



CITY OF NEWPORT BEACH PARKS, BEACHES & RECREATION AGENDA

CITY COUNCIL CHAMBERS @ CIVIC CENTER
100 Civic Center Drive
TUESDAY, August 5, 2014– 6PM

PB&R Commission Members:

Tom Anderson, Chair
Ron Cole, Vice Chair
Kathy Hamilton
Laird Hayes
Walt Howald
Roy Englebrecht
Marie Marston

Staff Members:

Laura Detweiler, Recreation & Senior Services Director
Sean Levin, Recreation & Senior Services Deputy Director
Mike Pisani, Acting Municipal Operations Co-Director
Dan Sereno, Landscape Manager
Teri Craig, Administrative Support Specialist

1) CONVENE MEETING OF THE PARKS BEACHES & RECREATION COMMISSION TO ORDER

2) ROLL CALL

3) NOTICE TO THE PUBLIC

Public comments are invited on agenda items generally considered to be within the subject matter jurisdiction of the PB&R Commission. The City provides a yellow sign-in card to assist in the preparation of the minutes. The completion of the card is not required in order to address the PB&R Commission. Speakers must limit comments to three (3) minutes. Before speaking, we invite, but do not require, you to state your name for the record. The PB&R Commission has the discretion to extend or shorten the speakers' time limit on agenda or non-agenda items, provided the time limit adjustment is applied equally to all speakers. As a courtesy, please turn cell phones off or set them in the silent mode.

4) PRESENTATION – Community Service Award presented to Karen Tringali

5) ELECTION OF OFFICERS

6) CONSENT CALENDAR

All matters listed under **Consent Calendar 6A-6D** are considered by the PB&R Commission to be routine and will all be enacted by one motion in the form listed below. The Commission Members have received detailed staff reports on each of the items recommending approval and there will be no separate discussion of these items prior to the time the Commission votes on the motion unless members of the Commission, staff, or the public request a specific item to be discussed and/or removed from the Consent Calendar for separate action. Members of the public who wish to discuss a Consent Calendar item should come forward to the lectern upon invitation by the Chair.

A. Minutes of the June 3, 2014 meeting.

Recommendation: Waive reading of subject minutes, approve and order filed.

B. Parks & Operations Division Activity Report.

Recommendation: Receive/file Activity Report.

C. Recreation & Seniors Services Activity Report.

Recommendation: Receive/file Activity Report of past and upcoming projects and events.

D. Bench Donation — West Newport Park

Recommendation: Approve donation of bench for Marian Citrano at West Newport Park.

7) CURRENT / NEW BUSINESS – Staff Report

A. Request by Newport-Mesa Soccer Club for Temporary Lights at Bonita Canyon Sports Park Field #5

Recommendation: Staff recommends that the PB&R Commission consider the request of Newport Mesa Soccer Club for temporary lights at Bonita Canyon Sports Park field #5 from October 1 – November 2014 and January 15 – March 6, 2015 from dusk to 7:45pm, weekdays only.

This Parks, Beaches & Recreation Commission is subject to the Ralph M. Brown Act. Among other things, the Brown Act requires that the Parks, Beaches & Recreation Commission agenda be posted at least seventy-two (72) hours in advance of each regular meeting and that the public be allowed to comment on agenda items before the Parks, Beaches & Recreation Commission and items not on the agenda but are within the subject matter jurisdiction of the Parks, Beaches & Recreation Commission. The Parks, Beaches & Recreation Commission may limit public comments to a reasonable amount of time, generally three (3) minutes per person.

It is the intention of the City of Newport Beach to comply with the Americans with Disabilities Act ("ADA") in all respects. If, as an attendee or a participant at this meeting, you will need special assistance beyond what is normally provided, the City of Newport Beach will attempt to accommodate you in every reasonable manner. If requested, this agenda will be made available in appropriate alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12132), and the federal rules and regulations adopted in implementation thereof. Please contact the Parks, Beaches & Recreation Commission Secretary at least forty-eight (48) hours prior to the meeting to inform us of your particular needs and to determine if accommodation is feasible at (949) 644-3151 or recreation@newportbeachca.gov.

B. Request to Modify the Youth Sports Commission Member Requirements, Field Allocation and Use Procedure

Recommendation: Staff recommends that the PB&R Commission consider the modifications of the Youth Sports Commission Member Requirements, Field Allocation & Use Procedure.

C. Special Tree Removal – North Side of Poppy Avenue

Recommendation: Staff recommends that the PB&R Commission consider the removal of four Special City trees – Neighborhood Desert Gum trees at 500, 712 and 730 Poppy Avenue and 535 Hazel Drive (tree is located on Poppy Avenue) to ensure public safety and prevent property damage. Replanting of trees will be deferred until Street Tree Designation list has been reviewed and approved.

D. Request to Change Location of a Recently Approved Bench Donation – K Street @ East Bay Avenue

Recommendation: Staff recommends that the PB&R Commission consider the request to change the location of a recently approved Bench Donation from M Street Pier to the end of K Street at East Bay Avenue.

E. FY 2014/15 Ad Hoc Committee Appointments

Recommendation: Staff recommends that the PB&R Commission discuss and affirm the FY 2014/15 Ad Hoc Committee Appointments

8) PARKS, BEACHES & RECREATION COMMISSION / STAFF ANNOUNCEMENTS, AD HOC UPDATES OR MATTERS WHICH MEMBERS WOULD LIKE PLACED ON A FUTURE AGENDA FOR DISCUSSION, ACTION OR REPORT (NON-DISCUSSION ITEM)

9) PUBLIC COMMENTS ON NON-AGENDA ITEMS

Public comments are invited on **non-agenda** items generally considered to be within the subject matter jurisdiction of the PB&R Commission. Speakers must limit comments to three (3) minutes. Before speaking, we invite, but do not require, you to state your name for the record. The PB&R Commission has the discretion to extend or shorten the speakers' time limit on non-agenda items, provided the time limit adjustment is applied equally to all speakers.

10) ADJOURNMENT

CITY OF NEWPORT BEACH

Parks, Beaches & Recreation Commission Regular Meeting June 3, 2014 – 6:00 pm

1) CONVENE MEETING OF THE PARKS BEACHES & RECREATION COMMISSION TO ORDER – 6:00 p.m.

2) ROLL CALL

Present: Tom Anderson, Chair
Ron Cole, Vice Chair
Kathy Hamilton
Laird Hayes
Walt Howald
Roy Englebrecht
Marie Marston

Staff: Laura Detweiler, Recreation & Senior Services Director
Sean Levin, Recreation Superintendent
Mike Pisani, Deputy Municipal Operations Director
Dan Sereno, Municipal Operations Superintendent
Teri Craig, Administrative Assistant

3) NOTICE TO THE PUBLIC

4) CONSENT CALENDAR

- A. **Minutes of the May 6, 2014 meeting.**
Recommendation: Waive reading of subject minutes, approve and order filed.
- B. **Parks & Operations Division Activity Report.**
Recommendation: Receive/file Activity Report
- C. **Recreation & Seniors Services Activity Report.**
Recommendation: Receive/file Activity Report of past and upcoming projects and events.

Chair Anderson opened the public discussion; hearing none the public discussion was closed.

Motion by Commissioner Marston: seconded by Commissioner Howald, to approve items 4A – 4C of the Consent Calendar. Motion carried unanimously.

5) CURRENT / NEW BUSINESS – Staff Report

- A. **Request to Change Model & Relocate of a Recently Approved Bench Donation - Irvine Terrace Park**
Recommendation: Staff recommends that the PB&R Commission consider the request of the donor to change the bench model and relocate the recently approved bench donation location at Irvine Terrace Park for Matthew George Nichols.

Commissioner Englebrecht asked if this bench style was in any other location in the City.

Superintendent Sereno stated that it matched the benches around the Sister City Association statue located in the bluffs.

Commissioner Englebrecht stated that he liked this style of bench.

Superintendent Sereno noted that this bench is about \$700 more than the standard bench model, but maintenance is about the same and that it does not need to be varnished.

Chair Anderson opened the public discussion.

Jim Mosher indicated that he believes that these types of donations use public property to create a private memorial and that it is not the purpose of the bench donation policy. He went on to say that this bench if approved should face the park.

Renee Nichols indicated that the location for the bench was chosen because her family believes that the public would want it at the park and the reason for the positioning is so people can sit in solitude and take advantage of the view.

Chair Anderson closed the public discussion.

Commissioner Englebrecht stated that the Commission needs to be sure that the best looking bench is placed in the proper location and he supports this donation.

Commissioner Hamilton and Vice Chair Cole also voiced their support.

Motion by Commissioner Englebrecht; seconded by Commissioner Hayes, to approve the request of the donor to change the bench model and relocate the recently approved bench donation location at Irvine Terrace Park for Matthew George Nichols. Motion carried unanimously.

B. Special Tree Removal – 3300 Newport Boulevard

Recommendation: *Staff recommends that the PB&R Commission consider the request to remove four (4) Special Trees – Dedicated Trees located at the former City Hall site. The species that will be removed are: (1) Ficus benjamina, (2) Pinus halepensis and (1) Harprephyllum caffrum trees. These trees will not be replaced but staff has identified four (4) existing trees that will be re-dedicated in place of those removed trees.*

Superintendent Sereno presented a report on the request for tree removal. He introduced Principal Planner Jim Campbell and noted that he is in charge of redevelopment of the old City Hall site and that he prepared part of the report.

Superintendent Sereno went on to say that that staff searched for existing City trees that would match the stature of trees proposed to be removed.

In response to a question by Commissioner Hayes, Superintendent Sereno stated staff attempted to find trees that were the same genus and stature.

Commissioner Howald asked if the same plaques would be used. Superintendent Sereno stated the plaques would be placed at the specified tree location; he also noted that staff has attempted to reach out to the families to notify them of the potential relocation. He went on to say that the two trees in front of City Hall would be protected and remain in place. Superintendent Sereno clarified for Commissioner Marston which trees were being rededicated.

Commissioner Englebrecht was concerned about the cost to relocate the trees without a signed contract from the site developer. Planner Campbell concurred that the City currently does not have a signed contract with the developer and ultimately the Commission is making a recommendation to be forwarded to the City Council for their review of the project in August, 2014. He stated that staff is following the G-1 Policy and is looking for Commission input. He further stated the two landmark trees will remain but that the others are in the way of development and staff wants to be sure they are relocated.

Chair Anderson opened the public discussion.

Jim Mosher suggested the Commission approve the rededications if necessary, asked for clarification on the timing and suggested making the recommendation contingent on the need for removal if the trees really must be removed once the project is approved.

In response to Mr. Mosher's comment Planner Campbell stated that the removal of the trees would be done by the developer in conjunction with demolition of City Hall, if the project is approved by City Council.

In response to a question by Commissioner Hayes, Superintendent Sereno stated some of the types of ficus are listed as problem trees and are generally not planted in the streets. He further stated that staff is rededicating the trees proposed for removal to existing trees that are already in the City.

Commissioner Howald stated that if the motion is made subject to when and if the trees need to be removed, he is in favor.

Superintendent Sereno stated that the complete set of drawings and Environmental Impact Report (EIR) are available online and that about 20% of the site will be open space. Further, the EIR is out for public comment until June 13, 2014.

Commissioner Englebrecht stated he would like to table the item until the project is completely approved by Council.

Chair Anderson stated that he would like to be cautious, and is suspect about the ability to save the two large ficus trees and but would like to see the trees moved only if they absolutely have to.

Motion by Commissioner Englebrecht to table the item until the project is completely approved by all parties, then brought back to the Commission for approval.

Motion failed for lack of a second.

Motion by Vice Chair Cole; seconded by Commissioner Howald, to approve the request to remove four (4) Special Trees – Dedicated Trees located at the former City Hall site with the condition that the trees not be removed until project is approved and only if it is deemed necessary that they be removed. The species that may/will be removed are: (1) Ficus benjamina, (2) Pinus halepensis and (1) Harprephyllum caffrum trees. These trees will not be replaced but

four (4) existing trees that will be re-dedicated in place of those removed trees in other locations.

Motion carried by the following vote:

Ayes: Anderson, Cole, Englebrecht, Hamilton, Howald, Hayes

Nay: Marston

C. Pickleball in Newport Beach

Recommendation: *Staff recommends that the PB&R Commission consider that pickleball lines be painted on one court at San Joaquin Hills tennis courts for a temporary pickleball facility while a location for dedicated courts is determined and developed.*

Chair Anderson gave an overview of the meeting process to the audience.

Superintendent Levin introduced Recreation Supervisor Justin Schmillen who provided an overview and PowerPoint presentation. Supervisor Schmillen explained the game of pickleball and played a short video on how Pickleball came to be as a sport. He explained the various pickleball courts in Tustin, Fountain Valley, Huntington Beach, Anaheim and Seal Beach. He noted that over the last year the community has given its feedback on pickleball and in response, staff set up temporary courts. In February 2014, staff taped lines at the San Joaquin Hill tennis courts for a trial period and was selected because the location is centrally located and has adequate parking and restrooms.

Supervisor Schmillen stated feedback has been strong; that tennis players feel the noise of the paddles are distracting and that multiple lines on one court can be confusing. He stated that pickleball players prefer to play outside and that the community is asking for more structured activities, organized group play, more tournaments and instructional classes. He went on to say that staff has been observing the tennis courts and that about 46% of the time all four courts are open and available for use; and that 13% of the time all courts are in use. He stated that goal is to fulfill the current demand for outdoor pickleball and expand the program with free classes. Staff is requesting approval that overlay temporary lines with the current tennis court lines. He stated that the proposed West Newport Community Center has pickleball courts in the plans and that staff is exploring building courts at a location on the east side of the bay.

Supervisor Schmillen explained that the way the pickleball courts were taped seems to be the best orientation. He further stated there have been no complaints about the indoor courts at the Community Center. Further, that there are about 20 tennis courts in Newport Beach and the recommendation would be to use one of the courts temporarily for pickleball.

Chair Anderson opened the public discussion.

Sid Crossley spoke in favor of pickleball and commented about the lack of locations to play in Newport Beach.

Terese Laudenbach, representing the tennis players, spoke about the seniors who have been playing there for over 15 years and noted that this location is ideal as it is easily accessible. She stated that pickleball is very distracting to the tennis players and questioned exactly what temporary means and that she was concerned that there had been no opportunity for tennis players to verbally give their input.

Lloyd Sellinger spoke in favor of pickleball and would like to become an avid player.

Clay Nolde spoke in favor of pickleball and stated there is adequate parking at the San Joaquin Center. He further stated tennis players are embracing pickleball all over the United States. He would like to see the court be made permanent.

Phil Dunmire spoke in favor of pickleball and stated it adds to the variety of options and opportunities for people in Newport Beach.

Linda Hardenbergh stated she is a tennis player and thinks the staff recommendation is an excellent one. She would like to see a permanent pickleball facility identified quickly.

Marc Arblaster spoke in favor of pickleball, thanked staff for their hard work and believes this is a great concept that he supports.

Another tennis player (no name provided) stated that he would like to see a location for pickleball that everyone is happy with.

Martin Flane commented that as a tennis player he would like to have a screen installed from one end of the court to another to cut down on the noise made from the pickleball paddles.

Chair Anderson closed the public discussion.

Vice Chair Cole stated that the tennis courts at Irvine Terrace Park always seem to be available.

Supervisor Schmillen stated parking was an issue and that it only has two courts.

Superintendent Levin indicated that staff is talking to Newport Coast homeowners to see if there is suitable location there. He went on to say that to stripe and put up the nets at the temporary location would be approximately \$3,800.

Vice Chair Cole stated that would like to see the temporary courts screened.

Commissioner Hamilton reiterated this was temporary and the City is looking to find a permanent location and that should be encouraging for everyone. She agreed the sound was an issue.

Commissioner Englebrecht stated the tennis players who have been playing every Monday, Wednesday and Friday for fifteen years should count for something and that this block of time should be protected for tennis players.

Chair Anderson stated it is a public access area and given time, people will learn to work around each other.

Vice Chair Cole would like to see the court made permanent until another site is chosen.

Director Detweiler stated that with this recommendation both sports can be accommodated but could not give a timeframe on the permanent location.

Motion by Commissioner Howald; seconded by Commissioner Cole, to approve that pickleball lines be painted on one court at San Joaquin Hills tennis courts for a temporary pickleball facility while a location for dedicated courts is determined and developed with the caveat that staff return to the Commission in 24 months with an update on permanent location for dedicated courts. Motion carried unanimously.

D. Spring 2014 Youth & Adult Field Use Resident/Non-Resident Statistics
Recommendation: Receive & File.

Recreation Supervisor Schmillen provided a PowerPoint presentation and provided background on field availability at all of the parks. He explained that the field allocation policy dictates how the fields are allocated. Further, fields are allocated from March 1–June 30 and from September 1 through the first week of December with the other months closed for maintenance and repair. Priority is determined based off of City programs which have priority, youth sports commission member groups, youth sports commission member out-of-season, public agencies that are sponsored, club groups and private or commercial organizations. He explained that the allocation formula is based on priority and gave statistical background on resident versus non-resident numbers, lit fields, open fields, changes being made for fall 2014 and how best to utilize the fields.

Chair Anderson opened the public discussion.

Marc Arblaster spoke about being part of a soccer club, the shortage of lit fields in Newport Beach and the shortage of fields for kids.

Chair Anderson closed the public discussion.

In response to a question by Commissioner Hamilton, Supervisor Schmillen stated Sunset Ridge will increase capacity but lights will not be available at that park.

Chair Anderson stated that there are few lit fields in the City and few fields for kids. He suspects that many of the field users are from outside a 5-mile radius and believes the City has a responsibility to keep our youth using the fields.

Chair Anderson thanked staff and asked that the report be received and filed.

6) PARKS, BEACHES & RECREATION COMMISSION / STAFF ANNOUNCEMENTS, AD HOC UPDATES OR MATTERS WHICH MEMBERS WOULD LIKE PLACED ON A FUTURE AGENDA FOR DISCUSSION, ACTION OR REPORT (NON-DISCUSSION ITEM)

Superintendent Levin made announcements regarding the upcoming Corona del Mar Scenic 5K, the Summer Newport Navigator, summer camps and upcoming staff training.

7) PUBLIC COMMENTS ON NON-AGENDA ITEMS

Glen Frank commented on the Blackball working group. He stated he had put together some data and that there was a perception about inequities and time at the Wedge. The three important items to him were the surfing area, the area for the body boarders and the Wedge. Mr. Frank provided an analysis of the blackball times to the Commission.

Vice Chair Cole commented on the meeting of May 15, 2014, with the Blackball committee. He stated it was a productive conversation and that the Committee is actively collecting data to provide an update to the Commission in the fall.

Chair Anderson spoke about the date of the next meeting date and when a new Chair would be selected.

Director Detweiler stated Council will make decisions related to commission vacancies in June and that she would update the Commission in the next few weeks if there are action items in July. If the Commission does not meet in July, they will meet in August and elect a new Chair and Vice Chair then.

8) ADJOURNMENT @ 8:15 pm

Submitted by: _____
Teri Craig, Admin Assistant

Approved by: _____
Tom Anderson, Chair

DRAFT



NEWPORT BEACH

PB&R Commission Staff Report

Agenda Item No. **6B**
August 5, 2014

TO: Parks, Beaches & Recreation Commission

FROM: Municipal Operations Department
Mike Pisani, Acting Municipal Operations Department Co-Director
949 644-3055, mpisani@newportbeachca.gov

TITLE: May and June Activity Report – Parks and Trees, and Operations Support Divisions

PARKS MAINTENANCE:

Parks Maintenance Division staff continues working with the Public Works and Recreation and Senior Services Departments on numerous projects that are in the planning and construction phases.

Tree Donation at 24th Street

Last month, Parks and Trees crew members John Gemme and Dan Hill re-landscaped the planters on 24th Street at the Newport Pier parking lot in preparation for the planting of a donated tree recently approved by the PB&R Commission. John and Dan installed a variety of drought-tolerant plants in the planter area, and City contractor Great Scott Tree Service planted the Mediterranean Fan Palm tree.



New Landscaping Along Bayside and Harbor Island Drives

Recently, Parks Division staff coordinated an enhancement to the City planters along Bayside and Harbor Island Drives. The renovation was scheduled following the Public Works Department Sidewalk, Curb, and Gutter Reconstruction Project. The landscape plan integrated plant varieties that add interest using varied colors in foliage and flowers. A significant challenge was selecting plants that hold up in the shade cast by the planter's towering Coral Trees. Finally, the planting was designed with water conservation in mind.

Landscape Maintenance Crew Chief Bob Martinez designed (see below) and coordinated the project from beginning to end. Good job, Bob!

Before



After

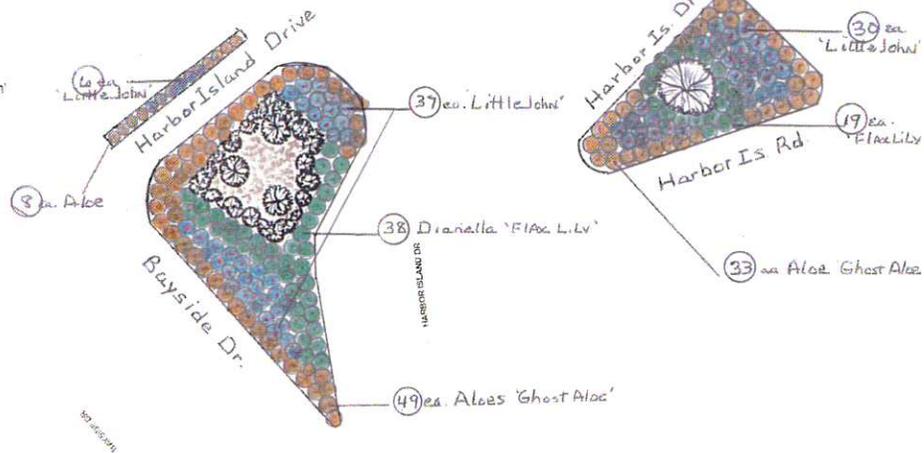


Bayside Dr. / Harbor Island Dr./Harbor Island Rd. Planters:

Planting Legend:

-  *Aloe striata 'Ghost Aloe'
-  *Callistemon citrinus 'Little John'
-  *Dianella tasmanica 'Flax Lily'

Scale : 1" = 20'



BEACH MAINTENANCE:

Memorial Day Weekend Update

Over the Memorial Day weekend, staff members performed litter picking, beach cleaning, hand sweeping, street sweeping, and fire ring maintenance duties. The two refuse contractors emptied 14 tons of trash from beach area trash containers. Hand sweepers and the street sweeper collected eight cubic yards of trash. Mechanical beach cleaning equipment removed three tons of debris from the beach.



During the summer months, staff performs these daily activities to ensure the beaches and surrounding high-profile commercial areas are cleaned, detailed, and presentable for daily visitors and area residents.

The supplemental weekend cleaning of beach area restroom facilities also began over the holiday weekend. The program utilizes contract porters on-site at the Newport Pier, 15th Street, Balboa Pier, Washington Street, Balboa Island, Corona Del Mar State Beach, and Little Corona/Buck Gully restrooms. This ensures the beach facilities are clean throughout the day. The supplemental cleaning will occur daily through the Labor Day weekend.

Holiday Weekend July 4 – 5th Preparation and Clean-Up Activities

In preparation for the thousands of visitors who celebrate Independence Day in the City, MOD crew members were out early in the morning on July 4th picking up trash, shoveling fire rings, sweeping streets/parking lots and grooming the beaches. Later that morning, a traffic control contractor, Traffic Management Inc., closed Superior Avenue at Coast Highway to through traffic, as well as the Orange Street turn pocket and set up cones on Coast Highway at Bayside Drive. The contractor began picking up his traffic control equipment around 8:00 PM and left the Newport Peninsula at 11:00 PM with no problems reported.

July 5th is the biggest clean-up day of the year for the Department. Staff began their shift at 4:30 AM to remove signs, delineators, barricades, portable toilets, and assist with the beach clean-up. The clean-up of the beaches, commercial districts, and West Newport area required the coordinated efforts of 36 crew members to complete. In addition to the numerous trash bags filled by litter pickers and community volunteers, mechanical street sweepers removed seven cubic yards of debris from the West Newport area streets alone. This is a slight reduction from the nine cubic yards of trash that was left behind by party-goers last year. In addition to the West Newport area, five two-person crews detailed the Newport and Balboa commercial districts.

At the Corona Del Mar State Beach, nine Field Maintenance crew members collected over three tons of trash and debris that had been left on the ground and in nearby trash containers at the park.

Contractors played an important role in this year's clean-up effort. ABM Janitorial Services and Ed's Building Maintenance staff members did an outstanding job of cleaning the beach area restrooms. In addition, Rainbow Disposal and Robert's Waste serviced all beach containers and collected over 33 tons of trash, which proved to be successful in controlling the litter on the beach. Athens Services also swept the surrounding streets and municipal parking lots throughout the City.

A big thank you goes out to all staff members who came to work bright and early to ensure that the City continues to be a popular destination for visitors, and is still rated as one of the nicest coastlines to visit in California. Great job to all involved!

Various Locations Before Clean Up



After

Super Moon High Tide Events

An extreme high tide series started on Friday, July 11th and ran through the weekend. Friday and Saturday night tides reached a peak of 7.9 foot, which was 0.9 feet above the tidal chart prediction. Earlier in the week, tides were averaging 1.2 feet above the predicted level. To manage the tides, 12 MOD staff members were deployed to operate portable and stationary pumps throughout Newport Peninsula and Balboa Island. They



were prepared to pump any bay water that could breach the seawalls during the evening hours. As the tide rises to these heights, we continue to learn the levels where public and private seawalls leak due to aging cracks, where seawalls are too low along the bay, adjacent to boat repair facilities, or where they abut other seawalls around the harbor.

Staff members are to be commended for their work to keep the City as dry as possible during tides of this magnitude.

Native Planting at Castaways Park

Recently, Parks Maintenance staff coordinated with Environmental Nature Center (ENC) on a shrub planting project in Castaways Park. The ENC held a summer camp where it taught the young campers the importance of civic volunteerism, coupled with the value in preserving their local, natural ecosystem. The campers planted two California native shrubs, California Sagebrush and Showy Milkweed, in a bare area near the California Meadow Sedge greenbelt.



Even though it is a small addition, the lessons the kids learned are priceless! The City is looking forward to future partnerships with the ENC.

TREES:

Monthly Update on City Trees

As part of the City's overall grid and annual trimming schedule, the City's tree service contractor pruned trees within the Westcliff, Airport, Santa Ana Heights, and Fashion Island areas. Additionally, service request pruning occurred in the Spyglass Hills area.

