



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).

To observe and participate in the online video portion of the meeting through your personal computer or device, follow this link:

<https://us02web.zoom.us/j/81007280759?pwd=d0JCK0oyeGhOQk5Cek1kd3FJUmlsQT09>

Meeting ID: 810 0728 0759

Password: 092220

Dial in: +1 669 900 9128 • Meeting ID: 810 0728 0759

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.

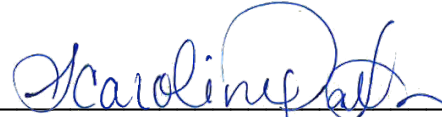
Zoom Community Standards for Public Meetings

By participating in this meeting on Zoom, you are agreeing to abide by the City of Banning's Community Standards for Public Meetings. Zoom attendees that fail to adhere to these standards may be removed from the meeting room.

- 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) 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

Interested in receiving email and/or text notifications of upcoming City Council meetings? Sign up for meeting notifications through Notify Me (<https://banningca.gov/list.aspx>). Pursuant to amended Government Code §54957.5(b), staff reports and other public records related to open session agenda items are available on the City's website (www.banningca.gov/archive).

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
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 22nd day of March 2022.

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

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
2. Minutes of the March 8, 2022 Regular City Council 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

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
Checks:			
Checks Issued during Month	181271-181583	\$ 2,115,980.33	
Voided / Reissue Check		\$ 338.01	
Check Total			\$ 2,115,642.32
Wires Total	1073-1075		\$ 1,422,180.24
ACH payments:	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	
ACH Total			\$ 3,052,474.16
Payroll Checks:	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	
Payroll Check Total			\$ 7,707.50
Total Warrants Issued for February 2022			\$ 6,598,004.22

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:

A handwritten signature in blue ink, appearing to read 'DS', is written over a horizontal line.

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

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
Funds Under Control of the City			
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
Total Funds Under Control of the City	\$	74,650,682.49	\$ 74,675,719.33
Funds Under Control of Fiscal Agents			
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 & SCPA			
Restricted Funds	\$	4,377,865.14	\$ 3,587,408.90
Total Funds Under Control of Fiscal Agents	\$	20,869,703.55	\$ 20,580,815.56
Total Funds	\$	95,520,386.04	\$ 95,256,534.89

RESTRICTED, ASSIGNED, COMMITTED AND RESERVED SUMMARY:

Description	Prior Month	Current Month
Total Funds	\$ 95,520,386.04	\$ 95,256,534.89
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
Total Restricted, Assigned, Committed and Reserved	\$ 67,954,630.88	\$ 66,923,564.56
Operating Cash - Unrestricted Reserves	\$ 27,565,755.16	\$ 28,332,970.33
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 cancellation 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 retuning 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>

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

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

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

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.

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

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>

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:

A handwritten signature in blue ink, appearing to read 'DS', is written over a horizontal line.

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

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 Sourcwell, 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 Sourcwell.

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

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 $6,114 - 5,731 = 411 / 5,901$ (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

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:

General Revenues	Amount
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)
Total Adjustments to General Revenues	\$ (3,199,918)

General Fund Departmental Revenues:	Amount
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 Proerty	\$ 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 recieved 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
Total Adjustments to General Fund Departmental Revenue	\$ 1,900,863
Total Adjustments to General Fund Revenue	\$ (1,299,055)

Proprietary Funds (Enterprise):

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

Fund 610- Transit	Amount
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)
Total Adjustments for Transit Fund	\$ 13,978

Fund 660- Water Operations	Amount
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
Total Amendments for Water Operations Fund	\$ 1,274,787

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

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

Fund 690-Refuse	Amount
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
Total Amendments for Refuse	\$ 4,434,039

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

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

March 22, 2022

Page 6 of 19

EXPENDITURES

General Fund Expenditures:

Account Description	Notes/Justification	Adjustment Requested
CITY COUNCIL		
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
Total Adjustment Requested		\$ 12,150
CITY MANAGER		
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
Total Adjustment Requested		\$ 64,583
ECONOMIC DEVELOPMENT		
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
Total Adjustment Requested		\$ 77,190
PERSONNEL		
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
Total Adjustment Requested		\$ 3,569
CITY CLERK		
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
Total Adjustment Requested		\$ 14,424
ELECTIONS		
PROFESSIONAL SERVICES	To support elections	\$ 3,500
Total Adjustment Requested		\$ 3,500
ATTORNEY		
INTERFUND SVC-C/ATTORNEY	Reduces FY21-22 based on CAP	\$ (133,500)
Total Adjustment Requested		\$ (133,500)

