dec-2017 |
|-----------------------------|----------|----------|-----------|----------|----------|----------|
| Invoices Processed | 161 | 110 | 111 | 93 | 231 | 115 |
| Checks Issued | 109 | 93 | 83 | 69 | 152 | 81 |
| Purchase Orders Established | 16 | 37 | 13 | 10 | 19 | 16 |
| Revenue Receipts Recorded | 39 | 90 | 19 | 86 | 26 | 61 |
| Description | Jan-2019 | Feb-2018 | Mar-2018 | Apr-2018 | May-2018 | Jun-2018 |
| Invoices Processed | 158 | 90 | | | | |
| Checks Issued | 117 | 61 | | | | |
| Purchase Orders Established | 16 | 8 | | | | |
| Revenue Receipts Recorded | 112 | 78 | | | | |





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 City Communications Data: |
|---------------------------------------|

| Channel 3: | Jul | Aug | Sep | Oct | Nov | Dec |
|-------------------------------------|-----|-----|-----|-----|-----|-----|
| City Council Meeting Replays | 0 | 2 | 34 | 36 | 34 | 35 |
| Activities/Items Added to Slideshow | 3 | 5 | 3 | 2 | 2 | 0 |
| Channel 3: | Jan | Feb | Mar | Apr | May | Jun |
| City Council Meeting Replays | 31 | 14 | | | | |
| Activities/Items Added to Slideshow | 3 | 2 | | | | |

* Note: Equipment non-functional in July & August, as well as part of February.

| Facebook | Jul | Aug | Sep | Oct | Nov | Dec |
|--------------------|---------|--------|--------|--------|--------|-------|
| Posts | 20 | 16 | 21 | 27 | 29 | 13 |
| Total Reach | No Data | 12,889 | 18,793 | 34,472 | 12,693 | 7,111 |
| Total Engagement | No Data | 969 | 1,313 | 2,926 | 1,748 | 1,204 |
| Page Followers | 1,240 | 1,264 | 1,283 | 1,300 | 1,350 | 1,368 |
| New Page Followers | 29 | 24 | 19 | 17 | 50 | 18 |
| Facebook | Jan | Feb | Mar | Apr | May | Jun |
| Posts | 17 | 19 | | | | |
| Total Reach | 7,948 | 11,711 | | | | |
| Total Engagement | 1,188 | 1,433 | | | | |
| Page Followers | 1,396 | 1,417 | | | | |
| New Page Followers | 28 | 21 | | | | |

| E-blast | Jul | Aug | Sep | Oct | Nov | Dec |
|-------------------------------------|------------|------------|------------|------------|------------|------------|
| Number of E-newsletters Distributed | 13 | 4 | 3 | 5 | 4 | 6 |
| Number of Subscribers | 505 | 504 | 508 | 507 | 520 | 524 |
| Change in Subscribers | -6 | -1 | 4 | -1 | 13 | 4 |
| Number of E-newsletters Opened | 1,424 | 531 | 322 | 658 | 477 | 726 |
| E-blast | Jan | Feb | Mar | Apr | May | Jun |
| Number of E-newsletters Distributed | 8 | 7 | | | | |
| Number of E-newsletters Opened | 1,055 | 897 | | | | |
| Number of Subscribers | 524 | 532 | | | | |
| Change in Subscribers | 0 | 12 | | | | |

| Twitter | Jul | Aug | Sep | Oct | Nov | Dec |
|----------------|------------|------------|------------|------------|------------|------------|
| Tweets | 17 | 9 | 11 | 16 | 8 | 10 |
| Impressions | 5,310 | 3,227 | 3,016 | 3,614 | 3,691 | 3,808 |
| Followers | 126 | 132 | 137 | 143 | 145 | 146 |
| New Followers | 6 | 5 | 4 | 6 | 2 | 1 |
| Twitter | Jan | Feb | Mar | Apr | May | Jun |
| Tweets | 13 | 16 | | | | |
| Impressions | 9,784 | 7,917 | | | | |
| Followers | 153 | 158 | | | | |
| New Followers | 7 | 5 | | | | |

| YouTube | Jul | Aug | Sep | Oct | Nov | Dec |
|-----------------|------------|------------|------------|------------|------------|------------|
| Video Uploads | 5 | 2 | 3 | 4 | 2 | 2 |
| Video Views | 113 | 45 | 97 | 63 | 67 | 66 |
| Subscribers | 53 | 53 | 53 | 54 | 54 | 54 |
| New Subscribers | 0 | 0 | 0 | 1 | 0 | 0 |
| YouTube | Jan | Feb | Mar | Apr | May | Jun |
| Video Uploads | 3 | 2 | | | | |
| Video Views | 139 | 60 | | | | |
| Subscribers | 54 | 54 | | | | |
| New Subscribers | 0 | 0 | | | | |

| Blue Mountain Outlook | Jul | Aug | Sep | Oct | Nov | Dec |
|---------------------------------|------------|------------|------------|------------|------------|------------|
| Full Page Ad, Inside Back Cover | 1 | 1 | 1 | 0 | 0 | 0 |
| 1/4-Page Ad | 0 | 0 | 0 | 1 | 1 | 0 |
| Blue Mountain Outlook | Jan | Feb | Mar | Apr | May | Jun |
| Full Page Ad, Inside Back Cover | 0 | 1 | | | | |
| 1/4-Page Ad | 0 | 0 | | | | |

| City News | Jul | Aug | Sep | Oct | Nov | Dec |
|---------------------------------------|------------|------------|------------|------------|------------|------------|
| Featured (Front Page Article & Image) | 0 | 0 | 0 | 1 | 0 | 0 |
| Articles | 0 | 0 | 2 | 0 | 0 | 0 |
| 1/4-Page Ad | 0 | 1 | 0 | 2 | 0 | 0 |

| City News | Jan | Feb | Mar | Apr | May | Jun |
|---------------------------------------|-----|-----|-----|-----|-----|-----|
| Featured (Front Page Article & Image) | 0 | 1 | | | | |
| Articles | 0 | 1 | | | | |
| 1/4-Page Ad | 0 | 1 | | | | |

| AM 1640 | Jul | Aug | Sep | Oct | Nov | Dec |
|------------------------------|-----|-----|-----|-----|-----|-----|
| Advertisement of City Events | 0 | 0 | 0 | 0 | 1 | 0 |
| AM 1640 | Jan | Feb | Mar | Apr | May | Jun |
| Advertisement of City Events | 0 | 1 | | | | |

| Burrtec Communications | Jul | Aug | Sep | Oct | Nov | Dec |
|---------------------------|-----|-----|-----|-----|-----|-----|
| Bi-Monthly Communications | 0 | 1 | 0 | 0 | 0 | 0 |
| Burrtec Communications | Jan | Feb | Mar | Apr | May | Jun |
| Bi-Monthly Communications | 0 | 1 | | | | |

| 5 Most Popular City Facebook Pages | | By % of Pop. |
|------------------------------------|--|---------------|
| 1) Twentynine Palms | | 18.25% |
| 2) Apple Valley | | 17.49% |
| 3) Grand Terrace | | 11.62% |
| 4) Yucca Valley | | 11.03% |
| 5) Ontario | | 8.97% |

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

Planning & Development

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



DATE: February 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: **JANUARY 2018 PLANNING AND DEVELOPMENT SERVICES MONTHLY REPORT**

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

OUR MISSION

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

OUR VISION

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

PLANNING DIVISION

Planning and Building and Safety Core Services

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

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

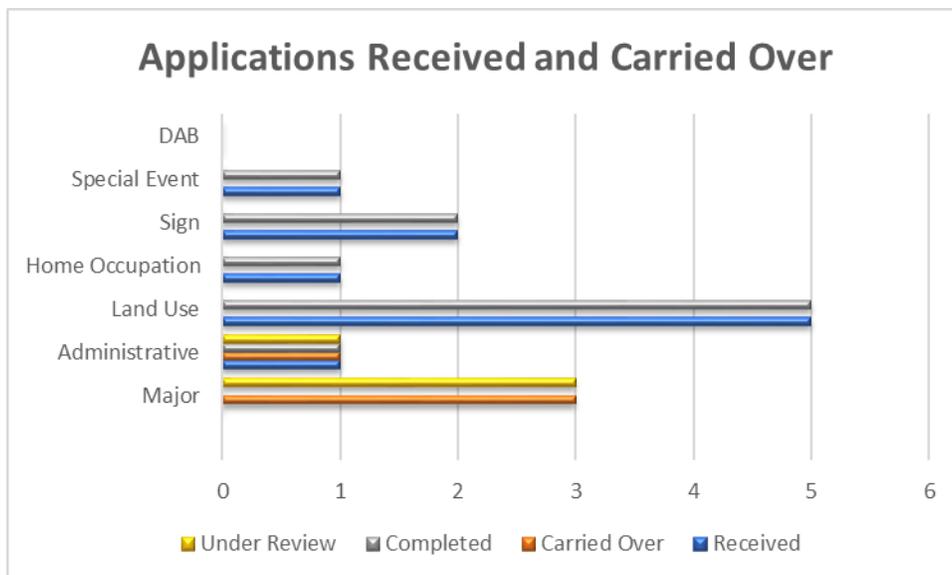
Activity Summary for Planning

Planning Counter Requests for Information: 63
 Planning Phone Calls Received: 53
 Planning E-mails Received/Answered: 118