<i>Month of:</i>	<i>Trees Trimmed:</i>	<i>Trees Removed:</i>	<i>Trees Planted:</i>
May	2130	81	54

Prepared by:


 Dan Sereno, Landscape Manager
 Parks and Trees Division


 James Auger, Utilities Manager
 Utilities Division

**Recreation Services
Monthly Activities Report**

To: Parks, Beaches & Recreation Commission

From: Sean Levin, Recreation Superintendent
Celeste Jardine-Haug, Senior Services Manager

Re: Recreation & Senior Services Department Monthly Activities Report



Newport Beach Art Students Shine

Each spring, Arts Orange County presents *Imagination Celebration*, the annual, county-wide family arts festival! Presented in partnership with the Orange County Department of Education, *Imagination Celebration* dynamically connects the community, arts organizations, universities, and Orange County students through meaningful arts experiences. Out of 6,000 entries, 1,000 were chosen. Newport Beach Contract Art Instructor Brenda Benveniste (Mrs. B) had 29 of Newport's art students selected and their work was displayed and judged at South Coast Plaza. Nine winners were selected from Mrs. B's art student submissions and are on display at this summer's Festival of Arts in Laguna Beach.



Another shining moment was when Jaya Tewari, another one of Mrs. B's Newport Beach art students, placed first at the Environmental Nature Center's Wildlife Art Contest and Exhibition.

OASIS Welcomes Leslie Back



Leslie Hardy returned to the division where she started, the Senior Services Division. After a very lengthy recruitment process, Leslie returned to OASIS as the Health and Wellness Supervisor. Leslie previously held the position of Fitness Center Coordinator when the Center first re-opened. Leslie returned with plenty of health and wellness experience, fitness, customer service experience as well as knowledge of staff development and facility operations. Her positive attitude, team centered approach and great customer service skills continue to be an asset to this division. Congratulations to Leslie!

Youth Track Stars Receive Medals



On May 29th, 20 participants from the co-sponsored Youth Track Meet of Champions in memory of Frank E. Anderson attended the annual Newport Balboa Rotary Club Awards Banquet. All participants in attendance were selected in recognition of their top performances in multiple events at our Track Meet. Fifteen of the 20 children broke records in one or more of their events!

The Rotary Club, a loyal sponsor of the Track Meet for over 30 years, awarded the track stars with the Friendship Medal, which is exchanged with students in Okazaki, Japan, one of Newport Beach's sister cities. Everyone enjoyed a delicious dinner at the Bahia Corinthian Yacht Club, and were entertained with an inspirational talk from Olympian and past youth track and field participant Steve Scott.

Little Corona Tidepools – The Place To Be!

May was the busiest month for the Natural Resources team because it was field trip month! After finishing their mandated testing schedules, schools from around southern California were looking for a fun, yet educational experience, and a tidepool field trip is a favorite! We are known for beautiful tidepools, clean beaches...and yes - easy bus parking.

For over a decade the City has been hosting field trips to ensure our student visitors get to learn and have a great time, while helping inform everyone on how to be a good tidepooler. Our programs are California State Science Standards based, and guaranteed to be a great time! The Team has conducted field trips for nearly 2,000 students from LA, Riverside, San Bernardino and Orange Counties!

And for the rest of us, here are some helpful tips to help preserve our beautiful tidepools:

Good Tidepooler Etiquette



Never remove animals, shells or rocks from the tidepools.



Never pick up animals... observe them where they are.



Walk gently, taking care not to step on plants or animals.



Never turn over rocks.



Healthy and Fit Workshop Event

The OASIS Fitness Center hosted a free *Healthy & Fit After 50* event on June 28 at the Evelyn Hart Event Center. The event was aimed at anyone interested in maintaining their health and wellness into their golden years. The seminar included motivational speakers covering health and fitness topics related to those 50+, a Zumba Gold demo, vendor fair and continental breakfast. Participants also had the opportunity learn more about health and wellness classes held at OASIS, tour the Fitness Center facility, and meet the OASIS personal trainers.

Healthy & Fit After 50
Saturday, June 28, 2014
OASIS Evelyn Hart Center
9:00am - 12:00pm
Vendor Fair Opens At 10:45

This Event Is FREE!

- Motivational speakers
- Fitness products for ages 50+
- OASIS Fitness Class demo
- Meet the trainers of the OASIS
- Vendor giveaways
- Continental breakfast

FREE! Please call to register: 949-718-1818

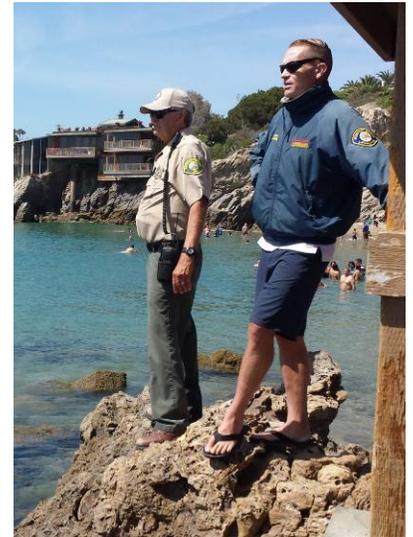
OASIS Fitness Center Challenge

A total of 55 members participated in the OASIS Fitness Center's Spring Cardio Challenge from March 17-June 9. The program challenged participants to log at least 20 minutes of cardio per day within the spring season. Participants who logged at least 7 days of cardio were given gift coupons from Spa Gregorie's. The four main winners were: Joe Fox, Jane Hoummes, Grace Desutch and Derek MacWilkinson. Collectively the winners logged 271 cardio sessions! Prizes included a City of Newport Beach reusable cup, ear buds and a Fitness Center towel.

Sailboat Caught on the Reef

On Saturday, June 15, Park Patrol Officers DJ Ferris and Larry Jacklin were on patrol at Corona del Mar Beach and noticed a large sailboat dangerously close to the beach at Pirates Cove. The boat operator appeared to be attempting to pick up passengers that were waiting on nearby rocks. Park Patrol Officers Ferris and Jacklin contacted the sail boat operator and asked him to leave the area for his safety and the safety of all those nearby. Seconds later, a wave pushed the sailboat onto the submerged reef. Officer Jacklin proceeded by going into the ocean to get the boat operators wife and young children off the rocks and safely back to the beach. Officer Ferris radioed for Harbor Patrol and Newport Beach Lifeguards to respond to the vessel in distress.

The OC Sheriff's Department and Newport Beach Lifeguards towed the boat to safety while Officer's Ferris and Jacklin managed the crowds on the beach and kept people a safe distance away and out of the water. Officer Ferris and Jacklin's keen observation skills and quick action prevented injuries to all involved and the public visiting the beach that day.



Annual Irvine Ranch Conservancy Volunteer and Partner Celebration



The Annual Irvine Ranch Conservancy Volunteer and Partner Celebration was held May 30 with over 300 guests in attendance. Three of Newport Beach's volunteers were recognized: Peter Ridley, Bill Braly, and John Brown for their work in Buck Gully and Big Canyon. The residents and visitors have seen measurable improvements along the gully with the removal of poison oak and invasive plants, as well as the establishment of the native plant demonstration area. Visitation of Buck Gully has increased 10-fold as a result of the volunteer's work which keeps it safe and enjoyable. Peter Ridley (pictured to the left) was honored that evening as one of the Conservancy's outstanding volunteers who regularly leads hikes in Buck Gully and

completed over 100 hours of volunteer service this past year. The City of Newport Beach recently expanded the land management agreement to include Big Canyon that also relies heavily on volunteers to implement restoration plans. The partnership between the City of Newport Beach and the Irvine Ranch Conservancy continues to bring many benefits to residents and wildlife while preserving the land for generations to come. Many thanks to Peter, Bill and John!

All Staff Summer In-Service

The Recreation & Senior Services Department kicked off the summer with several in-service trainings the weekend of June 13. Seventy Recreation Leaders and Pool Swim Instructors received training on their roles in the Department, sexual harassment, customer service and what it means to be a representative of the City of Newport Beach. Summer is a busy time for the Department; and the part-time staff work in a variety of areas including camps, teaching swim lessons, providing customer service on the beach and assisting with facilities.



Calling All Volunteers

The City's Natural Resource division continues to look for enthusiastic and dedicated volunteers to welcome visitors and conduct outreach programs with our new tidepool interpretive vehicle – the Isopod (Interactive Sealife Outreach Pod).

Over 30 people attended one of the first Volunteer Orientations at the Back Bay Science Center on June 28. More orientations will be held as time goes by.



Recreation Leader Wins Trip of Lifetime



Congratulations to Marissa Fink, a Recreation Leader in Youth Programs and served as a member of the Mayor's Youth Council, for winning an *Italy and Greece with National Geographic Student Expeditions* Scholarship Award.

This summer Marissa will be spending 17 days traveling around Europe on assignment, documenting her adventures with a camera for National Geographic. What a fantastic way to start the summer! Staff looks forward to her return to Summer Day Camp and to hearing stories about her adventure!

Senior Gets a Lift from Hoag

*If you're wondering where Guli Karim is, here's a clue:
The last place you should look is her couch.*

She's been active and engaged her entire life – and these days you'll find the energetic 88-year-old out and about with friends, running errands, and keeping appointments with her doctors and hair stylist.

She maintains her active lifestyle in spite of the fact that she is legally blind and no longer able to drive. When she needs to leave her house, Guli simply calls the OASIS Senior Center in Newport Beach for a ride on the center's aptly named "Care-A-Van."

For just \$3 each way, an OASIS Care-A-Van driver picks up Guli at her home and takes her anywhere in Newport Beach she needs to go. It's one of seven senior transport programs funded by Hoag's Community Benefit Program that provide Orange County's senior citizens with reliable, safe and affordable transportation. Just as important, the program helps seniors remain active and independent.

Guli, one of the OASIS Care-A-Van's longest-riding passengers, says she would have been homebound were it not for the transportation program. "I cannot afford taxis. If there was no OASIS, I would have been sitting in the house," she says.

Since it was founded nearly 20 years ago, the Community Benefit Program has provided more than \$7 million to help fund senior transportation programs in Newport Beach, Huntington Beach, Costa Mesa, Irvine and Laguna Beach.

"A person's mental health, physical well-being and quality of life depends upon staying active and engaged."

"In Southern California, if you are unable to drive or afford transportation, you run the risk of becoming isolated and unable to participate in the kind of activities that ensure a good quality of life," says Robert T. Braithwaite, president and chief executive officer of Hoag.

The program has had a tremendous impact on the seniors who use the vans to run errands and to attend classes and programs at the OASIS Senior Center.

"We take people from their homes to do grocery shopping, banking, to come to the center and to get to medical appointments," explains Celeste Jardine-Haug, senior services manager at OASIS. "The idea is to keep people like Guli healthy, educated and mentally engaged in life."

Jardine-Haug says the center began operating a van in 1990 to help shuttle seniors. But demand quickly outpaced capacity, and the center found itself in the frustrating position of having to turn seniors away. Thanks to a Hoag Family Foundation grant in 1993, the center was able to increase its number of vans and improve transportation options to otherwise housebound seniors.

There are now five vans in Newport Beach alone, and most are wheelchair accessible. Jardine-Haug says the center helps identify seniors who are ready to give up their keys.

"As soon as we hear someone say something like, 'I probably shouldn't drive anymore,' we say, 'OK!'" she says. "It allows them to keep living independently but if they shouldn't drive, they won't have to."

Hoag Helps Keep Seniors on a Roll

In addition to the OASIS Senior Center's program, donations made by Hoag's Community Benefit Program help fund senior transportation programs in Huntington Beach, Costa Mesa and Irvine.

Costa Mesa residents over the age of 50 who need a lift for medical appointments in Costa Mesa and the surrounding area enjoy free door-to-door service. Riders may be accompanied by an assistant, and the vans are wheelchair accessible.

In Huntington Beach, Hoag helps fund an average of 200 one-way trips a day for residents 55 and over. A fleet of 16 vehicles – from sedans to buses – rolls throughout Surf City, taking seniors anywhere they need to go throughout Huntington Beach, Fountain Valley and even to Hoag in Newport Beach.

Most of the seniors who access the free program are over 75, many have given up the keys and most are low-income. The program makes a big difference to them and their ability to stay active and engaged, says Randy Pesqueira, Senior Services Supervisor for Huntington Beach.

"We don't want them to have to make the decision, 'Do I eat lunch today or do I ride today?'" Pesqueira says. "Hoag's contribution makes a big difference."

For more information, or to access the vans:

OASIS Senior Center, Newport Beach: 949-644-3244

Costa Mesa Senior Center – Transportation: 949-645-2356 ext. 19

City of Huntington Beach: 714-536-5543

Lakeview Senior Center, Irvine: 949-724-6900

Susie DiGiovanna, Social Services Supervisor at OASIS along with long-time rider Guli Karim.



CAMP FRIENDSHIP

During the month of July, Recreation Staff worked with Newport-Mesa Unified School District (NMUSD) at *Summer Camp Friendship!* This great camp at the Harper school campus offers to autistic children in the NMUSD the opportunity to make new friends, learn ways of social interaction, and to enjoy games and crafts. Through this partnership, Recreation Leaders work with school district staff to assist in conducting themed activities and games at the camp. In turn, the school district sends certified advisors to train our staff to work and interact with autistic children in the community and throughout City programs. This is an excellent camp and the Recreation Department is excited to be involved.



CITY SUMMER DAY CAMP

Over 600 children so far have spent a memorable summer with us and enjoyed great trips, new friends, and exciting activities! Summer Day Camp allows parents to choose from the Community Youth Center (CYC) camp in Corona del Mar or Newport Elementary School (NEL) camp on the Balboa Peninsula. Campers take a weekly excursion to a local theme park or sporting event, and biweekly walking excursions to CdM State Beach or daily beach activities on the peninsula.

OASIS FITNESS CENTER CLEANING

OASIS Fitness Center staff held their bi-annual deep clean of the Center on Friday, July 11. Nine OASIS staff members spent their Friday evening dusting, scrubbing and disinfecting the Fitness Center's equipment as well as polishing the floors. The Fitness Center is deep cleaned twice per year in an effort to maintain the equipment and facility to the highest quality. It is a great team effort!



HEALTHY & FIT AFTER 50

The OASIS Fitness Center hosted its annual *Healthy & Fit After 50* event on June 28 in the Evelyn Hart Event Center. Over 125 participants attended the event which hosted motivational speakers, a Zumba Gold demo, vendor fair and a pickleball demonstration. Participants were treated to free stress tests, blood pressure screenings, healthy cooking samples from a local chef, the opportunity to meet with OASIS personal trainers, and more throughout the event. It was a great opportunity to motivate people to get out and move!



4th of July at Mariners Park!

The City of Newport Beach Recreation & Senior Services Department partnered with the Mariners Elementary School Foundation to host the 42nd Annual Mariners Park Independence Day Parade & Celebration on July 4th. Through the sale of attraction wristbands, sponsorships and opportunity basket drawings, this community staple helps raise funds to support the Mariners Elementary School Foundation. NBPD motorcycles and a NBFD fire truck led the parade, and families in patriotic attire filled the streets. A special thank you to the Mariners School Foundation volunteers that helped to organize the event, to Council Member Keith Curry & PB&R Commissioner Laird Hayes for participating in the parade and opening ceremonies.



4th Annual 4th of July is for Families Event

The *4th of July is for Families* was held for the fourth year in a row and was a great way for families to celebrate the holiday in the West Newport area. Several hundred people participated in the events, the Lido fire engine started the parade followed by police units – which include Police Chief Johnson and Deputy Chief McGill, and two mounted officers. The parade worked its way down Balboa Boulevard to the carnival at Channel Park.

The event's opening ceremonies began with local singer Ellie Gessford impressing the crowd with the *Star Spangled Banner* and Council Member Mike Henn recognizing the committee and sponsors for their work. Some of the highlights of the carnival were the dunk tank, sponsored by Burr White Realty, we were grateful for three very good sports: Council Members Mike Henn and Tony Petros, and City Manager Dave Kiff. Unfortunately for them the kids who participated had very good aim, so our dunk tank volunteers stayed pretty wet! Families enjoyed the morning with arts and crafts, carnival games, bouncers, doughnuts, Starbucks coffee, Chronic Tacos breakfast burritos, Hula Dogs and fresh squeezed lemonade, and water donated by Balport Liquor.

Sponsored booths at the event included Eye on Computers, West Newport Beach Association, Lido Animal Hospital and the Hoag Hospital Project Wipeout represented by the Newport Beach Lifeguards.

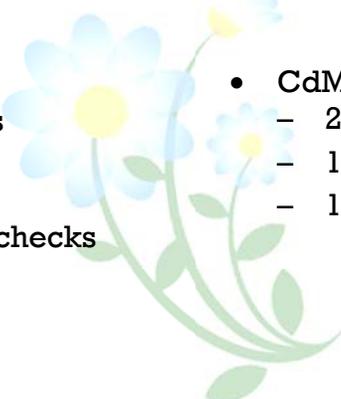
Staff enjoy seeing smiles on the children's faces and hearing laughter from all. This was yet another successful year and we look forward to 2015 *4th of July for Families*.



Park Patrol

Requested calls are assigned visits by staff or schedule or phone requests. Customer Contacts are the number of times they stopped and spoke to customers other than requested calls. Due to the timing of the meeting, these monthly summaries will be two months behind (i.e. in June you will receive April summary). During the month of **May & June** Park Patrol had the following number of contacts:

1. REQUESTED Calls

- 52 with Youth Sports Groups
 - 31 Field related issues/checks
 - 18 Park/Picnic/reservation issues/checks
 - 41 Community Center issues/checks
 - 67 Playground checks
 - 59 other
- 
- CdM Beach Contacts
 - 202 BBQ
 - 151 Wood
 - 188 Tents

2. PUBLIC CONTACTS

- 549 Education
- 77 Alcohol
- 200 Dog related
- Written Warning Issued: 7 for parking violations, 1 for dog off leash
- Citations Issued – 7 for parking violations and 1 for alcohol at CdM Beach

FACILITY RENTALS & SPECIAL EVENT PERMITS

During the period of May 16 – July 15, 2014 there were:

- 26 Picnic/Park Area Rentals
- 10 Room Rentals
- 2 Field Rentals
- 8 OASIS Classroom Rentals
- 9 OASIS Event Center Rentals
- 21 Civic Center Rentals

As of July 15, 2014, there were **191** Special Event Permits processed and issued for the year. Those events of note for this period are:

- Magic Shoe 5k – Eastbluff Streets, 5/17, Attendance: 1000
- Balboa Island Artwalk – Balboa Island, 5/18, Attendance 4000
- CdM 5K – CdM Streets, 6/7, Attendance 2000
- 4th of July is for Families – Balboa Peninsula, 7/4, Attendance 400
- Peninsula Point Parade – Balboa Peninsula, 7/4, Attendance 300
- Mariners Park Parade – Mariners Park, 7/4, Attendance 4000
- Old Glory Boat Parade– Newport Harbor, 7/4, Attendance 1000
- Newport Dunes Independence Celebration – Newport Dunes, 7/4, Attendance 8000
- Big Canyon Fireworks Display – Big Canyon Country Club, 7/4, Attendance 500
- Caruso Fireworks Display – Barge of the Wedge, 7/4, Attendance 45

Something to Ponder

“What great thing would you attempt if you knew you could not fail?”

– Robert H. Schuller

UPCOMING EVENTS

- | | |
|--|--|
| Thursday, August 7
8:00am | Fall Registration Begins |
| Friday, August 8
9:00am | Flora & Fauna of Buck Gully ~ Meet @ OASIS Senior Center ~ Free |
| Saturday, August 9
1:00pm | Marine Protected Area Hike ~ Meet @ Little Corona Lifeguard Tower ~ Free |
| Sunday, August 10
6:00pm | Reserve Upper Loop Hike ~ Meet @ NCCC ~ Free |
| Sunday, August 17
6:00pm | Concerts on the Green ~ Southland Sings Musical Theatre ~ Civic Center Green ~ Free |
| Sunday, Sept 7
6:00pm | Concerts on the Green ~ Desperado ~ Civic Center Green ~ Free |



**Parks
Make
Life
Better!**

OASIS UTILIZATION REPORT - APRIL, MAY & JUNE 2014

PARTICIPANTS ATTENDING		52,451	CUSTOMERS
RECREATIONAL CLASSES		18,137	CUSTOMERS
FITNESS CENTER		17,768	CUSTOMERS
PERSONALIZED SERVICES PROVIDED		5,952	CUSTOMERS
Includes:			
Blood Pressure		Medical Equip Rentals	
Counseling-Persons		Legal Assistance	
Eldercare		All Rentals	
Employment		Senior Assessment(hrs)	
HICAP		Telephone Reassurance	
Housing Counseling		Visual Screening	
Information and Referral		Taxes (Seasonal)	
SENIORS RECEIVING TRANSPORTATION SRVCS		3,469	RIDERS
Care-A-Van/Shuttle			
CUSTOMERS RECEIVING NOON MEALS @ OASIS		5,232	CUSTOMERS
*includes meals on wheels			
VOLUNTEER SERVICES PROVIDED @ OASIS		4,518	HOURS
Includes:	Kitchen & Home Delivered Meals		
Admin	Travel Office		
Gift Shop	Library		
Instructors	Board of Directors		
Casino Night			
Special Events/Montly Meeting/Pancake Breakfast			
PARTICIPANTS IN FRIENDS OF OASIS TRAVEL		394	CUSTOMERS
Day Trips & Extended Trips			
SPECIAL EVENTS/SCREENINGS/LECTURES		1,499	PERSONS
Sailing, Golf, Computer Friends, Big Band and Let's Go Trippin'		HOAG Lectures (Various)	
		UCI Lectures (Various)	
Movies		Presentations (Various)	
Bunco Games			



== CITY OF ==
NEWPORT BEACH
PB&R Commission Staff Report

Agenda Item No. **6D**
August 5, 2014

TO: Parks, Beaches & Recreation Commission

FROM: Municipal Operations Department
Mike Pisani, Acting Municipal Operations Co-Director
949 644-3055, mpisani@newportbeachca.gov

TITLE: Bench Donation Request – West Newport Park

RECOMMENDATION:

Staff recommends that the Parks, Beaches and Recreation Commission approve the donation of a bench for Marian Citrano at West Newport Park.

DISCUSSION:

City Council Policy B-17 establishes criteria for parks, facilities, and recreation program donations within the City. The policy is structured to establish a fair and uniform procedure for making gifts to the City, and to make the donation process easier for staff and donors.

The City has received a donation request from Mary Citrano (Attachment A) to donate a Santa Monica Model bench to replace an existing bench at West Newport Park (Attachment B). The existing bench will be refurbished for placement elsewhere. The cost of the donation will include the 10% maintenance fee required by Council Policy B-17. The donation request and proposed location were approved by the Acting Municipal Operations Co-Director.

Since the value of the donation is greater than \$1,000, the donation is eligible to receive a dedicatory plaque. The submitted plaque verbiage, which complies with City Council Policy B-17, is "Donated for Marian Citrano".

NOTICING:

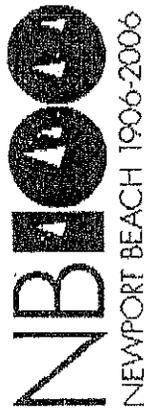
Ms. Citrano, Council Member Michael F. Henn, and the West Newport Beach Association have received a copy of this report. The bench donation is to replace an existing bench, not requiring noticing adjacent residents.

Submitted by:



Mike Pisani, Acting Co-Director
Municipal Operations Department

- Attachments:
- A. Donation Request Form
 - B. Bench Donation Location – map/photo



Gifts for Tomorrow Order Request Form

Item # 100 Description Santa Monica Model

Contact Information

Name Mary Citrano
Address 5509 Seashore Drive
Newport Beach, CA 92663
Phone 949 612-7404 / 244-5504
Email mcitrano@sunbeproperties.com
Signature Mary Citrano

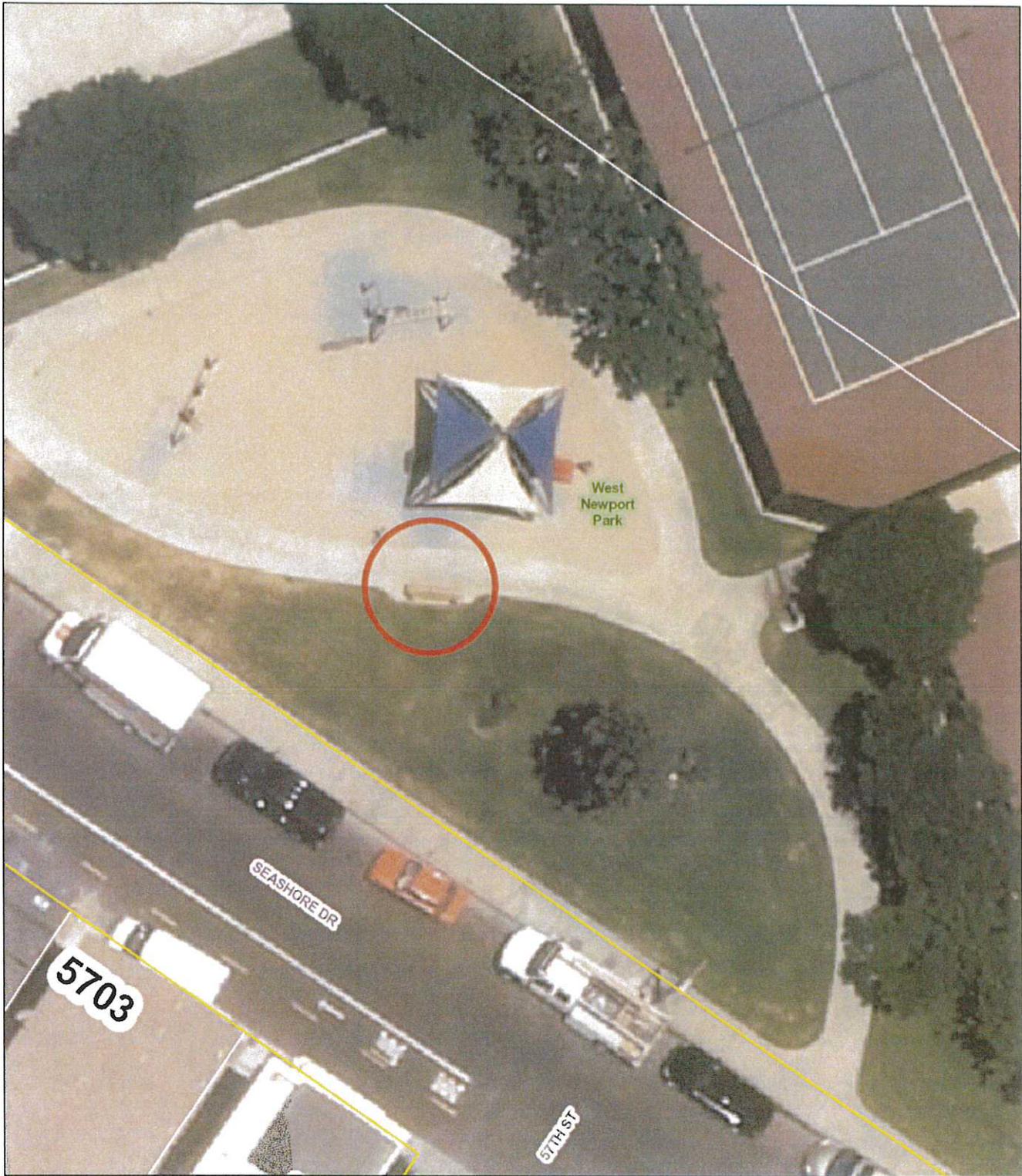
DEDICATION PLAQUE INFO

Donors may elect to provide a dedicatory plaque if the value of the donation is greater than \$1,000. Contact city staff for more information.

