



AGENDA

CITY COUNCIL - SPECIAL MEETING (WORKSHOP)

CITY OF BANNING, CALIFORNIA

January 14, 2025
4:00 p.m.
In Chambers

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.

Per the City of Banning Manual of Procedural Guidelines, matters taken up by the Council before 10 p.m. may be concluded, but no new matters shall be taken up except upon a majority 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**
2. **PUBLIC COMMENTS - Agenda Items Only**
3. **WORKSHOP**
 - 3.1 [Status of Parks and Recreation Programming and Update on the Request for Proposals \(RFP\) for the Development of the Banning Parks and Recreation Master Plan Update](#)
Recommendation: Receive update from department staff.
4. **ADJOURNMENT**

AFFIDAVIT • DECLARACIÓN JURADA

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Caroline Patton, Administrative City Clerk
Secretario adjunto de la ciudad

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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 City 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 City 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 City 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.

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CONTACT • CONTACTO

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99 East Ramsey Street, Banning, California 92220



CITY OF BANNING STAFF REPORT

TO: CITY COUNCIL

FROM: Douglas Schulze, City Manager

PREPARED BY: Ralph Wright, Parks and Recreation Director

MEETING DATE: January 14, 2025

SUBJECT: Status of Parks and Recreation Programming and Update on the Request for Proposals (RFP) for the Development of the Banning Parks and Recreation Master Plan Update

RECOMMENDATION:

Receive update from department staff.

BACKGROUND:

The Park and Recreation Master Plan serves as a strategic blueprint for developing, managing, and enhancing parks, recreational facilities, and open spaces within a community. It is designed to meet the evolving needs of residents while promoting healthy lifestyles, environmental sustainability, and community engagement.

This document will outline a long-term vision and provide actionable steps to ensure that recreational spaces remain accessible, inclusive, and adaptable to changing demographics and trends. The City of Banning's current Parks and Recreation Master Plan was completed in 2010 and no longer aids in the long range vision for the Parks and Recreation Department and the Park's system in Banning.

Currently, the Parks and Recreation Department is lacking the needed facilities for existing classes, rental spaces, field space for our own activities as well as Banning youth associations. With the recent growth to the City and the anticipated growth in the next ten plus years, the current Master Plan offers no aid in preparing for this growth.

Most Parks and Recreation master plans include the following components:

- The City's Vision and Mission for Parks and Recreation Services
- Capacity analysis
- A Needs assessment & Statistically valid survey
- Shared goals and and overall strategy to reach those goals
- Staff and stakeholder roles and responsibilities
- Performance indicators and action steps and the associated timeline with the plan
- A cost analysis for development of the plan and a financial funding plan or options.

NEXT STEPS:

The Department will issue a Request for Proposal(RFP) to update the Master Plan for Parks and Recreation Services in the City of Banning in the next two months. This solicitation will hopefully result in multiple proposals received and the ability to select a firm to assist with the development of the update.

selection of a consultant firm, development of the Parks and Recreation Master Plan Update is

anticipated to be approximately an eighteen month process and an estimated cost of between \$250,000 and \$300,000. After the completion of the plan, the department will be poised to serve the Citizens of Banning in the short and long term to continue to provide needed parks and recreation facilities and services.

JUSTIFICATION:

Although there is a large cost associated with the Parks and Recreation Master Plan update, an updated and complete Parks and Recreation Master Plan is necessary to ensure that Parks and Recreation resources are best allocated to provide the valuable and needed services for the community. A well developed plan will create a usable operations blueprint for parks and program development. Additionally, a Parks and Recreation Master Plan with up to date facility development costs are necessary to develop a nexus for all funding options including DIF fees and potential Quimby fees.

The current Banning Parks and Recreation Master Plan is outdated and does not provide the needed short or long term vision for Banning. The Master Plan Update will also provide the City with funding options to deliver on the elements established in the plan with the best use of our limited resources.

