

TABLE OF CONTENTS

Office of the City Attorney	5
Department Mission.....	5
Legal Opinions.....	5
Department Goals	5
Tasks.....	6
Summary of Past Organizational Accomplishments.....	6
Ordinances Prepared (20).....	6
Resolutions (31)	7
Agreements (14).....	7
City Council.....	8
Other	8
Office of the City Clerk	9
Department Mission.....	9
Departmental Services	9
Staff and Duties.....	9
Departmental Goals.....	10
Departmental Objectives	10
Tasks.....	11
Future Outlook	11
Office of the City Manager.....	12
Department Mission.....	12
Department Description	12
Department Goals	12
Staff and Duties.....	13
Departmental Objectives	13
Future Outlook	14
Finance	15
Department Mission.....	15
Department Description	15
Finance Division.....	15

Personnel Division	15
Risk Management	15
Information Technology	15
Staff And Duties.....	15
Department Goals	16
Department Objectives	17
Tasks.....	17
Future Outlook	17
Police Department	18
Department Mission.....	18
Description of Department	18
Goal	19
Department Objectives	19
Traffic Team.....	19
Tasks.....	19
Special Enforcement Team	19
Future Outlook	20
Public Safety Announcements.....	20
Traffic Team.....	20
Fire Department.....	21
Department Mission.....	21
Department Description	21
Department Core Values	21
Department Staff and Duties.....	21
Department Objectives	23
Department Goals	23
Department Tasks	24
Department Statistics.....	24
Planning Division.....	25
Department Mission.....	25
Department Goals	25
Staff and Duties	25
Department Services	26

Department Objectives	26
Ongoing Operations	26
Special Projects	26
Major Development Projects	27
Tasks.....	28
Work Accomplished in 2011	29
Future Outlook	29
Building & Safety Divison.....	31
Mission.....	31
Department Duties:.....	31
Staff And Duties.....	31
Accomplishments	32
Goals And Objectives.....	32
Performance Summary	33
Code Enforcement Division	34
Mission.....	34
Department Duties	34
Staff And Duties.....	34
Accomplishments	35
Goals And Objectives.....	35
Future Outlook	36
Performance Summary	36
Public Works	37
Mission.....	37
Department Duties:.....	37
Staff And Duties.....	38
Goals And Objectives.....	39
Performance Summary And Accomplishments.....	40
By The Numbers	46
Future Outlook	47
APPENDIX.....	48
Building/Public Works.....	48
Building Departmtnet.....	49

Fire Department.....51

OFFICE OF THE CITY ATTORNEY

DEPARTMENT MISSION

The City Attorney is the legal advisor to the City Council. The City Attorney is a general municipal attorney and represents the City in a wide variety of judicial and administrative proceedings.

The City Attorney's Office represents the City in litigation matters and prosecutes violators of City laws. The Office provides legal advice to the City Council, Planning Commission, other City Commissions and City Departments, as well as the preparation of and/or approval of all ordinances, contracts, resolutions, and agreements.

The City Attorney's Office mission is to be the best possible provider of effective legal services by listening to the City's needs, providing sound and objective legal advice, and maintaining the City's trust through the development and maintenance of superior legal skills and a professional image.

LEGAL OPINIONS

- City Council Health Benefits
- Fire Station Site
- Temporary Signs in City Public Right of Way
- Large Family Day Care Centers

DEPARTMENT GOALS

- Practice preventive and proactive law for the City to minimize exposure to litigation;
- Maintain communication with City Council members and Commission members;
- Manage legal costs and find ways for cost recovery;
- Ongoing coordination with City Manager and all City Departments on all legal matters; and
- Ensuring that there is adequate legal review of all ordinances, resolutions and agreements generated from all City departments.

TASKS

- Coordinate and monitor with Planning staff the City of Eastvale Zoning Code Update;
- Coordinate and review with Planning staff the City of Eastvale draft General Plan;
- Negotiate with County in connection with re-calculation of City's property tax allocation and Revenue Neutrality Agreement;
- Participate with City's Economic Development Team in connection with bringing in and securing viable business for location within City of Eastvale;
- Coordinate with City's Code Enforcement team to implement City Council's enforcement policy;
- Draft City's Social Media Policy (Facebook, Twitter, YouTube);
- Assist law enforcement in preparation of Social Host Policy; and
- Advise City Council of legal parameters pertaining to solicitation on shopping centers' land.

SUMMARY OF PAST ORGANIZATIONAL ACCOMPLISHMENTS

ORDINANCES PREPARED (20)

- ✓ Adopting all ordinances and resolutions of the County of Riverside for incorporation into Eastvale Municipal Code;
- ✓ Establishing the Eastvale Municipal Code;
- ✓ Establishing the City Interim Planning Commission;
- ✓ Establishing the (Bradley-Burns) Sales and Use Tax;
- ✓ Establishing a Special Gas Tax Street Improvement Fund;
- ✓ Setting forth the date for the General Municipal Election;
- ✓ Creating the City Purchasing Policy and Regulations;
- ✓ Establishing the City Personnel Ordinance;
- ✓ Establishing the City permanent Planning Commission;
- ✓ Establishing the City Public Safety Commission;
- ✓ Assisted in drafting the California Building Code Adoption for the City;
- ✓ Southern California Edison (SCE) Franchise Agreement Ordinance;
- ✓ Extension of 50% Transportation Uniform Mitigation Fee (TUMF);
- ✓ City of Eastvale Comprehensive Zoning Code Update;
- ✓ Establishing the Provision of Administrative Disaster Operations and Relief in City of Eastvale;
- ✓ Prohibiting marijuana dispensaries;
- ✓ Establishing speed limits within City of Eastvale;
- ✓ Establishing Administrative Abatement Procedures;
- ✓ Establishing Administrative Citations; and
- ✓ CalPERS Participation Ordinance.

RESOLUTIONS (31)

- ✓ Continuation of services by the County of Riverside and authorizing County officials to enforce laws in Eastvale during transition period;
- ✓ Establishing City Council Rules of Decorum;
- ✓ Authorizing filing of documents with State and County offices;
- ✓ Establishing time, date and location of City Council meetings;
- ✓ Statement of City boundary creation;
- ✓ Providing for the enforcement of state laws and regulations relating to the public health by the County Health Office;
- ✓ Designating the County of Riverside as the City's agent for service of process;
- ✓ Authorizing the Mayor to execute an agreement with the California State Board of Equalization for state administration of local sales and use taxes;
- ✓ Providing for the examination of City's sales and use tax records;
- ✓ Adopting the fiscal year 2010-2011 budget;
- ✓ Ratifying the provisional appropriations limit;
- ✓ Authorizing reimbursements for pre-incorporation and post incorporation expenses and ratifying all prior actions by the City Council-elect;
- ✓ Authorizing City banking services with Citizens Business Bank;
- ✓ Continuing the levy and collection of previously authorized charges, fees, assessments and taxes;
- ✓ Accepting all public streets, roads, bridges and highways into the City of Eastvale;
- ✓ Accepting the transfer and assignment of all County interest in franchises operating within City of Eastvale;
- ✓ Membership in the Public Entity Risk Management Authority (PERMA);
- ✓ Establishing the City's Injury and Illness Prevention Program;
- ✓ Membership in the WRCOG;
- ✓ Membership in the RTC;
- ✓ Membership in the RTA;
- ✓ Adopting Parking fines within the City of Eastvale;
- ✓ Setting Stipends for Planning and Public Safety Commissions;
- ✓ Supporting Proposition 22;
- ✓ Establishing the City of Eastvale comprehensive Personnel Rules and Regulations;
- ✓ Providing for workers' compensation insurance for City volunteers;
- ✓ Council Opposition to AB 1220 (Housing Element Statute of Limitations Extension);
- ✓ Establishing City Conflict of Interest Code;
- ✓ Establishing Paperless Agenda;
- ✓ Disaster Services Workers; and
- ✓ City Record Retention Schedule.

AGREEMENTS (14)

- ✓ City Hall Leases;
- ✓ All Professional Service Agreements of City appointed officials;
- ✓ Loan Agreement with the County of Riverside;
- ✓ Agreement with State Board of Equalization;
- ✓ Reviewed proposed law enforcement services agreement with County of Riverside Sheriff's Department;
- ✓ Solid Waste Franchise Agreements for Waste Management and Burrtec;

- ✓ Software and Hosting Agreements with Edgesoft and City of Burbank for City operations;
- ✓ Agreement with WRCOG to implement AB 811 and AB 474 re: Renewable Energy Sources and Water Efficiency;
- ✓ Agreement with BIA for KIOSK Sign Program;
- ✓ Agreement with Webb and Associates to act as City EIR consultant for proposed Eastvale Commerce Center;
- ✓ Indemnification Agreement with Webb and Associates and Lewis Operating Corp. in connection with proposed Eastvale Commerce Center;
- ✓ Memorandum of Understanding (MOU) and supporting Rules and Regulations between City of Eastvale and JCSD re: Community Center;
- ✓ Subdivision and Bond Agreements between City and Meritage Homes; and
- ✓ Revised Conditions of Approval for JCSD Park construction for Specific Plans, Master Plans and subdivision projects within City.

