



#ACITYELEVATED

DEPARTMENT PROJECTS

SCHEDULE UPDATES

NOVEMBER 2020



**CITY CLERK'S OFFICE**  
**November 2020**

- **2020 Municipal Election**
  - Nomination Period – COMPLETE
  - Public Examination Period of Campaign Docs – COMPLETE
  - Election Certification deadline – December 3, 2020
  
- **Records Indexing**
  - Records inventory and clean up – COMPLETE
  - Laserfiche user-friendly clean up – IN PROGRESS
  
- **Public Records Requests for the Month of October**

**Public Records Requests for the Month**

Requestor	No. of Requests	Date Received	Response Date	Response Update	Status	Staff Time Allocated
G. Saylor	1	Oct 2, 2020	Oct 2, 2020		Complete	.50 hr
K. Rusch	2	Oct 6, 2020	Oct 16, 2020	Oct 30, 2020	Complete	1.75 hrs
I. Kranjcec	1	Oct 7, 2020	Oct 16, 2020		Complete	1.25 hrs
A. Tormis	1	Oct 7, 2020	Oct 16, 2020		Complete	1.50 hrs
C. Huang	2	Oct 25, 2020	Oct 26, 2020		Complete	.75 hr
D. Mansoorian	1	Oct 29, 2020	Oct 30, 2020		Complete	1.00 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 for October**

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No. of Requests	No. of Completed Requests	Staff Time Allocated
<b>8</b>	<b>8</b>	<b>6.75 hrs</b>

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# COMMUNITY DEVELOPMENT



## COMMUNITY DEVELOPMENT November 2020

- General Plan Update – Second Reading of the Ordinance to adopt the Plan December 1, 2020. Plan will take effect January 1, 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 December 8, 2020.
- 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
  - 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	Jaswinder 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	Noticed for Public Hearing	12/8/20	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)	NOP/EIR Scoping Meeting held June 4, 2020, Staff first review of EIR	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	All Harb	655, 675 & 695 Highland Springs	Remodel and new construction	Comments provided to applicant, awaiting resubmittal		NA
CUP2020-0052	08/04/2020	Carrie Long	60 S. Palm	Pet Resort (Kennels & related facilities)	Scheduled for DRC, comments provided to applicant		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	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 6 <sup>th</sup> and 8 <sup>th</sup>	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 1 <sup>st</sup> 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 & 1 <sup>st</sup> 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 3 <sup>rd</sup> 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

November 2020

### **Parks and Recreation**

- Veteran's Day – decorations installed at Civic Center
- Thanksgiving Day meal deliveries to homebound seniors
- All food items donated
- Planning for 100 meals to be delivered
- Senior meals handout (partnership with Family Services Assoc.)
- Every Thursday at the Chatigny Center – 10:00am
- Approx. 60 seniors receive meals each week
- Volunteers needed
- Virtual programming for Seniors
- Fit after 50 classes via Zoom - every Monday and Wednesday
- Recreation programs
- Silly walk – Palm Ave – completed
- Virtual Halloween bake off –
- 1<sup>st</sup> place: Berenice Cardenas
- 2<sup>nd</sup> place: Anthony Stansbury
- Community Trunk or Treat – completed
- Partnership with BCVRPD
- 368 cars, approx 1,000 kids
- With 26 trunks giving out candy
- Story Walk on Palm Ave - completed
- Grateful Pumpkin virtual event
- 11/2/20 to 11/25/20
- Disguise Tom The Turkey virtual event
- Ends 11/19/20 - winners will be announced 11/23/20
- Social Media spotlights
- Park Spotlight
- November – Rangel Park improvements

### **Grounds Maintenance – Parks**

- Grounds Maintenance Supervisor position – filled – Kevin Norville
- Grounds Maintenance worker recruitment to establish an eligibility list only – panel interviews conducted with 33 candidates
- 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
- DeForge Park

- Playground vandalized – 2<sup>nd</sup> time
- Vandalism extensive – PD notified
- Playground boarded up until new equipment is installed
- Rangel Park
- Phase II - Ballfield lighting
- Geotech engineering report – contract awarded
- Working with Musco lighting on bid for 5 new light poles

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

- City-wide tree trimming/maintenance contract
- Brookside Ave from Beaumont Ave west to City line – work to begin November 30th
- Potrero Blvd mulch project – 800 yards of new mulch
- New mulch installed north of Potrero from Highland Springs Ave to Seneca Springs Ave – completed

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

- Weed Abatement Program
- Working with CDF first before using a contractor
- Marshall Creek – completed
- Cherry Ave channel – completed
- Seneca Springs and Berkshire - completed
- Other lots scheduled and/or completed by outside contractor
- Oak Valley Golf Course City-owned area – completed
- Lot south of WWTP adjacent to Bolo Ct – completed
- Emergency grading project of Marshall Creek – completed
- 300 truck loads of silt and debris removed

