



MONTHLY REPORT

November 2017

PRESENTED BY
THE CITY MANAGER'S OFFICE

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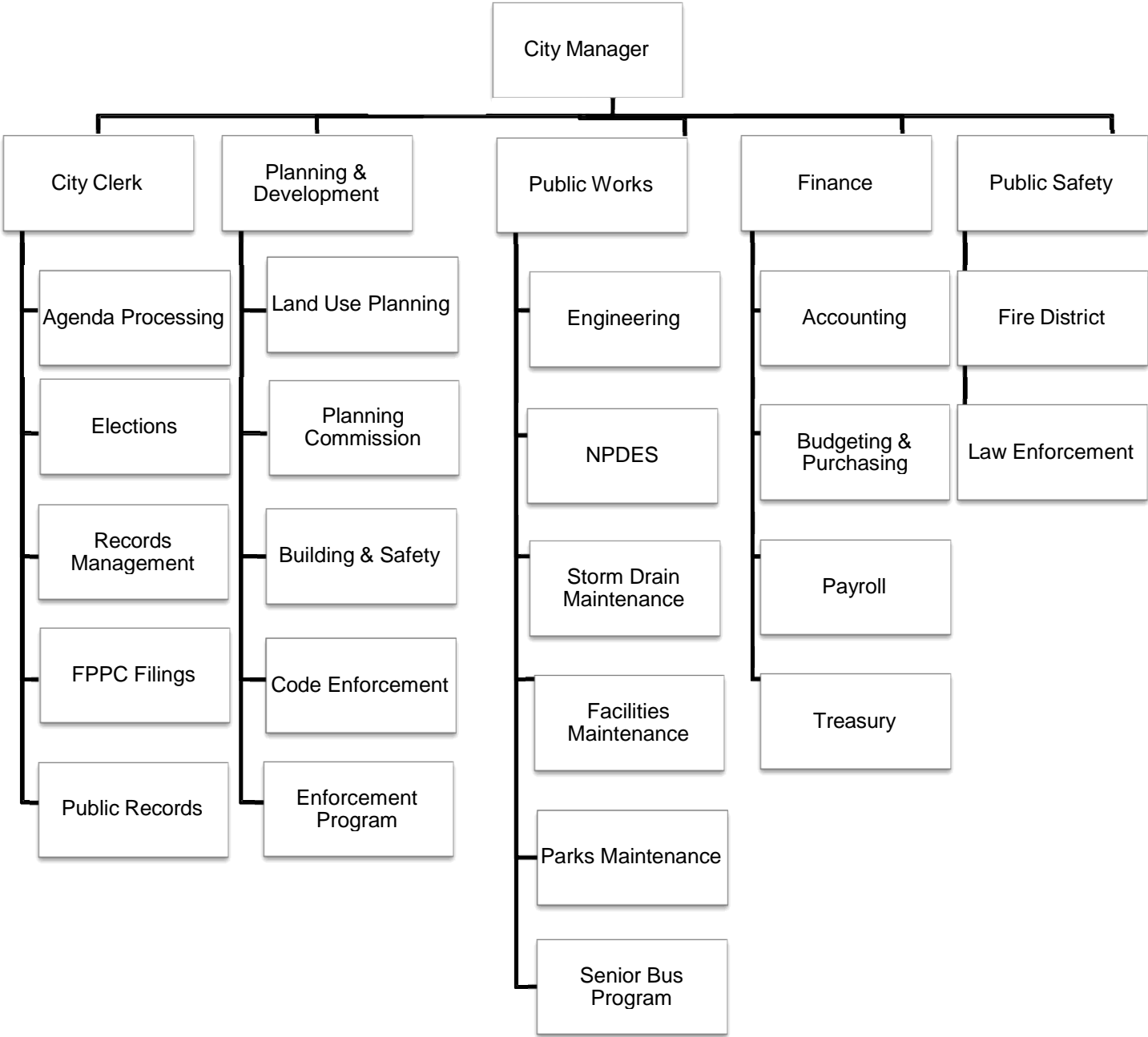
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CITY MANAGER

Organization Chart





City Clerk

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

DATE: January 12, 2018

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

FROM: Debra Thomas, City Clerk

SUBJECT: **NOVEMBER 2017 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 current month of November is two (2) spending 25 hours preparing agenda packets together with delivery and producing 599 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
Total Processed	9	2	1	12

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 current month of November are three (3) Resolutions and zero (0) Ordinances for a grand total of three (3) processed for signature and certification.

RESOLUTIONS AND ORDINANCES PROCESSED			
	RESOLUTION	ORDINANCES	MONTHLY TOTALS
July	4	1	5
August	3	0	3
September	3	3	6
October	3	0	3
November	4	0	4
Total Processed	17	4	21

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.

In the month of November 2017, two (2) Certificates of Recognition were issued.

RECOGNITION	JULY	AUG	SEPT	OCT	NOV	TOTALS
Certificate of Acknowledgment w/Pin	0	0	0	0	0	0
Certificate of Recognition w/Pin	1	0	44	2	2	49
Commendation w/Pin	0	2	1	1	0	4
In Memoriam Adjournments	1	1	4	0	0	6
Total Processed	2	3	49	3	2	59

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 current month of November, Council approved seven (7) agreements and 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
Total	23

RECORDS REQUESTS

The City Clerk's office received seven (7) Requests for Copies of Public Records for the month of November 2017, with three (3) additional requests carried over for completion from the previous month. Seven (7) 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 13 pages with one (1) letter 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
Total Requests	44	10	32	11	339	10

CUSTOMER SERVICE – TELEPHONE CALLS

The City Clerk is responsible for receiving and responding to inquiries and external customer service requests, communicating, coordinating and responding to internal department requests, external agency cooperation and legislative bodies.

For the month of November, the City Clerk's office responded to two hundred and eighty-nine (289) 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
Total Calls	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.

	# Hours/Sept	#Hours/Oct	#Hours/Nov	Total
Committee Meeting	1	2	2	5
Emails with Committee Members	.5	0	0	.5
Written Correspondence with Committee Members	.5	.5	.5	1.5
Telephone Calls with Committee Members	1	1.5	.75	3.25
Telephone Calls with Vendors – Country Fair	.25	.5	.25	1
Emails with Vendors – Country Fair	.25	0	0	.25
City Birthday Party	-	-	3	3
TOTAL # HOURS	3.5	4.5	6.5	14.5

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	8	0	0
Oversight Board	7	0	1
Planning Commission	5	0	0
Parks & Recreation Committee**	5	0	2

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.

City Manager's Office

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

Department Monthly Report
City Manager's Office
FY2017-18

DATE: January 16, 2018

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

FROM: Cynthia Fortuna, Assistant City Manager

SUBJECT: **July – December 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.

Department Monthly Report
City Manager's Office
FY2017-18

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.

Department Monthly Report
City Manager's Office
FY2017-18

TABLE 1
Recruitment Activity

<u>Description</u>	<u>Jul-2017</u>	<u>Aug-2017</u>	<u>Sept-2017</u>	<u>Oct-2017</u>	<u>Nov-2017</u>	<u>Dec-2017</u>
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

TABLE 2
Personnel Change Activity

<u>Description</u>	<u>Jul-2017</u>	<u>Aug-2017</u>	<u>Sept-2017</u>	<u>Oct-2017</u>	<u>Nov-2017</u>	<u>Dec-2017</u>
New Hire Transactions	1	1	1	0	1	1
Other Change Transactions	37	7	0	0	0	0

TABLE 3
Employee Job Performance Activity

<u>Description</u>	<u>Jul-2017</u>	<u>Aug-2017</u>	<u>Sept-2017</u>	<u>Oct-2017</u>	<u>Nov-2017</u>	<u>Dec-2017</u>
Evaluations Processed	4	1	1	0	0	0

TABLE 4
Benefits Activity

<u>Description</u>	<u>Jul-2017</u>	<u>Aug-2017</u>	<u>Sept-2017</u>	<u>Oct-2017</u>	<u>Nov-2017</u>	<u>Dec-2017</u>
Employee Changes/Inquiries	40	6	10	20	1	1
ADP Change Transactions	35	10	22	20	2	2

*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.

Department Monthly Report
City Manager's Office
FY2017-18

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

<u>Description</u>	<u>Jul- 2017</u>	<u>Aug- 2017</u>	<u>Sept- 2017</u>	<u>Oct- 2017</u>	<u>Nov- 2017</u>	<u>Dec- 2017</u>
Nutrition Program (# of meals)	-	-	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

*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

Department Monthly Report
City Manager's Office
FY2017-18

Senior Center Blue Mountain Silver Liner
of Passengers

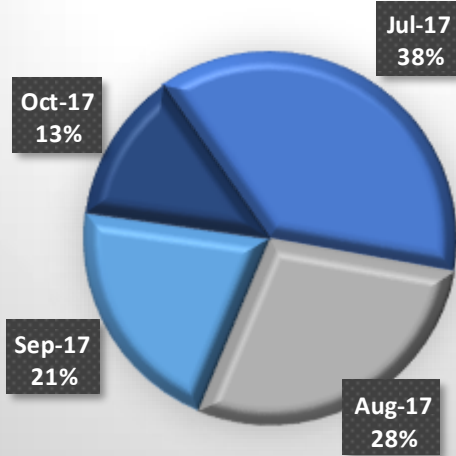
<u>Description</u>	<u>Jul-2017</u>	<u>Aug-2017</u>	<u>Sept-2017</u>	<u>Oct-2017</u>	<u>Nov-2017</u>	<u>Dec-2017</u>
Within City Limits (Senior Center, Stater Brothers, Library)	49	38	30	17	24	20
Outside City Limits (Walmart, 99cent store, Ross)	41	6	16	36	16	23
Special Events/Trips	0	26	20	30	33	25
		Redlands Bowl				

TABLE 3
of Rides

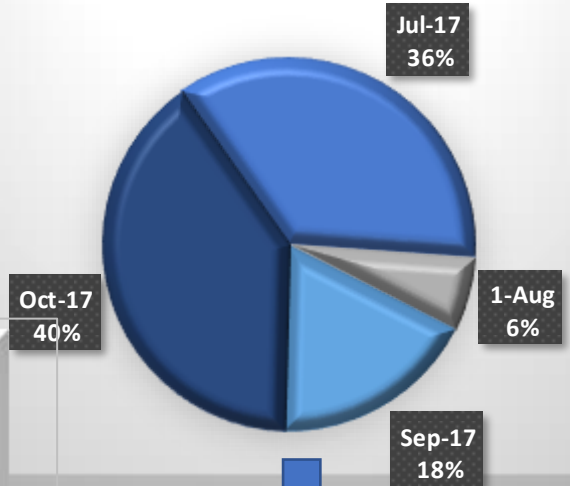
<u>Description</u>	<u>Jul-2017</u>	<u>Aug-2017</u>	<u>Sept-2017</u>	<u>Oct-2017</u>	<u>Nov-2017</u>	<u>Dec-2017</u>
Within City Limits (Senior Center, Stater Brothers, Library)	95	72	53	33	45	37
Outside City Limits (Walmart, 99cent store, Ross)	62	11	31	69	30	45
Special Events/Trips	0	52	10	77	51	49
		Redlands Bowl				

Department Monthly Report
City Manager's Office
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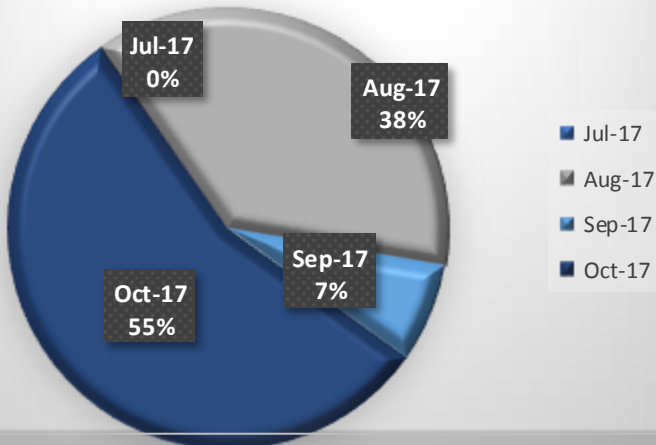
Rides Within City Limits



