



## AGENDA

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

March 22, 2022

5:00 p.m.

**In Chambers and via Zoom**

Council Chambers  
99 E. Ramsey Street  
Banning, CA 92220

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

***This meeting is being held via Zoom so that members of the public may observe and participate in this meeting electronically. If you participate in this meeting via Zoom, you are agreeing to abide by the City's Zoom Community Standards for Public Meetings (provided in full on the last page of the agenda). Esta reunión se lleva a cabo en la Cámara y a través de Video/Teleconferencia en Zoom para que los miembros del público puedan observar y participar en esta reunión de manera electrónica. Si elige participar en esta reunión a través de Zoom, acepta cumplir con los Estándares comunitarios de Zoom para reuniones públicas de la ciudad (que se proporcionan en su totalidad en la última página de la agenda).***

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<https://us02web.zoom.us/j/81007280759?pwd=d0JCK0yeGhOQk5Cek1kd3FJUmlsQT09>

**Meeting ID: 810 0728 0759  
Password: 092220**

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*Per City Council Resolution 2016-44, matters taken up by the Council before 10 p.m. may be concluded, but no new matters shall be taken up except upon a unanimous vote of the council members present and voting. Such an 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 Dunn of St. Stephen's Episcopal Church
- 1.2. Pledge of Allegiance
- 1.3. Roll Call

#### **2. AGENDA APPROVAL**

- 2.1. Approve Agenda

### **3. PRESENTATION(S)**

- 3.1. Proclamation – 911 Telecommunicators Week.....**6**
- 3.2. Banning High School Food Drive Presentation

### **4. REPORT ON CLOSED SESSION**

- 4.1. City Attorney

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

#### **5.1. PUBLIC COMMENTS – Non-Agenda Items Only**

*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 their time 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 Item 10). **PLEASE STATE YOUR NAME FOR THE RECORD.** ~ Se aplicará una limitación de tres (3) minutos a cada miembro del público que desee dirigirse al Alcalde y al Concejo sobre un asunto que no esté en la agenda. A ningún miembro del público se le permitirá compartir su tiempo con ningún otro miembro del público. Por lo general, cualquier artículo recibido bajo este encabezado se envía al personal para su estudio, investigación, finalización y / o acción futura del Consejo en el futuro (consulte el artículo 10). **POR FAVOR INDIQUE SU NOMBRE PARA EL REGISTRO.***

#### **5.2. CORRESPONDENCE**

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

#### **5.3. APPOINTMENTS**

Banning Unified School District (BUSD) 2 x 2 Working Group Appointment

#### **5.4. CITY COUNCIL COMMITTEE REPORTS**

#### **5.5. CITY MANAGER REPORT**

#### **5.6. CITY ATTORNEY REPORT**

### **6. 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/Successor Agency Board wishes to remove an item for separate consideration.)*

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

**Motion: Approve consent items 6.1 to 6.13.**

*Resolutions require a recorded majority vote of the total membership of the City Council/Banning Utility Authority.*

|       |  |    |
|-------|--|----|
| 6.1.  | Approval of Minutes of the March 8, 2022 City Council Meetings.....  | 7  |
| 6.2.  | Approval and Ratification of Accounts Payable and Payroll Warrants Issued in the Month of February 2022.....   | 8  |
| 6.3.  | Receive and File Cash, Investments and Reserve Report for the Month of February 2022.....  | 10 |
| 6.4.  | Receive and File Fire Department Statistics for the Month of February 2022.....  | 12 |
| 6.5.  | Public Works Capital Improvement Project Tracking List.....  | 13 |
| 6.6.  | Receive and File Police Department Statistics for the Month of February 2022.....  | 14 |
| 6.7.  | Resolution 2022-25, Approving an Agreement with Pyro Spectaculars, Inc., for production of the Fourth of July Aerial Fireworks Display.....  | 15 |
| 6.8.  | Resolution 2022-26, Establishing a Vendor List for the Purchase of Tires and Related Services and Approving an Annual Expenditure Budget of \$60,000.....  | 18 |
| 6.9.  | Authorize the City Manager to Sign the Notice of Completion for Project No. 2021-04 "447 E. Ramsey Street Building Structures Demolition" as Complete and Direct the City Clerk to Record the Notice of Completion.....  | 20 |
| 6.10. | Resolution 2022-29, Establishing a Vendor List and Annual Expenditure Budget of \$85,000 per Year for the Purchase of Ford Parts and Repair Services.....  | 22 |
| 6.11. | Accept the Easements from Tri Pointe Homes for Public Park Access and Storm Drain Purposes and Quitclaim the Public Park Access Easement for Tract Map No. 37390-F within the Atwell Development.....  | 25 |
| 6.12. | Resolution 2022-02 UA, Approving the Purchase of a Backhoe/ Loader for the Public Works Department's Water Division.....   | 27 |
| 6.13. | Second Reading and Adoption of Ordinance 1581, an Ordinance of the City of Banning Adjusting the Boundaries of the Five (5) City Council Districts and Adopting a New Official Council District Map for the City of Banning Based on the Results of the 2020 Decennial Census..... | 29 |

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

None

## **8. REPORTS OF OFFICERS**

|      |   |    |
|------|---|----|
| 8.1. | Adopt Resolutions Approving the Mid-Year Budget Adjustments for Fiscal Year 2021-2022 for the City of Banning, Banning Utility Authority, Banning Successor Agency and Amending the Classification and Compensation Plan..... | 34 |
|------|---|----|

*(Staff Report: Suzanne Cook, Finance Director)*

**Recommendation:** Staff recommend the City Council: (1) Adopt Resolution No. 2022-27 Approving the Mid-Year Budget Adjustments for Fiscal Year 2021-2022 for the City of Banning; (2) Adopt Resolution No. 2022-28 Amending the Classification

and Compensation Plan; and, (3) Authorize the City Manager or designee to make necessary budget adjustments, appropriations, and transfers.

Staff recommend the Board of the Utility Authority: (1) Adopt Resolution No. 2022-01 UA Approving the Mid-Year Budget Adjustments for Fiscal Year 2021-2022 for the Utility Authority; and (2) Authorize the City Manager or designee to make necessary budget adjustments, appropriations, and transfers.

Staff recommend the Board of the Successor Agency: (1) Adopt Resolution No. 2022-02 SA Approving the Mid-Year Budget Adjustments for Fiscal Year 2021-2022 for the Successor Agency; and (2) Authorize the City Manager or designee to make necessary budget adjustments, appropriations, and transfers.

## **9. DISCUSSION ITEM(S)**

None

## **10. ITEMS FOR FUTURE AGENDAS**

### **10.1. New Items**

### **10.2. Pending Items:**

1. Permanent Homeless Solution
2. Shopping Cart Ordinance Update
3. Golf Cart/EV Ordinance (On hold)
4. Airport Advisory Commission
5. Business-Friendly Zoning (Wallace)

## **11. ADJOURNMENT**

***Next Regular Meeting – April 12, 2022 at 5:00 p.m.***

### **Zoom Community Standards for Public Meetings**

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- Your microphone must remain on mute, and you may only unmute your microphone when/if you are recognized by the Mayor.
- Your camera must be turned off unless/until you are recognized by the Mayor.
- To indicate a desire to make Public Comment, you must use the Raise Hand function. The Mayor will not recognize those who have not used the Raise Hand function.
- Public Comment from Zoom attendees will immediately follow in person comment from members of the public in Council Chambers.
- If you fail to adhere to these community guidelines, **you may be removed** for disrupting the meeting occurring in Council Chambers. You may rejoin the meeting but may be removed for each violation of these community standards.
- The chat function will be disabled for all City Council meetings on Zoom.

## **AFFIDAVIT • DECLARACIÓN JURADA**

IT IS HEREBY CERTIFIED under the laws of the State of California that the above agenda was posted on the City's website ([www.banningca.gov](http://www.banningca.gov)) as well as the Bulletin Board at Banning City Hall, located at 99 E Ramsey Street, Banning, CA 92220 by 5:00 P.M. on the 17th day of March 2022.



Caroline Patton, Deputy City Clerk  
Secretario adjunto de la ciudad

## **PUBLIC NOTICE • NOTICIA PÚBLICA**

### **Meeting Agendas and Notices**

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### **Public Comment**

#### *Agenda Items*

Any member of the public may address this meeting of the City Council on any item appearing on the agenda. A five-minute limitation shall apply to each member of the public and no member of the public shall be permitted to share their time with any other person.

#### *Non-Agenda Items*

Any member of the public may address this meeting of the 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 Council may act. A three-minute limitation shall apply to each member of the public and no member shall be permitted to share their time with any other person. No action shall be taken, nor discussion held by the 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 §54954.2 of the Government Code.

### **Special Assistance/Accessibility Requests**

In compliance with the Americans with Disabilities Act, any member of the public may request that the agenda and agenda packet be mailed to them. If you need special assistance to participate in this meeting (such as translation services), please contact the Office of the City Clerk. Advanced notification of at least 48 hours prior to the meeting will allow the city to make arrangements to ensure your accessibility.

**¿Necesita servicios de traducción para participar? Contacto Oficina del Secretario de la Ciudad.**

## **CONTACT • CONTACTO**

Office of the City Clerk • 951-922-3102 • [CityClerks@banningca.gov](mailto:CityClerks@banningca.gov)  
99 East Ramsey Street, Banning, California 92220



**CITY OF BANNING  
OFFICE OF THE MAYOR**



**Proclamation**

**WHEREAS**, every year during the second week of April, the telecommunications personnel in the public safety community, are honored. This week-long event, initially set up in 1981 by Patricia Anderson of the Contra Costa County Sheriff's Office, is a time to celebrate and thank those who dedicate their lives to serving the public. It is a week that should be set aside so everyone can be made aware of their hard work and dedication.

**WHEREAS**, 9-1-1 is nationally recognized as the number to call in an emergency to receive immediate help from police, fire, emergency medical services, or other appropriate emergency response entities; and

**WHEREAS**, 9-1-1 was designated by Congress as the national emergency call number under the Wireless Communications and Public Safety Act of 1999 (Public Law 106-81); and

**WHEREAS**, the ENHANCE 911 Act of 2004 (Public Law 108-494) established enhanced 9-1-1 as a high national priority as part of our Nation's homeland security and public safety; and

**WHEREAS**, people of all ages use 9-1-1, and it is critical to educate the public of all ages on the proper use of 9-1-1; and

**WHEREAS**, a growing segment of the population, including the deaf, hard of hearing, deaf-blind, and individuals with speech disabilities increasingly communicate with nontraditional text, video and instant messaging communications services and anticipate that these services will be able to connect directly to 9-1-1; and

**WHEREAS**, thousands of 9-1-1 calls are made every year by children properly trained on the use of 9-1-1, resulting in lives saved which underscores the critical importance of training children early in life about 9-1-1; and

**WHEREAS**, there is widespread misuse of the 9-1-1 system, including prank and non-emergency calls, which can result in costly and inefficient use of 9-1-1 and emergency response resources.

**NOW THEREFORE**, the City Council of the City of Banning, do hereby proclaim the second full week of April 2022 as

**National 9-1-1 Telecommunicators Week**

in the City of Banning and encourage all government officials, parents, teachers, school administrators, caregivers, businesses leaders, non-profit organizations, and the people of the United States to observe this month with training, events, and activities to educate the public on 9-1-1 and its services.

**BE IT PROCLAIMED** this 22<sup>nd</sup> day of March 2022.

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*Kyle Pingree, Mayor*



## CITY OF BANNING STAFF REPORT

**TO:** CITY COUNCIL

**FROM:** Douglas Schulze, City Manager

**PREPARED BY:** Caroline Patton, Deputy City Clerk *CP*

**MEETING DATE:** March 22, 2022

**SUBJECT:** Minutes of the March 8, 2022 City Council Meetings

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### **RECOMMENDATION:**

Approve the minutes of the March 8, 2022 City Council Meetings.

### **ALTERNATIVES:**

1. Approve as recommended.
2. Approve with modifications.

### **ATTACHMENTS:**

1. Minutes of the March 8, 2022 Special City Council Meeting  
[https://banningca.gov/DocumentCenter/View/10261/2022-03-08\\_Minutes\\_Special-Meeting](https://banningca.gov/DocumentCenter/View/10261/2022-03-08_Minutes_Special-Meeting)
2. Minutes of the March 8, 2022 Regular City Council Meeting  
[https://banningca.gov/DocumentCenter/View/10260/2022-03-08\\_Minutes-Regular-Meeting](https://banningca.gov/DocumentCenter/View/10260/2022-03-08_Minutes-Regular-Meeting)

Approved by:



Douglas Schulze  
City Manager



## CITY OF BANNING STAFF REPORT

**TO:** CITY COUNCIL

**FROM:** Douglas Schulze, City Manager

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

**MEETING DATE:** March 22, 2022

**SUBJECT:** Approval and Ratification of Accounts Payable and Payroll  
Warrants Issued in the Month of February 2022

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**RECOMMENDATION:**

That City Council review and ratify the warrants for period ending **February 28, 2022**, per California Government Code Section 37208.