Application Summary

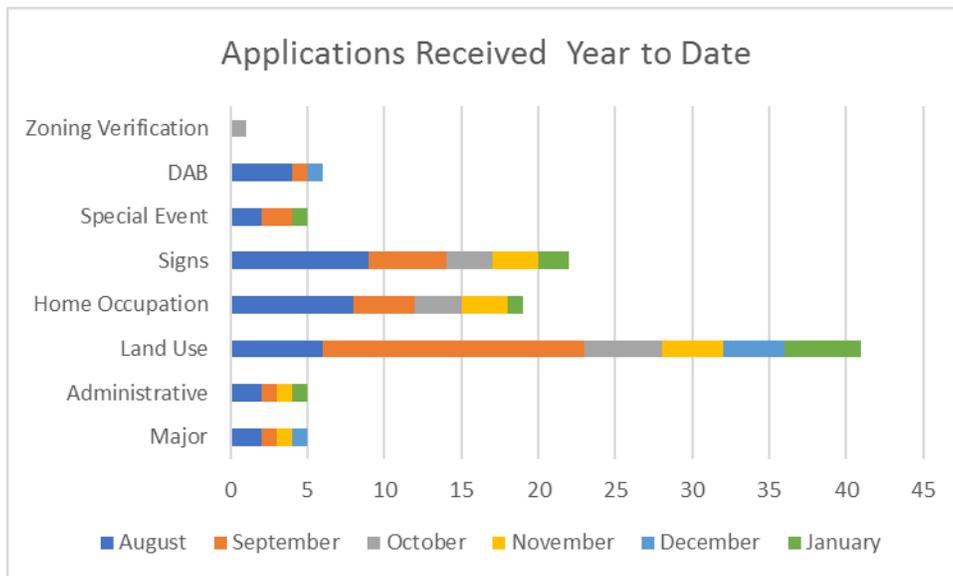
The Planning Division received 10 new applications in January, 4 were carried over from the previous month, and action was taken on 10 of them. Minor applications such as a new business, a patio cover, or small room additions are handled as a Land Use application and typically processed within 2-3 days. 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 | | | | |
|---------------------|-----------------|--------------|-----------|--------------|
| Applications | Number Received | Carried Over | Completed | Under Review |
| Major | 0 | 3 | 0 | 3 |
| Administrative | 1 | 1 | 1 | 1 |
| Land Use | 5 | 0 | 5 | 0 |
| Home Occupation | 1 | 0 | 1 | 0 |
| Sign | 2 | 0 | 2 | 0 |
| Special Event | 1 | 0 | 1 | 0 |
| DAB | 0 | 0 | 0 | 0 |
| Total | 10 | 4 | 10 | 4 |



Permits Issued

| Type of permits | Applications Received Year to Date | | | | | | | |
|---------------------|------------------------------------|------|-------|------|------|------|-----|-------|
| | Jul. | Aug. | Sept. | Oct. | Nov. | Dec. | Jan | Total |
| Major | 0 | 2 | 1 | 0 | 1 | 1 | 0 | 5 |
| Administrative | 1 | 2 | 1 | 0 | 1 | 0 | 1 | 6 |
| Land Use | 10 | 6 | 17 | 5 | 4 | 4 | 5 | 51 |
| Home Occupation | 2 | 8 | 4 | 3 | 3 | 0 | 1 | 21 |
| Signs | 2 | 9 | 5 | 3 | 3 | 0 | 2 | 24 |
| Special Events | 0 | 2 | 2 | 0 | 0 | 0 | 1 | 5 |
| DAB | 0 | 4 | 1 | 0 | 0 | 1 | 0 | 6 |
| Zoning Verification | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 1 |



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. | Under Review Deemed Incomplete on 12/8/2017 |

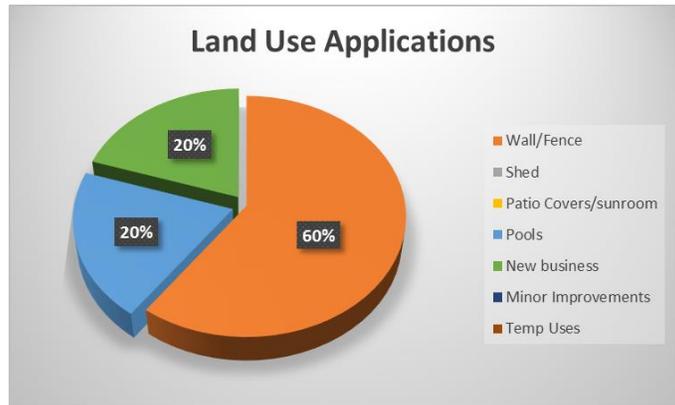
| Major Applications – Specific Plan | | | | | |
|------------------------------------|---------------------|-------------------|---------------|--------------------------|--------------|
| Date Submitted | Case No. | Applicant | Description | Location | Status |
| 12/8/2017 | SP 17-01 E 17-10 | Lewis Development | Specific Plan | East side of the 215 Fwy | Under Review |

| Major Applications – Conditional Use Permit | | | | | |
|---|----------------------|-------------------------|-------------------|-------------------|---|
| Date Submitted | Case No. | Applicant | Description | Location | Status |
| 9/17/2017 | CUP 17-08 E 17-07 | National Logistics Team | Recycling Pallets | 21496 Main Street | Under Review Deemed Incomplete on 10/18/2017 |

| Administrative Applications | | | | | |
|-----------------------------|------------------------------------|------------------|--------------------------|-----------------------|---|
| Date Submitted | Case No. | Applicant | Description | Location | Status |
| 2/26/2018 | ACUP 18-01 | Onyx Architects | Interior Remodel | 22491 De Berry Street | Approved |
| 4/14/2017 | ASA 17-05 ACUP 17-04 E 17-01 | Verizon Wireless | Back up diesel generator | 22745 De Berry Street | Under Review Deemed Incomplete on 11/27/2017 |

| Land Use Review | | | | | |
|-----------------|----------|---------------|-------------------------|---------------------------|----------|
| Date Submitted | Case No. | Applicant | Description | Location | Status |
| 1/30/2018 | LU 18-05 | Harold Olivo | Block Wall | 12277 Warbler Ave. | Approved |
| 1/29/2018 | LU 18-04 | Lois Montini | Pool | 22772 Wren Street | Approved |
| 1/11/2018 | LU 18-03 | Lagrimas Haro | Hospice Care Login Inc. | 22737 Barton Road, Unit 8 | Approved |
| 1/8/2018 | LU 18-02 | Lisa Zufferey | Block Wall | 22720 Kentfield | Approved |
| 1/2/2018 | LU 18-01 | Brian Pipp | Block Wall | 22240 De Berry St | Approved |

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



| Home Occupation Permits | | | | | |
|-------------------------|-----------|-------------|-----------------------------|------------------------|----------|
| Date Submitted | Case No. | Applicant | Description | Location | Status |
| 1/11/2018 | HOP 18-01 | Junko Moran | Autism on-line consultation | 22586 Kentfield Street | Approved |

| Signs | | | | | |
|----------------|---------------|----------------|-------------------|-------------------|----------|
| Date Submitted | Case No. | Applicant | Description | Location | Status |
| 1/17/2018 | SGN 18-01 | Ricky Komorida | Wall Sign | 22413 Barton Road | Approved |
| 1/26/2018 | TEMP SGN 8-01 | Exp Realty | Real Estate Signs | 2603 San Ramon | Approved |

| Special Events | | | | | |
|----------------|----------|------------|--------------------|-----------------------------------|----------|
| Date Submitted | Case No. | Applicant | Description | Location | Status |
| 1/18/2018 | SE 18-01 | Denis Kidd | Blue Mountain Walk | APN: 1178-061-01, 02, 1178-091-04 | Approved |

Development Advisory Board (DAB)

The Development Advisory Board is made up of the Planning and Development Services Director, Consultant Building Official, Public Works Director, 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 DAB meetings were conducted on the month of January.

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.

The following Planning Commission meeting was conducted:

January 8, 2018

- The Planning Commission adopted a Resolution determining General Plan conformity pursuant to Government Code Section 65402 for the proposed disposition of approximately 0.88 acres located on the north side of Barton Road, 260 feet east of Vivienda Avenue (APN: 0276-242-10 and 0275-242-1).
- The Planning Commission adopted a Resolution determining General Plan conformity pursuant to Government code section 65402 for the proposed disposition of approximately 4.80 acres located on the south side of Barton Road, between Michigan and Canal Streets (APN: 1167-231-01, 1167-231-02 and 1167-311-01).

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 | Planning Commission Approved |
| 8/17/2016 | SA 14-06-A1 E 14-03-A1 | Joab Jerome | New residence and second dwelling APN: 0275-282-14 | 11832, 11834 Burns Avenue | Expired |
| 5/5/2016 | SA 16-02 TPM 16-02 E 16-06 | Habitat for Humanity | Subdivision, two parcels and two one-story homes | 12569 Michigan Street | In Plan Check |
| 4/14/2016 | SA 16-01 V 16-01 TTM 16-01 E 16-05 | Aegis Builders Darryl Moore | Planned residential development – 17 lots and 17 to-story housing units | 22404 Van Burren | In Plan Check |
| 7/13/2015 | SA 05-19-A1 | Capital Pacific | Revisions to SA 05-19 | 11830 Mount Vernon Ave. | Under Construction |
| 7/13/2015 | TTM 14-01 | Karger Homes | 17 lot Subdivision | East terminus of Pico Street | In Plan Check |

Grants

Planning and Development Services Department is currently implementing an Active Transportation Program Cycle 2 grant for the preparation of the City’s first ever Active Transportation Plan.

