



AGENDA

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

February 23, 2021
5:00 P.M.

In Chamber and Video/Teleconference

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

Due to the COVID-19 pandemic emergency, and to protect the health and safety of all participants, this meeting is being held in Chamber and via video/teleconference. Pursuant to Governor Newsom's Executive Orders, members of the Banning City Council, staff and public may observe and participate in this meeting electronically or telephonically as outlined 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://us02web.zoom.us/j/87415277765?pwd=dFVSOFBuMGpSeTBSREtPNytXYnhSQTO9>

Meeting ID: 874 1527 7765

Password: 870511

One tap mobile: +16699009128,, 87415277765#

Dial in: +1 669 900 9128 US

Meeting ID: 874 1527 7765

Find your local number: <https://us02web.zoom.us/j/87415277765?pwd=dFVSOFBuMGpSeTBSREtPNytXYnhSQTO9>

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.

1. CALL TO ORDER

- 1.1 Invocation – Reverend Bill Dunn, St. Stephens Episcopal Church
- 1.2 Pledge of Allegiance
- 1.3 Sheila James, America the Beautiful
- 1.4 Roll Call - Council Members Hamlin, Happe, Pingree, Sanchez and Mayor Wallace

2. AGENDA APPROVAL

- 2.1 Approve Agenda

3. PRESENTATIONS

- 3.1 Mayor's Special Recognition
- 3.2 Grandave Capital Presentation

4. REPORT ON CLOSED SESSION

City Attorney

5. PUBLIC COMMENTS, CORRESPONDENCE, APPOINTMENTS, CITY COUNCIL COMMITTEE REPORTS, CITY MANAGER REPORT, AND CITY ATTORNEY REPORT

PUBLIC COMMENTS –*Items Not on the Agenda*

*A three (3) 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 three 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

CITY MANAGER REPORT

Doug Schulze, City Manager

CITY ATTORNEY REPORT

Kevin Ennis, City Attorney

CITY COUNCIL COMMITTEE REPORTS

Mayor and City Council

6. CONSENT ITEMS

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

Recommendation: Approve Consent Items 6.1 – 6.15

6.1	Minutes of the February 9, 2021 City Council Meetings	1
6.2	Proclamation in Appreciation for Rick Bishop of WRCOG	15
6.3	Police Department Statistics for January 2021	16
6.4	Fire Department Statistics for Year to Date 2020	17
6.5	Fire Department Statistics for January 2021	18
6.6	Contracts Approved Under the City Manager’s Signature Authority for January 2021	19
6.7	Accounts Payable and Payroll Warrants Issued in the Month of January 2021	20
6.8	Cash, Investments and Reserve Report for the Month of January 2021	22
6.9	Public Works Capital Improvement Project Update	25
6.10	Resolution 2021-6, Initiating Proceedings to Update Landscape Management District No. 1 for Fiscal Year 2021/2022	26
6.11	Resolution 2021-7, Accepting the 2021 Supplemental Law Enforcement Services Allocations (SLESA) in the Amount of \$100,000.....	28
6.12	Resolution 2021-8, Approving Revisions to the Compensation and Classification Plan	30
6.13	Resolution 2021-1 UA, Rejecting all Bids for Project “ Digesters Cleaning and Recoating” IFB 20-034 Received on January 20, 2021	35
6.14	Awarding a Fifteen Month Parks Landscape Maintenance Contract to Mariposa Landscapes, Inc. of Irwindale, California in the Amount of \$96,684 with a 10% Contingency, for a Total Not to Exceed \$106,352 and Rejecting all Other Bids	37
6.15	Accept Various Improvements within the Atwell Specific Plan Development and Authorize the 90% Bond Exoneration for Bond No. CMS331790, Bond No. CMS331807 and Bond No. CMS331797.....	41

7. PUBLIC HEARINGS

None

8. REPORTS OF OFFICERS

None

9. DISCUSSION ITEMS

None

10. ITEMS FOR FUTURE AGENDAS

New Items:

Pending Items:

1. Permanent Homeless Solution
2. Shopping Cart Ordinance Update
3. Cannabis Microbusiness Workshop

11. ADJOURNMENT

Next Meeting: Tuesday, March 9, 2021 at 5:00 P.M.

IT IS HEREBY CERTIFIED under the laws of the State of California that the above Agenda was posted on the Banning City Hall Bulletin Board and the City's Website by 5:00 P.M. on the 18th day of February 2021.



Laurie Sampson, Executive Assistant

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 regular meeting agenda but is of interest to the general public and is an item upon which the Mayor and Council may act. A three-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 three 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 at City Hall, 99 E. Ramsey St., at the office of the City Clerk during regular business hours, Monday through Friday, 8 a.m. to 5 p.m. Since City Hall is currently closed to the public due to COVID, please call (951) 922-3102 or email sdelafuente@banningca.gov to request information be mailed.



The following information comprises the minutes for a special and 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**

**02/09/2021
REGULAR MEETING**

COUNCIL MEMBERS PRESENT: Mayor Colleen Wallace
Mayor Pro Tem David Happe via Zoom
Council Member Mary Hamlin
Council Member Kyle Pingree via Zoom
Council Member Alberto Sanchez via Zoom

COUNCIL MEMBERS ABSENT: None

OTHER PRESENT Douglas Schulze, City Manager
Kevin G. Ennis, City Attorney
Marie Calderon, City Clerk
Tom Miller, Electric Utility Director
Art Vela, Public Works Director/City Engineer
Adam Rush, Community Development Director
Ralph Wright, Parks & Recreation Director
Matthew Hamner, Chief of Police
Jennifer Christensen, Administrative Services Director
Suzanne Cook, Deputy Finance Director
Alejandro Geronimo, City Treasurer
Laurie Sampson, Executive Assistant

1. CALL TO ORDER REGULAR MEETING

The Mayor called to order the regular meeting of the Banning City Council at 4:57 P.M.

ITEM.1.1. Invocation

Pastor Ryan Hussein of Calvary Chapel Sweet Hills offered the invocation.

ITEM.1.2. Pledge of Allegiance

Council Member Hamlin led the Pledge of Allegiance.

ITEM.1.3 God Bless America sang by Pizzaz.

