



MONTHLY REPORT

April 2018

PRESENTED BY
THE CITY MANAGER'S OFFICE

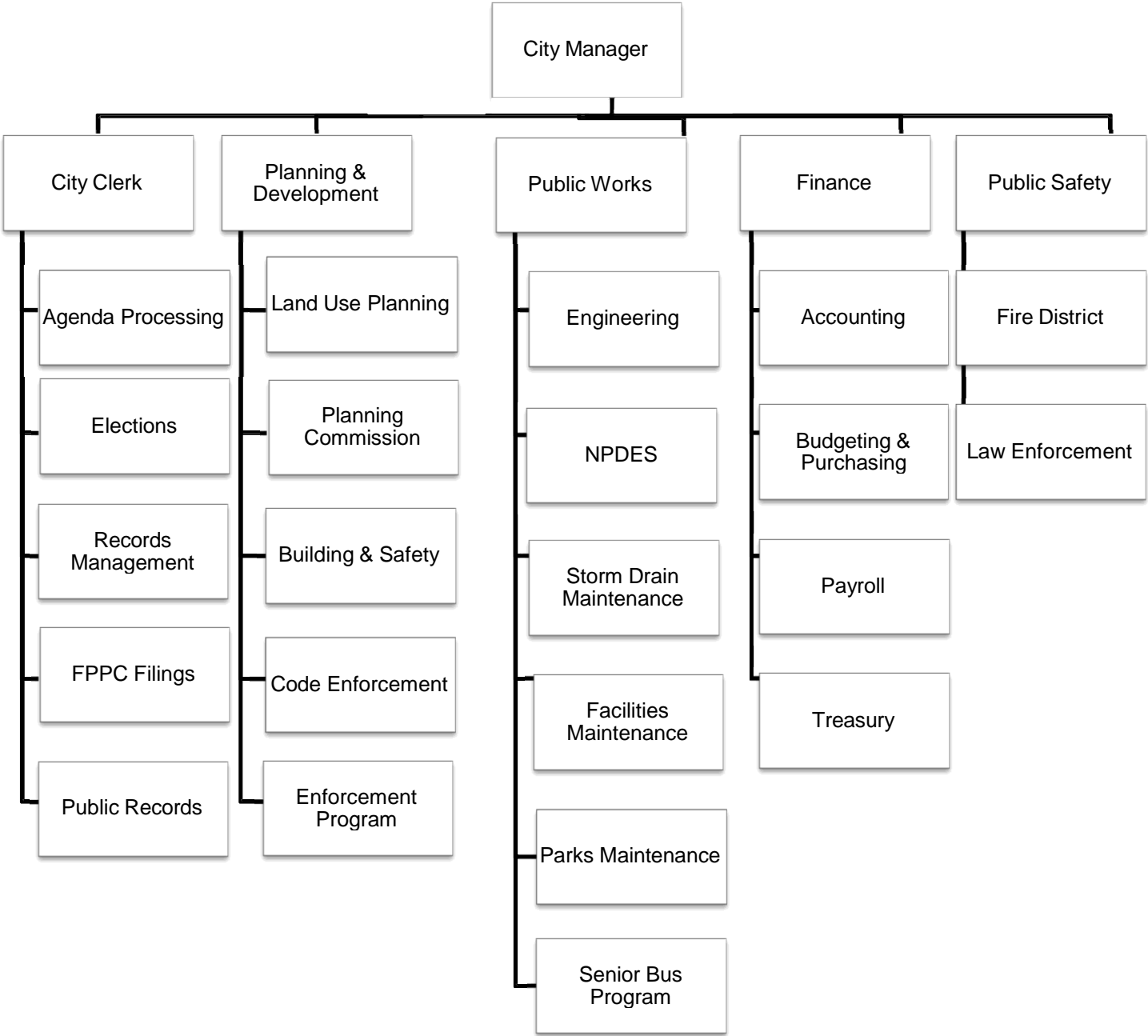
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Organizational Chart	1
City Clerk	2
Committee/Commissions	8
City Manager	10
Senior Center	15
Senior Bus Program	16
Communications	22
Planning and Development.....	26
Code Enforcement.....	42
Weekend Code	43
Parking/Graffiti.....	44, 46
Animal Control	47
Public Works.....	48
Maintenance	50
SeeClick Fix.....	51
Park Maintenance.....	59
Sheriff's Contract	64
San Bernardino County Fire.....	66

CITY MANAGER

Organization Chart



City Clerk

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



City of Grand Terrace

City Clerk's Department

DATE: June 18, 2018

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

FROM: Debra Thomas, City Clerk

SUBJECT: **APRIL 2018 CITY CLERK MONTHLY REPORT**

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

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

AGENDAS/POSTINGS

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

The total number of agendas processed for the month of April is three (3), spending a total of twenty-two (22) hours preparing agenda packets together with delivery and producing 644 pages.

AGENDA PROCESSING/POSTING				
MONTH	Regular Meeting	Special Meeting	OB Meeting	Totals
July	2	0	0	2
August	2	0	0	2
September	2	1	0	3
October	2	0	0	2
November	1	1	1	3

December	1	0	0	1
January	2	0	1	3
February	2	1	0	3
March	2	0	0	2
April	2	0	1	3
Total Processed	18	3	3	24

RESOLUTIONS & ORDINANCES

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

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 number of Resolutions and Ordinances processed for the month of April are three (3) Resolutions and one (1) Ordinance for a grand total of four (4) processed for signature and certification.

RESOLUTIONS AND ORDINANCES PROCESSED			
	RESOLUTIONS	ORDINANCES	MONTHLY TOTALS
July	4	1	5
August	3	0	3
September	3	3	6
October	3	0	3
November	4	0	4
December	2	2	4
January	2	0	2
February	1	0	1
March	6	5	11
April	3	1	4
Total Processed	31	12	43

RECOGNITION ACTIVITY

Its purpose is to recognize individuals, groups and events of significance to the Grand Terrace community by the issuance of Certificates, Recognition, Acknowledgment and Commendation Pins. It is the responsibility of the City Clerk to ensure that all signatures of City Council are obtained on the document, coordinate attendance at Council meetings for the individual, group or event representative to accept the recognition, as well as prepare Council with all necessary information to present the recognition if presentation will be held at another venue.

For the month of April 2018, fourteen (14) recognitions were prepared on behalf of City Council.

Month	Certificate of Acknowledgment w/Pin	Certificate of Recognition w/Pin	Commendation w/Pin	In Memoriam Adjournments	Certificate of Participation	Proclamation	Total
July	0	2	0	1	0	0	3
August	0	0	2	1	0	0	3
September	0	44	0	4	0	1	49
October	0	2	1	0	1	0	4
November	0	2	0	0	0	0	2
December	0	0	0	0	0	0	0
January	0	2	1	1	34	3	41
February	0	5	0	0	0	0	5
March	0	12	0	3	0	0	15
April	0	11	1	0	0	2	14
Total Processed	0	80	5	10	35	6	136

CONTRACTS AND AGREEMENTS PROCESSED

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

For the month of April 2018, no agreements were approved.

CONTRACTS & AGREEMENTS PROCESSED	
July	2

August	2
September	5
October	6
November	8
December	1
January	7
February	1
March	5
April	0
Total	37

RECORDS REQUESTS

The City Clerk's office received sixteen (16) Requests for Copies of Public Records for the month of April 2018. Fifteen (15) requests were completed within the Government Code Section 6253(c)'s requirement of ten (10) calendar days, with one (1) need for extension. The total number of pages provided in response to those requests were 482 pages with five (5) letters to Requestor advising there were no records responsive to the request.

RECORDS REQUEST SUMMARY						
Month	Requests Received	Carried Over from Previous Month	Completed Within 10 Days	Completed with 14-Day Extension	# of Pages Provided	Letter to Requestor – No Records
July	7	4	5	3	10	3
August	16	0	9	7	199	5
September	5	2	4	1	95	0
October	9	1	7	0	22	1
November	7	3	7	0	13	1
December	6	0	5	1	7	1
January	16	0	15	1	49	3
February	9	1	9	0	166	4
March	12	1	9	3	293	2
April	16	2	15	1	482	5
Total Requests	91	14	85	17	1336	25

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 April 2018, the City Clerk’s office responded to 231 telephone calls from residents, contractors, vendors, consultants and in-house customer service assistance to City staff.

TELEPHONE CUSTOMER SERVICE	
July	N/A
August	N/A
September	133
October	289
November	268
December	201
January	299
February	277
March	259
April	231
Total Calls	1,957

HISTORICAL & CULTURAL COMMITTEE ACTIVITY

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

	#Hours/ Sept	#Hours/ Oct	#Hours/ Nov	#Hours/ Dec	#Hours/ Jan	#Hours/ Feb	#Hours/ Mar	#Hours/ Apr	Total
Committee Meeting	1.0	2.0	2.0	1.75	1.5	1.0	1.75	1.5	12.5
Emails with Committee Members	.5	0	0	0	0	0	0	0	.5
Written Correspondence with Committee Members	.5	.5	.5	.5	.5	.5	.5	.5	4.0

Telephone Calls with Committee Members	1.0	1.5	.75	2.0	0	.25	0	1.0	6.5
Telephone Calls with Vendors	.25	.5	.25	0	0	0	.5	1.0	2.5
Emails with Vendors	.25	0	0	0	0	.25	.25	1.0	1.75
City Birthday Party Prep & Attendance	0	0	3.0	5.0	0	0	0	0	8.0
Art Show Prep & Attendance	0	0	0	0	0	0	0	0	0
TOTAL # HOURS	3.5	4.5	6.5	9.25	2.0	2.0	3.0	5.0	35.75

COMMITTEES/COMMISSIONS

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

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

CITY CLERK CURRENT PROJECTS:

Electronic Document Management System

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

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

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

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

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

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

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

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

City Manager's Office

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

DATE: May 9, 2018

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

FROM: Cynthia Fortune, Assistant City Manager

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

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

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

OUR MISSION

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

OUR VISION

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

HUMAN RESOURCES

Mission:

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

Values:

Develop

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

Increase

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

Respect

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

Communicate

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

CORE SERVICES

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

TABLE 1
Recruitment Activity

Description	Jul-2017	Aug-2017	Sept-2017	Oct-2017	Nov-2017	Dec-2017
Recruitments Initiated	3	1	0	3	1	0
Recruitments in Progress	4	4	4	1	1	0
Recruitments Pending	4	1	1	1	1	0
Applications Received/Processed	38	85	32	34	20	0
New Hires Processed	1	1	1	1	0	1
Description	Jan-2018	Feb-2018	Mar-2018	Apr-2018	May-2018	Jun-2018
Recruitments Initiated	0	2	0	1		
Recruitments in Progress	0	0	0	1		
Recruitments Pending	0	0	0	0		
Applications Received/Processed	0	70	0	6		
New Hires Processed	0	0	0	0		

TABLE 2
Personnel Change Activity

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

TABLE 3
Employee Job Performance Activity

Description	Jul-2017	Aug-2017	Sept-2017	Oct-2017	Nov-2017	Dec-2017
Evaluations Processed	4	1	1	0	0	0
Description	Jan-2018	Feb-2018	Mar-2018	Apr-2018	May-2018	Jun-2018
Evaluations Processed	2	2	3	3		

TABLE 4

Benefits Activity

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

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

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

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

SENIOR CENTER

Mission:

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

Core Values:

Seniors are recognized as a valuable asset.

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

strengthen our community and benefit personally by their involvement.

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

Seniors are treated respectfully and with dignity. Senior

of all economic circumstances are served.

