



## AGENDA

### REGULAR MEETING OF THE BANNING CITY COUNCIL CITY OF BANNING, CALIFORNIA

April 28, 2020  
5:00 p.m.

Video/Teleconference Meeting

*The following information comprises the agenda for the regular meeting of the Banning City Council, a joint meeting of the City Council and the Banning Utility Authority, and the Banning City Council sitting in its capacity of the Successor Agency Board.*

**SPECIAL NOTICE**  
**THIS IS A VIDEO AND/OR TELECONFERENCE MEETING ONLY**  
**AND WILL NOT BE HELD IN THE COUNCIL CHAMBER**

*Due to the COVID-19 pandemic emergency, and to protect the health and safety of all participants, this meeting is being held only as a Video/Teleconference Meeting rather than as an in-person meeting. Pursuant to Governor Newsom's Executive Order N-25-20, members of the Banning City Council, staff and public may observe and participate in this meeting electronically or telephonically and without any physical gathering in a particular meeting room. Furthermore, because the Governor's Executive Order N-33-20 prohibits all public gatherings regardless of venue or size, the Council Chambers will not be open to the public for this meeting and instead, the Councilmembers, staff and public will be able to observe and participate in this meeting in one of the following ways listed below:*

To observe and participate in the on-line video portion of the meeting through your personal computer or device enter the following or click on the link:

<https://join.freeconferencecall.com/cityofbanning>

Online meeting ID: cityofbanning

To just listen to the meeting or to offer audio comments only when recognized for that purpose: Dial-in number: (617) 793-8135

*If the you receive a busy signal, text CALL ME to the Dial-In number above. For additional assistance connecting to the meeting text "Help" to the Dial-In number above.*

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To observe the live meeting through your personal computer but not participate with video or oral comments, you may use your computer or smart phone to enter the following or click on the link: <https://banninglive.viebit.com/?folder=ALL> or on the Banning Government Channel on Cable Television

You may also Email comments to: [sdelafuente@banningca.gov](mailto:sdelafuente@banningca.gov)

*Per City Council Resolution 2016-44, matters taken up by the Council before 10:00 p.m. may be concluded, but no new matters shall be taken up after 10:00 p.m. except upon a unanimous vote of the council members present and voting, but such extension shall only be valid for one hour and each hour thereafter shall require a renewed action for the meeting to continue.*

**I. CALL TO ORDER**

1. Invocation
2. Pledge of Allegiance
3. Roll Call: Councilmembers Happe, Pingree, Wallace, Welch, and Mayor Andrade

**II. AGENDA APPROVAL**

**III. PRESENTATION(S)**

None

**IV. REPORT ON CLOSED SESSION**

City Attorney

**V. PUBLIC COMMENTS, CORRESPONDENCE, AND APPOINTMENTS**

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

*A five (5) 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. 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 for future study, research, completion and/or future Council Action (see last page). PLEASE STATE YOUR NAME FOR THE RECORD.*

**CORRESPONDENCE**

*Items received under this category may be received and filed or referred to staff for future research or a future agenda.*

**APPOINTMENTS**

None

## **VI. CONSENT ITEMS**

*(The following items have been recommended for approval and will be acted upon simultaneously, unless a member of the City Council/Banning Utility Authority wishes to remove an item for separate consideration.)*

### ***Mayor to Open Consent Items for Public Comments***

**Motion: Approve Consent items 1 – 11: Items \_\_, \_\_, \_\_ to be pulled for discussion.**

*(Resolutions require a recorded majority vote of the total membership of the City Council/Banning Utility Authority/Successor Agency)*

1.	Minutes – April 14, 2020, Regular Meeting .....	1
2.	Proclamation – Police Week .....	75
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4.	Contracts Approved Under the City Manager’s Signature Authority for the Month March 2020.....	79
5.	Fire Department Statistics for March 2020.....	81
6.	Police Department Statistics for March 2020 .....	83
7.	Notice of Completion for Project No. 2014-06, “Ramsey Street Pavement Rehabilitation, Hargrave Street to West of Hathaway Street” .....	85
8.	Resolution 2020-40, Approving a List of Projects to be Funded for Fiscal Year 2020-2021 by SB 1 “The Road Repair and Accountability Act of 2017” .....	87
9.	Resolution 2020-44, and 2020-3 SA, City Officers Authorized to Order the Deposit and Withdrawal of Monies in the Local Agency Investment Fund .....	89
10.	Resolution 2020-54, Approving and Authorizing Submittal of California Emergency Management Agency Form California Office of Emergency Services Form 130 Designating Personnel to Act as the Agent for the City when Seeking Financial Assistance After a Disaster.....	91
11.	Resolution 2020-55, Authorizing the Police Department to use Golden Star Technology to Outfit Seven New Police Vehicles with a F110 G5 Series Tablet.....	95

## **VII. PUBLIC HEARING(S):**

None

## **VIII. ANNOUNCEMENTS AND REPORTS:**

### **CITY COUNCIL COMMITTEE REPORTS**

## REPORT BY CITY ATTORNEY

## REPORT BY CITY MANAGER

### REPORTS OF OFFICERS

1. Full Cost Allocation Plan ..... 97

*(Staff Report: Jennifer Christensen, Administrative Services Director*

**Recommendation:** Receive and file Full Cost Allocation Plan as prepared by MGT Consulting Group, April 2020.

2. Budget Workshop ..... 101

*(Staff Report: Jennifer Christensen, Administrative Services Director*

**Recommendation:** 1) Hold a budget workshop on April 28, 2020 to receive a presentation on the Fiscal Year 2020-21 and 2021-22 Budget; 2) Provide direction, if any, regarding items to be addressed or included in the Recommended Budget, schedule for adoption on June 9, 2020; and 3) Provide direction, if any, regarding the special issues or other items.

## **IX. DISCUSSION ITEM**

None

## **X. ITEMS FOR FUTURE AGENDAS**

New Items:

Pending Items:

1. Fee Suspension Update
2. Website Redesign
3. CNG Facility Update
4. New Energy Workshop
5. Planning Commissioner Schuler's Continued Service

## **XI. ADJOURNMENT**

***Next Meeting – Tuesday, May 12, 2020 at 5:00 P.M.***

**NOTICE:** Any member of the public may address this meeting of the Mayor and City 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]**

*Pursuant to amended Government Code Section 54957.5(b) staff reports and other public records related to open session agenda items are available on the City's website at [www.banningca.gov](http://www.banningca.gov) or via email or regular mail by calling (951) 922-3102 or emailing [sdelafuente@banningca.gov](mailto:sdelafuente@banningca.gov) in the Office of the City Clerk during regular business hours, Monday through Friday, 8 a.m. to 5 p.m. and requesting a copy.*

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*In accordance with City Council Resolution 1995-21, the minutes of meetings of the City Council and the Boards, Commissions, and Committees of the City shall be prepared as Action Minutes.*

*The following information comprises the minutes for the regular meeting of the City Council, a joint meeting of the Banning City Council and Banning Utility Authority and a joint meeting of the Banning City Council and the Banning City Council sitting in its capacity as the Successor Agency Board.*

MINUTES  
CITY COUNCIL

04/14/2020  
REGULAR MEETING

COUNCIL MEMBERS PRESENT: Mayor Andrade  
Mayor Pro Tem Wallace  
Councilmember Happe  
Councilmember Pingree  
Councilmember Welch

COUNCIL MEMBERS ABSENT: None

OTHERS PRESENT Douglas Schulze, City Manager (via teleconference)  
Kevin G. Ennis, City Attorney  
Sonja De La Fuente, Deputy City Clerk  
Jennifer Christensen, Administrative Services Director  
Adam Rush, Community Development Director  
Tom Miller, Electric Utility Director  
Ralph Wright, Parks & Recreation Director  
Matthew Hamner, Police Chief  
Art Vela, Public Works Director/City Engineer  
Suzanne Cook, Deputy Finance Director  
Laurie Sampson, Executive Assistant

## **I. CALL TO ORDER**

A regular meeting of the Banning City Council was called to order by Mayor Andrade on April 14, 2020, at 5:00 p.m. via Video/Teleconference.

Pastor Jerry Westholder offered the invocation.

Councilmember Welch led the audience in the Pledge of Allegiance.

## **II. AGENDA APPROVAL**

A motion was made by Councilmember Welch, seconded by Mayor Pro Tem Wallace, to approve the agenda. Rollcall vote was taken as follows:

AYES:	Andrade, Happe, Pingree, Wallace & Welch
NOES:	None
ABSTAIN:	None
ABSENT:	None

## **III. PRESENTATION(S)**

None

## **IV. REPORT ON CLOSED SESSION**

None

## **V. PUBLIC COMMENTS, CORRESPONDENCE, AND APPOINTMENTS**

### **PUBLIC COMMENT(S)**

Mayor Andrade opened Public Comment for items not on the Agenda.

Stephanie spoke against a homeless shelter on Charles Street at the former animal shelter location.

Jerry Westholder spoke against a homeless shelter in the City of Banning.

The City Manager addressed concerns regarding a homeless shelter at Charles Street indicating that the location for the pilot program would be located on the far east end of Ramsey Street at 1909 E. Ramsey Street and is only for the City's local homeless, many of whom have lived here for a very long time.

Joe Soto asked if the homeless encampment would be open to all homeless individuals, or if there would be an identification system to differentiate local individuals from others. He also asked what the budget is that has been set aside for this program or if it would be paid for only with money from FEMA.

Cierra Rounds asked how many shelters there would be and approximately how many people per shelter.

Jennifer Eisen asked when the facility would be up and running for how long.

The Mayor advised that Charles Street was being considered as a possible site for a homeless shelter, but it was not set in stone.

The City Manager provided the following information regarding the homeless shelter program:

- Based on information from the City's Police Department and the Point in Time Count, there are approximately 50-75 homeless individuals in Banning.
- This solution is intended to address those individuals living at the abandoned 553 E. Ramsey Street building and who were moved to the vacant lot near the courthouse.
- Officer Sayeski is assigned to work with the homeless population in Banning and has been for several years. He will help identify who is most vulnerable, in need of shelter, and who is from Banning.
- There will be rules associated with occupying the shelters, which include no drugs or alcohol.
- The pallet shelters will not be placed on Charles Street,
- There are 20 pallet shelters, which can accommodate two individuals. But, due to COVID-19, Two people will only be allowed in one shelter if they are related.
- Homeless from other cities will not be brought in to occupy the shelters.
- The pallet shelters will be delivered and set up on Thursday and expect individuals to be assigned to the units by next week.
- The pilot program will continue until decided otherwise. Monthly reports will be provided to the City Council to determine effectiveness and whether to continue the program.
- The cost of the shelters, portable toilets and handwashing stations will be paid for by FEMA funding. Some other items will be paid for by County Social Services. If the shelters are effective
- The pallet shelters were determined to be a short-term solution as well as a potential long-term solution, when it was discovered that it would cost the County \$400,000 just for two months of hotel room vouchers.

Diego Rose submitted a written statement regarding his opposition to the regulations related to COVID-19 (Attachment 1).

John Hagen submitted a written statement regarding his opposition to the consideration of Inge Schuler's continued service on the Planning Commission being placed on a future agenda (Attachment 2).

The following people submitted written statements regarding their opposition to a homeless shelter on Charles Street at the former animal shelter location (Attachment 3):

Angie Tamulonis  
Anthony Brenneisen  
Bruce Buckley  
Cierra Rounds  
David Ramirez  
Dina Valdivia  
Faith Koby  
Jack Gunderson  
Jami Hatfield  
Jeremy Hagen  
Kelly Muth  
Lynnea Hagen  
Maria Salgado  
Melanie Koby  
Melissa Miranda  
Phyllis Soutar  
Richard Macias  
Stephen Cook  
Thomas Lara  
Tracy Miranda  
Vikki Timms

Seeing no further comments, the Mayor closed Public Comments.

#### CORRESPONDENCE

None

#### APPOINTMENT(S)

None

### **VI. CONSENT ITEMS**

1. Minutes – March 24, 2020, Special Meeting (Closed Session)
2. Minutes – March 24, 2020, Regular Meeting
3. Proclamation – Arbor Day is April 24, 2020
4. Field Use & Scheduling and Exchange of Service Policies
5. Settlement of the California Parties’ Refund Case – City of Banning Electric Utility

6. Resolution 2020-41, Declaring Pursuant to Government Code Section 54221 that Real Property Owned by the City Located at the Northeast Corner of Highland Springs Road and Sun Lakes Boulevard (APN: 491-140-041) is Surplus Land and Not Necessary for the City's Use, Finding that Such Declaration is Exempt from Environmental Review Under the California Environmental Quality Act, and Taking Related Actions
8. Resolution 2020-53, Authorizing the Police Department to Renew the Contract with Airwave Communications for the Police Department Two-Way Radios and Radio System
9. Appropriation of Funds and an Increase in the Annual Aggregate "Not to Exceed" Amount for the Purchase of Tires and Related Services for the Remainder of Fiscal Year 2019/2020
12. Resolution 2020-48, Awarding a Professional Services Agreement for the Design of the Sun Lakes Boulevard Extension from Highland Home Road to Sunset Avenue, to Albert A. Webb Associates in the Amount of \$548,416.05 and Approving a 10% Contingency for a Total Project Budget of "Not-to-Exceed" \$603,258.05
13. Resolution 2020-47, Approving the Measure "A" Five Year Capital Improvement Plan Project List and Authorizing the City Manager to Execute the Maintenance of Effort Certification Statement
14. Resolution 2020-45, Declaring the Intention to Levy and Collect Assessments for Fiscal Year 2020/2021, Approving the Engineer's Report and Setting the Date for the Public Hearing for Landscape Maintenance District No. 1

### **Public Comments**

None

A motion was made by Mayor Pro Tem Wallace, seconded by Councilmember Happe to approve Consent Items 1-6, 8-9, 12, and 13-15. Rollcall vote was taken as follows:

AYES: Andrade, Happe, Pingree, Wallace & Welch  
NOES: None  
ABSTAIN: None  
ABSENT: None

**Action: Approved Consent Items 1-6, 8-9, 12, and 13-18.**

7. Resolution 2020-42, Declaring Pursuant to Government Code Section 54221 Real Property Owned by the City Located at 150 E. Ramsey Street is Surplus Land and Not Necessary for the City's Use, Finding that Such Declaration is Exempt from Environmental Review Under the California Environmental Quality Act, and Taking Related Actions

Councilmember Happe recused himself from the vote due to a potential conflict of interest.

### **Public Comments**

None

A motion was made by Councilmember Welch, seconded by Councilmember Pingree to approve Consent Item 7. Rollcall vote was taken as follows:

AYES:	Andrade, Pingree, Wallace & Welch
NOES:	None
ABSTAIN:	None
ABSENT:	Happe

**Action: Approved Consent Item 7.**

Councilmember Happe returned to the meeting.

10. Amendment No. 3 to the Professional Services Agreement with Stantec Consulting Services, Inc. for an Additional \$25,200 for the Design of the Reconstruction and Widening of Ramsey Street and Hathaway Street and Extend the Contract Term for an Additional 12 Months

Councilmember Happe asked staff if this would be necessary with potential financial issues and/or restraints.

Public Works Director Vela advised this item has been budgeted for and would be appropriate and some of the bond proceeds could expire if not used.

### **Public Comments**

None

A motion was made by Councilmember Happe, seconded by Councilmember Welch to approve Consent Item 10. Rollcall vote was taken as follows:

AYES:	Andrade, Happe, Pingree, Wallace & Welch
NOES:	None
ABSTAIN:	None
ABSENT:	None

**Action: Approved Consent Item 10.**

11. Resolution 2020-43, Approving an Agreement with Pyro Spectaculars, Inc., for Production of the Fourth of July Aerial Fireworks Display

Councilmember Happe expressed concern with locking the City into spending \$25,000 with uncertainty regarding whether large gatherings would still be prohibited in July.

### **Public Comments**

Karen spoke against approving the item because the Governor has indicated large gatherings may not be allowed at that time.

Jerry Westholder spoke against approving the item because the Governor has said there wouldn't be celebrations on Memorial Day or Fourth of July.

Councilmembers Wallace, Pingree and Welch also expressed concern with awarding the contract.

A motion was made by Councilmember Welch, seconded by Mayor Andrade to not approve Consent Item 11 and forego fireworks on the 4<sup>th</sup> of July. Rollcall vote was taken as follows:

AYES: Andrade, Happe, Pingree, Wallace & Welch  
NOES: None  
ABSTAIN: None  
ABSENT: None

### **Action: Forego 4<sup>th</sup> of July Fireworks. Consent Item 11 Did Not Pass.**

15. Determination of Public Convenience and Necessity for the Sales of Beer and Wine (Type 20) in a Proposed Convenience Store that Sells Gasoline (7-Eleven) Located at 3251 West Ramsey Street; (APN 537-090-064) in the General Commercial (GC) Zoning District 11

Councilmember Happe pointed out that this project is a 7-11 to be located on the corner of Ramsey and Sunset near Rio Ranch, that this is a fourth ABC license in the census tract and asked for clarification on the census tract.

Community Development Director Adam Rush provided clarification and explained census tracts.

The Mayor asked when the Council approved the Conditional Use Permit.

Community Development Director Rush explained the Planning Commission approved the use in March and that if it is not appealed it does not need to be approved by City Council unless it is a cannabis retail business.

Mayor Pro Tem Wallace expressed concern with projects being approved without Council knowledge or approval.

### **Public Comments**

Jerry Westholder spoke in favor of approving the item and noted that 7-11 is a very reputable company.

A motion was made by Councilmember Happe, seconded by Mayor Andrade to approve Consent Item 15. Rollcall vote was taken as follows:

AYES: Andrade, Happe, Pingree, Wallace & Welch  
NOES: None  
ABSTAIN: None  
ABSENT: None

**Action: Approved Consent Item 15.**

16. Resolution 2020-50, Authorizing the Police Department to Purchase One (1) Chevrolet Tahoe Utility Patrol Vehicle through National Auto Fleet Group
17. Resolution 2020-51, Authorizing the Police Department to Purchase Three (3) Ford Police Interceptor Utility Patrol Explorers through Fritts Ford under Riverside County PUARC #1634
18. Resolution 2020-52, Authorizing the Police Department to Use Innovative Emergency Equipment to Outfit Four (4) New Police Vehicles with Emergency and Safety Equipment in an Amount Not to Exceed \$13,416 per Vehicle for the Three (3) Ford Interceptors and \$14,760 for the One (1) Chevy Tahoe, or \$55,008 Overall, Under Riverside County Contract #SHARC-05516-006-09/24

### **Public Comments**

None

A motion was made by Mayor Pro Tem Wallace, seconded by Councilmember Welch to approve Consent Items 16-18. Rollcall vote was taken as follows:

AYES: Andrade, Happe, Pingree, Wallace & Welch  
NOES: None  
ABSTAIN: None  
ABSENT: None

## **VII. PUBLIC HEARING(S)**

### **1. Twelve (12) Month Extension for Tentative Parcel Map 33326**

Adam Rush, Community Development Director provided the staff report and PowerPoint presentation (Attachment 4) for this item.

#### **Public Hearing**

Chuck Hokanson expressed concerns with new housing.

Seeing nobody else come forward, the Mayor closed the Public Hearing

Councilmember Pingree indicated he didn't feel that there should be additional extensions.