Rides Outside City Limits



Special Events/Trips



Department Monthly Report
City Manager's Office
FY2017-18

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

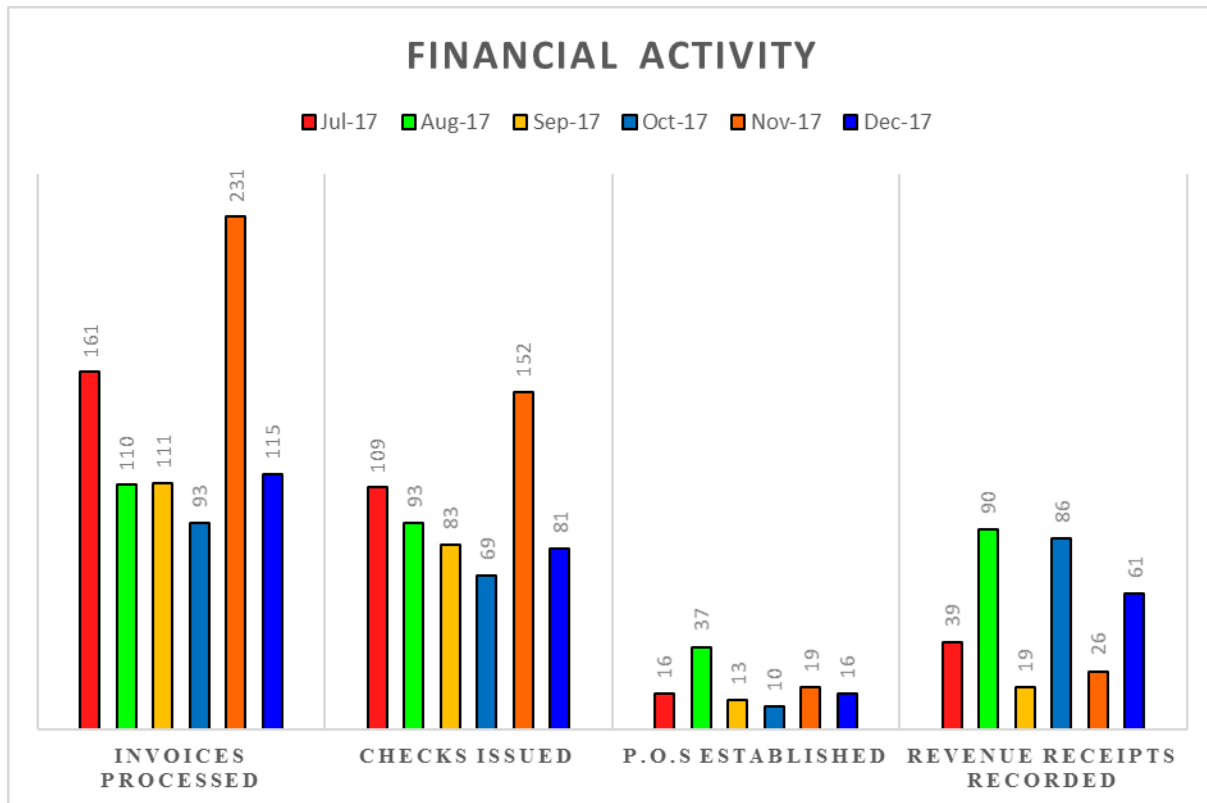
The Finance Department has 4 core services: Accounting, Purchasing, Revenue Management and Treasury. The Finance Department works in partnership with other departments to effectively develop, manage and safeguard the City's fiscal resources to enable and enhance the delivery of City services and projects.

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.

Department Monthly Report
City Manager's Office
FY2017-18

TABLE 1
Financial Activity

<u>Description</u>	<u>Jul-2017</u>	<u>Aug-2017</u>	<u>Sept-2017</u>	<u>Oct-2017</u>	<u>Nov-2017</u>	<u>Dec-2017</u>
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



FINANCIAL REPORTS SUBMITTED TO CITY COUNCIL:

Monthly:

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

Department Monthly Report
City Manager's Office
FY2017-18

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.

Department Monthly Report
City Manager's Office
FY2017-18

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

* Note: Equipment Non-functional in July & August

Facebook	Jul	Aug	Sep	Oct	Nov	Dec
Posts	20	16	21	27	29	13
Total Reach	No Data	12889	18793	34472	12693	7111
Total Engagement	No Data	969	1313	2926	1748	1204
Page Followers	1240	1264	1283	1300	1350	1368
New Page Followers	29	24	19	17	50	18

Department Monthly Report
City Manager's Office
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Eblast	Jul	Aug	Sep	Oct	Nov	Dec
Number of E-newsletters Distributed	13	4	3	5	4	6
Number of E-newsletters Opened	1424	531	322	658	477	726
Number of Subscribers	505	504	508	507	520	524
Change in Subscribers	-6	-1	4	-1	13	4

Twitter	Jul	Aug	Sep	Oct	Nov	Dec
Tweets	17	9	11	16	8	10
Impressions	5,310	3,227	3,016	3614	3691	3808
Followers	126	132	137	143	145	146
New Followers	6	5	4	6	2	1

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

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

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

AM 1640	Jul	Aug	Sep	Oct	Nov	Dec
Advertisement of City Events	0	0	0	0	1	0

Burrtec Newsletter	Jul	Aug	Sep	Oct	Nov	Dec
Bi-Monthly Newsletter	0	1	0	0	0	0

Department Monthly Report
City Manager's Office
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5 Most Popular City Facebook Pages in San Bernardino County		By % of Pop.
1) Twentynine Palms		18.25%
2) Apple Valley		17.21%
3) Grand Terrace		11.00%
4) Yucca Valley		10.65%
5) Ontario		8.78%
* 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: January 16, 2017

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

FROM: Sandra Molina,
Planning and Development Services Director

SUBJECT: **NOVEMBER AND DECEMBER 2017 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: 95

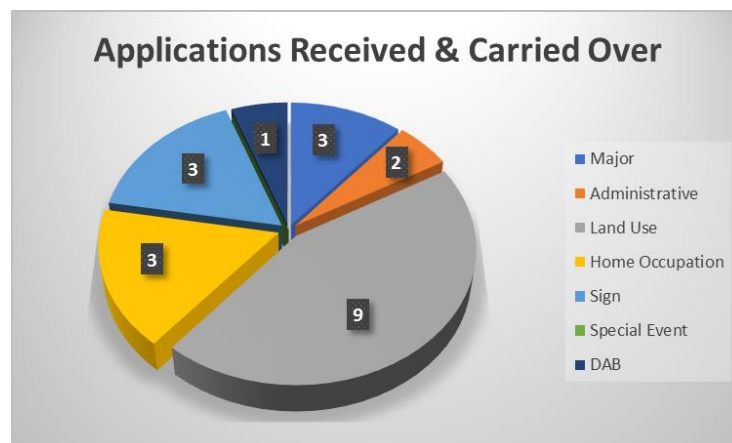
Planning Phone Calls Received: 78

Planning E-mails Received/Answered: 172

Application Summary

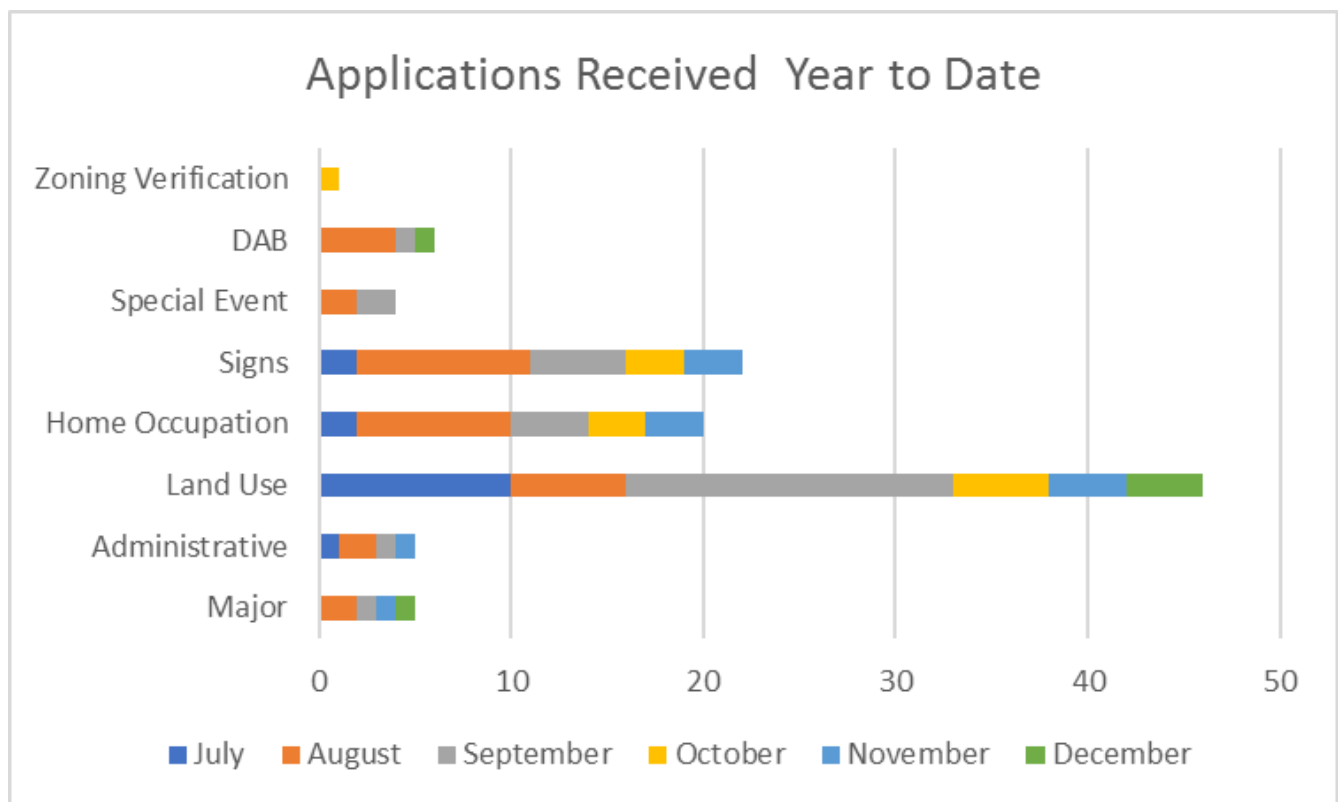
The Planning Division received 18 new applications in November and December, 3 were carried over from the previous month, and action was taken on 17 of them. Minor applications such as a new business, a patio cover, or small room additions are handled as a Land Use application and typically processed 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	2	1	0	3
Administrative	1	1	1	1
Land Use	8	1	9	0
Home Occupation	3	0	3	0
Sign	3	0	3	0
Special Event	0	0	0	0
DAB	1	0	1	0
Total	18	3	17	4



Permits Issued

Type of permits	Applications Received Year to Date						
	Jul.	Aug.	Sept.	Oct.	Nov.	Dec.	Total
Major	0	2	1	0	1	1	5
Administrative	1	2	1	0	1	0	5
Land Use	10	6	17	5	4	4	46
Home Occupation	2	8	4	3	3	0	20
Signs	2	9	5	3	3	0	22
Special Events	0	2	2	0	0	0	4
DAB	0	4	1	0	0	1	6
Zoning Verification	0	0	0	1	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

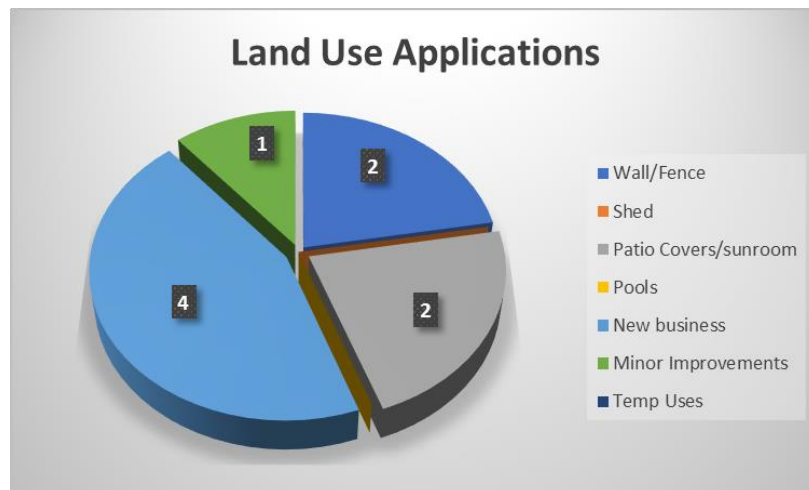
Date Submitted	Case No.	Applicant	Description	Location	Status
11/16/2017	ACUP 17-09	Hajoca Corporation	Wholesale Plumbing Supply Distribution	22070 Commerce Way	Approved
4/14/2017	ASA 17-05 ACUP 17-04 E 17-01	Verizon Wireless	Back up diesel generator	22745 De Berry Street	Under Review Deemed Incomplete on 11/27/2017

Land Use Review

Date Submitted	Case No.	Applicant	Description	Location	Status
12/15/2017	LU 17-94	Angel Espinoza	Carpet and Flooring Business	12210 Michigan Street, Unit 23	Approved
12/4/2017	LU 17-93	Khadija Hamisi	Brain Power Wellness	22573 Barton Road	Approved
12/4/2017	LU 17-92	Eyal Elhom	Aluminum Patio	22815 Raven Way	Approved
12/1/2017	LU 17-94	Crest Village	Building paint	22491 De Berry Street	Planning Commission Approved
11/20/2017	LU 17-90	Federico Espinoza	Block Wall	22561 Van Buren	Approved
11/9/2017	LU 17-89	Frank Audi	Appliance Sale and Repair	12210 Michigan Street, Unit 9	Approved

Date Submitted	Case No.	Applicant	Description	Location	Status
11/1/2017	LU 17-88	Donald W Kiech	Retaining Wall	22642 Raven Way	Approved
11/1/2017	LU 17-87	Joselito Aguilar	Patio Cover	22874 Brentwood St	Approved
8/31/2017	LU 17-75	Candy Bozner	Shed	22533 Barton Road	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 November and December 2017.