**WARRANT SUMMARY:**

| Description                                    | Payment #       | Amount          | Total Amount           |
|--|-----------------|-----------------|------------------------|
| <b>Checks:</b>                                 |                 |                 |                        |
| Checks Issued during Month                     | 181271-181583   | \$ 2,115,980.33 |                        |
| Voided / Reissue Check                         |                 | \$ 338.01       |                        |
| <b>Check Total</b>                             |                 |                 | \$ 2,115,642.32        |
|  |                 |                 |                        |
| <b>Wires Total</b>                             | 1073-1075       |                 | \$ 1,422,180.24        |
|  |                 |                 |                        |
| <b>ACH payments:</b>                           | 9007200-9007221 |                 |                        |
| Payroll Direct Deposit                         | 2/11/2022       | \$ 490,731.36   |                        |
| Essential Worker Premium                       |                 |                 |                        |
| Pay  | 2/18/2022       | \$ 830,393.68   |                        |
| Payroll Direct Deposit                         | 2/25/2022       | \$ 443,877.55   |                        |
| Other Payments                                 |                 | \$ 1,287,471.57 |                        |
| <b>ACH Total</b>                               |                 |                 | \$ 3,052,474.16        |
|  |                 |                 |                        |
| <b>Payroll Checks:</b>                         | 12551-12572     |                 |                        |
| Payroll - Regular                              | 2/11/2022       | \$ 2,106.93     |                        |
| Essential Worker Premium                       |                 |                 |                        |
| Pay  | 2/18/2022       | \$ 3,003.31     |                        |
| Payroll - Regular                              | 2/25/2022       | \$ 2,597.26     |                        |
| <b>Payroll Check Total</b>                     |                 |                 | \$ 7,707.50            |
|  |                 |                 |                        |
| <b>Total Warrants Issued for February 2022</b> |                 |                 | <b>\$ 6,598,004.22</b> |

**ATTACHMENTS:**

1. Fund List

<https://banningca.gov/DocumentCenter/View/10228/Attachment-1--Fund-List>

2. Warrant Report February 2022

<https://banningca.gov/DocumentCenter/View/10229/Attachment-2--Warrant-Report-February-2022>

3. Warrant Report Detail February 2022

<https://banningca.gov/DocumentCenter/View/10227/Attachment-3--Warrant-Report-Detail-February-2022>

4. Voided Check Log, Payroll Log & Registers – February 2022

<https://banningca.gov/DocumentCenter/View/10230/Attachment-4--Void-Check-Log-Payroll-Log-Payroll-Registers>

Approved by:



\_\_\_\_\_  
Douglas Schulze  
City Manager



## CITY OF BANNING STAFF REPORT

**TO:** CITY COUNCIL

**FROM:** Douglas Schulze, City Manager

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

**MEETING DATE:** February 22, 2022

**SUBJECT:** Receive and File Cash, Investments and Reserve Report for the Month of February 2022

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### **RECOMMENDATION:**

That City Council receive and file Cash, Investment and Reserve Report for **February 28, 2022** in accordance with California Government Code 53646.

### **CASH AND INVESTMENT SUMMARY:**

| Description                                       | Prior Month             | Current Month           |
|---|-------------------------|-------------------------|
| <b>Funds Under Control of the City</b>            |                         |                         |
| Cash  |                         |                         |
| Cash on Hand                                      | \$ 4,055.00             | \$ 4,155.00             |
| Checking and Savings Accounts                     | \$ 7,311,483.05         | \$ 7,336,419.89         |
| Investments                                       |                         |                         |
| LAIF  | \$ 39,792,269.15        | \$ 39,792,269.15        |
| Brokerage   | \$ 27,542,875.29        | \$ 27,542,875.29        |
| <b>Total Funds Under Control of the City</b>      | <b>\$ 74,650,682.49</b> | <b>\$ 74,675,719.33</b> |
| <b>Funds Under Control of Fiscal Agents</b>       |                         |                         |
| US Bank   |                         |                         |
| Restricted Bond Project Accounts                  | \$ 11,671,737.76        | \$ 11,671,795.73        |
| Restricted Bond Accounts                          | \$ 4,820,100.65         | \$ 5,321,610.93         |
| Union Bank & SCPPA                                |                         |                         |
| Restricted Funds                                  | \$ 4,377,865.14         | \$ 3,587,408.90         |
| <b>Total Funds Under Control of Fiscal Agents</b> | <b>\$ 20,869,703.55</b> | <b>\$ 20,580,815.56</b> |
| <b>Total Funds</b>                                | <b>\$ 95,520,386.04</b> | <b>\$ 95,256,534.89</b> |

**RESTRICTED, ASSIGNED, COMMITTED AND RESERVED SUMMARY:**

| Description   | Prior Month             | Current Month           |
|---|-------------------------|-------------------------|
| <b>Total Funds</b>  | <b>\$ 95,520,386.04</b> | <b>\$ 95,256,534.89</b> |
| Restricted Funds  | \$ 43,433,487.02        | \$ 43,144,660.90        |
| Assigned Funds - Specific Purpose                         | \$ 8,879,643.68         | \$ 8,879,643.68         |
| Committed Funds - Specific Purpose                        | \$ 1,813,108.50         | \$ 1,813,108.50         |
| Fund Balance Reserves                                     | \$ 13,828,391.68        | \$ 13,086,151.48        |
| <b>Total Restricted, Assigned, Committed and Reserves</b> | <b>\$ 67,954,630.88</b> | <b>\$ 66,923,564.56</b> |
| <b>Operating Cash - Unrestricted Reserves</b>             | <b>\$ 27,565,755.16</b> | <b>\$ 28,332,970.33</b> |
| Less Accounts held in Investments                         | \$ 27,542,875.29        | \$ 27,542,875.29        |
| Liquid Cash   | \$ 22,879.87            | \$ 790,095.04           |

**ATTACHMENTS:**

1. Cash, Investment and Reserve Report February 2022  
<https://banningca.gov/DocumentCenter/View/10232/Attachment-1--Cash-Investment-and-Reserve-Report-February-2022>
2. Investment Report  
<https://banningca.gov/DocumentCenter/View/10233/Attachment-2--Investment-Report-February-2022>
3. LAIF / PMIA Performance Report  
<https://banningca.gov/DocumentCenter/View/10234/Attachment-3--City-of-Banning-Broker-Report>
4. LAIF Market Valuation Report  
<https://banningca.gov/DocumentCenter/View/10235/Attachment-4--PMIA-LAIF-Performance-Report-February-2022>

Approved by:



\_\_\_\_\_  
Douglas Schulze  
City Manager



## CITY OF BANNING STAFF REPORT

**TO:** CITY COUNCIL

**FROM:** Douglas Schulze, City Manager

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

**MEETING DATE:** March 22, 2022

**SUBJECT:** Receive and File Fire Department Statistics for the Month of February 2022

---

### **RECOMMENDATION:**

Receive and file Fire Department statistics for the month of February 2022.

### **BACKGROUND:**

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

### **FISCAL IMPACT:**

None

### **ATTACHMENT:**

1. Fire Statistics for February 2022  
<https://banningca.gov/DocumentCenter/View/10236/Banning-February-2022-Fire-Report>

Approved by:



Douglas Schulze  
City Manager



## CITY OF BANNING STAFF REPORT

**TO:** CITY COUNCIL

**FROM:** Douglas Schulze, City Manager

**PREPARED BY:** Art Vela, Director of Public Works/City Engineer

**MEETING DATE:** March 22, 2022

**SUBJECT:** Public Works Capital Improvement Project Tracking List

---

### **RECOMMENDATION:**

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:**

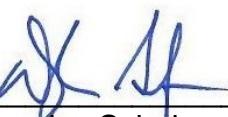
None

### **ATTACHMENT:**

1. CIP Project List

<https://banningca.gov/DocumentCenter/View/10237/Att-1-CIP-Update-March-2022>

Approved by:



Douglas Schulze  
City Manager



## CITY OF BANNING STAFF REPORT

**TO:** CITY COUNCIL

**FROM:** Douglas Schulze, City Manager

**PREPARED BY:** Matthew Hamner, Police Chief  
Angie Lam, Police Assistant II

**MEETING DATE:** March 22, 2022

**SUBJECT:** Receive and File Police Department Statistics for the Month of February 2022

---

**RECOMMENDATION:**

Receive and File Police Statistics for the month of February 2022.

**BACKGROUND:**

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

**ATTACHMENT:**

1. Police Statistics for February 2022  
<https://banningca.gov/DocumentCenter/View/10265/February-2022-stats>

Approved by:



Douglas Schulze  
City Manager



## CITY OF BANNING STAFF REPORT

**TO:** CITY COUNCIL

**FROM:** Douglas Schulze, City Manager

**PREPARED BY:** Ralph Wright, Parks and Recreation Director

**MEETING DATE:** March 22, 2022

**SUBJECT:** Resolution 2022-25, Approving an Agreement with Pyro Spectaculars, Inc. for Production of the Fourth of July Aerial Fireworks Display

---

### **RECOMMENDATION:**

That the City Council approve Resolution 2022-25 authorizing an agreement with Pyro Spectaculars of Rialto, CA for production of an aerial fireworks display in the amount of \$28,000 and authorize the City Manager to execute the agreement.

### **BACKGROUND:**

For over ten years, the City of Banning has offered an annual Fourth of July Celebration including vendors, live music, kids and family activities as well as stunning aerial fireworks display. It has become a well-known, and community supported event.

Due to the uncertainty and the gathering restrictions associated with the coronavirus pandemic, the 2020 Fourth of July event and aerial fireworks show was canceled. While the reasoning behind the cancelation was understood, the community let us know that they were very disappointed.

With the easing of the gathering restrictions as expanded vaccinations and COVID-19 metrics, the City Council authorized a fireworks display as part of the City's 2021 Fourth of July Celebration. The event took place with over 800 people in attendance at Nicolet Middle School and thousands of other community members watching the fireworks show from their home, local parks, and adjacent neighborhoods. The feedback from the community was that it was a beneficial and well-liked event that brought the community together.

Pyro Spectaculars is the single source providing most of the aerial fireworks shows on Fourth of July in California and throughout the United States. Staff has inquired and negotiated with Pyro Spectaculars as to the secure the best pricing for aerial fireworks show and received a quote of \$28,000. Although this fee includes a \$1,000 increase over

last year's show price, a 3.7-percent increase is still less than the 2021 Consumer Price Index (CPI) of 8 percent. This higher price has come about due to many increases that can be seen throughout the supply chain. Pyro Spectaculars released data showing 20% increases in insurance costs, 200% increases in shipping costs as well as increases in the labor costs.

Pyro Spectaculars continues to provide a significant discount to the City of Banning as a returning customer for multiple years. New customers that request a Fourth of July show for 2022 will pay a minimum of \$35,000. Customers that cancel annual shows and choose to return in subsequent years will no longer be offered the returning customer discount.

If the production agreement is approved and executed, the City of Banning will pay half of the total—\$14,000—on April 1st and the remaining \$14,000 after the show is held.

**JUSTIFICATION:**

Staff feels providing a Fourth of July event and including the aerial fireworks display provides a tremendous community benefit. Pyro Spectaculars has performed numerous Fourth of July shows in Banning and proven they deliver an exciting and safe show for the community.

Pyro Spectaculars will provide liability insurance naming the City of Banning as additional insured and works closely with our fire marshal each year to mitigate the risk associated with fireworks show. Funding is allocated in the FY 2021-22 budget (Account 001-5400-446-41.58) to support the annual Fourth of July Celebration including the aerial fireworks display.

**FISCAL IMPACT:**

Sufficient funds are available and were budgeted in the Fourth of July Celebration account 001-5400-446-41.58. A 50% payment for the aerial fireworks display will take place on April 1st and the balance will be paid after the show takes place on Fourth of July.

**ALTERNATIVES:**

1. Adopt Resolution 2022-25, Approving the Agreement with Pyro Spectaculars for production of the fireworks display at the Fourth of July Celebration.
2. Reject Resolution 2022-25, resulting in no fireworks display for the Fourth of July Celebration and provide alternate direction.

**ATTACHMENTS:**

1. Resolution 2022-25

<https://banningca.gov/DocumentCenter/View/10238/Att-1-Resolution-2022-25-Pyro-Spectacular-agreement>

March 22, 2022

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2. Proposal and Production agreement with Pyro Spectaculars

<https://banningca.gov/DocumentCenter/View/10239/Att-2-Banning-City-of-Proposal-7-4-22>

Approved by:



Douglas Schulze  
City Manager



## CITY OF BANNING STAFF REPORT

**TO:** CITY COUNCIL

**FROM:** Douglas Schulze, City Manager

**PREPARED BY:** Art Vela, Director of Public Works  
Holly Stuart, Program Manager

**MEETING DATE:** March 22, 2022

**SUBJECT:** Resolution 2022-26, Establishing a Vendor List for the Purchase of Tires and Related Services and Approving an Annual Expenditure Budget of \$60,000

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### **RECOMMENDATION:**

Staff Recommends that City Council adopt Resolution 2022-26:

1. Establishing an approved vendor list for the purchase of tires and related services for Fiscal Years 2023-2027.
2. Authorizing an annual budget of “not to exceed” \$60,000 for the purchase of tires and related services for Fiscal Years 2023-2027 to be utilized on purchases and services provided by the vendors on the approved list.
3. Authorizing the City Manager or designee to make necessary budget adjustments, appropriations and transfers.

### **BACKGROUND:**

The Public Works Department’s Fleet Division procures tires and related services throughout the year for over 200 vehicles and equipment. It is projected that the overall annual expenditure will reach an aggregate of \$60,000. The funding for this standard commodity is available as part of the operational budget of the Fleet Division.

Bids were solicited through the ProcureNow purchasing system with three (3) responses received: Daniel’s Tire Service; Parkhouse Tire, Inc.; and Eagle Road Service and Tire. Based on bid responses, it is anticipated that Daniel’s Tire Service will be utilized for the purchase of heavy duty, sedan and SUV tires. Parkhouse Tire, Inc. will provide light, medium and heavy-duty truck tires, as well as recapping services. Additionally, Parkhouse Tire, Inc. will be utilized for pursuit, sedan, SUV and trailer tires. Eagle Road Service and Tire will be utilized for pursuit, and off-road equipment tires, as well as repair

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services. It is anticipated that all vendors will be utilized for road services and tire disposal. Exceptions may be made depending on availability, lead time and cost.

