



AGENDA REPORT

CITY OF SAN CLEMENTE

CITY COUNCIL MEETING

910 Calle Negocio
2nd Floor
San Clemente, California
www.san-clemente.org

Meeting Date: October 17, 2023

Agenda Item: 7F

Department: Community Development

Prepared By: Lisa Edone, Human Affairs Committee Chair

Subject:

CONSIDERATION OF A RESOLUTION APPROVING THE HUMAN AFFAIRS COMMITTEE FISCAL YEAR 2023-2024 WORK PLAN, APPROVING A SUPPLEMENTAL APPROPRIATION OF \$7,000, AND DETERMINING THAT THE WORK PLAN ACTIVITIES ARE CATEGORICALLY EXEMPT FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT

Fiscal Impact:

The work plan proposes three items that were not budgeted in the approved FY 2023-2024 budget. The recommended action includes appropriating \$3,500 for the Community Resource Fair, \$2,500 for the Updating Resource Registry Project, and \$1,000 for the Dorothy Visser Senior Center Improvements Project, which would consist of interior painting.

Summary:

Pursuant to Council's direction, the Human Affairs Committee is required to develop and submit an annual work plan with specific goals and objectives for the coming year for City Council approval. Before the City Council is consideration of the Human Affairs Committee's FY 2023-2024 work plan approved by the Committee at their September meeting. At the October 3, 2023 City Council meeting, Council directed the Committee to include solutions to address homelessness in their workplan. However, this direction was received after the Human Affairs Committee had prepared their work plan for City Council consideration. While the Council direction is not reflected in the work plan prepared by the Committee, per Council action, the Human Affairs Committee workplan is to include solutions to address homelessness.

Background:

The Human Affairs Committee was established to act in an advisory capacity to the City Council in all matters pertaining to human needs, including homelessness, within the City of San Clemente. Attached is the FY 2023-2024 Human Affairs Committee's Proposed Work Plan for City Council consideration. As noted above, on October 3, 2023 the Council directed the Committee to include solutions to address homelessness in their workplan. However, this direction was provided after the Human Affairs Committee had prepared their work plan for City Council consideration. Per Council direction, the Human Affairs Committee workplan is to include solutions to address homelessness.

Council Options:

- Adopt Resolution No. 23-116, which would approve the FY 2023-2024 Work Plan, with the added item to include in the plan solutions to address homelessness, approve a supplemental appropriation of \$7,000 to Account No. 001-435-44420, and determine that the activities in the FY 2023-2024 Work Plan are exempt from the California Environmental Quality Act (CEQA).

- Modify and adopt Resolution No. 23-116 with changes to the FY 2023-2024 Work Plan.
- Continue the item with direction to provide additional information.
- Do not approve the FY 2023-24 Work Plan.

Environmental Review/Analysis:

An environmental analysis has been conducted on all items on the Human Affairs Committee’s FY 2023-2024 Work Plan and all activities have been determined not to be exempt from CEQA. Pursuant to CEQA Guidelines Section 15060(c)(2), an activity is not subject to CEQA if the activity will not result in a direct or reasonably foreseeable indirect physical change in the environment (14 CCR § 15060).

The below table summarizes the work plan items and recommended CEQA findings for each item:

ITEM	CEQA FINDING
Community Resource Fair	The activity is not subject to CEQA, pursuant to CEQA Guidelines Section 15060(c)(2) (14 CCR § 15060)
Updating Resource Directory	The activity is not subject to CEQA, pursuant to CEQA Guidelines Section 15060(c)(2) (14 CCR § 15060)
Mentorship Program for High School Students	Not a project pursuant to CEQA Guidelines Section 15378 (14 CCR § 15378). The action has no potential for resulting in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment.
“Every 15 Minutes” DUI Simulation Program	Not a project pursuant to CEQA Guidelines Section 15378 (14 CCR § 15378). The action has no potential for resulting in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment.
San Clemente High School Humanitarian Award and Mentoring	Not a project pursuant to CEQA Guidelines Section 15378 (14 CCR § 15378). The action has no potential for resulting in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment.
Reach out to Residents -Questionnaires	Not a project pursuant to CEQA Guidelines Section 15378. (14 CCR § 15378) The action has no potential for resulting in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment.
Dorothy Visser Senior Center Improvements – Interior paint	The project is exempt from to CEQA pursuant to CEQA Guidelines Section 15301 (Existing Facilities, 14 CCR § 15301) because it consists of maintenance (painting) of an existing facility involving no expansion of an existing or former use.
Community Development Block Grants – Public Service Grant Recommendations	Not a project pursuant to CEQA Guidelines Section 15378 (14 CCR § 15378). Making recommendations

