



AGENDA

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

June 28, 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=d0JCK0yeGhOQk5Cek1kd3FJUmlsQT09>

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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
- 1.2. Pledge of Allegiance
- 1.3. Roll Call

2. AGENDA APPROVAL

- 2.1. Approve Agenda

3. PRESENTATION(S)

3.1. Proclamation - Parks and Recreation Month.....**7**

3.2. Acrisure Arena Presentation by Arturo Aviles, Community Engagement Manager

Acrisure Arena, located 30 miles east of Banning, will be the first arena venue in Riverside County and is scheduled to open this December.

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

None

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 6.19.

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

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6.11.	Amendment to the Statement of Investment Policy.....	28
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6.19.	Consideration of Resolution 2022-92, Authorizing the Fund Appropriation for an Emergency Agreement for Services with Western Construction Specialists	

for the Emergency Underground Boring and Electrical Substructure Reconductoring at Hillside Drive for a Not-To-Exceed Amount of \$262,865 Including Contingency..... **46**

7. PUBLIC HEARING(S)

None

8. REPORTS OF OFFICERS

8.1. Recommended Adoption of Biennial Budget Proposal for Fiscal Years 2023 and 2024..... **48**
(Staff Report: Suzanne Cook, Finance Director)

Recommendation:

1. That the City Council:
 - a. Adopt Resolution 2022-77 approving the Two-Year Budget for Fiscal Years 2022-2023 and 2023-2024 for the City of Banning;
 - b. Adopt Resolution 2022-79 approving the Gann Limit for Fiscal Year 2022-2023; and
 - c. Adopt Resolution 2022-78 amending the Classification and Compensation Plan.
2. That the Board of the Utility Authority adopt Resolution No. 2022-06 UA approving the Two-Year Budget for Fiscal Years 2022-2023 and 2023-2024 for the Banning Utility Authority.
3. That the Board of the Successor Agency adopt Resolution No. 2022-03 SA approving the Two-Year Budget for Fiscal Years 2022-2023 and 2023-2024 for the Banning Successor Agency.

8.2. Consideration of Resolution 2022-88, Adopting the Legislative Platform & Advocacy Manual..... **55**
(Staff Report: Doug Schulze, City Manager)

Recommendation: Staff recommends Council approve Resolution 2022-88 adopting the Draft Legislative Platform & Advocacy Manual.

8.3. Community Revitalization and Investment Authorities (CRIA) Feasibility Analysis..... **57**
(Staff Report: Doug Schulze, City Manager)

Recommendation: Provide feedback and direction for next steps.

9. DISCUSSION ITEM(S)

9.1. Discuss and Consider Existing Topics listed as Items for Future Agendas... **58**
(Staff Report: Doug Schulze, City Manager)

Recommendation: Staff recommends Council discuss and consider each item listed on the agenda as Future Agenda items to determine if it should remain on the list.

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)
6. Community Garden Project (Sanchez)
7. Internship Program (Hamlin)

11. ADJOURNMENT

Next Regular Meeting – July 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.

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Al participar en esta reunión en Zoom, usted acepta cumplir con los Estándares Comunitarios para Reuniones Públicas de la ciudad de Banning. Los que atienden por Zoom que no cumplan con estos estándares pueden ser retirados de la sala de reuniones.

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- Su cámara debe estar apagada a menos que sea reconocido por el alcalde.
- Para indicar el deseo de hacer un Comentario Público, debe utilizar la función Levantar la mano. El alcalde no reconocerá a quienes no hayan utilizado la función Levantar la mano.
- Los comentarios públicos de lo que atienden por Zoom seguirán inmediatamente los comentarios en persona de los miembros del público en las Cámaras del Consejo.
- Si no cumple con estas pautas de la comunidad, es posible que lo destituyan por interrumpir la reunión que tiene lugar en las Cámaras del Consejo. Puede volver a unirse a la reunión, pero es posible que lo eliminen por cada violación de estos estándares de la comunidad.
- La función de chat estará deshabilitada para todas las Reuniones del Ayuntamiento en 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 23rd day of June 2022.



Caroline Patton, Deputy City Clerk
Secretario adjunto de la ciudad

PUBLIC NOTICE • NOTICIA PÚBLICA

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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

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¿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 parks and recreation programs are an integral part of communities throughout this country, including the City of Banning; and

WHEREAS parks and recreation are vitally important to establishing and maintaining the quality of life in our communities, ensuring the health of all citizens, and contributing to the economic and environmental well-being of a community and region; and

WHEREAS parks and recreation programs build healthy, active communities that aid in the prevention of chronic disease, provide therapeutic recreation services for those who are mentally or physically disabled, and also improve the mental and emotional health of all citizens; and

WHEREAS parks and recreation programs increase a community's economic prosperity through increased property values, expansion of the local tax base, increased tourism, the attraction and retention of businesses, and crime reduction; and

WHEREAS parks and recreation areas are fundamental to the environmental well-being of our community and the City of Banning offers a variety of parks and recreation opportunities designed for all ages and interests, including popular special events, recreation, athletic programs and Senior Services; and

WHEREAS the City of Banning Parks and Recreation has planned activities in July such as a July 4th Celebration, Day Camps, Learn to Swim programs, Dive in Movies and much more!

WHEREAS the U.S. House of Representatives has designated July as Parks and Recreation Month; and

WHEREAS the City of Banning recognizes the benefits derived from parks and recreation resources.

NOW THEREFORE, the City of Banning City Council do hereby proclaim and designate the Month of July 2022, as

Parks and Recreation Month

Dated this 28th day of June 2022

ATTEST:

Caroline Patton, Deputy City Clerk

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: June 28, 2022

SUBJECT: Minutes of the June 14, 2022 City Council Meetings

RECOMMENDATION:

Approve the minutes of the June 14, 2022 City Council Meetings.

ALTERNATIVES:

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

ATTACHMENTS:

1. Minutes of the June 14, 2022 Special City Council Meeting – Closed Session
https://banningca.gov/DocumentCenter/View/10839/2022-06-14_Minutes_Special-Meeting---Closed-Session
2. Minutes of the June 14, 2022 Special City Council Meeting – Workshop
https://banningca.gov/DocumentCenter/View/10840/2022-06-14_Minutes_Special-Meeting---Workshop
3. Minutes of the June 14, 2022 Regular City Council Meeting
https://banningca.gov/DocumentCenter/View/10841/2022-06-14_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: June 28, 2022

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

RECOMMENDATION:

That City Council review and ratify the warrants for period ending **May 31, 2022**, per California Government Code Section 37208.

WARRANT SUMMARY:

Description	Payment #	Amount	Total Amount
Checks:			
Checks Issued during Month	182393-182701	\$ 2,418,815.14	
Voided / Reissue Check		\$ 249.36	
Check Total			\$ 2,418,565.78
Wires Total			\$ 3,369,703.92
ACH payments:			
Payroll Direct Deposit	5/6/2022	\$ 466,051.41	
Payroll Direct Deposit	5/20/2022	\$ 438,742.03	
Other Payments		\$ 793,123.98	
ACH Total			\$ 1,697,917.42
Payroll Checks:			
Payroll - Regular	5/6/2022	\$ 3,519.57	
Payroll - Regular	5/20/2022	\$ 2,827.12	
Payroll Check Total			\$ 6,346.69
Total Warrants Issued for May 2022			\$ 7,492,533.81

ATTACHMENTS:

1. Fund List
<https://banningca.gov/DocumentCenter/View/10810/Attachment-1--Fund-List>
2. Warrant Report May 2022
<https://banningca.gov/DocumentCenter/View/10811/Attachment-2-Warrant-Report-May-2022>
3. Warrant Report Detail May 2022
<https://banningca.gov/DocumentCenter/View/10808/Attachment-3-Warrant-Report-Detail-May-2022>
4. Voided Check Log, Payroll Log & Registers – May 2022
<https://banningca.gov/DocumentCenter/View/10809/Attachment-4--Voided-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: June 28, 2022

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

RECOMMENDATION:

That City Council receive and file Cash, Investment and Reserve Report for **May 31, 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	\$ 4,155.00	\$ 4,155.00
Checking and Savings Accounts	\$ 4,871,524.65	\$ 5,245,037.37
Investments		
LAIF	\$ 39,792,269.15	\$ 39,823,626.49
Brokerage	\$ 27,543,114.34	\$ 27,550,437.15
Total Funds Under Control of the City	\$ 72,211,063.14	\$ 72,623,256.01
Funds Under Control of Fiscal Agents		
US Bank		
Restricted Bond Project Accounts	\$ 11,781,860.11	\$ 11,781,922.54
Restricted Bond Accounts	\$ 4,820,102.23	\$ 4,820,103.02
Union Bank & SCPPA		
Restricted Funds	\$ 3,933,795.60	\$ 4,005,186.21
Total Funds Under Control of Fiscal Agents	\$ 20,535,757.94	\$ 20,607,211.77
Total Funds	\$ 92,746,821.08	\$ 93,230,467.78

