



**CITY OF NEWPORT BEACH**  
**PARKS, BEACHES & RECREATION COMMISSION AGENDA**  
**Newport Beach Council Chambers — 3300 Newport Boulevard**  
**Tuesday — March 1, 2011 — 7pm**

***Commission Members:***

**Marie Marston, Chair**  
**Phillip Lugar, Vice Chair**  
**Tom Anderson**  
**Tim Brown**  
**Ron Cole**  
**Bill Garrett**  
**Kathy Hamilton**

***Staff Members:***

**Laura Detweiler, Recreation & Senior Services Director**  
**Mark Harmon, General Services Director**  
**Sean Levin, Recreation Superintendent**  
**Teri Craig, PB&R Secretary**

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**ORDER AND ROLL CALL**

**DIRECTOR'S COMMENTS**

- Director Detweiler
- Director Harmon
- City Council Actions

**PUBLIC COMMENTS**

**Members of the public are invited to comment on non-agenda items of public interest. Speakers are limited to three minutes.**

***NOTICE TO THE PUBLIC***

All matters listed under **Consent Calendar 1-4** are considered by the 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. The City provides a yellow sign-in card for those wishing to address the Commission to assist in the preparation of the minutes. If you do fill out the card please place it in the box at the table.

**CONSENT CALENDAR**

**1. Minutes of the February 1, 2011 regular meeting.**

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

**2. Park & Operations Division Activity Report.**

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

**3. Recreation & Senior Services Activity Report.**

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

**4. Bench Donation.**

***Recommendation:*** Approve bench donation of Patricia Kingsley to be located at Galaxy View Park

**NEW / CONTINUED BUSINESS**

**5. Youth Sports Commission Field Allocation Fees.**

***Recommendation:*** Review/discuss addition to Youth Sports Commission Field Use Policy & Fees

**6. Reforestation Request.**

***Recommendation:*** Review/discuss request of General Manager Bujor Boldea for property owner Steve Olson to remove four City Eucalyptus adjacent to 1733 Candlestick Lane.

**COMMITTEE REPORTS —**

- |   |   |
|---|---|
| • <b>Park Development</b> — Brown, Lugar, Marston                 | • <b>Youth Sports Liaison</b> — Anderson    |
| • <b>Recreation/Senior Activities</b> — Lugar, Anderson, Hamilton | • <b>Ad Hoc</b>                             |
| • <b>Budget</b> — Garrett, Brown, Lugar                           | -- Marina Park — Garrett                    |
| • <b>Community Service Award</b> — Garrett, Cole, Hamilton        | -- Artificial Turf — Lugar, Anderson, Brown |

**FUTURE AGENDA ITEMS** - Matters which Commissioners may wish to place on a future agenda or raise for discussion.

- Castaways Park — widening of downhill trail
- Pirates Cove Lighting

**ADJOURNMENT**

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This committee is subject to the Ralph M. Brown Act. Among other things, the Brown Act requires that the Commission's agenda be posted at least 72 hours in advance of each meeting and that the public be allowed to comment on agenda items before the Commission and items not on the agenda but are within the subject matter jurisdiction of the Commission. The Commission may limit public comments to a reasonable amount of time, generally either three (3) or five (5) 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. Please contact Teri Craig, PB&R Secretary, at least 72 hours prior to the meeting to inform us of your particular needs and to determine if accommodation is feasible (949-644-3158 or [tcraig@newportbeachca.gov](mailto:tcraig@newportbeachca.gov)).

**Parks, Beaches & Recreation Commission**  
**Regular Meeting**  
**February 1, 2011 – 7pm**

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**Convened** 7:04pm

**ROLL CALL**

Present: Marie Marston, Chair  
Phillip Lugar, Vice Chair  
Tim Brown  
Ron Cole (*arrived at 7:07pm*)  
Bill Garrett  
Kathy Hamilton

Absent: Tom Anderson

Staff: Laura Detweiler, Recreation & Senior Services Director  
Mark Harmon, General Services Director  
Teri Craig, Admin Asst

**DIRECTORS COMMENTS**

- Director Detweiler announced that CPRS has awarded the OASIS Senior Center Opening the Award of Excellence for Design and that staff will be attending the state conference in March to receive the award. She congratulated the entire project team as well as the community. She went on to say that the Fitness Center now has 1,235 members and noted that the Center is averaging about 180 participants daily, and hours were extended to meet the needs of the community.

Director Detweiler stated that the Carroll Beek renovation is almost done and noted that a survey had been mailed to residents asking what type of classes they would like to see in the Center. A Grand Re-Opening Celebration will be held in May.

- City Council Actions – Chair Marston reported that the Council had approved that the Ronald Reagan statue be placed somewhere in the City and asked that the Arts & PB&R Commission determine a possible location. She stated that she had asked Commissioner Hamilton to attend an Arts Commission meeting on Thursday of which Council Member Curry will be in attendance as well to discuss where it will be placed and asked the Commission if they had any thoughts on the matter.

Discussion ensued regarding the scale, statue and location and that Chair Marston and Commissioner Hamilton would update the Commission at the next meeting.

**PUBLIC COMMENTS**

None.

**CONSENT CALENDAR**

**1. Minutes of the December 7, 2010 regular meeting.**

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

**2. Removed by Commissioner Garrett**

**3. Recreation & Senior Services Activity Report.**

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

**4. Bench Donation.**

**Recommendation:** *Approve bench donation of Beth Miller to be located at Galaxy View Park.*

- 2. Park & Operations Division Activity Report.** Commissioner Garrett requested information regarding trash collection on the beach. Director Harmon stated that the City had solicited bids and that Rainbow had been selected to collect trash with their new sand colored containers from the Newport Pier to the River Jetty.

