



CITY OF NEWPORT BEACH PARKS, BEACHES & RECREATION AGENDA

CITY COUNCIL CHAMBERS – 3300 NEWPORT BOULEVARD
TUESDAY, September 4, 2012 – 6PM

PB&R Commission Members:

Kathy Hamilton, Chair
Tom Anderson, Vice Chair
Ron Cole
Roy Englebrecht
Phillip Lugar
Marie Marston
Jack Tingley

Staff Members:

Laura Detweiler, Recreation & Senior Services Director
Mark Harmon, Municipal Operations Director
Sean Levin, Recreation Superintendent
Teri Craig, Administrative Assistant

1) CALL MEETING TO ORDER

2) ROLL CALL

3) NOTICE TO THE PUBLIC

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

4) CONSENT CALENDAR

All matters listed under Consent Calendar 4A-4E 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 August 7, 2012 regular meeting.**

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

B. **Parks & Operations Division Activity Report.**

Recommendation: Receive/file monthly Activity Report for activities and upcoming projects.

C. **Recreation & Seniors Services Activity Report.**

Recommendation: Receive/file monthly Activity Report for activities and upcoming projects.

D. **Bench Donation.**

Recommendation: Approve bench donation from Anthony Codianni to be installed at Rhine Wharf Park.

E. **Donation of Fitness Equipment & Furniture to the OASIS Senior Center**

Recommendation: Approve donation of 350 banquet chairs and one New Step fitness machine.

5) CURRENT BUSINESS

A. **2011-12 Youth Sports Groups Maintenance Fund Review and Proposed Modifications to Fund Procedures in the Allocation Policy.**

Recommendation: Consider proposed change to the funding procedures in the Field Allocation & Use Policy.

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.

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

7) 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.

8) ADJOURNMENT

**Parks, Beaches & Recreation Commission
Regular Meeting
August 7, 2012 – 6pm**

1) CALL MEETING TO ORDER – 6:00 p.m.

2) ROLL CALL

Present: Phil Lugar, Chair
Kathy Hamilton, Vice Chair
Tom Anderson
Ron Cole
Roy Englebrecht
Marie Marston (arrived @ 6:15pm)
Jack Tingley

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

3) NOTICE TO THE PUBLIC

4) ELECTION OF OFFICERS

Chair Lugar expressed his appreciation to staff and his fellow Commissioners for their help and support throughout his tenure as Chair.

Chair Lugar open the nominations for Chair.

Chair Lugar nominated Vice Chair Hamilton. There being no other nominations, nominations were closed and Vice Chair Kathy Hamilton was declared Chair, unanimously.

Chair Lugar opened the nominations for Vice Chair.

Commissioner Englebrecht nominated Commissioner Anderson. There being no other nominations, nominations were closed and Commissioner Anderson was declared Vice Chair, unanimously.

Each newly-elected officer took their place on the dais.

5) CONSENT CALENDAR

A. Minutes of the June 5, 2012 regular meeting.

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

B. Parks & Operations Division Activity Report.

Recommendation: Receive/file monthly Activity Report for activities and upcoming projects.

C. Recreation & Seniors Services Activity Report.

Recommendation: Receive/file monthly Activity Report for activities and upcoming projects.

Chair Hamilton opened the public discussion; seeing none the Public Discussion was closed.

Motion by Chair Hamilton to accept Items 5A through 5C. Motion carried by acclamation.

6) CURRENT BUSINESS

A. Bench Donation

MOD Deputy Director Pisani presented details of the report noting that the request had been made last February but was deferred until the policy was updated by the Commission and approved by the City Council. He noted this is the first bench donation where the donor will pay the maintenance fee and addressed the proposed location of the bench.

Chair Hamilton opened the public discussion; seeing none the Public Discussion was closed.

Motion by Commissioner Lugar to approve the bench donation request by Ms. Mickey Warner to be installed at Rhine Wharf Park. Motion carried by acclamation

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

Superintendent Levin presented details of the report including the timeline and types of lights to be installed. He noted that there had been some complaints received by surrounding residents regarding the previously-installed type of lights. He reiterated that there are not enough lit fields in the City and read a letter from John Martino supporting the changes recommended by staff and expressing concerns with increased traffic and street parking issues created by use of the fields by multiple groups.

Discussion ensued followed regarding the rationale for the previous changes in lighting.

Mark Arblaster, Newport Mesa Soccer Club indicated that he had spoken with the Hertz representatives about the lights and had assured them that they would only be sending the Genie TML-400N metal halide bulb or equivalent lights and not what was used last year.

Ensuing discussion pertained to lack of available parking in the area, drop-off and pick-up of players and the possibility of adding parking spaces.

Superintendent Levin reported that staff is working on this problem.

Director Detweiler reported that staff will work with the League to find workable solutions.

Chair Hamilton opened the public discussion

Jim Mosher noted that the report refers to the specific field as an "unlit field" and stated that surrounding homeowners had the expectation that the field would be used only in daylight hours. He expressed concerns with "temporary" becoming "permanent."

Chair Hamilton closed the public discussion.

Motion by Vice Chair Anderson to approve temporary lights for NMSC at BCSP field #5 from October 1 – November 21, 2012 and January 9-March 9, 2013 from dusk to 7:45pm, weekdays only. Genie TML-400N metal halide bulb or equivalent lights. Motion carried by acclamation.

C. Reforestation Request

MOD Deputy Director Pisani presented details of the report addressing replacement of existing City Brisbane Box trees with Australian Willow trees at the Homeowners' Association expense.

Chair Hamilton opened the public discussion; seeing none the public discussion was closed.