	has no potential for resulting in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment. Each of the project recommended for grants will be separately evaluated under CEQA before the grants are approved.
Character Counts! Program Discovery	Not a project pursuant to CEQA Guidelines Section 15378 (14 CCR § 15378). The action has no potential for resulting in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment.
Solutions to Address Homelessness	Not a project pursuant to CEQA Guidelines Section 15378 (14 CCR § 15378). Making recommendations has no potential for resulting in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment. Each of any project or programs recommended will be separately evaluated under CEQA before any approvals.

Recommended Actions:

The Human Affairs Committee recommends that the City Council approve Resolution No. 23-116, which would:

1. Determine that the FY 2023-24 Work Plan Items are exempt from CEQA.
2. Approve the FY 2023-24 Work Plan as presented by the Human Affairs Committee, and include in the plan solutions to address homelessness.
3. Approve a supplemental appropriation of \$7,000 to Account No. 001-435-44420.

Attachment:

1. Human Affairs Committee proposed Fiscal Year 2023-2024 Work Plan
2. Resolution No. 23-116

DRAFT ANNUAL WORK PLAN FY 2023/2024

COMMITTEE NAME: **HUMAN AFFAIRS COMMITTEE**

Project Name: Community Resource Fair

Purpose, Goals and Deliverables of Project: Host a Community Resource Fair to provide community resources focusing on the homeless, elders, veterans, women in crisis, teens/children, special needs people and mental health.

Provide a venue for communication between the public and partnering agencies.

Provide information, education, and awareness to the public of available services and resources.

Estimated Project Cost: \$3,500. Posters to promote, banner across ECR and Del Mar and newspaper ad to promote in the San Clemente Times and SCHS newspaper. Limited refreshments for event day.

If cost are involved, is it included in the adopted City budget? No

Project Timeline (Anticipated Start and End Dates): Spring 2024

Resources Needed (including Staff hours): Estimating 30 hours staff support – committee members will take all permissible actions.

Is this a new project or unfinished project from the prior fiscal year? New

Project Name: Updating Resource Registry - Develop Quick Resource Micro-sites with Information on Resources.

Purpose: To help residents and staff better leverage available resources, and to reduce inefficiency and discontentment caused by people approaching the incorrect resources by developing an easy-to-use, attractive resource guide for San Clemente residents and families.

Goals: This resource will serve as a valuable tool for City staff and residents and will be foundational to other beneficial projects.

Deliverable: Updated resource registry. Embedded in current city website as a micro-site. QR code stickers on city signs so people seeking services can scan the QR code and go to the city resource directory.

Deliverable: Develop mobile friendly microsites with information on resources, contacts and “if-that-then-this” style guides, which will be designed to be easily shared on social media and mobile platforms.

Deliverables: At council’s option, either a digital proof for final council approval, or if approved, a resource guide would be prepared in both print and digital forms.

Estimated Project Cost: \$2,500 if only a digital version is required. Additional printing costs will be needed if printed guides are desired.

The Committee expects to be able to develop the mobile-friendly micro-sites at no costs. City IT staff will need to create and upload the micro-sites to the City’s website.

If cost is involved, is it included in the adopted City budget? No.

Project Timeline (Anticipated Start and End Dates): November 2023 – May 2024

Resources Needed (including Staff hours): Estimated 20 hours IT staff support needed to create micro-site, embed the resources on the city website.

Is this a new project or unfinished project from the prior fiscal year? New

Project Name: Mentorship Program for High School Students

Purpose: Bring together stakeholders in the community to develop a work mentorship program involving local businesspeople and high school students. This program will help students gain valuable insights and skills as they consider entering the workforce or continuing their education after high school.

Goals: To provide an avenue for students to learn about a field or fields of work that they may want to pursue in their education and career. To connect local business owners with their community, while also providing invaluable workforce development opportunities to local students.

Deliverables: Engage in discussions with the Chamber of Commerce Workforce Development Committee, and explore how the City of San Clemente and the SC Chamber can work with local schools and businesses to provide these opportunities to students. Report back to the HAC and the Council with findings, and work to implement in Fall '24.

