



#ACITYELEVATED

DEPARTMENT PROJECTS

SCHEDULE UPDATES

January 2022

CITY CLERK



**CITY CLERK'S OFFICE
PROJECT SCHEDULE
January 2022**

- **Records Indexing – Timeline: March 2023**
 - Records Indexing – IN PROGRESS
 - Laserfiche user-friendly clean up – IN PROGRESS
 - Electronic Scanning of Permanent Records – UPCOMING

- **2022 Election**
 - Nomination Period Opens - July 18

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

Public Records Requests for the Month

| Requestor | No. of Requests | Date Received | Response Date | Response Update | Status | Staff Time Allocated |
|------------------------|-----------------|---------------|---------------|-----------------|----------|----------------------|
| J. Modrzejewski | 3 | Jan 3, 2022 | Jan 6, 2022 | | Complete | 1 hr |
| Transparent Claifornia | 8 | Jan 3, 2022 | Jan 14, 2022 | Jan 24, 2022 | Complete | 1.5 hrs |
| C. Collins | 1 | Jan 5, 2022 | Jan 6, 2022 | | Complete | .50 hr |
| B. Riddle | 1 | Jan 10, 2022 | Jan 20, 2022 | | Complete | .50 hr |
| N. Feinberg | 1 | Jan 17, 2022 | Jan 27, 2022 | | Complete | .50 hr |
| M. Tsai | 11 | Jan 17, 2022 | Jan 27, 2022 | | Complete | 2 hrs |
| E. Reyes | 4 | Jan 17, 2022 | Jan 27, 2022 | | Complete | .75 hr |
| E. Reyes | 4 | Jan 17, 2022 | Jan 27, 2022 | | Complete | .75 hr |
| S. Rosenberg | 1 | Jan 10, 2022 | Jan 20, 2022 | | Complete | .50 hr |
| B. Christensen | 1 | Jan 25, 2022 | Jan 25, 2022 | | Complete | .50 hr |
| L. Noel | 2 | Jan 25, 2022 | Jan 25, 2022 | | Complete | .75 hr |
| L. Bosserman | 1 | Jan 25, 2022 | Feb 4, 2022 | | Complete | .50 hr |

Extended Time Required Public Records Requests

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

Monthly Totals

| No. of Requests | No. of Completed Requests | Staff Time Allocated |
|-----------------|---------------------------|-------------------------|
| 38 | 38 | 9.75 hrs |

COMMUNITY DEVELOPMENT



COMMUNITY DEVELOPMENT UPDATE Ending January 2022

- Housing Element Update (Project CD-02)
 - AFFH and Draft HEU being prepared for resubmittal to State HCD for final review
 - Objective Design Standards are being prepared
 - Safety Element Update was approved by CalFire and is on the HEU website
- 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 **May or June 2022**
- Food Truck standards Draft anticipated to be at Council on **March 1, 2022**
- Design Guidelines/Standards anticipated for discussion at Council on **March 1, 2022**
- Planning Commission – Next Meeting is **February 22, 2022**
- Code Enforcement
 - 15 cases opened in the month of January 2022
 - 35 Inspections resulting in no cases opened in January 2022
 - 7 cases closed in January 2022
- Building and Safety Department Data for year end
 - <http://www.ci.beaumont.ca.us/DocumentCenter/View/2428>
- Fire Inspection
 - 60 Plan Checks
 - 15 Planning Case Reviews
 - 101 Construction Inspections
 - 20 State Mandated Inspections
 - 11 Non-State Mandated Inspections
 - 1 Special Event Inspection
- Planning Project Data for November
 - DRC Reviewed 9 applications in January 2022
 - 25 new Planning applications were received in January 2022

COMMUNITY SERVICES_TRANSIT



COMMUNITY SERVICES-TRANSIT January 2022

Recreation

Upcoming Events

- 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 February 2022
- Senior Income Tax Prep: Community Action Partnership - Feb 15 -April 14, 2022
- Senior Murder Mystery Lunch – 2/22/22 – 11am-1pm
- Movie in the Park: Scheduled for March 18, 2022 – Sports Park
- Story Walk in the Park: March 2022 – park not chosen yet.

