



# CITY OF NEWPORT BEACH PARKS, BEACHES & RECREATION AGENDA

CITY COUNCIL CHAMBERS – 3300 NEWPORT BOULEVARD  
TUESDAY, May 1, 2012 – 6PM

## **PB&R Commission Members:**

Phillip Lugar, Chair  
Kathy Hamilton, Vice Chair  
Tom Anderson  
Ron Cole  
Roy Englebrecht  
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 April 3, 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. **Reforestation Request**

Recommendation: Approve Reforestation Request by Harbor View Hills South HOA on behalf of homeowner at 1227 Sand Key.

#### E. **Reforestation Request**

Recommendation: Approve Reforestation Request by Newport Hills Community Association to remove 22 Carrotwood trees and replant 21 Camphor trees as replacements within the public right-of-way on Newport Hills Drive East, from Port Edwards Circle to Port Dunleigh Circle.

### 5) CURRENT BUSINESS

#### A. **City Street Tree Designation – Quiet Cove**

Recommendation: Recommend to City Council that the Street Tree Designation on Quiet Cove be changed from the current Hong Kong Orchid to the homeowners' choice of the Australian Willow.

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).

**B. Bench Donation Policy – Council Policy B-17**

Recommendation:

*Recommend that the Parks, Beaches and Recreation (PB&R) Commission recommend to the City Council that Policy B-17 be changed to include the addition of a renewal application for bench donations every five years from the original donation date. The renewal application will include a maintenance charge of \$200.00 to continue the maintenance of the bench for an additional 5 years.*

**6) 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)**

**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**  
**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.

THE CENTRE FOR ORGANIZATION EFFECTIVENESS 1

**City of Newport Beach**  
"Effective Meetings Training for Boards, Commissions, and Committees"

Presented by:  
Trudy Sopp, Ph.D.  
Founder & Consulting Partner  
The Centre for Organization Effectiveness

THE CENTRE FOR ORGANIZATION EFFECTIVENESS 3

**City of Newport Beach Handbook**

HANDBOOK FOR  
CITY OF NEWPORT BEACH  
BOARDS, COMMISSIONS,  
AND COMMITTEES

THE CENTRE FOR ORGANIZATION EFFECTIVENESS 5

**Model Governance**

- Purpose of the Board, Commission, or Committee
- Role of the Chair
- Role of the Members
- Role of the Staff

THE CENTRE FOR ORGANIZATION EFFECTIVENESS 2

**Overview of the "Effective Meetings Training" Effort**

- Purpose: tools, techniques; efficiency, transparency; clarity about expectations and requirements
- Coordinated effort between City Manager's Office, City Attorney's Office, City Clerk
- Staff Training held on March 7, 2012; introduction of process improvements
- Handbook

THE CENTRE FOR ORGANIZATION EFFECTIVENESS 4

**City of Newport Beach Handbook**

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THE CENTRE FOR ORGANIZATION EFFECTIVENESS 6

**Meeting Reminders for Members**

- Preparing Ahead for the Meeting
  - Understand the mandate
  - Check in with staff
- Developing Collegial Relations
  - Attendance
  - Talk with community members about your role
  - Attend other committees/subcommittees


7  
**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




9  
**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**

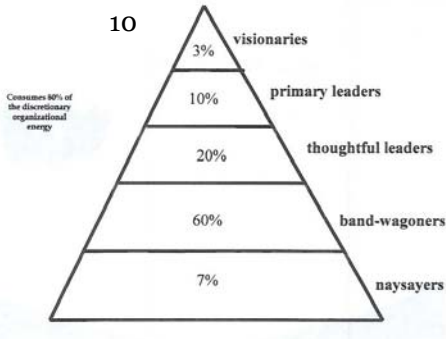


8  
**Five Common Pitfalls**

- 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



10



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

Consumes 80% of the discretionary organizational energy

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



## Municipal Operations Department

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PB&R Commission Agenda

Item No. 4B

May 1, 2012

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

**FROM:** Parks and Trees Maintenance Superintendent  
Operations Support Superintendent

**SUBJECT:** *April – 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
- Sidewalk, Curb and Gutter Contract - various locations
- Buck Gully Lower Canyon Stabilization
- Bob Henry Park batting cage
- Bitterpoint and Rocky Point Pump Stations
- Civic Center
- Irvine Terrace Park Shade Structure
- Bristol Street North Landscape

#### **Projects that are in the planning phases:**

- Sunset Ridge Park
- Marina Park
- 19<sup>th</sup> Street Tide Valve
- China Cove Slope Stabilization
- CDM Entrance, at MacArthur
- Irvine Terrace Park CERT storage
- Upper Buck Gully trail and bridges
- Bristol Street South Landscape
- Dover Drive Median
- Irvine Ave., Westcliff to Dover
- Lido Village
- Balboa Blvd. medians
- Playground donation at Balboa Blvd. and Miramar and I-Street median.

## Trees Division Activities

During the month of March, 1,491 trees were trimmed, 34 trees removed, and 24 trees planted. As part of the City's overall grid and annual trimming schedule, the City's tree services contractor pruned trees within the Corona Del Mar, Spyglass Hills, Buffalo Hills, Santa Ana Heights, Balboa Peninsula and Lido Isle areas. Additionally, the annual pruning of selected Ficus and Palm trees were completed throughout the City.

1. In March 2011, in accordance with the removal criteria of Council Policy G-1, the City Manager, Risk Manager and Deputy Municipal Operations Director approved a removal of a City Coast Live Oak tree that is listed as a Special Tree, Dedicated Tree. The tree is dead and creating a potential liability.

The tree was donated by Stop Polluting Our Newport (SPON) in honor of Dr. Jan Vandersloot on April 25, 1998. SPON will incur the costs for the replacement of a 36" box Coast Live Oak tree.

### *Castaways Park*



2. In March 2011, in accordance with the removal criteria of Council Policy G-1, the City Manager, Risk Manager and Deputy Municipal Operations Director approved the removal of two City Canary Island Date Palm trees that are listed as Special Trees, Neighborhood Trees. The trees are dead and creating a potential liability.

### *500 Marguerite Avenue*



### *503 Marguerite Avenue*



3. In March 2011, in accordance with the removal criteria of Council Policy G-1, the City Manager, Risk Manager and Deputy Municipal Operations Director approved a removal of a City Canary Island Date Palm tree that is listed as a Special Tree, Neighborhood Tree. The tree is dead and creating a potential liability.

### *3300 East Coast Highway (on Marguerite Avenue)*



4. This week, the City's tree services provider, West Coast Arborists, planted five 36" box and one 48" box Sycamore trees on Holiday Road, west of Irvine Avenue. These newly planted Sycamore trees are replacement trees following the Blue Gum Eucalyptus removals in December. In addition, two 24" box Willow Leafed Peppermint trees were planted. The planting of an additional 48" box Sycamore tree will occur following completion of a resident's landscape renovation.



**From:** Rogers, Carol  
**Sent:** Friday, April 06, 2012 11:09 AM  
**To:** Conway, John; Sereno, Dan  
**Cc:** Chris Rogers  
**Subject:** RE: Holiday Rd. tree replacements

Thank you from the Rogers family for all the consideration you and all the city officials have given us through this process. It was hard to lose the BGE's but we've come to accept they were a safety hazard to our family and others. We really appreciate the way the city has worked with us and I think the new trees will be beautiful.

Thank you again to all for your professionalism and great rapport.  
Have a great Easter.

Sincerely,  
Carol and Chris Rogers and kids

5. Parks and Trees Superintendent Dan Sereno recently acquired his Tree Risk Assessment certification through the Pacific Northwest Chapter of the International Society of Arboriculture (PNW-ISA). During the 2-day course, Dan was taught tree risk assessment for urban and urban/rural interface areas using the most current theory, practice, and technical concepts employed in arboriculture. Tree risk assessments assign numerical scores based on the size and health of a tree, as well as the hardscape or structures located nearby.

The program sets the standard at a high level of competence to ensure those accredited are skilled and knowledgeable, are able to work safely, and are aware of their professional responsibilities. There are currently only 700 PNW-ISA Certified Tree Risk Assessors in the nation.

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

### **Beach Maintenance Activities**

Municipal Operations crews cleaned-up following the storm that brought severe winds and rain to the City on Saturday, March 17<sup>th</sup>. The Corporation Yard rain gauge measured 0.60" of precipitation, which brings the annual rainfall total to 5.35". On-call City staff

and crews from West Coast Arborists responded to downed trees and limbs on sidewalks, streets, and public right-of-way.



During the week of March 19<sup>th</sup>, mechanical skip loaders, street sweeping equipment, and hand sweeping crews performed additional cleaning on the Newport and Balboa Piers, Ocean Front sidewalks, and street ends. The beach areas were inundated with a large amount of wind-blown sand. Staff continued the clean-up effort into the following week, detailing areas to ensure that everything was back in order.



*Great job to all involved in this timely clean-up effort.*

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

Submitted by:

Dan P. Sereno  
Parks and Trees Maintenance  
Superintendent

James L. Auger  
Operations Support Superintendent

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



# Municipal Operations Department

Parks and Trees Division  
 Reforestation and Tree Removal Activity Report  
 Fiscal Year 2011-2012

	July	August	September	October	November	December	January	February	March	April	May	June	Total
Tree Removals	9	12	12	26	9	18	29	20	34				169
Emergency Tree Removals	0	0	105	33	0	0	0	0	0				138
Reforestation Tree Removals *	4	0	0	0	0	9	0	0	0				13
Problem Tree Removals	0	0	0	0	0	0	0	0	0				0
<b>Total Removals</b>												<b>320</b>	

Trees Planted	5	2	8	23	5	0	7	21	2				73
Replacement Trees									22				
Reforestation Requests	0	0	2	0	0	0	0	0	0				2
Reforestation Approved	0	0	1	0	0	0	0	0	0				1
Removal Requests	0	0	0	0	0	0	0	0	0				0

\*PB&R Commission approved a reforestation request in September that included 9 City trees on Surfview Lane



# Municipal Operations Department

## Parks and Trees Division Fiscal Year 2011-2012

### Problem Tree Removals

Month	# Trees	Location(s)
July-11	0	
August-11	0	
September-11	0	
October-11	0	
November-11	0	
December-11	0	
January-12	0	
February-12	0	
March-12	0	

### Reforestation Tree Removals

Month	# Trees	Location(s)
July-11	4	(2) trees at 321 Anade Avenue, (2) trees at Altura Drive
August-11	0	
September-11	0	
October-11	0	
November-11	0	
December-11	9	Approved Reforestation Request on Surfview Lane
January-12	0	
February-12	0	
March-12	0	

### Replacement Trees

Month	# Trees	Location(s)
March-12	22	

<b>Municipal Operations Department - General Services Divisions - Activities Report - March 2012</b>	<b>This Month</b>	<b>This Month Last Year</b>	<b>Total To Date</b>	<b>TTD Last Year</b>
<b>Asphalt/Concrete</b>				
Street Patching (Tons of Blacktop)	111	280	1,813	1,798
Sidewalk Repaired (sq. ft.)	4,035	3,420	24,333	28,337
Curb & Gutter Replacement (lin. ft.)	0	265	1,385	2,186
Sweeping, Beach Cleaning, Demo Materials (tons)	269	331	2,466	2,606
Asphalt/Concrete Recycled (tons)	120	376	2,074	2,200
<b>Signs &amp; Traffic Markings</b>				
Signs Made	41	39	703	1,192
Signs Installed	214	196	1,694	1,569
Decals	215	2	1,279	496
Special Purpose Signs/Banners Made	30	55	128	443
Street Striping (lin. ft.) Added/Replaced	24,585	173,915	233,145	418,960
Pavement Markings (including reflective)	34	262	444	623
Parking Stalls	0	12	93	58
Curb Painting (lin. ft.)	2,464	165	30,995	13,219
Thermoplastic (lin. ft.)	540	13,576	570	29,183
Sign Posts Installed	12	15	146	150
<b>Graffiti</b>				
Graffiti Incidents Removed by Staff	12	10	120	193
Graffiti Incidents Removed by Contractor	133	22	724	391
<b>Refuse Collection</b>				
Residential (tons)	2,589	2,814	24,853	25,412
Liquid HazMat Incidents	6	23	127	235
E-Waste Incidents	3	10	29	137
U-Waste Incidents	9	7	71	118
Recyclables (tons)	1,070	1,159	10,374	10,640
<b>Trees</b>				
Trimmed by Staff	123	39	284	198
Trimmed by Contractor	1,368	911	10,989	8,261
Removed	34	23	320	115
Planted	24	17	95	66
Roots Pruned by Contractor	0	13	17	27
Roots Pruned by Staff	15	8	36	17
<b>Automotive</b>				
Repairs	119	233	1,192	2,281
Preventive Maintenance Completed	82	77	573	654
PM Labor Hours	187	161	1,342	1,595
<b>Beach Maintenance</b>				
Beach Area Refuse (tons)	80	81	996	921
Beach Debris (tons)	37	118	741	881
<b>Sweeping/Storm Drain</b>				
Gutter Miles Swept	3,363	2,809	30,062	32,940
Sweeping Debris (cubic yards)	475	470	4,750	4,677
Storm Drain Debris (cubic yards)	23	60	484	508

**Recreation Services  
Monthly Activities Report**

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



**COOLEST PLAYGROUND IN THE WORLD!**



The combination of the Space Net and the location adjacent to the Balboa Pier arguably makes this the coolest playground in the world! The new net was installed March 28. The old net was wearing through and becoming unsafe; although the net was outside of the warranty period the playground supplier, Coast Recreation donated the new net valued at over \$20,000. Thanks go out to Coast Recreation for their amazing donation and to the MOD Concrete Crew who assisted with the demo of the old net footings.

