



#ACITYELEVATED

DEPARTMENT PROJECTS

SCHEDULE UPDATES

DECEMBER 2020

CITY CLERK



**CITY CLERK'S OFFICE  
PROJECT SCHEDULE  
December 2020**

- **Records Indexing**
  - Records inventory and clean up – COMPLETE
  - Laserfiche user-friendly clean up – IN PROGRESS
  
- **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 2, 2020	Nov 2, 2020		Complete	.50 hr
H. Choate	1	Nov 2, 2020	Nov 2, 2020		Complete	.50 hr
J. Dorgan	1	Nov 2, 2020	Nov 3, 2020		Complete	.75 hr
G. Sonstein	11	Nov 2, 2020	Nov 19, 2020	Dec 9, 2020	Pending	3.50 hrs + legal
J. Short	1	Nov 18, 2020	Nov 23, 2020		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
G. Sonstien	1	Communications regarding General Plan environmental pursuant to CEQA	Nov 2, 2020	Dec 9, 2020	Pending	3.5 hrs + 1.5 legal	\$ 259.45 \$ 412.50

### Monthly Totals for November

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No. of Requests	No. of Completed Requests	Staff Time Allocated
<b>15</b>	<b>14</b>	<b>6 hrs</b>

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# COMMUNITY DEVELOPMENT



## COMMUNITY DEVELOPMENT UPDATE December 2020

- General Plan Update – Plan takes effect January 3, 2021.
- Housing Element Update – Project kick-off complete and timeline developed. Plan will take approximately 12 months.
- Ordinance Updates
  - Accessory Dwelling Unit Ordinance Update to comply with State law – will be updated utilizing SB2 funding, in conjunction with Housing Element Update
  - Other ordinances for discussion:
    - Containers, Food Trucks, Small Cell
- MSHCP – Western Riverside County Multiple Species Habitat Conservation Plan
  - Several DBESPs for projects have been submitted for review.
  - Ongoing - Staff meets regularly with RCA, IERCD and USFWS to discuss mitigation in the Pass Area.
- Planning Commission
  - Next regular meeting of the Planning Commission is January 12, 2021.
- SB2 - Grant application
  - GRANT AWARDED: LEAP Grant funding (round two of SB2 funding) in the amount of \$150,000. Contract is executed and funds available for the Housing Element Update
  - GRANT AWARDED - \$160,000. Contract has been executed and submitted to HCD for completion. Staff is working with the State on a timeline and procedures for utilizing funds.
- SCAG
  - Applied for Sustainable Communities Grant \$1.25M. Grant awards tentatively for February 2021.
  - GRANT AWARDED – \$100,000. Public outreach meeting was held October 28, 2020. Data is being compiled and should be ready for review early 2021. Anticipated time to completion of Parking Strategies Study is Summer 2021.
- Building and Safety Department Data
  - <http://www.ci.beaumont.ca.us/DocumentCenter/View/2428>



## Project Status Report

Project Number	Date Submitted	Applicant	Project Location	Project Description	Project Status	Anticipated PC Hearing Date	Anticipated CC Hearing Date
PP2020-0317	10/12/2020	John Dykes McClure Machine	North side of 1 <sup>st</sup> Street, East of Viele	17,000sf concrete tilt-up industrial building	Staff review	2021	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	Kick-off meeting 5-2-2019 NOP under review, scoping meeting held 09/17/20	2021	2021
CUP2109-0033&34 PP2019-0209	06/03/2019	Jaswindier 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
CUP2019-0042 CUP2019-0043	12/4/19	Beyond Food Mart, Inc.	SWC Pennsylvania & 6 <sup>th</sup> St.	Fuel Station, Foodmart, Carwash	Continued from PC12/8/20 due to condition issues	1/12/21	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)	NO/PEIR Scoping Meeting held June 4, 2020, DEIR being prepared, access issues being addressed	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	Staff review, site plan revisions submitted, pending CEQA revisions		NA
CUP2020-0049 & PP2020-0280	05/12/2020	Ali Harb	655, 675 & 695 Highland Springs	Remodel and new construction	Resubmittal, scheduled for DRC 1/7/21		NA
CUP2020-0052	08/04/2020	Carrie Long	60 S. Palm	Pet Resort (Kennels & related facilities)	Working out easement issues with PW	Tentatively 2/9/2021	NA
PLAN2020-0544	12/2/2020	Terra-Gen	248 Viele	Battery Storage Facility	Staff Review- Preliminary Submittal		