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 – Mondays - 4:30pm-5:15pm
- Introductory to Ballet –Mondays – 5:15pm-6pm
- Zumba – class schedule pending – Mon, Wed & Friday: 8:30am-9:15am

Parks

Park Maintenance

- Irrigation repairs at Fallen Heroes and Shadow Creek
 - 3 backflow repaired
 - 4 mainline breaks from root invasion

Park Projects

- Stewart Park Began grading for temporary parking at site of old pool building, irrigation and sod to follow.

Grounds Maintenance

Rights-of-Way

- Graffiti Removal – eight (8) locations
- Cherry Channel (south) walking path irrigation replacement – 95% completed
 - Valve replacements
 - Prep new drip line in anticipation of new landscape install-- new plants to be installed in March 12, 2022 at community tree planting event.

Open Space and City Owned Lots

- Weed Abatement Program
 - Coordinating with CDF – Seneca Springs open space – on hold pending return of CDF
 - Marshall Creek – Scheduled Feb 15-18
 - Brookside and Fairway Dr – Complete
 - Stetson community basin – Complete
 - Sundance Edison easement - Complete

Building Maintenance

Fire Station 66

- Electrical Engineer to prepare construction docs and RFP for electrical system upgrade
- Plumbing repairs to restrooms complete, new urinal installed

City Hall

- Landscape replacement to begin February 2022

Police Department

- Enhance lighting in parking lot – In-Progress
- Obtaining quotes for minor roof repair to modular building
- Interior plumbing issues addressed and completed.

Transit

Operations

- EV Charging Station use:
 - January: 57 Unique Drivers charging for 213 sessions
- Preparing for SRTP FY 22/23 through 25/26 document. Budget to be presented to Council in March.
- Procurement and Installation of Mobile View cameras on Transit Fleet approved by Council- Purchase and Installation in Progress

- Limited Service in observation of President's Day- February 21
- CHP Audit and Inspection scheduled for May 11th

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 available on city website, bids due 2/23/22

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

- Landscape Architect retained for pre-construction plans and update of reduced amenities to be presented to City Council
- Ballfield renovation scheduled to begin (turf plane/leveling, fence repair, LED light upgrade)

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

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
 - Application submitted and waiting for award notification from State.
- 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).
 - Community groups and volunteers scheduled to help plant trees at March 12th Tree Planting Event.

ECONOMIC DEVELOPMENT



ECONOMIC DEVELOPMENT

January 2022

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

- Reviewing American Rescue Plan Act (ARPA) Funding Final Rule guidelines

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
- Working to update Economic Development portion of the website to include data and info site selectors and corporate execs are looking for
- Developed Full-service Restaurant Demand report to be used for recruitment

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 March 10th)
- Focus has shifted towards Retail recruitment and Marketing functions for 2022
- 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 complete
 - Transfer to go for Countywide Oversight Board approval in March 2022

Downtown Specific Plan

- Working to update based on newly adopted Downtown Plan
- Working with local business owners to initiate kick-off event
- Economic Development Committee directed to work on Downtown
- Identify Barriers to Entry for new businesses

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
- Working through revenue models based on home sales and sales tax updates

Budget Modeling and Review

- 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 March 9, 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 early March 2022

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
- City Job Fair scheduled for February 16th, 2022.
 - 28 businesses signed up thus far

Current Development Projects (building now)

Sundance Corp Center

- Building 1 and 2 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)
- Recruitment ongoing to fill last remaining spaces

Major Development Projects - Potential

Crossroads II Logistics (Hidden Canyon)

- Had multiple meetings with interested parties (developers and end users)
- First Building is under construction (1 million sq. ft.)
- Working to attract targeted industry groups per the EDSP for building 2

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 Items

- Hotel Incentive Package
- City Incentive Package/Policy

- Downtown Parking Ordinance
- Food Truck event analysis
- Top 10 Commercial Broker meeting program
- Innovation Month (April) Planning

