



AGENDA REPORT

CITY OF SAN CLEMENTE

CITY COUNCIL MEETING

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

Meeting Date: November 7, 2023

Agenda Item: 7D

Department: Beaches, Parks & Recreation

Prepared By Samantha Wylie, Beaches, Parks & Recreation Director
Rick Divel, Golf Committee Chairman

Subject:

APPROVAL OF THE FY 2023-24 GOLF COMMITTEE WORK PLAN

Fiscal Impact:

Projects included in the Work Plan are either currently funded or will be considered for funding through a future annual budget process. Any alterations in the fee schedule would return to Council through separate action.

Summary:

Pursuant to Council's direction, the Golf Committee has prepared the attached draft Work Plan for FY 2023-24 for Council consideration. The Chair of the Committee, Rick Divel, will be present at the meeting to answer any questions that Council may have. The purpose of the Work Plan is to provide direction and objectives to the Committee for FY 2023-24.

Background:

At its August 3, 2023, meeting, the Golf Committee reviewed items under consideration for its FY 2023-24 Work Plan. The following items were agreed upon and recommended for approval:

1. Golf Course Master Plan Update
2. Provide input on priority projects to be accomplished in the upcoming fiscal year
3. Review green fees and rates
4. Review of trees and general course conditions.

Attachment 2 provides full detail on the items included.

Council Options:

- Adopt Resolution 23-123, which will approve the Golf Committee FY 2023-24 Work Plan.
- Modify and adopt Resolution 23-123.
- Continue the item with direction to staff and the Committee.
- Deny the Work Plan.

Environmental Review/Analysis:

Approval of the work plan is not a “project” pursuant to California Environmental Quality Act Guidelines Section 15378 (14 CCR § 15378). Further environmental analysis will be conducted on a project, by project basis at the time those projects are funded or considered for approval.

Recommended Actions:

Staff Recommendation

Staff and the Golf Committee recommend that the City Council adopt Resolution No. 23-123 to approve the FY 2023-24 Golf Committee Work Plan.

Attachment:

1. Resolution No. 23-123
2. Golf Committee Work Plan FY 23-24

Notification:

None

RESOLUTION NO. 23-123

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
SAN CLEMENTE, CALIFORNIA, APPROVING THE FY
2023-24 GOLF COURSE COMMITTEE WORK PLAN

WHEREAS, the Golf Course Committee is established to act in an advisory capacity to the City Council in planning pertaining to the use and operation of the municipal golf course; and

WHEREAS, the San Clemente Municipal Code § 2.36.020(e) requires that the Golf Course 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 August 3, 2023, the Golf Course Committee reviewed and recommended approval of four items to be included in its FY 2023-24 Work Plan.

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

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

Section 2. That the Golf Course Committee FY 2023-24 Work Plan shall consist of all items incorporated and included in Exhibit A, attached hereto.

Section 3. That the Committee may review all additional items that require consideration through the course of the Golf Maintenance Division and Beaches, Parks & Recreation Department's routine functions, including but not limited to, house and greens oversight.

Section 4. 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. 23-123 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

GOLF COURSE COMMITTEE WORK PLAN FY 2023-24

Project Name: Golf Course Master Plan Update
Purpose, Goals and Deliverables of Project: A master plan of the golf course would help in the prioritization and planning of course improvements while ensuring the quality of play at the Course. The Golf Course Committee would like review of an updated master plan.
Estimated Project Cost. If cost is involved, is it included in the adopted City budget? \$65,000; included in budget
Project Timeline (Anticipated Start and End Dates): October 2023-May 2024
Resources Needed (including Staff hours): Staff Hours: 60 hours
Is this a new project or unfinished project from the prior fiscal year? <small>New.</small>

Project Name: Review Priority of Projects to Be Accomplished in the Upcoming Fiscal Year
Purpose, Goals and Deliverables of Project: The Golf Course Committee would like to review proposed improvements on the Course, and provide a recommendation on priorities.
Estimated Project Cost. If cost is involved, is it included in the adopted City budget? None
Project Timeline (Anticipated Start and End Dates): December 2023 - February 2024
Resources Needed (including Staff hours): Staff hours: 10 hours
Is this a new project or unfinished project from the prior fiscal year? <small>New.</small>

Project Name: Review Green Fees and Rates
Purpose, Goals and Deliverables of Project: The Golf Course Committee would like to review greens fees and other course fees to ensure the course maintains a positive operating position and keeps pace with industry rates.
Estimated Project Cost. If cost is involved, is it included in the adopted City budget?
Project Timeline (Anticipated Start and End Dates): November 2023-February 2024
Resources Needed (including Staff hours): Staff Hours: 20 hrs.
Is this a new project or unfinished project from the prior fiscal year? <small>New.</small>

Project Name: Review of trees and general course conditions.
Purpose, Goals and Deliverables of Project: The Golf Course Committee would like to explore the possibility of developing a policy for the management of trees and landscaping on the Course. This policy would direct the maintenance, placement and replacement of Course trees while considering the continued upkeep of the course.
Estimated Project Cost. If cost is involved, is it included in the adopted City budget? None
Project Timeline (Anticipated Start and End Dates): January -May 2024
Resources Needed (including Staff hours): Staff Hours: 35 hours
Is this a new project or unfinished project from the prior fiscal year? <small>Unfinished</small>

ANNUAL WORK PLAN

FY 2023-24

COMMISSION/COMMITTEE NAME: Golf Course Committee

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

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