Staff requests that the City Manager, under approval of this resolution, be given the authority to approve annual blanket purchase orders for Fiscal Years 2023-2027 upon annual satisfactory review utilizing this bid process for an annual budget of \$60,000.

**JUSTIFICATION:**

Establishing a pre-approved vendor list with multiple vendors will streamline the process and allow staff to procure tires and related services from vendors based on immediate need, price, availability and lead time.

**FISCAL IMPACT:**

The Fleet Division's operational budget will fund the acquisition of tires and related services and will be budgeted for in each fiscal year.

**ALTERNATIVES:**

Reject Resolution 2022-26 and provide direction.

**ATTACHMENTS:**

1. Resolution 2022-26

<https://banningca.gov/DocumentCenter/View/10240/Att-1-Resolution-2022-26-Tire-Vendor-List>

2. Bid Documents

<https://banningca.gov/DocumentCenter/View/10241/Att-2-Solicitation-IFB-22-002>

Approved by:



Douglas Schulze  
City Manager



## CITY OF BANNING STAFF REPORT

**TO:** CITY COUNCIL

**FROM:** Douglas Schulze, City Manager

**PREPARED BY:** Art Vela, Director of Public Works  
Patrick Safari, Associate Engineer

**MEETING DATE:** March 22, 2022

**SUBJECT:** Authorize the City Manager to Sign the Notice of Completion for Project No. 2021-04 "447 E. Ramsey Street Building Structures Demolition" as Complete and Direct the City Clerk to Record the Notice of Completion

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### **RECOMMENDATION:**

That the City Council accept Project No. 2021-04, "447 E. Ramsey Street Building Structures Demolition" 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 December 8, 2021 the City of Banning awarded a Construction Contract C00730 to Advantage Demolition and Grading, Inc. for Project No. 2021-04, "447 E. Ramsey Street Building Structures Demolition". The project was approved in the amount of \$159,915.

The scope of work under this project included the demolition of two building structures and the removal of an underground storage tank.

### **JUSTIFICATION:**

The lowest qualified bidder, Advantage Demolition and Grading, Inc. was awarded the contract and work was completed on February 3, 2022. Public Works staff verified through inspections that the workmanship, materials and procedures were satisfactory, and that the contract had met the required contract obligations.

### **FISCAL IMPACT:**

The project was awarded in the amount of \$159,915 and the final contract amount for this project is \$144,915 which is under the allocated project budget amount.

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**ALTERNATIVES:**

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/10242/Att-1-NOC-447-Ramsey-Demo>

2. Construction Contract C00730

<https://banningca.gov/DocumentCenter/View/10243/Att-2-Contract>

Approved by:



Douglas Schulze  
City Manager



## CITY OF BANNING STAFF REPORT

**TO:** CITY COUNCIL

**FROM:** Douglas Schulze, City Manager

**PREPARED BY:** Art Vela, Director of Public Works  
Holly Stuart, Program Manager

**MEETING DATE:** March 22, 2022

**SUBJECT:** Resolution 2022-29, Establishing a Vendor List and Annual Expenditure Budget of \$85,000 per Year for the Purchase of Ford Parts and Repair Services

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### **RECOMMENDATION:**

Staff Recommends that City Council adopt 2022-29:

1. Establishing an approved vendor list for Ford parts and repair services for Fiscal Years 2023-2027.
2. Authorizing an annual budget "not to exceed" \$85,000 for the purchase of Ford parts and repair services for Fiscal Years 2023-2027 and to be utilized on purchases/services provided by the vendors on the approved list.
3. Authorizing the City Manager or designee to make necessary budget adjustments, appropriations and transfers.

### **BACKGROUND:**

The Public Works Department's Fleet Division maintains and repairs over 200 city-owned automobiles and pieces of equipment, through in-house and contract services and repairs. As part of this Fleet, 97 of the vehicles are Ford branded; with 58 of these vehicles being under factory base or powertrain warranty.

In order to maintain warranties, Fleet staff has determined that it is necessary to establish an approved vendor list of certified Ford service providers to conduct repair services and provide original equipment manufacturer (OEM) parts that meet warranty requirements. Furthermore, it was also necessary to determine providers that have the ability to provide complex diagnostics of modern vehicle systems that are unable to be performed in-house.

Additionally, the City has 3 full-time funded fleet mechanic positions. Unfortunately, two of the funded positions are unfilled and the recruitment process to fill the positions has been challenging. An approved vendor list will ensure that repairs are completed in a timely manner.

Bids were solicited through the ProcureNow purchasing system with two (2) responses being received from Ken Grody Ford (Redlands) and Fairview Ford (San Bernardino).

Based on bid responses, it is anticipated that both vendors will be utilized for the purchase of Ford Parts and repair services. Work will be assigned to each vendor based on immediate need, price, availability, and lead time.

It is projected that the overall annual expenditure will reach an aggregate of \$85,000. The funding for this standard commodity is available as part of the operational budget of the Fleet Division. Staff requests that the City Manager, under approval of this resolution, be given the authority to approve blanket purchase orders for Fiscal Years 2023-2027 upon annual satisfactory review utilizing this bid process for an annual budget of \$85,000.

**JUSTIFICATION:**

Per the Purchasing Policy, City Council consent is required for purchases where supplies or services exceed \$25,000. The above parts and services are necessary in order to maintain City-owned and operated vehicles and warranties.

Establishing a pre-approved vendor list with multiple vendors will streamline the process and allow staff to procure certified Ford parts and repairs services based on immediate need, price, availability and lead time.

With the current shortfall of staff resources (i.e., 1 filled mechanic position out of 3 funded), the vendor list will ensure that vehicles are maintained and repaired on a timely basis.

**FISCAL IMPACT:**

The Fleet Division's operational budget will fund the acquisition of Ford parts and repair services.

**ALTERNATIVES:**

Reject Resolution 2022-29 and provide direction.

**ATTACHMENTS:**

1. Resolution 2022-29

<https://banningca.gov/DocumentCenter/View/10246/Att-1-Resolution-2022-29-Ford-Repairs-and-Parts>

Staff Report: Ford Parts & Repair Services

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2. RFP 22-003

<https://banningca.gov/DocumentCenter/View/10244/Att-2-RFP-22-003>

3. Bid Results

<https://banningca.gov/DocumentCenter/View/10245/Att-3-Bid-Results>

Approved by:



Douglas Schulze  
City Manager



## CITY OF BANNING STAFF REPORT

**TO:** CITY COUNCIL

**FROM:** Douglas Schulze, City Manager

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

**MEETING DATE:** March 22, 2022

**SUBJECT:** Accept the Easements from Tri Pointe Homes for Public Park Access and Storm Drain Purposes and Quitclaim the Public Park Access Easement for Tract Map No. 37390-F within the Atwell Development

---

### **RECOMMENDATION:**

Staff recommend City Council take the following actions:

1. Accept an easement from Tri Pointe Homes for public park vehicle access purposes for Tract Map No. 37390-F (PA 24) within the Atwell Development;
2. Accept an easement from Tri Pointe Homes for public storm drain purposes for Tract Map No. 37390-F (PA 24) within the Atwell Development; and,
3. Quitclaim an easement for public access, park and vehicle parking to Tri Pointe Homes as indicated on the recorded Tract Map No. 37390-F (PA 24) within the Atwell Development.

### **BACKGROUND:**

Final Tract Map No. 37390-F (Phase 2) within the Atwell Development Specific Plan was approved by City Council by Resolution No. 2020-114 on September 9, 2020. Tract Map No. 37390-F subdivided into 137 numbered lots and 23 lettered lots for street and public utility purposes, open space and a park on 32.24 acres of land.

Due to design changes within Tract No. 37390-F, a lot line adjustment within the public park and private recreation area was processed and recorded on February 10, 2022 as Document #2022-0069312. With the lot line adjustment between the public park area and the private recreation area, the old easement for access, park and vehicle parking as indicated on the recorded Tract Map No. 37390-F need to remove and rededicate to

match up with the new lot lines. The new access, park and vehicle parking easement be dedicated and the old access, park and vehicle parking easement quitclaimed.

The public storm drain easement is within Lot 'V' of the recorded Tract Map No. 37390-F (or Parcel 'B' of the new lot line adjustment) to cover and for the maintenance and access of the public storm drain infrastructure at the northeast corner of Corridor Park and Opal Street.

**JUSTIFICATION:**

It is necessary to obtain the easements in order for the City to provide vehicle parking and access to the park, and to provide maintenance for the public storm drain infrastructure.

**FISCAL IMPACT:**

There is no fiscal impact associated with the acceptance of the two easements and the quitclaim of an easement.

**ALTERNATIVE:**

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

**ATTACHMENTS:**

1. Easement with Certificate of Acceptance – Access, Park and Vehicle Parking  
<https://banningca.gov/DocumentCenter/View/10248/Att-1-Certificate-of-Acceptance>
2. Easement with Certificate of Acceptance – Public Storm Drain  
<https://banningca.gov/DocumentCenter/View/10249/Att-2-Certificate-of-Acceptance>
3. Easement Quitclaim for Access, Park and Vehicle Parking  
<https://banningca.gov/DocumentCenter/View/10247/Att-3-QUITCLAIM-DEED>

Approved by:



Douglas Schulze  
City Manager



## CITY OF BANNING STAFF REPORT

**TO:** BANNING UTILITY AUTHORITY

**FROM:** Douglas Schulze, City Manager

**PREPARED BY:** Art Vela, Director of Public Works  
Perry Gerdes, Water/Wastewater Superintendent

**MEETING DATE:** March 22, 2022

**SUBJECT:** Resolution 2022-02 UA, Approving the Purchase of a Backhoe/Loader for the Public Works Department's Water Division

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### **RECOMMENDATION:**

Staff recommend that the Banning Utility Authority approve Resolution 2022-02 UA:

1. Approving the purchase of a new CAT 420 Backhoe Loader from QUINN CAT in the amount of \$121,075.50.
2. Authorizing the City Manager or designee to make necessary budget adjustments, appropriations and transfers related to the purchase.

### **BACKGROUND:**

The Water Division currently has a fleet consisting of several work trucks, large pieces of equipment (backhoes, loaders, etc.) and miscellaneous equipment (air compressors, welders, etc.). As part of its fleet, the Water Division operates two backhoes, which are utilized during the excavation process of installing new water services, water mains and appurtenances. More commonly, the backhoes are used for repairing water leaks in the water system.

The Water Division is in need of replacing one of the two backhoes, Unit 824, which is a 2003 Case 580N backhoe with 3,723 hours and trade-in value of \$24,500.

### **Vendor Selection Process**

As a registered member, the City solicited a quote for the backhoe through Sourcewell, which offers cooperative purchasing options. As a result, it was identified that a CAT 420 Backhoe/Loader from QUINN CAT, which would meet the City's needs, could be purchased utilizing Sourcewell.

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**JUSTIFICATION:**

Provisions of Purchasing Policy B-30 identifies those cooperative bids prepared by and processed through local, state or federal government agencies, may be utilized by the City. City Council consent is required for such arrangements where purchases exceed \$25,000.

The purchase of a new CAT 420 Backhoe/Loader is necessary to maintain safe and reliable Water Division operations.

**FISCAL IMPACT:**

The sale price of the CAT 420 Backhoe Loader is \$176,120. Through the Sourcewell purchasing contract a 22% discount is applied for a net sell price of \$135,098.38. After taxes, fees and the application of the trade-in value for the existing backhoe, the total purchase price is \$121,075.50.

The Water Operations Fund (660) will fund the purchase as follows:

| Account            | Description         | Amount       |
|--------------------|---------------------|--------------|
| 660-6300-471.90-56 | Machinery/Equipment | \$121,075.50 |

The purchase of a new backhoe was planned and budgeted for in the current fiscal year (2021/2022).

**ALTERNATIVE:**

Do not approve Resolution 2022-02 UA and provide alternative direction. Continual operations with the existing backhoe may result in delays for completing work (e.g. leak repairs, etc.) due to potential downtime of the backhoe.

**ATTACHMENTS:**

1. Resolution 2022-02 UA  
<https://banningca.gov/DocumentCenter/View/10251/Att-1-Resolution-2022-02UA-Purchase-of-Backhoe>
2. Quote from QUINN CAT  
<https://banningca.gov/DocumentCenter/View/10250/Att-2-Backhoe-Quote-and-Specifications>

Approved by:



Douglas Schulze  
City Manager



## CITY OF BANNING STAFF REPORT

**TO:** CITY COUNCIL

**FROM:** Douglas Schulze, City Manager

**PREPARED BY:** Laurie Sampson, Executive Assistant  
Kevin G. Ennis, City Attorney

**MEETING DATE:** March 22, 2022

**SUBJECT:** Second Reading and Adoption of Ordinance 1581, an Ordinance of the City of Banning Adjusting the Boundaries of the Five (5) City Council Districts and Adopting a New Official Council District Map for the City of Banning Based on the Results of the 2020 Decennial Census

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### **RECOMMENDATION:**

Conduct Second Reading and Adopt Ordinance No. 1581, an Ordinance of the City of Banning adjusting the boundaries of the five (5) City Council Districts and adopting a new official Council District Map for the City of Banning based on the results of the 2020 Decennial Census.