FINANCE



FINANCE DEPARTMENT

January 2022

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 Final Annual Comprehensive report was issued on 01/12/22. GFOA Award was applied for. We are scheduled with RAMS for the week of January 31st to begin the single audit. Single audit documentation was provided to RAMS on January 31, 2022.
- 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. After no response from the Transit Auditors, follow up was done in January and Draft Financials were issued to the City. Corrections were provided on January 31, 2022 and the City is awaiting final reports.
- 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 \$427K 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. Council has earmarked \$400k of these funds for a WW CIP project.
- 2021-22 Overhead Allocation and Transfers -these are completed quarterly. First and second 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 and second 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. The City wired \$15 million to the trustee for the portfolio managed by the advisors in December 2021. Results will be reported within the quarterly investment report and certification.
- 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 #22 requests to date (one received May 2021)
 - Received #21 full payoffs to date
 - Total \$367,977.85 for debt service
 - Total \$10,739.38 for future facilities
 - All funds transferred to Trustee for retirement of bonds
 - Bonds retired to date = \$215,000
- Management of Existing Bonds
 - Special District Report for Beaumont Finance Authority Due 01/31/22 - Completed
 - Special District Report for Beaumont Public Improvement Authority Due 1/31/22- Completed
 - Next Debt Service Payment Due 03-01-22 – reviewing invoice now
- 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 completed
- AQMD FY21 filing – February 2022
- File FY 2021-22 City Budget with the County of Riverside – Sent in Incode Report and will send budget book when 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

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. Council approved the establishment of PARS 115 trust and Council will be presented with funding policy options as well as investment strategy for these funds. Funding policy and strategy was chosen on 1/18/2022 and last piece remaining is approval of PARS trust investment policy.
- FY 22/23 Budget – Staff did a budget kick-off meeting with all staff in December and all departments are in the process of completing budget worksheets.
- Budget book development using new software in in process. Final book is planned to be completed by January 2022.

ONGOING WORK

Bank reconciliations (all banks and trustee accounts)

**NOTE: Citibank Operating Account reconciled through 12/22/21
Payroll and Workers Comp Accts reconciled through
12/31/21
All other accounts reconciled through 01/31/22
All Trustee accounts reconciled through 01/31/22**

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 – project is on hold

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. City Council reviewed and approved the grant policy January 4th 2022.

INFORMATION TECHNOLOGY



INFORMATION TECHNOLOGY

January 2022

Tyler Upgrades – IN PROGRESS

- Business License software module research. – **On hold**
- Civic Engagement software (EAM) demo to replace PMM. – **On hold**
- SolarAPP+ Project – **Completed 2/2/2022**
- PMM - Add Illegal Activity Request type – **Completed – 1/17/2022**
- Create SolarAPP+ information page on main website and CSS Portal – **In Progress**

City Hall – IN PROGRESS

- Code vehicle being retrofitted with tough books. – **In Progress**

Police Department – IN PROGRESS

- Retrofit a few new vehicles with Toughbook's and cradle points. – **On going**
- New RIPA AND DOJ Compliance (Turbodata) – **Completed 01/01/2021**
- Mark43 and DOJ project still in place. - **On going**
- New camera installation at PD Annex – **In progress (Waiting for cameras to arrive)**
- Netmotion Implementation – **In Progress (Servers have been built) 02/03/2021**

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

- New Internet line for Riv Co - **installed / waiting on next step from ISP**
- NG911 DOJ – **Completed 02/2022**
- Additional vehicle retrofit with CAD access – **Completed 01/2022**
- Vehicle Location Service – Resolved GPS issue – **Completed 01/2022**
- Mark43 SSO - **Completed 2/01/2022**
- GIS update mapping and integration with for Mark43 – **In progress**

California Yard – In Progress

- Circuit installation – **On hold**
- Fortinet Firewall and Switch installation – **In Progress**
- PC Deployment – **In Progress**

Wastewater Plant –IN PROGRESS

- PIP Installation – Circuit installed. Beas installation – **In Progress 2/10/2022**
- New redundancy IT measures being explored. – **On going**
- New Frontier SD-Wan Cut Over – **In Progress / Waiting for completion of Verizon PIP 2/10/2022**

Albert Chatigny Community Center AC Controls

- Testing new AC controls with Directive from Parks & Rec.
- UPS Installation – **Completed 02/2022**