PLAN2020-0550	12/11/20	Land Engineering Consultants	SWC Oak Valley Pkwy & Beaumont Ave. 449 E. 4th Street	2-Story Medical Office building with subterranean parking	Staff review – preliminary submittal	
PLAN2020-0548	12/10/20	TAIT		Re-use of Denny's building	Staff review- preliminary submittal	
CUP2020-0055	12/11/20	Zendejas	w/s of Beaumont Ave., slo 1st Street	Zendejas drive-thru restaurant	Staff review – scheduled for DRC 1.7.21	
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	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

### Inquiries/Discussions/Not Filed

Location	Description
North side of Xenia between 6th and 8th	Market rate, multi-family apartment project 100+ units proposed
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
South of 1st Street at termination of Viele including property to the west and south	Mixed use development with residential, commercial/retail and possible industrial on outer edge. Annexation, GPA, SP, EIR & Tract Maps required
Beaumont Avenue & 1st Street	38-acre mixed use development with apartments, modular homes & retail/commercial – would require GPA, SP, Tract Map, MND or EIR (Thrifty Oil)
East side of SR79 south of the City limits	~350 acres, request may include annexation for development of industrial and business park
South side of 3rd Street west of Beaumont Avenue, East of Euclid Avenue	6 industrial buildings, 3 for warehouses and 3 for multi-tenant commercial use



# COMMUNITY SERVICES\_TRANSIT



## COMMUNITY SERVICES-TRANSIT December 2020

### **Parks and Recreation**

- Thanksgiving Day meal deliveries to homebound seniors - 97 meals where sent for delivery to seniors and disabled shut ins.
- Senior meals handout (partnership with Family Services Assoc.) - Every Thursday at the Chatigny Center – 10:00am
- Fit after 50 classes via Zoom - every Monday and Wednesday

### Recreation programs

- Where in Beaumont is Elfie? *Elf on The Shelf* hidden at different parks each day (12/1-4)
- Gingerbread house contest- winner Fernandez family
- Participated in Operation Santa / Santa tracker (Transit bus) on 12/12/20 at 6pm was a huge success
- Two *Elf on The Shelf* story walks (Three Rings and Stetson parks 12/9-14)
- Virtual Cookie Exchange (12/15-20)
- Letters to Santa – (11/30-12/16) completed on 12/17/20 with 182 letters received and nice list letters mailed out
- Assisted with the Holiday lights and sights and winners crowned on 12/17/20
- Show us your ugliest Christmas sweater on Dec 22<sup>nd</sup>
- End of the year slideshow of all virtual contest winners for 2020 (week of Dec 28-30<sup>th</sup>)
- Disguise Tom the Turkey virtual event- completed

### **Grounds Maintenance – Parks**

- All restrooms remain closed at all parks
- Dog park at Nicklaus Park opened to public and COVID language signs installed
- Mt. View Park (Sundance)
  - Second playground slide vandalized – new slide ordered- Completed on 12/21/20
- DeForge Park
  - Vandalism extensive – PD notified
  - Playground boarded up until new equipment is installed
- Rangel Park
  - Phase II - Ballfield lighting
    1. Geotech engineering report – contract awarded
    2. Working with Musco lighting on bid for 5 new light poles

- Park fertilization program – most parks completed

### **Grounds Maintenance – Rights-of-Way**

- City-wide tree trimming/maintenance contract
  - 170 trees trimmed on Brookside Ave - completed
  - 2020 year-to-date – 3,400 trees have been trimmed
- Potrero Blvd mulch project – 800 yards of new mulch-completed
- Parkway fertilization program - underway

