



#ACITYELEVATED

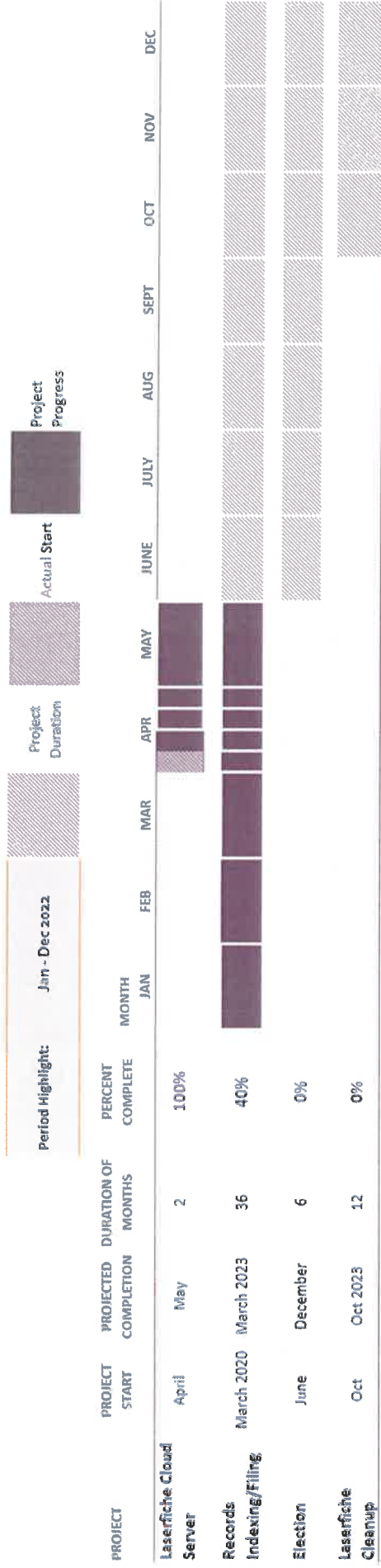
DEPARTMENT PROJECTS

SCHEDULE UPDATES

May 2022

# CITY CLERK

# City Clerk's Office Project Status



**Laserfiche Cloud Server Project** – A migration of Laserfiche data from a retiring server to a cloud-based system for overall stability and more reliable access to electronic records.

**Records Indexing/Filing** – A complete indexing of all records within the City Clerk's office and implementation of a new filing system to be categorized in a user-friendly structure and format.

**2022 Municipal Election** – The 2022 Municipal Election will have five seats up for election (three Council Members, Treasurer and City Clerk). Nomination Period opens on July 18<sup>th</sup>.

**Laserfiche Cleanup** – A restructure of folders within Laserfiche to replicate the new filing system being established for ease of locating documents. A full audit of the documents will be conducted to be in accordance with the adopted retention schedule policy.

## Public Records Requests for the Month

Requestor	No. of Requests	Date Received	Response Date	Response Update	Status	Staff Time Allocated
C. Collins	1	May 3, 2022	May 3, 2022		Complete	.50 hr
M. Blanchette	1	May 13, 2022	May 16, 2022		Complete	.50 hr
J. Alvarado	4	May 16, 2022	May 16, 2022		Complete	.50 hr
K. Rusch	1	May 12, 2022	May 24, 2022		Complete	1 hr

N. Herman	1	May 27, 2022	May 27, 2022	Complete	.50 hr
D. Heiss	1	May 23, 2022	May 31, 2022	Complete	.75 hr
J. Marvel	1	May 23, 2022	May 23, 2022	Complete	.50 hr
S. Kim	1	May 24, 2022	May 24, 2022	Complete	.50 hr

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No. of Requests	No. of Completed Requests	Staff Time Allocated
<b>11</b>	<b>11</b>	<b>4.75 hrs</b>

