



CITY OF SAN CLEMENTE

REGULAR MEETING OF THE GOLF COURSE COMMITTEE

AGENDA

**Community Center
100 N. Calle Seville
San Clemente, California**

**Thursday, May 5, 2022
6:00 p.m.**

RULES FOR ADDRESSING THE COMMITTEE

Members of the audience who wish to address the Committee are requested to complete one of the forms located on the table near the entrance and submit it to the Chairperson. Please limit presentations to three minutes.

CALL TO ORDER

ROLL CALL

Committee Members Nick Azzollini, Ben Page, Dick Veale, Vice Chair Mandy Hamilton, Chair Rick Divel

- 1. APPROVAL OF MINUTES**
 - A. February 3, 2022 Golf Course Committee Meeting
- 2. ORAL COMMUNICATIONS**
- 3. OLD BUSINESS**
- 4. NEW BUSINESS**
 - A. Tree Policy Review at the Municipal Golf Course
- 5. ITEMS FROM STAFF**
 - A. 3rd Quarter Golf Course Activity Report
 - B. Report from Golf Maintenance Staff
- 6. ITEMS FROM COMMITTEE MEMBERS**
 - A. Greens Subcommittee – Page, Veale
 - B. House Subcommittee – Azzollini, Hamilton
 - C. Committee Member Items

7. ADJOURNMENT

Adjourn to a regular meeting of the Golf Course Committee to be held on Thursday, August 4, 2022 at 6:00 p.m. at the Community Center located at 100 N. Calle Seville, San Clemente, CA.

GOLF COURSE COMMITTEE MEETING PROCEDURES

PRESENTATION OF WRITTEN MATERIALS

In order to ensure that Committee Members have adequate time to consider written materials concerning agenda items, it is strongly recommended that such materials be submitted to the Beaches, Parks and Recreation Department by noon the date preceding the meeting.

MEETINGS RECORDED

Meetings are recorded and retained as a City record in accordance with the City's records retention schedule.

USE OF ELECTRONIC VISUAL AIDS BY PUBLIC AT MEETINGS

To allow staff adequate time to confirm software compatibility, individuals wishing to utilize electronic visual aids to supplement their oral presentations at the meeting, must submit the electronic files to the Beaches, Parks & Recreation Department by no later than 12:00 p.m. on the day of the meeting. Only compatible electronic formats will be permitted to be used on City audio/visual computer equipment. Staff makes no guarantee that such material will be compatible, but will use its best efforts to accommodate the request.

LENGTH OF MEETINGS

Golf Course Committee meetings shall be limited to three hours unless otherwise approved by a majority vote of the Committee plus the concurrence of the primary staff support to the Committee.

AMERICANS WITH DISABILITIES ACT

Pursuant to the Americans with Disabilities Act, persons with a disability who require a disability-related modification or accommodation in order to participate in a meeting, including auxiliary aids or services, may request such modification or accommodation from the Beaches, Parks & Recreation Department at (949) 361-8237. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to assure accessibility to the meeting.

COMMUNICATION DEVICES

To minimize meeting distractions and sound system interference, please be sure all personal communication devices are turned off or on silent mode.

MEETING SCHEDULE

The Golf Course Committee meets regularly on the first Thursday of the months of February, May, August, and November at 6:00 p.m. at San Clemente City Council Chambers. Additional meetings of the Golf Course Committee may be called as needed.

AGENDAS, ADMINISTRATIVE REPORTS AND SUPPLEMENTAL WRITTEN MATERIALS

Agendas and Administrative Reports are available for review and/or copying at the Beaches, Parks & Recreation Department as soon as agendas are posted (a minimum of 72 hours prior to the meeting). Agendas and Administrative Reports can also be viewed at the City's website at www.san-clemente.org. An "Inspection Copy" of agenda materials is also located at the entrance to the meeting room during in-person meetings for public review.

All written material distributed to a majority of the Committee after the original agenda packet was distributed is available for public inspection in the Beaches, Parks & Recreation Department, located at 100 N. Calle Seville, San Clemente, during normal business hours.



**CITY OF SAN CLEMENTE
MINUTES OF THE REGULAR GOLF COURSE
COMMITTEE MEETING**

THURSDAY, FEBRUARY 3, 2022, 6:00 P.M.

A regular meeting of the Golf Course Committee of the City of San Clemente was called to order on Thursday, February 3, 2022, at 6:00 p.m. at the Community Center Auditorium located at 100 N. Calle Seville, San Clemente, CA.

PRESENT: Nick Azzollini, Rick Divel, Mandy Hamilton, Ben Page

ABSENT: Dick Veale

STAFF PRESENT: Samantha Wylie, Beaches, Parks and Recreation Director
Jordan Gilmore, Golf Course Manager
Maile Stivers, Sr. Administrative Assistant

1. APPROVAL OF MINUTES

A. Approval of Minutes of the Regular Meeting held November 4, 2021

MOTION BY COMMITTEE MEMBER AZZOLLINI, SECOND BY VICE CHAIR HAMILTON, AND CARRIED 4-0, to approve the minutes of the regular meeting held November 4, 2021.