INFORMATION TECHNOLOGY

January 2022

IT Strategic Plan – IN PROGRESS

- Creating an IT strategic plan for City Manager. **On going**
- Looking at efficient ways to save city money on telco services. **On going**
- Identifying new GIS options – **In progress (Looking at ESRI and GIS staff On-boarding 2/10/2022)**
- Meeting to discuss budget and ongoing projects to align to Beaumont's vision. **In Progress**
- Review and mitigate IT policies – **On-going reviewing current polices**
- Providing new security measure that coincides with CJIS compliance – **On going**

City Wide Technology Upgrades – On going

- Migrate to new Email Filter (Barracuda to Fortimail) – **Completed 01/29/2022**
- Researching and Developing GIS Solution – **In Progress**

PUBLIC INFORMATION



PUBLIC INFORMATION PROJECTS UPDATE January 2022

PD Annual Report

- ~~Update handbook to include report info~~
- Update statistics
 - Waiting on department info
- Write Chief's message

Communications Strategic Plan - PENDING

- ~~Update 2018 plan to include new goals and objectives~~
- ~~Due: January~~
- ~~Rough Draft ready by 12/22~~
 - Print ready copy to Marci 12/21
 - Word version available for edits

City/PD Style Guides

- Create new for PD
- ~~Create new template for standard posts~~
 - ~~Traffic, investigation, general info, press release~~
 - ~~Use blue from last Thanksgiving post~~
- Due: February
 - Media Kit on website - *Wait on style guides*

PD Email Distribution - PENDING

- ~~Sign up notification image to gain followers on news flash~~
 - ~~Social media graphic and notice on newsflash to encourage Notify Me registration~~
 - Sent to Marci 12/2

Digital Magazine

- Launch first quarter 2022
 - Stay monthly in digital
 - If we go to print then move to quarterly
- Pricing and options:
 - ~~Recommend Flipsnack - \$420 a year with professional plan~~
 - Working on template design for review

Digital Business Cards - PENDING

- ~~Sent options to Mercedes~~
 - ~~Demo HiHello~~
 - ~~Pricing is \$60 a year per person~~
 - ~~Very easy program and customizable~~
 - ~~Recommend moving forward - can demo free program to Todd~~

City App

- Design/Function
- Submit information on departments and park facilities
- Finalize design & name
- Final product submitted to Tyler Tech
- App is LIVE!!!
 - Beta testing during holidays
 - Launch to the public in January
 - Waiting on marketing materials from My Civic
 - App launched
 - Advertised in newsletter
 - Print ads first week of February

~~New downtown banners~~ – COMPLETE

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

~~Military Banner Corrections~~ – COMPLETE

- Improper placement and missing banners
- Submit to DekraLite for correction and replacement
- Pending installation date from DekraLite

CIP Book & Downtown Vision - PENDING

- 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

Development Flow Chart

- Information from departments
- Create flowchart

Economic Development - PENDING

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

Public Education

- Government 101
 - Timeline for the year and month
 - Next set of graphics due 2/5

Website Updating

- Start with WWTP - Use new photos
 - ~~Updated cover photos~~
 - Trouble with individual pages
- Update PD pages with comments
 - Use Academy syllabus to update teams

Budget planning

- Digital magazine
- ~~State of the City~~
- Video and photo quotes
- ~~Economic Development and Community Services marketing/branding budget needs~~
- ~~Branding PD items~~
 - ~~EZ up, tablecloth, photo back drop and new stand, Symbol Arts for new patch pins~~
 - ~~Deliver to Marci on 12/20~~
 - ~~DC approved items~~
 - Developing mockups for review

Advertising/Misc. Outreach

- Updating Employment Flyers
 - Building Official
 - Community Services Director
- Murder Mystery Lunch
 - Flyer
 - Posting to social media
 - Calendar
 - Due Feb 3
- Community Clean Up
 - Received request - needs follow up
- Social Media
 - Mayor Mondays
 - Meet with Lloyd about future engagement
 - 2/3 meeting at 4:30
 - ~~WM - Will promote tree recycling~~
 - ~~Small Business posted on Wednesdays - IP~~
- ~~Record Gazette Advertisements for upcoming events~~
 - ~~Parade for next week~~
- ~~Bus Shelter Advertisements - COMPLETE~~
 - ~~Doug submitted request - generic info for now no ads~~
 - ~~Celina changed request from 3 to 6 poster designs (12/21)~~
 - ~~Edited a final images approved by Celina~~