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# COMMUNITY DEVELOPMENT

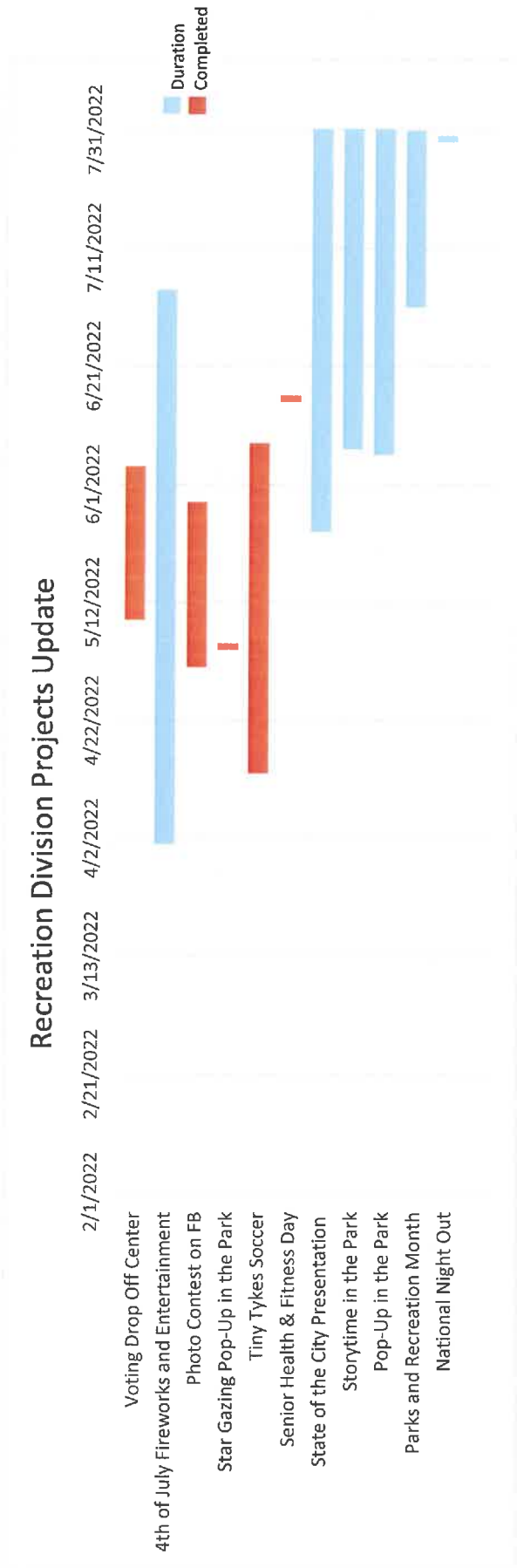


## COMMUNITY DEVELOPMENT UPDATE Ending May 2022

- Housing Element Update (Project CD-02)
  - Housing Element is in for final review with the State of California HCD. Staff received communication from HCD the review is underway.
- Zoning Code Updates (Project CD-01)
  - Accessory Dwelling Unit Ordinance will follow the Housing Element Update to comply with State law
  - Objective Design Guidelines will follow approval of the Housing Element in
- Planning Commission – Next Meeting is **June 28, 2022**
- Fire Safety – ending May 2022
  - 14 Fire Plan reviews
  - 50 Building Plan reviews
  - 13 Planning case reviews
  - 144 Construction inspections
  - 6 Non-mandated Fire inspections
  - 10 Mandated Fire inspections
  - 2 Special Event inspections
- Code Enforcement – ending May 2022
  - On-boarded a new code officer
  - 19 cases opened in the month of May
  - 38 Inspections resulting in no cases opened
  - 1 case closed
  - Weed abatement subscription properties complete
- Building and Safety Department Data
  - <http://www.ci.beaumont.ca.us/DocumentCenter/View/2428>
- Planning Project Data for May 2022
  - DRC Reviewed 12 applications
  - 32 new Planning applications were received
  - 47 plan checks were conducted

