



#ACITYELEVATED

DEPARTMENT PROJECTS

SCHEDULE UPDATES

November 2021

CITY CLERK



**CITY CLERK'S OFFICE
PROJECT SCHEDULE
November 2021**

- **Records Indexing**
 - Records Indexing – IN PROGRESS
 - Laserfiche user-friendly clean up – IN PROGRESS
 - Electronic Scanning of all Permanent Records - UPCOMING

- **Public Records Requests for the Month of November**

Public Records Requests for the Month

Requestor	No. of Requests	Date Received	Response Date	Response Update	Status	Staff Time Allocated
Accutrend	1	Nov 1, 2021	Nov 3, 2021		Complete	.50 hr
E. Reyes	4	Nov 2, 2021	Nov 8, 2021		Complete	1.25 hrs
E. Reyes	4	Nov 2, 2021	Nov 12, 2021		Complete	1.50 hr
A. Galbreath-Baker	19	Nov 2, 2021	Nov 16, 2021		Complete	3.50 hr
M. Everitt	4	Nov 2, 2021	Nov 3, 2021		Complete	.50 hr
K. Skinner	1	Nov 10, 2021	Nov 18, 2021		Complete	.50 hr
L. Chatar	6	Nov 11, 2021	Nov 18, 2021		Complete	.75 hr
G. Ashford	2	Nov 12, 2021	Nov 18, 2021		Complete	.50 hr
J. Steinsapir	1	Nov 17, 2021	Nov 17, 2021		Complete	.50 hr
M. Nelson	3	Nov 23, 2021	Dec 2, 2021		Complete	.75 hr
R. Poteete	4	Nov 22, 2021	Dec 2, 2021		Complete	.75 hr
M. Nelson	3	Nov 19, 2021	Dec 2, 2021		Complete	.75 hr
T. Halawani	3	Nov 27, 2021	Dec 2, 2021		Complete	.75 hr

Extended Time Required Public Records Requests

Requestor	No. of Requests	Requested Documents	Date Received	Response Update	Status	Staff Time Allocated	Costs Associated
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Monthly Totals

No. of Requests	No. of Completed Requests	Staff Time Allocated
55	55	12 hrs

COMMUNITY DEVELOPMENT



COMMUNITY DEVELOPMENT UPDATE Ending November 2021

- **Housing Element Update**
 - Staff received comments from the State on the DRAFT Housing Element Update and are preparing revisions
 - AFFH section is being prepared
 - Objective Design Standards are being prepared
 - Safety Element Update was approved by CalFire and is on the HEU website
- **Ordinance Updates**
 - Accessory Dwelling Unit Ordinance will follow the Housing Element Update to comply with State law
 - Food Truck standards being prepared to present to Council
- **MSHCP – Western Riverside County Multiple Species Habitat Conservation Plan**
 - Fee update took effect July 1, 2021.
 - Staff is participating in the MSHCP Committee updating the handbook
 - Handbook will be before the MSHCP Board in February
- **Planning Commission**
 - The next Planning Commission meeting will be December 14, 2021.
- **Grants**
 - Staff has submitted a second reimbursement request for LEAP funds and first reimbursement for SB2 grant.
- **Code Enforcement**
 - 34 open cases as of 11/30/21
 - 27 Inspections resulting in no cases opened during the month of November
 - Closed 9 cases in October
- **Building and Safety Department Data for November**
 - <http://www.ci.beaumont.ca.us/DocumentCenter/View/2428>
- **Planning Project Data for November**
 - DRC Reviewed 10 applications in November (only 2 meetings due to holidays)
 - 24 new Planning applications were received in the month of November



Project Status Report

Project Number	Date Submitted	Applicant	Project Location	Project Description	Project Status	Anticipated PC Hearing Date	Anticipated CC Hearing Date
ENV2021-0017, PLAN2021-0656, PM2021-0009, PP2021-0388-0391, SP2021-0005	08/20/2021	Exeter	North side of Brookside Avenue, South side of Cherry Avenue, East of I-10 at 37101 and 37251 Cherry Valley Blvd.	Summit Station Specific Plan Amendment from residential to commercial, industrial and open space on 188 acres formerly known as the SunnyCal Specific Plan	In review, Scoping Meeting held 10/7/21	2022	2022
PP2021-0385 CUP2021-0059	7/28/21	Starbucks	449 E. 4th Street (old Denny's)	Starbucks with a drive-thru	Approved @ PC	11/9/21	NA
07-ENV-001		Legacy Highlands SP	s/o SR 60 w/o Beaumont Ave.	Court required remedy of EIR deficiencies	Recission Complete		11/2/21
PP2020-0317	10/12/2020	John Dykes McClure Machine	North side of 1st Street, East of Viele	17,000sf concrete tilt-up industrial building	Environmental under review		NA
SP2019-0003, PLAN2019-0283, PLAN2019-0284, ENV2019-0008	04/08/2019	JRT BP 1LLC	West of Jack Rabbit Trail, south of SR-60	Annexation, Specific Plan, GPA, EIR for development of 622 acres	Screen check Draft EIR in process, SP review in process	2022	2022
CUP2109-0033&34 PP2019-0209	06/03/2019	Jaswindler Singh Sondh	NWC Pennsylvania Ave & I-10	Proposed gas station, C-market with alcohol sales, quick service restaurant and car wash	Staff review of proposed revisions, CEQA review, CalTrans issues		NA
ENV2019-0009	07/18/2019	ASM Beaumont Potrero Logistics	s/o SR 60 e/o Hidden Canyon just west of Potrero	Industrial development ~500K sf, would require annexation for small piece of land & entitlement process (ASM)	Screen check EIR in review	2021	2021
PP2019-0222 PM2019-0006 CUP2019-0037 & 38	07/30/2019	Ari Miller, Santiago Holdings	NWC Beaumont Ave & Oak Valley Pkwy	Retail center w/possible grocery anchor, drive-thru restaurants, retail & gas station	Project revisions underway	2021	NA
PLAN2020-0544	12/2/2020	Terra-Gen	248 Viele	Battery Storage Facility	Approved @ PC	10/26/21	NA