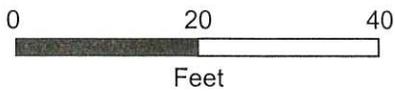
Yes, I am interested in dedicatory plaque for my donation.

Plaque is donated for:

Marion Citrano
First Name Last Name



Newport
Beach
GIS



Disclaimer: Every reasonable effort has been made to assure the accuracy of the data provided, however, The City of Newport Beach and its employees and agents disclaim any and all responsibility from or relating to any results obtained in its use.

Imagery: 2009-2013 photos provided by Eagle Imaging www.eagleaerial.com

7/15/2014



NEWPORT BEACH

PB&R Commission Staff Report

Agenda Item No 7A.
August 5, 2014

TO: Parks, Beaches & Recreation Commission

FROM: Recreation Department
Laura Detweiler, Rec & Sr Service Director
949-644-3157, LDetweiler@newportbeachca.gov

PREPARED BY: Janet L. Cates, Recreation Manager

TITLE: Request by Newport Mesa Soccer Club for Temporary Lights at Bonita Canyon Sports Park Field #5

ABSTRACT:

Request from Newport Mesa Soccer Club (NMSC) to utilize temporary lights at Bonita Canyon Sports Park (BCSP) field #5.

RECOMMENDATION:

Staff recommends that the PB&R Commission consider the request from NMSC (Attachment A) for temporary lights at BCSP field #5 October 1 – November 21, 2014 (7 ½ weeks) and January 5 – March 6, 2015 from dusk to 7:45pm (9 weeks), weekdays only.

FUNDING REQUIREMENTS:

No City funding required. All costs associated to be the responsibility of NMSC.

DISCUSSION:

The demand for lighted fields in the City cannot be met with the current supply that is available. Due to shortages in fields with lighting, NMSC was not allocated any lit field space for the upcoming fall season. NMSC is proposing to utilize temporary lights at Bonita Canyon Sports Park (BCSP) field #5 (see Attachment B). NMSC was granted use of temporary lights at BCSP field #5 over the past seven years and has complied with all conditions. A layout of the proposed light is attached (see Attachment C).

NMSC will continue to use the recommended metal halide bulb fixture and is proposing to use four light standards, two each placed at opposite ends of the field. This configuration will help NMSC move their practice areas around which will reduce wear on the grass. The four light standards will be positioned so as not to shine toward bordering residents as well.

BACKGROUND:

NMSC is a 501(c)3 club soccer organization that serves the youth in the Newport-Mesa area. Club soccer is an exclusive activity in which the players must be selected based on skill level in order to participate. The organization is in its 10th year of existence and currently has 30 teams with over 600 youth ages 5-17 years old. Over 75% of their current participants are Newport Beach residents.

The Recreation Division allocates athletic field space to Youth Sports Commission Member Organizations (YSCMO), club sports groups and adult sports programs. There are currently eight lighted fields within the city.

NOTICING:

The agenda item has been noticed according to the Brown Act (72 hours in advance of the meeting at which the City Council considers the item). All residents within 300' of Bonita Canyon Sports Park field #5 were noticed.

Attachments:

- A. Letter from NMSC dated 6/25/14
- B. An Example of the Portable Light
- C. Layout of Lights
- D. Sample Postcard mailed to residents within 300 feet of field #5



June 25, 2014

Mr. Sean Levin
Recreation Superintendent
City of Newport Beach

Dear Mr. Levin,

Please accept this letter as a formal request by the Newport Mesa Soccer Club for the use of temporary lighting at **Bonita Canyon Sports Park Field #5** in the City of Newport Beach.

The Newport Mesa Soccer Club is a 501(c)3 non-profit organization that serves children in the Newport-Mesa area. We provide a year-round, athletic, team-orientated experience for the community. Club soccer is often the next step for children who have progressed through AYSO programs and want to continue playing at a highly competitive level through their Jr. and Sr. High School years and possibly in College.

Though only in our 10th year of existence, we currently have over 30 teams with over 600 children in the program ranging from ages 5-17 years old. Over 75% of our youth participants are Newport Beach residents and 57% are girls (an important factor towards the goal of gender equity for the city).

The conditions for which we propose for our request are as follows:

- **Light fixtures:** Four portable diesel-powered temporary lights, the type of which deemed acceptable to the City Recreation Department, as in prior years. Operated via security key.
- **Location:** Two portable lights at each end of the field, positioned so as to not shine toward the bordering residences.
- **Hours of Operation:** Oct. 1 – Nov. 21, 2014 (7 ½ weeks) and Jan. 5 – March 6, 2015 (9 weeks) from dusk to 7:45pm, weekdays only. Due to DST, the average daily light usage is projected to be minimal (1-2 hours/night, ending by 7:45pm). Historically, due to rain, we don't operate 1-2 weeks.
- **Storage & Safety:** During non-operational hours, the lights will be locked and stored in a location acceptable to the Recreation Dept.

This will be our eighth year to use temporary lights at this field. We believe the City and local residents would agree that we have been good stewards of the City's park. We work diligently with the Recreation staff, Park Patrol and our members to ensure the local residents are not inconvenienced. There are not enough lighted fields in the city to accommodate our kids. These temporary lights provide a welcome, but less than ideal solution. At this time of the year, it gets dark as early as 4:50pm. Without lights, we would not be able to continue to provide this positive and healthy activity for our local youth. The need for organized and constructive after-school activities for adolescents cannot be over-emphasized. This field is an ideal location for temporary lighting as there are no homes adjacent to the property and a wide greenbelt surrounds the field -- minimizing the impact on the local residents. In addition, we strictly adhere to the approved hours of operation and we work diligently to be good neighbors.

Thank you for your consideration.

Mark Arblaster
President

ATTACHMENT B



ATTACHMENT C





CITY OF NEWPORT BEACH
Parks, Beaches & Recreation Commission
Tuesday, August 5, 2014 – 6pm
City Council Chambers – 100 Civic Center Drive

PUBLIC NOTICE

The PB&R Commission will meet Tuesday, August 5, 2014 at 6pm in the City Council Chambers to consider the request from Newport Mesa Soccer Club (NMSC) to utilize temporary lights at Bonita Canyon Sports Park (BCSP) field #5.

RECOMMENDATION: That the PB&R Commission approve the request from NMSC for temporary lights at BCSP field #5 October 1 – November 21, 2014 (7½ weeks) and January 5 – March 6, 2015 from dusk to 7:45pm (9 weeks), weekdays only.

For more information, please call the Recreation Office at 949-644-3151. If you are unable to attend the meeting but would like to provide comments to the Commission. Please email to recreation@newportbeachca.gov.



NEWPORT BEACH

PB&R Commission Staff Report

Agenda Item No. 7B
August 5, 2014

TO: Parks, Beaches & Recreation Commission

FROM: Recreation Department
Laura Detweiler, Rec & Sr Service Director
949-644-3157, LDetweiler@newportbeachca.gov

PREPARED BY: Janet L. Cates, Recreation Manager;
949-644-3154, JCates@newportbeachca.gov

Justin Schmillen, Recreation Supervisor
949-644-3160, JSchmillen@newportbeachca.gov

TITLE: Modifications to the Youth Sports Commission Member
Requirements & Field Allocation & Use Policy

ABSTRACT:

The Youth Sports Commission (YSC) currently operates under three (3) guiding documents: the Youth Sports Commission Member Organizations Criteria & Responsibilities (Attachment A); the Field Allocation & Use Policy (Attachment B); and the Field Rental & Use Procedure for User Group Classifications E-H (Attachment C). This past year, the Recreation sports staff and the YSC undertook the task of merging these documents into one comprehensive procedure. Members of the YSC were involved in the six-month process, which included minimizing existing duplications, removing contradictory and/or outdated portions, and providing clarification where needed.

RECOMMENDATION:

Staff recommends that the PB&R Commission consider the modifications of the Youth Sports Commission Member Requirements and Field Allocation & Use Policy Procedure (Attachment D).

FUNDING REQUIREMENTS:

None

DISCUSSION:

Background

The guiding document for allocation of City of Newport Beach fields is the Allocation and Field Use Policy. The original document was created by a committee of user groups and staff and ratified by the PB&R Commission on 4/1/2003. Over time the document has evolved to assist the community and staff in the fair and equitable allocation of fields with additional revisions and PB&R ratification on 6/7/05, 8/4/09 and 9/4/12.

The Process and Revisions

At the YSC semi-annual meeting on December 11, 2013, Recreation staff and the YSC undertook the task of combining these documents into one comprehensive document, eliminating duplications and contradictory sections, improving procedure language, and clarifying and/or adding current practices.

The new document went through four revision stages:

- Stage 1: Merging the three existing color-coded documents under corresponding headings with no changes.
- Stage 2: Removing duplications, contradictions and outdated portions.
- Stage 3: Adding sections for clarification based on YSC input.
- Stage 4: Reviewing and editing policy language by the City Attorney.

Following each revision stage, all YSC member organizations received a draft of the document to provide input and feedback by email. This input and feedback was presented at the document study group sessions (January 22, February 13, and May 1, 2014) to discuss the changes proposed before moving forward in the revision process. Following Stage 4, the final draft was presented to the YSC at its semi-annual meeting on June 18, 2014 and was unanimously approved by the five voting member organizations.

Other than language improvements by the City Attorney's office, additions and/or changes to the document include:

- Added a Table of Contents
- Added Section 1: Philosophy
- Added Section 3: City of Newport Beach: Code of Conduct.

- Redefined YSC membership titles in Section 6: YSC Member-Open (formerly YSC Member Organizations) and Section 7: YSC-Club (formerly Club members)
- Section 6.B: YSC Open Member Requirements states *“Organization’s roster of Participants shall include at least 50% City residents in first year of Organization’s existence. Following years of less than 50% City resident participation may cause review for reclassification of membership. Organizations who are adhering to boundaries set by parent organization will retain Open Member status.”* This reiterates that Open Member Organizations must maintain a residency rate of at least 50% Newport Beach participants, but those organizations whose boundaries extend beyond Newport Beach’s city limits (AYSO 97, Newport Harbor Baseball Association, Newport Mesa Girls Softball) and encompass members from those cities shall not lose their classification status if their resident percentage falls below that standard.
- Section 7.C: YSC Club Member Requirements states *“Organization’s roster of Participants shall include at least 50% City residents in first year of Organization’s existence. Any season of less than 50% resident participation will result in reclassification of membership.”* Since Club Member organizations do not have boundaries set by national organizations, they can recruit members outside of Newport Beach. If their residency rate falls below 50%, they will no longer be considered as a Class E organization (as defined under Section 9. Field Allocation Procedure and Priority Formula) and will be reclassified to Class G.
- Section 7.D of YSC Club Member Requirements states that *“Organization’s roster of Participants shall include all registered Participants within an Organization that use fields.”* This clarifies an ongoing practice of Club organizations submitting required information of all field users in an organization, regardless of the amount of field use or residency for necessary allocation procedures and billing.
- Added Section 7.E of YSC Club Member Requirements: *“Organizations with volunteer board members (all board members receiving no financial compensation) will be categorized as Class E1. All other Club organizations will be categorized as Class E2. Class E1 groups will receive priority over Class E2 groups.”* This is a new requirement included by the document study group in an effort to further define priority and stratify the different types of club groups for allocation purposes. In conjunction with the allocation philosophy, this prioritizes groups who provide sports to youth without personal compensation.
- Modified Section 9.B: Field Allocation Request to include *“(digital format if possible)”* and the data needed shall include *“each Participant’s first and last name, home address, gender, and number of children per age division.”* At the request of the YSC organizations at the document study group meetings,

birthdates and phone numbers were eliminated for privacy issues. Organizations are still required to provide the number of children enrolled per age division.

- Section 9.C of the Field Allocation Request states that *“Organizations are limited to two clinics and/or camps per year (totaling 10 calendar days) during downtime only; camps and/or clinics shall be available to Participants of the Organization only.”* This clarifies an ongoing practice of allowing youth sports groups to hold additional in-depth training clinics outside of the allocation seasons.

The Recreation division’s sports staff thanks all organization member representatives for their participation in this effort, whether it was by reading the 3 drafts, attending the document study session meetings to discuss and debate modifications, or responding with questions and opinions via email. Every effort was made to include all members of the YSC member organizations in this task. Organizations represented included Newport Mesa Girls Softball, Dirtdogs Baseball, AYSO Region 57, AYSO Region 97, Newport Mesa Soccer Club, Newport Beach Boys Lacrosse, Parks, Beaches and Recreation Commission Chair Tom Anderson, Parks, Beaches and Recreation Commission Member Roy Englebrecht, the Parks division, and the Recreation division.

NOTICING:

The agenda item has been noticed according to the Brown Act (72 hours in advance of the meeting at which the City Council considers the item).

- Attachments:
- A. Youth Sports Commission Member Organizations Criteria & Responsibilities
 - B. Field Allocation and Use Policy
 - C. Field Rental and Use Procedure for User Group Classifications
E – H
 - D. Youth Sports Commission Member Requirements & Field Allocation & Use Policy

City of Newport Beach
Recreation & Senior Services Department

YOUTH SPORTS COMMISSION MEMBER ORGANIZATIONS
CRITERIA AND RESPONSIBILITIES

The following criteria was adopted by the Parks, Beaches and Recreation Commission on June 7, 2005. These criteria supercedes any previous documents.

A. Initial Approval Criteria as follows

This Recreation & Senior Services Department Policy sets forth the procedure for determination of eligibility and requirements for membership in the Youth Sports Commission (YSC). Membership allows for participation in the Youth Sports Commission meetings and includes priority allocation of City athletic fields and gymnasiums. Eligibility is determined by the following criteria:

1. Organization must have a Charter.
2. Organization must have a Board of Directors.
3. Organization must be established as a non-profit organization. Non-profit status is defined as an organization that is so defined by the Internal Revenue Service, 501c(3) and has a State of California Tax Identification Number.
4. Organization roster of participants must include more than 50% Newport Beach residents.
5. Organization must have an open enrollment policy accepting all players regardless of skill level. Any teams within an organization that are formed through a tryout process and are exclusive will disqualify the organization as part of the Youth Sports Commission. Teams formed through a tryout process and are exclusive will disqualify the organization as part of the YSC. Teams formed through a tryout process will be permitted if they meet the criteria listed in section A. 7. and such teams receive no additional benefit that would distinguish team from the organizations recreation teams. Examples include, but are not limited to higher quality uniforms, training equipment, preferential field use or additional field use. Teams must also be formed by selecting players out of the organizations recreational team rosters and exclusively play teams within their organization.
6. Organization must employ a "minimum play rule" for participants with each player given equitable playtime regardless of skill level.
7. Organization must be strictly volunteer organized and administered with the exception of referees and umpires. Paid coaches and trainers are prohibited as part of any YSC member organization. Paid trainers may be employed for clinics that are open to the entire league membership; trainers may not be used by individual players or teams. An individual may hire a trainer for personal purposes provided that the trainer applies and receives a rental permit through the Recreation & Senior Services Department.
8. Organization must be able to provide liability insurance naming the City of Newport Beach additionally insured to the policy for \$1,000,000.
9. Organization must provide a service that is not currently being offered by City programs.
10. YSC member organizations are permitted to have All-Star Program defined as follows. Players will be selected from the season teams for which the All-Star team is representative. [One All-Star Team per age division (one male and one female team) will be allowed.]

B. Application Process

1. Fill out official application form completely.
2. Attach the following documents
 - a. Official participant roster listing the total number of participants and teams with breakdown of residents and non-residents for last complete season. The City of Newport Beach commits to keeping all submitted information confidential and will not publish or distribute in any manner. Roster must include participants name, address and age. (If group is a two season sport, two sets would be required).

YOUTH SPORTS COMMISSION MEMBER ORGANIZATIONS CRITERIA AND RESPONSIBILITIES

Page 2

- b. Amount of fields and times requested on an annual basis.
- c. Process for selection of teams.
- d. Process for training of coaches.

C. Responsibilities of Youth Sports Commission (YSC) Member Organizations

For continued membership in the YSC , the following criteria must be satisfied:

1. Sign a contract annually with the City of Newport Beach
2. Provide City of Newport Beach with the following information prior to the beginning of each season:
 - a. Practice schedules and game schedules
 - b. Team rosters and/or total number of participants
 - c. Roster of coaches and phone numbers
 - d. Breakdown of residents and non-residents in program
3. Inform Recreation Services staff of changes in liaison or main contact person's name, address, or telephone number immediately.
4. Obtain permission of the City prior to any change in the published schedule of field allocations. Report as directed schedule changes, specifically decreases in use.
5. YSC member organizations will provide all its own publicity, registration and coach's training consistent with criteria provided for membership in the YSC. City must agree to any deviation in writing.
6. YSC member organizations will be responsible for screening all personnel and volunteers for prior criminal records or infractions.
7. YSC member organizations must have a responsible adult at each and every activity scheduled within the City facilities.
8. YSC member organizations are responsible for:
 - a. Participating on the YSC with a spirit of partnership and cooperation.
 - b. Communicating with City staff in a timely and respectful manner.
 - c. Contacting participants and organization's board and representatives regarding all matters in their league or team and communicating with the organization regarding all City policies and regulations.
 - d. Cleaning area following games or practices of all litter, debris etc.
 - e. Knowing facility rules and regulations and providing pertinent information to participants and coaches. This includes proper use and care of lights, grounds, keys, facilities and amenities.
9. Applying to Parks, Beaches & Recreation Commission for approval to make any additions or changes to fields, amenities or membership criteria.
10. Follow all Council policies that pertain to field usage and pay the established hourly rate within 45-days of billing.

D. Violations

The following will apply when YSC member organizations have failed to follow the criteria established above. Offenses will be by season unless otherwise stated in written warnings.

First Offense - Verbal warning, if situation resolved, no further action taken

Second Offense - Written warning; meeting with offending coach (if applicable), the league president, and at least one other member of the Board of Directors and representative(s) from City Recreation Services staff as designated by the Director.

YOUTH SPORTS COMMISSION MEMBER ORGANIZATIONS CRITERIA AND RESPONSIBILITIES

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Third Offense - Minimum penalty, loss of one field for the next season; maximum penalty loss of status as a YSC member organization for the next season in which the league participates. Penalty to be determined by Recreation & Senior Services Director. After penalty has been served, organization may reapply for use of City fields and membership to the YSC.

Appeal Process - Appeals to be submitted to Recreation & Senior Services Director within 10 days of penalty. Appeals will be forwarded to the Parks, Beaches & Recreation Commission for discussion.

The Parks, Beaches & Recreation Commission ultimately determines continued membership. Failure to comply with the requirements and responsibilities listed will result in the Parks, Beaches & Recreation Commission revisiting membership status.

City of Newport Beach
Recreation & Senior Services Department

FIELD ALLOCATION & USE POLICY

This document sets forth the procedure for the City of Newport Beach (City) to facilitate the allocation of all available fields or gymnasiums under its ownership and/or allocation control.

It is necessary to formulate this procedure for the following reasons:

- A. User groups need a procedure to secure fields or gymnasiums for the planning of games, practices, and/or events.
- B. The demand for field or gymnasium usage exceeds the City's ability to permit unlimited and/or unscheduled use by all participants.
- C. Maintenance and renovation must be scheduled and implemented to maintain the community's high standards of aesthetics and sustain the playability of the City's facilities.
- D. Allocating field or gymnasium space to qualified organizations assists the City in the fulfillment of the Charter to plan, coordinate and direct community recreational activities.

I. PROCEDURE

It is the intent of the City of Newport Beach Recreation & Senior Services Department to allocate field or gymnasium use to requesting and qualified organizations on the basis of fairness and impartiality in concurrence with the seasonal priorities mentioned in definitions section. The resulting surplus of field time shall be allocated at the discretion of the City of Newport Beach Recreation Services staff, based on the priorities.

II. DEFINITIONS

This section defines the terms used throughout this procedure.

- A. City: For the purpose of this document, the City of Newport Beach and/or Recreation & Senior Services Department will be referred to as the "City."
- B. Participant: Participant(s) shall include only those players who are fully registered with the user organization. Non-players such as coaches, officials, and staff shall not be considered participants. For the purposes of field allocation, each organization must present actual enrollment data from their previous season indicating names, addresses, phone numbers, and birth dates of all participants. Upon receipt, City staff will count the number of the City residents within each organization for purposes of allocation.
- C. Organization: Organization(s) shall include only those user groups listed in III.C. – *User Groups – Classifications* below that have completed required documentation with the City. An organizational representative consisting of the organization's Board or League President or Vice President of each of those in Group C is required to attend the Youth Sports Commission (YSC) meetings usually held semi-annually for field allocation review.
- D. Season: For the purposes of this procedure, the seasons are established as follows:

Seasons	Fall	Spring
Pre-season/Tryouts	August 15-September 1	February 1 - 28
In-Season Opening Date	September 1	March 1
In-season Closing Date	December 15	June 30
Post –season/All Stars	As Available	As Available
Sport "In Season"	Football/Soccer	Baseball/Softball

FIELD ALLOCATION AND USE PROCEDURE

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- E. Primary Priority User: An organization whose sport has been classified as "In Season" will be given first priority access to facilities during their designated season.
- F. Secondary Priority User: An organization whose sport has been classified as not "In Season" will be given second priority access to facilities during their non-season.
- G. Priority: Field assignments are based on the following priorities:
 - Primary Priority
 1. Maintaining fields/facilities
 2. Providing fields/facilities for organized game use.
 - Secondary Priority
 3. Providing Fields/facilities for the use of "practices" will be allocated only after all maintenance and game requests have been processed.

III. USER GROUP - CLASSIFICATIONS

Facility Use Permits will be approved on the basis of priority as follows:

- A. All official Recreation & Senior Services Department initiated and/or conducted activities, including those of the Friends of OASIS at the OASIS Senior Center.
 - B. All official City of Newport Beach activities.
 - C. All official YSC member organizations (with current and up-to-date required documents). In season groups will have first priority and sports not in season will be considered secondary users.
 - D. Official public agency sponsored programs and activities not included in A., B., and C. above.
 - E. Recreational, social or civic activities of groups which are resident promoted and sponsored by local non-profit* organizations which are open to the public and have 50% or more of memberships consisting of Newport Beach residents.
 - F. Recreational or social activities of private Newport Beach residents, which are not open to the public.
 - G. Recreational, social or civic activities and/or groups which are non-resident promoted and sponsored by non-profit organizations which are open to the public, but not qualifying under D above.
 - H. Schools, colleges, hospitals and other similar civic groups not qualifying under the definition of non-profit.
 - I. Commercial businesses and all others.
- * In order to qualify for resident classifications, organizations must submit rosters of their most current membership, with resident verifications.

IV. APPLICATION

Each organization is required to submit field requests by November 1 for the following spring field use, and May 1 for the following fall field use. Any organizations missing these deadlines will have access to any remaining fields on an "as available" basis only.

Each league must present official league enrollment data from their previous season indicating names, addresses, phone numbers, and birth dates of all participants, with their application. The number of the City residents within each organization enrollment must be determined and confirmed by the City prior to the field allocation meeting.

FIELD ALLOCATION AND USE PROCEDURE

Page 3

V. ALLOCATION

- A. City staff will review all the applications and allocate fields equitably based on the priorities listed in this policy and encourage optimum cooperation between all user groups. Field allocations will be reviewed and discussed twice a year at the semi-annual (YSC) meetings (see section II. G. and III.) Any appeals to decisions or allocations can be made to the Parks, Beaches & Recreation Commission within 10 days of the YSC meeting.
- B. Allocations are based on the number of City of Newport Beach residents within each organization as well as the priority season and priority group.
- C. Allocations will be based on official rosters submitted by each organization as required by membership in the YSC and outlined in section IV.
- D. Field Allocations will be made based on the number of fields each season that the Recreation & Senior Services Director deems are available for distribution. The distribution formula will be as follows:
 - 70% of the available fields for primary priority season (City and YSC member organizations)
 - 15% of the available fields for secondary priority season activities of YSC member organizations
 - 10 % of available fields for allocations to groups in lower user classifications (E-I)
 - 5% of the available fields are not allocated and used for maintenance rotation, community use and other items not anticipated on an as needed basis. These fields will be reallocated to qualifying organizations as they become available based on the allocation formula.
- E. Home fields will be assigned to all eligible youth groups as defined below:
 1. Youth Sports Commission Group Members (Classification C, in season) that qualify for two or more fields will be allocated two home fields.
 2. Youth Sports Commission Group Members (Classification C, out of season) that qualify for one field will be allocated one home field.
 3. Club teams that qualify for at least one field will be allocated one home field.
 4. Each eligible group will be allocated home fields by season.
 5. Any requests to change league designated home fields will be brought to a meeting of the Youth Sports Commission. Each League eligible for home fields will have one vote. Majority vote will determine the outcome.

The Home Field counts as a regular field in a Youth Sports Commission group's total field count as determined by the field allocation formula (Section V – Allocation).

VI. NOTICE OF NON-USE OF FIELDS

Any user organization that has been allocated space and does not intend to use it on a regular basis must notify the City so that the field may be re-allocated or otherwise used. Failure to do so can result in forfeiture of all fields for the remainder of the season. Notice of non-use must be received by March 1 for spring and September 1 for fall so the field can be reallocated. Unless written notice is received, users will be billed for all allocations. All fields that are turned back in to the City for reasons of non-use by an organization will be allocated to the remaining qualified organizations based on the allocation formula.

Any user group with documented non-use of an allocated field for two consecutive weeks after Labor Day in the fall and after March 1 in the spring will lose that allocation for the remainder of the season.

FIELD ALLOCATION AND USE PROCEDURE

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Exceptions to this policy are made only with prior notification to Recreation staff regarding special circumstances. It is City Policy that user organizations turn in unused fields for reallocation.

VII. NOTICE OF EXCHANGE OF FIELDS

An organization cannot forfeit or exchange its allocation or any part thereof, with another organization without written approval of the City. Any such modification desired must be filed with the City and verified in writing by all parties wishing to exchange allocation. This allows for accurate billing of use and an accurate record of exchange for tracking purposes. User organizations who switch times/fields without going through the proper process may lose their entire allocation as a result.