# COMMUNITY SERVICES

# Community Services Department Updates – May 2022



## Recreation Division Highlights:

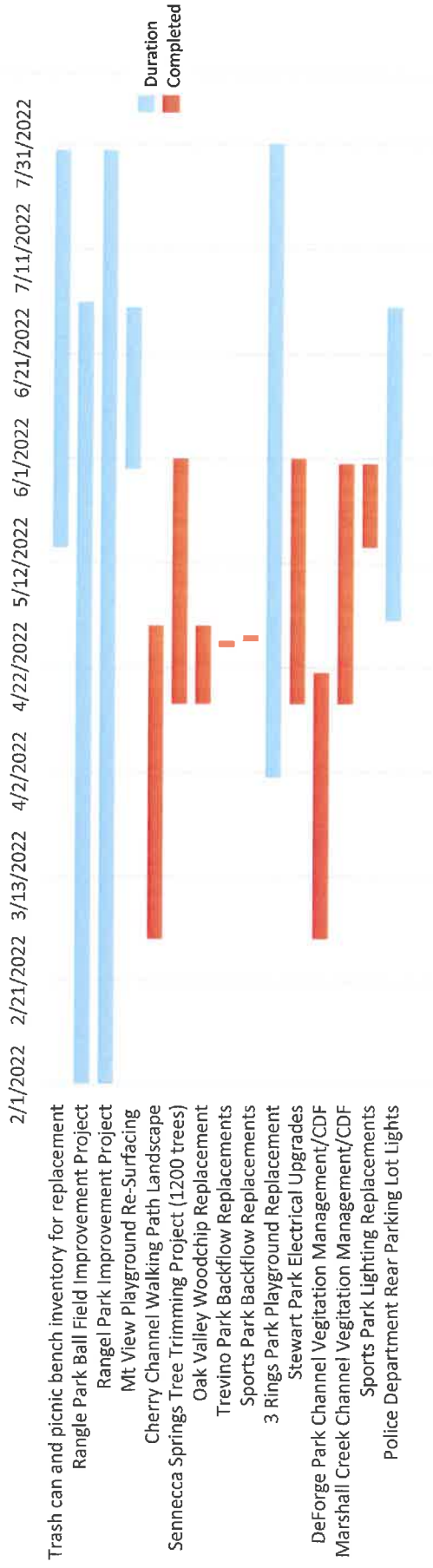
- Hosted a Pop-up at Mickelson Park in honor of Star Wars Day. The event was co-hosted by the Riverside Astronomical Society who provided various telescopes and information regarding our galaxy.
- Hosted an online photography contest for Photography month focused on families enjoying Parks.
- Highlighted available Building Grounds Maintenance Worker position on social media resulting in large applicant pool.
- Looking forward to welcoming the Quilters back to the CRC for their monthly meetings beginning in June.
- Rentals
  - 1 special events at the CRC – Cherries Jubilee
  - 6 number of park pavilion rentals
- Met with DeAnne’s Pass Kids to bring special needs programming to the CRC. Expected to begin in June.
- 8 seniors on average for weekly bingo
- 45 attendees to weekly Lunch Bunch Senior Lunch

## RECREATION CLASSES AVAILABLE:

- Chair Yoga – Tuesday & Thursday
- Fit After 50 – Monday, Wednesday, Friday
- Bingo – Thursday
- Senior Aerobics - Monday, Wednesday, Friday
- Pickleball – Monday & Tuesday
- Open Basketball – Monday & Wednesday
- Parent & Me Ballet – Monday
- Introductory to Ballet – Monday
- Zumba - Monday, Wednesday, Friday