B. Approval of Minutes of the Joint City Council/Commissions/Committees Meeting

MOTION BY COMMITTEE MEMBER AZZOLLINI, SECOND BY VICE CHAIR HAMILTON, AND CARRIED 4-0, to approve the minutes of the Joint City Council/Commissions/Committees Meeting held November 30, 2021.

2. PUBLIC INPUT

None.

3. OLD BUSINESS

None.

4. NEW BUSINESS

A. Hole #16 Blue Tees – Errant Ball Mitigation

Samantha Wylie, Beaches, Parks and Recreation Director, summarized the contents of the administrative report and responded to Committee Member inquiries.

Jon Martin, expressed concern regarding errant balls from Hole #16.

Konni Martin, expressed concern regarding errant golf balls from Hole #16.
Debbie Pautsch, expressed concern regarding errant golf balls from Hole #16.
Kellie Erickson, expressed concern regarding errant golf balls from Hole #16.
Steven Rose, expressed concern regarding modifications to Hole #16 tee.
Vinnie Poncino, provided information regarding golf play on Hole #16 tee.
Kurt Luebke, expressed concern regarding modifications to Hole #16 tee.

Committee Members either individually or in agreement commented:

- Unintended consequences of the #16 tee changes have included near misses of golfers on #17.
- The view of golfers hitting second shots on #16 is now obstructed.
- A tree installation is a goodwill gesture.
- A tree installation should not change the course configuration too much.
- It is difficult to prevent players teeing off from undesignated locations.
- This is less of a design issue, and more of a player issue.
- 100% mitigation is not possible.

MOTION BY COMMITTEE MEMBER AZZOLLINI, SECOND BY VICE CHAIR HAMILTON, AND CARRIED 4-0, to recommend the City Council approve the installation of a tree.

5. COMMUNICATIONS

None.

6. ITEMS FROM STAFF

A. 2nd Quarter Golf Course Activity Report

MOTION BY COMMITTEE MEMBER AZZOLLINI, SECOND BY COMMITTEE MEMBER PAGE, AND CARRIED 4-0, to receive and file the 2nd Quarter Golf Course Activity Report.

B. Report from Golf Maintenance Staff

Jordan Gilmore, Golf Course Manager, provided an update on golf maintenance activities including staffing, #16 tee box landscape upgrades, #17 and #18 cart path upgrades, future irrigation software updates, and establishing a nursery behind #18.

Samantha Wylie, Beaches, Parks and Recreation Director, provided an update regarding staffing and recruitments.

C. Golf Course Financial Update

Samantha Wylie, Beaches, Parks and Recreation Director, provided an update regarding golf course finances.

MOTION BY COMMITTEE MEMBER AZZOLLINI, SECOND BY COMMITTEE MEMBER PAGE, AND CARRIED 4-0, to receive and file the Golf Course Financial Update.

7. ITEMS FROM COMMITTEE MEMBERS

A. Greens Subcommittee Report

i. San Clemente Golf Course Tour Review

Committee Member Page summarized the contents of the report titled Golf Course Tour Review.

B. House Subcommittee Report

i. Meeting with General Manager of Wedgewood, 1/5/22

Vice Chair Hamilton summarized the contents of the report titled Meeting with General Manager of Wedgewood dated 1/5/22.

Samantha Wylie, Beaches, Parks and Recreation Director, provided an update regarding Wedgewood office project.

ii. Meeting with Pro Shop Head Professional, 11/22/21

Vice Chair Hamilton summarized the contents of the report titled Meeting with Pro Shop Head Professional dated 11/22/21.

C. Committee Member Items

Committee Members discussed course operations and maintenance activities including #13 forward tee location, landscape improvements near #16 cart path, mulch near #18, transplant potential for palm trees between 1st and 10th tee box, empowering course marshals, cart rules, ADA cart flags, and a deflection device on #17.

8. ADJOURNMENT

MOTION BY VICE CHAIR HAMILTON, SECOND BY COMMITTEE MEMBER AZZOLLINI, AND CARRIED 4-0, to adjourn at 7:07 p.m. to a regular meeting to be held on Thursday, May 5, 2022 at 6:00 p.m. at the Community Center located at 100 N. Calle Seville, San Clemente, CA.

Rick Divel, Golf Course Committee Chair

Date: _____

Samantha Wylie, Beaches, Parks & Recreation Director

Date: _____



AGENDA REPORT

GOLF COURSE COMMITTEE MEETING
Meeting Date: May 5, 2022

Agenda Item **4.A.**
Approvals: _____
Dept. Head _____
Admin Asst. MS

Subject: *TREE POLICY REVIEW AT THE MUNICIPAL GOLF COURSE*

Summary: Staff recommends that the Golf Committee review the policy pertaining to tree maintenance on City-owned trees, including the golf course, and provide feedback for possible changes or receive and file this report.

Background: The Golf Committee FY 2021-22 Work Plan established an opportunity for the Committee to review the policy for the administration and maintenance of City-owned trees on the Municipal Golf Course.

Discussion: The golf course has over 600 trees on its property and currently operates under City Policy No. 301-2-1, "City-Owned Trees: Protection and Administration" (Attachment 1).