### **Grounds Maintenance – Open Space and City-owned Lots**

- Weed Abatement Program
- Working with CDF first before using a contractor
  - CDF not available again until 2021
- Extreme Winds 12/3/2020 10 trees and numerous branches and debris city wide
- New Area 4<sup>th</sup> Street center median and Brookside Ave parkway
- Parks and Parkways fertilized
- 11 locations where graffiti was removed city wide

### **Building Maintenance**

- Civic Center marquee – installation scheduled for Jan. 12th
- PD and Fire facility roofs - Job walk was 12/15/2020 11 contractors in attendance
- US flags replaced at all City facilities
- Holiday decorations put up in front City Hall

### **Transit**

- Full service of routes began October 13<sup>th</sup> (peak routes are still on hold)
- Comprehensive Operations Analysis – completed
  - Draft Action Plan presented to City Council on November 17th
- Delivery of 3 new CNG buses – scheduled for Dec. 22nd
- Santa Tracker – collaboration with PD on Operation Santa
- Park N Ride program – Signs delivered and scheduled for install January 2021
- Bus Shelter Project- working on 2<sup>nd</sup> draft
- CNG Fueling Station
  - Working with So Cal Gas on draft compression tariff agreement

### **Community Services Grants Awarded**

- SCIP- Electric vehicle charging station -\$240,000
- Payment request submitted
- MSRC – Electric Vehicle Charging Station - \$31,870
- Payment request submitted
- MSRC- CNG Station- \$200,000
- LCTOP –
- \$129,943- Passenger amenities (FY 18/19)- (bus shelters at Walmart, Wells Fargo and Library)

- \$93,346 – Free Fare Promotion (FY 19/20)
- Kick off - October 13<sup>th</sup>
- 3,011 passengers used - October
- Volkswagen Mitigation Fund- Electric Vehicle Rebate Program
- \$160,000 per vehicle rebate available
- Pending acceptance letter
- 2 vehicles will be ordered in FY 21

**Community Services Grant Opportunities**

- Carl Moyer Program – SCAQMD
  - Application in process for additional funding of new CNG fueling station
- National Fitness Campaign - \$25,000 available

# ECONOMIC DEVELOPMENT



## ECONOMIC DEVELOPMENT

December 2020

### RFPs Underway

### Major Projects

#### **Retail Market Analysis**

- Contract was approved with The Retail Coach
- Work has started
  - Data review is ongoing with first info coming by mid-January
  - Small Business workshop (Virtual) planned for last week in January

#### **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
  - Outdoor Seating, Barricades and Shade Structures
  - Household Assistance Grant Program
- Major Employer Discussions
  - ICON is seeing a huge increase in orders and shipping
  - Wolverine is down, but they have no reduced workforce
  - CJ Foods and Rudolph Foods still operating
  - Priority Pallet is down in some respects and has seen an increase in others, they are still doing well
  - Local grocery stores need additional employees
- Business Resource Information is available on City website
  - Reopening plan guidance docs for each industry
  - Disaster loans
  - Utility benefit info
  - Small business development assistance
  - Programs to help small business retool and adapt their business plan and strategy
- Beaumont Eats program – Rollout of barricades and Ez-ups will commence when supplies are received
- 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
- Legislative Review of State and Federal mandates and programs related to COVID-19
- Waiting on Go-Biz Small Business Grant Program (\$25k) guidelines to be released in order to push this info out to local businesses and the Chamber

#### **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 to be completed 2Q 2021

### **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 MSJCC
- 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 2<sup>nd</sup> Thursday (suspended due to Covid-19)

### **Downtown Campus/Facilities Master Plan Project**

- Pending Downtown Specific Plan Update

### **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 with city manager 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
- Models being revised to account for COVID-19 effects
- Updating At-Risk Business Model to determine budget impacts of potential closures
- 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 13, 2021

