



# CITY OF NEWPORT BEACH PARKS, BEACHES & RECREATION AGENDA

CITY COUNCIL CHAMBERS @ CIVIC CENTER  
100 Civic Center Drive  
Tuesday, August 4, 2015 – 6:00 PM

**PB&R Commission Members:**

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

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

## 2) ROLL CALL

## 3) ELECTION OF OFFICERS

## 4) 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.

## 5) CONSENT CALENDAR

All matters listed under Consent Calendar 5A-5H 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 2, 2015 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. **Picnic Table Donation – Cliff Drive Park**

Recommendation: *Approve donation of one (1) picnic table at Cliff Drive Park dedicated in recognition of Dick & Gail Demmer from Gale Demmer.*

### E. **Picnic Table Donation – Cliff Drive Park**

Recommendation: *Approve donation of one (1) picnic table at Cliff Drive Park donated by Sandra & Don Ayres III from Mr. & Mrs. Don Ayres.*

### F. **Picnic Table Donation – Cliff Drive Park**

Recommendation: *Approve donation of one (1) picnic table at Cliff Drive Park donated by the Ellmore Family from Judy Ellmore.*

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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](mailto:recreation@newportbeachca.gov).

**G. Picnic Table Donation – Cliff Drive Park**

Recommendation: Approve donation of one (1) picnic table at Cliff Drive Park donated for Corinne & Charles Spence from Corinne Spence.

**H. Picnic Table Donation – Irvine Terrace Park**

Recommendation: Approve donation of one (1) picnic table at Irvine Terrace Park donated for My Friends & 'Pucci' by Ann Cullen.

**6) CURRENT / NEW BUSINESS – Staff Report**

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

Recommendation: Consider the request from NMSC for temporary lights at BCSP field #5 September 28 – November 20, 2015 (8 weeks) and January 4 – March 11, 2016 (10 weeks) from dusk to 7:50pm, weekdays only.

**B. Modifications to the Youth Sports Commission (YSC) Member Requirements & Field Allocation & Use Policy.**

Recommendation: Consider additions and modifications to the Youth Sports Commission Member Requirements & Field Allocation & Use Policy related to synthetic turf and YSC open member contracts.

**C. Bench Donation – Ruby Avenue / North Bay Front**

Recommendation: Consider donation of one (1) bench at the end of Ruby Avenue at North Bay Front on Balboa Island donated for Georgeann & Greg Eidman by Courtney Eidman.

**D. Ad Hoc Committee / Liaison Appointment**

Recommendation: Discuss, reaffirm, appoint or sunset the following FY 2015/16 Ad Hoc Committee / Liaison appointments:

Community Service Award – **Reaffirm & Appoint**

Dog Park – **Sunset**

Lower Castaways Park Design – **Sunset**

Street Tree Designation List – **Sunset**

Council Policy G-1 – **Sunset**

West Newport Community Center – **Reaffirm & Appoint**

Youth Sports Commission Liaison – **Reaffirm & Appoint**

Blackball (Surfing Regulations) Working Group – **Sunset**

**7) 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)**

**8) 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.

**9) ADJOURNMENT**

## CITY OF NEWPORT BEACH

**Parks, Beaches & Recreation Commission**  
**Regular Meeting**  
**June 2, 2015 – 6:00 PM**

**D R A F T**

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**1) CONVENE MEETING OF THE PARKS BEACHES & RECREATION COMMISSION TO ORDER – 6:02 PM**

**2) ROLL CALL**

Present: Roy Englebrecht, Vice Chair  
Kathy Hamilton  
Laird Hayes  
Walt Howald  
Marie Marston

Absent: Ron Cole, Chair  
Tom Anderson

Staff: 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  
Justin Schmillen, Recreation Supervisor

**3) PRESENTATION – Bonita Creek Park Synthetic Turf Maintenance**

Supervisor Justin Schmillen provided a PowerPoint presentation with a project overview. He addressed existing conditions, current state of construction, projected completion date, installation of synthetic turf, and availability of fields for use. He noted that it would result in a water savings of approximately 3.25 million gallons of water annually. Supervisor Schmillen reported on the approaches to routine maintenance including grooming, sweeping and disinfecting that staff will use. He stated that the turf will be spot-cleaned but that disinfecting the entire field on a regular basis is not necessary.

Another area of focus will be preventative maintenance, enforcement of rules, limitations on field-lining, monitoring and transporting of equipment, and placing responsibilities on user groups. He noted that Coaches would be encouraged to keep open communication with staff regarding issues related to turf and the public; contractors and user groups will be educated on the new rules.

**Vice Chair Englebrecht opened the public discussion.**

Mark Arblaster, Newport Mesa Soccer Club, commended staff and the Commission for considering and implementing this project.

**Vice Chair Englebrecht closed the public discussion.**

Commissioner Hayes commented on a bond issue that was passed that provided synthetic turf for the football stadium and soccer field at Orange Coast College.

Discussion followed regarding performing routine inspections, allocating responsibility for cleaning up after games/practices to coaches, potential penalties for violations, administrative citations, operating hours for Park Patrol, process for after-hour monitoring, the importance of educating the public, maintenance schedule, and the educational process. A suggestion was made to have coaches sign an acknowledgement form stating that they have read the new rules.

Vice Chair Englebrecht opined that the City cannot rely on coaches, parents and players to help maintain the turf. He recommended performing routine maintenance on Mondays, Wednesdays and Fridays, at least for the first year. Additionally, he suggested hiring a full-time person to monitor and educate coaches noting the need to enforce the new rules and regulations. He stated he would love to see a City-wide, grand-opening event.

Discussion followed regarding educating residents in the area and empowering them to call with problems and concerns, accountability and non-resident participants.

**Vice Chair Englebrecht reopened the public discussion.**

Mark Arblaster, Newport Mesa Soccer Club stated that the greatest challenge will be at the "volunteer" level. He added there is a lot of artificial turf in the County and a lot of experience with it. He reported that over time, people get forgetful regarding the rules so it is important to provide regular reminders. He noted that there will be challenges with travelling teams from other cities and suggested placing cameras to monitor fields.

**Vice Chair Englebrecht closed the public discussion.**

Discussion followed regarding the possibility of providing regular monitoring by City Volunteer Police Officers.

Vice Chair Englebrecht reiterated his suggestion regarding the need for a full-time synthetic field monitor.

Director Detweiler noted the importance of this field and stated that she is confident that with existing staff and the relationship the City has built with youth sports groups, staff will be able to manage this field properly and give it a useful life.

Commissioner Howald asked staff to return six months after installation of the synthetic turf to provide an update.

**4) NOTICE TO THE PUBLIC**

## **5) CONSENT CALENDAR**

### **A. Minutes of the May 5, 2015 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. Picnic Table Donation**

*Recommendation: Approve donation of two (2) picnic tables at Corona del Mar State Beach dedicated (1) for Ryan –Jacobs Family & (2) for John & Corky Bogard*

In response to Commissioner Howald's inquiry regarding the status of the Tustin Street trees, Landscape Manager Dan Sereno reported that he has been in touch with the applicant and that he is in the process of getting the necessary signatures. He added that one resident at 204 Tustin would like to talk about replacement trees, when and if the project moves forward.

**Vice Chair Englebrecht opened public discussion; seeing none the public discussion was closed.**

**Motion by Commissioner Marston,** second by Commissioner Hayes to approve items 5A-5D of the Consent Calendar. Motion carried unanimously with Chair Cole and Commissioner Anderson absent.

## **6) CURRENT / NEW BUSINESS - Staff Report**

### **A. 2015 Youth & Adult Sports Field Use Resident / Non-Resident Statistics**

*Recommendation: Receive & File.*

Supervisor Schmillen provided a PowerPoint presentation addressing actions taken to free up lit fields for youth sports organizations, including scaling back on adult sports programs. He commented on including Costa Mesa residents and listed steps moving forward. He reported on the hiring of two interns to help with conducting field efficiency studies.

Discussion followed regarding the definition of a "non-resident team".

**Vice Chair Englebrecht opened the public discussion.**

Mark Arblaster, Newport-Mesa Soccer Club commented on his involvement with soccer in the City and noted that he does not believe that there are many Newport Beach residents in the Adult Soccer League. He commented positively on the report and especially on hiring interns to monitor field use. He reported that there is a lot of open time available and made suggestions for increased efficiency. Additionally, relative to the Adult Soccer League, he suggested reducing halves to 35 from 40 minutes.

**Vice Chair Englebrecht closed public discussion.**

Report was received and filed.

**B. Reforestation Request — 2711 Ebbtide Road**

*Recommendation:* Consider reforestation request of Jorge & Laura Daboub to remove three (3) trees at 2711 Ebbtide Road and replace with Little Gem Magnolia trees at homeowners expense.

Landscape Manager Dan Sereno presented a staff report addressing the reforestation request to remove three trees and the specified location and replace them with Little Gem Magnolia Trees at the applicant's expense. He provided a brief background and noted that two of the trees were removed by mistake by the landscaper prior to approval by the Commission. He addressed approval of the removal by the HOA and reported they have added several trees to their reforestation plan, including the Gold Medallion tree. The applicant's plan was accepted by the HOA but using the Gold Medallion tree as the replacement tree. The applicant has already planted two Gold Medallion trees, which is the appropriate species for parkway trees.

Discussion followed regarding adding the Gold Medallion tree for the street, the location of the replacement trees and the lack of trees on the opposite side of the street.

**Vice Chair Englebrecht opened the public discussion.**

Laura Daboub offered to respond to questions from the Commission. She apologized for the early removal of the two trees and noted that their intention was to follow the City's protocol.

**Vice Chair Englebrecht closed the public discussion.**

Discussion followed regarding protections against trees on private property and laws relative to removing a tree with active nests in it.

**Motion by Commissioner Howald**, second by Commissioner Marston, to approve the reforestation application of Jorge and Laura Daboub to remove three trees at 2711 Ebbtide Road and replace them with the Gold Medallion tree. Motion carried unanimously with Chair Cole and Commissioner Anderson absent.

**C. Bench Donation — Orange Street / West Ocean Front**

**Recommendation:** *Consider bench donation for Gilbert Lukosky to be installed at Orange Street / West Ocean Front*

Acting Co-Director Pisani presented details of the staff report and addressed notification of adjacent neighbors. He added that no comments were received from the public in response to the notice.

Discussion followed regarding liability for the plaque.

**Vice Chair Englebrecht opened the public discussion; seeing none the public discussion was closed**

**Motion by Commissioner Howald**, second by Commissioner Hamilton, to approve the bench donation for Gilbert Lukosky to be installed at Orange Street / West Ocean Front. Motion carried unanimously with Chair Cole and Commissioner Anderson absent.

**7) 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)**

Director Detweiler reported on the distribution of the *Summer Navigator* and commended staff for their work. She highlighted "things to do" in the activity report and addressed programs for children and families.

Members of the Commission commented positively on the new look of the *Summer Navigator*.

