



#ACITYELEVATED

DEPARTMENT PROJECTS

SCHEDULE UPDATES

October 2022

CITY CLERK

# City Clerk's Office Project

## Status

Period Highlight:

Actual Start

Project Progress

PROJECT	PROJECT START	PROJECTED COMPLETION	DURATION OF MONTHS	PERCENT COMPLETE	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
Records Indexing/Filing	March 2020	March 2023	36	45%	█	█	█	█	█	█	█
Election	June	December	6	30%	█	█	█	█	█	█	█
Laserfiche Cleanup	Oct	Oct 2023	12	0%	█	█	█	█	█	█	█

**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). Election Day is November 8, 2022.

**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	Oct 1, 2022	Oct 4, 2022		Complete	.50 hr
C. Phoebe	1	Oct 4, 2022	Oct 4, 2022		Complete	.50 hr

T. Nesby	1	Oct 4, 2022	Oct 4, 2022	Complete	.75 hr
S. Rosenberg	1	Oct 6, 2022	Oct 6, 2022	Complete	.50 hr
L. Chatar	6	Oct 14, 2022	Oct 24, 2022	Complete	.75 hr
S. Vanga	5	Oct 26, 2022	Oct 26, 2022	Complete	.50 hr
T. Shelton	1	Oct 26, 2022	Oct 27, 2022	Complete	.50 hr
R. Lane	1	Oct 28, 2022	Oct 28, 2022	Complete	.50 hr
L. Orozco	2	Oct 25, 2022	Nov 3, 2022	Complete	1.5 hrs

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No. of Requests	No. of Completed Requests	Staff Time Allocated
<b>19</b>	<b>19</b>	<b>6 hrs</b>

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# COMMUNITY DEVELOPMENT



## COMMUNITY DEVELOPMENT UPDATE Ending October 2022

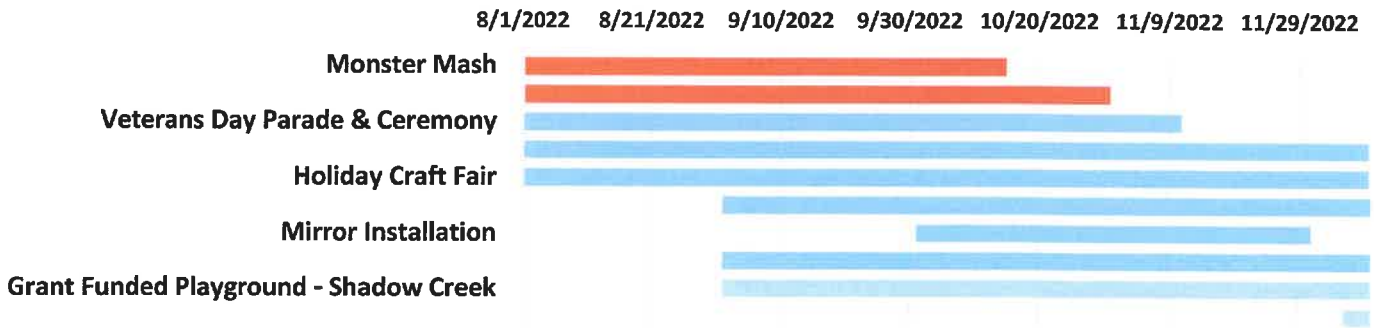
- **Housing Element Update (Project CD-02)**
  - 6<sup>th</sup> Cycle Housing Element has been submitted to the State for HCD certification
- **Zoning Code Updates (Project CD-01)**
  - Accessory Dwelling Unit Ordinance and Objective Design Guidelines will follow certification of the Housing Element
- **Planning Commission – Next Meeting is December 13**
- **Code Enforcement – ending October 2022**
  - 26 cases opened in the month of October
  - 41 Inspections resulting in no cases opened
  - 11 cases closed
- **Planning Project Data for August 2022**
  - 13 applications reviewed at DRC
  - 21 new Planning applications were received
  - 60 plan checks were conducted