ITEM.1.4. Roll Call

COUNCIL	PRESENT	ABSENT
Hamlin, Mary	X	
Happe, David	X	
Pingree, Kyle	X	
Sanchez, Alberto	X	
Wallace, Colleen	X	

2. AGENDA APPROVAL

ITEM.2.1. Approve Agenda

VOTING

Motion by: Council Member Pingree
Second by: Council Member Sanchez

COUNCIL	YES	NO	ABSTAIN	RECUSE	ABSENT
Hamlin, Mary	X				
Happe, David	X				
Pingree, Kyle	X				
Sanchez, Alberto	X				
Wallace, Colleen	X				

3. PRESENTATIONS

ITEM.3.1. Mayor's Special Recognition
The Mayor recognized employees Chandra Steiner and Lynette Algiers
The Mayor also recognized several people from the community. Provided
As Attachment 1.

ITEM.3.2 The Mayor welcomed Haley West as Junior Mayor

ITEM.3.4 The Mayor recognized Black History Month by presenting certificates to
Several community members. The list of recipients is included in
Attachment. 1

4. REPORT OF CLOSED SESSION

City Attorney Kevin Ennis reported that the City Council met in closed session and discussed one item regarding anticipated litigation and one item regarding labor negotiations. Direction was given to legal counsel with no final or reportable conclusion.

5. PUBLIC COMMENTS, CORRESPONDENCE, AND APPOINTMENTS, CITY COUNCIL COMMITTEE, CITY MANAGER, AND CITY ATTORNEY REPORTS

PUBLIC COMMENT

Shani Blake spoke about her community service and reminded everyone Humanity Against Hunger would be distributing food at Roosevelt Williams Park on Saturday at 12:00 pm.

Robert Ybarra, congratulated all the honorees tonight. He announced he has been elected to the San Gorgonio Pass Water Agency as a member at large. He will also continue as President of the Banning Chamber of Commerce.

Mickey Valdivia stated he is also a member at large on the San Gorgonio Pass Water Agency. He pointed out Banning has been paying on debt service for the pipeline from Lake Oroville to Cherry Valley since 1961. He will strive to have the pipeline extended to Banning and Cabazon. He is a teacher at Banning High School and a member of Jeff Hewitt's staff.

An email from AQMD was submitted as public comment and is attached to these minutes as Attachment 2.

CORRESPONDENCE

None

APPOINTMENTS

None

CITY MANAGER REPORT

City Manager Doug Schulze reported the first cannabis dispensary has opened. Culture Club Cannabis is located at 1474 West Ramsey.

The second Cannabis Dispensary, Harvest Corner, is scheduled to open on Saturday, February 13. They are located at 1034 West Ramsey Street.

The corner of 8th and Lincoln is seeing increased activity. So Cal West Coast Electric has begun grubbing and grading their building site and will soon relocate to Banning from Beaumont.

The La Quinta Inn project, 775 East Ramsey, has begun Phase I. A Yoshinoya Restaurant will be occupying half of the Café building.

The downtown public parking lot is more that 50% complete. It will include landscape and electric vehicle charging stations.

There will be an exciting announcement and presentation at the March 9, 2021 Regular Council Meeting. Please attend either in person, on Channel 10 or via Zoom.

CITY ATTORNEY REPORT

None

CITY COUNCIL COMMITTEE REPORTS

Mayo Pro Tem Happe had nothing to report at this time.

Council Member Pingree had nothing to report at this time.

Council Member Sanchez reported during his committee meeting with RTA the reduction of bus routes was discussed. This would affect Hemet, Menifee and Temecula. There was also discussion regarding the creation of a Micro-Transit program. Which is similar to Uber and Lyft.

Council Member Hamlin reported on an Interview with Dr. Singh of the Emergency Department at San Geronio Memorial Hospital. Good and accurate information regarding the pandemic. This interview is available to watch on Channel 10.

Mayor Wallace reported on her meeting with RCA, which is now under the umbrella of RCTC, focused on working to find funding for small cities and the small businesses in those cities.

She also reported the 60 Truck Lanes planned the following closures: Full westbound, and down to single lane eastbound on Thursday February 11 and Friday February 12 from 9:00 PM to 6:00 AM.

6. CONSENT ITEMS

Recommendation: Approve Consent Items 6.1 – 6.5

ITEM.6.1.	Minutes of the January 26, 2021 City Council Meetings
ITEM.6.2	Animal Services Agreement Termination
ITEM.6.3.	Approve the Memorandum of Intent (MOI) between the City of Banning and the Riverside County Regional Park and Open-Space District Regarding Gilman Ranch and Wagon Museum
ITEM.6.4.	Resolution 2021-3, Awarding a Construction Agreement for Project 2020-07 “Citywide Street Improvements” to All American Asphalt of Corona, CA in the amount of \$678,501.50 and establishing a Total Project Budget at \$746,351.65 and Rejecting all Other Bids
ITEM.6.5.	Resolution 2021-5, Approving an Agreement for Professional Services C000688 For Sunset Crossroads Specific Plan by and Between City of Banning and Michael Baker International, Inc.

Public Comment

Public Comment was provided by

Approve Consent Items 6.1 though 6.5

VOTING

Motion by: Council Member Happe

Second by: Council Member Pingree

COUNCIL	YES	NO	ABSTAIN	RECUSE	ABSENT
Hamlin, Mary	X				
Happe, David	X				
Pingree, Kyle	X				
Sanchez, Alberto	X				
Wallace, Colleen	X				

7. PUBLIC HEARINGS

None

8. REPORTS OF OFFICERS

ITEM.8.1. Resolution 2021-4, Consideration and Approval of a Pre-Litigation Settlement Agreement with Tri Pointe Homes IE-SD, Inc. to Resolve Certain Disputes and Issues Regarding the Implementation of the Development Agreement for the Atwell Project.

(Staff Report: Douglas Schulze, City Manager)

Recommendation: Council adopt Resolution 2021-4, A Resolution of the City Council of the City of Banning Approving a Pre-Litigation Settlement Agreement with Tri Pointe Homes IE-SD, Inc. to Resolve Certain Disputes and Issues Regarding the Implementation of the Development Agreement for the Atwell Project.

A Staff Report and Power Point Presentation was provided by Douglas Schulze. The Council commented on the report and presentation being very thorough and providing enough information to make an educated decision.

Approve Item 8.1

VOTING:

Motion by: Mayor Wallace

Second by: Council Member Hamlin

COUNCIL	YES	NO	ABSTAIN	RECUSE	ABSENT
Hamlin, Mary	X				
Happe, David	X				
Pingree, Kyle	X				
Sanchez, Alberto	X				
Wallace, Colleen	X				

9. DISCUSSION ITEMS

None

10. ITEMS FOR FUTURE AGENDAS

None

11. ADJOURNMENT

The Mayor adjourned the regular meeting at 6:23 P.M.