A motion was made by Mayor Pro Tem Wallace, seconded by Councilmember Pingree to adopt Resolution 2020-29, approving a twelve (12) month extension for Tentative Parcel Map 33326, located generally north of Sun Lakes Boulevard and east of Highland Springs Avenue; APN 419-140-056. Rollcall vote was taken as follows:

**AYES:** Andrade, Happe, Pingree, Wallace & Welch

**NOES:** None

**ABSTAIN:** None

**ABSENT:** None

**Action: Adopted Resolution 2020-29.**

### **2. Emergency Medical Services Billing Program Fee**

Jennifer Christensen, Administrative Services Director provided the staff report for this item. She recommended approval as amended (see Attachment 5).

#### **Public Hearing**

Chuck Hokanson asked what the write off policy is.

Administrative Services Director Christensen advised the write off policy is an additional protective measure to ensure no resident is personally responsible for the \$400 fee should the insurance not make the payment.

A motion was made by Councilmember Happe, seconded by Mayor Andrade to adopt Resolution 2020-39, approving the emergency medical services billing

program fee and related write-off policy with the following amendment: the billing program be initiated on May 15, 2020. Rollcall vote was taken as follows:

AYES: Andrade, Happe, Pingree, Wallace & Welch  
NOES: None  
ABSTAIN: None  
ABSENT: None

**Action: Adopted Resolution 2020-39, as amended.**

## **VIII. ANNOUNCEMENTS AND REPORTS**

### **CITY COUNCIL COMMITTEE REPORTS**

Councilmember Happe had nothing to report.

Councilmember Welch had nothing to report.

Councilmember Pingree participated in the food drive on the last two Fridays. He thanked all the volunteers.

Mayor Pro Tem Wallace reported that she has been checking on the homeless every other day and that she would like them to have shelter and guidance.

Mayor Andrade thanked the City Council, Parks and Recreation Commissioners Cabral and Diaz, and Planning Commissioner Lopez, and County Supervisor Hewitt, Deputy Chelse Youngblood, and Robert Ybarra for their efforts in the community during this pandemic. She thanked the Chief of Police for all his hard work and community involvement. She advised she attended a WRCOG meeting with the Director of Public Works via Zoom and the City was able to secure some funding for street improvements. Finally, she encouraged citizens to support local small businesses.

### **REPORT BY CITY ATTORNEY**

City Attorney Kevin Ennis reported that his offices and Administration have been very busy working with the Federal, State, and County governments to implement and work through new policies and/or directives.

### **REPORT BY CITY MANAGER**

City Manager Doug Schulze reported that he has been very involved in COVID-19 planning and response as well as working on a solution for the homeless issue.

Mayor Andrade thanked the City Manager for his hard work.

### REPORTS OF OFFICERS

1. Consideration of Zoning Text Amendment No. 20-97501; Amending Section 3.17.050 of Title 3 to Reduce the Tax Rate on Cannabis Cultivation Facilities, Amending Chapter 5.33 of Title 5 to Establish Procedures for Additional Applications, and Amending Chapter 17.21 and 17.54 of Title 17 to Allow Cannabis Retailers to Operate in the General Commercial Zone and Amend the Development Standards Therein

Community Development Director Adam Rush provided the staff report and PowerPoint presentation (Attachment 6) for this item.

#### **Public Comment**

Matt Herald spoke in favor of amending the Ordinance and provided some information.

Nick Fraser thanked Community Development Director Rush for a very good presentation.

There was extensive discussion amongst the Council and various suggestions made regarding what should be included in an ordinance amendment.

A motion was made by Mayor Pro Tem Wallace, seconded by Councilmember Pingree, to refer ordinance amendment to a Planning Commission public hearing in compliance with Title 17 of the Banning Municipal Code. Rollcall vote was taken as follows:

AYES: Andrade, Happe, Pingree & Wallace  
NOES: Welch  
ABSTAIN: None  
ABSENT: None

**Action:** **Referred ordinance amendment to a Planning Commission public hearing in compliance with Title 17 of the Banning Municipal Code.**

2. Mid-Year Budget Adjustments for Fiscal Year 2019-2020 for the City of Banning, Banning Utility Authority and the Successor Agency; the Capital Improvement Program for Fiscal Years 2019-2020; and Amending the Classification and Compensation Plan.

Deputy Finance Director Suzanne Cook provided the staff report and PowerPoint presentation (Attachment 7) for this item.

## **Public Comment**

None

There was discussion held among Council and staff.

A motion was made by Mayor Pro Tem Wallace, seconded by Councilmember Pingree, to 1) adopt Resolution No. 2020-46 approving the Mid-Year Budget Adjustments for Fiscal Year 2019-2020 for the City of Banning; 2) adopt Resolution No. 2020-05 UA approving the Mid-Year Budget Adjustments for Fiscal Year 2019-2020 for the Banning Utility Authority; 3) adopt Resolution No. 2020-04 SA approving the Mid-Year Budget Adjustments for Fiscal Year 2019-2020 for the Banning Successor Agency; 4) adopt Resolution No. 2020-49 Amending the Classification and Compensation Plan; 5) authorize the City Manager, Administrative Services Director, Executive Director or designee to make necessary budget adjustments, appropriations, and transfers; and 6) restore the Emergency Reserve Fund to the extent possible. Rollcall vote was taken as follows:

**AYES:** Andrade, Happe, Pingree, Wallace & Welch  
**NOES:** None  
**ABSTAIN:** None  
**ABSENT:** None

**Action:** **Adopted Resolutions 2020-46, 2020-05 UA, 2020-04 SA, and 2020-49; authorized the City Manager, Administrative Services Director, Executive Director or designee to make necessary budget adjustments, appropriations and transfers; and directed staff to restore the Emergency Reserve Fund to the extent possible.**

### 3. Emerging Fiscal Issues

Administrative Services Director Jennifer Christensen provided the staff report and PowerPoint presentation (Attachment 8) for this item.

## **Public Comment**

None

There was a brief discussion held among Council and staff.

**Action:** **None - Received and filed report.**

4. Contribution to Emergency Food Distribution Program.

City Manager Douglas Schulze provided the staff report for this item.

There was a brief discussion held among Council and staff.

**Public Comment**

Robert Ybarra thanked Council and staff for considering a contribution.

A motion was made by Councilmember Pingree, seconded by Councilmember Welch, to approve a contribution of \$4,000 to the Chamber of Commerce Emergency Food Distribution Program. Rollcall vote was taken as follows:

AYES: Andrade, Happe, Pingree, Wallace & Welch

NOES: None

ABSTAIN: None

ABSENT: None

**Action:** **Approved a contribution of \$4,000 to the Chamber of Commerce Emergency Food Distribution Program.**

**IX. DISCUSSION ITEM**

None

**CITY COUNCIL – Next Meeting, April 28, 2020, 5:00 p.m.**

**X. ITEMS FOR FUTURE AGENDAS**

None

**XI. ADJOURNMENT**

By consensus, the meeting was adjourned at 10:31 p.m.

Minutes Prepared by:

Sonja De La Fuente

Sonja De La Fuente, Deputy City Clerk

***The entire discussion of this meeting may be viewed here:***

***<https://banninglive.viebit.com/player.php?hash=J0qFpjkMoou0>. Any related documents maybe viewed here:***

***<https://banningca.gov/Archive.aspx?AMID=&Type=&ADID=2277> or by purchasing a CD or DVD in the amount of \$7.00 at Banning City Hall located at 99 E. Ramsey Street.***

# ATTACHMENT 1

**RECEIVED**

*By Sonja De La Fuente at 9:58 am, Apr 14, 2020*

**From:** [Maria Cocina](#)  
**To:** [Sonia De La Fuente](#)  
**Subject:** Letter for council.  
**Date:** Tuesday, April 14, 2020 9:55:47 AM

## Warning

\*\*\*\*\*

This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender's email address and know the content is safe.

City of Banning Information Technology

\*\*\*\*\*

Epidemiology is a very well understood science that is generally understood to constantly change. Does that make sense? For over a hundred years the world and its science community have understood how to achieve and maintain herd immunity. THAT IS NO DIFFERENT TODAY. I don't care what the TV says. I am a professional on this subject. I KNOW how I wish to make my medical decision about this COVID-19 subject based on over 100 yrs. of science and medicine. If you want to practice isolation, I recommend YOU do that. If you practice isolation correctly then, per your own thinking, you will survive the scourge, I on the other hand will die or survive but I would not be able to pass it on because those who feel safer and understand/believe what they are sold will be safe enough to come out later and receive the virus in the form of a vaccine. Freedom in this country is the FIRST choice. Period. Your health choice is yours and yours only. It is the cornerstone of you being an individual. It is not mine or anyone's responsibility to keep others safe. They are free to make their decisions everyday including this day. If you care so much about others health NOW, start opposing all of the alcohol and cigarettes sold and continue to wear gloves and mask daily as this virus ranks very low in regards to what is around us and able to kill us. I have run ER's, ICU's, have been an Organ Transplant coordinator, run HIV/AIDS clinics, and been a public health nurse. Believe me when I tell you. This is an exercise in un-mitigated irrational fear and the public has shown there ignorance and I personally am okay with them paying for there own decisions as they may. I would prefer NOT to be part of that in any way but especially when it comes to the quality of life I seek to have. When someone in the global medical community can answer some of my questions about this virus, that the world seems okay in not addressing, then I may change my perspective but until then, I suggest people do what they wish with their health and not tell me what I should be doing with mine. This is an individual medical decision first and foremost.

Questions.#1 Who is protecting my right to my medical decision? Which entity could I go to and have them protect my choice? City police? County Sheriff? My mayor? I want a person.

Question #2 What is voluntary compliance? No one seems to be able to answer this question. If it is voluntary, I choose not to. How come I am threatened with fines, jail, or closure of my livelihood if I do not wish to voluntarily comply?

Question #3 Who among you has any medical knowledge or experience of any kind? No Dave, EMT level knowledge is not what I am referring to. Who have you consulted with on the subject or are all of you just doing as you are told by the "county experts"?

Questions #4 To date your constituents have had their right to peacefully assemble taken away, some have had their right to life taken away, and many their right to make their own medical decisions taken away. DO YOU AGREE WITH THIS STATEMENT and DO YOU AGREE IT IS PRUDENT?

Thank you in advance, Sincerely Diego Rose.

# ATTACHMENT 2

**RECEIVED***By Sonja De La Fuente at 8:31 am, Apr 14, 2020*

**From:** [John Hagen](#)  
**To:** [Sonja De La Fuente](#)  
**Subject:** Public Comment for City Council Meeting 4/14/2020  
**Date:** Monday, April 13, 2020 7:31:04 PM

**Warning**

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City of Banning Information Technology

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As this meeting can not be attended in person I would like the following comment to be read into the meeting record

To The Banning City Council, Public Comment April 14, Meeting 04/13/2020

At the end of the last council meeting I heard Councilman Happe request that an agenda item for the removal of Inga Schuler from the planning commission be entertained for the next council meeting. It appears it did not make the agenda but is still pending for a future agenda. I would like to address this pending agenda item in the public comment.

Inga Schuler has been a valuable asset to the planning commission for the last 3 years, long before Happe was backed by Diversified Pacific and elected to his position. Now all of the sudden Happe wants her removed for no apparent reason which leads me to believe that Diversified is getting ready to make a move on the 880 acre Rancho San Gregorio project, and they want Inga out of the way. I don't know if they are preparing to make changes to the plans or file for another extension but rest assured that something is in the works and they want Inga out of the way.

Happe can disguise this move any way he wants but when the time comes take note on how he votes, no doubt it will be in the developers favor. It would be interesting to hear how Happe will justify this move because no doubt he would just dig himself deeper into a hole. I did not want to sit back and watch this play out as it is too hard to stop an avalanche once it has started.

I request that this agenda item be quashed for lack of a second. Any council person that supports this item should be put on notice that supporting this will make it appear that they are aliening themselves with the developers. The public will be paying attention to the way they vote on the issues.

Inga is in the last year of her 4 year term and to remove her at this point is an attempt to silence her. She is known for doing her homework on these issues and raising the questions that the public need to be aware of on development changes. I hope I am not the only citizen that this appears so obviously apparent to. All I can say to the rest of the public that has taken the time to tune in and take an interest in this community is Just follow the money and watch the way the votes shake out. Don't allow the council to dismiss a member from their voluntary

service just because they voice their concerns for the community. This is an abuse of power and should be brought to the public's attention.

You have to ask yourself WHY Councilman Happe would request for her removal with no apparent reason after she has almost completed her 4 year term. In my mind there is only one reason and that is to clear the way so Diversified Pacific can make their unobstructed move.

John Hagen  
Resident of Banning

# ATTACHMENT 3

**RECEIVED**

*By Sonja De La Fuente at 9:28 am, Apr 14, 2020*

**From:** [Angie Tamulonis](#)  
**To:** [Sonja De La Fuente](#)  
**Subject:** Counsel meeting 4/14/2020 Homeless Encampment  
**Date:** Monday, April 13, 2020 8:07:44 PM

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City of Banning Information Technology

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Hello my name is Angie and I and my family are concerned citizens that lives off S Hathaway and Lincoln. We have received information about the city relocating the homeless to the Charles street Closed Animal Control property and it concerns me. My family has lived at this address for 50 plus years. I am very concerned about the homeless being on this side of town. I have 4 daughters who are play outside and have always felt safe to do so. Now they will have to worry about this population of people who have no concern for themselves or others around them. This side of town will become an encampment of trash and filthy and most concerning is theft or even worse Just like the building that always caught fire in Lincoln. I am concerned if any of these people are labeled a sex offender or worse. There is a huge family dynamic on this side of town with all the homes in and around Fairway Oaks. I feel it is a bad idea to move these people to in an inhabited area where they will not be watched or even forgotten about to be allowed to roam our quiet and safe neighborhood. Please rethink this decision and find other locations that should be available to secure and help the homeless. I hope this is voted against. Thank you.

**From:** [Anthony Brenneisen](#)  
**To:** [Sonja De La Fuente](#)  
**Subject:** Homeless shelter  
**Date:** Tuesday, April 14, 2020 12:03:43 PM

**RECEIVED**  
By Sonja De La Fuente at 12:11 pm, Apr 14, 2020

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City of Banning Information Technology

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Hi my name is Anthony Brenneisen I live on driftwood cir. About .25 mile from where the homeless camp is going in at. It's to my understanding that the shelter is not for only the homeless in the area but the city will be taking homeless from all over. It was never brought to the community's attention nor approved by the community. I think it is wrong that you guys are taking advantage of the covid-19 outbreak and trying to slide this thru knowing the public can't come to the meeting and voice their opinions. Furthermore, I have a family and kids that live here and we go on walks and the kids play together in the neighborhood. Would you want to let you kids or family be exposed to the environment you guys are forcing on us? I didn't think so. This is going to cause so much stress on everyone that lives on this side of town, I'm sure your calls to PD will triple due to the activity of the people you are trying to help. I hope you taking all the lives and property of the people on this side of town into consideration and come up with a better solution to make money.

**From:** [bruce buckley](#)  
**To:** [Sonja De La Fuente](#)  
**Subject:** Banning Homeless camp  
**Date:** Tuesday, April 14, 2020 12:31:50 PM

**RECEIVED**

By Sonja De La Fuente at 12:41 pm, Apr 14, 2020

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City of Banning Information Technology

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To whom it may concern.

I am writing this email to express my concern with Banning moving the homeless to an encampment at the east end of Charles.

I feel that the city of banning cannot make a move like this without public input. The city of banning is taking advantage of the Covid-19 stay at home order to deny the Banning residence to voice their input at a public hearing. This is a Brown act violation. To move the homeless right next to homes is a crime. Today I drove to the site of the old animal shelter and the city is moving forward with this. Its not right. There will be backlash from the residence of Banning. I live on Charles St and am very concerned of the potential increase of crime and disease. I do not feel safe living here.

Please do something to stop this.

**From:** Cierra Rounds  
**To:** [Sonja De La Fuente](#); [Doug Schulze](#)  
**Subject:** Re: Homeless Shelters on Charles  
**Date:** Tuesday, April 14, 2020 11:46:22 AM

**RECEIVED**

By Sonja De La Fuente at 12:17 pm, Apr 14, 2020

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City of Banning Information Technology

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Recently in our neighborhood someone brought to our attention that homeless shelters have been ordered, are in route, and they have already prepped the land for the homeless at the end of Charles Street.

When did this go to council? When did the approval come across? I haven't seen it on any recent agenda. Us citizens were also told that this wouldn't be happening. So how, why is it happening?

I live on Charles and Driftwood. Many children live in this area as well. They ride their bikes and play up and down Charles all summer long.

Who is going to ensure our safety? How will you keep the needles off the street? Will you hire an extra officer just to patrol our homes and make sure there isn't an increase in break-ins, stolen cars, and stolen mail?

I understand that the homeless need somewhere to go. Why are they going in the far south corner of Banning near ZERO resources? Out of side out of mind? Definitely not out of site and out of mind for those of us that live here.

There is a perfectly good lot behind Albertsons. Too close to Sun Lakes though right? There is a perfectly good lot by the police station where they can be monitored. Why not there? Or why not the lot on 8th that was just cleaned up? Why are you putting the shelter next to a residential zone!?

How and when did this get approved? Why was nothing released to the public about it? The community over here is in an outrage.

My property value is going to plummet. What is the City of Banning going to do about that when my home goes from \$455k to \$250k in value because you brought in a homeless shelter on the corner?

Everyone that lives over here, chooses to because its quiet and peaceful. All of us in these half acre lots already pay an excess in taxes just to be in these homes and our money is supposed to go the IMPROVEMENT of Banning. And now we are going to have homeless trafficking through our neighborhoods at all hours of the night? Are you going to pay to fence us off and put a private security guard at each entrance?

With this shelter here, what are you going to do to make us feel comfortable with it? What are you going to do keep your citizens safe? When you planning on even letting us know?

Rounds Family  
1072 Driftwood Circle  
Banning, CA 92220

**From:** [Breanna Adams](#)  
**To:** [Sonja De La Fuente](#)  
**Subject:** City council meeting  
**Date:** Tuesday, April 14, 2020 3:36:16 PM

**RECEIVED**

*By Sonja De La Fuente at 3:40 pm, Apr 14, 2020*

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City of Banning Information Technology

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In the last two years, I have seen a significant increase in the number of homeless walking the streets of Banning. In the last year, I have seen the city seem to look away as more and more homeless either set up makeshift shelters or occupy abandoned buildings. I have notified The Banning Police Department and code enforcement numerous times in the last two years about undesirables wandering in and out, and possibly occupying a lot near my home. These individuals have no business in that lot, and are therefore trespassing. Both departments have deferred to each other in the past. At least one homeless encampment has been cleared out, yet the traffic continues. My neighbors and I have expressed concern, citing a reduced sense of security and safety for both ourselves and our personal property. Last week, my children were playing in our in our family's front yard, when their ball went into the street. I went to go retrieve it from the curb across the street, when I found a used syringe. This is unacceptable, and I am sure that this situation is not unique to our neighborhood. Last week, a building on East Ramsey that was housing several homeless was destroyed by a fire. It seems that the city of Banning was aware of this building being occupied, and possibly leased by the city for this purpose. How much of the taxpayers' money went into leasing this building, and how much time and how many resources were spent putting out that fire? The city has since rented portable toilets for the homeless encampment to the east of the courthouse. Although I understand the importance of keeping sanitary conditions, especially at this time, I fear that instead of improving the situation of the homeless that we already have within the city limits, we are only going to attract more. It is my understanding that the city now intends to relocate the homeless encampment from its current location east of the courthouse, to the former Banning animal shelter on Charles Street in South East Banning. This means even more resources going toward this cause, and what can only be the beginning of even more homeless coming into the city. Let's not pretend that these are all people that are temporarily down on their luck. Many of these are career criminals and drug addicts that have not worked to better their situations, and likely never will. Actions and policies like those that the City of Banning has adopted, all but take away the incentive to do so. It is unfortunate that this city has seemingly refused to seek or even welcome large retailers and chains that would not only provide more options and convenience for its taxpayers, but also bring in much-needed tax revenue that would improve the city at large. Instead, it has lost businesses to neighboring towns and become a sanctuary city for the homeless. The direction in which we are moving is neither practical nor sustainable, and when the COVID-19 crisis passes, we will need to allocate all possible resources toward making the city of Banning the prosperous home we all know it can be.