- Committee discussed Smart City Plan and a sub-committee was formed to explore this concept

#### Lobbyist Services and Grant Writing

- Track legislation, lobby on city's behalf, gain access to funding and grants
- Coordinates meetings with City Council, staff and legislators or key department staff in CA or DC
- Working with Townsend on funding opportunities and availability
- 2020 Legislation Session tracking has begun
- Tracking State and Federal mandates and programs related to Covid-19
- Beaumont does not qualify for Downtown Broadband Master Plan grant through EDA

#### Foreign Trade Zone

- Working with City of Palm Springs 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. Palm Springs has not made this a top priority.
- A path forward has been determined but will require community support (\$) or funding from businesses intending to utilize the zone
- Staff is working to contact each business and discuss details before the end of the year

#### Business Retention and Expansion Events

- Programming next series of events and training seminars
- Partnering with UCR, RivCo EDA and Coachella Valley Economic Partnership
- Contact small companies in need of assistance and resources
- Retraining Program

#### Potrero Interchange PH2

- Meeting with Federal EDA to discuss funding availability
- Meeting with RCTC to discuss project status

#### Cooperative Meetings with Beaumont Chamber of Commerce

- Discuss meeting/event schedule for remainder of year
- Partner to create value added business events

### **Current Development Projects (building now)**

#### **Sundance Corp Center**

- Building 1 and 2 almost completed



- Building 3 under construction
- Working to fill remaining retail/in-line space

### **San Gorgonio Specific Plan**

- Commercial property between 1<sup>st</sup> and 2<sup>nd</sup> streets from Kohls to Center Pointe (across from Walmart)
- Most attraction efforts are completed: Last Building is finalizing Deal with National Paint Retailer
- Building in progress are Cinema West, Ulta Beauty, Planet Fitness, and America's Best Contact & Eyeglasses
- Now open are Grocery Outlet, In-N-Out, Raising Cane's, Five Below, Jersey Mikes, El Mariachi Mexican Take-Out, Bright Now Dental, 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.
- Project meetings on-going as of January 2020
- Entire project is not included in BCVWD Urban Water Management Plan

#### **Crossroads Logistics - Amazon**

- Amazon construction completed and facility is now in operation
- Partnered with City to hold Hiring Event at City Hall
- Event was held 8/24 – 9/11
- Revised job numbers from Amazon is now 3,300 for this facility
- Initial projection was 750-1000 direct jobs created

#### **Hidden Canyon Logistics**

- 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

#### **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
- Current leads are 7-Eleven with gas and quick service restaurant or national tire store

#### **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 / 1<sup>st</sup> Street
- Commercial property at Pennsylvania / 6<sup>th</sup> Street
- Commercial property at Pennsylvania / 1<sup>st</sup> Street
- Commercial property at 6<sup>th</sup> Street and Xenia Avenue
- Residential property at 6<sup>th</sup> Street and Xenia Avenue

**Other Items**

- Hotel Incentive Package
- City Incentive Package/Policy
- Downtown Parking Ordinance
- 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 December 2020

### SPECIAL PROJECTS

- Tyler software
  - Payroll/HR Module – seeking to secure this to consolidate payroll and HR within the primary City system. The City Council approved funding for this project at the December 15, 2020 meeting. This project will move forward with implementation during the first half of 2021.
  - Fixed Assets Module – the City Council approved acquisition of this software at its December 15<sup>th</sup> meeting.
  - Exploring alternative solution to Business License software needs
  - Tracking Accounts receivable through Tyler
- 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.
- 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.
  - Business Grant awards are complete and funds have been disbursed.
  - Household assistance applications have been received and payments have been issued to qualifying households.
- FY 19-20 Audit – RAMS firm was selected and approved by City Council. Audit fieldwork is complete. The draft financials will be taken to the Finance and Audit Committee on January 11, 2021 and the final audited financials to the City Council on January 18, 2021.
- 2020-21 Overhead Allocation and Transfers -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.