### **SUMMARY:**

The Public Hearing that occurred on March 8, 2022, was the fifth and final in a series of public hearings required under the California Elections Code Section 21600 *et seq.* as part of the redistricting process undertaken following each decennial federal Census. Public Hearings were held on November 9, 2021, December 14, 2021, January 25, 2022, February 22, 2022, and March 8, 2022, where presentations were provided by City Attorney Kevin G. Ennis and City Staff on the redistricting process and criteria; 2020 Census data was reviewed and discussed; paper and online mapping tools available for public participation were demonstrated; and the City Council direction was provided on district boundary mapping alternatives to be explored.

Additionally, these hearings provided opportunities for public participation, input, comment, and testimony on the redistricting process, communities of interest, and potential boundary adjustments for consideration. At the January 25, 2022, Public Hearing, the City Council accepted the staff prepared draft map and set a deadline of February 8, 2022, for the public to submit maps. By that deadline, no alternative maps were presented. At the February 22, 2022, Public Hearing, the City Council received a request by a group to present a map but because that map was not presented by the

deadline, the Council did not waive the deadline and did not direct staff to evaluate or consider that map. During the March 8, 2022, Public Hearing, it was further noted that if the alternative map presented at the February 22nd meeting provided for a significant reorganization of several districts, including changing the election sequencing of several of the districts or changing the election years in which large segments of voters would be permitted to vote for councilmembers. After the public hearing was closed, Ordinance 1581 was read by title, waiver of full reading was approved, and Ordinance No. 1581 was introduced for its first reading and scheduled for second reading and adoption at the March 22, 2022, regular City Council meeting.

## **BACKGROUND:**

### *Transition to District-Based Elections*

The City of Banning completed the process set forth in the California Voting Rights Act (CVRA) in 2016 and transitioned from a system of “at-large” elections to a system of “district-based” elections for electing Councilmembers. The threat of litigation claimed the City’s at-large election system was racially polarized, resulting in minority vote dilution in violation of the CVRA. The intent of having district-based elections was to create majority minority districts and allow individuals from protected classes an opportunity to be elected to remain in compliance with the CVRA. Other background information regarding the CVRA and the procedures which led to convert to a district-based election process for electing City Councilmembers is available on the City’s website at <https://banningca.gov/470/2016-City-Council-Elections-by-Districts> including the staff reports, videos and other relevant information for the prior meetings and public hearings from June 6, 2016, to June 7, 2016.

On June 28, 2016, the City Council adopted Ordinance No. 1497 transitioning the City’s manner of election from an “at-large” system where all voters regardless of residence location within the City may vote for all Councilmembers to a “district” based system where only voters residing within a geographical district may vote for one Councilmember representing that district. Ordinance No. 1497 established City Council district boundaries pursuant to a map entitled “Smith Map 1”, which was incorporated into Ordinance No. 1497 as the Exhibit A Council District Map. Ordinance No. 1497 also established district-based election sequencing with Districts 1, 2 and 3 elected in 2016 and every four years thereafter, and Districts 4 and 5 elected in 2018 and every four years thereafter. The first district-based election was held on November 8, 2016. The process of transitioning to district elections was facilitated by National Demographics Corporation, Inc. (NDC) who provided demographic information, public outreach, and assistance with drafting maps for the formation of proposed districts. The population of the City of Banning in 2010 was 29,603. For the purpose of districting, the population in each district is approximately 5,920.

### *Requirement for Redistricting, Redistricting Deadline, and Fair Maps Act Criteria*

Every 10 years, jurisdictions that have district-based elections are required to review district boundaries based on the results of the decennial Census to ensure equal

representation based on population growth and to adjust district boundaries, if necessary, to reflect changes in population.

Historically, Census results have been released by the end of March in the year following the Census; however, 2020 results were not provided to states until August 12, 2021, due to Census delays caused by the COVID-19 pandemic. On September 27, 2021, California's Statewide Database released official population data for local governments, which is based on federal 2020 Census data with adjustments for incarcerated populations. The official 2020 population for the City of Banning is 29,505. For the purposes of districting, each of the four council districts must have approximately 5,901 people.

California Elections Code Section 21602 *et seq.* establishes timeframes for completion of redistricting following the release of Census results. The City's next regularly scheduled election will be held on November 8, 2022. Section 21602(a)(3) of the Elections Code applies to cities conducting its next regular election on or after July 1, 2022 and reads: "For redistricting occurring before 2031 and where a city does not have a regular election occurring after January 1, 2022, and before July 1, 2022, the boundaries of the council districts shall be adopted by the council not later than 205 days before the city's next regular election occurring on or after July 1, 2022." Based on the provisions of the Elections Code, the City must adopt Council Districts on or before April 17, 2022, which is 205 days prior to the next City Council election on November 8, 2022.

#### *Redistricting Public Hearing Recap*

The first redistricting public hearing was held on November 9, 2021, and provided an overview of the redistricting requirements and process and included an overview of the federal Voting Rights Act and the California Voting Rights Act (CVRA) criteria; presentation of a demographic summary of the current Council districts based on the 2020 Census population data; discussion of the various mapping tools available for the public and interested parties to use; and provided the opportunity for the public testimony and input on the redistricting process for the redrawing of Council District boundaries.

The second public hearing held on December 14, 2021, included the above as well as Staff provided Draft Map #1 with all supporting data.

The third public hearing held recapped the information provided in the previous two public hearing. At the third public hearing, the City Council set the deadline for public submission of alternative maps as February 8, 2022.

The fourth public hearing held on February 22, 2022, presented a PowerPoint Presentation of the Draft Map #1, and opened the discussion of a request to accept a draft map after the deadline set at the January 25, 2022, meeting. The request was not approved.

The fifth public hearing held on March 8, 2022, introduced Ordinance 1581 with the staff provided draft map and all supporting data. The second reading of this Ordinance was scheduled for the March 22, 2022, regular City Council meeting.

**Draft Map Submitted by Staff**

The Draft Map #1 prepared by Staff applied an ideal population of 5,901 residents per district (total population 29,505 divided by five (5) district) and applied the criteria set forth in the Fair Maps Act by maintaining geographic integrity and utilizing easily recognizable streets in making boundary adjustments to achieve a district map with substantially similar population in each district.

It should be noted that the criteria of the Fair Maps Act were carefully considered as part of exploring mapping alternatives. The adjustments made respect the Fair Maps Criteria, incorporate changes made to census blocks as part of the conduct of the 2020 Census, and consider future population growth that will result based on currently contemplated development within the City of Banning.

The Draft Map #1 is included as Exhibit A and supporting demographic statistics as Exhibit B to the attached draft ordinance. The resulting by-district population and deviation for the map are as follows:

| Council District     | 1                                   | 2     | 3     | 4     | 5     | Total  |
|----------------------|-------------------------------------|-------|-------|-------|-------|--------|
| 2020 Census          | 6,114                               | 5,986 | 5,937 | 5,705 | 5,763 | 29,505 |
| Deviation from Ideal | 213                                 | 85    | 36    | -196  | -138  | 0      |
| % Deviation          | Formula 6,114-5731=411/5901 (Ideal) |       |       |       |       | 7.00%  |

The percentage deviation of the Draft Map #1 is 7% which is within the 10% that has been found to be legally acceptable by the courts. Staff requests that the City Council receive public testimony on this map and consider introduction of an ordinance to adopt the Draft Map #1.

**PUBLIC NOTICE**

Elections Code Section 21608 (c) requires publication of the date, time, and location of any public hearing or workshop at least five days before the hearing or workshop. Pursuant to this requirement, English and Spanish hearing notices were posted on the City's Website on March 2, 2022, for the March 8, 2022, Meeting. Additionally, English, and Spanish public hearing notices were published in the Record Gazette on Friday, February 25, 2022, for the March 8, 2022, Meeting. English and Spanish public hearing notices were also posted in the City's public notice case located at the front door of City Hall at 99 East Ramsey Street, Banning, California 92220.

Additionally, Elections Code Section 21608(d)(1) requires a draft map shall be published for at least seven days before being adopted by the City Council as a final map. The Draft Map #1 was posted on the City's webpage at <https://banningca.gov/717/2020-Draft-District-Maps> on January 6, 2022.

### **CEQA COMPLIANCE**

Adjusting the district boundaries from which voters elect their City Council Members is exempt from review under the California Environmental quality Act (CEQA) pursuant to Section 15061 (b)(3) of the State CEQA Guidelines because it can be seen with certainty that the change will not have any potentially significant adverse impact on the environment.

### **FISCAL IMPACT:**

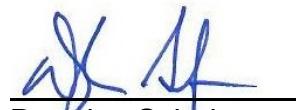
The costs to conduct the redistricting process, including costs for advertising for a series of four public hearings, bilingual translation costs for hearing notices and outreach communications, bilingual translator meeting attendance, and City Attorney costs will be paid from account 001-1500-412.33-11. To date, these services have totaled \$3,453.36.

### **ATTACHMENT:**

1. Ordinance 1581

<https://banningca.gov/DocumentCenter/View/10252/Att-1-Ordinance-1581-2nd-Reading>

Approved by:



Douglas Schulze  
City Manager



## CITY OF BANNING STAFF REPORT

**TO:** CITY COUNCIL

**FROM:** Douglas Schulze, City Manager

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

**MEETING DATE:** March 22, 2022

**SUBJECT:** Adopt Resolutions Approving Mid-Year Budget Adjustments for Fiscal Year 2021-2022 for the City of Banning, Banning Utility Authority, Banning Successor Agency and Amending the Classification and Compensation Plan

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### **RECOMMENDATION:**

Staff recommend the City Council:

1. Adopt Resolution No. 2022-27 Approving the Mid-Year Budget Adjustments for Fiscal Year 2021-2022 for the City of Banning;
2. Adopt Resolution No. 2022-28 Amending the Classification and Compensation Plan; and,
3. Authorize the City Manager or designee to make necessary budget adjustments, appropriations, and transfers.

Staff recommend the Board of the Utility Authority:

1. Adopt Resolution No. 2022-01 UA Approving the Mid-Year Budget Adjustments for Fiscal Year 2021-2022 for the Utility Authority; and
2. Authorize the City Manager or designee to make necessary budget adjustments, appropriations, and transfers.

Staff recommend the Board of the Successor Agency:

1. Adopt Resolution No. 2022-02 SA Approving the Mid-Year Budget Adjustments for Fiscal Year 2021-2022 for the Successor Agency; and
2. Authorize the City Manager or designee to make necessary budget adjustments, appropriations, and transfers.

**BACKGROUND:**

The Budget is an ever-evolving document that needs to be reviewed and adjusted on a regular basis to reflect the current financial situation of the City. Midyear is the middle of the year within a budget cycle (annual). The City is coming to the end of the fiscal year and will subsequently begin budgeting for the new biennial budget. During the first year, many changes have occurred, and it is imperative to end the balance of the year making sure the needs of the City are met. The budget indicates a community's civic priorities, projected revenues and costs, as well as plans for the future.

**JUSTIFICATION:**

The adjustments are necessary to provide a more accurate projection of the available funds for the next fiscal year and incorporate the changes which occurred during the first budget year. The proposed adjustments are based on reductions or increases in expenditures and revenues due to various reasons, which have been highlighted below:

**FISCAL IMPACT:*****REVENUES*****General Fund:**

| <b>General Revenues</b>   | <b>Amount</b>         |
|---|-----------------------|
| Increase Sales Tax based on projections per HDL, Our sales tax consultant | \$ 555,003            |
| Cannabis Sales Tax  | \$ (250,000)          |
| Increase Property Taxes due to more revenue received than projected       | \$ 261,006            |
| Decrease Revenues within Forfeits/Penalties/CVC                           | \$ (40,000)           |
| Increase Lease Income Due to more revenue received than projected         | \$ 8,073              |
| Removed Budgeted amount of ARPA funds from General Fund                   | \$ (3,734,000)        |
| <b>Total Adjustments to General Revenues</b>                              | <b>\$ (3,199,918)</b> |

| <b>General Fund Departmental Revenues:</b>  | <b>Amount</b>         |
|---|-----------------------|
| Various Departments: Revenue from ARPA fund Essential Worker Pay                              | \$ 602,241            |
| City Manager: Revenue from ARPA fund Zen City   | \$ 24,000             |
| Police Dept: Revenue from ARPA for Police Officer's Salaries&Benefits                         | \$ 1,125,600          |
| Police Dept: OJP-Byrne Grant-revenue received   | \$ 1,207              |
| Police Dept: Reimbursement for Services   | \$ 33,869             |
| Police Dept: Sale of Surplus Property   | \$ 2,090              |
| Police Dept: Special Event Reimbursement  | \$ 15,000             |
| Police Dept: State Aid Post   | \$ 3,795              |
| Police Dept: Homeland Sec Grant   | \$ 34,741             |
| Engineering: Reduce Engineering Public Works Permit/inspections                               | \$ (190,000)          |
| Engineering: Increase encroachment permits due to more revenue received than projected        | \$ 5,000              |
| Bldg & Safety: Increase Plan Check Fee  | \$ 39,320             |
| Planning: Increase Design Review due to more revenue received than projected                  | \$ 12,800             |
| Planning: Increase in site plan review due to more revenue received than projected            | \$ 20,000             |
| Planning: Increase in Cannabis Commercial-CUP due to more revenue than projected              | \$ 50,000             |
| Planning: Increase in CUP due to more revenue than projected                                  | \$ 35,000             |
| Planning: Increase in Home Occupation Permit due to more revenue than projected               | \$ 4,000              |
| Planning: Increase environmental review due to more revenue received than projected           | \$ 68,000             |
| Recreation: Increase in recreation class fees as we have received more revenue than projected | \$ 8,000              |
| Recreation: Increase sports league fees as we received more revenue than projected            | \$ 4,000              |
| Recreation: Increase contract class fees as we have received more revenue than projected      | \$ 2,200              |
| <b>Total Adjustments to General Fund Departmental Revenue</b>                                 | <b>\$ 1,900,863</b>   |
| <b>Total Adjustments to General Fund Revenue</b>  | <b>\$ (1,299,055)</b> |