TABLE 1

Senior Center Activities - **(This table has been updated to better reflect seniors attendance in programs & activities beginning in Jan-2018.)**

Description	Jul-2017	Aug-2017	Sept-2017	Oct-2017	Nov-2017	Dec-2017
Nutrition Program (# of meals served)	-	-	493	571	553	482
Exercise Classes	12	13	12	4	10	11
Karaoke Singing	2	2	3	2	2	4
Arts and Crafts Classes	3	5	4	10	7	7
Trips to Walmart/Stater Bros & Ross	2	3	2	9	6	6
Special Events/Trips*	7	4	2	7	7	6
Description	Jan-2018	Feb-2018	Mar-2018	Apr-2018	May-2018	Jun-2018
Nutrition Program (# of meals served)	482	454	499	566		
Exercise Classes	12	11	10			
Karaoke Singing	2	2	2			
Arts and Crafts Classes	7	7	7			
Monthly Summary Attendance (Accounts for a senior participating in any activity/program. One senior may have participated in 2 or more programs, not including meals.)	410	650	893	925		

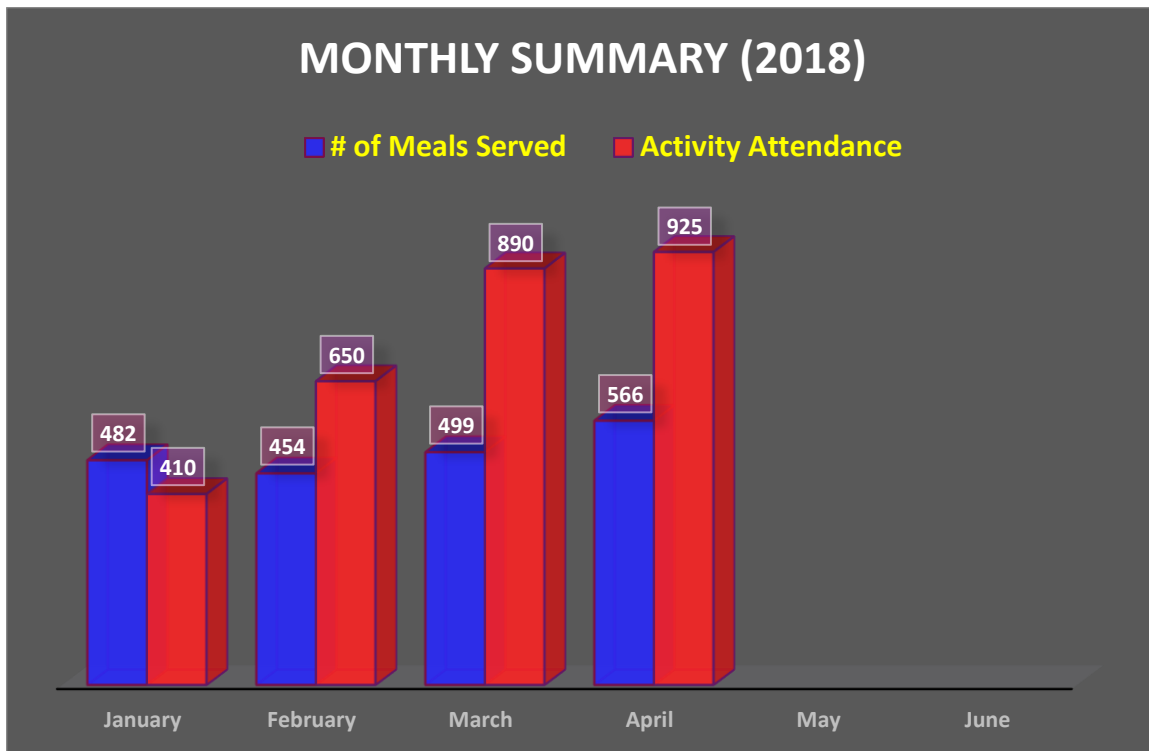


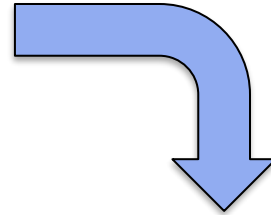
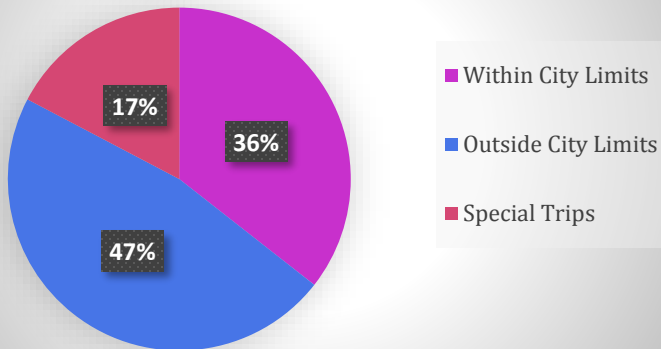
TABLE 2
 Senior Center Blue Mountain Silver Liner
 # of Passengers

Description	Jul-2017	Aug-2017	Sept-2017	Oct-2017	Nov-2017	Dec-2017
Within City Limits (Senior Center, Stater Brothers, Library)	49	38	30	17	24	20
Outside City Limits (Walmart, 99cent store, Ross)	41	6	16	36	16	23
Special Events/Trips	0	26	20	30	33	25
Description	Jan-2018	Feb-2018	Mar-2018	Apr-2018	May-2018	Jun-2018
Within City Limits (Senior Center, Stater Brothers, Library)	17	32	30	0		
Outside City Limits (Walmart, 99cent store, Ross)	25	31	42	0		
Special Events/Trips	9	22	27	0		

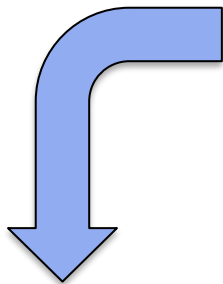
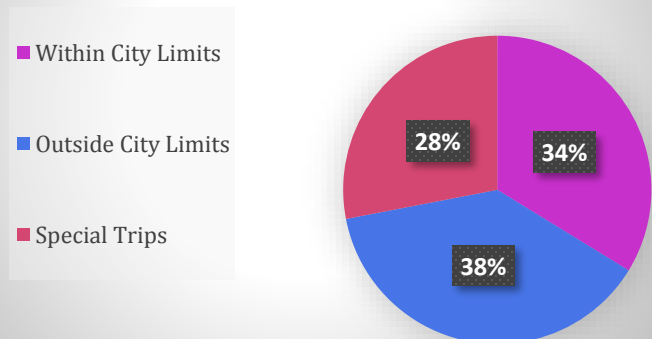
TABLE 3
of Rides

Description	Jul-2017	Aug-2017	Sept-2017	Oct-2017	Nov-2017	Dec-2017
Within City Limits (Senior Center, Stater Brothers, Library)	95	72	53	33	45	37
Outside City Limits (Walmart, 99cent store, Ross)	62	11	31	69	30	45
Special Events/Trips	0	52	10	77	51	49
Description	Jan-2018	Feb-2018	Mar-2018	Apr-2018	May-2018	Jun-2018
Within City Limits (Senior Center, Stater Brothers, Library)	37	53	60	0		
Outside City Limits (Walmart, 99cent store, Ross)	49	60	84	0		
Special Events/Trips	18	44	54	0		

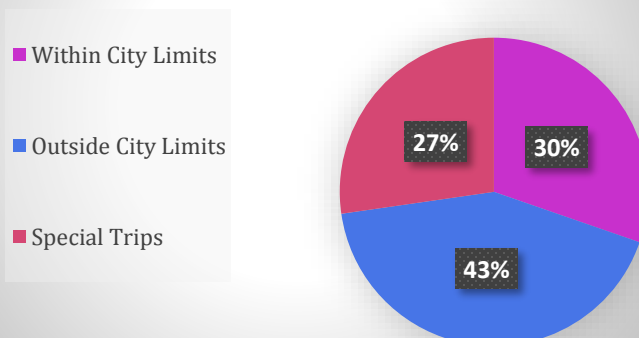
January Rides



February Rides



March Rides



FINANCE

Mission:

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

Values:

Transparency (Accessibility of Information):

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

Integrity (Reliability on Information Provided):

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

Quality (Commitment to Excellence):

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

Teamwork (Mutual Respect and Cooperation):

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

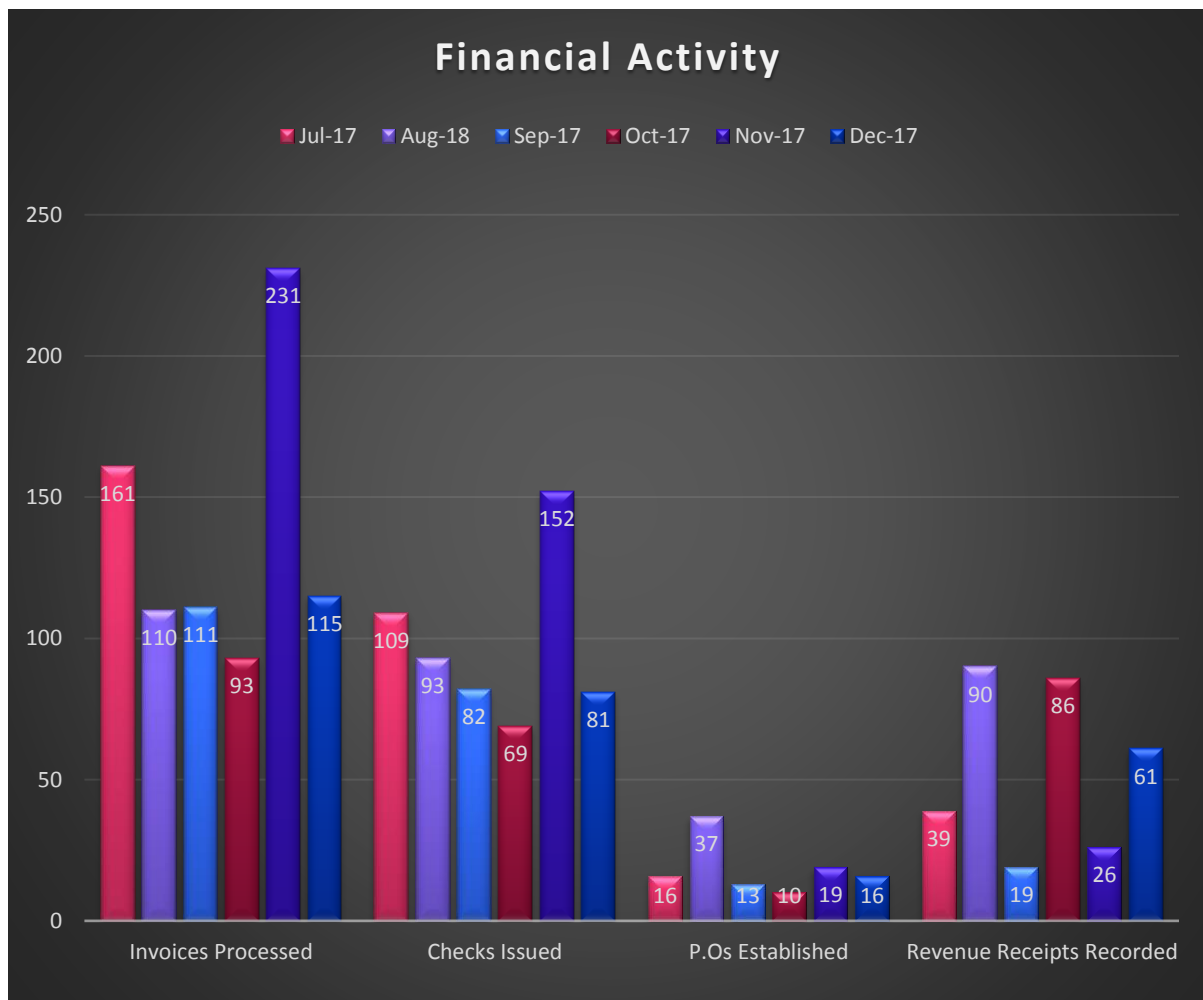
CORE SERVICES

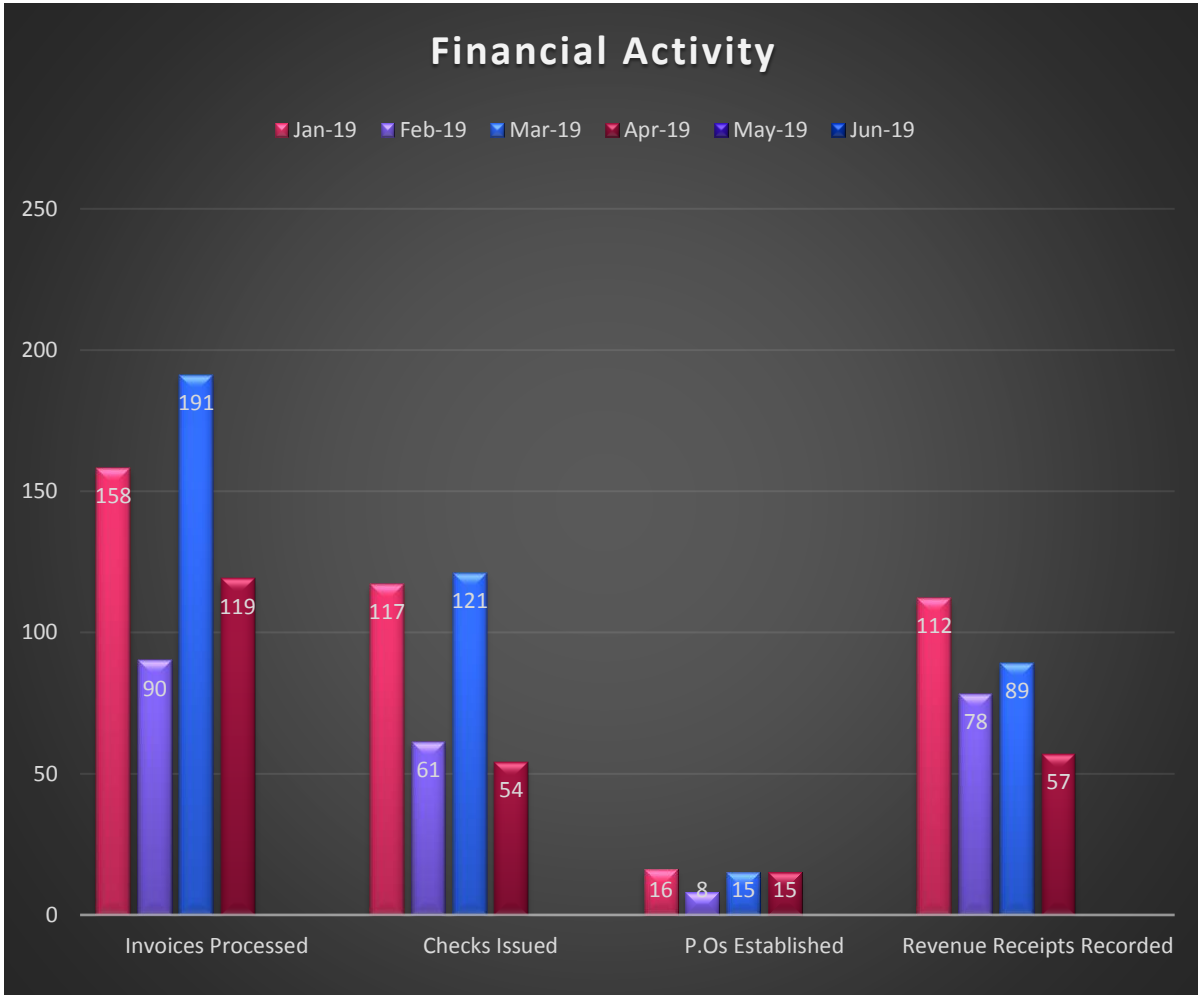
The Finance Department has 4 core services: Accounting, Purchasing, Revenue Management and Treasury. The Finance Department works in partnership with other departments to effectively develop, manage and safeguard the City's fiscal resources to enable and enhance the delivery of City services and projects.