Thank You,  
David Ramirez

**RECEIVED**

*By Sonja De La Fuente at 2:07 pm, Apr 14, 2020*

**From:** [Dina Valdivia](#)  
**To:** [Sonja De La Fuente](#)  
**Subject:** Homeless Encampment in Southeast Banning  
**Date:** Tuesday, April 14, 2020 1:53:55 PM

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City of Banning Information Technology

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I am a homeowner on Charles Street. I would like to express my discontent with the City of Banning for planning to bring the homeless to my neighborhood. I respect all people but unfortunately some homeless people contribute to the rise of crime and drugs in their areas. I would like to know why the homeowners were not notified or given a chance to protest this move. I don't pay a huge mortgage and ridiculously high property taxes to live amongst the homeless. I want to feel safe in my home. Unfortunately the homeless will have to travel through the neighborhood to get to Ramsey Street where all of the resources are located. Just because the city is tucking the homeless away on the animal shelter property does not mean they will not negatively affect the community around them.

Thank you for the opportunity to voice my discontent.

Dina Valdivia

Sent from my iPhone

**From:** [City Manager](#)  
**To:** [Sonja De La Fuente](#); [Doug Schulze](#)  
**Subject:** FW: homeless encampment  
**Date:** Wednesday, April 15, 2020 8:13:36 AM

**RECEIVED**

By Sonja De La Fuente at 8:16 am, Apr 15, 2020

This email came in yesterday afternoon. I checked all email at 5:00 before I moved over to meeting. I don't know why it was delayed.

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**From:** Faith Koby <[faithkoby57@gmail.com](mailto:faithkoby57@gmail.com)>  
**Sent:** Tuesday, April 14, 2020 4:10 PM  
**To:** City Manager <[citymanager@banningca.gov](mailto:citymanager@banningca.gov)>  
**Subject:** homeless encampment

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City of Banning Information Technology

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Doug,

My name is Faith Koby, a long time resident here in South Banning -- 30 years to be exact. I am writing this letter on behalf of a majority of residents on the south side of Banning. A number of people have called me and come to my office asking that I be the spokesperson for the residents.

To bring a group of homeless people in here when you know for a fact that they burned the commercial buildings under construction on Lincoln is irresponsible and verges on criminal. You know full well that they are drug users, thieves, criminals, and irresponsible as far as community welfare is concerned. People feel that you and the City Council are betraying the law abiding property owners on the south side. You are jeopardizing their welfare and the welfare of the children in the neighborhood..

Your actions are a grave betrayal of the trust and confidence that Banning citizens put in the local government. Please immediately veto this action and take another course of action regarding the homeless. In the best interest of all of Banning immediately to cease and desist from this course of reckless action.

Faith Koby

**RECEIVED**

By Sonja De La Fuente at 4:25 pm, Apr 14, 2020

**From:** [jack\\_gunderson](#)  
**To:** [Sonja De La Fuente](#); [hsam1@yahoo.com](mailto:hsam1@yahoo.com)  
**Subject:** Residents unapproved New homeless shelter on Charles street  
**Date:** Tuesday, April 14, 2020 4:02:28 PM

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City of Banning Information Technology

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We were extremely upset today learning that city workers were already working the land near the water treatment plant to be used for a homeless shelter. Nothing has been presented in the council meetings about this Yet it is being forced upon the city constituents!  
We also learned that trailers were scheduled to arrive this week!

**How can this happen?**

We have policies the city has to follow yet with the new city manager and council, policies seem to get thrown out the window for something more lucrative.

We need to know what is the plan for the future for this land and the city?

We definitely do not want this area to end up like the land next to the courthouse with all the filth and debris

As well as the introduction on new virus !

Jack Gunderson  
Resident of Banning

**From:** [Jami Hatfield](#)  
**To:** [Sonja De La Fuente](#)  
**Subject:** Homeless Encampment  
**Date:** Tuesday, April 14, 2020 4:20:04 PM

**RECEIVED**

By Sonja De La Fuente at 4:27 pm, Apr 14, 2020

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City of Banning Information Technology

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Thank you for your Time in this matter.

I am a very concerned Citizen of Banning in regards to where the City of Banning wants to put the Homeless Encampment.

I don't feel moving them across the tracks to the far South East side of Banning is going to help them At All, there are NO grocery stores, no gas stations no nothing on the far South East side of Banning (for them to get food cig, alcohol) And now the City has to pay for additional police patrol. Who's picking up that bill? Please either Leave them where they are now or again put them in one of the Many vacant buildings Banning has uptown where they will have Complete access to All ESSENTIALS and the City will be able to keep an eye on them, because on the South East side of Banning they will be out of sight out of mind.

Most of these individuals are on and qualify for Section 8 Food stamps and SSI to help them with that. If they are qualified for section 8 find a home that is section 8 qualified there are quite a few in Banning. This will help a few that really want help get a roof over there heads.

We've already giving them a couple places and they have dishonored and disrespected them. They have caught them on fire which has take Primary care away from the Citizens of Banning.

I understand that there is a horrible virus out there. But please keep them where they are at. Keep an eye on them. Make them Clean up their Trash ect....

Thank you for your time Jami Hatfield

Sent from [Mail](#) for Windows 10

**From:** [Jeremy X](#)  
**To:** [Sonja De La Fuente](#)  
**Subject:** Homeless Housing on Charles.  
**Date:** Tuesday, April 14, 2020 4:52:37 PM

**RECEIVED**

By Sonja De La Fuente at 6:22 pm, Apr 14, 2020

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City of Banning Information Technology

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Over the last couple years, this city's council decisions have left a bad taste in my mouth. From the plans to put in a road from the southwest side of Cabazon to the Southeast side of Banning to now making a last minute public notification of your plan to move the homeless over where you won't put the dogs anymore. I chose to buy my home where I did because it seemed out of the way for the criminal element but your now last minute decision to put FEMA trailers in the corner of the city where you won't even put the dogs anymore near the old shelter is going to make Charles St a thorough fare for criminal activity. We already deal with all of the inmate releases from the jail on the south end of Hargrave and are you going to add to that population in the area by putting a homeless encampment on the east end of Charles St. Placing the homeless encampment on the east end of Charles you're putting them the furthest away from resources you can so The nearest resources they will have what they can steal from the surrounding neighborhoods. I'm not saying all homeless are criminals but most will do what they feel they need to do to survive. I've been in the law-enforcement field for over 20 years and have dealt with the homeless population throughout my career. That's my belief that the crime rate in the south eastern region of banning will increase with this decision you're making. There are numerous other areas these trailers can be placed Within the city limits that are closer to resources The homeless would need to survive without having to walk miles Four basic necessities.

Sent from my iPhone

**From:** [Jeremy X](#)  
**To:** [Sonja De La Fuente](#)  
**Subject:** FEMA Trailers  
**Date:** Tuesday, April 14, 2020 5:04:16 PM

**RECEIVED**

By Sonja De La Fuente at 6:32 pm, Apr 14, 2020

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City of Banning Information Technology

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Over the last couple years, this city's council decisions have left a bad taste in my mouth. From the plans to put in a road from the southwest side of Cabazon to the Southeast side of Banning to now making a last minute public notification of your plan to move the homeless over where you won't put the dogs anymore. I chose to buy my home where I did because it seemed out of the way for the criminal element but your now last minute decision to put FEMA trailers in the corner of the city where you won't even put the dogs anymore near the old shelter is going to make Charles St a thorough fare for criminal activity. We already deal with all of the inmate releases from the jail on the south end of Hargrave and are you going to add to that population in the area by putting a homeless encampment on the east end of Charles St. Placing the homeless encampment on the east end of Charles you're putting them the furthest away from resources you can so The nearest resources they will have what they can steal from the surrounding neighborhoods. I'm not saying all homeless are criminals but most will do what they feel they need to do to survive. I've been in the law-enforcement field for over 20 years and have dealt with the homeless population throughout my career. That's my belief that the crime rate in the south eastern region of banning will increase with this decision you're making. There are numerous other areas these trailers can be placed Within the city limits that are closer to resources The homeless would need to survive without having to walk miles Four basic necessities.

Jeremy Hagen  
Banning Resident

Sent from my iPhone

**From:** [Kelly Muth](#)  
**To:** [Sonja De La Fuente](#)  
**Subject:** Homeless encampment  
**Date:** Monday, April 13, 2020 8:36:12 PM

**RECEIVED**

By Sonja De La Fuente at 12:34 pm, Apr 14, 2020

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City of Banning Information Technology

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I would like to know when the decision was made to put a homeless encampment in my neighborhood. I pay taxes, high taxes to live in the neighborhood off Charles. This is just moving a problem to another area that is out of sight for you people. They will not stay there and will be walking the streets of our neighborhood. I can't believe how bad and desperate

this city has become. Another ploy to make yourselves some money at the cost of hard working tax payers to cater to people who cause the city money and bring nothing but issues in return. I will be finding a way to sell my house as quickly as possible when this happens, Beaumont here I come!

Kelly Muth

**From:** [John Hagen](#)  
**To:** [Sonja De La Fuente](#)  
**Subject:** Public Comment  
**Date:** Tuesday, April 14, 2020 4:36:52 PM

**RECEIVED**

By Sonja De La Fuente at 5:54 pm, Apr 14, 2020

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City of Banning Information Technology

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Stella please read at public comment.

We just drove by the existing location of the homeless encampment. The place is disgusting. They cannot even put the trash in the bins provide. Why do you think this other location will be any different? I guess its ok as long as its not in your backyard or you don't have to drive past it daily. I notice that you did not suggest the fields around Sun Lakes so Doug and Art could keep a close eye on them and they would be close to the local stores and support groups to assist them.

Whose bright idea was it to provide them RV trailers to live in. Those trailers will be unserviceable within 2 to 3 months and totally destroyed. The location was abandon by animal control and the city because it would cost too much to bring it up to standard enough for the animals and yet you see fit to put homeless people there.

We bought in this are because of the semi rural setting and the peacefulness of this area It's pleasant to walk the area but now the city wants to move the homeless to our doorstep. We can look forward to stepping over needles and dope baggies littering the area. We will not feel safe for our children to play without worrying about some unstable person wandering around This is totally unacceptable. The hotel option mentioned earlier would be more viable.

Please do not let this happen to our community. You claim this is temporary but there is no end date insight.

Lynnea Hagen

Banning resident

**From:** [Maria Salgado](#)  
**To:** [Sonja De La Fuente](#)  
**Subject:** Homeless Shelter  
**Date:** Tuesday, April 14, 2020 5:03:56 AM

**RECEIVED**

By Sonja De La Fuente at 12:38 pm, Apr 14, 2020

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City of Banning Information Technology

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Hello, I am writing with you concerning the shelter that YOU as the city of Banning representative is placing on Charles St. We are homeowners residing off Charles, we've just recently moved here from Beaumont to get away from the busyness of the city and the unfairness of the bylaws of the city of Beaumont with all their price raising of utilities and taxes, not to mention just commuting around town to get local errands done. When we were house hunting we chose this part of Banning because of the ruralness, scenery, SAFETY and how Banning conducts its business. BUT honestly to put a homeless shelter near our community is SCARY, we have children and they are our main concern, we live by the correctional facility off Hargrave, so we see officers all the time. But this is different to have the government come in and control the area. As Banning residents why are we not allowed to vote on this matter? How can YOU go ahead and make a decision without asking what WE have to say? The homeless run Lincoln St by the recycling center, they leave shopping carts full of trash on the street, there is always garbage outside of the recycling center and who is responsible to clean it up? Well since it's on city streets it seems like the city of Banning would clean it up, but the rubbish just sits there. Also, the homeless come picking thru our neighborhood garbage looking for recycling even tho we've asked them not to. If you are so concerned about housing them, why cant you house them where the San Gorgonio Inn used to be? What happens to our home value, of course it's going to depreciate, but our home taxes won't or our mortgage won't, as a resident and TAX payer to the city and the state, WE should have the right and the say what is best for our community. Why was this not presented on the council agenda? This is not the way to conduct business. Please consider the safety of our children and the well being of your residents, we are all tired of being sheltered at home, but this being around our neighborhood brings things to a different level with government patrolling. We are already afraid and don't know what the outcome of this pandemic is going to be, this is adding more stress to the situation.

[Sent from Yahoo Mail on Android](#)

**From:** [Melanie](#)  
**To:** [Sonja De La Fuente](#)  
**Subject:** City council meeting 4/14/20  
**Date:** Tuesday, April 14, 2020 11:42:29 AM

**RECEIVED**

By Sonja De La Fuente at 11:44 am, Apr 14, 2020

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City of Banning Information Technology

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Re: Homeless move to Charles St

Hi Sonja,

Since we are not allowed to attend the city council meeting tonight (4/14/2020), I'm writing this email to share my concerns about something that I recently heard. I was told that the city plans on moving the homeless and their encampment to the old dog shelter on Charles Street. Nobody in this area was informed that that was going to happen. At the least residents of the nearby homes should have been sent a letter of the City's intent to move the homeless.

\*\* I strongly oppose this move!!!

As a citizen of Banning I am very concerned about the crime, waste, the trespassing, the disorganization and the problems that this move is going to cause by having the homeless living in a residential area. Not to mention it will be difficult for the homeless people to have access to the grocery store. There are no stores near that area or on this end of town for them to shop for their necessities. That means they have to walk even farther to get food and supplies. I feel like the city is moving them to the farthest corner of the town to try and sweep this whole problem under the rug. My recommendation would be to move the homeless people to the vacant lot across the street from City Hall (I understand the city owns that piece of property) so that City Hall and the police department can keep a close eye on them every single day. Also, that lot is surrounded by commercial properties so no residential homes would be impacted by them being there and they'd be closer to town to get the food and supplies they need.

Please don't move the homeless people to the old dog shelter on Charles Street!

Sincerely,

Melanie Koby  
Resident of Banning, CA

**From:** melissamiranda1968@gmail.com  
**To:** [Sonja De La Fuente](#)  
**Subject:** Relocation of homeless  
**Date:** Tuesday, April 14, 2020 5:32:13 PM

**RECEIVED**

By Sonja De La Fuente at 6:35 pm, Apr 14, 2020

Warning

\*\*\*\*\*

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City of Banning Information Technology

\*\*\*\*\*

To whom may concern,

My name is Melissa Miranda I have lived in Banning for 32 years. Matter in fact I grew up on the east end of Charles where the projected relocation would take place. This street has always remained a type of neighborhood where it is quiet most with no concern. Growing up I used to play on the street with little to no traffic. My parents never really questioned any real threat. These days, my children visit their grandparents and able to experience walks and riding their bikes with no worry of being in harms way. In fact, it was such a peaceful neighborhood that recently my family and I have relocated and live on Byran street. To hear of this news on short notice is absolutely concerning.

I am absolutely worried / concerned that you are making the wrong decision and not rationally thinking of how this projected plan would put harm on the hard working citizens of Banning. This isn't ideal, due to the fact how are these people going to get to town. There are multiple homes and families are in jeopardy of harm. I have been a victim of burglary, vandalism, and has caused a lot of anxiety and concerns for my family. I relocated due to the fact that the "homeless" traumatically caused terrorized my family and I.

I urge you to please think of children's well being. Please I urge you to reconsider this is not a good idea, this isn't for the best interest in growing this town for the better.

Or here is a thought, we can move the projected plan to the neighborhoods of the City Council.

How many buildings have burnt down?. Look at the trash on the streets. Look at the homeless who aren't wanting to better themselves. I have seen may homeless passed out under the freeways. I am not sure how this camp will be a great for any part of town.

Thank you,

Melissa  
Sent from my iPhone

**From:** [Jo](#)  
**To:** [Sonja De La Fuente](#)  
**Subject:** Homeless Shelter  
**Date:** Monday, April 13, 2020 8:37:20 PM

**RECEIVED**

By Sonja De La Fuente at 12:36 pm, Apr 14, 2020

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City of Banning Information Technology

\*\*\*\*\*

I am writing in regards to the old animal shelter being used as a homeless shelter. Why was the community not told about this or on a ballot? You all just take it upon yourself to put our community in danger. Really?? What happens when FEMA no longer foots the bill? It then becomes our problem and taxes are out of control already. This city is going downhill fast. Boarded up windows everywhere. Have you not driven down East Ramsey? Fix this problem first.

So tired of citizens not having a say.

Phyllis Soutar

Sent from my iPhone

**From:** Macias, Richard J-{FLNA}  
**To:** [Sonja De La Fuente](#)  
**Subject:** Council Meeting  
**Date:** Tuesday, April 14, 2020 8:23:58 AM  
**Importance:** High

**RECEIVED**

By Sonja De La Fuente at 9:26 am, Apr 14, 2020

**Warning**

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City of Banning Information Technology

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Mrs. Fuente,

I am writing to you in hopes this message reaches the city council in regards to relocating the city's homeless population to the old animal shelter off of Charles St. I am a life-long resident and property owner near Barbour and Hargrave streets. When hearing of this news it was like a slap in the face after finally getting the homeless village known as the compound demolished. I had to live years driving by that location with the fear of the next fire, if my daughters would be safe walking from school, and had to tolerate the increased crime that came with it. Not to mention the eyesore and garbage to our beautiful city. Now to learn that the city may vote to move a homeless population from an area that is now close to both county and city resources to a residential area is totally unacceptable. Why not move the homeless to the empty lots across from the police station and city hall? This way resources are close and the situation can be monitored closely by city officials and police? Moving the homeless population into a residential area will only increase crime, cause safety concerns, and lower property values. Your total disregard for home owners and tax paying citizens is why so many residents are leaving Banning, many born and raised here like myself, to other areas. Citizens like myself are being pushed out and replaced. Where do you think the homeless will go from here? Perhaps our local Lions Park? Will my children be safe to enjoy the park my taxes help pay for? Will it be safe to have Little League or other recreational activities resume after the stay at home order is lifted? The homeless would have to roam the residential streets as they make their way uptown. We already have issues with people digging in our trashcans and coming into our yards seeing if car doors are unlocked. Can you ensure our safety by placing the homeless population in a residential area? I ask that you seriously reconsider this option! There needs to be help and resources for our homeless population, however by hiding them in the south side of town, out of site and out of mind, is not the answer. Putting citizens safety in jeopardy is not the answer.