#### **Building Maintenance**

- Civic Center marquee
- Contract awarded – YESCO Company
- Installation pending
- PD and Fire facility roofs
- Sole source vendor video'd the roof of both buildings and drafted a recommendation
- RFP being developed for publication

#### **Transit**

- Full service of routes began October 13<sup>th</sup> (peak routes are still on hold)
- Passengers boarding from rear doors to protect drivers due to COVID-19
- Protective driver shields and hand sanitizer installed in each bus
- Transit participating in Trunk or Treat event- completed
- Updog was awarded contract to wrap buses
- Artwork from contractor pending approval
- Stuff the bus event - November 14<sup>th</sup>
- Successful event - completed
- Comprehensive Operations Analysis – completed

- Draft Action Plan presented to City Council on November 17th
- Delivery of 3 new CNG buses – waiting for confirmation of delivery date
- Park N Ride program – Signs delivered and scheduled for install
- Bus Shelter Project-
- 1st draft of layout completed
- 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
- Per Capita- Prop 68
- Minimum \$200,000 up to 8.5 million
- Applications Due December 2021
- Focus is on creating a recreational feature
- Only park that qualifies is Stewart Park
- Statewide Park Development and Community Revitalization Program (SPP)
- Application due March 2020
- Minimum \$200,000 up to 8.5 million
- Focus is to renovate or create a recreational feature
- Can be used to acquire land for a new park and have at least one recreational feature on it when grant period closes in March 2025

# ECONOMIC DEVELOPMENT



## ECONOMIC DEVELOPMENT

November 2020

### **RFPs Underway**

#### Retail Market Analysis

- Six proposals were received
- Interviews conducted with top firms
- Working with top firms on contract scope and details

### **Major Projects**

#### **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
- Help local business avoid scams
- 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
- Participation in multiple webinars and resource discussions
  - CA Chamber
  - Governor's Office of Business – Entrepreneur Task Force
  - Talent Talks hosted by UCR and EPIC SBDC
  - Riverside County Supervisors Resource Talks
  - CA Association of Economic Development
  - International Economic Development Council

- CA League of Cities
- Virtual webinar completed with Riverside County to educate public on their \$10,000 small business grant program – recording available on the City’s YouTube.

### **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 early 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 serve as a launch for this action step
- Monthly workforce training events held each month on 2<sup>nd</sup> Thursday

### **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 December 9, 2020

- 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 DEPARTMENT

### November 2020

#### SPECIAL PROJECTS

- Tyler software
  - Payroll/HR Module – seeking to secure this to consolidate payroll and HR within the primary City system. If budget amendments are approved by City Council, this will be scheduled for spring 2021.
  - 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 anticipates a couple more submittals before the end of the calendar year
- 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 are currently being reviewed.
- FY 19-20 Audit – RAMS firm was selected and approved by City Council. Interim fieldwork was completed during the week July 13- 17, 2020. End of year fieldwork is scheduled has been completed and staff have targeted bringing the completed audit report to the Finance Committee and City Council in January 2021.
- 2020-21 Overhead Allocation and Transfers -first quarter transfers have been completed
- 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. The initial rollout has been a success. Finance is expanding this program and rolling it out to the remaining departments during November and December 2020.
  - 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 20/21 Budget
  - Budget adopted on June 2, 2020
  - Budget Book has been completed and is posted on the City website

## ONGOING WORK

Bank reconciliations (all banks and trustee accounts)

**NOTE: Citibank Operating Account reconciled through 09/30/20  
Payroll and Workers Comp Accts reconciled through 9/30/20  
All other accounts reconciled through 09/30/20.  
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 January 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

Internal Service Fund exploration

Further Automation of Accounts Payable and Accounts Receivable processing  
Personnel Management Module (project to implement and further automate processes to manage human resources and payroll) – project to begin in early 2021  
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 NOVEMBER 2020

### **Tyler Upgrades – IN PROGRESS**

- Go live with online permits is 11/20/20
- Customer service portal for online permits.
- Utility billing online options – completed.
- Testing Open Edge interface for credit card processing.

### **Firewalls and Switches – IN PROGRESS**

- Implementation of switches completed 90%.
- PD segmentation is completed.

### **Wastewater Plant –IN PROGRESS**

- Fortinet Firewall deployed – completed.
- Hach instrumentation installation.
- Surface Pros installed and given to Staff.
- 6 Wireless access points being installed

### **Tyler Technologies–IN PROGRESS**

- Incode 10 migration utility billing - completed.
- New software SYMPRO going online with Incode 10 for Finance – completed.
- Energov upgrade in progress for Community Services Portal Online.