CITY COUNCIL

- ✓ Provided AB 1234 Training;
- ✓ Assisted City Manager in preparation of opposition letters to Governor re: SB 89 VLF takeaway funds;
- ✓ Worked with City lobbyist and City Manager for available SB 89 legislative options on VLF funds, including AB X1 41;
- ✓ Assist City Administration and Finance on review and audit of County records in connection with calculation of City's property tax allocation and Revenue Neutrality;
- ✓ Finalization of State and Federal approval of Non-Profit 501 (c) (3) Eastvale Community Foundation;
- ✓ Facilitated Agreement between Southern California Edison (SCE) and JCSD to implement City's Banner program on SCE light poles;
- ✓ Indemnification Agreement between City and JCSD re: City use of SCE light poles for Banner program;
- ✓ City of Eastvale Website Privacy and Use Policy;
- ✓ Facilitated City AB 2766 eligibility with AQMD; and
- ✓ Initial Review of draft City General Plan.

OTHER

- ✓ City Comprehensive Code Enforcement Manual.

OFFICE OF THE CITY CLERK

DEPARTMENT MISSION

The Eastvale City Clerk's Office is committed to accurately recording and preserving the actions of the City Council, safeguarding vital, historic and permanent records of the City, providing information and support to the City Council, City Staff and the Public in a timely, courteous and fiscally responsible manner; and administering open and free elections.

DEPARTMENTAL SERVICES

The City Clerk works in conjunction with the City Council, City Manager and City Staff. Duties of the office include: Clerk of the Council, Secretary of the Planning Commission and Public Safety Commission; Records Management to include scanning, archiving and logging of all records; Elections Official; Filing Officer for Economic Interest and Campaign Disclosure Statements; and the fulfillment of all statutory requirements. The City Clerk attends all City Council meetings, and oversees the preparation and maintenance of official meeting records including minutes and agenda packet preparation. The Deputy City Clerk attends all Planning Commission and Public Safety Commission meetings. This office is the central information source for the City Council, City Staff and the Public. Other responsibilities include organization, maintenance, preservation and protection of City records and their integrity; legal advertisements, including notices of public hearings, calls for bids, assessment district and bond notices; organization and coordination of Municipal Election processes; and coordination of Municipal Code codification and updates.

STAFF AND DUTIES

JUDY L. HAUGHNEY, CMC, CITY CLERK

Responsible for overseeing City Clerk Department Operations and attending City Council Meetings, taking City Council Minutes and fulfillment of all statutory requirements.

ARIEL BERRY, DEPUTY CITY CLERK

Responsible for preparing City Council, Planning Commission, Public Safety Commission and General Plan Advisory Committee Agenda Packets, attending meetings and taking minutes, Fair Political Practices Commission Filings, Vital Records Management, processing contracts, Public Records Requests, preparation of proclamations, newspaper publications, and public notices and other duties as assigned.

ANGEL BRAACH, RECORDS RETENTION SUPERVISOR

Responsible for overseeing the Records Management and Archiving staff, scanning and inventorying records and organization of City Records Center.

STEPHANIE RODRIGUEZ, OFFICE ASSISTANT

ELIZABETH LLOYD, OFFICE ASSISTANT

JEREMY MARTINEZ, OFFICE ASSISTANT

Responsible for scanning and inventory of City records.

DEPARTMENTAL GOALS

- Continue the process of Codification of Municipal Code with completion expected in early 2012. Continue the task of locating County of Riverside documents that pertain to the City of Eastvale prior to its incorporation.
- Documents that are currently in the possession of the City are being inventoried and scanned into the City's document imaging system for preservation.
- Compile and present for adoption a revised Records Retention schedule. Begin Education/Training for Deputy City Clerk to obtain Certified Municipal Clerk (CMC) certification. Complete the Candidate Packet that will be used for the 2012 Municipal Election.

DEPARTMENTAL OBJECTIVES

- Ensure that the City of Eastvale is available to the City Council, City staff and the public via the City's website.
- To locate and retrieve all documents that pertain to the City of Eastvale prior to its incorporation and inventory for storage in electronic format rather than paper.
- Provide a revised schedule to all departments within the City of Eastvale listing the retention guidelines for records that have been adopted by the City of Eastvale.
- Obtain Certified Municipal Certification (CMC) for the Deputy City Clerk.
- Continue the process of codification of the City of Eastvale Municipal code.
- Begin the preparation for the 2012 Municipal Election.

TASKS

- ✓ Agenda Packets, City Council-23;
- ✓ Public Safety Commission-4;
- ✓ Finance Committee-10;
- ✓ Ordinances-21;
- ✓ City Council Resolutions- 110;
- ✓ Planning Commission Resolutions-4;
- ✓ City Council Minutes Transcription-29;
- ✓ Staff Meeting Minutes Transcription-23;
- ✓ Planning Commission Minutes Transcription-6;
- Public Safety Commission Minutes Transcription-4;
- ✓ Published Legal Notices-22;
- ✓ Recorded documents-6;
- ✓ Agreements Processed- 58;
- ✓ Completion and Revision of the Records Retention Schedule;
- ✓ Sent out FPPC Filing Requirement Notices to all unsuccessful City Council Candidates;
- ✓ Completed both Bi-Annual FPPC required Campaign Finance Filings;
- ✓ Updated City Website;
- ✓ 315 boxes of records have been obtained from the County of Riverside;
- ✓ Over 75 boxes have been inventoried and scanned into the city's document imaging system; and
- ✓ 858 records scanned, processed, and converted from paper to electronic files.

FUTURE OUTLOOK

The City Clerk's office continues to complete the tasks that have been assigned to the Department as well as those that are required by State law. We anticipate the completion of the Municipal Code sometime in the first quarter of 2012. The Municipal Code will be available to the public on the City's website. We are also preparing for the upcoming 2012 Municipal Election with the beginning compilation of the Candidate Packet. The Records Retention Schedule will be revised to reflect recent changes in the Government Code. The Records Archiving project will be ongoing. Current workload is unusually high due to the volume of documents received from Riverside County. This volume should decrease once those files have been scanned. This work is anticipated to take several more months. However, the scanning process will continue for the duration of the City, although at a lower volume. Any paper document created within the City that statutorily must be accessible to the public, as well as those listed in the Records Retention Schedule, must be scanned and archived in the City's database. We expect to destroy all-nonpermanent records on hand 1993-1999 by December-31,-2011 (approximately 53 boxes).

OFFICE OF THE CITY MANAGER

DEPARTMENT MISSION

The mission of the City Manager's Office includes the provision of professional leadership in the administration and execution of policies, strategic plans, and objectives formulated by City Council, the development and recommendation of alternative solutions to community problems for Council consideration, oversight of the day-to-day management of the City's operations, intergovernmental relations, the planning and development of new programs to meet future needs of the City, preparation of the annual budget and to foster community pride in City government through excellent customer service.

DEPARTMENT DESCRIPTION

The City Manager is appointed by the City Council and serves as the Chief Executive Officer of the City. The City Manager's Office is to provide comprehensive coordination and direction to city activities, finances and personnel to deliver effective efficient and economical municipal services. The City Manager's office also assists the City Clerk in providing staff support services to the City Council. The City Manager also directs the administration of personnel relations participates in intergovernmental relations that affect Eastvale and makes final investigation of citizen complaints.

DEPARTMENT GOALS

- Implement budget intervention to ensure a balanced budget for FY 2011/2012 and FY2012/2013;
- Provide guidance to City Council on developing long-term City Hall Development;
- Provide assistance in the development and implementation of the City's first General Plan;
- Seek viable alternatives to relieve the City's financial constraints;
- Provide a platform for fair and equitable intergovernmental partnerships;
- Ensure civic engagement and public participation through effective communication; and
- Transition County services as prescribed by City Council.

Staff and Duties

The City Manager's Office consists of the following staff:

ROBERT VAN NORT, CITY MANAGER

Responsible for the management of all City Services, providing guidance, direction and administrative expertise.