Motion by Commissioner Anderson to approve reforestation request from Harbor View Hills South HOA to remove and replace five City Brisbane Box trees on Quiet Cove. Motion carried by acclamation

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

Director Detweiler presented an update of the Department's summer and aquatics programs noting increased registration and attendance. She announced that Sunset Ridge Park application will be heard before the Coastal Commission who is recommending a "no vote" on the project due to sensitive habitat in the area and City staff will continue to achieve and active park. She reported that the Coastal Commission recently approved the Marina Park project. She noted that the height of the lighthouse component was not approved but that staff will return before the Coastal Commission advocating approval.

Discussion followed regarding providing additional information to the Coastal Commission regarding removal of fire rings and providing information on hazards related to smoke in the application process. Discussion continued regarding testing of air quality related to fire rings.

Director Detweiler stated that the Coastal Commission asked whether the City had conducted studies, the response to which is "no".

Chair Hamilton noted that the information from the Internet comes directly from the AQMD and the American Lung Association.

Deputy Director Pisani reported that landscaping demolition and replacement of trees on Irvine Avenue has begun and should be completed around the first of November.

Commissioner Marston addressed promoting Arts in the City and the possibility of identifying locations for Arts in Public Places. She requested that the item be included in a future agenda with the possibility of having a Arts Commission liaison make a presentation at a later date to the Commission.

Commissioner Englebrecht requested that the Corona del Mar fire rings be added to the next agenda. Ms. Detweiler indicated that it would not be appropriate to agendize the item since the Commission and City Council had already taken action and that staff is in the middle of process as directed.

8) PUBLIC COMMENTS ON NON-AGENDA ITEMS

Jim Mosher addressed an update to the City Charter coming before voters in November noting it concerns revision to thirty-eight (38) sections of the Charter, three (3) of which concern the Commission. He summarized the three specific sections and encouraged Commissioners to vote "no" on the measure. He noted that the measure will be presented under a single yes/no vote.

9) ADJOURNMENT — 6:51pm

Submitted by:

Teri Craig, Admin Assistant

Approved by:

Kathy Hamilton, Chair



Municipal Operations Department

PB&R Commission Agenda

Item No. 4B
September 4, 2012

TO: Parks, Beaches and Recreation Commission

FROM: Parks and Trees Maintenance Superintendent
Operations Support Superintendent

SUBJECT: *July Parks and Trees, and Operations Support Divisions Activity Report*

Parks Maintenance Division Activities

Parks Maintenance Division staff continues working with the Public Works Department on numerous projects in the planning and construction phases.

Projects currently underway:

Jamboree Road Widening at Bristol	Bitterpoint Pump Station
Sidewalk, Curb and Gutter Contract - various locations	Civic Center
Buck Gully Lower Canyon Stabilization – complete	Irvine Terrace Park Shade Structure
Upper Buck Gully trail and bridges	Bristol Street North Landscape
Irvine Avenue, Westcliff to Dover	I Street median
19 th Street Tide Valve	Booster Irrigation Pump for Lincoln Athletic Center
San Joaquin Hills Rd. median – turn lane adjustments	

Projects that are in the planning phases:

Sunset Ridge Park	Bristol Street South Landscape
Marina Park	Dover Drive Median
China Cove Slope Stabilization	Lido Village and existing City Hall site
CDM Entrance at MacArthur Blvd	Balboa Blvd medians
Irvine Terrace Park CERT storage	Playground donation at Balboa Blvd and Miramar Street
Cypress Street End	Sea wall repair at 37 th and Lake

Recently, the first phase of a landscape renovation on the Spyglass Hill Road parkways from San Miguel Drive to El Capitan Drive was completed. Plant materials were selected based on their drought-tolerance, ease of maintenance, and overall beauty.



Trees Division Activities

Month of:	Trees Trimmed	Trees Removed	Trees Planted
July	686	14	18

As part of the City's overall grid and annual trimming schedule, the City's tree service contractor pruned trees within the Spyglass Hill, Buffalo Ranch, and Newport Heights areas.

The attached Tree Activity Report summarizes requests and field activities performed during the past months.

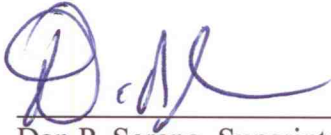
Beach Maintenance Activities

Recently, the [Natural Resources Defense Council](#) (NRDC) issued a 5-star rating for 38th Street and 52nd/53rd Street beaches, and a 4-star rating for Orange Street beach. NRDC rates 200 popular beaches across the country based on exceptionally low violation rates for bacterial standards, and strong testing and safety practices from 2009 - 2011. These high ratings are a direct result of the excellent work of the beach maintenance, storm drain, and street sweeping crews in the Operations Support Division.

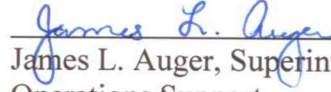


See attached Municipal Operations Department, Activities Reports for July 2012.

Submitted by:



Dan P. Sereno, Superintendent
Parks and Trees Maintenance



James L. Auger, Superintendent
Operations Support

Attachments: (A) Tree Activity Report 2011-2012
(B) Municipal Operations Department, July 2012 Activities Reports

[illegible][illegible]