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

| Grant | Status | Grant Amount |
|--|---|--------------|
| Active Transportation Plan | Consultant preparing document Draft anticipated in March 2018 | \$295,000 |
| Blue Mountain Trailhead and Trail Grant | Submitted on October 1, 2017. Site visit completed in November 2017. | \$520,000 |

Housing Successor Agency

The Housing Successor Agency has a current balance of approximately \$12,000.00. Each year \$50,000 is received from the Successor Agency.

The Housing Successor Agency holds the following interests:

| Property | Description |
|------------------------------|---|
| 22293 Barton Road | Vacant 1.42-acre commercial property. Currently, part of ENA with CHP DEVCO. |
| 22317 Barton Road | Vacant 1.43-acre commercial property. Currently, part of ENA with CHP DEVCO. |
| 11695 Canal Street | Vacant 0.80-acre property, designated R3-20. Currently pursuing a purchase and sale agreement with Aegis Homes |
| 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 June 30, 2018. |

Emergency Operations Committee

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

A Regular meeting was held on Tuesday, January 2, 2018, the items included approval of minutes, discussion on the CERT training dates, CERT trailer inventory dates, EOC Volunteer meeting schedule, AM 1640 radio, and hand-held radios.

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. These positions are currently being filled through a contract with Willdan Engineering, and together constitute 96 service hours.

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

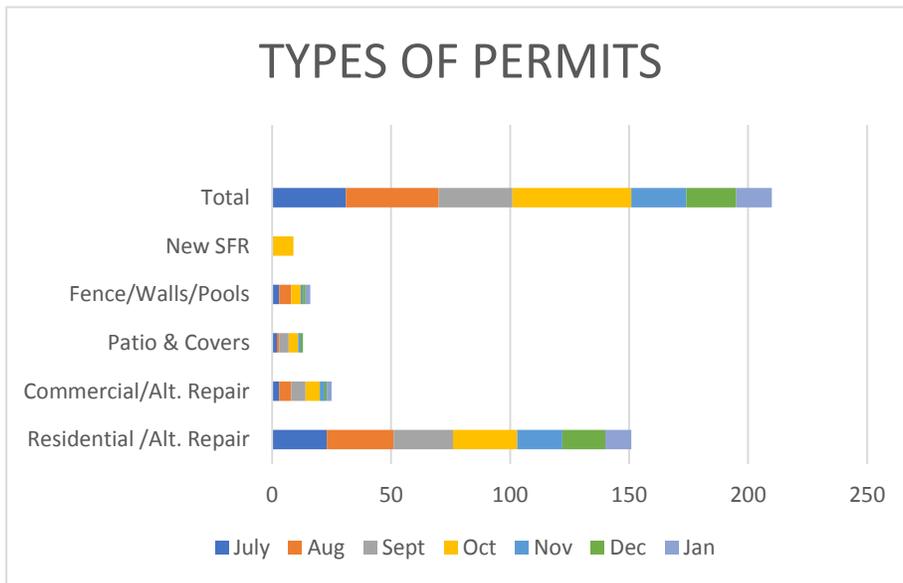
Activity Summary for Building and Safety

Building Permit Activity – The table below shows year to date building permit activity. The expired permits information has been corrected

| Building Permit Activity | | | | | | | |
|-----------------------------|-------------|------------|------------|--------------|------------|-------------|-------------|
| | July | August | September | October | November | December | January |
| Applications received | 38 | 42 | 48 | 44 | 33 | 36 | 36 |
| Permits issued | 36 | 40 | 38 | 50 | 32 | 26 | 22 |
| Permits finalized | 22 | 15 | 24 | 27 | 28 | 23 | 37 |
| Business occupancies issued | 4 | 1 | 2 | 1 | 5 | 2 | 1 |
| Expired permits | 5 | 5 | 2 | 5 | 10 | 4 | 10 |
| Total monthly revenue | \$11,193.48 | \$7,307.09 | \$8,139.43 | \$177,419.93 | \$6,908.77 | \$23,190.23 | \$10,933.26 |

Permits Issued

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



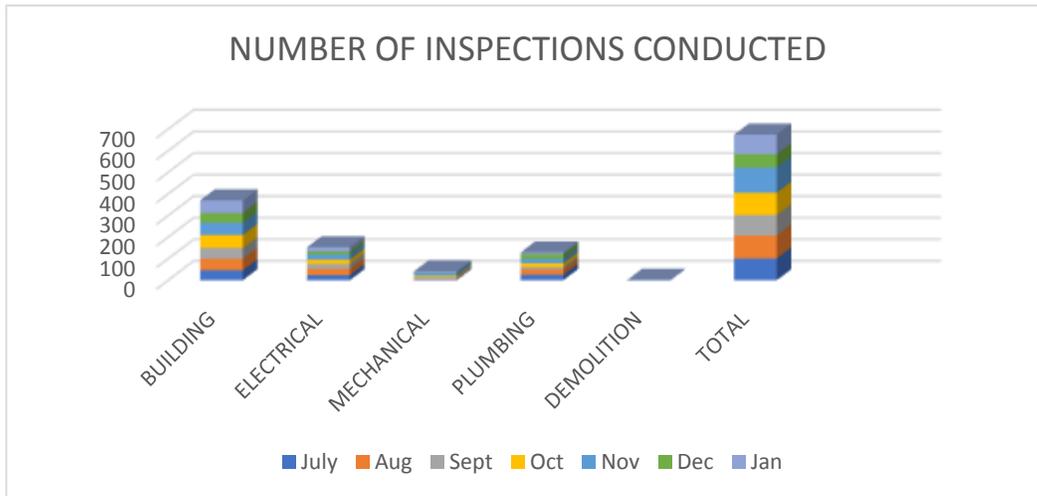
Major Building Activity

| Permit # | Description/Location | Status |
|-------------|---|--------------------|
| B00-002-611 | (Address TBD) Commerce & Vivienda New Temporary Cell Tower | Under Construction |
| B00-002-177 | 12569 & 12579 Michigan St. New SFR Habitat Project | In Plan Check |
| B00-002-742 | 22413 Barton Rd – Tenant Improvement Kaz Ramen (New Restaurant; Existing Bldg.) | Under Construction |

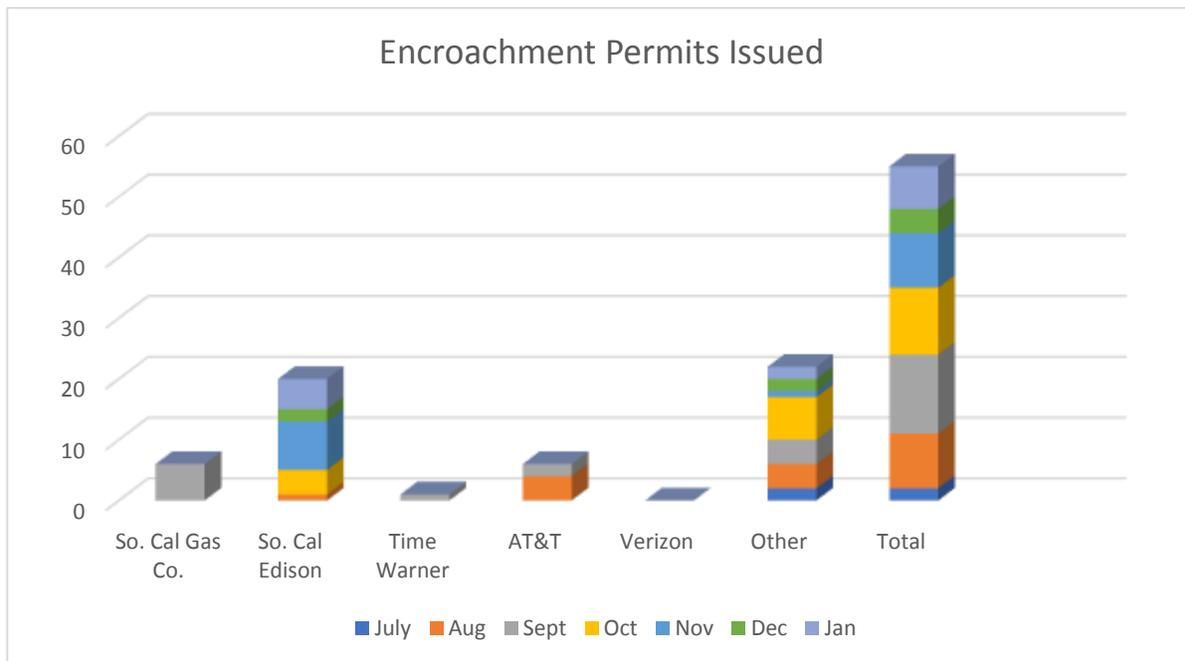
| Permit # | Description/Location | Status |
|--|--|----------------------------------|
| B00-001-923 | 11830 Mt. Vernon Ave. New 35 SFR Greenbrier Project | Under Construction (Final Phase) |
| B00-002-375 & B00-002-377 thru B00-002-392 | 12382 – 12485 Tesoro Ct. New 17 SFR Aegis Project | In Plan Check |
| PW0-000-566 | Parcel Map 16945 – Street Improvement for lateral connections (Boyes and Son Construction) | In Plan Check |
| GR0-000-045 | Rough grading for (3) lots (Boyes and Son Construction) | In Plan Check |
| B00-002-757 | 12040 La Crosse Ave. – New 70' Cell Tower for SBCTA | In Plan Check |
| B00-002-773 | 22491 De Berry St. – Tenant Improvement to Club House (The Heights) | In Plan Check |
| PW0-000-565 | Barton (Bridge) Overcrossing Improvement Plan | Under Construction |