Home Occupation Permits

Date Submitted	Case No.	Applicant	Description	Location	Status
11/21/2017	HOP 17-19	Tamia Daily	Skincare Online Sales	12636 Pascal Avenue	Approved
11/21/2017	HOP 17-18	Kimberly Singley Guadiz	Homemade Soap	11833 Greenbriar Lane	Approved
11/6/2017	HOP 17-17	Norma Duerme	Medical Transport Non-Emergency Serv.	12835 Vivienda Avenue	Approved

Signs

Date Submitted	Case No.	Applicant	Description	Location	Status
11/30/2017	SGN 17-11	Promotion Plus	Replacing signs from Shell to Mobile	22045 Barton Road	Approved
11/13/2017	TEMP SGN 17-24	Realty World Premier	Real Estate	1653 Plum Lane, Unit 102 Redlands	Approved
11/8/2017	TEMP SGN 17-23	Quiel Signs	Temporary Banner	22085 Commerce Way	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 for application completeness.

Development Advisory Meeting					
Date Submitted	Case No.	Applicant	Description	Location	Status
11/16/2017	SA 17-10 E 17-09	Tom Love	New House Proposal	23400 Westwood Street	Deemed incomplete.

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 meetings were conducted:

November 2, 2017

- The Planning Commission adopted a Resolution approving Variance 17-03, Administrative Site and Architectural Review 16-09 for the construction of a 2,600-square foot single family home on a 1.29-acre lot located at Palm Avenue.

November 16, 2017

- The Planning Commission adopted a Resolution recommending that the City Council approval of Variance 17-01 and Tentative Parcel Map 16-03 (TPM No. 18274). The Planning Commission also adopted a Resolution granting Site and Architectural Review 17-02 for the construction of a 2,290-square foot single family home on a 0.25-acre lot created by Tentative Parcel map No. 18274 located at 22034 De Berry Street.

December 21, 2017

- The Planning Commission adopted a Resolution approving Land Use 17-91, the proposed color scheme of the Crest Village Apartments located at 22491 De Berry Street.

Projects in Plan Check or Under Construction

Projects in Plan Check or Under Construction					
Date Submitted	Case No.	Applicant	Description	Location	Status
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

Grants

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

The City submitted an Urban Greening Grant and a site visit from the application review committee was conducted on October 11, 2017. We were not awarded the project.

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
Urban Greening Grant – Connection to Santa Ana River Trail	Site visit by California Natural Resources Agency. Not Awarded.	\$2.4 Million
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.
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, November 07, 2017 and Tuesday, December 5, 2017, the items included approval of minutes, discussion on the implementation of the CERT program, community outreach, newspaper articles and website, AM 1640 and hand-held radios, CERT trailer inventory discussion.

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. In December the Permit Technician position was filled with a full time City employee, while the part time building official position was filled through a contract with Willdan Engineering. For both months a total of 212 service hours were provided.

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

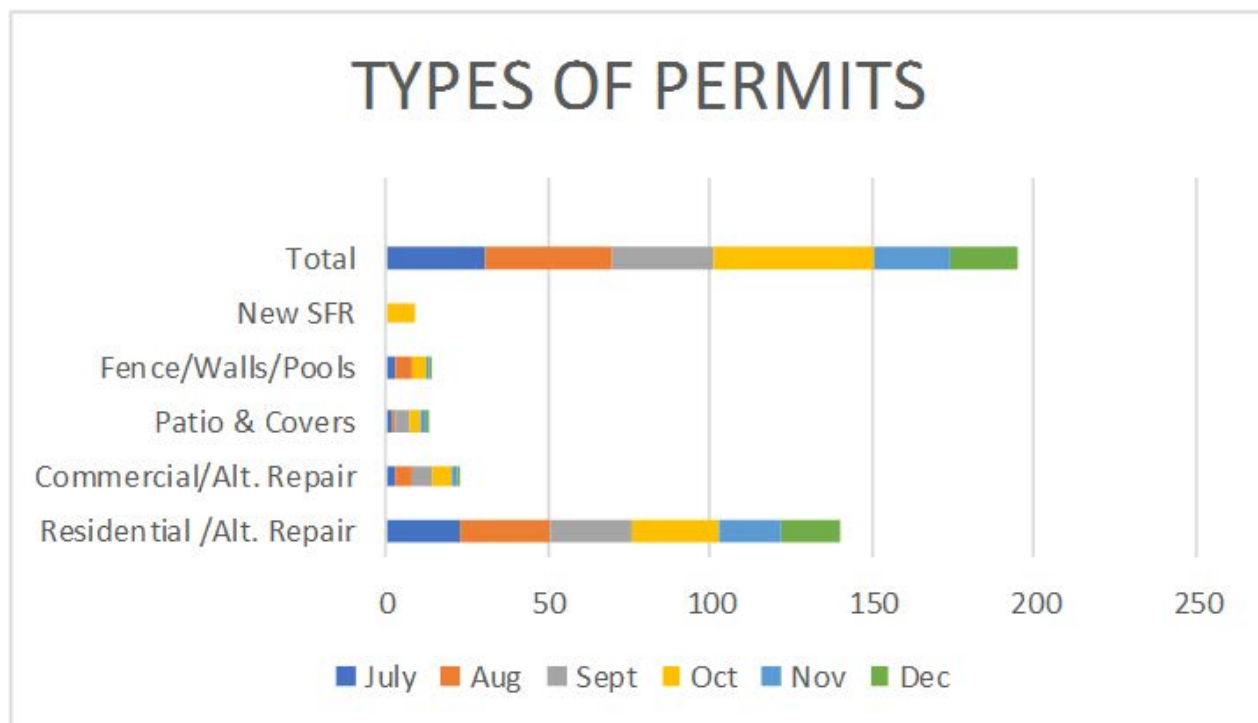
Activity Summary for Building and Safety

Building Permit Activity

Building Permit Activity						
	July	August	September	October	November	December
Applications received	38	42	48	44	33	36
Permits issued	36	40	38	50	32	26
Permits finalized	22	15	24	27	28	23
Business occupancies issued	4	1	2	1	5	2
Expired permits	0	5	0	13	30	8
Total monthly revenue	\$11,193.48	\$7,307.09	\$8,139.43	\$177,419.93	\$6,908.77	\$23,190.23

Permits Issued

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

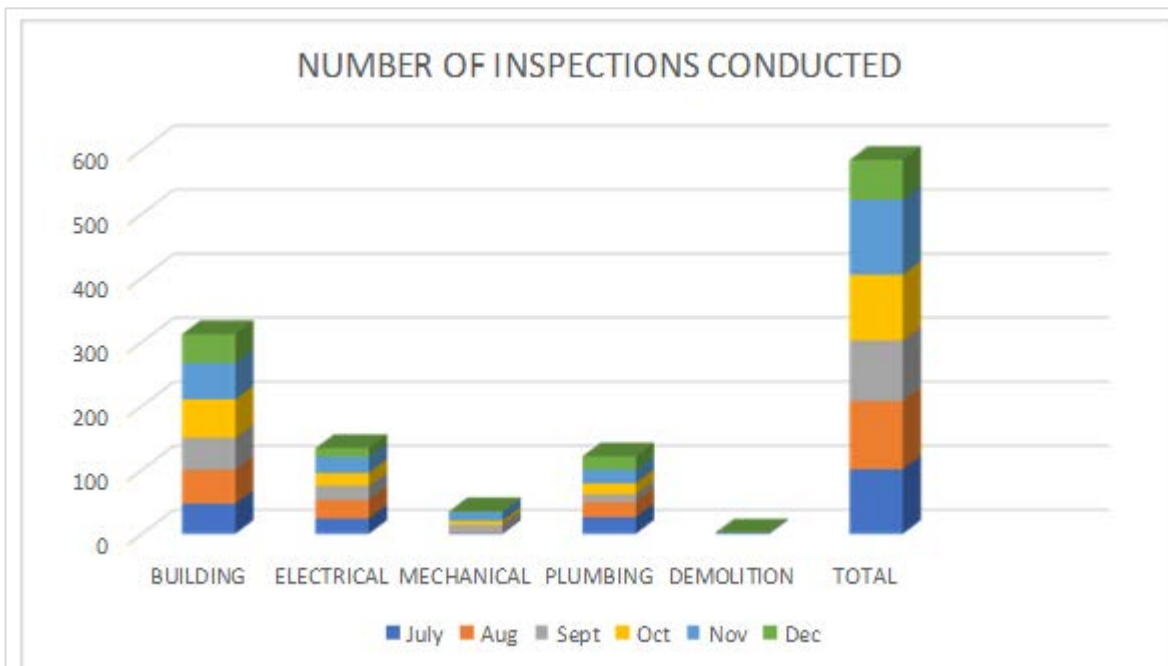


Major Building Activity

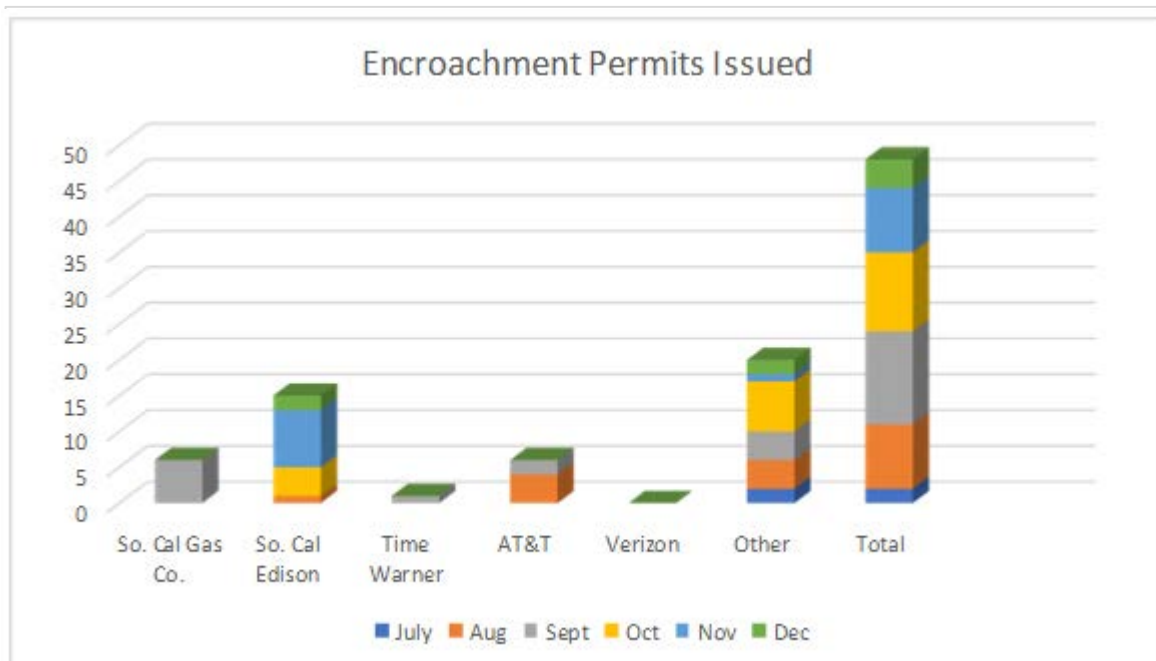
Permit #	Description/Location	Status
B00-002-611	(Address TBD) Commerce & Vivienda New Temporary Cell Tower	Under Construction
B00-002-177	12569 & 12579 Michigan St. New SFR Habitat Project	In Plan Check
B00-002-742	22413 Barton Rd – Tenant Improvement Kaz Ramen (New Restaurant; Existing Bldg.)	Under Construction
PW0-000-237	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	In Plan Check
GR0-000-045	Rough grading for (3) lots	In Plan Check
B00-002-757	12040 La Crosse Ave. – New 70' Cell Tower for SANBAG	In Plan Check