Municipal Operations Department

Parks and Trees Division Fiscal Year 2012-2013

Problem Tree Removals

Month	# Trees	Location(s)
July-12	0	

Reforestation Tree Removals

Month	# Trees	Location(s)
July-12	0	

Replacement Trees

Month	# Trees	Location(s)
July-12	16	

Municipal Operations Department - General Services Divisions - Activities Report - July 2012	This Month	This Month Last Year	Total To Date	TTD Last Year
Asphalt/Concrete				
Street Patching (Tons of Blacktop)	135	221	135	221
Sidewalk Repaired (sq. ft.)	2,816	2,980	2,816	2,980
Curb & Gutter Replacement (lin. ft.)	132	162	132	162
Sweeping, Beach Cleaning, Demo Materials (tons)	351	364	351	364
Asphalt/Concrete Recycled (tons)	136	256	136	256
Signs & Traffic Markings				
Signs Made	0	36	0	36
Signs Installed	182	183	182	183
Decals	4,240	0	4,240	0
Special Purpose Signs/Banners Made	16	11	16	11
Street Striping (lin. ft.) Added/Replaced	186,435	51,292	186,435	51,292
Pavement Markings (including reflective)	296	50	296	50
Parking Stalls	0	7	0	7
Curb Painting (lin. ft.)	1,302	3,832	1,302	3,832
Thermoplastic (lin. ft.)	0	0	0	0
Sign Posts Installed	21	13	21	13
Graffiti				
Graffiti Incidents Removed by Staff	25	10	25	10
Graffiti Incidents Removed by Contractor	453	67	453	67
Refuse Collection				
Residential (tons)	3,071	2,994	3,071	2,994
Liquid HazMat Incidents	22	16	22	16
E-Waste Incidents	7	6	7	6
U-Waste Incidents	4	16	4	16
Recyclables (tons)	1,290	1,250	1,290	1,250
Trees				
Trimmed by Staff	15	11	15	11
Trimmed by Contractor	671	2,376	671	2,376
Removed	14	13	14	13
Planted	18	5	18	5
Roots Pruned by Contractor	0	2	0	2
Roots Pruned by Staff	9	4	9	4
Automotive				
Repairs	129	224	129	224
Preventive Maintenance Completed	64	58	64	58
PM Labor Hours	123	165	123	165
Beach Maintenance				
Beach Area Refuse (tons)	198	210	198	210
Beach Debris (tons)	85	75	85	75
Sweeping/Storm Drain				
Gutter Miles Swept	3,204	3,659	3,204	3,659
Sweeping Debris (cubic yards)	464	614	464	614
Storm Drain Debris (cubic yards)	37	25	37	25

**Recreation Services
Monthly Activities Report**

To: Parks, Beaches & Recreation Commission
From: Sean Levin, Recreation Superintendent
Re: Recreation Division Monthly Activities Report



ODE TO THE OCTOPI

The Marine Protection staff is grateful for the opportunity to share the ocean's wonders and our passion for nature. The animal ambassadors under our care play a vital role in teaching people how amazing our natural world is.

This spring and summer our new resident octopus (Mitch) has been making a big splash with people participating in our educational programs. The Marine Protection Division conducts education programs both at the beach and in classroom for over 8,000 students annually. We utilize various educational approaches, one being the very popular touch tanks.

The flurry of interest reminded Leonard (one of our very own CdM residents) of Marine Protection's first octopus ambassador whose eggs hatched on Mother's Day 2010. Leonard was so struck by the tiny creatures that he wrote a poem which was published in a book of poems he wrote.

BABY OCTOPI

heart-crushingly fragile

first you see nothing
then your eyes accept it
(or are they forming it)-

eight perfect tentacles
lined with near
microscopic suction cups

two too impossibly tiny
pin-point black eyes
seemingly adrift

in a translucent, bulbous head
hours old and voracious!

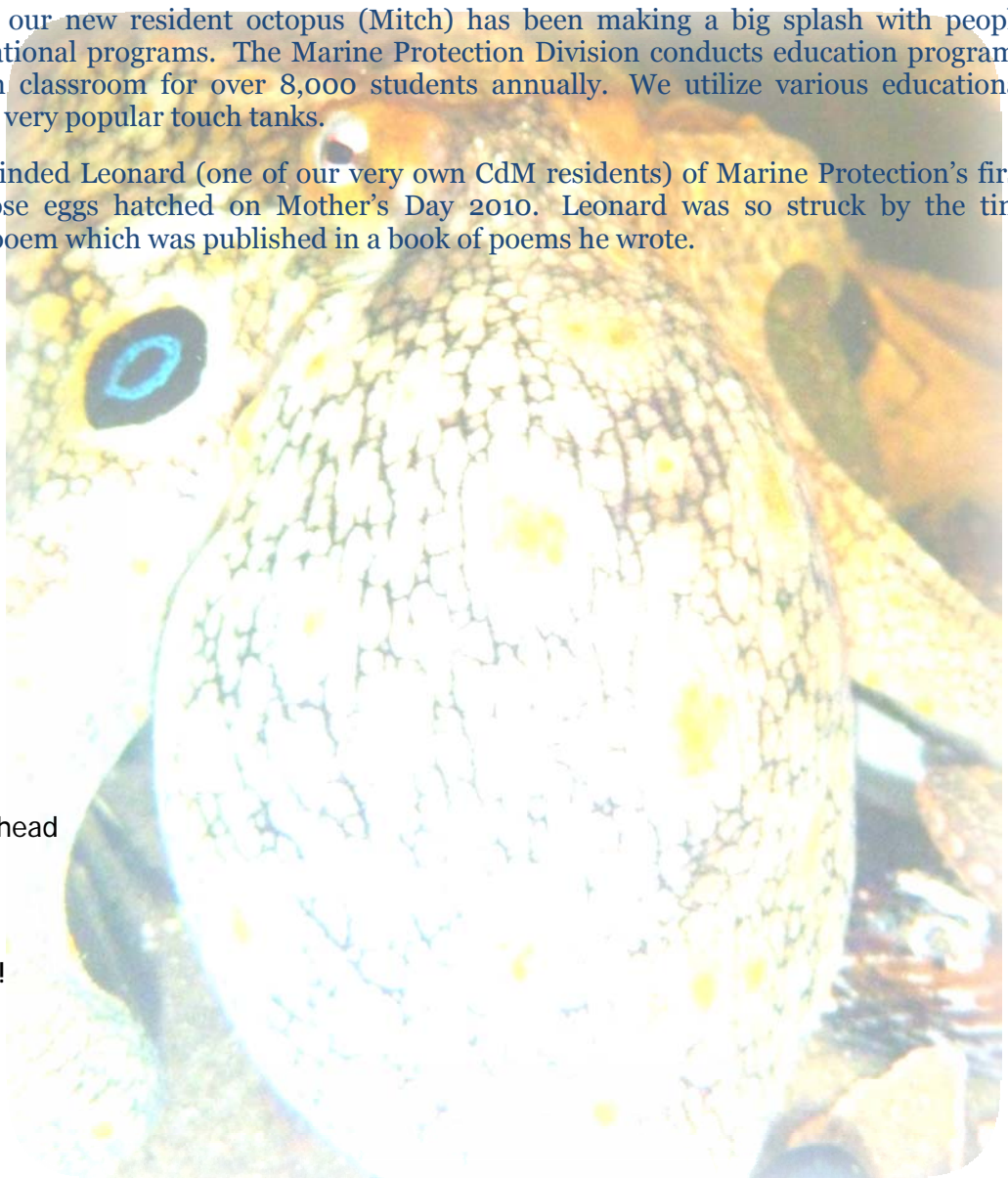
how gigantic!
how fantastically massive!