Estimated Project Cost: No cost.
If costs are involved, is it included in the adopted City budget? N/A

Project Timeline (Anticipated Start and End Dates): One year

Resources Needed (including Staff hours): Unknown at this time.

Is this a new project or unfinished project from the prior fiscal year? New

Project Name: “Every 15 Minutes” Drunk Driving/DUI Simulation Program

Purpose, Goals and Deliverables of Project: Partner with San Clemente High School to apply for “Every 15 Minutes” Grant. This is a 2-day program focusing on high school students, challenging them to focus on drinking, drugging, personal safety, texting while driving, and the responsibility of making mature decisions and the impact these decisions have on family and friends. Real life simulation with a 48-hour timeline videotaped in real time. OCFD, California Highway Patrol, and OCSD work in partnership with the school. Cars are provided by Donovan’s Tow Company. Coordinated with San Clemente High School and ASB. Entire event is videotaped for future use by SCHS. HAC to provide support to school and facilitate any coordination in the grant application and program set-up.

Provides a real-life experience without the real-life risk or loss of life, and additional consequences.

Estimated Project Cost: \$0

If cost is involved, is it included in the adopted City budget? N/A

Project Timeline (Anticipated Start and End Dates): Start Date: Grant application period opens 10/1/2023. Councilmember Enmeier will remind SCHS to apply on 10/1/2023. The program will occur in the Spring of 2024.

Resources Needed (including Staff hours): Estimated 1 hour estimated staff time.

Is this a new project or unfinished project from the prior fiscal year? Unfinished due to SCHS not applying for grant in time.

Project Name: SCHS Humanitarian Award and Mentoring

Purpose: Working with SCHS administration, identify up to three SCHS juniors who have performed significant community service projects.

Goals: Recognition of outstanding efforts by SCHS students engaged in significant community service projects.

Deliverables: Selected students will be presented a certificate at an appropriate city council meeting, and the HAC will select, from among its members, an appropriate member for mentorship during a selected student's senior year. That mentor will also provide a letter of recommendation for college admission purposes.

Estimated Project Cost: \$50 to hand out flyers in every junior classroom. \$400 for award plaques

If cost is involved, is it included in the adopted City budget? No

Project Timeline (Anticipated Start and End Dates): Awards to be presented near the end of school year. Mentorship to continue throughout the following year.

Resources Needed (including Staff hours): Estimated 2 hours of staff time for coordination of award presentation and administrative support.

Is this a new project or unfinished project from the prior fiscal year? Annual, continued from prior year

Project Name: Reach out to Residents

Purpose: The City Council has the potential to receive clear, direct, and updated views of the taxpayers and residents of San Clemente. This fosters goodwill, easy interaction with the public, and the ability to “check the pulse” of the public on many issues.

Goals: With the advent of “A.I.”, it is possible to build a professional questionnaire that is non-partisan by generating questions via “ChatGPT.” Questions and methodology used to arrive at the questions would be transparent. In addition, the cost and time spent in the past (upwards of \$38,000 for one safety survey) can be avoided.

The input of the taxpayers should be sought after whenever possible, and reaching out to the community can be seen as a positive step for the City Council.

Deliverables: Please note that these questionnaires are expected to simply take the temperature of the residents in a non-partisan manner. They would not necessarily qualify as a scientific study, and the responses will also be subject to the methodology. In other words, these are intended as “soft data points.”

Estimated Project Cost: Nominal, depending on whether the question(s) are linked from a San Clemente Times ad or linked from a QR code in water bills that are mailed. This is an opportunity for the city to gauge public interest without spending a lot of money by simply using existing resources. Staff hours, delivery, tabulation, and optional advertising would be the only costs.

If cost is involved, is it included in the adopted City budget? No

Project Timeline (Anticipated Start and End Dates): Ongoing. The Human Affairs Committee could generate any questionnaires based on City Council feedback. As new issues come up, a questionnaire could be developed within days. Polling the residents could be an ongoing project.

Resources Needed (including Staff hours): 1-2 staff hours per questionnaire, estimated. Advertising expenses; potentially \$0.

Is this a new project or unfinished project from the prior fiscal year? New.

Note: Sample questionnaire is included for review. The questionnaire took less than five minutes to generate.