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

March 22, 2022

Page 7 of 19

General Fund Continued:

Account Description	Notes/Justification	Adjustment Requested
FINANCE		
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)
	GASB Update, GFOA Webinars, AGA Webinars, CSMFO	
STAFF TRAINING	Monthly Professional Meetings, AGA Professional	\$ (2,000)
OVERTIME	To accommodate actual overtime costs	\$ 17,500
MAINT / REPAIR/MAINT-SOFTWARE	OpenGov integration & OpenGov Budget book module	\$ 14,000
Total Adjustment Requested		\$ 63,795
PURCHASING		
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
Total Adjustment Requested		\$ 28,383
MEDIA		
ESSENTIAL WKR PREMIUM PAY		\$ 7,050
Total Adjustment Requested		\$ 7,050
POLICE		
	Musical festivals will happen this year. The amount is	
OVERTIME - SPECIAL EVENTS	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
	Increased based on actuals and projections for	
WORKERS COMP-REIMBURSEMENT	remainder of year	\$ (125,000)
ESSENTIAL WKR PREMIUM PAY		\$ 268,945
OVERTIME	special events	\$ 185,000
Total Adjustment Requested		\$ 375,666
DISPATCH		
EDUCATION INCENTIVE BONUS		\$ 19,485
ESSENTIAL WKR PREMIUM PAY		\$ 50,055
	Sent dispatch to two conferences that required hotel	
STAFF TRAINING	& expenses	\$ 2,800
Total Adjustment Requested		\$ 72,340

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

March 22, 2022

Page 8 of 19

General Fund Continued:

Account Description	Notes/Justification	Adjustment Requested
ANIMAL CONTROL		
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)
Total Adjustment Requested		\$ (93,950)
FIRE		
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
Total Adjustment Requested		\$ 45,000
BUILDING SAFETY		
COMPUTER SERVICES	Council Approved 1-11-22 Dude solutions	\$ 39,135
ESSENTIAL WKR PREMIUM PAY		\$ 11,280
MAINT / REPAIR/MAINT-SOFTWARE		\$ 3,402
Total Adjustment Requested		\$ 53,817
CODE ENFORCEMENT		
ESSENTIAL WKR PREMIUM PAY		\$ 14,100
Total Adjustment Requested		\$ 14,100
PLANNING		
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
Total Adjustment Requested		\$ 221,618
ENGINEERING		
COMPUTER HARDWARE		\$ 4,944
COMPUTER SOFTWARE		\$ (144)
CONTRACT EMPLOYMENT SVCS		\$ 2,000
ENGINEERING SERVICES	Increase related to Pardee and Rancho San Geronio 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
Total Adjustment Requested		\$ 964,084

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

March 22, 2022

Page 9 of 19

General Fund Continued:

Account Description	Notes/Justification	Adjustment Requested
BUILDING MAINTENANCE		
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
Total Adjustment Requested		\$ 81,933
PARKS		
ESSENTIAL WKR PREMIUM PAY		\$ 20,445
LANDSCAPE MAINTENANCE		\$ 500
MAINT / REPAIR/MAINT-BUILDINGS		\$ 1,500
MAINT / REPAIR/MAINT-GRNDS/FIEL		\$ 7,320
	OT and Standby was reduced during the COVID restricts and it was not allocated appropriately for fully operational department.	
OVERTIME		\$ 8,000
WORKING OUT OF CLASS		\$ 1,124
PEST ERADICATION SERVICE		\$ (500)
	Grant Writing Support - Master Plans work on the Smith Creek and Overall Parks master Plan – Funds will come from Park Development Fund	
PROFESSIONAL SERVICES		\$ 11,289
	OT and Standby was reduced during the COVID restricts and it was not allocated appropriately for fully operatioOnal department.	
STANDBY PAY		\$ 3,300
	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.	
TREE TRIMMING SERVICE		\$ 5,400
Total Adjustment Requested		\$ 58,378
RECREATION		
CUSTODIAN SERVICES		\$ 50
EDUCATION INCENTIVE BONUS		\$ 1,500
ESSENTIAL WKR PREMIUM PAY		\$ 33,060
	Increase \$2,500 for Roof Work to repair leak areas - Community Center	
MAINT / REPAIR/MAINT-BUILDINGS		\$ 3,341
OFF FURN/EQUIP/FIXTURES	Purchase of replacement round tables for Community	\$ 2,000
OVERTIME		\$ 2,200
	Professional services for Cost Recovery consultant to aid in the development of cost recovery policy.	
PROFESSIONAL SERVICES		\$ 6,000
	Increased participation coming out of the COVID restrictions has increased supply costs.	
RECREATION SUPPLIES		\$ 4,000
Total Adjustment Requested		\$ 52,151
AQUATICS		
ESSENTIAL WKR PREMIUM PAY		\$ 4,218
Total Adjustment Requested		\$ 4,218