how immense
your will!

to come alive
to strive
to thrive

to survive your world
our world

this unfathomable world!



BACK TO SCHOOL

Summer is winding down and kids are getting ready to head back to school. Staff is looking forward to the 2012/13 school year, as we will again partner with the PTA's and School Foundations at Mariners Elementary and Newport Elementary.

The City is excited to provide quality programming at each school site, and will introduce new programs such as; Mandarin Chinese, Lacrosse, T-ball, Broadway Stars, Bollywood Dance, and Computer Keyboarding. The brochures will be distributed in students packets and previous participants will be receiving an electronic version via email. Registration begins on August 27th with classes on September 17th.



FACILITY RENTALS

During the period of July 16 –Aug 15, 2012 there were:

- 24 Picnic/Park Area Rentals
- 10 Room Rentals
- 4 Field Rentals
- 7 Gym Rentals

There were total of (2) wedding reservation rentals for this period:

Ensign View Park-July 30, 20 guests

Peninsula Park-Aug 4, 75 guests

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 **July** Park Patrol had the following number of contacts:

1. Requested Calls

- **25 with Youth Sports Groups**
- **22 Field related issues/checks**
- **7 Park/Picnic/reservation issues/checks**
- **55 Community Center issues/checks**
- **5 Playground checks**
- **3 other**
- **CDM Beach Contacts**
 - **BBQ's-140**
 - **Tents-161**
 - **Charcoal- 111**

2. Public Contacts

- 187 education
- 15 alcohol
- 95 dog related

NOV -Written Warnings Issued- two for Parking Violations.

Citations Issued- one citation issued for parking violation at Arroyo Park, one for commercial activity at Irvine Terrace Park.

SPECIAL EVENT PERMITS

As of Aug 15, 2012, there were 184 Special Event Permits processed and issued for the year. Those events of note for this period are:

Lifeguard Regionals Competition- Newport Pier, July 27-28, 2012

Attendance: 2500

Senior Services Monthly Activities Report

To: Parks, Beaches & Recreation Commission

From: Celeste Jardine-Haug, Senior Services Manager

Re: Senior Services Division Monthly Activities Report

Event Center Rentals – In an effort to create a more streamlined rental system and to protect the facility from undo wear and tear, we have decided to create a preferred catering list. In doing so, staff will ensure that the caterers using the kitchen and Event Center have all the proper paperwork such as business license and insurance and have received a thorough training on the responsibilities, i.e. cleanliness. An RFQ has been processed through Purchasing. The result was a selection of seven caterers.

Now when customers rent the facility, they will be given the list of caterers and must choose one of them if they will be serving food at the Center. Careful attention has been made that the companies are able to do the very large events to the smallest Board meeting type functions and that they come with high recommendations.

Talent Show - OASIS staff put on the 2nd Annual Talent Showcase with 350 in attendance. It was an opportunity for OASIS members to have fun and perform for other seniors. This year a few of the Living Senior Community Centers brought a van or two to enjoy the day. We had 12 performances from hula dancing to solo singing performances.

BBQ and a Movie - This summer we put on a casual BBQ lunch before the monthly movie. This activity has turned out to be great fun with over 125 people attending the August event.



OASIS Senior Resources Expo - The Expo was a grand success with over 400 attendees. There were 55 vendors, which ranged from Living Communities to non-profit agencies that assist seniors with Medicare information. The "Taste at OASIS" was a great success, we had six retirement communities bringing their own stations and menu. The only long line was waiting for us to open for lunch at noon. Aside from the heat the lunch was very successful with lots of fabulous food being offered. All in all, the event was a great success with lots of rave reviews.

Kudos to Recreation Supervisor Vicki Chin for a great planning job.