VIII. ATHLETIC FIELD LINING/MARKING

1. Lining of City fields with chalk or paint is not permitted without written permission granted by the City.
2. Burning lines on any City of Newport Beach parks and/or fields is not permitted.
3. Any user failing to comply with these guidelines are subject to the following:
 - A. Payment for all damages occurring to the facility
 - B. Termination of any /all field use permit(s) for one year

IX. RULES AND REGULATIONS OF FIELD USE

1. User groups must designate a representative, an adult 18 or older, to be present during any/all of their practice and/or game time(s) at each City field/facility used.
2. Games and practices can begin no earlier than 3pm on weekdays, and 8am on weekends. No games and/or practices may be scheduled on holidays without prior approval from the Community Services Director, or their designee.
3. Games and practices can end no later than 9:45pm weekdays, and dusk on weekends, except through special request to the Parks, Beaches and Recreation Commission.
4. Weekend use, on a regular basis, may be subject to limited hours at the discretion of the City.
5. Organizations/groups utilizing lighted facilities are responsible for ensuring the proper use of lights. The City reserves the right to bill user groups for hourly energy costs incurred during hours that lights are left on and the fields are not being used.
6. Use of portable lights is prohibited unless permission is granted by the Parks, Beaches and Recreation Commission.
7. Use of metal cleats is prohibited.
8. Alcoholic beverages are prohibited at all City parks and facilities, except Oasis Senior Center.
9. No artificial noisemakers, i.e., horns, rattles, bells, whistles, etc. are permitted. Officials or coaches, as a necessary part of the activity, may employ such devices upon consultation with the City.
10. At the conclusion of games, practices, and activities, organizations must leave the park/facility quickly, quietly, clean, and clear of debris. Failure to do so will result in a maintenance-cleaning fee being assessed to the group.
11. All user groups that are classified under Section III. C – E must have at least 50% of their City residents participate actively on a weekly basis. When a team is playing against a team from another jurisdiction, this rule shall apply to only the “host” team representing the qualified organization. Roster changes that affect compliance with residency requirements must be reported to the City within one week of occurrence. Failure to do so will result in forfeiture of all fields and/or facilities.

FIELD ALLOCATION AND USE PROCEDURE

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12. Organizations or teams must provide required insurance documents to City prior to allocation of fields/gymnasiums.

X. TRAFFIC AND PARKING

1. The user group must assure that participants and spectators utilize off-street public parking areas, when available. If parking conditions warrant, e.g., during pre-, post-, and regular season or tournament play, the user group will provide, at their cost, at least one safety officer to direct participants and spectators to designated parking areas. The City, at its sole discretion, may require additional parking mitigation on an event-by-event basis.
2. Driving, operating, or parking any motor vehicle within the City parks and/or facilities is prohibited, except in areas specifically designated as parking areas unless prior written permission is obtained from the City. In case of medical emergencies, only emergency vehicles will be allowed on the park for rescue purposes.
3. All vehicles shall be legally parked.

XI. PUBLIC ADDRESS SYSTEM USE

1. Sound amplification equipment may be allowed in City parks only with a Special Event Permit. An approved City permit is required prior to use of any sound amplification equipment. Permits may be applied for in the Recreation & Senior Services Department. A minimum of 15 working days is required for consideration of approval.
2. Only persons 18 years and older will be allowed to operate any public address system. All public address system use for athletic events must pertain to the game being played. Special announcements should be kept to a minimum. "Play-by-play" announcing is prohibited.

XII. MAINTENANCE

1. The City will maintain parks, facilities, and fields for public use at City standard and will install permanent equipment such as pitching rubbers, base anchors.
2. The YSC member organizations must financially support any desired or additional maintenance such as field preparation, lining of the fields, setting of bases or a higher standard of maintenance than the City's standard.
3. The YSC member organizations will provide an annual *Facility Improvement Plan* to repair, improve or renovate those fields or gymnasiums used during their seasons. No work can be initiated until plan is approved by City staff.
4. Members are responsible for any damage or repairs needed due to implementation of *Facility Improvement Plan*. The organization is responsible for insurance, worker's compensation and any contracts required by the City of Newport Beach for the work being done on City property. Any failure to complete the *Facility Improvement Plan properly* that results in costs to the City shall be reimbursed to the City by the member organization.
5. User groups/organizations maintenance responsibilities shall include:
 - A. User groups/organizations are responsible for all maintenance such as lightweight field preparation, setting of temporary bases or goals.
 - B. Motorized vehicles are not permitted in the City facilities for the preparation of athletic fields or other activities unless prior written permission is obtained from the City.
6. Each user group is responsible for the facility being free of trash or debris caused by their group's usage, including checking restrooms and parking areas.
7. User groups are required to report any and all damage or acts of vandalism to the City immediately.
8. The removal of bases or use of base plugs requires prior departmental approval.

FIELD ALLOCATION AND USE PROCEDURE

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XIII. MODIFICATIONS

Any request to modify or improve any City facility shall be submitted for review to the City Parks and Recreation staff for consideration. No permanent structures or equipment shall be erected on City facilities unless approved by the City and dedicated for community use.

XIV. STORAGE AND/OR CONCESSIONS

1. Storage units may be placed with written permission only and are the responsibility of the User group. Storage units must be in good condition at all times and any vandalism or breakage must be repaired immediately. Group must maintain the storage facility in a clean manner at all times.
2. The City assumes no liability or responsibility for any equipment or storage units kept in the storage areas.
3. User groups must provide keys to City staff for all storage units, locked closets and fenced areas.
4. No equipment may be left out on fields or outside bins unless approved by the City.
5. Organizations are required to provide an inventory of all items stored in said containers. Any/all flammable and/or toxic substances are strictly prohibited in storage containers.
6. Any user failing to comply with these guidelines are subject to the following:
 - A. Payment for all damages occurring to the facility
 - B. Termination of any /all field use permit(s) for one year

XV. BANNERS

Separate regulations governing the display of temporary advertising banners in the City parks are available at the City (see City Council Policy B-14 — *Temporary Signs with Sponsorship Recognition in City Parks and Beaches*). Any group wishing to display banners on City facilities should request a copy of those regulations prior to arranging for any banners. Although there is not cost, there is a limit to the number and times a banner can be displayed.

XVI. OTHER

Organizations/Leagues anticipating a split to form a new organization/league, or individuals planning to organize a new sports program must apply to the City six months prior to the estimated starting date. The application will provide the time necessary to study the impact of the new program on existing facilities and evaluate the request. Once approved for co-sponsorship status, the City makes no guarantee of space if all space has been previously reserved.

XVII. POLICY

This procedure is consistent with Council Policy B-13— *Public Use of City Facilities* that takes precedence if there is any conflict discovered.

XVIII. FEES

1. Youth Sports Commission Member Organization fee of \$1 per hour to offset the cost of field use and the Park Patrol program.
2. Club team fee of \$15 per hour to offset the cost of field use and the Park Patrol Program.
3. Fee for athletic field lights is \$30 per hour.
4. A Youth Sports Commission Member Organization and Club organization maintenance fee of \$10 per player, per season will be based on the previous year's fall/spring rosters. If the

FIELD ALLOCATION AND USE PROCEDURE

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Commission Member Organization/Club is new, the maintenance fee of \$10 per player will be assessed on its first season's roster. The Youth Sports Commission Member Organization assessment will be based on residents only with Club organizations being based on total organization membership. Other groups who reserve fields for five calendar dates or twenty hours during any season will also be assessed the maintenance fee of \$10 per player, based on their current roster, and will be based on total organization membership.

Organizations will be billed on July 1 annually for both seasons. Funds ~~to~~ will be expended or encumbered by June 30th of each fiscal year. Funds collected for each organization ~~to~~ will be expended on their allocated fields. In general, the maintenance funds will primarily be allocated to recover fields from damages incurred, following each group's field use. Every effort will be made to spend all collected funds within the billing year. There may be instances when a small percentage of funds collected from an organization will not be expended on their allocated fields. The City will follow its normal bidding and purchasing process in expending the collected funds.

Collected fees will be expended on projects above and beyond the City's ongoing maintenance program. Examples of typical projects include sodding, over-seeding, deep-tine aeration, supplemental amendment and fertilizer applications, fencing, and infield renovations. The City will partner with organizations to determine projects.

**FIELD RENTAL AND USE PROCEDURE for User Group Classifications E-H
(As referenced in Field Allocation and Use Procedure)**

I. PROCEDURE

It is the intent of the City of Newport Beach Recreation and Senior Services Department to allocate field or gymnasium use to requesting athletic teams or organization on the basis of fairness and impartiality in concurrence with seasonal priorities and residential percentage priorities. A percentage of fields will be available each season for allocation to this group to rent, but not until all the Youth Sports Commission Allocations have been designated and confirmed.

II. APPLICATION PROCESS

- A. Complete and submit a Reservation Request application form.
- B. Attach the following documents (Applications will be considered incomplete and will not be reviewed if the following information is not submitted)
 1. Official participant roster listing the total number of participants and teams with breakdown by team of residents and non-residents Roster must include each participant's name, address, phone number, and age.
 2. The City of Newport Beach commits to keeping all submitted information confidential and will not publish or distribute in any manner.
 3. Dates, times, and location of field being requested. Whether field is for practice or game.
 4. Copy of your organizations proof of non-profit status (501c3 documentation). If non-profit status is being claimed.
 5. Copy of insurance documents naming City of Newport Beach as additional insured, \$1 million liability minimum.

III. PRIORITY

Groups/teams should fill our field request forms listing priority request. Every effort will be made to assign fields by priority requested. The priority of field assignments is as follows:

- I. Maintenance of fields and facilities
- II. Assignments in category by highest percentage of resident participants. There shall be two tiers in assignments in the category E*
 - A. Tier 1 shall be teams with 75% or more residents

B. Tier 2 shall be teams with 50-74% residents

III. Assignments teams in Category F-I - Teams with less than 50% residents fall into Category I at the end of the list

* Field assignments are made by giving Tier 1 the majority percentage of the allocation (depending on the available fields and the number of teams that fall in Tier 1) and Tier 2 will be given allocations that are fair but not exceeding those of Tier 1. Organizations/teams that fall in Priority F, G or I will get allocations after Priority E has been fully allocated.

IV. SUBMISSION DATES

A. Each organization/team is required to submit field requests by the dates listed below. Any organizations missing these deadlines will have access to any remaining fields on an "as available" basis only. Applications and all supporting documentation are due on the following dates:

1. June 15 for Fall Field use
2. December 1 for Spring Field Use

3 weeks after the start of each season, clubs shall submit payment for field space. Any field space that will not be needed shall be given back at this time for other groups to use. Any field space not given back on or before this deadline will be billed for.

V. FEES

A. Field use fee's will be determined according to the following criteria and will be paid in advance for all reservations. (as shown on the Park/Facility Rental Form)

1. RNPYSO (Resident Non-profit Youth Serving Organizations)-\$15 per hour (Proof of 501c3 documentation required)
2. Commercial-Resident Groups-\$111 per hour
3. Commercial Non-resident Groups-\$221 per hour

From Field Allocation Procedure (and Council Policy B-13)

III. USER GROUP - CLASSIFICATIONS

Facility Use Permits will be approved on the basis of priority as follows:

- A. All official Recreation & Senior Services Department initiated and/or conducted activities, including those of the Friends of OASIS at the OASIS Senior Center.
- B. All official City of Newport Beach activities.
- C. All official Youth Sports Commission Member Organizations (with current and up-to-date required documents). In Season groups will have first priority and sports not in season will be considered secondary users.

- D. Official public agency sponsored programs and activities not included in A., B., and C. above.
- E. Recreational, social or civic activities of groups which are resident promoted and sponsored by local non-profit* organizations which are open to the public and have 50% or more of memberships consisting of Newport Beach residents.
- F. Recreational or social activities of private Newport Beach residents, which are not open to the public.
- G. Recreational, social or civic activities and/or groups which are non-resident promoted and sponsored by non-profit organizations which are open to the public, but not qualifying under D above.
- H. Schools, colleges, hospitals and other similar civic groups not qualifying under the definition of non-profit.
- I. Commercial businesses and all others.

* In order to qualify for resident classifications, organizations must submit rosters of their most current membership, with resident verifications.

Violations

The following will apply when organizations have failed to follow the criteria established above. Offenses will be by season unless otherwise stated in written warnings.

First Offense - Verbal warning, if situation resolved, no further action taken

Second Offense - Written warning; meeting with offending coach (if applicable), the league president, and at least one other member of the Board of Directors and representative(s) from City Recreation Services staff as designated by the Director.

Third Offense - Minimum penalty, loss of one field for the next season; maximum penalty: loss of allocation for next season, Administrative Citation for each violation, Penalty to be determined by Recreation & Senior Services Director. After penalty has been served, organization may reapply for use of City fields.

Appeal Process – Appeals to be submitted to Recreation & Senior Services Director within 10 days of penalty. Appeals will be forwarded to the Parks, Beaches & Recreation Commission for discussion.

YOUTH SPORTS COMMISSION

Member Requirements

&

Field Allocation & Use Policy

**City of Newport Beach
Recreation & Senior Services Department**

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1. PHILOSOPHY

The Youth Sports Commission (YSC) is open to all organizations providing athletic opportunities to the youth of Newport Beach. All organizations pledge to participate in the YSC in a spirit of partnership and cooperation; cooperating and communicating with each other and City staff in a timely and respectful manner; practicing good sportsmanship; and agreeing to follow all City Council and YSC policies.

2. PURPOSE

It is the intent of the City of Newport Beach Recreation & Senior Services Department to allocate field use to qualified athletic teams and organizations on the basis of fairness and impartiality. This document sets forth the policy for the City to prioritize and allocate all available fields under its ownership and/or control, in concurrence with the seasonal priorities (Section 4) and residential percentage priorities (Section 8).

It is necessary to formulate this policy for the following reasons:

- User groups need a procedure to secure fields for the planning of games, practices, and/or events.
- The demand for field usage exceeds the City's ability to permit unlimited and/or unscheduled use by all participants.
- Maintenance and renovation must be scheduled and implemented to maintain the community's high standards of aesthetics and sustain the playability of the City's facilities.
- Allocating field space to qualified organizations assists the City in the fulfillment of the Charter to plan, coordinate and direct community recreational activities.

3. CITY OF NEWPORT BEACH: CODE OF CONDUCT

In addition to each organization's individual code of conduct, all players, coaches, volunteers, and parents are expected to exhibit appropriate behavior at all times while participating, being a spectator, or attending YSC Member activities co-sponsored by the City of Newport Beach Recreation & Senior Services Department. The following guidelines are designed to provide safe and enjoyable activities for all participants:

- Be respectful to all field users and City staff.
- Take direction from City staff, including Park Patrol and Park Maintenance Staff.
- Refrain from using abusive or foul language.
- Refrain from causing bodily harm to self, other field users, or City staff/supervisors.
- Refrain from damaging City equipment, supplies, fields and facilities.
- Refrain from harassment of City staff and field users.

Failure to follow these rules may result in denial of program participation privileges. The City of Newport Beach Recreation & Senior Services Department strives to make your participation fun-filled, rewarding, educational and safe. Thank you for your cooperation.

4. DEFINITIONS

This section defines the terms used throughout this Policy.

- A. City: The City of Newport Beach and/or the City Recreation & Senior Services Department, as appropriate.
- B. Director: The City of Newport Beach Recreation & Senior Services Department Director.
- C. Member Organization or Organization: Those Organizations, including YSC-Open Member and YSC-Club Member, that have submitted all required documentation with the City.
 - YSC-Open Member Requirements: See Sections 5 & 6, below.
 - YSC-Club Member Requirements: See Sections 5 & 7, below.
- D. Non-profit Organization: A Non-profit Organization is a charitable organization under Internal Revenue Code Section 501c(3), with a State of California Tax Identification Number and proof of tax exemption.
- E. Participant: Those players who are fully registered with the Member Organization. Non-players such as coaches, officials, and staff shall not be considered Participants.
- F. Season: Seasons are defined as follows:

	Fall	Spring
Pre-Season/Tryouts	August 15-September 1	February 1 - 28
In-Season Opening Date	September 1	March 1
In-Season Closing Date	December 15	June 30
Post-Season/All Stars	As Available	As Available
Sport "In Season"	Football/Soccer	Baseball/Softball

5. GENERAL YSC MEMBERSHIP REQUIREMENTS (includes Open and Club)

To participate in the semi-annual field allocation process, the following requirements shall be satisfied by all YSC-Open and YSC-Club Member Organizations:

- A. Organization shall have and submit a charter and articles of incorporation to City upon initial application for membership.
- B. Organization shall have a Board of Directors and submit a current list to City annually.
- C. Organization shall be a Non-profit Organization. Organizations shall submit their Internal Revenue Service 501c(3) letter to City upon initial application for membership and shall submit a current IRS 990 Form annually.

- D. Organization's Board or League President, Vice President, or an appointed designee shall attend the semi-annual YSC meeting.
- E. Organization shall provide City with proof of current Commercial General Liability insurance with a limit of not less than \$1,000,000 per occurrence, naming the City as additional insured.
- F. Organization shall submit City Field Allocation Request Form and all supplemental information outlined in the application process semi-annually.
- G. Organization shall only provide services not offered by City programs.
- H. Organization shall immediately inform City staff of changes in liaison or main contact person's name, address, or telephone number.
- I. Organization shall obtain City's prior written permission for any change in the published schedule of field allocations, including decreases in use, and shall report said schedule changes as directed.
- J. Organization shall provide its own publicity, registration and coaches training consistent with YSC membership requirements. Any deviation requires the City's prior written approval.
- K. Organization shall screen all personnel and volunteers for prior criminal records or infractions and provide proof of screening to City.
- L. Organization shall provide at least one responsible adult at every activity scheduled at City facilities.
- M. Organization shall contact participants and organization's board and representatives regarding all matters in their league or team.
- N. Clean area following games or practices of all litter, debris etc.
- O. Organization shall review all City Council policies and facility rules and regulations, including the proper use and care of lights, grounds, keys, facilities and amenities, and shall inform Participants and its Board and representatives regarding all City policies and regulations.
- P. Organization shall apply to Parks, Beaches & Recreation Commission for approval to make any additions or changes to fields, amenities or membership criteria requirements.
- Q. Organization shall pay the hourly rates and field maintenance fees within 45 days of billing.

6. YSC-OPEN MEMBER REQUIREMENTS

YSC-Open Member Organizations receive priority allocation of City athletic fields and voting rights at the semi-annual YSC allocation meetings. In addition to the General YSC Member requirements listed above, the following are required for YSC-Open Member Organizations.

- A. Organization shall sign a contract annually with the City, due by the Spring allocation meeting in June.
- B. Organization's roster of Participants shall include at least 50% City residents in first year of Organization's existence. Following years of less than 50% City resident participation may cause review for reclassification of membership. Organizations who are adhering to boundaries set by parent organization will retain Open Member status.
- C. Organization shall employ a "minimum play rule" for Participants, with each player given equitable playing time regardless of skill level.
- D. Organization shall have an open enrollment policy accepting all players regardless of skill level.
- E. Organization shall be strictly volunteer-organized and administered with the exception of referees and umpires.
- F. Paid trainers may be employed for clinics that are open to the entire Organization membership; Trainers may not be used by individual players or teams. An individual participant may hire a trainer for personal purposes provided that the trainer applies for and receives a rental permit through the Recreation & Senior Services Department.
- G. Teams formed through a tryout process will be permitted if they meet specific criteria (See Section 6. G1 and G2) and such teams shall receive no additional benefit that would distinguish the team from the organization's recreation teams. Examples of prohibited benefits include, but are not limited to, higher quality uniforms, training equipment, preferential field use or additional field use.
 - 1. YSC member organizations are permitted to have a Select Program (i.e. All-stars) defined as follows: Players will be selected from the season teams for which the selected team is representative. One Select Team per age division (one male and one female team) will be allowed.
 - 2. Select Program teams must be formed by selecting players out of the organization's recreational team rosters and exclusively play teams within their organization.

7. YSC-CLUB MEMBER REQUIREMENTS

YSC-Club Member Organizations are Organizations that do not meet the requirements of YSC-Open Members. YSC-Club Member Organizations do not have voting rights at the semi-annual YSC allocation meeting. In addition to the General YSC Member requirements listed above, the following are required for YSC-Club Member Organizations.

- A. Teams within a Club organization are formed through a tryout process and are exclusive.
- B. Teams may have paid coaches and trainers.

- C. Organization's roster of Participants shall include at least 50% City residents in first year of Organization's existence. Any season of less than 50% City resident participation will result in reclassification of membership.
- D. Organization's roster of Participants shall include all registered Participants within an Organization.
- E. Organizations with volunteer board members (all board members receiving no financial compensation) will be categorized as Class E1. All other Club organizations will be categorized as Class E2. Class E1 groups will receive priority over Class E2 groups (See Section 9).

8. FIELD ALLOCATION REQUESTS

Each Organization shall submit a Field Allocation Request Form and Participant roster by the dates listed below. Organizations missing these deadlines will be allocated any remaining fields on an "as available" basis only.

Field Allocation Request Form and Rosters From Previous Season	
Fall Allocation	Due May 1
Spring Allocation	Due November 1

The City keeps all personal information confidential and will not publish or distribute it in any manner. General (non-personal) information is subject to disclosure under the Public Records Act. Applications will be considered incomplete and will not be reviewed if the required documents (Section 6) are not up to date and the following information is not submitted:

- A. Field Allocation Request Form, including:
 - Start and end dates and times for each field requested.
 - Whether field is for practice or game.
 - Ranking of preference of requested fields.
- B. An official Participant roster or league enrollment data (digital format if possible) from the previous season, or from the initial season if being submitted by a new Organization. Organizations agree to allow the City to verify the accuracy of data submitted. Data shall include each Participant's:
 - First and last name
 - Home address
 - Gender
 - Number of children per age division
- C. Organizations are limited to two clinics and/or camps per year during downtime only (totaling 10 calendar days); camps and/or clinics shall be available to Participants of the Organization only.

9. FIELD ALLOCATION PROCEDURE AND PRIORITY FORMULA

Field allocations will be reviewed and discussed twice a year at the semi-annual YSC meetings. City staff will review all Field Allocation Request Forms, allocate fields equitably based on the priorities listed in this policy and encourage optimum cooperation between all user groups. Every effort will be made to assign fields by priority requested. Any appeals of decisions or allocations may be made to the Parks, Beaches & Recreation Commission within 10 days after the YSC allocation meeting.

- A. Fields are assigned in the following priority:
1. Maintenance of fields and facilities.
 2. Fields/facilities for organized game use.
 3. Providing fields/facilities for practices.
- B. Field allocation requests will be considered based on the classification priorities set forth in Section D, below.
- C. Assignments within each classification will be based on the highest number of City of Newport Beach residents (Classification C) and percentage of resident participants (all other classifications).
- D. Residents will be based on official rosters submitted by each organization as outlined in Section 8: Field Allocation Request.
- E. User Classifications and priorities are as follows:
- Class A: All official Recreation & Senior Services Department initiated and/or conducted activities.
 - Class B: All other official City activities.
 - Class C: All YSC-Open Member Organization programs/activities. In-season sports will have first priority and sports not in season will be considered second.
 - Class D: Official public agency sponsored programs and activities not included in Classifications A, B, and C, above.
 - Class E: YSC-Club Member Organizations and recreational, social or civic activities of groups which are resident-promoted and sponsored by local Non-profit Organizations. Classification E Organizations are open to the public and have 50% or more of memberships consisting of City residents.
 - o Class E1: Organizations only with volunteer board members.

o Class E2: Organizations with any financially compensated board members.

- Class F: Recreational or social activities of private City residents, which are not open to the public.
- Class G: YSC-Club Member Organizations and recreational, social or civic activities of groups which are non-resident promoted and sponsored by Non-profit Organizations. Classification G Organizations are open to the public, but not qualifying under E, above.
- Class H: Schools, colleges, hospitals and other similar civic groups not qualifying as Non-profit Organizations.
- Class I: Commercial businesses and all others.

F. Field Allocations will be made based on the number of fields each season that the Director or his/her designee deems are available for distribution. The distribution formula will be as follows:

- 70% of available fields for Class A, B and in-season Class C activities.
- 15% of available fields for out-of-season Class C activities.
- 10 % of available fields for Class D through E activities.
- 5% of available fields are not allocated, are used for maintenance rotation, community use, groups in Class G, H and I, or other items not anticipated on an as-needed basis. These fields may be reallocated to qualifying Organizations as they become available based on the allocation formula.

G. Home fields will be determined by the proportion of City residents to the number of field hours allocated within each User Classification. The formula will be as follows:

- In-Season YSC-Open Member Organizations that qualify for two or more fields will be allocated two home fields.
- Out-of-Season YSC-Open Member Organizations that qualify for one field will be allocated one home field.
- YSC-Club Member Organizations that qualify for at least one field will be allocated one home field.
- Each eligible group will be allocated home fields by season.
- Any requests to change designated home fields will be brought to a meeting of the Youth Sports Commission. Each Organization eligible for home fields will have one vote. Majority vote will determine the outcome.

- The home field counts as a regular field in an organization's total field count as determined by the field allocation formula (Section 9).

10. NOTICE OF NON-USE OF FIELDS

It is City policy that user Organizations turn in unused fields for reallocation. An Organization that has been allocated field space and does not intend to use it on a regular basis shall notify the City so that the field may be re-allocated or otherwise used. Failure to do so may result in forfeiture of fields for the remainder of the season.

- Notice of non-use shall be received by March 1 for Spring and September 1 for Fall so the field may be reallocated.
- Unless written notice is received, an Organization will be billed for all allocations. Field use fees will not be retroactively adjusted.
- All fields that are turned back in to the City for reasons of non-use will be allocated to the remaining qualified Organizations based on the User Classification allocation formula.
- Any Organization with documented non-use of an allocated field for two consecutive weeks after March 1 in the Spring and after Labor Day in the Fall will lose that allocation for the remainder of the season.
- Exceptions to this policy will be made on a case-by-case basis, only with prior written notification to City staff regarding special circumstances.

11. NOTICE OF EXCHANGE OF FIELDS

An Organization shall not give or exchange its field allocation or any part thereof, with another Organization without prior written approval of the City. Any such modification request shall be filed with the City and verified in writing by all parties wishing to receive/exchange the field allocation. This allows for accurate billing of use and an accurate record of exchange for tracking purposes. Organizations who switch times/fields without going through the proper process may lose their entire allocation as a result. Subletting is strictly prohibited.

12. FIELD USE FEES

Field use fees and field light fees are assessed to defray the direct costs of lighting and securing the fields.

Field Use Fee				
YSC-Open (Class C)	YSC-Club (Class E and G)	Other (Class F)	Other (Class H and I)	Field Lights
\$1 per hour	\$15 per hour	\$85 per hour	\$145 per hour (resident) \$287 per hour (non- resident)	\$30 per hour

Field Use Fee Due Dates
Fall Allocation: February 1
Spring Allocation: August 1

13. FIELD MAINTENANCE FEES

- A. YSC Member Organizations shall pay a maintenance fee of \$10 per Participant, per season based on the previous year's fall/spring rosters.
1. If the YSC Member Organization is new, the maintenance fee of \$10 per Participant will be assessed on its initial season's roster.
 2. The YSC-Open Member Organization maintenance fee will be based on resident Participants only.
 3. The YSC-Club Member Organization maintenance fee will be based on total Participants.
 4. Other groups who reserve fields for five calendar dates or twenty hours during any season will also be assessed the maintenance fee of \$10 per Participant, based on their current roster.
- B. YSC Member Organizations will be billed on July 1 annually for both seasons. Funds will be expended or encumbered by June 30th of each fiscal year. Funds collected for each Organization will be expended on their allocated fields. In general, the maintenance funds will primarily be allocated to recover fields from damages incurred, following each group's field use. Every effort will be made to spend all collected funds within the fiscal year. There may be instances when a small percentage of funds collected from an Organization will not be expended on their allocated fields. The City will follow its bidding and purchasing process in expending the collected funds.
- C. Collected fees will be expended on projects above and beyond the City's ongoing maintenance program. Examples of typical projects include sodding, over-seeding, deep-tine aeration, supplemental amendment and fertilizer applications, fencing, and infield renovations. The City will partner with Organizations to determine projects.