# COMMUNITY SERVICES

# Community Services Department Updates – October 2022

## Recreation Division

### Projects Update



### Recreation Division Highlights:

■ Duration  
■ Completed

- Monster Mash
  - Over 600 children plus their parents visited the CRC
  - New for 2022:
    - Raffle prizes
    - Retile Exhibit
    - Rock climbing wall – cancelled due to inclement weather
- Trunk or Treat
  - 30 trunks
  - Estimated 1,110 trick or treaters
  - Total attendance estimates at 3,000
- Hosted a pre-school Trick-or-Treat March through the Senior Center
  - *Many seniors have indicated that they no longer pass out candy and don't get to see their grandchildren dressed up during Halloween. This event benefitted both pre-school aged children, their families, and our seniors by bringing the two groups together; creating an age-specific event for youth while allowing our seniors to admire costumes and interact with the visitors. At the end of the treat trail, staff assisted with a small craft and the CRC playground was open.*



- Senior Craft Corner - Seniors interested in arts and crafts are encouraged to join us the first Tuesday of each month for a holiday/seasonal craft. Our first event in October featured painting ceramic pumpkins
- Senior Seminars – On the second Tuesday of each month, the Senior Center features an educational seminar and breakfast. Our first event in October featured Waste Management discussing the new organics recycling program. Upcoming events include scam prevention, Medicare, and wastewater.
- Hosted the annual Public Safety Memorial Ceremony on October 8 – adding 5 names to the wall.
- Launched Mini Hoops
  - Introduction to basketball to ages 2-4
  - Season begins December 6
  - Hosted in-house by Parks and Rec staff
- Sold out our Build-A-Buddy Workshop and created a second session doubling the number of attendees. The event will take place in December.
- Two new Recreation Specialist joined the team. Welcome Sergio Perez and Aliyyah Bradshaw!
- Rentals
  - CRC Special Event: 3
  - City Hall Special Event: 0
  - Park Pavilion: 2
- Facility Enhancements:
  - Ordered update nets and safety padding for inground volleyball nets to allow for local school volleyball teams to utilize the center.
  - Receiving quotes for mirrors in room 2. The mirrors will enhance the quality of our fitness and dance classes.
  - Ordered round banquet tables and updated chairs for 300.
- Upcoming Programming finalized and scheduled to begin in November:
  - Deann’s PAAS kids to bring inclusive programming to the CRC – begins November
  - Red Dragon Karate – Begins November 9
  - Additional youth dance classes

- Upcoming events:

- Community Litter Pickup – November 5
- Veterans Day Parade – November 11
- Homebound Thanksgiving Meal Delivery – November 24
- Holiday Craft Signs – November 30
- Holiday Craft Fair & Light Parade – December 10
- Build-a-Buddy Workshop – December 16
- Polar Express Indoor Movie – December 17