**LOOK OUT FOR A SUMMER OF FUN IN NEWPORT BEACH!**

The Newport Beach *2012 Guide to Summer Camps* was mailed in March. Summer Camp registration is now open! With a 10% discount on all summer camps through May 3, staff anticipates another busy season! New camps to look for this summer include,

- Paddle Camp by UCI
- Challenger Tetra Brazil Soccer Camps
- Green Screen Filming
- Jedi Master Engineering
- Photography Camp
- Princess Dance Camp
- Junior Hip Hop Dance Camp
- Digital Media Camp
- Video Game Design Camp



**SUMMER HIRING IS HERE!**

With summer just around the corner, staff has been hiring pool swim instructors and lifeguards. Twenty-three candidates participated in tryouts and interview process and 10 will participate in the Pool Swim Instructor Academy in May, which trains the candidates to become American Red Cross Certified Lifeguards and Water Safety Instructors (WSI). Swim lessons begin the week of June 25. In addition staff has been in the process of hiring Recreation Leaders for Summer Camp as well as a Park Patrol Officer.

## **SPRING RECESS CAMP**

Active Kids Afterschool staff conducted the Spring Recess Camp at CYC for children K-6, April 9-13. The 50 participants had all-day activities including games, sports, arts & crafts, and a trip to the SeaScape in Anaheim!



## **WYLAND ISSUES CHALLENGE TO CONSERVE WATER**

The Marine Protection & Education Division was happy to assist Public Works' staff Shane Burkle with the Wyland Foundation's National Mayor's Challenge for Water Conservation. The month-long competition was between all cities in the United States and will be decided by how many residents took the online pledge to conserve water. A resident in the winning city will win a Toyota Prius!

Marine Protection & Education Supervisor Michelle Clemente, secured the Back Bay Science Center as the location for the kick off media event on March 30. She was also responsible for refreshments, and the many displays, and exhibits within the Science Center. Featured marine artist Wyland, signed autographs, posed for photos, and was generally very impressed with the Back Bay Science Center and the work done by Michelle and her staff to protect the marine natural resources in Newport Beach!



## **DEPARTMENT RECOGNIZES DIANE DARUTY AS TOP VOLUNTEER**



At the California Park & Recreation Society District 10 Awards and Installation Dinner on April 12 in Cerritos, the Recreation & Senior Services Department was pleased to award its Volunteer Merit Award to Diane Daruty.

Diane has made a significant impact on the Recreation Division and the children of Newport Beach through her passion for running. She started a running club at Eastbluff Elementary School in 2005 and a NMUSD track meet in 2007. In 2008, she partnered with the Recreation Division to merge her meet with the City's Track and Field Meet of Champions. Since then, the City's Championship meet has gone from 100 participants to over 400 – all thanks to Diane's influence. In addition, Diane took over the organization of the school district's Spirit Run two years ago. She created a link between the two events which allowed children to register for both events at the same time, called "Twice the Fun." She has also opened the Spirit Run's post event expo to the Recreation Division to market *Camp Newport*. Many summer camp contractors join Division staff to offer games and crafts while promoting their summer recreation camp programs.

Newport Beach is lucky to have Diane Daruty – and the Recreation division was proud to name her their Volunteer Merit Award winner this year!



### Baseline Monitoring of Orange County Marine Protected Areas

Thursday, April 26<sup>th</sup>, 2012, 9:00 am to 11:30 am  
Newport Beach Public Library  
1000 Avocado Avenue, Newport Beach, CA 92660



#### FEATURED SPEAKERS

##### **Introduction**

Jennifer Burnaford, CSU Fullerton and Jayson Smith, Cal Poly Pomona

##### **Baseline Monitoring of the South Coast Region**

Madhavi Colton, MPA Monitoring Enterprise

##### **Rocky Intertidal Ecosystems**

Carol Blanchette, University of California Santa Barbara

##### **Subtidal Rocky Reefs**

Daniel Pondella, Occidental College

##### **California Spiny Lobsters**

Kevin Hovel, San Diego State University

##### **Human Use Baseline Indicators**

Cheryl Chen, Ecotrust

## **NEWPORT BEACH MARINE PROTECTION DIVISION TO HOST SYMPOSIUM**

Marine Protection & Education Supervisor Michelle Clemente hosted a major symposium on Baseline Monitoring of Orange County Marine Protected Areas in conjunction with the Orange County Marine Protected Area Council (OCMPAC) on April 26. Michelle serves as a Co-Chair for OCMPAC.

## JANET CATES RECEIVES 2012 DISTRICT 10 COVETED LEADERSHIP AWARD

Pictured left to right: Scott Williamson, Matt Daruty, Diane Daruty, Kerran Lakin, Jon Harmon, Tu Pham, Matt Lohr, Janet Cates, Sean Levin, Laura Detweiler.



The Coveted Leadership Award is presented to a deserving professional for their outstanding service to the parks and recreation profession and District 10 throughout their career and is the highest award bestowed by the District.

Janet has dedicated her life to ensure that quality recreation programs are provided in the communities in which she both lives and works. She's never one to say no and she continually demonstrates her passion and dedication, without seeking or needing accolades for her contributions.

Janet has mentored countless students and professionals throughout her career, more than she'll probably ever know. She has a unique knack for finding that spark in someone; then fueling it so they meet their full potential. Many of those she as mentored are contributing members of the profession today. Janet has also been a strong advocate for the CPRS VIP Plan and now the Parks Make Life Better campaign. She has integrated both of these initiatives through strategic planning and her work functions.

Janet has been a contributing member to CPRS District 10 for almost 30 years. Since 1983 she has served on and chaired various committees as well as serve as President for District 10 in 2006. In addition to her official capacities with the District, she is always there with a helpful hand or advice to promote CPRS and the recreation profession!

Janet has been active with Women in Leisure Services (WILS), Gamma Chapter. She has been involved with WILS at both the local and national levels and served as the National Secretary in 1995-97 and again in 1999-2000. Janet has also served on numerous committees and led the Gamma Chapter as their President in 1993-94. For her contributions, she received the prestigious Mary K. Petersen Memorial Merit Award (1999), the Helen Green Memorial Citation Award (1988), and a Service Award (1984). Congratulations Janet!

## **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 **March** the Park Patrol had the following number of contacts:

### **1. Requested Calls**

- 140 with Youth Sports Groups
- 381 Field related issues/checks
- 13 Park/Picnic/reservation issues/checks
- 131 Community Center issues/checks
- 432 Playground checks
- 42 other

### **2. Public Contacts**

- 141 education
- 4 alcohol
- 136 dog related

Written Warnings Issued - 5 – for prohibited conduct

Citations Issued - 1 – for prohibited conduct

## **FACILITY RENTALS & SPECIAL EVENT PERMITS**

During the period of March 16 –April 15, 2012 there were:

- 15 Picnic/Park Area Rentals
- 9 Room Rentals
- 3 Field Rentals
- 8 Gym Rentals

As of April 15, 2012, there were 51 Special Event Permits processed and issued for the year. Those events of note for this period are:

**Easter Sunrise Service**, April 8, 2012 - Attendance: 400

**NAC Hovie Stand Up Race**, April 14, 2012 - Attendance: 200

## Senior Services Monthly Activities Report

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To: Parks, Beaches & Recreation Commission

From: Celeste Jardine-Haug, Senior Services Manager

Re: Senior Services Division Monthly Activities Report

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- **New Employee** - Please welcome the newest member of the OASIS team, Jennifer Sisoev. As the Assistant Recreation Coordinator, Jennifer will be responsible for managing the OASIS facility rentals, planning monthly special events, overseeing recreation leaders, and other duties. Jennifer comes to us with experience as a service coordinator for Project Access, a nonprofit organization; a program aide for the City of Norwalk's Senior Center; and as an administrative intern for the City of La Mirada's Community Services Department. Jennifer graduated with a Masters degree in Public Administration from California State University at Fullerton, and a BS degree in Political Science from Northeastern University. She shares her home with her husband and their English Bulldog, Emmy.
- **Annual Volunteer Recognition Luncheon** - OASIS hosted its annual Volunteer Recognition Luncheon on April 18. The luncheon was an opportunity to recognize and thank those individuals who donate their time throughout the year to the various programs and events held at OASIS. Attendees were treated to a special performance by Tupua Productions including a Polynesian dance show and serenade and a Hawaiian style lunch provided by Jay's Catering.
- **Spring Fling** – Courtesy of the Musco family the Orange County High School of the Arts performed for the senior. The event began with a wine and cheese reception.
- **Marathon Joe Crosses The Finish Line** - Joe Taricani successfully completed his treadmill marathon distance on April 3 at OASIS Fitness Center. Joe started the run and his live broadcast of "The Marathon Show" shortly after 7am and completed the 26.2 miles in 5 hours and 25 minutes. Joe's endeavor drew a lot of attention from fitness center members, inspiring and motivating many to sign up for the April Marathon Challenge. Non members who saw Joe's story on the front page of The Daily Pilot also dropped in to encourage Joe throughout the day. The web broadcast was also well received by "The Marathon Show" internet followers viewing the event all over the United States and Europe.



### **Highlights of the day included:**

- ✚ **Mile 8:** Joe gives away a free registration to the OC Marathon
- ✚ **Mile 13:** Via Joe's webcam and twitter feed, two distinguished members of the marathon community, one watching from Oregon and one running on an adjacent treadmill, recall marathons and endurance runs competed during the 80's
- ✚ **Mile 20:** Joe completes his "Happy Dance," a rendition of Lady Gaga's, to celebrate completing 20 miles.
- ✚ **Mile 22:** Webcam viewers from Chicago have Gina's Pizza delivered so Joe can "carbo load" when he finishes his run
- ✚ **Mile 26.2:** Joe finishes a full marathon at 5 hours and 25 minutes


- **Free Tax Program with Another Successful Year** - OASIS completed 10 weeks of electronic filing of Income tax returns through the AARP-IRS Tax Aide Program. This year the Tax Team consisted of eight trained counselors, three were new to the program and five were veterans who return every year to provide this valuable service. Two hundred and seventy individuals were counseled and appropriate Federal and State Income tax returns were electronically filed online. The counselors are all trained volunteers and commit 10 weeks plus training days for the Tax Program. The counselors utilize the OASIS Computer lab which provides an ideal arrangement for the program. Tax clients are extremely appreciative of the program and enjoy the comfortable environment provided by the OASIS family room as they wait for their appointment time.
- **Heath Lecture** - *Health Brain Aging* will be presented on May 1 by Dr. William Shankle, Program Director of Memory & Cognitive Disorders at Hoag Neurosciences Institute. Dr Shankle with the Orange County Healthy Aging Program provides assessment tools to detect the first stages of mild cognitive decline leading to development of Alzheimer's disease, and tailors the best possible prevention and treatment options for each individual. Memory screening will be conducted by the Vital Aging Program staff at the bi-monthly meeting at OASIS. This program enables people to get a baseline and return annually to monitor their cognitive status.
- **Health Screenings:** May is "Better Hearing" month and returning this year, a local audiologist will perform hearing screenings on May 18 and 25. People are invited to schedule an appointment however those that already have been diagnosed with a hearing loss need not be screened. The screening indicates whether there is a hearing deficit which could be improved by using a hearing aid.