Inspections

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



Public Works Encroachment Permits



Applicant	Number of Encroachment Permits Issued					
	July	Aug	Sept	Oct	Nov	Dec
So. Cal Gas Co.	0	0	6	0	0	0
So. Cal. Edison	0	1	0	4	8	2
Time Warner	0	0	1	0	0	0
AT&T	0	4	2	0	0	0
Verizon	0	0	0	0	0	0
Other	2	4	4	7	1	2
Total	2	9	13	11	9	4

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 Enforcement Officer, a full-time Office Specialist, and a part time Code Enforcement 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.

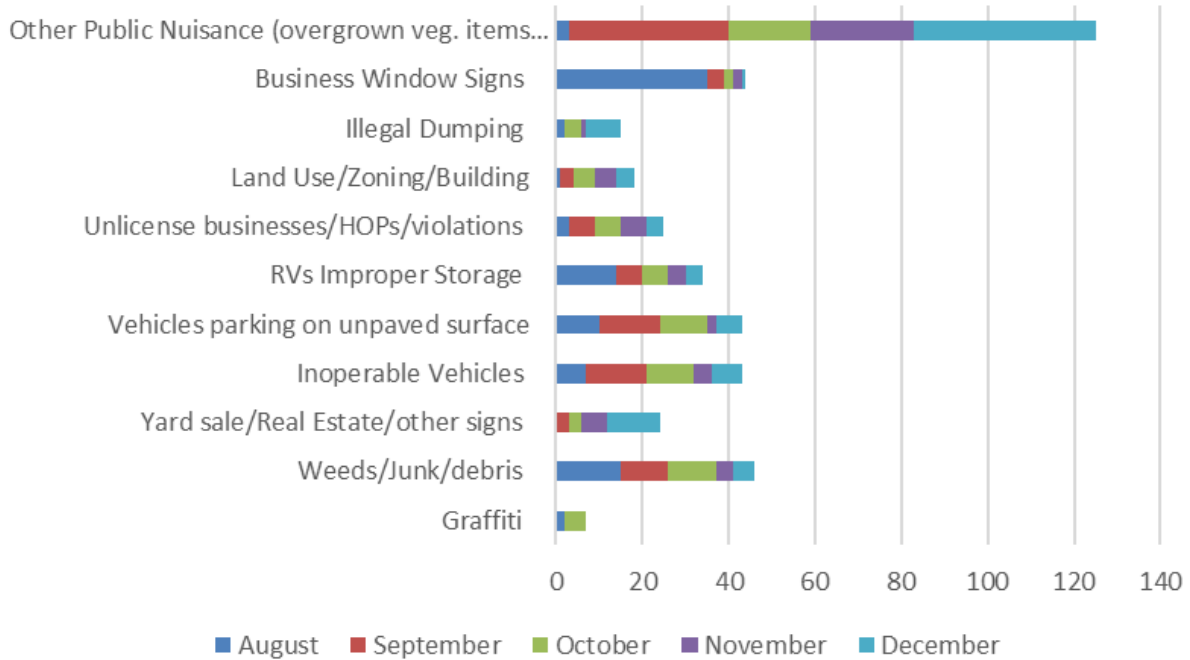
A daily route is driven each morning and at the end of the day on Friday, Saturday and Sunday in addition to the Zones. The route includes Mount Vernon Avenue, Main Street, Michigan Street, Barton Road, Preston Street, Palm Avenue, Observation Drive and Van Buren. This route was driven 24 times in November and 30 times in December.

Activity Summary for Code Enforcement

Code Enforcement handled a total of 52 cases in November 2017. This includes 2 new cases, 47 cases carried over from the previous month; and three cases were closed in November. Code Enforcement handled a total of 76 cases in December 2017. This includes 26 new cases, 50 cases carried over from the previous month; and 21 cases were closed in December.

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

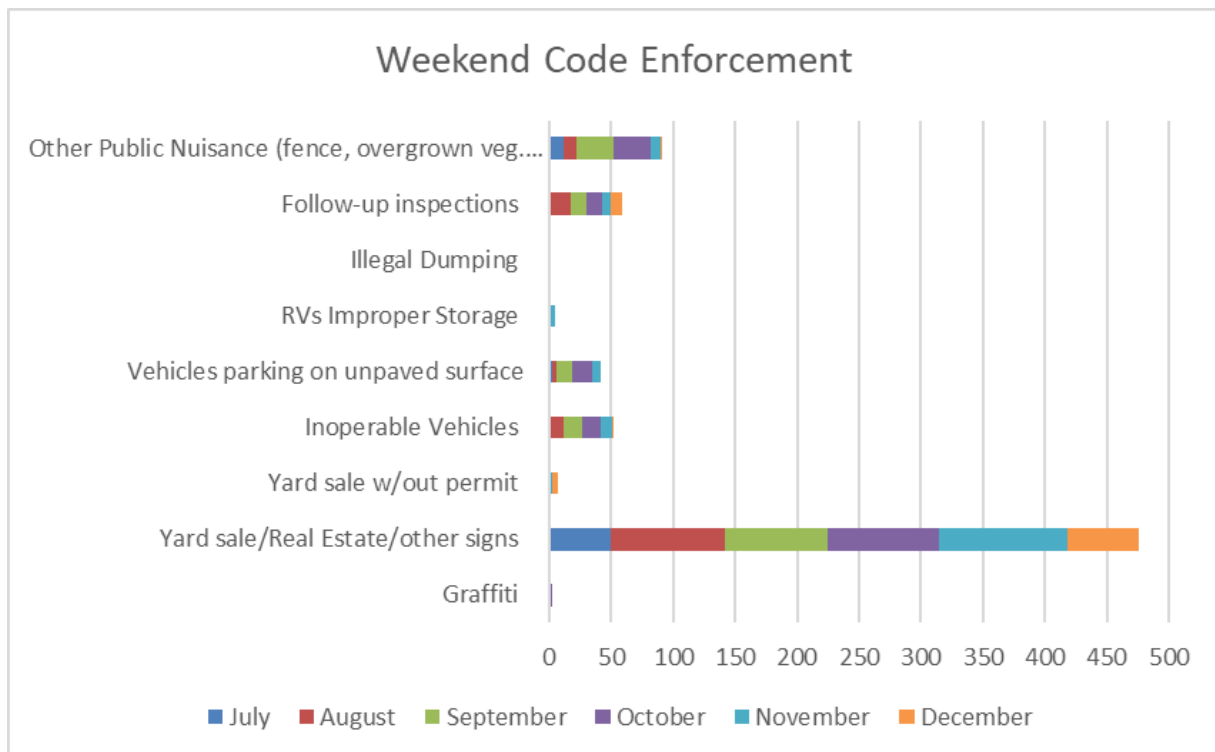
2017 Code Cases by Type



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

Weekend Code Enforcement Activities

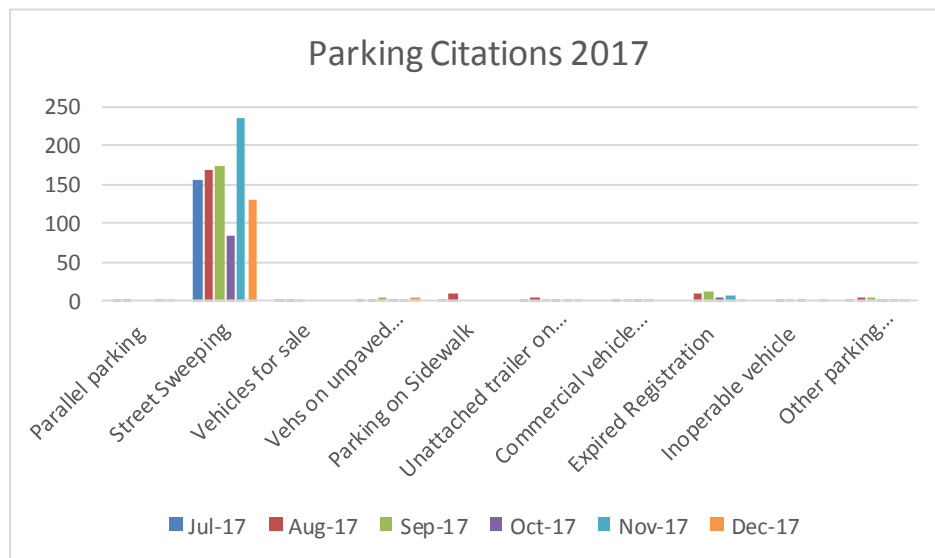
The Weekend Code Enforcement Specialist patrols on Saturdays and Sundays. The Weekend Code Enforcement Specialist conducts zone inspections and scheduled re-inspections on the fourth and fifth Thursdays (when occurring) each month. In November and December of 2017, 53 cases were handled, not including 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	August	September	October	November	December
Graffiti	0	0	1	1	0	0
Yard sale/Real Estate/other signs	49	93	83	90	103	58
Yard sale w/out permit	0	1	0	0	1	5
Inoperable Vehicles	0	12	15	15	9	1
Vehicles parking on unpaved surface	2	4	12	16	8	0
RVs Improper Storage	0	1	0	0	4	0
Illegal Dumping	0	0	0	0	0	0
Follow-up inspections	0	17	13	13	7	9
Other Public Nuisance (fence, overgrown veg. items in ROW, excess RVs)	11	11	30	30	8	1

Parking Citations:

In November and December 254 and 143 parking citations were issued, respectively. The majority of citations issued were related to street sweeping enforcement. The citations are expected to generate \$15,506 in general fund revenue. Beginning November 2, 2017, the Weekend Code Enforcement Specialist started working on Thursdays to assist with the Street Sweeping citation program. Street Sweeping in residential areas occurs on the first, second, and third Thursdays of each month, with the major commercial corridors being swept each week.



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 November 2017, 93 daily inspections constituting 43 hours of inspection time was conducted. In December 2017, 111 daily inspections were conducted, over 49.75 hours of inspection

Inspections over the two-month span included 8 land use/zoning violations, 5 illegal dumping, 4 illegal signs, 1 graffiti incident, 1 health and safety inspection, and 15 area inspections for possible homeless loitering in the area.

Graffiti/Vandalism

In November 2017, there were 4 incidents of graffiti, 1 located on private property, 2 in the City right of way and one on a city sign. The graffiti on private property was removed by the property owner. There were no incidents of graffiti reported or observed in December 2017.

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.

Thirty-three inspections were completed in the month of November and 252 inspections were completed in the month of December.