**Motion by Commissioner Lugar** to accept items 1 through 4 of the Consent Calendar. Motion carried by acclamation.

**NEW BUSINESS**

5. **City Council Policy G-1 – Revision of Reforestation of City Trees.** Director Harmon stated that staff supports forwarding a change to the policy regarding the minimum tree size from 24” box to 36” box trees to City Council. He stated that by using a 36” box trees that the tree is usually at least three feet taller and healthier. He also noted that the negative of this change would be the cost – from approximately \$190 to \$600.

Discussion ensued regarding the reasons for reforestations and the failure rate noting that the more mature the tree the more chance the tree has of surviving.

Commissioner Garrett stated that he could not support this change because of the cost factors. He suggested a senior citizen discount.

Director Harmon stated that reforestations are usually for people that just do not like their tree.

Commissioner Brown agreed that a request for reforestation is usually because the homeowner or HOA request that it be removed not because of tree failure.

**Chair Marston opened the public discussion; hearing none the public discussion was closed.**

**Motion by Commissioner Lugar** to approve the change to Council Policy G-1. Motion fails due to lack of majority.

Ayes: Cole, Lugar, Marston  
Noes: Brown, Garrett, Hamilton

6. **Special Tree Removal.** Director Harmon stated that staff is recommending approval of this Special Tree Removal request by Tom McAllister located adjacent to 1733 Candlestick Lane of a City Eucalyptus tree because of extensive private and public property damage and is diseased with Slime Flux. He noted that a replacement tree will be planted elsewhere in the community because of the location being near a sewer lateral.

Discussion ensued regarding special tree designation and the definition.

**Chair Marston opened the public discussion; hearing none the public discussion was closed.**

**Motion by Commissioner Lugar** to approve the request for Special Tree Removal by Tom McAllister adjacent to 1733 Candlestick Lane. Motion carried by acclamation.

7. **City Street Tree Designation.** Director Harmon stated that staff had received a request to designate the King Palm as the designated tree from the Eucalyptus tree from property manager Bujor Boldea at 1728 Bedford Lane. He reminded the Commission that as time moves on it has become apparent that it is a good idea to have more than one tree designated so that homeowners have more than one choice. This particular tree has outgrown its growth space and is beginning to cause significant damage in the neighborhood. He went on to say that staff is not recommending that the entire street be reforested and that staff is not removing healthy trees and that is not the intent of the action tonight. Director Harmon stated that there is one tree and possibly others that are failing and will need to be replaced and that it would be better to have a different tree.

**Chair Marston opened the public discussion**

Victoria Weston asked what was the plan for the failing trees.

Director Harmon stated that there is at least one tree that is failing and will be removed and replaced with the King Palm; if approved by the Commission tonight. He also noted that there are other trees in the neighborhood and could be replaced as well. He stated again that healthy trees will not be replaced.

**Chair Marston closed the public discussion**

Commissioner Garrett stated that he believes that the King Palm will have the same problems in the future.

**Motion by Commissioner Lugar** to approve the King Palm as the designated tree on Bedford Lane.  
Motion carried by acclamation.

**COMMITTEE REPORTS –**

Parks – Nothing to report

RSS – Nothing to report.

Budget – Nothing to report

Community Service Award – Nothing to report.

Youth Sports – *Nothing to report*

AD- Hoc

– Marina Park – Nothing to report.

– Artificial Turf – Nothing to report.

**FUTURE AGENDA ITEMS**

- Pirates Cove Lighting
- Castaways Parks widening of downhill trail – Director Harmon stated that an information report would be presented to the Commission noting that the bike bath had been restriped. He commented that when they were first put down that some of the neighboring residents called to inquire about the work that had been done. But since then no complaints to the Operations Division have been received.

**ADJOURNED @ 7:59pm**

Submitted by: \_\_\_\_\_  
Teri Craig, Admin Assistant



## Municipal Operations Department

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PB&R Commission Agenda

Item No. 2

March 1, 2011

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

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

**SUBJECT:** *February Parks, Trees, and Operations Divisions Activity Report*

### **Parks Maintenance Division Activities**

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

#### **Projects currently underway:**

- Oasis Senior Center
- Parking Lot at Washington Street
- Newport Boulevard at Hospital Road, Turn Lane Extension
- Avon and Riverside Tree Planting
- Goldenrod Footbridge and Jamboree Road bridge retrofits.
- Carol Beek Community Center, Balboa Island.

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

- Sunset Ridge Park
- Marina Park
- Civic Center
- China Cove Slope Stabilization
- Bristol Street North Landscape
- Jamboree Road Widening
- Dover Drive Median
- San Miguel Park staircase rehabilitation.

2. Recently, the Parks Division replanted forty-one terra cotta pots on Main Street, Balboa Village. The plant material selected for the renovation includes; Birds of Paradise and Rose varieties, “Old Blush”, (lavender flowers) and “Sunny Side Up”, (pink, orange, yellow flowers). This selection of rose varieties take minimal maintenance and bloom virtually year-round. In addition to the beautiful enhancement, this selection is a permanent change to achieve an overall uniform planting scheme that will prove to be a long-term savings.



3. Following the recent storms, the Parks Division was alerted to a sloped stretch along Polaris Drive, Dover Shores area. The combination of the slope's steepness, its shaded aspect, irrigation and rain water, caused dirt and debris to continually shed onto the adjacent sidewalk creating a hazardous, slippery condition. Staff devised a plan of action consisting of three phases; slope clean-up, erosion control and replanting.

The clean-up of the slope involved removal of dead and dying plant material and overgrown Junipers. This opened the area for new soil retentive plantings and allowed more sunlight to penetrate the slope and sidewalk. Subsequently, the erosion control measures were installed, which included a straw waddle at the base of the slope and a jute netting anchored 15 feet over the bottom of the slope.

Finally, California native plants were selected (Ceanothus “Yankee Point” and Manzanita “Emerald Carpet”) and installed directly into the netted area. This selection of plant material was based on their drought tolerance, shade tolerance, durability, and ability to spread quickly over a large area. This new plant material is an added enhancement to the slope area.