**Proprietary Funds (Enterprise):**

| <b>Airport-Fund 600</b>   | <b>Amount</b>    |
|---|------------------|
| Revenue from ARPA fund Essential Worker Pay                               | \$ 3,956         |
| Increase in other Airport rentals as more revenue received than projected | \$ 12,110        |
| <b>Total Adjustments for Airport Fund</b>                                 | <b>\$ 16,066</b> |

| <b>Fund 610- Transit</b>                     | <b>Amount</b>    |
|--|------------------|
| Fixed Route- Decrease in transit fares       | \$ (35,850)      |
| Fixed Route-Decrease in bus passes           | \$ (8,200)       |
| Revenue from ARPA fund Essential Worker Pay  | \$ 73,642        |
| Dial-A-Ride-Decrease in Dial-A-Ride receipts | \$ (15,614)      |
| <b>Total Adjustments for Transit Fund</b>    | <b>\$ 13,978</b> |

| <b>Fund 660- Water Operations</b>  | <b>Amount</b>       |
|--|---------------------|
| Increase in turn on charges due to more revenue received than projected                      | \$ 12,500           |
| Revenue from ARPA fund Essential Worker Pay  | \$ 117,287          |
| Increase budget within miscellaneous revenue   | \$ 30,000           |
| Increase in metered installation and connections due to more revenue received than projected | \$ 90,000           |
| Increase in metered sales  | \$ 750,000          |
| Increase in capital facilities fees due to more revenue received than projected (FUND 661)   | \$ 275,000          |
| <b>Total Amendments for Water Operations Fund</b>  | <b>\$ 1,274,787</b> |

| <b>Fund 670- Electric</b>                   | <b>Amount</b>     |
|---|-------------------|
| Revenue from ARPA fund Essential Worker Pay | \$ 218,479        |
| Decrease CRR revenue (CAISO)                | \$ (100,000)      |
| <b>Total Amendments for Electric Fund</b>   | <b>\$ 118,479</b> |

| <b>Fund 680- Wastewater</b>  | <b>Amount</b>     |
|--|-------------------|
| Revenue from ARPA fund Essential Worker Pay  | \$ 36,347         |
| Increase capital facilities fee due to more revenue received than projected Fund 681 | \$ 80,000         |
| <b>Total Amendments for Wastewater</b>   | <b>\$ 116,347</b> |

| <b>Fund 690-Refuse</b>   | <b>Amount</b>       |
|--|---------------------|
| Revenue from ARPA fund Essential Worker Pay                                  | \$ 6,489            |
| Increase refuse monthly billing due to receiving more revenue than projected | \$ 235,000          |
| Increase budget in franchise fee due to more revenue received than projected | \$ 4,192,550        |
| <b>Total Amendments for Refuse</b>   | <b>\$ 4,434,039</b> |

**Special Revenue Funds:****Fund 100 - Gas Tax Fund**

|   |           |
|---|-----------|
| Revenue from ARPA fund Essential Worker Pay | \$ 33,106 |
|---|-----------|

**Fund 111 - Landscape Maintenance**

|   |        |
|---|--------|
| Revenue from ARPA fund Essential Worker Pay | \$ 669 |
|---|--------|

**Fund 222 - ARPA-American Rescue Plan Act Fund**

|                                 |              |
|---------------------------------|--------------|
| Record Revenue Earned from ARPA | \$ 1,291,104 |
|---------------------------------|--------------|

**Internal Service Funds:****Fund 700 - Risk Management**

|   |          |
|---|----------|
| Revenue from ARPA fund Essential Worker Pay | \$ 3,818 |
|---|----------|

**Fund 702 - Fleet Maintenance**

|   |           |
|---|-----------|
| Revenue from ARPA fund Essential Worker Pay | \$ 20,418 |
|---|-----------|

**Fund 703 - Information Systems**

|                                 |           |
|---------------------------------|-----------|
| Record Revenue Earned from ARPA | \$ 22,898 |
|---------------------------------|-----------|

**Fund 761 - Utility Billing**

|                                 |            |
|---------------------------------|------------|
| Record Revenue Earned from ARPA | \$ 116,396 |
|---------------------------------|------------|

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**EXPENDITURES**

**General Fund Expenditures:**

| Account Description                    | Notes/Justification   | Adjustment Requested |
|--|---|----------------------|
| <b>CITY COUNCIL</b>                    |   |                      |
| TRAVEL/CONFERENCES                     | Anticipate an increase in travel this FY  | \$ 3,000             |
| DEPARTMENTAL SUPPLIES                  | Increase in supplies account  | \$ 150               |
| PROFESSIONAL SERVICES                  | Lobbying Services with Joe A Gonsalves  | \$ 4,800             |
| DUES/SUBSCRIPTIONS                     | SCAG fees   | \$ 4,200             |
| <b>Total Adjustment Requested</b>      |   | <b>\$ 12,150</b>     |
| <b>CITY MANAGER</b>                    |   |                      |
| POSTAGE/MAILING COSTS                  | New process to track postage  | \$ 50                |
| VISION ALLOWANCE                       | Increase to cover staff   | \$ 75                |
| GENERAL EXPENSES                       | To support general expenses   | \$ 120               |
| DUES/SUBSCRIPTIONS                     | ICMA dues   | \$ 150               |
| STAFF TRAINING                         | Increase for staff enrichment   | \$ 350               |
| TRAVEL/CONFERENCES                     | ICSC Las Vegas, ICMA Washington DC, Cal Cities CM Conference                                    | \$ 1,000             |
| COMPUTER HARDWARE                      | Laptop and docking station for staff  | \$ 2,400             |
| PROFESSIONAL SERVICES                  | ZenCity Technologies, Additional professional services  | \$ 27,196            |
| ESSENTIAL WKR PREMIUM PAY              |   | \$ 28,200            |
| MAINT/REPAIR/MAINT-SOFTWARE (DOCUSIGN) | Docusign software   | \$ 5,042             |
| <b>Total Adjustment Requested</b>      |   | <b>\$ 64,583</b>     |
| <b>ECONOMIC DEVELOPMENT</b>            |   |                      |
| PROFESSIONAL SERVICES                  | Hire Kosmont Companies to assist the City with an economic feasibility study, Continuing Approp | \$ 61,593            |
| ESSENTIAL WKR PREMIUM PAY              |   | \$ 7,050             |
| WORKERS COMP                           | Increase from original budget   | \$ 7,645             |
| MAINT/REPAIR/MAINT-SOFTWARE (DOCUSIGN) | Docusign software   | \$ 902               |
| <b>Total Adjustment Requested</b>      |   | <b>\$ 77,190</b>     |
| <b>PERSONNEL</b>                       |   |                      |
| ESSENTIAL WKR PREMIUM PAY              |   | \$ 3,525             |
| INCENTIVE PAY                          |   | \$ 1,030             |
| MAINT / REPAIR/MAINT-SOFTWARE          | Add software/programs to increase efficiency  | \$ 27,860            |
| PROFESSIONAL SERVICES                  | Class and Comp Plan was less than budgeted  | \$ (57,630)          |
| SPC PRGRMS/EOC & SAFETY PROGRAMS       | COVID-19 tests purchase & Blais & Associates  | \$ 28,784            |
| <b>Total Adjustment Requested</b>      |   | <b>\$ 3,569</b>      |
| <b>CITY CLERK</b>                      |   |                      |
| POSTAGE/MAILING COSTS                  | Adjust to accommodate actual postage costs  | \$ 74                |
| PRINTING/BINDING                       | Adjust to accommodate actual printing costs   | \$ 150               |
| STAFF TRAINING                         | Adjust to accommodate actual training costs   | \$ 750               |
| ESSENTIAL WKR PREMIUM PAY              |   | \$ 7,050             |
| COMPUTER SOFTWARE                      | Laptop with docking station for staff   | \$ 2,400             |
| ADVERTISING/PUBLISHING                 | Adjust to accommodate actual advertising costs  | \$ 4,000             |
| <b>Total Adjustment Requested</b>      |   | <b>\$ 14,424</b>     |
| <b>ELECTIONS</b>                       |   |                      |
| PROFESSIONAL SERVICES                  | To support elections  | \$ 3,500             |
| <b>Total Adjustment Requested</b>      |   | <b>\$ 3,500</b>      |
| <b>ATTORNEY</b>                        |   |                      |
| INTERFUND SVC-C/ATTORNEY               | Reduces FY21-22 based on CAP  | \$ (133,500)         |
| <b>Total Adjustment Requested</b>      |   | <b>\$ (133,500)</b>  |

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**General Fund Continued:**

| Account Description               | Notes/Justification   | Adjustment Requested |
|-----------------------------------|---|----------------------|
| <b>FINANCE</b>                    |   |                      |
| COMPUTER HARDWARE                 | Business license computer upgrade. Needed to accommodate new technology           | \$ 2,500             |
| CONTRACT EMPLOYMENT SVCS          | Contract Employment services reduction  | \$ (7,000)           |
| ESSENTIAL WKR PREMIUM PAY         |   | \$ 51,088            |
| INCENTIVE PAY                     |   | \$ 1,707             |
| RETURNED CHECK/BANK FEES          |   | \$ (14,000)          |
| STAFF TRAINING                    | GASB Update, GFOA Webinars, AGA Webinars, CSMFO                                   |                      |
| OVERTIME                          | Monthly Professional Meetings, AGA Professional                                   | \$ (2,000)           |
| MAINT / REPAIR/MAINT-SOFTWARE     | To accommodate actual overtime costs  | \$ 17,500            |
|                                   | OpenGov integration & OpenGov Budget book module                                  | \$ 14,000            |
| <b>Total Adjustment Requested</b> |   | <b>\$ 63,795</b>     |
| <b>PURCHASING</b>                 |   |                      |
| COMPUTER SERVICES                 | Reduce to offset increases in other accounts                                      | \$ (158)             |
| ESSENTIAL WKR PREMIUM PAY         |   | \$ 21,150            |
| WORKING OUT OF CLASS              |   | \$ 2,439             |
| TELEPHONE SERVICE                 | Cell Service and supplies for Manager   | \$ 500               |
| PRINTING/BINDING                  | Increased printing for various programs & business                                | \$ 550               |
| DUES/SUBSCRIPTIONS                | CAPPO & AEP memberships   | \$ 837               |
| MAINT / REPAIR/MAINT-SOFTWARE     | Central Square  | \$ 1,065             |
| DEPARTMENTAL SUPPLIES             | Increase to accommodate department supplies                                       | \$ 2,000             |
| <b>Total Adjustment Requested</b> |   | <b>\$ 28,383</b>     |
| <b>MEDIA</b>                      |   |                      |
| ESSENTIAL WKR PREMIUM PAY         |   | \$ 7,050             |
| <b>Total Adjustment Requested</b> |   | <b>\$ 7,050</b>      |
| <b>POLICE</b>                     |   |                      |
| OVERTIME - SPECIAL EVENTS         | Musical festivals will happen this year. The amount is eligible for reimbursement | \$ 16,000            |
| STAFF TRAINING                    | Will cover an audit & training from CAD provider                                  | \$ 25,000            |
| COMPUTER HARDWARE                 |   | \$ 3,036             |
| RADIO EQUIPMENT/RADIOS            |   | \$ 343               |
| MAINT/REPAIR/MAINT-SOFTWARE       | Docusign  | \$ 2,342             |
| WORKERS COMP-REIMBURSEMENT        | Increased based on actuals and projections for remainder of year                  | \$ (125,000)         |
| ESSENTIAL WKR PREMIUM PAY         |   | \$ 268,945           |
| OVERTIME                          | special events  | \$ 185,000           |
| <b>Total Adjustment Requested</b> |   | <b>\$ 375,666</b>    |
| <b>DISPATCH</b>                   |   |                      |
| EDUCATION INCENTIVE BONUS         |   | \$ 19,485            |
| ESSENTIAL WKR PREMIUM PAY         |   | \$ 50,055            |
| STAFF TRAINING                    | Sent dispatch to two conferences that required hotel & expenses                   | \$ 2,800             |
| <b>Total Adjustment Requested</b> |   | <b>\$ 72,340</b>     |