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

- DOJ approved CLETS application – completed.
- New CF-33s Toughbook installed – completed.
- AT&T Vesta upgrade and training completed.
- Text2-911 working on router with vendor.
- New Internet line for Riv Co installed – go live end of October.
- Mark 43 set to go live September 30 – completed.

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

- Contract vendor selected.
- Ready to install Wifi, will need to upgrade internet speed - Frontier Comm.

### **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.

### **Covid-19 Measures – IN PROGRESS**

- Measures have been implemented and are ongoing.

# PUBLIC INFORMATION



## PUBLIC INFORMATION

### November 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
  - FOG Thanksgiving
  - 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 November 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 40% complete.
    - Upon completion, staff will schedule CC item and/or workshop to discuss with Council.
- 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.
  - Bids have been reviewed and Matich appears to be lowest responsive bidder.
  - Construction contract approved by CC at the 10/20 meeting.
  - Contractor mobilizing week of 11/23.
  - Expected duration of construction is anticipated to be 60± days.
- 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.
  - Project Traffic Forecasting and Operational Analysis (TFOA) has been submitted and comments received from Caltrans being currently addressed. Second submittal is with Caltrans with comments expected by end of week per project update meeting on 09/22.
  - 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.
  
- 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 is on the 12/01/2020 agenda.
  - Following three-party MOU will be a maintenance agreement between Beaumont and Banning which is currently undergoing final review from legal.
    - Staff intends to take maintenance agreement to CC 12/15/2020.
  
- 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 expected in December.
  - 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. RFQ to be released by the end of November.
- 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
  - RCFC providing memo to clarify design storm water flows to be utilized moving forward. Upon receipt staff will provide to top 3 firms and ask for updated cost proposal in hopes of proceeding with Professional Services Agreement in November.
    - Staff has received clarification from RCFC and intends to bring a Professional Services Agreement to CC for approval 12/15.
- 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.

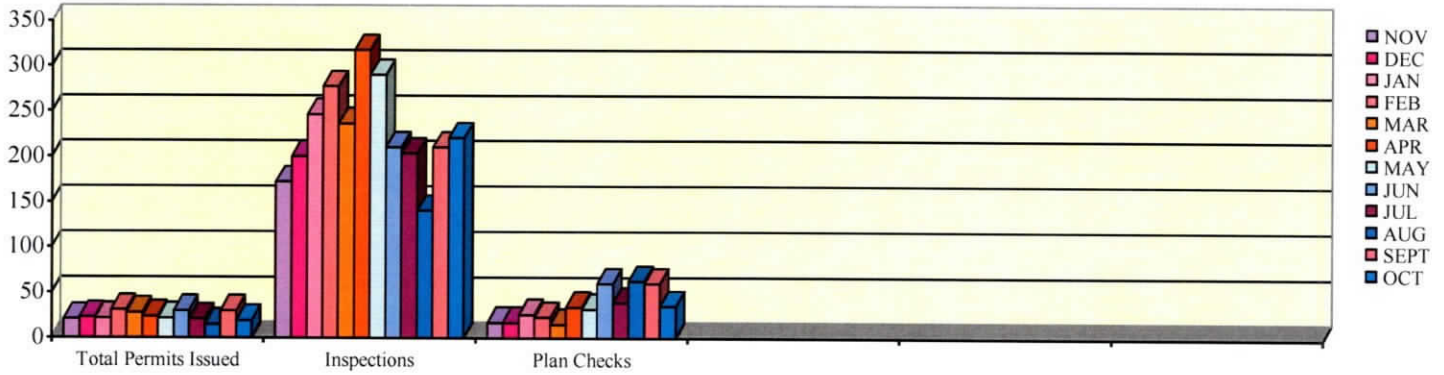




# PUBLIC WORKS

## MONTHLY PERMIT INFORMATION

### RUNNING 12 MONTHS



	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT
<b>Permit Information</b>												
Encroachment - Issued	18	19	19	29	27	24	22	31	19	12	22	14
Residential Improvements	3	1	3	2	0	0	0	2	1	3	4	5
Commercial Improvements	0	3	0	0	1	0	0	1	1	0	4	0
<b>TOTAL</b>	21	23	22	31	28	24	22	34	21	15	30	19
<b>Inspections</b>												
Commercial	62	32	21	60	67	183	106	79	97	53	109	86
Residential	110	168	225	217	169	134	184	106	106	87	101	134
<b>TOTAL</b>	172	200	246	277	236	317	290	185	203	140	210	220
<b>Plan Checks</b>												
Commercial	10	9	6	5	5	10	18	21	12	14	15	10
Residential	7	8	20	18	10	24	14	29	27	49	45	25
<b>TOTAL</b>	17	17	26	23	15	34	32	50	39	63	60	35

FY 20/21  
 FY 19/20

*This information gathered from monthly reports and inspection records. Permits issued as of October 31, 2020*