



**AGENDA**  
**SPECIAL CITY COUNCIL MEETING**  
**CITY OF BANNING, CALIFORNIA**

**July 27, 2021**  
**4:00 p.m.**

**In Chamber and via Video/Teleconference**

Council Chambers  
99 E. Ramsey Street

*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 in Chamber and via Video/Teleconference on Zoom so that members of the public may observe and participate in this meeting electronically or telephonically.**

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

<https://us02web.zoom.us/j/5131511373?pwd=bDlmSG9DaTZDZTVkMUVBVG5iT3NIUT09>

**Meeting ID: 513 151 1373**

**Password: 870511**

Dial in: +1 669 900 9128 US

Meeting ID: 513 151 1373

**1. CALL TO ORDER**

- 1.1. Roll Call – *Council Members Hamlin, Happe, Pingree, Sanchez, and Mayor Wallace*
- 1.2. Pledge of Allegiance

**2. CLOSED SESSION**

- 2.1. **CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION**  
Pursuant to Paragraph (4) of subdivision (d) of Government Code Section 54956.9  
Number of cases: One potential case

**3. REPORT ON CLOSED SESSION**

City Attorney

**4. PUBLIC COMMENT**

4.1. PUBLIC COMMENT

**5. DISCUSSION**

5.1. Minutes of the July 13, 2021 and July 20, 2021 City Council Meetings..... **4**

5.2. Acceptance of Donation of AutoPulse CPR Unit from Riverside University Health System to be Assigned to Station #20..... **5**

5.3. **Joint Meeting with the Banning Parks and Recreation Commission:**  
Discussion on Parks and Recreation Commission Roles and Concerns..... **7**

**6. ADJOURNMENT**

**IT IS HEREBY CERTIFIED** under the laws of the State of California that the above Agenda was posted on the Banning City Hall Bulletin Board and the City's Website by 4:00 P.M. on the 22nd day of July 2021.



Caroline Patton, Deputy City Clerk

**NOTICE:** In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the City Clerk's Office (951)-922-3102. Advanced notification of at least 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting. [28 CFR 35.02-35.104 ADA Title II]

Pursuant to amended Government Code Section 54957.5(b) staff reports and other public records related to open session agenda items are available on the [City's website](#) or at City Hall, 99 E. Ramsey Street, Banning, CA 92220.



**CITY OF BANNING  
STAFF REPORT**

**TO:** CITY COUNCIL

**FROM:** Douglas Schulze, City Manager

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

**MEETING DATE:** July 27, 2021

**SUBJECT:** Minutes of the July 13, 2021 and July 20, 2021 City Council Meetings

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**RECOMMENDED ACTION:**

Approve the Minutes of the July 13, 2021 and July 20, 2021 City Council Meetings.

**OPTIONS:**

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

**ATTACHMENTS:**

1. Minutes of the July 13, 2021 Special Meeting  
[https://banningca.gov/DocumentCenter/View/9145/ATT-1-2021-07-13\\_Minutes\\_Special-Meeting](https://banningca.gov/DocumentCenter/View/9145/ATT-1-2021-07-13_Minutes_Special-Meeting)
2. Minutes of the July 13, 2021 Regular City Council Meeting  
[https://banningca.gov/DocumentCenter/View/9146/ATT-2-2021-07-13\\_Minutes\\_Regular-Meeting](https://banningca.gov/DocumentCenter/View/9146/ATT-2-2021-07-13_Minutes_Regular-Meeting)
3. Minutes of the July 20, 2021 Special Meeting  
[https://banningca.gov/DocumentCenter/View/9147/ATT-3-2021-07-20\\_Minutes\\_Special-Meeting](https://banningca.gov/DocumentCenter/View/9147/ATT-3-2021-07-20_Minutes_Special-Meeting)

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:** July 27, 2021

**SUBJECT:** Acceptance of Donation of AutoPulse CPR Unit from Riverside University Health System (RUHS) to be Assigned to Station #20

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**RECOMMENDATION:**

Staff recommends Council accept the donation of a AutoPulse CPR Unit from Riverside University Health System to be assigned to Station #20.