- New processes and procedures
  - Cal Card application has been approved. Policies and procedures are developed, and cards have been issued to the Wastewater team and to the Police Department as well as Administration. Cards have been issued to all departments that have requested access.
  - Investment policy – has been reviewed and approved by the City Council. A committee is developing an RFP to secure investment advisor services. It is contemplated staff will bring a contract to the City Council for consideration in February 2021.
- 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
- RSI
  - Fee credits for prepaid Road and Bridge DIF completed
- 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 #18 requests to date (two received in Oct 2020)
  - Received #17 full payoffs to date
    - Total \$279,224.03 for debt service
    - Total \$10,739.38 for future facilities
  - All funds transferred to Trustee for retirement of bonds
  - Bonds retired to date = \$136,000
- Management of Existing Bonds
  - Special District Report for Beaumont Finance Authority Due 01/31/20 – COMPLETED 01-29-20.
  - Next Debt Service Payment Due 09-1-20 - COMPLETED
- Refunding Bond Issuance completed for IA 8C and IA 17B
- Bonds issued for CFD 2019-1
- SCO Filings Due for FY20
  - Streets and Roads due 12/01/20 – this is in progress and will be filed by November 24, 2020.
- AQMD FY19 Filing - COMPLETED AND APPROVED – 04/07/20, Next audit will be for FY21
- File FY 2020-21 City Budget with the County of Riverside – completed
- 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
- 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 – options for pension trust to be discussed in September or October 2020.
- FY 21/22 Budget – Staff will begin the budget process for the FY 2021-22 budget beginning in January 2021. A proposed timeline will be provided to the CC at its January 5, 2021 meeting.

## ONGOING WORK

Bank reconciliations (all banks and trustee accounts)

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

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 for FY19 and through February 2020
- All Bond fund requisitions are redacted and uploaded

### **UPCOMING PROJECTS**

Grant management processes and coordination (see next section)

Business license program management

Inventory management – revise processes

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 2021 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.

# INFORMATION TECHNOLOGY





## INFORMATION TECHNOLOGY DECEMBER 2020

### **Tyler Upgrades – IN PROGRESS**

- Go live with online permits is 01/20/21
- Customer service portal for online permits.
- Utility billing online options – completed.
- Testing Open Edge interface for credit card processing.

### **E-Sign and invoice software – PLANNING**

- Looking at DocuSign and Tyler for invoice.

### **Wastewater Plant –IN PROGRESS**

- Looking at for better access to SCADA.
- Hach instrumentation installation.
- Surface Pros installed and given to Staff.

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

- Text2-911 working on router with vendor – Completed.
- New Internet line for Riv Co installed – go live end of October.
- CAL OES NG91 rack install and connection to state.

### **Albert Chatigny Community Center Wifi–IN PROGRESS**

- Approved by Council, scheduling install.
- Internet speed upgrade - Frontier Comm. – In progress.

### **Disaster Recovery–IN PROGRESS**

- Discussion and planning of Business continuity and Disaster Recovery options.
- Prepping for backup upgrade – midyear budget adjustment.
- Need internal assessment and a good open discussion about security.

### **IT Strategic Plan – IN PROGRESS**

- Creating an IT strategic plan for City Manager.
- Provide GIS assessment.
- Security status and needs.
- Identify needs for City of Beaumont post Covid-19. Will include in strategy.
- Looking at options to bring a third party for holistic assessment of needs.

### **Zoom Meetings – IN PROGRESS**

- Continue to use due to covid-19 restrictions.