Citizens Academy 2022

- ~~Create budget for promo items~~
 - Purchase extra items after budget review of branding purchases.
- ~~Update flyers~~

- ~~Add to calendar~~
 - ~~Confirm with all instructors~~
- ~~Update project page on website~~
- Update documents
 - Use new photos
 - Using Annual Report
 - Create meeting specific flyers

Misc. Projects

- National Night Out and Safety Fair Events
 - Key PD event
 - Include in budget
 - ~~Presentation due January 13~~
- 2022 Job Fair
 - ~~Added to calendar~~
 - ~~Updated registration form and specific project page~~
 - ~~Advertisements/flyers begin January~~
 - Paid social ads ongoing

Local Events

- Urban Forestry Workshop – February 5
- Community Job Fair – February 16
-
- Urban Forestry Tree Planting – March 12

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 –9,000 Followers (+25)
 - 4 individuals Direct Messaged (DM) us
 - Highest performing post in January; Job Fair Announcement, posted 1/12
 - Reach: 18,873
 - Parks and Recreation – 1,481 Followers (+169)
 - Highest performing post in January: Mickelson Park Dedication
 - Reach: 5,311
 - PD Account –12,913 Followers (+11)
 - Highest performing post in January: Press Release on Homicide Investigation from 1/31/2022
 - Reach: 15,789
- Twitter
 - City 2,661 Followers (+2)
 - PD 2,061 Followers (+8)

- Instagram
 - City 3,804 Followers (+24)
 - PD 7,908 Followers (+55)
- Nextdoor
 - City and PD 13,084 Members (+82)
 - 8,798 claimed households

Misc.

- eNewsletter/ News releases
 - 3,114 registered contacts (-1)
- Notification sign-ups
 - calendar of events - 890 (-5)
 - City Council - 668 (+3)
 - EDC - 223 (+1)
 - FAC - 163 (+1)
 - Planning Commission - 543 (+3)
 - Construction Updates - 1198 (+0)
 - Homepage news - 203 (+2)
 - PD Homepage News - 35 (+2)

PUBLIC WORKS



PUBLIC WORKS UPDATE January, 2022

- Pavement Rehabilitation
 - City Council Approved contract with AAA paving on 09/07.
 - Contractor began with ADA ramp upgrades and local asphalt “dig-outs” prior to resurfacing streets.
 - Resurfacing local streets has commenced.
 - Remaining segment of Beaumont Ave. to rehabilitated week of 01-24 to 01-28.
 - Project expected to be complete in March pending weather.
- Sewer System Master Plan
 - Master Plan adopted by City Council February 1, 2022.
- 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.
 - PSR has been approved.
 - RFP for PAED phase has been released with bids due in February. Interviews to “short list” firms scheduled for February 24th.
- 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. PSA has been executed, the project has been kicked off.
 - Staff looking at other grant opportunities, potential funding solutions.
 - 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
 - Timing has been implemented and is in effect. Staff will continue to monitor to assess operational compatibility.

- Pennsylvania Avenue Widening
 - CC adopted Mitigated Negative Declaration at 08/17 CC meeting.
 - Environmental consultant working with Resource Agencies (Corps of Engineers, Regional Water Quality Control Board, and California Department of Fish and Wildlife) to obtain permits.
 - Bid package being prepared, release pending.

- 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 ~ No Change
 - 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
 - Final plans approved.
 - Determination of Biologically Equivalent or Superior Preservation (DBESP) has been approved.
 - Initial Study/ Mitigated Negative Declaration is complete and out for public review.
 - Bid package has been prepared and project is out to bid.

- Line 2, Stage 1 Drainage Project
 - Cooperative funding agreement was approved by CC and the Riverside County Board of Supervisors
 - Professional Services Agreement awarded to EXP Consulting.
 - 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.