Sincerely  
Richard Jason Macias  
Banning Resident

**From:** [Stephen Cook](#)  
**To:** [Sonja De La Fuente](#)  
**Subject:** Homeless Housing  
**Date:** Tuesday, April 14, 2020 2:55:20 PM

**RECEIVED**

By Sonja De La Fuente at 3:34 pm, Apr 14, 2020

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City of Banning Information Technology

\*\*\*\*\*

To Whom it Concerns,

I have recently heard that the City Elected Officials in their finite wisdom are trying to address the Homeless problem by housing them in the Old Animal Shelter. Being a Resident of the City of Banning I want to know how this move is going to benefit the Tax Paying members of the community and specifically the Tax paying members and businesses that are located by the Animal Shelter? Who is going to Staff this facility? Who is going to deal with increase of crime in the area? Why is the City so focused on representing the Non Tax Paying Citizens rather than the ones that Pay Taxes?

You see I understand that there is a problem with Homeless People around the State and Country. A majority of those people have decided to remove themselves from society and not contribute, but rather live off of the system and contributions of others or possibly through theft. Drugs and Crime are rampant in that specific group of individuals resulting in a less safe environment for our families. I tend to believe that the reason you let them live in the "Hotel" until it was recently demolished and now pushing them to the other end of town so they don't bug you, is because you don't care about all of the Cities citizens but rather Focus on Sun Lakes and the areas of town you are from.

Before you make this move, I hope you realize that this end of town will possibly have two things happen, 1. We will coordinate and make a ton of noise and bring the media in to show your disdain for your own citizens and their safety 2. People will leave town and sue the City for the loss of property value due to the Cities poor management and decision making placing the burden on the Citizens, instead of those in Glass Houses that were elected to find better solutions.

Pushing the problem to another place isn't a way to fix it, it's just sweeping it under the rug with the hopes that the people won't see it and forget. This is unacceptable.

Stephen Cook

Please read this at the appropriate time at the City Council Meeting tonight I'm my place

Sent from my iPhone

**From:** [Maso Lara](#)  
**To:** [Sonja De La Fuente](#)  
**Subject:** New homeless shelter  
**Date:** Tuesday, April 14, 2020 3:51:34 PM

**RECEIVED**

*By Sonja De La Fuente at 4:23 pm, Apr 14, 2020*

Warning

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City of Banning Information Technology

\*\*\*\*\*

My name is Thomas Lara I am writing this email in response to the proposed shelter set to go in at the end of Charles street. I recently moved to Bryan street in order to get away from all of the homeless. Before I lived on west Gilman where I was terrorized by homeless people who lived across the street in the field. I was robbed 4 times had my dogs let out and irrigation lines broke in the time I lived there. All of this was done by homeless people. If there is a shelter put at the end of Charles, the homeless people will have to walk through housing neighborhoods in order to get to any type of store or their jobs. I have young children and having them walk through would be very dangerous and put them in harms way. I believe that there are better places in town that will be closer to stores and away from neighborhoods. It is not right that we will be forced to deal with this on such short notice and without any time for the council to hear the voices of the community. From the looks of it, construction on the facility has already began even before the meeting has happened. I urge you to hear the voices of the community and find a better location for this type of place.

Thomas Lara  
1440 Bryan street

Sent from my iPhone

**From:** [Tracy Miranda](#)  
**To:** [Sonja De La Fuente](#)  
**Subject:** Homeless  
**Date:** Tuesday, April 14, 2020 3:12:29 PM

**RECEIVED**

*By Sonja De La Fuente at 3:32 pm, Apr 14, 2020*

Warning

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City of Banning Information Technology

\*\*\*\*\*

To whom it may concern

I live 2 doors from this proposed lot to house the homeless. I am against it. It will bring my property value down and I will not be able to sell my house as no one wants homeless nasty trash around where they live. The homeless has no regard for people's belongings they have abundance of trash and start things on fire. Let it be said, let it be written if this is allowed by the city and something happens, you will be hearing from my lawyer !

I propose the city keep the homeless where they are currently in the lot on Ramsey St. Better yet move the homeless to the neighborhoods of the city council!

Tracy Miranda  
1936 Charles St  
Banning, CA 92229  
(951) 897-3094

**RECEIVED**

*By Sonja De La Fuente at 7:27 am, Apr 15, 2020*

**From:** [Vikki Timms](#)  
**To:** [Sonia De La Fuente](#)  
**Subject:** 4/14/2020 Council meeting opposed to Homeless camp in Banning/Charles St  
**Date:** Tuesday, April 14, 2020 3:58:57 PM

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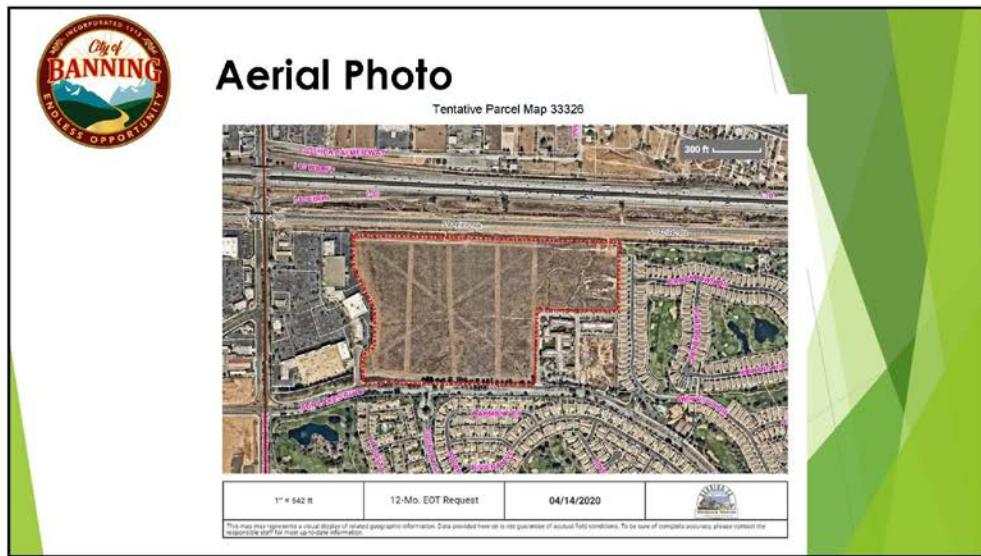
\*\*\*\*\*

Sent from my Bad planing!?!?! They will be walking through residential areas to get to town ... set fires as they did to the last two buildings they lived at!! which we are zoned as high fire area.. with livestock ..also that invites more homeless just like they did with the Banning compound !! Banning does NOT have the resources to accommodate ???.. besides the Friday civic Center food drive.. it is a shame to put people on the the far side of Banning with no stores no fast food .. we are going to have people walking our residential streets.. where parents are not going to feel safe with there kids out side ... trash ect all the things that goes along with homeless unemployed people? Leave the camp where it is ... next to the court house up town.. stores fire station!?! Find a solution and quit pulling at straws hoping one will work .. we accommodate the county of Riverside with a prison-court house ect the city is bought out not looking at a bright future.. crime crime addiction-trash-tent city.. shame.. what are we doing for our youth in banning? Fox theatre and funky skate park? Wow!! It is great to help people in need BUT it has to make sense!.. Thank you very much for your time . Wayne and Vikki Timms

# ATTACHMENT 4

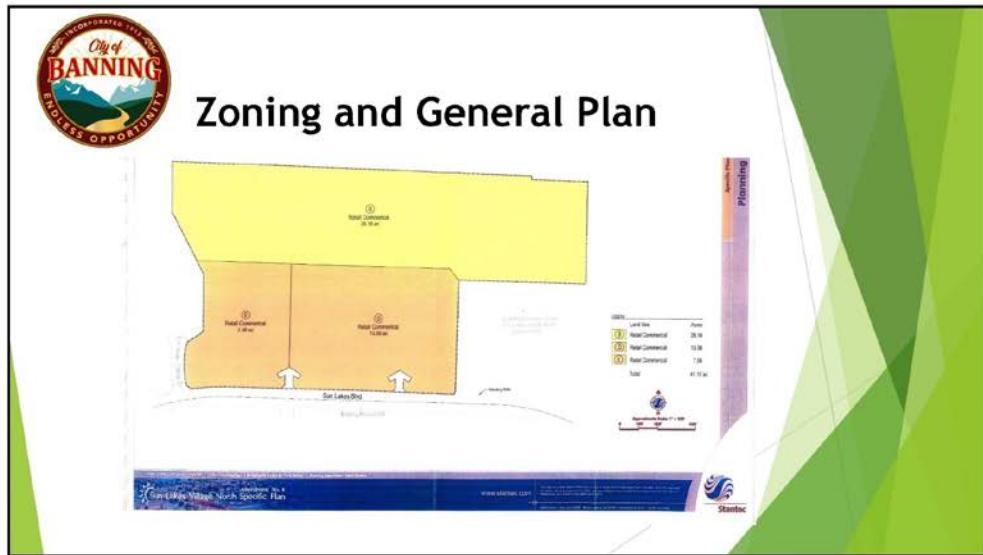


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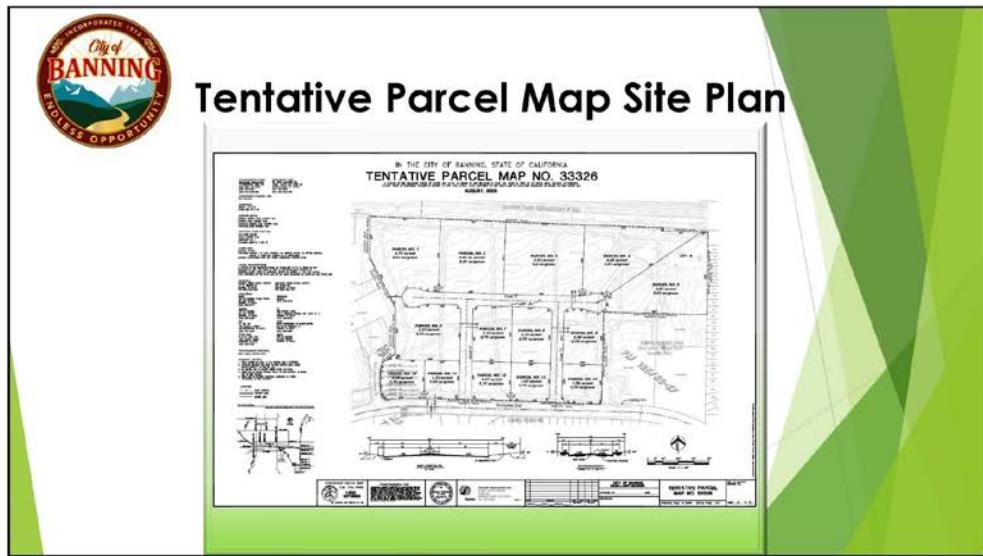


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## Background

### April 23<sup>rd</sup> City Council Meeting:

- ▶ Concerns expressed about the lack of development and progress on the property.
- ▶ Staff engaged the land owner and initiated a Specific Plan Amendment process.
- ▶ Community meeting held in early March.
- ▶ NOP/EIR process started
- ▶ Anticipate Public Hearings in June/July of 2020

5



## City Council Recommended Action

### RECOMMENDED ACTION:

That the City Council Adopt Resolution 2020-29:

- ▶ Conduct a Public Hearing on the extension of time for Tentative Parcel Map 33326; and
- ▶ Approve a twelve (12) month extension of time for Tentative Parcel Map 33326.

6

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# ATTACHMENT 5

## Emergency Medical Services Billing Program Fee

ADMINISTRATIVE SERVICES DEPARTMENT

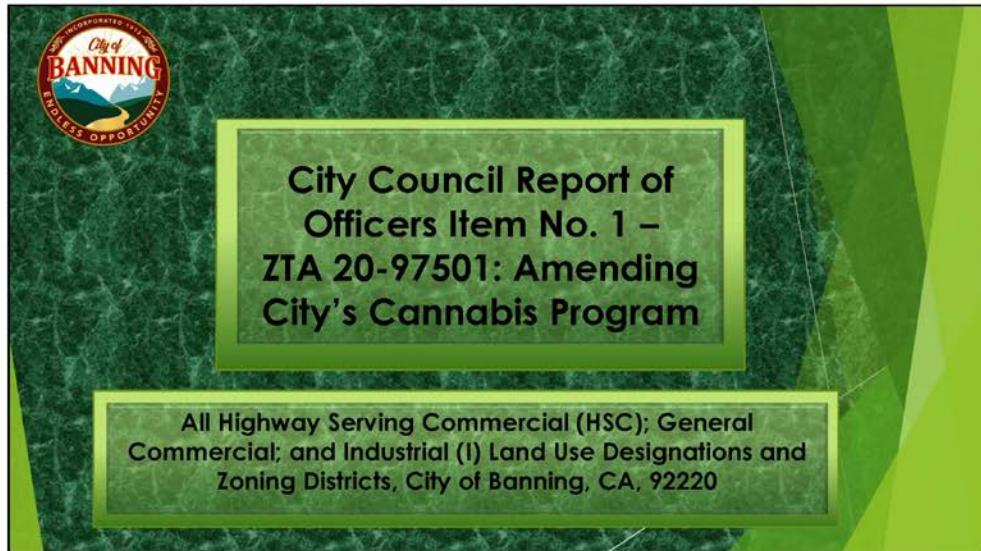
APRIL 14, 2020

### EMERGENCY MEDICAL SERVICES BILLING PROGRAM FEE

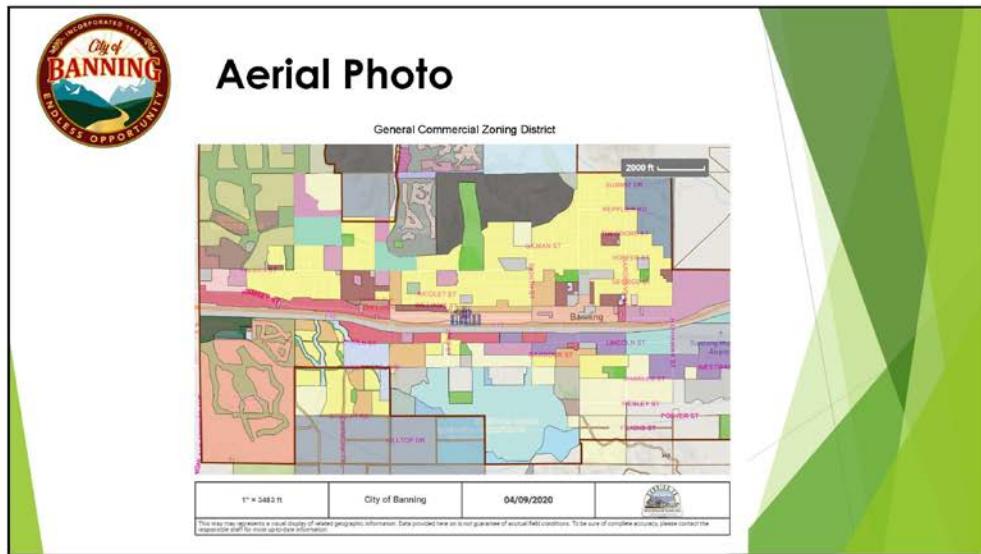
#### RECOMMENDED ACTIONS

- ▶ That the City Council adopt Resolution 2020-39, approving the emergency medical services billing program fee and related write-off policy with the following amendment:
  - ▶ That the billing program be initiated on May 15, 2020

# ATTACHMENT 6



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- ▶ July 10, 2018 - City Council Adopted Ordinance 1523 & 1527, establishing the Commercial and Retail Cannabis CUP processes, setting tax measures on the ballot, and establishing provisions for a commercial cannabis program.
- ▶ City Taxes:
  - ▶ \$15 per sq. ft. of canopy space, but up to \$25 per sq. ft.
  - ▶ 10% of gross receipts for retail dispensaries

## Background

3



- ▶ January of 2019, the City accepted 24 applications for retail cannabis regulatory permits.
- ▶ May 23, 2019, the City hosted a lottery to select the order of CUP applications.
- ▶ Three applicants were chosen. Two CUPs have been issued concurred with their Regulatory Permits.
- ▶ The 3<sup>rd</sup> lottery winner has until May 23<sup>rd</sup> to complete the CUP process.

## Background

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**Background**

- ▶ The City has accepted 2 Commercial Cannabis Cultivation facilities.
- ▶ The first was submitted in October of 2019 and the second in December of the same year.
- ▶ Both are located at the intersection of S. 8<sup>th</sup> Street and W. Lincoln St.
- ▶ Public Hearings are anticipated early summer of 2020.

5



**Commercial & Retail Cannabis Site Selection**

**Analysis**

- ▶ Over one year has passed since the City's Cannabis program was adopted.
- ▶ The City's Cannabis program has not yielded the anticipated results.
- ▶ The constraints are two-fold:
  - ▶ Property Constraints /Location/Zoning
  - ▶ "Typical" Development Process



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**Further Discussion**

- ▶ **Cannabis Delivery (non-store front)** - Pursuant to the revised state regulations every jurisdiction must accept cannabis delivery service even if the cultivation or sale of cannabis is restricted; however, delivery-only services are opportunities for additional licenses.
- ▶ **Cannabis Distributor Transport Only (Type 11 license)** - is responsible for transporting cannabis goods between licensees, but may not transport any cannabis goods, except for immature cannabis plants and/or seeds, to a licensed retailer or to the retailer portion of a licensed microbusiness.
- ▶ **Microbusiness (Type 12 license)** - for the cultivation of cannabis on an area less than 10,000 square feet and to act as a licensed distributor, Level 1 manufacturer, and retailer under this division, provided such licensee can demonstrate compliance with all requirements imposed by this division on licensed cultivators, distributors, Level 1 manufacturers, and retailers to the extent the licensee engages in such activities. Microbusiness licenses that authorize cultivation of cannabis shall include the license conditions described in subdivision (b) of Section 26060.1

7

## City Council Recommended Action

**RECOMMENDED ACTION:**

- 🎬 Review and Discuss Proposed Amendments; and,
- ⚖️ Provide possible additions, amendments, and recommendations to staff, and;
- 📍 Refer the Ordinance Amendment to a Planning Commission public hearing in compliance with Title 17 of the Banning Municipal Code (BMC).

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# ATTACHMENT 7



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## BUDGET ADJUSTMENT REQUESTS – CITY-WIDE FISCAL IMPACT

	Previous Budgeted Amount	Mid-Year Adjustments	Adjusted FY 19-20 Budget
Operating Revenues	96,010,483	4,995,837	101,006,320
Operating Expenses	97,614,709	682,704	98,297,413
Operating Surplus (Deficit)	(1,604,226)	4,313,133	2,708,907
Capital Expenditures	39,365,595	2,316,739	41,682,334
<b>Total Budget</b>	<b>136,980,304</b>	<b>2,996,597</b>	<b>139,979,747</b>

Budget Request details are listed in the FY 2019-20 Mid-Year Operating and Capital Budget Request Reports as attachments to the Resolutions.

3

## BUDGET ADJUSTMENT REQUESTS – GENERAL FUND HIGHLIGHTS

### Revenues:

- Various deductions to taxes based on previous receipts
- Removed projected revenue related to Cannabis retail \$779,200 (Measure O) and Cultivation \$1,289,600 (Measure N) as actual revenues have not been realized during this fiscal year to date.
- Increase in Building permit fees for improvements \$1,094,984 and Public work Permit fees \$942,000 and plan check fees \$118,640 related to developments.