RESTRICTED, ASSIGNED, COMMITTED AND RESERVED SUMMARY:

Description	Prior Month	Current Month
Total Funds	\$ 92,746,821.08	\$ 93,230,467.78
Restricted Funds	\$ 43,199,623.20	\$ 42,452,234.61
Assigned Funds - Specific Purpose	\$ 4,715,985.61	\$ 4,715,985.61
Committed Funds - Specific Purpose	\$ 1,500,000.00	\$ 1,500,000.00
Fund Balance Reserves	\$ 12,747,791.41	\$ 12,747,791.41
Total Restricted, Assigned, Committed and Reserves	\$ 62,163,400.22	\$ 61,416,011.63
Operating Cash - Unrestricted Reserves	\$ 30,583,420.86	\$ 31,814,456.15
Less Accounts held in Investments	\$ 27,543,114.34	\$ 27,550,437.15
Liquid Cash	\$ 3,040,306.52	\$ 4,264,019.00

ATTACHMENTS:

1. Cash, Investment and Reserve Report May 2022
<https://banningca.gov/DocumentCenter/View/10815/Attachment-1--Cash-Investment-and-Reserve-Report-May-2022>
2. Investment Report
<https://banningca.gov/DocumentCenter/View/10816/Attachment-2--Investment-Report-May-2022>
3. City of Banning Broker Investment Report
<https://banningca.gov/DocumentCenter/View/10812/Attachment-3--City-of-Banning-Broker-Report>
4. LAIF / PMIA Performance Report
<https://banningca.gov/DocumentCenter/View/10814/Attachment-4--PMIA-LAIF-Performance-Report-May-2022>
5. LAIF Market Valuation Report
<https://banningca.gov/DocumentCenter/View/10813/Attachment-5--LAIF-Market-Valuation-May-2022>

Approved by:



Douglas Schulze
City Manager



CITY OF BANNING STAFF REPORT

TO: CITY COUNCIL

FROM: Douglas Schulze, City Manager

PREPARED BY: Matthew Hamner, Chief of Police

MEETING DATE: June 28, 2022

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

RECOMMENDATION:

Receive and file Police Department statistics for the month of May 2022.

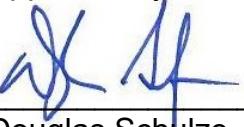
BACKGROUND:

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

ATTACHMENT:

1. Police Statistics for May 2022
<https://banningca.gov/DocumentCenter/View/10817/May-Stats->

Approved by:



Douglas Schulze
City Manager



CITY OF BANNING STAFF REPORT

TO: CITY COUNCIL

FROM: Douglas Schulze, City Manager

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

MEETING DATE: June 28, 2022

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

RECOMMENDATION:

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

BACKGROUND:

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

FISCAL IMPACT:

None

ATTACHMENT:

1. Fire Statistics for May 2022
<https://banningca.gov/DocumentCenter/View/10818/Banning-May-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
MEETING DATE: June 28, 2022
SUBJECT: Public Works Capital Improvement Project Tracking List

RECOMMENDATION:

This is informational only; receive and file report.

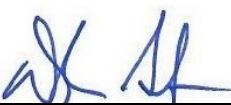
BACKGROUND:

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.

ATTACHMENT:

1. CIP Project List
<https://banningca.gov/DocumentCenter/View/10819/Attach-1-CIP-Update-June-2022>

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, Public Works Program Manager

MEETING DATE: June 28, 2022

SUBJECT: Bulky Item Collection Events Update

RECOMMENDATION:

This is informational only; receive and file report.

BACKGROUND:

The City of Banning has partnered with Waste Management as part of the solid waste franchise agreement to provide three free bulky item collection events for residential accounts per calendar year. The second bulky item collection event for this year was held on May 14, 2022 at Dysart Park offering residents the opportunity to dispose of unwanted items including, but not limited to, appliances, mattresses, green waste, e-waste and so forth. This event also offers residents paper shredding and the collection of household batteries.

The latest event, held on Saturday, May 14, 2022, welcomed 104 vehicles. An accumulation of 9.02 tons of municipal solid waste, 4.06 tons of green waste, 4.9 tons of white goods/metal, 0.47 tons of e-waste, and 0.04 tons of mattresses were collected over the duration of 5 hours. Waste Management collected a grand total of 18.49 tons of waste of which 9.47 tons were successfully diverted from the landfill. Furthermore, one partial barrel of household batteries was collected during the event.

In addition to the collection of bulky waste at Dysart Park, the City included a new compost station, giving away free compost to the community. Any unused compost that was not given away was disbursed and utilized on City properties throughout the community. Incorporating the free compost giveaway supports the City's compliance goals in achieving targets identified by the State and SB 1383 requirements to purchase and utilize organic waste materials. In all, Waste Management provided 19 tons of compost for the giveaway.

The City's Bulky Item collection events continue to be a success and provide a great service to our community. The events also aid in keeping the community clean through

reducing the amount of waste that may otherwise be illegally dumped throughout our City and its rights-of-ways. **The next event for this year is scheduled for October 8, 2022.**

FISCAL IMPACT:

The event was staffed by the Public Works Department, Street Division, and Community Development and the Finance Department. Staff time and material costs were funded by the Refuse fund.

ATTACHMENTS:

None

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

MEETING DATE: June 28, 2022

SUBJECT: Approving Amendment No. 2 to the Agreement (C00657) for Billing and Cost Recovery Services for First Responder (EMS/Fire) Medical Billing Fees by and Between City of Banning and Wittman Enterprises LLC

RECOMMENDATION:

Staff respectfully recommend:

1. Approving Amendment No. 2 to the agreement between the City of Banning and Wittman Enterprises LLC for billing and cost recovery services for first responder (EMS/Fire) medical billing fees to exercise the second option to extend the Agreement for an additional one-year term, ending on June 30, 2023, and the increase in compensation for services for that term not to exceed Sixty-One Thousand Dollars (\$61,000.00) and total contract amount of One Hundred and Eighty-One Thousand Dollars \$181,000.
2. Authorizing the City Manager or designee to make necessary budget adjustments, appropriations and transfers related to Amendment No. 2.
3. Authorizing the City Manager to execute Amendment No. 2 to the agreement.

BACKGROUND:

On March 24, 2020, the City Council directed staff to return with a resolution to implement an Emergency Medical Services Billing Program Fee and Related Write Off Policy modeled after the Cities of Indian Wells, Rancho Mirage and Palm Desert. The emergency medical services billing program fee is paid by insurance. Insurance will be billed directly whenever possible. If insurance information isn't available, the statement will clearly indicate that the bill should be submitted to insurance for payment. No collection activities are proposed in the event a bill is not paid.

JUSTIFICATION:

On May 26, 2020 City Council authorized the Agreement with Wittman Enterprises LLC to begin the Emergency Medical Services Billing Program which allows Wittman Enterprises LLC to bill medical insurance companies (at no cost to the public) for medical Fire/EMS

Staff Report: Amendment 2 with Wittman Enterprises for Cost Recovery Medical Billing
 June 28, 2022
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response fees. This program is intended to recover costs and generate revenue for the City.

Staff will evaluate, on an annual basis, the services provided to the City by Wittman Enterprises LLC to confirm that it is appropriate to continue receiving said services.

On June 8, 2021, City Council authorized an amendment to the Contract with Wittman Enterprises for an additional one-year term, ending on June 30, 2022. Staff was directed to bring recurring updates on fees collected by Wittman for the City of Banning and in addition on November 9, 2021, to include costs incurred by the City

Staff has been providing updates on revenues received and costs on a quarterly basis and the following chart reflects total payments received through June 17th, 2022 and actual costs incurred through May 2022 and estimated costs for June 2022

Fiscal Year 2021	1st Quarter FY2021	2nd Quarter FY2021	3rd Quarter FY2021	Fourth Quarter FY2021	Total FY 2021
Medical Response Payments	-	2,000.00	7,720.00	7,590.00	17,310.00
Wittman Costs	-	15,900.00	15,870.00	17,145.00	48,915.00
Net Amount	-	(13,900.00)	(8,150.00)	(9,555.00)	(31,605.00)
Fiscal Year 2022	1st Quarter FY2022	2nd Quarter FY2022	3rd Quarter FY2022	Fourth Quarter FY2022	Total FY 2022
Medical Response Payments	17,567.07	20,572.98	16,205.15	44,931.40	99,276.60
Wittman Costs	14,385.00	13,915.00	14,700.00	14,630.00	57,630.00
Net Amount	3,182.07	6,657.98	1,505.15	30,301.40	41,646.60
Total from Inception of Program					
Medical Response Payments	17,567.07	22,572.98	23,925.15	52,521.40	116,586.60
Wittman Costs	14,385.00	29,815.00	30,570.00	31,775.00	106,545.00
Net Amount	3,182.07	(7,242.02)	(6,644.85)	20,746.40	10,041.60

In addition, we reached out to neighboring cities that also contract for medical response billing to find out how they are doing with the program. We were only able to get information from the City of Indian Wells' website.

