

# 2022 City Council Goals and Departmental Work Plans

## February 16, 2022

### 1. Parks and Recreation

- a. Complete the budgeted parks improvements and provide periodic status updates to Council.
  - Panorama Dog Park: completed.
  - Century Park Improvements: Council authorized replacement of tot lot play equipment, shade structure, rubber surfacing, BBQs, picnic tables and benches.
    - Play equipment, shade structure to be installed when delivered in spring.
    - BBQs, picnic tables and benches to be installed this month.
    - Parking lot ADA improvements completed.
    - Bathroom ADA improvements completed.
    - Privacy doors installed in restrooms.
  - Panorama Park Improvements: Council authorized shade structures and rubber surfacing, BBQs, picnic tables and benches.
    - Shade structures and rubber surfacing to be installed when delivered in spring.
    - BBQs, picnic tables and benches to be installed this month.
    - Parking lot ADA improvements completed as well as initial ADA path of travel improvements completed.
    - Bathroom ADA improvements completed.
    - Privacy door installed in restroom.
  - Dennis Keat soccer Park: Council (1-25-23) authorized adult fitness equipment repair/replacement of units.
    - Bathroom ADA Improvements completed.
    - Privacy doors installed in restrooms.
  - Ocotillo: Council (1-25-23) authorized playground rubber replacement and adult fitness equipment replacement of two units.
- b. Complete the Cathedral City High School Swimming Pool agreements with the Palm Springs Unified School District and the Desert Recreation District for approval by Council and provide community access to the pool in the summer of 2022.
  - Completed. The pool was open to residents during June and July.
- c. Support the Parks and Community Events Commission in providing small community events in the parks including potentially a 5K run, events to introduce the community to the Desert Recreation District and events to support community non-profits.
  - The PACE Commission completed:
    - Yoga in the Park at the Amphitheater.
    - Baseball/Softball/Fitness Day at Panorama Park baseball diamond.
    - The Butterfly Festival at Panorama Park.
    - Earth Day Springfest event at Century Park.

- Supported Free Movies at Mary Pickford for children and families.
- d. Develop cost estimates for construction of new pickleball courts or conversion of existing tennis courts to be used for pickleball.
  - Listed on the 2022/23 Park Improvement Plan Schedule, the conversion of the tennis court to a Pickle Ball Court on a trial basis will be brought before the City Council for approval on March 22, 2023.
- e. Identify and evaluate options to provide a public pool and/or community recreation center in Cathedral City.
  - A community recreation center was included in Measure K, which did not succeed. regrouping options to fund community center in discussion stage.

## 2. Streets and Infrastructure

- a. Develop an Electric Vehicle transition plan to comply with upcoming state mandate and include consideration of providing publicly accessible charging stations.
  - This is a long - term project:
    - At this time Staff is communicating with EV charging station providers. these discussions relate to the backhouse infrastructure costs, locations for charging sites and the ability to recoup costs.
- b. Provide a comprehensive review of allowable uses of CDBG funding including information on programs and services provided in other jurisdictions.
  - This was completed with the Process for the 2022-23 Annual Action Plan and the completion and submittal of the 5 Year 2022–2026 Consolidated Plan.
- c. Develop an entryway, medians, and lighting master plan to provide appealing gateways to the City.
  - Will be undertaking an assessment of entryways and medians in the next fiscal budget year.
- d. Explore a professional services contract to gauge property owner interest and potentially develop an Assessment District to provide infrastructure in the area north of Ramon and west of CV Link.
  - City Council approved contract with Woodard and Curran (Consultant) to engage and solicit interest from four distinct areas in the Combined Sarah Street Area. This Phase 1 assessment district formation Project is underway.
- e. Conduct research and prepare a report on the history of a joint Coachella Valley Council.
  - Communicated with various desert agencies and CVAG and there is no historical information that this Council existed.

## 3. Finance and General Government

- a. Develop employee recognition and appreciation events and programs including opportunities to interact with management.
  - Employee appreciation lunch with Taco Truck was held on October 6, Holiday dinner was held on December 8. Quarterly meetings are offered with City Manager and department heads. Semiannual recognition luncheon and giftcard program for employees achieving City work anniversary dates of 5, 10, 15 etc.

- b. Evaluate City communications with the public and needed improvements including increased use of video and communication with Spanish speakers.
  - Communications/Events is frequently utilizing ads in El Informador, a popular publication in the Coachella Valley for Latino/Hispanic residents. We're also translating social media posts on a more regular basis, using internal staff for translation assistance when available and exploring ways to increase our Spanish video content.
- c. Provide an on-line calendar to display Amphitheater bookings.
- d. Explore providing a General Fund Capital Projects fund as part of development of the next biennial budget.
  - This will be part of the budget discussions as the next biennial budget is developed and reviewed by Council. This will include not only existing maintenance of effort (MOE) but will also provide additional funding.
- e. Work toward a successful Desert Recreation District annexation election in 2022.
  - Measure K was before the voters on November 8. Informational mailers were provided to the residents and Council approved a resolution of support. The Measure received almost 55% support but required a super majority.
- f. Develop and adopt a Facilities Master Plan.
  - In progress. 5-year Master project pipeline completed. Presented and approved contract award to MASS CO at 10/12/2022 City Council meeting.
- g. Develop and adopt an Information Technology Master Plan including consideration of providing public WiFi access in parks.
  - IT Assessment and Masterplan RFP Completed. Presented and approved contract award to Client First at 08/24/2022 City Council meeting. Public WiFi project for Panorama Park completed.
- h. Explore the development of a citywide fiberoptic broadband network.
  - The SiFi agreement to provide city-wide broadband was approved and construction and will likely start in spring 2023.
- i. Provide a volunteer appreciation event in 2022.
  - This was part of the Holiday event held on December 8. Special recognition was also provided at a Council meeting for two volunteers who provided many hours of service.
- j. Evaluate annually the additional payments for PERS and OPEB debt obligations.
  - These payments are included in the FY22-23 budget and will be discussed with Council for authorization to make the payments.
- k. Implement the Tyler Munis budgeting module and improve budget reporting to department and Council.
  - Bimonthly reporting now provided to Council along with monthly reporting to departments. Training department points of contact on financial system inquiry and reporting capability.
- l. Implement improvement to purchasing practices and procedures to align with procurement code requirements.
  - Staffing issues have slowed this process. Staffing review ongoing to address this goal. In the interim, upon department request, Purchase Orders are being issued for significant