4

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## BUDGET ADJUSTMENT REQUESTS – GENERAL FUND HIGHLIGHTS

### Revenues:

- Removed revenues for Special Events due to Coachella/Stagecoach being rescheduled to October from April.
- Reduction in Rental and Class fees in Parks & Recreation due to COVID-19 required closures.
- Reserve adjustments from designated to offset expenditures, reduce emergency reserve to minimum requirement of \$1.5 million add to revenue \$1,028,172 for use and \$50,000 from PEG reserves to use towards communication equipment for Council Chambers, and Measure J funds for new servers \$190,000, additional unrestricted reserves to balance the budget required \$650,000.

5

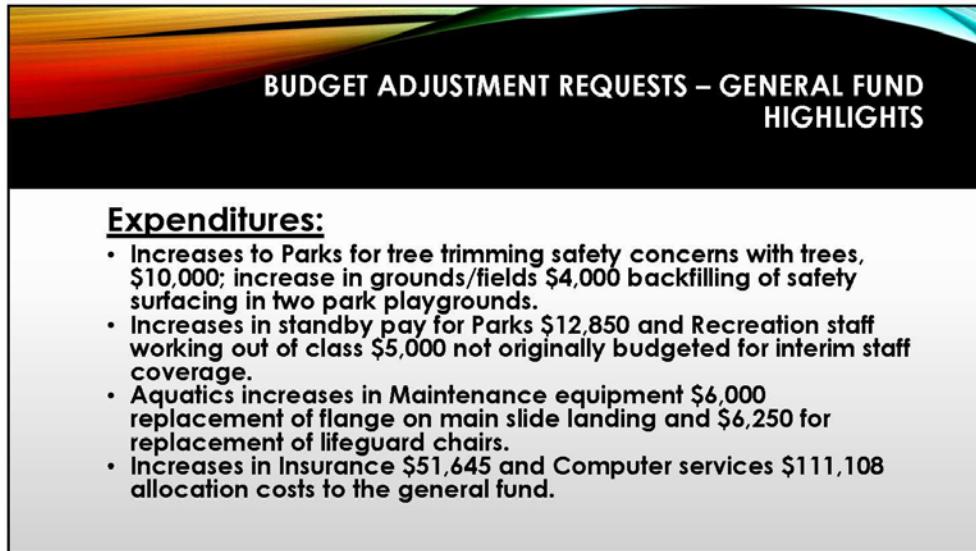
## BUDGET ADJUSTMENT REQUESTS – GENERAL FUND HIGHLIGHTS

### Expenditures:

- Police Department salaries & benefits reduced salaries expense to offset increase in overtime due to staff shortages with salary savings.
- Increased Police Department computer hardware account \$190,000 for needed new servers, this will be offset from Restricted reserves for Public Safety from Measure J funds.
- Public Safety dispatch and Code Enforcement salaries & benefits also reduced to offset increase in overtime due to staff shortages with salary savings,
- Fiscal Services increase in Contract Employment to cover cost of temporary employee, reduced salaries expense to cover.

6

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Fund	Department Name	FY 2019-2020 Adopted Budget			FY 2019-2020 Budget Adjustment Requested Amounts			FY 2019-2020 with Adjustments Effective 3/14/2020			Available Fund Balance		
		Operating Revenue Budget	Operating Expenditure Budget	Net Budget Surplus (Deficit)	Operating Revenue Requests	Operating Expenditure Requests	Net Adjustments	Adjusted Operating Revenue	Adjusted Operating Expenditures	Net Adjusted Budget Surplus (Deficit)	Beginning of Fiscal Year	Undesignated Portion	After Net Adjustment
<b>Governmental Funds</b>													General Fund Balance
001 General		16,707,119	-	1,483,358	-	-	18,190,477	-	-	110,747			
1000 General Council		108,752	-	-	1,995	-	-	-	-	252,388			
1200 City Manager		252,223	-	-	-	-	-	-	-	252,388			
1210 Economic Development		224,539	-	-	-	-	-	-	-	224,539			
1300 Human Resources		185,247	-	-	-	(14,046)	-	-	-	171,201			
1400 City Clerk		181,637	-	-	-	9,625	-	-	-	191,262			
1500 Elections		-	-	-	-	50	-	-	-	50			
1800 Emergency Management		362,977	-	-	-	27,117	-	-	-	380,094			
1900 Fiscal Services		424,983	-	-	-	1,412	-	-	-	426,395			
1910 Purchasing		161,272	-	-	(25,791)	-	-	-	-	135,481			
2060 TV Government Access		115,988	-	50,000	6,500	-	111,000	-	-	122,488			
2200 Police		\$17,119	8,688,620	30,919	22,158	-	\$48,038	8,715,832	-	-			
2210 Dispatch		1,052,420	-	-	-	3,350	-	-	-	1,055,770			
2279 TASIN - 58621 (Police)		-	-	-	-	-	-	-	-	-			
2300 Animal Control		210,503	-	-	-	-	-	-	-	210,503			
2400 Fire		244,000	3,550,275	-	112,511	(481)	-	356,569	-	3,549,794			
2479 TASIN - 58621 (Fire)		-	-	-	-	-	-	-	-	-			
2700 Building & Safety		537,666	773,239	1,094,984	100	-	1,632,850	773,339	-	-			
2740 Code Enforcement		96,574	583,717	-	250	-	96,824	583,728	-	-			
2800 Engineering		2,514,270	3,141,000	(2,046,730)	32,231	-	400,274	1,043,441	-	-			
3000 Engineering		356,678	1,183,144	1,061,848	(1,159)	-	1,418,526	1,181,985	-	-			
3200 Building Maintenance		-	215,116	-	(2,063)	-	-	-	-	213,053			
3600 Parks		-	567,554	-	39,736	-	-	-	-	607,290			
4000 Recreation		60,000	588,000	(10,500)	8,770	-	49,500	588,559	-	-			
4010 Aquatics		54,300	220,530	194	32,463	-	54,494	232,993	-	-			
4020 Day Care		16,000	800	-	-	-	16,000	800	-	-			
4050 Senior Center		5,400	119,849	-	3,487	-	5,400	123,336	-	-			
4500 Computer Services		-	1,134,633	-	162,753	-	-	-	-	1,297,386			
5400 Debt Service		1,200	87,931	1,059	17,750	-	2,259	105,681	-	-			
<b>GENERAL FUND TOTAL</b>		<b>21,171,961</b>	<b>22,625,705</b>	<b>(1,453,946)</b>	<b>1,780,191</b>	<b>306,074</b>	<b>1,474,117</b>	<b>22,951,552</b>	<b>22,931,379</b>	<b>20,173</b>	<b>12,329,414</b>	<b>6,154,520</b>	<b>2,256,521</b>

BUDGET ADJUSTMENT REQUESTS – SPECIAL REVENUE FUNDS HIGHLIGHTS

**Fund 100 - Gas Tax –**

- Reduction in Salaries & Benefits to cover costs of Overtime and Standby pay to cover shortages
- Increase in Maintenance – Traffic signal of \$12,871
- Decrease in Sidewalks \$15,000 to cover costs in Storm drain for manhole repair on Wilson.

9

BUDGET ADJUSTMENT REQUESTS – SPECIAL REVENUE FUNDS HIGHLIGHTS

**Fund 140 – Asset Forfeiture/Police Fund:**

- Increase Revenue from fund balance to cover costs of vehicles purchased for Police Department total \$154,008

**Fund 148 – Supplemental Law Enforcement Fund:**

- Increase Revenue from fund balance to cover costs of vehicles purchased for Police Department total \$200,000

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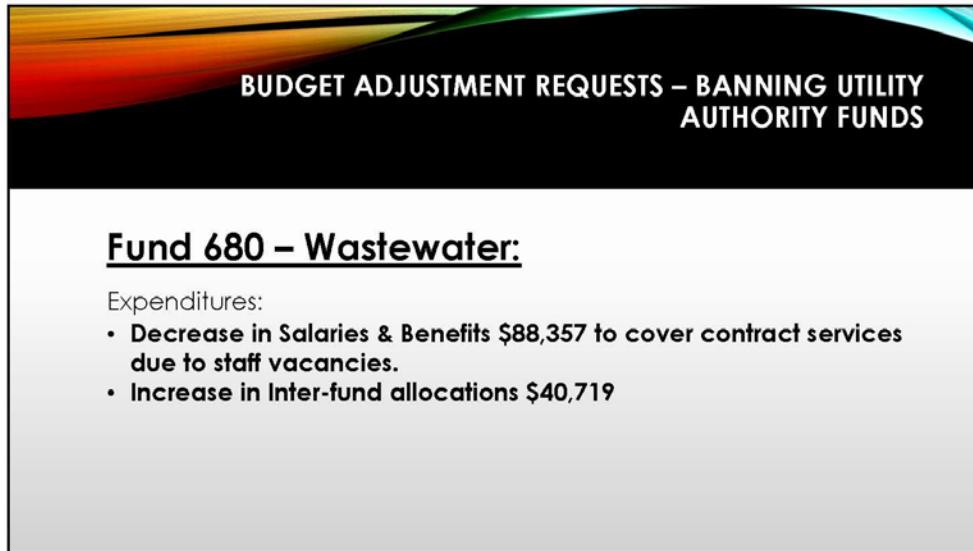
		FY 2019-2020 Adopted Budget			FY 2019-2020 Budget Adjustment Requested Amounts			FY 2019-2020 with Adjustments Effective 3/14/2020			Available Fund Balance			
Fund	Department Name	Operating Revenue Budget	Operating Expenditures Budget	Net Budget Surplus (Deficit)	Operating Revenue Requests	Operating Expenditures Requests	Net Adjustments	Adjusted Operating Revenue	Adjusted Operating Expenditures	Net Adjusted Budget Surplus (Deficit)	Beginning of Fiscal Year	Undesignated Portion	After Net Adjustment	
<b>Special Revenue Funds</b>														
002	Developer Deposit Fund	6,120	51,278	(45,158)	62,168	17,010	45,158	68,288	68,288	-	(27,560)	(27,560)	(27,560)	
003	Riverside County MOU	-	-	-	-	-	-	-	-	-	233,810	299,773	779,773	
004	Gas Tax Reimbursement Fund	250,000	16,190	233,810	-	-	-	250,000	16,190	104,132	(85,409)	(85,409)	1,013,583	
100	Gas Tax Street Improvement	1,870,567	1,710,954	159,613	377	55,858	(55,481)	1,870,944	1,766,812	605,267	2,233,868	2,233,868	2,839,135	
101	Measure A Street	604,750	-	604,750	517	-	517	605,267	-	-	-	-	18,723	
102	RMRA (S81) Gas Tax	521,076	-	521,076	34,901	-	34,901	555,977	-	555,977	711,547	711,547	1,267,524	
103	SB300 Street Improvement	-	-	-	192	-	192	192	-	192	74,362	74,362	74,554	
110	C.D.B.G.	184,193	-	184,193	-	-	-	184,193	-	184,193	(999)	(999)	181,194	
111	Police Maintenance Assess. Dist. #	141,882	322,468	(180,586)	-	3,994	(3,094)	141,882	326,459	(184,577)	353,720	353,720	171,662	
132	Air Quality Improvement	39,800	3,000	36,800	199	-	199	39,999	3,000	36,999	158,663	158,663	196,662	
140	Asset Forfeiture	-	154,008	(154,008)	154,008	-	154,008	154,008	-	154,008	299,910	299,910	145,802	
148	Supplemental Law Enforcement	100,000	249,216	(149,216)	356,051	206,835	149,216	456,051	456,051	-	9,551	9,551	9,551	
150	State Park Bond Act	-	-	-	-	-	-	-	-	-	977	977	977	
190	Community Fund	-	-	-	-	-	-	-	-	-	-	-	-	
200	Special Donations	8,000	8,000	-	-	120	(130)	250	8,120	7,870	250	27,343	27,343	27,598
201	Senior Center Activities	-	-	-	-	-	-	-	-	-	-	-	-	
4050	Senior Center	600	1,280	(680)	-	-	-	600	1,280	(680)	-	-	-	
4060	Senior Center Advisory Board	10,700	10,020	680	(1,012)	(1,500)	468	9,468	8,520	1,148	-	-	-	
4061	Senior Center Activities Admin	11,500	11,900	-	(1,012)	(1,500)	468	10,248	9,800	468	40,805	40,805	41,333	
202	Animal Control Reserve	-	-	-	14	-	14	14	-	14	5,128	5,128	5,142	
203	Police Volunteer	1,500	1,781	(281)	-	9	(272)	281	1,509	1,509	-	956	956	956
300	City Hall CDP Debt Service*	437,000	437,000	-	26	-	26	437,026	437,000	26	5,951	5,951	5,977	
360	Sun Lakes CDP Ass'g-1	125	-	125	-	-	-	125	-	125	36,606	36,606	36,731	
360	South Street 91-1 Assessment Debt	359	-	255	-	-	-	255	-	255	53,327	53,327	53,500	
370	Area Parks Contract	51,812	-	51,812	-	-	-	51,812	51,812	-	66,371	66,371	66,660	
375	Fair Oaks #2004-1 Debt Service	199,000	199,000	-	-	-	-	199,000	199,000	-	370,659	370,659	370,660	
376	Cameo Homes	170	-	170	-	-	-	170	-	170	7,853	7,853	8,023	
<b>SPECIAL REVENUE FUNDS TOTAL</b>		4,427,550	8,216,004	1,211,546	607,550	281,795	925,755	5,035,100	3,497,799	1,537,301	5,151,777	5,131,777	6,615,070	

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<b>BUDGET ADJUSTMENT REQUESTS – BANNING UTILITY AUTHORITY FUNDS</b>													
<b>Fund 660 – Water:</b>													
Revenue:													
<ul style="list-style-type: none"> <li>Reduced CA Department of Water IRWW Grant \$800,405 amount due to fully expense already.</li> <li>Increase in Miscellaneous Revenues of \$115,077 related to Pardee</li> </ul>													
Expenditures:													
<ul style="list-style-type: none"> <li>Increase in Pump Equipment expense \$78,663 well rehab and additional repairs</li> <li>Increase in Reservoir Expenses \$39,400 OSHA safety improvements to Tank cleaning project.</li> <li>Reduction of transfer to Irrigation Water Fund \$196,950 one-time transfer done in previous year</li> </ul>													

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		FY 2019-2020 Adopted Budget			FY 2019-2020 Budget Adjustment Requested Amounts			FY 2019-2020 with Adjustments Effective 3/31/2020			Available Fund Balance			
Fund	Department Name	Operating Revenue Budget	Operating Expenditures Budget	Net Budget Surplus (Deficit)	Operating Revenue Requests	Operating Expenditures Requests	Net Adjustments	Adjusted Operating Revenue	Adjusted Operating Expenditures	Net Adjusted Budget Surplus (Deficit)	Beginning of Fiscal Year	Undesignated Portion	After Net Adjustment	
<b>Capital Improvement Funds</b>														
400	Police Facility Development	-	-	-	3,021	-	3,021	-	-	3,021	21,631	23,631	1,000,000	
410	Fire Facility Development	3,000	-	3,000	4,554	-	4,554	7,584	-	7,584	1,014,930	1,014,930	1,022,534	
420	Traffic Control Facility	1,750	-	1,750	1,926	-	1,926	3,676	-	3,676	474,072	474,072	477,748	
423	Ramsey/Highland Home Traffic Signal	310	-	310	-	-	-	310	-	310	84,343	84,343	84,653	
430	General Facilities	1,400	-	1,400	1,642	-	1,642	3,042	-	3,042	261,411	261,411	264,455	
442	Stormwater Separation Fund	-	-	-	-	-	-	-	-	-	932,649	932,649	932,649	
444	Wilson Median	1,450	-	1,450	-	-	-	1,450	-	1,450	394,665	394,665	396,121	
453	Park Development	-	-	-	40,000	40,000	-	40,000	40,000	-	135,980	135,980	105,487	
470	Capital Improvement Fund	-	-	-	-	-	-	-	-	-	655,049	655,049	655,049	
<b>CAPITAL IMPROVEMENT FUNDS TOTAL</b>		<b>7,910</b>	-	<b>7,910</b>	<b>51,173</b>	<b>40,000</b>	<b>11,173</b>	<b>59,083</b>	<b>40,000</b>	<b>19,083</b>	<b>2,431,339</b>	<b>2,431,339</b>	<b>2,418,928</b>	
<b>Banning Utility Authority Funds</b>														
600	Water Operations	10,570,147	9,725,243	844,904	(645,280)	(45,519)	(599,760)	9,926,662	9,679,724	245,138	14,746,723	14,702,095	14,847,223	
664	Water Treatment Facility Fee	45,000	-	45,000	45,000	-	45,000	46,250	-	46,250	3,916,650	3,916,650	3,936,869	
663	BUA Water Capital Project Fund	3,750	-	3,750	52,176	-	52,176	55,926	-	55,926	1,535,875	1,535,875	1,591,601	
669	BUA Water Service Fund	1,969,318	1,989,318	-	794	794	-	1,990,112	1,990,112	-	-	-	-	-
670	Water Subtotal	12,608,215	11,714,562	893,654	(591,065)	(44,727)	(546,340)	12,017,150	11,669,836	347,314	20,199,049	20,148,420	20,495,734	
<b>Water Subtotal</b>		<b>12,608,215</b>	<b>11,714,562</b>	<b>893,654</b>	<b>(591,065)</b>	<b>(44,727)</b>	<b>(546,340)</b>	<b>12,017,150</b>	<b>11,669,836</b>	<b>347,314</b>	<b>20,199,049</b>	<b>20,148,420</b>	<b>20,495,734</b>	
<b>Wastewater Operations</b>														
680	Wastewater Operations	3,567,979	3,824,554	(256,575)	-	39,912	(39,912)	3,567,979	3,864,466	(296,487)	1,636,271	1,636,271	1,339,794	
682	Wastewater Treatment Facility Fees	800	-	800	86,860	-	-	86,860	-	86,860	10,786,044	10,786,044	10,872,904	
683	BUA Wastewater Capital Project Fund	4,000	-	4,000	2,853	-	2,853	5,853	-	5,853	2,761,568	2,761,568	2,766,421	
685	State Revolving Loan	304,289	304,289	-	-	-	-	304,289	-	304,289	-	-	-	-
689	BUA Wastewater Debt Service Fund	393,966	393,966	-	-	-	-	393,966	393,966	-	-	-	-	-
<b>Wastewater Subtotal</b>		<b>4,351,094</b>	<b>4,522,809</b>	<b>(165,715)</b>	<b>2,853</b>	<b>39,912</b>	<b>(37,059)</b>	<b>4,359,947</b>	<b>4,562,721</b>	<b>(202,774)</b>	<b>15,183,881</b>	<b>15,183,881</b>	<b>14,981,109</b>	
682	Irrigation Water	202,450	109,147	92,900	(196,000)	-	(196,000)	5,100	109,147	(109,147)	1,370,778	1,370,778	1,266,347	
682	Wastewater Slurry	284,499	-	234,988	6,026	-	6,026	242,522	-	242,522	1,963,778	1,963,778	1,963,778	
<b>Retained Water Subtotal</b>		<b>436,546</b>	<b>109,147</b>	<b>327,988</b>	<b>(188,924)</b>	<b>(188,924)</b>	<b>(188,924)</b>	<b>247,622</b>	<b>109,147</b>	<b>338,475</b>	<b>2,334,190</b>	<b>2,334,190</b>	<b>2,422,665</b>	
<b>Subtotal</b>		<b>17,401,855</b>	<b>16,346,517</b>	<b>1,055,338</b>	<b>(777,136)</b>	<b>(4,813)</b>	<b>(772,323)</b>	<b>16,624,719</b>	<b>16,341,704</b>	<b>283,015</b>	<b>24,717,122</b>	<b>22,666,492</b>	<b>22,949,507</b>	

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## BUDGET ADJUSTMENT REQUESTS – ENTERPRISE FUNDS

### Fund 610 – Transit & Dial-A-Ride:

#### Expenditures:

- Decrease Salaries & Benefits \$22,642 to cover overtime, working out of class, and incentive pay with salary savings due to shortage of staff. Salary savings to cover costs of additional FT bus driver
- Inter-fund Service allocation increase \$9,808

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## BUDGET ADJUSTMENT REQUESTS – ENTERPRISE FUNDS

### Fund 670 – Electric:

#### Revenue:

Overall Increase Revenue \$127,358 based on actual receipts received to date exceeding budget already.