FISCAL IMPACT:

The Parks and Recreation Master Plan update has a substantial estimated cost of up to \$300,000 but the plan created is necessary to prepare and create a Parks and Recreation System in Banning that serves the needs of Banning Residents. The estimated costs of the Parks and Recreation Master Plan were anticipated and are budgeted in the Annual Budget Allocation for Fiscal Years 2024/25 & 2025/26.

ALTERNATIVES:

N/A

BUDGETED?:

Yes

CONTRACT/AGREEMENT:

No

ATTACHMENTS:

1. [Draft SOW - Parks and Recreation Master Plan update.pdf](#)

**City of Banning
Parks & Recreation Master Plan Update
Draft Scope of Work**

The City of Banning ("City") is seeking a systemwide approach to re-evaluating existing recreation services, parks and facilities and identifying potential open space land and facility demands to develop goals, policies, and guidelines along with achievable strategies to meet the needs of community residents with an update to its Parks and Recreation Master Plan. The current plan was adopted in 2010

The following are the development categories and deliverables associated with the update of the Parks and Recreation Master Plan:

Public Process:

1. Identify, describe, and implement a comprehensive strategy and methodology for citizen involvement in the Master Plan Update development process.
2. Assure residents, user groups, associations, and other stakeholder, approved by the City are provided an opportunity to participate in the development of this plan.
3. Conduct at least three (3) public community meetings and a minimum of five (5) focus groups (participants to be determined) and individual stakeholder interviews.
4. Facilitate the community outreach efforts to ensure engagement from the community.
5. Act as professional facilitators to gather specific information about services, use, preferences and any agency strengths, weaknesses, opportunities, and threats.
6. Provide well-organized and directed activities, techniques and formats that will ensure that a positive, open, and proactive public participation process is achieved.
7. Provide written records and summaries of the results of all public process and communication strategies.
8. Provide methods to receive input from as many people as possible, including users and non-users of the services and facilities.

Statistically Valid Survey

1. Provide a citywide statistically valid community needs assessment survey with a return rate that accurately represents a sampling of the community population to identify community needs and issues on the recreation and park programs and facilities. This survey will be used as a baseline to determine needs, desires, and willingness to pay for facility and service needs.

Demographic Trends.

1. Review and interpret demographic trends and characteristics of the City of Banning and surrounding area using information from the City of Banning General Plan and regional and local sources.

Existing and Future Facilities- Analysis of Level of Service

1. Utilize information gathered from surveys, interviews and analysis from community stakeholders, staff, and city council to evaluate incomplete projects and the extent to which the goals have been accomplished or may no longer be relevant.
2. Compile an inventory and assessment of the existing recreation programs and services, parks, trails, open space and facilities in GIS. The assessment should include a comparative analysis to communities of similar size and density regionally and using the nationally accepted standards as well as National Recreation & Parks Association and CAPRA standards. The analysis should consider the capacity of each amenity found within the system (playgrounds, ball fields, trails, natural areas, special facilities., etc.) functionality, accessibility, condition, comfort, and convenience. Evaluation criteria should be based on the expressed values of the community. The analysis will also include identification of best possible providers of community and recreation services and recommendation from minimizing duplication and enhancing possibilities for partnerships where appropriate.
3. Assess current state of facilities, projected usage, and other impacts to formulate a plan for necessary maintenance, repairs, and enhancements including budget and staffing levels to

accomplish this.

4. Analyze current facility usage policies and fees for consistency, relevance, and effectiveness.

City Interviews

1. **Staff Interviews** - Meet with City Staff to seek input on departmental procedures and needs. The City is interested in effectively incorporating insights from field, administrative and planning staff.
2. **Commission and Council interviews** – Meet with the Banning Youth Council, Parks and Recreation Commission and City Council in small groups discussing level of services and priorities.

Capital Improvement Program

1. Outline priorities for maintenance, repair, and rehabilitation of existing parks, trails, and open space infrastructure, as well as opportunities for enhancement, expansion, and the introduction of new infrastructure. Consultant should provide cost estimates for all project recommendations. All recommendations should also reflect incremental staffing required above current maintenance staff levels. Existing infrastructure that should not be replaced should be identified. Incorporate capital projects into short-term (five year) and long term (twenty year) capital improvement programs.