purchases. We have implemented the financial system modules for RFPs, responses/bids, winning bid/contract to support requisition/purchasing to encumber funds.

- m. Complete a comprehensive review of Cannabis including the costs and requirements of cannabis licensing, code requirements and enforcement and taxation.
  - A complete review of the ordinance (5.88) was completed, and revisions approved by Council. A taxation review was completed and reviewed with Council. Changes were made to the cultivation tax. An additional survey and report presented to Council on January 25.

#### **4. Code Enforcement**

- a. Implement the pro-active model for providing Code Enforcement services.
  - This is continuous. Staff has begun with proactive enforcement including vehicle parking on landscape areas.
- b. Provide a follow-up presentation on the integration of the Short-Term Vacation Rental enforcement and general code enforcement teams.
  - A presentation was provided to Council on February 9, 2022. Officers have been integrated into a single team with cross-training of all officers on STVR and code compliance enforcement. Officers' schedules are rotated regularly to ensure continued training on all aspects of enforcement.
  - Chapter 5.96 Short Term Vacation Rental Units was amended in May 2022. As part of the STVR enforcement program, staff inspects STVR properties during the new and renewal permit process, reviews advertising for compliance with the STVR ordinance and provides nighttime coverage Thursday – Sunday. A phase-out and home share enforcement program has been implemented to ensure compliance with the ordinance.
- c. Evaluate and improve the GO Request app and related notification processes.
  - The City has completed the conversion to the new MyCathedralCity app and improved the overall operation of the app, while still retaining some features of the Go Request version. IT continues to work with the vendor to add and improve functionality.
- d. Continue to prioritize illegal parking enforcement.
  - Code has implemented a proactive approach to parking enforcement with results reviewed and reported weekly.

#### **5. Public Safety**

- a. Fill the authorized Ambulance Operator position and complete the transition to the ambulance operator program and provision of the third ambulance.
  - The Fire Department has hired two AO Paramedics and has conditional offers out for AO EMTs to assist in implementing the third ambulance which should go into service in March/April 2023.
- b. Provide regular, comprehensive reporting on the Homeless Liaison program including results, status of cases, clean-ups and other services provided.
  - The police department began sending a comprehensive monthly update to the City manager and City Council in March 2022. The update is generally sent out in

the beginning of each month. A HLO presentation was provided to council on August 10, 2022, during study session.

- c. Develop a Police Chief/Fire Chief and Police Officer at Your Corner program or integrate into the City Hall at Your Corner program.
  - Chief Crum participated in two virtual meetings with the community titled “Chief at your corner”. Chief Crum also attended a virtual “City Hall at your corner” on March 17, 2022. The Fire Chief and a BC were present at the “Fire Chief at your corner” meeting which was hosted online. A City Hall at Your Corner featuring the new Fire Chief was held in December.
- d. Provide increased and improved opportunities for Police and Fire personnel to interact with the community.
  - The Police Department has participated in the following events and meetings: LGBT Days- Bed Race, Neighborhood Watch meetings at Sungate and Ocotillo Park on 4-21-22, La Posada neighborhood meeting on 4-23-22, Ocotillo Park meeting on 5-1-22, Harvey Milk Breakfast on 5-11-22, State of the City 5-19-22, Coffee with a Cop on 6-1-22, multiple “Dinner with Patsy” events, Shadowcrest neighborhood watch meeting 6-23-22, River Canyon Apartments child backpack donations event on 7-5-22, City of Cathedral City Peace Initiative 9-21-22, Boys and Girls Club Meatball contest 10-2-22, Fall Festival and Clean Air Day 10-8-22, National Walk to School Day 10-12-22, Tejano Music Festival 10-29-22, Spooktacular 10-30-22, Senior Center Dinner 11-1-22, Verano neighborhood watch meeting 11-10-22, Fields of Valor 11-12-22, Peace Officer and Public Safety Awards Luncheon 11-30-22, Shop with a Cop 12-17-22, Santa for Seniors 12-21-22.
  - Fire Crews have been present at all public events to include the LGBT Days Bed Race, Spring event at Century Park, The Dog Park Grand Opening at Panorama, the Butterfly event at Panorama, State of the City address at the Doubletree, and others. The Fire Department continues to embrace community involvement and understands the importance of maintaining a positive community profile.

## **6. Community & Economic Development**

- a. Streamline and improve the development review, permitting and inspection processes.
  - Economic Development and City Consultant Michael Kashiwagi are improving the clarity of the entitlement process by creating a Development Services Guide. This guide will assist applicants by clearly laying out the entitlement process, required steps, and City expectations of the applicant.
  - A manager for the Building Department, the Chief Building Official, has been hired and begun updating City construction standards, permitting and inspection processes and department policies and implemented training, which has improved permit turnaround times, created a predictable inspection process and streamlined the plan review process.
- b. Complete and improve the installation of the Tyler EnerGov software to automate, improve and streamline the plan review, permitting and inspection processes.