## Parks, Grounds and Building Maintenance Division Projects Update



### Parks, Grounds and Building Maintenance Division Highlights

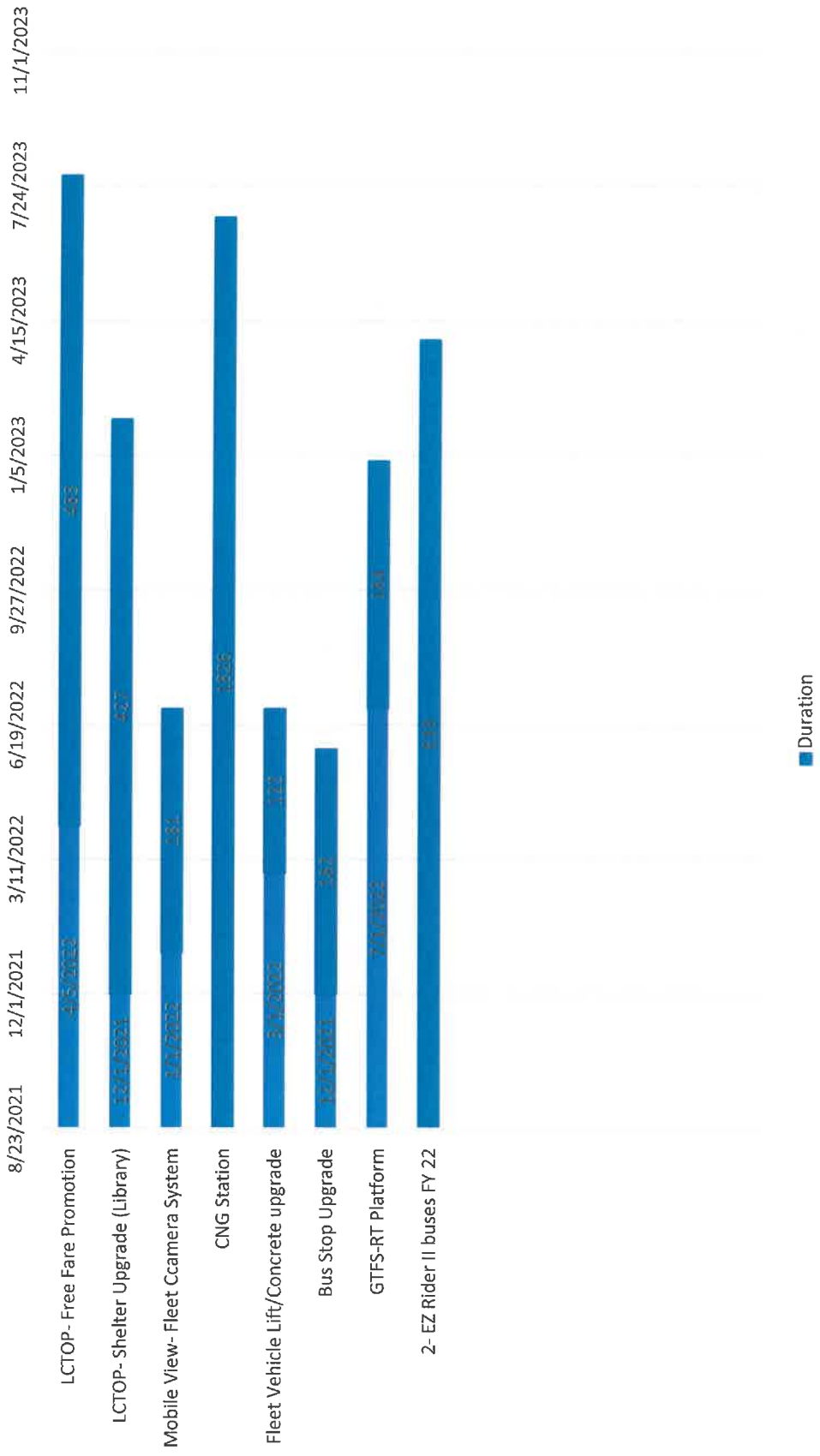
- Met with Big Belly regarding smart trash containers at the Sports Park and DeForge Park. Big Belly are compacting trash cans which can also provide Wi-Fi access in parks. Containers collect trash, recycle and organics.
- 16 graffiti removals
- Trees trimmed at Desert Lawn and 10 Freeway
- 300 yards of mulch in the Sundance Community
- 2<sup>nd</sup> Street center medians trees trimmed
- 21 Work Orders completed
- 51 LED lights installed at the Sports Park
- 9 LED lights installed at Stewart Park
- 5 dead trees removed
- 27 Park lights repaired (Palmer, Trevino and Stetson)

### RANGEL PARK UPDATE:

- 28,000 sq ft of sod installed
- Concrete installed for bleachers, playground sidewalk, basketball court and planters
- 200 ft of mow curb installed
- 120 tons of DG installed
- 120 tons of infield mix installed

# TRANSIT

## Transit Project Update



Items completed since last report:

1. LCTOP- Free Fare: Submit application, secure funding, present to Council for submission approval 6/7/2022
2. CHP inspection completed- satisfactory rating, no violations
3. SRTP- completed and closed for next FY

