

**AGENDA**  
**SPECIAL CITY COUNCIL MEETING**  
**CITY OF BANNING**  
**BANNING, CALIFORNIA**

March 29, 2016  
2:00 p.m.

Banning Civic Center  
Council Chambers  
99 E. Ramsey St.

**I. CALL TO ORDER**

- Roll Call – Councilmembers Franklin, Miller, Moyer, Peterson, Mayor Welch

**II. PUBLIC COMMENTS – *On Items Not on the Agenda***

*A five-minute limitation shall apply to each member of the public who wishes to address the Mayor and Council on a matter not on the agenda. A thirty-minute time limit is placed on this section. No member of the public shall be permitted to “share” his/her five minutes with any other member of the public. (Usually, any items received under this heading are referred to staff or future study, research, completion and/or future Council Action.) (See last page. PLEASE STATE YOUR NAME AND ADDRESS FOR THE RECORD.*

**III. EMPLOYEE RECOGNITION PROGRAM**

1. Presentations to Employees (ORAL)  
(Years of Service Recognition, Special Achievements)

**IV. STRATEGIC PLANNING WORKSHOP**

1. Budget Review-Expenditures and Revenues to Date ..... 1  
Staff Report – Rochelle Clayton, Deputy City Manager/Administrative Services Director
2. City Council Goals and Policies-Priority Ranking for Fiscal Year 2015/16..... 11
3. Issue Papers (ORAL)
  - a. General Plan Update..... 21  
Staff Report - Brian Guillot, Community Development Director
  - b. Downtown Master Plan- Specific Plan..... 25  
Staff Report – Brian Guillot, Community Development Director
  - c. Sun Lakes Boulevard Expansion ..... 27  
Staff Report – Art Vela, Public Works Director

*The City of Banning promotes and supports a high quality of life that ensures a safe and friendly environment, fosters new opportunities and provides responsive, fair treatment to all and is the pride of its citizens.*

d. Fleet Manager – FTE Request .....	29
Staff Report – Art Vela, Public Works Director	
e. Economic Development Manager – FTE Request. ....	31
Staff Report – Michael Rock, City Manager	
f. Community Service Officer – FTE Request .....	35
Staff Report – Alex Diaz, Chief of Police	
g. Cost Analysis and Plan the Purchase of a new Financial Accounting, Utility Billing, Fleet Management, Work Management and Asset Inventory Software System .....	37
Staff Report – Rochelle Clayton, Deputy City Manager/Administrative Services Director	

## **V. ADJOURNMENT**

*Pursuant to amended Government Code Section 54957.5(b) staff reports and other public records related to open session agenda items are available at City Hall, 99 E. Ramsey St., at the office of the City Clerk during regular business hours, Monday through Friday, 7 a.m. to 5 p.m.*

**NOTICE:** Any member of the public may address this meeting of the Mayor and Council on any item appearing on the agenda by approaching the microphone in the Council Chambers and asking to be recognized, either before the item about which the member desires to speak is called, or at any time during consideration of the item. A five-minute limitation shall apply to each member of the public, unless such time is extended by the Mayor. No member of the public shall be permitted to “share” his/her five minutes with any other member of the public.

Any member of the public may address this meeting of the Mayor and Council on any item which does not appear on the agenda, but is of interest to the general public and is an item upon which the Mayor and Council may act. A five-minute limitation shall apply to each member of the public, unless such time is extended by the Mayor. No member of the public shall be permitted to “share” his/her five minutes with any other member of the public. The Mayor and Council will in most instances refer items of discussion which do not appear on the agenda to staff for appropriate action or direct that the item be placed on a future agenda of the Mayor and Council. However, no other action shall be taken, nor discussion held by the Mayor and Council on any item which does not appear on the agenda, unless the action is otherwise authorized in accordance with the provisions of subdivision (b) of Section 54954.2 of the Government Code.

**In compliance with the Americans with Disabilities Act**, if you need special assistance to participate in this meeting, please contact the City Clerk's Office (951) 922-3102. **Notification 48 hours prior to the meeting** will enable the City to make reasonable arrangements to ensure accessibility to this meeting. [28 CFR 35.02-35.104 ADA Title II]



## CITY OF BANNING CITY COUNCIL REPORT

**TO:** CITY COUNCIL  
**FROM:** Michael Rock, City Manager  
**MEETING DATE:** March 29, 2016  
**SUBJECT:** Fiscal Year 2015-2016 Budget Review

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### **RECOMMENDATION:**

Receive and file the Fiscal Year 2015-2016 Budget Review reports, with year-to-date actual performance through December 31, 2015.

### **JUSTIFICATION:**

None.

### **BACKGROUND:**

None.

### **FISCAL IMPACT:**

None.

### **ATTACHMENTS:**

#### A. Budget Expenditures and Revenues

Prepared by:

  
Rochelle Clayton  
Deputy City Manager

Approved by:

  
Michael Rock  
City Manager

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**CITY OF BANNING**  
**Fiscal Year 2016 Year To Date Expenditures**  
**December 31, 2015**

**FY 2015-2016 ADOPTED BUDGET - EXPENDITURES**

FUND	BUDGET TOTALS BY FUND	Adopted	Adjusted	Dec. 31, 2015	%	FY 2016	%
		Budget	Budget	YTD ACTUAL	Remaining	Projected	Projected
<b>001 GENERAL FUND</b>		<b>\$ 15,177,742</b>	<b>\$ 15,724,381</b>	<b>\$ 6,659,853</b>	<b>57.65%</b>	<b>\$ 14,440,193</b>	<b>92%</b>
1000 City Council		\$ 172,420	\$ 172,420	\$ 73,174	57.56%	\$ 146,349	85%
1200 City Manager		\$ 398,068	\$ 403,463	\$ 101,101	74.94%	\$ 202,201	50%
1210 City Manager-Econ Devel		\$ 13,050	\$ 39,050	\$ 11,084	71.62%	\$ 22,167	57%
1300 Human Resources		\$ 166,334	\$ 205,334	\$ 39,157	80.93%	\$ 137,050	67%
1400 City Clerk		\$ 98,405	\$ 98,405	\$ 47,176	52.06%	\$ 94,352	96%
1800 City Attorney		\$ 420,739	\$ 420,739	\$ 210,372	50.00%	\$ 420,744	100%
1900 Fiscal Services		\$ 294,450	\$ 447,108	\$ 69,304	84.50%	\$ 447,108	100%
1910 Purchasing		\$ 104,187	\$ 104,187	\$ (18,133)	117.40%	\$ 104,187	100%
2060 T.V. Govt Access		\$ 58,501	\$ 58,501	\$ 8,660	85.20%	\$ 58,501	100%
2200 Police		\$ 6,954,325	\$ 7,028,498	\$ 3,353,517	52.29%	\$ 6,707,033	95%
2300 Animal Control		\$ 147,350	\$ 159,050	\$ 39,397	75.23%	\$ 141,828	89%
2400 Fire		\$ 2,798,761	\$ 2,840,263	\$ 1,309,567	53.89%	\$ 2,619,134	92%
2700 Building and Safety		\$ 312,558	\$ 312,558	\$ 122,852	60.69%	\$ 245,704	79%
2740 Code Enforcement		\$ 316,492	\$ 316,492	\$ 122,591	61.27%	\$ 245,183	77%
2800 Planning		\$ 422,092	\$ 423,616	\$ 212,312	49.88%	\$ 424,625	100%
3000 Engineering		\$ 175,422	\$ 212,074	\$ 71,770	66.16%	\$ 143,540	68%
3200 Building and Maintenance		\$ 144,086	\$ 175,864	\$ (4,565)	102.60%	\$ 175,864	100%
3600 Parks		\$ 461,694	\$ 471,689	\$ 145,345	69.19%	\$ 471,689	100%
4000 Recreation		\$ 338,922	\$ 338,922	\$ 108,776	67.91%	\$ 338,922	100%
4010 Aquatics		\$ 114,851	\$ 114,851	\$ 63,586	44.64%	\$ 127,172	111%
4020 Daycare		\$ 600	\$ 600	\$ -	100.00%	\$ 600	100%
4050 Senior Center		\$ 62,954	\$ 64,191	\$ 27,017	57.91%	\$ 54,034	84%
4500 Central Services		\$ 1,176,481	\$ 1,275,886	\$ 535,794	58.01%	\$ 1,071,588	84%
5400 Community Enhancement		\$ 25,000	\$ 40,620	\$ 10,000	75.38%	\$ 40,620	100%
		<b>\$ 15,177,742</b>	<b>\$ 15,724,381</b>	<b>\$ 6,659,853</b>	<b>57.65%</b>	<b>\$ 14,440,193</b>	<b>92%</b>
<b>002 Developer Deposit Fund</b>		<b>\$ 50,000</b>	<b>\$ 374,308</b>	<b>\$ 218,493</b>	<b>41.63%</b>	<b>\$ 436,986</b>	<b>117%</b>
<b>003 Riverside County MOU</b>		<b>\$ 684,560</b>	<b>\$ 684,560</b>	<b>\$ 244,187</b>	<b>64.33%</b>	<b>\$ 488,375</b>	<b>71%</b>
<b>100 Gas Tax</b>		<b>\$ 971,834</b>	<b>\$ 1,378,017</b>	<b>\$ 459,694</b>	<b>66.64%</b>	<b>\$ 1,378,017</b>	<b>100%</b>
<b>101 Measure A</b>		<b>\$ 680,000</b>	<b>\$ 1,124,317</b>		<b>100.00%</b>	<b>\$ -</b>	<b>0%</b>
<b>103 Street Fund</b>		<b>\$ -</b>	<b>\$ 14,768</b>	<b>\$ -</b>	<b>100.00%</b>	<b>\$ 14,768</b>	<b>100%</b>
<b>110 CDBG</b>		<b>\$ -</b>	<b>\$ 436,196</b>	<b>\$ 188,505</b>	<b>56.78%</b>	<b>\$ 377,011</b>	<b>86%</b>
<b>111 Landscape Maint. Assmnt Dist #</b>		<b>\$ 130,227</b>	<b>\$ 130,227</b>	<b>\$ 45,390</b>	<b>65.15%</b>	<b>\$ 130,227</b>	<b>100%</b>
<b>132 AQMD</b>		<b>\$ 3,000</b>	<b>\$ 303,620</b>	<b>\$ -</b>	<b>100.00%</b>	<b>\$ -</b>	<b>0%</b>
<b>148 SLE</b>		<b>\$ -</b>	<b>\$ 111,803</b>	<b>\$ 19,068</b>	<b>82.95%</b>	<b>\$ 100,000</b>	<b>89%</b>
<b>200 Special Donation Fund</b>		<b>\$ 5,000</b>	<b>\$ 5,000</b>	<b>\$ 7,887</b>	<b>-57.74%</b>	<b>\$ 15,774</b>	<b>315%</b>
<b>201 Senior Center Activities</b>							
<b>201-4050 Senior Center</b>		<b>\$ 3,300</b>	<b>\$ 5,900</b>	<b>\$ 4,578</b>	<b>22.41%</b>	<b>\$ 9,156</b>	<b>155%</b>
<b>201-4060 Senior Advisory Board</b>		<b>\$ 11,700</b>	<b>\$ 9,100</b>	<b>\$ 4,400</b>	<b>51.65%</b>	<b>\$ 8,800</b>	<b>97%</b>
<b>203 Police Volunteer</b>		<b>\$ 1,500</b>	<b>\$ 2,681</b>	<b>\$ 114</b>	<b>95.74%</b>	<b>\$ 229</b>	<b>9%</b>
<b>300 City Admin Cop Debt SVC</b>		<b>\$ 437,000</b>	<b>\$ 437,000</b>	<b>\$ 217,727</b>	<b>50.18%</b>	<b>\$ 435,455</b>	<b>100%</b>
<b>370 Area Police Computer Fund</b>		<b>\$ 48,446</b>	<b>\$ 53,475</b>	<b>\$ 6,983</b>	<b>86.94%</b>	<b>\$ 53,475</b>	<b>100%</b>