14. FIELD MAINTENANCE AND MODIFICATIONS

- A. The City will maintain parks, facilities, and fields for public use according to the City's standard and will install any required permanent equipment such as pitching rubbers, base anchors.
- B. YSC Member Organization shall pay for any desired or additional maintenance such as field preparation, lining of the fields, setting of bases or a higher standard of maintenance than the City's standard.

- C. YSC Member Organizations shall meet with Recreation & Senior Services and Parks staff at least once annually to discuss any repairs, improvements or renovations of those fields used during their seasons. No work may be initiated unless approved in writing by the City. No permanent structures or equipment shall be erected on City facilities unless approved in writing by the City and dedicated for community use.
- D. YSC Member Organizations are responsible for any damage or repairs needed due to implementation of repairs, improvements or renovations. YSC Member Organizations are responsible for insurance, worker's compensation and any contracts required by the City for work being performed on City property. Any failure to complete the repairs, improvements or renovations properly that results in costs to the City shall be reimbursed to the City by the Organization.
- E. Motorized vehicles are not permitted in the City facilities for the preparation of athletic fields or other activities without prior written City approval.
- F. User groups shall immediately report any and all damage or acts of vandalism to the City.
- G. Bases shall not be removed nor shall base plugs be used without prior written City approval.
- H. User groups/Organizations maintenance responsibilities shall include:
 - 1. Light field preparation, setting of temporary bases or goals, and similar maintenance.
 - 2. Ensuring that the facility is free of trash or debris caused by its usage, including checking restrooms and parking areas.

15. ATHLETIC FIELD LINING/MARKING

- A. Lining of City fields with chalk or paint is not permitted without prior written permission by the City.
- B. Burning lines on any City park and/or field is not permitted.
- C. Any Organization failing to comply with these guidelines is subject to the following:
 - Payment for all damages occurring to the field, and
 - Termination of any /all field use permit(s) for one year.

16. RULES AND REGULATIONS OF FIELD USE

- A. Organizations shall designate an adult 18 or older, to be present during any and all practice and/or game time(s) at each City field/facility used.
- B. Games and practices may begin no earlier than 3 pm on weekdays, and games no earlier than 8:30 am (arrival and warm-ups no earlier than 8 am) on weekends. No games and/or

- practices may be scheduled on City holidays without prior approval from the Director or his/her designee.
- C. Games and practices may end no later than 9:45 pm on weekdays, and dusk on weekends, except if approved in advance by the Commission.
 - D. Weekend use, on a regular basis, may be subject to limited hours at the discretion of the City.
 - E. Organizations utilizing lighted facilities are responsible for ensuring the proper use of lights. The City reserves the right to bill user groups for hourly energy costs incurred during hours that lights are left on and the fields are not being used.
 - F. Use of portable lights is prohibited without prior written permission by the Parks, Beaches and Recreation Commission.
 - G. Use of metal cleats is prohibited.
 - H. Alcoholic beverages are prohibited.
 - I. Artificial noisemakers, e.g. horns, rattles, bells, whistles, etc. are prohibited. Officials or coaches, as a necessary part of the activity, may employ such devices with permission by the City.
 - J. At the conclusion of games, practices, and activities, Organizations shall leave the park/facility quickly, quietly, clean, and clear of debris. Failure to do so will result in assessment of a maintenance-cleaning fee.
 - K. All YSC Member Organizations shall have at least 50% of their City resident members participate actively on a weekly basis. When a team is playing against a team from outside the City, this rule shall apply to only the "host" team representing the YSC Member Organization. Roster changes that affect compliance with residency requirements shall be reported to the City within one week of occurrence. Failure to do so will result in forfeiture of all fields and/or facilities.

17. TRAFFIC AND PARKING

- A. The Organization shall ensure that Participants and spectators utilize off-street public parking areas, when available. If parking conditions warrant, e.g., during pre-, post-, and regular season or tournament play, the Organization shall provide, at its own cost, at least one safety officer to direct Participants and spectators to designated parking areas. The City, at its sole discretion, may require additional parking mitigation on an event-by-event basis.
- B. Driving, operating, or parking any motor vehicle within the City parks and/or fields is prohibited, except in areas specifically designated as parking areas unless prior written permission is obtained from the City. In case of medical emergencies, only emergency vehicles will be allowed on the park for rescue purposes.

- C. All vehicles shall be legally parked.

18. PUBLIC ADDRESS SYSTEM USE

- A. Sound amplification equipment is allowed in City parks only with a Special Event Permit. Special Event Permit applications are available in the Recreation & Senior Services Department and should be submitted at least 15 working days prior to the event.
- B. Only adults 18 years and older are permitted to operate any public address system. All public address systems used for athletic events shall pertain to the game being played. Special announcements should be kept to a minimum. "Play-by-play" announcing is prohibited.

19. STORAGE AND/OR CONCESSIONS

- A. Storage units may be placed on City facilities with City's prior written permission only and are the sole responsibility of the Organization placing the storage unit. Storage units shall be maintained in good and clean condition at all times and any vandalism or breakage shall be repaired immediately.
- B. The City assumes no liability or responsibility for any equipment or storage units or the contents thereof.
- C. The Organization placing the storage unit shall provide keys to City staff for all storage units, locked closets and fenced areas.
- D. No equipment may be left out on fields or outside bins unless approved in advance by the City.
- E. Organizations shall provide City with an inventory of all items stored in said containers. Storage of flammable and/or toxic substances is strictly prohibited.
- F. Any Organization failing to comply with these guidelines is subject to the following:
- Payment for all damages occurring to the facility
 - Termination of any /all field use permit(s) for one year

20. BANNERS

Although there is no cost, there is a limit to the number and times a banner can be displayed.

- A. Determine location according to the following list:
- Lincoln Athletic Center: (3 spots on fence along San Joaquin Hills Road)
 - Mariners Park: 1 on Tennis Court fence
 - Grant ~~Howard~~ Park: 1 on Tennis Court Fence; 1 on Driveway entrance fence
 - 38th Street Park: 1 on Balboa side fence
 - Bob Henry Park: 1 on fence

- Las Arenas Park: 1 on the tennis court fence
- B. Apply for a 14 consecutive day period in writing to Recreation & Senior Services Department.
- C. Maximum of 30 days per calendar year per event per location.
- D. Apply maximum of 60 days in advance only.
- E. Permitted banners will be listed on a master list. Those not permitted will be cut down by Park Patrol.
- F. This does not apply to sponsor banners on the outfield fences. This does apply to any banners that appear on other than the outfield fences.

21. OTHER

Organizations anticipating a split to form a new Organization/league, or individuals planning to organize a new sports program, shall apply to the City at least six months prior to the estimated starting date of the new program. The City will study the impact of the new program on existing facilities and evaluate the request. If approved after the deadline for submitting the Field Allocation Request Form for the upcoming Season, the City makes no guarantee of field space if all space has been previously allocated.

22. CITY COUNCIL POLICY

This policy is consistent with Council Policy B-13— *Public Use of City Facilities*. In the event of any conflict between this policy and Council Policy, Council Policy takes precedence.

23. VIOLATIONS

The following penalties shall be imposed when Member Organizations failed to comply with the requirements set forth above. Offenses will be by season unless otherwise stated in written warnings.

- **First Offense:** Verbal warning; if situation resolved, no further action taken.
- **Second Offense:** Written warning. A representative of the City as determined by the Director shall also meet with the offending coach (if applicable), the Organization President, and at least one other member of the Board of Directors.
- **Third Offense:** Minimum penalty is loss of one field for the next season; maximum penalty is loss of status as a YSC Member Organization for the next season in which the Organization participates. Penalty shall be determined by the Director. After penalty has been served, Organization may reapply for use of City fields and membership in the YSC.
- **Appeal Process:** Appeals shall be submitted to the Director within 10 days of penalty. Appeals shall be forwarded to the Parks, Beaches & Recreation Commission for discussion. The Commission's decision is final.

The Parks, Beaches & Recreation Commission ultimately determines continued membership. Failure to comply with the requirements and responsibilities listed will result in the Parks, Beaches & Recreation Commission revisiting membership status.

24. OVERVIEW OF IMPORTANT DATES

Spring Allocation	
Field Allocation Request Form and Previous Spring Rosters Due	November 1
Allocation Meeting	Second Wednesday in December
Notice of Non Use Of Field Due	February 1
Final Draft of Allocation Schedule Complete	February 15
Allocation Begins	March 1
Current Spring Rosters Due	June 15
Allocation Ends	June 30
Allocation Invoice Mailed Out (Includes any planned Summer use)	July 1
Per Player Maintenance Billing	July 1
Allocation Billing Due	August 1

Fall Allocation	
Field Allocation Request Form and Previous Fall Rosters Due	May 1
Allocation Meeting; YSC Open-Member Contracts Due	Second Wednesday in June
Notice of Non Use Of Fields Due	August 1
Final Draft of Allocation Schedule Complete	August 15
Allocation Begins	September 1
Allocation Ends	December 15
Allocation Invoice Mailed Out (Includes any planned Winter use)	January 1
Allocation Billing Due	February 1

APPENDIX

PROOF OF NON-PROFIT STATUS COMPLIANCE

Non-profit status is an organization that is so defined by the Internal Revenue Service as a 501(c)(3) charitable non-profit, and has a State of California Tax Identification Number.

In order to receive consideration as a non-profit organization, groups must submit the following documentation*:

1. Copy of Articles of Incorporation stamped and endorsed by the office of the Secretary of State of the State of California – *submit first time only*
2. Copy of IRS letter stating that group is exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code – *submit first time only*
3. Copy of IRS tax form 990 (T or EZ), including group identification on page 1 and Section VI – Section 501(c)(3) Organizations Only - <http://www.irs.gov/pub/irs-pdf/f990ez.pdf> proof that group is maintaining non-profit status – *submit annually*

In addition, the Recreation and Senior Services Department will access the California Secretary of State's corporation website for proof of current status.

3 4

ARTICLES OF INCORPORATION OF

ENDORSED - FILED
In the office of the Secretary of State
of the State of California

A California Nonprofit Public Benefit Corporation

OCT 16 2009

ARTICLE I

The name of this corporation is

ARTICLE II

A. This corporation is a nonprofit public benefit corporation and is not organized for the private gain of any person. It is organized under the Nonprofit Public Benefit Corporation Law for charitable purposes. The purposes for which this corporation is formed are exclusively charitable within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1986.

B. The specific purpose of this corporation is to promote art and science of film making through education of the general public and scientific research.

ARTICLE III

The name and address in the State of California of this corporation's initial agent for service of process is:

Name:

Address:

ARTICLE IV

Notwithstanding any of the above statements of purposes and powers, this corporation shall not, except to an insubstantial degree, engage in any activities or exercise any powers that are not in furtherance of the specific purposes of this corporation.

ARTICLE V

The property of this corporation is irrevocably dedicated to charitable purposes and no part of the net income or assets of this corporation shall ever inure to the benefit of any director, officer or member thereof or to the benefit of any private person. Upon the dissolution or winding up of the corporation, its assets remaining after payment, or provision for payment, of all debts and liabilities of this corporation shall be distributed to a nonprofit fund, foundation or corporation which is organized and operated exclusively for charitable purposes and which has established its tax exempt status under Internal Revenue Code section 501(c)(3).

Incorporator



INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: **NOV 30 2011**

Employer Identification Number:

45- 8

DLN:

601318124

Contact Person:

ID#

Contact Telephone Number:

Accounting Period Ending:

December 31

Public Charity Status:

170(b)(1)(A)(vi)

Form 990 Required:

Yes

Effective Date of Exemption:

May 4, 2011

Contribution Deductibility:

Yes

Addendum Applies:

No

Dear Applicant:

We are pleased to inform you that upon review of your application for tax exempt status we have determined that you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. Contributions to you are deductible under section 170 of the Code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Organizations exempt under section 501(c)(3) of the Code are further classified as either public charities or private foundations. We determined that you are a public charity under the Code section(s) listed in the heading of this letter:

Please see enclosed Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, for some helpful information about your responsibilities as an exempt organization.

Sincerely,



Lois G. Lerner
Director, Exempt Organizations

Enclosure: Publication 4221-PC

Letter 947 (DO/CG)

Form 990-EZ Department of the Treasury Internal Revenue Service	Short Form Return of Organization Exempt From Income Tax Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except blanketing benefit trust or private foundation) Sponsoring organizations of donor advised funds, organizations that operate one or more hospital facilities, and certain controlling organizations as defined in section 512(b)(13) must file Form 990 (see instructions). All other organizations with gross receipts less than \$200,000 and total assets less than \$500,000 at the end of the year may use this form. The organization may have to use a copy of this return to satisfy state reporting requirements.	OMB No. 1545-1150 2012 Open to Public Inspection
A For the 2012 calendar year, or tax year beginning _____, 2012, and ending _____, 20____		
B Check if applicable: <input type="checkbox"/> Address change <input type="checkbox"/> Name change <input type="checkbox"/> Initial return <input type="checkbox"/> Terminated <input type="checkbox"/> Amended return <input type="checkbox"/> Application pending		
C Name of organization _____ Number and street (or P.O. box, if mail is not delivered to street address) _____ Room/suite _____ City or town, state or country, and ZIP + 4 _____		D Employer identification number _____ E Telephone number _____ F Group Exemption Number ▶ _____
G Accounting Method: <input type="checkbox"/> Cash <input type="checkbox"/> Accrual Other (specify) ▶ _____		
H Check <input type="checkbox"/> if the organization is not required to attach Schedule B (Form 990, 990-EZ, or 990-PF).		
I Website: ▶ _____		
J Tax-exempt status (check only one) — <input type="checkbox"/> 501(c)(3) <input type="checkbox"/> 501(c) () ◀ (insert no.) <input type="checkbox"/> 4947(a)(1) or <input type="checkbox"/> 527		
K Check <input type="checkbox"/> if the organization is not a section 509(a)(3) supporting organization or a section 527 organization and its gross receipts are normally not more than \$50,000. A Form 990-EZ or Form 990 return is not required though Form 990-N (e-postcard) may be required (see instructions). But if the organization chooses to file a return, be sure to file a complete return.		
L Add lines 5b, 6c, and 7b, to line 9 to determine gross receipts. If gross receipts are \$200,000 or more, or if total assets (Part II, line 25, column (B) below) are \$500,000 or more, file Form 990 instead of Form 990-EZ. ▶ \$ _____		
Part I Revenue, Expenses, and Changes in Net Assets or Fund Balances (see the instructions for Part I) Check if the organization used Schedule O to respond to any question in this Part I _____ <input type="checkbox"/>		
	1 Contributions, gifts, grants, and similar amounts received	1 _____
	2 Program service revenue including government fees and contracts	2 _____
	3 Membership dues and assessments	3 _____
	4 Investment income	4 _____
Revenue	5a Gross amount from sale of assets other than inventory 5a _____	
	b Less: cost or other basis and sales expenses 5b _____	
	c Gain or (loss) from sale of assets other than inventory (Subtract line 5b from line 5a) 5c _____	
	6 Gaming and fundraising events	
	a Gross income from gaming (attach Schedule G if greater than \$15,000) 6a _____	
	b Gross income from fundraising events (not including \$ _____ of contributions from fundraising events reported on line 1) (attach Schedule G if the sum of such gross income and contributions exceeds \$15,000) 6b _____	
	c Less: direct expenses from gaming and fundraising events 6c _____	
	d Net income or (loss) from gaming and fundraising events (add lines 6a and 6b and subtract line 6c) 6d _____	
	7a Gross sales of inventory, less returns and allowances 7a _____	
	b Less: cost of goods sold 7b _____	
	c Gross profit or (loss) from sales of inventory (Subtract line 7b from line 7a) 7c _____	
	8 Other revenue (describe in Schedule O) 8 _____	
	9 Total revenue. Add lines 1, 2, 3, 4, 5c, 6d, 7c, and 8 ▶ 9 _____	
Expenses	10 Grants and similar amounts paid (list in Schedule O) 10 _____	
	11 Benefits paid to or for members 11 _____	
	12 Salaries, other compensation, and employee benefits 12 _____	
	13 Professional fees and other payments to independent contractors 13 _____	
	14 Occupancy, rent, utilities, and maintenance 14 _____	
	15 Printing, publications, postage, and shipping 15 _____	
	16 Other expenses (describe in Schedule O) 16 _____	
	17 Total expenses. Add lines 10 through 16 ▶ 17 _____	
Net Assets	18 Excess or (deficit) for the year (Subtract line 17 from line 9) 18 _____	
	19 Net assets or fund balances at beginning of year (from line 27, column (A)) (must agree with end-of-year figure reported on prior year's return) 19 _____	
	20 Other changes in net assets or fund balances (explain in Schedule O) 20 _____	
	21 Net assets or fund balances at end of year. Combine lines 18 through 20 ▶ 21 _____	

46 Did the organization engage, directly or indirectly, in political campaign activities on behalf of or in opposition to candidates for public office? If "Yes," complete Schedule C, Part I **46**

Yes	No



Part VI Section 501(c)(3) organizations only
 All section 501(c)(3) organizations must answer questions 47-49b and 52, and complete the tables for lines 50 and 51
 Check if the organization used Schedule O to respond to any question in this Part VI

47 Did the organization engage in lobbying activities or have a section 501(h) election in effect during the tax year? If "Yes," complete Schedule C, Part II **47**

Yes	No

48 Is the organization a school as described in section 170(b)(1)(A)(ii)? If "Yes," complete Schedule E **48**

Yes	No

49a Did the organization make any transfers to an exempt non-charitable related organization? **49a**

Yes	No

b If "Yes," was the related organization a section 527 organization? **49b**

Yes	No

50 Complete this table for the organization's five highest compensated employees (other than officers, directors, trustees and key employees) who each received more than \$100,000 of compensation from the organization. If there is none, enter "None."

(a) Name and title of each employee paid more than \$100,000	(b) Average hours per week devoted to position	(c) Reportable compensation (Forms W-2/1099-MISC)	(d) Health benefits, contributions to employee benefit plans, and deferred compensation	(e) Estimated amount of other compensation

f Total number of other employees paid over \$100,000 ▶ _____

51 Complete this table for the organization's five highest compensated independent contractors who each received more than \$100,000 of compensation from the organization. If there is none, enter "None."

(a) Name and address of each independent contractor paid more than \$100,000	(b) Type of service	(c) Compensation

d Total number of other independent contractors each receiving over \$100,000 ▶ _____

52 Did the organization complete Schedule A? **Note:** All section 501(c)(3) organizations and 4947(a)(1) nonexempt charitable trusts must attach a completed Schedule A Yes No

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge.

Sign Here

Signature of officer	Date
Type or print name and title	

Paid Preparer Use Only

Name/Type preparer's name	Preparer's signature	Date	Check <input type="checkbox"/> if self-employed	PTIN
Firm's name ▶				
Firm's address ▶				
			Firm's EIN ▶	Phone no.

May the IRS discuss this return with the preparer shown above? See instructions Yes No

CERTIFICATE OF LIABILITY INSURANCE		DATE (MM/DD/YYYY) 01/06/2014												
PRODUCER Maguire Insurance Agency, Inc. 27701 Ramo Real Suite 200 Mission Viejo, CA 92691 977.455.7838		THIS CERTIFICATION IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.												
INSURED <div style="background-color: black; width: 100px; height: 30px; margin-top: 5px;"></div>		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: left;">INSURERS AFFORDING COVERAGE</th> <th style="text-align: left;">NAIC #</th> </tr> <tr> <td>INSURER A: Producers Indemnity Insurance Company</td> <td>08018</td> </tr> <tr> <td>INSURER B:</td> <td></td> </tr> <tr> <td>INSURER C:</td> <td></td> </tr> <tr> <td>INSURER D:</td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> </tr> </table>	INSURERS AFFORDING COVERAGE	NAIC #	INSURER A: Producers Indemnity Insurance Company	08018	INSURER B:		INSURER C:		INSURER D:		INSURER E:	
INSURERS AFFORDING COVERAGE	NAIC #													
INSURER A: Producers Indemnity Insurance Company	08018													
INSURER B:														
INSURER C:														
INSURER D:														
INSURER E:														
COVERAGES														
THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATION MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.														
INR	ADD'L INR		TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YYYY)	POLICY EXPIRATION DATE (MM/DD/YYYY)	LIMITS							
A	X		<input checked="" type="checkbox"/> GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> PROFESSIONAL LIABILITY GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRODUCT <input type="checkbox"/> LOC	P01P01558-004	04/01/2014	04/01/2015	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (EA occurrence) \$100,000 MED EXP (Per one person) \$1,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$4,000,000 PRODUCTS - COMPOSP AGG \$4,000,000							
			AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALLOWED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS				COVERED SINGLE LIMIT (EA accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)							
			GARAGE LIABILITY <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT OTHER THAN AUTO ONLY - EA ACC AGG							
			EXCESS / UMBRELLA LIABILITY <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE <input type="checkbox"/> RETENTION				EACH OCCURRENCE AGGREGATE							
			EMPLOYER COMPENSATION AND EMPLOYERS LIABILITY <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO (Mandatory in NE) (Can be elected under SPECIAL PROVISIONS below)				<input type="checkbox"/> BK STATE - TORT LIMITS <input type="checkbox"/> BK STATE - POLICY LIMITS E & L, EACH ACCIDENT E & L, DEDUCT - EA EMPLOYER E & L, DEDUCT - POLICY LIMIT							
			OTHER											
* DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS It is understood and agreed that the following entity is added as an additional insured but only with respect to the operations of the named insured except that liability resulting from the additional insured's act originates. The City of Newport Beach, its officers, officials, employees and volunteers														
CERTIFICATE HOLDER				CANCELLATION										
* City of Newport Beach, its officers, officials, employees and volunteers 100 Civic Center Drive Newport Beach, CA 92660				SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 10 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES. AUTHORIZED REPRESENTATIVE <div style="text-align: center; font-size: 2em; margin-top: 20px;"> </div>										

POLICY NUMBER: PHPK553598-004

COMMERCIAL GENERAL LIABILITY
CG 20 26 07 04

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED – DESIGNATED PERSON OR ORGANIZATION

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE



Name Of Additional Insured Person(s) Or Organization(s)
City of Newport Beach, its officers, officials, employees and volunteers 100 Civic Center Drive Newport Beach, CA 92650
Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

It is understood and agreed that the City of Newport Beach, its officers, officials, employees and volunteers are added as an additional insured but only as respects the operations of the named insured except that liability resulting from the additional insured's sole negligence. This policy is primary and non-contributory

Section II – Who Is An Insured is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf:

- A.** In the performance of your ongoing operations; or
- B.** In connection with your premises owned by or rented to you.



City Of Newport Beach -SAMPLE- Field Allocation Request Form

Name of Organization	
Tentative Start Date	Tentative End Date

Instructions: For each field you are requesting, list the times of intended use in the boxes underneath each of the days below. CIRCLE ALL TIMES REQUESTED THAT ARE GAME DAYS. (Practice times not circled). Be sure to rank your field preference in the Rank Column, one (1) being your first priority. It is recommended that you request back up fields, in case your first choice is not available.

FIELD	MON	TUE S	WEDS	THURS	FRI	SAT	SUN	RANK
Arroyo Park								
Bonita Creek Softball #1								
Bonita Creek Softball #2								
Bonita Football								
CYC/Grant Howald								
Lincoln #1								
Lincoln #2								
Lincoln #3								
Lincoln #4 & #5								
BC SP # 1								
BC SP # 2								
BC SP # 3								
BC SP #4								
BC SP #5								
BC SP #6*								
Bob Henry #1								
Bob Henry #2								
Buffalo Hills								
Coastal Peak Park #1								
Coastal Peak Park #2								
Eastbluff #1								
Irvine Terrace								
Mariners #1								
Pennisula Park								
San Miguel								

Summer Allstar Dates/Days/Locations (Tentative)
Summer Camp Dates/Days/Locations (Tentative)



NEWPORT BEACH

PB&R Commission Staff Report

Agenda Item No. 7C
August 5, 2014

TO: Parks, Beaches & Recreation Commission

FROM: Municipal Operations Department
Mike Pisani, Acting Municipal Operations Co-Director
949 644-3055, mpisani@newportbeachca.gov

TITLE: Special Tree Removal Request – Poppy Avenue

RECOMMENDATION:

Staff recommends that the Parks, Beaches and Recreation (PB&R) Commission consider the removal of four Special City Trees - Neighborhood Trees: 730 Poppy Avenue (tree site Front 1), 712 Poppy Avenue (tree site Front 1), 535 Hazel Drive (tree site Rear 1 on Poppy Avenue), and 500 Poppy Avenue (tree site Front 1).

DISCUSSION:

City Council Policy G-1, Retention or Removal of City Trees, Special City Trees, Neighborhood Trees, requires that the PB&R Commission approve the removal of Special Trees.

Staff is requesting approval for the removal of four City Eucalyptus rudis (Desert Gum) trees along Poppy Avenue. In the G-1 Policy, the trees are listed as Special City Trees under Neighborhood Trees.

On April 8, staff hired R. Dan Jensen & Associates to evaluate the root decay and potential liability in 53 trees on the 400-700 blocks of Poppy Avenue. The Consultant, City Arborist, and Landscape Manager determined several trees were potential liabilities for tree failure. Mr. Jensen's report strongly recommends that four Special Trees be removed to ensure public safety and prevent property damage from tree failure. In addition, there are six trees recommended for removal that are not designated Special Trees and will follow the normal process for removal as prescribed by the G-1 Policy – All Other City Trees (page 4).

Since the four Desert Gum trees are designated Special Trees, several mitigating efforts have occurred over the years to prevent limb and tree failures, insect infestation, and promote the overall health of each tree. This has included annual pruning prior to

the winter storms to prevent limb failure, injection of pesticide to control lerp psyllids, and fertilization to improve the overall health of the trees.

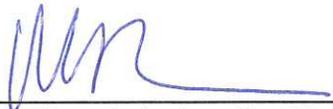
Replanting of trees will be deferred until the revised Street Tree Designation List is approved by the Commission and City Council, which should occur within the next 90 days.

Staff has attached the Tree Removal Reports, photographs, and R. Dan Jensen & Associates' Report to support the request for removal of the trees (Attachment A).

NOTICING:

Council Member Nancy Gardner has received a copy of this report. Additionally, surrounding property owners (Attachment B) were notified of the Commission Meeting related to this removal request via postcard. The attached poster (Attachment C) was posted on the trees for removal the week of July 21st.