# ECONOMIC DEVELOPMENT

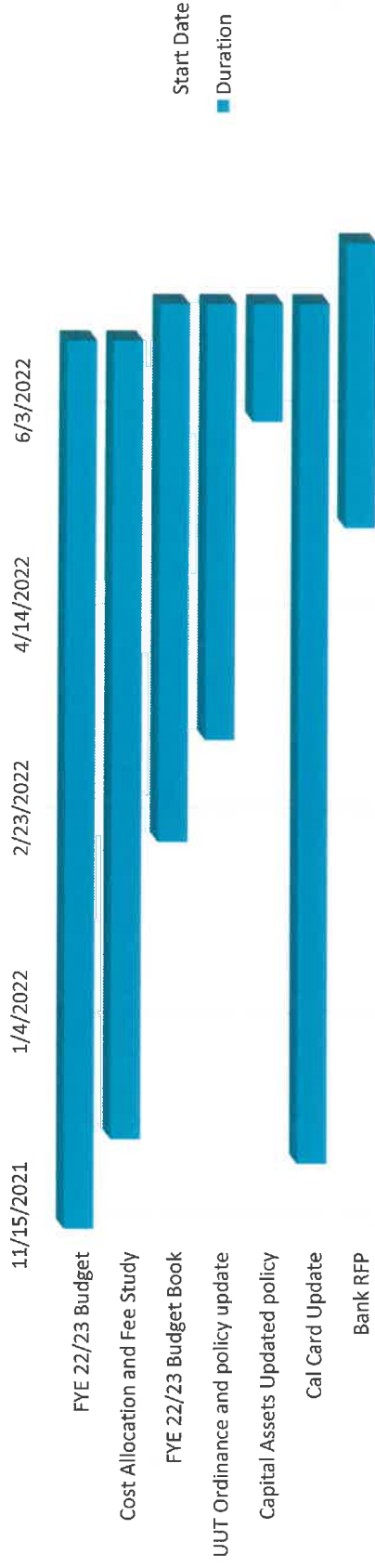


**Items Completed since last report:**

1. ICSC Conference Attendance and Follow-up meetings
2. Job Fair Scheduled for June 29<sup>th</sup>, 2022 @ CRC

# FINANCE

## Finance Project Update - June 10, 2022



### Items Completed after last reporting:

1. Internal Service Fund FYE 22/23 – completed 05/16/22
2. GASB 87 – Lease Accounting reported to auditors 05/10/22

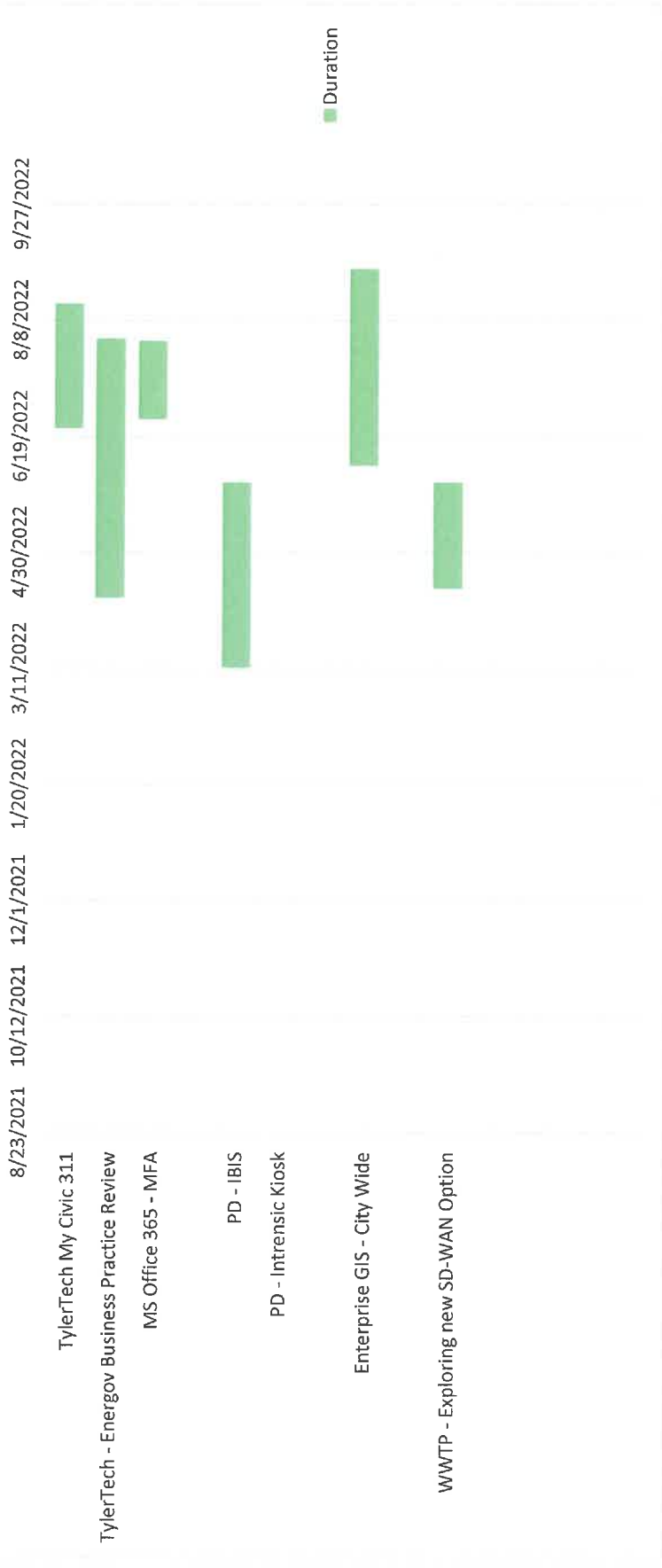
# INFORMATION TECHNOLOGY



# Monthly Project Update

## Information Technology Department

### Information Technology Project Update



### Completed Projects

1. CH - Solar App+ - Completed
2. IT Dept - Dell KACE Implemented
3. PD – PSEC Circuits Installed
4. PD - Netmotion Implemented
5. PD - GIS / Mark 43 Updated Map

# PUBLIC INFORMATION



# **PUBLIC INFORMATION PROJECTS UPDATE May 2022**

## **City/PD Style Guides**

- Create new for PD

## **Digital Magazine**

- Next Edition to go out July 1

## **Development Flow Chart**

- Information from departments
- Create flowchart
- Put on website on project page and Public Works Page
- Start with road projects

## **Economic Development**

- Branding/Website Development – ED working with IT

## **Public Education – On-Going**

- Government 101
- City in the Works
- City at Work

## **Advertising/Misc. Outreach**

- Sewer Rate Increase/Delinquent Accounts share again July 1.
- Municipal Election Information

## **Social Media Updates**

### Project Updates

- Fire and Police Station – June 7
- Rangel/Stewart Park Update
- Sundance Trail Update