City	FY 2021 Revenue	Y 2022 YTD Revenue
Indian Wells	485,118	518,113

FISCAL IMPACT:

Wittman Enterprises LLC charges a \$15.25/incident fee in the third year of the contract to the city to administer this program. With an average of 4,000 incidents per year, the contract expenditure amount is estimated to be \$61,000. The anticipated revenue to the city should be close to \$400,000-\$500,000 annually with a 25-30% collection rate.

Amendment No. 1 to the agreement between the City of Banning and Wittman Enterprises LLC adds an additional \$60,000 to the contract for year two (2).

Amendment No. 2 to the agreement between the City of Banning and Wittman Enterprises LLC add an additional \$61,000 to the contract for year three (3).

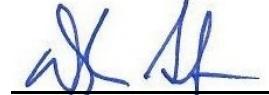
ALTERNATIVES:

1. Approve the agreement amendment as presented.
2. Reject the agreement amendment and provide staff alternative direction.

ATTACHMENTS:

1. DRAFT Amendment No. 2 to the Agreement with Wittman Enterprises, LLC
<https://banningca.gov/DocumentCenter/View/10823/Att-1-DRAFT--Amendment-No-2>
2. Amendment No. 1 to the Agreement with Wittman Enterprises, LLC
<https://banningca.gov/DocumentCenter/View/10821/Att-2-Amendment-No-1>
3. Original Executed Agreement with Wittman Enterprises, LLC
<https://banningca.gov/DocumentCenter/View/10822/Att-3-Original-Executed-Agreement>

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: June 28, 2022

SUBJECT: Cost Allocation Plan from FY 2022-21 Actuals as prepared by
MGT Consulting Group

RECOMMENDATION:

Staff recommend City Council receive and file the Full Cost Allocation Plan as prepared by MGT Consulting Group in March 2022 based on Fiscal Year 2020-21 actuals.

BACKGROUND:

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

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

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

An evaluation committee consisting of three (3) City staff members, evaluated the six (6) proposals that were received based on qualifications of key personnel, experience in

preparing a cost allocation plan, approach and methodology, professional references and price proposals.

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

April 13, 2021 an amendment (No.1) was approved by council to extend the Professional Services Agreement with MGT to add additional scope of services in addition to extending the agreement to June 11, 2024.

JUSTIFICATION:

The attached Indirect Cost Allocation Plan identifies the costs of indirect services provided by central service departments of the City of Banning (City) based on actual expenditures for fiscal year 2020/2021. MGT of America, Inc. (MGT) prepared these documents at the request of the City.

As with most organizations, whether private or public, the costs of providing services can be classified into two categories: direct or indirect. Direct costs are those which can be specifically identified with a particular service, such as street maintenance, police protection or water services. Indirect costs are not readily identifiable with a particular operating program, but rather are incurred for a joint purpose which benefits more than one cost objective. Common examples are city management, fiscal services, personnel and building maintenance. Although these costs are not readily identifiable with direct operating programs, they are nevertheless incurred by that organization in providing a service or product. As such, it is essential that some method be developed to distribute indirect costs to operating programs if the total cost of a program is to be determined. The City's attached cost allocation plan is prepared in accordance with generally accepted accounting principles (GAAP) as recognized by the Governmental Accounting Standards Board (GASB). The primary principles inherent in this document are (1) costs are necessary and reasonable for proper performance of a department, division and/or fund (2) costs are charged to departments, divisions and/or funds relative to benefits received and (3) costs are consistently treated as direct or indirect. These principles ensure that a uniform approach is used in the preparation of cost allocation plans. City personnel provided the expenditure and allocation data to MGT consultants.

The attached Indirect Cost Allocation Plan identifies the costs of indirect services provided by central service departments of the City of Banning (City) based on actual expenditures for fiscal year 2020/2021. MGT of America, Inc. (MGT) prepared these documents at the request of the City.

Process

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

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

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

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

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

Uses of the Cost Allocation Plan

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

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

Summary

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

FISCAL IMPACT:

On April 13, 2021, an amendment was approved to extend the Agreement through June 11, 2024 and increase the compensation by \$68,100.00 for the Enterprise Fund and Internal Service Fund Cost Allocation Study, for a new contract total amount not to exceed \$88,150.00. The appropriation is included in the biennial budget FY 2022-23 & FY2023-24.

F I S C A L Y E A R S			
	2021-2022	2022-2023	2023-2024
Cost Allocation Plan	\$18,900	\$18,900	\$18,900
Internal Service Fund Review & Template	\$3,800	\$3,800	\$3,800
<i>fixed fee, billable monthly</i>			

ATTACHMENT:

1. Full Cost Allocation plan as prepared by MGT Consulting Group, March 2022
https://banningca.gov/DocumentCenter/View/10824/FINAL_City-of-Banning-Full-Cost-CAP-File-20-21--03312022

Approved by:



Douglas Schulze
City Manager



CITY OF BANNING STAFF REPORT

TO: CITY COUNCIL

FROM: Douglas Schulze, City Manager

MEETING DATE: June 28, 2022

SUBJECT: Consideration of Resolution 2022-90, Approving a Surplus Lands Act Declaration for City-Owned Property located at 33 South San Gorgonio Avenue (APN 540-204-009)

RECOMMENDATION:

Staff recommends that the City Council approve the attached resolution declaring pursuant to Government Code Section 54221 that real property owned by the City, located at 33 S. San Gorgonio Avenue, Banning California (APN 540-204-009) is surplus land and not necessary for the City's use, finding that such declaration is exempt from environmental review under the California Environmental Quality Act, and taking related actions.

BACKGROUND:

The City of Banning ("City") is the owner in fee simple of that certain real property, located at 33 S. San Gorgonio Avenue, Banning California (APN 540-204-009) described in Exhibit "A" to the attached Resolution ("Property"). Under the Surplus Land Act, Government Code Sections 54220-54233 ("Act"), as recently amended by AB 1486, surplus land is land owned in fee simple by the City for which the City Council takes formal action in a regular public meeting declaring the land is surplus and not necessary for the City's use. The Act provides that such land shall be declared either surplus land or exempt surplus land before the City may take action to dispose of it consistent with the City's policies or procedures.

The City of Banning also owns four adjacent properties to the south, which have been improved for public parking. The parking lot is not included in the surplus lands declaration as it is intended to be maintained as a public parking lot.

Pursuant to the Act, surplus land is land owned in fee simple by the City for which the City Council takes formal action in a regular public meeting declaring the land is surplus and not necessary for the City's use. The land must be declared either surplus land or exempt surplus land. Under the Act, land is necessary for the City's use if the land is being used or is planned to be used pursuant to a written plan adopted by the City Council, for City work or operations.

Government Code Section 54222 requires the City, if it declares land it owns to be surplus and not necessary for the City's use, to provide written notice thereof to certain local agencies and housing sponsors ("Designated Entities"), the form of such notification is included as Exhibit "B" to the attached Resolution ("Notification Process"). The Notification Process provides Designated Entities a 60-day opportunity to request to negotiate for the lease or sale of the Property consistent with parameters for such negotiations provided by the Act. If the City does not receive any notices of interest within the 60-day period or the notices of interest do not comply with the Act, the City may dispose of the Property without further regard to the requirements of the Act. If the City receives a notice of interest from one or more Designated Entities within the 60-day period, the City must enter good faith negotiations with the Designated Entity or entities in an attempt to agree to a mutually satisfactory sales price and terms or lease terms. If the City does not agree on price and terms with any of the entities after a negotiation period of at least 90 days, the City may dispose of the surplus land without further regard to the Act. Notwithstanding the forgoing, the California Department of Housing and Community Development ("HCD") has oversight authority over negotiations with Designated Entities for the purpose of confirming that such negotiations, if any, were conducted within the parameters described in the Act.

In this case, the Property consists of a single (1) use category: i) APN 540-204-009 is improved for retail commercial activity. Based on the real estate principle of "Highest and Best Use", the City Council is considering the feasibility of leasing or selling all or a portion of the Property for private development purposes to increase employment opportunities and increase local tax-ratables.

City staff has evaluated the Property for its potential to be used for alternate City work or operations and has determined that the Property is not needed for such City uses at this time. Approval of the attached Resolution will confirm the City Council's declaration that the Property is surplus and not necessary for the City's use at this time and authorize the initiation of the Notification Process.

CALIFORNIA ENVIRONMENTAL QUALITY ACT:

The attached Resolution has been reviewed with respect to the applicability of the California Environmental Quality Act (Public Resources Code Section 21000 *et seq.*) ("CEQA"). City staff has determined that the designation of this property as surplus does not have the potential for creating a significant effect on the environment and is therefore exempt from further review pursuant to State CEQA Guidelines Section 15060(c)(3), because it is not a project as defined by the CEQA Guidelines Section 15378. Adoption of the Resolution does not have the potential for resulting in either a direct physical change in the environment or a reasonably foreseeable indirect physical change in the environment. If and when the property is sold to a purchaser and that purchaser proposes a use for the property that requires a discretionary permit and CEQA review, that future use and project will be analyzed at the appropriate time in accordance with CEQA.