- An Energov weekly meeting has been established and includes stakeholders from Admin Services, Planning, and Building. This has proven beneficial in addressing implementation issues and progress has been made in the effort to fully transition the departments to Energov. Permit turnaround times are tracked weekly and have declined but further work is required.
- c. Complete the comprehensive update of the Cathedral City Municipal Code with initial emphasis on Chapter 9 (zoning) and Chapter 5 (business regulations).
- The first phase of revisions to Title 9 (Planning and Zoning), which included revisions required by the General Plan and Housing Element Updates, was approved by the City Council on August 24, 2022, second reading and approval on September 14, 2022.
- d. Update and improve methods to communicate with developers, contractors and the public on Planning and Building processes.
- See 6.a.
- e. Implement a mobile home park inspection program with associated cost recovery fees
- The new mobile home park inspection program has been implemented, with training coordinated with HCD, and inspections are being conducted on the first park, Tramview mobile home park.
  - Under the new program, a complete inspection of one mobile home park is planned each year, with each park to be inspected a minimum of once every seven years as required under HCD.
- f. Evaluate data and work with CVEP to identify holes in the local economy and develop plans to address.
- This is an ongoing dialogue. The Economic Development Department (EDD) continues to work with CVEP's GIS Department to identify economic and educational gaps within the City. CVEP data was used in the campaign to retain the COD Roadrunner Motors campus. In addition to CVEP data, EDD will be bringing a subscription-based contract for mobile data to Council in Q1 2023.
- g. Update the Thousand Palms annexation fiscal analysis.
- A review of the Thousand Palms Fiscal Analysis prepared in 2018 was presented to the City Council during the August 24, 2022, Study Session. Direction was received to update the Fiscal Analysis.
  - An RFP to update the Fiscal Analysis was prepared, mailed to potential consultants, and uploaded to the City's website. Proposals are due January 20, 2023.
- h. Complete the entitlements for the 13.5 acres and work with the developer on construction documents, plan review and permits to keep the development process on target to meet the established schedule.
- The entitlements were approved by the Planning Commission on August 13th and the City Council on September 14, 2022.
    - Engineering Department: The Parcel Map is under review with the first plan check completed and now working on second plan check.
    - Engineering Department: Construction plans and studies have submitted.

- Building Department: Construction plans have been submitted.

## Departmental Work Plans

### 1. Administrative Services

- Finance

- a. Implement Tyler Munis Position Budget Control for the Next Biennial Budget Cycle (FY 2023/2024 & FY 2024/2025).
  - Training sessions have continued; Testing scheduled for fall 2022, Plan to implement for next biennial budget.
- b. Implement the Tyler Munis Enterprise Asset Management (EAM), Inventory and Work Order System.
  - Integrate to the existing Purchasing and Accounts Payable modules.
  - Build and Validate March – August 2022; Testing activities in Summer/Fall 2023; Implementation activities have occurred for Fleet. Implementing Public Works activities in January 2023; Inventory built and utilized for Finance items; Initiated Facilities planning and development activities in January 2023 with initial implementation activities in the second quarter of 2023.
- c. Commence Tyler Munis Payroll Enhancements.
  - Advanced Scheduling for Public Safety & Dispatch.
    - Tyler Demo completed Spring 2022. Pursue after Time Clock Implementation. This will replace scheduling activities currently done with InTime (Police) and Telestaff (Fire).
  - Time Clocks.
    - Tyler Demo completed Spring 2022. Hardware purchase in IT integration with Tyler Executime Fall 2022. Initial implementation is for all non-exempt NonRep and AFSCME employees, will then move on to nonexempt sworn police staff. Testing Time Clock technology. Goal is to implement by April 2023.
- d. Issue a Pension Obligation Bond (POB) for Public Employee Retirement System (PERS) Unfunded Actuarial Liability (UAL).
  - Completed April 2022.
- e. Complete Cathedral City Municipal Code (CCMC) Update.
  - Participated in Internal Cannabis Work Group for changes to Chapters 5 and 9; Chapter 14.12 Sidewalks considered in February 2022 but decided not to move forward at that time.
- f. Streamline and Enhance Cannabis/Business Licensing Processes.
  - Implementing EnerGov Licensing Module – licenses are now issued via email (for those vendors with an email (approximately 90%). Also, exploring outsourcing BL function as a whole.

- Now have Cannabis licensing in EnerGov Licensing software, which has moved this to a more automated process.
    - Have utilized the EnerGov licensing module for other related recurring type permits, e.g., Home Occupation, STVR.
  - g. Review and Implement Internal Processes for Purchasing (i.e., Purchasing Checklist).
    - See Purchasing activities above paragraph 3.I. Ongoing.
  - h. Support the Desert Recreation (DRD) Formation.
    - Went to the Voters November 2022. Exploring other alternatives.
  - i. Create an active Risk Management Role/Function with Departments/Divisions to Mitigate Potential Litigation.
    - This will need to be moved to FYE 2023-2024 due to staffing, financial resource issues. Will incorporate into the biennial budget process for review and consideration.
- **Information Technology**
    - a. Deliver an IT Strategic Master Plan - In Progress.
      - IT Assessment and Masterplan RFP Completed. Presented and approved by City Council August 24.
    - b. Conduct a Technology Audit – to be incorporated in the Tyler EAM and Inventory modules.
      - Laptops, desktops, iPads, etc.
      - Cell phones
      - Shared vs. private printers.
        - In process. Year-long project as part of the Enterprise Asset Management Deployment.
    - c. Increase Stability & Speed of Wi-Fi Connection by Upgrading City Hall Wi-Fi.
      - The necessary AP (Access Point) is delayed. ETA January 2023.
    - d. Add Web-link to Laserfiche (2021 Council Goal #3-q).
      - The link is now on the City's Website under Public Records on the home page. This link will take users to a page where they can submit a public records request, search the document center on the City's website or search the repository for Laserfiche.
    - e. Migrate PD users back to Cyrun Alliance CAD/RMS.
      - Completed.
    - f. Implement a Fuel Management System to integrate with the Tyler EAM.
      - In process. Presented and approved by City Council August 10. Awaiting Hardware delivery. Coordinated Implementation with Fleet coordinator; Anticipate 1<sup>st</sup> quarter 2023 installation.

