



MONTHLY REPORT

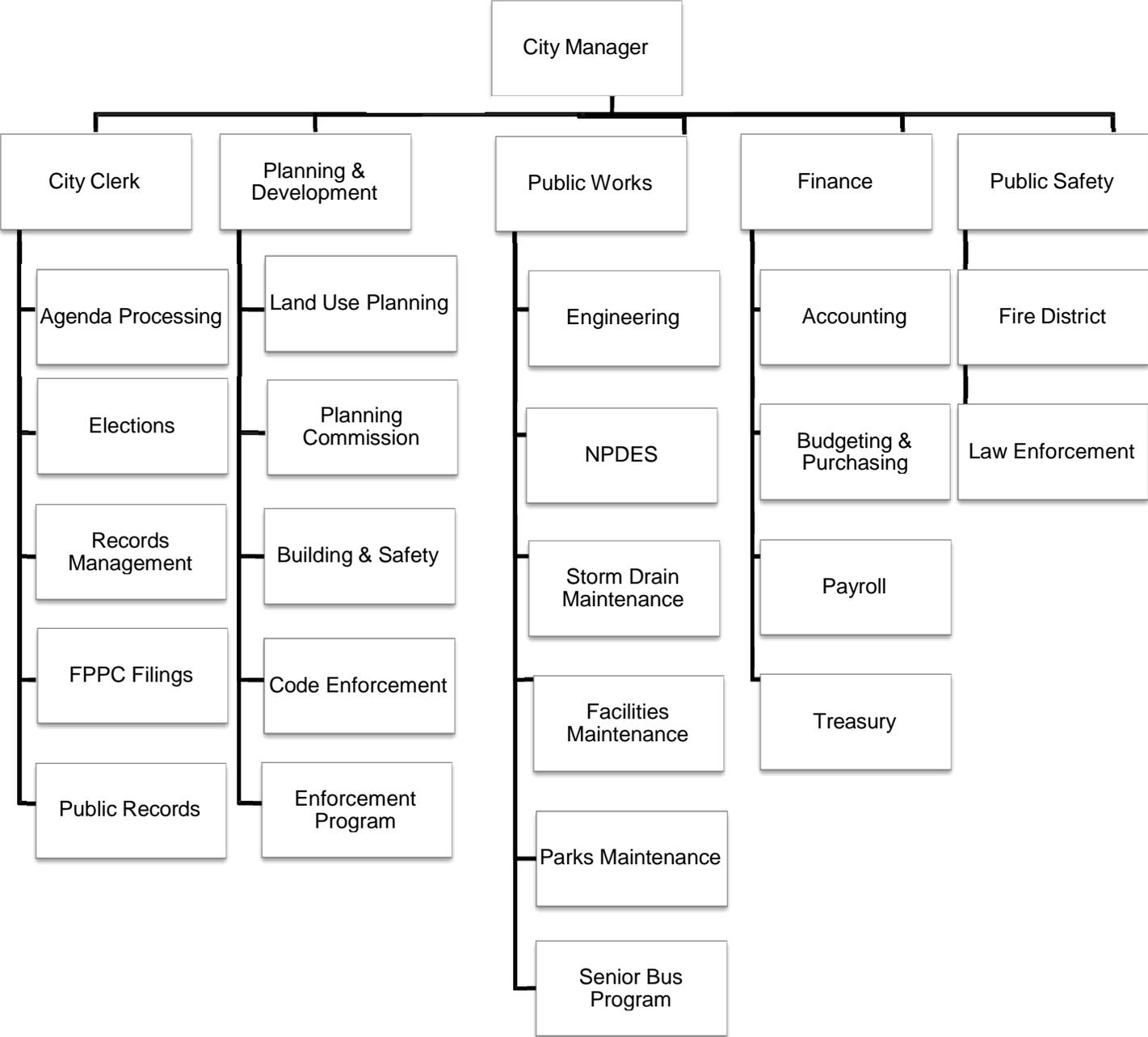
October 2017

PRESENTED BY
THE CITY MANAGER'S OFFICE

Organizational Chart.....	1
City Clerk	2
Committee/Commissions	7
City Manager	9
Senior Center	13
Senior Bus Program	14
Communications	19
Planning and Development.....	22
Code Enforcement.....	34
Weekend Code.....	36
Parking/Graffiti.....	37
Animal Control	38
Public Works.....	39
Maintenance	41
SeeClick Fix.....	43
Park Maintenance.....	48
Sheriff’s Contract	54
San Bernardino County Fire.....	55

CITY MANAGER

Organization Chart





City Clerk

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

DATE: December 1, 2017
TO: G. Harold Duffey, City Manager
City Manager's Office
FROM: Debra Thomas, City Clerk

SUBJECT: **OCTOBER 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 insure 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 October is two (2) spending 20 hours preparing agenda packets together with delivery and producing 350 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
Total Processed	8	1	0	9

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 October 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
Total Processed	13	4	17

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 October 2017, one (1) Commendation and two (2) Certificates of Recognition were created for a total of three (3) certificates issued.

RECOGNITION ACTIVITY					
RECOGNITION	JULY	AUGUST	SEPTEMBER	OCTOBER	TOTALS
Certificate of	0	0	0	0	0

Acknowledgment w/Pin					
Certificate of Recognition w/Pin	1	0	44	2	47
Commendation w/Pin	0	2	1	1	4
In Memoriam Adjournments	1	1	4	0	6
Total Processed	2	3	49	3	57

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 October, Council approved six (6) 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
Total	15

RECORDS REQUESTS

The City Clerk’s office received nine (9) Requests for Copies of Public Records for the month of October 2017, with one (1) request carried over from the previous month. Seven (7) requests were completed within the Government Code Section 6253(c)’s requirement of ten (10) calendar days with one (1) requiring a 14-day extension to respond. The total number of pages provided in response to those requests were 21 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
Total Requests	37	7	25	11	326	9

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 October, 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
Total Calls	422

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	Total
Committee Meeting	1	2	3
Emails with Committee Members	.5	0	.5
Written Correspondence with Committee Members	.5	.5	1
Telephone Calls with Committee Members	1	1.5	2.5
Telephone Calls with Vendors – Country Fair	.25	.5	.75
Emails with Vendors – Country Fair	.25	0	.25
TOTAL # HOURS	3.5	4.5	8

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-

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: December 4, 2017

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

FROM: Cynthia Fortuna, Assistant City Manager

SUBJECT: **July – October 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

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		
Recruitments in Progress	4	4	4	1		
Recruitments Pending	4	1	1	1		
Applications Received/Processed	38	85	32	34		
New Hires Processed	1	1	1	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	1		
Other Change Transactions	37	7	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		

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		
ADP Change Transactions	35	10	22	20		

*July data is unusually 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 unusually high number 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 days)	21	23	20	22		
Exercise Classes	12	13	12	4		
Karaoke Singing	2	2	3	2		
Arts and Crafts Classes	3	5	4	10		
Trips to Walmart/Stater Bros & Ross	2	3	2	9		
Special Events/Trips*	7	4	2	7		