CUP2020-0045	03/27/2020	Ramona's Mexican Restaurant	Ramona's Mexican Restaurant	Ramona's Custom Brews	Comments sent to applicant, pending revisions, On Hold per applicants request	Inactive	NA
CUP2020-0052	08/04/2020	Carrie Long	60 S. Palm	Pet Resort (Kennels & related facilities)	pending WQMP submittal	On Hold	NA
CUP2017-0001	05/24/2017	Colorado River Mobile Homes, LLC	36805 Brookside Ave.	Brookside RV Storage	Continued at applicants request	Continued indefinitely per applicants request	NA

Inquiries/Discussions/Not Filed

Location	Description
Walmart Fuel	Addition of gas station at Walmart
Beaumont Crossroads II Sign Program	Signs for Hidden Canyon projects
Oak Valley Parkway & Golf Club Drive	Restaurants & Retail Center
E/S of Potrero N/O SR 60 (Denley)	Mixed use development with residential, commercial & retail SP, EIR & Tract Maps required
Beaumont Avenue & 1 st Street	38-acre mixed use development with apartments, modular homes & retail/commercial – would require GPA, SP, Tract Map, MND or EIR (Thrifty Oil)

Planning Applications received October 2021:

- 2 Administrative Plot Plan
- 7 Home Occupation Permits
- 2 Minor Variances
- 2 Pre-Application Requests
- 3 Residential Administrative Plot Plans
- 1 Sign Application
- 2 Temporary Use Permit Applications
- 2 Special Event Permit Applications

COMMUNITY SERVICES_TRANSIT



COMMUNITY SERVICES-TRANSIT November 2021

Recreation

Upcoming Events

- Veteran's Day Parade – Nov. 11th / Beaumont Ave. to City Hall- Complete
- Senior Thanksgiving Outreach – November 25th- Complete
 - 80 meals were made and delivered to senior/disabled home bound
- Letters to Santa – drop box open at CRC between Nov 29-Dec 17
- Holiday Light Parade – Dec 11th / Beaumont Ave to City Hall
- Transit bus “Santa Tracker” participating in Operation Santa – Dec 11th
- Veterans Expo – February/March
- FSA Senior Lunch Indoor eating and/or Grab and Go
 - Hot meals now being served to seniors every Thursday – can take weekly frozen meals home as well
- Mini Kickers – Starting in January / February 2022

Ongoing Programs (In-person) – Chatigny Recreation Center

- Chair Yoga – CRC - every Tuesday & Thursday
- Fit After 50 - CRC - Mon, Wed & Fridays
- BINGO – CRC - Fridays 10:30am-11:30am
- Senior Aerobics – Mon, Wed & Fridays – 9am
- Cookie decorating class – 1-2 classes a month
- Pickleball: Mon, 11am-1pm & Tues, 8am-10am
- Open Basketball: Mon, 1:30pm-3:30pm & Wed, 1:30pm-3:30pm
- Parent and Me Ballet – October, Mondays - 4:30pm-5:15pm
- Introductory to Ballet – October, Mondays – 5:15pm-6pm
- Zumba – class schedule pending – Mon, Wed & Friday: 8:30am-9:15am

Parks

Nicklaus Park

- Gates at dog park scheduled to be replaced – In-Progress

Mt. View Park (Sundance)

- 124 trees trimmed, 10 trees removed, and 10 stumps ground - Complete

Three Rings Ranch Park

- 60 yards of wood chips for playground - Complete

Stetson

- Doggie pots (dog waste bags dispensers) – Complete
- 25 yards of wood chips for playground - Complete

Stewart Park

- City Council directed staff to create RFP for Landscape Architect Services to design and develop plans for Stewart Park renovation.

Sports Park

- Walking path lighting repair; Convert 40 HPS Lights to LED- In Progress
- 175 yards of mulch installation at south end of park – Complete
- Men's restrooms sink plumbing repair- In Progress
- 60 yards of wood chips for playground - Complete

DeForge Park

- CDF vegetation removal in channel- On hold pending CDF return
- Solid waste receptacles – scheduled for replacement of lids-In Progress
- Replace doggie pots (dog waste bags dispensers)- Complete
- 95 yards of wood chips for playground- Complete

Wildflower Park

- Tree trimming – Complete
- 90 yards of wood chips for playground - Complete

Shadow Creek Park

- Irrigation – major water lines repaired-In Progress
- 2 backflows need repaired- In Progress

Trevino Park

- 120 yards mulch to be placed in front of park- Complete

Fallen Heroes Park

- –Hedges trimmed throughout park- Complete

Grounds Maintenance

Rights-of-Way

- Graffiti Removal – Four (4) locations
- Cherry Channel (south) walking path irrigation replacement – 95% completed
 - Valve replacements
 - Prep new drip line in anticipation of new landscape install-On Hold – new plants to be installed in March 2022.
- New stump grinder delivered and in service- 22 Stumps ground
- Desert Lawn hedges trimmed
- Trees lifted on Oak View Drive

Open Space and City Owned Lots

- Weed Abatement Program
 - Coordinating with CDF – Seneca Springs open space – on hold pending return of CDF
 - Contractor to submit bids for all city lots – under review
 -
 - Marshall Creek – Pending
 - Sundance Bowl - Complete
 - Brookside and Fairway Dr – 40% Complete

Building Maintenance

Fire Station 66

- Electrical Engineer hired to review plans and determine appropriate design-walk through completed, report and recommendation submitted to staff for review.