Next Meeting: **Regular Meeting, Tuesday, February 23, 2021, 5:00 P.M.**

Minutes Prepared by:



Laurie Sampson, Acting Deputy City Clerk

The entire discussion of this meeting may be viewed here:

<https://banninglive.viebit.com/player.php?hash=t3Aa7yXWveHK>

***or by purchasing a CD or DVD in the amount of \$7.00 each
at Banning City Hall located at 99 E. Ramsey Street.***

All related documents maybe viewed here:

<http://www.ci.banning.ca.us/ArchiveCenter/ViewFile/Item/2416>

ATTACHMENT 1

List of Mayor's Special Recognitions for February 9, 2021

Black History Month

Clara Thomas
Forrest Pellum
Don Pellum
Andrew Hurley
Sallie Hurley
William Hawley
Freddie Hawley
Pelton Teague
Blanche Teague
Charles Stokes
Betty Jo Stokes
Vivian Hall
Elease Jessie
Debbie Franklin
Roy Franklin
Grady Ware
Willie Blackmon
Louie Davison
Ray Shephard
Estelle Lewis
Marvin Biggers
Zeb Campbell
Alvin Walton
Henry Wallace
Maxine Smith
Deborah Dukes
Karl Walton
Veronica Black
Marion Johnson
Ed Johnson
LaJoy Davis
Deron Smith
Ann Peace

Citizens

Gloria and Bill Bell
Jackie and Robert Atwood
Dr. Jerylin Kaibel
Shannon Smith Livingston, Kids for Cure Foundation
Mike Livingston, Kids for Cure Foundation
Shani Blake, Humanity Against Hunger
David Chase, Humanity Against Hunger
Team Mom Charities, AKA Margaret Webb
Steven Timmons
Angelina Morales

Employees

Chandra Steiner
Lynette Algiers

ATTACHMENT 2

Public Comments Provided
via email by AQMD

Laurie Sampson

From: Sonja De La Fuente
Sent: Friday, January 29, 2021 4:54 PM
To: Laurie Sampson
Cc: Monika Kim; Cristina Lopez; Nydia Ibarra; Doug Schulze
Subject: RE: Public Comment-South Coast A.Q.M.D

Laurie,

Please see email below regarding public comment at the February 9th City Council Meeting.

Thank you,

Sonja De La Fuente
Deputy City Clerk
City of Banning
Direct Line: 951-922-3102
Direct Fax: 951-846-8611
sdelafuente@banningca.gov
P.O. Box 998
99 E. Ramsey Street
Banning, CA 92220
www.banningca.gov



The information contained in this email message is intended only for the use of the individual or entity to which it is addressed and may contain information that is legally privileged and/or confidential. If the reader of this message is not the intended recipient or the employee or agent responsible for delivering the message to the intended recipient or if you have received this communication in error, please notify us immediately by telephone. Thank you.

From: Nydia Ibarra <nibarra@aqmd.gov>
Sent: Friday, January 29, 2021 4:46 PM
To: Nydia Ibarra <nibarra@aqmd.gov>
Cc: Monika Kim <mkim@aqmd.gov>; Cristina Lopez <clopez@aqmd.gov>
Subject: Public Comment-South Coast A.Q.M.D

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

Dear City Clerk,

If possible, I would like to kindly request to submit the following information as a public comment on the next available agenda.

Sincerely,
Nydia Ibarra

- Please join the South Coast Air Quality Management District for a virtual event "A Clean Air Conversation with Community Faith Leaders – Clean Air is a Matter of Life and Breath" on Thursday, February 18, 2021 from 9:30 am to 10:30 am. We welcome leaders of all faiths to join us for an open discussion on the impacts of air pollution in our communities. Come to learn, discuss and share your thoughts on improving air quality. For more information and/or to register, please contact communityleaders@aqmd.gov or call (909) 396-2114.
- The South Coast Air Quality Management District (South Coast AQMD) also has an exciting opportunity for middle and high schools in Riverside County. South Coast AQMD's air quality education program, the Why Healthy Air Matters (WHAM) program, is currently being offered at no cost to eligible middle and high schools within the South Coast AQMD's jurisdiction. The WHAM Program utilizes Kids Making Sense®, a Science, Technology, Engineering and Math (STEM)-based educational curriculum that teaches students about air quality issues. Students have the opportunity to conduct hands-on experiments, including measuring air quality with hand-held sensors. The program accommodates distance learning. Virtual options include guest speakers (via videoconference), video lectures, and PowerPoints for each unit. WHAM will also be available for teachers in summer school. Spaces are limited. For more information, please visit www.aqmd.gov/WHAM or contact Monika Kim at mkim@aqmd.gov.

CONFIDENTIALITY NOTICE: This e-mail message and all attachments transmitted with it may contain legally privileged and confidential information intended solely for the use of the addressee. If the reader of this message is not the intended recipient, you are hereby notified that any reading, dissemination, distribution, copying, or other use of this message or its attachments is strictly prohibited. If you have received this message in error, please notify the sender immediately by telephone (909-396-3086) or by electronic mail (nibarra@aqmd.gov), and delete this message and all copies and backups thereof. Thank you.



The following information comprises the minutes for a special meeting of the Banning City Council.

**MINUTES
CITY COUNCIL**

**02/09/2021
SPECIAL MEETING**

COUNCIL MEMBERS PRESENT: Mayor Colleen Wallace
Mayor Pro Tem David Happe via zoom
Council Member Mary Hamlin
Council Member Kyle Pingree via Zoom
Council Member Alberto Sanchez via Zoom

COUNCIL MEMBERS ABSENT: None

OTHER PRESENT Douglas Schulze, City Manager
Kevin G. Ennis, City Attorney
Marie Calderon, City Clerk
Adam Rush, Community Development Director
Art Vela, Public Works Director/City Engineer

1. CALL TO ORDER – SPECIAL MEETING

The Mayor called to order a Special Meeting of the Banning City Council at 4:01 P.M.

The Mayor opened public comment for items on the closed session agenda. Seeing none, closed public comment.

The Mayor listed the item on the closed session agenda.

The City Council convened to closed session at 4:01 P.M. A quorum was established at 4:10 P.M.

2. CLOSED SESSION

ITEM.2.1. CONFERENCE WITH LEGAL COUNCIL - ANTICIPATED LITIGATION
Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Government Code Section 54956.9: One potential case. No final and reportable action.