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

Department Monthly Report
City Manager's Office
FY2017-18

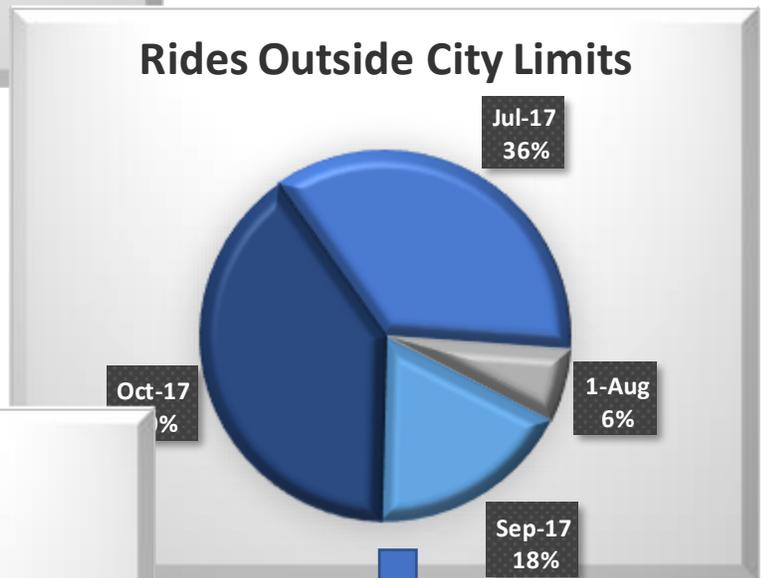
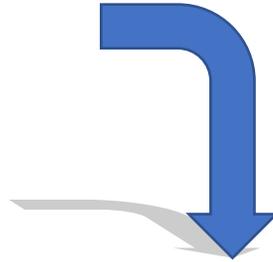
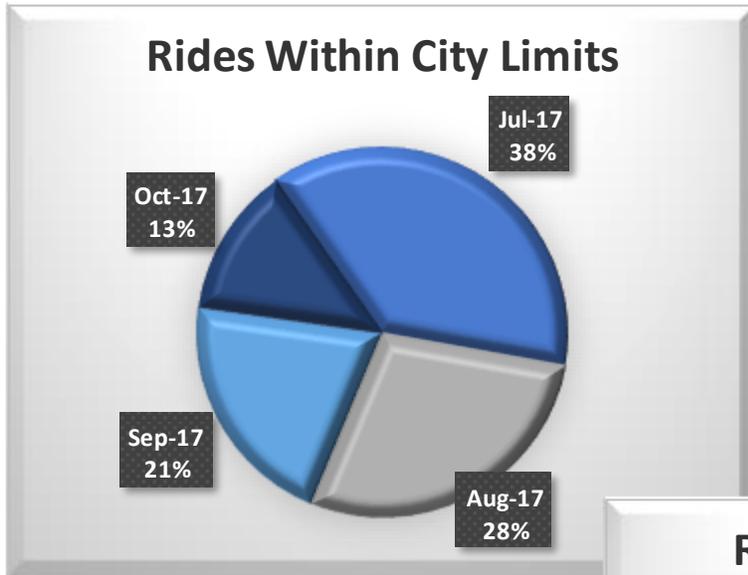
TABLE 2
 Senior Center Blue Mountain Silver Liner
 # of Passengers

<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		
Outside City Limits (Walmart, 99cent store, Ross)	41	6	16	36		
Special Events/Trips	0	26	20	30		
		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		
Outside City Limits (Walmart, 99cent store, Ross)	62	11	31	69		
Special Events/Trips	0	52	10	77		
		Redlands Bowl				

Department Monthly Report
City Manager's Office
FY2017-18



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.

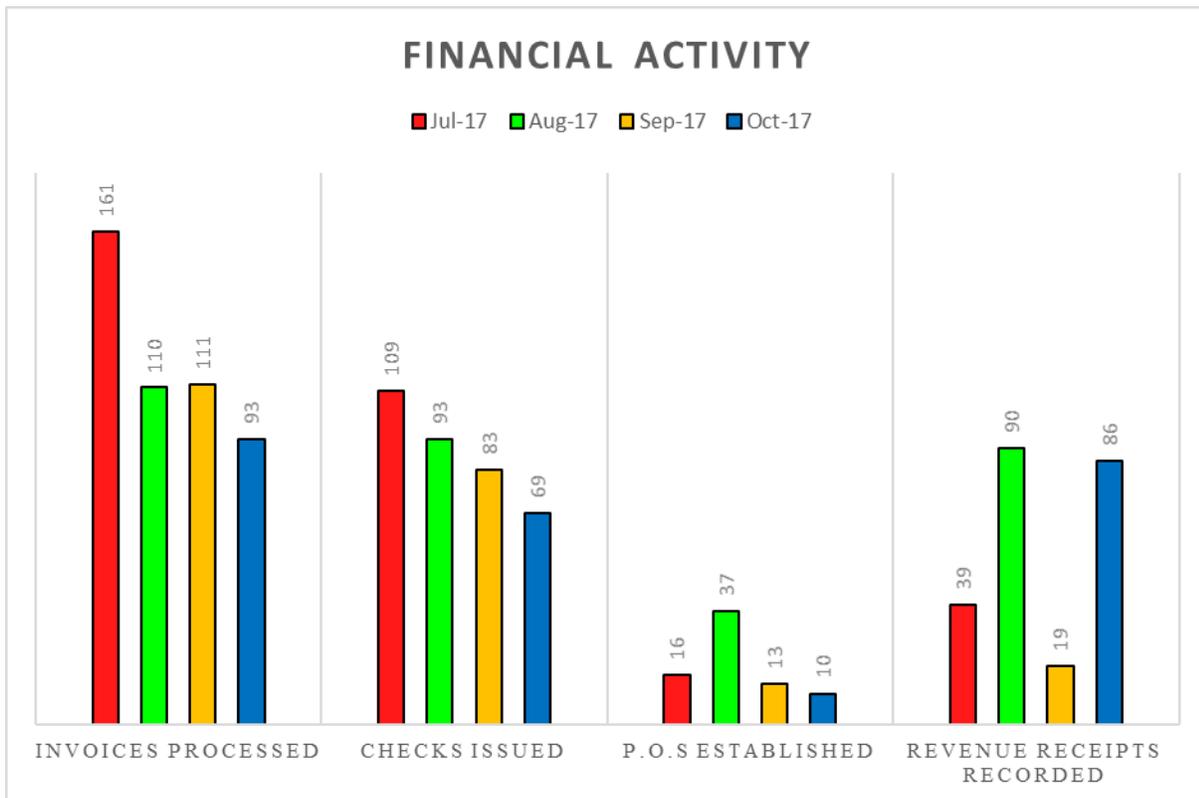
Department Monthly Report
City Manager's Office
FY2017-18

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		
Checks Issued	109	93	83	69		
Purchase Orders Established	16	37	13	10		
Revenue Receipts Recorded	39	90	19	86		

*July data for Invoice Processed is unusually high number due to the processing of 2016-17 year-end payables.

** August data for Revenue Receipts Recorded in unusually high due to the processing of 2016-17 year-end receipts.



Department Monthly Report
City Manager's Office
FY2017-18

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.

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		
Activities/Items Added to Slideshow	3	5	3	2		
Note: Equipment Non-functional in July & August						
Facebook	Jul	Aug	Sep	Oct	Nov	Dec
Posts	20	16	21	27		
Total Reach *	No Data	12889	18793	34472		
Total Engagement **	No Data	969	1313	2926		
Page Followers	1240	1264	1283	1300		
New Page Followers	29	24	19	17		
Note: July Slurry Seal Update Posts Removed - Data No Longer Available						
Eblast	Jul	Aug	Sep	Oct	Nov	Dec

Department Monthly Report
City Manager's Office
FY2017-18

Number of E-newsletters Distributed	13	4	3	3		
Number of E-newsletters Opened	1,424	531	322	658		
Number of Subscribers	505	504	508	507		
New Subscribers	-6	-1	4	-1		
Twitter	Jul	Aug	Sep	Oct	Nov	Dec
Tweets	17	9	11	16		
Impressions ****	5,310	3,227	3,016	3614		
Followers	126	132	137	143		
New Followers	6	5	4	6		
YouTube	Jul	Aug	Sep	Oct	Nov	Dec
Video Uploads	5	2	3	4		
Video Views	113	45	97	63		
Subscribers	53	53	53	54		
New Subscribers	0	0	0	1		
Blue Mountain Outlook	Jul	Aug	Sep	Oct	Nov	Dec
Full Page Ad, Inside Back Cover	1	1	1	1		
1/4 -Page Ad	0	1	0	2		
City News	Jul	Aug	Sep	Oct	Nov	Dec
Featured (Front Page Article and Image)	0	0	0	1		
Articles	0	0	2	0		
1/4-Page Ad	0	1	0	2		
AM 1640	Jul	Aug	Sep	Oct	Nov	Dec
Advertisement of City Events	0	0	0	0		
Burrtec Newsletter	Jul	Aug	Sep	Oct	Nov	Dec
Bi-Monthly Newsletter	0	1	0	0		
Top 5 Local City Facebook Pages	% of Population					
1) Twentynine Palms	18.16%					
2) Apple Valley	17.10%					
3) Yucca Valley	10.57%					