**BACKGROUND:**

Station #20 located at 1550 E. Sixth Street in Beaumont is shared with the City of Banning. This station handles the largest percentage of all health emergency calls reported in the City of Banning. Riverside University Health System has offered an AutoPulse CPR Unit to the City of Banning at a value of \$15,000 to serve the most vulnerable residents and to aid the first responders to these medical emergencies.

**FISCAL IMPACT:**

None

**ALTERNATIVES:**

1. Approve the acceptance of this donation.
2. Do not approve the acceptance of this donation.

**ATTACHMENTS:**

1. Letter of Donation from RUHS  
<https://banningca.gov/DocumentCenter/View/9149/Att-1-Banning-Autopulse-Donation-Letter>
2. AutoPulse CPR Unit Brochure  
[https://banningca.gov/DocumentCenter/View/9150/Att-2-autopulse\\_brochure\\_0409-1--pdf](https://banningca.gov/DocumentCenter/View/9150/Att-2-autopulse_brochure_0409-1--pdf)

Staff Report: Donation of AutoPulse CPR Unit Donation

July 27, 2021

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3. Donation Acceptance Form

<https://banningca.gov/DocumentCenter/View/9148/Att-3-Donation-Form>

Approved by:

A handwritten signature in blue ink, appearing to read 'D. Schulze', 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:** Ralph Wright, Parks and Recreation Director

**MEETING DATE:** July 27, 2021

**SUBJECT:** Discussion on Parks and Recreation Commission Roles and Concerns

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### **RECOMMENDATION:**

That the City Council lead a discussion with the Parks and Recreation Commission and staff on the Parks and Recreation Commission's role as an advisory board and if determined applicable, provide direction.

### **BACKGROUND:**

At times, the Parks and Recreation Commission has had questions as to the commission's role as an advisory board to the City Council reviewing and recommending policy, procedures, and planning documents as well as the role of staff as managers of the day-to-day operations. Staff has worked closely with the Parks and Recreation Commission to clarify these roles, yet several questions remain. This led to a request for a joint workshop/discussion on the roles and responsibilities of the Parks and Recreation Commission.

There may be other discussion points brought forward by the City Council or the Parks and Recreation Commission, but the following are the topics that have been addressed through staff include, but are not limited to:

- 1) Communication between the Parks and Recreation Department ("Department") and the commission/commissioners.
- 2) Attendance of commissioners at the regularly scheduled Parks and Recreation Commission meetings.
- 3) Parks and Recreation Commissioner roles and responsibilities.
- 4) Volunteerism as part of the Parks and Recreation Commission responsibility.
- 5) Individual Commissioners speaking on behalf of the Commission as a whole.

**DISCUSSION:**

Over the last two years, there have been questions from Parks and Recreation Commissioners regarding the role and responsibilities as Commissioners with respect to Parks and Recreation Department programming.

The following are the most prominent areas of discussion and a quick summary of the action taken by staff to date.

***Communications***

It was brought forward by a few of the Commissioners that information was not being given to the Commission on a regular basis or in a timely manner and that the communication of department updates was leaving the Commission unaware of ongoing activities.

**Staff Actions to Address:** This was an issue that arose in the transition of the Department Director, and lack of consistent Commission meetings. Staff addressed this issue by more regularly sending out program update emails including program information and flyers. Based on individual meetings and follow up with Commissioners, this issue has for the most part been resolved with this action.

***Meeting Attendance***

One of the major issues plaguing the Parks and Recreation Commission is inconsistent attendance by Commissioners, which regularly causes cancellation of regularly scheduled meetings. This has led to delays in review and approval of items as well as hurting communication between staff and the commission.