MICHELE NISSEN, PUBLIC INFORMATION OFFICER

Responsible for communications between the City and external entities; issue press releases, management of the website content and development. Work with Riverside County EDA to design effective marketing materials for the City. Prepare council members for television interviews and various public appearances as requested. Coordinate with outside agencies and organizations to ensure the participation and involvement of the City and requested council members. Respond to media inquiries as well as questions and complaints from residents. Provide excellent customer service in all public relations dealings. Assist the front desk staff as needed in processing Building Inspection Requests. Serve on the Economic Development ad hoc committee. Special assignments as required by City Manager and/or City Council members.

DEMETRIUS L. WILLIAMS, MANAGEMENT ANALYST

Provides administrative support to all departments, makes recommendations to improve efficiency and effectiveness in organization development; aids City Manager in day to day operations and special projects. Research, analyze and recommend to City Manager performance improvement measures. Aid in negotiations of agreements, grant acquisitions, resource allocation. Assist in public relations, code enforcement complaints that rise above department level. Reconcile abnormalities in billing, information technology, and other areas as needed. Programing and transitional change implementation. Serve on ad hoc/standing committees and task forces (Economic Development, public safety, ect).

DEPARTMENTAL OBJECTIVES

- Work to achieve a balanced budget in current fiscal year without use of reserves;
- Preparation of City budget for fiscal year 2012-2013;
- Update website to achieve improved communications with the public and stakeholders;
- Implementation of the electronic Land Management System;
- Aid in the search and selection of a permanent City Manager;
- Evaluate agreements and contracts to maximize City benefit and minimize liabilities;
- Establish and maintain statutory State, Federal and local compliance (AB939, National Pollutant Discharge Elimination System); and
- Allocate and manage resources for the economic advancement of the City.

FUTURE OUTLOOK

The City Manager's Office will continue to strive for enhanced relationships between the City and outside agencies and contract agencies with intra-jurisdictional responsibility such as Jurupa Community Services District (JCSD), Corona-Norco Unified School District (CNUSD), Riverside County Fire Department and Riverside County Sheriff's Department. The City Manager's Office will work towards the resolution of financial issues impacting the City such as: Revenue Neutrality Agreement, Vehicle License Fee, and Property Tax Allocation. We will continue with major road improvements, maintain the City's infrastructure and see the completion of the City's first General Plan. The goal of the City Manager's Office is to preserve the City's financial integrity and maintain critical service levels for 2 years. During the course of the next six months, the City Manager's Office will assist with the search and placement of a permanent City Manager.

The following items will impact the City in the upcoming years:

- Budget deficits at State level
- Maintaining adequate levels of fund balance reserve

The City Manager's Office will remain pro-active in anticipation of these and other related issues and how they may impact the budget.

FINANCE

DEPARTMENT MISSION

To provide daily financial functions and support to the city of Eastvale by maintaining strategic budgeting. The finance department is committed to surpassing internal and external reporting requirements and determining how the City makes the best financial decisions.

DEPARTMENT DESCRIPTION

FINANCE DIVISION

The Finance Department is to manage and maintain financial records in conformity with generally accepted governmental accounting principles and in compliance with federal, state and local laws. Additionally, the department oversees the investment of public funds, cash management and the issuance of debt. The department develops and maintains effective and efficient financial planning, reporting and central support systems in order to assist the operating departments in achieving their program objectives; provides the City Council, City Manager, and other City officials with financial information on a timely and meaningful basis; provides quality service to the City's customers and safeguards the City's assets.

PERSONNEL DIVISION

The Personnel Division assists the City Manager in the areas of personnel recruitment, salary and benefit administration performance evaluations, and classification and position allocation. Additionally, administer the City's Workers' Compensation and cafeteria plans.

RISK MANAGEMENT

The Risk Management Division administers the City workers compensation and general liability insurance, receives and processes claims made against the city, and recovers losses caused by others to city property.

INFORMATION TECHNOLOGY

The Information Technology Division is responsible for the development, support and maintenance of department software applications. Information Technology maintains the City's technology infrastructure, networking and wireless systems, and all City telecommunications systems.

STAFF AND DUTIES

TERRY SHEA – FINANCE DIRECTOR

Responsible for maintaining the entire financial departments budgeting control of expenditures, auditing duties, and overall productivity. Ensures reports are in compliance with state and local regulatory agencies.

ANNA MONTOYA – DUPUTY FINANCE DIRECTOR

Oversees daily accounts payable, cash receipts, finance, general accounting, payroll, personnel, purchasing an office administration and attends monthly meetings. Handles accounts payable and accounts receivable disputes.

JULIE PAVONE - ACCOUNT CLERK

Assists senior accountant with accounts payable and accounts receivable activities, filing, submitting cash receipts, distribunge mail, special projects, and maintaining office supplies.

ANGELICA ZEPEDA - ACCOUNT CLERK

Assists senior accountant with accounts payable and accounts receivable activities, filing, submitting cash receipts, distributing mail, special projects, and maintaining office supplies.

DEPARTMENT GOALS

- Processing vendor payments on a timely basis;
- Providing quality service to customers and employees;
- Ensure that all financial services are timely and accurately;
- Ensure that funds are properly coded to the proper accounts;
- Ensure that all reports are accurate to promote transiency;
- Compliance with annual audits and federal regulatory agencies;
- Assist in the financial planning functions for the City; and
- Ensure that the integrity and fiduciary responsibilities are upheld.

DEPARTMENT OBJECTIVES

Communicate with employees, vendors and customers to facilitate their needs along with the City's to ensure that all payments are timely and accurate. We are currently processing 11,474 checks and 11,956 cash transaction with one finance manager and two assistants.

As we grow into a larger city, we will require additional team members to ensure the timeliness of our services and may require more efficient software to facilitate our growing needs in the finance department. This will also assist in the proper presentation of our financial statements and budgeting functions.

TASKS

- Collection and processing of cash receipts;
- Review, code and process accounts payable checks;
- Maintaining General Ledger accounts and subsidiary ledgers;
- Preparing and posting of monthly journal entries;
- Reconcile monthly bank statements;
- Reconcile and maintain petty cash;
- Process payroll and related reports;
- Prepare reports for monthly meetings;
- Prepare annual budget;
- Prepare state reports; and
- Assist with annual audit.

FUTURE OUTLOOK

- New software for Building Permits and General Ledger;
- PERS approval and implementation;
- Growth in the department through full time clerk to assist with the accounts receivable and accounts payable functions of the department;
- New GASB pension requirements;
- 2011/2012 Audit;
- State Controllers Report;
- Street Reports;
- AQMD Report;
- New fund for AQMD;
- DIF Study results and implementation;
- Energy efficient vehicle/Vanpool;
- Budget for 2012/2013; and
- Mid-year budget review.

POLICE DEPARTMENT

Served by the Riverside County Sheriff's Department, Jurupa Valley Station.

DEPARTMENT MISSION

The mission of the Riverside County Sheriff's Department is to meet the mandates prescribed by law, and provide progressive, innovative and efficient public safety, while working in partnership with the community and allied agencies.

DESCRIPTION OF DEPARTMENT

The City of Eastvale contracts its police service with the Riverside County Sheriff's Department. The Eastvale Police Department is comprised of Sheriff's personnel who are assigned to the Jurupa Valley Station.

The following personnel are appropriated to provide patrol service, traffic enforcement, and specialized policing to the city of Eastvale:

(14) DEPUTIES ASSIGNED TO PATROL

(1) ONE DEPUTY SHERIFF ASSIGNED TO TRAFFIC ENFORCEMENT

(2) TWO COMMUNITY SERVICE OFFICERS ASSIGNED TO TRAFFIC ENFORCEMENT

(2) TWO DEPUTIES ASSIGNED TO SPECIALIZED POLICING

(1) ONE COMMUNITY SERVICE OFFICER ASSIGNED TO CRIME PREVENTION

The personnel assigned to the City of Eastvale are commanded by a Sheriff's captain who serves as the City Police Chief and is assisted by a Sheriff's Lieutenant.

GOAL

The goal of the Eastvale Police Department is to ensure that all those who live, work and play in Eastvale are safe by providing for public safety through a community-based approach that focuses on prevention of problems and a timely response.

DEPARTMENT OBJECTIVES

TRAFFIC TEAM

During the period of October 2010 to June 2011, the Eastvale Police Department had one dedicated traffic deputy assigned to provide traffic enforcement, but has since added two CSO II positions.

THE EASTVALE POLICE DEPARTMENT COLLECTIVELY WROTE A TOTAL OF 1536 TRAFFIC CITATIONS FOR MOVING RELATED VIOLATIONS DURING THE ANNUAL PERIOD AND ARRESTED 71 DUI DRIVERS.

The traffic team continues to stress the importance of driver's safety in the city and especially around school zones.