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

TABLE 1
Financial Activity

Description	Jul-2017	Aug-2017	Sept-2017	Oct-2017	Nov-2017	Dec-2017
Invoices Processed	161	110	111	93	231	115
Checks Issued	109	93	83	69	152	81
Purchase Orders Established	16	37	13	10	19	16
Revenue Receipts Recorded	39	90	19	86	26	61
Description	Jan-2019	Feb-2018	Mar-2018	Apr-2018	May-2018	Jun-2018
Invoices Processed	158	90	191	119		
Checks Issued	117	61	121	54		
Purchase Orders Established	16	8	15	15		
Revenue Receipts Recorded	112	78	89	57		





FINANCIAL REPORTS SUBMITTED TO CITY COUNCIL:

Monthly:

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

Quarterly:

1. Business License Report; and
2. Treasurer's Report (current cash flow and fund balance); and
3. 1st Quarter, Mid-Year and Year-end Financial Reports (General Fund).

Annual:

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

COMMUNICATIONS

Mission:

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

Core Services:

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

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

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

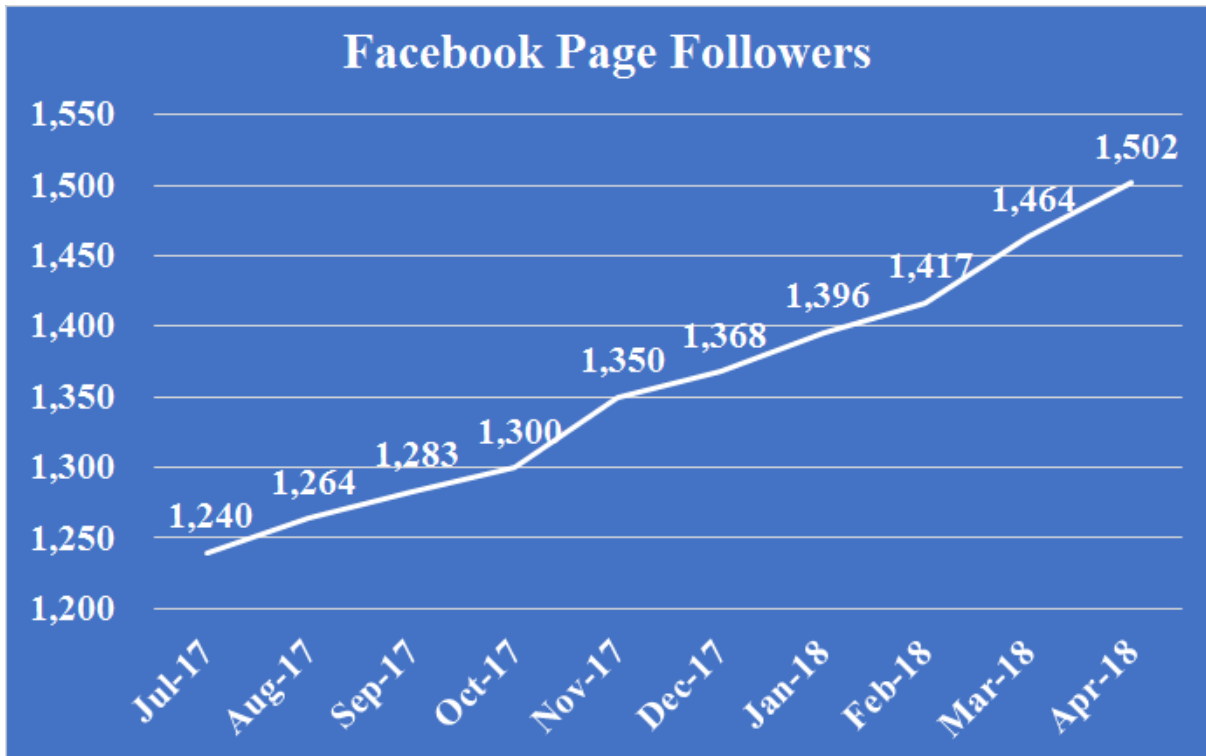
Maintain and improve the City's website for distributing mass media information under various situations.

Table 1

2017 City Communications Data:						
Channel 3:	Jul	Aug	Sep	Oct	Nov	Dec
City Council Meeting Replays	-	2	34	36	34	35
Activities/Items Added to Slideshow	3	5	3	2	2	-
Channel 3:	Jan	Feb	Mar	Apr	May	Jun
City Council Meeting Replays	31	14	45	60		
Activities/Items Added to Slideshow	3	2	6	2		

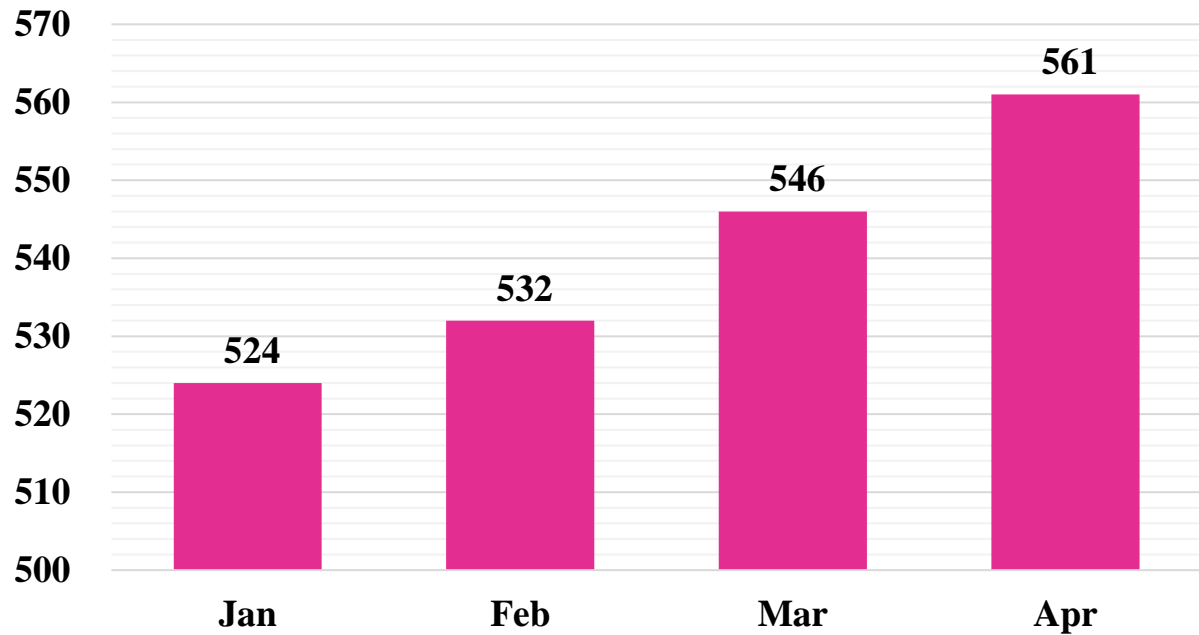
* Note: Equipment Non-functional in July & August

Facebook	Jul	Aug	Sep	Oct	Nov	Dec
Posts	20	16	21	27	29	13
Total Reach	No Data	12,889	18,793	34,472	12,693	7,111
Total Engagement	No Data	969	1,313	2,926	1,748	1,204
Page Followers	1,240	1,264	1,283	1,300	1,350	1,368
New Page Followers	29	24	19	17	50	18
Facebook	Jan	Feb	Mar	Apr	May	Jun
Posts	17	19	46	33		
Total Reach	7,948	11,711	23,150	21,042		
Total Engagement	1,188	1,433	4,587	7,825		
Page Followers	1,396	1,417	1,464	1,502		
New Page Followers	28	21	47	38		



Eblast	Jul	Aug	Sep	Oct	Nov	Dec
Number of E-newsletters Distributed	13	4	3	5	4	6
Number of Subscribers	505	504	508	507	520	524
Change in Subscribers	-6	-1	4	-1	13	4
Number of E-newsletters Opened	1,424	531	322	658	477	726
Eblast	Jan	Feb	Mar	Apr	May	Jun
Number of E-newsletters Distributed	8	7	4	2		
Number of E-newsletters Opened	1,055	897	476	426		
Number of Subscribers	524	532	546	561		
Change in Subscribers	-	12	14	15		

Number of Eblast Subscribers



Twitter	Jul	Aug	Sep	Oct	Nov	Dec
Tweets	17	9	11	16	8	10
Impressions	5,310	3,227	3,016	3,614	3,691	3,808
Followers	126	132	137	143	145	146
New Followers	6	5	4	6	2	1
Twitter	Jan	Feb	Mar	Apr	May	Jun
Tweets	13	16	31	24		
Impressions	9,784	7,917	8,789	5,233		
Followers	153	158	170	176		
New Followers	7	5	12	6		

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
Change in Subscribers	-	-	-	1	-	-
YouTube	Jan	Feb	Mar	Apr	May	Jun
Video Uploads	3	2	2	2		
Video Views	139	60	203	64		
Subscribers	54	54	117	119		
Change in Subscribers	-	-	63	2		

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

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

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

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

5 Most Popular City Facebook Pages	By % of Pop.
1) Twentynine Palms	18.36%
2) Apple Valley	17.62%
3) Grand Terrace	12.09%
4) Yucca Valley	11.50%
5) Ontario	9.16%

* 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



City of Grand Terrace

Planning and Development Services Department

DATE: June 19, 2018

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

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

SUBJECT: **APRIL 2018 PLANNING AND DEVELOPMENT SERVICES MONTHLY REPORT**

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

OUR MISSION

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

OUR VISION

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

PLANNING DIVISION

Planning and Building and Safety Core Services

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

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

Activity Summary for Planning

Planning Counter Requests for Information: 57

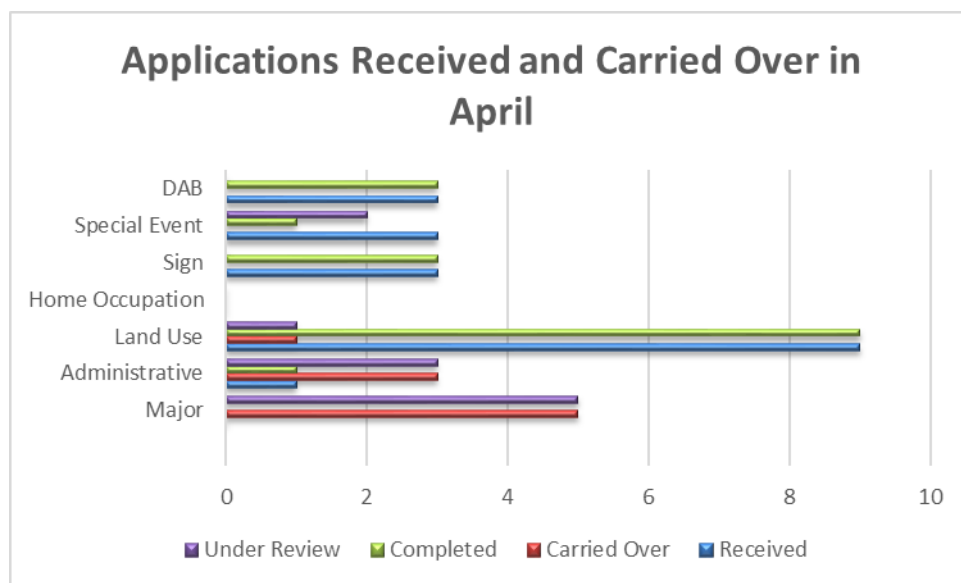
Planning Phone Calls Received: 52

Planning E-mails Received/Answered: 167

Application Summary

The Planning Division received 19 new applications in April, 9 were carried over from the previous month, and action was taken on 17 of them. Minor applications such as a new business, patio cover, or small room additions are handled as a Land Use application and typically processed within 2-3 days. Larger additions over 500 square feet or second dwelling units are handled administratively by staff with noticing, and those projects that are either new development or exceed the Director's administrative authority are handled as Major Permits and are reviewed by the Planning Commission. Home occupation permits are for home based business, such as consulting, housekeeping, and small craft businesses.