- g. Continue to improve serviceability by adding/updating hardware and/or adding/updating server software, such as operating system, database, email systems, file server systems, and telephone systems.
  - Upgraded the newer Servers/Storage providing for better CPU, more memory, increased/faster storage specifically for various applications used by all departments.
- h. Continue improving GIS data and mapping system.
  - Updated several mapping layers to include address, road centerline, street intersections, building footprints, vacant parcel, school district, water district, hydrants, poles, signals, signal cabinet, streetlight, voting districts. This is an ongoing project.
- i. Continue utilizing/training staff on Office 365 to provide cloud storage, cloud email system, online collaboration, conferencing, instant messaging, and new office versions.
  - Ongoing. Due to significant staff changes, training has been geared to getting new staff up to speed on existing city and specific department processes and software.
- j. Continue improving IT Security hardware & software solutions to include the deployment of a yearly IT Security Awareness Training.
  - Added firewalls/network anti-virus on all remote sites, deployed new anti-virus software, deployed security awareness training, deployed a new vulnerability scanning/update server.

- **Facilities**

- a. Leverage the Facilities Reserve Study Plan to Initiate a Facilities Master Plan Strategy.
  - Identify necessary improvements over the next five years.
    - 5-year project pipeline completed. Will be developing the additional components of the Master Plan over the 2023/2024 budget time period.
- b. Beautify the Downtown Area by:
  - Repaint the purple streetlights throughout the downtown area.
    - Bids are being secured. Anticipate completion Spring 2023.
  - Replace the flower planters on the handrail columns leading from the Paseo to the rear north parking lot.
    - Flower planters will not be replaced as the water drains have caused structural damage within the handrail columns; thus, the flower planters were removed, damage within structure of concrete repaired, filled and capped. This may be an area for future artwork or some other alternative not water related or anything that would catch rainwater.
- c. Remove & Replace 22-year-old window tint at Fire Station 413 entrance lobby and the west facing windows.

This has become more than just window tinting. Many of these older windows (25 years) and frames have become warped and caused spacing between the glass and frames. Most of the windows need to be replaced, reframed and tinted. Pursued three vendors and awarded to best respondent and qualified vendor. Anticipated completed spring 2023.

d. Civic Center Initiatives to include:

- Repainting the jail.  
Completed.
- Replace the exit signs.  
Completed.

## 2. Planning and Building

- **Planning**

a. Complete General Plan Update (Phase 2 - Zoning).

The required zone changes for consistency with the General Plan Update were approved by City Council on August 24, 2022.

b. Complete Housing Element Update.

The required zone changes and Municipal Code updates were approved by City Council on August 24, 2022.

Staff is working with our consultant to address HCD's comments received on August 15, 2022.

c. Complete CCMC Updates – Chapter 9 (Priority 1 & 2).

Phase 1 of the comprehensive update to Chapter 9 was approved by City Council on August 24, 2022.

d. Complete Billboard Ordinance Update.

Ordinance 860, prohibiting new billboards in the City, was approved by City Council on April 27, 2022.

e. Development & Project Support.

- Streamline Entitlement & Approval Process (CCMC Updates).

Phase 1 of the comprehensive update to Chapter 9 approved by City Council on August 24, 2022. Examples of streamlining include the new ADU Chapter and changes to uses that previously required a CUP such as small gym facilities and garages over 800 square feet to permitted uses. The updates also included a provision allowing legally permitted multi-family units to remain as “conforming” in R1 single-family zones.

- Reduce Plan Review Timeframes.

Plan review times for both minor permits, including walls, patio and solar, and major permits for new home and commercial construction have been reduced a minimum of 50 percent. Staff is continuing to review internal processes and procedures with the goal of offering limited over the counter permitting for minor permits in the near future.

- Update Applications & Submittal Requirements.
- Majority of applications have been updated to reflect the new fee schedule and submittal requirements have been updated with additional updates expected with the completion of the development streamlining initiative. Handouts have been updated to reflect the changes from the Comprehensive CCMC update.
- f. Update Downtown Specific Plan.
  - Explore Design Guidelines.
    - A review of the Downtown Design Guidelines was presented in a study session on March 9, 2022.
- g. Architectural Review Committee- fill landscape architect position.
  - Staff continues to work with the City Clerk's Office to fill the position.
- **Building**
  - a. Implement Energov (Phase 1).
    - Complete Transition from Permits Plus (old system).
      - Transitioning from Permits Plus is the critical path to offering online permitting and electronic plan review. Therefore, the priority has been completing requirements for the transition including permits, inspection cards and reports. The staff implementation team has been meeting weekly to resolve issues and provide improvements and enhancements for complete transition from Permits Plus.
    - Implement Online Permits & Payments.
      - The staff implementation team has been working with Energov to initiate online payments, with online permitting to be a later phase after the complete transition from Permits Plus is completed.
    - Implement Electronic Plan Submittal & Review.
      - This will be a later phase when transitioning from Permits Plus is completed. However, the existing electronic plan submittal through email, developed during Covid, has remained in place, and is the preferred method by customers, and will assist in the transition to Energov's electronic plan review module.
    - Implement Inspections Module (Online and In-Field Results).
      - The staff implementation team has been working with users on the first phase (recording of inspections from the office) of the inspection's module. In-field results will be part of the second phase of implementation.
  - b. Development & Project Support.
    - Reduce Permit and Plan Review Timeframes.
      - Cross-training Staff.
        - The cross-training of staff is on-going, but the initial results have been positive as permitting and plan review turnaround times have been reduced.
      - Implement Intern/Volunteer Program.