Sample questionnaire

CHAT GPT 3.5 RESULTS FOR BEACH REPLENISHMENT QUESTIONNAIRE. Time spent: >5 minutes
Design a questionnaire as if you want every question to be politically neutral. The questionnaire should be targeted towards residents and taxpayers of a California beach community of 70,000 people. Ask the respondents to rate each question from one to ten, with one being completely disagree and ten being agree completely. The questionnaire should not be more than five questions total. Create questions regarding the following topic:

The importance of sand replenishment for eroding beaches.

CHAT GPT 3.5 RESPONSE:

Community Survey: Sand Replenishment and Beach Erosion

Thank you for taking the time to participate in this survey. Your input will help us better understand the opinions of our beach community's residents and taxpayers regarding the importance of sand replenishment for eroding beaches. Please rate each question on a scale of 1 to 10, where 1 means "Completely Disagree" and 10 means "Completely Agree."

Sand Replenishment and Beach Erosion:

1. The maintenance of our local beaches through sand replenishment is important for the overall appeal of our community.
2. Adequate sand levels contribute to a positive recreational experience for both residents and visitors.
3. Sand replenishment plays a crucial role in protecting coastal properties and infrastructure from erosion and storm damage.
4. Investing in beach nourishment projects is a responsible way to preserve our natural environment and wildlife habitats.
5. Balancing the costs of sand replenishment with its long-term benefits is a consideration our community should prioritize.

Thank you for your participation! Your feedback is valuable in shaping the future of our beach community.

Project Name: Dorothy Visser Senior Center Improvements

Purpose, Goals and Deliverables of Project:

Purpose: To upgrade the Age Well San Clemente Senior Center.

Goal/Deliverable: The building on Victoria in San Clemente needs painting. The outside of the building maintenance is the responsibility of the city, and the city does not have the repainting of the outside in the 2023-2024 budget. The inside of the building needs patching and painting. We would like to organize a volunteer day, asking citizens and service clubs to come and spackle and paint the large inside meeting/activities room. Cost is minimal as they have the paint – Need only brushes, rollers and drop cloths.

Goal/Deliverable: Power Clean about 40 chairs that have been stained and beyond regular cleaning.

Estimated Project Cost: \$1,000

If costs are involved, is it included in the adopted City budget? No

Project Timeline (Anticipated Start and End Dates): November 2023

Resources Needed (including Staff hours): None

Is this a new project or unfinished project from the prior fiscal year? New

Project Name: Community Development Block Grants (CDBG)

Purpose, Goals and Deliverables of Project:

Purpose: To serve on the Social Service Budget Committee to review and recommend awards and funding allocations to non-profit organizations that have applied for CDBG public service grant funding.

Goals: To ensure CDBG public service funds are allocated fairly and consistent with HUD's CDBG program eligibility.

Deliverables: Recommendations of CDBG public service grant awards and funding allocations for San Clemente non-profit organizations will be submitted to the City Council for approval as part of the CDBG Annual Action Plan.

Estimated Project Cost: \$0

If cost are involved, is it included in the adopted City budget? N/A

Project Timeline (Anticipated Start and End Dates): Occurs annually in March.

Resources Needed (including Staff hours): 2 hours staff time

Is this a new project or unfinished project from the prior fiscal year? Annual project

Project Name: CHARACTER COUNTS! Program Discovery

Purpose, Goals and Deliverables of Project:

Purpose: To build more community awareness and education on the 'Six Pillars of Character' promoted by the CHARACTER COUNTS! Program. These Six Pillars have been adorned on the North Beach Bathroom mural – which was originally painted in the early 2000's and repainted in 2022 – and they represent values that any American community can and should embody.

Goals: The goal of this committee would be to explore how San Clemente formerly implemented this program (administered by Leslie Mowers), as well as how other communities currently implement it, then explore partnerships with local schools that could get the program reimplemented. The overall goal is for this program to take hold in San Clemente as it was in the past.

Deliverables: The committee will gain insight from Leslie Mowers (former San Clemente resident), as well as contacts in Downey, CA, which also has CHARACTER COUNTS! in their community, and other communities, as we are able. We will also work with local school leaders (and perhaps the Boys & Girls Club) to determine the desire and feasibility for components of this program to be implemented into their classrooms.

Estimated Project Cost: No cost for the deliverables listed above. If the program is feasible and requested, there would be a cost for certain materials used in the program, which the City can consider providing funding for.