## **OASIS FACILITY RENTALS**

During the period of March 16, 2012 – April 15, 2012 there were:

- 14 Classroom Rentals
- 9 Event Center Rentals

<b><u>Upcoming Events</u></b>	<b><u>Date</u></b>	<b><u>Time</u></b>	<b><u>Responsible Staff</u></b>	<b><u>Phone</u></b>	<b><u>Location</u></b>
NTAC production – <i>Crown Matrimonial</i>	3/30-4/29	7:30pm	NTAC	631-0288	NTAC
<i>Buck Gully Trail Grand Opening</i>	5/30	Noon	S Levin	644-3159	5 <sup>th</sup> & Poppy in CdM
NTAC production – <i>The Boy Friend</i>	6/1-7/1	7:30pm	NTAC	631-0288	NTAC
<i>CdM 5K</i>	6/2	7am	J Cates	644-3154	CdM Ocean Blvd
<i>Summer Camps Begin</i>	6/25	7am	J Harmon/R Valdez	644-3151	All over the City



*"Your First Choice for Connecting People, Play & Programs"*

# MARCH 2012 OASIS UTILIZATION REPORT

<b>PARTICIPANTS ATTENDING</b>		<b>17,595 CUSTOMERS</b>
RECREATIONAL CLASSES		3,225 CUSTOMERS
FITNESS CENTER		6,213 CUSTOMERS
PERSONALIZED SERVICES PROVIDED		3,676 CUSTOMERS
Includes:		
Blood Pressure		Information/Referral 2540
Counseling-persons	60	Legal Assistance 10
Eldercare	0	Senior Assessment(hrs) 35
Employment	25	Telephone Reassurance 260
HICAP	8	Visual Screening 3
Housing counseling	40	Transportation Info 550
		Taxes (Seasonal) 145
 <b>SENIORS RECEIVING TRANSPORTATION SERVICES</b>		 <b>1,354 RIDERS</b>
Care-A-Van/Shuttle		
 <b>CUSTOMERS RECEIVING NOON MEALS @ THE CENTER*</b>		 <b>2,326 CUSTOMERS</b>
*includes meals on wheels		
 <b>VOLUNTEER SERVICES PROVIDED AT THE CENTER</b>		 <b>1,225 HOURS</b>
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	
 <b>PARTICIPANTS IN FRIENDS OF OASIS TRAVEL</b>		 <b>103 CUSTOMERS</b>
<u>Day Trips</u>		<u>Long Trips</u>
Harrah's Rincon Casino	53	Desert Bloom 15
Little Italy	50	
 <b>SPECIAL EVENTS/SCREENINGS/LECTURES</b>		 <b>698 PERSONS</b>
Trail Trekkies	34	Chronic Disease 50
OASIS Golfers	158	Hoag Lecture: Aging voice 118
Computer Friends	27	UCI Lecture:Colorectal Cancer 10
		Keep your mind 41
Big Band Seminar	115	Peace corp Volunteer 25
Movie:The Help	120	



## Municipal Operations Department

PB&R Commission Agenda  
Item No. 4D  
May 1, 2012

**TO:** Parks, Beaches and Recreation Commission  
**FROM:** Mark Harmon, Director of Municipal Operation  
**SUBJECT:** *Reforestation Request*

### Recommendation

Staff recommends that the Parks, Beaches and Recreation Commission consider the reforestation request at 1227 Sand Key within the Harbor View Hills South community.

### Discussion

City Council Policy G-1, Reforestation of City Trees requires that individual property owners living within a legally established community association area with mandatory association membership must petition for reforestation through their respective association.

Per City Council Policy G-1, the Harbor View Hills South Homeowners Association, Board of Directors approved the removal of one City parkway tree.

The property owner has complied with the requirements of Policy G-1. The affected property owner will submit the full cost for removal and replacement of the City tree, approximately \$970 (\$775 for a 36" box replacement tree and \$195 for the removal). However, the property owner of 1227 Sand Key agrees to have the replacement tree planted elsewhere at a location City staff deem appropriate.

Staff has attached a Tree Inspection Report, Tree Inventory Detail, and photographs related to this request.

Gary Edwards, President, Robert Shelton, City Tree Committee and Juliana Dickinson, CCAM, AMMCOR with the Harbor View Hills South Homeowners Association and Mayor Nancy Gardner have received a copy of this report and a notice of the Commission meeting.

Attachments: (A) Reforestation Check List  
(B) Policy G-1, Retention or Removal of City Trees, Reforestation of City Trees, pages 6 - 9  
(C) Harbor View Hills South HOA, Resolution of the Board of Directors  
(D) Tree Removal Request Application  
(E) Tree Inspection Report  
(F) Tree Inventory Detail  
(G) Existing City tree picture  
(H) Aerial Map



private property owners on either side of the street within 500' in each direction of the tree location and a legally established community association, if applicable, shall be notified of the decision to remove or retain the tree within 30 days of the proposed removal. A legally established community association is responsible for notification of all association members pursuant to their established procedure. The General Services Director, or a designee, shall prepare a staff report for a regularly scheduled PB&R Commission meeting of all trees recommended for removal, except for those trees categorized in Paragraph C. (dead, diseased, or dying trees) or Paragraph E (claims and safety issues) in the preceding section on All Other City Trees. Only an applicant, an adjoining property owner, or a legally established community association, the City Manager, a PB&R Commissioner, or a Councilmember may appeal the decision of the General Services Director not to remove a tree to the Commission. The Commission, in considering any appeal, shall determine whether the removal meets the criteria outlined in this Policy, as well as any unique factors which may be pertinent to the removal or retention of tree(s). The decision of the Commission will be considered final unless called up by at least one Councilmember or the City Manager.

The General Services Department will delay any tree removal(s) for at least 14 calendar days following the date of the Commission decision in order to allow time for a Councilmember or the City Manager to call the item.

The City will replace all trees removed in accordance with the All Other City Trees removal criteria on a one for one basis. Replacement trees will be a minimum of a 36" boxed size. If 36" boxed trees are not available, or funding, or space constraints prevent planting of a large tree, then a minimum of a 24" boxed tree will be planted. The full costs of removal and replacement of Special or All Other Tree(s) will be the sole responsibility of the City, unless an applicant voluntarily pays for a new tree(s).

#### REFORESTATION OF CITY TREES

The concept of systematically replacing Problem or All Other Trees which are creating hardscape and/or view problems and cannot be properly trimmed, pruned or modified to alleviate the problem(s) they create, or those which have reached their full life, and are declining in health, or are simply the wrong species of trees for the planted location is referred to as reforestation. The Urban Forester shall make a finding for the latter category of inappropriate tree species for a specific location. His determination may be appealed to the General Services Director whose decision will be final.

It is recognized and acknowledged that City trees were planted many years ago and in some cases were planted with specific species that when fully mature cause damage to curb, gutter, sidewalk or underground utilities. Within the geographical boundaries of certain view neighborhoods, City street trees may encroach into blue water views from public and private property depending on the length of time since the trees were last trimmed, or the age and height of the trees. In other cases, the wrong species of tree was planted originally and simply does not conform to the current treescape or represents a safety hazard.

Arborists continue to develop lists of tree species which will grow in restricted parkway areas without causing significant damage to curb, gutter, sidewalk, utilities or loss of views. The City Street Tree Designation List, which specifies a species for each City street reflects an effort by the City to prescribe appropriate tree species that will not cause future problems.

As a City which understands the importance of trees and the beauty they bring to a community, the City desires to continually improve the urban forest through reforestation. In areas where City trees have been removed through City initiation, the City will endeavor to replace the trees with the appropriate designated City tree.

Individual private property owners, as well as legally established community associations, may apply for single or multiple tree reforestations in their respective area by submitting a request to the General Services Director for consideration by the Commission that meets the following requirements:

- A. The proposed area must have clearly defined contiguous geographical boundaries that include the tree(s) proposed for removal and replacement, street address(es), block number(s), or other geographical information. This section applies to individual and group requests.
- B. Residential communities, neighborhoods, or business organizations who apply for reforestation must submit a petition signed by a minimum of 60% of the property owners within the area defined for reforestation. The petition content must be approved and dated by City staff prior to distribution by the petitioner. The staff-approved petition must be distributed by the petitioner to a maximum of 30 private property owners (up to 15 contiguous private property owners on both sides of the street up to 500' in either direction from the location of the proposed reforestation). Signatures by non-property owners are not acceptable for petition purposes. All petition signatures shall be verified by City staff for property owner status of the person(s) signing the petition. As an alternative to

the above requirements, areas represented by a legally established community association, may submit a resolution of the Board of Directors formally requesting a reforestation with a statement that all members of the community association having their residential views affected, have been officially notified and given an appropriate opportunity to respond before the Board voted on the request. Individual private property owners living within a legally established community association area with mandatory association membership must petition for reforestation through their respective association.

- C. Individual private property owners not residing within a legally established community association area may submit individual requests for single or multiple tree reforestations. The applicant must submit a petition signed by a minimum of 60% of a maximum of 30 private property owners (up to 15 contiguous private properties on both sides of the street up to 500' in either direction from the location of the proposed reforestation site) as well as the endorsement of the appropriate homeowners' association, if applicable. The petition content must be approved and dated by staff prior to distribution. All petition signatures shall be verified by City staff for private property owner status of the person(s) signing the petition.
- D. A written agreement must be submitted to the Parks, Beaches, and Recreation Commission by the petitioning sponsor (individual private property owner(s) or group) to pay 100% of the costs of the removal and replacement of the public tree(s) in advance of any removal activity. The actual removal and replanting will be coordinated by the General Services Department. The total costs shall include only the contractor's removal and replacement costs and be paid in advance of any removal actions.
- E. The replacement tree(s) for reforestation shall be the Designated Street Tree(s) as prescribed by City Council Policy G-6, or the organization must request and obtain approval from the Commission of the designation of a different tree species prior to submitting any reforestation request for a tree species other than the designated street tree. This section applies to individual or group requests.
- F. There shall be a minimum of a one-for-one replacement of all trees removed in reforestation projects. Replacement trees shall be a minimum size of 36" boxed trees, unless the parkway space will not accommodate a 36" boxed tree or a tree cannot be planted due to planting restrictions contained in Council Policy G-6. If there is not room for the replacement tree(s) at a specific site as prescribed by City Council Policy G-6, then the replacement tree(s) shall be planted in a public

area in the same neighborhood at the option of the petitioner. This section applies to individual or group requests.

- G. Reforestation requests must be completed and submitted in a timely manner by the petitioner. Petitions that are dated more than 90 days in arrears from date stamped by staff before distribution will not be forwarded to the PB&R Commission for consideration.

The decision of the Commission on reforestation requests will be considered final unless called up by at least one Councilmember or the City Manager.

#### TREE MAINTENANCE

The City shall require the proper care and watering of replacement trees by the reforestation petitioner to ensure their proper growth and development as outlined in City Council Policy G-6. Furthermore, no person shall tamper with City trees in violation of Section 13.08.040 of the Municipal Code. Further, the City will endeavor to fund the care of the Urban Forest to the highest level possible through the efficient use of regular tree trimming, root pruning, root barrier and pesticide programs.

#### ENCROACHMENT AND DEMOLITION PERMITS

All encroachment permits (permits for private property development which are proposed to encroach upon the City right of way) or demolition permits that involve the removal or replacement of City tree(s) must be specifically noticed by the property owner to City staff prior to the building and/or demolition permit process whenever possible. The proposed construction plans must indicate preservation of existing City trees wherever possible (exempt: dead, dying, or in an advanced state of decline). If the proposed development, as deemed by the General Services Director, requires the removal of City trees, the property owner must submit a tree removal request to the General Services Director, shall pay all related tree removal and replacement costs (one for one replacement) and meet all provisions of Council Policies L-2 and L-6 and City Ordinances 13.08 and 13.09. Approval or disapproval of all tree removal/replacement requests associated with encroachment and demolition permits will be the responsibility of the General Services Director or a designee.

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## HARBOR VIEW HILLS HOMEOWNERS ASSOCIATION

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March 29, 2012

City of Newport Beach  
General Services Department  
P.O. Box 1768  
Newport Beach CA, 92 658  
Attn: John Conway, Urban Forester

Dear Mr. Conway,

Herewith is an application for a parkway tree removal at 1227 San Key in the Harbor View Hills South Community. The tree is an overgrown Brazilian Pepper that has caused significant damage to the sidewalk in various places making it extremely uneven and a trip hazard. Pruning is not a solution. The adjoining owner approves the removal.

The offended owners will pay for a suitable replacement tree at a location you deem appropriate.

The requested action is approved by our Board of Directors. We request that it be considered at the PB&R Commission meeting in April,

Sincerely,  
Gary Edwards, President



Harbor View Hills South Homeowners Association

cc Robert Shelton  
City Tree Committee

C/O AMMCOR  
1062 Calle Negocio, Suite F  
San Clemente, CA 92673  
Phone (949) 661-7767 Fax (949) 661-5696



# CITY OF NEWPORT BEACH General Services Department

## Tree Removal or Reforestation Application

Per City Council Policy G-1 (Retention or Removal of City Trees), I am **requesting** a tree removal(s) to be reviewed by staff and submitted to either the Parks, Beaches, and Recreation Commission for consideration at a future meeting or the appropriate City approving authority. Commission meetings are held on the first Tuesday of each month (except for holidays) at 7PM at the Council Chambers.

Indicate the number and specie(s), (if known) of tree(s).  
1 tree

Located at: 1227 Sand Key, Corona del Mar, CA 92625

Please be as specific as possible

### Requestor

- Property Owner
- Community Association
- Other

### Address/ Phone (Daytime) / Email

1227 Sand Key  
CDM  
949.706.9106 / avalonpcad@gmail.com

Signature: Patricia Beard Date: 2.18.12

Print Name: Patricia Beard

**If this is a reforestation request proceed to the reverse side of this form**

### Section A. For Tree Removal Requests Only

#### Removal Criteria (Check one or more)

Please provide copies of photos, bills, documents or any other related material that will verify the checked items.

- Proven and repeated history of **damaging** public or \*private, sewers, water mains, roadways, sidewalks, curbs, walls, fences, underground utilities or foundations.  
(\*Greater than \$500)
- Repeated history of significant interference** with street or sidewalk drainage.
- Dying** Has no prospect of recovery.
- Diseased** Cannot be cured by current arboricultural methods.  
In advanced state of decline with no prospect of recovery.
- Hazardous** Defective, potential to fail, could cause damage to persons/property upon failure. Assessment by Urban Forester will identify structural defects, parts likely to fail, targets-if fails, procedures and actions to abate.
- Beautification Project** In conjunction with a City Council-approved City, commercial, neighborhood, or community association beautification program.

### Section B. For Reforestation Requests Only

Reforestation is the concept of systematically replacing Problem or All Other Trees which are creating hardscape and/or view problems and cannot be properly trimmed, pruned or modified to alleviate the problem(s) they create, or those which have reached their full life, and are declining in health, or are simply the wrong species of tree(s) for the planted location.