Inspections

| Type of Inspection | # of Inspections Conducted | | | | | | |
|--------------------|----------------------------|-----|------|-----|-----|-----|-----|
| | July | Aug | Sept | Oct | Nov | Dec | Jan |
| Building | 47 | 53 | 50 | 60 | 57 | 45 | 58 |
| Electrical | 24 | 29 | 22 | 20 | 25 | 14 | 19 |
| Mechanical | 2 | 1 | 11 | 6 | 14 | 1 | 6 |
| Plumbing | 26 | 24 | 12 | 17 | 21 | 2 | 8 |
| Demolition | 2 | 0 | 0 | 0 | 0 | 0 | 0 |
| Total | 101 | 106 | 95 | 103 | 117 | 62 | 91 |



Public Works Encroachment Permits



| Applicant | Number issued | | | | | | |
|-----------------|---------------|-----|------|-----|-----|-----|-----|
| | July | Aug | Sept | Oct | Nov | Dec | Jan |
| So. Cal Gas Co. | 0 | 0 | 6 | 0 | 0 | 0 | 0 |
| So. Cal. Edison | 0 | 1 | 0 | 4 | 8 | 2 | 5 |

| Applicant | Number issued | | | | | | |
|--------------|---------------|---|----|----|---|---|---|
| Time Warner | 0 | 0 | 1 | 0 | 0 | 0 | 0 |
| AT&T | 0 | 4 | 2 | 0 | 0 | 0 | 0 |
| Verizon | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Other | 2 | 4 | 4 | 7 | 1 | 2 | 2 |
| Total | 2 | 9 | 13 | 11 | 9 | 4 | 7 |

CODE ENFORCEMENT DIVISION

Code Enforcement Core Services

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

Code Enforcement Activities

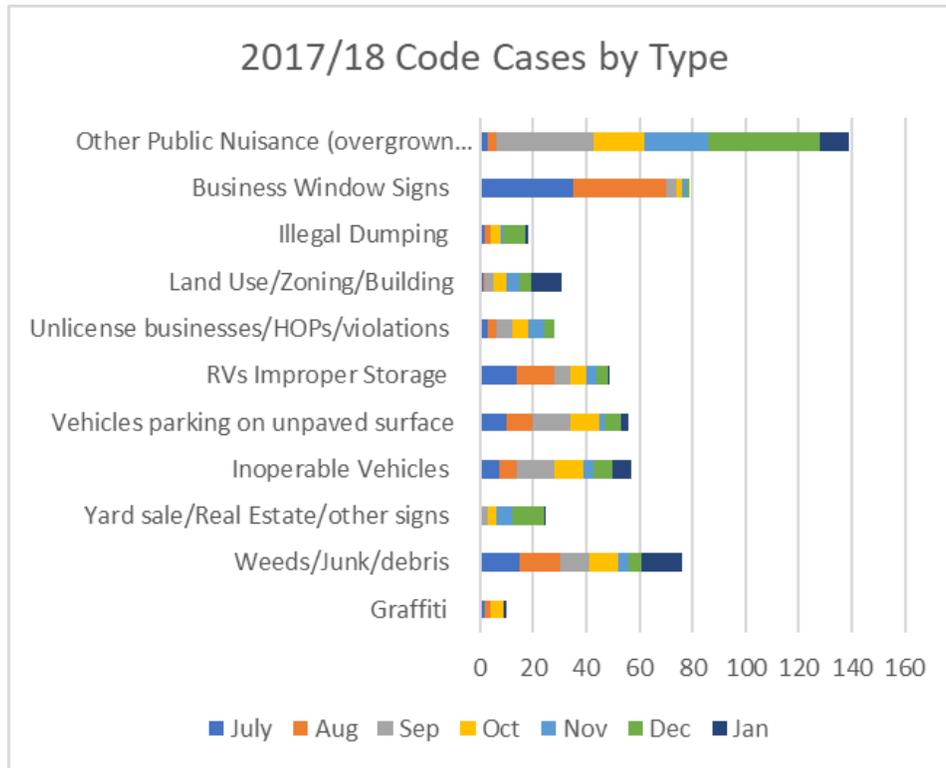
The Code Enforcement Division is budgeted for one full time Code Officer, a part time Code Specialist and a one full-time Office Specialist. The City is divided into seven zones, including commercial centers, and Officers inspect the zones on a continual rotating basis over a two-week period.

On July 31, 2017, a daily patrol route was instituted. This route is driven each morning and at the end of the day on Friday, Saturday and Sunday in addition to the Zones. The route includes Mount Vernon Avenue, Main Street, Michigan Street, Barton Road, Preston Street, Palm Avenue, Observation Drive and Van Buren. This route was driven 25 times in January 2018.

Activity Summary for Code Enforcement

Code Enforcement handled a total of 52 cases in January 2018. This includes 25 new cases 15 of which were opened and closed within the month of January. There were 27 cases carried over from previous months, 10 of which were resolved and closed in the month of January.

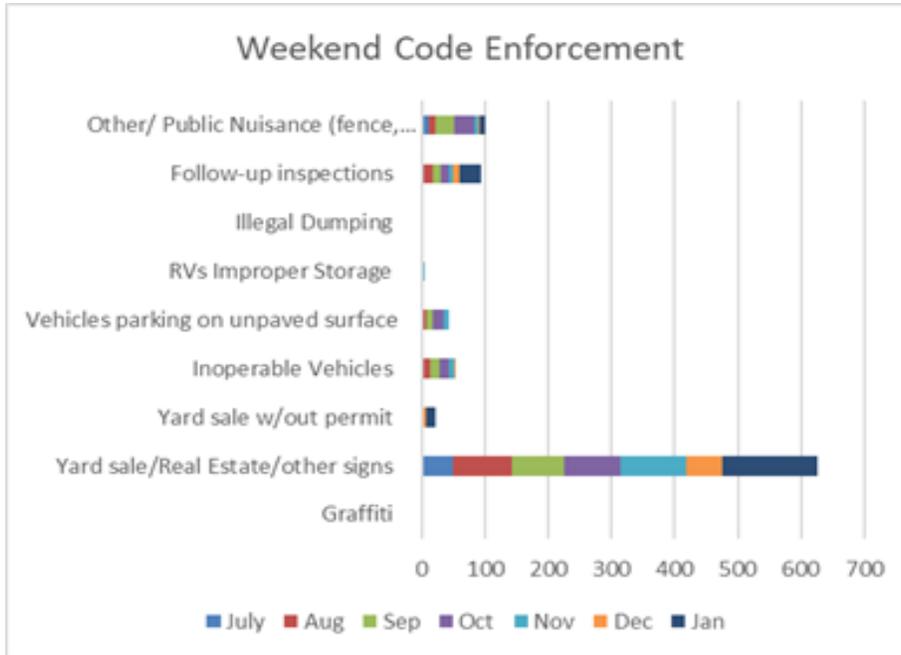
The chart and table on the following page demonstrate the monthly totals of cases by violation type for this fiscal year.



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

Weekend Code Enforcement Activities

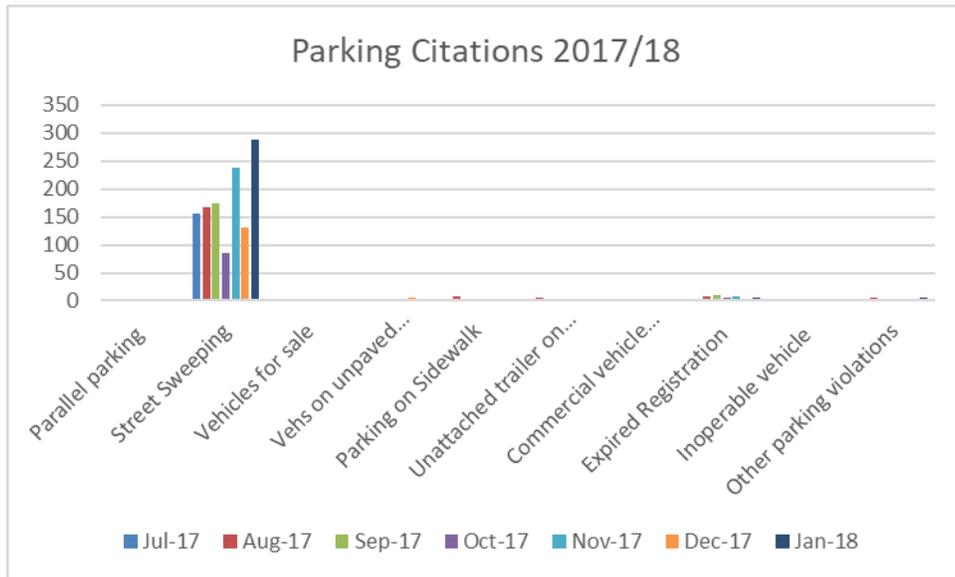
The Weekend Code Enforcement Specialist patrols on Mondays, Saturdays and Sundays. The Weekend Code Enforcement Specialist conducts zone inspections and scheduled re-inspections on the fourth and fifth Thursdays (when occurring) each month. In January 2018, 59 cases were handled, not including yard sale and real estate signs. The chart and table below demonstrate weekend code enforcement activities by type for this fiscal year.