If cost are involved, is it included in the adopted City budget? No

Project Timeline (Anticipated Start and End Dates): One year

Resources Needed (including Staff hours): Minimal

Is this a new project or unfinished project from the prior fiscal year? New

RESOLUTION NO. 23-116

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN CLEMENTE, CALIFORNIA, APPROVING THE HUMAN AFFAIRS COMMITTEE FISCAL YEAR 2023-2024 WORK PLAN, APPROVING A SUPPLEMENTAL APPROPRIATION OF \$7,000, AND DETERMINING THAT THE WORK PLAN ITEMS ARE EXEMPT FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT

WHEREAS, the Human Affairs Committee was established to act in an advisory capacity to the City Council in all matters pertaining to human needs, including homelessness, within the City of San Clemente; and

WHEREAS, the San Clemente Municipal Code § 2.40.020(e) requires that the Human Affairs Committee develop an annual work plan with specific goals and objectives for the coming year and submit it to the City Council for approval each year; and

WHEREAS, on September 12, 2023, at their regular meeting, the Human Affairs Committee approved the work plan items to be included in its FY 2023-24 Work Plan, subject to City Council approval; and

WHEREAS, on October 3, 2023, the City Council directed the Human Affairs, after its work plan was prepared, to include in their plan solutions to address homelessness.

NOW, THEREFORE, the City Council of the City of San Clemente does hereby find, determine and resolve as follows:

Section 1. That the above recitations are true and correct and incorporated herein.

Section 2. That all the activities on the Human Affairs Committee FY 2023-24 Work Plan are exempt from the California Environmental Quality Act (CEQA) because they are either (a) not a project pursuant to CEQA Guidelines Section 15378 (14 CCR § 15378), because the action has no potential for resulting in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment, (b) not subject to CEQA pursuant to CEQA Guidelines Section 15060(c)(2) because the activity will not result in a direct or reasonably foreseeable indirect physical change in the environment (14 CCR § 15060), or (c) are categorically exempt from CEQA under Class 1 (Existing Facilities, 14 CCR § 15060) of the CEQA Guidelines, Section 15301, as more specifically set forth below:

ITEM	CEQA FINDING
Community Resource Fair	The activity is not subject to CEQA, pursuant to CEQA Guidelines Section 15060(c)(2) (14 CCR § 15060)

Updating Resource Directory	The activity is not subject to CEQA, pursuant to CEQA Guidelines Section 15060(c)(2) (14 CCR § 15060)
Mentorship Program for High School Students	Not a project pursuant to CEQA Guidelines Section 15378 (14 CCR § 15378). The action has no potential for resulting in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment.
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San Clemente High School Humanitarian Award and Mentoring	Not a project pursuant to CEQA Guidelines Section 15378 (14 CCR § 15378). The action has no potential for resulting in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment.
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<p>Character Counts! Program Discovery</p>	<p>Not a project pursuant to CEQA Guidelines Section 15378 (14 CCR § 15378). The action has no potential for resulting in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment.</p>
<p>Solutions to Address Homelessness</p>	<p>Not a project pursuant to CEQA Guidelines Section 15378 (14 CCR § 15378). Making recommendations has no potential for resulting in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment. Each of the project or program recommendations will be separately evaluated under CEQA before any are approved.</p>

Section 3. That the Human Affairs Committee FY 2023-24 Work Plan shall consist of all items incorporated and included in Exhibit A attached hereto and incorporated herein fully by this reference, and also include in the plan solutions to address homelessness.

Section 4. That in addition to the items listed on the FY 2023-24 Work Plan, the Committee may review all additional items directed for further consideration of the Committee by vote of the Council.

Section 5. That the City Clerk shall certify to the passage and adoption of this resolution and enter it into the book of original resolutions.

PASSED AND ADOPTED this ____ day of _____, 2023.

ATTEST:

 City Clerk of the City of
 San Clemente, California

 Mayor of the City of San
 Clemente, California

STATE OF CALIFORNIA)
COUNTY OF ORANGE) §
CITY OF SAN CLEMENTE)

I, LAURA CAMPAGNOLO, City Clerk of the City of San Clemente, California, do hereby certify that Resolution No. 23-116 was adopted at a regular meeting of the City Council of the City of San Clemente held on the _____ day of _____, _____, by the following vote:

AYES:

NOES:

ABSENT:

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the City of San Clemente, California, this _____ day of _____, _____.

CITY CLERK of the City of
San Clemente, California

Approved as to form:

Elizabeth A. Mitchell, City Attorney