

AGENDA
SPECIAL CITY COUNCIL MEETING
CITY OF BANNING
BANNING, CALIFORNIA

May 8, 2017
1:00 p.m.

Banning Civic Center
Council Chambers
99 E. Ramsey St.

I. CALL TO ORDER

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

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. WORKSHOP

1. Review and Discuss Brown Act, Fair Hearings and the City of Banning Code of Conduct. (Presentation by John Cotti, Interim City Attorney)
2. Review and Consider Adopting the City’s Core Values Statement and Review the Adopted Vision and Mission Statements **1**
3. Discuss and Consider Updating the Strategic Goals for the 2017/18 Fiscal Year for the City of Banning **11**

IV. 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, 8 a.m. to 5 p.m.

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.

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

PREPARED BY: Rochelle Clayton, Deputy City Manager

MEETING DATE: May 8, 2017

SUBJECT: Review and Consider Adopting the City's Core Values Statement and Review the Adopted Vision and Mission Statements.

RECOMMENDATION:

Review and consider adopting the City's Core Values Statement and review the adopted Vision and Mission Statements, as adopted on September 13, 2011.

JUSTIFICATION:

The City of Banning is in process of a transformation with new management in various departments, and the internal organization and reorganization of existing processes has created an environment that will help the City move forward in a positive way.

Externally the pressure to provide increased levels of service within the limited revenue sources available and the need to ensure community development is sustainable for those today and tomorrow, all add to the complexity of City operations.

Considering all of this, it is important that City staff, Council, and members of the community have a clear understanding of the overall strategic direction that will move the City forward. A clear Vision Statement, Mission Statement, and Core Values Statement should support the overall strategic goals of the City, be forward thinking, and aspirational.

BACKGROUND:

The Quality Improvement Team, which was formed in 2016, worked through several sessions to unanimously recommend to Council the City's Core Values for adoption.

During past Strategic Planning sessions, Council reviewed and discussed Vision and Mission Statements. The City's adopted 2011-2016 Strategic Plan includes a Vision and Mission Statement, as well as a Tag Line.

FISCAL IMPACT:

None

ATTACHMENTS:

- A. Core Values recommended by the Quality Improvement Team
- B. Strategic Plan 2011-2016, pages 1 – 3 (Tag Line, Vision and Mission Statements)

Approved by:



Michael Rock
City Manager

ATTACHMENT A

PROPOSED CORE VALUES

By Quality Improvement Team

FINAL PROPOSED CORE VALUES:

Customer Service EXCELLENCE – We excel in what we do by staying responsive, flexible, patient and professional.

Integrity – We are ethical, accountable, and compliant with our responsibility to the public and community.

Teamwork – We work together and maintain great communication, respect, and foster a fun and enjoyable atmosphere to take pleasure in what we do.

Yes-minded – We recognize diversity and maintain a positive attitude to do all we can to serve the community in the safest and most responsible manner.

Quality Improvement Team Members:

Ana Sandoval

Chelse Youngblood

Jason Smith

Jennifer McCoy

Joni Miller

Laurie Sampson

Patrick Stephens

Rochelle Clayton

Sandra Calderon

Sandra Castaneda

ATTACHMENT B

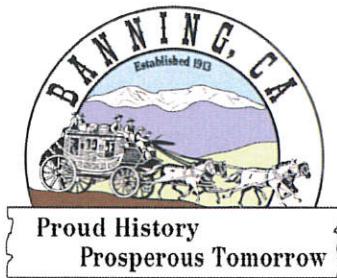
CITY OF BANNING



STRATEGIC PLAN

2011-2016

UPDATE FALL 2012



City Council

Debbie Franklin Mayor
Bob Botts Mayor Pro Tem
Don Peterson Council Member
Art Welch Council Member
Edward Miller Council Member
John McQuown City Treasurer
Marie Calderon City Clerk

Executive Management Team

Andy Takata City Manager
June Overholt Administrative Services Director/Deputy City Manager
Zai Abu Bakar Community Development Director
Heidi Meraz Community Services Director
Bill Manis Economic Development Director
Fred Mason Electric Utilities Director
Jeff Stowells Fire Battalion Chief
Leonard Purvis Police Chief
Duane Burk Public Works Director

TAG LINE

“Proud History, Prosperous Tomorrow”