**As initiated by:**

<input checked="" type="checkbox"/>	Property Owner
<input type="checkbox"/>	Community Association
<input type="checkbox"/>	Other _____

**Check all items applicable:**

- Tree(s) causing curb, gutter, sidewalk or underground utilities damage.
- Wrong tree species for location
- View encroachment (*per neighbor complaints*)
- Area has clearly defined contiguous boundaries that include the tree(s) proposed.
- Residential communities, neighborhoods, or business organizations who apply for reforestation must submit a petition signed by a minimum of 60% of the property owners within the area defined.
- Areas represented by a legally established community association, may submit a resolution of the Board of Directors formally requesting a reforestation.
- Individual property owners must submit a petition signed by a minimum of 60% of a maximum of 30 private property owners (up to 15 contiguous private properties on both sides of the street up to 500' in either direction from the location of the proposed reforestation site) as well as the endorsement of the appropriate homeowners' association, if applicable.

\*A request for reforestation requires a written agreement submitted to the Parks, Beaches, and Recreation Commission by the petitioning sponsor (Individual private property owner(s) or group) to pay 100% of the costs of the removal and replacement of the public tree(s) in advance of any removal activity. The actual removal and replanting will be coordinated by the General Services Department using the City tree maintenance contractor.

\*There shall be a minimum of a one-for-one replacement of all trees removed in reforestation projects. Replacement trees shall be a minimum size of 24" boxed trees and cost \$195 per tree, unless the parkway space will not accommodate a 24" boxed tree or a tree cannot be planted due to planting restrictions contained in City Council Policy G-6.

This form does not replace the requirements of any of the City tree policies. Its use is intended to expedite the tree removal or reforestation requests and to ensure compliance with all City requirements. Please refer to individual City Council Policy G-1 for additional information.

Requestor Comments: *The tree at issue is a hazard and liability to the City because the tree's large and invasive roots have created a significant risk of danger to pedestrians, people on bikes, scooters and rollerblades, etc. because the roots have lifted the sidewalk in various places, making it extremely uneven and a tripping hazard. Removal of this hazardous tree will reduce liability to the City.*

*Removals, except emergency, will be subject to the notification processes, time frames and authority as specified in the City Council G-1 Policy.*



# Municipal Operations Department

## TREE INSPECTION REPORT

**Name:** Harbor View Hills Homeowners Association (HVHS)  
Gary Edwards, President  
Robert Shelton, City Tree Committee  
Juliana Dickinson, CCAM, AMMCOR

**Request:** The HVHS Association is requesting, on behalf of the property owner, the removal and replacement of one City parkway tree. The request is based on the criteria of City Council Policy G-1, Reforestation of City Trees.

**Tree Site Locations:** 1227 Sand Key

- Cupaniopsis anacardioides – Carrotwood, Front 1

**Designated Street Trees:** Magnolia grandiflora 'St. Mary' – Saint Mary Magnolia

**Estimated Tree Value:** \$1,380 (1 City tree)

**Damage:** N/A

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

**Comments:** A field inspection determined the City tree is the incorrect tree species for this locations.

**1227 Sand Key:**

The existing City Carrotwood tree has caused significant damage and uplifted the sidewalk, as a result of tree roots. The property owners will pay for a suitable replacement tree at a location the City deems appropriate.

**Estimated reforestation costs:**

- Removal (1 City tree at \$195 each) = \$195
- Replacement (36" box tree at \$775 each) = \$175
- **Total Cost = \$775**

**Inspected by:** John Conway **Date:** April 16, 2012  
John Conway, Urban Forester

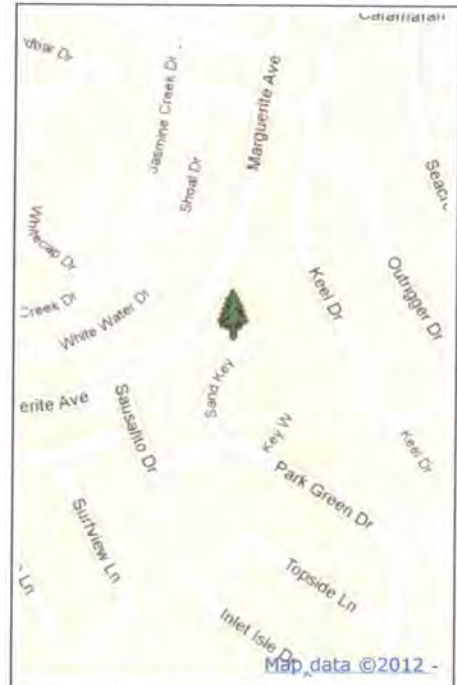
**Recommendation:** Forward the reforestation request to the Parks, Beaches and Recreation Commission for review and approval.

**Reviewed by:** Dan P. Sereno **Date:** April 16, 2012  
Dan P. Sereno, Parks and Trees Superintendent

[Show/Hide Map](#) [Print Report](#)

### Inventory Detail

Dist: 8  
 Address: 1227 SAND KEY  
 Fictitious: No  
 Location: Front-1  
 On Address: 1227 SAND KEY  
 Species: *Cupaniopsis anacardioides*, CARROTWOOD  
 DBH/Height: 07-12 / 15-30  
 Parkway Size: 5  
 Utility Overhead: No  
 Sidewalk Damage: No  
 Recommended Maintenance: Grid Trim  
 Estimated Value \$1,380



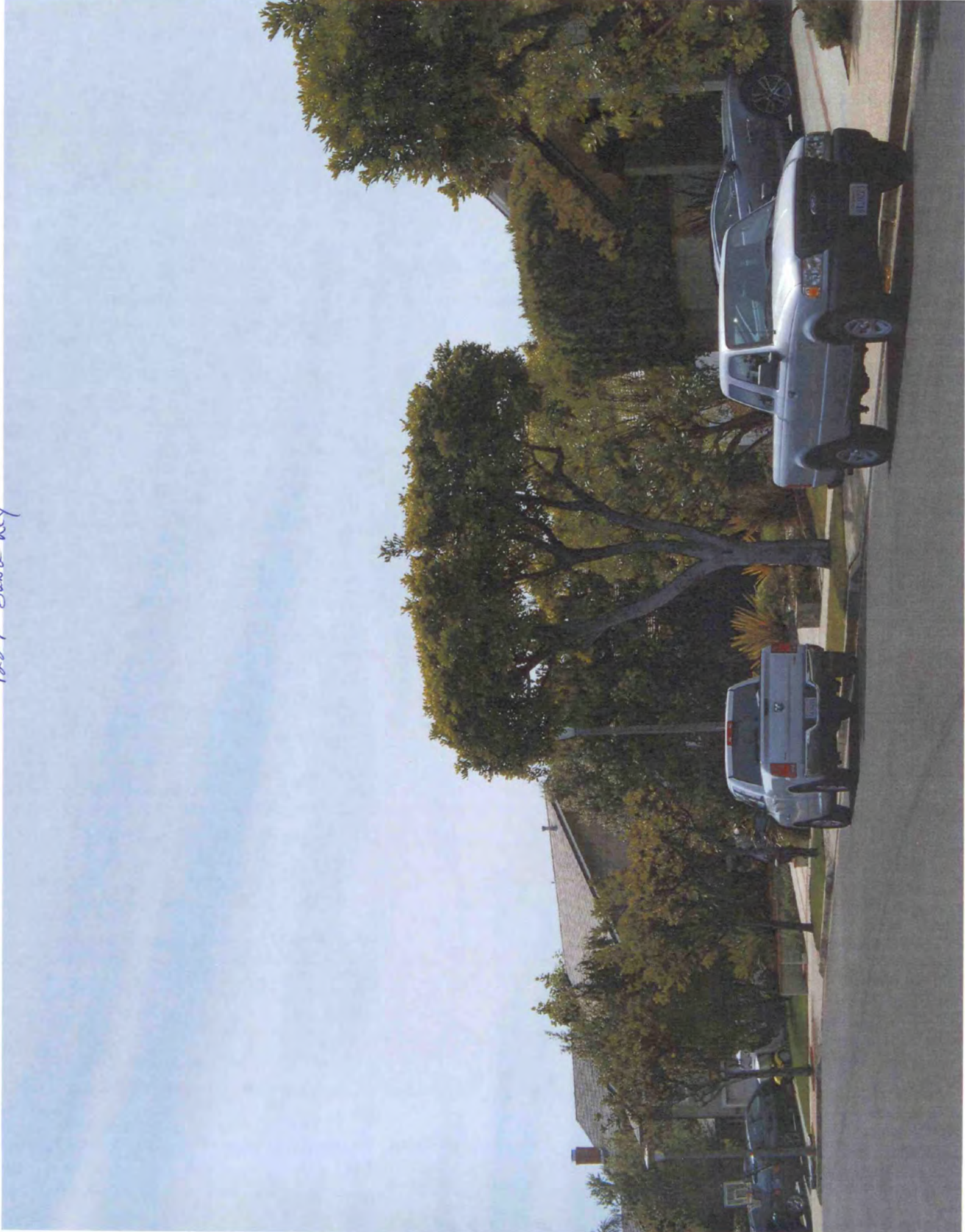
### WCA Work History

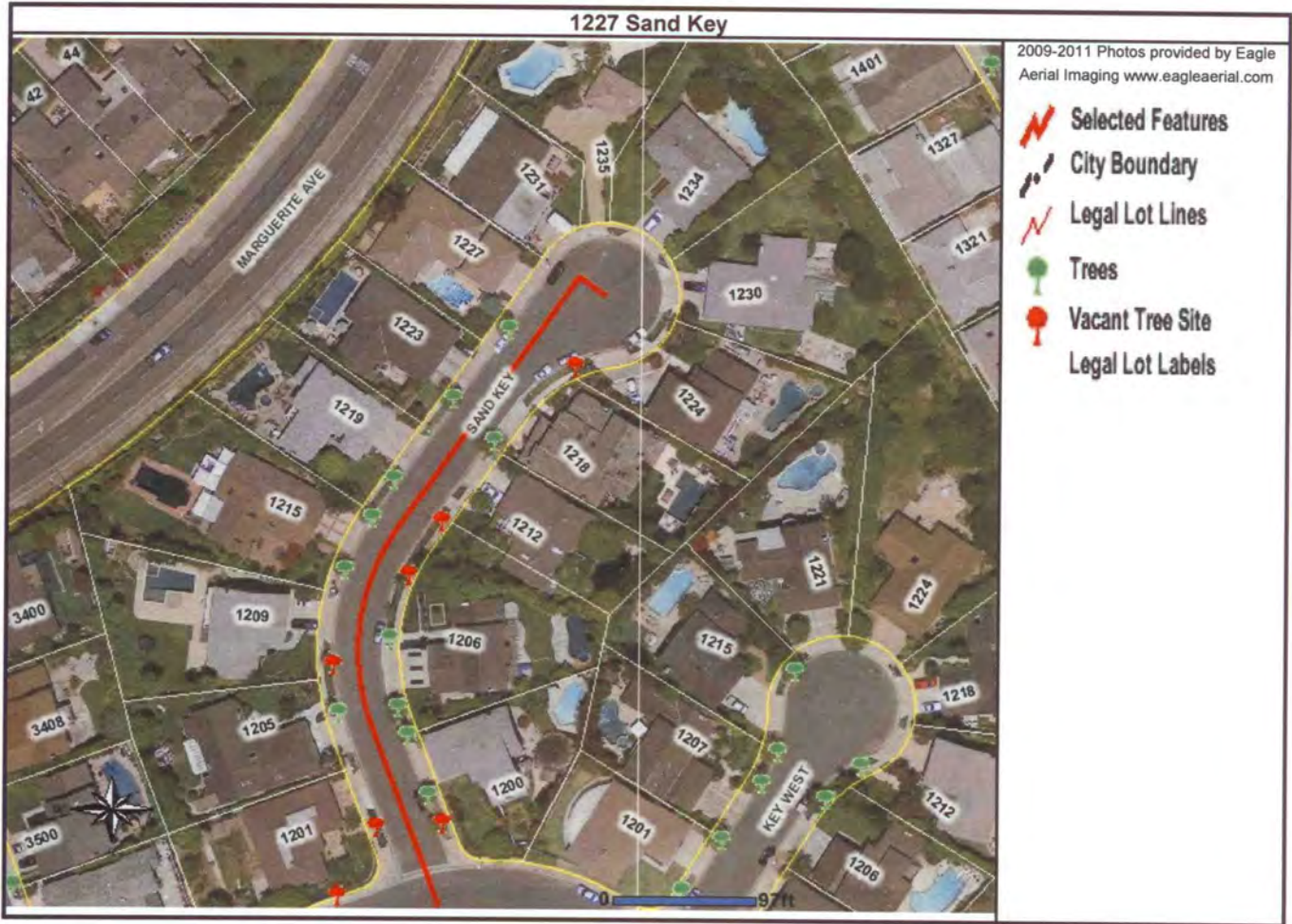
Date	Work Type	Amount	Job#
5/3/2011	Service Request Pruning	\$39.00	16790
4/7/2008	Grid Pruning	\$39.00	11060
7/25/2006	Grid Pruning	\$39.00	9765
4/29/2005	Service Request Pruning	\$39.00	7334
1/19/2004	Grid Trimming	\$39.00	6071
3/20/2001	Service Request	\$39.00	3874
6/15/2000	Grid Trimming	\$39.00	2866
4/1/1999	Grid Trimming	\$39.00	2438

### Other Work History

Date	Work Type	Crew	Acct#	Min
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1207 Sand Key







## Municipal Operations Department

PB&R Commission Agenda  
Item No. 4E  
May 1, 2012

**TO:** Parks, Beaches and Recreation Commission  
**FROM:** Municipal Operations Director  
**SUBJECT:** *Reforestation Request*

A handwritten signature in blue ink, appearing to be "Mark Harmon", written over the subject line.