**CITY OF BANNING**  
**Fiscal Year 2016 Year To Date Expenditures**  
**December 31, 2015**

375 Fair Oaks #2004-1 Debt Service	\$ 203,010	\$ 203,010	\$ 138,118	31.96%	\$ 203,010	100%
420 Traffic Control	\$ -	\$ 125,730	\$ -	100.00%	\$ 100,000	80%
430 General Facilities Fund	\$ 60,000	\$ 60,000	\$ -	100.00%	\$ 60,000	100%
451 Park Development	\$ -	\$ 110,761	\$ 2,819	97.45%	\$ 100,000	90%
470 CIP Building Maintenance	\$ -	\$ 120,000	\$ -	100.00%	\$ 100,000	83%
600 Airport	\$ 351,189	\$ 390,792	\$ 67,900	82.63%	\$ 390,792	100%
610 Transit	\$ 1,666,675	\$ 3,500,494	\$ 1,107,273	68.37%	\$ 3,500,494	100%
660 Water Operations	\$ 8,830,988	\$ 10,208,644	\$ 3,892,662	61.87%	\$ 7,785,323	76%
661 Water Capital Facility Fee	\$ -	\$ 2,531,766	\$ 1,911	99.92%	\$ 2,000,000	79%
662 Irrigation Water	\$ 2,500,000	\$ 2,623,439	\$ -	100.00%	\$ 2,000,000	76%
663 BUA Water Capital Proj	\$ 300,000	\$ 599,906	\$ 77,412	87.10%	\$ 154,825	26%
669 BUA Water Debt Serv	\$ 2,292,579	\$ 2,292,579	\$ 982,503	57.14%	\$ 1,965,005	86%
670 Electric Utility Operations						
670-7000 Electric	\$ 12,219,944	\$ 12,697,143	\$ 4,423,438	65.16%	\$ 8,846,876	70%
670-7010 Generation & Transmission	\$ 17,428,383	\$ 17,428,383	\$ 7,308,601	58.06%	\$ 14,617,202	84%
673 Electric Improvement	\$ -	\$ 2,102,397	\$ 113,687	94.59%	\$ 227,375	11%
674 Electric Rev Bond	\$ 300,000	\$ 11,029,483	\$ 2,430,108	77.97%	\$ 4,860,215	44%
675 Electric Public Benefit Fund	\$ 791,992	\$ 791,992	\$ 302,081	61.86%	\$ 604,163	76%
678 Electric Rev Bond Debt Srvc	\$ 2,667,858	\$ 2,667,858	\$ 318,388	88.07%	\$ 636,776	24%
680 Wastewater Operations	\$ 3,251,301	\$ 3,435,511	\$ 1,362,213	60.35%	\$ 2,724,426	79%
681 Wastewater Capital	\$ 270,000	\$ 992,712	\$ 98,100	90.12%	\$ 196,200	20%
682 Wastewater Tertiary	\$ 2,495,000	\$ 4,380,459	\$ -	100.00%	\$ 2,000,000	46%
683 BUA W/Water Capital Proj	\$ 100,000	\$ 334,858	\$ -	100.00%	\$ 300,000	90%
685 SRF	\$ 299,768	\$ 299,768	\$ 275,334	8.15%	\$ 299,768	100%
689 BUA W/Water Debt Srvc	\$ 398,639	\$ 398,639	\$ 239,028	40.04%	\$ 398,639	100%
690 Refuse	\$ 3,259,930	\$ 3,274,496	\$ 1,543,155	52.87%	\$ 3,086,310	94%
700 Risk Management						
700-5020 Workers Compensation	\$ 669,787	\$ 669,787	\$ 299,014	55.36%	\$ 669,787	100%
700-5030 Unemployment Insurance	\$ 34,970	\$ 34,970	\$ 5,309	84.82%	\$ 34,970	100%
700-5040 Liability Insurance	\$ 1,157,151	\$ 1,157,151	\$ 697,346	39.74%	\$ 1,157,151	100%
700-5300 City Attorney	\$ 760,000	\$ 760,000	\$ 226,588	70.19%	\$ 453,175	60%
702 Fleet Maintenance	\$ 1,133,031	\$ 1,173,031	\$ 520,918	55.59%	\$ 1,041,837	89%
703 Information Services/Tech.	\$ 452,916	\$ 500,482	\$ 256,960	48.66%	\$ 513,921	103%
761 Utility Billing Administration						
761-3100 Account & Collection Service	\$ 1,351,475	\$ 1,379,823	\$ 608,739	55.88%	\$ 1,217,478	88%
761-3110 Meter Reading & Service	\$ 589,670	\$ 611,670	\$ 253,362	58.58%	\$ 506,723	83%
805 Redevelop. Oblig, Retir. Fund	\$ 1,741,842	\$ 1,741,842	\$ 105,842	93.92%	\$ 211,684	12%
810 CRA-Low/Mod Fund	\$ -	\$ -	\$ 3,500		\$ 7,000	
830 Debt Service Fund	\$ 2,850,168	\$ 2,981,980	\$ 1,395,030	53.22%	\$ 2,790,060	94%
850 Successor Agency	\$ 1,736,322	\$ 1,736,322	\$ 1,451,131	16.43%	\$ 2,902,262	167%
855 2007 TAPB Proceeds	\$ 70,532	\$ 1,905,992	\$ 32,624	98.29%	\$ 65,249	3%
857 2003 TAB Proceeds	\$ -	\$ -	\$ 23		\$ 46	
950 GASB 34 Fund	\$ -	\$ -	\$ (13,452)		\$ (26,905)	
	\$ 75,261,687	\$ 102,324,842	\$ 31,944,691	68.78%	\$ 72,150,108	71%
<b>TOTAL OF ALL FUNDS</b>	<b>\$ 90,439,429</b>	<b>\$ 118,049,223</b>	<b>\$ 38,604,569</b>	<b>67.30%</b>	<b>\$ 86,590,301</b>	<b>73%</b>

**CITY OF BANNING**  
**Fiscal Year 2016 Year To Date Revenues**  
**December 31, 2015**

**FY 2015-2016 ADOPTED BUDGET - REVENUES**

FUND	BUDGET TOTALS BY FUND	Adopted Budget	Dec. 31, 2015 YTD ACTUAL	% Remaining	FY 2016 Projected	% Projected
<b>0001 GENERAL</b>						
10 01	PROPERTY TAXES-CURRENT	2,252,809	687,782	69%	2,452,973	109%
10 03	PROP TX-SUPPLEMENTAL ROLL	30,000	0	100%	37,758	126%
10 07	PROPERTY TAX ADMIN CHARGE	-26,500	0	100%	-26,896	101%
10 09	PROP TX-CURRENT UNSECURED	92,000	89,703	2%	91,497	99%
10 10	PROPERTY TAX BACKFILL	2,128,468	0	100%	2,089,917	98%
11 01	SALES & USE TAXES	1,742,500	509,413	71%	2,037,653	117%
11 03	SALES TAX SHARING AGREEMT	-60,000	-27,044	55%	-108,176	180%
11 06	CABAZON OUTLET	860,000	0	100%	860,000	100%
11 08	SALES TAX BACKFILL	357,500	0	100%	357,500	100%
12 03	BED TAX - TOT TAX	700,000	183,678	74%	734,713	105%
12 04	FRANCHISE TAX	125,000	0	100%	126,917	102%
12 05	DIRECT FRANCHISE REVENUE	390,475	192,212	51%	393,710	101%
12 07	BUSINESS LICENSE TAX	160,000	63,963	60%	158,125	99%
12 08	PROPERTY TRANSFER TAX	60,000	32,026	47%	63,411	106%
12 11	FRANCHISE FEE - CTV	354,000	90,233	75%	361,433	102%
13 00	MINING TAX	550,000	130,356	76%	521,424	95%
18 01	CVC FINES	235,000	81,579	65%	239,457	102%
18 03	BUSINESS LIC-PENALTIES	5,000	2,984	40%	5,967	119%
20 01	INVESTMENT INTEREST	25,000	7,558	70%	15,116	60%
20 08	MISC. INTEREST	0	10,250	0%	20,500	0%
25 07	LEASE INCOME	3,000	1,501	50%	3,002	100%
31 01	ST MOTOR VEH LICENSE-REG	0	12,303	0%	24,605	0%
31 10	ST HMOWN PROP TX RELIEF	29,000	4,115	86%	16,462	57%
34 50	PASS THRU - CRA	110,000	0	100%	110,000	100%
35 04	RETURNED CHECK FEES-UT	10,000	3,975	60%	7,950	80%
41 01	CASH OVER/SHORT	0	-168	0%	-336	0%
41 61	MISC. RECEIPTS/REVENUE	1,000	2,634	-163%	5,269	527%
41 76	UNCLAIMED WARRANTS	0	45	0%	91	0%
50 02	ADMIN SERVICE - ELECTRIC	2,962,300	1,481,148	50%	2,962,296	100%
50 06	ADMIN SERVICE - TRANSIT	60,800	30,402	50%	60,804	100%
50 07	ADMIN SVC - DIAL-A-RIDE	6,518	3,258	50%	6,516	100%
50 08	ADMIN SUPRT-AREA POL COMP	2,000	1,002	50%	2,004	100%
56 53	TRNSFR-WATER FUND	18,000	9,000	50%	18,000	100%
56 68	TRANSFER-REFUSE FUND	55,000	27,498	50%	54,996	100%
57 01	LEASE PAYMENTS	651,000	325,500	50%	651,000	100%
<b>DEPT TOTAL</b>	<b>GENERAL</b>	<b>13,889,870</b>	<b>3,956,907</b>	<b>72%</b>	<b>14,355,656</b>	<b>103%</b>
<b>2060 T.V. GOVERNMENT ACCESS</b>						
12 12	PUB EDUC GRNT FEE	58,500	14,953	74%	29,907	51%
<b>DEPT TOTAL</b>	<b>T.V. GOVERNMENT ACCESS</b>	<b>58,500</b>	<b>14,953</b>	<b>74%</b>	<b>29,907</b>	<b>51%</b>
<b>2200 POLICE</b>						