Department Monthly Report
City Manager's Office
FY2017-18

4) Grand Terrace	10.39%					
5) Ontario	8.69%					
* 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: December 1, 2017

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

FROM: Sandra Molina,
Planning and Development Services Director

SUBJECT: **OCTOBER 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

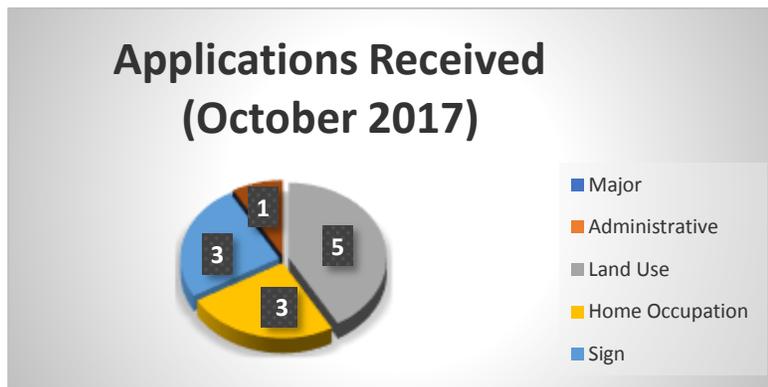
Planning Counter Requests for Information: 64

Planning Phone Request for Information: 60

Application Summary

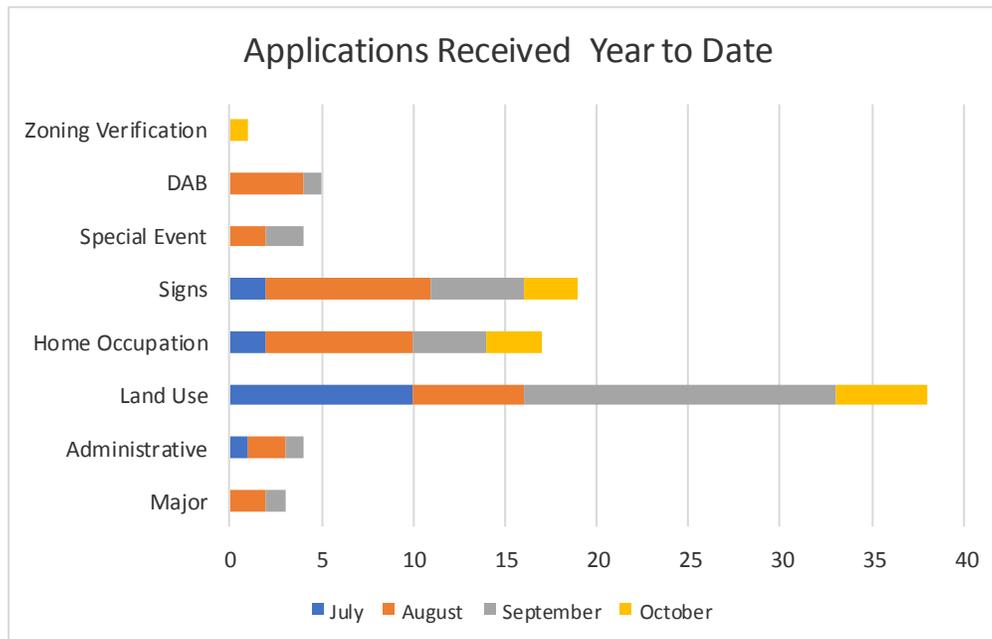
The Planning Division received 12 new applications in October, 11 were carried over from the previous month, and action was taken on 18 of them

Application Summary				
Applications	Number Received	Carried Over	Completed	Under Review
Major	0	3	0	3
Administrative	0	2	1	1
Land Use	5	3	7	1
Home Occupation	3	1	4	0
Sign	3	0	3	0
Special Event	0	2	2	0
DAB	0	0	0	0
Zoning Verification	1	0	1	0
Total	12	11	18	5



Permits Issued

Type of permits	Applications Received Year to Date				
	July	August	September	October	Total
Major	0	2	1	0	3
Administrative	1	2	1	0	4
Land Use	10	6	17	5	38
Home Occupation	2	8	4	3	17
Signs	2	9	5	3	19
Special Events	0	2	2	0	4
DAB	0	4	1	0	5
Zoning Verification	0	0	0	1	1



Major Applications - Site and Architectural Review

Date Submitted	Case No.	Applicant	Description	Location	Status
10/27/2016	SA 16-09 E 16-10	Jacob Farsakh	Single Family Residence	Palm Avenue	Under Review
12/22/2016	TPM 16-03 E 16-14	Edmundo Ilabaca	Split a parcel into two	22034 De Berry	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

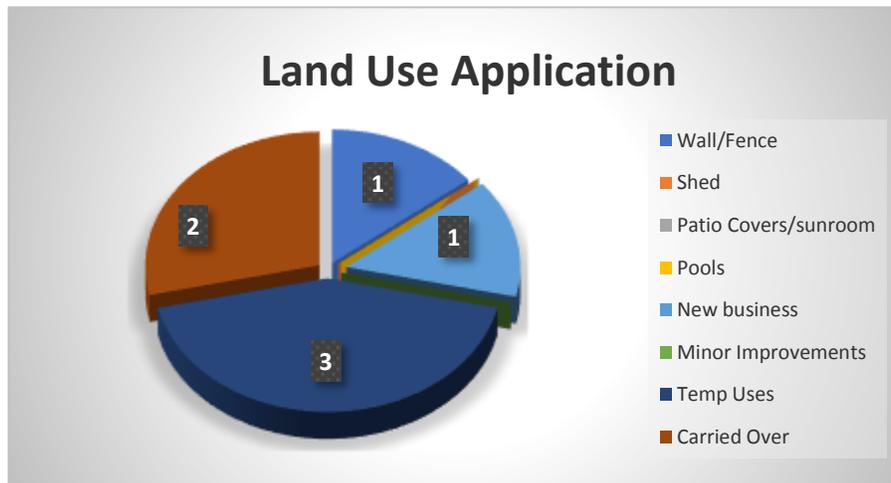
Administrative Applications

Date Submitted	Case No.	Applicant	Description	Location	Status
8/30/2017	ASA 17-09	De Berry Self Storage Associates	Site Improvements, Fencing, Block Walls	21971 De Berry	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

Land Use Review

Date Submitted	Case No.	Applicant	Description	Location	Status
10/20/2017	LU 17-86	Sandra Shaver	New Owner, La Pasta Italia	22320 Barton Road, Unit C	Approved
10/19/2017	LU 17-85	Christina Chavez	Grand Opening	12210 Michigan Street	Approved
10/18/2017	LU 17-84	Cindy Avalos	Stucco and Trim colors	12044 Preston Street	Approved
10/4/2017	LU 17-82	Gary Donesky	Halloween Event	12667 Michigan Street	Approved
9/28/2017	LU 17-81	Riverside Winnelson	Office relocating	22533 Barton Road	Approved
9/18/2017	LU 17-78	John Greer	Commercial vehicle (Temp permit)	22558 Cardinal Street	Approved
8/31/2017	LU 17-75	Candy Bozner	Shed	22533 Barton Road	Under Review

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 October 2017.