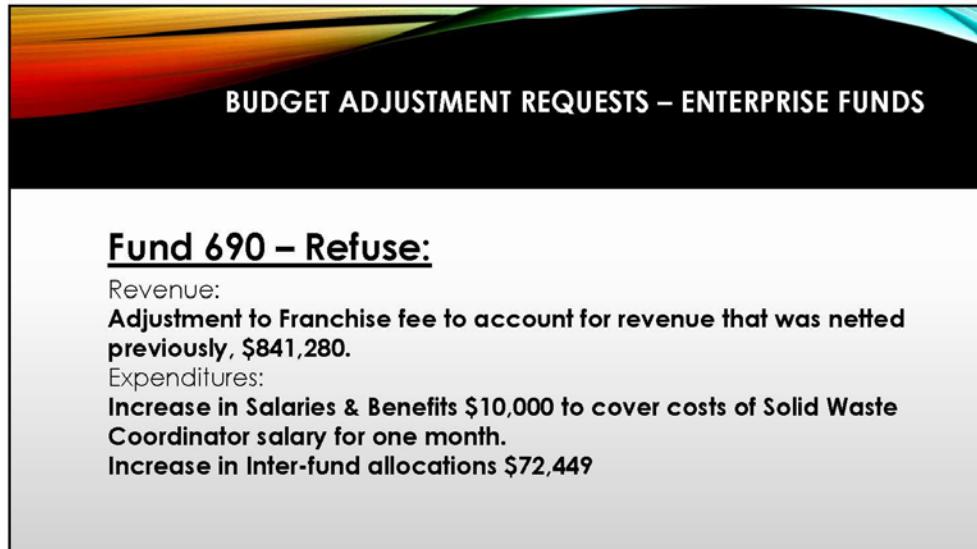
Reserve adjustment of \$2.14 million from unrestricted/undesignated reserves to balance the operations budget

#### Expenditures:

Increase in Salaries & Benefits \$108,818 for Overtime, Incentive pay, Decrease in Inter-fund Service allocations \$67,460 Public benefits increase in Lease payments \$10,400 for vehicle.

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		FY 2019-2020 Adopted Budget			FY 2019-2020 Budget Adjustment Requested Amounts			FY 2019-2020 with Adjustments Effective 3/14/2020			Available Fund Balance			
Fund	Department Name	Operating Revenue Budget	Operating Expenditures Budget	Net Budget Surplus (Deficit)	Operating Revenue Requests	Operating Expenditures Requests	Net Adjustments	Adjusted Operating Revenue	Adjusted Operating Expenditures	Net Adjusted Budget Surplus (Deficit)	Beginning of Fiscal Year	Undesignated Portion	After Net Adjustment	
<b>Enterprise Funds</b>														
600	Airport	194,650	205,838	(11,188)	826	(24,134)	14,960	195,476	191,704	3,772	261,100	285,594	190,866	
610	Transit Operations													
5300		1,895,035	1,736,523	158,512	513	40,704	(40,191)	1,895,548	1,777,227	118,321				
5150		232,621	267,050	(55,029)	-	(25,266)	25,266	232,621	262,364	(29,743)				
<b>610 - Total</b>		<b>2,127,656</b>	<b>2,024,173</b>	<b>101,483</b>	<b>513</b>	<b>15,418</b>	<b>(24,005)</b>	<b>2,128,169</b>	<b>2,039,591</b>	<b>88,578</b>	<b>107,297</b>	<b>107,297</b>	<b>195,875</b>	
690	Refuse	3,711,539	3,691,714	19,825	841,789	86,276	755,513	4,553,328	3,777,990	775,338	1,167,916	1,167,916	1,941,254	
	Airport, Transit & Refuse Subtotal	6,033,445	5,921,725	112,120	843,128	87,560	755,568	6,876,973	6,069,285	867,688	1,536,313	1,461,808	2,329,496	
670	ENTERPRISE FUNDS													
7000	Electric	29,796,500	14,401,712	15,394,788	2,267,058	29,194	2,338,164	32,003,858	14,430,906	17,572,952				
7010	Generation & Transmission	1,535,261	20,037,876	(18,502,617)	-	(934,139)	934,139	1,535,261	19,103,739	(17,568,478)				
<b>670 - Total</b>		<b>31,371,761</b>	<b>34,439,590</b>	<b>(18,567,429)</b>	<b>2,267,058</b>	<b>(904,945)</b>	<b>3,172,303</b>	<b>33,539,119</b>	<b>31,534,645</b>	<b>4,474</b>	<b>11,886,559</b>	<b>8,125,346</b>	<b>6,909,820</b>	
672	Rate Stability	21,000	21,000	-	-	-	-	21,000	49,500	-	21,000	6,446,435	6,446,435	
673	Electric Improvement	21,000	49,500	(28,500)	-	-	-	21,000	49,500	(28,500)	3,420,368	3,420,368	3,991,868	
674	2007 Elec Rev Bond Project Fund	5,000	1,000	1,000	16,431	9,600	6,831	21,431	9,600	12,831	1,097,228	1,097,228	8,299,800	
675	Public Benefit Fund	795,088	569,873	225,215	-	85,477	(85,477)	795,088	655,350	139,738	954,057	1,093,795	-	
676	2007 Elec Rev Bond Debt Service	2,427,219	2,427,219	-	294	294	-	2,427,513	2,427,513	-				
	Electric Subtotal	34,541,068	37,486,182	(2,945,114)	2,234,059	(809,574)	3,093,657	36,825,151	36,676,608	148,543	13,095,353	12,714,159	12,857,228	
	ENTERPRISE FUNDS TOTAL	40,574,913	43,407,907	(2,832,994)	3,127,211	(722,014)	3,849,225	43,702,124	42,685,893	1,016,231	14,631,666	14,174,966	15,186,723	

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## BUDGET ADJUSTMENT REQUESTS – INTERNAL SERVICE FUNDS

### Fund 700 – Risk Management:

Expenditures:

- Increase in Attorney Fees \$50,000 allocated across funds for various attorney services.
- Increase in Worker's comp premium \$28,450
- Increase in Property insurance premium \$48,287
- Increase in Liability insurance premium \$224,678
- Increase in Professional Services \$100,000 to cover legal expenses related to liability claims.

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## BUDGET ADJUSTMENT REQUESTS – INTERNAL SERVICE FUNDS

### Fund 702 – Fleet Maintenance

Revenue:

- Increase in Sale of Surplus Property \$14,380
- Decrease in Inter-fund allocations revenues \$206,267 due to surplus from FY 2018-2019

Expenditures:

- Decrease in Salaries \$6,869 to cover overtime and working out of class
- Increase in Maintenance costs \$5,000 for miscellaneous repairs
- Increase in Auto Parts \$35,000 for tires and miscellaneous repairs

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## BUDGET ADJUSTMENT REQUESTS – INTERNAL SERVICE FUNDS

### Fund 703 – Information Systems

#### Expenditures:

- **Increase Computer Hardware \$25,000 additional laptops and computers**
- **Increase in Computer Software \$15,000 Self-service payroll product and other software licenses for remote processes.**
- **Increase in Communication Equipment \$200,000 for audio visual equipment for Council Chambers (offset by PEG fees for partial cost recovery) to be allocated among departments/funds.**

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## BUDGET ADJUSTMENT REQUESTS – INTERNAL SERVICE FUNDS

### Fund 761 – Utility Billing

#### Expenditures:

- **Decrease Salaries & Benefits \$83,997 to cover contract employee costs.**
- **Increase in Professional Services \$70,000 for contract employees.**

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INTERNAL SERVICE FUNDS & SA FUNDS													
		FY 2019-2020 Adopted Budget			FY 2019-2020 Budget Adjustment Requested Amounts			FY 2019-2020 with Adjustments Effective 3/14/2020			Available Fund Balance		
Fund	Department Name	Operating Revenue Budget	Operating Expenditures Budget	Net Budget Surplus (Deficit)	Operating Revenue Requests	Operating Expenditures Requests	Net Adjustments	Adjusted Operating Revenue	Adjusted Operating Expenditures	Net Adjusted Budget Surplus (Deficit)	Beginning of Fiscal Year	Undesignated Portion	After Net Adjustment
<b>Internal Service Funds</b>													
700 Risk Management Fund													
5020 Workers Compensation	791,208	739,129	52,079	3,000	38,924	(35,924)	794,209	778,053	16,155			-	
5020 Unemployment Insurance	7,111	47,558	32,153	-	2,200	(2,200)	7,511	50,210	29,492				
5040 Life and Health Insurance	954,136	895,236	1,000	207,665	378,259	(100,574)	1,000,991	1,381,665	(100,574)				
5060 City Attorney	750,000	750,000	-	60,000	50,000	10,000	810,000	800,000	10,000				
<b>700 - Total</b>	<b>2,575,245</b>	<b>2,490,013</b>	<b>85,232</b>	<b>270,665</b>	<b>468,824</b>	<b>(199,159)</b>	<b>2,845,920</b>	<b>2,959,837</b>	<b>(213,927)</b>	<b>(606,328)</b>	<b>(606,328)</b>	<b>(720,255)</b>	
702 Fleet Maintenance	1,569,933	1,597,755	(27,822)	(191,132)	42,808	(233,940)	1,378,801	1,640,563	(261,762)	422,349	422,349	160,587	
703 Information Systems Services	725,522	536,689	188,833	42,054	228,939	(186,885)	767,574	765,628	1,948	69,568	69,568	71,516	
783 Utility Billing Administration												-	
3100 Asset & Capital Services	1,718,464	1,731,276	(17,812)	49,325	31,738	17,587	1,763,289	1,763,014	275				
3110 Meter Reading & Service	656,043	656,043	-	8,353	8,353	-	664,396	664,396					
<b>783 - Total</b>	<b>2,370,007</b>	<b>2,387,319</b>	<b>(17,812)</b>	<b>57,679</b>	<b>40,091</b>	<b>17,587</b>	<b>2,427,685</b>	<b>2,427,410</b>	<b>275</b>	<b>\$80,897</b>	<b>\$80,897</b>	<b>\$31,212</b>	
<b>INTERNAL SERVICE FUNDS TOTAL</b>	<b>7,240,707</b>	<b>7,011,776</b>	<b>228,931</b>	<b>179,265</b>	<b>781,662</b>	<b>(602,397)</b>	<b>7,415,972</b>	<b>7,793,438</b>	<b>(373,466)</b>	<b>416,526</b>	<b>416,526</b>	<b>41,060</b>	
<b>Successor Agency Funds</b>													
805 Redevelopment Obligation Retiremen	2,975,619	2,445,629	528,990	-	-	2,975,619	2,445,629	529,990	1,620,300	1,620,300	2,158,296		
810 Successor Agency	3,939	365,942	(362,003)	27,029	-	27,029	30,968	365,942	(334,974)	1,635,023	1,635,023	1,900,049	
830 Debt Service Fund	2,195,629	2,195,629	-	-	-	-	2,195,629	2,195,629	-				
850 Successor Agency	-	-	-	155	-	155	155	-	155	59,020	59,020	59,175	
850 Successor Agency Fund	9,000	-	9,000	399	-	399	9,399	-	9,399	7,934,077	7,934,077	7,934,077	
841 BEA L/M Capital project Fund	2,000	-	2,000	-	-	-	2,000	-	2,000	546,071	546,071	546,071	
855 2007 TABS Bond Proceeds	-	-	-	-	-	-	-	-	-	(2,794,422)	(2,794,422)	(2,794,422)	
856 2008 TABS Bond Proceeds	-	-	-	-	-	-	-	-	-	34,232	34,232	34,232	
857 2003 TABS Bond Proceeds Low/Mod	-	-	-	-	-	-	-	-	-	104,565	104,565	1,212	
<b>SUCCESSOR AGENCY FUNDS TOTAL</b>	<b>5,186,137</b>	<b>5,007,200</b>	<b>178,987</b>	<b>27,583</b>	<b>27,583</b>	<b>5,213,770</b>	<b>5,007,200</b>	<b>206,570</b>	<b>8,866,375</b>	<b>8,763,022</b>	<b>8,969,532</b>		
<b>OTHER FUNDS GRAND TOTAL</b>	<b>74,859,122</b>	<b>74,849,404</b>	<b>(156,282)</b>	<b>3,215,646</b>	<b>376,630</b>	<b>2,839,016</b>	<b>78,054,768</b>	<b>75,566,094</b>	<b>2,648,734</b>	<b>74,214,801</b>	<b>73,584,421</b>	<b>76,083,860</b>	
<b>CITY WIDE GRAND TOTAL</b>	<b>96,010,483</b>	<b>97,614,709</b>	<b>(1,604,226)</b>	<b>4,995,837</b>	<b>682,704</b>	<b>4,313,151</b>	<b>101,006,520</b>	<b>98,297,413</b>	<b>2,708,967</b>	<b>86,544,237</b>	<b>79,738,641</b>	<b>76,540,401</b>	

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POSITION REQUESTS BUDGET ADJUSTMENT REQUEST DETAIL:												
PUBLIC WORKS – Reclassify two positions and Add one position:												
<ul style="list-style-type: none"> <li>Update salary scale range of Water/Wastewater Superintendent and Public Works Superintendent to appropriately reflect the increasing demands of these positions</li> <li>Add Full-time Bus Driver to Transit due to the shortage of full-time drivers and unreliability of on-call part-time drivers. Salary savings currently realized due to absence of current driver or leave of absence.</li> </ul>												

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<b>RECLASSIFICATIONS</b>					
<b>The Annual Fiscal Impact to Re-class 2 Positions \$6,531.30</b>					
<b>Fiscal Year 2019-20</b>			<b>Fiscal Year 2019-20</b>		
<b>Public Works Superintendent</b>			<b>Water/Wastewater Superintendent</b>		
<b>Salary and Benefits Calculation</b>					
<b>Public Works Superintendent</b>		<b>FY20</b>	<b>Water/Wastewater Superintendent</b>		<b>FY20</b>
SALARY RANGE - T33 (\$93,145.50 - \$126,014.50)	Hourly	Step 9	SALARY RANGE - T33 (\$93,145.50 - \$126,014.50)	Hourly	Step 9
54.78			64.71		
Annual \$ 113,937.82		\$ 2,559.02	Annual \$ 133,825.71		\$ 2,446.91
Vehicle Allowance		0.00	Vehicle Allowance		0.00
Residence Allowance/Incentive Pay		1,800.00	Residence Allowance/Incentive Pay		1,800.00
Benefit Allowance		16,800.00	Benefit Allowance		16,800.00
Maximum Cash Out:			Maximum Cash Out:		
Sick Payoff		2,191.11	Sick Payoff		2,188.96
Personal Leave Payoff		2,191.11	Personal Leave Payoff		2,188.96
Holiday Payoff		2,191.11	Holiday Payoff		2,188.96
Vacation Payoff		2,191.11	Vacation Payoff		2,188.96
Total Salary Cost		<u>144,982.27</u>	Total Salary Cost		<u>144,381.54</u>
Life Insurance		0.00	Life Insurance		0.00
PERS Employer Cost		18,974.49	PERS Employer Cost		10,963.69
Medicare		1,848.75	Medicare		1,847.03
Social Security		7,905.14	Social Security		7,897.66
SUTI		695.02	SUTI		694.34
WC		4,897.40	WC		4,892.68
Total Benefit Cost		<u>27,256.94</u>	Total Benefit Cost		<u>10,511.40</u>
Total Salary & Benefits		<u>\$ 171,559.21</u>	Total Salary & Benefits		<u>\$ 154,892.51</u>
Allocation:			Allocation:		
Storm Fund 100	30%	51,467.74	Water Fund 660	70%	119,989.06
General Fund 601-600	20%	34,311.64	General Fund 660	30%	51,423.88
Landscape Maintenance Fund 111	10%	17,355.02	Wastewater Fund 680		
Refuse Fund	3%	4,289.00			
Fire Maintenance Fund	10%	17,355.02			
		<u>171,559.21</u>			<u>171,412.94</u>
		<u>3,336.79</u>			<u>3,162.51</u>

25

<b>Bus Driver</b>					
<b>The Annual Fiscal Impact for a Full-Time Bus Driver \$72,338.24</b>					
<b>Allocated as follows:</b>					
<b>Fiscal Year 2019-20</b>		<b>Bus Driver</b>		<b>Fiscal Year 2019-20</b>	
<b>Salary and Benefits Calculation</b>					
<b>Bus Driver</b>		<b>FY20</b>	<b>Bus Driver</b>		<b>FY20</b>
SALARY RANGE - G47 (\$37,547.93-\$50,797.74)	Hourly	Step 3	SALARY RANGE - G47 (\$37,547.93-\$50,797.74)	Hourly	Step 3
34,311.64		18.98	34,311.64		18.98
17,355.02		Annual \$ 39,565.76	17,355.02		Annual \$ 39,565.76
4,289.00		Residence Allowance/Incentive Pay	4,289.00		Residence Allowance/Incentive Pay
17,355.02		Benefit Allowance	16,800.00		Benefit Allowance
		Maximum Cash Out:			
		Sick Payoff	759.38		Sick Payoff
		Comp Leave Payoff	759.38		Comp Leave Payoff
		Vacation Payoff	759.38		Vacation Payoff
		Total Salary Cost	<u>60,365.90</u>		Total Salary Cost
		Life Insurance	0.00		Life Insurance
		PERS Employer Cost	3,803.46		PERS Employer Cost
		Medicare	875.31		Medicare
		Social Security	3,742.69		Social Security
		SUTI	442.26		SUTI
		WC	<u>3,158.63</u>		WC
		Total Benefit Cost	<u>12,022.34</u>		Total Benefit Cost
		Total Salary & Benefits	<u>\$ 72,388.24</u>		Total Salary & Benefits
Allocation:					
Transit Fund 610	100%	\$ 72,388.24			
<b>Fiscal Year Impact - FY2020 - None</b>					

26

13

## BUDGET ADJUSTMENT REQUESTS – CITY-WIDE FISCAL IMPACT - REVIEW

	Previous Budgeted Amount	Mid-Year Adjustments	Adjusted FY 19-20 Budget
Operating Revenues	96,010,483	4,995,837	101,006,320
Operating Expenses	97,614,709	682,704	98,297,413
Operating Surplus (Deficit)	(1,604,226)	4,313,133	2,708,907
Capital Expenditures	39,365,595	2,316,739	41,682,334
<b>Total Budget</b>	<b>136,980,304</b>	<b>2,996,597</b>	<b>139,979,747</b>

Budget Request details are listed in the FY 2019-20 Mid-Year Operating and Capital Budget Request Reports as attachments to the Resolutions.