**CITY OF BANNING**  
**Fiscal Year 2016 Year To Date Revenues**  
**December 31, 2015**

11 04	PUBLIC SAFETY SALES TAX	126,000	54,684	57%	109,368	87%
12 10	FRANCHISE FEE-TOWING SVC	40,000	23,460	41%	46,920	117%
18 05	PARKING FINES	15,000	3,689	75%	14,756	98%
18 06	PKG TCKT DISBURSE DUE CO	-2,850	-1,079	62%	-2,158	76%
31 18	STATE AID-P.O.S.T.	13,614	0	100%	13,614	100%
31 45	STATE HOMELAND SEC GRANT	79,444	0	100%	79,444	100%
31 60	DEPT OF JUSTICE	9,406	0	100%	9,406	100%
34 25	OJP - BYRNE GRANT	9,668	0	100%	9,668	100%
35 05	REIMB FOR POLICE SERVICES	8,000	1,580	80%	6,320	79%
35 06	MISC POLICE FEES	2,000	1,955	2%	3,910	196%
35 90	VEH IMP REL FEES (OTHER)	12,165	3,542	71%	14,168	116%
35 99	FINGERPRINTING	15,164	11,819	22%	23,638	156%
41 04	SPECIAL EVENTS REIMB	85,000	2,938	97%	88,668	104%
41 61	MISC. RECEIPTS/REVENUE	5,500	4	100%	7	0%
42 02	COST REIMBURSMENT: BUSD	121,500	68,648	43%	137,295	113%
<b>DEPT TOTAL</b>	<b>POLICE</b>	<b>539,611</b>	<b>171,239</b>	<b>68%</b>	<b>555,024</b>	<b>103%</b>
<b>2400 FIRE</b>						
11 04	PUBLIC SAFETY SALES TAX	126,000	54,684	57%	109,368	87%
15 08	WEED ABATEMENT FEE-TX ROL	6,366	0	100%	6,366	100%
18 11	AMR TRANS COST REIMB	20,800	7,408	64%	14,816	71%
35 11	BLDG PERMIT INSP-FIRE	12,000	6,431	46%	12,862	107%
35 12	BLDG PLAN CHECK FEES-FIRE	6,000	1,340	78%	2,680	45%
35 86	FIRE PROTECTION FEE	12,840	0	100%	12,840	100%
<b>DEPT TOTAL</b>	<b>FIRE</b>	<b>184,006</b>	<b>69,863</b>	<b>62%</b>	<b>158,932</b>	<b>86%</b>
<b>2700 BUILDING SAFETY</b>						
16 03	BUILDING PERMITS	98,000	35,689	64%	71,377	73%
16 04	PLUMBING PERMITS	7,000	2,941	58%	5,882	84%
16 05	ELECTRICAL PERMITS	25,200	12,768	49%	25,537	101%
16 06	MECHANICAL PERMITS	9,800	4,026	59%	8,052	82%
35 16	CONSTRUCTION PLAN CK FEE	53,000	41,727	21%	83,453	157%
35 17	PLAN STORAGE/COMP DATA	800	425	47%	850	106%
35 18	S M I P FEES	500	42	92%	85	17%
35 20	CODE CONFORMANCE INSPEC	4,000	2,640	34%	5,280	132%
35 21	DEMO SITE CLEARANCE	1,500	1,496	0%	2,992	199%
35 22	TITLE 24 ENERGY CALCS	250	60	76%	120	48%
35 24	MISC BLDG INSP FEES	0	772	0%	1,544	0%
<b>DEPT TOTAL</b>	<b>BUILDING SAFETY</b>	<b>200,050</b>	<b>102,586</b>	<b>49%</b>	<b>205,172</b>	<b>103%</b>
<b>2740 CODE ENFORCEMENT</b>						
15 08	WEED ABATEMENT FEE-TX ROL	35,000	6,366	82%	12,731	36%
35 15	NUISANCE ABATEMENT FEE	12,000	12,352	-3%	24,704	206%
35 20	CODE CONFORMANCE INSPEC	0	60	0%	120	0%
35 83	WEED ABATEMENT FEE	22,000	0	100%	17,160	78%
35 89	VEHICLE ABATEMENT FEE	40,000	0	100%	31,200	78%
36 06	ABAND PROP REGIST FEE	9,000	1,425	84%	2,850	32%
<b>DEPT TOTAL</b>	<b>CODE ENFORCEMENT</b>	<b>118,000</b>	<b>20,203</b>	<b>83%</b>	<b>88,765</b>	<b>76%</b>

**CITY OF BANNING**  
**Fiscal Year 2016 Year To Date Revenues**  
**December 31, 2015**

<b>2800 PLANNING</b>							
16 11	CONDITIONAL USE PERMIT	30,000	19,116	36%	33,453	112%	
16 14	HOME OCCUPATION PERMIT	3,500	2,870	18%	5,740	164%	
16 21	SIGN PERMITS	16,000	10,975	31%	21,950	137%	
35 28	VARIANCE FEES	6,800	0	100%	3,400	50%	
35 32	LOT LINE ADJ FEE/LOT MEGR	2,000	1,847	8%	3,694	185%	
35 33	DESIGN REVIEW FEE	20,000	14,712	26%	29,424	147%	
35 35	T M SUB FEES (5+ LOTS)	0	7,757	0%	15,514	0%	
35 36	T M - TIME EXT - SUB FEE	0	4,258	0%	8,516	0%	
35 40	ENVIRONMENTAL ASST REVIEW	12,500	5,124	59%	10,248	82%	
35 42	BLDG PLAN CK FEE-PLNG/GP	200	176	12%	352	176%	
35 45	MISC PLANNING DPT FEES	500	0	100%	0	0%	
35 48	SERVICE LETTER/PLNG LTR	200	320	-60%	640	320%	
35 52	STRT/ALLEY/ESMNT ABANDMNT	0	3,604	0%	7,208	0%	
35 56	LNDSCP/IRRIG PLAN CHECK	1,600	0	100%	0	0%	
<b>DEPT TOTAL</b>	<b>PLANNING</b>	<b>93,300</b>	<b>70,759</b>	<b>24%</b>	<b>140,139</b>	<b>150%</b>	<b>0%</b>
<b>3000 ENGINEER</b>	<b>ING</b>						
16 15	ENCROACHMENT PERMIT	18,000	14,080	22%	28,160	156%	
16 16	PUBLIC WORKS PERMIT/INSPT	9,000	2,613	71%	5,226	58%	
16 17	DEVELOPMENT PERMIT	500	563	-13%	1,126	225%	
16 18	EXCAVATION PERMIT/INSPECT	1,000	1,273	-27%	2,545	255%	
35 47	RECORD OF SURVEY	620	619	0%	1,238	200%	
35 53	DEED PREPARATION	500	224	55%	448	90%	
35 54	IMPROVEMENT PLAN CHECK	15,000	0	100%	0	0%	
35 55	SUBDIV'N PLAN CHECK/INSPT	10,000	0	100%	0	0%	
35 57	PARCEL MAP REVIEW	2,500	0	100%	0	0%	
35 58	TENTATIVE SUBDIV REVIEW	0	2,531	0%	5,062	0%	
35 59	MISC ENGINEERING FEES	4,800	98	98%	196	4%	
35 60	MAP/XEROX/PUBLICATION	250	0	100%	0	0%	
35 61	CONSULTANT PLAN CK REV	15,000	619	96%	1,238	8%	
36 03	INDUSTRIAL WASTE INSPECT	1,000	1,050	-5%	2,100	210%	
<b>DEPT TOTAL</b>	<b>ENGINEERING</b>	<b>78,170</b>	<b>23,670</b>	<b>70%</b>	<b>47,339</b>	<b>61%</b>	<b>0%</b>
<b>3600 PARKS</b>							
25 02	FACILITY RENTAL	15,000	5,769	62%	14,774	98%	
25 16	FACILITY RENTAL-STAFFING	5,200	801	85%	3,202	62%	
35 69	SPORTS LEAGUE FEES	17,700	2,760	84%	14,991	85%	
35 71	CONTRACT CLASS FEES	16,500	6,325	62%	15,817	96%	
35 95	RECREATION CLASS FEES	8,000	2,555	68%	7,666	96%	
<b>DEPT TOTAL</b>	<b>RECREATION</b>	<b>62,400</b>	<b>18,210</b>	<b>71%</b>	<b>56,449</b>	<b>90%</b>	<b>0%</b>
<b>4010 AQUATICS</b>							
25 02	FACILITY RENTAL	10,000	550	95%	1,100	11%	
35 67	SWIMMING POOL ADMISSIONS	14,000	7,830	44%	15,660	112%	
35 71	CONTRACT CLASS FEES	22,000	8,758	60%	17,515	80%	
36 02	SNACK BAR CONCESSIONS	6,000	3,818	36%	7,635	127%	
<b>DEPT TOTAL</b>	<b>AQUATICS</b>	<b>52,000</b>	<b>20,955</b>	<b>60%</b>	<b>41,910</b>	<b>81%</b>	<b>0%</b>