Special Events					
Date Submitted	Case No.	Applicant	Description	Location	Status
9/19/2017	SE 17-08	Don Larkin	Veterans Day Ceremony	Pico Park	Approved
9/12/2017	SE 17-07	Foundation of GT	Halloween Festival	Richard Rollins Park	Approved

Signs					
Date Submitted	Case No.	Applicant	Description	Location	Status
10/18/2017	TEMP SGN 17-22	Coldwell Banker Realty	Real Estate Signs	501 W. Redlands	Approved
10/5/2017	TEMP SGN 17-21	Margie Miller	Real Estate Signs	22792 Barton Road	Approved
10/4/2017	SGN 17-10	Quiel Signs	Wall Signs	20085 Commerce Way	Approved

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 Planning Commission held a meeting on October 19, 2017, and took the following actions:

- The Planning Commission adopted a Resolution granting Minor Deviation 16-02 and Approving Site and Architectural Review 16-10 for the construction of a 4,998-square foot commercial building, located at 22881 Barton Road.

- The Planning Commission conducted a public hearing on Zoning Code Amendment 17-03 and Zone Change 17-01 proposing to amend the zoning code and zoning map related to the Agricultural-2 Overlay District, and continued the hearing to November 16, 2017.

Projects in Plan Check or Under Construction

Projects in Plan Check or Under Construction					
Date Submitted	Case No.	Applicant	Description	Location	Status
10/20/2016	SA 16-08 CUP 16-03 E 16-09	Terry McDuffee	Emergency Animal Hospital	Commerce Way and Michigan Street	Under Construction
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
2/25/2016	LM 16-01 E 16-01	CY Development	Lot Merger Caltrans acquisition	22066 & 22070 Commerce Way	In Plan Check
7/13/2015	SA 05-19-A1	Capital Pacific	35-unit condominium project	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 we have been competitive thus far. A site visit from the application review committee was conducted on October 11, 2017, and we expect to hear if we are awarded in the first week of November.

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.

Grant	Status	Grant Amount
Active Transportation Plan	Consultant preparing document Draft anticipated in February 2018	\$295,000
Urban Greening Grant – Connection to Santa Ana River Trail	Site visit by California Natural Resources Agency Expect decision in early November.	\$2.4 Million
Blue Mountain Trailhead and Trail	Submitted on October 1, 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, October 3, 2017, the items included approval of minutes, discussion on the implementation of the CERT program, community outreach, Media Outlets, AM 1640 and hand-held radios and trailer inventory.

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.

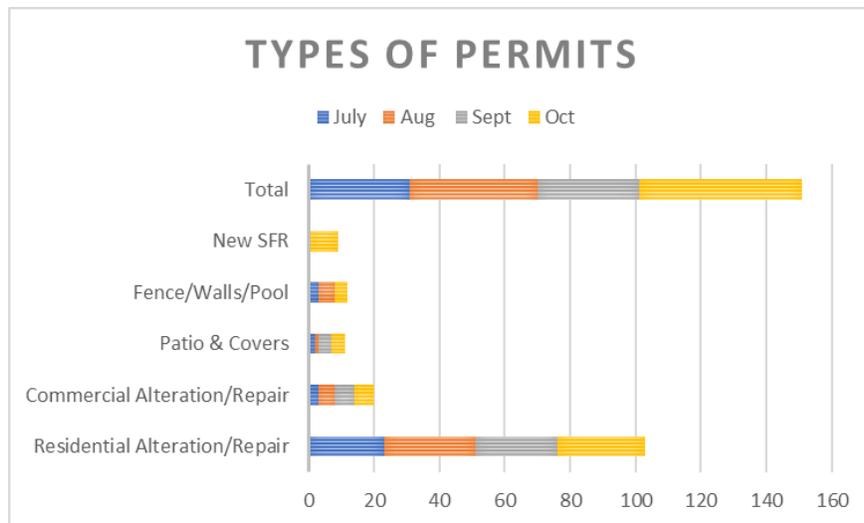
Activity Summary for Building and Safety

Building Permit Activity

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

Permits Issued

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



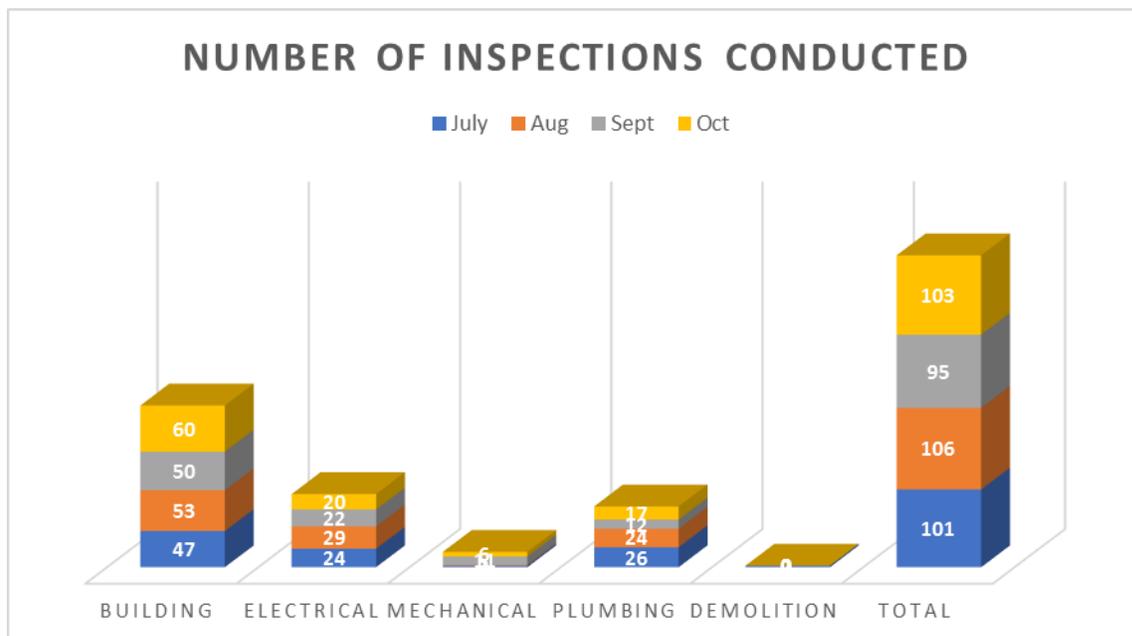
Major Building Activity

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
B00-002-061	Pico St. TR.# 18701 17- Lot Sub division Karger Project	In Plan Check

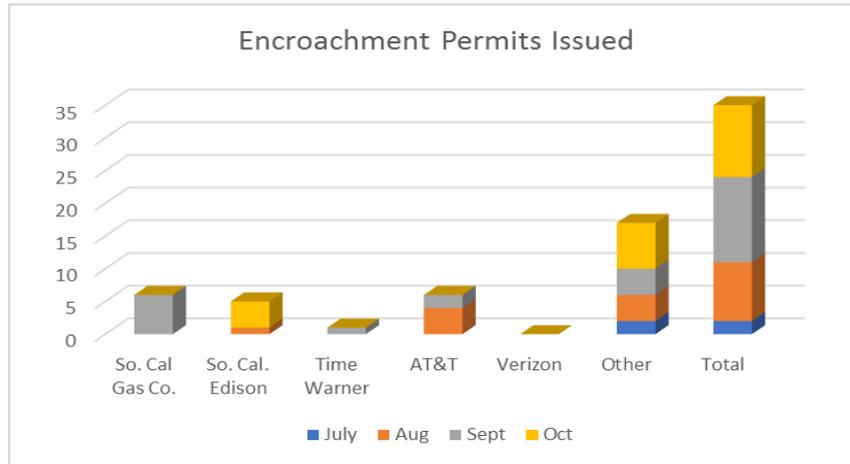
Permit #	Description/Location	Status
B00-002-560	22413 Barton Rd – Tenant Improvement Kaz Ramen (New Restaurant; Existing Bldg.)	Under Construction
PW0-000-237	11830 Mt. Vernon Ave. New 35 SFR Greenbrier Project	Under Construction (Final Phase)
E00-000-024	SANBAG (22060) & C-Y Dev. (Commerce Way) Landscape Review	In Plan Check
B00-002-622	22085 Commerce Way Install Medical Gas for New Animal Hospital	Under Construction
B00-002-375 thru B00-002-392	12382 – 12485 Tesoro Ct. New 17 SFR Aegis Project	In Plan Check