FISCAL IMPACT:

It is anticipated that the property will be sold for market value. In such case, the land sales proceeds will be retained by the General Fund. The land and any future improvements will be subject to the 1% general tax levy, which will generate additional General Fund revenues.

ATTACHMENTS:

1. Resolution 2022-90
<https://banningca.gov/DocumentCenter/View/10825/Att-1-Resolution-2022-90-Surplus-Lands-33-S-San-Gorgonio-Avenue>
2. Map of Proposed Surplus Property
<https://banningca.gov/DocumentCenter/View/10826/Att-2-33-S-San-Gorgonio-Aerial-Map>

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: June 28, 2022

SUBJECT: Amendment to the Statement of Investment Policy

RECOMMENDATION:

That the City Council adopt the amendment to the Statement of Investment Policy, Administrative Policy No. B-11.

BACKGROUND:

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

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

JUSTIFICATION:

The investment policy serves as the foundation of a local agency's investment goals and priorities. If the investment policy should be reviewed regularly to assure that it continues to meet the agency's goals/priorities for its portfolio, it can help protect the assets of the organization. The existence of an approved investment policy demonstrates that the governing body is performing its fiduciary responsibilities, thereby, inspiring trust and confidence among the public that it serves.

The amendment of the Statement Investment Policy is the updates to the titles. Previously stated as Administrative Services Director has now been changed to Finance Director.

FISCAL IMPACT:

N/A

ALTERNATIVES:

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

ATTACHMENT:

1. Statement of Investment Policy B-11

<https://banningca.gov/DocumentCenter/View/10827/B-11-Statement-of-Investment-Policy>

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

MEETING DATE: June 28, 2022

SUBJECT: Consideration of City Council Resolution 2022-87 and Successor Agency Board Resolution 2022-04 SA, Appointing Authorized City Officials to Deposit and Withdraw Funds in the Local Agency Investment Fund (LAIF)

RECOMMENDATION:

Staff recommends:

1. That the City Council approve Resolution 2022-87, appointing authorized City Officials to Deposit and Withdraw Funds in the Local Agency Investment Fund (LAIF).
2. That the Successor Agency Board approve Resolution 2022-04 SA, appointing authorized City Officials to Deposit and Withdraw Funds in the Local Agency Investment Fund (LAIF).

BACKGROUND:

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

JUSTIFICATION:

Due to changes in personnel and titles, it is necessary to update the authorized persons able to make deposits and withdrawals on the account. These resolutions will update the authorized personnel with LAIF based on the titles of those staff members authorized to make the necessary transactions to facilitate the cash flow and investment needs of the City.

FISCAL IMPACT:

N/A

June 28, 2022

Page **2** of **2**

ALTERNATIVES:

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

ATTACHMENTS:

1. Resolution 2022-87

<https://banningca.gov/DocumentCenter/View/10828/Att-1-Resolution-2022-87-LAIF-Authorized-Personnel-and-Titles>

2. Resolution 2022-04 SA

<https://banningca.gov/DocumentCenter/View/10829/Att-2-Resolution-2022-04-SA-LAIF-Authorized-Personnel-and-Titles>

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: June 28, 2022

SUBJECT: Consideration of Resolution 2022-86, Awarding the Landscape Maintenance Services Agreement for City Properties to Mariposa Landscapes, Inc. in the amount of \$140,807 and Rejecting All Other Bids

RECOMMENDATION:

City Council adopt the following:

1. Approve an award of a Landscape Maintenance Agreement to Mariposa Landscapes, Inc. for City Properties in the amount of \$140,807 for Fiscal Year 2022/2023 with the option to renew for four (4) additional single year periods.
2. Authorize the City Manager or his designee to make necessary budget adjustments, appropriations and transfers related to Landscape Maintenance of City Properties Agreement.
3. Authorize the City Manager or his designee to execute the Landscape Maintenance Agreement for City Properties with Mariposa Landscapes, Inc. for Fiscal Year 2022/2023 with the option to renew for four (4) additional single year periods.

BACKGROUND:

Currently, the landscape maintenance services of City properties is provided by Artistic Maintenance, Inc. and their agreement with the City is set to expire on June 30, 2022. On May 3, 2022, staff released a request for proposals (RFP) for these services through the ProcureNow purchasing system in order to ensure industry standards are met in the most efficient manner.

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

- Ramsey Street Medians from Highland Springs Avenue to Highland Home Road
- Banning City Hall (99 East Ramsey Street) landscaping around building and parking lot

- Banning Police Station (125 East Ramsey Street)
- Banning Police Station Northeast Parking Lot (125 E. Ramsey Street)
- Fire Station Building (5261 W. Wilson Street)
- Community Center & Senior Center (769 & 789 N. San Gorgonio Avenue)
- Aquatic Center (749 N. San Gorgonio Avenue)
- Former Armory National Guard Property (2041 W. Nicolet Street)
- Brinton Reservoir (1700 N. Mountain Avenue)
- Sunset Reservoir (1202 N. Sunset Avenue)
- San Gorgonio Parking Lot

In response to the solicitation, on May 24, 2022, four (4) proposals were received and ranked per the following:

<u>Companies</u>	<u>Score</u>
1) Mariposa Landscapes, Inc.	90.5%
2) Artistic Maintenance, Inc.	48.5%
3) Leafwise Landscape	48%
4) Five Star Landscape Maintenance	Disqualified

An evaluation committee was assembled to evaluate the proposals and based on qualifications, pricing, experience, references, approach and value-added services, Mariposa Landscapes, Inc. was ranked the highest. As a result, staff recommends an award to Mariposa Landscapes, Inc. for landscape maintenance of City properties in the amount of \$140,807.

The contract amount will include base monthly services in the amount of \$118,332 for a one-year period. One-time improvement services for the reservoirs, former Armory and Ramsey Medians may be necessary and are included in the contract in the amount of \$14,975. Lastly, staff recommends services as needed in the amount of \$7,500 to allow for additional plant replacement and irrigation repair services. With this approval, the total annual cost for the first year of the agreement amounts to \$140,807 and there will be an option to renew and extend the term of the agreement for four (4) additional single year periods.

If awarded, staff anticipates that services will commence beginning July 1, 2022 for a one-year period with the option to renew upon satisfactory review of provided services.

JUSTIFICATION:

The Public Works Department does not have the required field staff needed to maintain the identified landscape areas, therefore; it is necessary to retain a landscape maintenance contractor to provide these services. Mariposa Landscape, Inc. is the highest ranked and most qualified company to provide complete landscape maintenance services for City properties.

FISCAL IMPACT:

The total agreement amount for Landscape Maintenance of City Properties with Mariposa Landscapes, Inc. is for a total amount of \$140,807. This agreement will be funded by the operational budgets of Building and Maintenance (\$26,028.90), Police Department (\$27,216.36), Community Services Department (\$22,483.08), Street Division (\$26,566.40) and Water Division (\$31,012.26) with an additional \$7,500 being allocated by the departments at the time additional plant replacement or irrigation repair services are deemed necessary.

An appropriation in the amount of \$79,887 is necessary to cover the total contract amount

ITEM	FUND	DESCRIPTION	AMOUNT
1.	General	Contractual Services/Landscape Maintenance	\$46,127
2.	Street	Contractual Services/Landscape Maintenance	\$7,967
3.	Water	Contractual Services/Landscape Maintenance	\$25,793

The agreement will be funded by the following operational budgets:

ITEM	ACCOUNT NO.	DESCRIPTION	AMOUNT
1.	001-2200-421.23-29	Contractual Services/Landscape Maintenance; Police	\$27,216.36
2.	001-3200-412.23-29	Contractual Services/Landscape Maintenance; Building Maintenance	\$23,666.40
3.	001-4000-461.23-29	Contractual Services/Landscape Maintenance; Recreation	\$7,644.24
4.	001-4010-461.23-29	Contractual Services/Landscape Maintenance; Aquatics	\$7,194.60
5.	001-4050-461.23-29	Contractual Services/Landscape Maintenance; Senior Center	\$7,644.24
6.	100-4900-431.23-29	Contractual Services/Landscape Maintenance; Street	\$23,666.40
7.	660-6300-471.45-07	Reservoir Expenses; Water	\$21,299.76
8.	660-6300-471.45-07	Reservoir Clean-up, if needed	\$9,712.50
9.	100-4900-431.23-29	Ramsey Median Clean-up, if needed	\$2,900
10.	001-3200-412.23-29	Former Armory Clean-up, if needed	\$2,362.50
11.	TBD	Additional Services as Needed	\$7,500
		TOTAL	\$140,807

ALTERNATIVES:

1. Adopt Resolution 2022-86 as recommended.
2. Adopt Resolution 2022-86 with modifications.

3. Do not approve Resolution 2022-86 and provide alternative direction to staff. The City Council may choose to reject this action which would result in an interruption of services in landscape maintenance of City properties. The City does not have staff resources to perform the landscape maintenance tasks.