## **Trees Division Activities**

During the month of January, 1,298 trees were trimmed, 16 trees planted, crews responded to 6 emergency tree calls. Additionally, 1 tree was removed as a result of an approved reforestation within the Harbor View Hills South community.

The City's tree services contractor, pruned trees within the Corona Del Mar, Newport Coast, Balboa Peninsula and Westcliff areas, as part of the City's overall grid trimming schedule. Additionally, the annual pruning of selected Eucalyptus, Ficus and Palm trees are currently taking place throughout the City.

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

## **Beach Maintenance Activities**

1. Effective, Monday, January 31 you may have noticed something new on the beach between the Newport Pier and Santa Ana River Jetty. Rainbow Disposal started the 12-week pilot phase of the new beach refuse collection contract. The CNG-powered automated collection truck is servicing the 60 new plastic containers that replaced the old metal bins. Assuming a successful performance during the pilot phase, Rainbow Disposal will replace the remaining 108 metal bins in time to commence collection by the Memorial Day holiday weekend.
2. Debris from December's storm continues to flow out of the Santa Ana River and the San Diego Creek. On Friday, January 28 Tight Quarters, the City's contract hauler, hauled over 228 tons of debris from West Ocean Front to the Bowerman landfill. Now that the larger material has been removed, staff will begin using mechanical beach sanitizer equipment for the final part of the beach cleaning process.



During the week of February 9, Tight Quarters assisted Municipal Operations in removing an additional 150 tons of similar type debris that was being stock piled adjacent to the Newport Aquatic Center. Different pieces of heavy equipment were utilized by the crews to pull the debris out of the log boom.



See attached Municipal Operations Department, Activities Report for January 2011.

Submitted by:

Handwritten signature of Dan P. Sereno in blue ink.

Dan P. Sereno  
Parks and Trees Maintenance Superintendent

Handwritten signature of Jim Auger in blue ink.

Jim Auger  
Operations Support Superintendent

Attachments: (A) Tree Activity Report 2010-2011  
(B) Municipal Operations Department, January 2011 Activities Reports

<b>General Services Department Activities Report - January 2011</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)	126	190	1,365	1,823
Sidewalk Repaired (sq. ft.)	2,930	2,820	22,327	28,011
Curb & Gutter Replacement (lin. ft.)	229	0	1,398	1,508
Sweeping, Beach Cleaning, Demo Materials (tons)	453	392	2,004	2,881
Asphalt/Concrete Recycled (tons)	192	276	1,560	2,288
<b>Signs &amp; Traffic Markings</b>				
Signs Made	0	112	391	4,905
Signs Installed	199	141	1,226	1,339
Decals	104	21	324	275
Special Purpose Signs/Banners Made	25	9	381	189
Street Striping (lin. ft.) Added/Replaced	208,456	506	244,509	15,481
Pavement Markings (including reflective)	200	22	357	312
Parking Stalls	1	0	27	138
Curb Painting (lin. ft.)	1,686	3,339	12,431	66,931
Thermoplastic (lin. ft.)	5,793	0	15,607	14
Sign Posts Installed	9	28	119	168
<b>Graffiti</b>				
Graffiti Incidents Removed by Staff	12	18	168	87
Graffiti Incidents Removed by Contractor	41	70	332	768
<b>Refuse Collection</b>				
Residential (tons)	2,786	2,826	20,314	20,214
Liquid HazMat Incidents	39	19	186	145
E-Waste Incidents	20	15	115	160
U-Waste Incidents	23	8	100	86
Recyclables (tons)	1,160	1,164	8,533	8,558
<b>Trees</b>				
Trimmed by Staff	19	53	131	805
Trimmed by Contractor	1,298	831	6,784	6,763
Removed	18	20	88	66
Planted	16	0	33	57
Roots Pruned by Contractor	0	5	14	29
Roots Pruned by Staff	3	4	9	104
<b>Automotive</b>				
Repairs	248	280	1,798	1,987
Preventive Maintenance Completed	72	67	513	549
PM Labor Hours	140	137	1,306	1,180
<b>Beach Maintenance</b>				
Beach Area Refuse (tons)	84	97	762	779
Beach Debris (tons)	76	106	614	781
<b>Sweeping/Storm Drain</b>				
Gutter Miles Swept	3,556	3,304	27,279	30,533
Sweeping Debris (cubic yards)	578	428	3,732	3,761
Storm Drain Debris (cubic yards)	13	28	365	604



# Municipal Operations Department

Parks and Trees Division  
 Reforestation and Tree Removal Activity Report  
 Fiscal Year 2010-2011

	July	August	September	October	November	December	January	February	March	April	May	June	Total
Tree Removals	5	15	3	1	3	0	10						37
Emergency Tree Removals	0	0	0	0	0	3	0						3
Claim Related Tree Removals	0	0	0	0	0	0	6						6
Reforestation Tree Removals	0	2	1	0	0	27	1						31
Problem Tree Removals	1	0	0	0	0	0	1						2
<b>Total Removals</b>												<b>79</b>	

Trees Planted	6	4	0	1	6	0	16						33
Reforestation Requests	0	1	1	2	0	1	0						5
Reforestation Approved	0	0	1	2	0	1	0						4
Removal Requests	0	0	0	0	0	0	0						0

July - Problem tree removal at 217 Heliotrope Ave

August - Reforestation tree removals, 2 trees at 2800 Cliff Dr

September - Reforestation tree removals, 2 trees at 1706 Paloma Dr

December - Reforestation tree removals, 27 trees within Cameo HOA

January 2011-Reforestation tree removal, 1 tree at 1220 Keel Drive, HVHS HOA



# Municipal Operations Department

## Parks and Trees Division

Fiscal Year 2010-2011

### Claim Removals

Month	# Trees	Location(s)
July-10	0	
August-10	0	
September-10	0	
October-10	0	
November-10	0	
December-10	0	
January-11	1	721 Orchid Avenue