DEPUTY SHERIFF KELLEY HOWELL HAS MET WITH EVERY SCHOOL PRINCIPAL AND NUMEROUS SCHOOL PARENTS STRESSING THE IMPORTANCE OF TRAFFIC SAFETY AT EASTVALE SCHOOLS.

The traffic team is working with city traffic engineers to ensure the design of city streets, signaling, and signage is conducive to the best overall traffic safety. In addition, the traffic team continues to focus on identified traffic related problem areas by taking traffic related enforcement action when necessary.

TASKS

SPECIAL ENFORCEMENT TEAM

The Eastvale Police Department focused on combating crime through a computer crime analysis program called "Crime Control Model." The model allows deputies to monitor crime statistics by tracking where reported crime has occurred and by sharing the information amongst personnel assigned to those areas in a comprehensive bi-weekly report and meeting. In addition, deputies share ideas on how to effectively respond to trends in an effort to eliminate/reduce future crime from occurring in those reported areas.

The Eastvale Special Enforcement team acted on Crime Control Model information indicating increases in crime in certain areas of the city. Of the eight FBI Part-One tracked crimes, the crime trend that was elevated the most during the year was larceny thefts. These thefts are both petty and grand related thefts as well as thefts from vehicles. The team focused their efforts on certain sectors of the city where larceny thefts were spiking and by targeting potential suspects. Through direct enforcement action, numerous arrests of suspected individuals involved in larceny thefts have been made. In addition, the team continues to monitor the crime trends and communicate with Eastvale citizens on prevention techniques.

FUTURE OUTLOOK

The Eastvale Police Department will continue to monitor crime trends through the Crime Control model. Police personnel will employ strategies aimed at creating a safe community for the residents of Eastvale to enjoy. Whether through traffic safety or by working at reducing/eliminating crime trends, the Eastvale Police Department will work to increase its visibility and interact with Eastvale residents professionally.

PUBLIC SAFETY ANNOUNCEMENTS

The Eastvale Police Department will introduce three short videos regarding crime prevention tips for residents. The videos will be available for viewing through the city website and will include police personnel discussing how residents can prevent crime by taking an active role. The videos are in the final stages of production and will be available soon.

TRAFFIC TEAM

The Eastvale Police Department recently added a Community Service Officer to its traffic enforcement team. The team now consists of one Deputy Sheriff and one Community Service Officer who are dedicated to providing traffic enforcement to the city. Community Service Officer II Stephanie Torres was selected to her position for her reputation of having an excellent work ethic.

CSO II TORRES BEGAN WORKING ON JULY 28, 2011 AND WROTE A TOTAL OF 220 MUNICIPAL RELATED TRAFFIC CITATIONS IN THE FIRST MONTH OF HER NEW ASSIGNMENT. SHE HAS WRITTEN AN ESTIMATED TOTAL OF OVER 450 CITATIONS SINCE BEING ASSIGNED TO THE CITY.

A second CSO II will be added this fiscal year.

FIRE DEPARTMENT

DEPARTMENT MISSION

To provide efficient, effective emergency services to the city of Eastvale as part of integrated, cooperative, regional fire and rescue system.

DEPARTMENT DESCRIPTION

The Fire department is an all hazard, full service public safety agency responsible for:

- Fire;
- Medical;
- Hazardous Materials;
- Technical Rescue Life Safety & Fire Prevention; and
- Office of Emergency Services.

DEPARTMENT CORE VALUES

- Leadership;
- Competence;
- Integrity;
- Safety; and
- Customer Service.

DEPARTMENT STAFF AND DUTIES

MATTHEW CONOSCENTE, BATTALION CHIEF

Direct and evaluate operational resources to safely and successfully mitigate incidents and ensure firefighter safety; manage day-to-day operations and all-risk emergency incidents; command emergency incidents in compliance with law, policy, various agency agreements; establish and maintain cooperative relationships with individuals and organizations to meet department goals and objectives.

BRIAN FARRELL, FIRE CAPTAIN

Responsible for the management of the fire station; plans and assigns work, gives instructions, and makes decisions related to the supervision of the engine company in fighting wildland, structural or other fires, flood control, hazardous materials incidents, emergency responses, vehicle extrication incidents and other emergency activities.

DRU SNIDER, FIRE APPARATUS ENGINEER

Under general supervision, to operate fire apparatus during wildland and structural fire-fighting, and rescue work; leads a crew as a company officer, makes fire law inspections; investigates fire causes; prepares and presents fire prevention programs to the public.

MICHAEL MILLER, FIRE APPARATUS ENGINEER

Under general supervision, to operate fire apparatus during wildland and structural fire-fighting, and rescue work; leads a crew as a company officer, makes fire law inspections; investigates fire causes; prepares and presents fire prevention programs to the public.

TIM EDWARDS, FIREFIGHTER II

Responds to alarms as a member of a fire apparatus crew, to perform the full range of fire-fighting duties in suppression of vehicle, building, improvement and vegetation fires; operates hose lines; enters burning building areas and structures with charged hose lines; operates and climbs ladders; makes forcible entry into buildings; ventilates buildings; uses hand tools and fire equipment to contain and suppress fire; assists in rescue and salvage operations

MIKE MCGINNIS, FIREFIGHTER II PARAMEDIC

Responds to alarms as a member of a fire apparatus crew, to perform the full range of fire-fighting duties in suppression of vehicle, building, improvement and vegetation fires; operates hose lines; enters burning building areas and structures with charged hose lines; operates and climbs ladders; makes forcible entry into buildings; ventilates buildings; uses hand tools and fire equipment to contain and suppress fire; assists in rescue and salvage operations; perform paramedic advanced life support duties in emergency medical situations.

STEVE RAHN, FIREFIGHTER II PARAMEDIC

Responds to alarms as a member of a fire apparatus crew, to perform the full range of fire-fighting duties in suppression of vehicle, building, improvement and vegetation fires; operates hose lines; enters burning building areas and structures with charged hose lines; operates and climbs ladders; makes forcible entry into buildings; ventilates buildings; uses hand tools and fire equipment to contain and suppress fire; assists in rescue and salvage operations; perform paramedic advanced life support duties in emergency medical situations.

TRAVIS RAWLINGS, FIREFIGHTER II

Responds to alarms as a member of a fire apparatus crew, to perform the full range of fire-fighting duties in suppression of vehicle, building, improvement and vegetation fires; operates hose lines; enters burning building areas and structures with charged hose lines; operates and climbs ladders; makes forcible entry into buildings; ventilates buildings; uses hand tools and fire equipment to contain and suppress fire; assists in rescue and salvage operations

ALIA RODRIGUEZ, EMERGENCY SERVICES DIVISION

Fulfills a wide variety of roles from the field response to emergency incidents within the County to operating the County EOC in supporting and recovering from major emergencies and disasters. All activities are focused around the four primary phases of emergency management; mitigation, preparedness, response and recovery. OES is the lead agency in fulfilling the County's responsibility under the California Emergency Services Act (Chapter 7 of Division 1 of Title 2 of the CA Government Code) and also serves as the Operational Area Coordinator for Riverside County under the Standardized Emergency Management System (CA Government Code 8605).

DEPARTMENT OBJECTIVES

Provide so that damages to life, property, and natural resources will be held at or below a level acceptable within social, political, and economic constraints.

DEPARTMENT GOALS

- Develop short and long term strategic plans for future growth and expansion;
- Streamline permitting process between community, City and County;
- Continued partnership through Fire OES with local, state and federal entities;

- Promote agreements and operational plans with neighboring fire departments;
- Encourage educational and life safety programs; and
- Explore grant and cost recovery opportunities.

DEPARTMENT TASKS

- Operate from new fire station located at Hamner Avenue and Schleisman Road;
- Obtain new Mass Care and Shelter Trailer and supplies;
- Provide accreditation and compliance with NIMS (National Incident Management System) and SEMS (Standard Emergency Management System);
- Establish Emergency Operations Plan and Emergency Operation Center; and
- Ensure incorporation of the City of Eastvale within the Riverside Operational Area.

DEPARTMENT STATISTICS

See appendix.

PLANNING DIVISION

DEPARTMENT MISSION

To Provide Excellent Planning Services to the City and the Community.

DEPARTMENT GOALS

- Maintain a high level of customer service and responsiveness for both internal and external clients;
- Provide high quality information and recommendations to the City Council and Planning Commission; and
- Establish Eastvale's Planning Department as a model for other communities in Riverside County and the region.

Staff and Duties

The Eastvale Planning Department consists of the following staff. To reduce costs and conserve the City's resources, all staff assigned to Eastvale work on an as-needed basis.

ERIC NORRIS, PLANNING DIRECTOR

Responsible for the management of the Planning Department, providing special services as needed, and processing selected major development projects.