- Building and HR Staff worked with College of the Desert to establish an intern program. Unfortunately, the first intern under the program did not meet the City’s program requirements.
- Provide Friday Inspections.
  - The demand has not been sufficient to warrant having an inspector available on Fridays, which would potentially require contracting another inspector as Monday – Thursday requests remain high.
- c. Adoption of 2022 Codes.
  - The adoption of the 2022 California Building and Fire Codes was completed with an effective date of January 1, 2023, in compliance with the State requirements.
- d. Implement Mobile Home Parks Inspection Program.
  - The mobile home parks inspection program has been implemented and inspections have begun on the first mobile home park, Tramview.

● **Code Enforcement**

a. Implement Proactive Code Enforcement in Four Neighborhoods.

- Obtain 75% Compliance Threshold.
- Leverage Interdepartmental & Interagency Partnerships.
  - While staff vacancies continue to be filled, Code Compliance pivoted its strategy to focus on specific violations that create visual blight, and this strategy was implemented in three areas totaling over 1,000 properties.
  - Parking enforcement along Cathedral Canyon (100+ properties) resulted in 52 citations issued.
  - Visual Blight Enforcement – area bounded by Cathedral Canyon, 33<sup>rd</sup> St., Ramon Rd and Date Palm Dr. (400+ properties).

	Illegal Dumping	Garbage Containers	Shopping Carts
<b>Total</b>	<b>89</b>	<b>108</b>	<b>25</b>

- Visual Blight Enforcement – area bounded by Ramon Rd., McCallum, Landau Blvd and Avenida Maravilla (500+ properties). Code compliance officers have begun the vehicle abatement process on inoperative vehicles.

	Inoperative vehicles	Parking on unimproved surface	Garbage Containers	Shopping Carts	Bulky Items
<b>Total</b>	<b>24</b>	<b>13</b>	<b>66</b>	<b>6</b>	<b>26</b>

b. STVR Program, Implement Phase II.

- Enforcement of Unpermitted STVRs, Advertising & TOT Remittance Violations.
  - Code Compliance continues to enforce the STVR ordinance. Code officers respond to complaints and review the Deckard report for unpermitted STVRs. Advertising is reviewed on an ongoing basis to coincide with permit renewals. Code Compliance continues to work with Finance regarding TOT remittance.
- Leverage STVR Compliance Officer Resources

- The STVR compliance program and officers have been integrated into the Code Compliance Department and have been trained on general code compliance enforcement, including building violations and weekend enforcement. All new officers hired are being trained on code compliance programs, including vehicle abatement (public and private property), STVR enforcement and general public nuisance enforcement.
- c. Weekend Enforcement.
  - Code Compliance continues to provide weekend coverage. Code Officers work off a checklist that includes patrolling for unpermitted construction activity, unpermitted garage sales, patrolling of major corridors and patrolling of commercial centers.
- d. Institute Saturday and Sunday coverage.
  - Code Compliance continues to provide weekend coverage. Code Officers work off a checklist that includes patrolling for unpermitted vendors, unpermitted construction activity, unpermitted garage sales, patrolling of major corridors and patrolling of commercial centers.
- e. Implement Strategy to Manage Unpermitted Vendor Activity.
  - A new Sidewalk Vendor Ordinance has been developed and received first reading by the Council on January 11, 2023. The new Ordinance will improve enforcement and provide additional tools for managing unpermitted sidewalk vendor activity.
- f. CCMC Update.
  - Complete Update to Chapter 5.96 – Short Term Vacation Rental Units.
    - Chapter 5.96 was updated on April 13, 2022. This has been completed.
  - Complete Update to Title 13 Code Enforcement and Remedies.
    - This item is pending, to coincide with the comprehensive update.
  - Participate in City-wide Update on Chapters That Relate to Enforcement.
    - Code Compliance participated in the review of and provided input on changes to Title 9 (Zoning) that relate to enforcement.
- g. Improve Utilization of City Attorney’s Office.
  - Fine Recovery.
    - Notices of Pendency have been recorded on all STVR properties that were issued citations of \$2,500 or more. The Pendency clouds the title of a property and the City will remove it upon payment of outstanding fines. Additionally, the City’s vendor, after routine attempts to collect, pursues payment through FTB holds or collections. The City Attorney will retain a firm to commence small claims.
  - Pursue Civil Remedies.
    - Code Compliance staff continues to meet regularly with the City Attorney’s office on referred code compliance cases.
- h. Volunteer Program.
  - Enlist 2 volunteers.
    - Staff vacancies and training has affected the resources needed to implement a volunteer program.