### Problem Tree Removals

Month	# Trees	Location(s)
July-10	1	217 Heliotrope Avenue
August-10	0	
September-10	0	
October-10	0	
November-10	0	
December-10	0	
January-11	1	1300 Keel Drive

## Recreation Services Monthly Activities Report

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

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### **CARROLL BEEK SURVEY RESULTS**

The Recreation & Senior Services Department is renovating Carroll Beek Center located on Balboa Island. The renovations will be completed in February. A survey for the Balboa Island residents was distributed to provide input in developing recreation classes that will be held beginning summer 2011-

The survey is posted on the Recreation & Senior Services Department website or you can go to <http://www.surveymonkey.com/s/CarrollBeekCenter>. Upon completion of the survey, residents are automatically entered into a raffle to win cool prizes. The raffle will take place at the Grand Re-Opening Celebration on Friday, May 20, 2011 from 5:30-7:30 pm.

### **AND THE WINNER IS ... JONOTHAN HARMON**

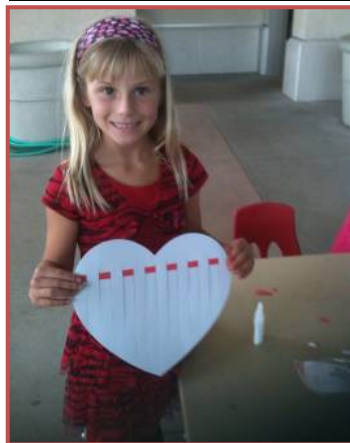
Recreation Supervisor Jonathon Harmon practices what he preaches in his leisure time as well as on the job – he practices fitness by racing his bike!

When he's not working for the Recreation Department supervising the city's youth programs, such as the Active Kidz afterschool program, Pre School 101, and summer day camps, Jonathon can usually be found riding his bike. He rides to and from work from his home in Irvine, practices daily, and races on weekends.

Jonathon has been road racing bikes for the past three years, but this past fall tried a new variation of the basic sport called Cyclocross. It originated in Belgium and features 70% of its course off road and 30% on road or a packed dirt course, utilizing road-style bikes. Recently, Jonathon finished 1<sup>st</sup> in the Mt. Sac Cyclocross and the overall winner of the Southern California Cross Fever Series.



### **VALENTINE'S DAY WITH ACTIVE KIDZ**



ACTIVE Kidz afterschool program celebrated Valentine's Day by making "heartfelt" crafts and showing their LOVE of sugary candy! Kindergarten through sixth grade participants enjoyed the theme of the day - ***Cupids & Hearts*** – by playing special games and creating Valentine crafts for their families.

## **DOLL KNIGHT PROMOTED TO SR. RECREATION LEADER**

Please join us in congratulating Doll Knight as her promotion to Senior Recreation Leader! Doll began working for the Recreation division as a CIT (Counselor in Training) in 2005; and hired part-time as a Recreation Leader working at Balboa Summer Camp in 2007. Since then she has become a great part of the ACTIVE Kidz afterschool program, serving at both West Newport and CYC. As a Senior Recreation Leader, Doll is in charge of the West Newport Active Kidz site. In her free time, Doll enjoys singing and playing music...and she's quite good too! You can find her band opening shows at the House of Blues in Anaheim or currently recording their first album.



## **PRESIDENT'S WEEK CAMP**

Active Kidz was in session for Ski Week at CYC. Forty one children K-6<sup>th</sup> grade enjoyed special crafts, games, tournaments, and a variety of structured activities. Campers walked to the Central Library and took an excursion to Scooter's Jungle.

## **PLAYGROUNDS**

Recreation Staff completed the installation of replacement playground components at Bonita Canyon Sports Park and West Newport Park (Orange Street). The component replacement program keeps the playgrounds looking new, clean and most importantly safe. In addition, replacing elements of the playgrounds and keeping the core structure is efficient and cost effective, and saves thousands of dollars per playground.



## **FACILITY RENTALS**

During the period of January 16, 2010 – February 15, 2011 there were:

- 9 Picnic/Park Area Rentals
- 10 Room Rentals
- 11 Field Rentals
- 12 Gym Rentals

## **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 months of **January** Park Patrol had the following number of contacts:

### 1. Requested Calls

- **78 with Youth Sports Groups**
- **184 Field related issues/checks**
- **7 Park/Picnic/reservation issues/checks**
- **201 Community Center issues/checks**
- **139 Playground checks**
- **14 other**
- **5 BBQ's**
- **3 Tents**
- **1 Pre-event check**
- **1 Post event check**

### 2. Public Contacts

- 169 education
- 6 alcohol
- 106 dog related

**Written Warnings Issued** – 2; 1 for parking violations at Ensign View Park and 1 for BBQ at Cdm State Beach

**Citations Issued**- 1 parking violation at Lincoln Athletic Field.

## **SPECIAL EVENT PERMITS**

As of February 15, 2011, there were 28 Special Event Permits processed and issued for the year (Beginning January 1). Those events of note for this period were:

**Marine 1/1 Challenge**-Balboa Pier, 1/22/11— Attendance: 200

**Hal Rosof Kayak Race**- Newport Aquatic Center, 2/12/11— Attendance: 300

# Senior Services Monthly Activities Report

To: Parks, Beaches & Recreation Commission

From: Celeste Jardine-Haug, Senior Services Manager

Re: Senior Services Division Monthly Activities Report

## OASIS NEWS

- The Fitness Center has over 1300 members now and the Center is accommodating the exercise needs of our over 50 crowd. The Fitness Center has extended its hours to:

Monday through Thursday 7am – 8pm & Saturday and Sunday 8am – 2pm

This has been an ongoing suggestion since the Center opened in September. The extension of hours will help to spread out the amount of people working out at any one time and those interested in exercise after work.