ATTACHMENTS:

1. Resolution 2022-86
https://banningca.gov/DocumentCenter/View/10833/Att-1-Resolution-2022-86-Landscape-Maint_City-Properties
2. Draft Agreement
<https://banningca.gov/DocumentCenter/View/10832/Att-2-C00763-Mariposa-Landscapes-Inc---Draft1>
3. Request for Proposals (RFP)
<https://banningca.gov/DocumentCenter/View/10830/Att-3--RFP>
4. Mariposa Landscape, Inc. Proposal
<https://banningca.gov/DocumentCenter/View/10831/Att-4-Mariposa-Proposal>

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
Kevin Sin, Senior Civil Engineer

MEETING DATE: June 28, 2022

SUBJECT: Accept Lot Dedication and Easements from Tri Pointe Homes for Water and Public Utility Purposes for Tract Map Nos. 37298-1 and 35967 within the Atwell Development

RECOMMENDATION:

Staff respectfully recommends that City Council:

1. Accepting a lot dedication from Tri Pointe Homes for the construction of the Meadowline Way Water Interconnect Facility for Tract Map No. 37298-1 (PA 17) within the Atwell Development.
2. Accepting an easement from Tri Pointe Homes for public utility and access purposes (Meadowline Way Water Interconnect Facility) for Tract Map No. 37298-1 (PA 17) within the Atwell Development.
3. Accepting an easement from Tri Pointe Homes for public utility purposes (Meadowline Way Water Interconnect Facility) for Tract Map No. 37298-1 (PA 17) within the Atwell Development.
4. Accepting an easement from Tri Pointe Homes for the construction of a future water storage reservoir (Foothill West Zone Reservoir) for Tract Map No. 35967 (PA 50A) within the Atwell Development.

BACKGROUND:

Final Tract Map No. 37298-1 (Phase 1) within the Atwell Development Specific Plan was approved by City Council by Resolution No. 2019-151 on December 10, 2019. Tract Map No. 37298-1 subdivided into 3 numbered lots and 29 lettered lots for street and public utility purposes, open space and 3 remainder lots on 199.22 acres of land.

The lot dedication, the public utility easement, and the public utility and access easement are within Lot 1 of the recorded Tract Map No. 37298-1 located at the southeast corner of Highland Springs Avenue and Meadowline Way.

Final Tract Map No. 35967 within the Atwell Development Specific Plan was approved by City Council by Resolution No. 2020-94 on July 14, 2020. Tract Map No. 35967 subdivided

into 47 numbered lots and 21 lettered lots for street and public utility purposes and open space. This tract map covers the northerly portion of the Atwell Development (Butterfield Specific Plan) project area, excluding the substation site along the easterly edge of the site and the former annexation area at the northwest portion of the site.

The easement for the water storage reservoir lot is within portion of Lots 20, 24 & 47 of Tract Map No. 35967.

JUSTIFICATION:

It is necessary to obtain the lot dedication and easements in order for the City to access and provide maintenance for the water interconnect infrastructure.

The easement for the reservoir, which is being offered to the City by Tri Pointe Homes, will be utilized to construct a City owned and operated water storage reservoir which is required to meet water demands of the Atwell Development.

FISCAL IMPACT:

There is no fiscal impact associated with the acceptance of the lot dedication and easements.

ALTERNATIVE:

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

ATTACHMENTS:

1. Lot Dedication – Water Utility Purposes (Interconnect Facility)
<https://banningca.gov/DocumentCenter/View/10866/Attachment-1---Water-Interconnect-Facility-Lot-Dedication>
2. Easement – Public Utility and Access Purposes (Interconnect Facility)
<https://banningca.gov/DocumentCenter/View/10867/Attachment-2---WIF-Pub-Utility-and-Access-Easement>
3. Easement – Public Utility Purposes (Interconnect Facility)
<https://banningca.gov/DocumentCenter/View/10868/Attachment-3---WIF-Pub-Utility-Easement>
4. Easement – Water Utility Purposes (Storage Reservoir)
<https://banningca.gov/DocumentCenter/View/10865/Attachment-4----Water-Reservoir-Easement>

Approved by:



Douglas Schulze
City Manager



CITY OF BANNING STAFF REPORT

TO: CITY COUNCIL

FROM: Douglas Schulze, City Manager

PREPARED BY: Adam Rush, Community Development Director

MEETING DATE: June 28, 2022

SUBJECT: Consideration of Resolution 2022-76, Approving a Professional Services Agreement with Brightly Software, Inc. to Provide Permit Streamlining and Management Software

RECOMMENDATION:

Staff recommends the approval of Resolution 2022-76:

1. Authorizing the City Manager or designee to enter into a Professional Services Agreement with Brightly Software, Inc. for consulting services to support the City's permit streamlining and management software.
2. Authorizing the City Manager or designee to make necessary budget adjustments, appropriations and transfers related to the Professional Services Agreement with Brightly Software, Inc.
3. Authorizing the City Manager or designee to execute Professional Services Agreement with Brightly Software, Inc. in an amount not to exceed \$354,476.56.

BACKGROUND:

The City's Community Development Department has previously contracted with Dude Solutions, Inc. to provide the City's permit software. Recently, Dude Solutions acquired several new companies that operate internationally and rebranded as Brightly Software, Inc. The change in company name and extension of the contract term and amount require the City to enter into a new professional services agreement for long-term use of the SMARTGov software.

The City Council has previously authorized \$178,564.21, of which \$138,564.21 has been expended on the configuration and testing of the software with existing City IT infrastructure. City staff is requesting an additional \$175,912.35, over the next three fiscal years, to maintain and support the software.

JUSTIFICATION:

The Community Development Department is requesting a new contract due to the name change and extension of the contract term to June 30, 2025. In addition, City staff

June 28, 2022

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requests an increase in the existing purchase order to facilitate ongoing licensing and support costs that is used to provide greater interoperability and enhancement of customer service.

FISCAL IMPACT:

The Community Development operational budget will fund the requested increase, Account No. 001-2700-442.23-33 (Contract Computer Services) by \$175,912.35.

<u>Year</u>	<u>Estimated Amount</u>
2022/2023	\$91,168.82
2023/2024	\$41,137.65
2024/2025	\$43,605.88

ALTERNATIVES:

The City Council may choose to reject staff's recommendation and provide alternative direction.

ATTACHMENTS:

1. Resolution 2022-76
<https://banningca.gov/DocumentCenter/View/10848/Att-1-City-Council-Resolution-2022-76>
2. Draft Professional Services Agreement with Brightly Software
<https://banningca.gov/DocumentCenter/View/10846/Att-2-Draft-Professional-Services-Agreement-with-Brightly-Software>
3. Brightly Software Proposal (dated April 28, 2022)
<https://banningca.gov/DocumentCenter/View/10847/Att-3-Brightly-Software-Proposal-dated-April-28-2022>

Approved by:



Douglas Schulze
City Manager



CITY OF BANNING STAFF REPORT

TO: CITY COUNCIL

FROM: Douglas Schulze, City Manager

PREPARED BY: Adam Rush, Community Development Director

MEETING DATE: June 28, 2022

SUBJECT: Consideration of Resolution 2022-91, Approving Amendment No. 4 to the Agreement with Nobel Systems, Inc. for Geographic Information Services (GIS) for Fiscal Year 2022/2023 in the Amount of \$20,000 for a Total Contract Amount of \$63,000

RECOMMENDATION:

Staff recommends the approval of Resolution 2022-91:

1. Amendment No. 4 to the Contract Agreement with Nobel Systems, Inc. to increase the total contracted amount to \$20,000 for Geographic Information System (GIS) services.
2. Authorizing the City Manager or his designee to make necessary budget adjustments, appropriations and transfers related to the Contract Agreement Amendment No. 4 with Nobel Systems, Inc.
3. Authorizing the City Manager or his designee to execute Amendment No. 4 to the Contract Agreement with Nobel Systems, Inc. for Fiscal Years 22/23 and 23/24, not to exceed \$63,000.

BACKGROUND:

The City's Public Works and Community Development Departments have contracted with Nobel Systems, Inc. to provide the City's GIS systems and management of land use assists including sewer, water, fire hydrants, storm drains, zoning, general plan, and various other land use layers that assist in the daily activities of the Departments.

JUSTIFICATION:

The Community Development Departments is requesting an increase in the existing purchase order to facilitate an additional ArcGIS license that is used to provide greater interoperability with the City's other permitting systems.

FISCAL IMPACT:

The Community Development operational budget will fund the requested increase, Account No. 001-2800-441.33-11 (Professional Services).