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

Parking Citations:

In January 309 parking citations were issued. The majority of citations issued were related to street sweeping enforcement. The citations are expected to generate \$12,797.50 in general fund revenue. Street Sweeping in residential areas occurs on the first, second, and third Thursdays of each month.



CDBG Project Area:

Pursuant to CDBG funds granted for enhanced code enforcement activities, the Code Enforcement Officer is required to visit this area daily. In January 2018, 36 hours of inspection time was conducted.

In January 2018, a total of 100 daily inspections were completed. Inspections included 5 land use/zoning violations, 1 illegal dumping within Colton City limits, 2 illegal signs, and 1 area inspection for possible homeless loitering in the area.

Graffiti/Vandalism

There was one instance of graffiti reported in January 2018 on private property. The property owner was notified, and the graffiti was removed within 24 hours.

Rental Inspection Program

There are approximately 400 properties in the Program, consisting of both single-family units and multiple family units (i.e. apartments, duplexes, triplexes, etc.). Properties are inspected annually. In addition, property owners are required to renew and pay fees on an annual basis.

32 rental inspection were conducted in December 2017 and the inspections were closed in January 2018. 1 reinspection was completed in January 2018, for violations observed in 2017.

The rental program invoices for 2018 were generated and mailed out on January 12th.

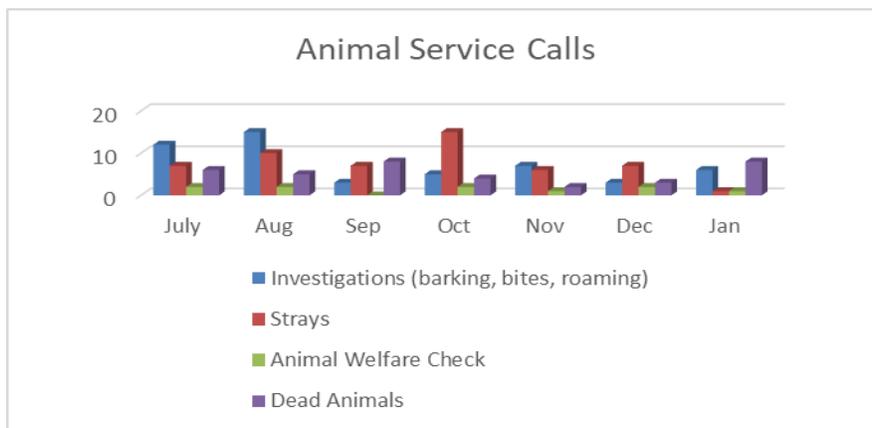
See Click Fix

Five complaints were received via SeeClickFix in January 2018. These complaints reported green pools, trash/debris and property maintenance violations. Two of the cases have been resolved.

Animal Control

Animal control services are contracted with the City of San Bernardino.

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



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

Public Works

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



City of Grand Terrace
Public Works Department

DATE: February 21, 2018

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

FROM: Alan French, Public Works Department Director

SUBJECT: January 2018-MONTHLY REPORT –PUBLIC WORKS DEPARTMENT

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

Engineering Division

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

| Project Name | Funds | Status | Fund Source(s) |
|--------------------------------------|--------------|---|----------------------------|
| Barton Bridge Replacement Project | \$ 3,500,000 | In Preliminary Design | Fed, State, City |
| Commerce Way Extension | \$ 3,500,000 | In Preliminary Design | State, City |
| CIP Year 2 Street Slurry/Resurfacing | \$760,000 | Bid Documents in draft | State, Recycle Grant, City |
| Dog Park | \$350,000 | Most site constructed, some grass done, fencing 90% installed | Park Fees, State, City |
| | | | |

TOTALS: \$8,110,000

The Maintenance Divisions Daily Task:

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

Actual vs. Scheduled Hours Report - Worked / Non-Worked Summary

Worked / Non-Worked Summary

Date Range: 01/01/2018 - 01/31/2018

Company Code: BI8

| Pay Code | Actual Hours (rounded) | Scheduled Hours (rounded) | Variance |
|------------------------|---------------------------|------------------------------|-----------------|
| Worked Time | | | |
| [Not Specified] | 988.00 | 0.00 | 988.00 |
| Subtotal | 988.00 | 0.00 | 988.00 |
| Non-Worked Time | | | |
| COMP | 9.00 | 0.00 | 9.00 |
| COMPTAKEN | 9.00 | 0.00 | 9.00 |
| HOLIDAY | 96.00 | 0.00 | 96.00 |
| ONCALL | 21.00 | 0.00 | 21.00 |
| SICK | 45.00 | 0.00 | 45.00 |
| VACATION | 1.00 | 0.00 | 1.00 |
| Subtotal | 181.00 | 0.00 | 181.00 |
| Total for BI8 | 1,169.00 | 0.00 | 1,169.00 |
| Grand Total | 1,169.00 | 0.00 | 1,169.00 |

Work Release Hours

Maintenance was supplemented by 120 work releases hours during the month of January.

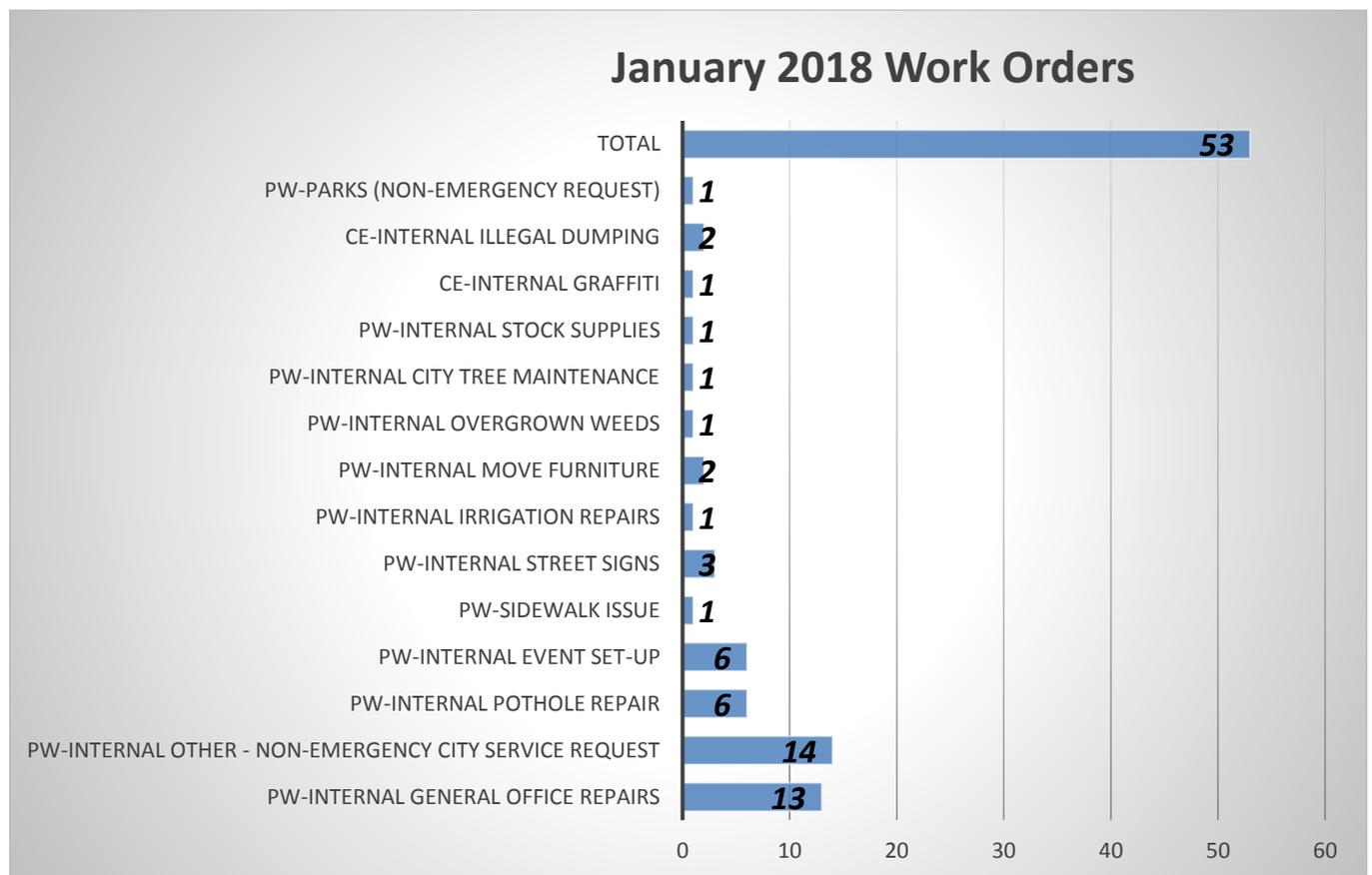


CITY OF GRAND TERRACE SEECCLICKFIX MONTHLY STATS

JANUARY 2018

| | REQUEST RECEIVED IN JANUARY | REQUEST COMPLETED IN JANUARY | REQUEST IN PROCESS |
|--------------------------------------|-----------------------------|------------------------------|--------------------|
| SEECCLICKFIX WORK ORDERS ONLY | 53 | 46 | 7 |
| Request Rollover from previous month | <u>0</u> | | |
| TOTAL | <u>53</u> | | |