ITEM.2.2 CONFERENCE WITH LABOR NEGOTIATIONS
Pursuant to Government Code Section 54957.6
City Designated representatives: Mayor Wallace and City Attorney Ennis
Unrepresented employee: City Manager. No final and reportable action.

3. ADJOURNMENT

The Mayor adjourned the special meeting at 4:53 P.M.

Minutes Prepared by:

A handwritten signature in blue ink, reading "Laurie J. Sampson", is positioned above a horizontal line.

Laurie Sampson, Acting Deputy City Clerk



CITY OF BANNING
OFFICE OF THE
MAYOR



Proclamation

On the Occasion of his Retirement RICK BISHOP

WHEREAS, Rick Bishop is the Executive Director of the Western Riverside Council of Governments (WRCOG); and

WHEREAS, Mr. Bishop is retiring after 20 plus years of services; and

WHEREAS, Mr. Bishop is responsible for developing and implementing programs in diverse areas such as transportation, energy, environment, growth, and the economy; and

WHEREAS, Mr. Bishop has proven himself to be a valuable asset to the County of Riverside and the City of Banning; and

WHEREAS, this proclamation is presented to Mr. Bishop to serve as a reminder that although he is retiring, he will always be remembered as a valued advocate for the City of Banning

***NOW THEREFORE**, I, Colleen Wallace, Mayor of the City of Banning, and on behalf of our governing body and the citizens of Banning, do hereby present this Proclamation to Rick Bishop as a testimonial to the faithful and dedicated services which he has performed for the past 20 years, with our best wishes for continued success and happiness in the future*

ATTEST:

Dated this 23rd day of February 2021


Laurie Sampson, Deputy City Clerk


Colleen Wallace, Mayor



**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: February 23, 2021

SUBJECT: Receive and File Police Department Statistics for January 2021

RECOMMENDED ACTION:

Receive and File January 2021 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. Police Statistics January 2021
<https://banningca.gov/DocumentCenter/View/8386/Jan-2021-stats>

Approved by:

Douglas Schulze
City Manager



**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: February 23, 2021

SUBJECT: Receive and File Fire Department Statistics for Year to Date 2020

RECOMMENDED ACTION:

Receive and file Fire Department statistics for Year to Date 2020.

BACKGROUND:

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

FISCAL IMPACT:

None

ATTACHMENTS:

1. Fire Statistics for Year to Date 2020
<https://banningca.gov/DocumentCenter/View/8382/Banning-2020-Year-Fire-Report>

Approved by:

Douglas Schulze
City Manager



**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: February 23, 2021

SUBJECT: Receive and File Fire Department Statistics for January 2021

RECOMMENDED ACTION:

Receive and file Fire Department statistics for January 2020.

BACKGROUND:

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

FISCAL IMPACT:

None

ATTACHMENTS:

1. Fire Statistics for January 2020
<https://banningca.gov/DocumentCenter/View/8383/Banning-January-2021-Fire-Report>

Approved by:

Douglas Schulze
City Manager



**CITY OF BANNING
CITY COUNCIL REPORT**

TO: CITY COUNCIL

FROM: Douglas Schulze, City Manager

PREPARED BY: Laurie Sampson, Executive Assistant

MEETING DATE: February 23, 2021

SUBJECT: Receive and File Contracts Approved Under the City Manager's Signature Authority for the Month of January 2021

RECOMMENDATION:

Receive and file contracts approved under the City Manager's signature authority for the Month of January 2021.

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 January 2021
<https://banningca.gov/DocumentCenter/View/8381/2021-Executed-Contracts-up-to-25000-January-20211>

Approved by:

Douglas Schulze
City Manager



**CITY OF BANNING
CITY COUNCIL REPORT**

TO: CITY COUNCIL

FROM: Douglas Schulze, City Manager

**PREPARED BY: Suzanne Cook, Deputy Finance Director
A'ja Wallace, Budget and Financial Analyst**

MEETING DATE: February 23, 2021

**SUBJECT: Approval and Ratification of Accounts Payable and Payroll
Warrants Issued in the Month of January 2021**

RECOMMENDATION:

That City Council review and ratify the warrants for period ending **January 31, 2021**, per California Government Code Section 37208.

WARRANT SUMMARY:

Description	Payment #	Amount	Total Amount
Checks:			
Checks Issued during Month	176782-177090	\$ 3,088,695.07	
Voided / Reissue Check		\$ 563.50	
Check Total			\$ 3,088,131.57
Wires Total	1047		\$ 938,024.92
ACH payments:	9006926-9006946		
Payroll Direct Deposit	1/15/2021	\$ 414,276.00	
Payroll Direct Deposit	1/29/2021	\$ 402,906.66	
Other Payments		\$ 676,016.36	
ACH Total			\$ 1,493,199.02
Payroll Checks:	12243-12256		
Payroll - Regular	1/15/2021	\$ 1,122.96	
Payroll - Regular	1/29/2021	\$ 1,122.96	
Payroll Check Total			\$ 2,245.92
Total Warrants Issued for January 2021			\$ 5,521,601.43

ATTACHMENTS:

1. Fund List
<https://banningca.gov/DocumentCenter/View/8401/Attachment-1---Fund-List>
2. Warrant Report January 2021
<https://banningca.gov/DocumentCenter/View/8402/Attachment-2--Warrant-Report-January-2021>
3. Warrant Report Detail January 2021
<https://banningca.gov/DocumentCenter/View/8403/Attachment-3-Warrant-Report-Detail-January-2021>
4. Voided Check Log, Payroll Log & Registers – January 2021
https://banningca.gov/DocumentCenter/View/8404/Attachment-4-Void-Check-Log-Payroll-Log_Payroll-Registers

If you have any questions, please contact the Finance Department so that additional detailed information can be provided to you.

Approved by:



Douglas Schulze
City Manager



CITY OF BANNING CITY COUNCIL REPORT

TO: CITY COUNCIL

FROM: Douglas Schulze, City Manager

PREPARED BY: Suzanne Cook, Deputy Finance Director
A'ja Wallace, Budget and Financial Analyst

MEETING DATE: February 23, 2021

SUBJECT: Receive and File Cash, Investments and Reserve Report for the Month of January 2021, and Review and Approve City's Statement of Investment Policy.

RECOMMENDATION:

That the City Council:

- A. Receive and file Cash, Investment and Reserve Report for **January 31, 2021** in accordance with California Government Code 53646; and
- B. Review and approve the City's Statement of Investment Policy.