General Fund Continued:

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

Proprietary, Special Fund and ISF Expenditures:

Account Description	Notes/Justification	Adjustment Requested
GAS TAX		
ESSENTIAL WKR PREMIUM PAY		\$ 30,579
MAINT / REPAIR/MAINT-TRFFC SIGN	Traffic signal repair costs-car accident at Ramsey & Highland Springs	\$ 7,000
Total Adjustment Requested		\$ 37,579
LANDSCAPE MAINTENANCE		
ESSENTIAL WKR PREMIUM PAY		\$ 616
UTILITIES-BANNING	Increase in utilities & removal of electrical municipal rate	\$ 17,500
Total Adjustment Requested		\$ 18,116
ARPA-AMERICA RESCUE PLAN		
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
Total Adjustment Requested		\$ 1,291,104

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

March 22, 2022

Page 11 of 19

Proprietary, Special Fund and ISF Continued:

Account Description		Notes/Justification	Adjustment Requested
AIRPORT			
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
Total Adjustment Requested			\$ 19,402
TRANSIT			
ESSENTIAL WKR PREMIUM PAY			\$ 68,021
Total Adjustment Requested			\$ 68,021
ELECTRIC (7000)			
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
Total Adjustment Requested			\$ 445,398
GENERATION & TRANSMISSION (7010)			
ESSENTIAL WKR PREMIUM PAY			\$ 7,050
	Wholesale energy costs were higher than expected.		
	Anticipate the need to purchase less wholesale energy		
SVC-RESALE / ENERGY - LOCAL	in the future		\$ 500,000
Total Adjustment Requested			\$ 507,050
PUBLIC BENEFIT			
PROFESSIONAL SERVICES	Consulting Services-AB1037		\$ 10,000
SPC PROGRAMS/PUBLIC BENEFIT	Keep Kool, Centennial & Stagecoach		\$ 30,000
Total Adjustment Requested			\$ 40,000

Proprietary, Special Fund and ISF Continued:

Account Description	Notes/Justification	Adjustment Requested
WATER FUND		
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	\$ 13,000
	Cover unforeseen emergency repairs, replacements	
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
	Increase needed to fund water leak repairs and asphalt	
WTR DISTRIBUTION SYS EXP	patching	\$ 75,000
	Cover payments to Beaumont Cherry Valley Water	
	dDistrict to cover the City's share for the use of co-	
SVC-RESALE / WATER PURCHASE - RESALE	owned bills	\$ 225,000
UTILITIES-BANNING	Increase needed due to not implementing municipal rate	\$ 500,000
	Needed to catch up on AMI/AMR Implementation	
	schedule. Field crews work overtime to install AMR	
OVERTIME	meters	\$ 50,000
Total Adjustment Requested		\$ 1,111,338
WASTEWATER		
ESSENTIAL WKR PREMIUM PAY		\$ 33,573
SEWER COLL SYSTEM EXPENSE	Increase to fund root control and misc repairs	\$ 20,000
Total Adjustment Requested		\$ 53,573
REFUSE		
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
Total Adjustment Requested		\$ 575,993

Proprietary, Special Fund and ISF Continued:

Account Description		Notes/Justification	Adjustment Requested
WORKERS COMPENSATION			
ESSENTIAL WKR PREMIUM PAY			\$ 3,526
WORK'S COMP INSUR PREMI	Increase to cover increase in workers comp premium		\$ 37,455
Total Adjustment Requested			\$ 40,981
FLEET MANAGEMENT			
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
Total Adjustment Requested			\$ 138,859
INFORMATION SYSTEMS			
ESSENTIAL WKR PREMIUM PAY			\$ 21,150
Total Adjustment Requested			\$ 21,150
UTILITY BILLING (3100)			
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		
DEPARTMENTAL SUPPLIES			\$ 2,000
ESSENTIAL WKR PREMIUM PAY			\$ 72,263
PRINTING/BINDING	Cover negative balance and for printing the balance of the FY		\$ 3,500
MAINT / REPAIR/MAINT-EQUIPMENT	Cover negative balance and folding machine lease the balance of the FY		\$ 4,000
PROFESSIONAL SERVICES	InvoiceCloud/Dan Hauser Consulting to assist with CAPP/CWWAPP		\$ 6,000
LEASE / LEASE/PURCHASE PAYMENTS	Cover negative balance, printer invoices & FSR truck leases		\$ 6,500
POSTAGE/MAILING COSTS	posted necessary for county/state COVID relief outreach		\$ 10,000
	Cover negative balance & monthly invoices-Superion & Online Information Services		
MAINT / REPAIR/MAINT-SOFTWARE			\$ 20,000
Total Adjustment Requested			\$ 125,263
METER READING (3110)			
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
	Upgrade to handhelds which Have no support & are near obsolete		
COMPUTER HARDWARE			\$ 12,500
Total Adjustment Requested			\$ 63,450

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

				Annual Impact Allocation				Fiscal Year Impact				
Position	Qty	Amount Per Employee	Total Amount	001-2200	660-6300	680-8000	670-7000	Months	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 Geronio 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

- 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 reinstituted 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 reinstituted 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)
Total Adjustment Requested		\$ (1,414,000)

Wastewater Fund

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

Electric Fund

Department	Account Description	Adjustment Requested
ELECTRIC	METERS	\$ 250,000
ELECTRIC	SYS IMP LAB	\$ 165,000
Total Adjustment Requested		\$ 415,000

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
Total Adjustment Requested		\$ 1,400,000

Public Benefit Fund

Department	Account Description	Adjustment Requested
ELECTRIC	EDUCATION/INSTRUCTION	\$ 10,000
ELECTRIC	SPONSORSHIPS	\$ 10,000
ELECTRIC	CENTENNIAL	\$ 100,000
Total Adjustment Requested		\$ 120,000

Bond Expenditure Agreement Fund

Department	Account Description	Adjustment Requested
BOND EX AGREEMENT	HATHAWAY/RAMSEY STREET IM	215,000
Total Adjustment Requested		215,000

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

March 22, 2022

Page 18 of 19

Summary of Adjustments

Fund	Description	Total Revenue Adjustments	Expenditure Adjustments	Salary & Benefit Adjustments	Total Expenditure Adjustments	Fiscal Impact
General Fund						
001	General Fund	\$ (1,299,055)	\$ 2,001,047	\$ 49,062	\$ 2,050,109	\$ (3,349,164)
Special Revenue & Capital Improvement Funds:						
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	\$ -
Proprietary Funds - Enterprise & Internal Service Funds						
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)
City Wide		\$ 6,163,050	\$ 6,575,524	\$ 107,014	\$ 6,682,538	\$ (519,488)

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		
					% of Budget Used	Variance	
						Remaining Budget	
	2021/2022	2021/2022	2021/2022	To-Date (3/15)		\$	%
Operating Revenues	25,406,419	25,371,069	24,072,014	11,572,605	48%	12,499,409	52%
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%
Other Operating Revenues	12,200,612	12,165,263	10,300,199	4,069,951	40%	6,230,248	60%
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%
Operating Expenditures	26,960,985	25,556,426	27,433,983	14,500,092	53%	12,933,891	47%
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%
Operating Surplus/(Deficit)	(1,554,566)	(185,357)	(3,361,969)	(2,927,487)		(434,482)	

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