City Hall

- Paint and Stucco at City Hall -
- Veterans Day preparations - Complete
- Paint Bldgs B & D – In Progress
- Awning replacement on Bldg D-In Progress

Police Department

- Enhance lighting in parking lot – In-Progress
- Obtaining quotes for minor roof repair to modular building
- Electrical and Generator Upgrades – In Progress

Chatigny Recreation Center

- New drywall in elevator mechanical room after water leak – 95% completed
- Flag box installation - Scheduled

Transit

Operations

- EV Charging Station use:
 - November: 85 unique drivers, charging for 274 sessions
 - EV Charging rate increase - Complete
- December 4th- Stuff the Bus at Walmart
- Smog inspections required this year have begun to be tested- 90% completed
- Vehicle Mechanic started November 20th, Brian Barnett

Capital Improvement Plan Projects

Stewart Park Project – 3.95M

- City Council directed staff to pursue an RFP for contracting services that will include Landscape Architect and all required subcontract consultants to provide complete plan and cost estimate for completion of park.
 - RFP In Progress and to be published December/January

Rangel Park Ballfield Lights, Electrical and Playground - \$500,000

- Splash Park – cost analysis under way to see possibility of removing splash pad due to space confinements and cost savings.
- Landscape Architect retained for pre-construction plans
 - Initial design of ballfield and park received and in review

Playground Shade Covers Phase I - \$250,000

- Update from City Council to pursue fabric shade sails. RFP for multiple parks and playgrounds underway.

Compressed Natural Gas Fueling Station

- So Cal Gas meeting to discuss tariff agreement – ongoing
- Application for new gas service - Completed
- Presentation to Council coming soon

Grants

- Carl Moyer Program – SCAQMD - \$600,000
 - Application approved at January 15th meeting
 - Additional funds to be used for CNG station
- Prop 68 Per Capita Grant - \$177,952
 - Approved by City Council to apply for funding to improve Three Rings Ranch Park
 - Design drawings received and will be presented to residents for review and input
- Circle 4 Tree Planting Grant
 - CaUFC (California Urban Forest Council) will provide the City approximately 70-100 15-gallon trees which will include stock and labor to ensure proper installation by volunteers and WCA, Inc (West Coast Arborist).

ECONOMIC DEVELOPMENT



ECONOMIC DEVELOPMENT

November 2021

RFPs Underway

Major Projects

Retail Market Analysis

- Work is underway with The Retail Coach
 - Retail Market Analysis Complete
 - Promoting custom cell-phone analysis to all small businesses in the City
 - Site Profiles underway
 - Attraction is underway – Recruitment Sprint #2
 - Drafting Opportunity Site Profiles
 - Prepping materials for regional ICSC conference in May 2022

Covid-19 Response

- Back to Business Committee
 - Business Survey
 - Resident Survey
 - Business Outreach
 - Stay updated with State Guidelines and Reopening plans
 - COVID-19 Complaint Business Package
 - Small Business Grant Program – Round 2 funding has been distributed
- American Rescue Plan
 - Provides direct funding to each City in two payments
 - Reviewing eligible uses for these funds.
 - Funds must be expended by 2024
- Major Employer Discussions
 - ICON is seeing a huge increase in orders and shipping
 - Wolverine has leveled out
 - CJ Foods is in full production
 - Rudolf Foods is expanding its operations and is hiring 40 new employees
 - Priority Pallet is starting to recover
 - Amazon is happy with their location
 - All are experiencing Hiring and employee retention issues
- Business Resource Information is available on City website
 - Reopening plan guidance docs for each industry
 - Disaster loans, Small business grants and Paycheck Protection Program links
 - Utility benefit info
 - Small business development assistance
 - Programs to help small business retool and adapt their business plan and strategy
- Revised sales tax projections and project absorption for FY21
 - Expand modeling on sales and property taxes for impacts from COVID-19

- Update recession indicator model with new datasets
- Riverside County to unveil microbusiness loans of \$2,500 per business. Details and timing coming soon

Retail Recruitment Strategy

- Review of information and needs associated with establishment of the program
- Retail recruitment has changed, and the City's efforts must adapt to stay competitive
- Continue to review and come up with ideas on streamlining permit process
- Market Analysis completed
- Working to update Economic Development portion of the website to include data and info site selectors and corporate execs are looking for

Economic Development Strategic Plan

- Partnership established with UCR for business and entrepreneur development
- Potential partnership with CVEP for business development and resource seminars
- Partnerships developed for datasets and review of statistics
 - UCR
 - Working on MSJC
- Targeted Industry Groups
 - Fulfillment centers, high-tech manufacturing, additive manufacturing, healthcare, renewable energy sources, logistics technology clusters
 - Hotels, entertainment outlets, sit-down restaurants, retail businesses
 - Market Analysis will kickstart this effort using new datasets and industry matching
- Monthly workforce training events held each month on 2nd Thursday (Next Date is January 13)
- Focus has shifted towards Retail recruitment and Marketing functions for 2021
- FY22 programs being developed now
 - Small Business and Large Employer Meetings held in October. These will be held quarterly or more frequent based on special circumstances.
- Working on new website content and design. Working to secure new URL for the website

Successor Agency Dissolution

- 52 Acre Property Transfer to the City for public use
 - Compensation Agreement among taxing entities

Downtown Campus/Facilities Master Plan Project

- Working to update based on newly adopted Downtown Plan

Sales Tax and Property Tax Review

- Review and analyze quarterly sales tax and annual property tax revenues
- Make suggestions and action plans on results
- Targeted sectors, business outliers and discrepancies
- Growth projections
- Incorporate this data into the multi-year fiscal model and annual budget
- Property tax dataset from years 2000-2018 – completed
- Working through revenue models based on home sales and sales tax updates

Economic Fiscal Impact Model Review (part of General Plan Update)

- Review inputs and test model
- Run various test projects to determine calibration

Budget Modeling and Review

- Working to develop a robust and sound fiscal model based on a true data set that can be trusted
- The model will be able to project future revenues and growth projections to make better financial choices today
- Working on economic indicator review for downturn/recession planning opportunities
- Partnership with Claremont McKenna College Professor in Economics Dr. Keil
- Developing commercial /industrial absorption model with revenues
- Working on expense model per development type
- Recession indicator model
- New required revenues model under development, based on new fiscal forecast deficit in 2024
- Recession Indicator Model previously created being reviewed to track leading indicators

Coordination with Multiple Departments on Projects

- Work on current / future projects, capital projects, Capital Improvement Plan, Design Review Committee, review of Planning applications and projects
- Serve as city liaison for private industry for each city department

Economic Development Committee – Next meeting January 12, 2021

Grant Management

- Developing City Grant Policies and Procedures
 - Presenting Draft to Finance and Audit on December 20th
- Developing Grant tracking worksheet
- Departments reviewing funding opportunities

Foreign Trade Zone

- Working with City of Palm Springs or March JPA to potentially expand their zone to include Beaumont
- Develop strategy to work through US Customs to get the approval of alternative site framework application
- Working on next steps.
- A path forward has been determined but requires additional funding for a customs officer to cover the expanded zone area
- Working with Riverside County to identify possible funding sources
- Meeting on December 15th

Business Retention and Expansion Events

- Programming next series of events and training seminars for post pandemic
- Partnering with UCR, RivCo EDA and Coachella Valley Economic Partnership
- Contact small companies in need of assistance and resources
- Retraining Program
- Small Business and Large Employer Ambassador Meetings
 - Second round of meetings being scheduled for early 2022

- Next City Job Fair scheduled for February 16th, 2022.