**RECREATION CLASSES AVAILABLE:**

Chair Yoga – Tuesday & Thursday

Fit After 50 – Monday, Wednesday, Friday

Bingo – Thursday

Senior Aerobics - Monday, Wednesday, Friday

Pickleball – Monday, Tuesday & Thursday

Open Basketball – Monday & Wednesday

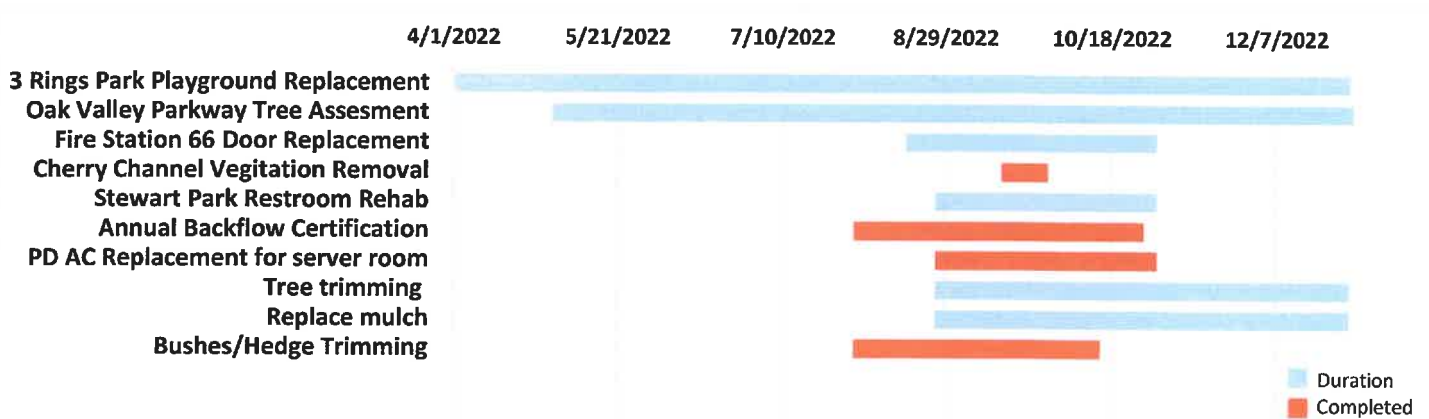
Parent & Me Ballet – Monday

Introductory to Ballet – Monday

Zumba - Monday, Wednesday, Friday

**NEW: Table Tennis – Monday – Thursday**

## Parks, Building and Grounds Maintenance Division



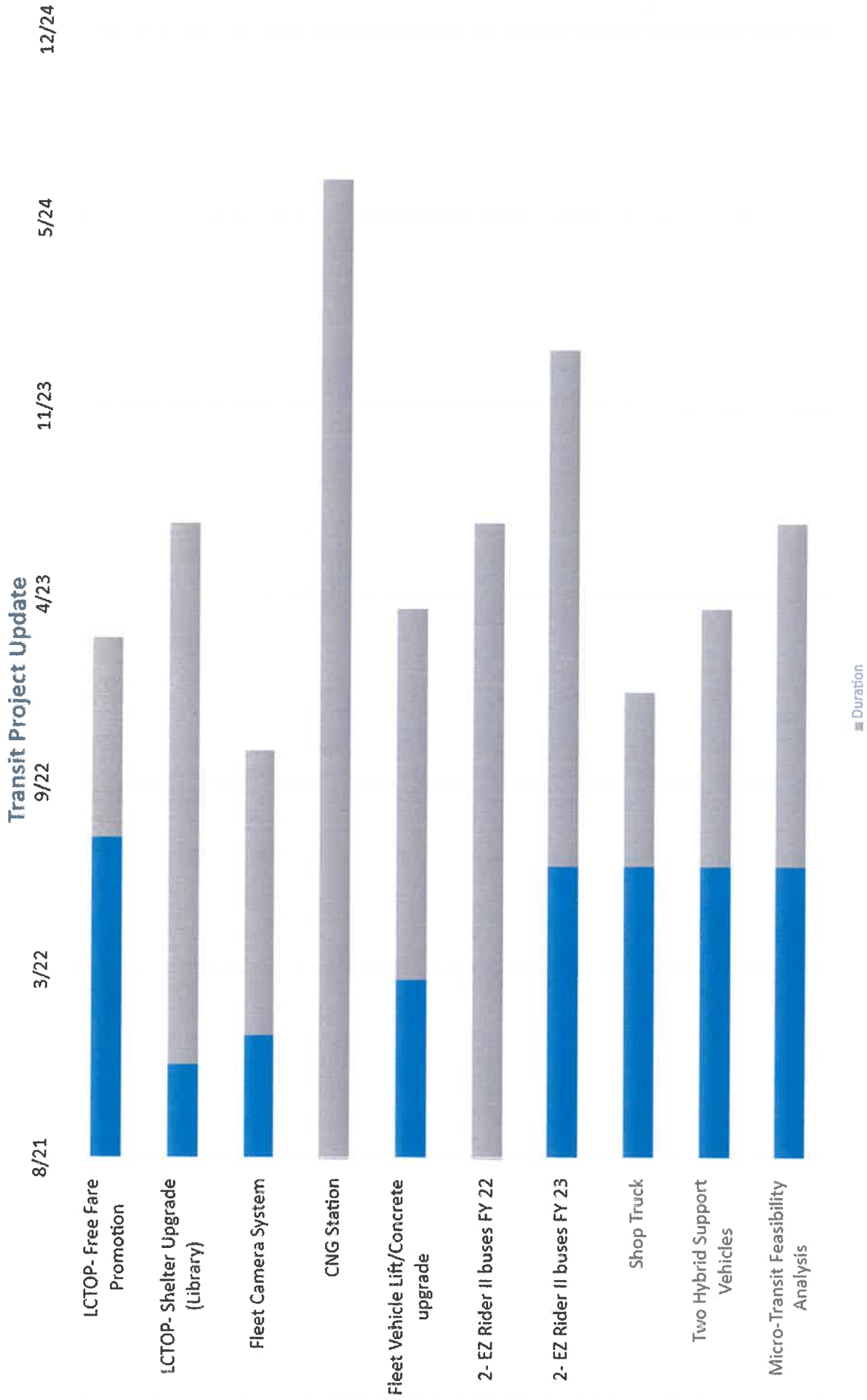
### Parks, Grounds and Building Maintenance Division Highlights:

- Work orders completed: 18
- Graffiti removals: 12
- IRRIGATION:
  - Sprinklers replaced: 88
  - Irrigation Valves replaced: 11
  - Irrigation timers times/scheduled changed summer to fall: 78
  - Mainline Repairs:
    - Shadow Creek Park 3” mainline repair
    - DeForge Park Soccer Field 2-4” mainline repair
    - Potrero Boulevard parkway 2-2 ½ mainline repair
    - Golf Ave 2” mainline repair
- VEGITATION MANAGEMENT:
  - Removals:
    - Three Rings/Windbound Ave slope vegetation removal and trees trimmed
    - Shadow Creek Park Channel vegetation removal
  - Bushed/Hedges Trimmed:
 

<ul style="list-style-type: none"> <li>▪ Nicklaus Park</li> <li>▪ Upper/Dog Park</li> <li>▪ 1<sup>st</sup> &amp; 2<sup>nd</sup> Street Center Median</li> </ul>	<ul style="list-style-type: none"> <li>▪ DeForge Park</li> <li>▪ Fallen Hero’s Park</li> <li>▪ Trevino Park</li> <li>▪ City Hall/Parking</li> </ul>
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- Starlight Ave Center Median
- Highland Springs Ave
- Marshall Creek
- Manzanita Ave
- Tree Trimmed:
  - 77 trees at the Albert A. Chatigny Community Recreation Center
  - 157 of 864 Trees trimmed Starlight Ave
  - 112 trees lifted on Oak View Drive
  - 36 trees lifted at Palmer Park
  - 11<sup>th</sup> St Park trees lifted
- Park Improvements:
  - Fertilized Rangel Park
  - Palmer Park playground bridge repair
- Facility Improvements:
  - 2 New Air Condition units installed City Hall Gym
  - New electrical and data for Building D cubicles
  - Bi-Annual emergency generator service PD, City Hall, Fire Station, Transit
  - Carpet/Tile cleaning Building D

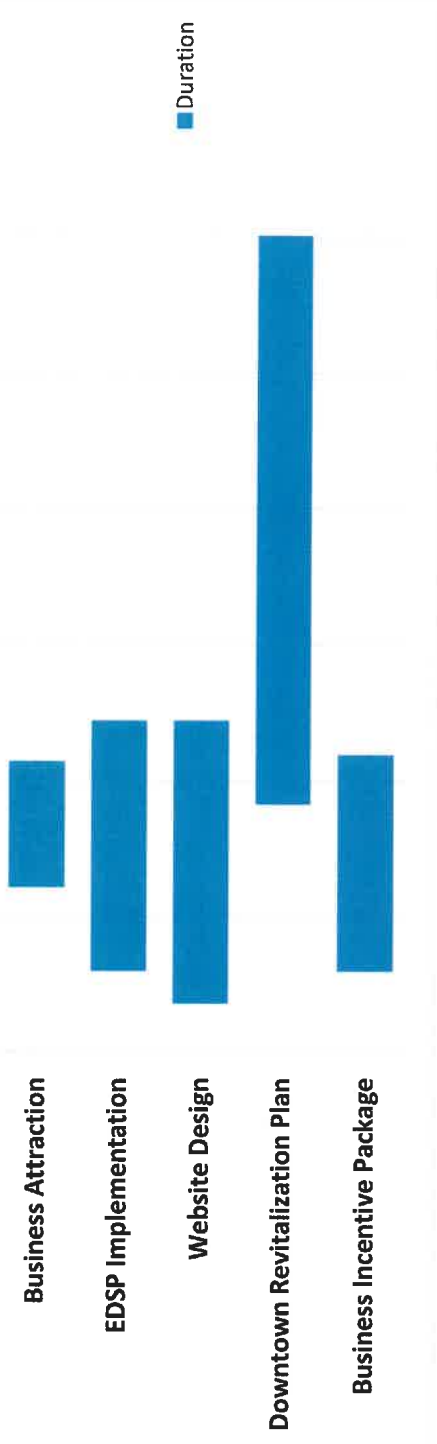
# TRANSIT



# ECONOMIC DEVELOPMENT

## Economic Development Project Update

5/1/2022 8/9/2022 11/17/2022 2/25/2023 6/5/2023 9/13/2023 12/22/2023



Items Completed since last report:

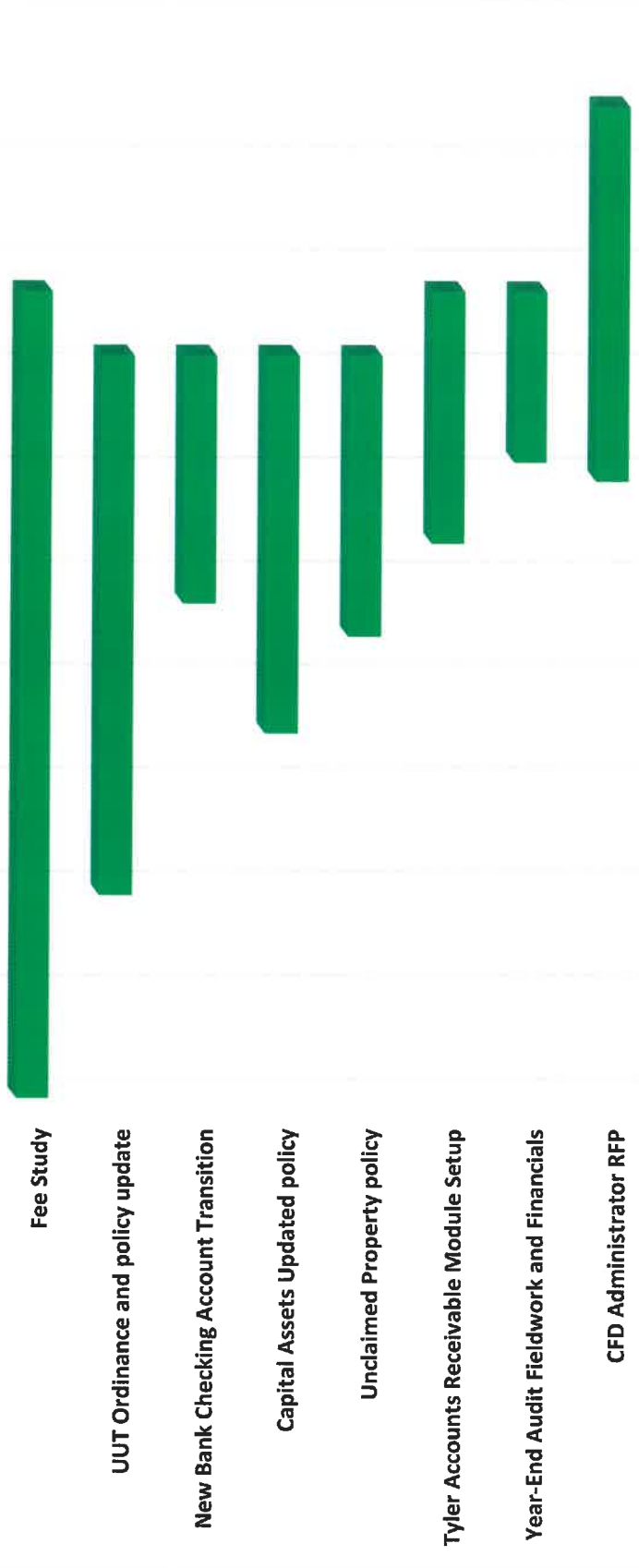
1. RFP for Downtown Revitalization Plan – Contract Awarded November 1<sup>st</sup>
2. Website Design Ongoing – Moving to Content Creation
3. Downtown Business Meeting #3 Held on October 20<sup>th</sup>
4. Downtown Business Incentive Program Draft presented to EDC



# FINANCE

# Finance Projects Update – October 2022

12/7/2021 1/26/2022 3/17/2022 5/6/2022 6/25/2022 8/14/2022 10/3/2022 11/22/2022 11/11/2023 3/2/2023



Projects Completed after last reporting:

