



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

**September 13, 2022**  
**4:00 p.m.**  
**In Chambers and via Zoom**

Council Chambers  
99 E. Ramsey Street  
Banning, CA 92220

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

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

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

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

**Meeting ID: 810 0728 0759**

**Password: 092220**

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

**1. CALL TO ORDER**

Roll Call

**2. PUBLIC COMMENT – Agenda Items Only**

**3. PRESENTATIONS**

- 3.1. City Facility Needs Discussion..... **4**  
(Doug Schulze, City Manager)

**Recommendation:** A motion directing the City Manager to proceed with a Request for Qualifications (RFQ) for a comprehensive City Facility Needs Study. Upon review and analysis of responses to the RFQ, City Council will be asked to award a contract and approve a budget adjustment for the City Facility Needs Study.

#### 4. ADJOURNMENT

***Immediately following this meeting there will be an informal reception in the Council Chambers lobby to welcome new Council Member Juan “Rick” Minjares. Residents will be invited to meet Council Member Minjares and explore the San Gorgonio Pass Historical Society’s new lobby displays.***

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

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

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

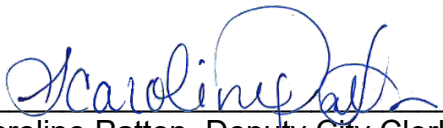
##### **Estándares comunitarios de Zoom para Reuniones Públicas**

*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.*

- Su micrófono debe permanecer en silencio, y solo puede reactivar su micrófono cuando / si es reconocido por el alcalde.
- 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](http://www.banningca.gov)) as well as the Bulletin Board at Banning City Hall, located at 99 E Ramsey Street, Banning, CA 92220 by 4:00 P.M. on the 8th day of September 2022.

  
Caroline Patton, Deputy City Clerk  
Secretario adjunto de la ciudad

## **PUBLIC NOTICE • NOTICIA PÚBLICA**

### **Meeting Agendas and Notices**

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

### **Public Comment**

#### *Agenda Items*

Any member of the public may address this meeting of the City Council on any item appearing on the agenda. A five-minute limitation shall apply to each member of the public and no member of the public shall be permitted to share their time with any other person. *Special meetings do not have public comment periods for non-agenda items.*

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

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

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

## **CONTACT • CONTACTO**

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



## CITY OF BANNING STAFF REPORT

**TO:** CITY COUNCIL

**FROM:** Douglas Schulze, City Manager

**MEETING DATE:** September 13, 2022

**SUBJECT:** City Facility Needs Discussion

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### **RECOMMENDATION:**

A motion directing the City Manager to proceed with a Request for Qualifications (RFQ) for a comprehensive City Facility Needs Study. Upon review and analysis of responses to the RFQ, City Council will be asked to award a contract and approve a budget adjustment for the City Facility Needs Study.

### **BACKGROUND:**

During the next 15-20 years the population of Banning will grow from 32,000 to a projected 60,000 people. The number of new homes and businesses will create demands on city services and require additional city staff. Now is the time to start discussing and planning for the staff and facility needs. It is also important to note that deferred maintenance and the age of some current city facilities requires action now due to leaking roofs, plumbing problems, and inadequate space.

In 2016, a City-wide HVAC Evaluation (Attachment 1) was conducted by Coutts Heating and Cooling, Inc. Most of the HVAC units were rated in a Fair to Poor Condition and all units, except for those at the Aquatics Center, will need to be replaced within the next 2 – 5 years. Repair costs have become a concern as the equipment reaches the end of its life expectancy. Replacement of this equipment is a concern with some of the facilities due to the age of the facilities and need for additional space to accommodate organizational growth and functionality.

#### **Electric Utility Administration Building**

The current administration building on Lincoln Street is too small to accommodate the needs of the City of Banning Electric Utility. Plumbing problems and a leaking roof are ongoing concerns with this building. In addition, co-locating Electric Utility Administrative staff with Public Works Engineering, Community Development and Administrative Services will improve customer service and the plan check review process. Ultimately, Banning Electric Utility administrative and engineering staff should be located at City Hall. However, there is currently no additional office space in City Hall.

With the increasing customer base, additional electric staff will be needed to maintain the current level of service. This will include administrative, planning and field personnel

within the Electric Utility Department. Field staff growth can be accommodated in the current space at the Corporate Yard on Lincoln Street.

### City Hall

In addition to complete replacement of the HVAC system during the next 3 – 5 years, all usable floor space is fully occupied. City staff has been creative in finding solutions to add workspace, but City Hall is beyond fully occupied. As the City continues to grow, additional staff will be needed in every Department. From a functional perspective, City Hall has numerous problems that are inherent in the building design. The public counter area is disconnected from the City Council Chambers and requires exiting the building to move from one public zone to the next. During business hours, only one unisex restroom is available for public use and the approximately 50 staff with offices in City Hall share one male restroom (2 urinals, 2 stalls) and one female restroom (3 stalls). A small break room with space for four people to eat lunch is inadequate and frequently results in staff eating lunch at their desk or in conference rooms when not in use. All carpet in City Hall is in need of repair.

### City Yard – Public Works

This facility is in extremely poor condition with no roof tiles, exposed wiring and exposed ventilation ducts. Facia and wood roof beams are rotting and HVAC requires replacement in 2024. Workspaces have been created in hallways and common work areas. There are currently no planned capital projects for this location.

### Fleet/Transit

This facility dates back several decades and is a metal building shell with no machinery or equipment storage areas. Previous City Staff constructed workspaces because none existed. All vehicle lifts are in need of replacement.

### Community Center

This is a very outdated facility with limited space for staff as well as public users. Storage space is limited and old showers have been converted to storage. As the community grows, a greater demand will exist for recreation facilities. The current Boy Scout building, Girl Scout building and Aquatics Center are all inadequate and less than functional. In fact, the Boy Scout building is not habitable due to safety concerns. The Senior Center HVAC system needs to be replaced in 2024/2025.

### Public Safety

The Fire Station at 172 N. Murray has poor lighting and ventilation in dormitory and equipment bays. HVAC is in fair/good condition with replacement needed in late 2020's. A common bunk area does not provide privacy or security for personnel and personal items. A single shared bathroom is not functional for male and female users.

The Fire Station at 3900 W. Wilson Street is partially used for police storage. The facility is under-utilized, but major repair and renovation would be required for the building to be occupied by City staff. The HVAC system is in poor condition and replacement is needed in 2023.

The Police Station has very limited and inadequate storage space. Police materials are stored in several disparate City-owned facilities. The HVAC system, ducting and filters are located in difficult to access areas requiring revisions. Condensation outlets leak through roofs into work areas.

**JUSTIFICATION:**

A long-range facility plan is a best practice and provides staff with guidance for replacement of City facilities. In addition, the Plan helps City staff understand major capital financial needs that require substantial funding sources.

**FISCAL IMPACT:**

Preparation of a Request for Qualifications will be completed by staff. Costs involved will include staff time. Recommended action does not include authorizing a professional services contract or any other expenses related to facility needs.

**ALTERNATIVES:**

Approve as requested or provide staff with alternate direction.

**ATTACHMENTS:**

1. HVAC Assessment Report  
<https://banningca.gov/DocumentCenter/View/11396/Att-1-City-of-Banning-HVAC-Evaluation-6-2016-AV-Notes-2022>
2. Facility Photographs  
<https://banningca.gov/DocumentCenter/View/11395/Att-2-Facility-Space-Needs-Assessment-Photos>

Approved by:

  
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Douglas Schulze  
City Manager