Current Development Projects (building now)

Sundance Corp Center

- Building 1 and 2 almost completed
- Building 3 working on Tenant Improvements
- Working to fill remaining retail/in-line space

San Gorgonio Specific Plan

- Commercial property between 1st and 2nd streets from Kohls to Center Pointe (across from Walmart)
- Most attraction efforts are completed: A select few inline suites and one endcap are still available.
- Now Open: Flip Flop Shop and Share Tea
- Building under construction: Sherman Williams
- Now open are Grocery Outlet, In-N-Out, Raising Cane's, Five Below, Jersey Mikes, El Mariachi Mexican Take-Out, Bright Now Dental, Ulta Beauty, CinemaWest and AT&T Store
- Building is continuing and most tenants are still planning on opening this year, restrictions permitting.

Major Development Projects - Potential

Denley – Beaumont Village Specific Plan

- 300-acre specific plan with Commercial/Residential/ Mixed use project
- Between Oak Valley Parkway and SR 60, east of Potrero Blvd.
- Entire project is not included in BCVWD Urban Water Management Plan

Crossroads Logistics - Amazon

- Revised job numbers from Amazon is now 3,300 for this facility

Crossroads II Logistics (Hidden Canyon)

- McDonald Property Group is new owner
- Had multiple meetings with interested parties (developers and end users)
- Working to attract targeted industry groups per the EDSP
- Currently working on tenants for the 1 million sq. ft. building
- Have a lead on the second building as well

Commercial property at Oak Valley Parkway / Beaumont Avenue

- Working with landowner and broker to attract key tenants for the center
- Current leads are Farmer Boys, 7-Eleven with gas, drive-thru Starbucks

Commercial property at Oak Valley Parkway / Desert Lawn Drive

- Project submitted with new Gas Station and Drive Thru restaurant

Commercial property at Eighth Street / Highland Springs Avenue

- Small 1.5-acre site
- Recruitment completed
 - 7-Eleven with gas

- Dutch Bros Coffee

Other Project Leads

Miscellaneous leads for projects that I have worked on in the last 12 months. These range from simple phone calls to complete meetings with developers, architects and engineers.

- Commercial property at Oak Valley Parkway / I-10
- Commercial property at Oak Valley Parkway / Golf Club Drive
- Commercial property at Beaumont Avenue / 1st Street
- Commercial property at Pennsylvania / 6th Street
- Commercial property at Pennsylvania / 1st Street
- Commercial property at 6th Street and Xenia Avenue
- Residential property at 6th Street and Xenia Avenue

Other Items

- Hotel Incentive Package
- City Incentive Package/Policy
- Downtown Parking Ordinance
- Food Truck event analysis
- Top 10 Commercial Broker meeting program
- Development of Chamber of Commerce partnership
- US EDA – Potrero PH2 Grant
- Food Truck Ordinance review
- Young Professional Networking Program
- Business of the month program with Chamber of Commerce has been created

FINANCE



FINANCE DEPARTMENT November 2021

SPECIAL PROJECTS

- Tyler software
 - Payroll/HR Module – this project will consolidate payroll and HR within the primary City financial system. The City Council approved funding for this project at the December 15, 2020 meeting. This project will move forward with implementation contemplated by July or August 2021. Payroll Configuration started on 05/10/21. Payroll went live on August 27, 2021.
 - Cost Allocation and Fee Study– need to update for both grant indirect rate purposes and for fee adjustments. Cost allocation RFP went out and Proposals are due by 10/29/21. Two potential vendors have been identified with presentations scheduled for the week of November 15th. Council approved on 12/07/21 to award the contract to RCS.
 - Exploring alternative solution to Business License software needs – project is on hold
 - Tracking Accounts receivable through Tyler – project is on hold
- City Audit – The City Auditors fieldwork was completed and a draft financials was sent to the City on 12/03/21. Currently we are working with the auditors on corrections needed on the financials. A draft will be provided to the Finance Committee Meeting scheduled for December 20th.
- Transit Audit – The Transit Auditors, Eide Bailly, began fieldwork on 10/06/21 and have plans to finalize their report by the end of December.
- AP Automation – Project started in October and initial letters went out to vendors notifying them that Nvoicepay would be contacting them. 35% of vendors matched their system and are already set up. Nvoicepay plans to have the implementation complete by the middle of December. AP automation went live on Friday, December 3rd.
- FEMA grant – application submitted successfully by the City. Costs associated with responding to the Covid-19 emergency are being tracked and documented. The City has submitted several projects and expects to submit additional projects in the first quarter of calendar 2021. Initial funding decisions should occur in April 2021. Two claims have been approved, others are still in review. We received our first FEMA reimbursement on 09/02/21 for \$10,369.19 for PD overtime.
- CARE (COVID Relief Fund) – the City is eligible to receive up to \$635K in Federal Funding through the State. As of November 19, 2020, City has received all of these funds. Following the receipt of Federal funds, the City Council created a General Fund supported Covid Relief program in the same amount as the Federal funds received.
 - Business Grant awards are complete and funds have been disbursed. The Council decided to move forward with a second round of funding. The second round of business grants was processed and payments issued on March 19, 2021.
 - Household assistance applications have been received and payments have been issued to qualifying households.
 - To date, approximately \$400K of these funds have been expended.