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**General Fund Continued:**

| Account Description               | Notes/Justification  | Adjustment Requested |
|-----------------------------------|--|----------------------|
| <b>ANIMAL CONTROL</b>             |  |                      |
| ANIMAL CONTROL SVCS               | Contract increase to \$30k/month - previous contract   | \$ (125,000)         |
| ESSENTIAL WKR PREMIUM PAY         |  | \$ 14,100            |
| MAINT / REPAIR/MAINT-BUILDINGS    |  | \$ 3,950             |
| OVERTIME                          |  | \$ 15,000            |
| PRINTING/BINDING                  | Business Cards, Door Hangers   | \$ 500               |
| RADIO TRANSMISSION SVCS           |  | \$ (2,000)           |
| STAFF TRAINING                    |  | \$ (500)             |
| <b>Total Adjustment Requested</b> |  | <b>\$ (93,950)</b>   |
| <b>FIRE</b>                       |  |                      |
| FIRE SUPPRESSION SERVIC           | Annually has savings- Using as an offset   | \$ (19,680)          |
| UTILITIES-BANNING                 | Utilities underfunded  | \$ 4,000             |
| LEASE / LEASE/PURCHASE PAYMENTS   | Fire Marshall Vehicle Lease Payment  | \$ 5,680             |
| OFF FURN/EQUIP/FIXTURES           | Recliners requested by Chief Hopkins   | \$ 10,000            |
| ORGANIZAT'L CONSULT'T S           | Emergency Services Coordinator Agreement   | \$ 45,000            |
| <b>Total Adjustment Requested</b> |  | <b>\$ 45,000</b>     |
| <b>BUILDING SAFETY</b>            |  |                      |
| COMPUTER SERVICES                 | Council Approved 1-11-22 Dude solutions  | \$ 39,135            |
| ESSENTIAL WKR PREMIUM PAY         |  | \$ 11,280            |
| MAINT / REPAIR/MAINT-SOFTWARE     |  | \$ 3,402             |
| <b>Total Adjustment Requested</b> |  | <b>\$ 53,817</b>     |
| <b>CODE ENFORCEMENT</b>           |  |                      |
| ESSENTIAL WKR PREMIUM PAY         |  | \$ 14,100            |
| <b>Total Adjustment Requested</b> |  | <b>\$ 14,100</b>     |
| <b>PLANNING</b>                   |  |                      |
| STAFF TRAINING                    | Staff enrichment   | \$ 3,500             |
| ESSENTIAL WKR PREMIUM PAY         |  | \$ 16,920            |
| GENERAL PLAN UPDATE               |  | \$ 114,981           |
| PLANNING SERVICES                 |  | \$ (11,353)          |
| MAINT/REPAIR/MAINT-SOFTWARE       | Software maintenance costs   | \$ 27,000            |
| PROFESSIONAL SERVICES             | Contracts  | \$ 70,570            |
| <b>Total Adjustment Requested</b> |  | <b>\$ 221,618</b>    |
| <b>ENGINEERING</b>                |  |                      |
| COMPUTER HARDWARE                 |  | \$ 4,944             |
| COMPUTER SOFTWARE                 |  | \$ (144)             |
| CONTRACT EMPLOYMENT SVCS          |  | \$ 2,000             |
| ENGINEERING SERVICES              | Increase related to Pardee and Rancho San Gorgonio developments - Continuing Appropriations \$928844 | \$ 928,844           |
| ESSENTIAL WKR PREMIUM PAY         |  | \$ 13,568            |
| LEASE / LEASE/PURCHASE PAYMENTS   |  | \$ 1,500             |
| MAINT / REPAIR/MAINT-SOFTWARE     | Docusign software \$2882 allocated to Public Works   | \$ 2,882             |
| PROFESSIONAL SERVICES             | Grant writing services   | \$ 10,250            |
| VISION ALLOWANCE                  |  | \$ 240               |
| <b>Total Adjustment Requested</b> |  | <b>\$ 964,084</b>    |

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**General Fund Continued:**

| Account Description               | Notes/Justification   | Adjustment Requested |
|-----------------------------------|---|----------------------|
| <b>BUILDING MAINTENANCE</b>       |   |                      |
| BUILDING IMPROVEMENTS             | Materials for replacing City Hall trellis over a 2 year pe  | \$ (103)             |
| COMPUTER HARDWARE                 |   | \$ 103               |
| CUSTODIAN SERVICES                |   | \$ 3,106             |
| ELECTRICIAN SERVICES              |   | \$ 14,186            |
| ESSENTIAL WKR PREMIUM PAY         |   | \$ 12,338            |
| MAINT / REPAIR/MAINT AC/HEATING   |   | \$ (3,398)           |
| MAINT / REPAIR/MAINT-BUILDINGS    |   | \$ 30,861            |
| MAINT / REPAIR/MAINT-GRNDS/FIEL   |   | \$ (160)             |
| PROFESSIONAL SERVICES             | City hall roof rehab bid documents  | \$ 25,000            |
| <b>Total Adjustment Requested</b> |   | <b>\$ 81,933</b>     |
| <b>PARKS</b>                      |   |                      |
| ESSENTIAL WKR PREMIUM PAY         |   | \$ 20,445            |
| LANDSCAPE MAINTENANCE             |   | \$ 500               |
| MAINT / REPAIR/MAINT-BUILDINGS    |   | \$ 1,500             |
| MAINT / REPAIR/MAINT-GRNDS/FIEL   |   | \$ 7,320             |
| OVERTIME                          | OT and Standby was reduced during the COVID restricts and it was not allocated appropriately for fully operational department.          | \$ 8,000             |
| WORKING OUT OF CLASS              |   | \$ 1,124             |
| PEST ERADICATION SERVICE          |   | \$ (500)             |
| PROFESSIONAL SERVICES             | Grant Writing Support - Master Plans work on the Smith Creek and Overall Parks master Plan – Funds will come from Park Development Fund | \$ 11,289            |
| STANDBY PAY                       | OT and Standby was reduced during the COVID restricts and it was not allocated appropriately for fully operatioNal department.          | \$ 3,300             |
| TREE TRIMMING SERVICE             | A large tree went down during Winter storm at Lions and required \$5,400 emergency work to remove tree and trim damaged trees still up. | \$ 5,400             |
| <b>Total Adjustment Requested</b> |   | <b>\$ 58,378</b>     |
| <b>RECREATION</b>                 |   |                      |
| CUSTODIAN SERVICES                |   | \$ 50                |
| EDUCATION INCENTIVE BONUS         |   | \$ 1,500             |
| ESSENTIAL WKR PREMIUM PAY         |   | \$ 33,060            |
| MAINT / REPAIR/MAINT-BUILDINGS    | Increase \$2,500 for Roof Work to repair leak areas - Community Center  | \$ 3,341             |
| OFF FURN/EQUIP/FIXTURES           | Purchase of replacement round tables for Community  | \$ 2,000             |
| OVERTIME                          |   | \$ 2,200             |
| PROFESSIONAL SERVICES             | Professional services for Cost Recovery consultant to aid in the development of cost recovery policy.                                   | \$ 6,000             |
| RECREATION SUPPLIES               | Increased participation coming out of the COVID restrictions has increased supply costs.  | \$ 4,000             |
| <b>Total Adjustment Requested</b> |   | <b>\$ 52,151</b>     |
| <b>AQUATICS</b>                   |   |                      |
| ESSENTIAL WKR PREMIUM PAY         |   | \$ 4,218             |
| <b>Total Adjustment Requested</b> |   | <b>\$ 4,218</b>      |

**General Fund Continued:**

| Account Description                               | Notes/Justification                                 | Adjustment Requested |
|---|---|----------------------|
| <b>SENIOR CENTER</b>                              |   |                      |
| DEPARTMENTAL SUPPLIES                             | Purchase of replacement of tables for the Nutrition | \$ 3,000             |
| EDUCATION INCENTIVE BONUS                         |   | \$ 1,500             |
| ESSENTIAL WKR PREMIUM PAY                         |   | \$ 5,288             |
| <b>Total Adjustment Requested</b>                 |   | <b>\$ 9,788</b>      |
| <b>CENTRAL SERVICES</b>                           |   |                      |
| DEPARTMENTAL SUPPLIES                             |   | (2,015.00)           |
| LEASE / LEASE/PURCHASE PAYMENTS                   |   | 1,565.00             |
| MAINT / REPAIR/MAINT-EQUIPMENT                    |   | 1,210.00             |
| <b>Total Adjustment Requested</b>                 |   | <b>\$ 760</b>        |
| <b>TOTAL GENERAL FUND EXPENDITURE ADJUSTMENTS</b> |   | <b>\$ 2,001,047</b>  |

**Proprietary, Special Fund and ISF Expenditures:**

| Account Description               | Notes/Justification   | Adjustment Requested |
|-----------------------------------|---|----------------------|
| <b>GAS TAX</b>                    |   |                      |
| ESSENTIAL WKR PREMIUM PAY         |   | \$ 30,579            |
| MAINT / REPAIR/MAINT-TRFFC SIGN   | Traffic signal repair costs-car accident at Ramsey & Highland Springs | \$ 7,000             |
| <b>Total Adjustment Requested</b> |   | <b>\$ 37,579</b>     |
| <b>LANDSCAPE MAINTENANCE</b>      |   |                      |
| ESSENTIAL WKR PREMIUM PAY         | Increase in utilities & removal of electrical municipal               | \$ 616               |
| UTILITIES-BANNING                 | rate  | \$ 17,500            |
| <b>Total Adjustment Requested</b> |   | <b>\$ 18,116</b>     |
| <b>ARPA-AMERICA RESCUE PLAN</b>   |   |                      |
| BUA WTR CAP PROJ FUND             |   | \$ 3,956             |
| INFORMATION SYSTEM FUND           |   | \$ 22,898            |
| REIMBSMT-INS FUND                 |   | \$ 3,818             |
| TFSR - REFUSE FUND                |   | \$ 6,489             |
| TRNSFR-ELECTRIC FUND              |   | \$ 218,479           |
| TRNSFR-FLEET MAINTENANCE          |   | \$ 20,418            |
| TRNSFR-GAS TAX STREET FD          |   | \$ 33,106            |
| TRNSFR-GENERAL FUND               |   | \$ 637,599           |
| TRNSFR-LANDSCAPE MAINT FD         |   | \$ 669               |
| TRNSFR-TRANSIT FUND               |   | \$ 73,642            |
| TRNSFR-WASTEWATER                 |   | \$ 36,347            |
| TRNSFR-WATER FUND-DEBT            |   | \$ 117,287           |
| UTILITY BILLING ADMIN FD          |   | \$ 116,396           |
| <b>Total Adjustment Requested</b> |   | <b>\$ 1,291,104</b>  |

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**Proprietary, Special Fund and ISF Continued:**

| Account Description                         | Notes/Justification                                    | Adjustment Requested |
|---|--|----------------------|
| <b>AIRPORT</b>                              |  |                      |
| ESSENTIAL WKR PREMIUM PAY                   |  | \$ 3,652             |
| MAINT / REPAIR/MAINT-BUILDINGS              | Attendant building repairs                             | \$ 2,500             |
|   | Increase in electrical costs related to removal of     |                      |
| UTILITIES-BANNING                           | municipal rate   | \$ 13,250            |
| <b>Total Adjustment Requested</b>           |  | <b>\$ 19,402</b>     |
| <b>TRANSIT</b>                              |  |                      |
| ESSENTIAL WKR PREMIUM PAY                   |  | \$ 68,021            |
| <b>Total Adjustment Requested</b>           |  | <b>\$ 68,021</b>     |
| <b>ELECTRIC (7000)</b>                      |  |                      |
| VEHICLES                                    | Vehicle expenses                                       | \$ 1,000             |
| VISION ALLOWANCE                            | Vision expenses  | \$ 1,500             |
| ESSENTIAL WKR PREMIUM PAY                   |  | \$ 194,756           |
| SPC PRGRMS / MISCELLANEOUS EXPENSE          | Miscellaneous expenses                                 | \$ 2,000             |
| LEASE / EQUIPMENT LEASE/RENTAL              | Equipment rental expenses                              | \$ 5,000             |
| UNIFORM PURCHASE/MAINT                      | Uniform expenses                                       | \$ 6,000             |
| TOOLS/MISC SUPPLIES                         | Miscellaneous tool expenses                            | \$ 10,000            |
| SVC-RESALE / EV CHARGING STATION            | Charging station expenses                              | \$ 14,000            |
| COMPUTER HARDWARE                           | Server Upgrade   | \$ 15,000            |
| STAFF TRAINING                              | SCPPA/APPA/Milsoft/ Central Square                     | \$ 20,000            |
| LEASE / LEASE/PURCHASE PAYMENTS             | Equipment Lease payments                               | \$ 20,000            |
| MAINT/REPAIR/MAINT-SOFTWARE (DOCUSIGI       | Docusign softWARE allocated to Electric                | \$ 4,142             |
| PROFESSIONAL SERVICES                       | Successions planning, PBB, GovInvest, MGT (CAP)        | \$ 27,000            |
| TRAVEL/CONFERENCES                          | Itron/IEEE/EUSERC/SCPPA/APPA/WUC/SATEC                 | \$ 35,000            |
| DUES/SUBSCRIPTIONS                          | CMUA, NewsData, CUE, Amazon, Gazette                   | \$ 40,000            |
| POLES/TOWERS/FIXTURES                       | Storm Related  | \$ 50,000            |
| <b>Total Adjustment Requested</b>           |  | <b>\$ 445,398</b>    |
| <b>GENERATION &amp; TRANSMISSION (7010)</b> |  |                      |
| ESSENTIAL WKR PREMIUM PAY                   |  | \$ 7,050             |
|   | Wholesale energy costs were higher than expected.      |                      |
|   | Aniticipate the need to purchase less wholesale energy |                      |
| SVC-RESALE / ENERGY - LOCAL                 | in the future  | \$ 500,000           |
| <b>Total Adjustment Requested</b>           |  | <b>\$ 507,050</b>    |
| <b>PUBLIC BENEFIT</b>                       |  |                      |
| PROFESSIONAL SERVICES                       | Consulting Services-AB1037                             | \$ 10,000            |
| SPC PROGRAMS/PUBLIC BENEFIT                 | Keep Kool, Centennial & Stagecoach                     | \$ 30,000            |
| <b>Total Adjustment Requested</b>           |  | <b>\$ 40,000</b>     |