**8) PUBLIC COMMENTS ON NON-AGENDA ITEMS** - None

**9) ADJOURNMENT** – 7:11 PM

Submitted by:

\_\_\_\_\_  
Teri Craig, Admin Assistant

Approved by:

\_\_\_\_\_  
Roy Englebrecht, Vice Chair



== CITY OF ==

# NEWPORT BEACH

## PB&R Commission Staff Report

Agenda Item No. **5B**  
August 4, 2015

**TO:** Parks, Beaches & Recreation Commission

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

**TITLE:** May and June Activities Report – Parks and Trees, and Beach Maintenance Divisions

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### PARKS MAINTENANCE:

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

#### Parks Maintenance Finds Ways to Conserve Water at City Facilities and Medians

Parks Maintenance Division recently re-landscaped planters at the Utilities and Corporation Yards with water conservation as a priority in the selection of plant materials.

The old groundcover, which required frequent watering, was replaced with drought-tolerant succulents.

*Utilities Yard*



*Corporation Yard*



MOD has been doing similar projects throughout the City and will continue to seek out planters needing the same attention – concentrating on water conservation while still maintaining the aesthetic beauty.

Additionally, in response to the water restrictions, City staff and our landscape contractors shut off all potable water to turf medians. The City is currently devising

strategies to keep up an attractive appearance to these medians. One such strategy is the application of green dye on the fading turf grass. Last month, a contractor performed this operation on the San Joaquin Hills Road medians, between Jamboree Road and MacArthur Boulevard.



The goal was that the dye will last through summer and into fall when cooler weather and rain will return. The irrigation system was also modified in order to provide water to the trees on these medians.



Informational signs were installed on turf medians and in parks throughout the city regarding the drought. While we are not restricted from watering turf in parks, we have significantly reduced the level of irrigation, resulting in some dry areas on non-sports turf.

Another recently completed median renovation project is on St. James Place. The turf grass was replaced with Star Jasmine, decomposed granite edging was installed to accommodate foot traffic from curbside parking and minimize irrigation runoff, and the irrigation sprinklers were converted to low-precipitation, rotating nozzles.

*Before*



*After*



### New Trees Installed at Gateway Park



Recently, staff coordinated the installation of one Date Palm - *Phoenix dactylifera* at Gateway Park to replace the Canary Island Date Palm - *Phoenix canariensis* that was removed in 2014 as a result of Fusarium Wilt. Fusarium Wilt is caused by a fungus, *Fusarium oxysporum*, which leads to the eventual death of the infected tree.

Municipal Operations staff selected the *Phoenix dactylifera* due to its higher resistance to the Fusarium Wilt disease, and has similar appearance to the *Phoenix canariensis*. The recently added Palm trees restored the dramatic appearance of Gateway Park to welcome visitors to the Balboa Peninsula.

### BEACH MAINTENANCE:

#### Red Crab Clean-up



Last month, a blanket of red crabs washed in with the 7.5 foot tide along the beaches. The heaviest concentration was at China Cove, Corona del Mar State Beach (pictured on the left) and the south side of Balboa Island (pictured above). Field Maintenance crews raked and hauled these tiny red crabs to the Corporation Yard for disposal.

With a staff of 20, clean-up took about a week to complete. Beach Maintenance Crew was supplemented by personnel from the Street and Concrete Maintenance Crews. Throughout the week of clean up, additional crabs continued to accumulate on a daily basis with the tides.

### July 4<sup>th</sup> Weekend

Field Maintenance crews were busy over the holiday weekend performing various duties to ensure the City remained presentable for our residents and visitors. Their activities over the three day weekend consisted of:

- Cleaning and preparing the beaches as well as the surrounding areas for visitors on the morning of July 4<sup>th</sup>;
- Providing the Police Department with barricades and assisting with lane closures for the Lido Island, Balboa Peninsula, and Channel Park July 4<sup>th</sup> parades;
- Assisting with street closures for the Back Bay fireworks show; and
- Removing approximately 30 tons of trash and litter from the beaches, surrounding sidewalks and streets during the early morning hours of July 5<sup>th</sup> utilizing various methods for debris removal including hand sweeping, physical labor, and street sweepers.



Staff members did an outstanding job cleaning the streets and beaches in West Newport, the Balboa Peninsula, and Corona del Mar. By 9:30am Sunday, the areas had returned to their normal state of cleanliness.

### Summer Preparations

Recently, the Beach Maintenance Crew started their summer schedule with a start time of 5:00 a.m. to ensure a safe work environment while providing increased maintenance coverage. These maintenance schedules will remain in effect until after the Labor Day weekend.

In addition, prior to the Memorial Day weekend, the new public restroom was opened on Bay Avenue between 18<sup>th</sup> and 19<sup>th</sup> Streets. With the opening of the facility, the fencing around the bay beach was removed, and the Beach Maintenance Crew detailed the beach for the use of residents and visitors.

The Facilities Maintenance Crew also started their summer “porter” service at restrooms located on Balboa Island, both Piers, and the Corona del Mar. The contracted porter service provides light cleaning throughout the day to keep the restrooms neat and presentable for users.

“Unsung Heroes...”

Our Beach Crew staff occasionally find items dropped or left behind on the beach. Items of value are turned over to the Police Department to either contact the owner (in the case of wallets or credit cards), or to store items where ownership cannot be readily determined, such as car keys. The following letter appeared in the Daily Pilot this week, giving Beach Maintenance Supervisor Joe Delgado and Crewmember Mike McGill compliments for both the cleanup efforts on Sunday the 5<sup>th</sup> and the retrieval of the resident’s car key.

*Unsung heroes keep our city beaches clean*

I would like to heap some deserved praise on the beach crew in Newport Beach.

When I arrived before 6 a.m. at the beach north of Newport Pier on Sunday, the cleanup crew was already hard at work undoing the ravages of the day and night before.

Within an hour, the workers had the parking lot and most of the beach cleaned up. The bulk of the rubbish not in containers was left at the bases of already overflowing receptacles, a definite improvement over done-and-drop behavior of holidays past.

After having my coffee and conversing with a few of the regulars, and seeing that the waves were far too gentle for surfing, I was turning to go and found, to my horror, that I had lost my car key. I quickly retraced my steps, which led me past a city worker named Joe, with whom I am acquainted. I told him that I was looking for my key. He hadn't seen it.

Then, as I was walking back to my car on the beachfront walk, I called my wife to report my situation. A beach visitor overheard my conversation, thank goodness, and asked if the key I had lost was for a Honda. I replied that indeed it was. He had found it and had given it to another member of the Newport Beach cleanup crew.

I then went back to Joe, who made a quick phone call to his crew, who did have my key. He left to go retrieve it as I left to go feed my parking meter. In about 10 minutes, he returned with my key and saved my dignity.

As a longtime Newport Beach resident and surfer, I have come to know many of the city crew members at the beach. They are unsung heroes in my book. It may not be a glamorous job, but they are hard workers and definitely add to the glamour of the city by keeping our beaches from becoming undesirable eyesores. My heartfelt thanks to Joe and the crew. They rock!

Michael Hope

**TREES:**

As part of the City’s overall grid and annual trimming schedule, the City’s tree service contractor pruned trees within the Fashion Island and Corona del Mar areas, as well as

the Coral and Ficus trees trimming throughout the City. Additionally, service request pruning has occurred at various Coral and Ficus trees locations.

<b><i>Month of:</i></b>	<b><i>Trees Trimmed:</i></b>	<b><i>Trees Removed:</i></b>	<b><i>Trees Planted:</i></b>
May	1,354	36	7
June	867	86	43

Prepared by:



Dan Sereno, Landscape Manager  
Parks and Trees Division



John Salazar, Manager  
Field Maintenance Division

**Recreation & Senior Services  
Monthly Activities Report**



To: Parks, Beaches & Recreation Commission

From: Sean Levin, RSS Deputy Director  
Celeste Jardine-Haug, Senior Services Manager

Re: Recreation & Senior Services Department Monthly Activities Report

**Facility Maintenance Program**

A big thank you to Fong Tse in Public Works who administers the Citywide Facility Maintenance Program and for quarterbacking the recent painting and flooring contracts. The painting contract included public buildings and restrooms citywide including the Newport Theater Arts Center (interior), Newport Coast Community Center (exterior), Carroll Beek Community Center (interior) and OASIS Senior Center (interior). Next up will be flooring citywide including Bonita Creek Community Center, Newport Theater Arts Center and CYC.



**Natural Resources is in Good Hands!**

Congratulations to B.B. Villanueva on her promotion to Natural Resources Coordinator! B.B. has been with the Office of Natural Resources as a Natural Resources Interpreter for a year and a half and staff is ecstatic to have her continue with the team as a coordinator. With an enthusiasm for field work, citizen science, and community engagement, B.B. will continue to bring new levels to programs, research & monitoring efforts as well as to help gain momentum with the ISOpod movement.

**All Staff Summer In-Service**

Recreation & Senior Services kicked off the summer with an in-service training held on June 12. Seventy Recreation Leaders and Pool Swim Instructors received training on their roles within the Department, sexual harassment, customer service and what it means to be in "Recreation." Summer is a busy time for the Department and the part-time staff work in a variety of areas including camps, teaching swim lessons, and assisting with facilities. A special thank you goes to Rebecca Redyk, for presenting "sexual harassment" training to the group.

All summer long Recreation staff will work with Newport-Mesa Unified School District at *Summer Camp Friendship!* This great camp at the Harper campus offers autistic children in the NMUSD the opportunity to make new friends, learn the ways of social interaction, and enjoy games and crafts. Through this partnership, the 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 on working with autistic children in the community and throughout city programs. This is an excellent camp and the Department is excited to be involved again this summer!





## **July was Parks Make Life Better Month!**

Nature is now more important than ever; so let's go back to basics! Spending time outdoors has the power to nourish the human spirit, and heal us. The City of Newport Beach is fortunate to have amazing and diverse recreational opportunities within grasp such as our world renowned natural resources! Areas such as Back Bay, Buck Gully, the Little Corona Tide Pools, and the ocean (for that matter) provide us with accessible nature based recreation and oftentimes within a walking distance.

According to the American Academy of Pediatrics, today's kids are spending about seven hours a day on electronic media—more time than they spend in school...or at a full-time job! In fact, it is believed that this may be a key factor in some attention problems and obesity. But there is some good news folks; an easy fix: Go outside and play. "Playing in nature can positively impact health and well-being," writes the National Environmental Education Foundation.

The Centers for Disease Control and Prevention along with other groups affirm this idea. Time in nature can reduce stress, asthma, high blood pressure, anxiety, and improve general mental and physical health. By digging in the dirt, or identifying birds, people begin to sense their place in nature. So as society becomes more techno-centric, it is even more important to get outside, and enjoy nature!



## **OASIS Senior Sailors Rescue Two Men off Newport Beach Harbor**

The crew of Oasis V had an opportunity to test their seamen's skills on June 28 as they returned from a race aboard the OASIS Sailing Club's 34 foot Catalina Sailboat. The crew was waved down by two men treading water next to an over turned Sea-Doo personal watercraft, about a mile off the Newport Beach Harbor. The crew, under direction of Skipper Bill Jencks with Trainee Steve Sawdon at the helm, pulled the two men on board. One of them began to go into shock and regurgitated a lot of sea water. Sawdon quickly radioed the Harbor Master who dispatched a rescue boat to assist and retrieve the half submerged watercraft. Club members Bill Badenoch, Don Sheridan and a guest focused on trying to warm up the sick men, while Oasis V made for the Coast Guard Station in the harbor.