### Recommendation

Staff recommends that the Parks, Beaches and Recreation Commission approve the reforestation request of the Newport Hills Community Association (NHCA), to remove 22 City Carrotwood trees and replant 21 Camphor trees as replacements within the public right-of-way.

### Discussion

City Council Policy G-1, Reforestation of City Trees allows a legally established community association area with mandatory association membership to petition for reforestation for areas within their boundaries.

Per City Council Policy G-1, the City has received a request from the NHCA Board of Directors approving the removal of 22 City Carrotwood trees within the public right-of-way on Newport Hills Drive East, from Port Edwards Circle to Port Dunleigh Circle, and replanting 21 - 36" box size Camphor trees. NHCA are proposing to incur the cost of removing and planting the trees as part of a renovation project in a landscaped area maintained by the Association.

NHCA has complied with the requirements of the G-1 Policy, and has agreed to assume the full cost of the removal and replacement of the City trees.

Staff has attached a Tree Inspection Report, Tree Inventory Detail, and photographs related to the request.

NHCA has received a copy of this report and a notice of the Commission meeting.

Very respectfully,

Mark Harmon

Attachments: (A) Reforestation Checklist  
(B) NHCA Board of Directors Resolution  
(C) Tree Removal Request Application  
(D) Tree Inspection and Tree Inventory Detail  
(E) Photos  
(F) Area Map



# Municipal Operations Department

## Reforestation Check List

	Urban Forester	Parks and Trees Superintendent	Municipal Operations Director
<input type="checkbox"/> Legally Established Homeowners Association	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/> Individual Private Property Owner(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/> Reforestation Application	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/> (90) days Reforestation Request Compliance	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/> Resolution of the Board of Directors, Minutes, Notices (Legally Established Homeowners Association)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

### Damage/Impact

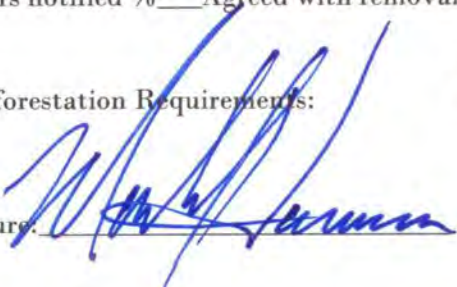
<input type="checkbox"/> Blue Water View Impact	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Incorrect Tree Species	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Hardscape Damage:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Curb/Gutter			
<input type="checkbox"/> Sidewalk			
<input type="checkbox"/> Utility			

### Individual Private Property Owner(s) ONLY

	Urban Forester	Parks and Trees Superintendent	Municipal Operations Director
<input type="checkbox"/> Written Agreement by Individual Property Owner(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Staff Approved Petition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Property Owners Signatures Verified	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Meets 60% Reforestation Criteria:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

#\_\_\_Property owners notified %\_\_\_Agreed with removal

Meets **Minimum** Reforestation Requirements:      YES       NO

Department Signature: 

Date: 4/24/10

City Attorney Reviewed: \_\_\_\_\_

Date: \_\_\_\_\_

**Newport Hills Community Association**

**Resolution for Removal of 22 City trees and Replacement of 21 City trees along the Public Right of Way on the Newport Hills Drive Slope**

**WHEREAS**, the Newport Hills Community Association is a California corporation duly organized and existing under the laws of the State of California; and

**WHEREAS**, the Newport Hills Community Association is the association of a common interest development located within the boundaries of the City of Newport Beach; and

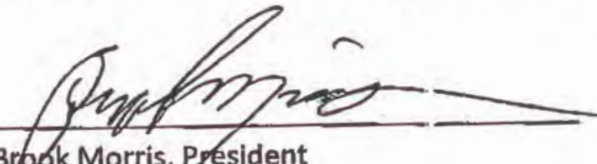
**WHEREAS**, the Newport Hills Community Association maintains parcels 71, 79, and 84 on the Newport Hills Drive slope between 2200 Newport Hills Drive East and 1978 Port Edward Circle as common area within the Association;

**NOW, THEREFORE**, the members hereby adopt the following resolution by and on behalf of the Newport Hills Community Association:

**RESOLVED**, that it is in the best interests of the Newport Hills Community Association, as part of the landscape renovation project, to remove (22) City carotwood trees in the public right of way located in parcels 71, 79, and 84, as they are the wrong species of trees for the location, and replace the trees with (21) 36" box Camphor trees within the public right of way, which will be maintained by the City of Newport Beach, as they are located within the 10 foot public right of way.

**IN WITNESS WHEREOF**, the undersigned, President of the Board of Directors, has executed this Resolution this 17<sup>th</sup> day of April 2012.

**NEWPORT HILLS COMMUNITY ASSOCIATION**

  
\_\_\_\_\_  
Brook Morris, President

  
\_\_\_\_\_  
Paul Cousens, Secretary

03



# CITY OF NEWPORT BEACH Municipal Operations Department

## Tree Removal or Reforestation Application

Per City Council Policy G-1 (Retention or Removal of City Trees), I am requesting a tree removal(s) to be reviewed by staff and submitted to either the Parks, Beaches, and Recreation Commission for consideration at a future meeting or the appropriate City approving authority. Commission meetings are held on the first Tuesday of each month (expect for holidays) at 6:00 p.m. in the Council Chambers.

22 Carrotwood trees

Indicate the number and specie(s), (if known) of tree(s).

Located at: Newport Hills Drive Slope Parcels 71, 79, & 84

Please be as specific as possible

### Requestor

- Property Owner
- Community Association
- Other \_\_\_\_\_

### Address/ Phone (Daytime) / Email

Newport Hills Community Association  
1900 Port Carbon  
Newport Beach, CA 92660

Signature: Jill Schwalbe

Date: 4/17/12

Print Name: Jill Schwalbe

**If this is a reforestation request proceed to the reverse side of this form**

### Section A. For Tree Removal Requests Only

#### Removal Criteria (Check one or more)

Please provide copies of photos, bills, documents or any other related material that will verify the checked items.

- Proven and repeated history of **damaging** public or \*private, sewers, water mains, roadways, sidewalks, curbs, walls, fences, underground utilities or foundations  
(\*Greater than \$500)
- Repeated history of **significant interference** with street or sidewalk drainage
- Dying Has no prospect of recovery.
- Diseased Cannot be cured by current arboricultural methods.  
In advanced state of decline with no prospect of recovery.
- Hazardous Defective, potential to fail, could cause damage to persons/property upon failure. Assessment by Urban Forester will identify structural defects, parts likely to fail, targets-if fails, procedures and actions to abate.
- Beautification Project In conjunction with a City Council-approved City, commercial, neighborhood, or community association beautification program.

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**Section B. For Reforestation Requests Only**

Reforestation is the concept of systematically replacing Problem or All Other Trees which are creating hardscape and/or view problems and cannot be properly trimmed, pruned or modified to alleviate the problem(s) they create, or those which have reached their full life, and are declining in health, or are simply the wrong species of tree(s) for the planted location.

**As initiated by:**

<input type="checkbox"/>	Property Owner
<input checked="" type="checkbox"/>	Community Association
<input type="checkbox"/>	Other _____

**Check all items applicable:**

<input type="checkbox"/>	Tree(s) causing curb, gutter, sidewalk or underground utilities damage.
<input checked="" type="checkbox"/>	Wrong tree species for location
<input type="checkbox"/>	View encroachment
<input type="checkbox"/>	Area has clearly defined contiguous boundaries that include the tree(s) proposed.
<input type="checkbox"/>	Residential communities, neighborhoods, or business organizations who apply for reforestation must submit a petition signed by a minimum of 60% of the property owners within the area defined.
<input type="checkbox"/>	Areas represented by a legally established community association, may submit a resolution of the Board of Directors formally requesting a reforestation.
<input type="checkbox"/>	Individual property owners must submit a petition signed by a minimum of 60% of a maximum of 30 private property owners (up to 15 contiguous private properties on both sides of the street up to 500' in either direction from the location of the proposed reforestation site) as well as the endorsement of the appropriate homeowners' association, if applicable.

\*A request for reforestation requires a written agreement submitted to the Parks, Beaches, and Recreation Commission by the petitioning sponsor (Individual private property owner(s) or group) to pay 100% of the costs of the removal and replacement of the public tree(s) in advance of any removal activity. The actual removal and replanting will be coordinated by the General Services Department using the City tree maintenance contractor.

\*There shall be a minimum of a one-for-one replacement of all tree(s) removed in reforestation projects. Replacement tree(s) shall be a minimum size of 36" boxed tree and cost \$575 per typical tree or \$775 per specialty tree, unless the parkway space will not accommodate a 36" boxed tree or a tree cannot be planted due to planting restrictions contained in City Council Policy G-6.

**This form does not replace the requirements of any of the City tree policies. Its use is intended to expedite the tree removal or reforestation requests and to ensure compliance with all City requirements. Please refer to individual City Council Policy G-1 for additional information.**

**Requestor Comments:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*Removals, except emergency, will be subject to the notification processes, time frames and authority as specified in the City Council G-1 Policy.*

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## Municipal Operations Department

### TREE INSPECTION REPORT

**Name:** Newport Hills Community Association  
1900 Port Carlow Place, Association's Clubhouse  
(949) 721-1929

**Request:** The Newport Hills Community Association (NHCA) is requesting of the removal of 22 City Carrotwood trees based on the criteria of City Council Policy G-1, Reforestation of City Trees. NHCA has agreed to incur the costs of the 22 tree removals and the replacement of 21- 36" box size Camphor trees within the public right-of-way on Newport Hills Drive East from Port Edwards Circle to Port Dunleigh Circle.

NHCA has agreed to incur the cost of removing and planting trees within the public right-of-way as part of their landscape renovation project.

**Botanical Name:** Cupaniopsis anacardioides – Carrotwood, tree sites 2030 Newport Hills Drive East, Front #1,2,3,5. 2070 Newport Hills Drive East, Front #1,2,3,4,5,6. 2100 Newport Hills Drive East, Front #1,2,3. 2150 Newport Hills Drive East, Front #1,2,3,4,5,6,8,10,11.

**Designated Street Tree:** Cinnamomum camphora

**Estimated Tree Value:** 22 trees = \$26,280

**Damage:** N/A

**Parkway:** **Concrete**      **Brick**   **Turf**   **Other**

**Comments:** A field inspection confirmed 22 City Carrotwood trees along the slope within the public right-of-way. Since the replacement tree is a larger tree at maturity and will obtain a large canopy, staff accepts the 21 replacements as acceptable for the 22 trees removed.

**Inspected by:**   
John Conway, Urban Forester      **Date:** April 23, 2012

**Recommendation:** Forward the reforestation request to the Parks, Beaches and Recreation Commission for review and approval.