SeeClickFix Work Orders Breakdown



Total of 53 SeeClickFix work orders entered for the month of January 2018
Details of SeeClickFix work orders for the month of JANUARY 2018

| SeeClickFix ID | Created | Closed | Category | Address | Description |
|----------------|----------|-----------|---|---|--|
| 3993421 | 1/2/2018 | 1/5/2018 | PW-INTERNAL General Office Repairs | 22795 Barton Road Grand Terrace, CA | The door knob is broken in the Community room. |
| 3993550 | 1/2/2018 | 1/2/2018 | PW-INTERNAL Other - Non- Emergency City Service Request | 22573 Barton Road Grand Terrace, CA | Please pick up shopping cart in-front if business. Thank you. |
| 3993704 | 1/2/2018 | 1/5/2018 | PW-INTERNAL General Office Repairs | 22795 Barton Road Grand Terrace, CA | Please make a copy of the display cabinet key. |
| 3994618 | 1/2/2018 | 1/17/2018 | PW-INTERNAL Pothole Repair | 22795 Barton Road Grand Terrace, CA | Pothole repairs request on Michigan from De berry to Van Buren. |
| 3994627 | 1/2/2018 | 1/4/2018 | PW-INTERNAL General Office Repairs | 22795 Barton Road Grand Terrace, CA | Remove Christmas Decorations. |
| 3994649 | 1/2/2018 | 1/17/2018 | PW-INTERNAL Other - Non- Emergency City Service Request | 21999 Tanager Street Grand Terrace, CA | Resident reported Fire hydrant leak in front of reference address/ Right of Michigan Street and Left of Royal. |
| 3996638 | 1/3/2018 | 1/4/2018 | PW-INTERNAL Other - Non- Emergency City Service Request | De Berry Street Grand Terrace, CA | Please pick up garage door openers dumped on SE corner of DeBerry st. And Michigan. Thank you. |
| 3997294 | 1/3/2018 | 1/5/2018 | PW-INTERNAL Other - Non- Emergency City Service Request | 22483 Barton Road Grand Terrace, CA | Please remove ALL banners city wide on Barton and Mt Vernon and Xmas tree at Triangle with boom lift. |
| 3997482 | 1/3/2018 | 1/9/2018 | PW-INTERNAL Event Set-up | Grand Terrace CA | BBQ set-up. |

| | | | | | |
|---------|----------|-----------|--|--|--|
| 3999249 | 1/4/2018 | 1/17/2018 | PW-Sidewalk Issue | 12781 Vivienda Ave Grand Terrace, California | I just bought my house at this address and yesterday afternoon my son was running up and down the sidewalk and tripped over the sidewalk in front of our home because it has a huge crack in it. Thank goodness he did not break any bones although he did fall pretty hard. I'm just scared that my two younger Sons or even the other kids in the neighborhood would fall and really hurt themselves. If we can have somebody please come out and look at it that would be great. Thank you for your time. |
| 4000190 | 1/4/2018 | 1/5/2018 | PW-INTERNAL Event Set-up | Grand Terrace CA | Please power wash and clean shelters A & B, for this weekends City event. Thank you. |
| 4000531 | 1/4/2018 | 1/19/2018 | PW-INTERNAL Other - Non-Emergency City Service Request | 22795 Barton Road Grand Terrace, CA | EOC Trailer, see Haide A. for direction. |

| | | | | | |
|---------|----------|-----------|---|--|--|
| 4002955 | 1/5/2018 | 1/5/2018 | PW-INTERNAL Other - Non-Emergency City Service Request | 1870-1918 East Canal Street Grand Terrace, CA | Please pick up small wood table on Canal St. West of Mt. Vernon. Thank you. |
| 4010110 | 1/8/2018 | 1/8/2018 | PW-INTERNAL Other - Non-Emergency City Service Request | Terrace Avenue Grand Terrace, CA | Please pick up rolls of CARPET dumped in roadway on Terrace Ave today. Burrtec unable to pickup within 24 hours. Thank you. |
| 4013832 | 1/9/2018 | 1/9/2018 | PW-INTERNAL General Office Repairs | 22795 Barton Road Grand Terrace, CA | Install nameplates- Council Chambers. |
| 4013935 | 1/9/2018 | 1/9/2018 | PW-INTERNAL General Office Repairs | 22795 Barton Road Grand Terrace, CA | Kitchen sink slow drainage. |
| 4014196 | 1/9/2018 | 1/9/2018 | PW-INTERNAL General Office Repairs | 22795 Barton Road Grand Terrace, CA | Library leak building up in the ceiling tiles same location as last year, please inspect asap. Thank you. |
| 4014830 | 1/9/2018 | 1/16/2018 | PW-INTERNAL Street Signs | 22795 Barton Road Grand Terrace, CA | Kiosk posters, see Jesse S. for direction. |
| 4015235 | 1/9/2018 | 1/17/2018 | PW-Pothole Repair | Mcclarren St Grand Terrace, CA 92313, USA | McClarren Street heading east toward Canal is AWFUL. Because of the rain, there are giant holes, filled with water. These holes are probably at least a foot deep. These need to be fixed asap! |

| | | | | | |
|---------|-----------|-----------|---|--|---|
| 4018816 | 1/10/2018 | 1/17/2018 | PW-INTERNAL Pothole Repair | Mcclarren Street Grand Terrace, CA | Pothole temporary repairs on McClarren |
| 4018841 | 1/10/2018 | 1/12/2018 | PW-INTERNAL General Office Repairs | 22795 Barton Road Grand Terrace, CA | Please repair two lights bulbs from the mercury vapor lamp. |
| 4018864 | 1/10/2018 | 1/16/2018 | PW-INTERNAL Pothole Repair | Warbler Avenue Grand Terrace, CA | Please inspect and advise if you can repaired. See reference photo of hole on the street. |
| 4025482 | 1/12/2018 | 1/17/2018 | PW-INTERNAL Other - Non- Emergency City Service Request | Cardinal Court Grand Terrace, CA | Please pick up dresser today placed on corner of street so it does not remain in location over weekend. Thank you. |
| 4028220 | 1/13/2018 | 1/17/2018 | PW-Pothole Repair | 22270 Mcclarren St Grand Terrace, California | There are a few big potholes on McClarren Street that need to be fixed. |
| 4028338 | 1/13/2018 | 1/17/2018 | PW-Pothole Repair | Mcclarren Street Grand Terrace, California | The asphalt on the street has pot holes the size of a smart car ! When the cars, buses and construction trucks race by they throw up chunks of asphalt the fly into our cars and cause damage. Please fix the asap!! |
| 4034590 | 1/16/2018 | 1/19/2018 | PW-INTERNAL Street Signs | 22795 Barton Road Grand Terrace, CA | Please install new US and California flags |

| | | | | | |
|---------|-----------|-----------|---|---|---|
| 4034655 | 1/16/2018 | 2/6/2018 | PW-INTERNAL General Office Repairs | 22795 Barton Road Grand Terrace, CA | Shevling storage, see Luis G. |
| 4035713 | 1/16/2018 | 1/17/2018 | PW-INTERNAL General Office Repairs | 22795 Barton Road Grand Terrace, CA | Check alarm. |
| 4038961 | 1/17/2018 | 1/19/2018 | PW-INTERNAL General Office Repairs | 22795 Barton Road Grand Terrace, CA | Please make sure Public restrooms are fully stocked, thank you. |
| 4038966 | 1/17/2018 | 1/19/2018 | PW-INTERNAL Other - Non- Emergency City Service Request | 12168 Mount Vernon Avenue Grand Terrace, CA | Please have gage canal opened before 12pm on 1/18/2017 as AC tree Service needs access to pick up debris that fell into the gage canal. Reference address above, thank you. |
| 4041233 | 1/18/2018 | 1/19/2018 | CE-INTERNAL Illegal Dumping | Taylor Street Grand Terrace, CA | Pick-up the paint cans and buckets on Taylor St.? Burrtec is unable to pick those up per the e-mail I received from Diana Guzman below. |
| 4042055 | 1/18/2018 | 1/30/2018 | PW-INTERNAL Other - Non- Emergency City Service Request | Barton Road Grand Terrace, CA | Coming from San Bernardino Freeway off ramp on Barton off West-side trash on the left hand side can we pick it up. |
| 4042256 | 1/18/2018 | | PW-INTERNAL Event Set-up | 22795 Barton Road Grand Terrace, CA | Prep. For Blue Mountain Walk. |