OASIS FACILITY RENTALS

During the period of July 16, 2012 – August 15, 2012 there were:

- 9 Classroom Rentals
- 1 Event Center Rentals

July 2012 OASIS UTILIZATION REPORT

PARTICIPANTS ATTENDING

14,189 CUSTOMERS

RECREATIONAL CLASSES

3,039 CUSTOMERS

FITNESS CENTER

5,913 CUSTOMERS

PERSONALIZED SERVICES PROVIDED

1,153 CUSTOMERS

Includes:

Blood Pressure		Rental Inquiries	18
Counseling-persons	40	Rentals (Paid)	7
Eldercare		Senior Assessment(hrs)	55
Employment	20	Telephone Reassurance	160
HICAP	8	Visual Screening	2
Housing counseling	35	Taxes (Seasonal)	
Information and Referral	800		
Legal Assistance	8		

SENIORS RECEIVING TRANSPORTATION SERVICES

1,052 RIDERS

Care-A-Van/Shuttle

CUSTOMERS RECEIVING NOON MEALS @ THE CENTE

2,106 CUSTOMERS

*includes meals on wheels

VOLUNTEER SERVICES PROVIDED AT THE CENTER

1,301 HOURS

Includes:	Kitchen & Home Delivered Meals	(*equiv. to 9 full-time employees)
Front Office	Travel Office	
Gift Shop	Library	
Instructors	President	
Treasurer	Vice President	
Bookkeeper	Taxes	

PARTICIPANTS IN FRIENDS OF OASIS TRAVEL

146 CUSTOMERS

Day Trips

Uss Midway	44
Pala Casino	50
Del Mar Races	52
Disney Concert Hall	40

Long Trips

SPECIAL EVENTS/SCREENINGS/LECTURES

780 PERSONS

Trail Trekkies	18	Alice's Story	17
OASIS Golfers	92	Oral Cancer Screening	25
Computer Friends	26	Alzheimers Disease Lecutre	40
Let's Go Trippin'	46	Hoag: Knee Replacement	64
Big Band Seminar	100	Stroke Lecutre and Screening	70
Movie: Extremely Loud & Incredibly	140		
BBQ	142		



Municipal Operations Department

PB&R Commission Agenda

Item No. 4D

September 4, 2012

TO: Parks, Beaches and Recreation Commission

FROM: Municipal Operations Director

SUBJECT: *Bench Donation Request*

Recommendation

Staff recommends that the Parks, Beaches and Recreation Commission approve the bench donation request at Rhine Wharf Park. This bench donation would replace an existing wooden bench that will be refurbished and used as a bench replacement as needed.

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 request from Mr. Anthony Codianni (Attachment A) to donate a bench at Rhine Wharf Park. The donated bench (Attachment B) is included on the City's Official Bench List. Attachment C shows the existing wooden bench and Attachment D depicts the location of the proposed bench donation. The cost of the donation will include the 10% maintenance fee recently approved with the revision to Council Policy B-17.

Since the value of the bench is greater than \$1,000.00, the donation is eligible to receive a dedicatory plaque that will be placed on the bench. The submitted plaque verbiage, which complies with City Council Policy B-17, is "Donated by Anthony Codianni".

Mr. Codianni and Council Member Michael Henn received a copy of this report and a notice of the Commission meeting. This bench donation does not require staff to notice the adjoining property owners, since this is a replacement bench.

- Attachments:
- (A) Mr. Codianni's Gifts for Tomorrow Order Request Form
 - (B) Victoria model with a back bench style picture
 - (C) Picture of existing wooden bench
 - (D) Aerial map of proposed location

COPY



Gifts for Tomorrow Order Request Form

Item #

100

Description

VICTORIA BEACH
Received



AUG 20 2012

Contact Information



Anthony V. CODIANNI M.D.