# PUBLIC INFORMATION



## PUBLIC INFORMATION

### December 2020

- Updating Communications Strategic Plan from 2018
  - Including a new section regarding social media polices for departments and staff
- Developing tools to increase subscriptions to City Manager Monthly email
- Updating online content and marketing for return of full-service Transit
- Created Letter's to Santa program
- Social media content
  - COVID
  - SCE power outage/Flex Alerts
  - Storm Ready
  - EV charge stations
- Storm Ready – Working with PD to notify public regarding risk of flooding from recent fires.
- ID cards for PD – Designing new ID cards with current law enforcement identification information for all sworn personnel.
- Miscellaneous
  - Managing Shop Safe Pledge Program
  - Ideas for inclusion in the monthly City Manager Report are due the last week of each month.
  - Ribbon cutting ceremony for Rangel Park restrooms/snack bar
  - Continuously updating internal applications and forms for branding
- Upcoming Events
  - Citywide Holiday decorating contest

# PUBLIC WORKS



## PUBLIC WORKS UPDATE December 2020

- Pavement Rehabilitation
  - Project Notice of Completion accepted by CC September 1<sup>st</sup>.
  - Engineering currently in planning stage for FY 20/21 Pavement Management Program.
  
- Sewer System Master Plan
  - Data request from Consultant has been completed and fulfilled.
  - Mesa Lift station survey is complete, consultant preparing accurate “as-built” record drawings and is at 95% development.
  - City-wide Hydraulic Model initial draft has been reviewed and new development projections are being loaded.
  - Lift Station assessment draft has reviewed and comments provided.
  - 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 is 60% complete.
    - Upon completion, staff will schedule CC item and/or workshop to discuss with Council.
    - Staff has had initial workshop/meeting to discuss identified capital needs and prioritization.
  
- 2020 Street Maintenance and Rehabilitation Project
  - In coordination with CC item from 09/01 regarding allocation of bond proceeds, staff has prepared a bid package to rehabilitate several City streets, primarily in the downtown area.
  - Matich has commenced construction and will be complete with all streets receiving overlay, mill and overlay, and leveling course early 2021. Streets identified for slurry seal will be delayed until March in order to target warmer weather and ensure maximum adhesion and longevity.
  
- Highland Springs Interchange
  - Cooperative Agreement with the City, RCTC, and Banning for the preparation of a Project Study Report (PSR) for the Highland Springs Interchange Project approved
  - RCTC is the lead in preparing the report with input from both the City of Beaumont and Banning.
  - Funding for the PSR from WRCOG settlement.
  - Updated Project Traffic Forecasting and Operational Analysis (TFOA) has been submitted to Caltrans.
  - The Preliminary Environmental Analysis Report (PEAR) has commenced. Expected completion is April 2021.
  - Completion of PSR is expected to be June of 2021.

- 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 also looking at other grant opportunities, potential funding solutions.
  - Trade Corridor Enhancement Program (TCEP) grant application has been submitted. \$33M has been requested and awardment of grant expected to be by end of calendar year.
    - Announcements read on 11/16/20. City was unsuccessful.
    - Staff now back to pushing Caltrans for phased approach.
  - Staff has secured meeting with Caltrans management to discuss phased approach in mid January.
  
- Highland Springs Signal Timing
  - Staff working with the City of Banning on an MOU to coordinate signal timing of 6 intersections along Highland Springs to help alleviate congestion.
  - 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 set for middle of January.
  
- Pennsylvania Avenue Widening
  - Technical studies have been prepared, which now includes completion of Traffic Impact Analysis which needed to comply with Vehicle Miles Traveled (VMT) criteria.
  - Environmental consultant released to prepare CEQA document in June. Expected 4-6 month preparatory duration.
    - Draft environmental document imminent.
  - Updated packages have been submitted to both UPRR and Cal Trans
    - Comments have been received and responded to.
  
- 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.