**Reviewed by:**   
Dan P. Sereno, Parks and Trees Superintendent      **Date:** April 23, 2012

**Reviewed by:**   
Mike Pisani, Deputy Municipal Operations Director      **Date:** 4.24.12

### Inventory Detail

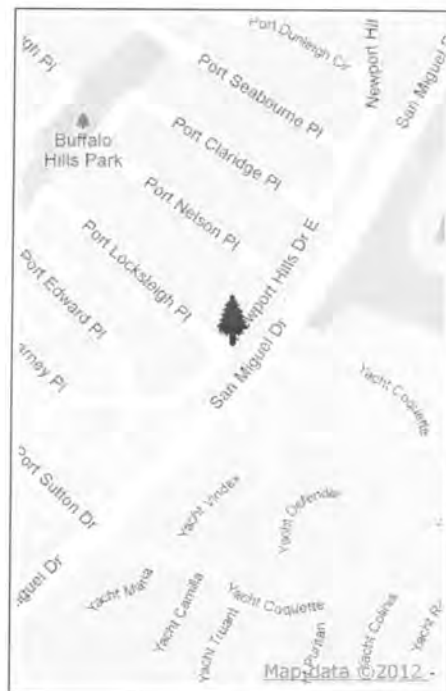
Dist: 3  
 Address: 2030 NEWPORT HILLS DR /E  
 Fictitious: Yes  
 Location: Front-1  
 On Address: 2030 NEWPORT HILLS DR /E  
 Species: *Cupaniopsis anacardioides*, CARROTWOOD  
 DBH/Height: 07-12 / 15-30  
 Parkway Size: 99  
 Utility Overhead: No  
 Sidewalk Damage: No  
 Recommended Maintenance: Grid Trim  
 Estimated Value: \$1,380

### WCA Work History

Date	Work Type	Amount	Job#
4/6/2012	Grid Pruning	\$39.00	19262
3/5/2008	Grid Pruning	\$39.00	11060
6/3/2005	Grid Pruning	\$39.00	7334

### Other Work History

Date	Work Type	Crew	Acct#	Min
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Show/Hide Map    Print Report

### Inventory Detail

Dist: 3  
 Address: 2030 NEWPORT HILLS DR /E  
 Fictitious: Yes  
 Location: Front-2  
 On Address: 2030 NEWPORT HILLS DR /E  
 Species: *Cupaniopsis anacardioides*, CARROTWOOD  
 DBH/Height: 07-12 / 15-30  
 Parkway Size: 99  
 Utility Overhead: No  
 Sidewalk Damage: No  
 Recommended Maintenance: Grid Trim  
 Estimated Value: \$1,380

### WCA Work History

Date	Work Type	Amount	Job#
4/6/2012	Grid Pruning	\$39.00	19262
3/5/2008	Grid Pruning	\$39.00	11060
6/3/2005	Grid Pruning	\$39.00	7334

### Other Work History

Date	Work Type	Crew	Acct#	Min
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### Inventory Detail

Dist: 3  
 Address: 2030 NEWPORT HILLS DR /E  
 Fictitious: Yes  
 Location: Front-3  
 On Address: 2030 NEWPORT HILLS DR /E  
 Species: *Cupaniopsis anacardioides*, CARROTWOOD  
 DBH/Height: 07-12 / 15-30  
 Parkway Size: 99  
 Utility Overhead: No  
 Sidewalk Damage: No  
 Recommended Maintenance: Inspect - Recommended Removal  
 Estimated Value \$1,380

### WCA Work History

Date	Work Type	Amount	Job#
4/6/2012	Evaluation for Removal - Dead Tree	\$0.00	19262
3/5/2008	Grid Pruning	\$39.00	11060
6/3/2005	Grid Pruning	\$39.00	7334

### Other Work History

Date	Work Type	Crew	Acct#	Min
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### Inventory Detail

Dist: 3  
 Address: 2030 NEWPORT HILLS DR /E  
 Fictitious: Yes  
 Location: Front-5  
 On Address: 2030 NEWPORT HILLS DR /E  
 Species: *Cupaniopsis anacardioides*, CARROTWOOD  
 DBH/Height: 07-12 / 15-30  
 Parkway Size: 99  
 Utility Overhead: No  
 Sidewalk Damage: No  
 Recommended Maintenance: Grid Trim  
 Estimated Value \$1,380

### WCA Work History

Date	Work Type	Amount	Job#
3/5/2008	Grid Pruning	\$39.00	11060
6/6/2005	Grid Pruning	\$39.00	7334

### Other Work History

Date	Work Type	Crew	Acct#	Min
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Show/Hide Map    Print Report

### Inventory Detail

Dist: 3  
 Address: 2070 NEWPORT HILLS DR /E  
 Fictitious: Yes  
 Location: Front-2  
 On Address: 2070 NEWPORT HILLS DR /E  
 Species: *Cupaniopsis anacardioides*, CARROTWOOD  
 DBH/Height: 07-12 / 15-30  
 Parkway Size: 99  
 Utility Overhead: No  
 Sidewalk Damage: No  
 Recommended Maintenance: Grid Trim  
 Estimated Value: \$1,380

### WCA Work History

Date	Work Type	Amount	Job#
4/6/2012	Grid Pruning	\$39.00	19262
3/5/2008	Grid Pruning	\$39.00	11060
6/6/2005	Grid Pruning	\$39.00	7334

### Other Work History

Date	Work Type	Crew	Acct#	Min
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Show/Hide Map

Print Report

### Inventory Detail

Dist: 3  
 Address: 2070 NEWPORT HILLS DR /E  
 Fictitious: Yes  
 Location: Front-3  
 On Address: 2070 NEWPORT HILLS DR /E  
 Species: *Cupaniopsis anacardioides*, CARROTWOOD  
 DBH/Height: 0-6 / 15-30  
 Parkway Size: 99  
 Utility Overhead: No  
 Sidewalk Damage: No  
 Recommended Maintenance: Grid Trim  
 Estimated Value: \$700



### WCA Work History

Date	Work Type	Amount	Job#
4/6/2012	Grid Pruning	\$39.00	19262
3/5/2008	Grid Pruning	\$39.00	11060
6/6/2005	Grid Pruning	\$39.00	7334

### Other Work History

Date	Work Type	Crew	Acct#	Min
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Show/Hide Map

Print Report

### Inventory Detail

Dist: 3  
 Address: 2070 NEWPORT HILLS DR /E  
 Fictitious: Yes  
 Location: Front-4  
 On Address: 2070 NEWPORT HILLS DR /E  
 Species: *Cupaniopsis anacardioides*, CARROTWOOD  
 DBH/Height: 0-6 / 15-30  
 Parkway Size: 99  
 Utility Overhead: No  
 Sidewalk Damage: No  
 Recommended Maintenance: Grid Trim  
 Estimated Value: \$700



### WCA Work History

Date	Work Type	Amount	Job#
4/6/2012	Grid Pruning	\$39.00	19262
3/5/2008	Grid Pruning	\$39.00	11060
6/6/2005	Grid Pruning	\$39.00	7334

### Other Work History

Date	Work Type	Crew	Acct#	Min
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Show/Hide Map

Print Report

### Inventory Detail

Dist: 3  
 Address: 2070 NEWPORT HILLS DR /E  
 Fictitious: Yes  
 Location: Front-5  
 On Address: 2070 NEWPORT HILLS DR /E  
 Species: *Cupaniopsis anacardioides*, CARROTWOOD  
 DBH/Height: 0-6 / 15-30  
 Parkway Size: 99  
 Utility Overhead: No  
 Sidewalk Damage: No  
 Recommended Maintenance: Grid Trim  
 Estimated Value: \$700

### WCA Work History

Date	Work Type	Amount	Job#
4/6/2012	Grid Pruning	\$39.00	19262
3/5/2008	Grid Pruning	\$39.00	11060
6/6/2005	Grid Pruning	\$39.00	7334

### Other Work History

Date	Work Type	Crew	Acct#	Min
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Show/Hide Map

Print Report

### Inventory Detail

Dist: 3  
 Address: 2070 NEWPORT HILLS DR /E  
 Fictitious: Yes  
 Location: Front-6  
 On Address: 2070 NEWPORT HILLS DR /E  
 Species: *Cupaniopsis anacardioides*, CARROTWOOD  
 DBH/Height: 0-6 / 15-30  
 Parkway Size: 99  
 Utility Overhead: No  
 Sidewalk Damage: No  
 Recommended Maintenance: Grid Trim  
 Estimated Value: \$700

### WCA Work History

Date	Work Type	Amount	Job#
4/6/2012	Grid Pruning	\$39.00	19262
3/5/2008	Grid Pruning	\$39.00	11060
6/6/2005	Grid Pruning	\$39.00	7334

### Other Work History

Date	Work Type	Crew	Acct#	Min
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Show/Hide Map    Print Report

### Inventory Detail

Dist: 3  
 Address: 2100 NEWPORT HILLS DR /E  
 Fictitious: Yes  
 Location: Front-1  
 On Address: 2100 NEWPORT HILLS DR /E  
 Species: *Cupaniopsis anacardioides*, CARROTWOOD  
 DBH/Height: 07-12 / 15-30  
 Parkway Size: 99  
 Utility Overhead: No  
 Sidewalk Damage: No  
 Recommended Maintenance: Grid Trim  
 Estimated Value \$1,380

### WCA Work History

Date	Work Type	Amount	Job#
4/6/2012	Grid Pruning	\$39.00	19262
3/5/2008	Grid Pruning	\$39.00	11060
6/6/2005	Grid Pruning	\$39.00	7334
7/12/2001	Grid Trimming	\$39.00	4184
8/20/1999	Grid Trimming	\$39.00	2866

### Other Work History

Date	Work Type	Crew	Acct#	Min
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### Inventory Detail

Dist: 3  
 Address: 2100 NEWPORT HILLS DR /E  
 Fictitious: Yes  
 Location: Front-2  
 On Address: 2100 NEWPORT HILLS DR /E  
 Species: *Cupaniopsis anacardioides*, CARROTWOOD  
 DBH/Height: 07-12 / 15-30  
 Parkway Size: 99  
 Utility Overhead: No  
 Sidewalk Damage: No  
 Recommended Maintenance: Grid Trim  
 Estimated Value \$1,380

### WCA Work History

Date	Work Type	Amount	Job#
4/6/2012	Grid Pruning	\$39.00	19262
3/5/2008	Grid Pruning	\$39.00	11060
6/6/2005	Grid Pruning	\$39.00	7334
7/12/2001	Grid Trimming	\$39.00	4184
8/20/1999	Grid Trimming	\$39.00	2866

### Other Work History

Date    Work Type    Crew    Acct#    Min



Show/Hide Map    Print Report

### Inventory Detail

Dist: 3  
 Address: 2100 NEWPORT HILLS DR /E  
 Fictitious: Yes  
 Location: Front-3  
 On Address: 2100 NEWPORT HILLS DR /E  
 Species: *Cupaniopsis anacardjoides*, CARROTWOOD  
 DBH/Height: 07-12 / 15-30  
 Parkway Size: 99  
 Utility Overhead: No  
 Sidewalk Damage: No  
 Recommended Maintenance: Grid Trim  
 Estimated Value \$1,380

### WCA Work History

Date	Work Type	Amount	Job#
4/6/2012	Grid Pruning	\$39.00	19262
3/5/2008	Grid Pruning	\$39.00	11060
6/6/2005	Grid Pruning	\$39.00	7334
7/12/2001	Grid Trimming	\$39.00	4184
8/20/1999	Grid Trimming	\$39.00	2866

### Other Work History

Date    Work Type    Crew    Acct#    Min



Show/Hide Map    Print Report

### Inventory Detail

Dist: 3  
 Address: 2150 NEWPORT HILLS DR /E  
 Fictitious: Yes  
 Location: Front-1  
 On Address: 2150 NEWPORT HILLS DR /E  
 Species: *Cupaniopsis anacardioides*, CARROTWOOD  
 DBH/Height: 07-12 / 15-30  
 Parkway Size: 99  
 Utility Overhead: No  
 Sidewalk Damage: No  
 Recommended Maintenance: Grid Trim  
 Estimated Value \$1,380

### WCA Work History

Date	Work Type	Amount	Job#
4/6/2012	Grid Pruning	\$39.00	19262
3/5/2008	Grid Pruning	\$39.00	11060
6/6/2005	Grid Pruning	\$39.00	7334

### Other Work History

Date	Work Type	Crew	Acct#	Min
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Show/Hide Map

Print Report

### Inventory Detail

Dist: 3  
 Address: 2150 NEWPORT HILLS DR /E  
 Fictitious: Yes  
 Location: Front-2  
 On Address: 2150 NEWPORT HILLS DR /E  
 Species: *Cupaniopsis anacardiolides*, CARROTWOOD  
 DBH/Height: 07-12 / 15-30  
 Parkway Size: 99  
 Utility Overhead: No  
 Sidewalk Damage: No  
 Recommended Maintenance: Grid Trim  
 Estimated Value \$1,380

### WCA Work History

Date	Work Type	Amount	Job#
4/6/2012	Grid Pruning	\$39.00	19262
3/5/2008	Grid Pruning	\$39.00	11060
6/6/2005	Grid Pruning	\$39.00	7334

### Other Work History

Date	Work Type	Crew	Acct#	Min
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Map data ©2012 -

Show/Hide Map

Print Report

### Inventory Detail

Dist: 3  
 Address: 2150 NEWPORT HILLS DR /E  
 Fictitious: Yes  
 Location: Front-3  
 On Address: 2150 NEWPORT HILLS DR /E  
 Species: *Cupaniopsis anacardioides*, CARROTWOOD  
 DBH/Height: 07-12 / 15-30  
 Parkway Size: 99  
 Utility Overhead: No  
 Sidewalk Damage: No  
 Recommended Maintenance: Grid Trim  
 Estimated Value: \$1,380

### WCA Work History

Date	Work Type	Amount	Job#
4/6/2012	Grid Pruning	\$39.00	19262
3/5/2008	Grid Pruning	\$39.00	11060
6/6/2005	Grid Pruning	\$39.00	7334

### Other Work History

Date	Work Type	Crew	Acct#	Min
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### Inventory Detail

Dist: 3  
 Address: 2150 NEWPORT HILLS DR /E  
 Fictitious: Yes  
 Location: Front-4  
 On Address: 2150 NEWPORT HILLS DR /E  
 Species: *Cupaniopsis anacardioides*, CARROTWOOD  
 DBH/Height: 07-12 / 15-30  
 Parkway Size: 99  
 Utility Overhead: No  
 Sidewalk Damage: No  
 Recommended Maintenance: Grid Trim  
 Estimated Value \$1,380

### WCA Work History

Date	Work Type	Amount	Job#
4/6/2012	Grid Pruning	\$39.00	19262
3/5/2008	Grid Pruning	\$39.00	11060
6/6/2005	Grid Pruning	\$39.00	7334

### Other Work History

Date	Work Type	Crew	Acct#	Min
------	-----------	------	-------	-----



Show/Hide Map    Print Report

### Inventory Detail

Dist: 3  
 Address: 2150 NEWPORT HILLS DR /E  
 Fictitious: Yes  
 Location: Front-5  
 On Address: 2150 NEWPORT HILLS DR /E  
 Species: *Cupaniopsis anacardioides*, CARROTWOOD  
 DBH/Height: 07-12 / 15-30  
 Parkway Size: 99  
 Utility Overhead: No  
 Sidewalk Damage: No  
 Recommended Maintenance: Grid Trim  
 Estimated Value \$1,380