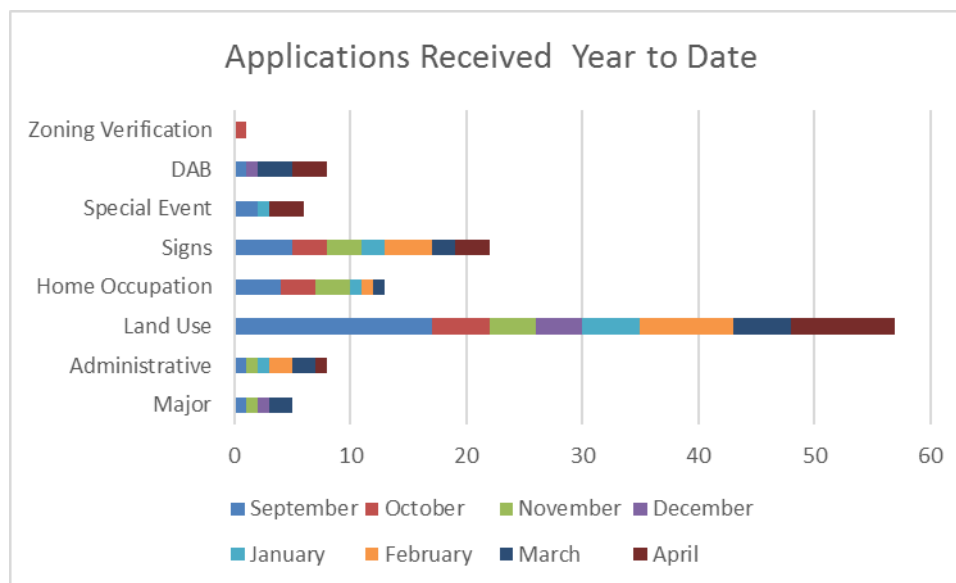
Application Summary for April 2018				
Applications	Number Received	Carried Over	Completed	Under Review
Major	0	5	0	5
Administrative	1	3	1	3
Land Use	9	1	9	1
Home Occupation	0	0	0	0
Sign	3	0	3	0
Special Event	3	0	1	2
DAB	3	0	3	0
Total	19	9	17	11



Permits Issued

Type of permits	Applications Received Year to Date										
	Jul.	Aug	Sept	Oct.	Nov.	Dec.	Jan	Feb	Mar	Apr	Total
Major	0	2	1	0	1	1	0	0	2	0	7
Administrative	1	2	1	0	1	0	1	2	2	1	11
Land Use	10	6	17	5	4	4	5	8	5	9	73
Home Occupation	2	8	4	3	3	0	1	1	1	0	23
Signs	2	9	5	3	3	0	2	4	2	3	33
Special Events	0	2	2	0	0	0	1	0	0	3	8
DAB	0	4	1	0	0	1	0	0	3	3	12
Zoning Verification	0	0	0	1	0	0	0	0	0	0	1

Applications Received



Applications Received, Approved and/or Under Review

Major Applications - Site and Architectural Review

Date Submitted	Case No.	Applicant	Description	Location	Status
3/27/2018	SA 18-04 E 17-10	Lewis Development	Residential Project (707 Homes)	1167-151-22, 68, 71, 73, 74, 75	Incomplete on 3/27/2018
3/6/2018	SA 14-06-A2 E 18-03	Joab Jerome	Single Family Residence and Second Dwelling Unit	11832 Burns Avenue	Incomplete on 3/30/2018
11/15/2017	SA 17-10 E 17-09	Todd Kessler	Single Family Residence	23400 Westwood St.	Incomplete on 12/8/2017. 2nd re-submittal 4/17/2018

Major Applications – Specific Plan

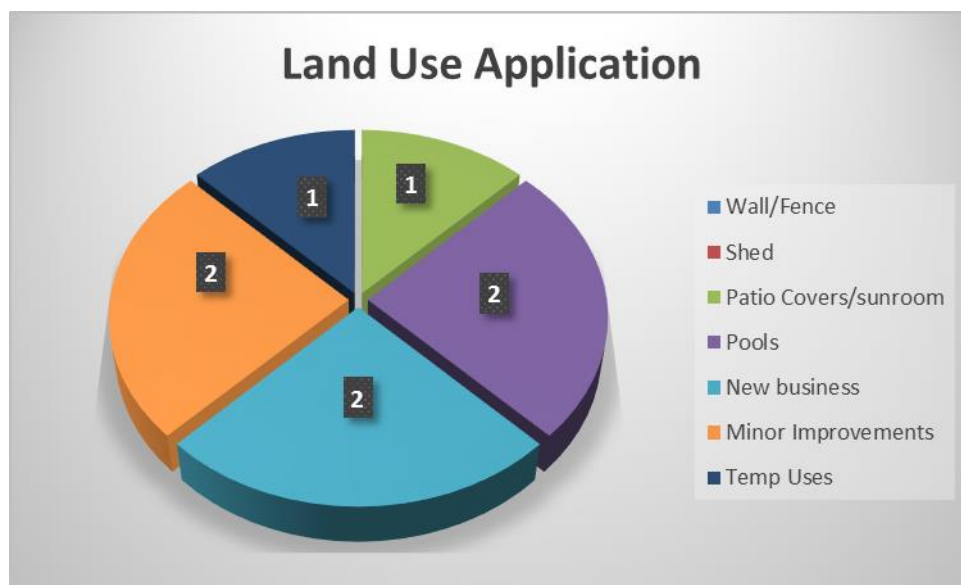
Date Submitted	Case No.	Applicant	Description	Location	Status
12/8/2017	SP 17-01 E 17-10	Lewis Development	Specific Plan	East side of the 215 Fwy	Revised draft March 2018. EIR work being performed

Major Applications – Conditional Use Permit					
Date Submitted	Case No.	Applicant	Description	Location	Status
9/17/2017	CUP 17-08 E 17-07	National Logistics Team	Recycling Pallets	21496 Main Street	Incomplete on 10/18/2017 & 2/27/2018.

Administrative Applications					
Date Submitted	Case No.	Applicant	Description	Location	Status
4/10/2018	MD 18-01	Aegis Builders	TTM 18604, Lots 2, 3, 5, 6	Van Buren	In Process
4/14/2017	ASA 17-05 ACUP 17-04 E 17-01	Verizon Wireless	Backup Diesel Generator	22745 De Berry Street	Pending revised lease agreement 4/17/2018
3/12/2018	ASA 18-03 ACUP 18-02 E 18-04	Andrew Buchen	Existing Wireless Antenna Upgrades	22080 Commerce Way	Incomplete on 4/11/2018
3/1/2018	ASA 13-02-A1 E 18-02	Indian Health Clinic	Healing Garden and Parking	11980 Mount Vernon	Approved 4/2/2018

Land Use Review					
Date Submitted	Case No.	Applicant	Description	Location	Status
4/26/2018	LU 18-27	Tropical Breeze	Pool	22722 Miriam Way	Approved
4/26/2018	LU 18-26	Qwik Stop Smog	Change of Ownership	22087 Barton Road	Approved
4/20/2018	LU 18-25	Daniel Cruz	Grand Opening	22488 Barton Road, Unit 106	Approved
4/23/2018	LU 18-24	Drew Nagda	Fire Damaged Garage	12481 Reed Avenue	Approved
4/19/2018	LU 18-23	Ykary Pardo	Pool	22442 Pico Street	Approved
4/13/2018	LU 18-22	Marvin Barriga	153 sq. ft Addition	22959 Grand Terrace	Approved
4/13/2018	LU 18-21	Sharon Wilson	12 x 40 Aluminum Patio	22432 Ladera Street	Approved
4/4/2018	LU 18-20	Martha Cruz	Odalberto's Mexican Food	22488 Barton Road, Unit 106	Approved
4/3/2018	LU 18-19	Alida Venegaz	Temp Fundraiser Event	22270 Barton Road	Approved
3/15/2018	LU 18-15	Maria Ortiz	Fireworks Sale	22201 Barton Road	Deemed Complete

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 April 2018.



Signs

Date Submitted	Case No.	Applicant	Description	Location	Status
4/4/2018	TEMP SGN 18-06	Daniel Cruz	Odalberto's Banner	22488 Barton Road, Unit 106	Approved
4/3/2018	TEMP SGN 18-05	Alida Venegaz	Banner	22270 Barton Road	Approved
4/24/2018	SGN 18-05	The Heights Apartments	Change of Copy (E) Monument Signs	22491 De Berry	Approved

Special Events

Date Submitted	Case No.	Applicant	Description	Location	Status
4/20/2018	SE 18-04	Sally McGuire	Community Day	Rollins Park	Deemed Incomplete
4/20/2018	SE 18-03	Don Larkin	Memorial Day Ceremony	Pico Park	In Process
4/10/2018	SE 18-02	Michael Auld	Fiesta Fundraiser	22491 De Berry	Approved

Development Advisory Board (DAB)

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

DAB					
Submitted	Case No.	Applicant	Description	Location	Status
4/6/2018	DAB 18-07	Danny Reynoso	New Single-Family Residence	APN: 0276-421-27	Met on 4/16/2018
4/2/2018	DAB 18-06	Aegis Builders	45 Homes	12667 Michigan St.	Met on 4/16/2018
4/2/2018	DAB 18-05	Aegis Builders	12 Homes	11695 Canal St	Met on 4/16/2018

Planning Commission

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

No meetings were conducted on April 2018.

Projects in Plan Check or Under Construction

Projects in Plan Check or Under Construction					
Date Submitted	Case No.	Applicant	Description	Location	Status
8/17/2016	SA 14-07-A1 E 14-04-A1	Joab Jerome	New Residence APN: 0275-282-20	11838 Burns Avenue	1st Grading Plan check completed 3/14/2018
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	Final plans approved on 6/8/17
4/14/2016	SA 16-01 V 16-01 TTM 16-01 E 16-05	Aegis Builders Darryl Moore	Planned residential development – 17 lots and 17 to-story housing units	22404 Van Burren	Under Construction
7/13/2015	SA 05-19-A1	Capital Pacific	Revisions to SA 05-19	11830 Mount Vernon Ave.	26 of 35 homes completed

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 was not awarded Urban Greening Grant Funding in Round 1. Evan Brooks Associates was contracted to submit for Urban Greening Grant Round 2 Funding. On March 27, 2018, the City Council authorized the submittal and acceptance, if awarded, of the grant. The U Urban Greening Grant Round 2 grant application was submitted in April.

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 2017.

A CAL FIRE Urban & Community Forestry Program Grant concept proposal was submitted on February 26, 2018, to improve the median on La Cadeña Avenue utilizing trees and shrubs that reduce GHG emissions and incorporating bioswales. The grant amount is \$658,000. This Grant was not accepted.

Grant	Status	Grant Amount
Active Transportation Plan	Consultant preparing document Draft anticipated in July 2018	\$295,000
Urban Greening Grant – Rd. 1 Connection to Santa Ana River Trail	Site visit by California Natural Resources Agency. Not Awarded.	\$2.4 Million
Urban Greening Grant – Rd. 2 Connection to Santa Ana River Trail	Submitted April 2018 to Natural Resources Agency.	\$2.4 Million
Blue Mountain Trailhead and Trail Grant	Submitted on October 1, 2017. Site visit completed in November 2017.	\$520,000
CAL FIRE Urban & Community Forestry Program Grant	Concept proposal submitted on February 26, 2018. This application was NOT accepted.	\$658,000

Housing Successor Agency

The Housing Successor Agency has a current balance of approximately \$60,000.00. 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.
22317 Barton Road	Vacant 1.43-acre commercial property.
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.

Volunteer Emergency Operations Committee

The Volunteer EOC meets the first Tuesday of every month. Staff is working with EOC to reinstate the City of Grand Terrace CERT Program. No meeting was conducted in April 2018.

BUILDING AND SAFETY DIVISION

Building and Safety and Planning Core Services

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

The Building and Safety Division is budgeted for one full time Permit Technician and one part-time Building Official. The Building Official position is currently being filled through a contract with Interwest Consulting Group. These two positions constitute up to 192 monthly service hours.

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

Activity Summary for Building and Safety

Building Permit Activity includes 47 permits issued in April. Year to date a total of 346 permits have been issued with a total revenue of \$128,303.73.

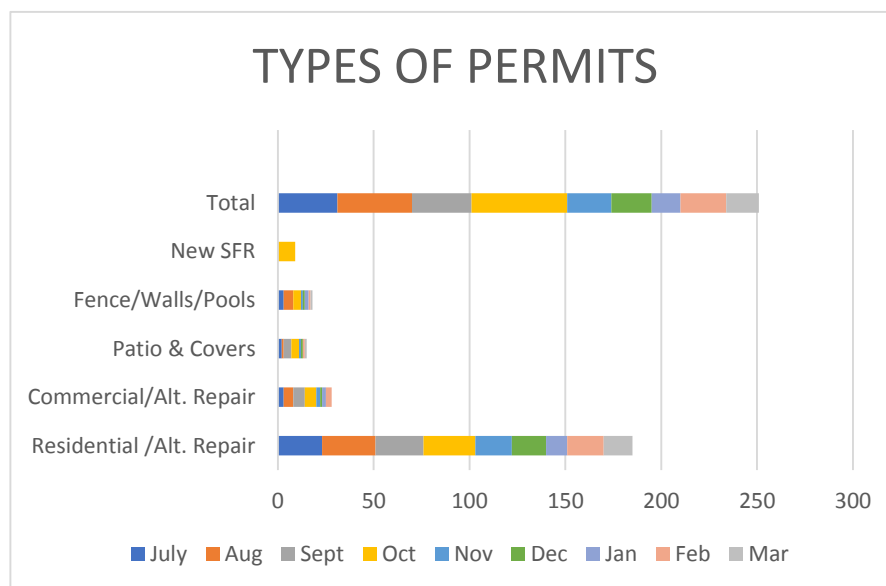
Building Permit Activity						
	January	February	March	April	May	June
Applications received	36	40	36	62		
Permits issued	22	35	20	47		
Permits finalized	37	13	20	26		
Business occupancies issued	1	1	2	1		
Expired permits	10	8	4	2		
Total monthly revenue	\$10,933.26	\$11,088.20	\$3,318.55	\$13,286.57		

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	5	5	2	5	10	4
Total monthly revenue	\$11,193.48	\$7,307.09	\$8,139.43	\$32,938.15*	\$6,908.77	\$23,190.23

* Amount reduced from \$177,419.93 to \$32,938.15 since only building permit fees are reflected, not impact fees as previously shown.