MATT BASSI, SENIOR PLANNER

Responsible for processing major development projects and assisting with the management of the Department.

KRISTIN FAORO, ENVIRONMENTAL LEAD

Responsible for coordinating the environmental review of all public and private projects, including reviewing the work of consultants performing environmental work for the City and private applicants.

KANIKA KITH, ASSOCIATE PLANNER

Responsible for processing development projects and assisting the Director on a variety of special projects.

ALFREDO GARCIA, ASSISTANT PLANNER

Responsible for providing public assistance, checking construction plans for conformance with City codes and project approvals, checking conformance with conditions in the field, and processing private development applications.

CHRIS MANNING, LANDSCAPE ARCHITECT

Responsible for reviewing all landscape plans for conformance with applicable codes.

In addition to these persons, a variety of additional planners may also be assigned to work on projects where either specific expertise or additional staff is needed. A variety of other PMC staff also lend their expertise to various Planning issues and questions, often at no cost to the City.

DEPARTMENT SERVICES

Planning is responsible for the implementation of the City Council's policy direction (including the General Plan and Zoning Code) in large part through the review of proposed development projects. Planning provides staff support to the City Council and Planning Commission, and coordinates the environmental analysis of proposed public and private projects. Planning ensures that the City remains up-to-date with regard to State and Federal mandates for planning and environmental analysis, and keeps abreast of changes in laws and regulations that affect the City's planning operations.

DEPARTMENT OBJECTIVES

The planning department's work includes the following ongoing operations and major city and developer project.

ONGOING OPERATIONS

The following are the planning department's primary day-to-day responsibilities:

- Processing development applications for a variety of small and large-scale projects;
- Providing assistance to the public and developers on planning issues (Zoning inquiries, review of pre-application projects, etc.);
- Providing assistance to the Planning Commission and coordinating meetings of the Commission (creating and posting agendas, mailing public hearing notices, etc.); and
- Assisting the City's Code Enforcement officer with the interpretation of the Zoning Code as it applies to potential code enforcement cases.

SPECIAL PROJECTS

The planning department is working on a variety of special projects, including the following:

CREATING THE FIRST EASTVALE GENERAL PLAN

This work began in August 2011 and is tentatively planned to be completed in April/May 2012. Planning staff, working with other departments, are creating a new Eastvale General Plan to better address local issues and comply with a state requirement to adopt a new Plan by April 2013.

COMPLETING AN OVERHAUL OF THE EASTVALE ZONING CODE

This work began in July 2011, and is tentatively scheduled to be completed in early 2012. Planning staff's work has focused on using the existing Zoning Code as a starting point, but adding selected new standards and reorganizing and rewriting as needed to create a more user-friendly document.

REVIEWING FAMILY DAY CARE HOMES IN EASTVALE

Responding to a growing number of applications for Large Family Day Care Homes, Planning staff has worked with the State of California and with records from the County of Riverside to identify a number of issues and develop potential solutions. One issue which has been the focus of staff's initial work has been to ensure that all Large Family Day Care Homes are properly licensed and inspected by the state.

REVIEWING THE ISSUE OF SIGNS IN THE PUBLIC RIGHT OF WAY

Responding to concerns about the proliferation of illegal temporary signs along Eastvale's roadways, Planning is working with the City Attorney, Code Enforcement, and the Planning Commission to develop recommendations for regulations and enforcement.

MAJOR DEVELOPMENT PROJECTS

The Planning Department is currently working on more than 20 active planning applications, including the following:

LEWIS EASTVALE COMMERCE CENTER

An approximately 205-acre project north of Bellegrave Avenue, proposed to be developed with a mix of warehousing/industrial, light industrial, office, and retail uses.

LEWIS EASTVALE SOUTH SPECIFIC PLAN AMENDMENT/24-HOUR
FITNESS CENTER

A proposal to adjust the planned land uses in the undeveloped portion of the Eastvale South retail center to reduce the amount of planned residential, increase the amount of retail area, and build a 24-Hour Fitness center and other buildings on the expanded retail area.

STRATEGIC MEDICAL PROPERTIES MEDICAL OFFICE BUILDING (IN
EASTVALE SOUTH CENTER)

A proposal to build a 2-story medical office building in the Eastvale South retail center.

SOCCKER PARK @ HAMNER/CITRUS

A proposal by the JCSD to develop a large, soccer-oriented park on land at the southwest corner of Hamner and Citrus.

TASKS

Planning's status on selected major initiatives is provided below.

EASTVALE GENERAL PLAN

The Planning Department has created a draft of a new Eastvale General Plan (tentatively scheduled for public release in early November 2011), and is working with the General Plan Advisory Committee to identify and refine goals and policies in the document. Public hearings at the Planning Commission are tentatively planned to begin in Spring 2012, with adoption hearings in April or May.

EASTVALE ZONING CODE

The Planning Department, working with the City Attorney and other departments, has created a draft of the updated Zoning Code, which is scheduled to be introduced to the Planning Commission in November 2011. Public hearings and adoption are tentatively planned for Spring 2012.

FAMILY DAY CARE

Planning, working with the City Attorney and Code Enforcement, has begun outreach to the State of California and to individual day care homes to ensure that all existing large family

day care homes have been licensed and inspected to ensure the safety of the children in their care.

SIGNS IN THE RIGHT OF WAY

Planning has presented this issue and staff's recommendation to the Planning Commission, and will be forwarding a recommendation to the City Council.

WORK ACCOMPLISHED IN 2011

Planning Department activity in 2011 included the following:

Planning staff assisted **more than 400 persons** on the phone and at the public counter.

A total of **25 applications** for planning projects were filed and processed by Planning staff:

- ✓ 4 General Plan Amendments;
- ✓ 4 Change of Zone applications;
- ✓ 2 Specific Plan Amendments;
- ✓ 7 Plot Plans;
- ✓ 2 Conditional Use Permits;
- ✓ 2 Tentative Tract Maps; and
- ✓ 3 Extension of Time requests.

Planning staff completed **61** plan check reviews and minor projects:

- ✓ 36 Zoning Clearances for projects filed with the Building Department;
- ✓ 12 sign permits;
- ✓ 2 Large Family Day Care applications;
- ✓ 7 temporary event permits; and
- ✓ 4 Pre-Application reviews.

Planning staff completed **more than 60** field visits to check the progress of construction on a variety of projects.

Planning staff coordinated **9** meetings of the Eastvale Planning Commission.

Planning staff, assisting in the City's electronic document scanning program, has reviewed and purged **827 files** from Riverside County.

FUTURE OUTLOOK

In 2012, Planning will continue to work to provide excellent planning services to the City and the Community. The adoption of the new Eastvale General Plan and Zoning Code will allow staff to provide improved services, both through the introduction of new Eastvale-

specific standards and through the creation of simpler, more user-friendly documents. The adoption of a new General Plan and Zoning Code will also be followed by outreach to affected stakeholders and the public to introduce the new documents.

BUILDING & SAFETY DIVISION

MISSION

To encourage the compliance with building codes by providing a high level of customer service and outreach to the private and development communities by being problem solvers, by being highly responsive and accessible and by maintaining timely service turnaround times.

DEPARTMENT DUTIES:

The Building and Safety Department is responsible for the enforcement of all applicable state and locally adopted codes as they relate to the built environment within the City including the California Disabled Access Regulations as well as the California Energy and Green Building Code. Staff performs:

- Plan reviews of construction documents to ensure that project proposal meet all applicable code provisions;
- Acts as the hub of submittals and distribution of plans to internal departments and outside agencies for review;
- Interacts and provides guidance with professional design customers;
- Interacts and provides guidance with public inquiries and questions;
- Issues building permits; issues various permits for Public Works;
- Receives and tracks plan review, Development Impact, and inspection fees;
- Performs parcel addressing services;
- Performs building inspections on new commercial structures;
- Performs inspections on new commercial tenant improvement projects;
- Performs inspection on new and remodeled residential structures;
- Building Department staff also performs special inspections implements certain state laws as mandated by the California Building Standards commission; and
- Responsible for updating the state mandated Building and Fire Codes.

STAFF AND DUTIES

TONY ELMO-INTERIM BUILDING OFFICIAL

Responsible for overall Building Department operation.

ED COOKE-SENIOR INSPECTOR

Responsible for the direct oversight of the field inspection and counter staff. Performs building inspections and plan review as needed.

JERRY PALMER-BUILDING INSPECTOR

Responsible for plan review and inspection of residential and commercial structures for compliance with applicable state and local codes.

PHIL SMITH-BUILDING INSPECTOR

Responsible for plan review and inspection of residential and commercial structures for compliance with applicable state and local codes.