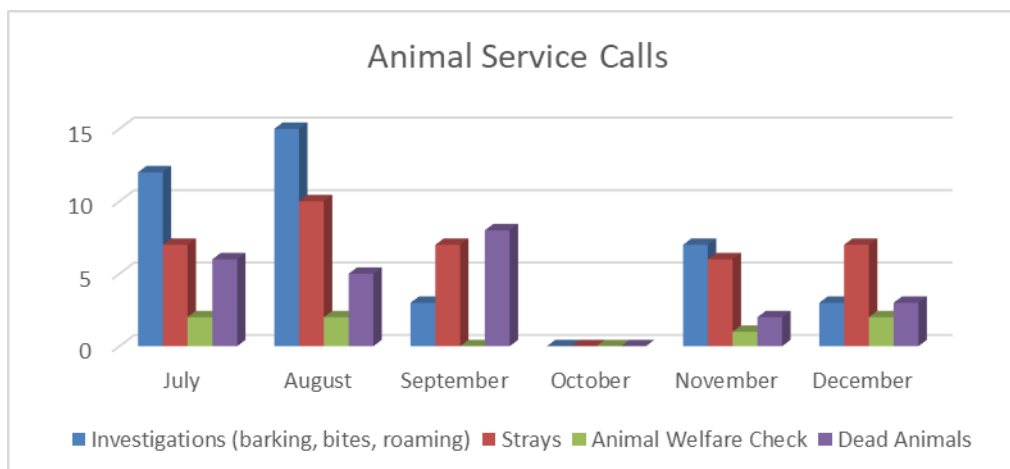
See Click Fix

Three complaints were received via SeeClickFix in November 2017. These complaints reported trash/debris and vehicle parking violations. Two of the cases have been resolved. There were no issues reported in December 2017.

Animal Control

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

Animal Control Services							
	July	August	September	October	November	December	
Animal Intakes							
Strays	10	7	11	4	1	25	
Owner Relinquished	2	6	0	5	3	2	
Total	12	13	11	9	4	27	
Animal Disposition							
Adopted	6	14	4	3	5	8	
Returned to Owner	0	1	2	1	1	2	
Euthanized	9	2	3	4	2	4	
Other	2	1	0	1	0	2	
Total	17	18	9	9	8	16	



Animal Service Calls	July	August	September	October	November	December
Investigations (barking, bites, roaming)	12	15	3	0	7	3
Strays	7	10	7	0	6	7
Animal Welfare Check	2	2	0	0	1	2
Dead Animals	6	5	8	0	2	3

Public Works

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

DATE: January 16, 2018

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

FROM: Alan French, Public Works Department Director

SUBJECT: NOVEMBER 2017-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	Some fence up, benches in, mow and street curbs in	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

Staffing Levels

			Weekday Hours		Weekend hours		After hours & Call outs
	Budgeted	Staffed	Available	Worked	Available	Worked	
Crew Lead	1	1	40	40	8	0	0
MW I	1	1	40	40	8	2	1
MW II	1	1	40	40	8	0	0
MW II	1	1	40	40	8	0	0

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

Work Release Hours

Maintenance was supplemented by 336 work releases hours during the month.

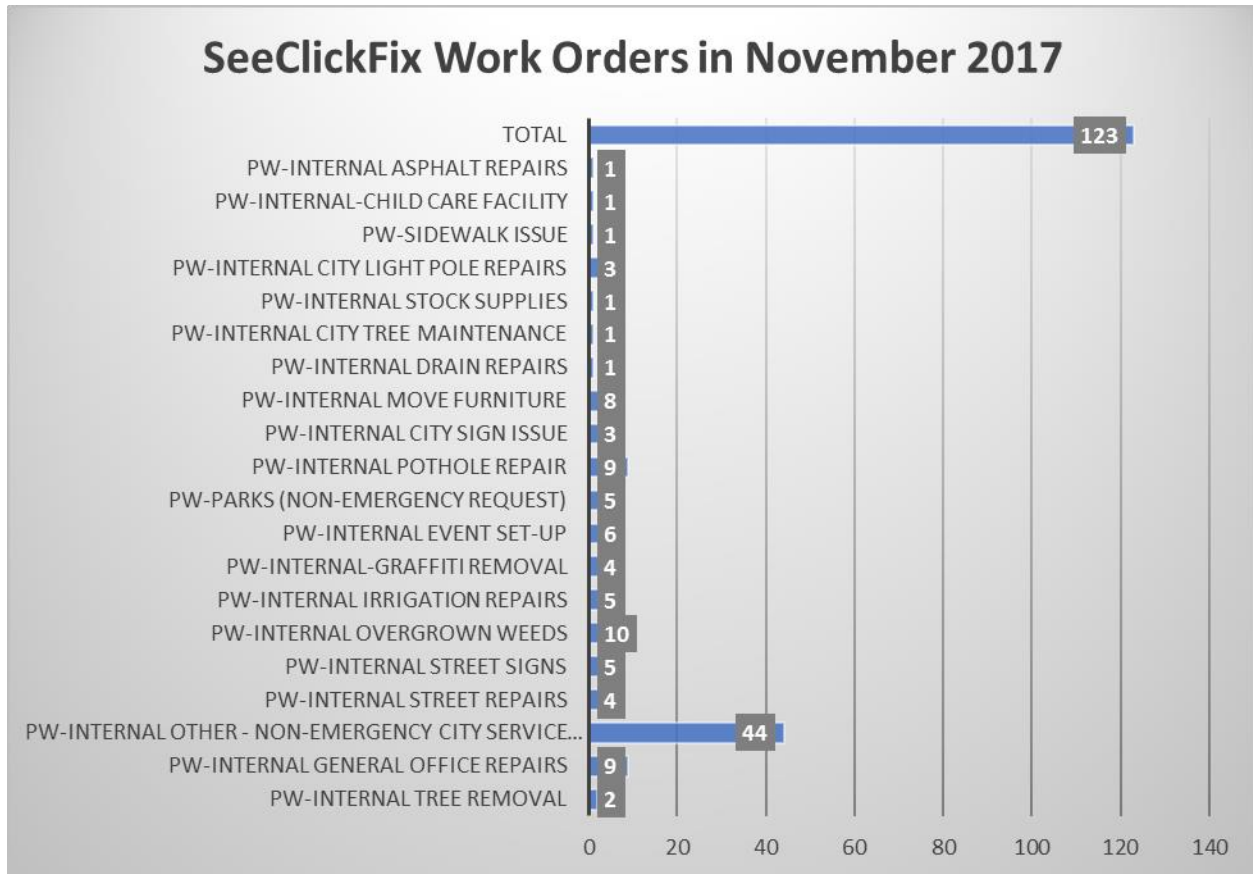


CITY OF GRAND TERRACE SEECCLICKFIX MONTHLY STATS

NOVEMBER 2017

	REQUEST RECEIVED IN NOVEMBER	REQUEST COMPLETED IN NOVEMBER	REQUEST IN PROCESS
SEECCLICKFIX WORK ORDERS ONLY	123	101	22
Request Rollover from previous month	<u>4</u>		
TOTAL	127		

SeeClickFix Work Orders Breakdown



Total of 127 SeeClickFix work orders entered for the month of NOVEMBER

Details of SeeClickFix work orders for the month of NOVEMBER 2017

	SeeClickFix ID	Date Opened	Date Closed	Category	Address	Description
1	3838458	11/1/17	11/9/17	PW- INTERNAL Tree Removal	22530 La Paix Street Grand Terrace, CA	Maintenance to remove tree and WCA is remove stump in year two.
2	3845390	11/3/17	11/8/17	PW- INTERNAL General Office Repairs	22795 Barton Road Grand Terrace, CA	There is an empty cabinet next to Irene that has the lock stuck. Can you please have the guys open the cabinet with their tools (I will not be needing to lock it)
3	3845430	11/3/17	11/6/17	PW- INTERNAL Other - Non- Emergency City Service Request	Palm Avenue Grand Terrace, CA	Please have cones picked up and placed at the street cut from contractor cars have driven over them.
4	3845436	11/3/17	11/6/17	PW- INTERNAL Other - Non- Emergency City Service Request	Mount Vernon Avenue Grand Terrace, CA	Resident asked City if we could assist her in retrieving her cane which fell into a City drain on Mt. Vernon and Warbler.
5	3845443	11/3/17	11/8/17	PW- INTERNAL Other - Non- Emergency City Service Request	22521-22529 Canal Street Grand Terrace, CA	Please pick up shopping cart on corner of Mt Vernon and Grand Terrace Rd. Thank you.
6	3845913	11/3/17	11/8/17	PW- INTERNAL Street repairs	23043 De Berry Street Grand Terrace, CA	Please check that the street lights at the end of De berry bulbs were replaced by the Edison.
7	3846522	11/3/17	11/8/17	PW- INTERNAL Street Signs	Grand Terrace Road Grand Terrace, CA	Please hang banner sign at Grand Terrace road and Mt. Vernon for the Veterans Wall of Freedom
8	3846615	11/3/17	12/7/17	PW- INTERNAL Overgrown Weeds	22250-22298 La Paix Street Grand Terrace, California	Tumble weeds need trimming on La Paix - the south end of City property that fronts on Barton Rd.
9	3846619	11/3/17	12/7/17	PW- INTERNAL Overgrown Weeds	22200-22248 La Paix Street Grand Terrace, California	Tumble weeds and other weeds need trimming in area south of Stater Bros. and north of homes at the north end of Stonewood.

10	3851633	11/6/17	11/8/17	PW- INTERNAL Irrigation Repairs	Pico Street Grand Terrace, CA	We received a call today indicating that the sprinkler valve around the pitcher's mound on Field 1 (field by the snack bar) has a slow leak.
11	3851672	11/6/17	11/9/17	PW-Other- Non Emergency City Service Request	Mount Vernon Avenue Grand Terrace CA	Please pick up and dispose cabinets left on the vacant lot at the north west corner of Mt. Vernon and Grand Terrace, thank you.
12	3852023	11/6/17	11/9/	PW- INTERNAL- Graffiti Removal	Grand Terrace High School Grand Terrace, CA	Please remove graffiti from traffic control box at driveway entrance to GT High School parking lot within 24 hours. Thank you.
13	3852668	11/6/17	11/15/17	PW- INTERNAL Event Set-up	22795 Barton Road Grand Terrace, CA	Please have furniture moved Friday afternoon for room reservation on Sunday, thank you.
14	3855592	11/7/17	11/8/17	PW- INTERNAL- Graffiti Removal	12795-12809 Mount Vernon Avenue Grand Terrace, CA	Please remove graffiti from block wall on My Vernon Ave just north of Raven Way before 2:30 today due to size of graffiti and location. Thank you.
15	3855639	11/7/17	11/8/17	PW- INTERNAL- Graffiti Removal	12750-12778 Michigan Street Grand Terrace, CA	Please remove graffiti from block wall on Michigan St. Just north of Tanager St before 2:30 pm today. Thank you.
16	3856947	11/7/17	11/8/17	PW- INTERNAL Street Signs	22795 Barton Road Grand Terrace, CA	GT Light up Christmas signs please install in Kiosk, thank you.
17	3856948	11/7/17	11/9/17	PW- INTERNAL Street repairs	Mount Vernon Avenue Grand Terrace, CA	Curb red paint on Mt. Vernon
18	3859251	11/8/17	11/15/17	PW-Parks (Non- Emergency request)	Pico Street Grand Terrace, CA	Please power wash shelters in preparation for Veterans event November 11th , thank you.
19	3859383	11/8/17	11/9/17	PW- INTERNAL- Graffiti Removal	21813-21823 Barton Road Grand Terrace, CA	Please remove graffiti from sign on south side of Barton Rd. Just west of Grand Terrace Rd. Thank you.