- Treasury's Coronavirus State and Local Fiscal Recovery Funds – The City is eligible to receive funds in the amount of \$7,306,318.00. The application for these funds has been submitted and the first tranche of funds was received on 6/7/2021. The second tranche will be released 365 after receiving the first tranche. Premium pay was authorized by City Council and was processed on 6/25/2021 in the amount of \$1,833,584.60.
- 2021-22 Overhead Allocation and Transfers -these are completed quarterly. First quarter transfers have been completed.
- Internal Service Funds – the CC approved the creation of 4 new internal service funds.

This includes:

- Facility Maintenance/ Replacement Fund
- Vehicle Replacement Fund
- Equipment Replacement Fund
- IT Equipment Replacement Fund

These funds will be incorporated into the FY 2022 budget process with allocations to the funds from departments based on a utilization basis. First quarter contributions have been made.

- New processes and procedures
 - Investment policy/ Investment process – the policy has been approved by City Council an investment advisor selected. The setup work is underway and an updated policy with recommendations from the investment advisor was approved by Council on 5/18/2021. Investment program is in process and currently waiting for market conditions to improve to implement.
- Compliance with Developer Agreements
 - KHOV
 - Fee credits for prepaid Sewer Capacity DIF reconciled monthly (overpayment has been identified – refund to developer completed)
 - Park fee credits reconciled monthly
 - All Bond proceeds available to KHOV for 2016-4 have been paid
 - Pardee
 - Park fee credits and prepaid DIF reconciled monthly.
 - IA 8F bonds issued and proceeds sent to Pardee.
 - Pardee was billed and has paid prepayment for FY 2021 after DIF and TUMF credits were included in the computations.
 - Pardee requested and was paid the Paygo funds from IA 8F
 - TriPointe has requested payment on 10/19/21 for IA 2019-1 bonds proceeds. The request is in the review process.
 - RSI
 - Fee credits for prepaid Road and Bridge DIF completed
- DR Horton
 - Park Fee credits and DIF reconciled monthly
- Compliance with TUMF Credit Agreements
 - Pardee
 - Potrero Phase II
 - Pennsylvania Widening
 - Oak Valley Interchange
 - Lassen
 - 4th Street Extension (Grading)

- Crossroads
 - 4th Street Extension (Paving)
- Processing of CFD Prepayment Requests
 - Program restarted October 2017
 - Process “dark” from 6/1 through 9/30 for tax roll assessment processing
 - Received #20 requests to date (one received May 2021)
 - Received #19 full payoffs to date
 - Total \$325,527.39 for debt service
 - Total \$10,739.38 for future facilities
 - All funds transferred to Trustee for retirement of bonds
 - Bonds retired to date = \$180,000
- Management of Existing Bonds
 - Special District Report for Beaumont Finance Authority Due 01/31/21 – report completed
 - Special District Report for Beaumont Public Improvement Authority Due 1/31/21 – report completed
 - Next Debt Service Payment Due 03-01-21
- Refunding Bond Issuance completed for IA 8C and IA 17B
- Refunding Bond Issuance completed for IA 7B, 7C, 17A, 19C and 20
- Bonds issued for CFD 2019-1
- SCO Filings Due for FY21 1/31/2022
 - Streets Report was filed on 11/23/21
 - Remaining reports Not yet filed
- AQMD FY21 filing – February 2022
- File FY 2021-22 City Budget with the County of Riverside – will file when budget book is complete
- CFD Assessments Costs (Parks/Maintenance/Administration)
 - Reporting CFD Revenues Generated by IA – Recording in the general ledger as received from the County of Riverside
 - Segregation of funds: #250 Administration, #255 Maintenance, #260 Public Safety, #265 Facilities, #510 Pay-Go, #840 Bond Debt Service, #850 BFA, #855 BPIA
 - Demonstrate Means/Methods for CFD Fund Allocations – Working on best way to identify/capture data:
 - Park Maintenance
 - Parkway Maintenance
 - Public Safety
 - Other

This project will be re-initiated and considered as part of the cost allocation project with approved vendor.

- IA 8F – Bonds issued – net proceeds approx. \$12.3 million sent to Pardee in compliance with settlement agreement and acquisition agreement. The vast majority is a return of DIF and TUMF fees.
- Pardee – pay go reimbursement request filed for Area 2016-2 – request of \$340,726 – Completed
- Pension Liability Analysis and Options – reviewed by CC at the March 3, 2020 meeting. The City Council allocated \$2.5 million in General Fund reserves to be used in addressing the pension liability. Staff will provide the CC with an overview of options including pros

and cons of those options. Updated Council September 21, 2021. Will bring back options and financial models November 2021.

- FY 22/23 Budget – Staff will begin the budget process for the FY 2022-23 budget kick-off meeting scheduled November 15, 2021.
- Budget book development using new software in in process. Final book is planned to be completed by December 2021.
- The City began an investment program with Public Trust Advisors. The City transferred \$15m to the trustee account on November 30, 2021. Quarterly reports on investment activity will be presented to the Finance and Audit Committee as well as City Council.
- The City adopted a resolution on December 7, 2021 authorizing the creation of a Pension 115 trust with PARS. Will begin work with PARS to create an investment policy and model different funding scenarios.

ONGOING WORK

Bank reconciliations (all banks and trustee accounts)

- NOTE: Citibank Operating Account reconciled through 10/20/21
Payroll and Workers Comp Accts reconciled through
09/30/21
All other accounts reconciled through 10/31/21.
All Trustee accounts reconciled through 9/30/21**

Daily cash receipts data transfer into the general ledger

Weekly accounts payable processing

Timely recording of payroll and related entries

Review and reconciliation of all DIF monthly

Review, reporting of MSHCP and TUMF monthly

General ledger review and reclassifications as needed

Review of budget to actual activities

Monthly financial reporting to Finance Committee and City Council

Review and analysis of Project accounting monthly

- Review of project budgets to CIP
- Reconciliation of revenues recorded
- Reconciliation of expenses incurred with Public Works
- Reconciliation with general ledger entries

Development of Policies and Procedures (continuous)

Transparency

- General ledgers are redacted and uploaded
- Wilmington Trust statements are being held due to redaction issues-ONLY available to view over the counter
- Paid vendor invoices are scanned and uploaded to portal within reasonable time frame
- Bank statements and reconciliations uploaded through June 2021
- All Bond fund requisitions are redacted and uploaded

UPCOMING PROJECTS

Business license program management

Inventory management – for equipment this will be updated during the fall of 2021 using the new Fixed Assets module

Travel Policy – needs to be created

Further Automation of Accounts Payable and Accounts Receivable processing

A complete review of all financial policies will be undertaken during FY 2022 to determine missing elements and needed updates.