1. Cal-Card Update – 10/19/22

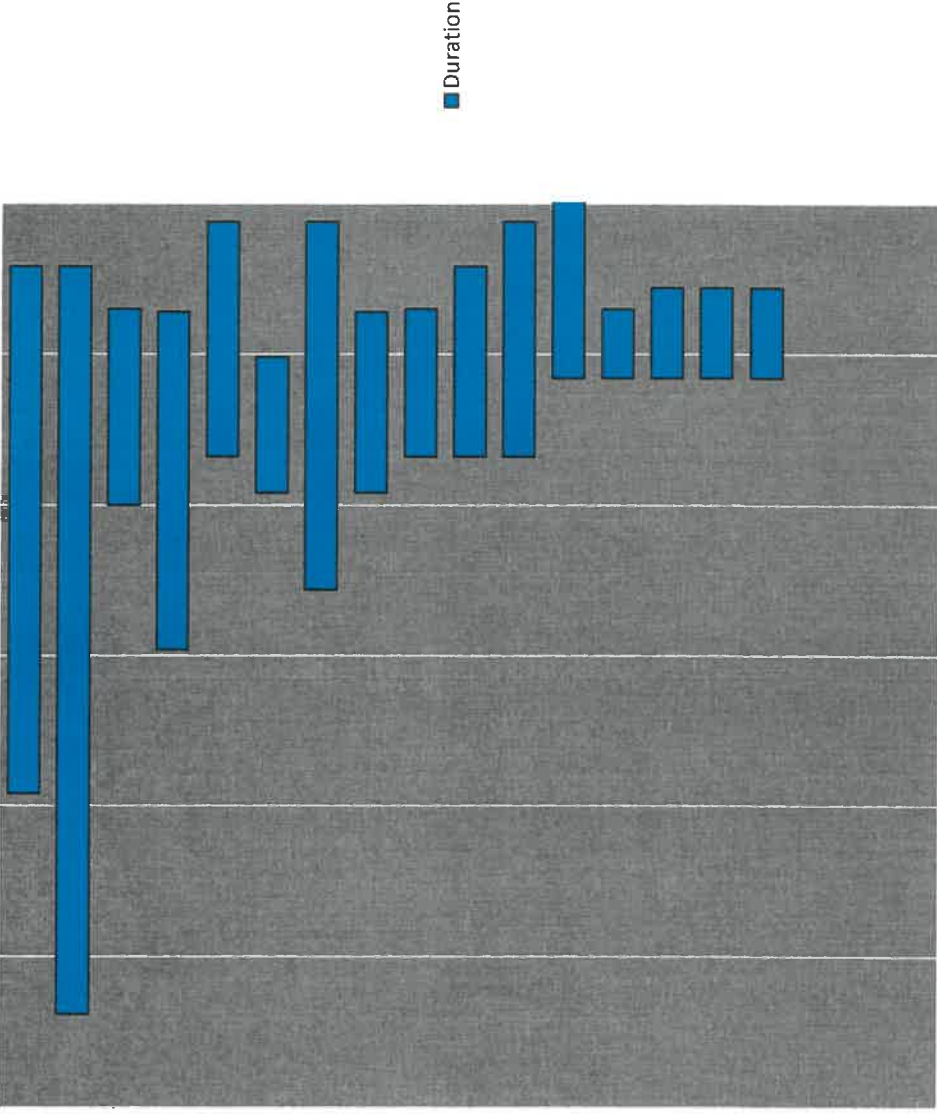
# INFORMATION TECHNOLOGY

# Monthly Project Update

## Information Technology Department

### Information Technology Project Update - October 2022

3/11/2022 4/30/2022 6/19/2022 8/8/2022 9/27/2022 11/16/2022 1/5/2023



TylerTech My Civic 311

TylerTech - Energov Business Practice Review

MS Office 365 PD - MIFA

Cali Yard DIA Circuit Installation

New Bids for Copier Contract

GIS- Updating CFD Layer

PD TPx T1 upgrade to Fiber

PD IBIS

CCTV Camera System upgrade for PD

CH and PD PC Replacement

Upgrading PD Verizon Acct to an Unlimited Plan

Wi-Fi in the park

GIS- Updating URL for GIS Maps in Energov

GIS-Creating new Apps for WWTP

GIS-Fixing zip codes for Mark43

GIS-Meet with office to discuss new homeless app

## Completed Projects

1. WWTP Wireless Access Point Installed – Completed

## Projects on Hold

1. SD-WAN Manage (Wastewater) - Searching for a new provider that meets our needs.
2. Updating CFD File - Waiting for Pro-West to complete adding new property tax information into GIS map
3. Upgrading PD Verizon Acct to unlimited – Waiting to hear back from Verizon when it has been completed

# PUBLIC INFORMATION



# PUBLIC INFORMATION PROJECTS UPDATE October 2022

## **Website Redesign**

- Eligible for website redesign
- Setting up Kickoff

## **City/PD Style Guides**

- Create new for PD

## **Digital Magazine**

- Preparing 2023 Winter Edition to publish Jan 1
- Postcard Mailer with QR Code

## **2023 State of the City**

- Working with production crew on contract to film fall/winter events

## **Development Flow Chart**

- Need one for planning projects

## **Economic Development**

- Finalizing Design Details

## **Public Education – On-Going**

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

## **Advertising/Misc. Outreach**

- Municipal Election Information – ongoing through November
- Local Hazard Mitigation Plan Update – Community Survey

## **Social Media Updates**

### Project Updates

- Fire and Police Station – On-going
- Park Fact Sheet
- Transportation Fact Sheet

## **Misc. Projects**

- What's the Buzz in Beaumont?