LAURIE STILES-PERMIT TECHNICIAN

Responsible for project intake, plan check processing and routing, permit issuance, fee collection and recording, customer inquiries.

ACCOMPLISHMENTS

- ✓ Established and fine-tuned the plan check, permitting and inspection processes.
- ✓ Adopted the most current addition of the California Building Codes.
- ✓ Established good working relationship with the Building Industry Association (BIA).
- ✓ Established a highly qualified and highly responsive staff.
- ✓ Maintained a very responsive program in providing services to the private and development communities.

GOALS AND OBJECTIVES

- Develop and maintain policies and procedures for post disaster damage assessment, postings and reporting to county, state and federal agencies.
- Work with Information Systems to implement an electronic permitting and workflow tracking system.
- Develop and maintain a user friendly self-help construction handouts for typical home improvement project.
- Develop and maintain guides for the submission of plans for projects such as new commercial and residential development, tenant improvements, additions, and repair work.

- Develop and maintain policies and procedures responsive and customer friendly inspection and information services to the public.

PERFORMANCE SUMMARY

	<u>2011</u>
Initial Plan Review Turnaround time times	Met 10 working day turnaround
Recheck turnaround time times	Met 5-7 working day turnaround
Plan Reviews Processed	Approx. 880
Permits Issued	Approx. 1300
Inspections Performed	Approx. 8200
Public Counter Visits (estimated)	Approx. 1950

CODE ENFORCEMENT DIVISION

MISSION

To promote community awareness through communication and education in order to enhance the quality of life within the City, and foster civic pride.

DEPARTMENT DUTIES

The Code Enforcement Division is responsible for performing field inspections of properties to ensure compliance with applicable zoning, safety, fire and nuisance codes, ordinances and abatement regulations; to serve as a resource to other departments, divisions, and agencies; to resolve complaints and provide public education; and to perform a variety of technical duties relative to assigned areas of responsibility.

STAFF AND DUTIES

TODD F. MORRIS CBO, CODE ENFORCEMENT

Plans, directs, and manages all activities and operations of the code enforcement division including code compliance; develops projects, including plans, maps, and establishes conditions for improvement including financial obligations; recommends and administers policies and procedures;

Manages and participates in the development and implementation of the code enforcement division's goals, objectives, and priorities;

Monitors and evaluates the efficiency of service delivery methods and procedures; and allocates resources accordingly;

Plans, coordinates and reviews the code enforcement division's work plan; and coordinates with other departments to identify and resolve problems;

Participates in the development and administration of the division's budget; forecast funds needs for equipment, material, and supplies; approves expenditures and implement budgetary adjustments as appropriate and necessary;

Inspects single family homes, apartments buildings, businesses and vacant lots; ensures compliance with applicable zoning and nuisance codes, ordinances and regulations; issues notices of violation; performs follow-up inspections as necessary, issues citations and impound property;

Responds to alleged violations of municipal housing, building and vehicle codes; interviews complainant and witnesses; takes photographs of violations and documents activities;

Performs research to determine the approved conditional uses of property; contacts owners and takes action to enforce city codes;

Inspects property for abandoned or inoperative vehicles; issues notices for vehicle abatement if necessary; oversees abatement and removal of vehicles;

Coordinates code enforcement activities with the sheriff's department; reports abatements and prepares related reporting documents;

Serves as a resource to other city departments and the general public regarding zoning and other code requirements;

Removes illegally placed signs from public and private property and/or public right-of-way;

Maintains records and prepares case files or investigates reports for all code enforcement inspections and surveillance activities; and

Assists in preparing case reports for court or administrative proceedings; testifies in court and at administrative proceedings as necessary;

ACCOMPLISHMENTS

- ✓ Established the City's Code Enforcement program;
- ✓ Created the Vacant Property Registration program;
- ✓ Created a Citation Issuance program through DataTicket;
- ✓ Established a City-Wide Neighborhood Sweep program (targeting and rotating designated areas within the City);
- ✓ Assist Building Division with related inspections and plan check services
- ✓ Initiated a Pro-Active Signs Enforcement program; and
- ✓ Established a City Uniform program (professional attire identifiable to the public.)

GOALS AND OBJECTIVES

- Develop a Neighborhood Preservation program (to be accessible and educate the public);
- Complete the Pro-Active Signs Enforcement program;
- Develop educational materials to further assist the public;
- Continue to modify the Vacant Home Registration program to minimize blight in the residential areas;
- Continue a positive reinforcement with public outreach and with adjacent cities, county, and other public agencies; and
- Create a Volunteer program to assist with the Neighborhood Preservation program.

FUTURE OUTLOOK

Develop the City's automated program for the Code Enforcement module to create a more efficient procedure ;

Continue to address issues emerging in the business district areas such as temporary signage, outdoor displays and other advertising devices to maintain a consistently

Improve the public's knowledge of, and accessibility to, Code Enforcement services and related forms through the City's website;

Establish enforcement priorities and effective methods to manage the large numbers of complaints received while effectively handling high priority violations in light of limited code enforcement staff with the expectations for excellent service. This will be executed by exploring ways to streamline operations to improve effectiveness, maximizing the use of all enforcement remedies to improve compliance.

PERFORMANCE SUMMARY

	<u>JULY 1, 2011</u>
Open Code Enforcement Cases	149
Closed Code Enforcement Cases	410
Total Code Enforcement Cases	559
Parking Enforcement Referrals	55
Registered Vacant Homes	35

PUBLIC WORKS

MISSION

TO PROVIDE, MAINTAIN, AND OPERATE A FIRST RATE INFRASTRUCTURE TO THE CITY.

DEPARTMENT DUTIES:

The Public Works Department is responsible for constructing and maintaining the City's infrastructure. We accomplish some of the work with our own contract employees and equipment; the rest is contracted to private firms and other agencies to provide the highest level of services at the most affordable prices within the industry.

Staff duties to the community include:

- Perform interagency coordination and administer County, State and/or Federally funded projects and programs.
- Provides oversight and management of the Public Works Capital Improvement and Operations Budgets.
- Monitors the implementation of a Departmental productivity measurement system.
- Administers contract agreements for various City Services.
- Manages City records with respect to Public Works and Engineering.
- Implement and comply with the National Response Plan and the National Incident Management System (NIMS).
- Coordinate emergency preparation activities with other agencies and the general public
- Prepare plans, cost estimates and reports for Capital Improvement Projects.

- Conduct plan checks on subdivision/parcel maps and perform construction inspection involving public improvements.
- Conduct City-wide traffic studies inclusive of, but not limited to, traffic safety; arterial highway classification review; new development impacts; and modification and synchronization of the traffic signal systems.
- Maintain maps, records and reports for all public improvements.
- Provide public assistance to include response to engineering, drainage and traffic related inquiries, concerns and complaints.
- Perform contract administration and provide technical assistance to other City departments and outside agencies.
- Prepare and administer contracts for City Pavement Management System, Traffic Signal maintenance, Pavement Striping and all public works maintenance.
- Storm Water Pollution Prevention in accordance with current NPDES Permit and in conjunction with County Flood Control as they are lead on current permit.
- Maintain asphaltic concrete paved areas through administration of contractual maintenance (repair) services.
- Maintain all publicly owned storm drains, catch basins and surface drainage facilities.
- Coordinate the maintenance of all turf foliage within the street medians/parkways as provided by the Jurupa Community Services District..
- Perform weed abatement and litter control in the public right-of-way.
- Maintain traffic signing program.

STAFF AND DUTIES

GEORGE ALVAREZ – CITY ENGINEER

Plans, directs, manages, and oversee the activities and operations of the Public Works/Engineering Department including engineering, streets maintenance; storm drainage, as well as coordinate assigned activities with other city departments and outside agencies; and to provide highly responsible and complex administrative support to the City Manager

JON CRAWFORD – PRINCIPAL ENGINEER

Plans, organizes, directs, and manages the City’s Engineering Division; to plan, supervise, review, and perform or direct the work assigned to the Division ; to perform a variety of complex and advanced professional engineering and project management functions; and to function as a positive and productive member of the departmental management team

JOE SEMON – TRAFFIC TECHNICIAN/INVESTIGATOR

Responsible for a variety of activities designed to enhance highway safety and user efficiency through the collection, analysis, and application of traffic and highway safety data and principles to specific traffic control, signing, signaling and marking situations. Reviews and responds to all service requests for items within or related to the City Rights-of-Way and drainage facilities. Coordinates maintenance efforts through contract services and by other agencies with facilities within the City.

FRANK PETMECKY – PUBLIC WORKS INSPECTOR

Responsible for providing construction oversight and assurance of quality control of all new City infrastructure through daily inspection of work. Reviews, inspects and maintains records of encroachment permits for outside agencies and utilities with facilities within the City’s Rights-of-Way.