### 3. Economic Development

- a. Promote Citywide Development Opportunities.
  - The promotion of city-wide development opportunities is an ongoing priority and activity. Promotion includes speaking with potential tenants, developers, brokers, and current business owners.
- b. Complete 13.5 Acre Entitlement (SW Corner of Date Palm Drive/East Palm Canyon).
  - With City Council's full project approval on September 14, 2022, the Economic Development Department is working with Fountainhead Development to think ahead and address necessary components of the final parcel map ahead of their full submission of the final parcel map. After having helped Fountainhead Development attract a national apartment tenant, EDD continues to assist FHD in retaining this builder. Rising interest rates and a troubling economic forecast has caused the apartment developer to lose all but one potential capital partner.
- c. Market 5 Acres (Adjacent to Napa Auto Parts).
  - Marketing is underway.
- d. Promote Horizontal and Vertical Development of North Cathedral City.
  - The Council's approval of the North City Economic Development Resolution (EDR) was a significant step towards accomplishing this goal. Immediately upon approval, the EDR has been sent to land owners, brokers, and investors and has been posted on City websites. On the latter half of the year, EDD has been speaking with three groups interested in the north city area. EDD is also working with Councilmembers Gregory and Ross and the Engineering Department to build key stakeholder support (CVAG, Congressman's office, Assemblyman's office, Desert Hot Springs, etc.) to fund the remaining design and construction needed to build out Varner Road. The design and construction of Varner Road could be done in three phases (Palm Drive to Mountain View, Mountain View to Date Palm, Date Palm to Bob Hope).
- e. Complete & Implement the Development Impact Fee Study.
  - Ongoing priority. A status update was provided during the October 14, 2022, City Council study session. A draft report will be circulated in Q1 2023. The finalized report is expected to be ready for adopted by or before Q2 2023.
- f. Retain College of the Desert's (COD) Road Runner Motors Project.
  - Ongoing priority. The April 2, 2022, rally was the turning point, forcing the COD Board of Trustees to reinstate a CC RRM after cancelling and abandoning the project in June 2021. The CC RRM is still in the design phase. The Economic Development team is also working to support the full build out of the Palm Springs COD campus. While not located within Cathedral City, the full build out of the PS COD campus will provide invaluable opportunities for Cathedral City residents.
- g. Strengthen and Diversify the Cannabis Industry Business Cluster.
  - Ongoing priority. Recently accomplishments included facilitating Southern California's largest cannabis-industry trade show for the second year and working to attract the same back for year three despite a change in ownership and building use. Have worked with the Development Services team to support the completion

and ultimate operation of the former Sunniva property. Working with the City Manager's office to complete a thorough analysis of the environment Cathedral City cannabis businesses are facing. This analysis included a detailed survey and in-person interviews. Other Valley cities' cannabis tax structures were also evaluated.

- h. Continue to Equitably Locate Public Art Throughout All Five Districts.
  - Ongoing priority. Accomplishing this goal through strategically facilitating the Public Arts Commission, shortening response times on key initiatives, and proactively leveraging the capabilities of each commissioner. The City's largest single art installation, the Bringas Bridge, was completed on time and under budget.
- i. Continue Supporting Planning and Engineering Entitlement Efforts.
  - Ongoing priority.
- j. Improve educational attainment within the City and West Valley.
  - EDD continues to volunteer for the annual Cathedral City High School Data mentor program during personal time. Mentor activities include providing books, periodic lunches, and motivating discussions each month. The books, journals, and food are a personal expense; no city funds are used. EDD is working with the Greater Coachella Valley Chamber of Commerce to restart educational programming offered to Cathedral City businesses. EDD is also supporting the full build out of the Palm Springs COD campus. The full build out of the PS COD campus will provide vital opportunities for Cathedral City residents. EDD continues to monitor COD's execution of the Cathedral City Roadrunner Motors campus.
- k. Engage Tribe on Local Development Partnership Opportunities.
  - Maintains contact with the tribe on a periodic basis. Offers and discusses development and/or collaboration opportunities.

#### **4. Fire**

- a. Initiate the Accreditation Process for Center for Public Safety Excellence (CPSE).
  - Work has not started on the formal accreditation process. The gathering of data and data sets needed for the accreditation process has started. The community risk analysis, strategic plan and standards of coverage outlines and timeline for each has been established. Initiation of the accreditation process will be dependent on the Battalion Chief who is the program administrator and his expected retirement.
- b. Reduce Emergency response times through data assessment and technology.
  - Mobile Data Computers have been installed in nearly all fire apparatus to include wireless routers. Additionally, all stations are near completion with the US Digital Design G2 alerting system. Together these two programs will work together to improve response turn-out time. It will take a year to be able to evaluate response time data. There are some technical difficulties that are still being worked through.
- c. Develop a plan to create a fulltime Fire Marshal position.

- Currently working on a workload analysis of the fire prevention program as well as the workload of the current employees assigned to the fire prevention division.
- d. Improve Out-of-Hospital Cardiac Arrest Outcomes with increased development of High-Performance CPR.
  - High-performance CPR training has been completed and we are working on a departmentwide CQI process to determine best metrics to determine success.
- e. Provide Update to City Council on the Ambulance Operator program progress and implementation of phase two.
  - Recruitment and placement of AO EMTs and AO paramedics has continued to be a challenge. We are currently recruiting for three vacant paramedic positions and seven vacant AO EMT positions. Based on an aggressive outreach recruitment and hiring practices we expected to have all AO positions filled by June 1, 2023.
- f. Reduce workplace injuries by creating a peer review process for injuries and near-miss accidents.
  - Safety and wellness committee has been established with representatives from firefighters Union and HR first meeting is planned for February 2023.
- g. Continue Fire Service migration to PSEC.
  - The fire department continues to monitor the progress of other agencies in Riverside County that have, or are, transitioning to PSEC. \$260,000 was earmarked for upgrades to the Fire Repeaters in this 2022/2023 budget. The fire department has identified that it is feasible to transition and expects the other agencies to transition eventually. Murietta Fire is the first to transition. No further action has been taken on the migration to PSEC.
- h. Improve Fire Department's Use of Technology.
  - MDB and G2 alerting learning system is complete. Initial meeting has been set for EMD.
- i. Complete Installation and Implementation of call alerting system at Stations 412 and 413.
  - New alerting system has been installed at stations 412 and 413.
- j. Improve Data Accuracy by Implementing New Mobile Data Books (MDBs).
  - All Frontline equipment have the new MDB books, medic 412 still needs a new MDB purchased and installed.
- k. Improve Firefighter Safety by Replacing Station 412 Breathing Air Compressor.
  - No action has been taken on the compressor, but replacement should be added to the next budget cycle.
- l. Develop renovations plans for Fire Station 412 and 413 to prepare for grant applications.
  - A walk-through of all Cathedral City fire department facilities has been set up with the city facilities Department to identify areas within each station that need to be improved.