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**Proprietary, Special Fund and ISF Continued:**

| Account Description                  | Notes/Justification  | Adjustment Requested |
|--------------------------------------|--|----------------------|
| <b>WATER FUND</b>                    |  |                      |
| COMPUTER SOFTWARE                    | Decrease to fund increase 89-49  | \$ (2,000)           |
| COMPUTER HARDWARE                    | For new SCADA laptop   | \$ 2,000             |
| ESSENTIAL WKR PREMIUM PAY            |  | \$ 108,338           |
| ELECTRICITY-EDISON                   | Increase in use of Banning Water Canyon Wells<br>Cover unforeseen emergency repairs, replacements  | \$ 13,000            |
| WELLS/PUMP EQUIP EXPENSE             | electrical & mechanical  | \$ 30,000            |
| SPC PRGRMS / LICENSES/PERMITS/FEES   | AQMD permitting, Regional Board permitting   | \$ 35,000            |
| LEASE / LEASE/PURCHASE PAYMENTS      | Increase for new lease vehicle payments  | \$ 75,000            |
| WTR DISTRIBUTION SYS EXP             | Increase needed to fund water leak repairs and asphalt<br>patching   | \$ 75,000            |
| SVC-RESALE / WATER PURCHASE - RESALE | Cover payments to Beaumont Cherry Valley Water<br>dDistrict to cover the City's share for the use of co-<br>owned bills                                      | \$ 225,000           |
| UTILITIES-BANNING                    | Increase needed due to not implementing municipal rate<br>Needed to catch up on AMI/AMR Implementation<br>schedule. Field crews work overtime to install AMR | \$ 500,000           |
| OVERTIME                             | meters   | \$ 50,000            |
| <b>Total Adjustment Requested</b>    |  | <b>\$ 1,111,338</b>  |
| <b>WASTEWATER</b>                    |  |                      |
| ESSENTIAL WKR PREMIUM PAY            |  | \$ 33,573            |
| SEWER COLL SYSTEM EXPENSE            | Increase to fund root control and misc repairs   | \$ 20,000            |
| <b>Total Adjustment Requested</b>    |  | <b>\$ 53,573</b>     |
| <b>REFUSE</b>                        |  |                      |
| PROFESSIONAL SERVICES                | Funding for IS/MND for concrete recycling site   | \$ 25,000            |
| ESSENTIAL WKR PREMIUM PAY            |  | \$ 5,993             |
| CONTRACTED REFUSE SERVICE            | Payments to WM for services prior to taking over billing   | \$ 545,000           |
| <b>Total Adjustment Requested</b>    |  | <b>\$ 575,993</b>    |

Staff Report: FY 21-22 Mid-Year Budget Adjustments

March 22, 2022

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**Proprietary, Special Fund and ISF Continued:**

| Account Description               | Notes/Justification   | Adjustment Requested |
|-----------------------------------|---|----------------------|
| <b>WORKERS COMPENSATION</b>       |   |                      |
| ESSENTIAL WKR PREMIUM PAY         |   | \$ 3,526             |
| WORK'S COMP INSUR PREMI           | Increase to cover increase in workers comp premium  | \$ 37,455            |
| <b>Total Adjustment Requested</b> |   | <b>\$ 40,981</b>     |
| <b>FLEET MANAGEMENT</b>           |   |                      |
| MAINT / REPAIR/MAINT-EQUIPMENT    | Increase for unforeseen vehicle repairs   | \$ 20,000            |
| ESSENTIAL WKR PREMIUM PAY         |   | \$ 18,859            |
| GASOLINE/DIESEL FUEL              | Increase in fuel prices   | \$ 100,000           |
| <b>Total Adjustment Requested</b> |   | <b>\$ 138,859</b>    |
| <b>INFORMATION SYSTEMS</b>        |   |                      |
| ESSENTIAL WKR PREMIUM PAY         |   | \$ 21,150            |
| <b>Total Adjustment Requested</b> |   | <b>\$ 21,150</b>     |
| <b>UTILITY BILLING (3100)</b>     |   |                      |
| OFF FURN/EQUIP/FIXTURES           | Small conference table & chair for Manager/Equip for new customer advisement room                                   | \$ 1,000             |
|                                   | Supplies for the new customer advisement room & apparel for the division as City representatives at outreach events | \$ 2,000             |
| DEPARTMENTAL SUPPLIES             |   | \$ 72,263            |
| ESSENTIAL WKR PREMIUM PAY         |   |                      |
| PRINTING/BINDING                  | Cover negative balance and for printing the balance of the FY   | \$ 3,500             |
|                                   | Cover negative balance and folding machine lease the balance of the FY  | \$ 4,000             |
| MAINT / REPAIR/MAINT-EQUIPMENT    | InvoiceCloud/Dan Hauser Consulting to assist with CAPP/CWWAPP   | \$ 6,000             |
| PROFESSIONAL SERVICES             | Cover negative balance, printer invoices & FSR truck leases   | \$ 6,500             |
| LEASE / LEASE/PURCHASE PAYMENTS   |   |                      |
| POSTAGE/MAILING COSTS             | posted necessary for county/state COVID relief outreach   | \$ 10,000            |
|                                   | Cover negative balance & monthly invoices-Superion &  |                      |
| MAINT / REPAIR/MAINT-SOFTWARE     | Online Information Services   | \$ 20,000            |
| <b>Total Adjustment Requested</b> |   | <b>\$ 125,263</b>    |
| <b>METER READING (3110)</b>       |   |                      |
| COMPUTER SOFTWARE                 | Necessary software apps for field collection software.  | \$ 2,000             |
| ESSENTIAL WKR PREMIUM PAY         |   | \$ 35,250            |
| TOOLS/SHOP SUPPLIES               | Immediate need for tools/small power tools to perform duties  | \$ 2,500             |
| UNIFORM PURCHASE/MAINT            | Uniform shirts for 4FSR's & 1 lead FSR  | \$ 5,400             |
| DEPARTMENTAL SUPPLIES             | Purchase necessary PPE/essential safety supplies  | \$ 5,800             |
| COMPUTER HARDWARE                 | Upgrade to handhelds which Have no support & are near obsolete  | \$ 12,500            |
| <b>Total Adjustment Requested</b> |   | <b>\$ 63,450</b>     |

**SALARIES & BENEFITS AND CLASSIFICATION & COMPENSATION UPDATE****Summary Positions Request:**

| Position                           | Qty | Amount Per Employee | Total Amount   | Annual Impact Allocation |              |            |          | Months | Fiscal Year Impact |          |          |           |
|------------------------------------|-----|---------------------|----------------|--------------------------|--------------|------------|----------|--------|--------------------|----------|----------|-----------|
|                                    |     |                     |                | 001-2200                 | 660-6300     | 680-8000   | 670-7000 |        | 001-2200           | 660-6300 | 680-8000 | 670-7000  |
| Warehouse Services Specialist      | 1   | \$ 114,242          | \$ 114,242     |                          | \$ 57,121    | \$ 57,121  |          | 2      |                    | 9,520    | 9,520    |           |
| Lieutenant                         | 1   | \$ 246,969          | \$ 246,969     | \$ 246,969               |              |            |          | 4      | 82,323             |          |          |           |
| Sergeant                           | 2   | \$ 219,774          | \$ 439,548     | \$ 439,548               |              |            |          | 4      | 146,516            |          |          |           |
| Corporal                           | 3   | \$ 220,436          | \$ 661,307     | \$ 661,307               |              |            |          | 4      | 220,436            |          |          |           |
| Police Officer                     | (6) | \$ 200,106          | \$ (1,200,637) | \$ (1,200,637)           |              |            |          | 4      | (400,212)          |          |          |           |
| Utility Services Assistant         | 1   | \$ 105,380          | \$ 105,380     |                          | \$ 105,380   |            |          | 2      |                    | 17,563   |          |           |
| Operations System Technician       | 1   | \$ 186,322          | \$ 186,322     |                          | \$ 186,322   |            |          | 4      |                    | 62,107   |          |           |
| Substation Tech                    | (1) | \$ 186,322          | \$ (186,322)   |                          | \$ (186,322) |            |          | 4      |                    | (62,107) |          |           |
| Assistant Electric Service Planner | 1   | \$ 128,090          | \$ 128,090     |                          | \$ 128,090   |            |          | 2      |                    | 21,348   |          |           |
|                                    |     | \$ 494,899          | \$ 147,187     | \$ 57,121                | \$ 57,121    | \$ 233,470 |          |        | \$ 49,062          | \$ 9,520 | \$ 9,520 | \$ 38,912 |

**Changes for Classification and Compensation Update:**

| Position                             | Qty | Amount Per Employee | Total Amount | Allocation |          |          |          |              |
|--------------------------------------|-----|---------------------|--------------|------------|----------|----------|----------|--------------|
|                                      |     |                     |              | 001-2200   | 660-6300 | 680-8000 | 670-7000 |              |
| Electric Service Planning Supervisor | 1   | \$ 193,980          | \$ 193,980   |            |          |          |          | \$ 193,980   |
| Service Planner                      | (1) | \$ 181,738          | \$ (181,738) |            |          |          |          | \$ (181,738) |
| CORE Manager                         | 1   | \$ 173,691          | \$ 173,691   |            |          |          |          | \$ 173,691   |
| Public Benefits Coordinator          | (1) | \$ 114,545          | \$ (114,545) |            |          |          |          | \$ (114,545) |
| Powerline Crew Superintendent        | 1   | \$ 259,072          | \$ 259,072   |            |          |          |          | \$ 259,072   |
|                                      |     | \$ 330,461          |              |            |          |          |          | \$ 330,461   |

\*Already included in budget at Mid-Cycle, need to update Class & Comp Plan Only

**Changes included in the increase to Salaries & Benefits:****➤ Public Works**

- Add Warehouse Services Specialist-New Position

The Water and Wastewater Divisions of the Public Works Department has historically shared one Warehouse Service Specialist (WSS) position with the Electric Department. Over the past several years the City's water and wastewater infrastructure has grown and will continue to grow into the near future. With growth and additional needs for maintaining the City's existing infrastructure there is an increase in warehouse demands. A dedicated WSS position to the W/WW Division will ensure that parts, materials, equipment and other supplies are of good quality, organized, maintained and readily available. Additionally, the position will assist with the procurement process, check in/out of items and inventory tracking. Lastly, the existing WSS staff member is located at the City corporate yard on Lincoln Street (Electric Department warehouse). The new WSS position will be located in the W/WW Division warehouse located on north San Gorgonio Avenue.

**➤ Police**

- To accommodate deserving promotions and using the current authorized total staff designated (36 positions), the Police Department would like to reduce the number of funded and authorize police officer positions and reclass to:

- 1 Lieutenant position
- 2 Sergeant positions

o 3 Corporal positions

- The rank structure of the police department allows for a supervisor to always be working, 24 hours a day 7 days a week. Corporals are the first level of supervision for the Banning Police Department. There are currently (2) Corporals on the police department with one Corporal position unfunded. The Department is asking to transfer a patrol spot to a Corporal to cover the unfunded position and (2) additional positions to fill the final patrol shift and the Detective Bureau for a total of (5). The department is not asking for additional bodies, only to move patrol positions to Corporal positions. This would help to ensure there are always sufficient line level supervisors available. When a Corporal is on a patrol shift, along with a Sergeant, the Corporal is responsible for a patrol zone (beat) just like a patrol officer; however, that Corporal would also have the rank, training and ability to conduct some additional supervisory duties and act as needed.
- Sergeants handle watch commander duties for the department and are responsible for the Over Watch of the City of Banning. There are Sergeants assigned to each of the patrol shifts (four patrol shifts) and the Detective Bureau. The department is asking for an additional Sergeant to handle administrative duties as well as fill in for watch commanders as needed. This Admin Sergeant Position would be responsible for several duties outside of the normal supervisor: including crucial duties of managing department training, Field Training Program, ensure P.O.S.T. compliance, community relations, and other duties as assigned. This makes a total of (6) sergeants. The department is asking that (2) patrol spots be changed to Sergeant positions.
- The Lieutenant position handles administrative duties for Patrol, Detective Bureau, P.A.C.T., R.A.I.D., G.I.T., G.T.F., S.R.O., C.S.O., Code Enforcement, Records, Evidence, Mounted Patrol, Volunteers and Dispatch. The two Lieutenants divide the workload of managing the day-to-day operations of the department with input and direction from the Captain and Chief. The department is asking that the Lieutenant position that was frozen, be re-opened by moving a patrol position to a Lieutenant position.
- When COVID hit the nation, the City determined that five (5) positions needed to be “frozen” to adjust for the loss of revenue. Those five (5) positions were all reinstated into the police budget by the council but were included as “patrol” positions instead of how they were originally classified.
- When Chief Hamner took office three years ago there were 31 sworn police officers assigned to the Banning Police Department. The five (5) positions that were reinstated to the police department brought the staffing level back to 31 officers. The council has also allowed the department to fill two specialty assignment positions. The stolen vehicle task force (R.A.I.D.) and the probation task force (P.A.C.T.). Of these two positions, the P.A.C.T. position reimburses the City for 100% while the R.A.I.D. position reimburses for 70%. The council also voted to enter into a contract with the Banning Unified School District to provide three (3) school resource officers with the school district reimbursing 70% of each of those officers.

- The additions of the two specialty assignments and three School Resource Officers raise the total staffing to 36 sworn officers. The additional five (5) officers account for 1.2 total salary of a single officer.
- The department is requesting the movement of patrol spots to supervisor spots and not requesting additional officers. With these seemingly small but important changes, the Banning Police Department will better serve the community and help to mitigate civil liabilities before they can even occur.
- On March 3, 1991, LAPD beat Rodney King after a vehicle pursuit. Of the officers that went to prison for this crime the supervisor, Sergeant Stacey Koon was sentenced to the longest term in prison. Sergeant Koon was the supervisor on the scene and did not use force in any way on Mr. King, yet he served the longest prison term. The importance of supervision on a scene cannot be understated. Lack of supervision during this incident is a prime example why good supervision is required on the scene of high liability incidents. Sergeant Koon was held to a higher standard because he should have managed the scene. This is but a single example of why good supervision is required for every critical incident and a reason we are asking for the reassignment of positions.