Permits Issued

Type of permits	Number Issued									
	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr
Residential Alteration/Repair	23	28	25	27	19	18	11	19	15	39
Commercial Alteration/Repair	3	5	6	6	2	1	2	3	0	2
Patio & Covers	2	1	4	4	1	1	0	1	1	1
Fence/Walls/Pool	3	5	0	4	1	1	2	1	1	2
New SFR	0	0	0	9	0	0	0	0	0	0
Total	31	39	31	50	23	21	15	24	17	44



Major Building Activity

For April 2018, a total number of twelve plans were submitted for review. Of the twelve, there were three solar plans, one sign plan, one patio cover, one residential fire damage repair, two residential room additions, two pools, one precise grading, and one commercial tenant improvement plan.

A total of five major projects were submitted for plan check in April 2018. Major projects constitute residential room additions, new single-family residences, new commercial buildings, tenant improvements, on-site grading, and remodels. In addition, foundation only permits for Aegis Builders Tract 18604 were issued for all 17 lots.

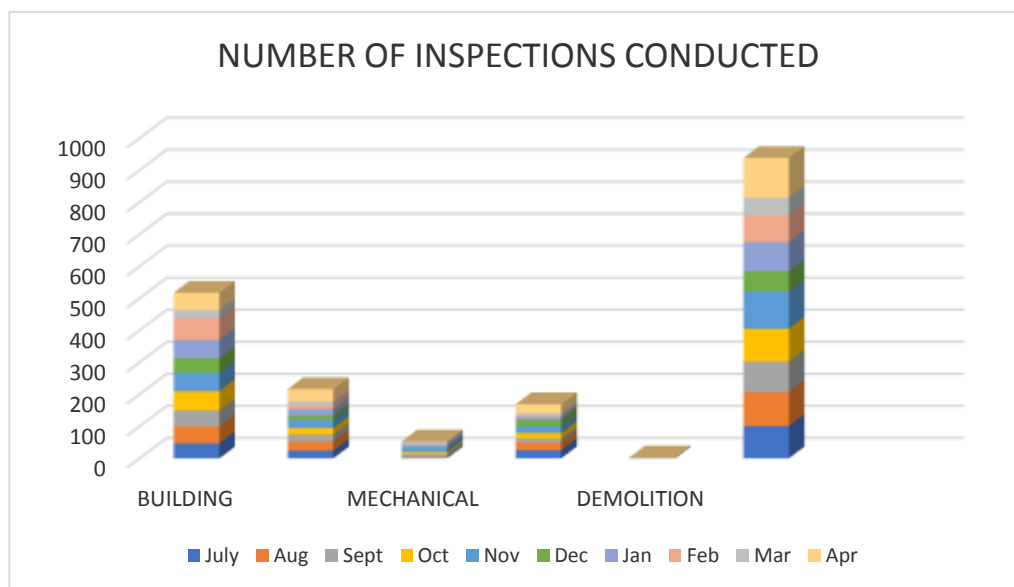
Permit #	Description/Location	Status
B00-002-177	12569 Michigan St. New SFR Habitat Project	Plans approved 09/26/2016. Extensions to 01/18/18.
B00-002-178	12579 Michigan St. New SFR Habitat Project	Plans approved 09/26/2016. Extensions to 01/18/18.
GR0-000-041	12569/12579 Michigan St. Precise Grading for New SFR Habitat Project for lots 1 & 2	Under Construction Grading permit issued 10/27/2017
B00-001-923	11830 Mt. Vernon Ave. New 35 SFR Greenbrier Project – Last 6 lots remaining	Under Construction (Final Phase) 29 Total Lots Finaled

Permit #	Description/Location	Status
B00-002-375 & B00-002-377 thru B00-002-392	12382 – 12485 Tesoro Ct. New 17 SFR Aegis Project	B&S has approved plans.
B00-002-826 thru B00-002-835 & B00-002-837 thru B00-002-843	Foundation only permits for Tract 18604 (12382 – 12482 Tesoro Ct.) Aegis Project (17 lots total)	Under Construction – Slab inspections completed
GR0-000-039	Tract 18604 (12382 – 12482 Tesoro Ct.) Precise grading and retaining wall for 17 new SFR Aegis Project	Under Construction Footings for retaining wall approved 02/23/18
PW0-000-566	Parcel Map 16945 – Street Improvement for lateral connections (Boyes and Son Construction)	In Plan Check Corrections picked up by applicant on 4/16/18
GR0-000-045	Rough grading for (3) lots (Boyes and Son Construction)	In Plan Check Corrections picked up by applicant on 4/16/18
B00-002-757	12040 La Crosse Ave. – New 70' Cell Tower for SBCTA	Plans approved 04/05/18. Fire Department clearance needed.
B00-002-773	22491 De Berry St. – Tenant Improvement to Club House (The Heights)	Plans Approved 4/09/18.
PW0-000-565	Barton (Bridge) Interchange	Under Construction
B00-002-785	23315 Palm Ave. – New SFR Yacoub Farsakh	House Plans approved 04/18/18. Grading Plan in plan check
GR0-000-048	23315 Palm Ave. – Precise Grading for New SFR Yacoub Farsakh	In Plan Check 2 nd resubmittal received 04/30/18.
TM0-000-002	Tract 18071 – Plan review for Karger Homes Tract Map	Tract Map Approved as to form 04/18/2018.
PW0-000-568	11838 Burns Ave. – Street Improvement Plan for Joab Jerome	In Plan Check Corrections picked up by Applicant 03/19/18
GR0-000-047	11838 & 11832 Burns Ave. – On-site grading for Joab Jerome	In Plan Check Corrections issued, picked up by Applicant 03/19/18
B00-002-700	21971 De Berry St. – Construct (N) 8' x 263' block wall and motorized gate for storage facility (A – Storage Place)	Under Construction Last inspection: 01/25/18 – Passed inspection
B00-002-721	12700 Taylor St. – Southern California Edison Highgrove Substation. Construct (N) wall and fence. On-site grading.	Plan review approved 03/29/18. Ready to issue.

Inspections

Type of Inspection	# of Inspections Conducted									
	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr
Building	47	53	50	60	57	45	58	67	26	54
Electrical	24	29	22	20	25	14	19	12	12	39
Mechanical	2	1	11	6	14	1	6	2	9	1
Plumbing	26	24	12	17	21	2	8	3	8	29
Demolition	2	0	0	0	0	0	0	0	0	1
Total	101	106	95	103	117	62	91	84	55	124

Twenty-eight final building inspections performed for the month of April 2018. Five of these were for residences at the Greenbrier Project.

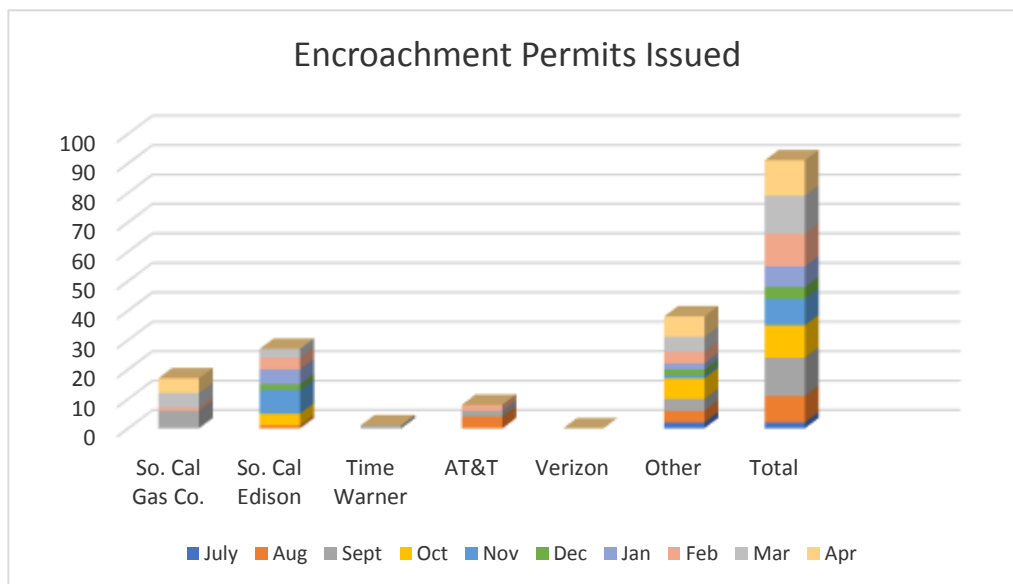


Certificate of Occupancy

Certificate of Occupancies were issued for the following businesses:

- Odalberto's Mexican Food located at 22488 Barton Road Suite 105-106
- Riverside-Winnelson located at 22075 Commerce Way

Public Works Encroachment Permits



Applicant	Number of Public Works Permits Issued									
	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr
So. Cal Gas Co.	0	0	6	0	0	0	0	1	5	5
So. Cal. Edison	0	1	0	4	8	2	5	4	3	0
Time Warner	0	0	1	0	0	0	0	0	0	0
AT&T	0	4	2	0	0	0	0	2	0	0
Verizon	0	0	0	0	0	0	0	0	0	0
Other**	2	4	4	7	1	2	2	4	5	7
Total	2	9	13	11	9	4	7	11	13	12

** "Other" represents applicants not listed on table above or property owners who obtained an encroachment permit.

CODE ENFORCEMENT DIVISION

Code Enforcement Core Services

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

Code Enforcement Activities

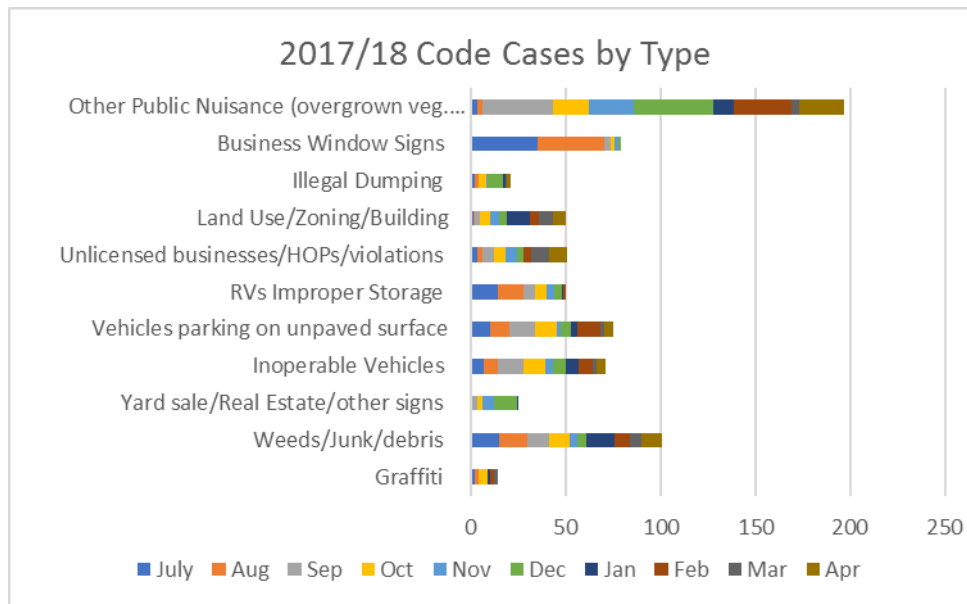
The Code Enforcement Division is budgeted for one full time Code Officer, a part time Code Specialist and a one full-time Office Specialist. These three positions constitute 392 monthly service hours.

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 Zones. The route includes Mount Vernon Avenue, Main Street, Michigan Street, Barton Road, Preston Street, Palm Avenue, Observation Drive and Van Buren.

Activity Summary for Code Enforcement

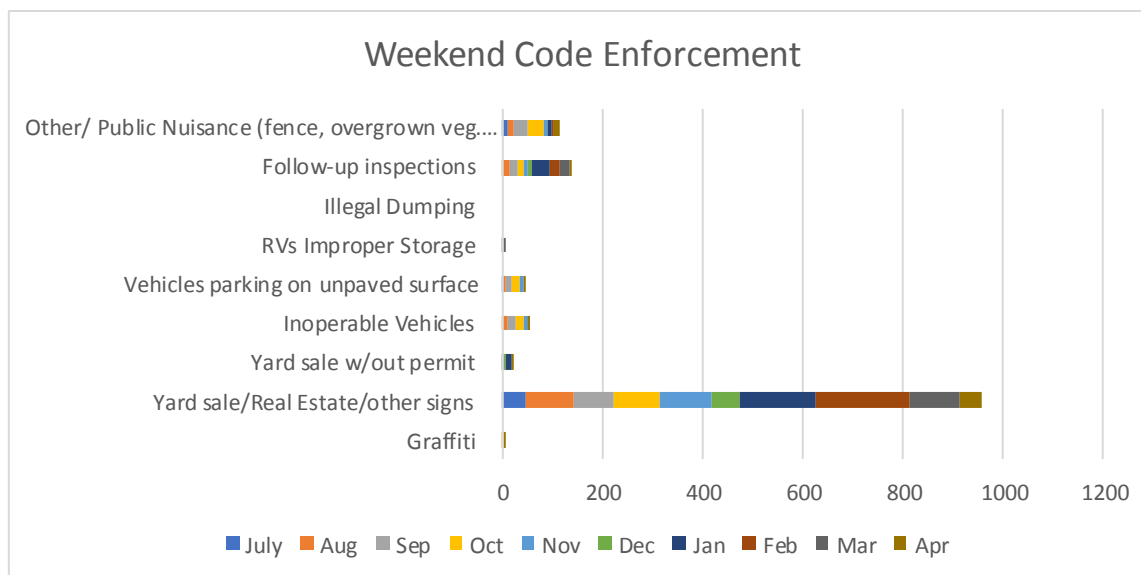
Code Enforcement opened 80 cases in April 2018. 44 of the 80 cases created in April are now resolved and closed and 19 cases carried over from previous months were closed in the discussed month. 64 cases remain open at the close of April. The following chart and table shows the cases by violation type that were handled.