The two men found were visiting from India and had rented the Sea-Doo for the day. Neither man would be considered a strong swimmer and were in serious danger when they toppled over. Lucky for them, the competent crew of the Oasis V was near. The OASIS Sailing Club is sponsored by the Friends of OASIS, a non-profit supporting the OASIS Senior Center. The club trains its crew to deal with "Man Overboard," and it paid off that Sunday!

## **Youth Government Day Recognition**

The Newport-Mesa School District recognized two outstanding participants in our Mayor's Youth Council Program this year for their participation in Youth Government Day! The recognition took place before the Board Meeting on June 23<sup>rd</sup> at 6pm. Recreation Supervisor Jonathon Harmon spoke about the goals of Youth Government Day and thanked NMUSD for their continued support of this great program. Thank you to all our Youth Government Day participants, award recipients Elin Wolker from CdM High and Katie Hendrix from Newport Harbor High, as well as a special thank you to School Board Member Karen Yelsey.



## **Summer Swim is Here!**

Summer at the pools launched on Monday, June 22. The summer season at Newport Harbor High School and the Marian Bergeson Aquatic Center at Corona Del Mar High School continue to offer a wide variety of fun in the sun for all ages and abilities! Grab your swimsuit and join us for swim lessons, cool off at recreational swim, have some fun at Splash Bash, or just enjoy exercising during the extended lap swim hours until August 13!



## **Independence Day Celebrations in Newport Beach**

The City participated in two amazing Independence Day celebrations created for the Newport Beach community. One event was held at Mariners Park and the other was held in the West Newport area allowing for participation for residents throughout the city.

The 4<sup>th</sup> of July is for Families event held in the West Newport area enabled several hundred people to participate in events which began with a parade led by Police Chief Johnson as he rode in a 1951 Victoria antique police vehicle followed by the Lido Fire Engine. The parade worked its way down Balboa Boulevard to the carnival at Channel Park. Activities included arts & crafts, carnival games, bouncers, doughnuts, Starbucks coffee, and Chronic Tacos breakfast burritos!



The Department is very grateful to Mayor Pro Tem Diane Dixon and City Manager Dave Kiff for being great sports at one of the highlight attractions: the dunk tank. Unfortunately for them, the kids who participated had very good aim, so the dunk tank volunteers stayed soaked! A special thank you to, Mayor Ed Selich, Mayor Pro Tem Diane Dixon and Council Member Tony Petros for participating in the parade and for the opening ceremonies.



On the other side of town, the Department partnered with the Mariners Elementary School Foundation to host the 43<sup>rd</sup> Annual Mariners Park Independence Day Parade & Celebration. Through the sale of attraction wristbands, sponsorships and opportunity basket drawings, this community staple helps raise funds to support the Mariners Elementary School Foundation.

The Newport Beach Police Department motorcycles and a Newport Beach Fire Department fire truck led the parade, and families in patriotic attire filled the streets. Activities included carnival games, a rock wall, balloon burst and a DJ playing music to enjoy. The celebration brought fun and great memories at this successful event.

A special thank you goes to the Mariners School Foundation volunteers that helped organize the event, to Mayor Ed Selich, Council Member Tony Petros and Parks, Beaches, & Recreation Commissioner Laird Hayes for participating in the parade and opening ceremonies.

Staff enjoyed seeing smiles on the children’s faces and hearing laughter from all. The Department looks forward to the 2016 4<sup>th</sup> of July is for Families as well as the 44<sup>th</sup> Annual Mariners Park Independence Day Parade & Celebration.

**Annual Churro Challenge**

The 8th Annual Churro Challenge adult coed soccer tournament was hosted on Saturday, June 27 at Lincoln Athletic Center. Twelve teams of 7v7 competed in round robin format for trophies, shirts and mugs. The tournament was the last event of the Newport Beach Coed Soccer League (NBCSL) and their volunteer Board of Directors. Under the direction of NBCSL President Steve Streger, NBCSL has administered the adult soccer program and Churro Challenge since 2008. The NBCSL board has decided to “retire” to focus on their jobs, family and captain duties in the league. Recreation staff will take over the administration of the league. Thank you for your eight years of volunteer service NBCSL!



**Special Olympics World Games comes to Newport Beach**

The Special Olympic World Games arrival to Southern California kicked off Monday, July 20 as the Flame of Hope, one of three of the Special Olympics torches, came through the Newport Beach Civic Center Community Room. Special Olympics athletes and law enforcement officers participated in this 46 day relay that began with the lighting of the torch on May 14 in Athens, Greece. The Flame of Hope traveled across the Atlantic and was split into three flames with three different relay routes: northern, central and southern with the ending destination being Los Angeles. The final leg of the race included the Law Enforcement Torch Run. The Newport Beach Police Department did their part as they joined the relay which stopped at the Newport Beach Civic Center Community Room; where a ceremony featuring athletes and volunteers from around the globe was held. The torch will continue on its journey until it reaches the Los Angeles Memorial Coliseum, on Saturday, July 25, where over 7,000 athletes from all over the world, representing 170 countries will compete.



On Wednesday, July 22, the Newport Beach Host Town Committee welcomed athletes from Mexico and Fiji at the UCI Campus. As a host town, Newport Beach provided housing, food, transportation and practice facilities for over 130 of these amazing and inspiring athletes over their three day stay. In addition to training, athletes participated in activities rooted in the cultural experience of Newport Beach including a beach barbecue held at the Newport Dunes, a cruise around Newport Harbor and interaction with marine life at the Back Bay Science Center.

The Special Olympics World Games consist of 25 events over a nine day period. For information on the event, visit [www.la2015.org](http://www.la2015.org).



### **You Can't Stop the Beat!**

Rain turned the OASIS Concert in the Courtyard into a Concert in the Event Center! The rain did not deter people from coming out to enjoy the music of *British Beat*; as they performed a 90 minute set on Saturday, July 18. The set list included covers of songs from the British invasion of the 1960's made famous by

The Beatles, The Rolling Stones, The Who, The Police, and Rod Stewart, to name a few. Guests enjoyed live music, dancing, dinner provided by Jay's Catering, and refreshments sold by the Friends of OASIS. This was the first Concert in the Courtyard of the summer. The next concert will be performed by *A Peaceful Easy Eagles Tribute* who will perform the Eagles greatest hits on Saturday, September 19. Tickets are now available for purchase.



### **Big Band & Beyond featuring the Hip Bones**

The OASIS Big Band Era & Beyond was a toe-tapping, swinging good time featuring a live musical performance by the band "Hip Bones" with songs by Jennifer Hart. The band is a trombone quartet and rhythm section playing music of the big band/swing era including songs made popular by Frank Sinatra, Les Brown and Duke Ellington. Nearly 80 seniors enjoyed music and stories by band leader, Frank Amoss who also leads the Big Band Era & Beyond group.



### **Scams, Fraud and Identity Theft**

OASIS was fortunate to have a representative from the Federal Trade Commission discuss the latest information on scams, fraud schemes and identity theft. The Representative was informative and helped seniors understand how to protect themselves. Scams have become very prevalent within the senior community lately because they are a very easy target. Hopefully this presentation provided enough information to spread the word and to prevent this from happening.

## **A Tour to Remember...**

On Thursday, July 9, the Transportation Hub of OASIS was fortunate to receive an impromptu tour of the Civic Center through the Public Works Department.

Brad Sommers, Senior Civil Engineer for Traffic Operations, began the excursion with an overview of its operation. Staff was amazed with the mass transit that Brad and his crew work with on a daily basis, maneuvering between the various screens and cameras of multiple locations throughout the city. Kudos go to Brad and his staff for managing one of the city's most challenging tasks, and for making things flow timely and efficiently. Their hard work directly affects our transportation service and the residents we serve.



Fong Tse, Assistant City Engineer, then steered us to another function of Public Works- Behind the Scenes: The Civic Center formation. Fong provided us the tidbits of why and how the center was built, from the floor to the ceiling and everything in between, all with efficiency in mind.

Capping the day's tour was the wonderful visit to the modernized City Council Chambers. Thank you Public Works for taking the time to give the tour and share your knowledge!

## **Featured Activities of the Month:**



The end of July marks the halfway point for summer, as time just keeps on moving along. Once school is back in, life will return to the usual routine, so now is the time to take advantage of forming great memories and trying new things. Over 700 individuals have been taught to swim or improve their swimming skills since the start of summer. With lessons for all levels and recreational swim available for all to enjoy, lessons are booming this summer. Swim is not only a great workout but a fun way to cool off this summer.

Camps have allowed imaginations to go wild while staying active and forming new friends. This week alone over 700 campers found their way into one of the 48 camps offered through the Recreation & Senior Services Department. One of the most popular camps this week was OC Dance Productions' **All-Star Cheer Camp**. Boys and girls met daily at the Community Youth Center (CYC) for a week full of fun activities including designing your own megaphone! Camp participants learned two cheer and dance routines to some of today's most popular music for a Friday parent performance. We've got spirit, yes we do! We've got spirit, how 'bout you?

To learn more about camps or swim programs visit: [www.newportbeachca.gov/recreation](http://www.newportbeachca.gov/recreation)

## 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**

- 170 with Youth Sports Groups
- 1246 Field related issues/checks
- 46 Park/Picnic/reservation issues/checks
- 248 Community Center issues/checks
- 1264 Playground checks
- 23 Other
- Beach Contacts (total)
  - 16 BBQ
  - 13 Tent

### **2. PUBLIC CONTACTS**

- 778 Education
- 32 Alcohol
- 419 Dog related
- Written Warning Issued: 8 - dogs off leash & parking
- Citations Issues: 12

## **Facility Rentals & Special Event Permits (SEP)**

During the period of May 16 – July 15, 2015 there were:

- 24 Picnic/Park Area Rentals
- 13 Room Rentals
- 8 Field Rentals
- 8 Gym Rentals
- 38 OASIS Classroom Rentals
- 12 OASIS Event Center Rentals
- 49 Civic Center Rentals

As of July 15, 2015, there were 291 Special Event Permits processed and issued for the year. Those events of note for this period are:

**Balboa Island Artwalk** May 17, 2015, Balboa Island, Attendance:4000

**CDM 5k** June 6, 2015, CDM, Attendance:6000

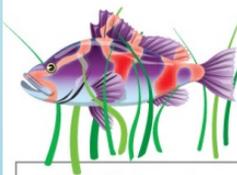
**Balboa Island Parade**- June 7, 2015, Balboa Island, Attendance:4000