Submitted by:



Mike Pisani, Acting Co-Director
Municipal Operations Department

Attachments:

- A. Tree Removal Reports, including photographs, R. Dan Jensen & Associates Report
- B. Map highlighting surrounding property owners notified of the Commission Meeting
- C. Tree Poster



Municipal Operations Department

July 9, 2014

TO: Acting Municipal Operations Co-Director
FROM: Parks/Trees Superintendent
SUBJECT: *Tree Removal Review – Special Trees*

PROPERTY OWNER(S) / REQUESTER INFORMATION:

Name: Landscape Manager
City Arborist

Location of trees: Poppy Avenue, north of E Coast Highway to Fifth Avenue:

- 730 Poppy Avenue (tree site Front 1)
 - 712 Poppy Avenue (tree site Front 1)
 - 535 Hazel Drive on Poppy Avenue (tree site Rear 1)
 - 500 Poppy Avenue (tree site Front 1)
-

The City Arborist is requesting removal of four City Desert Gum trees based on the criteria of the City Council Policy G-1, Removal of Special City Trees.

A field inspection confirmed four Desert Gum Special City Trees with severe decay and being a potential liability.

These trees are listed as Special Trees, which necessitates the recommendation of the Acting Municipal Operations Co-Director, Risk Manager, the City Manager, and PB&R Commission approval prior to removal (Policy G-1).

Staff recommends forwarding the Special Tree Removal request to the Parks, Beaches and Recreation Commission for review and approval.

REPLACEMENT TREE(S): Yes

DESIGNATED TREE(S):

- Geijera parviflora – Australian Willow
 - Magnolia grandiflora “Little Gem” – Little Gem Magnolia
-

ACTING MUNICIPAL OPERATIONS CO-DIRECTOR - COMMENTS /
RECOMMENDATIONS:

Remove trees if approved by P, B, & R Commission

Signature: 

Date: 7-15-14

RISK MANAGER - COMMENTS / RECOMMENDATIONS:

Risk Mgmt concerns with Staff
recommendations.

Signature: 

Date: 7/15/14

CITY MANAGER - COMMENTS / RECOMMENDATIONS:

OK

Signature: 

Date: 7/16/14



Municipal Operations Department

Human Resources

JUL 14 2014

RECEIVED by: CME

TREE INSPECTION REPORT

Name: Parks and Trees Division

Locations of trees: Poppy Avenue, north of E Coast Highway to Fifth Avenue:

- 730 Poppy Avenue (tree site Front 1)
- 712 Poppy Avenue (tree site Front 1)
- 535 Hazel Drive on Poppy Avenue (tree site Rear 1)
- 500 Poppy Avenue (tree site Front 1)

Request: The City Arborist is requesting removal of four City Desert Gum trees based on the criteria of the City Council Policy G-1, Removal of Special City Trees.

Botanical/Common Names: Eucalyptus rudis – Desert Gum

Designated Street Tree:

- Geijera parviflora – Australian Willow
- Magnolia grandiflora ‘Little Gem’ – Little Gem Magnolia

Estimated Trees Value: \$6,990

Damage: N/A

Parkway: **Concrete** **Brick** **Turf** **(x) Other**

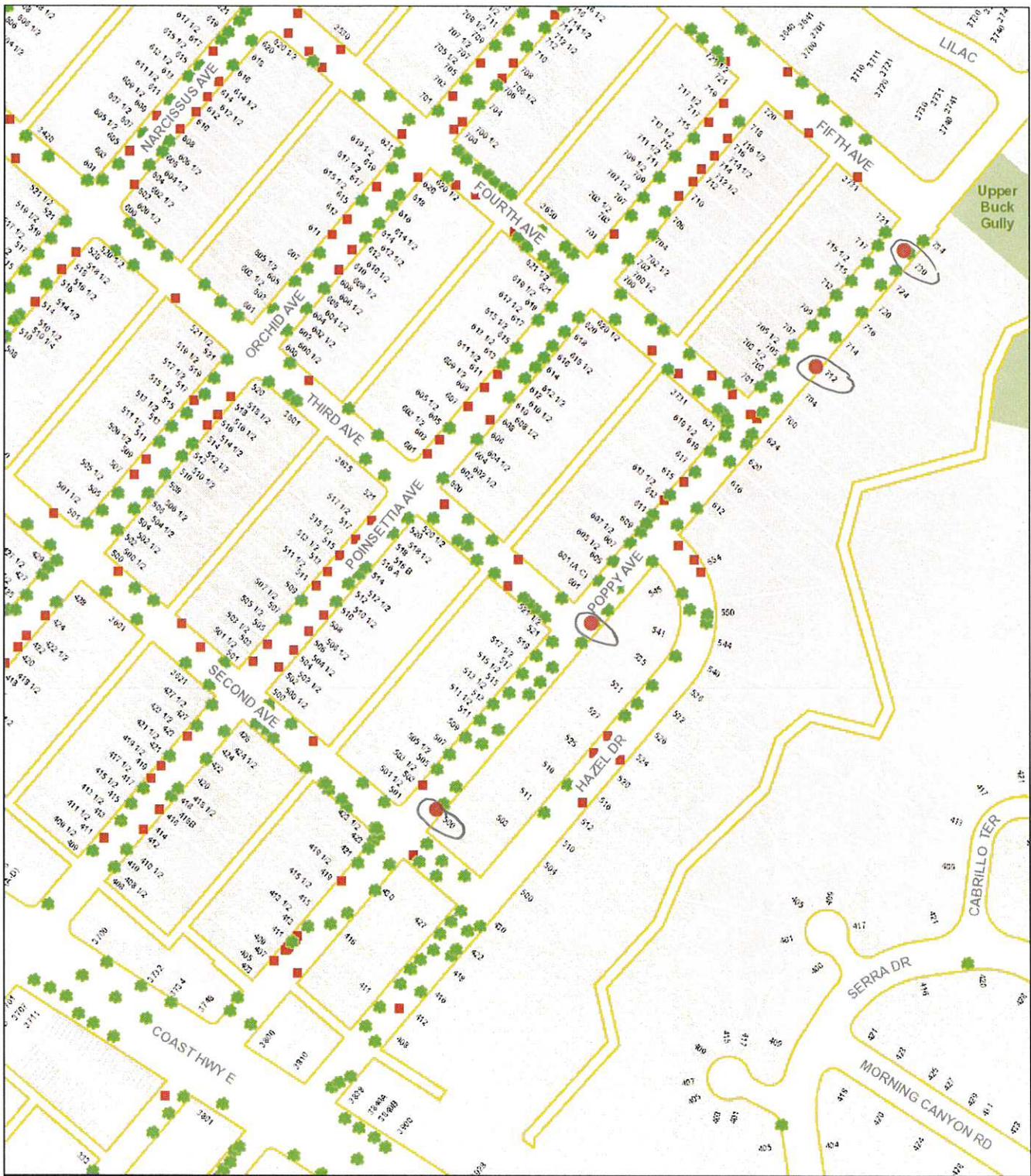
Comments: A field inspection confirmed four Desert Gum Special City Trees with severe decay and being a potential liability.

These trees are listed as Special Trees, which necessitates the recommendation of the Municipal Operations Director, Risk Manager, the City Manager, and PB&R Commission approval prior to removal (Policy G-1).

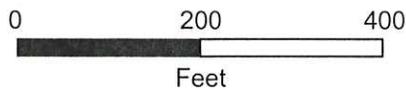
Inspected by: John Conway **Date:** July 9, 2014
John Conway, City Arborist

Recommendation: Forward the Special Tree Removal request to the Parks, Beaches and Recreation Commission for review and approval.

Reviewed by: Dan P. Sereno for D.S. **Date:** July 9, 2014
Dan P. Sereno, Landscape Manager

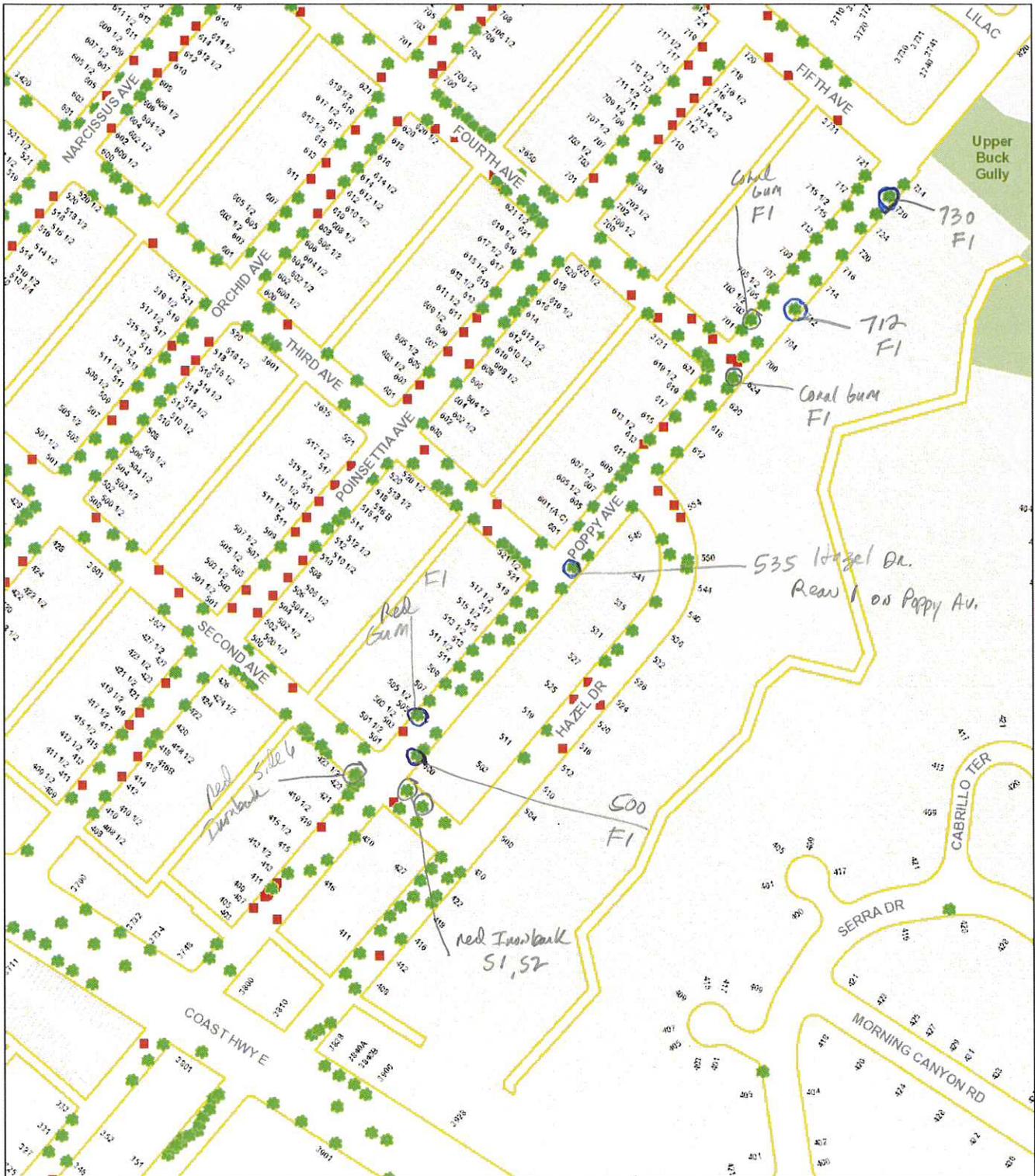


Newport
Beach
GIS

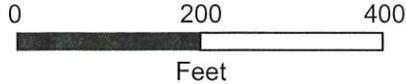


Disclaimer: Every reasonable effort has been made to assure the accuracy of the data provided, however, The City of Newport Beach and its employees and agents disclaim any and all responsibility from or relating to any results obtained in its use.

Imagery: 2009-2013 photos provided by Eagle Imaging www.eagleaerial.com

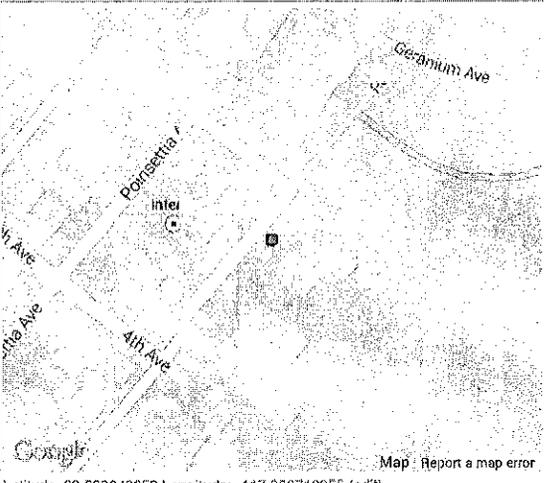


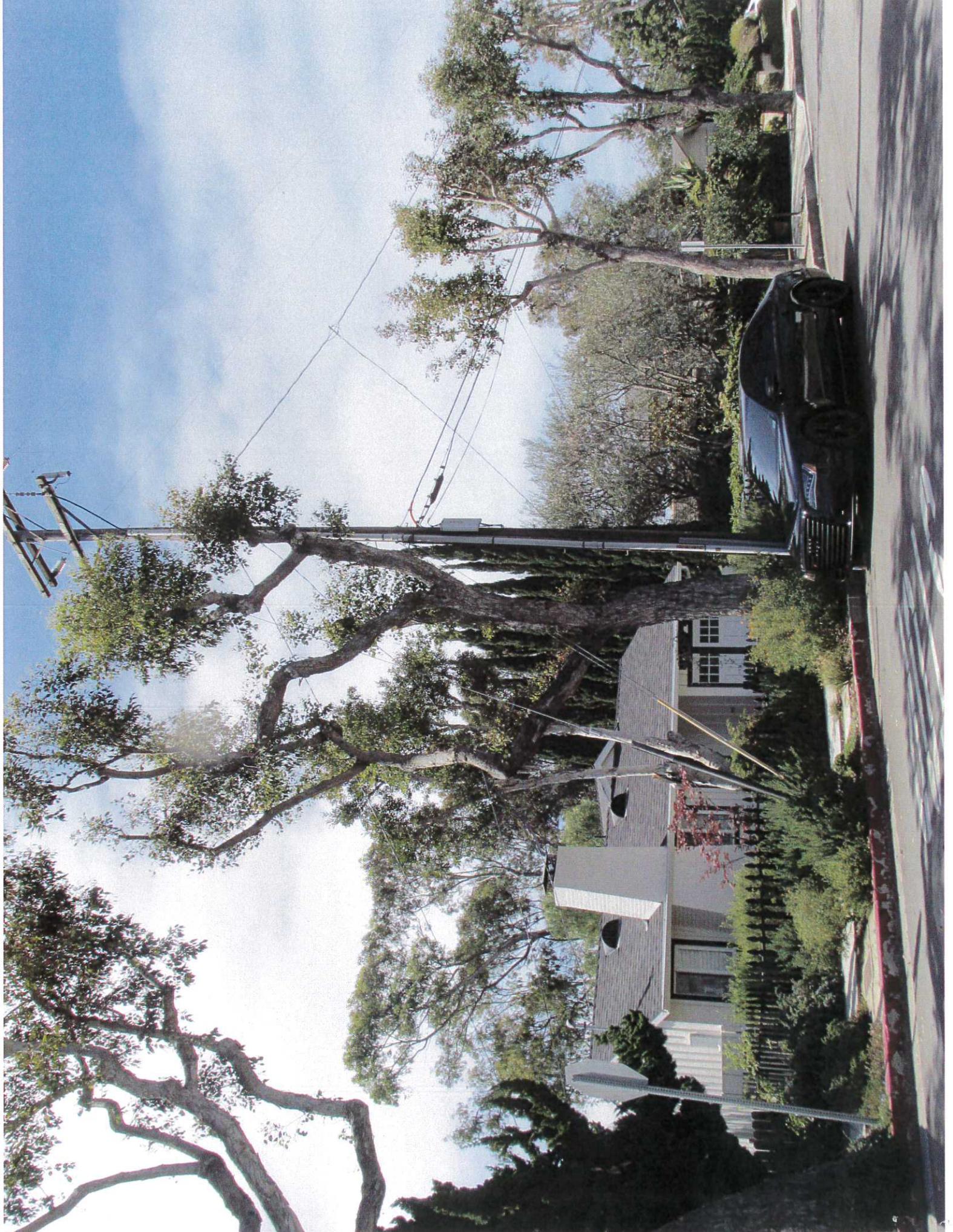
Newport
Beach
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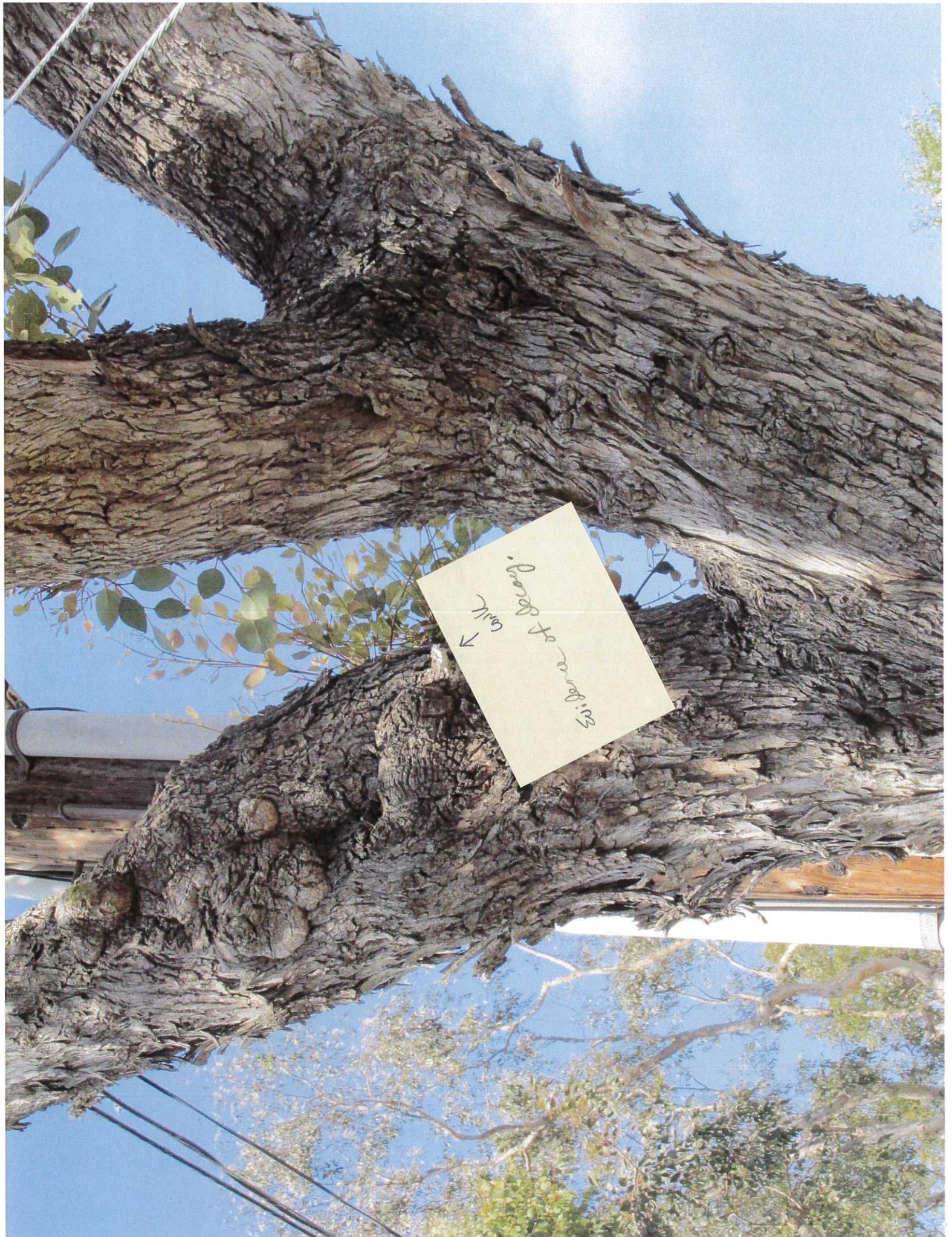


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Imagery: 2009-2013 photos provided by Eagle Imaging www.eagleair.com

Detail	Notes	Images	Documents																																																																																								
Inventory Detail				 <p>Latitude: 33.596949659 Longitude: -117.853710655 (edit)</p>																																																																																							
Tree ID	1082875																																																																																										
District	12																																																																																										
Area	12																																																																																										
Address	730 POPPY AV																																																																																										
Side/Site	Front - 1																																																																																										
Alt Address																																																																																											
Tree Species	Eucalyptus rudis / Eucalyptus - Desert Gum																																																																																										
Common Name:	Desert Gum																																																																																										
Size	19-24																																																																																										
Height	30-45																																																																																										
Grow Space																																																																																											
Space Size																																																																																											
Overhead Utility																																																																																											
Sidewalk Damage																																																																																											
Service Type	Grid Pruning																																																																																										
Estimated Value	\$1,030.00																																																																																										
Next Date																																																																																											
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">Date</th> <th style="width: 15%;">Time</th> <th style="width: 15%;">Person</th> <th style="width: 15%;">Note</th> <th style="width: 40%;">Notes</th> </tr> </thead> <tbody> <tr> <td colspan="5" style="text-align: center;">Service History</td> </tr> <tr> <td></td> <td style="text-align: center;">Ref#</td> <td></td> <td style="text-align: center;">Date</td> <td style="text-align: center;">Service</td> <td style="text-align: center;">Price</td> </tr> <tr> <td></td> <td>Invoice</td> <td>18318</td> <td>5/30/14</td> <td>Grid Pruning</td> <td>48.00</td> </tr> <tr> <td></td> <td>Work History</td> <td>WCA</td> <td>8/26/13</td> <td>Other (Service Request Pruning)</td> <td>0.00</td> </tr> <tr> <td></td> <td>Work History</td> <td>WCA</td> <td>7/17/11</td> <td>Other (Service Request Pruning)</td> <td>0.00</td> </tr> <tr> <td></td> <td>Work History</td> <td>WCA</td> <td>9/07/10</td> <td>Other (Grid Pruning)</td> <td>0.00</td> </tr> <tr> <td></td> <td>Work History</td> <td>WCA</td> <td>11/17/09</td> <td>Other (Service Request Pruning)</td> <td>0.00</td> </tr> <tr> <td></td> <td>Work History</td> <td>WCA</td> <td>9/18/08</td> <td>Other (Service Request Pruning)</td> <td>0.00</td> </tr> <tr> <td></td> <td>Work History</td> <td>WCA</td> <td>6/03/07</td> <td>Other (Grid Pruning)</td> <td>0.00</td> </tr> <tr> <td></td> <td>Work History</td> <td>WCA</td> <td>7/22/04</td> <td>Other (Grid Pruning)</td> <td>0.00</td> </tr> <tr> <td></td> <td>Work History</td> <td>WCA</td> <td>9/08/03</td> <td>Other (Service Request)</td> <td>0.00</td> </tr> <tr> <td></td> <td>Work History</td> <td>WCA</td> <td>11/21/01</td> <td>Other (Service Request)</td> <td>0.00</td> </tr> <tr> <td></td> <td>Work History</td> <td>WCA</td> <td>2/02/01</td> <td>Other (Grid Trimming)</td> <td>0.00</td> </tr> <tr> <td></td> <td>Work History</td> <td>WCA</td> <td>7/07/99</td> <td>Other (Grid Trimming)</td> <td>0.00</td> </tr> </tbody> </table>				Date	Time	Person	Note	Notes	Service History						Ref#		Date	Service	Price		Invoice	18318	5/30/14	Grid Pruning	48.00		Work History	WCA	8/26/13	Other (Service Request Pruning)	0.00		Work History	WCA	7/17/11	Other (Service Request Pruning)	0.00		Work History	WCA	9/07/10	Other (Grid Pruning)	0.00		Work History	WCA	11/17/09	Other (Service Request Pruning)	0.00		Work History	WCA	9/18/08	Other (Service Request Pruning)	0.00		Work History	WCA	6/03/07	Other (Grid Pruning)	0.00		Work History	WCA	7/22/04	Other (Grid Pruning)	0.00		Work History	WCA	9/08/03	Other (Service Request)	0.00		Work History	WCA	11/21/01	Other (Service Request)	0.00		Work History	WCA	2/02/01	Other (Grid Trimming)	0.00		Work History	WCA	7/07/99	Other (Grid Trimming)	0.00
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	Ref#		Date	Service	Price																																																																																						
	Invoice	18318	5/30/14	Grid Pruning	48.00																																																																																						
	Work History	WCA	8/26/13	Other (Service Request Pruning)	0.00																																																																																						
	Work History	WCA	7/17/11	Other (Service Request Pruning)	0.00																																																																																						
	Work History	WCA	9/07/10	Other (Grid Pruning)	0.00																																																																																						
	Work History	WCA	11/17/09	Other (Service Request Pruning)	0.00																																																																																						
	Work History	WCA	9/18/08	Other (Service Request Pruning)	0.00																																																																																						
	Work History	WCA	6/03/07	Other (Grid Pruning)	0.00																																																																																						
	Work History	WCA	7/22/04	Other (Grid Pruning)	0.00																																																																																						
	Work History	WCA	9/08/03	Other (Service Request)	0.00																																																																																						
	Work History	WCA	11/21/01	Other (Service Request)	0.00																																																																																						
	Work History	WCA	2/02/01	Other (Grid Trimming)	0.00																																																																																						
	Work History	WCA	7/07/99	Other (Grid Trimming)	0.00																																																																																						