| | | | | | |
|---------|-----------|-----------------|---|--|--|
| 4042954 | 1/18/2018 | 2/7/2018 | PW-Parks (Non-Emergency request) | 12335 Vivienda Ave Grand Terrace, CA | Veterans Freedom Park basketball court lighting to be repaired by electrician. |
| 4044832 | 1/19/2018 | 1/22/2018 | PW-INTERNAL Other - Non- Emergency City Service Request | 21950 Pico Street Grand Terrace, CA | Obtain quote for lighting repairs. |
| 4045330 | 1/19/2018 | 2/2/2018 | PW-INTERNAL Event Set-up | 22795 Barton Road Grand Terrace, CA | The Harassment training January 31st set-up. |
| 4045634 | 1/19/2018 | 1/25/2018 | PW-INTERNAL General Office Repairs | 22795 Barton Road Grand Terrace, CA | Moved boxes. |
| 4052208 | 1/22/2018 | 1/23/2018 | CE-INTERNAL Illegal Dumping | Vivienda Avenue Grand Terrace, CA | Pick up illegal dumping. |
| 4052750 | 1/22/2018 | 1/23/2018 | PW-INTERNAL Move Furniture | 22582 City Center Court Grand Terrace, CA | Cert trailer, see Haide A. for direction. |
| 4056231 | 1/23/2018 | 1/25/2018 | PW-INTERNAL Other - Non- Emergency City Service Request | 22795 Barton Road Grand Terrace, CA | Install transponders to the Camry and Prius. |
| 4056392 | 1/23/2018 | 01/25/2018 - | PW-INTERNAL Overgrown Weeds | Maple Avenue Grand Terrace, CA | Please pick up and remove tumbleweeds and trash in ROW and up against fence on Maple Ave. Thank you |
| 4060115 | 1/24/2018 | 1/29/2018 | PW-INTERNAL Other - Non- Emergency City Service Request | 12225 Rene Lane Grand Terrace, CA | Please up dumped mattress today as Burrtec was unable to remove. Thank you. |
| 4060558 | 1/24/2018 | 1/29/2018 | PW-INTERNAL Event Set-up | Grand Terrace CA | Please power wash shelter A & B, for park reservation on Saturday, |

| | | | | | |
|---------|-----------|-----------|---|---|--|
| | | | | | Jan 27, thank you. |
| 4064049 | 1/25/2018 | 2/2/2018 | PW-INTERNAL General Office Repairs | 22795 Barton Road Grand Terrace, CA | City Hall doors inspect. |
| 4064825 | 1/25/2018 | 1/29/2018 | CE-INTERNAL Graffiti | 11750 Mount Vernon Avenue Grand Terrace, CA | Please remove graffiti from K Rails on Right of way on the Mt. Vernon Hill |
| 4069465 | 1/26/2018 | 2/6/2018 | PW-INTERNAL Street Signs | 22795 Barton Road Grand Terrace, CA | Please advise if we have any no skateboarding signs we can install. |
| 4075874 | 1/29/2018 | 1/30/2018 | PW-INTERNAL Stock Supplies | 22795 Barton Road Grand Terrace, CA | Please stock the supplies closet for the janitors. |
| 4076942 | 1/29/2018 | 1/30/2018 | PW-INTERNAL City Tree Maintenance | 12656 Reed Avenue Grand Terrace, CA | Please determine if trees are within the 12 feet of the City's right-of- way or not. |
| 4077036 | 1/29/2018 | 1/30/2018 | PW-INTERNAL Move Furniture | 22795 Barton Road Grand Terrace, CA | See IT. |
| 4077324 | 1/29/2018 | 2/6/2018 | PW-INTERNAL Other - Non- Emergency City Service Request | Michigan And Barton Grand Terrace, California | Stop light on Barton and Michigan. |
| 4079969 | 1/30/2018 | 2/7/2018 | PW-INTERNAL General Office Repairs | 22795 Barton Road Grand Terrace, CA | Citywide 40th Banners. |
| 4080515 | 1/30/2018 | 2/1/2018 | PW-INTERNAL Irrigation Repairs | 22795 Barton Road Grand Terrace, CA | Please fix broken sprinkler in front of trash receptacle at City Hall. |

| | | | | | |
|---------|-----------|--|-----------------------------|---|--|
| 4080735 | 1/30/2018 | | PW-INTERNAL Event Set-up | 22795 Barton Road Grand Terrace, CA | Animal Emergency Clinic to be held Thursday February 22, 2018, from 6:30-8:30 Set- Up |
|---------|-----------|--|-----------------------------|---|--|

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 | x | n/a |
| 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 | | |
| Main St/High School entrance | | |

Park Reservations in January 2018

| Park | Shelter/Field | Date Reserved |
|--------------------|---------------|------------------|
| 1. Richard Rollins | Shelter C | January 27, 2017 |

| 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 will be able to release Waste Generation Reports two months following month of service.
- Year-to-Date (YTD) Summaries are also available

December 2017

| BURRTEC WASTE - EMPIRE DIVISION | | | | | | | | | | | | |
|--|--------|--------------|-------------|---------------|-------|-------------|-------------|-------|-------------|---------------------------|-------------------------|----------------------|
| Grand Terrace | | | | | | | | | | | | |
| Route Description | Refuse | Recycling | E-waste | Greenwaste | Tires | Tin/White | Scrap Metal | Inert | C&D | Comm'l Select / Floorsort | Total Tonnage Generated | Net Tonnage Diverted |
| | (a) | | | | | | | | | | | (e) |
| Residential Total | 260.38 | 69.03 | - | 134.01 | - | - | - | - | - | - | 463.42 | 45.75 |
| Christmas Tree Total | - | 1.81 | - | - | - | - | - | - | - | - | 1.81 | 0.96 |
| Bulky Item Total | 4.10 | - | 0.28 | - | - | 0.96 | - | - | - | - | 5.34 | 1.81 |
| Clean Up Total | - | - | - | - | - | - | - | - | - | - | - | 0.28 |
| Multi-Family Total | 124.48 | 8.75 | - | - | - | - | - | - | - | - | 133.23 | 134.01 |
| Commercial Total | 144.80 | 5.03 | - | 0.50 | - | - | 0.71 | - | - | 0.09 | 151.13 | 4.91 |
| School Total | 46.10 | 11.08 | - | - | - | - | - | - | - | - | 57.18 | 1.82 |
| Rolloff Total | 52.93 | - | - | 3.86 | - | - | - | - | 6.88 | - | 63.67 | 1.04 |
| Grand Total | 632.79 | 95.70 | 0.28 | 138.37 | - | 0.96 | 0.71 | - | 6.88 | 0.09 | 875.78 | 211.27 |
| (a) | | | | | | | | | | | | |
| Diverted Tonnage | | | | | | | | | | | | |
| Residential Recycling - AMMRF | | 69.03 | | | | 0.96 | | | | | 69.03 | 33.73% |
| Bulky Items | | | | | | | 0.96 | | | | 0.96 | 0.00% |
| Christmas Trees | | 1.81 | | | | | | | | | 1.81 | 0.00% |
| E-Waste | | | 0.28 | | | | | | | | 0.28 | 0.00% |
| Residential Greenwaste | | | | 134.01 | | | | | | | 134.01 | 0.00% |
| Multi-Family Recy - AMMRF | | 7.49 | | | | | | | | | 7.49 | 34.47% |
| Multi-Family Recy - EVRT | | 1.26 | | | | | | | | | 1.26 | 21.65% |
| Commercial Recycling - AMMRF | | 1.67 | | | | | | | | | 1.67 | 34.47% |
| Commercial Recycling - EVRT | | 2.32 | | | | | | | | | 2.32 | 21.65% |
| Commercial Recycling-REHRIG-Barrel | | 1.04 | | | | | | | | | 1.04 | 0.00% |
| Commercial Greenwaste | | | | 0.50 | | | | | | | 0.50 | 0.00% |
| Commercial Other Recycling | | | | | | | 0.71 | | | | 0.71 | 0.00% |
| Commercial-MRF Credit | | | | | | | | | 0.09 | | 0.09 | 0.00% |
| School Recy - AMMRF | | 4.23 | | | | | | | | | 4.23 | 34.47% |
| School Recy - EVRT | | 6.85 | | | | | | | | | 6.85 | 21.65% |
| Rolloff C&D Loads | | | | | | | | | 6.88 | | 6.88 | 22.89% |
| Rolloff Other Recycling | | | | 3.86 | | | | | | | 3.86 | 0.00% |
| Total Diverted Tonnage | | 95.70 | 0.28 | 138.37 | | 0.96 | 0.71 | | 6.88 | 0.09 | 242.99 | 31.72 |
| (b) | | | | | | | | | | | | |
| CIWMB Program | | | | | | | | | | | | |
| Refuse | | 2000 Series | | | | | | | | | | |
| Recycling | | 2000 Series | | | | | | | | | | |
| E-waste | | 3000 Series | | | | | | | | | | |
| Greenwaste | | 4000 Series | | | | | | | | | | |
| Tires | | 5000 Series | | | | | | | | | | |
| Scrap Metal | | 6000 Series | | | | | | | | | | |
| Inert | | 7000 Series | | | | | | | | | | |
| C&D | | 8000 Series | | | | | | | | | | |
| Comm'l Select / Floorsort | | 9000 Series | | | | | | | | | | |
| (c) | | | | | | | | | | | | |
| Facility Recovery | | | | | | | | | | | | |
| 7000 Series | | | | | | | | | | | | |
| Gross Diversion | | | | | | | | | | | | |
| Residential | | | | | | | | | | | 27.75% | 24.12% |
| Multi-Family | | | | | | | | | | | 43.80% | 38.65% |
| Commercial | | | | | | | | | | | 6.57% | 4.43% |
| School | | | | | | | | | | | 4.19% | 3.47% |
| Rolloff | | | | | | | | | | | 19.38% | 14.24% |
| (d) | | | | | | | | | | | | |
| Net Diversion | | | | | | | | | | | | |
| Residential | | | | | | | | | | | 33.73% | 24.12% |
| Multi-Family | | | | | | | | | | | 34.47% | 38.65% |
| Commercial | | | | | | | | | | | 21.65% | 4.43% |
| School | | | | | | | | | | | 21.65% | 3.47% |
| Rolloff | | | | | | | | | | | 0.00% | 14.24% |
| (e) | | | | | | | | | | | | |
| Reconciliation of Tonnage to CIWMB Report: | | | | | | | | | | | | |
| Total refuse generated | | 632.79 | | | | | | | | | 632.79 | 6.98 |
| Total residue | | 31.72 | | | | | | | | | 31.72 | |
| Total Refuse | | 664.51 | | | | | | | | | 664.51 | |
| Net Tonnage Diverted | | 211.27 | | | | | | | | | 211.27 | |
| Total Reported | | 875.78 | | | | | | | | | 875.78 | |