GOALS AND OBJECTIVES

- Maintain a high level of quality customer service for the residents, City Council, and private sector customers.
- Continue to maintain an effective and professional relationship with WRCOG, RCTC, Riverside County Transportation Department, and neighboring cities.
- Pursue grant funds for arterial improvements and to enhance traffic safety.
- Develop and implement state of the art technology to manage the city's infrastructure.

PERFORMANCE SUMMARY AND ACCOMPLISHMENTS

- During this year, we continued to implement and improve on the following activities:
 - Implementing basic submittal, permitting, and plan review processing procedure and revising as necessary to meet the needs of the community;
 - Implementing communication and routing processes and protocol with all outside agencies involved with plan review, project improvement acceptance, and building permit process;
 - Implementing financial tracking of planning, engineering, and building-related fees and deposits. System tracks staff charges and costs for each development/permit and creates monthly invoices for active projects/applications;
- Researched and evaluated continuation of temporary TUMF reduction:
- Met with WRCOG and BIA to determine financial impact to TUMF program and Building Industry.
- Presented information and discussion at two City Council meetings.

- Prepared for adoption and implemented an ordinance establishing the temporary TUMF reduction.
- In partnership with the City Attorney, developed standard Lien Agreement Security template and established standards for new subdivision securities and agreements.
- Continued to establish professional relationships with key regional partners. Scheduled and met with staff from the following agencies to become educated on services they provide along with projects and/or policies which currently affect both Agencies:
 - Western Riverside Council of Governments
 - Riverside County Transportation Commission
 - Jurupa Community Services District
 - Riverside County Economic Development Agency
 - City of Ontario
 - City of Chino
 - City of Norco
- Established twice monthly development review meetings with JCSD to minimize conflicts in plan review and improvement inspections and assist developers with finite timelines on reviews.
- Evaluation of existing Developer Impact Fee (DIF) ordinance and development of new program and fee:
 - Prepared, sent out, and reviewed RFPs for DIF Nexus study. NBS Government Finance Group hired as City's consultant.

- Held study session with City Council to discuss potential DIF Improvements and to establish priorities.
- Met with County Transportation staff to obtain original justifications for projects within current DIF program. Evaluated inclusion of existing Road and Bridge Impact Fee into the new DIF program. Evaluated previous expenditures within existing program and outstanding reimbursement agreements and potential reimbursements of improvements currently under construction.
- In process of completing Nexus Study and establishing review sessions with BIA and other stakeholders prior to returning to City Council for Public hearings.
- In conjunction with the County of Riverside, completed construction of three capital projects designed prior to incorporation:
 - Median Landscaping on Limonite Ave near Sumner Ave.
 - Installation of Bicycle Lanes on Sumner Ave and Hamner Ave, respectively, and upgrade signal detection along the new Bike Lane route.
 - Replace various signal lamps throughout City with new energy efficient LED lighting.
- Designed, sought bids and awarded contract to construct fence on Limonite Ave adjacent to existing dairy pond. Construction Complete.
- Initiated and completed traffic surveys for Hamner Ave and established enforceable speed limits as called for within the traffic studies. Installed speed limit signage.

- Installed City Limits signage.
- Provided traffic investigations based upon service requests, staff and City Council initiated requests and known areas of traffic congestion as follows:
 - Work with school district regarding traffic and circulation issues at schools within the City of Eastvale. Evaluating various options to on-site and on street changes to improve traffic.
 - Meet with the City's police traffic section regarding speeding and traffic related issues throughout the City of Eastvale. Established areas of particular concern and set priorities for enforcement.
 - Review and evaluate site distance at intersections due to proximity of on street parking.
 - Evaluated striping on Archibald Ave and other major streets. Where still under developer responsibility, required changes or additions to striping plans. Areas under City control were regarding dropping of third lane within full width improvement areas. Discussed and directed developers to complete striping per their approved plans. Where under City control, directed maintenance crews (County services contract) to provide new striping and legends as directed.
 - Meet with Councilmember regarding the circulation in the Albertsons shopping center and work with property manager to address issues.
 - Evaluate excessive water in streets. Referred to JCSD where median irrigation or waterline leakage suspected. Talked to homeowners and renters when due to overwatering of residential lawns. Found construction imperfections within one new subdivision causing leakage from new water services and working with JCSD to establish corrections and schedule to fix.

- Initiated and prepared a pavement assessment report for various streets within the City:
 - Presented to City Council for confirmation of priority street segments.
 - Each street segment included best proposed method of maintenance/rehabilitation, added pavement life and cost for initiating proposed pavement maintenance/rehabilitation.
 - Designated proposed funding source as Gas Tax and Measure A funds.
 - Began design for three streets segments designated top priorities with anticipated construction in Spring 2012 in accordance with City Council approved Capital Improvement Program. Street segments include portion of Hamner between Limonite and Bellegrave, Archibald between 65th Street and northern City Limits, and Hellman between Chandler and River roads.
 - In conjunction with City of Jurupa Valley and County of Riverside, design has begun on pavement repairs to Limonite at the approaches to the I 15 interchange. Work is only for the repair of the existing damaged pavement and does not include any street widening or interchange improvements.
 - In conjunction with the City of Norco, we have obtained \$250,000 in TUMF funds for the design and environmental assessment of a new bridge on Hamner over the Santa Ana River.
- Continued to implement and improve upon City's responsibilities under the NPDES MS4 Permit:
 - Introduced for adoption the Implementation Agreement defining the City's responsibilities:

- Sought and obtained staff position on Countywide Water Quality Management Plan subcommittee, allowing City to have input into one of the primary implementation programs under the Permit. Plan is currently at the Regional Board for review and comment.
- Attended monthly meetings with other permittees and Regional Board members discussing and negotiating implementation requirements for specific types of development. Also working with Regional Board staff to define City's responsibilities when violations to the Permit occur by others within City limits.
- Evaluated Public Works Maintenance Services provided to City:
 - Reviewed cost and quality of maintenance services currently being provided by County Transportation Department and determined their costs for both street infrastructure and traffic signal maintenance were competitive and their work quality/equipment availability was outstanding.
 - Reviewed available maintenance contracts for other cities within the region and evaluated the stated costs for comparison with County services. Reviewed response and availability of equipment for anticipated service requirements within the City and evaluated against current service levels.
 - Recommended the City negotiate a contract with County Transportation to provide both the street infrastructure maintenance and the Traffic Signal maintenance for the next fiscal year.
- Initiated and submitted grant application for the Caltrans Community-Based Transportation Planning Grant Program to provide for the preparation of a Public Outreach Plan to supplement the City's General Plan update efforts.
- Initiated program to promote project acceptances of abandoned/forgotten subdivision improvements and repairs through contact of bonding finance companies and initiate calling of bonds where no action by developer is received.

BY THE NUMBERS

- City Hall receives approximately 82+ phone calls and walk-in customers per day. Approximately 20% of the inquiries are general in nature or requests to meet with City management. The rest are planning and development related.
- Averaging 3 encroachment permits for work within the City right-of-way on a weekly basis. Annual permits to utilities, other agencies and their subcontractors will total in excess of 15 at the first of the year.
- Initiated and completed review of grading plans, improvement plans, subdivision agreements, and final maps for 3 subdivisions totaling approximately 375 lots.
- Entered into Subdivision Agreement with two developers and initiated construction of new subdivisions. Includes two tracts totaling approximately 375 lots.
- Closed out and inspected 4 Capital Improvement Projects initiated by County prior to incorporation.
- Received and responded to 128 public works work order requests, including:
 - 38 traffic investigations
 - 42 street repair complaints
 - 34 traffic signage requests
 - 14 trash and debris complaints *
 - 18 Overgrown weeds and landscaping runoff *
- 1/2 year only- all new requests forwarded to code enforcement officer