**CITY OF BANNING**  
**Fiscal Year 2016 Year To Date Revenues**  
**December 31, 2015**

4020 DAY CARE							
35 88	DAY CAMP	6,000	0	100%	6,000	100%	
<b>DEPT TOTAL</b>	<b>DAY CARE</b>	<b>6,000</b>	<b>0</b>	<b>100%</b>	<b>6,000</b>	<b>100%</b>	
4050 SENIOR CENTER							
33 03	COUNTY NUTRITION PROGRAM	5,400	1,350	75%	2,700	50%	
35 74	SENIOR CITIZEN PROGRAMS	0	249	0%	498	0%	
<b>DEPT TOTAL</b>	<b>SENIOR CENTER</b>	<b>5,400</b>	<b>1,599</b>	<b>70%</b>	<b>3,198</b>	<b>59%</b>	
<b>FUND TOTAL</b>	<b>GENERAL FUND</b>	<b>15,287,307</b>	<b>4,470,948</b>	<b>71%</b>	<b>15,688,493</b>	<b>103%</b>	
FUND 600 AIRPORT FUND							
20 01	INVESTMENT INTEREST	250	49	80%	98	39%	
25 10	HANGAR RENTS-CITY	97,000	50,973	47%	101,945	105%	
25 13	TIEDOWNS-PERMANENT	500	0	100%	0	0%	
25 14	TIEDOWNS-TEMPORARY	200	21	90%	42	21%	
25 15	OTHER AIRPORT RENTALS	600	350	42%	700	117%	
31 21	FED/STATE AIRPORT GRANTS	10,000	0	100%	0	0%	
31 64	CA DEPT OF TRANS GRANT	6,750	0	100%	0	0%	
34 06	FAA IMPROV PROGRAM GRANT	135,000	0	100%	0	0%	
35 76	AVIATION FUEL SALES	50,000	13,825	72%	27,651	55%	
35 77	OTHER SALES/SERVICES	150	23	85%	45	30%	
41 01	CASH OVER/SHORT	0	8	0%	15	0%	
<b>FUND TOTAL</b>	<b>AIRPORT FUND</b>	<b>300,450</b>	<b>65,248</b>	<b>78%</b>	<b>130,496</b>	<b>43%</b>	
FUND 610 TRANSIT FUND							
12 01	TRANSIT-SB325 ART 4	1,318,495	689,443	48%	1,378,886	105%	
20 01	INVESTMENT INTEREST	500	290	42%	580	116%	
31 25	CAPITAL GRANT - STA	368,903	304,568	17%	609,137	165%	
31 61	CA EMER MGMT SYSTEM	906,466	0	100%	0	0%	
35 80	TRANSIT FARES	110,000	52,271	52%	104,543	95%	
35 81	BUS PASSES	42,000	14,872	65%	29,744	71%	
41 01	CASH OVER/SHORT	0	49	0%	97	0%	
41 27	GAIN ON SALE OF ASSET	250	0	100%	0	0%	
41 61	MISC. RECEIPTS/REVENUE	230	0	100%	0	0%	
<b>DEPT TOTAL</b>	<b>TRANSIT FUND-FIXED ROUTE</b>	<b>2,746,844</b>	<b>1,061,494</b>	<b>61%</b>	<b>2,122,987</b>	<b>77%</b>	
5850 TRANSIT	FUND-DIAL-A-RIDE				0		
12 01	TRANSIT-SB325 ART 4	175,000	112,235	36%	224,470	128%	
31 25	CAPITAL GRANT - STA	132,255	0	100%	0	0%	
31 61	CA EMER MGMT SYSTEM	120,313	0	100%	0	0%	
35 79	DIAL-A-RIDE RECEIPTS	20,200	11,475	43%	22,951	114%	
<b>DEPT TOTAL</b>	<b>TRANSIT FUND-DIAL-A-RIDE</b>	<b>447,768</b>	<b>123,710</b>	<b>72%</b>	<b>247,421</b>	<b>55%</b>	
<b>FUND TOTAL</b>	<b>TRANSIT FUND</b>	<b>3,194,612</b>	<b>1,185,204</b>	<b>63%</b>	<b>2,370,408</b>	<b>74%</b>	
FUND 660 WATER FUND							
20 01	INVESTMENT INTEREST	12,000	5,749	52%	11,498	96%	
38 01	METERED SALES	7,866,650	4,670,314	41%	9,340,628	119%	
38 06	TURN ON CHARGES	50,000	23,188	54%	46,376	93%	
38 08	DELINQ. RECONNECT FEE	43,000	17,597	59%	35,194	82%	
38 09	BACKFLOW CHARGES	25,000	13,083	48%	26,165	105%	

**CITY OF BANNING**  
**Fiscal Year 2016 Year To Date Revenues**  
**December 31, 2015**

38 12	MISCELLANEOUS REVENUES	5,500	1,864	66%	3,727	68%
41 24	SALE OF SURPLUS PROPERTY	0	422	0%	845	0%
41 53	RESTITUTION/SUBROGATION	10,000	3,250	68%	6,500	65%
41 61	MISC. RECEIPTS/REVENUE	2,000	1,500	25%	3,000	150%
44 03	METER INSTALLATION & CONN	3,500	0	100%	0	0%
<b>FUND TOTAL</b>	<b>WATER FUND</b>	<b>8,017,650</b>	<b>4,736,967</b>	<b>41%</b>	<b>9,473,934</b>	<b>118%</b>
<b>FUND 670</b>	<b>ELECTRIC FUND</b>					
20 01	INVESTMENT INTEREST	11,000	5,698	48%	11,396	104%
27 01	TEMP POLE CONNECTION	1,000	704	30%	1,408	141%
27 02	ELECT JOINT POLES	1,000	0	100%	0	0%
38 01	METERED SALES	27,350,000	15,426,358	44%	30,852,717	113%
38 05	STREET LIGHTING	300,000	155,188	48%	310,376	103%
38 06	TURN ON CHARGES	70,000	32,448	54%	64,896	93%
38 08	DELINQ. RECONNECT FEE	20,000	9,212	54%	18,424	92%
38 10	BULK ENERGY SALES	500,000	251,795	50%	503,590	101%
38 12	MISCELLANEOUS REVENUES	15,000	14,986	0%	29,972	200%
38 17	CRR REVENUE - CAISO	300,000	40,629	86%	81,258	27%
38 20	TRANSMISSION SALES-CAISO	1,000,000	437,221	56%	874,442	87%
41 24	SALE OF SURPLUS PROPERTY	1,000	4,695	-369%	9,390	939%
41 53	RESTITUTION/SUBROGATION	1,000	1,500	-50%	3,000	300%
41 54	PROCEEDS FROM INS. LOSSES	1,000	0	100%	0	0%
41 61	MISC. RECEIPTS/REVENUE	1,000	343	66%	686	69%
44 03	METER INSTALLATION & CONN	1,000	7,067	-607%	14,134	1413%
44 07	IN AID OF CONSTRUCTION	50,000	10,507	79%	21,014	42%
<b>FUND TOTAL</b>	<b>ELECTRIC FUND</b>	<b>29,623,000</b>	<b>16,398,351</b>	<b>45%</b>	<b>32,796,702</b>	<b>111%</b>
<b>FUND 680</b>	<b>WASTEWATER FUND</b>					
20 01	INVESTMENT INTEREST	2,000	874	56%	1,749	87%
38 02	USER FEES	3,210,000	1,564,594	51%	3,129,187	97%
41 61	MISC. RECEIPTS/REVENUE	104	104	0%	208	200%
<b>FUND TOTAL</b>	<b>WASTEWATER FUND</b>	<b>3,212,104</b>	<b>1,565,572</b>	<b>51%</b>	<b>3,131,144</b>	<b>97%</b>
<b>FUND 682</b>	<b>WASTEWATER TERTIARY FUND</b>					
20 01	INVESTMENT INTEREST	7,500	2,524	66%	5,048	67%
38 16	SURCHARGE-TERTIARY RESERV	355,000	169,328	52%	338,657	95%
<b>FUND TOTAL</b>	<b>WWTR TERTIARY FUND</b>	<b>362,500</b>	<b>171,852</b>	<b>53%</b>	<b>343,704</b>	<b>95%</b>
<b>FUND 690 REF</b>	<b>REFUSE</b>					
12 05	DIRECT FRANCHISE REVENUE	45,000	19,712	56%	39,425	88%
20 01	INVESTMENT INTEREST	1,000	419	58%	839	84%
25 04	RENTS/LEASES	12,000	0	100%	0	0%
38 03	REFUSE MONTHLY BILLING	3,615,000	1,811,313	50%	3,622,626	100%
38 06	TURN ON CHARGES	17,500	8,667	50%	17,333	99%
38 95	FRANCHISE FEE	-390,000	-192,212	51%	-384,425	99%
44 13	SHARE OF RECYCLABLE MATLS	5,000	8,250	-65%	16,500	330%
<b>FUND TOTAL</b>	<b>REFUSE</b>	<b>3,305,500</b>	<b>1,656,149</b>	<b>50%</b>	<b>3,312,298</b>	<b>100%</b>

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## City of Banning FY 16 Goals and Policy Objectives

### Goal 1 - Economic Development

Enhance the economic vitality of the community through measures targeted towards redevelopment and business retention, expansion and attraction resulting in increased revenue generation and job creation.

**Objective No. 1:** Develop methodologies and practices that will facilitate the city's Economic Development programs consistent with the city's existing ordinance.

Activity No. 1:

✓

Activity No. 2:

✓

**Objective No. 2:** Develop promotional programs that will build a positive image of the city targeted at potential and existing residents and businesses.

Activity No. 1:

✓

Activity No. 2:

✓

**Objective No. 3:** Develop incentives that will encourage builders and developers to pursue projects within city limits whose business model would create revenue generation and job creation consistent with the city's existing demographics.