GRANTS

The Community Development Department took on the task of tracking all grants received by the City and coordinated with the Finance Department. A complete listing of existing Grants and projected Grants was provided to the Finance Committee and City Council in June 2020. This listing will be updated and maintained. In process of completing a grant policy and procedures. A multi-department effort to coordinate and track grants is underway. The policy is ready and will be presented to the Finance Committee in December for review.

INFORMATION TECHNOLOGY



INFORMATION TECHNOLOGY November 2021

Tyler Upgrades – IN PROGRESS

- New Payroll Software – Completed
- Accounts Payable Module in Incode – In Progress
- Business License software module research. – On hold
- Civic Engagement software (EAM) demo to replace PMM. – On hold
- SolarAPP+ Running proof of concept with Tesla – In Progress
- PMM - Add Illegal Activity request type – In Progress

City Hall – IN PROGRESS

- New upgrades to data center being presented to Council.
- PC Deployment in progress.
- Remodel and moves in place. - Completed
- New phone upgrade in place. – Completed
- 2 Code vehicle being retrofitted with tough books. - Progress

Police Department – IN PROGRESS

- Will have analytics to provide for staff for better information of service needs.
- Retrofit a few new vehicles with Toughbook's and cradle points. – On going
- Upgrades to Data Center at PD being presented to Council.
- New RIPA AND DOJ Compliance modules being tested.
- Mark43 and DOJ project still in place.
- PC Deployment in Progress
- New camera installation at PD Annex – In progress
- Netmotion Implementation – In Progress

CAD\RMS System for Public Safety (PD)– IN PROGRESS

- New Internet line for Riv Co - installed
- NG911 DOJ on schedule
- Additional vehicle retrofit with CAD access – in progress.
- Vehicle Location Service – Troubleshooting issues
- Netmotion Project - in Progress

California Yard – In Progress

- Circuit installation – In progress
- Fortinet Firewall and Switch installation – In Progress
- PC Deployment – In Progress

Wastewater Plant –IN PROGRESS

- Phase 1 & 2 of networking at WWTP completed.
- New Internet Upgrade and phones system Install - ETA Nov 1. - Completed
- New redundancy IT measures being explored. – In Progress
- New Frontier SD-Wan Cut Over – In Progress

Albert Chatigny Community Center AC Controls

- Testing new AC controls with Directive from Parks & Rec.
- New Rec Software and membership scanner test. - Completed



INFORMATION TECHNOLOGY

November 2021

IT Strategic Plan – IN PROGRESS

- Creating an IT strategic plan for City Manager.
- Looking at efficient ways to save city money on telco services.
- Identifying new GIS options
- Looking at options to bringing a third party for holistic assessment of security needs.
- Meeting to discuss budget and ongoing projects to align to Beaumont's vision.
- Review and mitigate IT policies
- Providing new security measure that coincides with CJIS compliance

PUBLIC INFORMATION



PUBLIC INFORMATION PROJECTS UPDATE November 2021

Communications Strategic Plan

- Update 2018 plan to include new goals and objectives
- Due: January

City/PD Style Guides

- Create new for PD
- Due: End of December
 - Media Kit on website - *Wait on style guides*

PD Email Distribution

- Sign up notification image to gain followers on news flash

Digital Magazine

- Launch first quarter 2022
- Pricing and options needed
- Canva to launch newsletter style program - waiting on Beta

Digital Business Cards

- Sent options to Mercedes

City App

- ~~Design/Function~~
- ~~Submit information on departments and park facilities~~
- ~~Finalize design & name~~
- ~~Final product submitted to Tyler Tech~~
 - Waiting on Tyler Tech and the App stores

New downtown banners

- Missing one at 6th and Beaumont
- Faded and need new design
- Add to Second Street per 2021/22 Budget

Military Banner Corrections

- Improper placement and missing banners
- Submit to DekraLite for correction and replacement

CIP Book & Downtown Vision

- Kickoff meeting with consultant to discuss project
- Consultant provided outline/scope
- Developing a visual marketing piece which highlights CIP projects, streetscapes, placemaking, and city branding for the downtown area.

- Materials will be utilized to market the area to investors and developers

Economic Development

- Branding/Website Development
- Kyle providing detailed framework for website

Public Education

- Government 101
 - Timeline for the year and month
 - Start in early 2022
 - Districts
 - Services
 - Committees/Commissions
- Planning Commission Spotlight
 - Planning/ED
 - Commercial site selection and development process flowchart to educate residents on new businesses coming to Beaumont
 - FAQ Page for website
- Public Works
 - Traffic Projects
 - Townhall Meetings
- Website Updating
 - Start with WWTP - Use new photos
 - Update PD pages with comments

Budget planning

- Digital magazine
- State of the City
- Video and photo quotes
- Branding PD items
 - EZ up, Table cloth, Photo back drop and new stand, Symbol arts for new patch pins

Advertising/Misc. Outreach

- Social Media
 - Mayor Mondays
 - Meet with Lloyd about future engagement
 - Second week on January meeting
 - WM - Will promote tree recycling
 - Small Business posted on Wednesdays - IP
- Record Gazette Advertisements for upcoming events
 - Parade for next week
- Bus Shelter Advertisements
 - Doug submitted request – generic info for now no ads