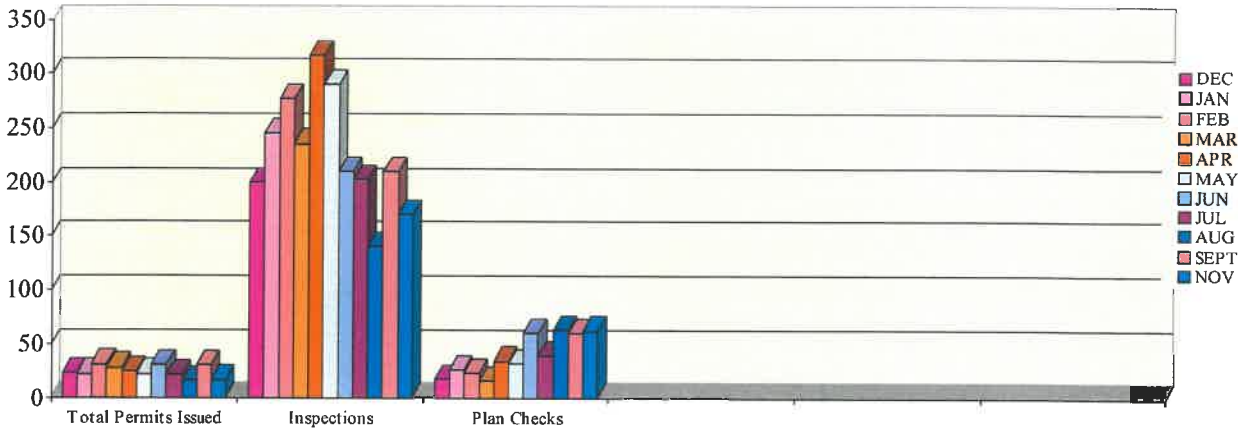
- Caltrans will allow City to be lead agency for environmental clearance which should help facilitate project.
  - Staff has been able to obtain Caltrans concurrence regarding project study radius and intersection identification. City will not be required to include projects outside of our jurisdiction. 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.
- West Side Fire Station
    - Consultant has submitted for second review of complete design package (Civil, Architectural, and Landscape) which are currently in review and will be returned by 09/30.
    - Several environmental studies and reports are currently underway, including:
      - Habitat Assessment and Constraints Analysis
      - Biological Resources Report
      - Determination of Biologically Equivalent or Superior Preservation (DBESP)
      - Jurisdictional Delineation
    - Staff currently preparing Request for Qualifications (RFQ) in order to pre-qualify prospective bidders.
- 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
    - Beaumont staff and Riverside County Flood Control (RCFC) interviewed the top 3 consultants the week of 09/14-09/18
    - Professional Services Agreement awarded to EXP at the 12/15/2020 CC meeting. Project to kick off in January.
- 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
<b>Permit Information</b>												
Encroachment - Issued	19	19	29	27	24	22	31	19	12	22	14	9
Residential Improvements	1	3	2	0	0	0	2	1	3	4	5	6
Commercial Improvements	3	0	0	1	0	0	1	1	0	4	0	1
<b>TOTAL</b>	<b>23</b>	<b>22</b>	<b>31</b>	<b>28</b>	<b>24</b>	<b>22</b>	<b>34</b>	<b>21</b>	<b>15</b>	<b>30</b>	<b>19</b>	<b>16</b>
<b>Inspections</b>												
Commercial	32	21	60	67	183	106	79	97	53	109	86	73
Residential	168	225	217	169	134	184	106	106	87	101	134	97
<b>TOTAL</b>	<b>200</b>	<b>246</b>	<b>277</b>	<b>236</b>	<b>317</b>	<b>290</b>	<b>185</b>	<b>203</b>	<b>140</b>	<b>210</b>	<b>220</b>	<b>170</b>
<b>Plan Checks</b>												
Commercial	9	6	5	5	10	18	21	12	14	15	10	46
Residential	8	20	18	10	24	14	29	27	49	45	25	16
<b>TOTAL</b>	<b>17</b>	<b>26</b>	<b>23</b>	<b>15</b>	<b>34</b>	<b>32</b>	<b>50</b>	<b>39</b>	<b>63</b>	<b>60</b>	<b>35</b>	<b>62</b>

FY 20/21  
 FY 19/20

*This information gathered from monthly reports and inspection records. Permits issued as of November 30, 2020*