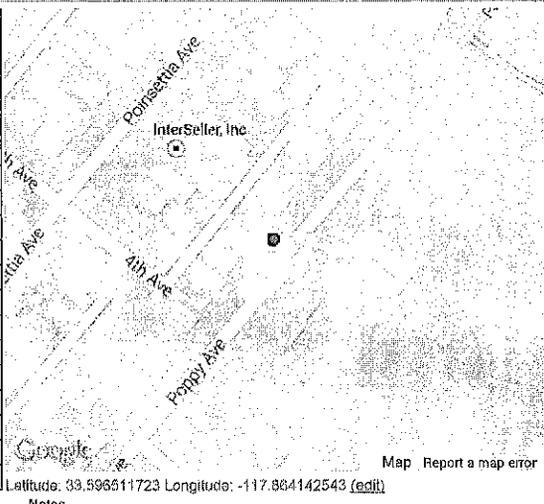


S. Jones of Jersey
Calk
→

Detail Notes Images Documents

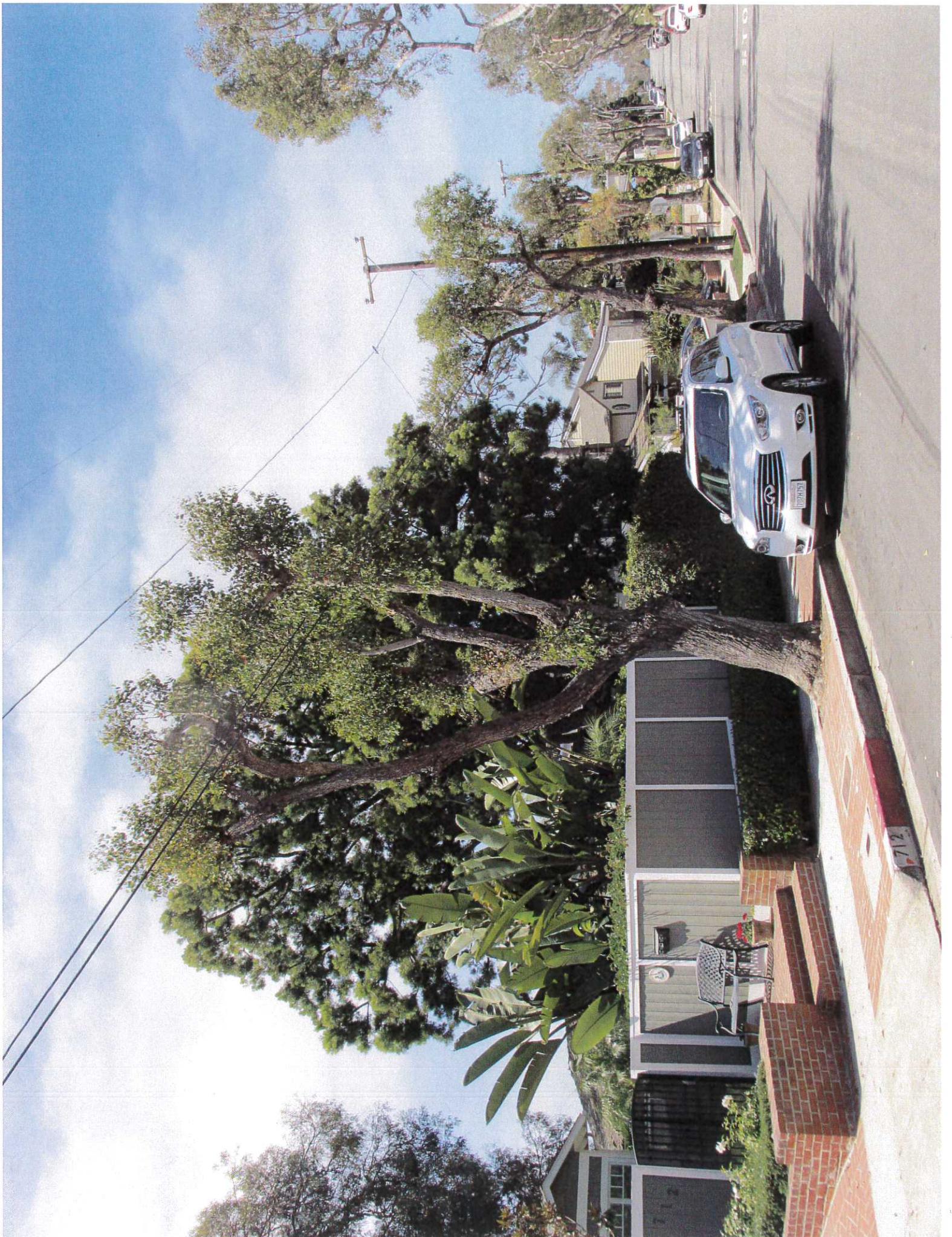
Inventory Detail

Tree ID	1082870
District	12
Area	12
Address	712 POPPY AV
Side/Site	Front - 1
Alt Address	
Tree Species	<u>Eucalyptus rudis</u> / Eucalyptus - Desert Gum
Common Name:	Desert Gum
Size	19-24
Height	15-30
Grow Space	
Space Size	
Overhead Utility	
Sidewalk Damage	
Service Type	Grid Pruning
Estimated Value	\$1,830.00
Next Date	



Date Time Person Note

Ref#		Date	Service	Price	
Invoice		18318	5/30/14	Grid Pruning	48.00
Work History		WCA	8/26/13	Other (Service Request Pruning)	0.00
Work History		WCA	7/17/11	Other (Service Request Pruning)	0.00
Work History		WCA	9/07/10	Other (Grid Pruning)	0.00
Work History		WCA	11/13/09	Other (Service Request Pruning)	0.00
Work History		WCA	9/18/08	Other (Service Request Pruning)	0.00
Work History		WCA	8/08/07	Other (Grid Pruning)	0.00
Work History		WCA	7/22/04	Other (Grid Pruning)	0.00
Work History		WCA	9/08/03	Other (Service Request)	0.00
Work History		WCA	11/07/02	Other (Grid Trimming)	0.00
Work History		WCA	11/21/01	Other (Service Request)	0.00
Work History		WCA	2/01/01	Other (Grid Trimming)	0.00
Work History		WCA	7/07/99	Other (Grid Trimming)	0.00



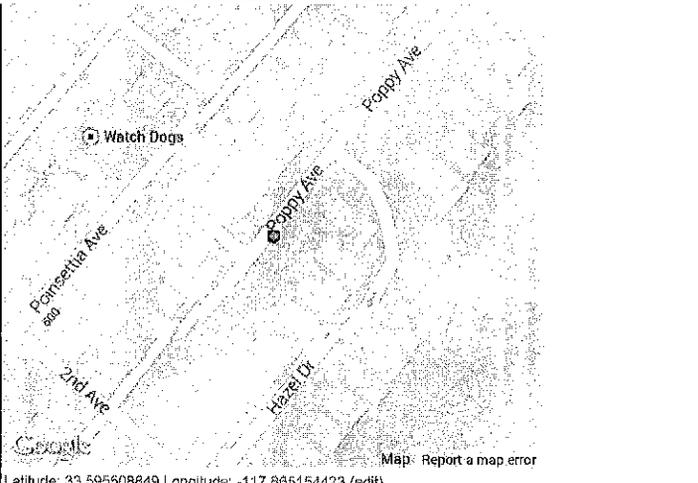
A photograph showing a close-up of a tree trunk with rough, textured bark on the left. To the right is a brick wall made of reddish-brown bricks. A small, rectangular, light-colored note is pinned to the brick wall. The note has handwritten text in black ink. An arrow points from the text on the note towards the tree trunk. The scene is outdoors, with some dry leaves and debris on the ground between the tree and the wall.

↑
cont.
evidence of
decay.

Detail Notes Images Documents

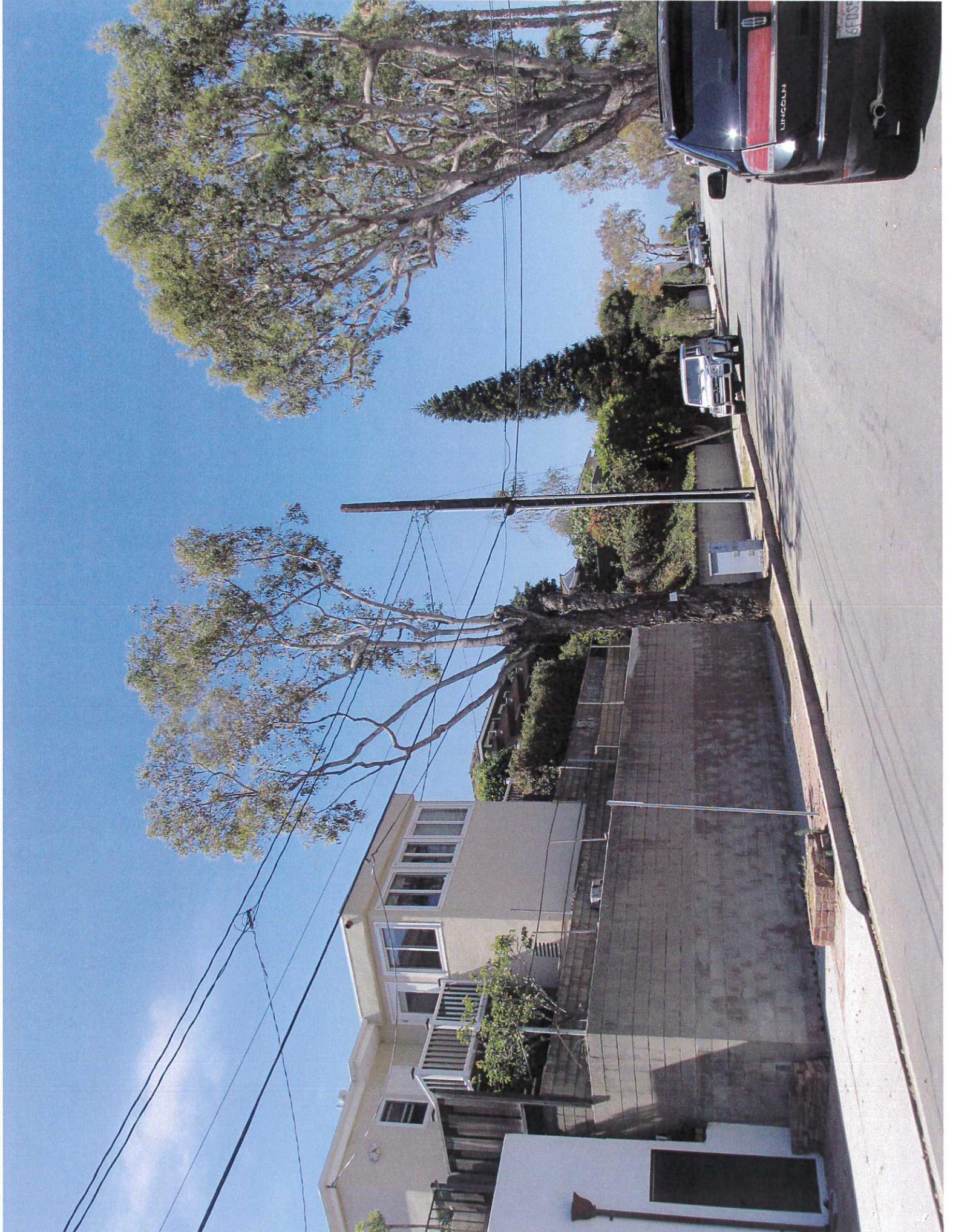
Inventory Detail

Tree ID	3519720
District	12
Area	12
Address	535 HAZEL DR
Side/Site	Rear - 1
Alt Address	600 POPPY AV
Tree Species	<i>Eucalyptus rudis</i> / Eucalyptus - Desert Gum
Common Name:	Desert Gum
Size	19-24
Height	30-45
Grow Space	
Space Size	
Overhead Utility	
Sidewalk Damage	
Service Type	Grid Pruning
Estimated Value	\$3,040.00
Next Date	



Date Time Person Note

Service History				
Ref#		Date	Service	Price
Invoice	18318	5/30/14	Grid Pruning	48.00
Work History	WCA	7/17/11	Other (Service Request Pruning)	0.00
Work History	WCA	9/08/10	Other (Grid Pruning)	0.00
Work History	WCA	11/06/09	Other (Service Request Pruning)	0.00
Work History	WCA	9/17/08	Other (Service Request Pruning)	0.00
Work History	WCA	6/07/07	Other (Grid Pruning)	0.00
Work History	WCA	7/23/04	Other (Grid Pruning)	0.00





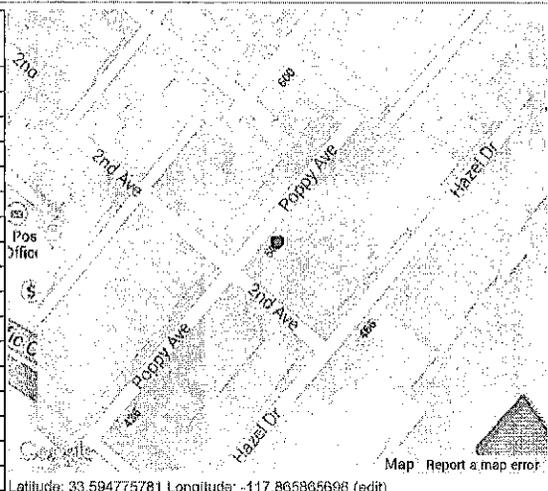
↑ cork

Evidence of decay

Detail Notes Images Documents

Inventory Detail

Tree ID	1082854
District	12
Area	12
Address	500 POPPY AV
Side/Site	Front - 1
Alt Address	
Tree Species	<u>Eucalyptus rudis</u> / Eucalyptus - Desert Gum
Common Name:	Desert Gum
Size	07-12
Height	15-30
Grow Space	
Space Size	
Overhead Utility	
Sidewalk Damage	
Service Type	Grid Pruning
Estimated Value	\$690.00
Next Date	



Latitude: 33.594775781 Longitude: -117.865865698 (edit)

Date Time Person Note

Service History				
Ref#	Date	Service	Price	
Invoice	18318	5/30/14	Grid Pruning	48.00
Work History	WCA	7/17/11	Other (Service Request Pruning)	0.00
Work History	WCA	9/07/10	Other (Grid Pruning)	0.00
Work History	WCA	12/15/09	Other (Service Request Pruning)	0.00
Work History	WCA	9/18/08	Other (Service Request Pruning)	0.00
Work History	WCA	8/09/07	Other (Grid Pruning)	0.00
Work History	WCA	7/21/04	Other (Grid Pruning)	0.00
Work History	WCA	8/27/03	Other (Service Request)	0.00
Work History	WCA	11/05/02	Other (Grid Trimming)	0.00
Work History	WCA	12/11/01	Other (Service Request)	0.00
Work History	WCA	1/31/01	Other (Grid Trimming)	0.00
Work History	WCA	7/06/99	Other (Grid Trimming)	0.00



Cracked
main stem.
Potential
tree failure



R. DAN JENSEN & ASSOCIATES, INC.
18011 CLEARWATER CIRCLE
HUNTINGTON BEACH, CA 92648
714-841-2905

CLIENT: City of Newport Beach
100 Civic Center Drive
Newport Beach, CA 92660
Dan Sereno, Parks and Trees Superintendent

PROJECT SITE: North Poppy Avenue
Newport Beach, CA

REPORT SUBJECT: Evaluate 53 Eucalyptus Trees

DATE OF SITE VISIT: April 11, 2014

REPORT DATE: April 28, 2014

DEFINITION OF ASSIGNMENT

1. Part 1 will provide a detailed tree risk assessment of the 53 trees located on North Poppy Avenue. The report will evaluate the trees as a Class 1 evaluation per the International Society of Arboriculture. Class 1 evaluations include a visual inspection from the ground with minor soil and trunk exploration. Where necessary a specific recommendation for in depth exploration will be noted.
2. Part 2 will provide to the City a detailed tree risk assessment for the 53 Eucalyptus trees which will include the “Probability of Failure”, “Size of Defective Part” and “Target Rating” with a combined score for “Hazard Rating”.

PART 1 INTRODUCTION

The Eucalyptus trees on North Poppy Avenue were inspected using a Tree Risk Assessment evaluation process in April 2014. At that time, many of the trees were found to have stress characteristics similar to a weakened root system. Some of the trees actually had root rot fungal bodies located at the root flair. Some trees had the bodies on the trunk and in the upper canopies. The trees line a public street and overhang the street, sidewalk, and front yards and have houses in the Target Zone. There is a history of root rot infesting the trees on Poppy Avenue. Trees have been recently removed due to wood rot on scaffold branches and root rot at the root flair. Many of the trees have root stress characteristics such as sucker growth in the lower scaffold branches, sucker growth on the root flair and trunk. Some of the trees lean in a manner that could be caused by a weak rotten root system that is losing anchorage. The sucker growth shows that the tree is in stress. The lean shows that the root system has weakened over time and is no longer holding the tree upright. Having these symptoms does not mean the tree has root or wood rot but is an indication to explore for rot. Generally the trees on site have normal colored leaves of

normal size, good annual shoot growth, good wound wood development and average vigor in growth. There is currently a very aggressive beetle and psylid infestation. The canopies of the trees have been maintained at 40-45 feet above grade. The trees on North Poppy Avenue have been properly trimmed and maintained.

There are 38 *Eucalyptus rudis* “Desert Gum” trees on the street. *E. rudis* is a fast growing tree that may grow 60 feet tall and 40 feet wide. The tree is recommended for use as a street tree but should be planted in a median or parkway at least 6 feet wide. The parkway on Poppy Avenue is 4.5 feet wide at its widest. Desert Gum like many Eucalyptus trees does not tolerate cutting of its root system. The trees will develop root rot or a loss of anchorage if the tree experiences root pruning over many years. The trees on Poppy have had their roots cut many times due to house construction, road repair, sidewalk and utility installation and planting in the parkway.

There are 8 *Eucalyptus sideroxylon* “Red Iron Bark” trees on the street. *E. sideroxylon* is a fast growing tree that may grow 60 feet tall and 40 feet wide. The tree is recommended for use as a street tree but should be planted in a median or parkway at least 6 feet wide. The tree is extremely tolerant of root pruning and does not usually develop root rot. Red Iron Bark trees are messy trees that need to be cleaned up after most of the year. They should not be planted over areas known for excessive foot traffic.

There are 5 *Eucalyptus torquata* “Coral Gum” trees planted on the street. *E. torquata* is a fast growing small tree that is recommended for use as a street tree. The tree grows to a height of 25 feet with a 20 foot spread. The weight of the flowers and seed pods causes the branches to droop. This can cause the tree to hang over streets and driveways. It is normal for the tree to develop a lean and this too can cause the tree to hang over streets and driveways. The tree is variable in size, shape, lean and texture and many times does not look uniform in mass planting. I no longer recommend this tree as a street tree.

There is 1 each of *Corymbia citriodora* (*E. citriodora*) “Lemon-Scented Gum” and *Eucalyptus cinerea* “Silver Ash Gum” planted on North Poppy Avenue. There is nothing notable about the trees and there is no reason to comment about the trees. They are listed on the tree risk assessment sheet.

DISCUSSION AND ANALYSIS

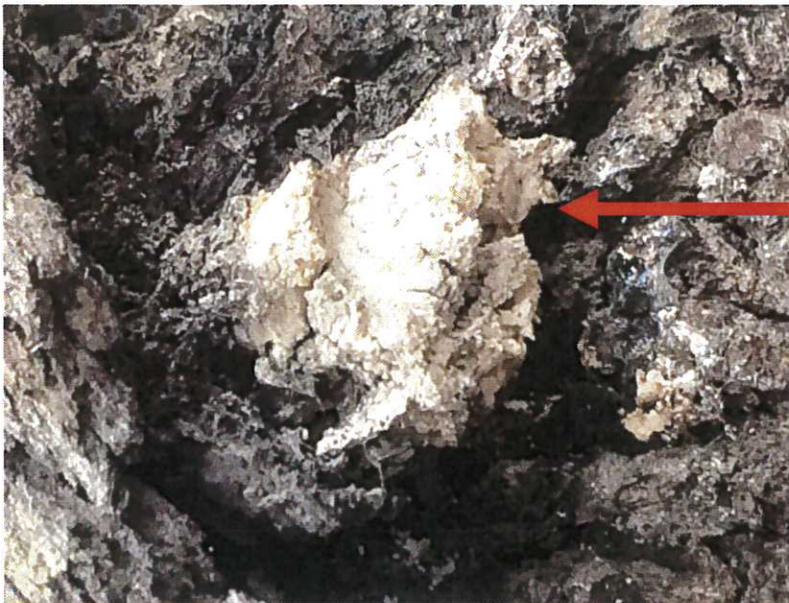
During the month of April 2014 tree risk inspections were performed to determine what trees if any were at a risk of failure. A list of concerns was established and with follow-up inspections the risk was confirmed or discharged. The upper canopy, trunks and root flairs of some the Desert Gum trees were found to have wood/root rot fungus *Laetiporus sulphureus* “Sulfur Fungus”. Within each of these structures the fungus was present. Both fungal fruiting bodies and rot mycelium were found. Of these trees 3 are recommended for removal and 17 trees are recommended to be closely monitored and/or root flair explorations made. Red Iron Bark trees and Desert Gum trees were found to have co-dominate leaders. Of the trees found with co-dominate leaders 2 Red Iron Bark trees are recommended for removal. One Coral Gum tree was found with a very weak root system and it is recommended for

removal. One Desert Gum tree was found to have a crack in the trunk of the tree. This tree is recommended for removal.

Examples of what was found in the April evaluations are:



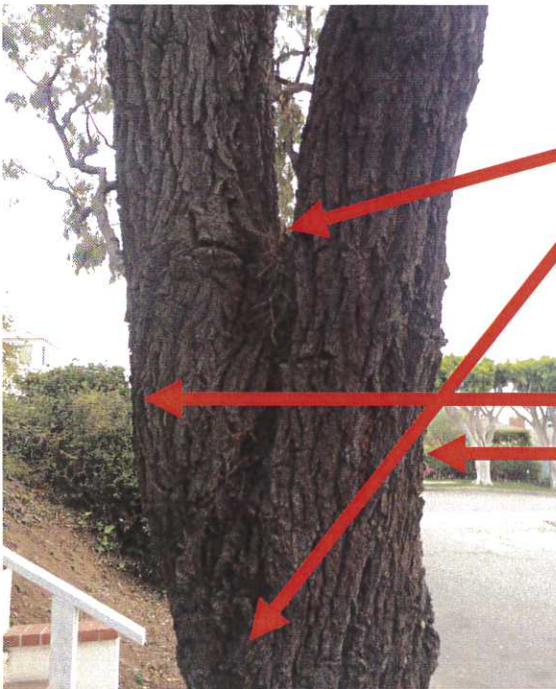
This is a small remnant of a Sulfur Fungus Conk, found at the soil line that has been left since the fall of last year. Sulfur Fungus is a root and wood rot that is found naturally within our soils. It appears on tree root after they have been damaged or cut during common activities such as new construction of houses, planting near the tree trunk and installation of sidewalks and utility services.



This Sulfur Conk remnant was found on the root flair of a Desert Gum. Once the rot is established within the root system there is no definitive way of knowing how much of the root plate is rotten. Once the root plate is infested with rot the rot can completely eat away the remaining root within a year leading to tree failure.



Typical of fungal fruiting bodies this conk is hidden within the leaves on the trunk 12 feet above grade. The extent of the rot is unknown except for the appearance of other conk remnants and the fungus vegetative part Mycelium. All were found on the tree from the soil to this conk 12 feet above grade. The rot has advanced past the roots and into the tree on a column of dead wood.



This is a good example of Co-Dominate stems on a large tree. The problem is the distance between the two points is 30 inches. When this distance is larger than the distance shown below the stems have a great chance of separating.

The distance between the two edges of the trunk is 24 inches. Co-Dominate stems are large trunks or branches that continue to grow normally. Between the stems the bark from each branch push against the other (included bark) and eventually one leader will fail. When it fails it will fall to the ground. In this case damaging the adjacent residence or whatever is in the roadway below. The length of contact between the stems should never exceed the distance of the diameter of trunk; measured at this height.



The cracks found on this tree are most likely caused by wind forces exerted upon the tree canopy. Most of the foliage is in the top third of the tree and as the wind pushes on the top of the tree; it works as a lever to put stress on the roots and trunk. Given time the tree will fail as the wind continues to place its force on this cracked trunk. Notice the crack on the trunk just above the soil line which is another indication of lever stress.

CONCLUSION & RECOMMENDATION

Tree risk assessment is a systematic approach to evaluating a trees health and estimating the risk of tree failure. Attached are the work sheets and the Overall Rating and Action Thresholds for this group of trees. The system uses a scale of 1-12 the higher number having the tree at the most risk of failure. Many of the trees on site are rated at 8 and 9. Trees rated 8 and 9 should be monitored or inspected more closely for root rot. Usually my recommendation would be to retain trees rated at 9 or below on the Risk Rating Scale. However the prime failure component of the 2 Coral Gum trees recommended for removal is the root system. As discussed earlier root rot may develop and thrive deep in the roots of these trees.

There is no way to ensure the safety of any of the 17 Desert Gum trees to be retained and monitored or have further testing performed for root rot. These 17 trees should be monitored yearly.

Trees located on the street that have an un-natural lean should be inspected for root rot on a regular basis. All Desert Gum trees that are retained should have regular inspections for evidence of root rot. As part of the inspections a visual inspection should be conducted on trees that have stress characteristics consistent with root rot and these trees are noted on the attached spreadsheet. Stress characteristics include other pest infestation, sucker growth, un-natural lean to the tree, heavy insect damage or a weak general appearance. Be sure to check the soil for heaving, cracks caused by root movement and raised roots. Most importantly check for signs of root or wood rot on or around the root flair.

The current infestation of beetles should be controlled using systemic insecticides approved for leaf beetle or tortoise beetle infesting Eucalyptus trees.

Further testing as noted on the spreadsheet may be performed on the remaining trees. These tests include air spade investigation of surface roots, core drilling of trunk and root crown, core drilling of deep buttress roots and lab sampling of materials gathered. Trees found with brown or white rot within the root plate should be removed immediately.

Respectfully submitted,

R. Dan Jensen
Certified Arborist WE-1093A
ISA Qualified Tree Risk Assessor
California State Pest Control Advisor PCA070860

The Overall Risk Rating and Action Thresholds

<i>Risk Rating</i>	<i>Risk Category</i>	<i>Interpretation and Implications</i>
3	Low 1	Insignificant - no concern at all.
4	Low 2	Insignificant - very minor issues.
5	Low 3	Insignificant - minor issues not of concern for many years yet.
6	Moderate 1	Some issues but nothing that is likely to cause any problems for another 10 years or more.
7	Moderate 2	Well defined issues - retain and monitor. Not expected to be a problem for at least another 5 - 10 years.
8	Moderate 3	Well defined issues - retain and monitor. Not expected to be a problem for at least another 1 - 5 years.
9	High 1	The assessed issues have now become very clear. The tree can still reasonably be retained as it is not likely to fall apart right away, but it must now be monitored annually. At this stage it may be reasonable for the risk manager/owner to hold public education sessions to inform people of the issues and prepare them for the reality that part or the entire tree has to be removed.
10	High 2	The assessed issues have now become very clear. The probability of failure is now getting serious, or the target rating and/or site context have changed such that mitigation measures should now be on a schedule with a clearly defined timeline for action. There may still be time to inform the public of the work being planned, but there is not enough time to protracted discussion about whether or not there are alternative options available.
11	High 3	The tree, or a part of it has reached a stage where it could fail at any time. Action to mitigate the risk is required within weeks rather than months. By this stage there is not time to hold public meetings to discuss the issue. Risk reduction is a clearly defined issue and although the owner may wish to inform the public of the planned work, he/she should get on with it to avoid clearly foreseeable liabilities.
12	Extreme	This tree, or a part of it, is in the process of failing. Immediate action is required. All other, less significant tree work should be suspended, and roads or work areas should be closed off, until the risk issues have been mitigated. This might be as simple as removing the critical part, drastically reducing overall tree height, or taking the tree down and cordoning off the area until final clean up, or complete removal can be accomplished. The immediate action required is to ensure that the clearly identified risk of harm is eliminated. For areas hit by severe storms, where many extreme risk trees can occur, drastic pruning and/or partial tree removals, followed by barriers to contain traffic, would be an acceptable first stage of risk reduction. There is no time to inform people or worry about public concerns. Clearly defined safety issues preclude further discussion.

The Table shown above outlines the interpretation and implications of the risk ratings and associated risk categories. This table is provided to inform the reader about these risk categories so that they can better understand any risk abatement recommendations made in the risk assessment report.