VISION STATEMENT

*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.*

MISSION STATEMENT

Our Banning City Government is actively concerned with the quality of life offered to our citizens and is constantly striving to improve that quality by:

- Maintaining the highest level of police, fire and paramedic services possible.
- Maintaining well-planned and safe neighborhoods for a strong community.
- Creating a downtown where you can live, work, shop and play.
- Generating new business opportunities and support existing businesses that generate jobs and revenue.
- Fostering post-high school education and training opportunities.
- Reducing traffic congestion and maintaining streets and sidewalks.
- Beautifying and keeping the city clean with landscaped corridors and gateways along with reducing all areas of blight.
- Maintaining City parks, recreation services and facilities.
- Improving airport, rail, streets and highways, and public transit uses for the betterment of the Pass Area residents and businesses.
- Supporting growth and maintenance of utilities and infrastructure to allow for responsible city growth and sustainability.
- Improving and creating safe public schools.
- Partnering and communicating with local entities.
- Celebrating the diversity that is the heritage of Banning's past and future.
- Overseeing revenue and budget expenditures that best serve the citizens of Banning.
- Promoting transparency and accountability as a requirement to good, fiscally responsible government.

RESOLUTION NO. 2011-65

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BANNING,
CALIFORNIA, ADOPTING THE 2011-2016 STRATEGIC PLAN**

WHEREAS, the City of Banning City Council has heard from its citizens and has discussed its goals for the City; and

WHEREAS, the following goals were approved at a regular City Council meeting held on March 22, 2011:

1. Fiscal Stability
2. Public Safety
3. Infrastructure and City Facilities
4. Economic Development
5. Quality of Life
6. Community Relations
7. Regional Cooperation and Partnerships

WHEREAS, the economic downturn has exacerbated financial shortfalls and created further need for different strategic approaches to the level and scope of City services and the City's financial structure; and

WHEREAS, a policy document referred to as a strategic plan is needed to guide decision making and planning regarding City services and financial structure; and

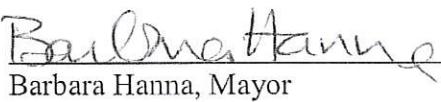
WHEREAS, a Strategic Plan framework was developed by the City Council during 2010-2011 and it is appropriate to formally adopt the 2011-2016 Strategic Plan.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Banning, California, as follows:

SECTION 1. The 2011-2016 Strategic Plan in the form attached as Exhibit "A" is hereby adopted.

SECTION 2. The 2011-2016 shall guide policy, budget, administrative and planning decisions of the City of Banning.

PASSED, APPROVED AND ADOPTED this 13th day of September, 2011.


Barbara Hanna, Mayor
City of Banning

ATTEST:



Marie A. Calderon, City Clerk
City of Banning

**APPROVED AS TO FORM
AND LEGAL CONTENT:**



Lona N. Laymon, Assistant City Attorney
Aleshire & Wynder, LLP

CERTIFICATION

I, Marie A. Calderon, City Clerk of the City of Banning, California, do hereby certify that the foregoing Resolution No. 2011-65, was duly adopted by the City Council of the City of Banning, California, at a regular meeting thereof held on the 13th day of September, 2011, by the following vote, to wit:

AYES: Councilmembers Botts, Franklin, Machisic, Robinson, Mayor Hanna

NOES: None

ABSENT: None

ABSTAIN: None



Marie A. Calderon, City Clerk
City of Banning, California



CITY OF BANNING CITY COUNCIL REPORT

TO: CITY COUNCIL

FROM: Michael Rock, City Manager

MEETING DATE: May 8, 2017

SUBJECT: Discuss and Consider Updating the Strategic Goals for the 2017/18 Fiscal Year for the City of Banning

RECOMMENDATION:

Discuss and consider updating the final draft of the Strategic Goals (Attachment 1) for the upcoming fiscal year that begins on July 1, 2017 and ends on June 30, 2018.

JUSTIFICATION:

This is the time of year for a review by the City Council for any changes to the Strategic Goals for the upcoming fiscal year on July 1, 2017. The final adopted Strategic Goals for the upcoming fiscal year will then be reflected in the Mid Term Budget Workshop to be presented on May 23, 2017.