June 28, 2022

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<u>Year</u>	<u>Estimated Amount</u>
2022/2023	\$10,000
2023/2024	\$10,000

ALTERNATIVES:

The City Council may choose to reject staff's recommendation and provide alternative direction.

ATTACHMENT:

1. Resolution 2022-91
<https://banningca.gov/DocumentCenter/View/10851/Att-1-Resolution-2022-91>
2. DRAFT Nobel Systems Amendment No. 4
<https://banningca.gov/DocumentCenter/View/10849/Att-2-DRAFT-Nobel-Systems-Amendment-4>
3. Nobel Invoice
<https://banningca.gov/DocumentCenter/View/10850/Att-3-Nobel-Invoice>

Approved by:



Douglas Schulze
City Manager



CITY OF BANNING STAFF REPORT

TO: CITY COUNCIL

FROM: Douglas Schulze, City Manager

PREPARED BY: Caroline Patton, Deputy City Clerk

MEETING DATE: June 28, 2022

SUBJECT: Consideration of Resolution 2022-89, Adopting Regulations for Candidates for Elective Office Pertaining to the Electorate and the Costs Thereof for the General Municipal Election to be Held in the City on Tuesday, November 8, 2022

RECOMMENDATION:

Staff respectfully recommends City Council adopt Resolution 2022-89, approving regulations for candidates for elective office, pertaining to the electorate and the costs thereof for the General Municipal Election to be held in the City on Tuesday, November 8, 2022.

JUSTIFICATION:

Per Section 13307 of the California Elections Code, the governing body of any local agency may adopt regulations pertaining to materials prepared by any candidate for a municipal election, including the costs thereof. Adoption of this resolution is needed so that if a candidate elects to have a candidate's statement they will have regulations to follow and pay his or her pro rata share of the costs of a statement to be included in the voters' pamphlet.

ALTERNATIVES:

1. Adopt Resolution 2022-89 as presented.
2. No action would result in not allowing for candidates to prepare a candidate's statement for inclusion in the Riverside County voters' pamphlet.

ATTACHMENT:

1. Resolution 2022-89
<https://banningca.gov/DocumentCenter/View/10820/Att-1-Resolution-2022-89-Election-Regulations>

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
Stacy Bouslog, Customer Service & Billing Manager

MEETING DATE: June 28, 2022

SUBJECT: COVID-19 Utility Payment Assistance Programs Funding Report

RECOMMENDATION:

Receive and file information.

BACKGROUND:

The state of California allocated funds provided by the federal government for financial assistance for utility debt customers accrued during the COVID-19 pandemic. The California Arrearage Payment Program (CAPP) and California Water and Wastewater Arrearage Payment Program (CWWAPP) provided over \$2 billion dollars in payment assistance for energy and water debts incurred from March 4, 2020 to June 12, 2021. These programs did not require the customers to apply for the credit. Any utility account 60 days or more, behind on payments received a credit applied automatically. City of Banning received a total of \$920,377.47 from these two programs assisting 1,536 utility customers.

Additionally, Congress established the Low-Income Household Water Assistance Program (LIHWAP) and California was allocated \$116 million dollars and the long standing Low-Income Household Energy Assistance Program (LIHEAP) was infused with nearly \$500 million in new funding. The City of Banning partnered with our local program administrators from the Community Action Partnership of Riverside County and United Way – Lift to Rise. During the last twelve-month period May to May, the City of Banning has received \$555,544.25 from the local agencies. The LIHEAP and Lift to Rise programs are specifically for residential utility customers and assist with water and electric past due utility costs.

FISCAL IMPACT:

Breakdown of funds received:

California Arrearage Payment Program - CAPP		
Type of Acct	# of Accts	Total Assistance
Active Residential	482	\$ 445,413.27
Active Commercial	18	\$ 27,028.22
Inactive Residential	398	\$ 171,301.88
Inactive Commercial	14	\$ 21,216.26
Total Amount		\$ 664,959.63

California Water and Wastewater Arrearage Payment Program - CWWAPP		
Type of Acct	# of Accts	Total Assistance
Active Residential	346	\$ 176,744.45
Active Commercial	9	\$ 1,930.53
Inactive Residential	252	\$ 64,839.27
Inactive Commercial	3	\$ 3,259.37
Administrative Costs		\$ 8,644.22
Total Amount		\$ 255,417.84

Li-HEAP / Community Action Partnership		
	# of Accts	Total Assistance
May-21	4	\$ 1,790.00
Jun-21	41	\$ 22,155.00
Jul-21	19	\$ 9,191.00
Aug-21	15	\$ 6,265.00
Sep-21	11	\$ 7,666.00
Oct-21	9	\$ 6,995.00
Nov-21	10	\$ 6,342.00
Dec-21	12	\$ 15,699.00
Jan-22	18	\$ 17,355.00
Feb-22	22	\$ 22,318.00
Mar-22	12	\$ 11,918.00
Apr-22	11	\$ 17,381.00
May-22	51	\$ 55,775.00
TOTAL	235	\$ 200,850.00

UnitedWay - Lift To Rise		
	# of Accts	Total Assistance
May-21	7	\$ 6,772.36
Jun-21	15	\$ 32,530.94
Jul-21	12	\$ 16,010.93
Aug-21	11	\$ 10,774.43
Sep-21	10	\$ 24,842.51
Oct-21	27	\$ 56,394.54
Nov-21	2	\$ 4,163.80
Dec-21	12	\$ 30,588.84
Jan-22	33	\$ 63,624.49
Feb-22	19	\$ 25,015.55
Mar-22	22	\$ 26,149.85
Apr-22	20	\$ 27,667.92
May-22	26	\$ 30,158.09
TOTAL	216	\$ 354,694.25

Approved by:



Douglas Schulze
City Manager



CITY OF BANNING STAFF REPORT

TO: CITY COUNCIL

FROM: Douglas Schulze, City Manager

PREPARED BY: Tom Miller, Electric Utility Director
Carla Young, Business Support Manager

MEETING DATE: June 28, 2022

SUBJECT: Consideration of Resolution 2022-92, Authorizing the Fund Appropriation for an Emergency Agreement for Services with Western Construction Specialists for the Emergency Underground Boring and Electrical Substructure Reconductoring at Hillside Drive for a Not-To-Exceed Amount of \$262,865 Including Contingency

RECOMMENDATION:

Staff recommends City Council approve the appropriation of funds for the Emergency Agreement for Services with Western Construction Specialists for the Emergency Underground Boring and Electrical Substructure Reconductoring at Hillside Drive for the amount not to exceed \$262,865 including ten percent (10%) contingency.

BACKGROUND:

The City of Banning owns and operates its own Electric Utility which includes but is not limited to one hundred and sixty-seven (167) miles of overhead and underground electric power lines and six (6) substations.

On May 15, 2022, at approximately 10:15 am the electric service for eight (8) homes on Hillside Drive was interrupted due to underground cable failure caused from aging infrastructure. The service to all 8 homes was restored temporarily by 11:30 pm and has been operating with the assistance of a portable generator while these extensive repairs are made. The Electric Utility does not own equipment needed to complete the repairs on its own. Due to this we were required to seek services for this emergency repair from an outside source.

The Electric Utility has taken every opportunity to complete these repairs in the most cost efficient yet fundamentally sound approach possible. The choice to complete these repairs through directional boring vs backhoe trenching and pavement replacing has been determined to meet these criteria. Two competitive bids were received.

JUSTIFICATION:

The City's procurement policies and procedures allow for immediate purchases (Section 13 – Emergency Purchases) to prevent economic or other hardship to the City. In this case, the immediate underground boring and electrical substructure reconductoring was needed to avoid further damage and continued loss of power to the already affected 8 homes as well as that portion of the City entirely. Staff received two bids from qualified vendors to ensure the cost of the services were competitive. The results were:

Western Construction Specialists Complete Quote	\$238,968
Cunningham Davis Complete Quote	\$260,219

FISCAL IMPACT:

The amount of \$262,865, including contingency, shall be appropriated to the Electric Improvement fund (673).

<u>Year</u>	<u>Estimated Amount</u>
2021/2022	\$262,285

ALTERNATIVES:

1. Approve Resolution 2022-92 as presented.
2. Approve Resolution 2022-92 with modifications.

ATTACHMENTS:

1. Resolution 2022-92
<https://banningca.gov/DocumentCenter/View/10864/Att-1-Resolution-2022-92-Emergency-Fund-Auth>
2. Western Construction Specialists Boring Quote
<https://banningca.gov/DocumentCenter/View/10862/Att-2-Western-Construction-Boring-Proposal-61022>
3. Cunningham Davis Quote
<https://banningca.gov/DocumentCenter/View/10863/Att-3-Cunningham-Davis-Boring-Quote>

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 & Financial Analyst

MEETING DATE: June 28, 2022

SUBJECT: Recommended Adoption of Biennial Budget Proposal for Fiscal Years 2023 and 2024

RECOMMENDATION:

1. That the City Council:
 - a. Adopt Resolution No. 2022-77 approving the Two-Year Budget for Fiscal Years 2022-2023 and 2023-2024 for the City of Banning;
 - b. Adopt Resolution No. 2022-79 approving the Gann Limit for Fiscal Year 2022-2023; and
 - c. Adopt Resolution No. 2022-78 amending the Classification and Compensation Plan.
2. That the Board of the Utility Authority adopt Resolution No. 2022-06 UA approving the Two-Year Budget for Fiscal Years 2022-2023 and 2023-2024 for the Banning Utility Authority.
3. That the Board of the Successor Agency adopt Resolution No. 2022-03 SA approving the Two-Year Budget for Fiscal Years 2022-2023 and 2023-2024 for the Banning Successor Agency.

