



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](#)