BACKGROUND:

This Statement of Investment Policy pertains to those funds under the control of the City Council, designated for the ongoing operations of the City, the Banning Finance Authority, the Banning Utility Authority and the Successor Agency to the City of Banning Redevelopment Agency. The Statement of Investment Policy concerns the deposit, maintenance, and safekeeping of all such funds, and the investments made with these funds. This Policy does not apply to pension funds, deferred compensation funds, bond funds (the investment of which is governed by the bond documents), trustee, and certain other non-operating funds.

The Statement of Investment Policy addresses the key areas that should be included in an investment policy as indicated in the Local Agency Investment Guidelines published by the California Debt and Investment Advisory Commission (CDIAC) including a list of securities in which the City may invest and conflict of interest prohibitions.

The Statement of Investment Policy was previously reviewed with and approved by the city council on January 14, 2020. No changes have been proposed for the Statement of Investment Policy for the current year.

CASH AND INVESTMENT SUMMARY:

Description		Prior Month	Current Month
Funds Under Control of the City			
Cash			
	Cash on Hand	\$ 4,155.00	\$ 4,155.00
	Checking and Savings Accounts	\$ 5,717,566.46	\$ 7,075,379.21
Investments			
	LAIF	\$ 39,606,787.01	\$ 39,669,409.52
	Brokerage	\$ 27,526,844.98	\$ 27,526,957.45
Total Funds Under Control of the City		\$ 72,855,353.45	\$ 74,275,901.18
Funds Under Control of Fiscal Agents			
US Bank			
	Restricted Bond Project Accounts	\$ 14,802,135.52	\$ 14,802,248.83
	Restricted Bond Accounts	\$ 4,820,124.67	\$ 4,820,125.46
Union Bank & SCPPA			
	Restricted Funds	\$ 4,358,583.51	\$ 4,190,289.94
Total Funds Under Control of Fiscal Agents		\$ 23,980,843.70	\$ 23,812,664.23
Total Funds		\$ 96,836,197.15	\$ 98,088,565.41

RESTRICTED, ASSIGNED, COMMITTED AND RESERVED SUMMARY:

Description	Prior Month	Current Month
Total Funds	\$ 96,836,197.15	\$ 98,088,565.41
Restricted Funds	43,840,981.85	\$ 43,729,271.64
Assigned Funds - Specific Purpose	8,881,339.00	\$ 8,881,339.00
Committed Funds - Specific Purpose	3,525,858.25	\$ 3,525,858.25
Fund Balance Reserves	13,059,561.44	\$ 13,059,561.44
Total Restricted, Assigned, Committed and Reserved Funds	\$ 69,307,740.54	\$ 69,196,030.33
Operating Cash - Unrestricted Reserves	\$ 27,528,456.61	\$ 28,892,535.08
Less Accounts held in Investments	\$ 27,526,844.98	\$ 27,526,957.45
Liquid Cash	\$ 1,611.63	\$ 1,365,577.63

ATTACHMENTS:

1. Cash, Investment and Reserve Report January 2021
<https://banningca.gov/DocumentCenter/View/8406/Attachment-1--Cash-Investment-and-Reserve-Report-January-2021>
2. Investment Report January 2021
<https://banningca.gov/DocumentCenter/View/8407/Attachment-2--Investment-Report-January-2021>
3. City of Banning Broker Investment Report – January 2021
<https://banningca.gov/DocumentCenter/View/8408/Attachment-3--City-of-Banning-Broker-Investment-Report>
4. LAIF / PMIA Performance Report
<https://banningca.gov/DocumentCenter/View/8409/Attachment-4--PMIA-LAIF-Performance-Report-January-2021>
5. LAIF Market Valuation Report January 2021
<https://banningca.gov/DocumentCenter/View/8410/Attachment-5--LAIF-Market-Valuation-January-2021>
6. Policy B-11 Statement of Investment Policy
<https://banningca.gov/DocumentCenter/View/8411/Attachment-6-Admin-Policy-B-11-Statement-of-Investment-Policy>

Approved by:



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: February 23, 2021
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/8387/Attach-1-CIP-Update-February-2021>

Approved by:

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/ City Engineer

MEETING DATE: February 23, 2021

SUBJECT: Adopt Resolution 2021-6, Initiating Proceedings to Update Landscape Maintenance District No. 1 for Fiscal Year 2021/2022.

RECOMMENDED ACTION:

That the City Council adopt Resolution No. 2021-6, Initiating Proceedings to Update Landscape Maintenance District No. 1 for Fiscal Year 2021/2022 in order to prepare the assessments of the area.

BACKGROUND:

In accordance with the "Landscaping and Lighting Act of 1972" ("1972 Act") of the Streets and Highways Code, the City Council adopted a resolution on August 14, 1990 ordering the formation of Landscape Maintenance District (LMD) No. 1, ("the District") the boundaries of which are shown in Attachment "2". An additional five tracts and three tentative tracts were annexed (Annexation No. 1) into LMD No. 1 when the City Council approved Resolution No. 2005-36 on May 10, 2005. The District, by special benefit assessments, provides funding for the servicing and maintenance of certain landscape areas within the City of Banning, all of which are located in the public right-of-way. The 1972 Act requires that assessments are to be levied according to benefit rather than according to assessed value. Resolution No. 2021-06 will initiate the proceedings to update the District for Fiscal Year 2021/2022. A tentative schedule for updating the District, as required by the "Landscaping and Lighting Act of 1972," is attached hereto as Attachment "3" for your information.

JUSTIFICATION:

The City Council approved the formation of Landscape Maintenance District No. 1 by adopting Resolution No. 1990-59 on August 14, 1990. The adoption of Resolution No. 2021-06 will enable the City Engineer to prepare the assessments for Fiscal Year 2021/2022.

FISCAL IMPACT:

Not applicable. A detailed estimate will be prepared and forwarded with the Engineer's Report.

ALTERNATIVE:

Do not approve Resolution 2021-06, which would result in staff not initiating the process of assessing the homeowners and properties within LMD No. 1 a fee to pay for maintenance and servicing costs. Expenses funded by the fee currently include the LMD contractor, utility costs (water and electric), administrative costs, miscellaneous costs (irrigation repair, plant and tree replacement, shrubs, etc.), and minor incidentals. Without an assessment, other funding sources would have to be utilized to pay for the expenses related to the operation and maintenance of LMD No.1.