20	3859796	11/8/17	12/6/17	PW- INTERNAL Event Set-up	22633 Barton Road Grand Terrace, CA	Can you please put a work order for me. I need an EZ up, one table and four chairs for the Light Up Grand Terrace on November 30, 2017, for the EOC group. I need the table to be set up at 3:00 p.m. at Azure Hills Church.
21	3860200	11/8/17	11/13/17	PW- INTERNAL Irrigation Repairs	22795 Barton Road Grand Terrace, CA	Citywide time and battery's changes on irrigation clocks.
22	3860237	11/8/17	11/15/17	PW- INTERNAL Pothole Repair	Oriole Avenue Grand Terrace, CA	Please repair pothole on Oriole and De Berry
23	3860240	11/08/2017	11/15/17	PW- INTERNAL Pothole Repair	Pico Street Grand Terrace, CA	Please repair pothole on Pico and Michigan, thank you.
24	3860245	11/8/17	11/15/17	PW- INTERNAL Pothole Repair	Mount Vernon Avenue Grand Terrace, CA	Please repair pothole on Mt. Vernon and Van Buren, thank you.
25	3860248	11/8/17		PW- INTERNAL Pothole Repair	Dos Rios Avenue Grand Terrace, CA	Please repair pothole on Dos Rios and S/O Palm, thank you.
26	3860259	11/8/17		PW- INTERNAL Street repairs	Grand Terrace Road Grand Terrace, CA	Need a grate on Grand Terrace road and Vista Grande currently a catch basin is on there.
27	3863136	11/9/17	11/13/17	PW- INTERNAL Other - Non- Emergency City Service Request	Grand Terrace CA	Please power wash shelter B
28	3863142	11/9/17	11/15/17	PW- INTERNAL Pothole Repair	Pico Street Grand Terrace, CA	Please add a pothole at Pico & Mt. Vernon to the others we discussed.
29	3863165	11/9/17		PW- INTERNAL Pothole Repair	22196 Mcclarren Street Grand Terrace, CA	Please repair pothole thank you.
30	3863403	11/9/17	11/13/17	PW- INTERNAL Event Set-up	22795 Barton Road Grand Terrace, CA	The Historical & Cultural Committee stated that we have some kind of screens that they use to cover the Community Room Kitchen. Can you have maintenance locate those screens ASAP to see if they need any touching up with paint, or

						cleaning, etc.?
31	3863583	11/9/17	11/9/17	PW- INTERNAL City Sign Issue	Mount Vernon Avenue Grand Terrace, CA	Please install Truck route signs on S/E/C and remove truck route sign on N/E/C to NO TRUCK Route
32	3863660	11/9/17		PW- INTERNAL General Office Repairs	22795 Barton Road Grand Terrace, CA	Please touch up paint in the council chambers also behind the screen board, thank you.
33	3872290	11/13/17	11/13/17	PW- INTERNAL Move Furniture	22795 Barton Road Grand Terrace, CA	Move desk from finance and 3 chairs to Building and Safety
34	3872311	11/13/17	11/13/17	PW-Other- Non Emergency City Service Request	22795 Barton Road Grand Terrace, CA	Please lower flags for half mask at City Hall, Rollins and Pico Park (2)
35	3872322	11/13/17	11/13/17	PW-Other- Non Emergency City Service Request	La Crosse Avenue Grand Terrace, CA	Please pick up banners, stickers, name tags from UppDogg
36	3872350	11/13/17	11/13/17	PW-Other- Non Emergency City Service Request	Mount Vernon Avenue Grand Terrace, CA	Install posters on all kiosks stations and fitness
37	3872359	11/13/17	11/13/17	PW-Other- Non Emergency City Service Request	Barton Road Grand Terrace, CA	Meet on Canal / Barton for Banner installation
38	3872377	11/13/17	11/13/17	PW- INTERNAL Move Furniture	22795 Barton Road Grand Terrace, CA	Move file cabinet
39	3872382	11/13/17	11/13/17	PW-Other- Non Emergency City Service Request	22795 Barton Road Grand Terrace, CA	Please vacuum up debris/ metal shavings from grinding of filing cabinet lock.
40	3872388	11/13/17	11/13/17	PW- INTERNAL Move Furniture	22795 Barton Road Grand Terrace, CA	please re categorize event announcements in city hall foye
41	3872392	11/13/17	11/13/17	PW- INTERNAL Move Furniture	22795 Barton Road Grand Terrace, CA	please remove old keyboard and store in Building and Safety building
42	3872411	11/13/17	11/13/17	PW-Other- Non Emergency City Service Request	22795 Barton Road Grand Terrace, CA	please install Velcro straps for remote for tv in closed session room

43	3872417	11/13/17	11/13/17	PW-Other-Non Emergency City Service Request	22795 Barton Road Grand Terrace, CA	look online to order part for drinking fountain back East from manufacture
44	3872422	11/13/17	11/13/17	PW- INTERNAL Drain repairs	Mirado Avenue Grand Terrace, CA	Meet on Mirado drain for walk through on Mirado Drain
45	3872432	11/13/17	11/13/17	PW- INTERNAL Other - Non- Emergency City Service Request	12071 Mount Vernon Avenue Grand Terrace, CA	Please take photos of Red Curb fading and re paint at Mt Vernon and Deberry St
46	3872439	11/13/17	11/13/17	PW-Other-Non Emergency City Service Request	Barton Road Grand Terrace, CA	Please meet TPE on Mt Vernon / Barton , Barton / Canal for new GFI plug installation at both sites for Banners
47	3872445	11/13/17	11/13/17	PW- INTERNAL Irrigation Repairs	Mount Vernon Avenue Grand Terrace, CA	please repair broken line on Mt Vernon parkway
48	3872446	11/13/17	11/13/17	PW- INTERNAL Irrigation Repairs	22795 Barton Road Grand Terrace, CA	check valve / system at city hall. Leak on west side of City Hall near library
49	3872458	11/13/17	11/13/17	PW-Other-Non Emergency City Service Request	Pico Street Grand Terrace, CA	Meet Don Larkin at Pico Park for preparation for Veterans Day event on 11/11
50	3872461	11/13/17	11/13/17	PW- INTERNAL Irrigation Repairs	Mount Vernon Avenue Grand Terrace, CA	Please repair broken 90 and replace 2 sprinklers on Mt Vernon parkway
51	3872467	11/13/17	11/13/17	PW-Other-Non Emergency City Service Request	22795 Barton Road Grand Terrace, CA	Please remove non working light at city hall maintenance shop and install new light
52	3872471	11/13/17	11/13/17	PW-Other-Non Emergency City Service Request	22795 Barton Road Grand Terrace, CA	Please remove and install new light on Building and safety building
53	3872476	11/13/17	11/13/17	PW-Other-Non Emergency City Service Request	22795 Barton Road Grand Terrace, CA	install choke on chain saw
54	3872481	11/13/17	11/13/17	PW-Other-Non Emergency City Service Request	22795 Barton Road Grand Terrace, CA	please change chain on chain saws
55	3872483	11/13/17	11/13/17	PW-Other-Non Emergency City Service Request	22325 Barton Road Grand Terrace, CA	please see Sr Center regarding flag lowering

56	3872485	11/13/17	11/13/17	PW- INTERNAL Event Set-up	Pico Street Grand Terrace, CA	Please load tables and chairs from city hall and take to Pico for Veterans Ceremony on 11/11
57	3872487	11/13/17	11/13/17	PW- INTERNAL Overgrown Weeds	Canal Street Grand Terrace, CA	please remove weeds on Canal St
58	3872492	11/13/17	11/13/17	PW-Other- Non Emergency City Service Request	Barton Road Grand Terrace, CA	please remove shopping carts from right o way
59	3872496	11/13/17	11/13/17	PW- INTERNAL Overgrown Weeds	De Berry Street Grand Terrace, CA	please remove weeds from right of way on Mt Vernon and DeBerry S/E/C
60	3872500	11/13/17	11/13/17	PW-Parks (Non- Emergency request)	Pico Street Grand Terrace, CA	Please power wash picnic tables at Pico Park
61	3872779	11/13/17	11/15/17	PW- INTERNAL City Tree Maintenance	23243 Glendora Drive Grand Terrace, CA	Resident reported trees on right of way hanging onto streets and visibility issues.
62	3874670	11/14/17	11/14/17	PW- INTERNAL- Graffiti Removal	Pico Street Grand Terrace, CA	Paint chase door at Pico Park
63	3874689	11/14/17	11/14/17	PW-Other- Non Emergency City Service Request	Barton Road Grand Terrace, CA	Assist TPE for pedestrian and traffic control on Barton / Mt Vernon
64	3874708	11/14/17	11/14/17	PW-Parks (Non- Emergency request)	21937 Grand Terrace Road Grand Terrace, CA	remove weeds at Fitness park
65	3874714	11/14/17	11/14/17	PW-Parks (Non- Emergency request)	Pico Street Grand Terrace, CA	Pressure wash benches for Veterans Event on 11/11
66	3875304	11/14/17	11/15/17	PW- INTERNAL Stock Supplies	22795 Barton Road Grand Terrace, CA	Please provide if in stock: Two cases of toilet paper two large black trash bag boxes two bottles of floor cleaner two cases of multi- fold towels
67	3875587	11/14/17		PW- INTERNAL Tree Removal	12333 Whistler Street Grand Terrace, CA	Resident complained about trees needing to be trimmed please inspect if City's and take photographs, thank you.
68	3875948	11/14/17	11/15/17	PW-Other- Non Emergency City Service	22795 Barton Road Grand Terrace, CA	Please vacuum , empty trash cans, clean/stock public restrooms in

				Request		preparation for Council Meeting Tues Nov 14
69	3875957	11/14/17	12/7/17	PW-INTERNAL Overgrown Weeds	Barton Road Grand Terrace, CA	Please remove weeds, clear sidewalk, trim tree from right of way on Barton from Honey Hill to city limits
70	3875967	11/14/17	12/7/17	PW-INTERNAL Overgrown Weeds	Barton Road Grand Terrace, CA	Please remove weeds, trim trees/shrubs from city on Southwest side of entrance to city. welcome to Grand Terrace sign
71	3875968	11/14/17	12/7/17	PW-Other-Non Emergency City Service Request	22795 Barton Road Grand Terrace, CA	Please pick up cold patch from Lowes and unload pallet at yard
72	3875977	11/14/17	11/15/17	PW-Other-Non Emergency City Service Request	Barton Road Grand Terrace, CA	Please remove dirt from electrical box on Barton/Canal for TPE to install GFI outlet
73	3878867	11/15/17	11/17/17	PW-INTERNAL Move Furniture	22795 Barton Road Grand Terrace, CA	We need the two file cabinets inside Sandra's office moved to the space next to Dawn's desk.
74	3883795	11/16/17	11/27/17	PW-INTERNAL Event Set-up	22085 Commerce Way Grand Terrace, CA	Can you put in a work order for maintenance to set up 50 chairs, an EZ up and the portable microphone at the animal emergency clinic. These should be set up by 2 pm, and then they would need to be removed by 4:30pm. And also the Podium. Thank you.
75	3883823	11/16/17	11/17/17	PW-INTERNAL General Office Repairs	22795 Barton Road Grand Terrace, CA	Please make four copies of the Annex Building key. thank you.
76	3886175	11/17/17	11/27/17	PW-INTERNAL City Light Pole Repairs	22400 Barton Road Grand Terrace, CA	As we discussed, the light for the Childcare Center parking lot is out. In addition to the building, the parking lot area is also owned by the City.
77	3886792	11/17/17	11/20/17	PW-INTERNAL Overgrown Weeds	La Crosse Avenue Grand Terrace, CA	Please remove weeds, debris from west side Lacrosse (across from blue mountain collision)

78	3886910	11/17/17	12/7/17	PW- INTERNAL General Office Repairs	22795 Barton Road Grand Terrace, CA	Secondly, is there any way we can have maintenance clean the outside of the case before they come back to finish? It is really dusty.
79	3886913	11/17/17	11/20/17	PW- INTERNAL General Office Repairs	22795 Barton Road Grand Terrace, CA	Made four Annex Building keys for Sheriff access.
80	3886918	11/17/17	11/27/17	PW- INTERNAL General Office Repairs	22795 Barton Road Grand Terrace, CA	Please make sure everything is vacuumed in the Annex building once clearing out is complete. Thank you.
81	3886953	11/17/17	11/20/17	PW- INTERNAL Overgrown Weeds	Mount Vernon Avenue Grand Terrace, CA	Barbara reported overgrown weeds on the left side growing onto the curb towards the Mt. Vernon hill. Also, dirt coming down the hill on the street that needs to be picked up.
82	3891023	11/20/17	11/21/17	PW-Pothole Repair	Barton Road Grand Terrace, CA	Please fill in pot hole on Barton / Glendora
83	3891028	11/20/17	11/21/17	PW- INTERNAL General Office Repairs	22795 Barton Road Grand Terrace, CA	Meet TPE in Closed Session room for outlet repair
84	3891040	11/20/17	11/21/17	PW- INTERNAL City Light Pole Repairs	Canal Street Grand Terrace, CA	Please meet TPE at Canal to remove dirt from electrical box in order to pull wire
85	3891049	11/20/17		PW-Other- Non Emergency City Service Request	Orangewood Court Grand Terrace, CA	Please inspect weeds on Orangewood Address. See if city property
86	3891058	11/20/17	11/21/17	PW- INTERNAL Other - Non- Emergency City Service Request	Barton Road Grand Terrace, CA	Please drive Truck route and inspect for proper signage.
87	3891130	11/20/17	11/21/17	PW- INTERNAL Street Signs	Barton Road Grand Terrace, CA	Please change out arrows on Truck Route signs to proper notification
88	3891135	11/20/17	11/21/17	PW-City Sign Issue	La Crosse Avenue Grand Terrace, CA	Please change out A frame and stop sign and replace with new temp stop sign and new battery for Flashing light
89	3891139	11/20/17		PW- INTERNAL Overgrown Weeds	21810 Main Street Grand Terrace, CA	Please inspect overgrown weeds in Canal behind High School