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## ACTION ITEMS:

### 1. ADOPT RESOLUTIONS:

- Adopt Resolution No. 2020-46 approving the Mid-Year Budget Adjustments for Fiscal Year 2019-2020 for the City of Banning
- Adopt Resolution No. 2020-05 UA approving the Mid-Year Budget Adjustments for Fiscal Year 2019-2020 for the Banning Utility Authority
- Adopt Resolution No. 2020-04 SA approving the Mid-Year Budget Adjustments for Fiscal Year 2019-2020 for the Banning Utility Authority
- Adopt Resolution No. 2019-49 Amending the Classification and Compensation Plan
- Authorize the City Manager, Administrative Services Director, Executive Director or designee to make necessary budget adjustments, appropriations, and transfers

### 2. PROVIDE ALTERNATIVE DIRECTION TO STAFF

28

14



DISCUSSION &  
QUESTIONS??

29

15

# ATTACHMENT 8



1

**FISCAL ISSUES REPORT**  
**FISCAL YEARS 20/21 & 20/22**

On March 10, 2020, the city council adopted a set of budgetary policies for the upcoming two-year budget period with the objective of achieving fiscal sustainability and resiliency for the City of Banning.

- ▶ Accountability/Transparency, Fiscal Stability, Full Cost Recovery, Future Risks, Service Levels, Capital and Infrastructure Needs, Employee Retention
- ▶ Full Cost Recovery
  - ▶ Master Fee Schedule, annually reviewed and updated with comprehensive review every 3-5 years.
  - ▶ City-wide Cost Allocation Plan
  - ▶ Cost of Service Study for Electric Utility
  - ▶ Need to review utility rates and assessments for full cost recovery or service level reduction
- ▶ Data-Driven Decision Making
  - ▶ Enterprise Resource Planning
  - ▶ Long-term Horizons Built into Fiscal Planning

2

1

## ISSUE 1 | TRANSIT OPERATIONS

### Projected Fiscal Impact

- ▶ Costs of operation (annual deficit)
  - ▶ Coronavirus impact has significantly reduced ridership which will affect fare box receipts
  - ▶ General fund contribution will be necessary to support operations so that transit is self-sustaining (full cost recovery model)
- ▶ Insurance/liability (social inflation)
- ▶ Does not include capital needs or capital expenditures
- ▶ Consider methods of alternative service delivery in order to preserve service level while reducing cost to the City

FY 20/21 Impact	FY 21/22 Impact
\$100,000 (ongoing)	\$100,000 (ongoing)

3

## ISSUES 2&3 | PUBLIC SAFETY MOU/VEHICLES

### Projected Fiscal Impact

- ▶ MOU with County of Riverside expired 2018
  - ▶ Loss of \$500,000 annually for sworn officers
  - ▶ No reduction of workload impacts to city public safety due to county operations
- ▶ Vehicles
  - ▶ Department's plan is to replace four (4) vehicles per year at \$50,000 per vehicle
  - ▶ Department has front-loaded purchases into FY 2019-20 mid-year budget adjustment
  - ▶ MOU consideration for take-home vehicles

FY 20/21 Impact	FY 21/22 Impact
\$700,000 (ongoing)	\$700,000 (ongoing)

4

2

## ISSUE 4 | ENTERPRISE RESOURCE PLANNING AND IT INFRASTRUCTURE

### Projected Fiscal Impact

- ▶ Enterprise Resource Planning (ERP)
  - ▶ Feasibility study completed in 2018
  - ▶ Estimated \$3 million for acquisition and implementation
  - ▶ Possibility of scaling
- ▶ IT Infrastructure (not included in fiscal impacts)
  - ▶ City-wide aging switches and servers that are at capacity, no longer supported or warranted, and in need of replacement
  - ▶ Estimated \$450,000 for acquisition and implementation
    - ▶ \$190,000 estimated one-time cost for Police Department (CY budget adjustment)
    - ▶ \$260,000 estimated for all other city departments

FY 20/21 Impact	FY 21/22 Impact
\$1.5 million (one-time)	\$1.5 million (one-time)

5

## ISSUES 5 | WATER PIPELINE REPLACEMENT

### Projected Fiscal Impact

FY 20/21 Impact	FY 21/22 Impact
\$3 million(ongoing)	\$3 million (ongoing)

- ▶ Water: Pipeline Replacement Program, entire system \$326.5 million
  - ▶ P1: replace pipes installed prior to 1950, \$3MM average annual cost
    - ▶ Currently budgeting at \$500,000 annually
  - ▶ P2: replace 1950s and later (\$286 million)
- ▶ Water rates are insufficient to support infrastructure replacement needs
  - ▶ Savings of \$600,000 for FY 20/21 due to use of municipal rate for all city departments

6

3

## ISSUE 6| DEFERRED MAINTENANCE (CITY HALL)

### Projected Fiscal Impact

FY 20/21 Impact	FY 21/22 Impact
\$750,000-\$1 million (one-time)	\$750,000-\$1 million (one-time)

- ▶ City Hall built in 1990
- ▶ No major renovations to facility or systems since construction
- ▶ Security and accessibility issues
- ▶ Replacement and repairs needed include:
  - ▶ Plumbing and electrical systems
  - ▶ HVAC
  - ▶ Roof
  - ▶ Pest control/eradication
  - ▶ Site drainage
- ▶ Estimated two-year project at \$1.5-2 million

7

## ISSUE | CORONAVIRUS ECONOMIC IMPACT

### Projected Fiscal Impact

FY 20/21 Impact	FY 21/22 Impact
> \$1 million	> \$1 million

- ▶ Economic impacts of coronavirus pandemic continuing to emerge
  - ▶ May be more significant than credit crisis of 2008
- ▶ Impacts on discretionary revenues (property tax, sales tax, TOT)
  - ▶ State's deferral of sales tax of \$525,000
  - ▶ Sales tax loss
    - ▶ Due to economic downturn of \$300,000 over two years
    - ▶ Due to Cabazon closure of \$900,000 over two years
- ▶ Measure A street funding reduction of \$1 million over five years
- ▶ Many unknowns

8

4

## EMERGING FISCAL ISSUES REPORT FISCAL YEARS 20/21 & 20/22

### RECOMMENDED ACTIONS

- ▶ That the City Council receive and file a report on Emerging Fiscal Issues for the Fiscal Years Ending 2021 and 2022 budget for the City of Banning, and
- ▶ Provide direction to staff as needed.

9

## EMERGING FISCAL ISSUES REPORT

### QUESTIONS?



10

5



**CITY OF BANNING  
OFFICE OF THE  
MAYOR**



**proclamation**

*WHEREAS, more than a million law enforcement officers serve in communities across the United States, including the dedicated members of the Banning Police Department. Since the first recorded law enforcement death in 1791, nearly 24,000 law enforcement officers in the United States have made the ultimate sacrifice and have been killed in the line of duty. In 1962, President John F. Kennedy designated May 15 as Peace Officers Memorial Day and the week that it falls as National Police Week; and*

*WHEREAS, the City of Banning wishes to honor the service and sacrifice of law enforcement officers killed in the line of duty by participating in a nationwide virtual candlelight vigil on Wednesday May 13, 2020, and by flying U.S. Flags at half-staff on May 15, 2020; and*

*WHEREAS, the Banning City Council formally designates May 10-16, 2020 as Police Week in Banning, California, to publicly salute the service of law enforcement officers in our community and communities across the nation.*

**NOW THEREFORE**, the City of Banning City Council do hereby proclaim May 10-16, 2020 as



**FURTHER**, we encourage all residents to join us in this special observance.

*Dated this 28<sup>th</sup> day of April 2020.*

**ATTEST:**

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*Sonja De La Fuente, Deputy City Clerk*

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*Daniela Andrade, Mayor*



## CITY OF BANNING CITY COUNCIL REPORT

**TO:** CITY COUNCIL  
**FROM:** Douglas Schulze, City Manager  
**PREPARED BY:** Art Vela, Director of Public Works  
**MEETING DATE:** April 28, 2020  
**SUBJECT:** Public Works Capital Improvement Project Tracking List

---

### **RECOMMENDED ACTION:**

This is informational only; receive and file report.

### **BACKGROUND:**

There are several planning, environmental, design and construction contracts that have been approved by City Council and/or the City Manager's office that are being managed by the Public Works Department. In an effort to keep the City Council and the public informed of the progress made and current status of each project, staff has prepared and will continue to update the attached Public Works CIP Tracking List. The list will be presented to City Council on a monthly basis.

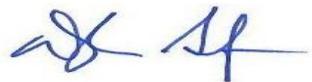
### **FISCAL IMPACT:**

None

### **ATTACHMENTS:**

1. CIP Status List  
<https://banningca.gov/DocumentCenter/View/7294/Attachment-1-CIP-Update-April-2020>

Approved by:



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Douglas Schulze  
City Manager

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## CITY OF BANNING CITY COUNCIL REPORT

**TO:** CITY COUNCIL

**FROM:** Douglas Schulze, City Manager

**PREPARED BY:** Laurie Sampson, Executive Assistant

**MEETING DATE:** April 28, 2020

**SUBJECT:** Receive and File Contracts Approved Under the City Manager's Signature Authority for the Month March 2020

---

### **RECOMMENDATION:**

Receive and file contracts approved under the City Manager's signature authority for the Month of March 2020.

### **BACKGROUND:**

City Council requested regular reports of contracts signed under the City Manager's signature authority of \$25,000 or less.

### **ATTACHMENT:**

1. List of Contracts March 2020  
<https://banningca.gov/DocumentCenter/View/7276/Attach-1-March-2020-Agreements>

Approved by:

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Douglas Schulze  
City Manager

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## CITY OF BANNING CITY COUNCIL REPORT

**TO:** CITY COUNCIL

**FROM:** Douglas Schulze, City Manager

**PREPARED BY:** Todd Hopkins, Division Chief  
Laurie Sampson, Executive Assistant

**MEETING DATE:** April 28, 2020

**SUBJECT:** Receive and File Fire Department Statistics for March 2020

---

**RECOMMENDED ACTION:**

Receive and file Fire Department statistics for March 2020.

**BACKGROUND:**

The Fire Department provides statistics to the public and City Council upon request.

**JUSTIFICATION:**

N/A

**FISCAL IMPACT:**

None

**ATTACHMENTS:**

1. Fire Statistics for March 2020  
<https://banningca.gov/DocumentCenter/View/7277/Banning-March-2020-Fire-Report>

Approved by:

A handwritten signature in blue ink, appearing to read "AS SF".

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Douglas Schulze  
City Manager

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## CITY OF BANNING CITY COUNCIL REPORT

**TO:** CITY COUNCIL

**FROM:** Douglas Schulze, City Manager

**PREPARED BY:** Matthew Hamner, Police Chief  
Sol Ivett Avila, Executive Assistant

**MEETING DATE:** April 28, 2020

**SUBJECT:** Police Department Statistics for March 2020

### **RECOMMENDED ACTION:**

Receive and File March 2020 Police Statistics.

### **BACKGROUND:**

The Police Department provides statistics to the public and City Council upon request.

### **FISCAL IMPACT:**

None

### **OPTIONS:**

1. Receive and File

### **ATTACHMENT:**

1. March 2020 Statistics  
<https://banningca.gov/DocumentCenter/View/7278/Police-Statistics-March-2020>

Approved by:

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Douglas Schulze  
City Manager

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## CITY OF BANNING CITY COUNCIL REPORT

**TO:** CITY COUNCIL

**FROM:** Douglas Schulze, City Manager

**PREPARED BY:** Art Vela, Director of Public Works

**MEETING DATE:** April 28, 2020

**SUBJECT:** Authorize the City Manager to sign the Notice of Completion for Project No. 2014-06, "Ramsey Street Pavement Rehabilitation, Hargrave Street to West of Hathaway Street" as complete and direct the City Clerk to record the Notice of Completion

---

### **RECOMMENDED ACTION:**

That the City Council accept Project No. 2014-06, "Ramsey Street Pavement Rehabilitation, Hargrave Street to West of Hathaway Street" as complete, authorize the City Manager or his designee to sign the Notice of Completion and direct the City Clerk to record the Notice of Completion.

### **BACKGROUND:**

On August 27, 2019, City Council adopted Resolution 2019-106 awarding a Construction Agreement to Hardy and Harper, Inc. for Project No. 2014-06, "Ramsey Street Pavement Rehabilitation, Hargrave Street to West of Hathaway Street." The project was approved in the amount of \$239,000 with a 10% contingency for a total project budget of \$262,900.

The principal items of work included: grinding the entire width of Ramsey Street, crack sealing, asphalt concrete (A.C.) overlay, removal and reconstruction of one handicap ramp, adjusting manholes and water valve covers to grade, striping and signage, traffic control, and cleaning of the job site, within the project limits and in accordance with City of Banning and Caltrans Standard Specifications. The work was performed along Ramsey Street in the City of Banning as shown in Attachment 2.

One project change order was processed in the amount of \$3,850 to reinstall the traffic loop at the Hargrave Street left turn pocket, but other quantities were under the contract bid amount and therefore the total contract amount including the Change Order was below the award amount of \$239,000.

**JUSTIFICATION:**

The lowest qualified bidder, Hardy and Harper, Inc. was awarded the contract and work was completed on December 18, 2019. Public Works staff verified through inspections that the workmanship, materials, and procedures were satisfactory and that the contractor had met the required contract obligations.

**FISCAL IMPACT:**

The original contract was awarded in the amount of \$239,000 and the final contract amount for this project is \$236,935.18, under the allocated project budget approved under Resolution 2019-106. The project was partially funded by a Federal STPL Grant in the amount of \$181,893, administered by Caltrans, and the remainder is from Measure A funds.

**OPTIONS:**

1. Approve as recommended.
2. City Council may elect to not accept the project as complete which would keep the project open and prevent the release of retention funds to the contractor.

**ATTACHMENTS:**

1. Notice of Completion

<https://banningca.gov/DocumentCenter/View/7281/Attachment-1-Notice-of-Completion---Project-2014-06>

2. Project Location

<https://banningca.gov/DocumentCenter/View/7282/Attachment-2-Location-Map-of-Ramsey-Street-Pavement-Rehabilitaion>

Approved by:



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Douglas Schulze  
City Manager



## CITY OF BANNING CITY COUNCIL REPORT

**TO:** CITY COUNCIL

**FROM:** Douglas Schulze, City Manager

**PREPARED BY:** Art Vela, Public Works Director/City Engineer  
Kevin Sin, Senior Civil Engineer

**MEETING DATE:** April 28, 2020

**SUBJECT:** Adopt Resolution 2020-40, Approving a List of Projects to be Funded for Fiscal Year 2020-2021 by SB 1 "The Road Repair and Accountability Act of 2017"

---

### **RECOMMENDED ACTION:**

That the City Council Adopt Resolution 2020-40, adopting a list of projects to be funded by SB 1, "The Road Repair and Accountability Act of 2017."

### **BACKGROUND:**

Senate Bill 1 (SB 1), the Road Repair and Accountability Act of 2017 (Chapter 5, Statutes of 2017) was passed by the Legislature and Signed into law by the Governor in April 2017 in order to address the significant multi-modal transportation shortfalls statewide.

SB 1 includes accountability and transparency provisions that will ensure the residents of our City are aware of the projects proposed for funding in our community and which projects have been completed each fiscal year. The City must include a list of all projects proposed to receive funding from the Road Maintenance and Rehabilitation Account (RMRA), created by SB 1, in the City budget, which must include a description and the location of each proposed project, a proposed schedule for the project's completion, and the estimated useful life of the improvement.

The City will receive an estimated \$586,323 in RMRA funding in Fiscal Year 2020-2021 from SB 1. The City used a Pavement Management System to develop the SB 1 project list to ensure revenues are being used in an efficient and cost-effective manner.

**JUSTIFICATION:**

Local agencies are required to submit a list of projects to be funded by RMRA funds to the California Transportation Commission (CTC) by May 1, 2020 in order to receive funding for Fiscal Year 2020-2021.

**FISCAL IMPACT:**

The State Department of Finance estimates that the City of Banning will receive \$586,323 in RMRA funding in FY 2020-2021 from the SB 1. This revenue nearly doubles the City's pre-SB 1 annual budget for street rehabilitation projects.

**ALTERNATIVE:**

The City Council may choose not to adopt Resolution No. 2020-40 at this time, which as a result the City will not be eligible to receive SB 1 funding for the Fiscal Year 2020-2021.

**ATTACHMENTS:**

1. Resolution No. 2020-40  
<https://banningca.gov/DocumentCenter/View/7291/Attachment-1---Resolution-2020-40>
2. Exhibit "A" - FY 2020-2021 SB 1 Proposed Projects List  
<https://banningca.gov/DocumentCenter/View/7292/Attachment-2---Exhibit-A---Proposed-Projects-List-for-SB-1-FY20-21>
3. Exhibit "B" - SB 1 Projects Previously Approved Status Report  
<https://banningca.gov/DocumentCenter/View/7293/Attachment-3---Exhibit-B---Approved-Projects-Status-Report-for-SB-1>

Approved by:



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Douglas Schulze  
City Manager



## CITY OF BANNING CITY COUNCIL REPORT

**TO:** CITY COUNCIL

**FROM:** Douglas Schulze, City Manager

**PREPARED BY:** Jennifer Christensen, Administrative Services Director

**MEETING DATE:** April 28, 2020

**SUBJECT:** Resolution 2020-44, and 2020-3 SA, City Officers Authorized to Order the Deposit and Withdrawal of Monies in the Local Agency Investment Fund

---

### **RECOMMENDED ACTION:**

1. That the City Council approve Resolution 2020-44, and 2020-3 SA, approving a City Officer authorization to order the deposit and withdrawal of monies in the Local Agency Investment Fund.

### **BACKGROUND:**

The Local Agency Investment Fund (LAIF) requires a specific resolution authorizing individuals to make deposits and withdrawals to the Fund. The City of Banning has two investment accounts with LAIF. One is in the name of the City of Banning and the other is in the name of the Community Redevelopment Agency (CRA).

### **JUSTIFICATION:**

The last time the resolution pertaining to LAIF was updated for both the City and CRA in 2012. Due to changes in personnel it is necessary to update the authorized persons able to make deposits and withdrawals on the account. These resolutions will update the authorized personnel with LAIF based on the titles of those staff members authorized to make the necessary transactions to facilitate the cash flow and investment needs of the City.

### **FISCAL IMPACT:**

No fiscal impact will result from adoption of these resolutions.