➤ **Electric**

- Add Utility Services Assistant-New Position
- Add Operations System Technician-New Position
- Add Assistant Electric Service Planner-New Position

Positions added to accommodate the necessities of operations of the Electric Utility. Requesting to add these positions.

### Capital Improvement Funds

#### Water Fund

| Department                        | Account Description | Adjustment Requested  |
|-----------------------------------|---------------------|-----------------------|
| WATER                             | WATER MAINS         | \$ (800,000)          |
| WATER                             | PLANNING/DESIGN     | \$ (150,000)          |
| WATER                             | WELLS/PUMPING       | \$ (50,000)           |
| WATER                             | WATER MAINS         | \$ (414,000)          |
| <b>Total Adjustment Requested</b> |                     | <b>\$ (1,414,000)</b> |

#### Wastewater Fund

| Department                        | Account Description | Adjustment Requested |
|-----------------------------------|---------------------|----------------------|
| WASTEWATER                        | PLANNING/DESIGN     | \$ (15,000)          |
| WASTEWATER                        | SEWER MAINS         | \$ (750,000)         |
| <b>Total Adjustment Requested</b> |                     | <b>\$ (765,000)</b>  |

### Electric Fund

| Department | Account Description               | Adjustment Requested |
|------------|-----------------------------------|----------------------|
| ELECTRIC   | METERS                            | \$ 250,000           |
| ELECTRIC   | SYS IMP LAB                       | \$ 165,000           |
|            | <b>Total Adjustment Requested</b> | <b>\$ 415,000</b>    |

### Electric Improvement Fund

| Department | Account Description               | Adjustment Requested |
|------------|-----------------------------------|----------------------|
| ELECTRIC   | UNDRGRD UTL REPLCM                | \$ 50,000            |
| ELECTRIC   | POLE REPLACEMENTS                 | \$ 100,000           |
| ELECTRIC   | WILDFIRE MITIGATION               | \$ 100,000           |
| ELECTRIC   | FEASIBILITY STUDY/230KV SUB       | \$ 250,000           |
| ELECTRIC   | 1150 E LINCOLN-SRVC CONTR         | \$ 50,000            |
| ELECTRIC   | LAWRENCE EQUIP-SRVC CONTR         | \$ 50,000            |
| ELECTRIC   | 2600 E JOHN/MATERIAL              | \$ 550,000           |
| ELECTRIC   | ESTES PRO/MATERIAL                | \$ 250,000           |
|            | <b>Total Adjustment Requested</b> | <b>\$ 1,400,000</b>  |

### Public Benefit Fund

| Department | Account Description               | Adjustment Requested |
|------------|-----------------------------------|----------------------|
| ELECTRIC   | EDUCATION/INSTRUCTION             | \$ 10,000            |
| ELECTRIC   | SPONSORSHIPS                      | \$ 10,000            |
| ELECTRIC   | CENTENNIAL                        | \$ 100,000           |
|            | <b>Total Adjustment Requested</b> | <b>\$ 120,000</b>    |

### Bond Expenditure Agreement Fund

| Department        | Account Description               | Adjustment Requested |
|-------------------|-----------------------------------|----------------------|
| BOND EX AGREEMENT | HATHAWAY/RAMSEY STREET IM         | \$ 215,000           |
|                   | <b>Total Adjustment Requested</b> | <b>\$ 215,000</b>    |

# Staff Report: FY 21-22 Mid-Year Budget Adjustments

March 22, 2022

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## Summary of Adjustments

| Fund   | Description                   | Total Revenue Adjustments | Expenditure Adjustments | Salary & Benefit Adjustments | Total Expenditure Adjustments | Fiscal Impact       |
|--|-------------------------------|---------------------------|-------------------------|------------------------------|-------------------------------|---------------------|
| <b>General Fund</b>  |                               |                           |                         |                              |                               |                     |
| 001  | General Fund                  | \$ (1,299,055)            | \$ 2,001,047            | \$ 49,062                    | \$ 2,050,109                  | \$ (3,349,164)      |
| <b>Special Revenue &amp; Capital Improvement Funds:</b>            |                               |                           |                         |                              |                               |                     |
| 100  | Gas Tax                       | \$ 33,106                 | \$ 37,579               | \$ 37,579                    | \$ (4,473)                    |                     |
| 111  | Landscape Maintenance         | \$ 669                    | \$ 18,116               | \$ 18,116                    | \$ (17,447)                   |                     |
| 222  | ARPA Fund                     | \$ 1,291,104              | \$ 1,291,104            | \$ 1,291,104                 | \$ -                          |                     |
| <b>Proprietary Funds - Enterprise &amp; Internal Service Funds</b> |                               |                           |                         |                              |                               |                     |
| 600  | Airport                       | \$ 16,066                 | \$ 19,402               | \$ 19,402                    | \$ (3,336)                    |                     |
| 610  | Transit                       | \$ 13,978                 | \$ 68,021               | \$ 68,021                    | \$ (54,043)                   |                     |
| 660  | Water                         | \$ 999,787                | \$ 1,116,138            | \$ 9,520                     | \$ 1,125,658                  | \$ (125,871)        |
| 661  | Water Capital Facilities      | \$ 275,000                | \$ -                    | \$ -                         | \$ 275,000                    |                     |
| 670  | Electric                      | \$ 118,479                | \$ 963,648              | \$ 38,912                    | \$ 1,002,560                  | \$ (884,081)        |
| 675  | Public Benefit                | \$ -                      | \$ 40,000               | \$ 40,000                    | \$ -                          | \$ (40,000)         |
| 680  | Wastewater                    | \$ 36,347                 | \$ 54,773               | \$ 9,520                     | \$ 64,293                     | \$ (27,946)         |
| 681  | Wastewater Capital Facilities | \$ 80,000                 | \$ -                    | \$ -                         | \$ -                          |                     |
| 690  | Refuse                        | \$ 4,434,039              | \$ 575,993              | \$ 575,993                   | \$ 3,858,046                  |                     |
| 700  | Risk Management               | \$ 3,818                  | \$ 40,981               | \$ 40,981                    | \$ (37,163)                   |                     |
| 702  | Fleet Management              | \$ 20,418                 | \$ 138,859              | \$ 138,859                   | \$ (118,441)                  |                     |
| 703  | Information Systems           | \$ 22,898                 | \$ 21,150               | \$ 21,150                    | \$ 1,748                      |                     |
| 761  | Utility Billing               | \$ 116,396                | \$ 188,713              | \$ 188,713                   | \$ (72,317)                   |                     |
| <b>City Wide</b>   |                               | <b>\$ 6,163,050</b>       | <b>\$ 6,575,524</b>     | <b>\$ 107,014</b>            | <b>\$ 6,682,538</b>           | <b>\$ (519,488)</b> |

## Budget Revisions Comparison with Actual Data

### FY 2021/22 SUMMARY

|                                    | Original Budget    | Revised Mid-Cycle Budget | Revised Mid-Year Budget | Actuals            | Based on Revised Mid-Year |                   |            |
|------------------------------------|--------------------|--------------------------|-------------------------|--------------------|---------------------------|-------------------|------------|
|                                    |                    |                          |                         |                    | Variance                  |                   |            |
|                                    | 2021/2022          | 2021/2022                | 2021/2022               | To-Date (3/15)     | % of Budget Used          | Remaining Budget  |            |
| <b>Operating Revenues</b>          | <b>25,406,419</b>  | <b>25,371,069</b>        | <b>24,072,014</b>       | <b>11,572,605</b>  | <b>48%</b>                | <b>12,499,409</b> | <b>52%</b> |
| Taxes                              | 13,205,807         | 13,205,807               | 13,771,816              | 7,502,654          | 54%                       | 6,269,162         | 46%        |
| Property Taxes                     | 2,932,779          | 2,932,779                | 3,193,785               | 1,667,482          | 52%                       | 1,526,303         | 48%        |
| In Lieu Property Tax (VLF)         | 2,716,767          | 2,716,767                | 2,716,767               | 1,576,610          | 58%                       | 1,140,157         | 42%        |
| Sales Tax                          | 5,078,122          | 5,078,122                | 5,383,124               | 2,893,469          | 54%                       | 2,489,655         | 46%        |
| Other Taxes                        | 2,478,139          | 2,478,139                | 2,478,139               | 1,365,093          | 55%                       | 1,113,046         | 45%        |
| <b>Other Operating Revenues</b>    | <b>12,200,612</b>  | <b>12,165,263</b>        | <b>10,300,199</b>       | <b>4,069,951</b>   | <b>40%</b>                | <b>6,230,248</b>  | <b>60%</b> |
| Building Permits Total             | 565,000            | 565,000                  | 565,000                 | 339,794            | 60%                       | 225,206           | 40%        |
| Other Permits Total                | 1,943,121          | 1,943,121                | 1,987,240               | 1,472,163          | 74%                       | 515,077           | 26%        |
| Intergovernmental Revenues         | 3,845,148          | 3,845,148                | 150,891                 | 112,413            | 74%                       |                   | 74%        |
| Charges for Services               | 646,507            | 646,507                  | 694,577                 | 265,419            | 38%                       | 429,158           | 62%        |
| Use of Money and Property          | 74,026             | 74,026                   | 82,099                  | 42,864             | 52%                       | 39,235            | 48%        |
| Fines and Forfeitures              | 233,389            | 233,389                  | 193,389                 | 55,627             | 29%                       | 137,762           | 71%        |
| Contributions                      | 5,400              | 5,400                    | 5,400                   | 2,700              | 50%                       | 2,700             | 50%        |
| Miscellaneous Revenue              | 1,818,247          | 1,782,898                | 1,799,988               | 236,417            | 13%                       | 1,563,571         | 87%        |
| Transfers/Recoveries               | 3,069,774          | 3,069,774                | 4,821,615               | 1,542,554          | 32%                       | 3,279,061         | 68%        |
| <b>Operating Expenditures</b>      | <b>26,960,985</b>  | <b>25,556,426</b>        | <b>27,433,983</b>       | <b>14,500,092</b>  | <b>53%</b>                | <b>12,933,891</b> | <b>47%</b> |
| Personnel                          | 15,896,282         | 15,893,336               | 16,518,207              | 9,654,468          | 58%                       | 6,863,739         | 42%        |
| Services and Supplies              | 8,974,202          | 7,754,050                | 9,011,117               | 3,989,141          | 44%                       | 5,021,976         | 56%        |
| Repairs and Maintenance            | 392,284            | 373,955                  | 503,074                 | 239,542            | 48%                       | 263,532           | 52%        |
| Capital                            | 163,132            | 0                        | 0                       | 0                  | 0%                        | 0                 | 0%         |
| Transfers Out                      | 1,535,085          | 1,535,085                | 1,401,585               | 616,941            | 44%                       | 784,644           | 56%        |
| <b>Operating Surplus/(Deficit)</b> | <b>(1,554,566)</b> | <b>(185,357)</b>         | <b>(3,361,969)</b>      | <b>(2,927,487)</b> |                           | <b>(434,482)</b>  |            |

**ALTERNATIVES:**

1. Adopt Resolutions approving the Proposed Mid-Year Budget adjustments and amendments to the Classification and Compensation Plan.
2. Provide direction to staff on amending the Proposed Mid-Year Budget Adjustments for Fiscal Year 2021-22.

**ATTACHMENTS:**

1. Fund Balance FY22-Projected Year-End Fund Balance  
<https://banningca.gov/DocumentCenter/View/10256/Att-1-Fund-Balance-FY22-Projected-Year-End-Fund-Balance>
2. FY 21-22 Mid-Year Adjustments Fund Balance Report  
<https://banningca.gov/DocumentCenter/View/10257/Att-2-FY-21-22-Mid-Year-Adjustments-Fund-Balance-Report>
3. Resolution No. 2022-27 approving Mid-Year Budget Adjustments for Fiscal Year 2021-22 for the City of Banning, including Exhibit "A"  
<https://banningca.gov/DocumentCenter/View/10258/Att-3-Resolution-2022-27-FY21-22-Mid-Year-Budget-Adjustments>
4. Resolution No. 2022-01 UA approving Mid-Year Budget Adjustments for Fiscal Year 2021-22 for the Banning Utility Authority, including Exhibit "A"  
<https://banningca.gov/DocumentCenter/View/10259/Att-4-Resolution-2022-01-UA-FY21-22-Mid-Year-Budget-Adjustments-BUA>
5. Resolution No. 2022-02 SA approving Mid-Year Budget Adjustments for Fiscal Year 2021-22 for Banning Successor Agency, including Exhibit "A"  
<https://banningca.gov/DocumentCenter/View/10253/Att-5-Resolution-2022-02-SA-FY21-22-Mid-Year-Budget-Adjustments-SA>
6. Resolution No. 2022-28 approving amendments to the Classification and Compensation plan, including Exhibit "A" and "B"  
<https://banningca.gov/DocumentCenter/View/10254/Att-6-Resolution-2022-28-CLASS-COMP>
7. Position Costs FY 2021-2022 Mid-Year  
<https://banningca.gov/DocumentCenter/View/10255/Att-7-Position-Costs-FY-2021-2022-Mid-Year>

Approved by:



Douglas Schulze  
City Manager