### WCA Work History

Date	Work Type	Amount	Job#
4/6/2012	Grid Pruning	\$39.00	19262
3/5/2008	Grid Pruning	\$39.00	11060
6/6/2005	Grid Pruning	\$39.00	7334

### Other Work History

Date	Work Type	Crew	Acct#	Min
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Show/Hide Map

Print Report

### Inventory Detail

Dist: 3  
 Address: 2150 NEWPORT HILLS DR /E  
 Fictitious: Yes  
 Location: Front-6  
 On Address: 2150 NEWPORT HILLS DR /E  
 Species: *Cupaniopsis anacardioides*, CARROTWOOD  
 DBH/Height: 0-6 / 15-30  
 Parkway Size: 99  
 Utility Overhead: No  
 Sidewalk Damage: No  
 Recommended Maintenance: Grid Trim  
 Estimated Value: \$700

### WCA Work History

Date	Work Type	Amount	Job#
4/6/2012	Grid Pruning	\$39.00	19262
3/5/2008	Grid Pruning	\$39.00	11060
6/6/2005	Grid Pruning	\$39.00	7334

### Other Work History

Date	Work Type	Crew	Acct#	Min
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Show/Hide Map    Print Report

### Inventory Detail

Dist: 3  
 Address: 2150 NEWPORT HILLS DR /E  
 Fictitious: Yes  
 Location: Front-8  
 On Address: 2150 NEWPORT HILLS DR /E  
 Species: *Cupaniopsis anacardioides*, CARROTWOOD  
 DBH/Height: 0-6 / 01-15  
 Parkway Size: 99  
 Utility Overhead: No  
 Sidewalk Damage: No  
 Recommended Maintenance: Grd Trim  
 Estimated Value: \$700

### WCA Work History

Date	Work Type	Amount	Job#
3/5/2008	Grid Pruning	\$39.00	11060
6/6/2005	Grid Pruning	\$39.00	7334

### Other Work History

Date	Work Type	Crew	Acct#	Min
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Show/Hide Map

Print Report

### Inventory Detail

Dist: 3  
 Address: 2150 NEWPORT HILLS DR /E  
 Fictitious: Yes  
 Location: Front-10  
 On Address: 2150 NEWPORT HILLS DR /E  
 Species: *Cupaniopsis anacardioides*, CARROTWOOD  
 DBH/Height: 07-12 / 15-30  
 Parkway Size: 99  
 Utility Overhead: No  
 Sidewalk Damage: No  
 Recommended Maintenance: Grid Trim  
 Estimated Value \$1,380

### WCA Work History

Date	Work Type	Amount	Job#
4/6/2012	Grid Pruning	\$39.00	19262
3/5/2008	Grid Pruning	\$39.00	11060
6/6/2005	Grid Pruning	\$39.00	7334

### Other Work History

Date	Work Type	Crew	Acct#	Min
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Show/Hide Map    Print Report

### Inventory Detail

Dist: 3  
 Address: 2150 NEWPORT HILLS DR /E  
 Fictitious: Yes  
 Location: Front-11  
 On Address: 2150 NEWPORT HILLS DR /E  
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 Parkway Size: 99  
 Utility Overhead: No  
 Sidewalk Damage: No  
 Recommended Maintenance: Grd Trim  
 Estimated Value: \$1,380

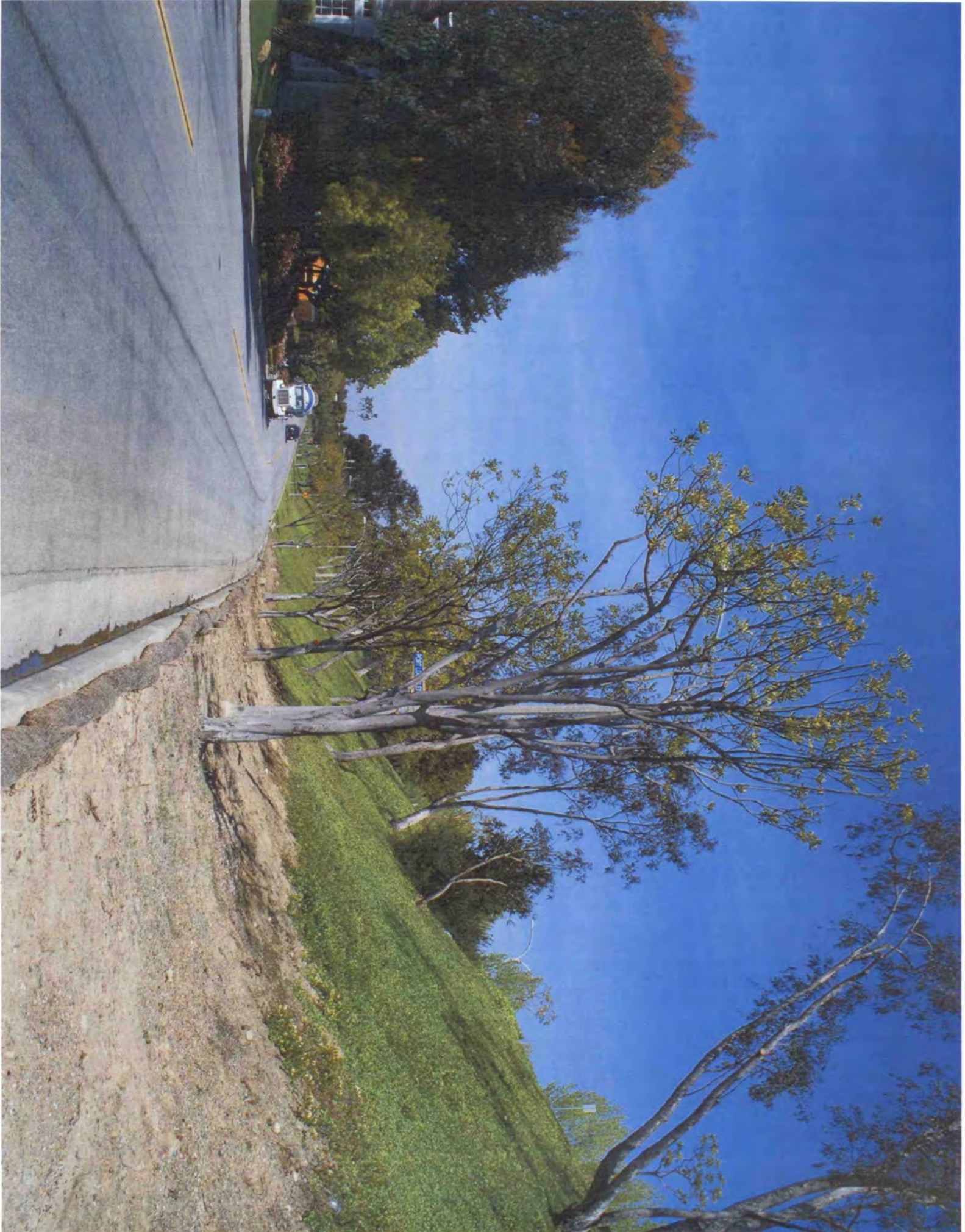
### WCA Work History

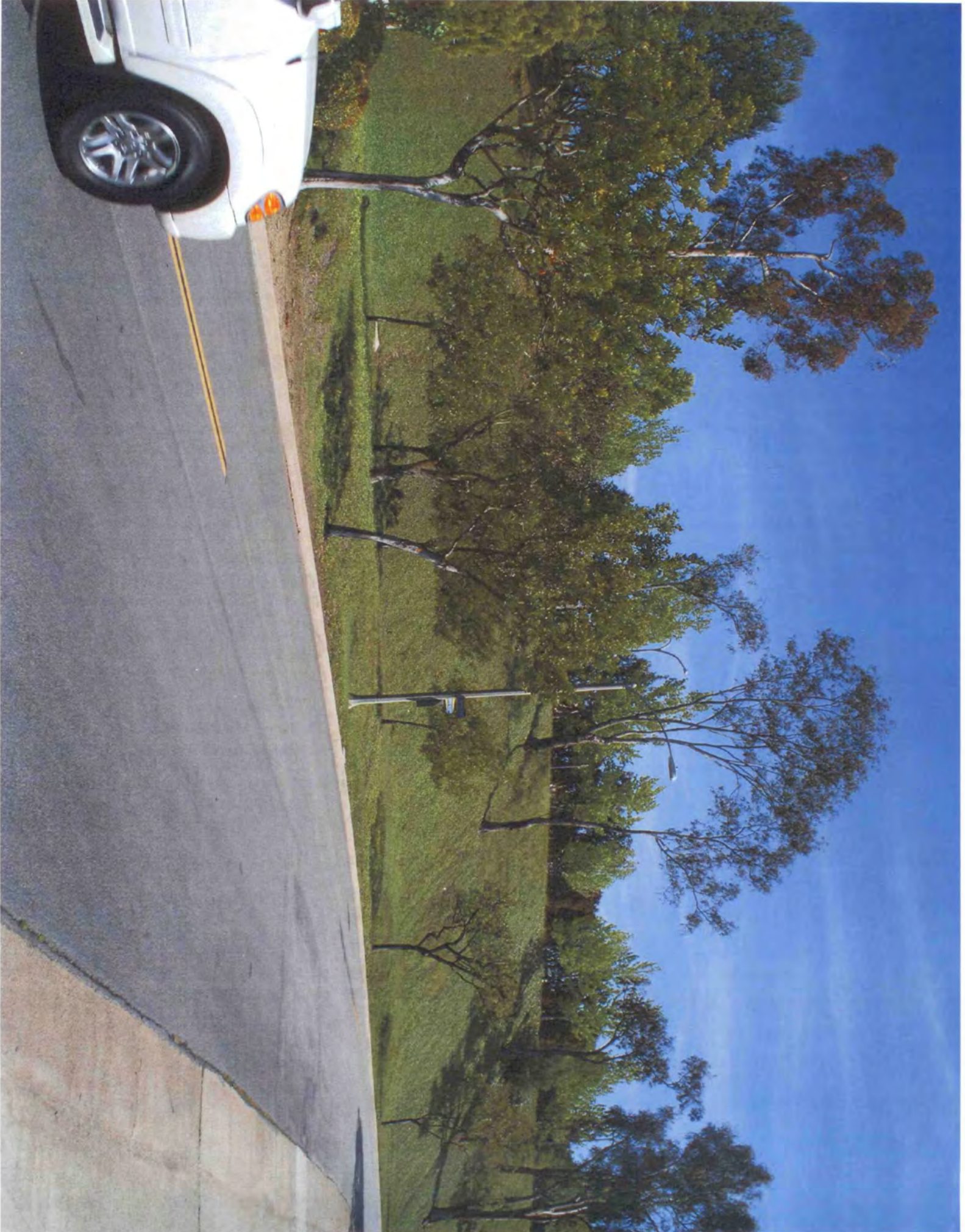
Date	Work Type	Amount	Job#
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6/6/2005	Grid Pruning	\$39.00	7334

### Other Work History

Date	Work Type	Crew	Acct#	Min
------	-----------	------	-------	-----











22 trees total  
total estimated value  
\$26,280



## Municipal Operations Department

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PB&R Commission Agenda

Item No. 5A

May 1, 2012

**TO:** Parks, Beaches and Recreation Commission  
**FROM:** Mark Harmon, Director of Municipal Operations  
**SUBJECT:** *City Street Tree Designation – Quiet Cove*

A handwritten signature in blue ink, appearing to be "Mark Harmon", is written over the "FROM" line of the memo.

### **Recommendation**

That Parks, Beaches and Recreation (PB&R) Commission recommend to the City Council that the Street Tree Designation on Quiet Cove (Corona del Mar) be changed from the current Hong Kong Orchid (*Bauhinia blakeana*) to the homeowner's choice of the Australian Willow (*Geijera parviflora*) tree.

### **Background**

The City Street Tree Designation List was adopted by the City Council in May 2000 (Attachment A) after a thorough review by the Parks, Beaches, and Recreation (PB & R) Commission. The list designates specific species of trees for future planting in parkways and/or medians of a City street to promote uniformity of the street treescapes.

The Street Tree Designation List is maintained and reviewed on an annual basis by City staff in accordance with Section 13.08.020 of the Municipal Code (Official Tree List) and City Council Policy G-6 (Maintenance and Planting of Parkway Trees). Any changes, recommendations, or resident request for changes are forwarded to the PB & R Commission for consideration.

### **Discussion**

The Harbor View Hills South Homeowners Association (HVHS) has requested to change the designated street tree from the Hong Kong Orchid to Australian Willow tree on Quiet Cove (Attachment B). There are five existing City Brisbane Box trees that are currently planted on this street. These trees have been a long-standing maintenance problem due mainly to view impairment issues.

Staff has determined that the Australian Willow tree variety will help mitigate any future public property damage and view encroachment issues, since the tree is suitable for a tree well with a five foot growth space. Additionally, although the Australian Willow tree has a maximum growth height of 35 feet at maturity, it is a tree suitable to maintain at low height for view planes and utility line clearance due to its moderate growth and spreading habit. It is also an excellent coastal tree that tolerates poor soil, strong winds and seaside climate. A map

and information regarding the proposed tree are attached (Attachments C & D). The tree will be a welcome enhancement to this community.