WE RECOMMEND THAT YOU PLACE THIS TABLE IN ALL OF YOUR RISK REPORTS.

Newport Beach N Poppy Ave Eucalyptus Trees

Address	Street	Tree Number	Tree Species	Probability of Failure	Size of Part	Target Rating	Overall Risk Rating	Other Factors
3800	PCH	S1	E. rudis	2	2	4	8	
411	Poppy	F1	E. rudis	3	2	3	8	Monitor or perform further testing for root rot
413	Poppy	F1	E. rudis	3	3	3	9	Monitor or perform further testing for root rot
416	Poppy	F1	E. cinerea	1	1	0	2	Remove ivy, Ivy has taken over tree
423	Poppy	F1	E. rudis	3	3	3	9	Monitor or perform further testing for root rot
423	Poppy	S1	E. sideroxylon	4	3	4	11	REMOVE, Sulfur Conk on root flair/1 foot above
423	Poppy	S2	E. sideroxylon	3	3	3	9	Monitor or perform further testing for root rot
430	Poppy	F2	E. rudis	3	3	3	9	Raised curb by roots
430	Poppy	S1	E. sideroxylon	2	2	3	7	
500	Poppy	F1	E. rudis	5	2	3	10	REMOVE Cracked trunk
500	Poppy	F2	E. rudis	2	2	3	7	
500	Poppy	S1	E. sideroxylon	4	3	4	11	REMOVE Co-Dominate stems 22" split, 30" distance
500	Poppy	S2	E. sideroxylon	4	3	4	11	REMOVE Co-Dominate stems 24" split, 24" distance
500	Poppy	S3	E. sideroxylon	2	3	3	8	Pushed out curb, Remove ivy from trunk
501	Poppy	S1	E. sideroxylon	2	3	3	8	
501	Poppy	S2	E. sideroxylon	2	2	3	7	
505	Poppy	F1	E. rudis	5	2	3	10	REMOVE, Fungus on roots, trunk wounded
507	Poppy	F1	E. torquata	1	2	3	6	
509	Poppy	F1	E. torquata	2	2	3	7	Poor branch structure
511	Poppy	F1	E. torquata	2	2	3	7	Low branches
513	Poppy	F1	E. rudis	3	3	3	9	Monitor or perform further testing for root rot
515	Poppy	F1	E. rudis	3	3	3	9	Monitor or perform further testing for root rot
517	Hazel	R1	E. rudis	3	2	3	8	Monitor or perform further testing for root rot
517	Poppy	F1	E. rudis	3	2	3	8	Monitor or perform further testing for root rot
519	Poppy	F1	E. rudis	3	3	3	9	Monitor or perform further testing for root rot
521	Poppy	F1	E. rudis	3	3	3	9	
521	Poppy	S4	C. citriodora	2	2	3	7	
545	Hazel	S1	E. rudis	3	2	3	8	Previous slip failure, curb lifted
554	Hazel	S1	E. rudis	3	2	3	8	
554	Hazel	S2	E. rudis	3	3	3	9	Pushes down on curb
601	Poppy	F2	E. rudis	2	2	3	7	
601	Hazel	R1	E. rudis	4	3	3	10	Scheduled to be removed
609	Poppy	F1	E. rudis	2	2	3	7	Monitor or perform further testing for root rot
611	Poppy	F1	E. rudis	3	2	3	8	Young tree, suckers on scaffold
611	Poppy	F2	E. rudis	3	3	3	9	Monitor or perform further testing for root rot

Special

Spotted Gum

Special

Newport Beach N Poppy Ave Eucalyptus Trees

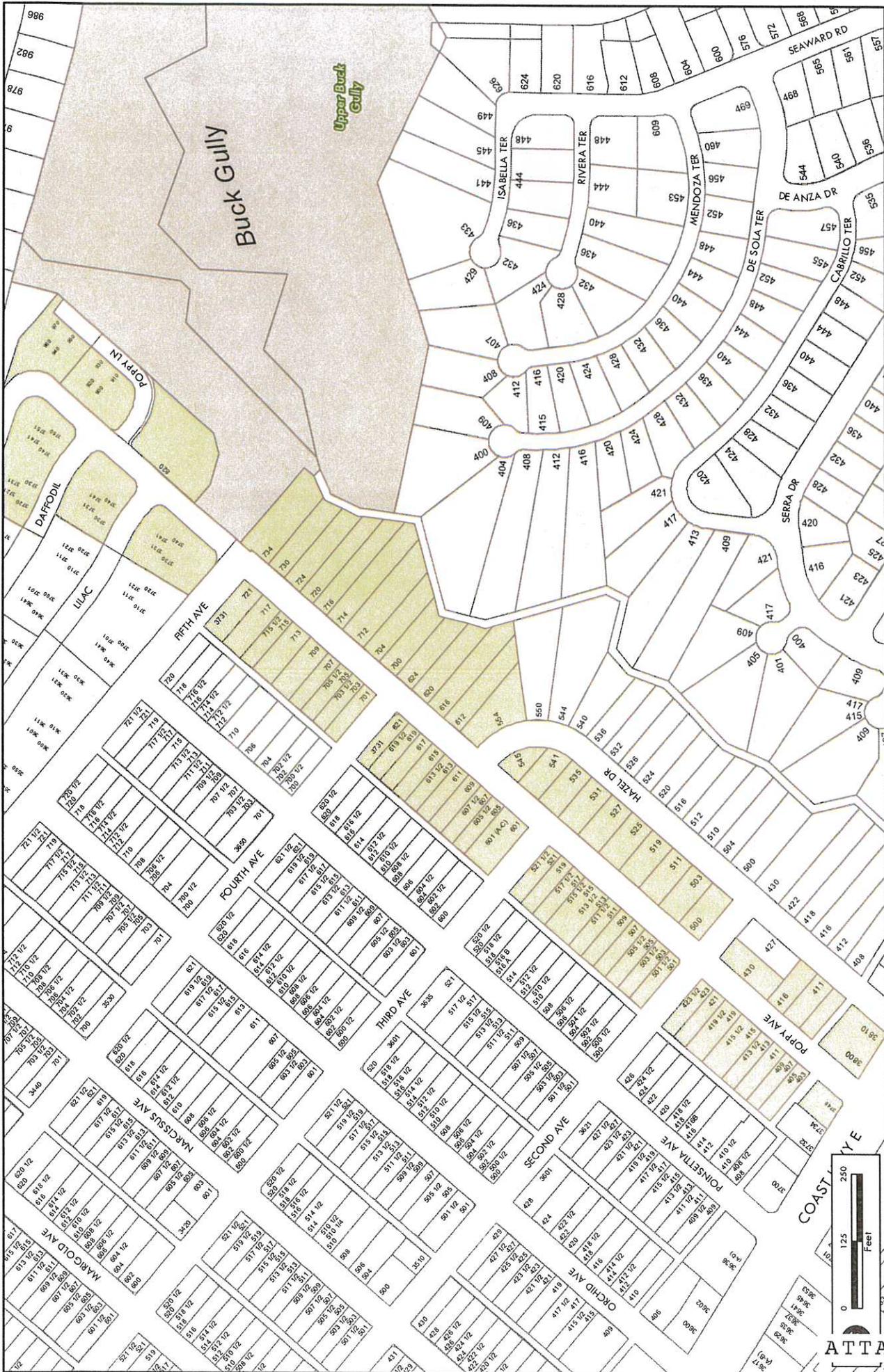
Address	Street	Tree Number	Tree Species	Probability of Failure	Size of Part	Target Rating	Overall Risk Rating	Other Factors
616	Poppy	F1	E. rudis	3	3	3	9	Buttress ground for water meter
617	Poppy	F1	E. rudis	3	3	3	9	Monitor or perform further testing for root rot
620	Poppy	F1	E. rudis	3	2	3	8	Monitor or perform further testing for root rot
624	Poppy	F1	E. torquata	4	2	3	9	REMOVE, poor root system, leans over driveway
700	Poppy	F1	E. rudis	2	2	3	7	
700	Poppy	F2	E. rudis	3	2	3	8	Monitor or perform further testing for root rot
701	Poppy	F1	E. rudis	3	3	3	9	Monitor or perform further testing for root rot
703	Poppy	F1	E. torquata	4	1	3	8	REMOVE, Small tree leans toward street, RR
707	Poppy	F1	E. rudis	3	2	3	8	Monitor or perform further testing for root rot
709	Poppy	F2	E. rudis	3	3	3	9	Pushing on curb
712	Poppy	F1	E. rudis	4	3	3	10	REMOVE, Sulfur Conk on trunk and root flair
713	Poppy	F1	E. rudis	2	2	3	7	Construction damage limb broken
714	Poppy	F1	E. rudis	3	2	3	8	Monitor or perform further testing for root rot
715	Poppy	F1	E. rudis	3	2	3	8	
724	Poppy	F1	E. rudis	2	2	3	7	
724	Poppy	F2	E. rudis	2	2	3	7	
730	Poppy	F1	E. rudis	5	2	3	10	REMOVE, Sulfur Conk on limb at split in leaders
734	Poppy	F1	E. rudis	3	2	3	8	Pushing on curb, previous slip failure

not a special tree

Not a special tree

Special

Special

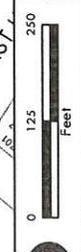


City of Newport Beach
GIS Division
July 10, 2014

Properties Notified



Poppy Avenue



ATTACHMENT B

CITY OF NEWPORT BEACH

**THE PARKS, BEACHES AND RECREATION COMMISSION
WILL CONSIDER A REQUEST FOR**



**THE REMOVAL OF THIS TREE
AT THE August 5, 2014 (6:00PM) MEETING
AT THE CIVIC CENTER
COUNCIL CHAMBERS
100 CIVIC CENTER DRIVE
NEWPORT BEACH CA 92660**

CITY STAFF RECOMMENDS THE REMOVAL OF THE TREE.

**FOR ANY QUESTIONS PLEASE CALL
THE MUNICIPAL OPERATIONS DEPARTMENT
AT (949) 644-3055**

CITY OF NEWPORT BEACH

**THE PARKS, BEACHES AND RECREATION COMMISSION
WILL CONSIDER A REQUEST FOR**



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AT THE August 5, 2014 (6:00PM) MEETING
AT THE CIVIC CENTER
COUNCIL CHAMBERS
100 CIVIC CENTER DRIVE
NEWPORT BEACH CA 92660**

CITY STAFF RECOMMENDS THE REMOVAL OF THE TREE.

**FOR ANY QUESTIONS PLEASE CALL
THE MUNICIPAL OPERATIONS DEPARTMENT
AT (949) 644-3055 ATTACHMENT C**



NEWPORT BEACH

PB&R Commission Staff Report

Agenda Item No. **7D**
August 5, 2014

TO: Parks, Beaches & Recreation Commission

FROM: Municipal Operations Department
Mike Pisani, Acting Municipal Operations Co-Director
949 644-3055, mpisani@newportbeachca.gov

TITLE: Request to Change the Location of a Recently Approved Bench
Donation at the entrance to the M Street Pier

RECOMMENDATION:

Staff recommends that the Parks, Beaches and Recreation Commission consider the donor's request to change location of a recently approved bench donation at the entrance to the M Street Pier for Cole Allen Smith.

DISCUSSION:

In April 2014, the City received a donation request from Steve Smith to donate a bench at the entrance to the M Street Pier (Channel Road between Granada and Seville Avenues).

Following the approval of the bench donation request at the May 6, 2014 PB&R Meeting (Agenda Report attached as Attachment A), staff was contacted by the donor requesting to change the location of the donation. This proposed location at the end of K Street at East Bay Avenue will replace an existing wooden bench that has reached the end of its useful life and will require an additional concrete pad to handle the weight of the new bench, which the donor is willing to fund. Attached photos show the new location (Attachment B).

NOTICING:

Mr. Smith, Council Member Michael F. Henn, and the Balboa Peninsula Point Association have received a copy of this report and a notice of the Commission meeting. The bench donation is to replace an existing bench, not requiring noticing of the adjacent residents.

Submitted by:



Mike Pisani, Acting Co-Director
Municipal Operations Department

- Attachments: A. May 6, 2014 Agenda Item No. 4F
 B. Map/photos of proposed location



== CITY OF ==

NEWPORT BEACH

PB&R Commission Staff Report

Agenda Item No. 4F
May 6, 2014

TO: Parks, Beaches & Recreation Commission

FROM: Municipal Operations Department
Mike Pisani, Acting Municipal Operations Director
949 644-3055, mpisani@newportbeachca.gov

TITLE: Bench Donation Request – Channel Road Between Granada and Seville Avenues, at the entrance to the M Street Pier

RECOMMENDATION:

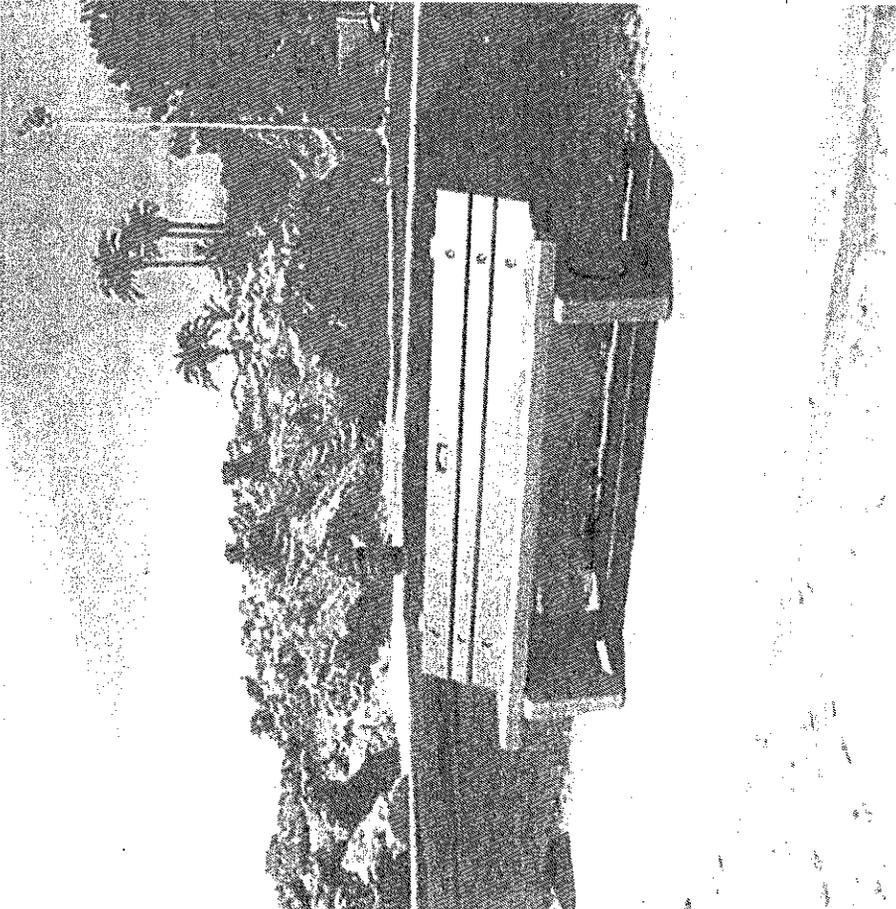
Staff recommends that the Parks, Beaches and Recreation Commission approve the donation of a bench for Cole Allen Smith on Channel Road between Granada and Seville Avenues, at the entrance to the M Street Pier.

DISCUSSION:

City Council Policy B-17 establishes criteria for parks, facilities, and recreation program donations within the City. The policy is structured to establish a fair and uniform procedure for making gifts to the City, and to make the donation process easier for staff and donors.

The City has received a donation request from Steve Smith (Attachment A) to donate a Santa Monica Model bench to replace an existing bench at Channel Road between Granada and Seville Avenues at the entrance to the M Street Pier (Attachment B). The existing bench will be refurbished for placement elsewhere. The cost of the donation will include the 10% maintenance fee required by Council Policy B-17. The donation request and proposed location were approved by the Acting Municipal Operations Director.

Since the value of the donation is greater than \$1,000, the donation is eligible to receive a dedicatory plaque. The submitted plaque verbiage, which complies with City Council Policy B-17, is "Donated for Cole Allen Smith".



Santa Monica Model

Gifts for Tomorrow Order Request Form

Item # 100 Description BENCH

Contact Information

Name Steve Smith
 Mailing Address 17 Vitalize W
 FORTY-N CANON, CO 92610

Phone 949 230 1906

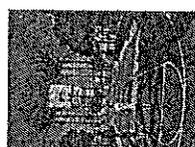
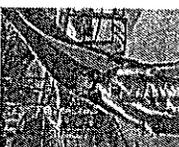
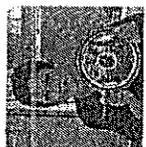
Signature

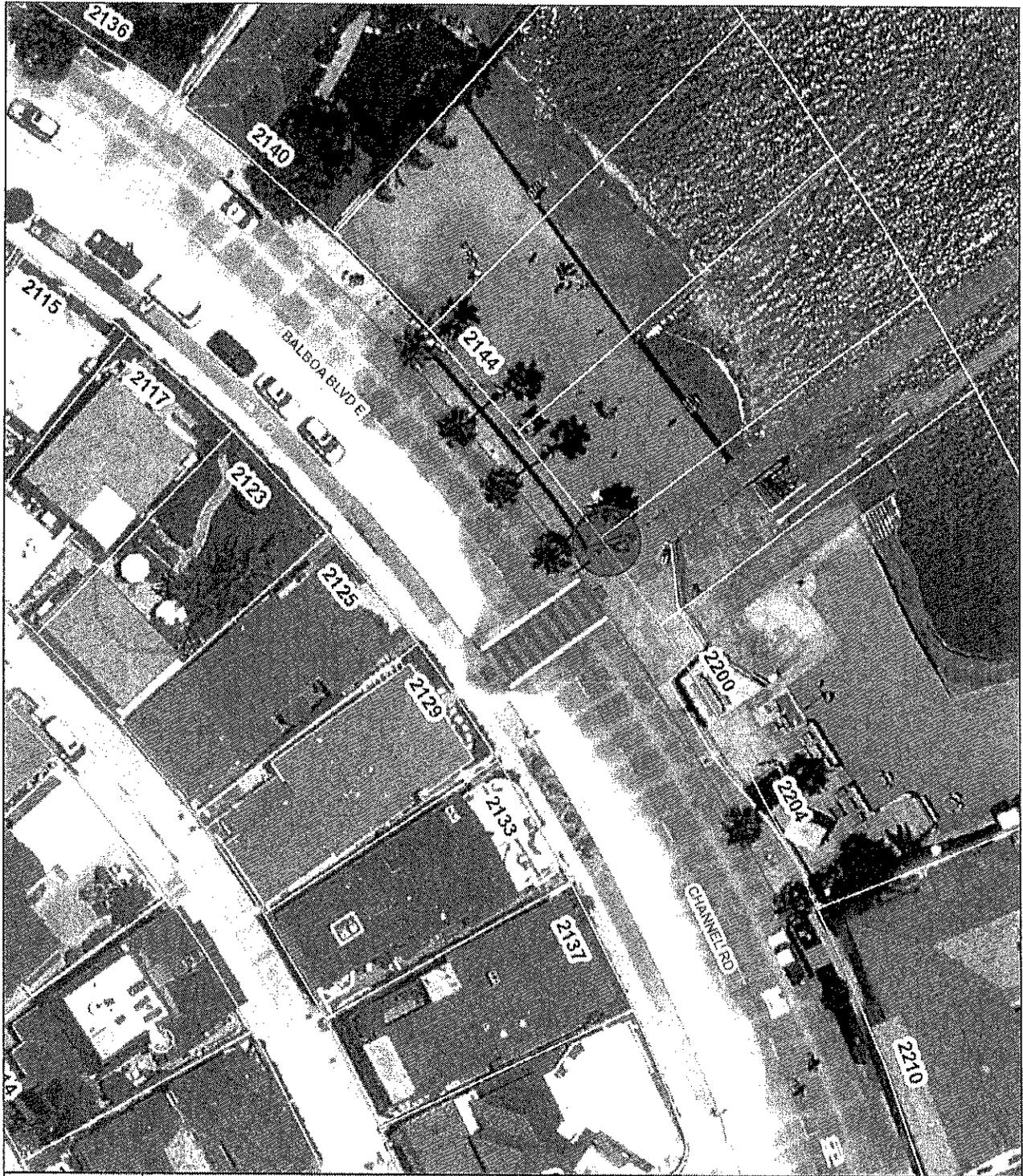
DEDICATION PLAQUE INFO

Donors may elect to provide a dedicatory plaque if the value of the donation is greater than \$1,000. Contact city staff for more information.

Yes, I am interested in dedicatory plaque for my donation. ?

Plaque is donated for.
 First Name Last Name
 Cole Allen Smith





Newport
Beach
GIS



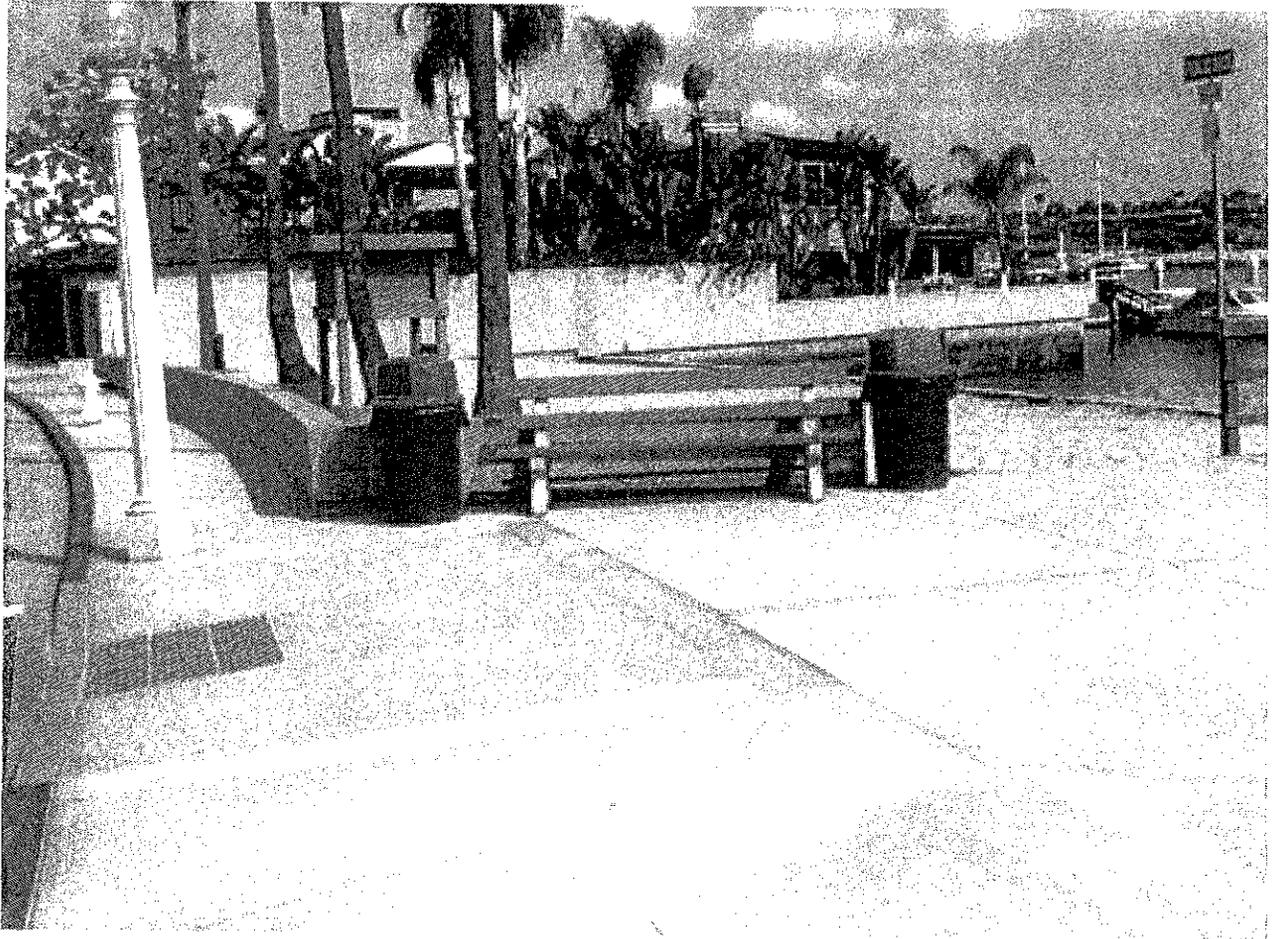
0 40 80



Feet

Disclaimer: Every reasonable effort has been made to assure the accuracy of the data provided, however, The City of Newport Beach and its employees and agents disclaim any and all responsibility from or relating to any results obtained in its use.

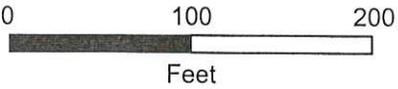
Imagery: 2009-2013 photos provided by Eagle Imaging www.eagleaerial.com



Existing Bench



Newport
Beach
GIS



Disclaimer: Every reasonable effort has been made to assure the accuracy of the data provided, however, The City of Newport Beach and its employees and agents disclaim any and all responsibility from or relating to any results obtained in its use.

Imagery: 2009-2013 photos provided by Eagle Imaging www.eagleaerial.com

6/24/2014



CITY OF

NEWPORT BEACH

PB&R Commission Staff Report

Item No. 7E
August 5, 2014

TO: Parks, Beaches & Recreation Commission

FROM: Recreation Department
Laura Detweiler, Rec & Sr Services Director
949-644-3157, LDetweiler@newportbeachca.gov

TITLE: FY 2014/15 Ad Hoc Committee Appointments

RECOMMENDATION:

Staff recommends that the PB&R Commission discuss and affirm the FY 2014/15 Ad Hoc Committee appointments.

BACKGROUND:

At their first meeting of the fiscal year, the PB&R Commission holds elections and discusses Ad Hoc Committee Appointments. The Committee has made great progress in each of these areas, with work still to be completed. Therefore to maintain momentum, staff recommends assignments remain the same with the exception of sun setting the *West Side Dogs off Leash Ad Hoc Committee*. No further action is needed as the community association was not open to considering allowance of dogs off leash at Galaxy View Park and Westcliff Park.

Current assignments are as follows:

Community Service Award

Roy Englebrecht
Kathy Hamilton
Walt Howald

Lower Castaways Park Design

Kathy Hamilton
Marie Marston

Street Tree Designation List

Tom Anderson
Roy Englebrecht

Council Policy G-1

Kathy Hamilton
Walt Howald

West Side Dogs Off Leash *SUNSET*

Ron Cole
Marie Marston

West Newport Community Center

Tom Anderson
Laird Hayes
Marie Marston

Liaison Assignments

Youth Sports Commission Member Organization

Tom Anderson
Roy Englebrecht

Blackball (Surfing Regulations Working Group)

Ron Cole
Laird Hayes
Marie Marston

NOTICING:

The agenda item has been noticed according to the Brown Act (72 hours in advance of the meeting at which the PB&R Commission considers the item).