Inspections

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



Public Works Encroachment Permits



Applicant	Number issued			
	July	Aug	Sept	Oct
So. Cal Gas Co.	0	0	6	0
So. Cal. Edison	0	1	0	4
Time Warner	0	0	1	0
AT&T	0	4	2	0
Verizon	0	0	0	0
Other	2	4	4	7
Total	2	9	13	11

CODE ENFORCEMENT DIVISION

Code Enforcement Core Services

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

Code Enforcement Activities

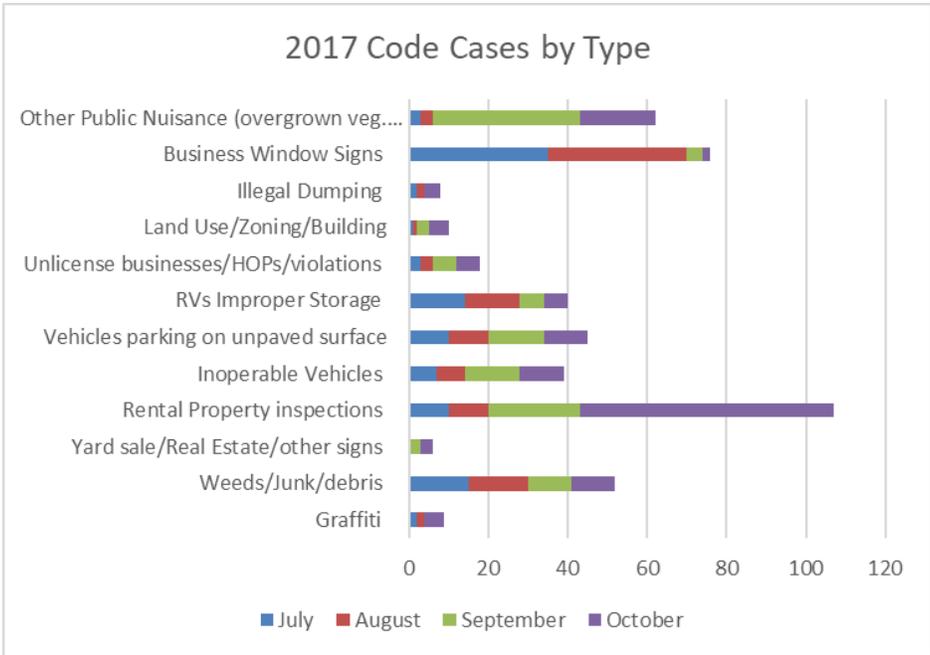
The Code Enforcement Division is budgeted for one full time Code Officer, a part time Code Specialist and a 1 full-time Office Specialist. The City is divided into seven zones, including commercial centers, and Officers inspect the zones on a continual rotating basis over a two-week period.

A set route is driven each morning and at the end of the day on Friday, Saturday and Sunday in addition to the Zone patrol. The route includes Mount Vernon Avenue, Main Street, Michigan Street, Barton Road, Preston Street, Palm Avenue, Observation Drive and Van Buren. This new route was driven 43 times in October.

Activity Summary for Code Enforcement

Code Enforcement handled a total of 129 cases in October 2017, in comparison 83 cases were handled in October 2016. This includes 34 new cases and 50 cases carried over from the previous month. In October 2017, 45 of 129 cases were closed.

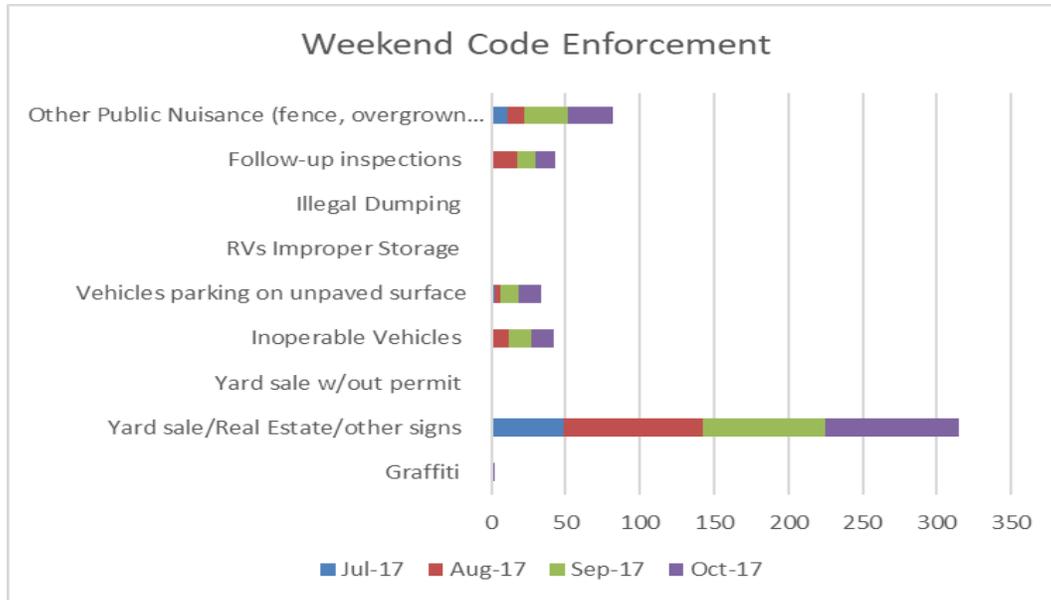
Of these cases, enforcement of public nuisances (fences, overgrown vegetation, items in right-of-way, excessive RV's) made up 11% of Code Enforcement activity, followed by cases involving inoperable vehicles, vehicles parking on unpaved surfaces and weeds, junk and debris, all three at 6%. Cases opened in September with inspections conducted in October totaled 19% of October cases as well as 35% for rental inspections. The chart and table on the following page demonstrate the monthly totals of cases by type for this fiscal year.



Case by Type	July	August	September	October
Graffiti	2	2	0	5
Weeds/Junk/debris	15	15	11	11
Yard sale/Real Estate/other signs	0	0	3	3
Rental Property inspections	10	10	23	64
Inoperable Vehicles	7	7	14	11
Vehicles parking on unpaved surface	10	10	14	11
RVs Improper Storage	14	14	6	6
Unlicense businesses/HOPs/violations	3	3	6	6
Land Use/Zoning/Building	1	1	3	5
Illegal Dumping	2	2	0	4
Business Window Signs	35	35	4	2
Other Public Nuisance (overgrown veg. items in ROW, excess RVs)	3	3	37	19

Weekend Code Enforcement Activities

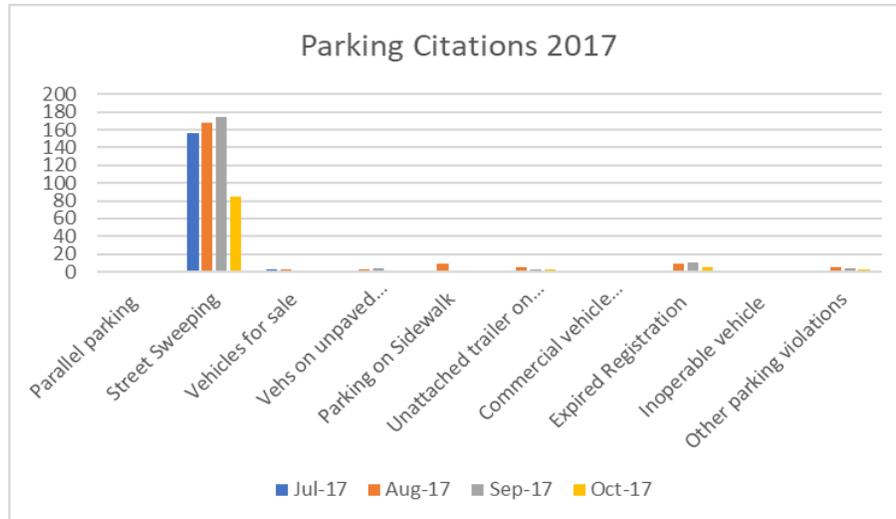
The Weekend Code Enforcement Specialist patrols on Mondays, Saturdays and Sundays. The Weekend Code Enforcement Specialist conducts zone inspections and scheduled re-inspections on the fourth and fifth Thursdays (when occurring) each month. In October 2017, 75 cases were handled, in comparison 30 cases were handled in October 2016 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
Graffiti	0	0	1	1
Yard sale/Real Estate/other signs	49	93	83	90
Yard sale w/out permit	0	1	0	0
Inoperable Vehicles	0	12	15	15
Vehicles parking on unpaved surface	2	4	12	16
RVs Improper Storage	0	1	0	0
Illegal Dumping	0	0	0	0
Follow-up inspections	0	17	13	13
Other Public Nuisance (fence, overgrown veg. items in ROW, excess RVs)	11	11	30	30