## **Citizens Academy 2022**

- Plan for Fall Academy

## **State of the City**

- Kick-off meeting with Chamber on March 7
  - Meeting every two weeks
- Vendors
  - Applications to food vendors sent out
- Reserved Tukwet Canyon Golf Club
  - Invitations Completed

- Presentation Details

### Misc. Projects

- Fireworks Information
- National Night Out
  - Key PD event

### Local Events

- 4<sup>th</sup> of July

### 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 -9,108 Followers (+26)
    - 10 individuals Direct Messaged (DM) us
    - Highest performing post in May: Cherry Festival Parade Route
      - Reach: 8,184
  - Parks and Recreation - 1,768 Followers (+49)
    - Highest performing post in May: Parks and Recreation Building Ground Maintenance Position Advertisement
      - Reach: 3,136
  - PD Account -13,267 Followers (+267)
    - Highest performing post in May: Investigation into sexual assault of a minor from May 11, 2022
      - Reach: 39,944
- Twitter
  - City 2,672 Followers (+11)
  - PD 2,146 Followers (+58)
- Instagram
  - City 4,010 Followers (+84)
  - PD 8,291 Followers (+74)
- Nextdoor
  - City and PD 13,706 Members (+150)
    - 9,072 claimed households

### Misc.

- City Magazine
  - +43 Opens in May
- App Downloads - (+486) Devices
- Notification sign-ups
  - calendar of events - 890 (+2)
  - City Council - 668 (-3)
  - EDC - 225 (-2)

- FAC - 163 (-2)
- Planning Commission - 542 (-1)
- Construction Updates - 1202 (-3)
- Homepage news - 209 (+0)
- PD Homepage News - 47 (+0)

# PUBLIC WORKS

PUBLIC WORK CIP PROJECTS