**July 4 Fireworks @Dunes** July 4, 2015, Dunes, Attendance:5000

**Mariners July 4 Parade**-July 4, 2015, Attendance 4000

**4<sup>th</sup> of July is for Families**-Channel Place Park, July 4, 2015, Attendance: 400

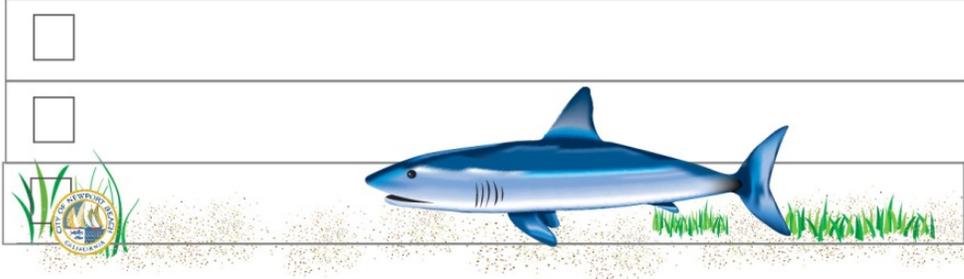
**Concert on Green**- NB Civic Center, July 12, 2015, Attendance:1400



# Things To Do In Newport Beach:



<input type="checkbox"/>	Sat. 7/25 9am-Noon	Monthly Beach Clean Up FREE Balboa Pier - 801 E. ocean front
<input type="checkbox"/>	Thurs-Sun 7/30-8/9	Summer Youth/Family Musical "Snow off-White" For more information, visit <a href="http://nfaonline.com">nfaonline.com</a>
<input type="checkbox"/>	Sat. 8/1 6-8pm	Buck Gully Upper Loop Evening Hike FREE Newport Coast Cmty Cntr Lot-6401 San Joaquin Hills Rd.
<input type="checkbox"/>	Wed. 8/5 7-9pm	OC Natural History Lecture: Native Americans FREE Back Bay Science Center - 600 Shellmaker Rd.
<input type="checkbox"/>	Wed. 8/5 2pm	Big Band Era & Beyond (Music & more) Free oASIS - 801 Narcissus Ave, CdM
<input type="checkbox"/>	Sat. 8/8 3-8pm	7th Annual Lobsterfest at Newport Beach For more information, visit <a href="http://lobsterfestatnewportbeach.com">lobsterfestatnewportbeach.com</a>
<input type="checkbox"/>	Thurs. 8/13 8:30-11:30am	Buck Gully Habitat Restoration in Big Canyon FREE oASIS Aux. Lot - 5th & Marguerite
<input type="checkbox"/>	Fri. 8/14 7pm	oASIS Movie in the courtyard "Jaws" FREE oASIS - 801 Narcissus Ave, CdM (Check-in at desk)
<input type="checkbox"/>	Wed. 8/19 2pm	oASIS Talent Show FREE oASIS - 801 Narcissus Ave, CdM (Check-in at desk)
<input type="checkbox"/>	Sun. 8/23 6-7:30pm	Concerts on the Green - Kelly Ray Band FREE Civic Center Green - 100 Civic Center Drive
<input type="checkbox"/>	Fri. 8/28 7pm	Movie in the Park "Paddington" FREE Grant Howard Park - 3000 Fifth Ave, CdM



OASIS QUARTERLY STATISTICS - APRIL - JUNE 2015

**PARTICIPANTS ATTENDING** **61,104** **CUSTOMERS**

**RECREATIONAL CLASSES** **19,105** **CUSTOMERS**

**FITNESS CENTER** **17,293** **CUSTOMERS**

**PERSONALIZED SERVICES PROVIDED** **7,453** **CUSTOMERS**

Includes:

Blood Pressure	160	Medical Equip Rentals	94
Counseling-Persons	126	Legal Assistance	37
Eldercare	0	All Rentals	35
Employment	21	Senior Assessment(hrs)	109
HICAP	52	Telephone Reassurance	424
Housing Counseling	44	Visual Screening	0
Information and Referral	6290	Taxes (Seasonal)	61

**SENIORS RECEIVING TRANSPORTATION SRVCS** **3,475** **RIDERS**

Care-A-Van/Shuttle

**CUSTOMERS RECEIVING NOON MEALS @ OASIS** **11,901** **CUSTOMERS**

\*includes meals on wheels

**VOLUNTEER SERVICES PROVIDED @ OASIS** **7,625** **HOURS**

Includes:	Kitchen & Home Delivered Meals
Admin	Travel Office
Gift Shop	Library
Instructors	Board of Directors
Casino Night	Rummage Sale
Special Events/Montly Meeting/Pancake Breakfast	

**PARTICIPANTS IN FRIENDS OF OASIS TRAVEL** **366** **CUSTOMERS**

Day Trips & Extended Trips

**SPECIAL EVENTS/SCREENINGS/LECTURES** **1,511** **PERSONS**

Sailing, Golf, Computer	
Friends, Big Band and	HOAG Lectures (Various)
Let's Go Trippin'	UCI Lectures (Various)
Movies	Presentations (Various)
Special Events	



== CITY OF ==

# NEWPORT BEACH

## PB&R Commission Staff Report

Agenda Item No. 5D  
August 4, 2015

**TO:** Parks, Beaches & Recreation Commission

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

**TITLE:** Request to Donate a Picnic Table at Cliff Drive Park

---

### **RECOMMENDATION:**

Staff recommends that the Parks, Beaches and Recreation Commission approve a request to donate a picnic table at Cliff Drive Park for Dick and Gail Demmer.

### **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 Gale Demmer (Attachment A) to donate a picnic table at Cliff Drive Park (Attachment B). The donated picnic table will be replacing an existing table that is nearing the end of its service life. The cost of the donation will include the 10% maintenance fee as required by Council Policy B-17. The Municipal Operations Director approved the donation request and location of the existing picnic table for replacement.

Since the value of the donated item is greater than \$1,000.00, the donation request is eligible to receive a dedicatory plaque. The submitted verbiage for the plaque, which complies with City Council Policy B-17, is "In Recognition of Dick and Gail Demmer".

### **NOTICING:**

Ms. Demmer and Council Member Tony Petros have received a copy of this report. Staff is not required to notice adjoining residents, since the donation replaces an existing park amenity.

Submitted by:



Mike Pisani, Director  
Municipal Operations Department

- Attachments:
- A. Donation Request
  - B. Donation Location map and photos



Gifts for Tomorrow Order Request Form

Item # 103 Description 1- picnic Table,  
concrete

Contact Information

Name Gale Demmer

Mailing Address 2812 Cliff Dr.

Newport Beach, CA.

Phone (949) 646-4812 92663

Signature Betty Gale Demmer

DEDICATION PLAQUE INFO

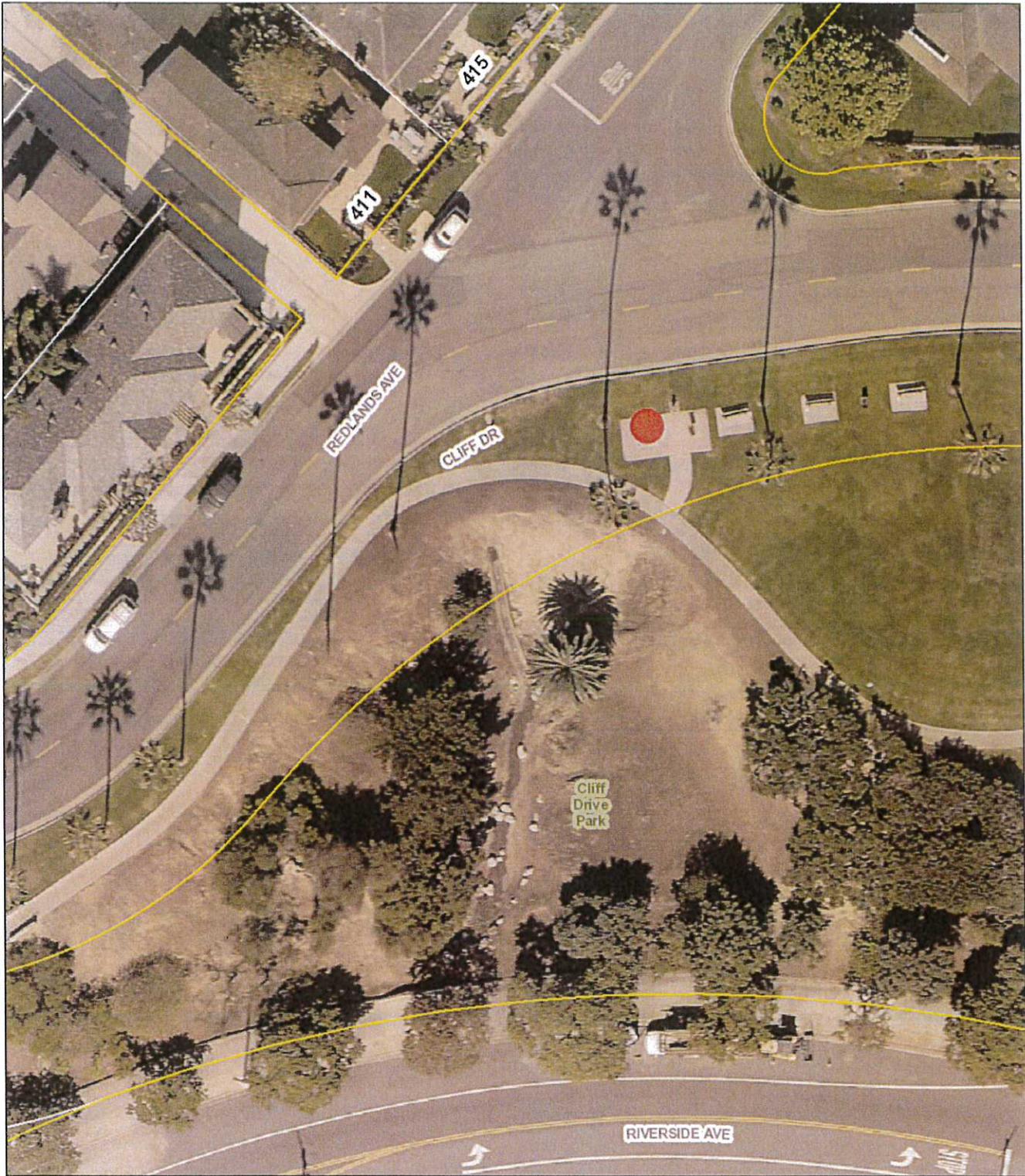
Donors may elect to provide a dedicatory plaque if the value of the donation is greater than \$1,000. Contact city staff for more information.

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

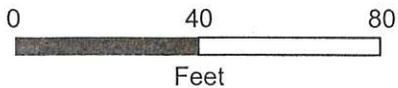
Plaque is donated for:

Dick and Gail Demmer  
First Name Last Name

In Recognition of



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](http://www.eagleaerial.com)

7/8/2015







# NEWPORT BEACH

## PB&R Commission Staff Report

Agenda Item No. 5E  
August 4, 2015

**TO:** Parks, Beaches & Recreation Commission

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

**TITLE:** Request to Donate a Picnic Table at Cliff Drive Park

---

### **RECOMMENDATION:**

Staff recommends that the Parks, Beaches and Recreation Commission approve a request to donate a picnic table at Cliff Drive Park for Sandra and Don Ayres, III.