Parking Citations:

In October 99 parking citations were issued, the majority related to street sweeping enforcement. The citations are expected to generate \$3,954.00 in general fund revenue.



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 October 2017, 60 hours' worth of inspections were conducted as compared to 44.60 hours in October 2016.

In October 2017, a total of 164 daily inspections were completed. Other inspections included 2 land use/zoning violations, 4 illegal dumping, 1 illegal sign, 1 graffiti incident and 3 area inspections for possible homeless loitering in the area.

Graffiti/Vandalism

In October 2017, there were 3 incidents of graffiti, 2 located on private property and one on a utility company box. Graffiti was removed by the private property owners.

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.

64 inspections were completed in the month of October 2017.

See Click Fix

5 complaints were received via SeeClickFix for the month of October 2017. These complaints reported trash/debris, weeds, vehicle parking violations, and debris and furniture on private property. All 5 cases have been resolved.

Animal Control

Animal control services are contracted with the City of San Bernardino. Service call information was not available from the City of San Bernardino at the time of this report.

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



Public Works

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

DATE: December 6, 2017

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

FROM: Alan French, Public Works Department Director

SUBJECT: OCTOBER 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	Project under construction	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

			Regular Weekday Hours		Overtime Weekend hours		After hours & Call outs
	Budgeted	Staffed	Available	Worked	Available	Worked	
Crew Lead	1	1	40	40	8	4	1
MW I	1	1	40	40	8	2	1
MW II	1	1	40	40	8	4	2
MW II	1	1	40	40	8	0	0

* Extra hours and call outs constitute emergency call outs, or hours worked over 40 hours in a week.

Work Release Hours

Maintenance was supplemented by **632** work releases hours during the month.

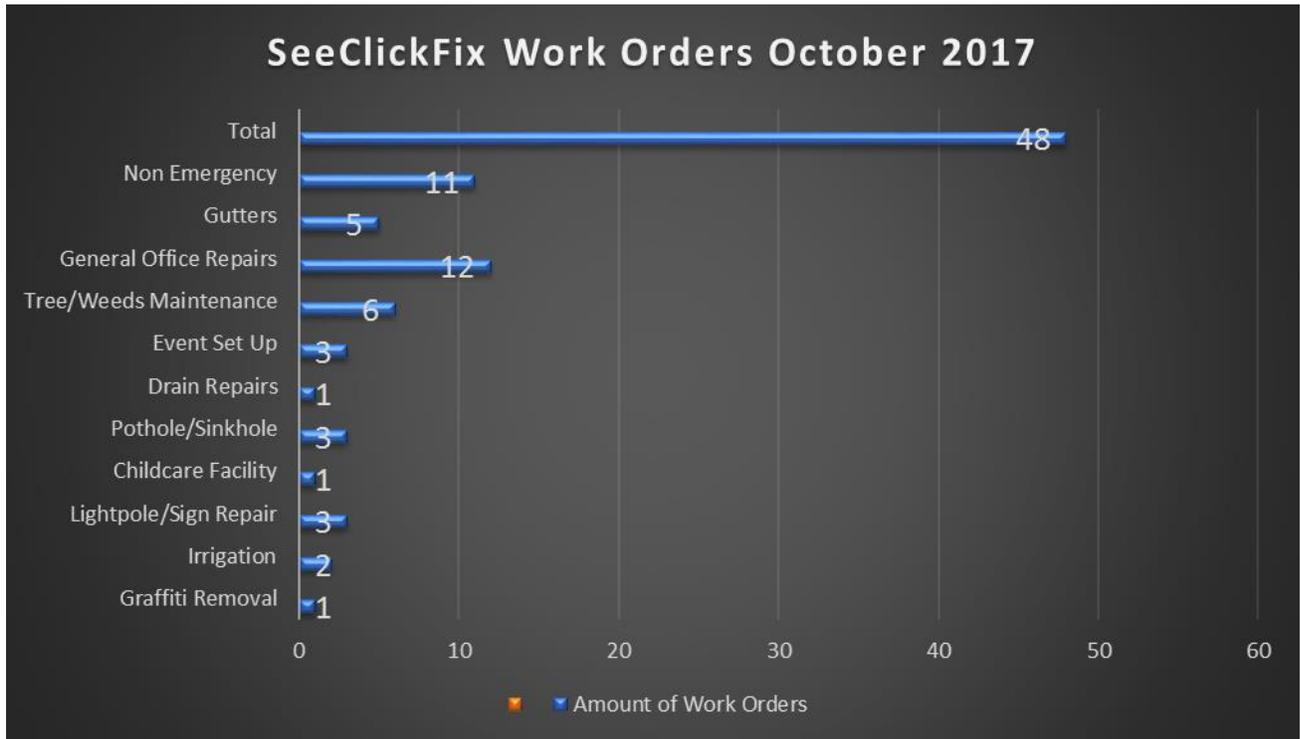


CITY OF GRAND TERRACE

SECLICKFIX MONTHLY STATS

OCTOBER 2017			
	REQUEST RECEIVED IN OCTOBER	REQUEST COMPLETED IN OCTOBER	REQUEST IN PROCESS
SECLICKFIX WORK ORDERS ONLY	48	44	4
Request Rollover from previous month	0		
TOTAL	48		