Name

662 ALDERWOOD DRIVE

Mailing Address

NEWPORT BEACH, CA 92660



949-278-3022

Phone

Anthony V. Codianni

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,

Anthony

First Name

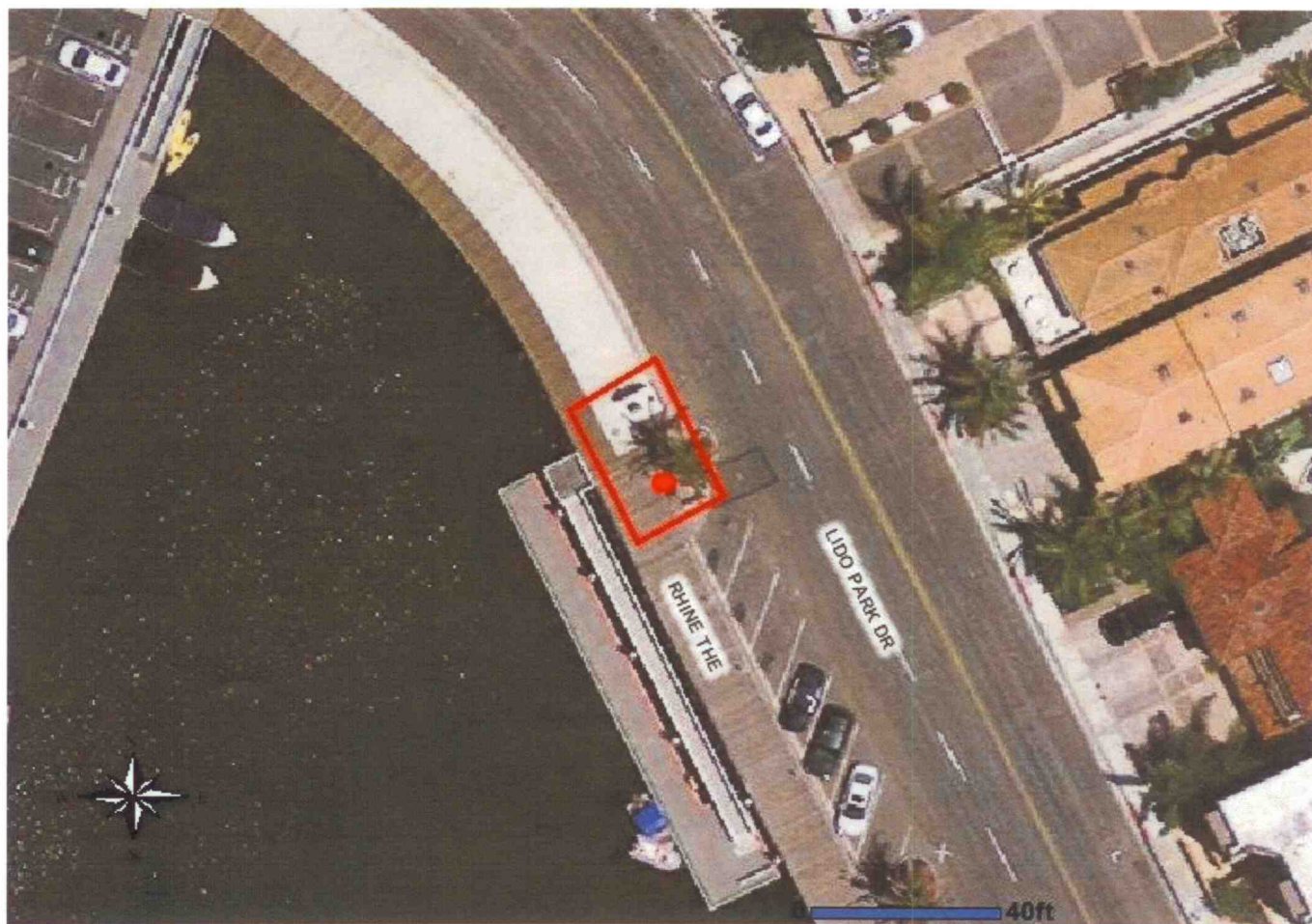
CODIANNI

Last Name

Tonyvc@yahoo.com









== CITY OF ==

NEWPORT BEACH

PB&R Commission Staff Report

Agenda Item No. 4E
September 4, 2012

TO: Parks, Beaches & Recreation Commission

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

PREPARED BY: Celeste Jardine-Haug, Senior Services Manager

TITLE: Donation of Fitness Equipment & Furniture to the OASIS Senior Center

RECOMMENDATION:

Staff recommends that the PB&R Commission approve the donation of 350 banquet chairs and one New Step fitness machine for the OASIS Senior Center. This donation replaced existing chairs in the event center and will add one New Step machine to the OASIS Fitness Center.

DISCUSSION:

City Council Policy B-17 — *Parks, Facilities and Recreation Program Donations* (Attachment A) establishes criteria for donations within the City to be approved the PB&R Commission when the donation exceeds \$10,000. The policy is structured to establish a fair and uniform procedure for making gifts to the City. The City has received a request from Mr. John Whitney, President of the Friends of OASIS, (Attachment B) to accept a donation of 350 banquet chairs, 24 chair carts, and one New Step exercise machine from the Friends of OASIS. The Friends of OASIS is a non-profit support group of the Senior Center. The value of the proposed donation is \$63,526.43.

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. City Council Policy B-17 — *Parks, Facilities and Recreation Program Donations*
B. Letter from J. Whitney

PARKS, FACILITIES, AND RECREATION PROGRAM DONATIONS

PURPOSE

The City Council recognizes the need to promote community involvement and active participation in quality of life components throughout the community, and the need to establish a fair, equitable, and uniform procedure for which gifts may be donated to the City. This policy establishes criteria for donations to assure area compatibility, attractiveness, usefulness, and the capability to be maintained. Each donation considered for inclusion in the City park public improvement and street system will be subject to established limitations and guidelines for the particular area.

POLICY

A. Acceptance of donations of cash or tangible items

1. Based on the value of the donation, appropriate City staff will review the acceptability of any donation and determine if the benefits to be derived warrant acceptance of the donation.
2. Criteria for evaluation includes consideration of any immediate or initial expenditure required in order to accept the donation, the potential and extent of the City's obligation to maintain the donation, and the community benefit to be derived from the donation.
3. The cost of a tangible donation shall include a 10% maintenance fee paid for in full by the donor. This maintenance fee is in addition to any other fees or charges.

B. Types of Donations

Donations may be received in the form of cash, real, or personal property. Restricted donations are those donations that the donor specifies for a particular City location or purpose. Unrestricted donations are those donations that are given to the City for unspecified use.

1. Cash Gifts

- a. Donation of cash or items valued at below \$10,000 may be accepted by the City Manager. However, any donation considered a park

facility improvement that would result in an installation of a permanent fixture in the parks must be in compliance with section B-4 of this policy, *Park and Street Improvement Donations*.

- b. Donations of \$10,000 and above may be accepted by the Parks, Beaches and Recreation Commission.
- c. Gifts of funds may be designated for restricted or unrestricted use.
- d. Gifts of funds accepted by the City imply no other obligation besides using donated funds for the specified purpose.

2. Trees

Tree donations add beauty to City parks and facilities. Trees may be donated and installed at parks and parkway locations recommended by the General Services Director and approved by the Parks, Beaches and Recreation Commission. The minimum size of tree donations must be 24" boxed containers unless waived by the Commission.

- a. Tree donations are limited to specific species and limitations identified in the City Donation Catalog.

3. Benches

Bench donations may be donated and installed in different areas of placement including parks, streets, along the beachfront, within villages, commercial districts, neighborhoods, on a specific island, etc. The Parks, Beaches, and Recreation Commission, with the assistance of General Services staff, shall designate the type, style, design, and placement of City-owned benches on City property.