Misc. Projects

- ~~Operation Santa map and street names list~~
- Letters to Santa - Launched
 - November 29 - December 17
 - Nice List certificated mailed out by Parks and Rec
- City wide Decorating Contest - Launched
 - Online voting by photo only
 - Open December 1 - December 12
 - Voting December 13 - 16
 - Winner announced and signs delivered December 20
- ~~Update communications service request form to include list of services~~
- Christmas Parade
 - ~~All graphics complete~~
 - ~~Social media schedules~~
 - ~~Parade maps updated~~
 - Added cookies and cocoa to website

Local Events

- Stuff the Bus - December 4
- Christmas Parade 12-11
- Shop with a Cop 12-11
- Operation Santa 12-11

Social Media Followers

*What is the Difference Between **Likes** and Follows? ... A Like is a person who has chosen to attach their name to your Page as a fan. A **follower** is a person who has chosen to receive the updates that you post in their news feed (subject to the Facebook algorithm of course).*

- Facebook
 - City Account -8,858 Followers (+42)
 - 3 individuals Direct Messaged (DM) us
 - Highest performing post in November: Cal Trans Traffic Alert Highland Springs Ramp Closures
 - Reach: 11,618
 - Parks and Recreation - 1,287 Followers (+20)
 - Highest performing post in November: Thanksgiving Meal Delivery
 - Reach: 2,616
 - PD Account -12,624 Followers (+40)
 - Highest performing post in November: November 12, 2021, Press Release on assault of BUSD Staff Member
 - Reach: 15,37
- Twitter
 - City 2,654 Followers (+10)
 - PD 1,966 Followers (+42)
- Instagram
 - City 3,705 Followers (+132)

- PD 7,779 Followers (+83)
- Nextdoor
 - City and PD 12,951 Members (+326)
 - 8,704 claimed households

Misc.

- eNewsletter/ News releases
 - 3,118 registered contacts (-4)
- Notification sign-ups
 - calendar of events - 904 (+0)
 - City Council - 680 (-7)
 - EDC - 226 (-2)
 - FAC - 162 (+0)
 - Planning Commission - 548 (+0)
 - Construction Updates - 1211 (-8)
 - Homepage news - 200 (+0)
 - PD Homepage News - 29 (+2)

PUBLIC WORKS



PUBLIC WORKS UPDATE November 2021

- **Pavement Rehabilitation**
 - City Council Approved contract with AAA paving on 09/07.
 - Project has commenced.
 - Contractor began with ADA ramp upgrades and local asphalt “dig-outs” prior to resurfacing streets.
 - Resurfacing local streets has commenced.
 - Project expected to be complete in March pending weather.

- **Sewer System Master Plan ~ No Change**
 - Data request from Consultant has been completed and fulfilled.
 - Mesa Lift station survey is complete, consultant preparing accurate “as-built” record drawings and is complete.
 - City-wide Hydraulic Model initial draft has been reviewed and new development projections have been loaded and is operational.
 - Lift Station assessment draft completed.
 - Population and development projections are complete.
 - Data collection and assessment of Wastewater System is complete.
 - System wide condition/capacity assessments are complete.
 - Capital Improvement Plan Development draft is complete.
 - Sewer system Draft Master Plan has been provided and is currently under staff review.

- **Highland Springs Interchange**
 - Cooperative Agreement Amendment with the City, RCTC, and Banning for the preparation of Project Approval and Environmental Document (PAED) for the Highland Springs Interchange Project approved by CC.
 - RCTC is the lead in preparing the report with input from both the City of Beaumont and Banning.
 - Funding for the Project Study Report (PSR) and PAED from WRCOG settlement.
 - Updated Project Traffic Forecasting and Operational Analysis (TFOA) has been completed.
 - PSR is being routed for final approval signatures from Caltrans.
 - Request for Qualifications (RFQ) for the PAED phase has been prepared and is under review by City, Banning, and RCTC.
 - Comments have been addressed and will be released pending final approval signatures for PSR.

- **Potrero Phase 2**
 - Staff looking at potential further phasing of interchange ramp construction. Potential modifications include revising proposed 6 ramp interchange (4 on-

- ramps & 2 off-ramps) to a 4-ramp interchange and delaying additional 2 on-ramps to future date in which traffic volumes warrant construction.
 - Staff looking at other grant opportunities, potential funding solutions.
 - Direction has been provided to determine feasibility of modified approach.
 - Traffic Analysis to be revised to ensure modified approach will operate at appropriate level of service for 15 years
 - Fee proposal to revise traffic in accordance with direction provided has been received and is under review.
 - Staff took a Professional Services Agreement to authorize additional analysis supporting 4 ramp proposal at 09/07 CC meeting. Staff will also brought forth a TUMF reimbursement agreement to pay for additional analysis.
 - PSA has been executed, the project has been kicked off.
 - Initial data collection and modeling has commenced.
 - Preliminary analysis shows support for the removal of the direct on-ramps though Caltrans has requested additional merge/diverge analysis of the proposed ramps. Anticipated completion of analysis in January. If supported by Caltrans staff will direct consultant to complete supplemental analysis and modify project drawings to reflect the change.
- Highland Springs Signal Timing ~ Complete/Monitoring
 - Concurrence has been received, and three-party MOU between Banning, Beaumont, and Caltrans was approved at the 12/01/2020 CC meeting.
 - Maintenance agreement between Beaumont and Banning was approved at the 12/15/2020 CC Meeting.
 - Kick-off meeting has been held and staff currently preparing proposed timing for affected intersections for Caltrans review.
 - Proposed timing has been approved by Caltrans.
 - Timing has been implemented and is in effect. Staff will continue to monitor to assess operational compatibility.
- Pennsylvania Avenue Widening
 - Environmental consultant released to prepare CEQA document
 - Draft environmental document (Mitigated Negative Declaration) completed and under review.
 - CC adopted Mitigated Negative Declaration at 08/17 CC meeting
 - Staff currently working with regulatory agencies to obtain required environmental permitting. Targeting project bid by the end of 2021.
- Pennsylvania Avenue Railroad Grade Separation ~ No Change
 - Consultant directed to perform cost analysis for Riverside County Flood Control District master plan storm drain improvements as part of project. Staff able to get Flood Control to authorize up to \$5.3M in current budget.
 - Proposed design allows improvements to stay within Pennsylvania Ave., potentially avoiding significant environmental constraints associated with realigning outside City right-of-way. Feasibility is being confirmed.
 - Consultant is working on the 35% plans, specifications, and engineering.
 - Current contract has limited consultants' obligation to 35% design. Staff is searching for additional funding to engage consultant to complete design.