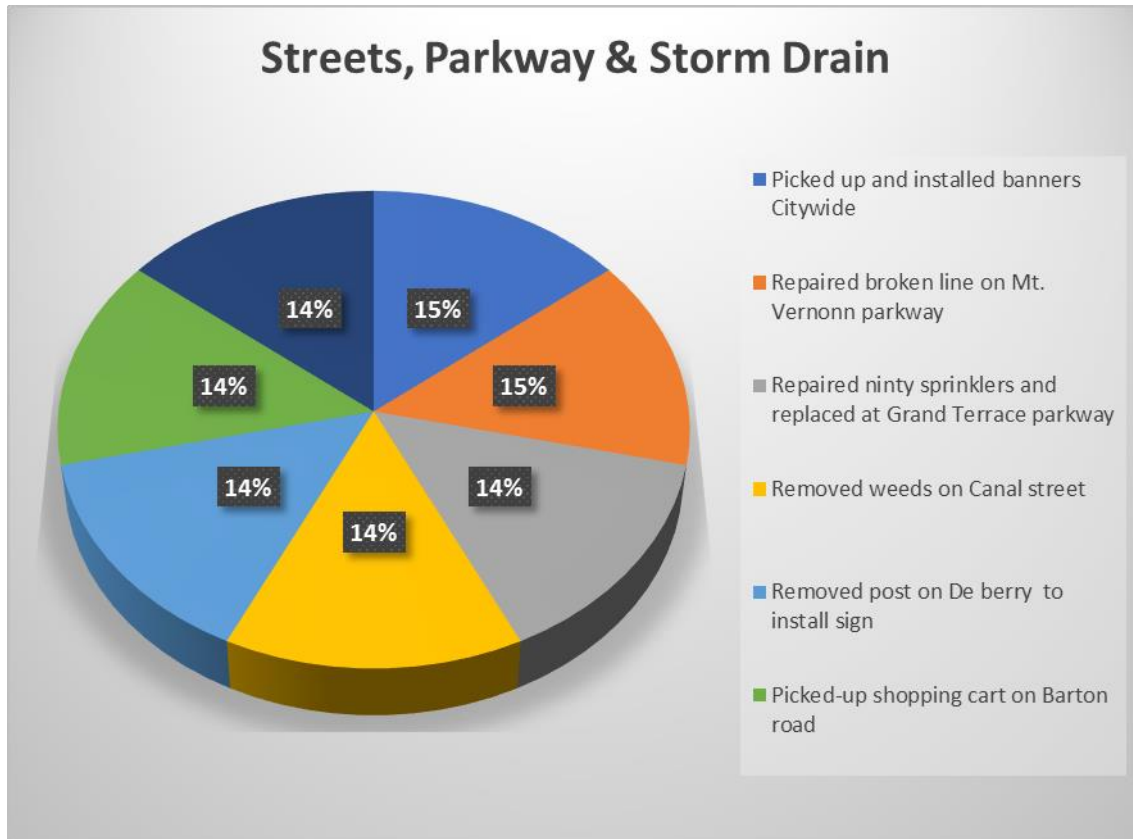
90	3891147	11/20/17	11/21/17	PW-Other-Non Emergency City Service Request	22633 Barton Road Grand Terrace, CA	Please meet Jesse, Mr. Duffy, Alan and committee for event preparation on November 30 tree lighting Ceremony
91	3891151	11/20/17	11/21/17	PW-Other-Non Emergency City Service Request	Barton Road Grand Terrace, CA	Please pick up signs at TMI in Riverside
92	3891157	11/20/17	11/21/17	PW- INTERNAL Move Furniture	22795 Barton Road Grand Terrace, CA	Please remove e waste items, furniture and vacuum annex room when complete with removal
93	3894643	11/21/17	11/21/17	PW-Parks (Non- Emergency request)	21937 Grand Terrace Road Grand Terrace, CA	Please blow off tennis court and playground
94	3894674	11/21/17	11/21/17	PW- INTERNAL Street Signs	22795 Barton Road Grand Terrace, CA	Continue sign inventory
95	3894713	11/21/17	11/21/17	PW- INTERNAL Move Furniture	22795 Barton Road Grand Terrace, CA	Move it items to next room, dispose of damaged furniture in Building and safety
96	3894722	11/21/17	11/21/17	PW-City Sign Issue	Mount Vernon Avenue Grand Terrace, CA	Remove illegal signs on city poles
97	3894728	11/21/17	11/21/17	PW-Other-Non Emergency City Service Request	Mount Vernon Avenue Grand Terrace, CA	Please pick up shopping carts
98	3895613	11/21/17	11/27/17	PW- INTERNAL General Office Repairs	22795 Barton Road Grand Terrace, CA	Can you please put in a work order for me. The recessed lighting by the door at the annex building is not working, and our volunteer usually record the spots at night. Can you please have the light bulb replaced.
99	3895623	11/21/17		PW- INTERNAL General Office Repairs	22795 Barton Road Grand Terrace, CA	Please have picked up dimensional letters from Updog and placed at the green counters see Alan or Jessica for direction. Thank you. 2233 La Crosse Ave, Colton, CA 92324
100	3895724	11/21/17	12/6/17	PW- INTERNAL Other - Non- Emergency City Service Request	Barton Road Grand Terrace, CA	Can you add a work order for cleaning up the Kiosk and entry monument on Barton and Honeyhill and the city limit? Also, the west facing doors at City Hall are not

						latching.
101	3903569	11/25/17	12/7/17	PW-Pothole Repair	12709 Royal Avenue Grand Terrace, California	There is a large pothole at the northeast corner of Royal Avenue and Pick St. It was reported and repaired winter of 2016, but the rains immediately washed the repair away. It has been in need of repair for year. When will Royal Avenue be re-slurried and the pothole repaired? I cannot find a date for re-slurry of Royal on the schedule on this website.
102	3903747	11/26/17		PW-Sidewalk Issue	22208-22218 Lark Street Grand Terrace, California	I have some uneven sidewalk in front of my house. I have a very active toddler who's going to be spending more time outside, since the weather is cooler. It's a major trip hazard for him.
103	3905840	11/27/17	11/27/17	PW-Other-Non Emergency City Service Request	Barton Road Grand Terrace, CA	Please Hang Banners and Ornaments on city poles for XMAS
104	3905859	11/27/17	11/27/17	PW-INTERNAL Move Furniture	22795 Barton Road Grand Terrace, CA	Please return desks and chairs back to building and safety
105	3905862	11/27/17	11/27/17	PW-INTERNAL Irrigation Repairs	Pico Street Grand Terrace, CA	please unclog quick coupler at Pico Park Baseball field 1
106	3905869	11/27/17	11/27/17	PW-INTERNAL City Light Pole Repairs	Pico Street Grand Terrace, CA	Please install light bulbs in Light Poles in parking lot at Pico Park
107	3905871	11/27/17	11/27/17	PW-Parks (Non-Emergency request)	Grand Terrace CA	Please untangle the flag and replace with new one
108	3905941	11/27/17	11/27/17	PW-Other-Non Emergency City Service Request	22795 Barton Road Grand Terrace, CA	Return Items back to Home depot
109	3905952	11/27/17	11/27/17	PW-Other-Non Emergency	Grand Terrace CA	Please Pick Up event signs and cones from TMI

				City Service Request		
110	3906998	11/27/17	11/27/17	PW-INTERNAL Street Signs	22795 Barton Road Grand Terrace, CA	Please secure the kiosk poster signs as they were reported coming down, thank you. Director wants this done today.
111	3907146	11/27/17	11/27/17	PW-INTERNAL City Light Pole Repairs	Barton Road Grand Terrace, CA	Please repair 2 damaged xmas banners done over the weekend.
112	3907156	11/27/17	12/6/17	PW-Other-Non Emergency City Service Request	Barton Road Grand Terrace, CA	Please take xmas tree box (stand), and install tree at Triangle. Also, remove lights from light standard and install two wreaths, put up xmas lights and secure tree before Nov 30th
113	3907222	11/27/17	11/27/17	PW-Parks (Non-Emergency request)	Pico Street Grand Terrace, CA	Change out light bulb at Pico Park
114	3907232	11/27/17	11/28/17	PW-Parks (Non-Emergency request)	Pico Street Grand Terrace, CA	Please check first thing in tomorrow morning if parking lights are working at Pico Park and at Child Care Parking Lot
115	3907413	11/27/17	12/14/17	PW-INTERNAL Event Set-up	22795 Barton Road Grand Terrace, CA	Could you put in a work order for maintenance to set up use of the community room. We will need about 25-30 chairs set up, and a table for the projector, with the project set up in the room. Set up is for December 14th, and should be completed by 3 pm. Thank you and please let me know if you have any questions.
116	3910870	11/28/17	11/28/17	PW-Other-Non Emergency City Service Request	22795 Barton Road Grand Terrace, CA	Home Depot to buy xmas materials
117	3910872	11/28/17	12/6/17	PW-INTERNAL-Child Care Facility	22400 Barton Road Grand Terrace, CA	Please check timer for clock for parking lot lights
118	3910946	11/28/17	11/28/17	PW-INTERNAL Other - Non-Emergency City Service	22795 Barton Road Grand Terrace, CA	Please change Light Bulb at Building and Safety

				Request		
119	3911011	11/28/17	12/6/17	PW- INTERNAL Overgrown Weeds	Michigan Street Grand Terrace, CA	Please remove weeds across GTHS on Main St
120	3913135	11/29/17	11/30/17	PW-Other- Non Emergency City Service Request	22795 Barton Road Grand Terrace, CA	Please build box for picture cut out for Holiday Tree Lighting Nov 30
121	3917198	11/30/2017	12/5/17	PW- INTERNAL Other - Non- Emergency City Service Request	22795 Barton Road Grand Terrace, California	Please replace the windshield wiper blades on the Camry and Prius, and fill the wiper fluid on the Camry.
122	3918190	11/30/2017	12/7/17	PW- INTERNAL Asphalt Repairs	22795 Barton Road Grand Terrace, CA	Resident called in for broken asphalt that needs temporary repairs, unsure if this is Grand Terrace. He said he's spoken with City of Colton and San Bernardino County and the County advised it was Grand Terrace streets. Please inspect, take photos and advise. Thank you.
123	3918333	11/30/2017	12/5/17	PW- INTERNAL Street repairs	Palm Avenue Grand Terrace, CA	Please clean debris on the new handicap ramp installed at Palm Ave, thank you.

Street Maintenance Work Orders Not Entered SeeClickFix



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 Maintenance

Work orders are generated either through resident calls, or self-generated by city staff (maintenance and non-maintenance). It should be noted that work orders do not identify the hours spent on a particular task. For instance, depending on the scope of repair, an irrigation repair can be completed in as little as an hour or several days. There were a total of 4 work orders pertaining to Park related not reported onto SeeClickFix.

Park Maintenance Work Orders



- ▣ Searched online for drinking fountain part for the Fitness park and ordered
- ▣ Painted door at Pico Park
- ▣ Weed abatement at Fitness park
- ▣ Pressured washed Pico Park benches

Park Reservations November 2017

Park	Shelter/Field	Date Reserved
Richard Rollins	Shelter B	November 11, 2017
Richard Rollins	Shelter C & D	November 4, 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.

