



## AGENDA REPORT

SAN CLEMENTE CITY COUNCIL MEETING  
Meeting Date: October 6, 2020

Agenda Item 6I

**Approvals:**

City Manager ES

Dept. Head \_\_\_\_\_

Attorney \_\_\_\_\_

Finance SA

**Department:** Beaches, Parks & Recreation  
**Prepared By:** Steve Streger, Beaches, Parks & Recreation Commission Chairman

**Subject:** *BEACHES, PARKS & RECREATION COMMISSION – WORK PLAN FY 2020/21.*

**Fiscal Impact:** None.

**Summary:** Staff recommends that Council approve a Work Plan for the Beaches, Parks & Recreation Commission as presented by the Chairman. The purpose of the Work Plan is to provide direction and objectives to the Commission for FY 2020/21.

**Discussion:** Pursuant to Council's direction of July 7, 2020, the Beaches, Parks & Recreation Commission has prepared the attached draft Work Plan for FY 2020/21 for Council consideration. The Chairman of the Beaches, Parks & Recreation Commission, Steve Streger, will be present at the meeting to answer any questions that Council may have.

**Recommended**

**Action:** THE BEACHES, PARKS & RECREATION COMMISSION RECOMMENDS THAT the City Council approve the FY 2020-21 Work Plan as presented by the Beaches, Parks & Recreation Commission.

**Attachments:** Beaches, Parks & Recreation Commission Draft Work Plan FY 2020/21

**Notification:** None

# ANNUAL WORK PLAN FY 2020/21

**COMMISSION/COMMITTEE NAME:** Beaches, Parks & Recreation Commission

*Please be concise in responding to the below questions. Additional forms may be attached, if needed.*

<b>Project Name:</b> Site Specific Master Plan Updates
<b>Purpose, Goals and Deliverables of Project:</b> The 2018 Beaches, Parks, and Recreation Master Plan directed the City to update and review several site specific park master plans. This project will prepare site-specific park master plan updates for five parks: Bonito Canyon Park, Linda Lane Park, Richard T. Steed Memorial Park, San Gorgonio Park, and San Luis Rey Park. After completion, the site plans will provide a framework for budgeting purposes and future development of park amenities.
<b>Estimated Project Cost. If cost is involved, is it included in the adopted City budget?</b> \$50,000; yes
<b>Project Timeline (Anticipated Start and End Dates):</b> October 2020-March 2021
<b>Resources Needed (including Staff hours):</b> Consultant; Staff Hours (100+ hours); Public Input Meetings
<b>Is this a new project or unfinished project from the prior fiscal year?</b> Unfinished project; not started due to COVID-19.

<b>Project Name:</b> Beaches, Parks & Recreation Fee Study
<b>Purpose, Goals and Deliverables of Project:</b> Fees for Beaches, Parks, and Recreation facility rentals and services were last updated and approved in 2015. This project seeks to better align existing fees for facility rentals and services with industry standards and comparable agencies, as well as implement new fees that are relevant to current operations. Updated fee structures will likely deliver increased revenue.
<b>Estimated Project Cost. If cost is involved, is it included in the adopted City budget?</b> None.
<b>Project Timeline (Anticipated Start and End Dates):</b> January-April 2021
<b>Resources Needed (including Staff hours):</b> Staff Hours (40-60 hours)
<b>Is this a new project or unfinished project from the prior fiscal year?</b> New.

<b>Project Name:</b> Analysis of park and beach amenity reservation systems
<b>Purpose, Goals and Deliverables of Project:</b> During COVID-19 operations, many park and recreation facilities (ie. tennis courts, lap lanes) have been opened for in use by online reservation. Based on positive feedback received from the community and facility users, this project would evaluate opportunities to implement long term reservation opportunities and provide residents with an additional option when participating in recreation services. If a reservation system/procedure is approved for the longterm, the new system would increase general fund revenues.
<b>Estimated Project Cost. If cost is involved, is it included in the adopted City budget?</b> None.
<b>Project Timeline (Anticipated Start and End Dates):</b> February-May 2021
<b>Resources Needed (including Staff hours):</b> Staff Hours (30-40 hours)
<b>Is this a new project or unfinished project from the prior fiscal year?</b> New.

