

**Parks, Beaches & Recreation Commission**  
**Regular Meeting**  
**April 3, 2012 – 6pm**

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**1) CALL MEETING TO ORDER 6:03pm**

**2) ROLL CALL**

Present: Phil Lugar, Chair  
Kathy Hamilton, Vice Chair  
Tom Anderson  
Ron Cole  
Roy Englebrecht  
Jack Tingley

Absent: Marie Marston

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

**3) PRESENTATION BY EXPLOROCEAN/Newport Harbor Nautical Museum**

Rita Stunlin, President of ExplorOcean provided a short video addressing the history and the future plans for the organization including educational programs, exhibitions, and galleries. Ms. Stunlin reported that there is an economic model that will generate other sources of revenue, besides donations, and that the project could be sustainable in the future.

Leslie Paravich, Director of Development and Marketing for ExplorOcean, addressed upcoming events as well as new planned programming.

Ensuing discussion pertained to the timeline for future projects, involvement by the Coastal Commission and whether the existing ferris wheel would remain. Commission members wished them luck with this new undertaking.

Ms Stunlin encouraged Commission members and the public to visit the facility.

**4) NOTICE TO THE PUBLIC**

Tim Brown, former PB&R Commissioner, expressed the importance of being a PB&R Commissioner and noted that he never missed a single meeting except for the last one as he had to tend to his ill dog. He thanked Chair Lugar and Commissioner Hamilton for their support in his nomination for the Planning Commission.

Howard Rich addressed the Commission regarding a bench donation and requested that the Commission complete the process that will allow him to fulfill his request.

Municipal Operations Director Harmon stated that with the Commission's approval, he will work with Mr. Rich regarding the matter. He added that staff is reviewing the bench donation policy and that there are various areas to be discussed with the Committee before bringing it forward to the Commission.

**5) CONSENT CALENDAR**

**A. Minutes of the February 7, 2012 regular meeting.**

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

**B. Item pulled by a member of the public.**

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

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

**Motion by Commissioner Anderson** to accept Consent Calendar items 5A and 5C. Motion carried by acclamation.

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

Dan Purcell questioned a section in the activity report regarding graffiti and sticker removal. He asked that the Commission communicate with local city retailers to discourage distribution of stickers.

Jim Mosher stated that February was the first month that the number of tree replacements have equaled the number of trees removed. He addressed projects listed in the report and inquired as to their status.

Director Detweiler reported the Marina Park project is in the hands of the Coastal Commission and that it will be placed on their agenda when Coastal Commission staff finalize their report. Staff will advise the Commission as more information becomes available.

Director Harmon stated that if Mr. Purcell can help get rid of the stickers, he would greatly appreciate it and supported any form of educational sticker programs. He affirmed that tree removals have outpaced replacements in the last couple of years and added that additional funding has been allocated for replacements in 2012/13 budget.

**Motion by Chair Lugar** to accept item 5B of the Consent Calendar. Motion carried by acclamation.

**6) CURRENT BUSINESS**

**A. City Street Tree Designation – Holiday Road** - Director Harmon reported that six homes on Holiday Road were impacted with the removal of the Blue Gum. Staff has worked for several months to identify potential replacement trees and recommend that the Sycamore be added to the list.

Director Harmon recommended the Commission forward their recommendation to City Council to add the Sycamore along with the Willow Leaf Peppermint as the designated street trees.

**Motion by Commissioner Hamilton** to recommend that City Council add the Sycamore tree along with the Willow Leaf Peppermint as the designated street trees on Holiday Road.

**Chair Lugar opened the public discussion.**

Jim Mosher supported the idea of offering residents a choice and that the Sycamore was a good choice. He suggested that the Commission direct staff to take a more measured approach towards reforestation.

**Chair Lugar closed the public discussion.**

Motion carried by acclamation.

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

None.