- Pennsylvania Avenue Interchange
 - Staff has had several meetings lately regarding traffic analysis and future compliance with Vehicle Miles Traveled (VMT) guidelines.
 - Caltrans will allow City to be lead agency for environmental clearance which should help facilitate project.
 - Staff has been able to obtain Caltrans concurrence regarding project study radius and intersection identification. City will not be required to include projects outside of our jurisdiction. Additionally, the recently completed traffic model runs for our General Plan can be utilized for study horizon year data saving time and cost of additional modeling.
 - Traffic Operations Analysis Report (TOAR) being revised to include recent General Plan traffic model runs.
 - Staff working with Fehr and Peers to provide quote for additional traffic analysis to support configuration as originally proposed.

- West Side Fire Station
 - Consultant has submitted for fourth review of complete design package (Civil, Architectural, and Landscape).
 - Final plans approved
 - Several environmental studies and reports are currently underway, including:
 - Habitat Assessment and Constraints Analysis - Complete
 - Biological Resources Report - Complete
 - Determination of Biologically Equivalent or Superior Preservation (DBESP).
 - Completed and sent to Regional Conservation Authority and Wildlife Agencies with anticipated review time of 60 days.
 - Jurisdictional Delineation - Complete
 - Environmental consultant currently preparing Initial Study/Negative Declaration
 - Initial draft has been provided and is under review. Air Quality component has yet to be provided.

- Line 2, Stage 1 Drainage Project
 - Cooperative funding agreement was approved by CC on 09/01 and also approved from Riverside County Board of Supervisors
 - Professional Services Agreement awarded to EXP at the 12/15/2020 CC meeting.
 - Project has kicked off. Consultant initial step is to address any downstream limitations (Seneca wash) and identify potential mitigations.
 - Analysis has been identified and staff now working with consultant on preferred design approach.
 - Staff working with Riverside County Flood Control to increase budget to allow for design and construction of detention basin to mitigate incremental stormwater runoff tributary to proposed storm drain line.

- Second Street Extension
 - Phase 1 of project complete which included
 - Preliminary design
 - Preliminary cost estimate
 - Preliminary environmental assessment
 - Phase 2 of project kicked off as authorized by CC on 03/16/21 meeting.
 - 1st submittal drawings have been submitted and reviewed.

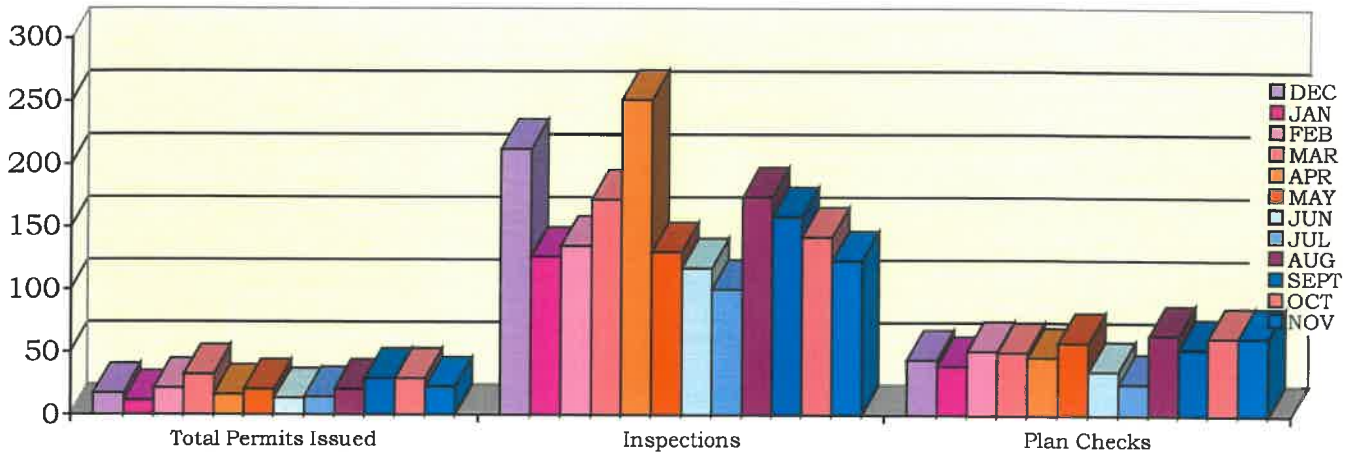
- 95% Submittal has been submitted and is under review.
- By the Numbers ~ Running 12 month total of permits and inspections
 - Includes the following:
 - Encroachment permits issued.
 - Offsite improvement permits associated with residential developments issued.
 - Offsite improvement permits associated with commercial developments issued.
 - Commercial development inspections.
 - Residential development inspections.
 - Commercial development plan checks.
 - Residential development plan checks.



PUBLIC WORKS

MONTHLY PERMIT INFORMATION

RUNNING 12 MONTHS



	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV
Permit Information												
Encroachment - Issued	14	7	21	24	11	18	13	13	19	22	27	21
Residential Improvements	0	3	0	8	5	2	0	0	0	3	2	1
Commercial Improvements	3	1	0	0	0	0	0	1	1	4	0	0
TOTAL	17	11	21	32	16	20	13	14	20	29	29	22
Inspections												
Commercial	35	48	31	40	50	48	42	13	52	51	55	89
Residential	177	78	104	132	201	82	75	87	122	107	87	34
TOTAL	212	126	135	172	251	130	142	100	174	158	142	123
Plan Checks												
Commercial	6	4	14	10	6	10	15	8	23	17	18	18
Residential	38	35	37	40	40	48	18	17	41	36	44	44
TOTAL	44	39	51	50	46	58	35	25	64	53	62	62

FY 21/22
 FY 20/21

This information is gathered from monthly reports and inspection records. Permits issued as of November 31, 2021.