- The Friends of OASIS held a Super Bowl Party with help from Assistant Coordinator, Justin Schmillen. It was held in the Event Center with viewing on the stage drop down screen. Between the large screen and the great sound in the room, the event was a big hit. Volunteers served chili dogs and chips, they put lounge chairs from the family room in the front for those who wanted the comforts of home and the others sat around tables and socialized with their friends. About 90 people attended.



- The County of Orange Health Care Agency presented *Good Meds, Bad Behavior*. This was an informational workshop on prescription and over-the-counter drug abuse. The agency has an educational project called PATH (Positive Actions Toward Health) to inform people that more die from abusing over-the-counter and prescription drugs than heroin, cocaine and ecstasy combined. This is also a prevalent problem amongst the older population due to the many medications that they take.

<u>Upcoming Events</u>	<u>Date</u>	<u>Time</u>	<u>Responsible Staff</u>	<u>Phone</u>	<u>Location</u>
<i>Eelgrass Project</i>	3/2	6:30pm	Michelle Clemente	644-3038	Back Bay Sci Ctr
<i>Spring Registration for Classes</i>	3/3	8am	Raquel Valdez	644-3156	City
<i>Camp Expo @ Spirit Run</i>	3/27	5am	Raquel Valdez	644-3156	Fashion Island
<i>Raptors of Orange County</i>	4/6	6:30pm	Michelle Clemente	644-3038	Back Bay Sci Ctr
<i>CPRS District X Banquet</i>	4/7	6pm	Matt Lohr	644-3164	OASIS
<i>City Youth Track Meet</i>	4/8	4:30pm	Angie Ernst/Scott W	644-3145	CdMHS
<i>Native Plant Restoration</i>	5/4	6:30pm	Michelle Clemente	644-3038	Back Bay Sci Ctr
<i>Carroll Beek Grand Re-Opening</i>	5/20	5:30	Matt Lohr	644-3164	Carroll Beek



# JANUARY 2011 OASIS SENIOR CENTER UTILIZATION REPORT

PARTICIPANTS ATTENDING	13,720 CUSTOMERS
RECREATIONAL CLASSES	2,777 CUSTOMERS
FITNESS CENTER	4,062 CUSTOMERS
PERSONALIZED SERVICES PROVIDED	2,559 CUSTOMERS

Includes:

Blood Pressure	43	Information/Referral	1600
Counseling-persons	60	Legal Assistance	9
Eldercare	0	Senior Assessment(hrs)	50
Employment	25	Telephone Reassurance	225
HICAP	7	Visual Screening	5
Housing counseling	35	Transportation Info	500
		Taxes (Seasonal)	

SENIORS RECEIVING TRANSPORTATION SERVICES	1,160 RIDERS
Care-A-Van/Shuttle	

CUSTOMERS RECEIVING NOON MEALS AT THE CENTER*	2,420 CUSTOMERS
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\*includes meals on wheels

VOLUNTEER HRS. OF SERVICES PROVIDED AT THE CENTER	1,220.00 HOURS
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Includes:	Kitchen & Home Delivered Meals	(*equiv. to 9 full-time employees)
Front Office	Travel Office	
Gift Shop	Library	
Instructors	President	
Treasurer	Vice President	
Bookkeeper	Taxes	

PARTICIPANTS IN FRIENDS OF OASIS TRAVEL	96 CUSTOMERS
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## Day Trips

Norton Simon Museum	44
Pala Casino	52

## Long Trips

SPECIAL EVENTS/SCREENINGS/LECTURES	646 PERSONS		
Big Band Seminar	107	Wine and Cheese	110
Trail Trekkies	40	Canine Copanions	22
OASIS Golfers	85	Memory Loss Lecture	53
Computer Friends	68	Braille Lecture	50
UCI Lecture	99	Memory Screening	12



## Municipal Operations Department

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PB&R Commission Agenda

Item No. 4

March 1, 2011

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

**FROM:** Mark Harmon, Director of Municipal Operations

**SUBJECT:** *Bench Donation Request*

### Recommendation

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

### Discussion

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

The City has received a request from Ms. Patricia Kingsley (Attachment A) to donate a bench at Galaxy View Park. The donated bench (Attachment B) is included on the City's Official Bench List and will match the existing benches at this site. Attachment C shows the existing wooden bench and Attachments D and E depicts the location of the proposed bench donation.

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

Ms. Kingsley, Council Member Don Webb and Dover Shores Community Association have received a copy of this report and a notice of the Commission meeting. This bench donation does not require staff to notice the adjoining property owners, since this is a replacement bench.

- Attachments:
- (A) Ms. Patricia Kingsley's Gifts for Tomorrow Order Request Form
  - (B) Huntington Beach bench style picture
  - (C) Picture of existing wooden bench
  - (D) Picture of proposed location
  - (E) Aerial map of proposed location



Gifts for Tomorrow Order Request Form

Item #	Description
100	Cement Bench
	Galaxy Park
	Newport Beach

Contact Information

Name *Patricia Kingsley*

Mailing Address *1212 Devon Lane*

*Newport Beach, Ca. 92660*

Phone *949-642-3832*

Signature *Patricia E. Kingsley*

DEDICATION PLAQUE INFO

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

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

Plaque is donated for.

*John Foss Kingsley*  
First Name Last Name  
*1926-1969*











## Recreation & Senior Services Department

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To: Parks, Beaches and Recreation Commission  
From: Sean Levin, Recreation Superintendent  
Re: Youth Sports Commission Field Allocation Fees

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### **RECOMMENDATION**

Approve addition of section (XVIII - FEES) to the Field Allocation and Use Policy (Attachment A).