Case by Type	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr
Graffiti	2	2	0	5	0	0	1	2	2	1
Weeds/Junk/debris	15	15	11	11	4	5	15	8	6	7
Yard sale/Real Estate/other signs	0	0	3	3	6	12	1	0	0	0
Inoperable Vehicles	7	7	14	11	4	7	7	7	2	5
Vehicles parking on unpaved surface	10	10	14	11	2	6	3	12	2	8
RVs improperly stored, commercial vehicles in residential, and trailers	14	14	6	6	4	4	1	1	0	4
Unlicensed businesses/HOPs/violations	3	3	6	6	6	4	0	4	9	10
Land Use/Zoning/Building	1	1	3	5	5	4	12	5	7	5
Illegal Dumping	2	2	0	4	1	8	1	0	1	3
Business Window Signs	35	35	4	2	2	1	0	0	0	0
Other Public Nuisance (items in ROW, trash cans in ROW, excess RVs)	3	3	37	19	24	42	11	30	4	20



Weekend Code Enforcement Activities

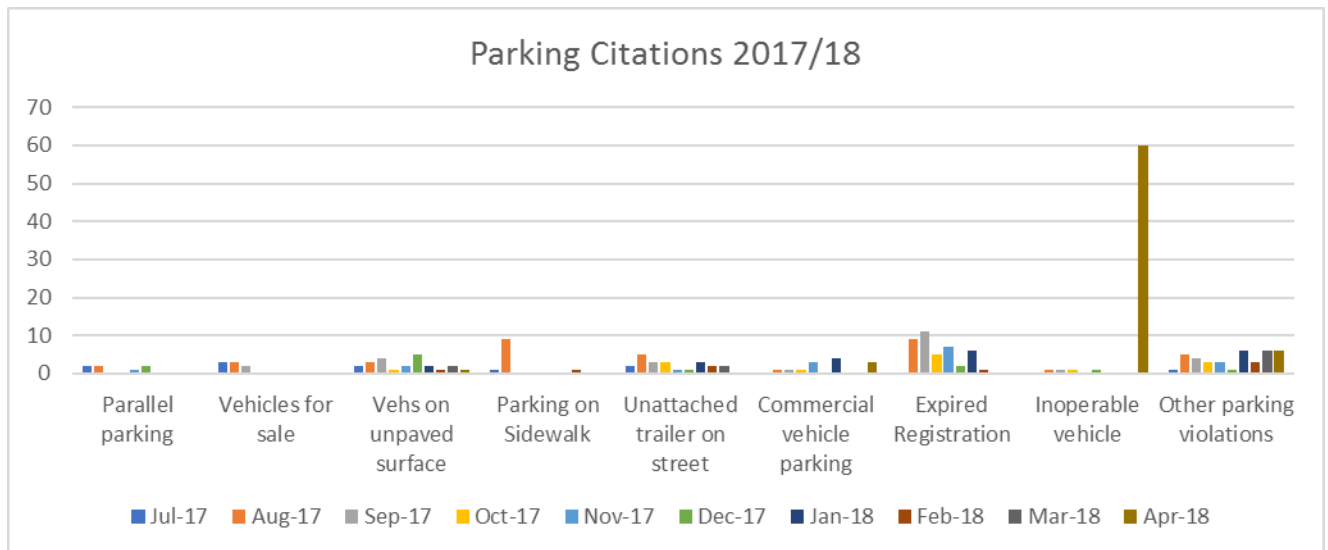
The Weekend Code Enforcement Specialist patrols on Thursdays, Saturdays and Sundays. The Weekend Code Enforcement Specialist conducts zone inspections and scheduled re-inspections on the fourth and fifth Thursdays (when occurring) each month. In April 2018, 22 cases were addressed, not including yard sale and real estate signs. The chart and table below demonstrate weekend code enforcement activities by type for this fiscal year.



Case Types	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr
Graffiti	0	0	1	1	0	0	0	0	0	1
Yard sale/Real Estate/other signs	49	93	83	90	103	58	151	189	100	45
Yard sale w/out permit	0	1	0	0	1	5	14	0	0	3
Inoperable Vehicles	0	12	15	15	9	1	0	0	1	2
Vehicles parking on unpaved surface	2	4	12	16	8	0	0	0	0	1
RVs Improper Storage	0	1	0	0	4	0	0	0	1	0
Illegal Dumping	0	0	0	0	0	0	0	0	0	0
Follow-up inspections	0	17	13	13	7	9	35	23	17	6
Other/ Public Nuisance (fence, overgrown veg. items in ROW, excess RVs)	11	11	30	30	8	1	10	2	2	9

Parking Citations:

In April 281 parking citations were issued; 211 of the citations issued were related to street sweeping enforcement. The citations are expected to generate approximately \$7,000.00 in general fund revenue. Street Sweeping in residential areas occurs on the first, second, and third Thursdays of each month.



CDBG Project Area:

CDBG funds were granted for enhanced code enforcement activities in the CDBG project area. The CDBG funding totaled approximately \$11,000 and the funds were expended in the first six months of the fiscal year. For the remainder of the fiscal year, daily inspections are no longer required; however, maintenance inspections are required to ensure code compliance.

In April 2018, approximately 20 hours of inspection time was conducted resulting in 52 inspections. These inspections included construction sites, illegal dumping are, Grand

Terrace Fitness Park, SANBAG prop demo site, checking for homeless, and the monthly street sweeping.

Graffiti/Vandalism

There was one instance of graffiti reported in April 2018 on private or public property.

Rental Inspection Program

There are approximately 360 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.

The rental program invoices for 2018 were generated and mailed out on January 12th. Of the 360 properties in the program, 275 rental property owners have paid their 2018 fees as of the end of April.

How many have been inspected.

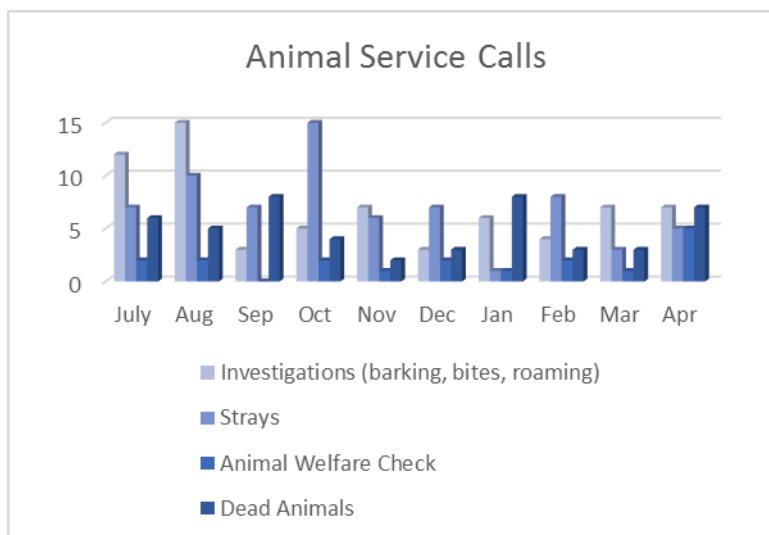
See Click Fix

There were no complaints received via SeeClickFix in April 2018.

Animal Control

Animal control services are contracted with the City of San Bernardino. There were 15 hours spent on Grand Terrace calls in April.

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



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

Public Works

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



City of Grand Terrace

Public Works Department

DATE: May 16, 2018

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

FROM: Alan French, Public Works Department Director

SUBJECT: April 2018-MONTHLY REPORT –PUBLIC WORKS DEPARTMENT

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

Engineering Division

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

Project Name	Funds	Status	Fund Source(s)
Barton Bridge Replacement Project	\$ 3,500,000	In Preliminary Design	Fed, State, City
Commerce Way Extension	\$ 3,500,000	In Final Design 95% in July	State, City
CIP Year 2 Street Slurry/Resurfacing	\$760,000	Bid Award on June 26	State, Recycle Grant, City
Dog Park	\$350,000	Constructed, contractor maintenance to November	Park Fees, State, City

TOTALS: \$8,110,000

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	
Field	4	4	672	612	28	70.5	1
Office	2	2	336	308	0	2.5	0
Total	6	6	1008	920	28	73.0	1

*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.

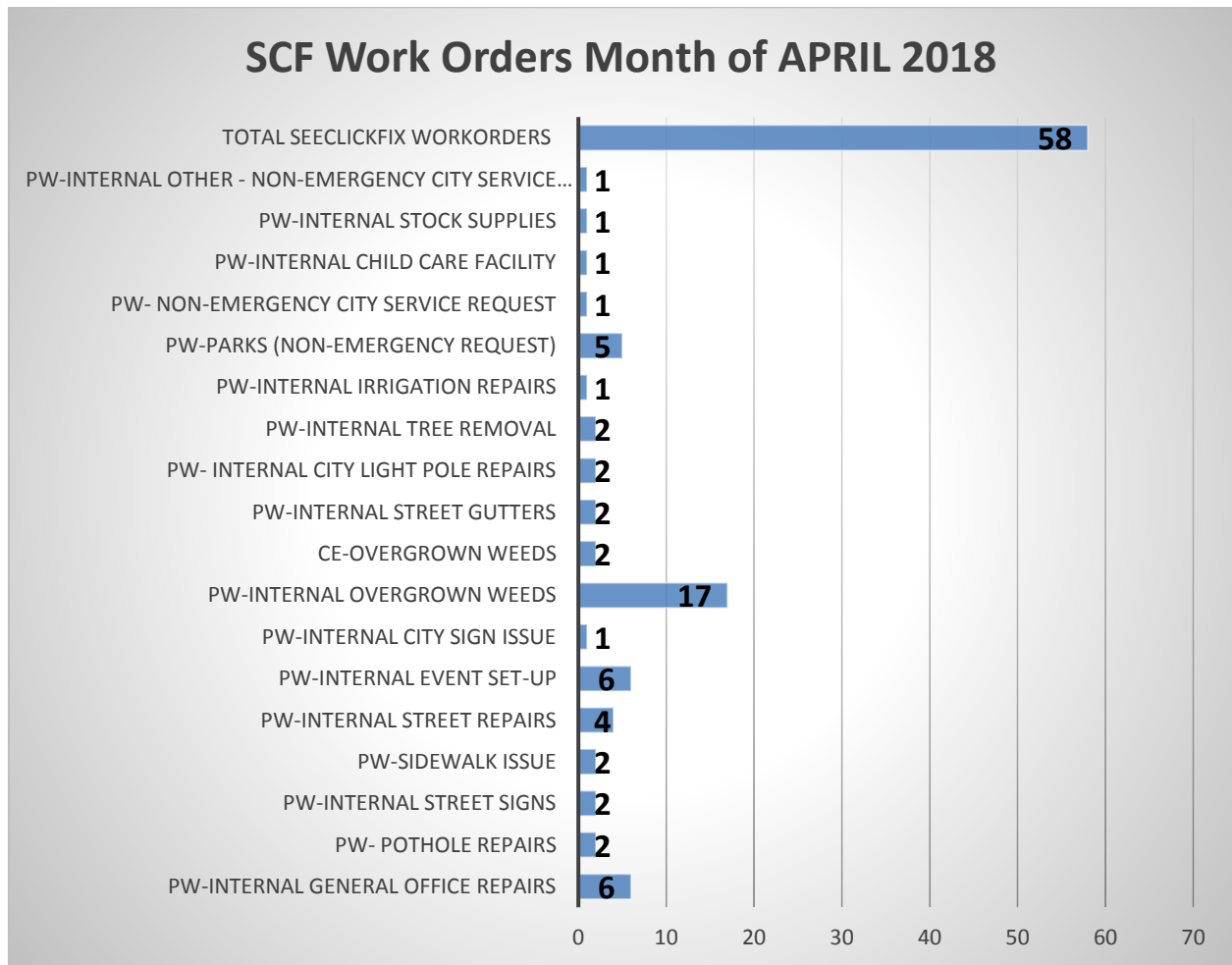
Work Release Hours

Maintenance was supplemented by **136** work releases hours during the month of April.



APRIL 2018			
	WORK ORDERS RECEIVED IN APRIL	WORK ORDERS COMPLETED IN APRIL	WORK ORDERS ROLL OVER TO MAY
SEECCLICKFIX WORK ORDERS ONLY	58	52	6
Work Orders Rollover from previous month	<u>7</u>		
TOTAL	<u>65</u>		

SeeClickFix Work Orders Breakdown



Total of _58_ SeeClickFix work orders entered for the month of APRIL 2018.