**OPTIONS:**

1. Approve as recommended
2. Do not approve and provide alternative direction

**ATTACHMENTS:**

1. Resolution 2020-44  
<https://banningca.gov/DocumentCenter/View/7286/Resolution-2020-44>
2. Resolution 2020-3 SA  
<https://banningca.gov/DocumentCenter/View/7287/Resolution-2020-3-SA>

Approved by:



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Douglas Schulze  
City Manager



## CITY OF BANNING CITY COUNCIL REPORT

**TO:** CITY COUNCIL

**FROM:** Douglas Schulze, City Manager

**PREPARED BY:** Art Vela, Director of Public Works

**MEETING DATE:** April 28, 2010

**SUBJECT:** Resolution 2020-54 Approving and Authorizing Submittal of California Emergency Management Agency Form California Office of Emergency Services Form 130 Designating Personnel to act as the Agent for the City when seeking Financial Assistance after a disaster

---

### **RECOMMENDED ACTION:**

Staff recommends that City Council approve Resolution 2020-54 approving the California Office of Emergency Services (CalOES) Form 130 designating the City's Applicant Agents when seeking financial assistance after a Governor or Presidential disaster proclamation. City Council shall designate the City Manager, Administrative Services Director and Director of Public Works as the designees and direct the City Clerk to certify and transmit CalOES Form 130 to the California Office of Emergency Services

### **BACKGROUND:**

The CalOES Form 130 authorizes the positions listed to execute for and on behalf of the City of Banning for the purpose of obtaining certain Federal financial assistance under Public Law 93-288 as amended by the Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, and/or state financial assistance under the California Disaster Assistance Act (CDDA).

The positions designated on the form will be the City Manager, Administrative Services Director and Director of Public Works.

The CDAD in Title 2, Division 1, Chapter 7.5 of the California Code provides State financial assistance for recovery efforts to counties, cities and/or special district after a State disaster has been proclaimed. CDA can be implemented as "stand alone" funding sources

following a Director of California Office of Emergency Services Concurrence for a local emergency, or a Governor's Proclamation when there is no federal declaration.

The Robert T. Stafford Disaster Relief and Emergency Assistance Act, P.L. 93-288, as amended, 42 U.S.C. 5121 et seq., and Related Authorities, provides Federal financial assistance for Individual and/or Public Assistance after a Federal Major Disaster or Emergency Declaration is proclaimed. Public Assistance can include response, recovery, and mitigation after an Emergency or Major Disaster Declaration. Individual Assistance can include recovery and/or mitigation after a Major Disaster Declaration is proclaimed.

**JUSTIFICATION:**

It is required that City Council designate personnel to be the City's Applicant Agents and to submit CalOES Form 130 in order to eligible for financial assistance after a Governor or Presidential disaster proclamation.

The form will be effective for a period of three years.

**FISCAL IMPACT:**

There is no fiscal impact in the approval of staff recommendation although the approval will provide the City the opportunity to seek financial assistance during Governor and/or Presidential disaster proclamation such as those related to the February, 2019 storms and the current COVID-19 pandemic.

**OPTIONS:**

1. Approve as recommended.
2. Do not approve and provide alternative direction.

**ATTACHMENTS:**

1. Resolution 2020-54  
<https://banningca.gov/DocumentCenter/View/7279/Attachment-1---Resolution-2020-54>
2. Cal OES Form 130  
<https://banningca.gov/DocumentCenter/View/7280/Attachment-2-CalOES-130>

Approved by:

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Douglas Schulze

City Manager

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## CITY OF BANNING CITY COUNCIL REPORT

**TO:** CITY COUNCIL

**FROM:** Douglas Schulze, City Manager

**PREPARED BY:** Matthew Hamner, Chief of Police  
Jeff Horn, Captain

**MEETING DATE:** April 28, 2020

**SUBJECT:** Resolution 2020-55: Authorizing the Police Department to use Golden Star Technology (GST) to Outfit Seven (7) New Police Vehicles with a F110 G5 Series Tablet. This Purchase Will "Piggyback" on a Contract with the County of Riverside SHARC-20454-001-06/20.

---

### **RECOMMENDED ACTION:**

The City Council adopt Resolution 2020-55, a Resolution of the City of Banning, California, authorizing the police department to utilize Golden Star Technology to purchase seven (7) F110 G5 Series Tablets for use in police vehicles. This purchase is "Piggybacking" on the Riverside County Contract #SHARC-20454-001-06/20.

### **BACKGROUND:**

The contract the Banning Police Department is requesting to "Piggy Back" on for the installation of the required computer system was originally adopted on January 13, 2016 by the Riverside County Sheriff's Department and has been extended to June 2020.

### **JUSTIFICATION:**

The new patrol vehicles will require the purchase and installation of a computer to utilize the CAD (Computer-Aided Dispatch) system and the record management system (RIMS). This system is "new" for the Banning Police Department and will utilize a tablet that can be removed from the vehicle while previous computers were fixed in the vehicle.

**FISCAL IMPACT:**

The cost for equipping the new vehicles and removing equipment from the old vehicles will be covered by existing funds in the Supplemental Law Enforcement Services Allocation (SLESA) account.

**OPTIONS:**

1. Approve as recommended.
2. Do not approve and provide alternative direction.

**ATTACHMENTS:**

1. Resolution 2020-55  
<https://banningca.gov/DocumentCenter/View/7288/Att-1-Resolution-2020-55-Golden-Star-Technology-Purchase>
2. Riverside County Contract SHARC-20454-001-06/20  
<https://banningca.gov/DocumentCenter/View/7289/Att-2-Fully-Executed-Amendment-3-SHARC-268A>
3. Quote from Golden Star Technology for seven (7) tablets and accessories.  
[https://banningca.gov/DocumentCenter/View/7290/Att-3-Golden\\_Sta074542v18](https://banningca.gov/DocumentCenter/View/7290/Att-3-Golden_Sta074542v18)

Approved by:



---

Douglas Schulze  
City Manager



**CITY OF BANNING  
CITY COUNCIL REPORT**

**TO:** **CITY COUNCIL**

**FROM:** **Douglas Schulze, City Manager**

**PREPARED BY:** **Jennifer Christensen, Administrative Services Director**  
**Suzanne Cook, Deputy Finance Director**

**MEETING DATE:** **April 28, 2020**

**SUBJECT:** **Full Cost Allocation Plan**

---

**RECOMMENDED ACTION:**

City Council receive and file Full Cost Allocation Plan as prepared by MGT Consulting Group, April 2020

**BACKGROUND:**

As a part of the City's budgeting and fiscal policies, a 10% of operational revenues transfer is authorized to cover administrative costs of the General Fund by the Electric Fund. This was approved by Council through the budgeting process each budget cycle. In November 2018, the City had put a measure on the ballot to allow the voters consideration for the authorization of the administrative transfer to the General fund from the Electric Fund. The outcome of this Ballot Measure was unsuccessful and as a result will cause a significant impact on the City's ability to fund public safety and other services provided by the City.

In order to establish and maintain a well-documented and defensible plan to recover indirect administrative costs in a variety of internal and external circumstances, the City decided to release a request for proposals to have an independent party perform the cost allocation plan for the Enterprise and Internal Service Funds.

On February 12, 2019, staff released a RFP through the centralized purchasing system (PlanetBids) notifying qualified firms of the opportunity to provide proposals, RFP 19-0131 "Enterprise Fund & Internal Service Fund Cost Allocations Study". Two hundred and three (203) firms were sent direct solicitations through PlanetBids, with twenty-one (21) vendors registering for the proposal. The deadline to submit proposals was March 20, 2019 and six (6) firms responded with submittals.

An evaluation committee consisting of three (3) City staff members, evaluated the six (6) proposals that were received based on qualifications of key personnel, experience in preparing a cost allocation plan, approach and methodology, professional references and price proposals.

MGT Consulting Group was determined to be the most qualified firm based on the proposal evaluations and interviews combined.

**JUSTIFICATION:**

The attached Indirect Cost Allocation Plan identifies the costs of indirect services provided by central service departments of the City of Banning (City) based on budgeted expenditures for fiscal year 2019/2020. MGT of America, Inc. (MGT) prepared these documents at the request of the City.

As with most organizations, whether private or public, the costs of providing services can be classified into two categories: direct or indirect. Direct costs are those which can be specifically identified with a particular service, such as street maintenance, police protection or water services. Indirect costs are not readily identifiable with a particular operating program, but rather are incurred for a joint purpose which benefits more than one cost objective. Common examples are city management, fiscal services, personnel and building maintenance. Although these costs are not readily identifiable with direct operating programs, they are nevertheless incurred by that organization in providing a service or product. As such, it is essential that some method be developed to distribute indirect costs to operating programs if the total cost of a program is to be determined.

The City's attached cost allocation plan is prepared in accordance with generally accepted accounting principles (GAAP) as recognized by the Governmental Accounting Standards Board (GASB). The primary principles inherent in this document are (1) costs are necessary and reasonable for proper performance of a department, division and/or fund (2) costs are charged to departments, divisions and/or funds relative to benefits received and (3) costs are consistently treated as direct or indirect. These principles ensure that a uniform approach is used in the preparation of cost allocation plans. City personnel provided the expenditure and allocation data to MGT consultants.

**Process**

The significant steps involved in preparing the cost allocation plan include the following:

- Identify the departments that provide support. These departments are referred to as central service or allocating departments and they provide indirect services as described above.

- Identify the departments, divisions and funds that receive support. These departments, divisions and funds are referred to as operating or receiving departments and they provide direct services.
- Accumulate the allowable expenditures of the central service departments that provide support to the operating departments.
- Distribute, or allocate, the allowable expenditures of the central service departments that provide support to the operating departments based on available, meaningful, measurable, and auditable allocation statistics that match the service provided to the service received.

A double-step down allocation methodology is used to allocate the allowable costs of the central service departments. This methodology recognizes the cross support provided between central service departments. For example, Fiscal Services supports Building Maintenance by providing payroll, paying vouchers and preparing a budget. Building Maintenance, however, also supports Fiscal Services by performing regular building maintenance, and maintaining and administering various service requests and contracts.

The double-step down methodology requires an initial sequencing of allocating departments. In the first step of the double-step methodology, allowable costs from central service departments are allocated in the sequence selected to all City departments, divisions and funds; including to other central service departments. The second step in the double-step down methodology is made to fully account for the cross support provided between central service departments. Central service departments are closed after the second step in the double-step down allocation methodology.

### Uses of the Cost Allocation Plan

Through the identification of total program costs, the cost allocation plan can be utilized as a basic information tool in a number of financial and budgetary decision-making situations, including the following:

- The cost allocation plan can be used to determine costs applicable to federal and state grant programs. Under the provisions of 2 CFR Part 200, it is permissible to include indirect costs in accounting for many federal and state grant programs. By establishing an indirect cost rate, the cost allocation plan can be utilized to recover the indirect costs associated with administering federal grant programs.
- The cost allocation plan can be used to identify the indirect costs incurred by the city in administering and providing support services to enterprise funds, internal service funds and other governmental funds.
- The cost allocation plan can also be used in establishing service fees designed for cost recovery by ensuring that all of the costs -- direct and indirect -- associated with providing services are included in the cost analysis. The cost

allocation plan provides for the identification and recapture of all indirect costs associated with fee for service activity.

**Summary**

The cost allocation plan establishes a fair and equitable methodology for identifying and allocating indirect costs to direct cost programs. As such, the cost allocation plan can be a valuable tool in a number of financial applications, including the allocation of organizational resources, performance of expense analyses, establishment of fees designed to recover total costs, recovery of indirect costs in the administration of grant programs and reimbursement of costs associated with providing support services to enterprise, internal service and other governmental funds.

**FISCAL IMPACT:**

To be incorporated into the City's Budget

**OPTIONS:**

1. Receive and File Cost Allocation Plan

**ATTACHMENTS:**

1. Full Cost Allocation Plan as prepared by MGT Consulting Group, April 2020  
[https://banningca.gov/DocumentCenter/View/7295/Attachment-1---Banning-Full-Cost-CAP\\_Guide\\_Final](https://banningca.gov/DocumentCenter/View/7295/Attachment-1---Banning-Full-Cost-CAP_Guide_Final)

Approved by:



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Douglas Schulze  
City Manager



## CITY OF BANNING CITY COUNCIL REPORT

**TO:** CITY COUNCIL

**FROM:** Douglas Schulze, City Manager

**PREPARED BY:** Jennifer Christensen, Administrative Services Director  
Suzanne Cook, Deputy Finance Director

**MEETING DATE:** April 28, 2020

**SUBJECT:** Budget Workshop

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### **RECOMMENDATION:**

That the Council:

- a) Hold a budget workshop on April 28, 2020 to receive a presentation on the Fiscal Year 2020-21 and 2021-22 Budget;
- b) Provide direction, if any, regarding items to be addressed or included in the Recommended Budget, schedule for adoption on June 9, 2020;
- c) Provide direction, if any, regarding the special issues or other items.

### **JUSTIFICATION:**

#### **Purpose of the Budget Workshop**

The budget workshop is held two months before the release of the Recommended Budget and Budget Hearings to provide the City Council an opportunity to review and discuss departments' preliminary budgets and special issues, receive public input on these items, and provide the City Manager and Administrative Services direction on policy issues or specific items for consideration prior to completion of the final Recommended Budget.

At the workshop, the Administrative Services Director will provide a presentation on proposed budgets and significant issues impacting operations. The Administrative Services Department, in conjunction with each city department director, has completed the review of submitted department budgets and revenue estimates, which remain

subject to change. The workshop provides an opportunity for the Council to receive information and provide direction to staff, as appropriate, on particular policy issues that affect department budgets. This year, the budget workshop has been augmented by the Emerging Fiscal Issues report that was presented to the Council on April 14, 2020.

The materials provided at the workshop are not intended to be inclusive of the entire Recommended Budget, which will be finalized with all financial schedules and department detail pages. Budget Hearings are scheduled to be held on June 9, 2020. At those hearings, staff will present and review the Recommended Budget for the Board's consideration, amendment, and adoption.

Of particular importance is the dramatic change in economic outlook for the City of Banning over the past five weeks. The City is not alone; public agencies around the world now face significant revenue shortfalls as a result of the shutdown caused by the coronavirus pandemic. In light of the anticipated fiscal challenges ahead for at least the span of the upcoming biennial budget, staff will be seeking direction from Council to implement budget reduction strategies across all departments.

## **Background**

For the first half of the current fiscal year, the City was experiencing modest revenue growth like most cities and counties in California. The State of California was experiencing a healthy budget surplus. And from a longer-term perspective, the City was benefiting from the approval of Measure E, the ballot measure that eliminated the sunset provision and thereby extended the 12% transient occupancy tax for the future. Measure J was also approved by the voters, resulting in much needed funding for the general fund, public safety and streets.

On March 16, 2020, President Trump issued social distancing guidelines to slow the spread of coronavirus. On March 19, 2020, Governor Newsom issued the executive order mandating people shelter in place. As a result of the pandemic and actions taken to protect public health, the global economy has suffered unprecedented losses across numerous business sectors. The millions of Americans who sought unemployment benefits last week continued a historic labor-market decline, bringing the total claims for the past five weeks to more than 26 million, the Labor Department said Thursday.

## **Key Challenges and Emerging Issues**

Every two years, the City develops a balanced budget while maintaining focus on community priorities, state and Federal mandates, legislative and regulatory changes, and building a strong future. Some challenges are unique to the City of Banning, and some are common among most local government agencies. As departments identified their key challenges, some common themes emerged.

- **Transit Operations:** Transit operations present several financial challenges for the City including insufficient farebox revenue, staffing challenges and exposure to liability. Estimated general fund impact: \$144,000 for FY 2020-21.
- **Public Safety Funding:** With the expiration of the MOU with Riverside County in 2018, the City has suffered an ongoing loss of approximately \$500,000 per year to fund officers. In addition, the police department has determined that it needs to replace 4 vehicles per year, in part due to the current MOU with BPOA which includes a provision for take-home vehicles for officers. Total fiscal impact: \$700,000 annually.
- **Growing need for updated technology infrastructure, security, and data storage capabilities:** The City is challenged to replace our core IT infrastructure. The preliminary budget includes \$300,000 for the replacement of servers to support operations. However, funding for enterprise resource planning has not been included in the proposed budget due to the strain on finances. The City may want to establish a Technology Replacement & Investment Fund to address critical enterprise and multi-departmental IT projects.
- **Deferred Maintenance:** The City is facing a growing deferred maintenance backlog for necessary infrastructure, streets and city facilities. A full inventory of the city's deferred maintenance backlog needs to be developed along with a comprehensive long-term plan for funding the city's capital and facility needs.

### **Highlights of Upcoming FY 2020-21 Budget**

#### **General Fund**

The City's General Fund is currently projected to experience a budget deficit of \$2.6 million as a result of changes in revenues and expenditures in FY 2020-21.

- **Revenues:**
  - No Contra-Expenditure accounts used to offset expenses of interfund allocations for Human Resources, Fiscal Services, Purchasing and Building Maintenance in the General Fund and incorporated respective Revenue accounts, which will reflect higher expenses and higher revenue accordingly.
  - Reduction in Sales tax revenues by 23%, revenue from Cabazon 50%, and TOT by 25%.
  - Decrease in Administration Revenue from Enterprise Funds with new Cost Allocation plan in the amount of \$1.13 Million.

- Expenditures:
  - Animal Control Contract increased to \$30,000/month from current average \$15,000/month.
  - Engineering Services increase of \$700,000 due to Pardee and Rancho San Gorgonio development projects.
  - Increase in Professional Services of \$593,000 for Building Safety increases in permits and inspections due to developments.

### **Special Revenue Funds**

#### **Gas Tax**

- Revenues:
  - Reduced Measure A funding by \$200,000 annually to reflect reduction of gas tax expected due to COVID-19.

#### **Supplemental Law Enforcement Fund**

- Revenues & Expenditures:
  - Currently projecting \$200,000 to cover costs of four (4) vehicles.

### **Enterprise Funds**

#### **Transit & Dial-A-Ride**

- Revenue:
  - Capital Grant Expected for \$1.3 million included in operating revenues. After adjusting grant funding associated with the capital expenditure budget for Transit, the budgeted shortfall for Transit is approximately \$144,000.
- Expenditures:
  - Increase in Professional services for a Comprehensive Ops analysis
  - Capital Expenditure increase for new bus and CNG Station, offset by use of \$1.3 million in grant funds to cover expenses.

#### **Electric**

- Capital Expenditures Budget:
  - Capital expenditures of approximately \$16.4 million included in FY 2020-21 in the Electric Improvement Fund will require careful consideration of available fund balance and include:
    - Land acquisition of \$5 million
    - Electric administration building of \$2.6 million
    - Stagecoach substation improvements of \$1.75 million
    - Sunset substation improvements of \$1.3 million
    - Underground utility replacement of \$800,000

- Hathaway improvements of \$500,000
- Security improvements of \$500,000
- Vehicles of \$540,000
- Alternate fueling system of \$440,000
- Fire mitigation plan development of \$500,000
- Pardee-Atwell improvements of \$600,000

### **Internal Service Funds**

#### **Information Systems**

- Expenditures:
  - Increases in technological infrastructure and security increased budget of \$321,000 related to servers for citywide support.

#### **FISCAL IMPACT:**

There are no fiscal impacts associated with holding the Budget Workshop. Addressing the information presented during the workshops will provide staff direction in finalizing the Fiscal Year 2020-21 and 2021-22 Recommended Budget for adoption at the June Budget hearing.

#### **OPTIONS:**

- a) Provide direction, if any, regarding items to be addressed or included in the Recommended Budget, schedule for adoption on June 9, 2020; and
- b) Provide direction, if any, regarding the special issues or other items.

#### **ATTACHMENTS:**

1. Budget Summary for FY 2020-21  
<https://banningca.gov/DocumentCenter/View/7300/Attachment-1--Budget-Summary-FY-2020-2021>

Approved by:



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Douglas Schulze  
City Manager