Public Works Administration

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

Contracts:

Public Works Services for FY 17-18:

| Contractor Name | Service | Contract Amount |
|---|--|---------------------------------------|
| ACCO Engineered Systems | HVAC Maintenance | \$22,850 |
| Charles Abbott Associates | Landscape and Lighting Assessment District Annexation Engineering Services | \$10,000.00 |
| Clean Street | Street Sweeping Services | \$56,000.00 |
| City of Colton Cooperative Agreement with Grand Terrace | Traffic Signal Maintenance for signal on Litton Avenue | N/A |
| EZ Sunnyday Landscape | Landscape Maintenance | \$45,430.00 |
| Gopher Patrol | Gopher Abatement Services | \$6,512.00 |
| Hardy and Harper, Inc | Street Maintenance Services | \$75,000.00 |
| Interwest Consulting Group TKE Engineering HR Green | On-Call Public Works Inspection Services | \$40,000.00 |
| Interwest Consulting Group | Barton Road / I-215 Interchange Project Management | \$46,000.00 |
| Lynn Merrill | NPDES Services | \$7,000.00 |
| Moran Janitorial Services | Janitorial Services for City Hall and City Parks | \$19,980.00 |
| Otis Elevator Company | Elevator Maintenance Service | \$4,272.00 |
| San Bernardino County Fire Dept – Hazardous Material | Household Hazardous Waste (HHW) Services | \$17,027.96 |
| San Bernardino County Land Use Services | Fire and Weed Hazard Abatement Services | \$13,526.00 |
| St. Francis Electric, LLC. | Traffic Signal Maintenance Services | \$10,000.00 |
| County of Riverside TLMA Administration | Main Street Traffic Signal Maintenance Services | \$5,500.00 |
| West Coast Arborist | 5 Year Tree Maintenance Program | \$38,560.40 (\$192,802: 5-yr term) |
| Western Exterminator Co. | Pest Control Services | \$3,504.00 |
| Willdan | Engineering Services | \$7,000 (paid with Developer fees) |
| | TOTAL PUBLIC WORKS CONTRACT VALUE FOR FY 2017-18: | \$428,162.36 |

Capital Improvement Projects FY 2017-18

| Contractor Name | Service | Contract Amount |
|------------------------|---|-------------------------------------|
| Clean Cut Landscape | Dog Park Construction | \$373,525.15 |
| No Fault Sport Group | Poured-In-Place Safety Playground Surfacing at Rollins Park | \$109,000 |
| St. Francis Electric | LED Light Upgrades at Signalized Intersections | \$23,200.00 |
| West Coast Arborists | Tree Planting for FY 17-18 | \$15,000 for tree planting FY 17-18 |
| | TOTAL CIP PROJECT CONTRACT VALUE FOR FY 2017-18 | \$520,725.15 |

Bids:

- N/A

Major Reports:

- Cal Recycle Organics and Mandatory Commercial Recycling Report Update

Grants:

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

Project Management:

- Playground Pour-In-Place Rubber Surfacing at Rollins Park
- Tree Trimming for Priority 2 Trees in right of way and Veterans Freedom Park
- LED lights for signalized intersections – to be furnished and installed by St. Francis Electric
- Dog Park Construction

Major Meetings / Events:

- Western Riverside County Transportation Summit 1/17/18
- Dog Park Progress Meeting 1/22/18
- Active Transportation Network Meeting @ SBCTA 1/23/18
- CalTrans E-76 Pilot Program for Grant Reporting (HSIP Grant) 1/30/18
- HHW Collection Day Event @ City Hall (**Upcoming 3/24/18**)
- SB Fire & GT Oil Filter Exchange Event @ Auto Zone (**Upcoming 3/31/18**)

Sheriff's Contract

- Law Enforcement Services

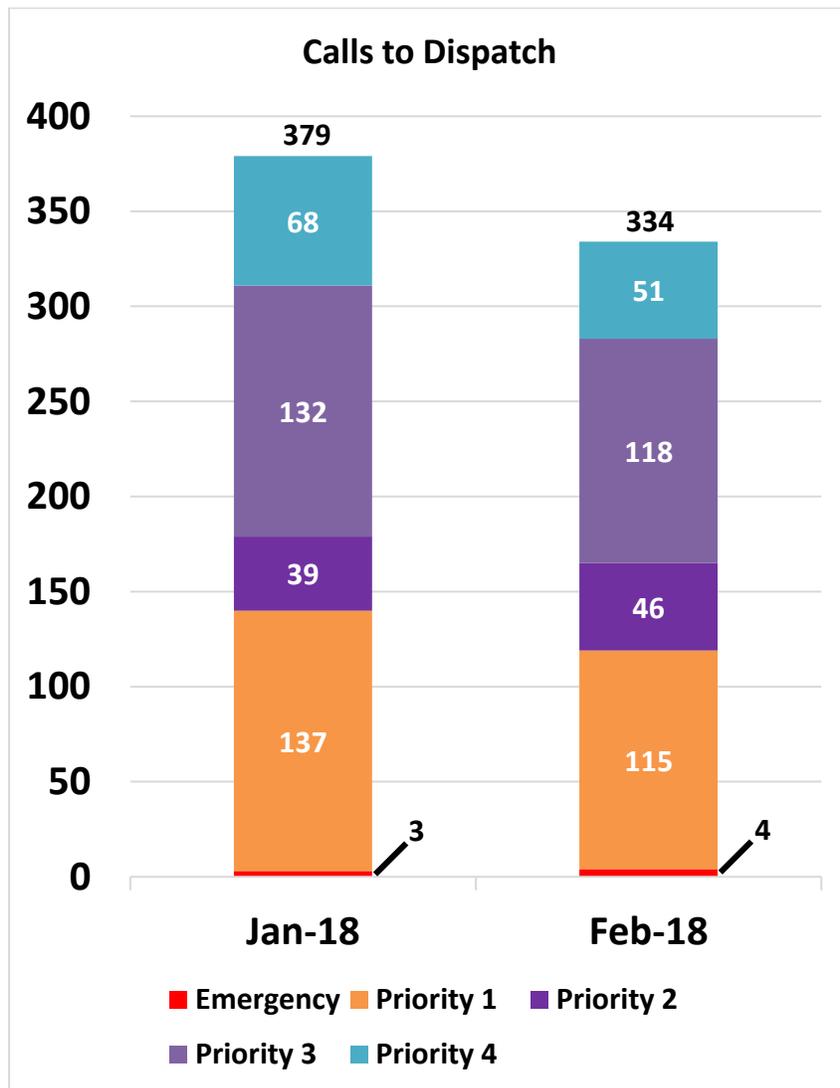




San Bernardino County
Sheriff's Department



| Calls to Dispatch | January 2018 | February 2018 |
|-------------------|--------------|---------------|
| Emergency | 3 | 4 |
| Priority 1 | 137 | 115 |
| Priority 2 | 39 | 46 |
| Priority 3 | 132 | 118 |
| Priority 4 | 68 | 51 |



San Bernardino County Fire





**City of Grand Terrace
Fire Department Responses
01/01/18 – 01/31/18**

| Call Type | Number of Calls |
|--|-----------------|
| Commercial Alarm | 2 |
| Commercial Investigation | 3 |
| Fire – Structure Fire Commercial | 1 |
| Fire – Structure Fire Residential | 1 |
| Fire – Unknown Type | 4 |
| Fire – Vehicle (Freeway) | 1 |
| Inside Investigation | 1 |
| Medical Aids | 82 |
| Outside Electrical Incident | 5 |
| Outside Investigation | 1 |
| Traffic Collision Unknown Injuries | 5 |
| Traffic Collision Unknown Injuries (Freeway) | 2 |
| Total Calls | 108 |

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