SeeClickFix Work Orders Breakdown



Total of 48 SeeClickFix work orders entered for the month of October

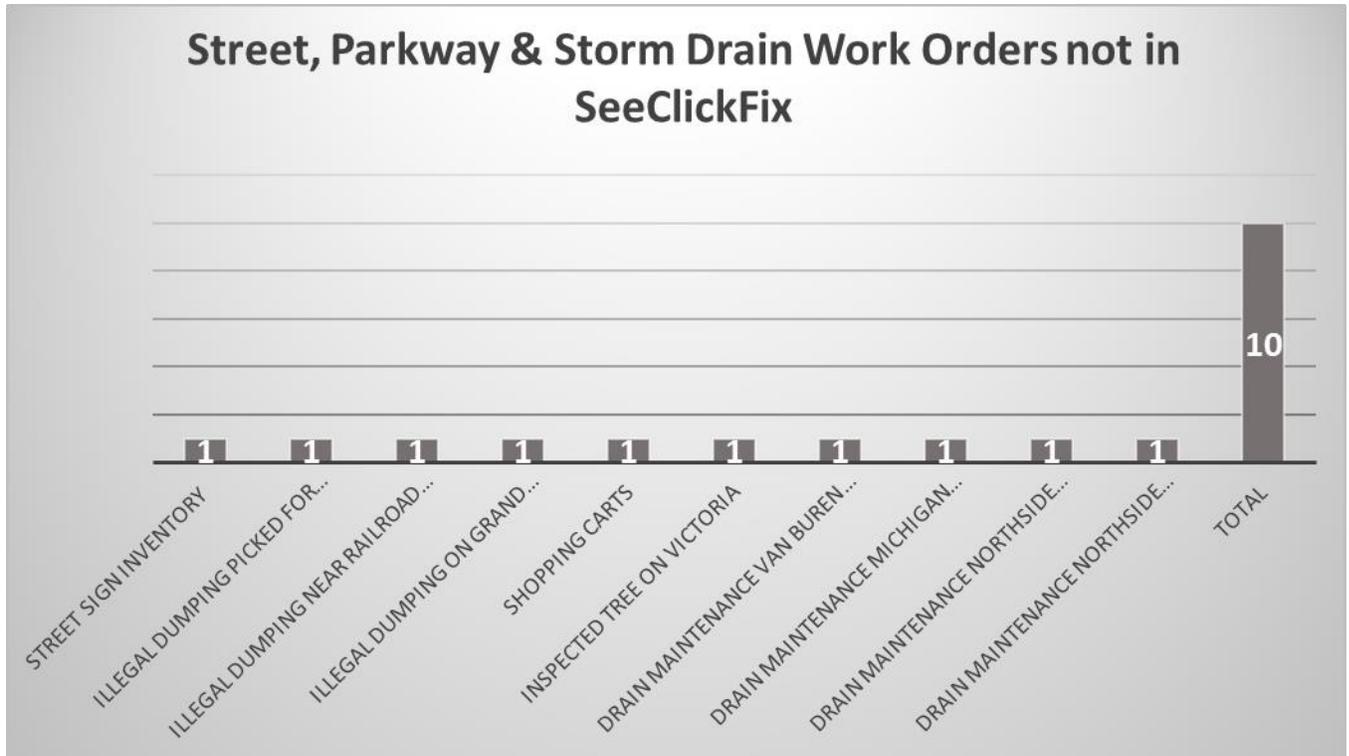
Details of SeeClickFix work orders for the month of October 2017

SeeClickFix ID	Date Created	Date Closed	Category	Description
3745243	10/2/2017	10/19/2017	PW-INTERNAL Street Gutters	Resident requested we clean gutter that leaves debris and insects. Gutter goes out to Mt. Vernon. *Location on Warbler and Cardinal.
3745820	10/3/2017		PW-Street gutters	Observation/ Orangewood The curb on Orangewood/ Observation has been broken by the street sweeper
3747182	10/3/2017	10/6/2017	PW-INTERNAL Other - Non-Emergency City Service Request	Cart needs to be picked up at McClarren and Vivienda and another on Canal St between McClarren and Newport?
3747825	10/3/2017	10/6/2017	PW-INTERNAL Other - Non-Emergency City Service Request	Please replace the basketball nets at Veterans Freedom park that need to be replaced.
3750525	10/4/2017	10/6/2017	PW-INTERNAL General Office Repairs	Please have lights in the lobby repaired.
3753910	10/5/2017	10/6/2017	PW-INTERNAL City Tree Maintenance	Resident tree request access.
3757487	10/6/2017	10/10/2017	PW-INTERNAL Event Set-up	Richard Rollins, vigil.
3757517	10/6/2017	10/31/2017	PW-INTERNAL General Office Repairs	Building and Safety folder brackets.
3758120	10/6/2017	10/19/2017	PW-INTERNAL Overgrown Weeds	Cut down grass / remove weeds from parkways on Barton From Vivienda to Canal
3758130	10/6/2017	10/19/2017	PW-INTERNAL Overgrown Weeds	Remove grass growth / weeds on Pico from Reed to Michigan both sides
3758135	10/6/2017	10/23/2017	PW-Pothole Repair	Please fill in Potholes on Pico from Michigan to Mt Vernon
3762322	10/8/2017		PW-Street gutters	Northeast corner - curb is damaged.
3762413	10/8/2017	10/23/2017	CE-Non-Emergency	Illegal dumping private property
3768246	10/10/2017	10/10/2017	PW-INTERNAL Irrigation Repairs	Please fix busted shut off valve by Maintenance Yard Wash rack
3768253	10/10/2017	10/10/2017	PW-INTERNAL Other - Non-Emergency City Service Request	Fire Alarm panel in City Hall
3768284	10/10/2017	10/10/2017	PW-INTERNAL Sink Hole Repairs	Please assemble and place delineators for NO PARKING signs on Mt Vernon / DeSoto
3768299	10/10/2017	10/13/2017	PW-INTERNAL Irrigation Repairs	Please fix broken Valve at Pico Park
3768542	10/10/2017	10/13/2017	PW-INTERNAL Other - Non-Emergency City Service Request	Senior Center bus to be washed.
3768574	10/10/2017	10/23/2017	PW-INTERNAL Street Gutters	Frank Drexler (714) 962-5353 22272 MaClarren Street

3771198	10/11/2017	10/13/20017	PW-INTERNAL Street Gutters	Street gutter collecting settling water and debris please inspect and take photographs thank you.
3771215	10/11/2017	10/13/2017	PW-INTERNAL Street Signs	Please put up signs in the kiosk and banner at Grand Terrace road and Mt. Vernon, thank you.
3771392	10/11/2017 - 12:18PM	10/23/2017 - 02:39PM	PW-INTERNAL Other - Non-Emergency City Service Request	Please photograph and inspect electric/phone pole installed on street in front of reference address 22272 McClarren St. Property owner claims someone installed an electric pole near there water main and it is leaking and he is afraid it will cause more damaged. Edison advised him they did not install pole.
3771832	10/11/2017	10/17/2017	PW-INTERNAL Event Set-up	Maintenance to assist with coverage at the Community Clean-up day 2017. Throwing away of trash bags etc..
3771896	10/11/2017	10/23/2017	PW-INTERNAL Overgrown Weeds	Please have the triangle area where the electronic board sign is at cleaned of debris and any overgrown weeds etc.. To keep maintained for the upcoming holiday events, thank you.
3775172	10/12/2017 - 12:39PM	10/19/2017 - 09:19AM	PW-INTERNAL-Graffiti Removal	Please remove graffiti from City traffic sign by 10/23/17. Thank you
3775964	10/12/2017	10/13/2017	PW-INTERNAL Street Signs	Please inspect if speed limit sign is missing by school zone and take photographs. Thank you.
3779142	10/13/2017	10/19/2017	PW-INTERNAL General Office Repairs	Please make four extra copies of the fence gate key in the maintenance yard. Thank you.
3779162	10/13/2017	10/23/2017	PW-INTERNAL Overgrown Weeds	Resident reported overgrown weeds located on vacant property near the above reference address. Please take photos and determine if City or private property. Thank you.
3786478	10/16/2017	10/16/2017	PW-INTERNAL Other - Non-Emergency City Service Request	1. One bag in front of Miguel's JR. 2. One bag at Michigan and Barton road (by the light)
3786657	10/16/2017	10/19/2017	PW-INTERNAL Other - Non-Emergency City Service Request	Richard Rollins Park park ramp.
3790950	10/17/2017	10/19/2017	PW-INTERNAL Other - Non-Emergency City Service Request	Please obtain electronic board and obtain cereal number if possible.
3793745	10/18/2017	10/19/2017	PW-INTERNAL General Office Repairs	The clock downstairs near Adreane office needs to have the battery's changed. Thank you.
3794704	10/18/2017 M	11/1/2017	PW-INTERNAL Overgrown Weeds	Please remove tumble weeds on the west wide of terrace avenue next to the old Stater Brothers.
3798041	10/19/2017	10/19/2017	PW-INTERNAL Pothole Repair	Please repair pothole on this coming Fridays pothole repairs, in-front of address 22112 Pico St. Thank you.
3802674	10/20/2017	10/23/2017	PW-INTERNAL City Light Pole Repairs	GT resident called at 3p.m. to report a down electrical box in front of home.