### **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 Mr. and Mrs. Don Ayres (Attachment A) to donate a picnic table at Cliff Drive Park (Attachment B). The donated picnic table will be replacing an existing table that is nearing the end of its service life. The cost of the donation will include the 10% maintenance fee as required by Council Policy B-17. The Municipal Operations Director approved the donation request and location of the existing picnic table for replacement.

Since the value of the donated item is greater than \$1,000.00, the donation request is eligible to receive a dedicatory plaque. The submitted verbiage for the plaque, which complies with City Council Policy B-17, is "Donated by Sandra and Don Ayres, III".

### **NOTICING:**

Mr. and Mrs. Don Ayres, and Council Member Tony Petros have received a copy of this report. Staff is not required to notice adjoining residents, since the donation replaces an existing park amenity.

Submitted by:



---

Mike Pisani, Director  
Municipal Operations Department

Attachments: A. Donation Request  
B. Donation Location map and photos

Gifts for Tomorrow Order Request Form



Item # Description  
concrete picnic bench  
@ Cliff Dr. Park

Contact Information

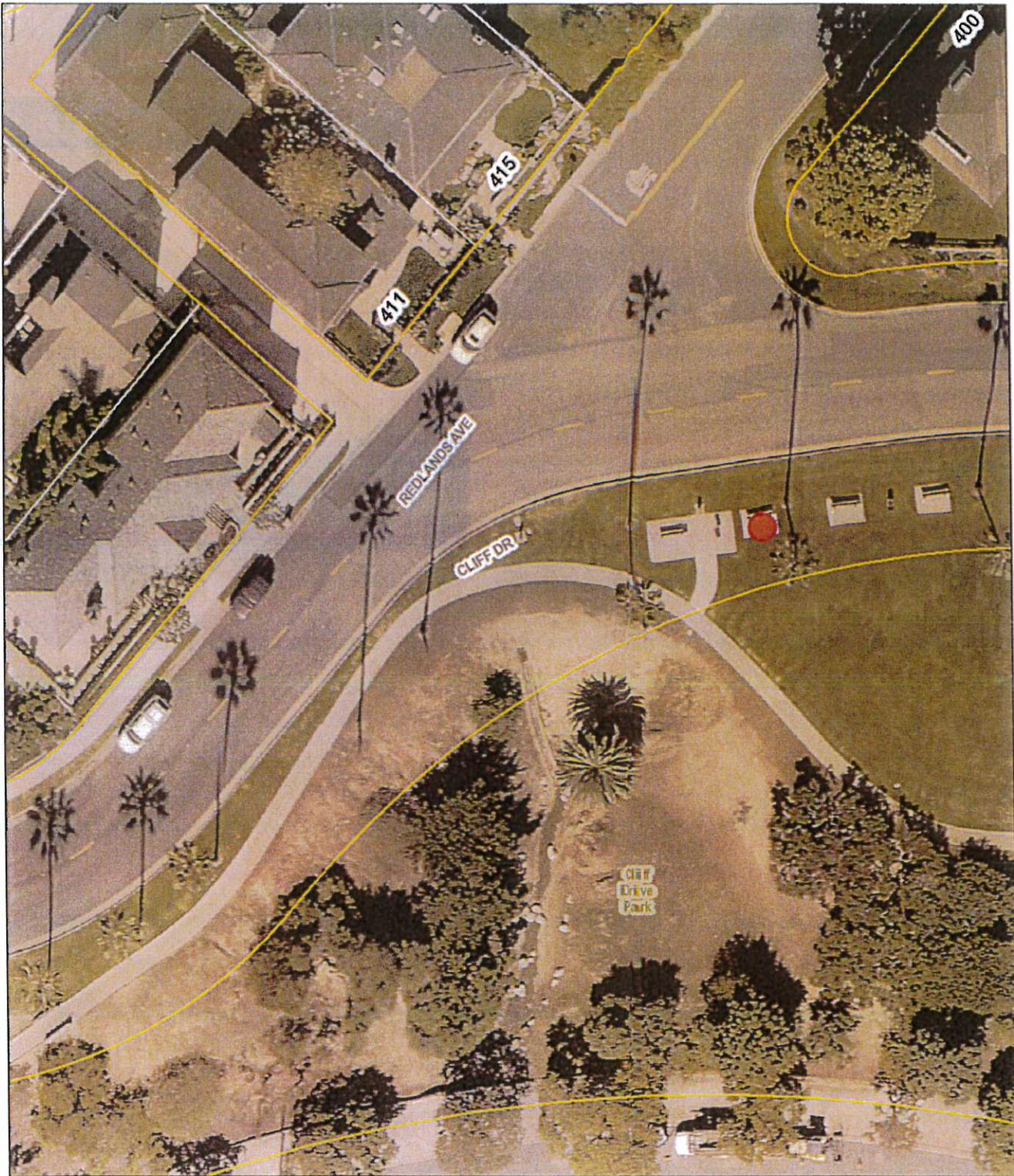
Name Mrs Don Ayres  
2800 Cliff Drive  
Mailing Address  
NB, CA 92063  
949) 722-7880  
Phone

Signature  
Sandra M J

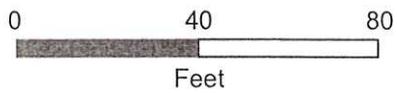
DEDICATION PLAQUE INFO  
Donors may elect to provide a dedicatory plaque if the value of the donation is greater than \$1,000. Contact city staff for more information.

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

Plaque is donated <sup>by</sup> Sandra and Don Ayres, III  
First Name Last Name



Newport  
Beach  
GIS



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**Imagery:** 2009-2013 photos provided by Eagle Imaging [www.eagleaerial.com](http://www.eagleaerial.com)

7/16/2015







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

Agenda Item No. **5F**  
August 4, 2015

**TO:** Parks, Beaches & Recreation Commission

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

**TITLE:** Request to Donate a Picnic Table at Cliff Drive Park

---

**RECOMMENDATION:**

Staff recommends that the Parks, Beaches and Recreation Commission approve a request to donate a picnic table at Cliff Drive Park for the Elmore Family.

**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 Judy Elmore (Attachment A) to donate a picnic table at Cliff Drive Park (Attachment B). The donated picnic table will be replacing an existing table that is nearing the end of its service life. The cost of the donation will include the 10% maintenance fee as required by Council Policy B-17. The Municipal Operations Director approved the donation request and location of the existing picnic table for replacement.

Since the value of the donated item is greater than \$1,000.00, the donation request is eligible to receive a dedicatory plaque. The submitted verbiage for the plaque, which complies with City Council Policy B-17, is "Donated by the Elmore Family".

**NOTICING:**

Judy Elmore and Council Member Tony Petros have received a copy of this report. Staff is not required to notice adjoining residents, since the donation replaces an existing park amenity.

Submitted by:

A handwritten signature in blue ink, appearing to read "Mike Pisani" followed by a flourish and the initials "MP".

Mike Pisani, Director  
Municipal Operations Department

- Attachments:
- A. Donation Request
  - B. Donation Location map and photos



Gifts for Tomorrow Order Request Form

Item # Description

103

CONCRETE PICNIC TABLE  
FOR CLIFF DR. PARK



Contact Information



Judy Elmore

2914 Cliff Dr

Newport Bch  
92663



Phone  
949-678-5012

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.

BY

Plaque is donated for:

THE ELMORE FAMILY

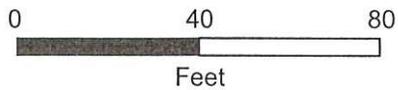
First Name

Last Name





Newport  
Beach  
GIS



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**Imagery:** 2009-2013 photos provided by Eagle Imaging [www.eagleaerial.com](http://www.eagleaerial.com)

7/22/2015







# NEWPORT BEACH

## PB&R Commission Staff Report

Agenda Item No. **5G**  
August 4, 2015

**TO:** Parks, Beaches & Recreation Commission

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

**TITLE:** Request to Donate a Picnic Table at Cliff Drive Park

---

### **RECOMMENDATION:**

Staff recommends that the Parks, Beaches and Recreation Commission approve a request to donate a picnic table at Cliff Drive Park for Corinne and Charles Spence.

### **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 Corinne Spence (Attachment A) to donate a picnic table at Cliff Drive Park (Attachment B). The donated picnic table will be replacing an existing table that is nearing the end of its service life. The cost of the donation will include the 10% maintenance fee as required by Council Policy B-17. The Municipal Operations Director approved the donation request and location of the existing picnic table for replacement.

Since the value of the donated item is greater than \$1,000.00, the donation request is eligible to receive a dedicatory plaque. The submitted verbiage for the plaque, which complies with City Council Policy B-17, is "Donated for Corinne and Charles Spence".

### **NOTICING:**

Ms. Spence and Council Member Tony Petros have received a copy of this report. Staff is not required to notice adjoining residents, since the donation replaces an existing park amenity.



Gifts for Tomorrow Order Request Form

Item # 103 Description CONCRETE PICNIC TABLE



Contact Information



Corinne Spence  
Name

2910 Cliff Dr.  
Mailing Address

Newport Beach, CA 92663



949-645-2566 (Home)  
Phone

949-280-1248 (cell)

Corinne Spence  
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.

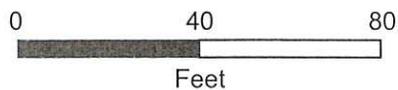
Plaque is donated for,



Corinne & Charles Spence  
First Name Last Name



Newport  
Beach  
GIS



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**Imagery:** 2009-2013 photos provided by Eagle Imaging [www.eagleaerial.com](http://www.eagleaerial.com)

7/16/2015







# NEWPORT BEACH

## PB&R Commission Staff Report

Agenda Item No. **5H**  
August 4, 2015

**TO:** Parks, Beaches & Recreation Commission

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

**TITLE:** Request to Donate a Picnic Table at Irvine Terrace Park

---

### **RECOMMENDATION:**

Staff recommends that the Parks, Beaches and Recreation Commission approve a request to donate a picnic table at Irvine Terrace Park for the friends of Ms. Cullen and "Pucci".

### **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.

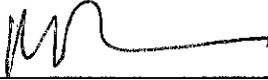
The City has received a donation request from Ann Cullen (Attachment A) to donate a picnic table at Irvine Terrace Park (Attachment B). The donated picnic table will be replacing an existing table that is nearing the end of its service life. The cost of the donation will include the 10% maintenance fee as required by Council Policy B-17. The Municipal Operations Director approved the donation request and location of the existing picnic table for replacement.

Since the value of the donated item is greater than \$1,000.00, the donation request is eligible to receive a dedicatory plaque. The submitted verbiage for the plaque, which complies with City Council Policy B-17, is "Donated for My Friends and 'Pucci'".

### **NOTICING:**

Ms. Cullen and Mayor Edward D. Selich have received a copy of this report. Staff is not required to notice adjoining residents, since the donation replaces an existing park amenity.