BACKGROUND:

Several years ago the City Council adopted a list of five major strategic goals for the City. The five strategic goals in order of importance are: (1) Economic Development, (2) Beautification, (3) Effective Communication, (4) Public Health and Safety, and (5) Administrative Efficiency and Effectiveness. The Council has reviewed the Strategic Goals annually each May to update and reflect on the accomplishments of the City. The Strategic Goals are a general outline of the Council's highest priorities to be implemented by staff.

The City conducted a Town Hall meeting on April 18, 2017 and gathered important information from Banning residents about what the City does well, what the City needs to do a better job with and what residents believe the top priorities for the upcoming year should be, which is listed in the Summary of Findings (Attachment 2).

FISCAL IMPACT:

The Council adopted a two-year operating and capital improvement budget in June of last year and any changes to the cost of the strategic goals previously approved in the two year operating budget will be addressed on May 23rd at the Mid-Term Budget Workshop.

ATTACHMENTS:

1. Final Draft of Strategic Goals for Fiscal Year 2017/18
2. Summary of Findings from Town Hall Meeting held on April 18, 2017

Approved by:



Michael Rock
City Manager

ATTACHMENT 1

Top Five Strategic Goals

Banning City Council

ECONOMIC DEVELOPMENT		
	Goal	Council Member
1.	Support Economic Development projects, and improve traffic on Highland Springs. <u>(1) Joshua Palmer project can be completed in 1 yr. from owner approval. (2) Sun Lakes Blvd , 1 yr for plans and specs- 2 yr. completion</u>	Art Welch
2.	Improve competitive position, streamline application process, establish incentives, and have knowledgeable staff in place. <u>(1) Secure new Comm. Devel. Director asap (2) consider more sales tax incentives and others (3) adopt the SKIP program</u>	Don Peterson
3.	Business attraction, retention, and job development <u>(1) work with schools and Mt. San Jac to develop work experience programs (2) develop a cooperative working relationship with the Chamber to work on attraction and retention (Ted working on this- report back in 3 months)</u>	Debbie Franklin
4.	Improve the competitive position of the City, appropriately use the City's properties, and develop the east side <u>(1) economic devel committee is reviewing all city owned properties and developing recommendations for each (2) trying to find a grocery store for east end of town (3) review salary & benefit packages</u>	Daniela Andrade
5.	Provide a welcoming/assisting attitude to potential commercial developments (possible fast track policies). <u>(1) approach interested commercial developers with a yes, glad you are here, we want to work with you attitude (2) create sensible, but desirable, development incentive programs (sales tax, utility rates, impact fees, etc.)</u>	George Moyer

BEAUTIFICATION		
	Goal	Council Member
1.	Continue Code Enforcement efforts to clean up the City. <u>(1) Roosevelt Williams Park Comm. Meeting for this purpose (2) formulate community information system to secure their involvement</u>	Don Peterson
2.	Re-establish a park maintenance crew. <u>(1) this is part of the mid-term budget</u>	George Moyer
3.	Enlist resident involvement in keeping our parks and common areas. Establish long term infrastructure stability (Recycled water/Chromium 6/Smart Meters). <u>(1) establish communication with the community (Channel 10, New Letters, Website, Town Hall meetings) (2) Smart Meter project in progress</u>	Debbie Franklin

Top Five Strategic Goals

Banning City Council

EFFECTIVE COMMUNICATION		
	Goal	Council Member
1.	Establish community Wi-Fi hot spots. Will report back to Council in three months (June 2017) on options and costs	George Moyer
2.	Communication Plan; engage residents and businesses. Maximize use of Channel 10. Establish a Council-approved long term vision for the City. Develop City branding. <u>(1) Ted and Phil working on branding (2) Phil and Patrick working on Channel 10 reorganization (3) Phil working on city wide comprehensive communication plan based on CV's report.</u>	Debbie Franklin
3.	Improve communication, and the City's website. Promote transparency (open budget). Provide community internet access. <u>(1) communication see #2 above (2) budget process will be done in open workshops (3) looking into WiFi hot spots for the City.</u>	Daniela Andrade
4.	Establish objectives for staff and City Manager, establish a more positive environment at the Council level <u>(1) objectives are being set through this process</u>	Art Welch