ATTACHMENTS:

1. Resolution No. 2021-6
<https://banningca.gov/DocumentCenter/View/8392/Attachment-1--Reso-2021-06-LMD-Initiate-proceedings-for-FY-21-22>
2. LMD No. 1 Map for FY 2021/22
<https://banningca.gov/DocumentCenter/View/8393/Attachment-2-LMD-No1-Map>
3. Tentative Schedule for Updating LMD No. 1
<https://banningca.gov/DocumentCenter/View/8394/Attachment-3--Tentative-Schedule-for-Updating-Landscape-Maintenance-District-No-1>

Approved by:



Douglas Schulze
City Manager



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: February 23, 2021

SUBJECT: Resolution 2021-7, Adopt Resolution for the Acceptance of the 2021 Supplemental Law Enforcement Services Allocation (SLESA) in the Amount of \$100,000.

RECOMMENDED ACTION:

The City Council adopt Resolution 2021-7, a Resolution of the City of Banning, California, authorizing the acceptance of the 2021 SLESA in the amount of \$100,000 and authorize the Banning Police Department to apply the funds toward the purchase of frontline law enforcement related equipment, services, training and supplies.

BACKGROUND:

On January 27, 2021, the Banning Police Department was notified by the Riverside County Sheriff's Department that its 2021 SLESA funding was \$100,000. The funding must be used to support frontline law enforcement services and cannot be used to supplant already allocated expenditures in the police department's budget.

Legislation requires the City Council to officially accept the Supplemental Law Enforcement Services Funds and approve the police department's anticipated use of the funds.

JUSTIFICATION:

Potential purchases with SLESA funds may include, but are not limited to, vehicle related equipment, technology related equipment and software, evidence collection materials, training, communication related parts, as well as tactical and safety equipment.

All purchases with these funds must follow the purchasing practices for the City of Banning.

FISCAL IMPACT:

The budget adjustment in the amount of \$100,000 is necessary to increase estimated revenues and appropriate funds into the 2021 SLESA account. There is no city match required for this grant. The appropriation is requested in the resolution.

STRATEGIC PLAN OBJECTIVE:

This request supports the City's strategic goal related to "Public Health and Safety".

ATTACHMENTS:

1. Resolution 2021-7
<https://banningca.gov/DocumentCenter/View/8378/Att-1-Resolution-2021-7-Accepting-2020-SLESA-Funds>
2. MT13598 JJCPA, Approved Form 11
<https://banningca.gov/DocumentCenter/View/8379/Att-2-MT13598-JJCPA-Approved-Form-11>
3. SLESA FY20-21 Allocations
<https://banningca.gov/DocumentCenter/View/8380/Att-3-SLESA-FY20-21-Allocations>

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: February 23, 2021

SUBJECT: Resolution 2021-8, Approving Revisions to the Compensation and Classification Plan

RECOMMENDED ACTION:

City Council adopt Resolution 2021-8:

1. Approving revisions to the Compensation and Classification Plan.
2. Authorizing the City Manager or his designee to make necessary budget adjustments, appropriations and transfers.

BACKGROUND:

It is necessary to amend the City's Classification and Compensation Plan from time to time to maintain a current plan which reflects the budget amendments, organizational structure, and department needs. The adoption of Resolution 2021-8 would replace Resolution 2020-139.

JUSTIFICATION:

Proposed changes to the Classification and Compensation Plan to include:

Electric Utility:

Addition of a Utility Services Assistant (IBEW-Utility U48) to provide assistance with the high clerical and benefit programs workload needs of the Electric Utility where current workload demands are being handled with the use of a temporary agency. In addition, due to the AMI, work order/facilities management, mapping and software integration projects, along with the expansion of Public Benefit mandated programs within the Electric Utility, demands on staffing have increased and are not anticipated to diminish in the foreseeable future. For the first time in approximately 25 years, the City is experiencing a fast rate of growth and additional utility customers are added daily. As this growth and the needs of the customers continue to expand so does the demands

on staff and the need for additional clerical staff is a necessity. Projected revenues based upon 2013 rates are sufficient to support this addition to staff.

Addition of an Apprentice Electric Meter Test Technician (IBEW-Utility U67/73) to provide the necessary support due to the additional demands on staff workload for the similar reasons as mentioned with the Utility Services Assistant due to the fast rate of growth and additional utility customers being added daily. As this growth and the needs of the customers continue to expand so does the demands on staff. A majority of the salary will be capitalized and expensed over time.

Public Works

Unfund the Management Analyst (Water/Wastewater) (Teamsters-T68) position and add a position of Associate Engineer (CIP) (Teamsters-T75). With the addition of the centralized Grants Coordinator position, this eliminates that specific need in the public works department and creates an opportunity to bring in an Associate Engineer to handle the increased load related to large-scale private development projects, focus on asset management and capital project management as well as special assignments. Additionally, there has been struggle in finding a qualified management analyst with a strong background in water and wastewater. The Associate Engineer position will provide more flexibility with the types of projects that can be completed by the position. This position will be split 60% to the Water Fund and 40% to the Wastewater Fund which is a slight change of the 50/50 split for the current Management Analyst (Water/Wastewater) position.

Parks and Recreation

Unfund the Receptionist (IBEW-General G31) position and add/reclassify the position to an Office Specialist (IBEW-General G44). The current job descriptions salary range has been devalued with the increase of minimum wage within the State and has resulted in a compaction of the entry level parks and recreation job classifications. Additionally, the current receptionist position is limited to almost exclusive interaction with customers either in place or on the phone resulting in an out of class situation for the position. In addition to the interaction with customers, the needs of the department include the ability of the position to create reports and spreadsheets, draft letters and other informational material and perform basic department level bookkeeping. The representative duties of the Office Specialist job classification more distinctly align with the needs of the Department.

Administrative Services – Utility Billing

Unfund the Lead Customer Service Rep (IBEW-General G46) and add the position of Utility Financial Analyst (Teamsters – T64). The current Lead Customer Service Rep has remained vacant for several months. Increased development activity has resulted in significant additional work load as a result of additional new water and electric utility customers. There are also growing and unmet needs in Utility Billing due to the several complex projects, including the AMI project with Electric, as well as increased regulatory

and technological requirements for public utilities. There is an identified need for a Financial Analyst that is able to supervise and train staff, manage complex projects across multiple departments and provide a higher level of support to the Electric and Water/Wastewater departments as well as the city's growing customer base.

FISCAL IMPACT:

Electric Utility – Fund 670

Utility Services Assistant (U48 – Salary Range \$32,248.87-53,098.92) at Step 1 with benefits \$81,301.39

Apprentice Electric Meter Test Technician (U67/73 – Salary Range \$62,745.37 – 98,442.75) at Step 1 with benefits \$117,985.62

Total Fiscal Impact to Electric Utility – Fund 670 \$199,287.01
No General Fund Impact

Public Works – Funds 660 & 680

Add - Associate Engineer (CIP) (T75 – Salary Range \$76,449.15 – 103,426.33) Step 3 with benefits \$147,344.72.