Submitted by:



---

Mike Pisani, Director  
Municipal Operations Department

- Attachments:
- A. Donation Request
  - B. Donation Location map and photos



Gifts for Tomorrow Order Request Form

Item # Description

Contact Information

ANN COLLEN

Name

1437 DOLPHIN TER.

Mailing Address

CDM, CA 92625

(949) 644 6062

Phone

Ann R Colleen

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:

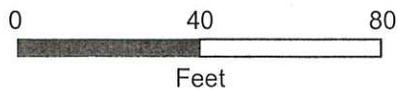
MY FRIENDS AND "PUCCI"

First Name

Last Name



Newport  
Beach  
GIS



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**Imagery:** 2009-2013 photos provided by Eagle Imaging [www.eagleaerial.com](http://www.eagleaerial.com)

7/6/2015







# NEWPORT BEACH

## PB&R Commission Staff Report

Item No 6A.  
August 4, 2015

**TO:** Parks, Beaches & Recreation Commission

**PREPARED BY:** Justin Schmillen, Recreation Manager  
949-644-3160, Jschmillen@newportbeachca.gov

**TITLE:** Request by Newport Mesa Soccer Club (NMSC) for 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 September 28 – November 20, 2015 (8 weeks) and January 4 – March 11, 2016 (10 weeks) from dusk to 7:50pm, 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 has been granted use of temporary lights at BCSP field #5 over the past eight years and has complied with all conditions. This year, NMSC is requesting one additional week in March (10 weeks from 9 weeks) because 2016 is a leap year with daylight savings time ending 5 days later. A layout of the proposed temporary light is 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 11<sup>th</sup> 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).

Attachments:

- A. Letter from NMSC dated 6/30/15
- B. An Example of the Portable Light
- C. Layout of Lights
- D. Postcard with Aerial map displaying addresses of those residents notified



June 30, 2015

Mr. Justin Schmillen  
Recreation Manager  
City of Newport Beach

Dear Mr. Schmillen,

Please accept this letter as a formal request from 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 11th 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 55% 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:** Sept. 28 – Nov. 20, 2015 (8 weeks) and Jan. 4 – March 11, 2016 (10 weeks) from dusk to 7:50pm, weekdays only. Due to DST, the average daily light usage is projected to be minimal (1-2 hours/night, ending by 7:50pm). 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 ninth 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*

Newport Mesa Soccer Club is a 501(c)3 non-profit organization.

ATTACHMENT B



ATTACHMENT C





**CITY OF NEWPORT BEACH**  
**Parks, Beaches & Recreation Commission**  
**Tuesday, August 4, 2015 —6pm**  
**City Council Chambers — 100 Civic Center Drive**  
**Newport Beach, CA 92660**

**PUBLIC NOTICE**

**The PB&R Commission will meet on Tuesday, August 4, 2015 at 6pm in the City Council Chambers to consider a request from Newport Mesa Soccer Club (NMSC) for the use of temporary lighting at Bonita Canyon Sports Park Field #5 from September 28 thru November 20, 2015 and January 4 thru March 11, 2016 from dusk to 7:50pm.**

**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](mailto:recreation@newportbeachca.gov)**





== CITY OF ==

# NEWPORT BEACH

## PB&R Commission Staff Report

Item No. 6B  
August 4, 2015

**TO:** Parks, Beaches & Recreation Commission

**PREPARED BY:** Justin Schmillen, Recreation Manager  
949-644-3160, Jschmillen@newportbeachca.gov

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

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### **RECOMMENDATION:**

Staff recommends that the PB&R Commission consider and approve the additions and modifications to the *Youth Sports Commission Member Requirements and Field Allocation & Use Policy* (Attachment A) related to synthetic turf and YSC Open member contracts.

### **DISCUSSION:**

#### YSC Policy Background

The guiding document for allocating City of Newport Beach fields is the Youth Sports Commission Member Requirements and Field Allocation & Use Policy ("Policy"). The original document was created by a committee of user groups and staff and ratified by the PB&R Commission on April 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, 9/4/12, and 8/5/14.

#### Purpose & Process

Bonita Creek Park synthetic turf project began April 26, 2015 with an estimated completion date of September 6, 2015. Synthetic turf fields require maintenance and management to protect the playing performance and aesthetics, maximize the longevity of the surface, and ensure safety. Therefore, a new standard of use is required for synthetic turf fields for Youth Sports Commission Members and athletic field users.

Recreation staff researched synthetic turf maintenance, best management practices and existing rule sets, referencing the manufacturer (FieldTurf) maintenance guidelines, SportsTurf Managers Association's *Sports Fields Construction and Maintenance Manual 2014* and the cities of Lake Forest, San Clemente and Irvine's synthetic turf policy and regulations. A comprehensive set of rules and responsibilities specific to the

use of City of Newport Beach synthetic turf fields was created based on those specifications and recommendations.

Recreation staff also determined the need to establish minor allocation seasons in the winter and summer for efficient, fair and equitable year-round use of the synthetic turf fields at Bonita Creek Park. The summer and winter seasons are traditionally designated for post season and all-star play at Bonita Creek Park for home organizations (AYSO 97, Junior All American Football & Newport-Mesa Girls Softball) followed by a maintenance and recovery period. Without the need for a recovery period on synthetic turf and the decrease in field use from home organizations past regular season play, there is opportunity to allocate unused field time to year-round sports. Non-traditional sports such as lacrosse and rugby have also traditionally been left out of field allocations because their seasons coincided with the summer and winter maintenance periods. Staff reviewed the existing timeline of fall and spring field use within the existing policy and, using their structure as guidelines, created field use dates, billing dates and field requests deadlines for winter and summer seasons. The allocation procedure, user group classifications, priority and allocation formula for distributing fields during the minor seasons remains unchanged and consistent with spring and fall seasons.

Lastly, upon review of the annual contract required by YSCMO, the City of Newport Beach Attorney's Office determined that it would be acceptable to expand the contract agreement from one (1) year to five (5) years. This change will create an efficiency that will save time for the youth sports organizations and the City.

A final draft of the modified policy was emailed to all YSCMO on June 15, 2015 for review and feedback. On June 24, 2015, the final draft was presented to the Youth Sports Commission at the semi-annual meeting and was unanimously approved by the six voting member organizations.

#### YSC Policy Additions/Modifications

Additions and/or changes to the Youth Sports Commission Member Requirements & Field Allocation & Use Policy include:

- Modified Table of Contents
- Added a new table in Section 4: Definitions specifying the dates of winter and summer seasons for synthetic turf use
- Changed the contract requirements in Section 6: YSC Open Member Requirements from one year to five years. Section 6A states *"Organization shall sign a five year contract with the City, due by the fall allocation meeting in June"*.
- Added new field request deadlines in Section 8: Field Allocation Requests for summer and winter seasons for synthetic turf use
- Added clarifying language in Section 9 Field Allocation Priority & Procedure Formula defining use and priority for minor seasons. Section 9 states *"Minor field*

*allocations for synthetic turf, all-star and limited camp related use will be reviewed and distributed for winter and summer seasons". Section 9E states "All-star & post season activity will take priority in winter and summer seasons".*

- Added new field use fee deadlines in Section 12: Field Use Fees for summer and winter seasons for synthetic turf use
- Added Section 17: Synthetic Turf Rules and Regulations, highlighting rules and YSC user group responsibilities specific to synthetic turf use
- Added all new dates related to winter and summer seasons in Section 25: Overview of Important Dates

**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).

Attachment: Youth Sports Commission Member Requirements & Field Allocation & Use Policy

**YOUTH SPORTS COMMISSION**

**Member Requirements**

**&**

**Field Allocation & Use Policy**

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

Parks, Beaches & Recreation Commission  
Amended August 4, 2015

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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:

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

Synthetic Turf Only	Fall	Winter	Spring	Summer
<b>Pre-Season/Tryouts</b>	-	January	-	August
<b>In-Season Opening Date</b>	Last week of August	Second Friday in December	February 1	July 1
<b>In-Season Closing Date</b>	Second Friday in December	January 31	June 30	Last week of August
<b>Post-Season/All Stars</b>	As Available	December & January	Early May-June 30	July
<b>Sport "In Season"</b>	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 30 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 **five year** contract **annually** with the City, due by the Fall 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.

## 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.

<b>Field Allocation Request Form and Rosters From Previous Season</b>	
<b>Fall Allocation</b>	<b>Due May 1</b>
<b>Winter Allocation (Synthetic Turf, Allstars and limited camps only)</b>	<b>Due Sept 15</b>
<b>Spring Allocation</b>	<b>Due November 1</b>
<b>Summer Allocation (Synthetic Turf, Allstars and limited camps only)</b>	<b>Due March 15</b>

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

Spring and Fall season field allocations will be reviewed and discussed twice a year at the semi-annual YSC meetings. Minor field allocations for synthetic turf, all-star and limited camp related use will be reviewed and distributed for Winter and Summer seasons. 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:

- i. Maintenance of fields and facilities.
- ii. Fields/facilities for organized game use.
- iii. 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. **All-star & post season activity will take priority in winter and summer seasons.**
  - 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.
  - 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 **in spring and fall only**.
- 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.

- A. Notice of non-use shall be received by March 1 for Spring and September 1 for Fall so the field may be reallocated.
- B. Unless written notice is received, an Organization will be billed for all allocations. Field use fees will not be retroactively adjusted.
- C. 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.
- D. Any Organization with documented non-use of an allocated field for two consecutive weeks after the following dates will lose that allocation for the remainder of the season
  - March 1 in the Spring
  - **July 15 in Summer**
  - Labor Day in the Fall,
  - **December 15 in Winter**

E. 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
Winter Allocation: March 15
Spring Allocation: August 1
Summer Allocation: October 15

**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 30<sup>th</sup> 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. SYNTHETIC TURF RULES AND REGULATIONS**

To protect the field surface and maximize the lifespan of synthetic turf fields, the City of Newport Beach asks that every team official, coach, player, spectator, and parent be aware of the following rules & regulations for use of the synthetic turf field. Coaches are responsible for the conduct and behavior of players and spectators on the field.

- A. Only water is permitted. No flavored drinks are allowed (soda, juice, Gatorade). Glass and other breakable containers are prohibited.
- B. No food allowed on synthetic turf surface. All food including gum, sunflower seeds, nuts and chewing tobacco are prohibited.
- C. Newport Beach municipal code prohibits smoking within 100 feet of a park
- D. No dogs or pets are allowed on the synthetic turf surface. Dogs or other animals are only allowed on the grass perimeter and outfield grass area of Field 1.
- E. Suntan lotions, oils or creams of any kind that may stain the turf are prohibited. Sunblock should be applied before entering the synthetic turf area.
- F. Athletic footwear must consist of molded rubber cleats (less than 2 inches), turf shoes or running shoes. Metal cleats/spikes and high heeled shoes are also prohibited. Athletic footwear should be clean and free of mud.
- G. Marking or taping on the synthetic turf surface is prohibited. Painting field lines must have prior City approval.
- H. Sharp or blunt equipment are prohibited including chairs, benches, flags, shade structures, tents, stakes, and umbrellas. No temporary or permanent equipment shall be staked down onto the synthetic surface.