BACKGROUND:

Of all the functional areas of city government finance, one of the most critical to success is budgeting. Budgeting has many dimensions: managerial, planning, communications, financial. A sound budget process encourages the development of organizational goals, establishes policies, and plans to achieve those goals, and allocates limited resources through the process that are consistent with these goals, policies, and plans. There is also a focus on measuring performance to determine what has been accomplished with the allocated resources.

Budgeting should have a long-range perspective, and not simply be an exercise in balancing revenues and expenditures one year at a time. Sound budget policies encourage consideration of the longer-term consequences of budgetary decisions. All budget decisions need to be understood over a multi-year planning horizon to assess whether program and service levels can be sustained.

A budget process that is well integrated with the other activities of city government, such as the planning and management functions, will provide better financial and program decisions and lead to improved city operations. A budget process that involves all stakeholders and reflects their needs and priorities will serve as a positive force in maintaining good public relations and enhancing citizens' and other stakeholders' overall impression of city government.

For the development of the City's budget for Fiscal Years Ending 2023 and 2024, the city continued the use of OpenGov to prepare the budget. OpenGov provides better data reporting, monitoring, and management of financial information as well as powerful collaboration tools for city departments. Greater citywide participation is now incorporated into the budget development process. In addition to the efficiencies gained in the budget development process, it provides an effective two-way communication tool for governmental agencies and the public thereby helping build public trust.

The recommended budget for the upcoming fiscal years ending 2023 and 2024 is presented to the City Council as a comprehensive budget to meet the city's standards, objectives, and goals, while also meeting the State requirements for California cities and complying with the Banning Municipal Code Section 2.08.080 (H). This budget is presented as a two-year budget.

Over the course of the past several months, several key steps have been taken to prepare and present the recommended budget proposal for Fiscal Year 2023 and Fiscal Year 2024.

- April 21, 2022, the budget proposal was released to department heads to begin the biennial budget process. Shortly after budget meetings with the departments began to discuss preliminary budget requests. Initially, the City Departments had entered their requests into OpenGov, the projected deficit for the General Fund was \$7 million. After meeting with the departments and subsequent meetings with the City Manager, the deficit was reduced to \$1.39 million.
- The draft budget was presented to the Budget and Finance Committee meeting on May 17, 2022, with direction to review revenue projections and make any necessary adjustments. Staff performed this review and were confident with the revenues presented in the draft budget.
- Staff reviewed the draft biennial budget for fiscal years 2022-23 & 2023-24 at the Council Budget Workshop on May 24, 2022 and requested direction or comments to help finalize budget for Council adoption in June 2022.

JUSTIFICATION:

Every two years, the City develops a budget while maintaining focus on community priorities, state and federal mandates, legislative and regulatory changes, and building a strong future, some challenges are unique to the City of Banning, and some are common among most local government agencies.

Again, with this budget cycle, the city faces certain fiscal challenges that are impacting the upcoming two fiscal years and beyond:

- Public safety funding needs
- Costs of contracting for fire services

- Inflation impacting costs of goods and services
- Deferred maintenance costs
- Transit operation costs
- Increase in pension and labor costs
- Slow growth and timeliness of business coming on board to help increase revenue
- Impacts of COVID-19

In the short term, the solution to the challenge of balancing the budget is the use of available fund balance. However, use of available fund balance should not be viewed as a permanent solution. It will be imperative that the structural imbalance is addressed with structural changes that decrease expenditures as well as increase the city's amount and types of revenues

FISCAL IMPACT:

Initially after all the City Departments had entered their requests into OpenGov, the projected deficit for the General Fund was \$7 million. After meeting with the departments and subsequent meetings with the City Manager, the deficit was reduced to \$1.39 million.

Key revenue assumptions for the next two fiscal years are as follows:

- Increase in tax revenue by 10.85% from FY21-22 budgeted \$13,771,816 to \$15,266,621 budgeted in FY 22-23, with a 2% increase for FY23-24.
 - Property taxes show the significant increase due to home sales with a 13.70% increase from budgeted FY21-22 to FY22-23
 - Sales taxes show an increase of 8.43%.
 - Added an additional \$35,000 for Sales tax for new businesses coming on board in June that were not a part of the original Sales tax estimate.
 - Estimates for Property and Sales tax are provided by our consultant HdL who analyzes the market for these figures.
 - Increase in TOT from hotels due to increases in hotel stays with developments, lifts of restrictions and music festivals
- Continued to reflect the decrease in administration revenue from enterprise funds with new cost allocation plan and elimination of general fund transfer, which has attributed to continued general fund deficit over the last few years.
- Cannabis tax revenue of \$950,000 maintained for both fiscal years of the budget until more analysis can be done on actuals. This should be an area of increased revenue over the next year(s).
- Decrease in first responder medical billing revenue in first year to \$250,000 and increased back to \$400,000 second year.
- Increase police revenue for reimbursable services to a total of \$632,400 for RAID, PACT and School Resource Officer (SRO)
- An additional \$2,000,000 in revenue was included in fiscal year 2022-23 based on approval of the ENA agreement with Grandave, First Industrial and the City.

Proposed Reductions to Expenditures

Key areas of reductions in expenditures to help reduce the deficit:

- Reduction made to salaries of police department of \$1 million to reflect the continued nature of salary savings with vacancies and officers' injuries, this was offset to the increased overtime budget of \$1 million for officers picking up additional shifts to accommodate the vacancies.
- Fire contract was presented with a total \$3.7 million estimate, but due to actuals being much lower than the estimate, the budget is based on estimated actuals and reduction of \$400,000.
- Reduced Engineering Services for On-call Plan Reviewers/Inspections from original request of \$1.3 million to \$300,000.

Class and Compensation

There were several requests for additional positions, however, due to the large general fund deficit, there are no additional position requests unless there is an offsetting reduction or reclassification. The following are changes requested to the class and compensation plan:

- The addition of an Assistant City Manager position reclassifying and un-funding the Executive Assistant position – difference of \$67,937
- The re-funding of the Deputy Finance Director position with offsetting proposed promotions and un-funding of another finance department position – difference of \$44,971.
- The re-funding and authorization of an Associate Planner and un-funding of the Building Inspector position, which is currently handled by contracted services – difference of (\$61).

The total impact of the budget for the above is \$112,847

General Fund and All Funds: Revenues, Expenditures and Use of Fund Balance

Fiscal Year 2022-23:

Fund	Proposed Revenues	Proposed Expenditures	Proposed Surplus/(Deficit)
General Fund	26,071,859	25,708,431	363,428
Airport Fund	478,327	306,608	171,719
Transit Fund	2,008,030	2,358,499	(350,469)
Refuse Fund	985,601	1,041,957	(56,356)
BUA Water Funds	16,044,908	13,270,482	2,774,426
BUA Wastewater Funds	6,144,201	4,181,901	1,962,300
Electric Funds	35,566,473	38,669,520	(3,103,047)
Internal Service Funds	6,906,275	9,886,126	(2,979,851)
Special Revenue & Capital Funds	4,857,638	2,540,279	2,317,359
Agency/Fiduciary Funds	5,096,436	5,099,660	(3,224)
Total City Wide	104,159,748	103,063,463	1,096,285

Fiscal Year 2023-24:

Fund	Proposed Revenues	Proposed Expenditures	Proposed Surplus/(Deficit)
General Fund	23,956,864	26,489,474	(2,532,610)
Airport Fund	221,132	308,954	(87,822)
Transit Fund	1,770,063	2,312,991	(542,928)
Refuse Fund	957,649	1,065,977	(108,328)
BUA Water Funds	16,301,166	13,595,405	2,705,761
BUA Wastewater Funds	5,345,106	4,909,517	435,589
Electric Funds	36,637,502	38,683,709	(2,046,207)
Internal Service Funds	7,024,264	9,682,906	(2,658,642)
Special Revenue & Capital Funds	5,011,473	2,624,968	2,386,505
Agency/Fiduciary Funds	5,093,240	5,096,462	(3,222)
Total City Wide	102,318,459	104,770,363	(2,451,904)

The above charts reflect the requested proposed revenues and expenditures with the proposed surplus or deficit. Those with a proposed deficits will need to use reserves to balance the budget. (The attachments provide more details on the requests and impacts to the fund balances.)