**8) PUBLIC COMMENTS ON NON-AGENDA ITEMS**

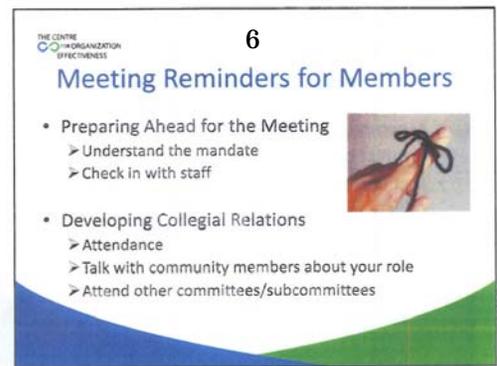
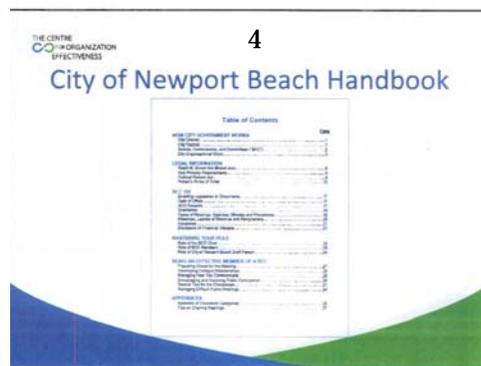
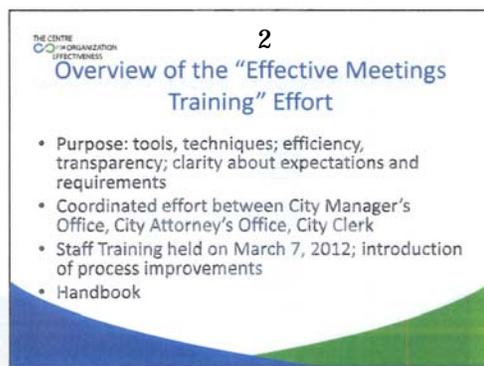
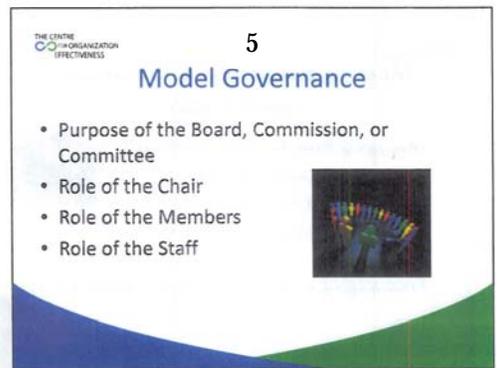
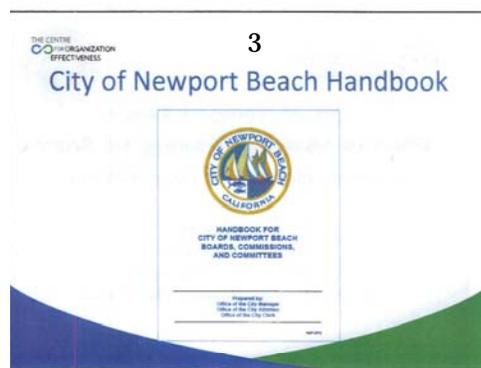
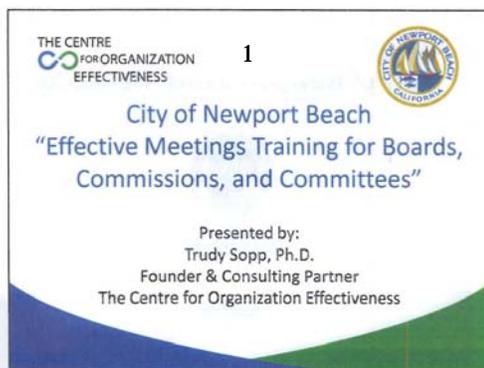
Jim Mosher commented on the City Charter purpose and responsibilities for the PB&R Commission regarding content and frequency of meetings.

Dan Purcell complimented Jim Auger for his responsiveness and work in cleaning up graffiti and stickers throughout the City.

Commissioner Englebrecht expressed that in his personal opinion that this training for boards, commissions, and committee is very timely in reference to the Commission's task of serving as an advisory group to Council in issues related to parks, beaches and recreation services. He stated that the Commission failed to advise the Council appropriately regarding the removal of fire rings in the City. He referenced the City's quick actions in hiring professionals and experts when the Blue Gum tree fell and killed a resident. He noted not one tree was removed until City experts and outside experts designated what trees needed to be removed. He apologized for failing the residents of Newport Beach and other Commission members.

**9) CITY OF NEWPORT BEACH EFFECTIVE MEETINGS TRAINING FOR BOARDS, COMMISSIONS AND COMMITTEES BY TRUDY SOPP**

Director Detweiler introduced City's consultant, Trudy Sopp and noted that staff had met with her and was provided tools to help implement effective meetings. Individual training will be provided to the Chair and Vice Chair, individually, at a future date. Ms. Sopp provided the following PowerPoint.



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**Meeting Reminders for Members (continued)**

- Managing How You Communicate
  - Balance advocacy and inquiry
  - Understand Robert's Rules of Order
  - Conduct reasonable deliberations
- Encouraging and Honoring Public Participation



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**Suggestions for Effective Public Involvement**

- Be fair and consistent
- Announce any rules/timeframes
- Questions for clarification only; engage with fellow BCC members
- Use gavel, timer, breaks, etc.
- Understand the difference between thoughtful leaders and naysayers



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**Observations from Today**

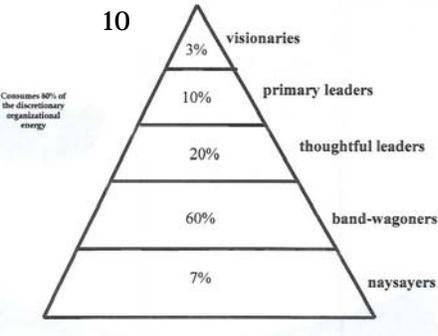


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**Five Common Pitfalls**

- Meeting with no purpose
- Conflict of interest on an agenda item
- Inadvertent violations of the Brown Act and/or Due Process
- Directing staff; unrealistic expectations
- Ineffective public engagement



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Consumes 80% of the discretionary organizational energy

- 3% visionaries
- 10% primary leaders
- 20% thoughtful leaders
- 60% band-wagoners
- 7% naysayers

12  
**Chair Training Session**

- August timeframe; two hours
- Meeting management topics like:
  - Moving a meeting along
  - Fostering discussion and decision-making
  - Being clear on the issue to be resolved
  - Using Robert's Rules of Order
  - Understanding legal considerations
  - Handling conflict
  - Managing public involvement



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For more information about this presentation, please contact:

- Rob Houston, Assistant to the City Manager, City of Newport Beach, (949) 644-3033, [rhouston@newportbeachca.gov](mailto:rhouston@newportbeachca.gov)
- or
- Trudy Sopp, Founder & Consulting Partner, The Centre for Organization Effectiveness, (619) 993-9656, [soppconsulting@gmail.com](mailto:soppconsulting@gmail.com)



**10) ADJOURNMENT - 8:35 p.m.**

Submitted by: \_\_\_\_\_ Approved by: \_\_\_\_\_  
Teri Craig, Admin Assistant Phil Lugar, Chair