- I. Large objects, including goals that need to be moved across the field should be carried or have turf wheels. Dragging heavy items or equipment across the field may cause significant damage.
- J. Vehicles of any kind including bicycles, scooters and skateboards are not permitted. RC cars, planes or other toys that use fuel are also prohibited
- K. User Responsibilities
  - 1. You are responsible to leave the field cleaner than you found it and ready for the next user. Following practices and/or games please inspect the field and remove anything left by your players or spectators such as trash, athletic tape, or equipment.
  - 2. Any foreign substances, including bodily fluids, should be removed and rinsed as quickly as possible. Thoroughly rinse and avoid slippery areas that could result in injury. Immediately report the location of accident or injury resulting in bodily fluids (blood, vomit, urine, etc.) on the turf to city staff.
  - 3. Inspect your playing area before and after practices & games and immediately report any areas of the playing surface that are damaged or deficient.
  - 4. Educate your players, parents and spectators about the Synthetic Turf Rules & Regulations to minimize damages to the playing surface.

## **18. 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.

## **19. 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.

## **20. 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

## **21. 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 Howald Park: 1 on Tennis Court Fence; 1 on Driveway entrance fence
  - 38<sup>th</sup> 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.

## 22. 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.

## 23. 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.

## 24. 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.

## 25. OVERVIEW OF IMPORTANT DATES

<b>Spring Allocation</b>	
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 <del>(Includes any planned Summer use)</del>	July 1
Per Player Maintenance Billing Mailed Out	July 1
Allocation Billing Due	August 1

<b>Winter Allocation (Synthetic Turf Field only)</b>	
Field Allocation Request Form and Previous Winter Rosters Due	September 15
Allocation Schedule Draft Complete and Distributed	October 15
Notice of Non Use Of Field Due	October 31
Final Draft of Allocation Schedule Complete and Distributed	November 1
Allocation Begins	Second Friday in December
Allocation Ends	January 31
Allocation Invoice Mailed Out	February 15
Allocation Billing Due	March 15

<b>Fall Allocation</b>	
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 ( <del>Includes any planned Winter use</del> )	January 1
Allocation Billing Due	February 1

<b>Summer Allocation (Synthetic Turf Field only)</b>	
Field Allocation Request Form and Previous Summer Rosters Due	March 15
Allocation Schedule Draft Complete and Distributed	April 15
Notice of Non Use Of Field Due	April 30
Final Draft of Allocation Schedule Complete and Distributed	May 1
Allocation Begins	July 1
Allocation Ends	Last week of August
Allocation Invoice Mailed Out	September 15
Allocation Billing Due	October 15

## 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 & 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)

**Short Form  
Return of Organization Exempt From Income Tax**

Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except black lung 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**

Department of the Treasury  
Internal Revenue Service

**A** For the 2012 calendar year, or tax year beginning \_\_\_\_\_, 2012, and ending \_\_\_\_\_, 20\_\_\_\_

**B** Check if applicable:  
 Address change  
 Name change  
 Initial return  
 Terminated  
 Amended return  
 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:  Cash  Accrual Other (specify) \_\_\_\_\_

**H** Check  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) -  501(c)(3)  501(c) ( ) (insert no.)  4947(a)(1) or  527

**K** Check  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 \_\_\_\_\_

<b>Revenue</b>	<b>1</b> Contributions, gifts, grants, and similar amounts received . . . . .	<b>1</b>	
	<b>2</b> Program service revenue including government fees and contracts . . . . .	<b>2</b>	
	<b>3</b> Membership dues and assessments . . . . .	<b>3</b>	
	<b>4</b> Investment income . . . . .	<b>4</b>	
	<b>5a</b> Gross amount from sale of assets other than inventory . . . . .	<b>5a</b>	
	<b>b</b> Less: cost or other basis and sales expenses . . . . .	<b>5b</b>	
	<b>c</b> Gain or (loss) from sale of assets other than inventory (Subtract line 5b from line 5a) . . . . .	<b>5c</b>	
	<b>6</b> Gaming and fundraising events		
	<b>a</b> Gross income from gaming (attach Schedule G if greater than \$15,000) . . . . .	<b>6a</b>	
<b>b</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) . . . . .	<b>6b</b>		
<b>c</b> Less: direct expenses from gaming and fundraising events . . . . .	<b>6c</b>		
<b>d</b> Net income or (loss) from gaming and fundraising events (add lines 6a and 6b and subtract line 6c) . . . . .	<b>6d</b>		
<b>7a</b> Gross sales of inventory, less returns and allowances . . . . .	<b>7a</b>		
<b>b</b> Less: cost of goods sold . . . . .	<b>7b</b>		
<b>c</b> Gross profit or (loss) from sales of inventory (Subtract line 7b from line 7a) . . . . .	<b>7c</b>		
<b>8</b> Other revenue (describe in Schedule O) . . . . .	<b>8</b>		
<b>9</b> <b>Total revenue.</b> Add lines 1, 2, 3, 4, 5c, 6d, 7c, and 8 . . . . .	<b>9</b>		
<b>Expenses</b>	<b>10</b> Grants and similar amounts paid (list in Schedule O) . . . . .	<b>10</b>	
	<b>11</b> Benefits paid to or for members . . . . .	<b>11</b>	
	<b>12</b> Salaries, other compensation, and employee benefits . . . . .	<b>12</b>	
	<b>13</b> Professional fees and other payments to independent contractors . . . . .	<b>13</b>	
	<b>14</b> Occupancy, rent, utilities, and maintenance . . . . .	<b>14</b>	
	<b>15</b> Printing, publications, postage, and shipping . . . . .	<b>15</b>	
	<b>16</b> Other expenses (describe in Schedule O) . . . . .	<b>16</b>	
<b>17</b> <b>Total expenses.</b> Add lines 10 through 16 . . . . .	<b>17</b>		
<b>Net Assets</b>	<b>18</b> Excess or (deficit) for the year (Subtract line 17 from line 9) . . . . .	<b>18</b>	
	<b>19</b> 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) . . . . .	<b>19</b>	
	<b>20</b> Other changes in net assets or fund balances (explain in Schedule O) . . . . .	<b>20</b>	
	<b>21</b> Net assets or fund balances at end of year. Combine lines 18 through 20 . . . . .	<b>21</b>	

Form 990-EZ (2012)

Page **4**

	Yes	No
<b>46</b> 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 . . . . .	<b>46</b>	



**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

	Yes	No
<b>47</b> 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 . . . . .	<b>47</b>	
<b>48</b> Is the organization a school as described in section 170(b)(1)(A)(ii)? If "Yes," complete Schedule E . . . . .	<b>48</b>	
<b>49a</b> Did the organization make any transfers to an exempt non-charitable related organization? . . . . .	<b>49a</b>	
<b>b</b> If "Yes," was the related organization a section 527 organization? . . . . .	<b>49b</b>	

**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.

<b>Sign Here</b>	▶ Signature of officer	Date
	▶ Type or print name and title	

<b>Paid Preparer Use Only</b>	Print/Type preparer's name	Preparer's signature	Date	Check <input type="checkbox"/> if self-employed	PTIN
	Firm's name ▶	Firm's EIN ▶			
	Firm's address ▶	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]  
03/06/2014

<b>PRODUCER</b> Maguire Insurance Agency, Inc. 27301 Puerta Real Suite 200 Mission Viejo, CA 92691 977.438.7459	<p style="text-align: center;"><b>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.</b></p> <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: Philadelphia Indemnity Insurance Company</td> <td>18058</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: Philadelphia Indemnity Insurance Company	18058	INSURER B:		INSURER C:		INSURER D:		INSURER E:	
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INSURER B:													
INSURER C:													
INSURER D:													
INSURER E:													
<b>INSURED</b> <div style="background-color: black; width: 100px; height: 30px; margin-top: 5px;"></div>													

**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.

INSR LTR	ADD'L INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YYYY)	POLICY EXPIRATION DATE (MM/DD/YYYY)	LIMITS
A	X	<b>GENERAL LIABILITY</b> <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"/> PROJECT <input type="checkbox"/> LOC	#HPK553598-004	04/06/2014	04/06/2015	EACH OCCURRENCE: \$2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence): \$100,000 MED EXP (Any one person): \$2,500 PERSONAL & ADV INJURY: \$2,000,000 GENERAL AGGREGATE: \$4,000,000 PRODUCTS - COMP/OP AGG: \$4,000,000
		<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS				COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)
		<b>GARAGE LIABILITY</b> <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT OTHER THAN AUTO ONLY: EA ACC / AGG
		<b>EXCESS / UMBRELLA LIABILITY</b> <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE <input type="checkbox"/> RETENTION				EACH OCCURRENCE AGGREGATE
		<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> Y/N (Mandatory in NH) If yes, describe under SPECIAL PROVISIONS below				<input type="checkbox"/> WC STATU-TORY LIMITS <input type="checkbox"/> OTHER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - 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) to the operations of the named insured except that liability resulting from the additional insured's sole negligence. 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	<p style="font-size: x-small;">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.</p> AUTHORIZED REPRESENTATIVE <div style="text-align: center; font-size: 2em; margin-top: 20px;"> </div>
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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**

<b>Name Of Additional Insured Person(s) Or Organization(s)</b>
City of Newport Beach, its officers, officials, employees and volunteers 100 Civic Center Drive Newport Beach, CA 92660
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	TUES	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								
BCSP # 1								
BCSP # 2								
BCSP # 3								
BCSP #4								
BCSP #5								
BCSP #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 All Star Dates/Days/Locations (Tentative)

Summer Camp Dates/Days/Locations (Tentative)



== CITY OF ==

# NEWPORT BEACH

## PB&R Commission Staff Report

Agenda Item No. **6C**  
August 4, 2015

**TO:** Parks, Beaches & Recreation Commission

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

**TITLE:** Request to Donate a Bench – Ruby Avenue at North Bay Front on Balboa Island

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### **RECOMMENDATION:**

Staff recommends that the Parks, Beaches and Recreation Commission consider approval of a request to donate a bench for Georgeann and Greg Eidman at the end of Ruby Avenue at North Bay Front on Balboa Island.

### **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 (Attachment A) from Courtney Eidman to donate a Medway bench at the end of Ruby Avenue at North Bay Front on Balboa Island (Attachment B). The cost of the donation will include the 10% maintenance fee as required by Council Policy B-17. The Municipal Operations Director approved the donation request and location.

Since the value of the donated item is greater than \$1,000.00, the donation request is eligible to receive a dedicatory plaque. The submitted verbiage for the plaque, which complies with City Council Policy B-17, is "Donated for Georgeann and Greg Eidman".

### **NOTICING:**

Ms. Eidman, Mayor Edward D. Selich, and Balboa Island Improvement Association have received a copy of this report. Surrounding residents (Attachment C) were notified of the Commission Meeting via Postcard (Attachment D).