## **Local Events**

- Veteran's Parade

- Beaumont Police Department Promotional/Swearing In Ceremony
- Thanksgiving Meal Deliveries
- Shop with a Cop
- Holiday Craft Fair/ visits with Santa
- Holiday Light Parade
- Build-a-Buddy workshop
- Polar Express Indoor Movie

## 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 -9,317 Followers (+3)
    - 1 individuals Direct Messaged (DM) us
    - Highest performing post in October: City Offices Closed on October 10th.
      - Reach: 5,516
  - Parks and Recreation - 2,122 Followers (+47)
    - Highest performing post in October: Ready for Monster Mash Reminder
      - Reach: 10,342
  - Transit Account - 358 Followers (+0)
    - Highest performing post in October: Free Fares
      - Reach: 770
  - PD Account -13,709 Followers (+40)
    - Highest performing post in October: Train blocking crossings on October 22.
      - Reach: 19,620
- Twitter
  - City 2,689 Followers (-2)
  - PD 2,199 Followers (+5)
- Instagram
  - City 4,260 Followers (+51)
  - PD 8,577 Followers (+120)
- Nextdoor
  - City and PD 14,322 Members (+86)
    - 9,362 claimed households

## Misc.

- City Magazine
  - +411 Opens in October
- App Downloads - (+46) Devices
- Notification sign-ups