- m. Develop a plan and adopt the next California Fire Code.
  - The 2022 Uniform fire code has been adopted by the city.

## 5. Police

- a. Prevent & Suppress Crime.
  - Named the top 50 safest cities in California for the second year in a row.
  - The basic mission of the Police Department is suppression of violent crime and property crime in Cathedral City.
  - Increased Gang Unit staffing, RING Community Program, Nextdoor.
- b. Increase staffing ratios.
  - Two sworn positions were added through the PACT funding.
- c. Maintain Priority One Response Time Within Seven Minutes.
  - A priority one call is an incident where there is imminent danger of loss of life or property.
  - Designated personnel to track CAD responses on a routine basis.
  - Evaluating the size and coordination of beats and deployments to ensure efficient and effective responses.
- d. Maintain, Embrace & Engage Partnerships with the Community.
  - Shop with a Cop, Santa for Seniors, Spooktacular, Neighborhood Watch, Citizens on Patrol, Police Explorer Program, Police Cadet Program, Citizen Police Academy.
- e. Enhance Police Department Technology.
  - ATAC/RAIDS Online, crime statistics access for community.
  - Transition to Alliance CAD/RMS server system.
  - Continue the transition from ERICA to PSEC to establish countywide communications interoperability.
  - Intelligence-led policing through analytics.
  - 19 Flock cameras throughout city.
- f. Identify & Address Emerging Policing Trends within Our Own Community:
  - Seek grants that assist in serving our community.
    - OTS grants, Tobacco grants, Cannabis grants.
  - Improve Homeless Liaison Program.
    - Partner with the County to add a CBAT mental health technician to the HLO program. County position was just filled and the technician started in October.

## 6. Engineering and Public Works

### • Engineering

- a. Complete a Pavement Management Program update.
  - City Council approved consultant to complete the City's Pavement Management Program:
    - Staff and Consultant have started the work on the Project, GIS files have been transferred and the street assessment has started. Staff anticipates completion of the Project in April /May 2023.
- b. Bridge the digital divide by proposing citywide broadband infrastructure.

- Processed Si Fi agreement and continue to work on permits for Verizon and Frontier for their Broadband infrastructure installation.
- c. Streamline the development review and permitting processes.
  - Continuing to improve the development review process with the use of outside plan checkers and utilizing an all “electronic” submittal process.
  - HR is currently recruiting the Land Development Engineer position that will assist the Engineering Department and Directors in working with developers as a primary task.
- d. Participate in the comprehensive CCMC update.
  - Working on portions that affect the Engineering and Public Works Departments as other Departments update sections.
    - This past year Engineering completed updates to the Municipal Code in the following areas:
      - Undergrounding of Existing Overhead Facilities.
      - Dogs in the Parks.
- e. Work with Public Works division to complete budgeted park improvements.
  - 2022/23 Park Improvement Plan Schedule has been distributed and Staff is following the timelines and dates items will be presented to the City Council.
- f. Utilize additional consultants for Staff augmentation.
  - Engineering has successfully brought on consultants to bolster the gaps in being able to complete work. As City Council authorized positions for the Department are filled, use of consultants will be reduced.
- g. Fill Engineering vacancies.
  - Recruitments for the following positions are underway with HR:
    - Land Development Engineer.
    - Engineering Technician I.
    - Analyst I/II.
    - Administrative Assistant I.
  - An approved existing Assistant Engineer position may or may not be reclassified and will be determined as newly authorized FTE positions are filled.
- h. Complete construction on Capital Improvement Projects:
  - Ofelia Bringas Memorial Bridge.
    - Completed.
  - Citywide striping.
    - Completed.
  - Century Park neighborhood street rehabilitation.
    - Completed.
  - Via De Anza Street rehabilitation.
    - Near completion.
  - Sarah Street rehabilitation.
    - Completed.
  - Ramon Road REAS.
    - Completed.

- Corral Road REAS.
  - Completed.
- Avenida Los Ninos surface widening.
  - Completed.
- HSIP Cycle 9A – 10 Intersections.
  - Design near completion.
- Panorama Dog Park.
  - Completed.
- ATP Cycle 5 Grant Projects.
  - Waiting for BIA land leases to be completed.
    - Complete East Palm Canyon Bicycle Lanes.
    - Complete Plans & Start Construction on Date Palm Drive – EPC to Perez Road.
    - Complete Plans & Start Construction on Cathedral Canyon Multiuse Trail.
- Complete design on Capital Improvement Projects:
  - Dream Homes Park.
    - Design continuing.
  - Traffic Signal at Landau Blvd. and McCallum Way.
    - In design.
  - East Palm Canyon MUP and Widening.
    - In design.
  - Second Street Dog Park
    - City Council authorized a consultant to provide a basic schematic plan for the Project. Consultant has visited site and commenced work on the plan.
  - ACBCI funded Date Palm Drive Improvements.
    - Consultant's contract approved by the City Council and the consultant has commence the design work.
  - CVAG Partnership Projects.
    - Varner Road and Date Palm Drive:
      - CVAG and City Staff are working to continue the existing Date Palm Drive I-10 to Varner Road Project and are soliciting the original consultant on an addendum to continue the design work for the full width segment of this roadway. Once a proposal is submitted Staff and CVAG to determine the next step.
      - CVAG and City Staff are working to secure a proposal for the ultimate design, with phases, of Varner Road from Palm Drive to Date Palm Drive as part of CVAG's Blowsand and Flooding initiative. Once a proposal is secured from the consultant, CVAG and Staff will determine the next steps to present to the CVAG Transportation Committee.
      - City Staff and Councilmembers Gregory and Ross held a meeting with Federal, State and Local representatives regarding Varner