3807963	10/23/2017	11/1/2017	Non operational vehicle	Grey Saturn hasn't moved in over a week with tons of debris under and around.
3809380	10/23/2017	10/26/2017	PW-INTERNAL-Child Care Facility	Please pick up towels and soap dispensers at the Child Care. Thank you, place inside maintenance shop.
3809518	10/23/2017	10/26/2017	PW-INTERNAL General Office Repairs	Please take photos and measurements of the art boards and provide to me tomorrow morning. Thank you.
3809519	10/23/2017	10/26/2017	PW-INTERNAL General Office Repairs	Please pick up trash and recyclable containers from Burrtec in the copier room.
3812179	10/24/2017 -	10/26/2017	PW-INTERNAL Other - Non-Emergency City Service Request	Please pick up and remove 3 illegally dumped garage door openers from Right-of-way at SE corner of DeBerry & Michigan St before 2:30 Please today. Thank you.
3812220	10/24/2017	10/26/2017	PW-INTERNAL Other - Non-Emergency City Service Request	Please pick up office chair placed next to sidewalk on Mt Vernon just north of Brentwood before 2:30 pm today chair does not roll into sidewalk or street. Thank you.
3813217	10/24/2017		PW-INTERNAL General Office Repairs	Please clean the two vents on the ceiling located in the Community room and check the roof to see if we can clean the coils with coil chemical cleaner as ACCO only uses water to clean. Thank you.
3820285	10/26/2017	10/27/2017	PW-INTERNAL General Office Repairs	One of the gates at the Daycare playground opens up if you push on it. Please inspect.
3821185	10/26/2017	11/1/2017	PW-INTERNAL Other - Non-Emergency City Service Request	Please wash the Prius and Camry as needed.
3821246	10/26/2017	11/2/2017	PW-INTERNAL General Office Repairs	Plaques to be mounted on the wall.
3823497	10/27/2017	10/31/2017	PW-INTERNAL General Office Repairs	Window missing insulation, please repair.
3823551	10/27/2017	11/1/2017	PW-INTERNAL General Office Repairs	TV mount installation in the closed session room.
3823978	10/27/2017	11/1/2017	PW-INTERNAL Drain repairs	Please clean out drain on Britton Way (end of cul de sac by child care behind Walgreens.
3824058	10/27/2017	11/1/2017	PW-INTERNAL General Office Repairs	Please hang aerial view frame.
3827188	10/28/2017	11/3/2017	CE-Non-Emergency	Boxes, eazy ups, trash, and furniture in the front yard.
3828980	10/30/2017	11/3/2017	CE-Non-Emergency	Abandoned black Jeep.
3831446	10/30/2017		CE-Non-Emergency	The freeway exit on I-15 North is badly littered.

Street Maintenance Work Orders Not Entered into 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

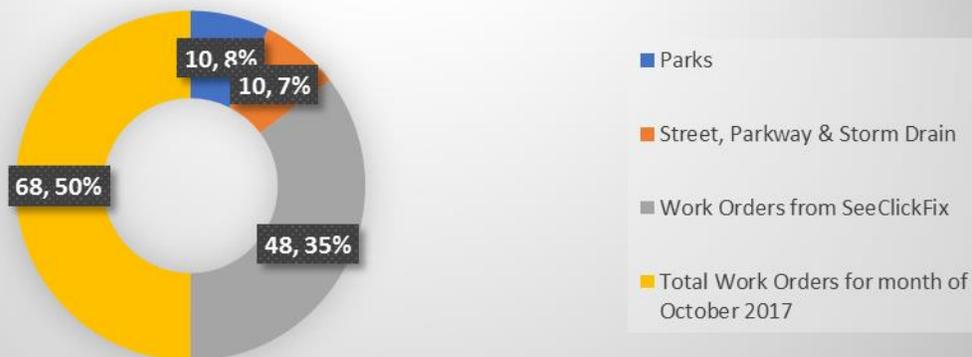
Work orders are generated either through resident calls, or self-generated by city staff (maintenance and non-maintenance). It should be noted that work orders do not identify the hours spent on a particular task. For instance, depending on the scope of repair, an irrigation repair can be completed in as little as an hour or several days. There were a total of **3** work orders pertaining to Park related not reported onto SeeClickFix.



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

October 2017 Total Amount of Work Orders



Waste Management Services

Burrtec Waste Industries

Event: Community Clean Up Day on Saturday, September 30, 2017 from 8am-12noon

- Event held in the City Hall Parking Lot provided an opportunity for residents to dispose of bulky items and e-waste

Waste Generation Report:

- *Burrtec will be able to releases Waste Generation Reports two months following. Therefore, September reports are released in November, October reports are released in December, etc.*

September 2017 Report

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	Residue %	Residue Tons	Net Tonnage Diverted
Residential Total	247.28	66.39	-	191.66	-	-	-	-	-	-	505.33	-	-	-
Christmas Tree Total	2.74	-	0.32	-	0.06	1.14	0.03	-	-	-	4.29	524.28	Residential	
Clean Up Total	14.66	-	-	-	-	-	-	-	-	-	14.66	-	-	
Multi-Family Total	158.24	8.46	-	-	-	-	-	-	-	-	166.70	166.70	Multi-Family	
Commercial Total	195.54	5.68	-	-	0.48	-	0.56	-	-	0.02	202.28	-	-	
School Total	57.78	12.64	-	-	-	-	2.67	-	-	-	70.42	272.70	Commercial	
Rolloff Total	87.26	-	-	-	-	-	8.00	8.00	11.58	-	109.51	109.51	Rolloff	
Grand Total	763.50	93.17	0.32	191.66	0.54	1.14	3.26	8.00	11.58	0.02	1,073.19			
(a)														
Diverted Tonnage														
Residential Recycling - AMMRF		66.39										33.73%	22.39	44.00
Bulky Items					0.06	1.14	0.03					0.00%	-	1.23
E-Waste			0.32									0.00%	-	0.32
Residential Greenwaste				191.66								0.00%	-	191.66
Multi-Family Recy - AMMRF		7.34										34.47%	2.53	4.81
Multi-Family Recy - EVRT		1.12										21.65%	0.24	0.88
Commercial Recycling - AMMRF		1.54										34.47%	0.53	1.01
Commercial Recycling - EVRT		2.13										21.65%	0.46	1.67
Commercial Recycling-REHRIG-Barrel		2.01										0.00%	-	2.01
Commercial Other Recycling					0.48		0.56					0.00%	-	1.04
Commercial-MRF Credit										0.02		0.00%	-	0.02
School Recy - AMMRF		4.80										34.47%	1.65	3.15
School Recy - EVRT		7.84										21.65%	1.70	6.14
Rolloff C&D Loads									11.58			22.89%	2.65	8.93
Rolloff-Other Recycling							2.67	8.00				0.00%	-	10.67
Total Diverted Tonnage	-	93.17	0.32	191.66	0.54	1.14	3.26	8.00	11.58	0.02	309.69		32.15	277.54
(b)														
Facility/Recovery														
7000 Series														
Gross Diversion														
Residential														25.86%
Multi-Family														45.24%
Commercial														3.41%
School														2.84%
Rolloff														13.19%
														17.90%
(c)														
Special Waste - 4000 Series														
Total special waste								21.87						
(d)														
Commercial MRF credit for diversion only														
Commercial MRF credit for diversion only														
(e)														
Net Tonnage Diverted														
Total Reported														

Reconciliation of Tonnage to CIWMB Report:	
Total refuse generated	763.50 (a)
Total residue	32.15 (b)
Total Refuse	795.65
Net Tonnage Diverted	277.54 (e)
Total Reported	1,073.19

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 EA
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:

- RFP for Facility Janitorial Services
- Bid for Playground Safety Surfacing at Rollins Park

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
- Attended a Grant Writing Workshop with Planning Director offered by San Bernardino County Transportation Authority (SBCTA)

Project Management:

- Playground Pour-In-Place Rubber Surfacing at Rollins Park
- Striping on Mt. Vernon from Canal to I-215 on ramp
- Street light installation on Rosedale – Edison scheduled to install beginning of November
- Manage facility HVAC issues and contract
- Select third party arborist for Tree Planting Project
- 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 Fire