Capital Improvement Program (CIP)

The next two charts show the summary of the proposed capital improvement projects for the two-year budget. The detail of the projects being budgeted over the next five years can be found on the attachment, Capital Improvement Program 5-year Fiscal Years 2023-2027.

Fiscal Year 2022-23

Fund	Proposed Revenues	Proposed Expenditures	Reserves Required to Fund
General Fund	661,700	1,480,592	(818,892)
Gas Tax Street Fund	555,220	647,220	(92,000)
Measure A Street Fund	1,350,000	1,350,000	-
RMRA (SB1) Gas Tax	730,000	730,000	-
CDBG	492,799	492,799	-
Air Quality Improvement	90,000	90,000	-
Traffic Control		125,000	(125,000)
Capital Facilities		125,000	(125,000)
Park Development	246,926	296,926	(50,000)
Airport Fund		250,000	(250,000)
Transit Fund	4,530,000	4,530,000	-
Refuse Fund	-	548,000	(548,000)
BUA Water Funds	3,100,000	9,505,000	(6,405,000)
BUA Wastewater Funds	1,575,000	4,981,000	(3,406,000)
Electric Funds	3,975,000	16,747,500	(12,772,500)
Internal Service Funds	1,448,500	1,578,500	(130,000)
Total City Wide	18,755,145	43,477,537	(24,722,392)

Fiscal Year 2023-24

Fund	Proposed Revenues	Proposed Expenditures	Reserves Required to Fund
General Fund	-	730,259	(730,259)
Gas Tax Street Fund	692,176	708,176	(16,000)
Measure A Street Fund	815,000	815,000	-
RMRA (SB1) Gas Tax	844,000	844,000	-
CDBG	80,000	80,000	-
Park Development	47,838	95,677	(47,839)
Airport Fund	-	-	-
Transit Fund	1,050,000	1,050,000	-
Refuse Fund	-	28,000	(28,000)
BUA Water Funds	1,050,000	4,010,000	(2,960,000)
BUA Wastewater Funds	625,000	2,201,000	(1,576,000)
Electric Funds	6,040,000	13,769,286	(7,729,286)
Internal Service Funds	-	335,000	(335,000)
Total City Wide	11,244,014	24,666,398	(13,422,384)

ALTERNATIVES:

1. Adopt Resolution No. 2022-77 approving the Two-Year Budget for Fiscal Years 2022-2023 and 2023-2024 for the City of Banning, Resolution No. 2022-07 UA approving the Two-Year Budget for Fiscal Years 2022-2023 and 2023-2024 for the Banning Utility Authority, Resolution No. 2020-03 SA approving the Two-Year Budget for Fiscal Years 2022-2023 and 2023-2024 for the Banning Successor Agency, Resolution No. 2022-79 approving the Gann Limit for Fiscal Year 2022-2023, and Resolution No. 2022-78 amending the Classification and Compensation Plan.
2. Do not approve the mentioned resolutions and provide direction to staff

ATTACHMENTS:

1. Resolution 2022-77 approving the Two-Year Budget for Fiscal Years 2022-2023 and 2023-2024 for the City of Banning
<https://banningca.gov/DocumentCenter/View/10854/Att-1-Resolution-2022-77-City-Budget-FY22-23-FY23-24>
2. Resolution 2022-78 amending the Classification and Compensation Plan
<https://banningca.gov/DocumentCenter/View/10855/Att-2-Resolution-2022-78-City-Class-Comp>
3. Resolution 2022-79 approving the Gann Limit for Fiscal Year 2022-2023
<https://banningca.gov/DocumentCenter/View/10856/Att-3-Resolution-2022-79-GANN-Appropriations-FY22-23>
4. Resolution 2022-06 UA approving the Two-Year Budget for Fiscal Years 2022-2023 and 2023-2024 for the Banning Utility Authority
<https://banningca.gov/DocumentCenter/View/10857/Att-4-Resolution-2022-06-UA-Budget-FY22-23-FY23-24>

5. Resolution 2022-03 SA approving the Two-Year Budget for Fiscal Years 2022-2023 and 2023-2024 for the Banning Successor Agency
<https://banningca.gov/DocumentCenter/View/10858/Att-5-Resolution-2022-03-SA-Budget-FY22-23-FY23-24>
6. Two Year Budget Book for Fiscal Years 2022-23 and 2023-24 All Funds
<https://banningca.gov/DocumentCenter/View/10859/Att-6-Two-Year-Budget-Book-Fiscal-Year-2022-23-and-2023-24>
7. Operating Budget and Fund Balance Summary
<https://banningca.gov/DocumentCenter/View/10860/Att-7-Operating-Budget-and-Fund-Balance-Summary>
8. Budget and Fund Balance Summary Report FY22-23 & FY 23-24
<https://banningca.gov/DocumentCenter/View/10861/Att-8-Budget-and-Fund-Balance-Summary-FY-22-23-FY-23-24>
9. Capital Improvement Program 5-Year Fiscal Years 2023-2027
<https://banningca.gov/DocumentCenter/View/10852/Att-9-Capital-Improvement-Program--5-Year-Fiscal-Years-FY-23-27>
10. Position Costs
<https://banningca.gov/DocumentCenter/View/10853/Att-10-Position-Costs>

Approved by:



Douglas Schulze
City Manager



CITY OF BANNING STAFF REPORT

TO: CITY COUNCIL

FROM: Douglas Schulze, City Manager

MEETING DATE: June 28, 2022

SUBJECT: Consideration of Resolution 2022-88, Adopting the Legislative Platform & Advocacy Manual

RECOMMENDATION:

Staff recommends Council approve Resolution 2022-88 adopting the Draft Legislative Platform & Advocacy Manual.

BACKGROUND:

The City of Banning does not have adopted policies or procedures to guide the legislative interests, positions or procedures related to regional, state or federal legislative matters. As a result, calls for action from Cal Cities or our lobbyists are often left unanswered because a formal position has not been taken by the City Council.

In addition, the Advocacy Manual provides the City Council with an agreed upon process for interactions with regional, state and federal elected officials to ensure potentially impactful federal, state, and local legislation is identified, analyzed, tracked, and that the City's legislative positions are communicated to legislators.

JUSTIFICATION:

Adoption of a legislative platform and advocacy manual will provide staff with needed policy direction.

FISCAL IMPACT:

No fiscal impact.

ALTERNATIVES:

1. Adopt Resolution 2022-88.
2. Do not Adopt Resolution 2022-88 and provide staff alternatives.

ATTACHMENTS:

1. Resolution 2022-88
<https://banningca.gov/DocumentCenter/View/10834/Att-1-Resolution-2022-88-Legislative-Platform-Advocacy-Manual>

2. Legislative Platform & Advocacy Manual

<https://banningca.gov/DocumentCenter/View/10835/Att-2-Legislative-Platform-Advocacy-Policy-Manual>

Approved by:



Douglas Schulze
City Manager



CITY OF BANNING STAFF REPORT

TO: CITY COUNCIL

FROM: Douglas Schulze, City Manager

MEETING DATE: June 28, 2022

SUBJECT: Community Revitalization and Investment Authorities (CRIA) Feasibility Analysis

RECOMMENDATION:

Provide feedback and direction for next steps.

BACKGROUND:

Kosmont Companies was hired to complete a Comprehensive Economic Development Strategy (CEDS) for the City of Banning in 2020. A recommendation from the CEDS was consideration of a feasibility analysis for the use of a Community Revitalization and Investment Authority to capture funding for critical infrastructure and property assemblage needed to support economic development and revitalization.

Kosmont was engaged to prepare a feasibility analysis and has the preliminary report completed. A presentation on the analysis will be provided during the June 28, 2022 meeting.

JUSTIFICATION:

Report on a previously authorized feasibility analysis.

ALTERNATIVES:

To be discussed during consultant presentation.

ATTACHMENT:

1. Preliminary CRIA Analysis Presentation
<https://banningca.gov/DocumentCenter/View/10871/Att-1-Prelim-CRIA-Analysis-for-Banning-6-28-22>

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

MEETING DATE: June 28, 2022

SUBJECT: Discuss and Consider Existing Topics listed as Items for Future Agendas

RECOMMENDATION:

Staff recommends Council discuss and consider each item listed on the agenda as Future Agenda items to determine if it should remain on the list.

BACKGROUND:

From time to time the Council will ask that certain items be added to the agenda as future items to discuss. Occasionally one or more of these items will be resolved or become irrelevant without council action.

Items currently on the Items for Future Agenda list:

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)
6. Community Garden Project (Sanchez)
7. Internship Program (Hamlin)

JUSTIFICATION:

In order to focus on timely subjects, the Items for Future Agendas should be reviewed on a regular basis to determine their relevancy. Some topics may require additional direction and clarity to move them forward.

Approved by:

A blue ink signature of Douglas Schulze's name.

Douglas Schulze
City Manager