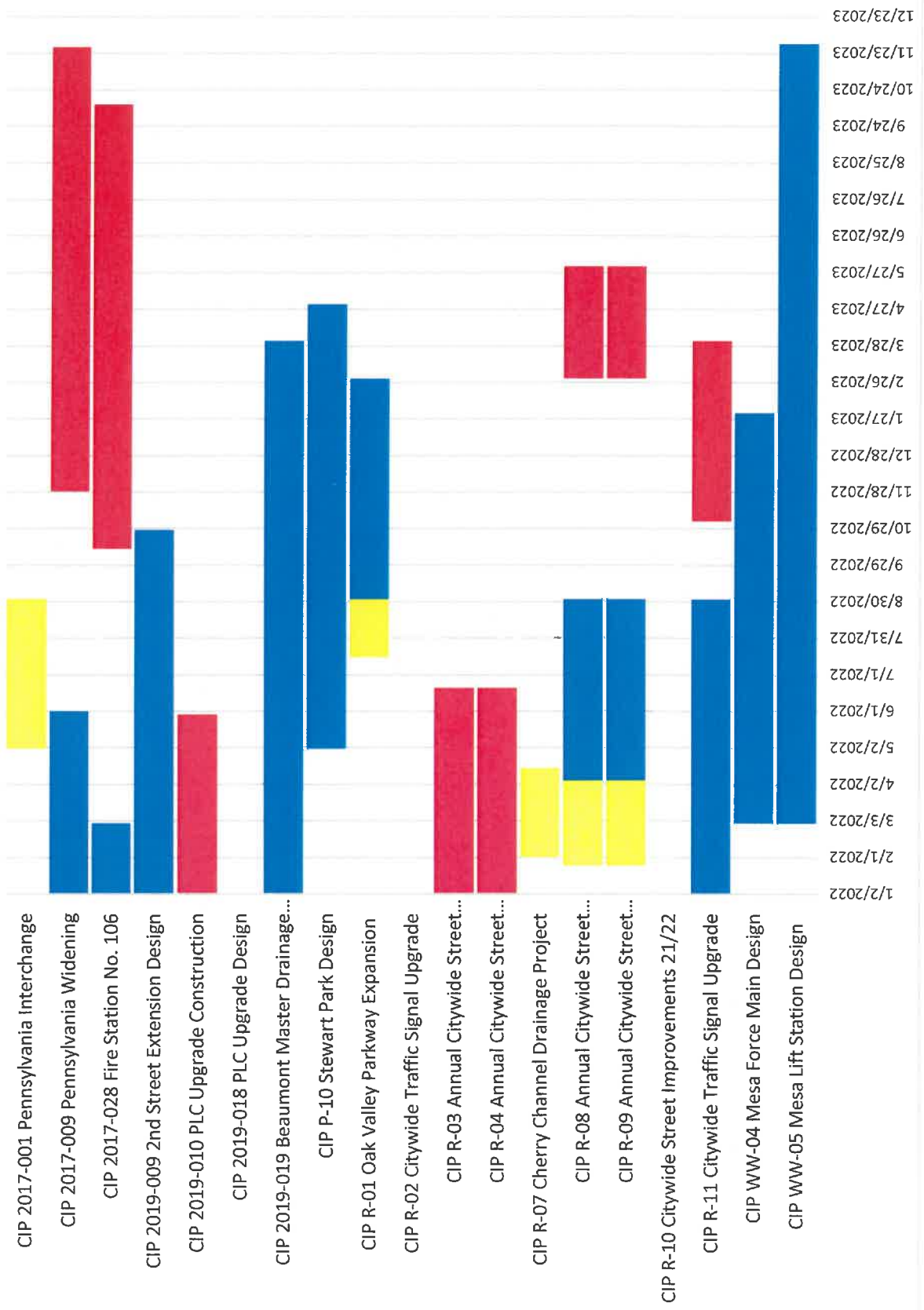


- calendar of events - 841 (+1)
- City Council - 653 (-5)
- EDC - 224 (+0)
- FAC - 159 (-1)
- Planning Commission - 530 (+2)
- Construction Updates - 1192 (+5)
- Homepage news - 200 (-1)
- PD Homepage News - 47 (+0)

# PUBLIC WORKS

PUBLIC WORK CIP PROJECTS

■ Preliminary ■ Design ■ Construction

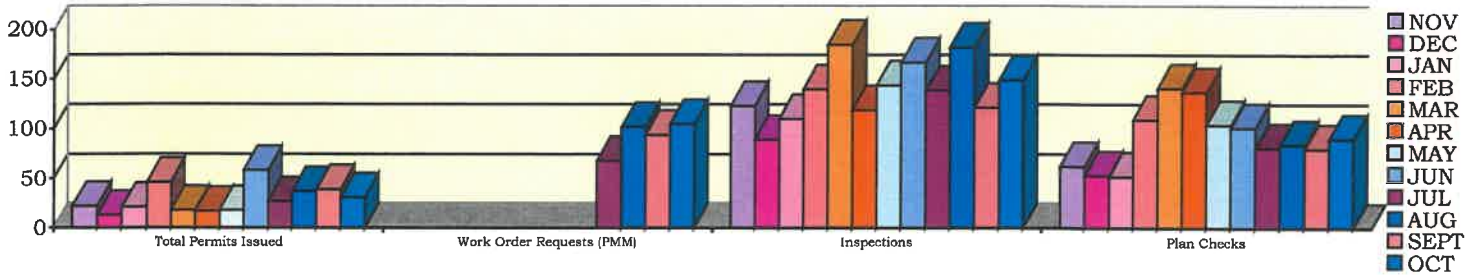




# PUBLIC WORKS

## MONTHLY PERMIT INFORMATION

### RUNNING 12 MONTHS



	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT
<b>Permit Information</b>												
Encroachment - Issued	21	10	21	44	18	15	11	37	25	34	39	29
Residential Improvements	1	2	3	2	0	2	6	20	1	1	0	2
Commercial Improvements	0	1	0	0	0	0	1	1	1	2	0	0
<b>TOTAL</b>	22	13	24	46	18	17	18	58	27	37	39	31
<b>Work Order Requests (PMM)</b>												
Street Lighting (SL)									16	40	35	47
Street Maintenance (SM)									43	41	46	39
Public Works (PW)									9	21	13	19
<b>TOTAL</b>									68	102	94	105
<b>Inspections</b>												
Commercial	89	26	51	57	108	51	36	23	23	42	24	46
Residential	34	63	59	83	77	68	108	144	116	140	97.5	103
<b>TOTAL</b>	123	89	110	140	185	119	144	167	139	182	121.5	149
<b>Plan Checks</b>												
Commercial	18	17	8	9	20	23	14	27	11	27	19	15
Residential	44	36	44	47	51	46	45	23	37	26	31	25
Building Reviews				53	70	68	45	51	33	31	30	50
<b>TOTAL</b>	62	53	52	109	141	137	104	101	81	84	80	90



FY 22/23  
FY 21/22

***This information is gathered from monthly reports and inspection records. Permits issued as of October 31, 2022.***