Activity No. 1:

✓

Activity No. 2:

✓

**Objective No. 4:** Make appropriate use of city-owned assets to maximize return on investment.

Activity No. 1:

✓

Activity No. 2:

✓

City of Banning  
FY 16 Goals and Policy Objectives

**Goal 1 - Economic Development**

**Objective No. 5:** Pursue partnerships in both the public and private sector that benefit the economic development of the city.

Activity No. 1:	✓
Activity No. 2:	✓
<b>Objective No. 6:</b> Leverage City and surrounding area attractions to stimulate economic development.	
Activity No. 1:	✓
Activity No. 2:	✓
	✓

## City of Banning FY 16 Goals and Policy Objectives

### Goal 2 - Beautification

Achieve beautification of the City through major arterial improvements, aggressive code enforcement and promotion of programs that leverage the City's "small town" feel combined with a focus on sustainability and smart growth.

**Objective No. 1: Create a welcoming environment at the City's points of entry.**

Activity No. 1:	✓
Activity No. 2:	✓
<b>Objective No. 2: Maximize the appearance of the City by improving major thoroughfares.</b>	
Activity No. 1:	✓
Activity No. 2:	✓
<b>Objective No. 3: Ensure City facilities, including open spaces, reflect positively on the City's image.</b>	
Activity No. 1:	✓
Activity No. 2:	✓
<b>Objective No. 4: Maximize City resources to ensure that private properties reflect positively on the City's image.</b>	
Activity No. 1:	✓
Activity No. 2:	✓

City of Banning  
FY 16 Goals and Policy Objectives

**Goal 2 - Beautification**

**Objective No. 5:** Adopt policies that encourage sustainability and smart growth consistent with state law and federal requirements.

Activity No. 1:
✓
Activity No. 2:
✓

## City of Banning FY 16 Goals and Policy Objectives

<b>Goal 3 – Effective Communication</b>	
Ensure that communication is effectively and regularly used to inform and educate citizens, businesses, employees and regional partners about city programs and initiatives and do so in a manner that will enhance the City's image.	
<b>Objective No. 1:</b> Maintain regular and ongoing direct communication with citizens and businesses.	
Activity No. 1:	✓
Activity No. 2:	✓
<b>Objective No. 2:</b> Develop collaborative communication strategies building positive relationships with local and regional media.	
Activity No. 1:	✓
Activity No. 2:	✓
<b>Objective No. 3:</b> Utilize and encourage use of electronic and social media to promote and enhance the City's image.	
Activity No. 1:	✓
Activity No. 2:	✓
<b>Objective No. 4:</b> Communicate regularly with public agencies and other regional partners and collaborate on mutually beneficial activities and programs.	
Activity No. 1:	✓
Activity No. 2:	✓

## City of Banning FY 16 Goals and Policy Objectives

### Goal 4 – Public Health & Safety

Create a secure and healthy environment within the City in which our citizens feel safe and which promotes the City as a location of choice for living, working, and playing.

**Objective No. 1:** Effectively manage the City's water resources to ensure system reliability and regulatory compliance.

Activity No. 1:

✓

Activity No. 2:

✓

**Objective No. 2:** Provide opportunities for healthier living through city-sponsored programs.

Activity No. 1:

✓

Activity No. 2:

✓

**Objective No. 3:** Support regional programs that enhance social services for the distressed population.

Activity No. 1:

✓

Activity No. 2:

✓

**Objective No. 4:** Provide cost effective public safety services to safeguard the community.

Activity No. 1:

✓

Activity No. 2:

✓

**Objective No. 5:** Facilitate community based programs encouraging safe and secure neighborhoods.

Activity No. 1:

✓

Activity No. 2:

✓

City of Banning  
FY 16 Goals and Policy Objectives

**Goal 4 – Public Health & Safety**

**Objective No. 6:** Promote safe and secure neighborhoods and businesses by encouraging community based programs and vigorous law enforcement.

Activity No. 1:

✓

Activity No. 2:

✓

**Objective No. 7:** Promote and support programs that improve the quality of life and wellbeing for the City's young adults and senior citizens.

Activity No. 1:

✓

Activity No. 2:

✓

## City of Banning FY 16 Goals and Policy Objectives

### Goal 5 – Administrative Policy

Implement administrative policies, procedures, and best practices which will result in efficient and cost effective management of City resources.

**Objective No. 1:** Ensure Administrative Policies are current and consistent with state, federal regulations and City's ordinances.

Activity No. 1: Update the City Employee Handbook and meet & confer with the unions for changes and acceptance. Completion date approximately 1 to 1 ½ years. Initial review should begin by the end of the next quarter (September, 2015). **Progress - September 14, 2015, Currently reviewing our draft Employee Handbook created in early 2010 against other handbooks. Will review in the next month for updates to our draft and send to Bickmore Risk Services (free service) for review before sending to our City Attorney.**

✓  
Activity No. 2:  
✓

**Objective No. 2:** Ensure taxpayer dollars are used in a manner which is fiscally responsible and transparent to the citizens.

Activity No. 1:  
✓  
Activity No. 2:  
✓

**Objective No. 3:** Ensure the City uses state of the practice technology and infrastructure for administration of city programs.

Activity No. 1:  
✓  
Activity No. 2:  
✓

**Objective No. 4:** Create a working environment that attracts and retains quality employees.

Activity No. 1: Promote cross training to build employee confidence and for promotional opportunities. Conduct job analysis and providing information to departments for possible reorganization changes. Initial process to commence in approximately 3-4 months. **Progress - Work with departments to promote cross**

City of Banning  
FY 16 Goals and Policy Objectives

**Goal 5 – Administrative Policy**

training not started.

Some departments have begun the process by reclassifying employees this new fiscal year. I have assisted some of the departments by providing and reviewing job analysis to adjust their title based on their job duties. The City should consider conducting a class and comp study with an outside consultant. Some positions have changed due to added duties or responsibilities.

✓

Activity No. 2: Work with City department managers to begin developing succession plans. Initial process to commence in approximately 3-4 months. **Progress- not started on this activity.**

✓

**Objective No. 5:** Promote professional development and training of the employees to enhance their skill levels.

Activity No. 1: Collaborate with departments to develop additional training programs. Initiation/planning of the program by the end of December 2015. Status – I currently send employees to many safety training programs including our quarterly CalOSHA Compliance training. We initiated the AB1825 Sexual Harassment and Reasonable Suspicion for Drug & Alcohol for Supervisors training via the internet to our supervisors including the City Council. We send the managers and Department Heads information from Bickmore Risk Services free online webinars and other training programs. In addition, our training through our Risk Management Services program is provided by Liebert Cassidy Whitmore on employee relation matters.

Activity No. 2:

✓

**Objective No. 6:** Foster an environment of trust and mutual respect among elected officials and employees.

Activity No. 1: Survey employees and Council to get ideas in how to communicate effectively to build trust and confidence or develop a program through experts to obtain ideas. Staff to begin in the next quarter and completion should be by January, 2016. Status - No information on this activity. I would welcome some ideas from staff or from the Labor Relations League of California Cities Human Resources resources to get ideas.

✓

City of Banning  
FY 16 Goals and Policy Objectives

<b>Goal 5 – Administrative Policy</b>	
Activity No. 2:	✓
Objective No. 7: Promote excellence of work product among employees through participation in professional evaluation programs.	
Activity No. 1:	✓
Activity No. 2:	✓

# CITY OF BANNING

## MEMORANDUM



**DATE:** March 17, 2016

**TO:** Michael Rock, City Manager

**FROM:** Brian Guillot, Community Development Director

**RE:** Issue Paper-2016 Budget Goal Setting  
Comprehensive General Plan Update

**Statement of the issue:** Each city in the State of California shall adopt a comprehensive, long-term general plan for the physical development of the city, and of any land outside its boundaries which in the planning agency's judgment bears relation to its planning (Government Code Section 65300).

**Current Practice:** The present General Plan for the City of Banning was adopted on January 31, 2006, (Resolution No. 2006-13) along with an updated Zoning Ordinance. The General Plan previous to that was adopted on May 13, 1986 (Resolution No. 1986-32).

**Background:** State statute requires that the Governor's Office of Planning and Research (OPR) notify cities with general plans that have not been revised within the last eight (8) years or longer. The City of Banning received a notice of this in a letter from OPR dated October 1, 2015. **For the purposes of the notification, a revision is considered to be a comprehensive update of at least five (5) of the seven (7) mandatory general plan elements\***, which have been adopted by the local legislative body.

General plans that have not been revised within the past eight (8) years are not necessarily legally inadequate; however, the California Supreme Court has stated that local governments have an implied duty to keep their general plans current (*Devita v. County of Napa*, 9 Ca. 4<sup>th</sup> 763 (1995)). Additionally, local governments must review and revise their general plans as often as they deem necessary, or appropriate (Gov't Code Sec. 65103(a)). The general plan statutes do not provide a mandatory minimum time frame for revision of elements, except for housing elements. OPR is also required to report to the Attorney General regarding cities with general plans that have not been revised in ten (10) years (Gov't Code Sec. 65040.5(b)). This being the case, OPR should report to the Attorney General in late July 2016.

The City of Banning General Plan includes the seven (7) mandated Elements required by state law and 12 additional General Plan elements. The Safety element is divided into four (4) individual elements; and, the Open Space and Conservation elements are combined. They are listed as follows:

GP Element	Mandatory*	Updated	Notation
Land Use	1	2006	2006 Comprehensive GP update
Circulation	2	2013	Level of Service revision from C to D, removal of Highland Home Road Interchange
Housing	3	2013	5 <sup>th</sup> Cycle (2013-2021) Adopted Housing Element
Open Space and Conservation	4, 5	2006	2006 Comprehensive GP update
Safety	6		
Geotechnical		2006	2006 Comprehensive GP update
Flooding and Hydrology		2006	2006 Comprehensive GP update
Wildlands Fire Hazards		2006	2006 Comprehensive GP update
Water Resources		2006	2006 Comprehensive GP update
Noise	7	2006	2006 Comprehensive GP update
Economic Development		2006	2006 Comprehensive GP update
Parks and Recreation		2006	2006 Comprehensive GP update
Biological Resources		2006	2006 Comprehensive GP update
Archeological and Historic Resources		2006	2006 Comprehensive GP update
Air Quality		2006	2006 Comprehensive GP update
Energy and Mineral Resources		2006	2006 Comprehensive GP update
Hazardous and Toxic Materials		2006	2006 Comprehensive GP update
Water, Wastewater and Utilities		2006	2006 Comprehensive GP update
Public Building and Facilities		2006	2006 Comprehensive GP update
Schools and Libraries		2006	2006 Comprehensive GP update
Police and Fire Protection		2006	2006 Comprehensive GP update
Emergency Preparedness		2006	2006 Comprehensive GP update

The General Plan is intended to guide and influence future development related decisions. To do that, it contains goals and policies that provide guidance to City Officials and City Staff. The goals describe general conditions that are desired and the policies provide a framework for how to achieve those goals.