Submitted by:



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Mike Pisani, Director  
Municipal Operations Department

- Attachments:
- A. Donation Request
  - B. Map photo of proposed bench location
  - C. Map highlighting surrounding residents notified
  - D. Postcard Notification



Gifts for Tomorrow Order Request Form

Item #	Description
100	Medway Design California Island



Contact Information



COURTNEY EIDMAN  
Name  
6150 Lynbrook  
Mailing Address  
Houston, Texas 77057  
(713) 398-3958  
Phone



Courtney A Eidman  
Signature



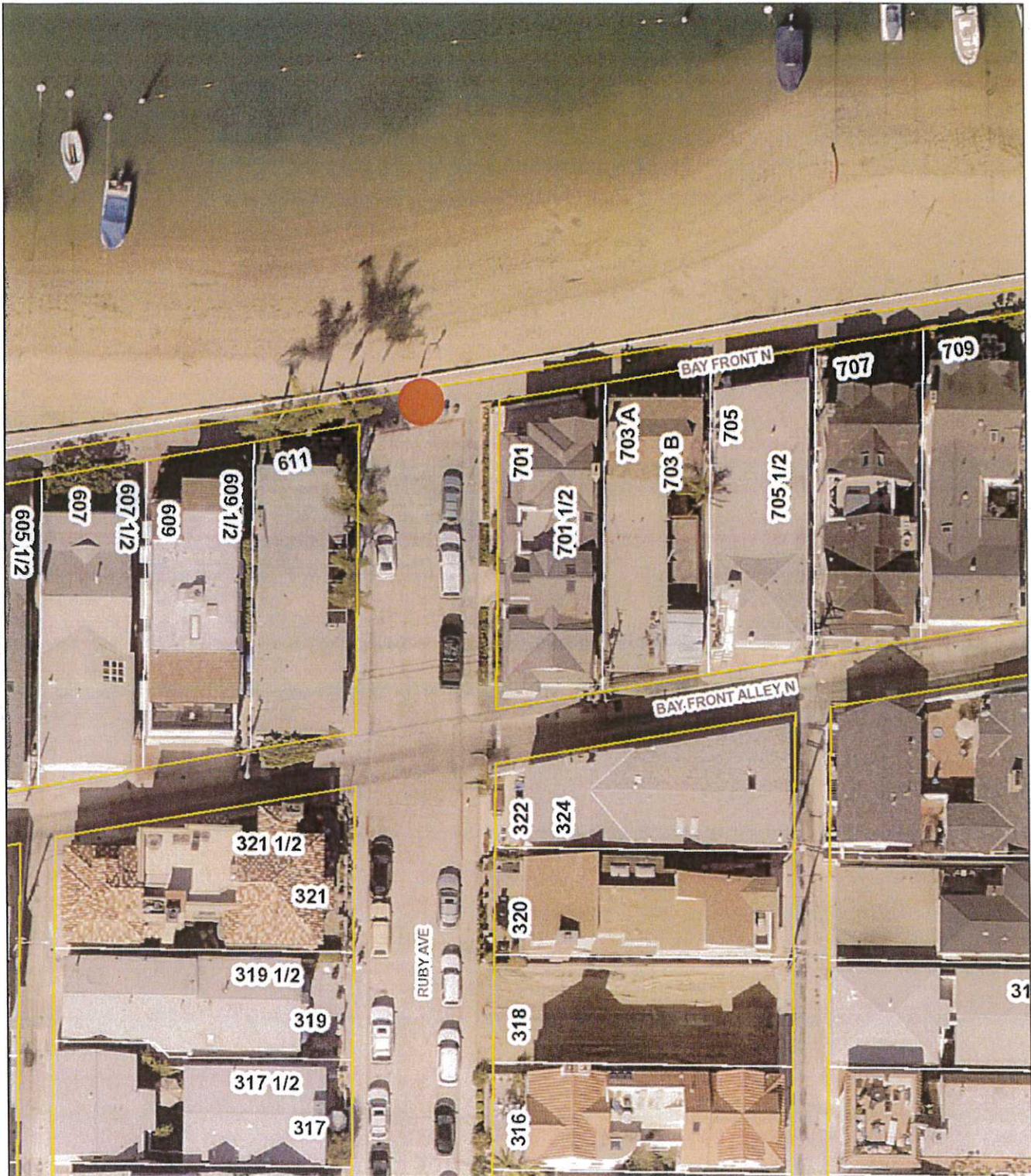
DEDICATION PLAQUE INFO

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:

Georgeann and Greg Eidman  
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](http://www.eagleaerial.com)

7/16/2015

BALBOA

BEACON BAY

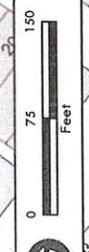
Eidman Bench Location



Notified Properties



# Eidman Bench Donation Notification



ATTACHMENT C

City of Newport Beach  
GIS Division  
July 16, 2015



The Agenda Report will be available on the City's website after July 31, 2015: [www.newportbeachca.gov](http://www.newportbeachca.gov). If you have any questions regarding this meeting, you may contact the Municipal Operations Department at (949) 644-3055.

Newport Beach, CA 92660  
100 Civic Center Drive  
Newport Beach Civic Center

**LOCATION:** City Council Chambers  
**DATE:** Tuesday, August 4, 2015  
**TIME:** 6:00 p.m.

Attendance at the meeting is optional.

At its August 4, 2015 meeting, the Parks, Beaches, and Recreation Commission will consider a bench donation request at Ruby Avenue at North Bay Front based on the criteria of City Council Policy B-17, Parks, Facilities, and Recreation Program Donations.

**Parks, Beaches, and Recreation Commission Meeting Notice**



City of Newport Beach  
Municipal Operations Department  
100 Civic Center Drive  
Newport Beach, CA 92660

**IMPORTANT:  
Commission Meeting Notice**



## August 4, 2015, PB&R Agenda Comments

Comments on Newport Beach Parks, Beaches and Recreation Commission agenda submitted by:  
Jim Mosher ( [jimmosher@yahoo.com](mailto:jimmosher@yahoo.com) ), 2210 Private Road, Newport Beach 92660 (949-548-6229)

### ***Item (5)A. Minutes of June 2, 2015 Meeting***

The following very minor correction is suggested:

**Page 1**, Item 3, paragraph 2: the **semicolon** at the end of next to last line looks like it was intended to be a **comma**.

### ***Item (5)B. Parks & Operations Division Activity Report***

Regarding the “*Brown is the new Green*” campaign for the City medians, the hope that dye applied to the brown grass will last until the rain returns begs the question of whether the expectation is that rain alone will be sufficient to make the grass recover? If not, what is the plan to restore the medians? And how much will it cost?

### ***Item (5) D, E, F & G. Picnic Table Donation – Cliff Drive Park***

There seems to be a minor mix-up in these three items to replace existing park benches with concrete.

In contrast to Items D and F, which are shown, respectively, going on the large concrete pad with connecting path and on the small pad farthest from that, **Items E and G share the same “Attachment B” map and photos** indicating the donated bench would go at the same location, namely the small pad closest to the large one.

It would seem important to resolve this so the plaques for Items E and G are installed at the expected locations.

One also assumes none of the benches being replaced in these items, or in Item H at Irvine Terrace Park, bear previous dedications. If they do, that would complicate the issue.

### ***Item (6)A. Request for Temporary Lights at Bonita Canyon Sports Park (BCSP) Field #5 by Newport-Mesa Soccer Club (NMSC)***

The staff report does not make clear if the City has a clear policy on deployment of user-provided equipment at City parks, including use and storage of lights, and what criteria the Commission should use in evaluating the request. [City Council Policy B-15](#) provides some guidance on the kinds of Commission decisions that require special notice, but does not appear to define the criteria to be used in making the decisions.

Related to that, the staff report includes an Attachment D implying neighboring residents were notified of the present hearing (as required by Policy B-15) by postcard, but the “Noticing” paragraph preceding that makes no mention of the postcards having been sent.

### ***Item (6)B. Modifications to the Youth Sports Commission (YSC) Member Requirements & Field Allocation & Use Policy***

I am personally not clear on what the Youth Sports Commission is, who created it and what relation it has to the City government.

From what little I know about it, the “**YSC Policy Background**” provided in the staff report is misleading. The “*Youth Sports Commission Member Requirements and Field Allocation & Use Policy*” (the “**Policy**”) document being presented for revision was *not* created in 2003. It was in fact presented to PB&R for the first time at its meeting last [August \(Item 7b\)](#), and was said to be an extensively revised and updated compilation of three existing documents.

It was unclear to me at that time, and remains unclear, whether adoption of the “Policy” required City Council ratification.

That said, it would have been helpful to provide a link to where a copy of the currently-adopted Policy can be found (I was unable to find it on the City website, including its [Adult and Youth Sports](#) web pages). This is especially important because the redlined version provided with the staff report does not always make it clear what existing parts are being changed. For example, on page 4 (“Definitions”) there is a table indicating in red that for Grass Fields the proposed Fall In-Season Closing Date is “*Second Friday in December.*” Without consulting the current “Policy” (which I can find only in the [staff report](#) from August 5, 2014) one would not know that it currently reads “*December 15.*”

Regarding the change from 1 to 5 year contracts (page 6 of the redlined version), I would guess the language needs to be cleaned up. Not only is it completely unclear to me what the substance of the contract is intended to be, but it would appear the proposed language makes a 5 year contract term *mandatory*. Was that the intention, or is any term between 1 and 5 years acceptable? Also, who is authorized to grant the contract at the City end? Are the contracts for all the member organizations supposed to be synchronized to the same five year end date? And if they are no longer annual, what is the significance of the existing “*due by the Fall allocation meeting in June*” language? Which June is being referred to?

In the new “*SYNTHETIC TURF RULES AND REGULATIONS*” on page 14, the reference to “**Field 1**” in part D is unclear. I assume this has something to do with the new synthetic turf at Bonita Creek Park, but are these rules intended to apply only to that park and not to other synthetic turf the City might add elsewhere? Likewise, are these rules and regulations intended to apply *only* to youth sports?

In part K.1 of those new regulations, the expectation that users will “*leave the field cleaner than you found it*” seems unrealistic and unenforceable. Shouldn’t it be “**at least as clean as**”? There are a number of other minor grammatical errors that could be corrected.

***Item (6)C. Bench Donation – Ruby Avenue / North Bay Front***

Since this item uses essentially the same boilerplate format as Items D through H on the Consent Calendar, the staff report fails to make clear what differentiates this request from those.

Is there already a bench at this location? Does it have a dedication? Why is it being replaced? Is the new style different from the old?

***Item (6)D. Ad Hoc Committee / Liaison Appointment***

It is good to see a list of committees active during the preceding year, but it would seem to me that the purpose of the ad hoc advisory committees should be clear enough, when they are formed, that they would automatically or self-sunset when they declare they have presented their final report to the full Commission. It is difficult to see why any additional year-end action by the Commission is needed to end them.

This would apply, for example, to the **West Newport Community Center** committee, which should have a clearly defined, completable work product and ideally a definite due date for its report.

It would also apply to the **Community Service Award** committee. If it was appointed for a limited time to return with a specific limited recommendation, that should be clearly stated. Otherwise, if as the staff report implies it simply continues to exist indefinitely, it has become a standing committee of the Commission and its meetings should be open and publicly noticed.

Finally, I am uncomfortable with the “liaison” appointments to committees created by others. If the appointees serve as more than mere observers, and if the full Commission will later be serving in a review capacity with regard to proposals from these groups, then there can be an ethical problem with the Commission reviewing work that its members have participated in formulating. It is important to realize that if the Commission had created these committees and their membership included persons not on the Commission, then the Brown Act would require the committees’ meetings to be open and noticed just like those of the Commission itself.