Unfund - Management Analyst (W/WW) (T68 – Salary Range \$64,313.58 – 87,008.40) currently budgeted Step 9 with benefits \$144,693.13

Difference \$147,344.72 - \$144,693.13 = \$2,651.59

Fund 660 Fiscal Impact \$88,406.83-\$72,346.56 = \$16,060.27 (60% vs 50%)

Fund 680 Fiscal Impact \$58,937.89-\$72,346.56 = (\$13,408.68) (40% vs 50%)

Net Impact \$ 2,651.59

No General Fund Impact

Parks and Recreation - General Fund (001-4000-Recreation)

Add - Office Specialist (G44 – Salary Range \$34,866.95 - \$47,170.71) Step 1 with benefits \$74,459.98

Remove and Unfund - Receptionist (G31 – Salary Range \$25,292.97 -\$34,218.29) currently budgeted Step 9 with benefits \$68,327.16

General Fund Fiscal Impact - \$74,459.98-\$68,327.16 = \$6,132.82

Administrative Services – Utility Billing – Fund 761

Add Utility Financial Analyst (T64 – Salary Range \$58,265.86 - \$78,826.58) Step 1 with benefits \$113,399.76

Unfund Lead Customer Service Rep (G46 – Salary Range \$36,632.04 - \$49,558.67) currently budgeted at Step 12 \$95,473.29.

Utility Billing Administration Fiscal Impact:

\$113,399.76-\$95,473.29 = \$17,926.47

No General Fund Impact

Revisions to Class and Compensation Plan:

Add: Utility Services Assistant	1
Meter Tech Apprentice	1
Associate Engineer (CIP)	1
Utility Financial Analyst	1
Office Specialist	1

Unfunded:

Management Analyst (W/WW)	-1
Lead Customer Service Rep	-1
Receptionist	-1

OPTIONS:

1. Approve Resolution 2021-8 authorizing the revisions to the Classification and Compensation Plan and make the necessary budget adjustments, appropriation and transfers.
2. Do not approve the resolution and provide direction to staff.

ATTACHMENTS:

1. Resolution 2021-8
 - a. Job Descriptions
 - b. Class and Compensation Plan
<https://banningca.gov/DocumentCenter/View/8414/Attachment-1---Reso-2021-8-Amended-Class-Plan>
2. Position Costs
<https://banningca.gov/DocumentCenter/View/8415/Attachment-2---Position-Costs>

Approved by:

A handwritten signature in blue ink, appearing to read 'DS' followed by a stylized flourish.

Douglas Schulze
City Manager



**CITY OF BANNING
BANNING UTILITY AUTHORITY REPORT**

TO: BANNING UTILITY AUTHORITY

FROM: Douglas Schulze, City Manager

PREPARED BY: Art Vela, Public Works Director
Luis Cardenas, Senior Civil Engineer

MEETING DATE: February 23, 2021

SUBJECT: Approve Resolution 2021-1 UA, Rejecting all Bids for Project
“Digesters Cleaning and Recoating” IFB 20-034 Received on
January 20, 2021.

RECOMMENDED ACTION:

Approved Resolution 2021-1 UA:

1. Rejecting all bids for Project “Digesters Cleaning and Recoating” IFB 20-034 received on January 20, 2021.

BACKGROUND:

The City of Banning owns a Wastewater Treatment Plan located at 2242 East Charles Street. Part of the treatment process includes anaerobic digesters to treat the solids that are removed from the wastewater flows. Over time, rags, trash and other debris that is difficult to digest will accumulate and needs to be manually removed. Every five to ten years, it is also customary to repair the coatings, both interior and exterior, to extend the useful life of the concrete structures.

On December 17, 2020 a project was advertised through the City’s ProcureNow portal for the cleaning and recoating of digesters No. 2 and 3. A pre-bid walkthrough meeting was held on January 6, 2021.

On January 20, 2021 a single bid was received that exceeded the budget by a significant amount (Attachment 2). After careful consideration and review of a survey sent to potential bidders that did not submit a formal bid, it was determined by staff that it would be advantageous to split the project scope of work into two phases, first to focus solely on cleaning and inspection, to be followed by a future recoating project.

JUSTIFICATION:

The single bid in the amount of \$1,915,907.00 far exceeds the project budget. The bid items for cleaning were compared to previous digester cleaning projects completed by the City and were also high.

Combining the cleaning and recoating scope of work proved to be a difficult match for some potential bidders, based on survey results. Staff believes that by bidding the cleaning and inspection as a standalone project the City will obtain more competitive bids.

FISCAL IMPACT:

None.

ALTERNATIVE:

Do not approve the resolution and provide alternative direction.

ATTACHMENTS:

1. Resolution 2021-1 UA
<https://banningca.gov/DocumentCenter/View/8388/Attachment-1---Resolution-2021-1-UA>
2. Bid Results
<https://banningca.gov/DocumentCenter/View/8389/Attachment-2---Bid-Results>

Approved by:



Douglas Schulze
City Manager



CITY OF BANNING REPORT OF OFFICERS

TO: CITY COUNCIL

FROM: Douglas Schulze, City Manager

PREPARED BY: Ralph Wright, Parks and Recreation Director

MEETING DATE: February 23, 2021

SUBJECT: Awarding a Fifteen Month Parks Landscape Maintenance Contract to Mariposa Landscapes, Inc. of Irwindale, California in the Amount of \$96,684, with a 10% Contingency, for a Total Not To Exceed \$106,352 and Rejecting all Other Bids

RECOMMENDED ACTION:

City Council approve the following:

1. An award of a Landscape Maintenance Agreement to Mariposa Landscapes Inc, of Irwindale, California for City Parks in the amount of \$96,684.00, with a 10% contingency, for a total not to exceed \$106,352; (\$24,336.80 for Fiscal Year 2020/2021 and \$82,315.20 for Fiscal Year 2021/2022) with the option to review for four (4) additional single year periods.
2. Authorizing the City Manager or designee to make necessary budget adjustments, appropriations and transfers related to the agreement for Landscape Maintenance of City Parks.
3. Authorizing the City Manager or designee to execute the Landscape Maintenance Agreement for City Parks with Mariposa Landscapes, Inc. for a fifteen-month term – The remainder of Fiscal Year 2020/2021 and Fiscal Year 2021/2022 with the option to renew for four (4) additional single year periods.