Rank and Prioritize Demand and Opportunity

1. Prioritize recommendations for needs regarding land acquisition, development of new parks in alignment with connectivity to the trails for accessibility to active transportation routes to all parks.
2. Develop a set of prioritized recommendations for maintenance and renovation of parks.
3. Develop a set of prioritized recommendations for development, maintenance, and renovations of facilities per community needs.

Analysis of Programs and Services

1. Provide an assessment and analysis of the Parks and Recreation Department's current level of recreation programs, services, and maintenance in relation to present and future goals, objectives, and directives.
2. Evaluate and determine necessary staffing levels, allocations of staff to specific divisions or programs and budget to accommodate future needs.
3. Provide recommendation for minimizing duplications or enhancing possibilities for collaborative partnerships where appropriate.

Progress Reporting

The Consultant and the City's Project Manager shall hold progress meetings as often as necessary, but in no case less than twice per month until the final plan is approved by the City Council for the purpose of progress reporting. The consultant shall supply the Project Manager with at least one (1) copy of all completed or partially completed reports, studies, forecasts, maps, or plans as deemed necessary by the Project Manager at least three (3) working days before each progress meeting. The Project Manager shall schedule the meetings, as necessary, at key times during the development of the Master Plan.

Action Plan

1. Collect and analyze demographic information.
2. Collect and analyze information on participation, needs, desires, operations, programming, and land use trends and Level of Service recommendations.
3. Identify areas of service shortfalls and projected impact of future trends.
4. Provide usable and workable definitions and recommendation for designated park and open space with acreages and parameters defined as appropriate.
5. Develop recommendation for operations, staffing, maintenance, programming, and funding needs.
6. Provide a clear plan for development of programming direction based on CAPRA standards and demand analysis.
7. Develop a definitive program for acquisition and development of parkland, recreation facilities,

- open space, trails, and parks maintenance and administration of facilities for the future.
- 8. Develop design guideline for development and usage of parks in relation to acreage size.
- 9. Provide a maintenance and operation analysis for Parks and Right of Way areas maintained by Parks and Recreation Staff.
- 10. Identify opportunities for available funding and acquisition alternatives.
- 11. Develop an action plan which includes strategies, priorities and an analysis of budget
- 12. support and funding mechanisms for the short term, mid-term and long term for the park system, open space, trails and recreation programs and services.

Development of Final Plans and Supporting Deliverables

- 1. The Master Plan Update must include written goals, plans, objectives and policy statements that articulate a clear vision and framework for the City in relation to accessibility of quality parks, routes of active transportation to parks, maintenance sustainability of parks, and programming offered at parks. A summary of existing conditions, inventories, and Level of Service analysis.
- 2. Charts, graphs, maps, and other data as needed to support the plan and its presentation to the appropriate audiences.
- 3. A Financial Plan.
- 4. An Action Plan.
- 5. Consultant shall attend a minimum of two (2) meetings with the Parks and Recreation Commission and two meetings with the City Council: one at the time of the presentation of the draft Master Plan, and one at the adoption as well as one (1) public hearing with the Planning Commission or suitable alternative committee, at the time of adoption of the Master Plan.

Final Master Plan

- 1. A color version of the final Master Plan document consisting of five (5) printed and bound color copies and an electronic copy in a format compatible with the City's software.
- 2. A color version of the final Executive Summary consisting of five (5) printed and bound color copies and an electronic copy in a format compatible with the City's software.
- 3. All data, information, material and work produced final text, maps, graphics including all digital files shall become the sole property of the City of Banning.

Optional Scope of Work Items:

The consultant shall provide a separate line-item proposal for the following optional task: (optional items may or may not be added to the final scope of work as determined by the city once a preferred consultant is chosen):

Per Capita Spending Analysis

Consultant will compile budget and expenditure information from City documents to establish the City's current per capita spending investment for Parks and Recreation operations and services in the City of Banning. Per Capita spending analysis should include expenditures related to maintenance, operations, staffing, programming, administration, and capital improvements. Consultant will utilize best practice research to establish the methodology for this task and provide local comparisons.