### **BACKGROUND**

The attached Field Allocation and Use Policy guide the equitable allocation of field space in the City and rules pertaining to use. The Policy was originally drafted in 2003 through a series of meetings with the Youth Sports Commission and implemented by approval of the Parks, Beaches and Recreation Commission. Over the years the policy has been revised to better serve the community.

### **DISCUSSION**

A special Youth Sports Commission meeting was held on November 3, 2010 to discuss reduced City field maintenance funds and strategies to maintain the high quality of Newport Beach athletic fields. The sports league presidents discussed possible ways to equitably fund field improvement projects and consensus was reached on the suggestion of a \$10 per player per season maintenance fee to be expended on enhanced maintenance and/or field improvements. The Youth Sports Commission further discussed the maintenance fee and reviewed the proposed section (XVIII - FEES) at the December 8, 2010 Youth Sports Commission Meeting.

The Youth Sports Commission did have a concern that the City Adult Soccer League should contribute at the same level of \$10 per player as well as addressing field maintenance issues. Recently, the Adult Soccer League fees have been adjusted three times:

- \$1180 per team in 2008
- \$1300 per team in 2009
- \$1380 + \$50 per team field maintenance fee in 2010

When the 2010 fee was increased from \$1300 to \$1430, staff committed to the Adult Soccer teams to refrain from increasing fees through the spring 2012 season. Beginning with the fall 2012 season, staff will propose to include a \$10 per player fee to go into field maintenance.

The balance of the proposed section speaks to use of athletic field lights and organization hourly charges which were implemented in 2003. They are recommended for addition to the Policy as a clarification, so all fees applicable to athletic groups are located together in one section of the policy.

### **NOTICE**

In addition to the two public meetings, the Youth Sports Commission and Club Teams were sent copies of this report.

## FIELD ALLOCATION & USE POLICY

Revised ~~March 1, 2011~~ August 4 2009

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

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

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

### I. PROCEDURE

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

### II. DEFINITIONS

This section defines the terms used throughout this procedure.

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

Seasons	Fall	Spring
Pre-season/Tryouts	August 15-September 1	February 1 - 28
In-Season Opening Date	September 1	March 1
In-season Closing Date	December 15	June 30
Post –season/All Stars	As Available	As Available
Sport "In Season"	Football/Soccer	Baseball/Softball
- E. **Primary Priority User:** An organization whose sport has been classified as "In Season" will be given first priority access to facilities during their designated season.

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

### III. USER GROUP - CLASSIFICATIONS

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

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

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

### IV. APPLICATION

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

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

**V. ALLOCATION**

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

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

**VI. NOTICE OF NON-USE OF FIELDS**

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

Any user group with documented non-use of an allocated field for two consecutive weeks after Labor Day in the fall and after March 1 in the spring will lose that allocation for the remainder of the season. Exceptions to this policy are made only with prior notification to Recreation staff regarding special circumstances. It is City Policy that user organizations turn in unused fields for reallocation.

**VII. NOTICE OF EXCHANGE OF FIELDS**

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

**VIII. ATHLETIC FIELD LINING/MARKING**

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

**IX. RULES AND REGULATIONS OF FIELD USE**

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

**X. TRAFFIC AND PARKING**

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

**XI. PUBLIC ADDRESS SYSTEM USE**

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

**XII. MAINTENANCE**

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

**XIII. MODIFICATIONS**

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

**XIV. STORAGE AND/OR CONCESSIONS**

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

**XV. BANNERS**

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

**XVI. OTHER**

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

**XVII. POLICY**

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

**XVIII. FEES**

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

Organizations will be billed on July 1 annually for both seasons. Funds to be expended or encumbered by June 30<sup>th</sup> of each fiscal year. Funds collected for each organization to be expended on their allocated fields. Every effort will be made to spend all collected funds within the billing year. There may be instances when a small percentage of funds collected from an organization will not be expended on their allocated fields.

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

Revised ~~4/1/03~~ 3/1/11 Parks, Beaches & Recreation Commission




## Municipal Operations Department

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PB&R Commission Agenda

Item No. 6

March 1, 2011

**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 for approval the reforestation request for Mr. Bujor Boldea, General Manager for Steve Olson, Olson Multifamily Communities (OMC) property owner at 1069 Buckingham Lane, 1601-1701 and 1728 Bedford Lane.

### Discussion

City Council Policy G-1, Reforestation of City Trees requires that individual 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 property owners within the area defined for reforestation (see attached Council Policy G-1, pages 6-9, Reforestation of City Trees). The defined area (see attached color map) included a total of 15 property owners. This required the applicant to obtain 9 signatures in favor of the reforestation request of which 9 were obtained.

Per City Council Policy G-1, the City has received a petition from Mr. Bujor Boldea with the required property owner signatures approving the removal of four City parkway trees adjacent to 1069 Buckingham Lane on Bedford Lane side (one Eucalyptus), 1601 Bedford Lane (two Silk Oaks) and 1619 Bedford Lane (one Eucalyptus).

The property owner has complied with the requirements of Policy G-1, and has agreed to assume the full costs of the removal and replacement of the four City trees, approximately \$4,380.00 (\$900 each for 4 - 36" box replacement trees and \$780.00 removals).

Mr. Boldea has also agreed to incur the costs of planting 12 additional palm trees on Bedford Lane to enhance the overall appearance of this community.

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

Mr. Bujor Boldea and Council Member Rush Hill have received a copy of this report and a notice of the Commission meeting. Adjacent property owners were also notified of the Commission meeting.