Road in an effort to place this segment of roadway as a roadway of regional importance connecting underserved communities and is an I-10 emergency bypass segment. The meeting placed the roadway at the forefront of attendees for securing funding through Federal/State programs and grants.

- Complete Design of CVAG/CV Link Traffic Signal at Canyon Shore Drive.
  - Working with CVAG Staff and Consultant on Warrant Study timing for the intersection site. Will take place in the next 60 days.
- Partner with CVAG to Initiate the Design of Varner Road (Palm to Date Palm Drive). See above.
- Complete Design & Start Construction of Date Palm Widening (I-10 to Varner). See above.
- Complete Funding Agreement & Design for Los Gatos/Date Palm Improvements.
  - Staff is engaging CVAG on its ability to assist in the funding of this Project as proposed initially by CVAG.
- **Public Works**
  - a. Paint Red Curbs throughout entire City.
    - Project started completion date February 2023.
  - b. Enforce Shopping Cart Retrieval Program.
    - On-going and 2023 program verifications underway. Outreach continues with grocery stores. Working well, with the exception of Dream Homes, which carts come from Palm Springs stores, thus continuing outreach with these out of City stores.
  - c. Complete the Panorama Dog Park w/Engineering.
    - Project Completed
  - d. Implement Asset Management System for street signs.
    - Implementing a labeling program to assist with inventory. Will be budgeting in next fiscal year's budget for a consultant to perform and provide a field inventory of all City signage.
  - e. Inventory accounting for future maintenance of City owned infrastructure.
    - Inventory 100% completed with information provided.
  - f. Claims support.
    - Process implemented in partnership with the Finance Department and Risk Management.
  - g. Sign pollution reduction.
    - Updating all signage, adding Spanish and combining multiple signs into one. Program on-going.
  - h. Continue Water Efficiency Renovations/Beautification projects:
    - Medians, Parkways & Retention basins.
      - In process, renovated the following: Whispering Palms Parkway, Avenida Quintana median.
    - Lighting and Landscaping Districts (LLDs).

- Landau Manor/Homes, Alicante, Santoro Cimarron perimeters completed.
  - Century perimeter in process.
- Install more shade trees.
  - Adding shade trees to Panorama Park and Century Park perimeter.
  - Added shade trees to LLD's Landau Homes, Landau Manor, Santoro and Cimarron.
- i. Implement successful SB 1383 programs for Commercial/Multi-Family and Residential.
  - Commercial Business Recycling Campaign City Council approved January 2022. Program completed.
  - Residential Roll Out Program City Council approved June 2022. Program roll out process in progress.
- j. Implement Fuel Management System (card reader at fuel pumps).
  - Council approved implementation and equipment is starting to arrive and installation will occur in the next 30 to 60 days.
- k. Explore Electric Fleet Implementation and Electric Vehicle Supply Equipment (EVSE) and publicly accessible charging stations.
  - Continuing to monitor regulations, discussions with other agencies and efficiency of electric vehicles within a work fleet.
  - Interviewing EV charging companies on cost, infrastructure support costs, recuperation of investment costs and potential viable locations.
  - Continuing to monitor grants in this area.
- l. Utilize Fleet Asset Management System for rolling stock.
  - Completed and continuing to debug Fleet Enterprise Asset Management program within Tyler Munis.

## 7. City Administration

- a. Update the Records Retention Schedule & Implement Citywide Records Management System.
  - Completed. Records retention schedule approved by Council.
- b. Manage the 2022 Municipal Election
  - Completed.
- c. Conduct a Class & Compensation Study.
  - RFP will go out this spring in preparation for implementation during the 2023/24 budget year.
- d. Negotiate Five Collective Bargaining Contracts.
  - POA completed May 2022.
  - PMA completed in January 2023.
  - AFSCME – In progress.
  - PFA, FMA – In progress.
- e. Review the Viability of Technology Stipends and Car Allowances to reduce costs and improve efficiency.

- Technology Stipend and Car Allowance approved in the Regulations Covering Executive, Administrative, Professional, Confidential, and other particular employees.
  - Technology Stipend effective 7/2022.
  - Car Allowance – on hold until fleet audit is completed.
- f. Launch an Employee Appreciation Committee.
  - Target Date: Fall 2022.
  - Began a focus group that targets new employees on how they learned about our job opportunities and why they applied, as well as their experience through the hiring process and initial working period.
- g. Expand the City's 2022 Special Events.
  - No action due to vacancy in Communications and Events Manager position.
- h. Improve the City's Website.
  - Discovercathedralcity.com has been updated and a new arts commission page has launched. Improvements to other websites are planned.
- i. Support the Proposed DRD Annexation and 2022 Measure.
  - The measure was on the ballot and staff provided information to voters in line with what is legally allowed.
- j. Partner with PSUSD on Cathedral City High School Summer Pool Program.
  - Completed for Summer 2022. Working on agreements for summer 2023.