### **Financial Review**

There is no financial impact to the City due to a change in Street Tree Designation for a particular street.

### **Public Notice**

This agenda item was noticed according to the Ralph M. Brown Act (72 hours in advance of the public meeting at which the Commission considers the item).

- Attachments:
- (A) City of Newport Beach Designated Street Tree List May 2000
  - (B) HVHS Board of Directors Letter dated April 19, 2012
  - (C) Description and photo of proposed designated street tree, Australian Willow Tree
  - (D) Aerial map

# City of Newport Beach Street Tree Designation List

May 2000

STREET	ID	FROM	TO	Available		Required		DESIGNATED TREE SPECIES	
				Grow Space	Grow Space	Grow Space	Grow Space	BOTANICAL NAME	COMMON NAME
PORT SUTTON DR	Median	1970	1900	8	8	8	8	<i>Cupaniopsis anacardioides</i>	CARROTWOOD
PORT TAGGART PL		1800	1877	5	5	8	8	<i>Geijera parviflora</i>	AUSTRALIAN WILLOW
PORT TIFFIN CIR		1788	1795	5	5	8	8	<i>Cryptocarya rubra</i>	RED LAUREL
PORT TIFFIN PL		1800	1860	5	5	8	8	<i>Sapium sebiferum</i>	CHINESE TALLOW TREE
PORT TOWNSEND CIR		1930	1950	5	5	8	8	<i>Pistacia chinensis</i>	CHINESE PISTACHE
PORT TRINITY CIR		1970	1991	5	5	8	8	<i>Sophora japonica 'Regent'</i>	JAPANESE PAGODA TREE
PORT TRINITY PL		1930	1969	5	5	8	8	<i>Sophora japonica 'Regent'</i>	JAPANESE PAGODA TREE
PORT WESTBOURNE PL	Monolithic	1700	1851	5	5	8	8	<i>Pyrus c. 'Redspire'</i>	ORNAMENTAL PEAR
PORT WESTBOURNE PL	Parkway	1700	1851	8	8	8	8	<i>Cinnamomum camphora</i>	CAMPHOR TREE
PORT WEYBRIDGE PL		1900	2056	5	5	8	8	<i>Geijera parviflora</i>	AUSTRALIAN WILLOW
PORT WHEELER PL		1800	1880	5	5	8	8	<i>Tabebuia avellanedae</i>	LAVENDER TRUMPET TREE
PORT WHITBY PL		2400	2527	5	5	8	8	<i>Ginkgo biloba 'Autumn Gold'</i>	MAIDENHAIR TREE
PORTSIDE WY		1207	1233	5	5	5	5	<i>Magnolia g. 'Samuel Sommer'</i>	SOUTHERN MAGNOLIA
POWELL PL		600	650	8	8	8	8	<i>Sapium sebiferum</i>	CHINESE TALLOW TREE
PRISCILLA LN		1400	1500	8	8	5	5	<i>Brachycton discolor</i>	WHITE KURRAJONG
PRIVATE RD		2200	2329	5	5	5	5	<i>Bauhinia blakeana</i>	HONG KONG ORCHID TREE
PRODUCTION PL		800	800	8	8	5	5	<i>Koeleruteria bipinnata</i>	CHINESE FLAME TREE
QUAIL ST		2000	2050	4	4	5	5	<i>Hymenosporum flavum</i>	SWEETSHADE
QUIET COVE		3400	3449	5	5	8	8	<i>Bauhinia blakeana</i>	HONG KONG ORCHID TREE
REDLANDS AV		400	550	8	8	5	5	<i>Cinnamomum camphora</i>	CAMPHOR TREE
RIGEL CIR		400	425	5	5	2	2	<i>Pittosporum rhombifolium</i>	QUEENSLAND PITTOSPORIUM
RIVER AV		4800	5600	5	5	5	5	<i>Metrosideros excelsus</i>	NEW ZEALAND CHRISTMAS TREE
RIVERSIDE AV		100	200	3	3	8	8	<i>Archontophoenix cunningham.</i>	KING PALM
RIVERSIDE AV		300	300	8	8	8	8	<i>Tipuana tipu</i>	TIPU
RIVERSIDE AV		400	550	8	8	8	8	<i>Tipuana tipu</i>	TIPU
ROCKFORD PL		500	521	5	5	8	8	<i>Magnolia g. 'Little Gem'</i>	LITTLE GEM MAGNOLIA
ROCKFORD RD		500	721	5	5	8	8	<i>Magnolia g. 'Little Gem'</i>	LITTLE GEM MAGNOLIA
ROCKY POINT RD		1	15	5	5	8	8	<i>Eriobotrya deflexa</i>	BRONZE LOQUAT
ROXBURY RD		4500	4646	5	5	8	8	<i>Chionanthus retusus</i>	CHINESE FRINGE TREE
RUTH LN		1500	1621	5	5	5	5	<i>Jacaranda mimosifolia</i>	JACARANDA
RUTLAND RD		1000	1200	5	5	8	8	<i>Platanus acerifolia</i>	LONDON PLANE
SABRINA TER		1701	2021	5	5	3	3	<i>Lagerstroemia i. 'Indian Tribes'</i>	GRAPE MYRTLE
SALT AIR CIR		2501	2601	5	5	8	8	<i>Magnolia g. 'Little Gem'</i>	LITTLE GEM MAGNOLIA
SALT AIR DR	Odd	1301	1301	3	3	8	8	<i>Magnolia g. 'Little Gem'</i>	LITTLE GEM MAGNOLIA
SALT AIR DR	Slope	1300	1320	8	8	8	8	<i>Magnolia g. 'Little Gem'</i>	LITTLE GEM MAGNOLIA
SAN BERNARDINO AV		400	550	8	8	8	8	<i>Quercus virginiana</i>	SOUTHERN LIVE OAK
SAN CLEMENTE DR		850	901	3	3	3	3	<i>Magnolia g. 'Russell'</i>	RUSSETT MAGNOLIA
SAN JOAQUIN HILLS RD	Even	1100	1300	3	3	3	3	<i>Callistemon viminalis</i>	WEeping BOTTLEBRUSH
SAN JOAQUIN HILLS RD	Even	2000	2200	5	5	5	5	<i>Eucalyptus sideroxylon</i>	RED IRONBARK
SAN JOAQUIN HILLS RD	Even	2900	3000	5	5	5	5	<i>Liquidambar s. 'Palo Alto'</i>	AMERICAN SWEETGUM
SAN JOAQUIN HILLS RD	Median	1000	2100	8	8	8	8	<i>Quercus virginiana</i>	SOUTHERN LIVE OAK
SAN JOAQUIN HILLS RD	Median	2300	2900	8	8	8	8	<i>Liquidambar styraciflua</i>	AMERICAN SWEETGUM
SAN JOAQUIN HILLS RD	Median	3400	3700	8	8	8	8	<i>Liquidambar styraciflua</i>	AMERICAN SWEETGUM

GROWSPACE: 2=2'+ 3=3'+ 5=5'+ 8=8'+

\*PRESERVATION OF SPECIAL TREES PER G-1 POLICY

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# HARBOR VIEW HILLS HOMEOWNERS ASSOCIATION

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April 19, 2012

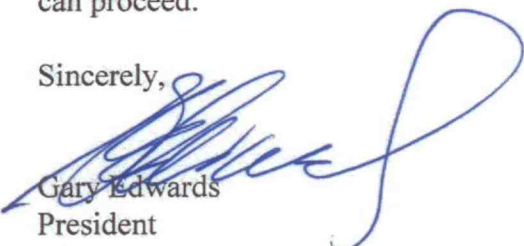
City of Newport Beach  
General Services Department  
PO Box 1768  
Newport Beach, CA 92658

Attn: Dan Sereno, Park and Tree Superintendent

At its April 4, 2012 meeting the Harbor View Hills South Board of Directors voted to request City approval of the Australian Willow species as a replacement parkway tree for the pending reforestation of 5 trees on Quiet Cove Ln. All Homeowners on that street support this request. The existing trees have been a long-standing maintenance problem due mainly to view impairment issues.

Our Board hopes for the earliest possible action to approve this request so that long awaited reforestation can proceed.

Sincerely,

  
Gary Edwards  
President

cc John Conway, Urban Forester

## *Geijera parviflora*

(Australian Willow, Wilga)  
*Rutaceae* (Rue family)  
Origin: Southern Australia

gye-JER-uh  
par-vih-FLOR-uh

### Species characteristics:

Form - Evergreen. Graceful, fine textured tree with dense, rounded crown of moderate growth to 40' and 20 - 25' spread. Pendent twigs and leaves give a weeping effect suggestive of weeping willow, but more delicate and compact.

Trunk - Smooth light gray when young, becoming roughened, and reddish brown with age.

Foliage - Leaves narrow, light olive green 3 - 6" long and 1/4" wide with slight curvature.

Flowers/fruit - Small cream-colored flowers in terminal clusters on branchlets from spring to autumn.

No significant pest problems are known at this time.

### Site suitability:

Sunset zones - 8, 9, and 12 - 24.

Clearances - Suitable for 5' minimum parkways, medians or cutouts.

Good for street sides, medians, parks and lawns.

### Culture considerations:

So long as soils are well drained tolerant of a wide range of moisture levels and soils. Low maintenance once established. Prune young trees carefully. Maintain central leader as long as possible and avoid disturbing adjacent lateral limbs.

### Comments, notes:



Quiet Cove



2009-2011 Photos provided by Eagle Aerial Imaging www.eagleaerial.com

- City Boundary
- Trees
- Vacant Tree Site



## Municipal Operations Department

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PB&R Commission Agenda

Item No. 5 (B)

May 1, 2012

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

**FROM:** Municipal Operations Director

**SUBJECT:** *Amendment to Council Policy B-17 (Parks, Facilities, and Recreation Program Donations).*

A handwritten signature in blue ink, appearing to be "M. Hamilton", is written over the "FROM" line.

### Recommendation

Staff recommends that the Parks, Beaches and Recreation (PB&R) Commission recommend to the City Council that Policy B-17 be changed to include the addition of a renewal application for bench donations every five years from the original donation date. The renewal application will include a maintenance charge of \$200.00 to continue the maintenance of the bench for an additional 5 years.

### Discussion

City Council Policy B-17 establishes criteria for parks equipment, facilities, and recreation program donations within the City. The following process is currently followed when the Operations Department receives an inquiry regarding a bench donation to the City:

- Once an inquiry is received regarding the donation of a bench, staff will mail a copy of the B-17 policy, the Gifts for Tomorrow Donation Catalog, and the Donation Site Availability List to the potential donor.
- The donor may then send the department an Order Request Form specifying the donation and location.
- Staff will prepare a report for PB&R Commission approval.
- If approved, staff will invoice the donor for the cost of the bench, concrete pad, and dedicatory plaque if applicable. No maintenance costs are currently included in the donation of the new bench.

At the November 1, 2011 meeting of the PB&R Commission, a Bench Committee was formed to discuss concerns raised by commission members regarding the condition of many donated benches, and the length of time (perpetuity) that a donated bench remains on City property. On January 30, 2012 the Committee (Commissioners Englebrecht, Hamilton, and Cole) met to discuss City Council Policy B-17, specifically the bench donation section. The Committee felt that most donors assumed their donated bench would be maintained and replaced "forever" based on their one-time donation. The Committee felt that the one-time donation did not cover the cost of maintenance beyond a five year period (the time period when many types of benches need significant repairs).

In addition to the maintenance costs, the Committee discussed the issue of donors that may no longer be interested in the bench they donated. Families move or otherwise

become disinterested or distanced from their donation. By requiring a renewal application from the original donor after five years, staff would be able to determine if the donor is still interested in maintaining their bench. If we cannot contact the donor, or if they are not interested in “renewing” their donation, then that specific site becomes available for a new donor. Many times, especially in ocean view areas and popular park sites, prospective donors are turned away due to the fact that an existing donated bench is located at that site.

By making these changes, it would allow for better maintenance of existing benches and provide more opportunity for people to donate benches to the City. Staff recommends that this process start with all new bench donations following City Council approval. Attached to this report is a revised copy of Policy B-17 which includes the recommended changes.

### **Financial Review**

There is no financial impact to the City due to the recommended changes to Council Policy B-17. Donor paid maintenance charges would offset the cost of maintaining donated benches.

### **Public Notice**

This agenda item was noticed according to the Ralph M. Brown Act (72 hours in advance of the public meeting at which the Commission considers the item).

Attachment: (A) Council Policy B-17  
(B) Proposed Revised Council Policy B-17

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.

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

Formerly G-5

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.

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- 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~~Municipal Operations 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~~Municipal Operations 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~~Municipal Operations 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.

c. Bench Donations will expire after 5-years unless the donor submits a new application for an additional 5-year term. The application must include a \$200.00 maintenance fee for the cost to maintain/refurbish the bench after the initial 5-year term. If the donor declines to submit a new application, or cannot be contacted by the City, the site may be made available for a bench donation by another party.

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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 Municipal Operations 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

**B-17**  
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~~ Municipal Operations 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**

**Formerly G-5**