The update will involve data collection and analysis; formulation and organization of goals, policies, and objectives; and, the coordination of interdepartmental meetings, City Council interviews, and public participation to arrive at a refreshed strategy to guide the City of Banning for the next 10 to 20 years.

The update will also involve studies and analysis to support the development of new goals and policies needed to address changes in State law since 2006, and to address emerging issues identified through the stakeholder interviews. The following are some, but not all, of the anticipated technical topics that the updated General Plan will need to address.

- AB 32 California Global Warming Solutions Act. Climate Action Plans have brought about some important changes in the planning process, particularly the relationship between state, regional, and local agencies. One of the most noteworthy aspects of these new laws is the requirement to coordinate local land use planning with State and regional policies regarding greenhouse gas emissions.
- The 2012 Regional Transportation Plan (RTP). The RTP is a long-range transportation plan that is developed and updated by the Southern California Association of Governments (SCAG) every four years. Now with the adoption of SB 375, the 2012 RTP (Draft 2016 RTP/SCS) will include a Sustainable Communities Strategy (SCS) that integrates transportation, land use, housing, and planning with the goal of reducing regional greenhouse gas emissions.
- AB 1358 The Complete Streets Act of 2007. AB 1358 requires that the City modify its Circulation Element to meet the needs of all users of a roadway including: pedestrians, bicyclists, users of public transit, motorists, children, the elderly, and the disabled.
- Flood Management Statutes. AB 162, AB 70, AB 5, and AB 156 and SB 5 and SB 17 are all 2007 flood risk management statutes that affect city and county responsibilities related to local planning requirements, including general plans, development agreements, zoning ordinances, tentative maps and other actions.

AB 32 and SB 375 seek a commitment to more sustainable communities by refocusing infill development opportunities. Creating a more compact urban form strengthens communities by placing residences, jobs, services, and facilities in close proximity to one another. While the goal of compact urban forms and encouraging infill development is not new, infill projects remain some of the most controversial projects for communities. Directing new development into already developed areas raises the critical issues of how new infill will relate to the existing context of an area in terms of design, density, and the influence to existing neighborhoods. The update of the General Plan provides an opportunity to establish policies and actions to guide the design of future infill development to be compatible with their adjacent neighborhoods.

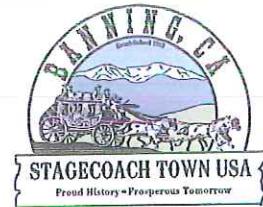
#### **Fiscal Considerations:**

With the vast majority of jobs and tax revenues in the community emanating from a very small number of businesses, the City will need to plan for land uses that have the ability to maximize revenues and jobs. Given the limited area dedicated to commercial and industrial business activity, the focus may need to turn to allowing greater land use intensity and a wider variety of land uses in key locations. This need is further exacerbated by the dissolution of the redevelopment authority in California.

The estimated cost for updating the General Plan is dependent on the scope of services requested as the City will need to contract with a consultant to prepare both the update and accompanying environmental documents. For example the City may consider adding a comprehensive update of the zoning ordinance to the General Plan update. For programming purposes, a preliminary estimate is \$550,000 to \$800,000.

# CITY OF BANNING

## MEMORANDUM



**DATE:** March 17, 2016

**TO:** Michael Rock, City Manager

**FROM:** Brian Guillot, Community Development Director

**RE:** Issue Paper-2016 Budget Goal Setting  
Downtown Master Planning (Specific Plan)

**Statement of the issue:** There is a desire to accommodate future commercial and retail uses that will require advance planning in order to provide parking, infrastructure, and other related improvements in order to encourage and facilitate high quality development in the Downtown Commercial (DC) zoning district. Additionally, there is a mix of architectural styles, streetscapes, and building types that could be enhanced through the development of specific plan design standards.

**Current Practice:** Development in the Downtown Commercial zoning district is guided by the goals and policies of the 2006 General Plan and the current zoning regulations.

**Background:** This DC zoning district occurs on Ramsey Street, between 8th Street and Hargrave Street on the west and east, by Interstate 10 on the south, and by Williams and Nicolet on the north. This area is the City's traditional commercial core, and has special significance to the community because small scale commercial retail and office uses, services, restaurants, and entertainment retail are the primary uses in this district. Mixed use, residential land uses in combination with commercial businesses, are also encouraged. Bed & breakfasts, hotels and motels are also appropriate in this district.

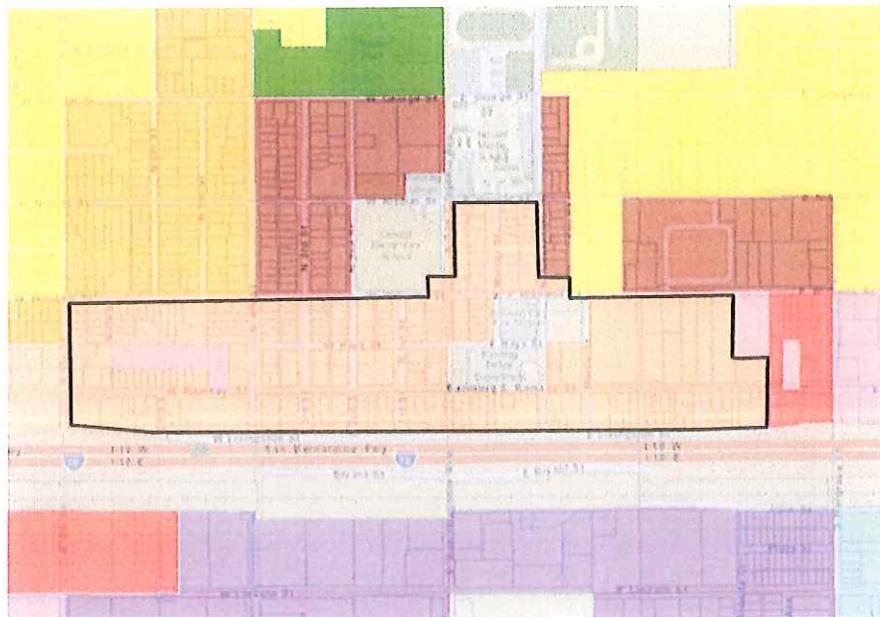
The City adopted the current General Plan in January 2006 that included updating the DC zoning district commercial design guidelines. However, the General Plan lacks contemporary goals, objectives, and visioning for this area of the City. Recent development that includes the Police Station for the City of Banning, and Justice Center courthouse a Superior Court of California, County of Riverside has also affected the character of the downtown.

A specific plan generally contains a description of land use, a description of major components for public works such as transportation, parking, sewage, water, drainage, and other essential facilities; standards for development that may control building architecture and streetscape design, and an implementation program. Central to the development of the plan would be a market analysis to assure that the goals of the plan may be attained in a timely manner.

A number of the existing buildings located in the DC zoning district do not have provisions for off-street parking. In 2007 a consultant prepared a Downtown Commercial District Parking Study. The study was not completed due to a lack of funding; however, the data collected may be useful in preparing the Specific Plan documents. A significant component of the plan should be a detailed program to provide the necessary parking for a vibrant downtown. That program should include funding mechanisms for acquiring and constructing parking areas at convenient locations.

**Fiscal Considerations:** With the vast majority of jobs and tax revenues in the community emanating from a very small number of businesses, the City will need to plan for land uses that have the ability to maximize revenues and jobs. Given the limited area dedicated to commercial business activity in the DC zoning district, the focus may need to turn to allowing greater land use intensity. This need is further exacerbated by the dissolution of the redevelopment authority in California.

The estimated cost for Downtown Commercial Specific Plan is dependent on the scope of services requested as the City will need to contract with a consultant to prepare both the plan and accompanying environmental documents. For programming purposes, a preliminary estimate is \$250,000 to \$350,000.



# CITY OF BANNING

## MEMORANDUM



**DATE:** March 17, 2016  
**TO:** Michael Rock, City Manager  
**FROM:** Art Vela, Public Works Director  
**RE:** Issue Paper-2016 Budget Goal Setting  
Sun Lakes Boulevard Extension

**Statement of the issue:** In order to encourage and facilitate economic development in the area adjacent to the Sun Lakes development, a second point of vehicular access must be provided to allow eastbound traffic flow towards Sunset Avenue.

**Current Practice:** At this time, the portion of the City east of Highland Springs Avenue has access to Interstate 10 primarily at Highland Springs Avenue interchange. At times of peak congestion, commuters may travel westerly through the City of Beaumont to access the interstate either at Pennsylvania Avenue or Beaumont Avenue.

**Background:** In 1984 the City entered into a Development Agreement with Presley of Southern California to construct the grade separation on Highland Springs Avenue under the Southern Pacific Railroad tracks. The agreement also included the planned extension of Westward Avenue to provide the project with emergency access (a second point of access). The First Amendment (1986) to that agreement (Sun Lakes Village) made provision for the extension of Westward Avenue only in the event that the grade separation construction did not commence. The grade separation project was completed.

The Second Amendment (1992) to the agreement provided for the addition of the Sun Lakes North Specific Plan to the Sun Lakes Village Specific Plan. Additionally, this amendment placed a requirement on the developer to prepare and submit plans to the City for the construction of Westward Avenue. The extension of Westward Avenue did not occur.

Since 1984 the City of Beaumont has also approved projects on the south side of the interstate that have added to the vehicle congestion along Highland Springs Avenue.

### Fiscal Considerations:

With the vast majority of jobs and tax revenues in the community emanating from a very small number of businesses, the City will need to plan for developing the property on the south side of the interstate that includes the undeveloped portion of the Sun Lakes North Specific Plan (47 acres) in order to create revenues and jobs.