Details of SeeClickFix work orders for the month of APRIL 2018

	<u>Id</u>	<u>Status</u>	<u>Reported</u>	<u>Completed</u>	<u>Category</u>	<u>Address</u>	<u>Description</u>
1	4294435	Archived	4/2/2018	4/24/2018	PW-Street gutters	22706-22726 Arliss Dr Grand Terrace, CA 92313, USA	
2	4298424	Archived	4/3/2018	4/4/2018	PW-Pothole Repair	Walnut Avenue Grand Terrace, CA	Please fill in pot hole on Terrace / Walnut
3	4298433	Archived	4/3/2018	4/19/2018	PW-INTERNAL Overgrown Weeds	Barton Road Grand Terrace, CA	Please mow grass/ cut down weeds on Barton Road on both North and south sides from Vivienda to Canal

4	429844 0	Archived	4/3/2018	4/12/2018	PW- INTERNAL Overgrown Weeds	Pico Street Grand Terrace, CA	Please cut down weeds around cul de sac at end of Pico St
5	429963 6	Archived	4/3/2018	4/25/2018	CE- Overgrown Weeds	Mt. Vernon Grand Terrace, California	Overgrown weeds on parkway (NW) side of Mt. Vernon & Pico
6	429965 9	Archived	4/3/2018	4/25/2018	CE- Overgrown Weeds	Pico Ave. Grand Terrace, California	Overgrown weeds on curb and gutter near Pico & Reed Ave. and near Gauge Canal.
7	430049 4	Archived	4/3/2018	4/18/2018	PW- INTERNAL Overgrown Weeds	Michigan Street Grand Terrace, CA	Please cut down weeds along parkway (west side) from Barton to Commerce way
8	430188 7	Archived	4/4/2018	4/4/2018	PW- INTERNAL City Light Pole Repairs	22795 Barton Road Grand Terrace, CA	Please change light outside library
9	430189 0	Archived	4/4/2018	4/4/2018	PW- INTERNAL General Office Repairs	22795 Barton Road Grand Terrace, CA	Please change light bulb above planning counter
10	430189 4	Archived	4/4/2018	4/4/2018	PW- INTERNAL City Light Pole Repairs	22795 Barton Road Grand Terrace, CA	Please change light in front of city hall where kiosk used to be
11	430210 3	Archived	4/4/2018	4/4/2018	PW-City Sign Issue	Robin Way Grand Terrace, CA	Please Adjust stop sign on Oriole and Robin Way
12	430211 0	Archived	4/4/2018	4/4/2018	PW-Other- Non Emergency City Service Request	Mount Vernon Avenue Grand Terrace, CA	Please adjust timer for street light. Power out due to pole installation on Mt Vernon
13	430289 4	Archived	4/4/2018	4/12/2018	PW- INTERNAL- Child Care Facility	22400 Barton Road Grand Terrace, CA	Child Care needs roof inspected by contractor.
14	430291 0	Archived	4/4/2018	4/18/2018	PW- INTERNAL Other - Non- Emergency City Service Request	22400 Barton Road Grand Terrace, CA	Cameras need to be dropped off to Security Lines for repairs.
15	430292 0	Archived	4/4/2018	4/16/2018	PW- INTERNAL Event Set-up	Grand Terrace CA	Dog Park opening April 14, 2018 will need two maintenance texts working it from 7:30-12p.m. Please see the attached form for the details of what will be needed. Thank you.
16	430372 7	Archived	4/4/2018	4/12/2018	PW- INTERNAL Overgrown Weeds	22115 Barton Road Grand Terrace, CA	Please remove/cut down weeds on GT Road from Mt Vernon to end of elementary school.

17	430373 7	Archived	4/4/2018	4/12/2018	PW- INTERNAL Overgrown Weeds	Vista Grande Way Grand Terrace, CA	Please remove overgrown weeds on Vista Grande on both sides from GT road to beginning of church by due date
18	430804 1	Archived	4/5/2018	4/11/2018	PW- INTERNAL Street repairs	Oriole Avenue Grand Terrace, CA	GT resident called in a stop sign needs to be replaced on oriole and cardinal corner because it is faded please inspect and advise if we have stops signs in stock.
19	430827 8	Archived	4/5/2018	4/12/2018	PW- INTERNAL Event Set-up	22795 Barton Road Grand Terrace, CA	Please remember to set-up Community room using the same layout as last month for the Parks and Recs Committee. Meeting taking place April 12th, thank you.
20	430828 1	Archived	4/5/2018	4/9/2018	PW-Parks (Non- Emergency request)	Grand Terrace CA	Please power wash shelters A & B at Richard Rollins
21	431074 1	Archived	4/6/2018	4/12/2018	PW- INTERNAL Overgrown Weeds	Grand Terrace CA	Let's make sure and clean this off before April 14. Between senior center and dog park.
22	431190 5	Archived	4/6/2018	4/9/2018	PW- INTERNAL Street Signs	Honey Hill Drive Grand Terrace, CA	25 MPH sign on honey hill needs to be replaced, please get ordered and installed.
23	432151 1	Archived	4/10/2018	4/11/2018	PW- INTERNAL Tree Removal	22725 Bluebird Lane Grand Terrace, CA	GT resident would like tree removed please photograph tree and inform staff of condition.
24	432283 6	Archived	4/10/2018	4/13/2018	PW- INTERNAL Overgrown Weeds	22795 Barton Road Grand Terrace, CA	Tree branches to be picked up in the Green belt area.
25	432568 8	Archived	4/11/2018	4/13/2018	PW- INTERNAL Stock Supplies	22795 Barton Road Grand Terrace, CA	Please provide floor cleaner and hand soap in the janitors closet.
26	432585 0	Archived	4/11/2018	4/24/2018	PW- INTERNAL Overgrown Weeds	23048 Victoria Street Grand Terrace, CA	Please remove weed/debris and clear drains . Located in-front of the reference address above, right side of Barton..
27	433012 8	Archived	4/12/2018	4/16/2018	PW-Parks (Non- Emergency request)	Grand Terrace CA	Please power wash shelters C, B and A. Thank you.
28	433076 1	Archived	4/12/2018	4/16/2018	PW- INTERNAL Event Set-up	Grand Terrace CA	Please provide one table and seven chairs for Planning/Code for April 14 the Dog Park opening.
29	433076 9	Archived	4/12/2018	4/16/2018	PW- INTERNAL Event Set-up	Grand Terrace CA	Please take all the dog toys found in the Code office to the Dog park opening on April 14.

30	4346458	Archived	4/17/2018	4/19/2018	PW-INTERNAL Tree Removal	11810 Holly Street Grand Terrace, CA	Resident at 11810 Holley is claiming when the tree was removed, it damaged the waterline.
31	4346708	Archived	4/17/2018	4/19/2018	PW-INTERNAL Overgrown Weeds	12640 Pruitt Court Grand Terrace, CA	GT resident came in asking for drip system and shrubbery to be maintenance and planting of new trees. Please take photos of the entire area and advise if the City has maintain in past.
32	4346884	Archived	4/17/2018	4/19/2018	PW-INTERNAL Sidewalk Issue	22633 Raven Way Grand Terrace, CA	Please inspect sidewalk and take photos of sidewalk and tree conditions in front of address, thank you.
33	4349774	Archived	4/18/2018	4/25/2018	PW-INTERNAL General Office Repairs	22795 Barton Road Grand Terrace, CA	Art Show banner hang in the Council Chambers all the tools were left in your inbox.
34	4350762	Archived	4/18/2018	4/19/2018	PW-INTERNAL Overgrown Weeds	22795 Barton Road Grand Terrace, CA	Please maintenance vacant lot next to City Hall, thank you.
35	4353937	Archived	4/19/2018	4/24/2018	PW-Parks (Non-Emergency request)	Grand Terrace CA	Please power wash all shelters for shelters reservations this weekend.
36	4353946	Archived	4/19/2018	4/24/2018	PW-Parks (Non-Emergency request)	Pico Street Grand Terrace, CA	Please power wash all shelter at Pico Park for park reservation, thank you.
37	4354461	Archived	4/19/2018	4/24/2018	PW-INTERNAL General Office Repairs	22795 Barton Road Grand Terrace, CA	Extra dog park keys.
38	4354700	Archived	4/19/2018	4/19/2018	PW-INTERNAL Irrigation Repairs	Grand Terrace CA	Please repair/replace valve. Station # 5
39	4354896	Archived	4/19/2018	4/24/2018	PW-INTERNAL General Office Repairs	22795 Barton Road Grand Terrace, CA	Please place small black cabinet in the code office at Shanita's work station behind her desk open corner. Thank you.
40	4358693	Archived	4/20/2018	4/27/2018	PW-INTERNAL Overgrown Weeds	Michigan Street Grand Terrace, CA	Overgrown weeds and repairs.
41	4358708	Archived	4/20/2018	4/24/2018	PW-INTERNAL Overgrown Weeds	Cardinal Street Grand Terrace, CA	Cardinal to Van Buren weed abatement
42	4365210	Archived	4/23/2018	4/25/2018	PW-INTERNAL General	22795 Barton Road Grand	Spray and wipe down staff desk.

					Office Repairs	Terrace, CA	
43	4366606	Archived	4/23/2018	4/27/2018	PW-INTERNAL Event Set-up	22365 Barton Road Grand Terrace, CA	The Chamber of Commerce will need support during State of the City Address April 26, Thursday. Details to come. Thank you.
44	4371236	Archived	4/24/2018	4/30/2018	PW-Parks (Non-Emergency request)	Grand Terrace CA	Please power wash shelters A & B for reservations this coming Saturday and Sunday.
45	4379068	Archived	4/26/2018	4/27/2018	PW-INTERNAL General Office Repairs	22795 Barton Road Grand Terrace, CA	Please adjust frames in the City Hall lobby asap. Thank you.
46	4302462	Acknowledged	4/4/2018		PW-Street gutters	11700 Eton Dr Grand Terrace, CA 92313, USA	
47	4325717	Archived	4/11/2018	5/18/2018	PW-INTERNAL Pothole Repair	22464 Van Buren Street Grand Terrace, CA	GT resident reported two potholes in front of address above near curb lines.
48	4330181	Archived	4/12/2018	5/9/2018	PW-INTERNAL Event Set-up	22795 Barton Road Grand Terrace, CA	The Art Show event for May 6, 2018: Preparations
49	4350716	Archived	4/18/2018	5/15/2018	PW-INTERNAL Overgrown Weeds	Barton Road Grand Terrace, CA	Please maintenance overgrown weeds vacant lot next to McDonalds
50	4350759	Archived	4/18/2018	5/15/2018	PW-INTERNAL Overgrown Weeds	Barton Road Grand Terrace, CA	Please maintenance overgrown weeds vacant lot across McDonalds
51	4358701	Archived	4/20/2018	5/11/2018	PW-INTERNAL Street Signs	Oriole Avenue Grand Terrace, CA	Oriole and Van Buren street sign
52	4366612	Archived	4/23/2018	5/1/2018	PW-INTERNAL Street repairs	22795 Barton Road Grand Terrace, CA	Purchase plates at Home Depot
53	4377658	Archived	4/26/2018	5/3/2018	PW-INTERNAL Overgrown Weeds	Pico Street Grand Terrace, CA	remove weeds / debris on Pico St from parkway between Reed and Michigan
54	4389976	Archived	4/30/2018	5/1/2018	PW-INTERNAL Street repairs	Britton Way Grand Terrace, CA	Leak coming from street for the last three weeks becoming larger in the mornings. Located behind the Child Care on Britton way right hand lane small hole coming up with a lot of water on the street.

55	4390008	Archived	4/30/2018	5/1/2018	PW- INTERNAL Street repairs	Michigan Street Grand Terrace, CA	Reported running water on Michigan and De Berry
56	4390305	Archived	4/30/2018	5/1/2018	PW- INTERNAL Overgrown Weeds	De Berry Street Grand Terrace, CA	Please remove weeds and overgrowth on South East C/O Mt Vernon / DeBerry
57	4391293	Archived	4/30/2018	5/1/2018	PW- INTERNAL Overgrown Weeds	Oriole Avenue Grand Terrace, CA	Please pick up palms on street at Oriol and De Soto, thank you.
58	4391530	Archived	4/30/2018	5/1/2018	PW- INTERNAL Sidewalk Issue	Palm Court Grand Terrace, CA	There has been a wire reported out of the ground in- front of the azure hill apartments please look into as soon as possible, thank you.