BACKGROUND:

In March of 2018, the City entered into a contract with Z & T Venture, Inc, for parks landscape maintenance. Per the contract terms, the contract was extended three times thru March of 2021. In following the City's Purchasing Policy and to ensure the secure

City is receiving the most economical and best available services; the Parks and Recreation Department prepared a Request for Proposals (RFP 20-035) for Parks Landscape Maintenance.

The scope of work for these services includes turf management; shrub bed maintenance; tree care and pruning; fertilization; environmental weed and pest control program; irrigation equipment and operations for all locations identified in the attached Request for Proposals ("RFP") for City park properties listed below:

- Dysart Park (2101 W. Victory Avenue)
- Lion's Park (955 S. Hargrave Street)
- Repplier Park (201 W. George Street)
- Roosevelt Williams Park (1101 E. George Street)
- Sylvan Park (2801 W. Nicolet Street)

On December 29, 2020 an RFP for Parks Landscape Maintenance was released through the ProcureNow purchasing system used by the City. In response, five (5) proposals were received. A committee consisting of three (3) members was assembled to evaluate the proposals based on five categories: qualifications, pricing, experience, professional references, and approach and methodology. After each member of the panel evaluated all proposals, the proposing firms were ranked in order as follows:

Companies

- 1) Mariposa Landscapes, Inc.
- 2) CM Landscape
- 3) Z & T Venture, Inc.
- 4) Artistic Maintenance, Inc.
- 5) Lasting Images Landscape

Based on the overall rankings of the submitted proposals, the top two firms, Mariposa Landscapes, Inc and CM Landscape were selected for an interview. On February 11, 2021, the same three evaluation committee members interviewed both firms and Mariposa Landscapes, Inc., was unanimously selected for recommended award.

As a result of the proposal evaluations and the top scoring firm interviews, staff recommends an award to Mariposa Landscapes, Inc. in the amount of \$96,684.00 to cover monthly service costs of \$6,445.60, with a 10% contingency to allow for additional work and irrigation repair services as needed, for a total not to exceed \$106,352. With the approval of the initial fifteen-month agreement, the Park's Landscape Maintenance contract will coincide with the Fiscal Year moving forward. With approval, there will be an option to extend the term of the agreement for up to four (4) additional single year periods. Additionally, it will coincide with the timeframe of the current landscape maintenance district contract and if it is deemed beneficial in the future, an RFP can be issued for both Parks Landscape Maintenance and

if awarded, staff anticipates that services will commence beginning April 1, 2021 for a one-year and three-month period with the option to renew upon satisfactory review of provided services.

JUSTIFICATION:

The Parks and Recreation Department does not have the required staff needed to perform the scope of work included in the RFP, therefore; it is necessary to retain a landscape maintenance contractor to provide these services. Mariposa Landscapes, Inc. is the highest ranked based on their initial proposals and unanimously selected based on their interview. Additionally, their operational history, comparable work in the field and check of their references show they are highly qualified to provide complete landscape maintenance of the City's parks system.

FISCAL IMPACT:

The total agreement amounts for Parks Landscape Maintenance with Mariposa Landscapes, Inc. is for a total amount of \$106,352. This agreement will be funded within the operational budget of the Parks and Recreation Department for Fiscal Year 2020/2021 and Fiscal Year 2021/2022. The total contract amount is within the existing allocated budget for both the 2020/2021 and 2021/2022 Fiscal Years.

The entire agreement will be funded by the Parks Landscape operational budget within account 001-3600-461-23-29

OPTIONS:

The City Council may choose to reject this action which would result in a significant reduction in Parks landscape maintenance. The City does not have staff resources to perform the landscape maintenance included in the scope of work.

ATTACHMENTS:

1. Request for Proposals (RFP 20-035)
<https://banningca.gov/DocumentCenter/View/8398/Att-1-RFP-20-035-Parks-Landscape-Maintenance-Specs>
2. Mariposa Landscapes, Inc. Proposal
<https://banningca.gov/DocumentCenter/View/8399/Att-2-Mariposa-Landscape-Inc---Proposal>
3. Draft Agreement
<https://banningca.gov/DocumentCenter/View/8400/Att-3-C00698-MARIPOSA-LANDSCAPES-INC>

Approved by:

A handwritten signature in blue ink, appearing to read 'DS' followed by a stylized flourish.

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: February 23, 2021

SUBJECT: Accept Various Improvements within the Atwell Specific Plan Development and Authorize the 90% Bond Exoneration for Bond No. CMS331790, Bond No. CMS331807 and Bond No. CMS331797

RECOMMENDED ACTION:

City Council accept various public improvements constructed within the Atwell Specific Plan development including street improvements along Wilson Street, sewer improvements along Wilson Street and water improvements along Atwell Drive. Staff also recommends the 90% bond exoneration of Bond No. CMS331790, Bond No. CMS331807 and Bond No. CMS331797.

BACKGROUND:

On December 10, 2019 City Council adopted Resolution 2019-151 approving Final Tract Map No. 37298-1, releasing the map for recordation; authorizing staff to sign the Subdivision Improvement Agreement and Final Tract Map; and accepting the Performance and Labor and Material Bonds for public improvements.

As a condition of the development Pardee was required to sign a Subdivision Improvement Agreement and submit bonds to assure the City that the required public improvements including street, sewer, water, non-potable water and storm drain improvements are constructed according to City standards and specifications.

JUSTIFICATION:

Bond No. CMS331790 in the amount of \$811,943.70 was submitted for the construction of sewer improvements along Wilson Street. Bond No. CMS331807 in the amount of \$1,649,464.90 was submitted for the construction of street improvements along Wilson

Street and Bond No. CMS331797 in the amount of \$129,122 was submitted for construction of water improvements along Atwell Drive.

Staff has verified that the improvements related to the three bonds were completed per City standards and specifications and recommends that City Council accept the improvements and authorize the 90% bond exoneration. 10% of the bond amounts will remain for a period of 12 months (maintenance period) at which point the 10% balance will be released and the improvements will become City owned and maintained improvements.

FISCAL IMPACT:

Not applicable

ALTERNATIVE

Do not accept staff's recommendation and provide staff with additional direction.

ATTACHMENTS:

1. Subdivision Improvement Agreement TM 37298-1
<https://banningca.gov/DocumentCenter/View/8395/Attachment-1--SIA-37298-1>

Approved by:



Douglas Schulze
City Manager