The estimated cost for providing a second point of vehicle access is as follows:

**Highland Home Road Overpass**

Estimated Cost Range: \$15.0 Million to \$18.5 Million

**Sun Lakes Blvd Extension to Lincoln Street**

Estimated Cost Range: \$5.5 Million to \$7.5 Million

**Sun Lakes Blvd Extension to Westward Avenue**

Estimated Cost Range: \$6.0 Million to \$8.0 Million

# CITY OF BANNING

## MEMORANDUM



**DATE:** March 17, 2016

**TO:** Michael Rock, City Manager

**FROM:** Art Vela, Public Works Director

**RE:** Issue Paper – Fleet Maintenance Manager

**Statement of the issue:** In 2008, the City deleted the Fleet Maintenance Manager (“FMM”) position during budget reductions.

**Current Practice:** Currently the Fleet Maintenance Division is under the supervision of the Public Works Superintendent (“PWS”), who is also responsible for the Streets, Parks, Building Maintenance and Airport Divisions. The PWS does not have any administrative staff under his supervision and is overburdened with the day to day administration of the divisions.

**Background:** The City’s Fleet Maintenance Division is responsible for providing repair and maintenance services to all City departments. The City’s fleet is made up of over 150 vehicles and heavy equipment. The division, which is currently made up of three fulltime mechanics, also provides services to various smaller equipment items (lawn mowers, compressors, generators, etc.). The annual fleet maintenance operating budget is \$1,130,000.00.

In 2008 the City deleted the FMM position due to budget cuts. At that time the responsibilities of the FMM were assigned to the PWS. Since then the PWS has done a great job filling this role, but due to the demands of the PWS position certain tasks have not been able to be effectively completed.

A full-time FMM position is necessary to effectively run a responsible fleet division. The primary functions of the FMM position include the following:

- ✓ Plan and prioritize, assign, supervise, review and participate in the work of staff responsible for vehicle and equipment maintenance. Conducts quality control and safety inspections of fleet inventory.
- ✓ Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures.
- ✓ Manages and participates in the development of goals, objectives, policies and priorities for assigned programs.
- ✓ Assure that the City’s fleet asset management program is implemented and accurate in order to provide the director with analysis and reports.

- ✓ Monitor and control supplies and equipment; order parts and supplies.
- ✓ Prepare specifications for vehicle and equipment purchases.
- ✓ Provide technical assistance to mechanics.
- ✓ Coordinate with contractors in providing contract services; solicit and collect bids according to City policies for large repairs.
- ✓ Assist the director in the development and administration of a fleet and equipment replacement policy and fund.

**Fiscal Considerations:** The Fleet Maintenance Manager is currently classified as Range 75 (Annual Salary: \$68,590- \$92,793.87).

The position would be funded by Fund 702, Fleet Maintenance Fund, which is an Internal Service Fund. The expenses, including payroll, of Fund 702 are shared among the departments that are provided services by the Fleet Division.

# CITY OF BANNING

## MEMORANDUM



**DATE:** March 18, 2016  
**TO:** Michael Rock, City Manager  
**FROM:** Brian Guillot, Community Development Director  
**RE:** Issue Paper-2016 Budget Goal Setting  
Economic Development Manager

**Statement of the issue:** As part of the 2011 Budget Act, and in order to protect funding for core public services at the local level, the State of California Legislature approved the dissolution of the state's 400 plus redevelopment agencies. This resulted in the elimination of funding for redevelopment and many related economic development programs including those in the City of Banning. While the City is experiencing a mild recovery from the economic downturn of 2007, there continues to be a significant need to pursue economic development opportunities within the City even with limited funding.

**Current Practice:** The City has a consultant services contract with Hinderliter de Llamas and Associates (HdL) to provide limited economic development services, more specifically a community profile of the city's trade area, consumer demand and market supply report that includes a void analysis, and development of a two year economic development action plan. The City Manager, Administrative Services Director/Deputy City Manager, and Community Development Director manage all other activities on an as needed basis.

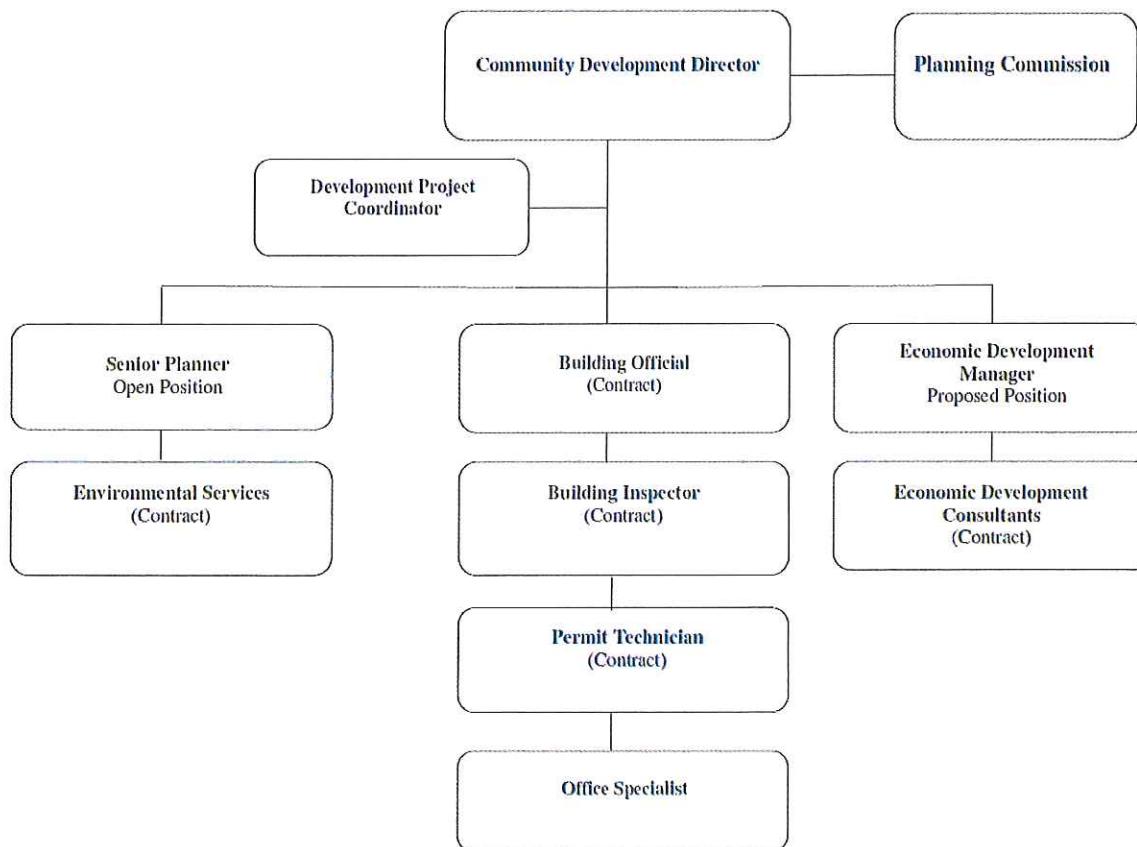
**Background:** The overall health of the City's economy is a product of the complex interrelationships between the City's and regions physical and economic environment. The development and maintenance of the City's public services and facilities, and the enhancement of natural and cultural resources certainly add to the City's appeal; however, management of the existing economic assets of the City is important as it directly impacts the City's ability to retain and attract businesses and residents, who support the local economy. The primary goal of the City's Economic Development Element of the General Plan is to provide "a balanced, broadly based economy that provides a full range of economic and employment opportunities, while maintaining high standards of development and environmental protection".

Therefore, it is proposed to create the position of Economic Development Manager within the Community Development Department. The position would manage the ongoing economic development goals of the City Council, the goals and policies of the City's adopted General Plan along with other long range planning documents, and administer the necessary consultant agreements to support those programs. Included with the scope of work would be the following significant items:

- Monitor sales tax revenue and implement a business retention program.
- Develop and implement a marketing program to encourage new business development.
- Coordinate industrial, commercial, and residential projects within City departments, and propose incentive programs to encourage and facilitate development that benefits the City economically.
- Manage grant programs and consultant services within the various City departments related to City enhancement.
- Provide timely information to the public to keep them informed of City programs and policies as well as news events (public communication).
- Monitoring and reporting on tax sharing agreements and other development agreements.

**Fiscal Considerations:** With the vast majority of jobs and tax revenues in the community emanating from a very small number of businesses, the City will need to manage its economic assets carefully. Therefore, expenditures to manage the economic development activities of the City should be considered essential and a long range program. The estimate for consultant services is \$50,000; and, the estimate for the Economic Development Manager position is \$160,000 for an approximate fiscal year impact of \$210,000.

#### COMMUNITY DEVELOPMENT DEPARTMENT – ORGANIZATIONAL CHART





# CITY OF BANNING, CALIFORNIA

## Economic Development Manager

Job Code: 3110

FLSA       Exempt       Non-Exempt

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**JOB DEFINITION:** Under general direction, plans, organizes and manages the City's economic development programs and; supervises the day-to-day activities related to economic development and redevelopment.

**ESSENTIAL FUNCTIONS:** *The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification. Shown are duties intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

**REPRESENTATIVE DUTIES:** Coordinates development projects and functions as liaison and facilitator between business, development professionals and City staff; responds to leads and inquiries for potential new business development; develops and manages marketing strategies to attract potential businesses.

Researches policies, procedures and programs relative to economic development and redevelopment including low and moderate income housing; recommends and implements appropriate policies, procedures and programs in accordance with City goals and objectives; develops and implements programs to assist with low/moderate income housing, economic development and redevelopment including negotiations and preparation of related agreements; identifies, manages, and pursues potential funding opportunities.

Selects, assigns, evaluates and manages assigned personnel; prioritizes, schedules and delegates work assignments of assigned staff; identifies and implements staff training programs.

Manages a comprehensive information and public relations program that promotes City accomplishments and activities; provides all City departments with communications and internal and external marketing support; act as spokesperson to the media; develop communication programs/activities to address critical issues facing the City; manages relations with news media through news releases, press conferences, briefings, interviews, media appearances, correspondence and reports; writes or edits material for the news media and the public.