The Parks and Recreation Commission is scheduled to meet regularly the third Wednesday of the month in January, February, March, April, May, June, September, October, and November. (Dark in July, August, and December)

Since January of 2020, there have been 15 regularly scheduled meetings of the Parks and Recreation Commission. The below table shows overall Commission attendance between January 2020 and June of 2021.

Attendance at Regular Parks and Recreation Commission Meetings January 2020 through June 2021		
Total Number of Regularly Scheduled Meetings	15	Meeting percentage
<b>Meetings canceled due to a lack of quorum</b>	<b>6</b>	<b>40.00%</b>
Meetings with ALL FIVE commissioners	2	13.33%
Meetings with FOUR commissioners	4	26.67%
Meetings with THREE commissioners	3	20.00%



**Staff Actions to Address:** Staff has brought up the issue on multiple occasions at Commission meetings and brought one item forward to discuss the meeting date and time of the regularly scheduled meetings. Additionally, Staff has discussed internally recommending changes to the Municipal Code regarding attendance but has not formally brought forward a modification. Currently, the Municipal Code in section 2.40.030 has a provision where a Commissioner is considered to have resigned their position if they are unexcused for two consecutive meetings or miss six meetings for any reason in a twelve-month period.

### ***Commissioner/Commission Roles & Responsibilities***

The Commission has brought forward questions on numerous occasions as to what their role as Parks and Recreation Commissioners consists of. This uncertainty has led to some Commissioner's frustrated believing their role consists of day-to-day operation management of the Parks and Recreation Department.

**Staff Actions to Address:** Upon appointment of the Parks and Recreation Director in September 2019, in meetings with the Commissioners, it became apparent that there was uncertainty with regard to Commissioner roles and responsibilities. Staff developed a job description for the Parks and Recreation Commission to aid in clarification. This job description was reviewed and approved by the Commission in October of 2019. As new Commissioners were appointed, the job description was provided, and roles and responsibilities of Commissioners were discussed.

In December of 2020 Staff had individual meetings with Commissioners to discuss the 2021 Commission Workplan and from these meetings some continued uncertainty was discovered. In January of 2021, as part of their regularly scheduled meeting, an item was brought forward reviewing the job description and the Commission roles and responsibilities. The response from the Commission as a whole was that the roles and responsibilities of the Commission as well as staff's responsibilities for the day-to-day management of the Department were clearly understood.

### ***Volunteerism***

The issue of volunteerism was brought forward as some Commissioners believed that Commissioners should volunteer in the Community for events and other non-profits as part of their role as Parks and Recreation Commissioners.

**Staff Actions to Address:** As part of the roles and responsibilities discussion at the January 2021 Parks and Recreation Commission meeting, volunteerism was discussed, and it was made clear that volunteering as individuals for various non-profits and other areas was encouraged as a community member if schedule permits but it was not a requirement or responsibility as a commissioner to volunteer in the community.

### ***Commissioners Representing Themselves***

Some Commissioners have brought forward that one of the items they would like to discuss is members of the commission speaking publicly while implying that they are

speaking on behalf of the Commission without direction or consensus of the Commission.

**Staff Actions to Address:** This has not been formally discussed with the Commission as a whole.


**FISCAL IMPACT:**

There is no fiscal impact associated with this discussion.

**ATTACHMENTS:**

1. Parks and Recreation Commission Job Description  
<https://banningca.gov/DocumentCenter/View/9152/ATT-1-New-PR-Commissioner-Job-Description>
2. Chapter 2.40 Banning Municipal Code – Parks and Recreation Commission  
[https://banningca.gov/DocumentCenter/View/9151/ATT-2-Chapter 240 PARKS AND RECREATION COMMISSION](https://banningca.gov/DocumentCenter/View/9151/ATT-2-Chapter-240-PARKS-AND-RECREATION-COMMISSION)

Approved by:



Douglas Schulze  
City Manager