- Attachments:
- (A) Reforestation Check List
  - (B) City Council Policy G-1, Reforestation of City Trees
  - (C) Tree Removal Request Application
  - (D) Email from Steve Olson, Property Owner
  - (E) Tree Inspection Report
  - (F) Tree Inventory Detail
  - (G) Designated Street Tree Picture, King Palm
  - (H) Pictures of existing City trees
  - (I) Map of reforestation area



Reforestation Check List

	Verified by:	Urban Forester	Parks and Trees Superintendent	General Services Director
<input type="checkbox"/> Legally Established Homeowners Association		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> Individual Private Property Owner(s)		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Reforestation Application		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" 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 type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Damage/Impact

<input type="checkbox"/> Blue Water View Impact	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> Incorrect Tree Species	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" 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

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

#15 Property owners notified %60 Agreed with removal

Meets **Minimum** Reforestation Requirements:  YES  NO

Department Signature: [Signature]

Date: 2-17-11

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

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

General Services Director or designee concurs, then the applicant, the adjoining owners, 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 24" boxed trees, unless the parkway space will not accommodate a 24" 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.



# 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 (expect for holidays) at 7PM at the Council Chambers.

3 - red plums, 3 red eucalyptus, 2 lemon eucalyptus  
Indicate the number and specie(s), (if known) of tree(s).

Located at: BEDFORD LN

Please be as specific as possible

### Requestor

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

### Address/ Phone (Daytime) / Email

C.O. BUJON MOLDEA  
949-645-4898 1728 BEDFORD LN #4 NEWPORT BEACH  
bboldea@sbglobal.net

Signature: [Handwritten Signature]

Date: 2.15.2011

Print Name: BUJON MOLDEA

**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:

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

### Check all items applicable:

- Tree(s) causing curb, gutter, sidewalk or underground utilities damage.  
 Wrong tree species for location  
 View encroachment  
 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: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*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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View your 2011 Credit Score

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- Sent
- Spam
- Trash (12)
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- Alin Bobbia
- coordin medica
- oil barret - lila
- lillian melina
- Serbu Iovan
- Folders
- bujor
- bujort
- obscn prop
- orna
- PANOCOTA
- poze
- webdale

### Bedford Lane Reforestation

From: Steve Olson <solson@grassolson.com> View Contact  
 To: BUJOR BOLDEA <bbolden@sbcglobal.net>

Tue, February 15, 2011 10:43:48 AM

Don Scorsone and Pat Rausis:

This letter is to authorize Bujor Boldea to act on my behalf regarding the removal of several trees and replacement with more Coco Palms (which are already on the street). Mr. Boldea is the property manager and will represent my interests.

Steve Olson



TODAY: 2:15 No events. Click the plus sign to add an event.



## Municipal Operations Department

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### TREE INSPECTION REPORT

- Representative:** Bujor Boldea, General Manager  
Olson Multifamily Communities (OMC)  
1728 Bedford Lane #4  
Newport Beach, CA 92660
- Property Owner:** Steve Olson, Property Owner  
Olson Multifamily Communities (OMC)
- Request:** Mr. Boldea is requesting tree removal on behalf of the property owner, of four City trees in accordance with the removal criteria of City Council Policy G-1, Reforestation of City Trees.
- Tree Location:** 1069 Buckingham Lane / Side – 1 on Bedford Lane, (1) tree
- Eucalyptus sideroxylon, Red Ironbark
- 1601 Bedford Lane / Front – 1 & 2, (2) trees
- Grevillea robusta, Silk Oak
- 1619 Bedford Lane / Front – 1, (1) tree
- Eucalyptus citriodora, Lemon Scented Gum
- Designated Street Tree:** Archontophoenix cunninghamiana – King Palm
- Estimated Tree Value:** \$15,420.00 – (4) City trees
- Damage:** Curb, gutter and sidewalk damage
- Work History:** The Field Maintenance Division has the following work history recorded for these sites:
- 1601 Bedford Lane**
- 1989, Curb and gutter repairs
  - 2001, Sidewalk repairs
- 1619 Bedford Lane**
- 2001, Sidewalk repairs
- 1069 Buckingham Lane**
- 2001, Sidewalk repairs
  - 2005, Curb and gutter repairs



Please list the address of the property(s) owned within the surrounding area of the proposed reforestation request (see attached map)

January 3, 2011

Property Owner First and Last Name (please print): STEPHEN OLSON

Business Name (if applicable): OLSON PROP. MANAG.  
Address: 1728 BEDFORD LN #4 NEWPORT BEACH CA 92660  
Phone #: 949-645-4898



Signature

2.9.2011

Date

BYRON BOLDEA GEN. MANAGER OF OMC

In favor of tree removal  SO (initial) Oppose tree removal  \_\_\_\_\_ (initial)

Comments:

Property Owner First and Last Name (please print): STEPHEN OLSON

Business Name (if applicable): OLSON PROPERTY MANAG.  
Address: 1700 BEDFORD LN NEWPORT BEACH CA 92660  
Phone #: 949-645-4898



Signature

2.9.2011

Date

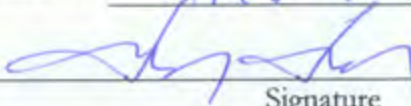
Byron

In favor of tree removal  SO (initial) Oppose tree removal  \_\_\_\_\_ (initial)

Comments:

Property Owner First and Last Name (please print): STEPHEN OLSON

Business Name (if applicable): OLSON PROPERTY MANAG.  
Address: 1630 BEDFORD LN NEWPORT BEACH CA 92660  
Phone #: 949-645-4898



Signature

2.9.2011

Date

In favor of tree removal  SO (initial) Oppose tree removal  \_\_\_\_\_ (initial)

Comments:

Please list the address of the property(s) owned within the surrounding area of the proposed reforestation request (see attached map)

January 3, 2011

Property Owner First and Last Name (please print): STEPHEN OLSON

Business Name (if applicable): OLSON PROP. MANAG.  
Address: 1626 BEDFORD LN NEWPORT BEACH CA 92660  
Phone #: 949-645-4898



Signature

2.9.2011

Date

In favor of tree removal  S.O. (initial) Oppose tree removal  \_\_\_\_\_ (initial)

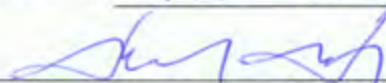
Comments:

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Property Owner First and Last Name (please print): STEPHEN OLSON

Business Name (if applicable): OLSON PROP. MANAG.  
Address: 1069 BUCKINGHAM LN NEWPORT BEACH CA 92660  
Phone #: 949-645-4898



Signature

2.9.2011

Date

In favor of tree removal  S.O. (initial) Oppose tree removal  \_\_\_\_\_ (initial)

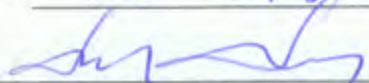
Comments:

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Property Owner First and Last Name (please print): STEPHEN OLSON

Business Name (if applicable): OLSON PROP. MANAG.  
Address: 1601 BEDFORD LN NEWPORT BEACH CA 92660  
Phone #: 949-645-4898



Signature

2.9.2011

Date

In favor of tree removal  S.O. (initial) Oppose tree removal  \_\_\_\_\_ (initial)

Comments:

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Please list the address of the property(s) owned within the surrounding area of the proposed reforestation request (see attached map)

January 3, 2011

Property Owner First and Last Name (please print): STEPHEN OLSON

Business Name (if applicable): OLSON PROP. MANAG  
Address: 1619 BEDFORD LN NEWPORT BEACH CA 92660  
Phone #: 949-645-4898

[Signature]  
Signature

2.9.2011  
Date

In favor of tree removal  (initial)      Oppose tree removal  (initial)

Comments:  
\_\_\_\_\_  
\_\_\_\_\_

Property Owner First and Last Name (please print): STEPHEN OLSON

Business Name (if applicable): OLSON PROP. MANAG  
Address: 1633 BEDFORD LN NEWPORT BEACH CA 92660  
Phone #: 949-645-4898

[Signature]  
Signature

2.9.2011  
Date

In favor of tree removal  (initial)      Oppose tree removal  (initial)

Comments:  
\_\_\_\_\_  
\_\_\_\_\_

Property Owner First and Last Name (please print): STEPHEN OLSON

Business Name (if applicable): OLSON PROP. MANAG  
Address: 1701 BEDFORD LN NEWPORT BEACH CA 92660  
Phone #: 949-645-4898

[Signature]  
Signature

2.9.2011  
Date

In favor of tree removal  (initial)      Oppose tree removal  (initial)

Comments:  
\_\_\_\_\_  
\_\_\_\_\_

Show/Hide Map    Print Report

### Inventory Detail

Dist: 16  
 Address: 1069 BUCKINGHAM LN  
 Fictitious: Yes  
 Location: Side-1  
 On Address: 1600 BEDFORD LN  
 Species: *Eucalyptus sideroxylon*, RED IRONBARK  
 DBH/Height: 19-24 / 30-45  
 Parkway Size: 5  
 Utility Overhead: No  
 Sidewalk Damage: No  
 Recommended Maintenance: Grid Trim  
 Estimated Value \$6,080



### WCA Work History

Date	Work Type	Amount	Job#
4/30/2008	Grid Pruning	\$39.00	11060
8/8/2005	Grid Pruning	\$39.00	8474
4/26/2002	Grid Trimming	\$39.00	4184
1/27/2000	Grid Trimming	\$39.00	2866

### Other Work History

Date	Work Type	Crew	Acct#	Min
3/13/2008	City Trim	CITY		0

Show/Hide Map    Print Report

### Inventory Detail

Dist: 16  
 Address: 1601 BEDFORD LN  
 Fictitious: No  
 Location: Front-1  
 On Address: 1601 BEDFORD LN  
 Species: *Grevillea robusta*, SILK OAK  
 DBH/Height: 19-24 / 15-30  
 Parkway Size: 5  
 Utility Overhead: No  
 Sidewalk Damage: No  
 Recommended Maintenance: Grid Trim  
 Estimated Value \$3,040



### WCA Work History

Date	Work Type	Amount	Job#
4/30/2008	Grid Pruning	\$39.00	11060
8/8/2005	Grid Pruning	\$39.00	8474
1/27/2000	Grid Trimming	\$39.00	2866

### Other Work History

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

### Inventory Detail

Dist: 16  
 Address: 1601 BEDFORD LN  
 Fictitious: No  
 Location: Front-2  
 On Address: 1601 BEDFORD LN  
 Species: *Grevillea robusta*, SILK OAK  
 DBH/Height: 19-24 / 15-30  
 Parkway Size: 5  
 Utility Overhead: No  
 Sidewalk Damage: No  
 Recommended Maintenance: Grid Trim  
 Estimated Value \$3,040



### WCA Work History

Date	Work Type	Amount	Job#
4/30/2008	Grid Pruning	\$39.00	11060
8/8/2005	Grid Pruning	\$39.00	8474
1/27/2000	Grid Trimming	\$39.00	2866

### Other Work History

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

Show/Hide Map    Print Report

### Inventory Detail

Dist: 16  
 Address: 1619 BEDFORD LN  
 Fictitious: No  
 Location: Front-1  
 On Address: 1619 BEDFORD LN  
 Species: *Eucalyptus citriodora*, LEMON-SCENTED GUM  
 DBH/Height: 13-18 / 15-30  
 Parkway Size: 5  
 Utility Overhead: No  
 Sidewalk Damage: No  
 Recommended Maintenance: Grid Trim  
 Estimated Value \$3,260



### WCA Work History

Date	Work Type	Amount	Job#
7/10/2008	Grid Pruning	\$39.00	12665
8/8/2005	Grid Pruning	\$39.00	8474
1/27/2000	Grid Trimming	\$39.00	2866

### Other Work History

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



**Existing Archontophoenix cunninghamiana – King Palms  
and newly Designated Parkway Street Tree for Bedford Lane**







# 1728 Bedford Ln Reforestation Request



Total = 14

- Reforestation Area
- Applicant
- In Favor = 9