Park Shelter Reservations in APRIL 2018

Park	Shelter	Date Reserved
Richard Rollins	Shelters D	April 9, 2018
Richard Rollins	Shelters A & C	April 15, 2018
Richard Rollins	Shelters C & D	April 16, 2018
Richard Rollins	Shelter B	April 23, 2018

Community Room Reservations APRIL 2018

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

April 2018

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

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Apr 1	2 7:30am Child Care: Tiny Tots (Community Room)	3 7:30am Child Care: Tiny Tots (Community Room) 5:00pm EOC Monthly Meeting 6:30pm Republican Woman's Club	4 7:30am Child Care: Tiny Tots (Community Room)	5 7:30am Child Care: Tiny Tots (Community Room) 4:00pm Girl Scouts Troop 1195	6 7:30am Child Care: Tiny Tots (Community Room)	7 10:00am Overeaters Anonymous 1:00pm Inland Empire Quilt Guild
8	9 7:30am Child Care: Tiny Tots (Community Room)	10 7:30am Child Care: Tiny Tots (Community Room)	11 7:30am Child Care: Tiny Tots (Community Room) 4:00pm Sandra Reserved	12 7:30am Child Care: Tiny Tots (Community Room) 4:00pm Girl Scouts Troop 1195 4:00pm Parks and Recs Advisory Committee	13 7:30am Child Care: Tiny Tots (Community Room)	14 9:00am Citrus Belt Quilters 10:00am Overeaters Anonymous
15	16 7:30am Child Care: Tiny Tots (Community Room)	17 7:30am Child Care: Tiny Tots (Community Room)	18 7:30am Child Care: Tiny Tots (Community Room)	19 7:30am Child Care: Tiny Tots (Community Room) 4:00pm Girl Scouts Troop 1195	20 7:30am Child Care: Tiny Tots (Community Room)	21 10:00am Overeaters Anonymous
22	23 7:30am Child Care: Tiny Tots (Community Room)	24 7:30am Child Care: Tiny Tots (Community Room)	25 7:30am Child Care: Tiny Tots (Community Room) 6:00pm Republican Woman's Club	26 7:30am Child Care: Tiny Tots (Community Room) 4:00pm Girl Scouts Troop 1195	27 7:30am Child Care: Tiny Tots (Community Room)	28 10:00am Overeaters Anonymous
29	30 7:30am Child Care: Tiny Tots (Community Room)	May 1	2	3	4	5

Community Room

1

6/20/2018 12:24 PM

Signal Light Maintenance

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

Intersection	Regular Maintenance	Repair
Barton Road/Canal Street	x	n/a
Barton Rd/Honey Hills Dr	x	n/a
Barton Rd/Michigan St	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

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

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

Waste Management Services

Burrtec Waste Industries

Waste Generation Report:

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

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

Service Description	Refuse	Recycling	E-Waste	Green-waste	Tin/White	Scrap Metal	Tires	C&D	Comm'l Select / Floor-sort	Total Tonnage Generated	Total Tonnage Generated by Category
Residential	218.34	64.26		151.86						434.46	
Christmas Tree											
Bulky Item	5.70		0.22		1.49					7.41	441.87 Residential
Multi-Family	139.63	7.89		4.77						152.29	152.29 Multi-Family
Commercial	161.39	5.07				0.80	0.27		0.01	167.54	
School	51.35	13.74								65.09	232.63 Commercial
Rolloff	36.64									36.64	36.64 Rolloff
Grand Total	613.05	90.96	0.22	156.63	1.49	0.80	0.27		0.01	863.43	

2017 Calendar Year	Recycling Material	Total (in Lbs)	Percentage of Total Recycling	Percentage of Total Waste
	Aluminum	192,857.10	17%	1%
	Glass (Mixed)	610,175.60	52%	2%
	Glass (Amber)	7,400.70	1%	.03%
	Glass (Flint)	13,029.10	1%	.05%
	Glass (Green)	13,191.50	1%	.05%
	Plastic (PETE)	298,717.10	26%	1.2%
	Plastic (HDPE)	27,677.90	2%	0.1%
Total Recycling		1,163,049		
Total Waste		25,092,580		4.6% of Total Waste
				Recycled in 2017

***New report section to show City's recycling performance – monthly data forthcoming**

Missed Pick-Up Report

Date Reported	Address	Description	Date Pick Up Completed
03/06/2018	22167 Lark Street	Green waste bin missed	03/06/2018
03/06/2018	11850 Burns Avenue	One of trash bins missed	03/07/2018
03/06/2018	22810 Van Buren Street	Blue barrel missed	03/07/2018
03/12/2018	22250 Carhart Avenue	95 gallon trash barrel missed	03/13/2018
03/13/2018	22022 Tanager Street	Monday trash barrel missed	03/13/2018
03/13/2018	11947 Pascal Avenue	95 gal trash barrel missed	03/13/2018
03/20/2018	22659 La Paix Street	Recycle bin missed	03/21/2018
03/22/2018	22549 Brentwood Street	Trash bin missed	03/23/2018
03/27/2018	22438 De Soto Street	Bins missed	03/27/2018
03/27/2018	22130 Mavis Street	Trash missed on Monday	03/27/2018
03/27/2018	22418 De Soto Street	Property owner / neighbor's trash missed	03/27/2018
03/27/2018	12413 Vivienda Avenue	Entire block was missed	03/27/2018

03/27/2018	22011 Rene Lane	Bins misses	03/27/2018
03/27/2018	12374 Vivienda Avenue	Entire block missed	03/27/2018
03/27/2018	22149 Mavis Street	Entire block missed	03/27/2018
03/27/2018	12355 Vivienda Avenue	Whole street missed Monday	03/27/2018
03/27/2018	12660 Kingfisher Road	90 gallon was not serviced	03/28/2018
03/27/2018	12625 Kingfisher Road	Entire block missed	03/28/2018
03/28/2018	22697 Palm Avenue C	Bin missed	03/30/2018
03/29/2018	11857 Holly Street	Green waste missed	03/30/2018
03/29/2018	22697 Palm Avenue A	Bin missed	03/30/2018

Public Works Administration

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

Contracts:

Public Works Services for FY 17-18:

Contractor Name	Service	Contract Amount	Remaining Balance as of April 30, 2018
ACCO Engineered Systems	HVAC Maintenance	\$22,850	\$6,706.33
Albert A Webb Associates	Commerce Way Alignment Study	\$12,880	-\$12,804.18
Albert A Webb Associates	All Way Stop Traffic Control	\$3,500	\$0
Charles Abbott Associates	Landscape and Lighting Assessment District Annexation Engineering Services	\$10,000.00	N/A (Developer Fee)
Clean Street	Street Sweeping Services	\$56,000.00	\$21,333.28
City of Colton Cooperative Agreement with Grand Terrace	Traffic Signal Maintenance for signal on Litton Avenue	N/A	N/A
EZ Sunnyday Landscape	Landscape Maintenance	\$45,430.00	\$5,655.00
Gopher Patrol	Gopher Abatement Services	\$6,512.00	\$4,117.50
Hardy and Harper, Inc	Street Maintenance Services	\$75,000.00	\$43,000.00
Interwest Consulting Group TKE Engineering HR Green	On-Call Public Works Inspection Services	\$40,000.00	\$4,415.00
Interwest Consulting Group	Barton Road / I-215 Interchange Project Management	\$46,000.00	\$42,396.25
Interwest Consulting Group	Commerce Way Extension Real Estate & Engineering Services	\$284,634.00	\$264,754.00
Lynn Merrill	NPDES Services	\$7,000.00	\$1,421.55
Moran Janitorial Services	Janitorial Services for City Hall and City Parks	\$19,980.00	\$1,270.20
Otis Elevator Company	Elevator Maintenance Service	\$4,272.00	\$0
San Bernardino County Fire Dept – Hazardous Material	Household Hazardous Waste (HHW) Services	\$17,027.96	\$4,256.99
San Bernardino County Land Use Services	Fire and Weed Hazard Abatement Services	\$13,526.00	\$13,526.00
St. Francis Electric, LLC.	Traffic Signal Maintenance Services	\$10,000.00	-\$99.35

County of Riverside TLMA Administration	Main Street Traffic Signal Maintenance Services	\$5,500.00	\$2,733.68
West Coast Arborist	5 Year Tree Maintenance Program	\$38,560.40 (\$192,802: 5-yr term)	\$5,000.00
Western Exterminator Co.	Pest Control Services	\$5,436.00	\$3,017.00
Willdan	Engineering Services	\$7,000 (paid with Developer fees)	N/A (Developer Fee)
	TOTAL PUBLIC WORKS CONTRACT VALUE FOR FY 2017-18:	\$731,078.36	\$410,699.35 balance

FY 2017-18 Capital Improvement Project Contracts

Contractor Name	Service	Contract Amount
Clean Cut Landscape	Dog Park Construction	\$373,525.15
No Fault Sport Group	Poured-In-Place Safety Playground Surfacing at Rollins Park	\$109,000.00
Precision Concrete Cutting	Sidewalk Inventory and Grinding Services	\$29,106.00
St. Francis Electric	LED Light Upgrades at Signalized Intersections	\$23,200.00
West Coast Arborists	Tree Planting for FY 17-18	\$15,000.00 for tree planting FY 17-18
	TOTAL CIP PROJECT CONTRACT VALUE FOR FY 2017-18	\$549,831.15

Bids:

- N/A

Major Reports:

- Rubberized Pavement Grant Progress Report – Cal Recycle
- SCAG Highway Performance Monitoring System (HPMS) Report

Grants:

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

Project Management:

- Sidewalk Inventory and Repair

- Playground Pour-In-Place Rubber Surfacing at Rollins Park (project close out)
- Tree Watering / Monitoring of Newly Planted Trees
- Traffic Signal Monitoring for SBCTA Traffic Signal Synchronization Project
- Dog Park Construction

Major Meetings / Events:

- Cal Recycle Site Visit (with Burrtec) 4/4/18

Sheriff's Contract

- Law Enforcement Services



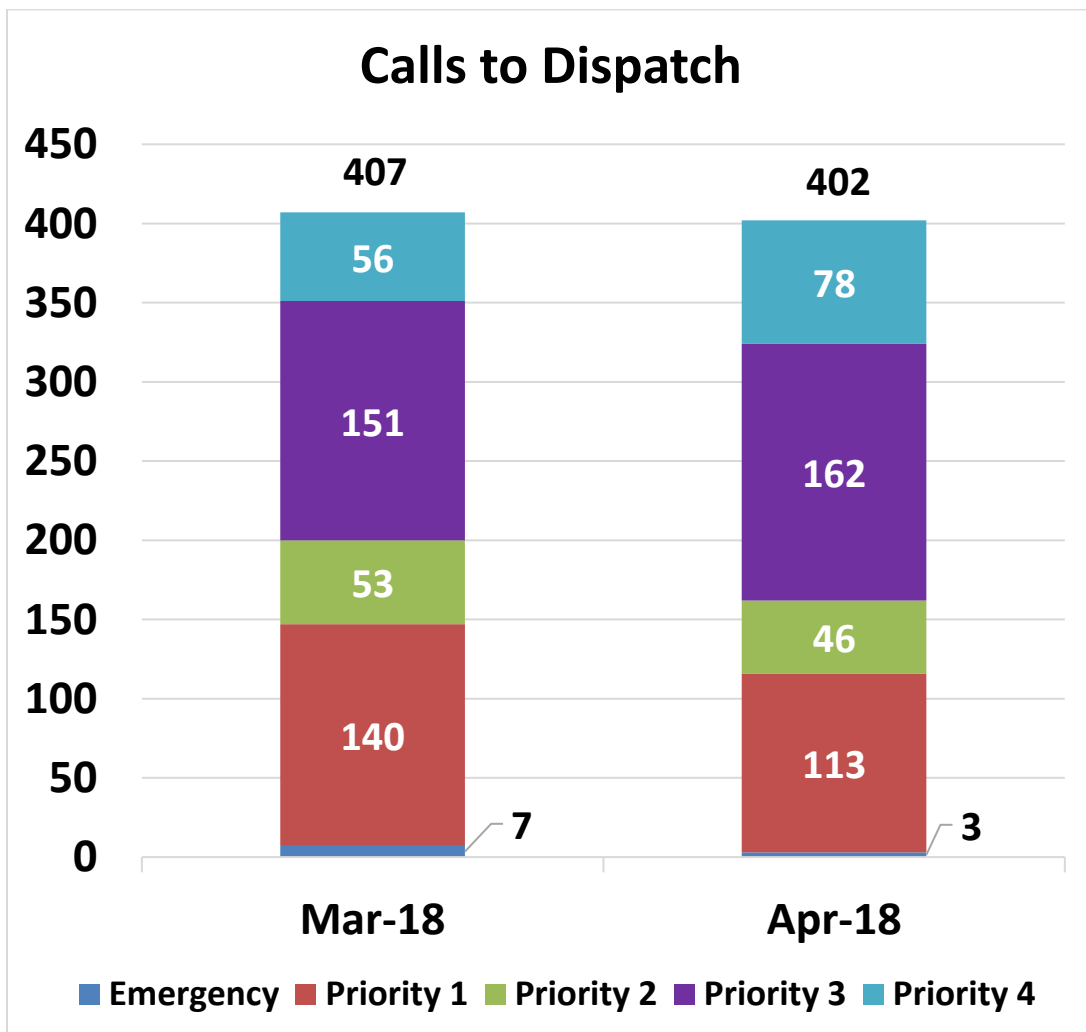


San Bernardino County Sheriff's Department



Services	March 2018	April 2018
Officer Contact and Calls	1,243	1,053

Calls to Dispatch	March 2018	April 2018
Emergency	7	3
Priority 1	140	113
Priority 2	53	46
Priority 3	151	162
Priority 4	56	78
Totals	407	402



San Bernardino County Fire





City of Grand Terrace
Fire Department Responses
04/01/18 – 04/30/18

Call Type	Number of Calls
Fire – Structure (Commercial)	1
Fire – Structure (Residential)	1
Fire – Vegetation	1
Fuel Spill	1
Inside Investigation	1
Medical Aids	98
Residential Alarm	2
Traffic Collision Unknown Injuries	4
Traffic Collision Unknown Injuries (Freeway)	4
Water Salvage	1
Total Calls	114