Performs other duties as assigned or required.

### KNOWLEDGE and SKILLS:

- Knowledge of applicable city, county, state and Federal statutes, rules, regulations, ordinances, codes, administrative orders and other operational guidelines and directives including community development and economic laws and regulations, California real estate law and relocation assistance law.
- Knowledge of the City's and the Department's policies and procedures.
- Knowledge of practical methodology, techniques and objectives of community development and economic development.
- Knowledge of management and/or supervision principles.
- Knowledge of finance and/or accounting principles.
- Knowledge of research methods and procedures.
- Knowledge of marketing methods and procedures.
- Skill in reading, understanding, interpreting and applying relevant city, county, state and Federal statutes, rules, regulations, ordinances, codes, administrative orders, policies and procedures and other operational guidelines and directives.
- Skill in preparing clear and concise written reports and speaking before community groups
- Skill in effectively coordinating and monitoring the project planning and implementation effort.

(continued on reverse side)

## CITY OF BANNING, CALIFORNIA

### Economic Development Manager

Job Code: 3110

- Skill in assessing and prioritizing multiple tasks, projects and/or demands.
- Skill in working within deadlines to complete projects and assignments.
- Skill in assessing, analyzing, identifying and implementing solutions to complex problems.
- Skill in establishing and maintaining effective working relations with co-workers, staff, vendors, contractors, visitors, the general public and others having business with the City of Banning.
- Skill in operating a personal computer utilizing a variety of software applications.

**MINIMUM QUALIFICATIONS:** Any combination of education and experience that provides the knowledge, skills and abilities necessary for an Economic Development Manager. Ideally the required qualifications include possession of a Bachelor's or Associate's degree in Urban Planning, Economics, Public Administration, Business Administration, Accounting, Marketing, or a related field AND three (3) to five (5) years of experience in governmental and/or professional planning/economic development, including one year in a supervisory capacity.

A Master's Degree in Urban Planning, Public Administration, or Real Estate is highly desirable.

Experience in economic development and establishing programs related to business attraction and retention is highly desirable.

**ADDITIONAL REQUIREMENTS:** Must have at the time of application and must maintain a California driver license. May be required to work outside the traditional work schedule.

# CITY OF BANNING

## MEMORANDUM



**DATE:** March 29, 2016  
**TO:** Michael Rock, City Manager  
**FROM:** Alex Diaz, Chief of Police  
**RE:** **Issue Paper – 2016-2018 Goal Setting**  
**Community Service Officer (CSO)**

### Statement of the Issue:

The Banning Police Department sworn staffing has significantly decreased since 2005, from 41 to 27 sworn positions; an authorization for three additional positions was approved by council during fiscal year 2015-2016, bringing the department to 30 sworn police officer positions. The 30 sworn positions allow us to maintain a 1 officer per 1,000 resident's ratio.

Although the additional staff bolstered productivity at the patrol level, new laws (Assembly Bill 109 and Proposition 47) have generated additional requirements, both through the jail system and the justice system, mandating additional booking requirements, and additional requirements when submitting cases through the courts.

In order to alleviate the additional requirements mandated by Assembly Bill 109 and Proposition 47, additional resources are necessary. This can be mitigated by adding Community Service Officer(s) to our ranks, at a lower cost, but with the ability to perform many of the duties currently performed by patrol officers.

### Some of the duties encompass:

- Providing response to non-emergency calls for service, and may process routine calls independently, to include arranging for the towing of vehicles, retrieving stolen and recovered property, and providing assistance at traffic collision scenes;
- Participating in the preparation of written reports on incidents that are not in progress, to include, but not limited to: fraud, theft, criminal mischief, and other property crimes;
- Participating in the enforcement of parking control laws such as nuisance vehicle and traffic hazard removal, and the issuance of parking citations;

Our Mission as a City is to provide citizens a safe, pleasant and prosperous community in which to live, work and play. We will achieve this in a cost effective, citizen friendly and open manner.

- Providing on-site operational support at major incident scenes and special events by providing traffic direction, or transporting supplies, or other logistical items;
- Participating, as needed, in various crime prevention programs, to include school education, Neighborhood Watch, Fraud Awareness; And operation of department vehicles and equipment, to include police radios and computer systems.

#### **FISCAL IMPACT/FUNDING:**

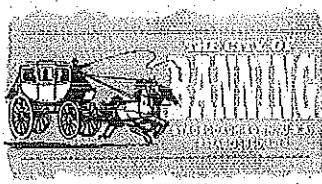
This position is fully funded from the General Fund and the impact is:

Annual Salary Range \$43,074.48 - \$47,381.88

Full Cost of position – salary and benefits:

\$71,827.71 - \$ 79,010.48

This includes benefits and City paid portions, i.e. FICA – Medicare, PERS Misc. ER PEPRA, FICA Regular, State Unemployment and Worker's Compensation (estimated based upon an employee paid at the hourly rate range of \$ 20.71 - \$22.78).



# CITY OF BANNING, CALIFORNIA

## Community Services Officer

Job Code: 2130

FLSA

Exempt

Non-Exempt

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**JOB DEFINITION:** Under general supervision, assists Police Officers at crime scenes, check points and traffic accidents. Leads and delivers community programs and presentations for the Police Department.

**ESSENTIAL FUNCTIONS:** *The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification. Shown are duties intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

**REPRESENTATIVE DUTIES:** Provides crime scene control, evidence collection and preservation assistance. Conducts follow-ups on runaway and/or missing person reports. Tows and/or stores abandoned or unregistered vehicles. Runs traffic accident reports. Delivers emergency and non-emergency messages. Assists with Driving Under the Influence (DUI) and seatbelt check points. Performs traffic control. Issues parking citations. Presents educational and prevention programs at schools. Operates live scan fingerprint machines for applicants and criminals. Monitors juveniles at Police Station while guardians are in custody. Coordinates and conducts social services for elderly citizens.

Performs other duties as assigned or required.

### KNOWLEDGE and SKILLS:

- Knowledge of applicable city, county, state and Federal statutes, rules, regulations, ordinances, codes, administrative orders and other operational guidelines and directives.
- Knowledge of the City's and the Department's policies and procedures.
- Knowledge of file and records management principles.
- Knowledge of computer software and hardware.
  
- Skill in reading, understanding, interpreting and applying relevant city, county, state and Federal statutes, rules, regulations, ordinances, codes, administrative orders, policies and procedures and other operational guidelines and directives.
- Skill in assessing and prioritizing multiple tasks, projects and/or demands.
- Skill in working within deadlines to complete projects and assignments.
- Skill in assessing, analyzing, identifying and implementing solutions to complex problems.
- Skill in establishing and maintaining effective working relations with co-workers, staff, vendors, contractors, visitors, the general public and others having business with the City of Banning.
- Skill in operating a personal computer utilizing a variety of software applications.

**MINIMUM QUALIFICATIONS:** A high school diploma or GED **AND** two (2) years of police records or law enforcement experience.

**ADDITIONAL REQUIREMENTS:** Must have at the time of application and must maintain a California driver license.

# CITY OF BANNING

## MEMORANDUM



**DATE:** March 18, 2016  
**TO:** Michael Rock, City Manager  
**FROM:** Rochelle Clayton, Deputy City Manager  
**RE:** Issue Paper – 2016-2018 Budget Goal Setting

### Financial Accounting & Utility Billing System

#### **ISSUE:**

The City uses SunGard NaviLine for its financial system, which includes all finance and utility billing functions. The current system is outdated technology with very limited reporting functionality and very cumbersome to use. There is no capability to run or export reports into usable formats, such as Microsoft Excel or Word. There is no employee interface for payroll or human resources, nor is there an asset management, project accounting or document workflow functionality. Further, the current financial system does not provide a suitable level of customer interface for the City's utility billing customers.

The current financial software has limited reporting capability that adds time consuming processes to create standard reports necessary for daily, weekly, and monthly analysis and reconciliations. A new software solution would be a tremendous improvement in the capability of reporting for financial analysis for City department directors, managers, and end users. A new financial accounting system could provide online financial workflow transactions for timesheets and leave requests, as well as purchase orders and accounts payable. A new financial accounting system could also provide better customer service through online utility payment options as well as data options for the public.

SunGard offers additional modules or data conversion packs, however, they are very costly to implement and utilize. The annual maintenance cost is priced high in comparison to other software solutions and it does not cover technical assistance in running ad hoc reports, and instead is billed the City on an as-needed basis. Many necessary reports must be requested and customized directly by SunGard technical staff, which the City is also billed for.

#### **PROPOSED SOLUTION:**

Perform a cost analysis to identify the most cost effective solution to hire a project manager. The City could identify a staff member, hire a consultant, or hire a part time project manager.

Our Mission as a City is to provide citizens a safe, pleasant and prosperous community in which to live, work and play. We will achieve this in a cost effective, citizen friendly and open manner.

The next step is for the project manager to work with directors and key staff of all departments to assess and identify accounting and financial needs of each department, as well as improvement needs of finance, utility billing and customer service. Once identified, the City shall develop a detailed request for proposal ("RFP"), including scope, conversion and document interface requirements, set-up, implementation, and training.

Upon receiving proposals, the project manager will work with key staff to review and rate each, and subsequently receive demonstrations and interview the most appropriate top candidates.

Once a viable financial accounting software solution is identified for the City, the project manager and key staff will work with the successful vendor to develop an implementation plan and schedule. The project manager shall ensure that the schedule remains on task and on time.

#### **TIMELINE:**

The process is estimated to take two years.

#### **FISCAL IMPACT:**

The financial accounting system, including conversion, implementation, training, and support, could cost from \$300,000 to \$800,000, with consideration for the offset of cancelling SunGard support. The funding will be proportionately charged to the general fund as well as each enterprise fund.

The cost range is based on estimates obtained by other Cities within the past year, with similar or the same services as the City of Banning. Estimates include Springbrook for \$300,000, Tyler Munis for \$550,000, and NWS Logos for \$800,000.

#### **SOLUTION VARIABLE:**

Because of the significant range of cost, it may be in the best interest of the City to internally determine the financial accounting solution needs to develop the RFP, so that a better estimate of the actual cost can be determined, and a practical funding plan can be established. It may be more appropriate to set up a capital improvement fund specifically for the accounting system that must be partially funded over several years.