- a. An inventory of designated benches and available bench locations will be maintained in the City Donation Catalog.
- b. Donation requests must be submitted to the General Services Department and meet the following requirements:

- i. Bench donations along a city street, beachfront or other public right of way will require the approval of the General Services Director.
- ii. Bench donations within a commercial district will require notification of, and an endorsement from, the local business association, if applicable.
- iii. Bench donations for parks and facilities within a residential community will require notification of residents and an established homeowners association or common interest development, when applicable, within 300 feet of placement.

4. Park, Public Improvement, and Street Amenities

Other amenities such as drinking fountains, tables, and other equipment that will improve public places in parks, in and/or around public buildings, streets, walkways, and trails may be donated to the City.

- a. Other amenities that may be donated will be identified in the City Donation Catalog.
- b. Donation of public amenities valued at below \$10,000 may be accepted by the City Manager.
- c. Donation of public amenities valued \$10,000 and above may be accepted or declined by the Parks, Beaches and Recreation Commission.
- d. Donations to be installed on public sidewalks shall meet the criteria described in Policy L-15 Encroachments on Public Sidewalks and approved by the Public Works Director and General Services Director.

C. Naming Rights

Donors may receive naming rights on capital improvement projects for which any donation matches or exceeds 75% of the total budgeted cost for the area benefiting from the donation. All such donations will be submitted to the City

Council for acceptance of the donation and the name to be applied to the project in keeping with City Council Policy B-9 – *Naming of City Parks & Facilities*.

D. Sponsorships

Special Events are recognized as fundraising activities. Where donations or sponsorship of a special event will require some form of recognition, and, in order to provide recreational opportunities, corporate or organizational sponsors may be recognized by use of logos and name on event banners and signage. Signs and literature at all such special events would be at the discretion of the appropriate Department Director. The size, scale and location of corporate logos and names should not dominate the event facilities or area. Corporate logos and/or names should not be displayed in a manner that would, in any way, suggest the endorsement of the Department or the City. All signs must comply with the City's existing sign code and Council Policies B-3 and B-8.

E. Right to Decline

The City of Newport Beach reserves the right to decline any donation if, upon review, acceptance of the donation is determined to be not in the best interest of the City.

F. Special Privileges

Making a donation or co-sponsoring a special event does not entitle a sponsor/donor to any special privileges other than those stated in this policy such as recognition, plaques or displays at events, unless otherwise agreed upon and approved by the Department Director or the City Council when appropriate.

G. Gift Donation Catalog

The Recreation & Senior Services Director and General Services Director shall review and present to the Parks, Beaches & Recreation Commission periodically the City Donation Catalog containing ideas for public donations.

H. Acknowledgements

1. Letter of acceptance of donation will be sent to donor.

2. In some cases, recognition of donations may be given at Commission or Council Meetings.
3. Plaques are reserved for donations meeting the following criteria:
 - a. Donors providing donations valued at \$1,000 to less than \$3,999 \$4,000 may elect to provide a dedicatory plaque not exceeding 2" x 6" with a name designated by the donor preceded by one of the following: "Donated by", "Donated for", "In recognition of", or "In Memory of".
 - b. Donors providing donations valued at \$4,000 or greater may elect to provide a dedicatory plaque not exceeding 5"x7" with name, date and dedication wording not exceeding 25 words. Plaque content must be approved by the Parks, Beaches & Recreation Commission.
 - c. Donors providing donations valued at least \$1,000 that recognize individuals or organizations that have provided distinguished long term and/or significant service to the City may include a dedicatory plaque not exceeding 5"x7" with name, date and dedication wording not exceeding 25 words. Individuals can include City employees with 25 or more years of distinguished service, as determined by the PB&R Commission.
 - d. Plaques are at the expense of the donor, the City will assume ownership and maintenance of the donated item and plaque however, the City does not assume replacement costs due to vandalism or theft. Plaques will remain on a donated item during its useful life. The City reserves the right to remove and/or relocate the donated item.
 - e. Plaque information will be entered on the Gift Donation Catalog application form and ordered by the City.

Adopted - May 9, 2006
Amended - February 24, 2009
Amended - June 26, 2012

Formerly G-5



Older Adult Social & Information Services

Laura Detweiler, Director
Recreation and Senior Services
3300 Newport Boulevard
Newport Beach, CA 92663

Subject: Donation from Friends of OASIS (FOO)
to the City of Newport Beach

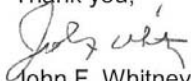
As suggested by our audit firm and authorized by the Board of Directors of FOO,
please accept the donations of:

350 chairs	\$53,632.58
24 chair carts	4,441.45
One new step exercise machine	5,452.40
TOTAL	\$63,526.43

Attached is a copy of the minutes authorizing the donation.

Please acknowledge your acceptance of this donation from FOO.

Thank you,


John F. Whitney
President

cc: Ed Reuscher, Treasurer



CITY OF

NEWPORT BEACH

PB&R Commission Staff Report

Agenda Item No. 5A
September 4, 2012

TO: Parks, Beaches & Recreation Commission

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

PREPARED BY: Janet L. Cates, Recreation Manager

TITLE: 2011-12 Youth Sports Groups Maintenance Fund Review and
Proposed Modifications to Fund Procedures in the Allocation Policy

RECOMMENDATION:

Review the Youth Sports groups' contributions to and expenditures from the Per Player Maintenance Fund and to approve the proposed changes to the funding procedures in the Field Allocation and Use Policy.

FUNDING REQUIREMENTS:

The field maintenance fund consists of contributions from the established Youth Sports Commission member groups and the Club groups that regularly use Newport Beach athletic fields through the approved allocation system. Reserve account #030-22733 was established to separate these funds and make them available for use to improve fields used by these groups.