<b>Project Name:</b> Consideration of permitting commercial activities in parks and public spaces
<b>Purpose, Goals and Deliverables of Project:</b> Review options for policies and procedures related to the commercial use of public spaces, including parks, beaches, and trails. This project will seek to make an informed decision on best practice objectives for allowing commercial businesses to utilize public space on an ongoing basis.
<b>Estimated Project Cost. If cost is involved, is it included in the adopted City budget?</b> None.
<b>Project Timeline (Anticipated Start and End Dates):</b> January-April 2021
<b>Resources Needed (including Staff hours):</b> Staff Hours (40 hours)
<b>Is this a new project or unfinished project from the prior fiscal year?</b> New.

<b>Project Name:</b> Policy Review & Update - Recreation Sports & Aquatics Partnership
<b>Purpose, Goals and Deliverables of Project:</b> The Recreation Sports & Aquatics Partnership Policies were last updated by Council in 2013. The current process is lengthy and requires significant staff time, resources, and administrative oversight. Updating the policy and procedure will likely streamline the process for user groups and allow for greater accessibility to participate in the partnership system.
<b>Estimated Project Cost:</b> If cost is involved, is it included in the adopted City budget? None.
<b>Project Timeline (Anticipated Start and End Dates):</b> March-June 2021
<b>Resources Needed (including Staff hours):</b> Staff hours (40 hours)
<b>Is this a new project or unfinished project from the prior fiscal year?</b> New.

<b>Project Name:</b> Evaluation of Dog Access and Amenities on Beaches and Public Spaces
<b>Purpose, Goals and Deliverables of Project:</b> Review opportunities for dog access on beaches and other public spaces which may be limited and evaluate existing and potential future amenities for dogs in public spaces. This project will align with the recommendations from the 2018 BPR Master Plan to evaluate and allow for greater dog access across the City.
<b>Estimated Project Cost:</b> If cost is involved, is it included in the adopted City budget? None.
<b>Project Timeline (Anticipated Start and End Dates):</b> February-April 2021
<b>Resources Needed (including Staff hours):</b> Staff hours (20-30 hours)
<b>Is this a new project or unfinished project from the prior fiscal year?</b> New.

<b>Project Name:</b> Policy Review - Electric Bikes on all City Trails (Coastal & Inland)
<b>Purpose, Goals and Deliverables of Project:</b> This project will assess and evaluate the regulations pertaining to e-bikes throughout the City's open trail space. Project goals will include reviewing speed limits, enforcement, and access on trails.
<b>Estimated Project Cost. If cost is involved, is it included in the adopted City budget?</b> None.
<b>Project Timeline (Anticipated Start and End Dates):</b> January-April 2021
<b>Resources Needed (including Staff hours):</b> Staff hours (30-40 hours)
<b>Is this a new project or unfinished project from the prior fiscal year?</b> New.

<b>Project Name:</b> Sand replenishment and ocean water quality
<b>Purpose, Goals and Deliverables of Project:</b> The Beaches, Parks, and Recreation Commission will assist to review and facilitate any items related to sand replenishment and ocean water quality.
<b>Estimated Project Cost: If cost is involved, is it included in the adopted City budget?</b>
<b>Project Timeline (Anticipated Start and End Dates):</b> Ongoing
<b>Resources Needed (including Staff hours):</b>
<b>Is this a new project or unfinished project from the prior fiscal year?</b>

<b>Project Name:</b> Continue to Address Beaches, Parks and Recreation Items As Needed
<b>Purpose, Goals and Deliverables of Project:</b> The Beaches, Parks and Recreation Commission regularly reviews items initiated by staff or the public related to Beaches, Parks and Recreation facilities, amenities, events, and activities. The Commission will continue to review these items as they are brought forward and provide recommendations to the City Council as needed.
<b>Estimated Project Cost. If cost is involved, is it included in the adopted City budget?</b>
<b>Project Timeline (Anticipated Start and End Dates):</b> Ongoing
<b>Resources Needed (Including Staff hours):</b>
<b>Is this a new project or unfinished project from the prior fiscal year?</b>

<b>Project Name:</b>
<b>Purpose, Goals and Deliverables of Project:</b>
<b>Estimated Project Cost. If cost is involved, is it included in the adopted City budget?</b>
<b>Project Timeline (Anticipated Start and End Dates):</b>
<b>Resources Needed (Including Staff hours):</b>
<b>Is this a new project or unfinished project from the prior fiscal year?</b>