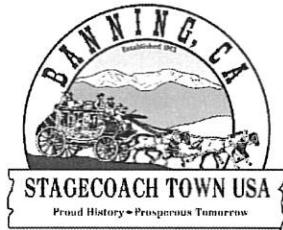
PUBLIC HEALTH & SAFETY		
	Goal	Council Member
1.	Develop a plan to maximize recreational opportunities for youth & young adults. <u>(1) hold a meeting with all the players (pop warner, soccer, little league, basketball, city schools, city staff, boys and girls club) to insure maximization without duplication of effort (2) increase our public communication for the programs being offered</u>	Debbie Franklin
2.	Support our youth a lot more, add facilities, and promote a healthy lifestyle. <u>(1) improve and maintain our parks (2) work with the schools and Boys and Girls Club to offer more programs</u>	Daniela Andrade
3.	Address homeless/transient problems. Work with County, State, and Federal offices on Homeless programs <u>(1) Sheriff's Dept. not abiding with the release point agreement – have a meeting with Sheriff, Jail Personnel, & council (2) Dictate to Greyhound where their bus stop can be (3) work with Chief to educate and train his officers and the public.</u>	Don Peterson
4.	Increase community involvement through My Brother's Keeper and other programs. <u>(not addressed, but I would like the CM to review the material and have someone address the council on how the program works)</u>	George Moyer

Top Five Strategic Goals

Banning City Council

ADMINISTRATIVE EFFICIENCY & EFFECTIVENESS		
	Goal	Council Member
1.	Expedite installation of Smart Meters and secure new software for timelier Utility Billing. <u>(1) Smart Meter project temporarily delayed due to software issues.</u>	George Moyer
2.	Install Smart Meters <u>(1) Smart Meter project temporarily delayed due to software issues.</u>	Debbie Franklin
3.	Improve Utilities programs to be more acceptable to residents, and get the City's manpower back to a serviceable level. <u>(1) alternative payment locations (Rio Ranch Market & Walmart) are being established</u>	Art Welch
4.	Use technology to assist employees and promote transparency. <u>(1) need to make our website more user friendly (2) city software needs to be updated badly -process will take approx. 2 years- one year of analysis and choosing software and one year to implement and train on new systems</u>	Daniela Andrade
5.	Review all City Administrative and Personnel Policies <u>- Purchasing Policy to Council in next month; zoning code cleanup to Council in April 2017; other policies being reviewed and will be brought to Council</u>	Don Peterson

ATTACHMENT 2



Town Hall
April 18, 2017
Summary of Findings

1. Introduction

The City of Banning hosted a Community Town Hall meeting on April 18, 2017. The meeting was held at the Banning Senior Center. There were approximately 21 members of the public who participated. The City's Public Information Officer provided an overview of the City's operations and then residents were broken into four groups to discuss the following:

1. What does the City of Banning do well?
2. What does the City of Banning need to do better?
3. What should the priorities for the City of Banning be going forward?

Below is a brief summary of the feedback received at the meeting:

2. What the City Does Well

- Open availability of public officials
- Streets, traffic flow, and street improvements
- Ongoing tree trimming
- Asset maintenance
- Sunset Grade Separation
- Median at Ramsey Street looking better
- General clean-up of downtown
- Good response time for services (Police, fire, and electric)
- Existing facilities are positive (Airport, and animal control facility)
- Money collection
- Street sweeping
- Police Chief and Police Department
- Community Services well run
- LED street lights

3. What the City Needs to do Better

- Graffiti abatement, code enforcement, and animal control
- Noise abatement
- Banning Business Center needs resolution
- Management of homelessness population
- Robertson's property mitigation (dust, encroachment)
- Better air quality
- Expand neighborhood watch programs
- Utilize social media like Nextdoor
- Traffic congestion
- More youth programs
- Improvements needed for Community/Senior Center
- Improve water quality
- Economic development/attract employers who will provide good local jobs
- More attractive downtown businesses
- Forensic audit of the electric utility
- Transparency and courtesy at City Council meetings
- Utilize land to maximize tax dollar potential
- Need to bring grocery store to central part of town
- Accountability of bond money
- Marijuana enforcement

4. City of Banning Priorities

- Traffic Mitigation
- Chromium-6/Water Quality
- Canine Program for Police Department
- Economic Development
- Communications
- Code Enforcement
- Marijuana Enforcement
- Homeless Issues
- Lower Electric Rates
- Sun Lakes Boulevard Extension
- Beautification