DISCUSSION:

Maintenance Fund Review:

In March 2011, the PB&R Commission approved the addition of a field maintenance fee to be assessed to the Youth Sports Commission member organizations (YSCMO) and Club groups on a \$10 per player per season basis. The assessment of the maintenance fees was issued to the sports groups at the beginning of FY 2012. The Commission also requested that the Youth Sports Commission revisit the field maintenance fees annually and that an annual report on the fund and resulting field improvements be created and any fee changes reviewed by the PB&R Commission. Attachment A is the summary of the Field Maintenance Fund for FY 2012.

Donations to the fund were twofold: \$67,170 was collected from nine youth sports groups as their per player donation and two groups contributed extra funds of \$15,210

to complete special projects, for a total of \$82,380. Projects funded included the addition of sod and overseeding at Arroyo, Irvine Terrace, San Miguel, Coastal Peak, Bonita Canyon Sports Park, and Bonita Creek during both summer and winter downtimes. Bonita Canyon field 5 was also resodded in winter. Other projects included the installation of infield brick dust sprinklers and valves at Lincoln field 2, Bonita Canyon Sports Park fields 1, 2, 3 and 4, Buffalo Hills, Eastbluff and Bob Henry; the installation of a French drain to improve field drainage on Bonita Creek field 2; and infield arc reshaping on Bonita Creek fields 1 and 2.

Recreation and Parks staff met on-field with each Youth Sports Commission member and Club group in June and July of 2011. The purpose of these meetings was for the youth groups to outline needed improvements and for the Parks Division to educate the groups on standard maintenance procedures and make suggestions on potential projects. The meetings were successful and have resulted in improved communications, a clearer understanding of maintenance procedures, and in the creation of a more positive and cooperative partnership among all parties.

The Youth Sports Commission reviewed the year's results and the field maintenance fees at their recent biannual meeting on June 13, 2012 and the comments were positive. At their prompting, the Recreation & Senior Services Department has increased the field maintenance fee assessed on the City's Adult Coed Soccer program from \$50 per team per season to \$180 per team per season, which equates to \$10 per player per season. This new fee became effective with the Fall 2012 Adult Soccer season.

Proposed Policy Modifications:

In addition to a few grammatical/syntax corrections and clarification issues, staff and the youth sports groups are recommending two changes to the Field Allocation and Use Policy, under section XVIII – Fees (Attachment B):

Since the Field Maintenance fee assessment is based on the past year's fall and spring rosters, new incoming groups are currently exempted from these fees. The first recommended change closes this gap by assessing new groups based on their first season's roster.

The second recommended change addresses groups that are not part of the field allocation process. They currently reserve fields through the Recreation & Senior Services Department on an hourly basis. Approximately five groups reserve fields for multiple dates, similar to the YSCMO and Club groups, but are not assessed for field maintenance. The change recommended to #4 reads: "Other groups who reserve fields for five calendar dates or 20 hours during any season will also be assessed the maintenance fee of \$10 per player, based on their most recent roster, and will be based on total organization membership."

The YSCMO and Club members also recommended as further clarification the following additions: “In general, the maintenance funds will primarily be allocated to recover fields from damages incurred; following each group’s field use” and “The City will follow its normal bidding and purchasing process in expending the collected funds.” These clearly outline the procedures needed to prioritize maintenance projects and to satisfy the City’s bid process.

ENVIRONMENTAL REVIEW:

Staff recommends the City Council find this action is not subject to the California Environmental Quality Act (“CEQA”) pursuant to Sections 15060(c)(2) (the activity will not result in a direct or reasonably foreseeable indirect physical change in the environment) and 15060(c)(3) (the activity is not a project as defined in Section 15378) of the CEQA Guidelines, California Code of Regulations, Title 14, Chapter 3, because it has no potential for resulting in physical change to the environment, directly or indirectly.

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. FY 2011-12 Sports Field Maintenance Fund
 B. Field Allocation & Use Policy: Section XVIII. Fees

A. FY 2011-12 Sports Field Maintenance Fund

ORGANIZATION		REVENUE				EXPENDITURES		YEAR-END BALANCE
		Date Rec'd	# Participants	Additional	Amount	Total Amt Spent	Project Descriptions	
YSC	AYSO Region 57	08/01/2011	2336		\$ 23,360	\$ 23,360		\$ -
YSC	AYSO Region 97	08/04/2011	1483		\$ 14,830	\$ 8,400		\$ 6,430
YSC	Newport Beach Little League	07/06/2011	1213		\$ 12,130	\$ 11,140		\$ 990
YSC	Newport Harbor Baseball Assoc	07/25/2011	548		\$ 5,480	\$ 4,675		\$ 805
YSC	Newport Mesa Girls Softball	08/26/2011	278		\$ 2,780	\$ 2,780		\$ -
CLUB	Jr. All American Football	08/08/2011	138		\$ 1,380	\$ 1,380		\$ -
CLUB	Slammers	07/25/2011 12/21/2011	187	\$ 2,200	\$ 1,870	\$ 4,020		\$ 50
CLUB	Newport Mesa Soccer Club	07/25/2011 11/23/2011	499	\$ 13,010	\$ 4,990	\$ 18,000		\$ -
CLUB	Batrays	07/15/2011	35		\$ 350	\$ 225		\$ 125
	SUBTOTALS:			\$ 15,210	\$ 67,170			\$ 8,400

TOTALS:**Total Revenue: \$82,380****Total Expenditures: \$73,980****Balance: \$8,400**

FIELD ALLOCATION & USE POLICY
PROPOSED CHANGES

XVIII. FEES

1. Youth Sports Commission Member Organization fee of \$1 per hour to offset the cost of field use and the Park Patrol program.
2. Club team fee of \$15 per hour to offset the cost of field use and the Park Patrol Program.
3. Fee for athletic field lights is \$30 per hour.

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

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

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