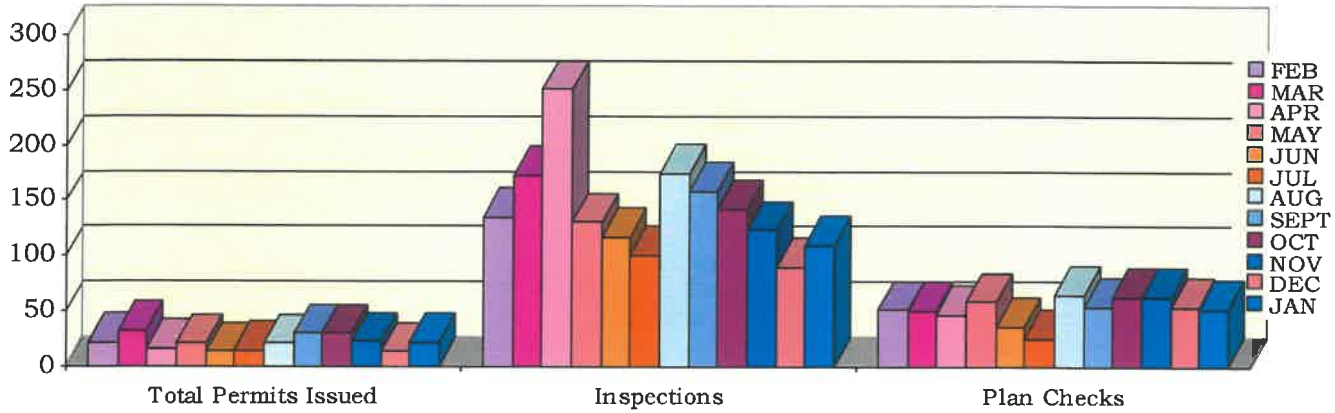
- Staff working with Riverside County Flood Control to increase budget to allow for design and construction of detention basin to mitigate incremental stormwater runoff tributary to proposed storm drain line.
- Second Street Extension
 - Phase 1 of project complete which included
 - Preliminary design
 - Preliminary cost estimate
 - Preliminary environmental assessment
 - Phase II includes preparation of final engineering plans and specifications as well as CEQA compliance.
 - 95% engineering plans submitted and reviewed.
 - Environmental studies and Initial Studies under way.
 - Draft document provided for staff 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



| | FEB | MAR | APR | MAY | JUN | JUL | AUG | SEPT | OCT | NOV | DEC | JAN |
|---------------------------|-----|-----|-----|-----|-----|-----|-----|------|-----|-----|-----|-----|
| Permit Information | | | | | | | | | | | | |
| Encroachment - Issued | 21 | 24 | 11 | 18 | 13 | 13 | 19 | 22 | 27 | 21 | 10 | 21 |
| Residential Improvements | 0 | 8 | 5 | 2 | 0 | 0 | 0 | 3 | 2 | 1 | 2 | 3 |
| Commercial Improvements | 0 | 0 | 0 | 0 | 0 | 1 | 1 | 4 | 0 | 0 | 1 | 0 |
| TOTAL | 21 | 32 | 16 | 20 | 13 | 14 | 20 | 29 | 29 | 22 | 13 | 24 |
| Inspections | | | | | | | | | | | | |
| Commercial | 31 | 40 | 50 | 48 | 42 | 13 | 52 | 51 | 55 | 89 | 26 | 51 |
| Residential | 104 | 132 | 201 | 82 | 75 | 87 | 122 | 107 | 87 | 34 | 63 | 59 |
| TOTAL | 135 | 172 | 251 | 130 | 142 | 100 | 174 | 158 | 142 | 123 | 89 | 110 |
| Plan Checks | | | | | | | | | | | | |
| Commercial | 14 | 10 | 6 | 10 | 15 | 8 | 23 | 17 | 18 | 18 | 17 | 8 |
| Residential | 37 | 40 | 40 | 48 | 18 | 17 | 41 | 36 | 44 | 44 | 36 | 44 |
| TOTAL | 51 | 50 | 46 | 58 | 35 | 25 | 64 | 53 | 62 | 62 | 53 | 52 |


 FY 21/22
 FY 20/21

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