FUTURE OUTLOOK

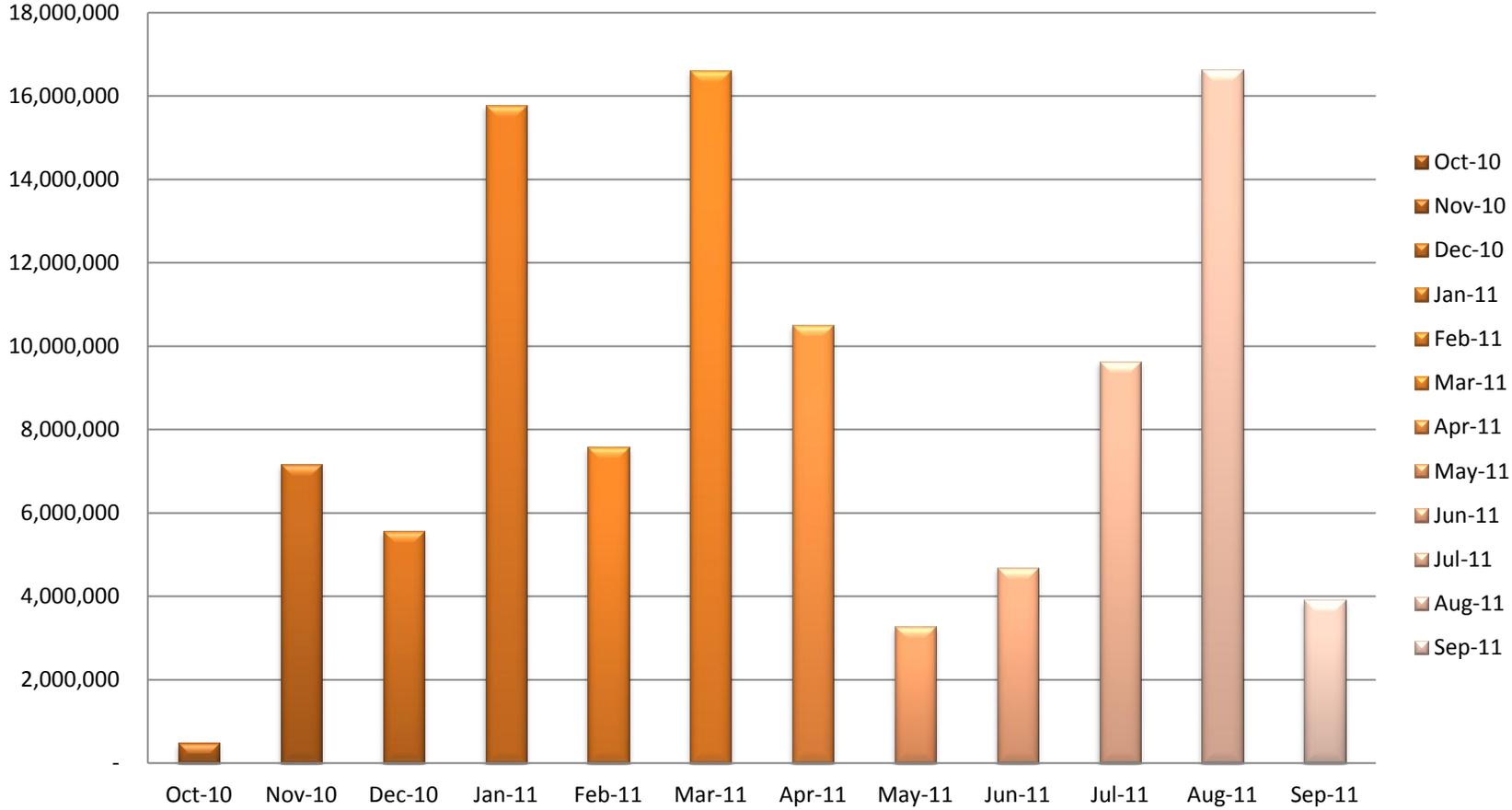
In 2012, Public Works will continue to provide quality and responsive private development processing services. Four pavement resurfacing projects will be completed: Limonite; Archibald; Hellman; and Hamner. We will continue to work with regional agencies to obtain funding for the Hamner Avenue bridge widening and the Limonite interchange at I-15. A pavement management system will be developed to manage the city's single largest asset.

A storm water management plan will also be developed and implemented to comply with federal and state requirements.

APPENDIX

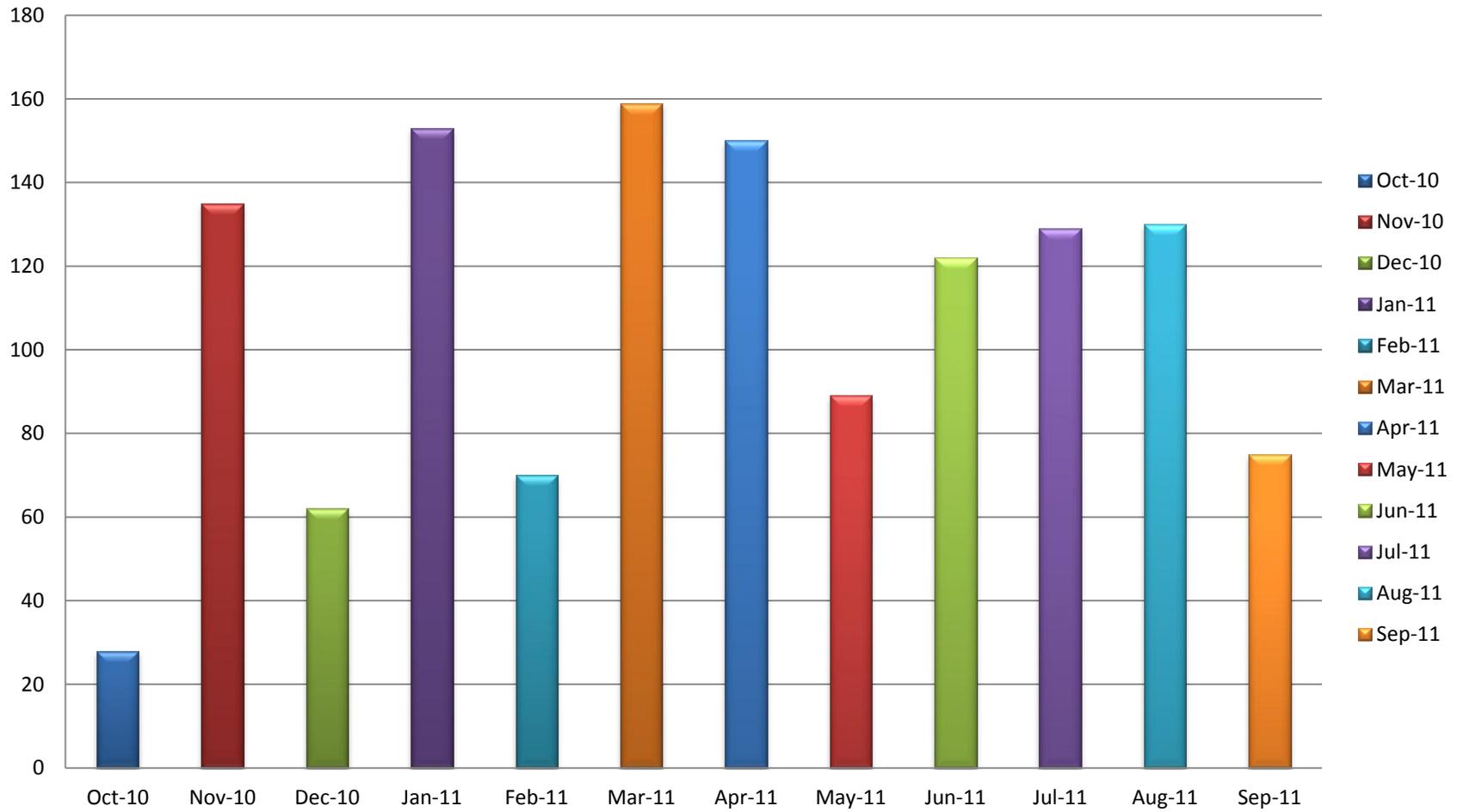
BUILDING/PUBLIC WORKS

Construction Valuation

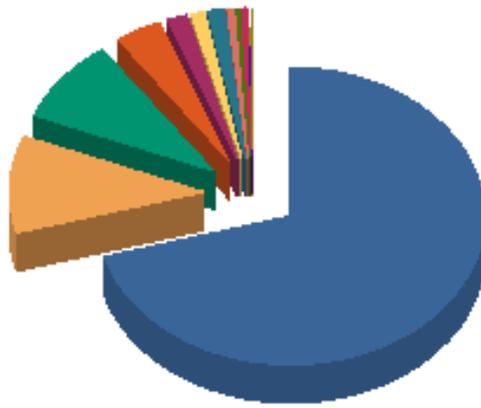


BUILDING DEPARMTNET

Total Permits Issued



FIRE DEPARTMENT



Medical	1,374	70.5%
False Alarm	205	10.5%
Traffic Collision	177	9.1%
Public Service Assist	81	4.2%
Standby	28	1.4%
Other Fire	26	1.3%
Res Fire	22	1.1%
Vehicle Fire	13	0.7%
Wildland Fire	8	0.4%
Haz Mat	6	0.3%
Other Misc	5	0.3%
Com Fire	2	0.1%
Multi-Fam Dwelling Fire	1	0.1%
Total:	1,948	100.0%