November 2017 Report

Route Description	Refuse	Recycling	E-waste	Greenwaste	Tires	Tin/ White	Scrap Metal	Inert	C&D	Comm'l Select / Floorsort	Total Tonnage Generated		
Residential Total	257.06	79.42	-	184.62	-	-	-	-	-	-	521.10		
Christmas Tree Total	-	-	-	-	-	-	-	-	-	-	-		
Bulky Item Total	2.62	-	0.16	-	0.02	1.31	0.08	-	-	-	4.19	525.29	Residential
Clean Up Total	-	-	-	-	-	-	-	-	-	-	-		
Multi-Family Total	164.26	9.94	-	-	-	-	-	-	-	-	174.20	174.20	Multi-Family
Commercial Total	197.63	5.27	-	-	-	-	0.91	-	-	0.32	204.13		
School Total	62.98	14.80	-	-	-	-	-	-	-	-	77.78	281.91	Commercial
Rolloff Total	48.80	-	-	-	-	-	-	40.00	1.97	-	90.77	90.77	Rolloff
Grand Total	733.35	109.43	0.16	184.62	0.02	1.31	0.99	40.00	1.97	0.32	1,072.17		

(a)

Diverted Tonnage											Total Tonnage Diverted	Residue %	Residue Tons	Net Tonnage Diverted
Residential Recycling - AMMRF		79.42									79.42	33.73%	26.79	52.63
Bulky Items					0.02	1.31	0.08				1.41	0.00%	-	1.41
E-Waste			0.16								0.16	0.00%	-	0.16
Residential Greenwaste				184.62							184.62	0.00%	-	184.62
Multi-Family Recy - AMMRF		8.06									8.06	34.47%	2.78	5.28
Multi-Family Recy - EVRT		1.88									1.88	21.65%	0.41	1.47
Commercial Recycling - AMMRF		1.82									1.82	34.47%	0.63	1.19
Commercial Recycling - EVRT		3.45									3.45	21.65%	0.75	2.70
Commercial Other Recycling					-	-	0.91	-	-		0.91	0.00%	-	0.91
Commercial-MRF Credit	(d)									0.32	0.32	0.00%	-	0.32
School Recy - AMMRF		4.60									4.60	34.47%	1.59	3.01
School Recy - EVRT		10.20									10.20	21.65%	2.21	7.99
Rolloff C&D Loads									1.97		1.97	22.89%	0.45	1.52
Rolloff-Other Recycling				-	-	-	-	40.00	-		40.00	0.00%	-	40.00
Total Diverted Tonnage	-	109.43	0.16	184.62	0.02	1.31	0.99	40.00	1.97	0.32	338.82		35.61	303.21
CIWMB Program	Refuse	Recycling	Composting	Special Waste - 4000 Series					Facility Recovery			Refuse	All Programs	
CIWMB Program-Code	2000 Series		3000 Series		(c)				7000 Series		(b)	(e)		
Gross Diversion										31.60%	Net Diversion		28.28%	
Residential										50.56%	Residential		45.46%	
Multi-Family										5.71%	Multi-Family		3.87%	
Commercial										3.18%	Commercial		2.51%	
School										19.03%	School		14.14%	
Rolloff										46.24%	Rolloff		45.74%	

Reconciliation of Tonnage to CIWMB Report:

Total refuse generated	733.35	(a)	Total special waste	43.84	(c)
Total residue	35.61	(b)			
Total Refuse	768.96		Commercial MRF credit for diversion only	(d)	
Net Tonnage Diverted	303.21	(e)			
Total Reported	1,072.17				

Public Works Administration

Contracts, Bids, Reports, Grants & Project Management

Contracts:

Contractor Name	Service	Contract Amount
ACCO Engineered Systems	HVAC	\$22,850
Charles Abbott Associates	Landscape and Lighting Assessment District Annexation Engineering	\$2,640.00
Clean Street	Street Sweeping Services	\$58,000.00
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
The HdL Companies	Permit Services	\$1,953.20
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 + (\$23,200 for LED lights FY 17/18 only)
County of Riverside TLMA Administration	Main Street Traffic Signal Maintenance Services	\$5,500.00
Tree Pros	On-Call Tree Trimming Services	\$15,000.00

West Coast Arborist	Tree Trimming and Tree Planting Services	\$192,802 (over 5-yr term) + (\$15,000 for tree planting FY 2017/18 only)
Western Exterminator Company	Pest Control Services	\$3,504.00
Willdan	Consultant Building Official, Permit Technician, Inspection, and Engineering Services	\$55,000: Plan check/inspection \$30,000: engineering services \$10,000: Building Official

Bids:

- Award of Contract to No Fault Sports Group for Rollins Park Playground Safety Surfacing

Major Reports:

- Capital Improvement Plan (FY 2017/18 – 2022/23) Approval by City Council and Submittal to San Bernardino County Transportation Authority (SBCTA)

Grants:

- MSRC funding for EV Charging Stations and new heavy-duty maintenance truck (in progress)
- 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
- Street light installation on Rosedale – Edison scheduled to install end of December
- CalTrans SB 1 Forum for implementation of SB 1- RMRA Funding
- Tree Planting Project – third party arborist selected and schedule set
- Ensure all capital projects registered with Department of Industrial Relations (DIR)
- LED lights for signalized intersections – to be furnished and installed by St. Francis Electric
- Dog Park Construction



Sheriff's Contract

- Law Enforcement Services



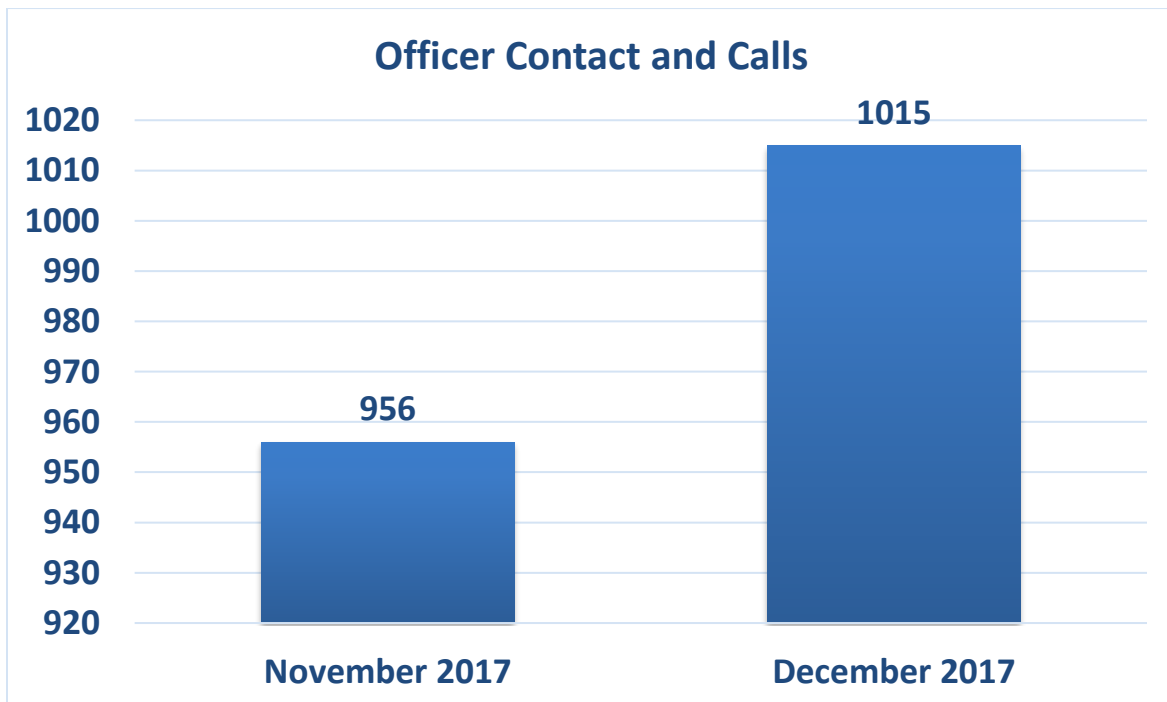


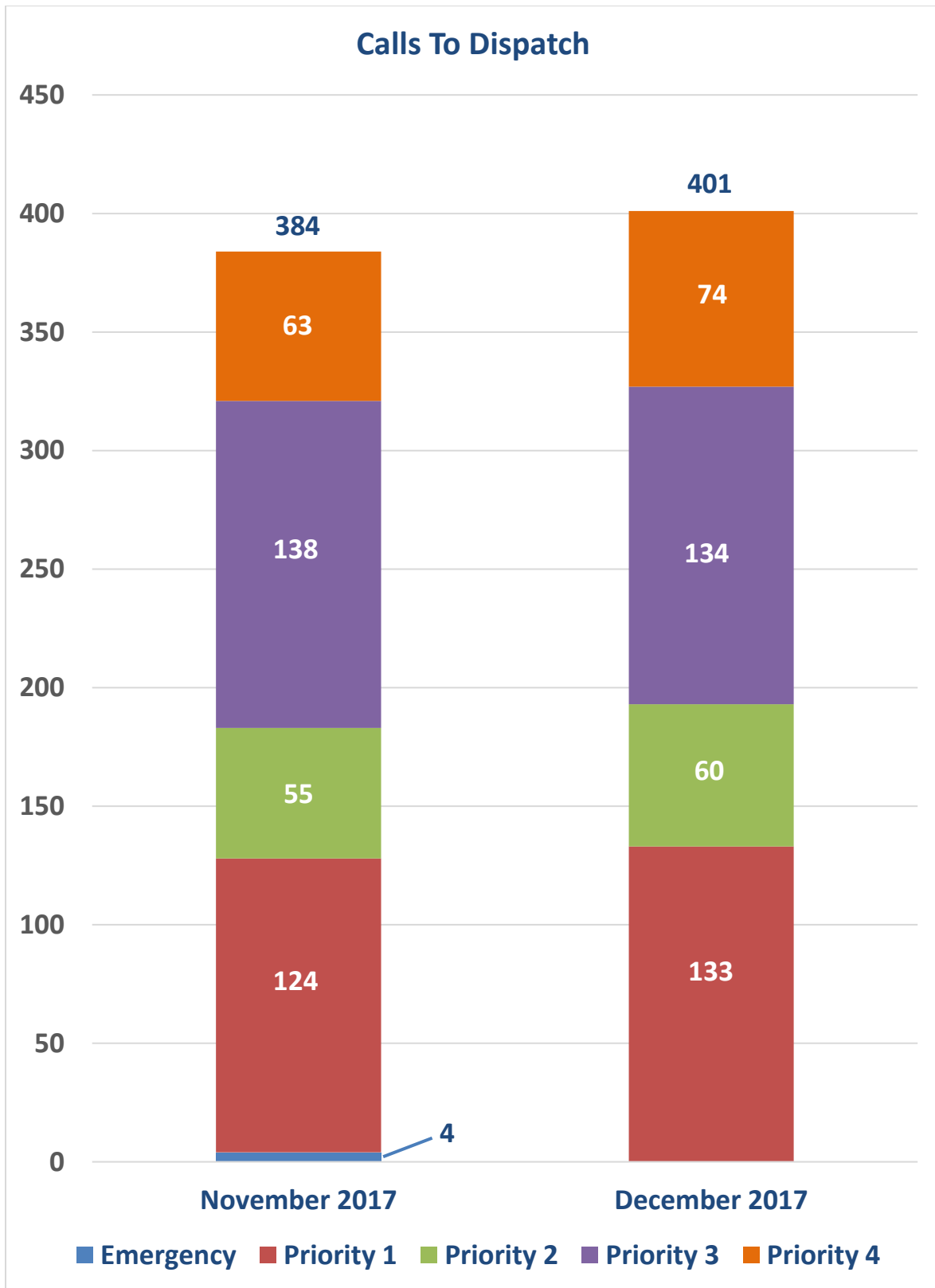
San Bernardino County Sheriff's Department



Services	November 2017	December 2017
Officer Contact and Calls	956	1015

Calls to Dispatch	November 2017	December 2017
Emergency	4	0
Priority 1	124	133
Priority 2	55	60
Priority 3	138	134
Priority 4	63	74
Total:	384	401







San Bernardino County Fire





City of Grand Terrace
Fire Department Responses
11/01/17 – 11/30/17

Call Type	Number of Calls
Commercial Alarm	1
Commercial Investigation	1
Fire – Residential	2
Fire – Vehicle	2
Medical Aids	79
Outside Electrical Incident	1
Outside Investigation	1
Residential Alarm	1
Traffic Collision Unknown Injuries	2
Traffic Collision Unknown Injuries – Freeway	2
Traffic Collision With Injuries	1
Total Calls	93