Over the past year, staff has been working towards addressing deferred maintenance of many trees on the course and has successfully cleaned up over 70 trees throughout the course. This effort will continue into FY 2022-23 with additional funding for deferred tree maintenance requested.

Recommended

Action: STAFF RECOMMENDS THAT the Golf Committee review the Policy No. related to City Tree Maintenance and provide feedback.

Attachments: City Policy No. 301-2-1, "City-Owned Trees: Protection and Administration"

Notification: None



Policy and Procedure

SCANNED

Subject: City Owned Trees: Protection and Administration	Index: Land Use
	Number: 301-2-1
Effective Date: July 21, 1999	Prepared By: Beaches, Parks & Recreation
Supersedes: 301-2-1 (Dated August 6, 1997)	Approved By: <i>Louis Berg</i>

1.0 PURPOSE:

It is the purpose of this policy to provide for the protection and administration of the City's urban forest and establish a process that allows for the management of City owned trees.

2.0 ORGANIZATIONS AFFECTED:

Beaches, Parks & Recreation; Public Works; Community Development Departments

3.0 REFERENCES:

City Ordinance No. 1115

4.0 POLICY:

It is the desire of the City of San Clemente to provide for aesthetically pleasing, safe, healthy City owned trees. The City maintains a variety of trees throughout the entire community, located in parks, on medians, the Municipal Golf Course and on the beach, as well as upon public rights-of-ways of streets.

This policy is designed to provide for the administration of these public trees.

5.0 DEFINITIONS:

5.1 Appropriate Maintenance: Tree maintenance that follows the guidelines within the City's Tree Maintenance Specifications.

- 5.2 Street Tree: Trees that are planted along city owned public streets that meet the following description: (1) The first line of tree planting located adjacent to public streets designated within the Scenic Corridors Master Landscape Plan, (2) Trees in median islands on public streets and, (3) Parkway trees that are the first line of planting along public rights-of-way on public streets.
- 5.3 Park Tree: All trees that are planted upon City owned land, including beaches, parks, golf courses. This definition extends to trees that exist on any developed or undeveloped property owned and maintained by the City.
- 5.4 Safety Hazard: Any condition as determined by the Director of Beaches, Parks and Recreation to be an immediate hazard to life or property.
- 5.5 Unauthorized Planting: Any tree planted either without City approval, in improper location or of an unauthorized variety for area.
- 5.6 Visual Hazard: Obstructing sight distance necessary for the safe operation of vehicles at street intersections, or obstructing in an otherwise incurable manner, any traffic or railroad crossing signal or other safety device as determined by the City Engineer.

6.0 PROCEDURE: PARK TREES AND STREET TREES

- 6.1 The City of San Clemente will be responsible for the maintenance of all trees that are defined as Park Trees and Street Trees. The City shall maintain said trees in compliance with City Ordinance 1115. This includes all major pruning/trimming or other tree surgery and control/treatment of insects, pests, and diseases. Owners of property adjacent to a street tree shall be responsible for watering the street tree to promote healthy growth and to do such trimming as can be done from the ground to preserve the neat appearance and unobstructed use of the adjacent street and sidewalk/bikeway. The City will remove a park or street tree if, in the judgment of the Director of Beaches, Parks and Recreation, it meets the following criteria:
 - 6.1.1 Tree is diseased beyond reclamation or has died.
 - 6.1.2 Tree presents a visual hazard that cannot be mitigated.
 - 6.1.3 Tree presents a safety hazard that cannot be mitigated.
 - 6.1.4 Tree roots damage sidewalks, curbs, gutters or driveways, and damage cannot be effectively repaired or replaced.
 - 6.1.5 Tree roots damage sewer or water lines or other infrastructure, and damage cannot be effectively repaired or replaced.
 - 6.1.6 Tree is an unauthorized planting.
- 6.2 Property owners may request removal or relocation of street trees. Said requests shall be addressed to the Director of Beaches, Parks and Recreation. The property owner shall be responsible for all costs associated with the removal of the street tree and any damage to parkway improvements that occur as a result of the removal of the street tree. The Director of Beaches, Parks and Recreation may authorize the property owner to remove or relocate a street tree if it meets the following criteria:

6.2.1 The street tree is directly in the way of new sidewalks, curbs, gutters or driveway approaches, and where no mitigation is available to preserve the tree.

6.3 Property owners may be required to replace street trees authorized to be removed by the Director of Beaches, Parks and Recreation at the owner's request. Property owners shall be responsible for all costs associated with the replacement street trees and any damage to parkway improvements that occur as a result of the replacement. Replacement street trees shall be a minimum 15-gallon size. However, the Director of Beaches, Parks and Recreation shall have the authority to require larger sizes based upon the size of the street tree removed. The Director of Beaches, Parks and Recreation shall make determinations for replacement based upon the following criteria:

6.3.1 The parkway area has sufficient width, and utilities are in locations that would accommodate a new street tree.

6.3.2 The tree removed is located on a street that meets the definition of maintained street tree.

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AGENDA REPORT

GOLF COURSE COMMITTEE MEETING
Meeting Date: May 5, 2022

Agenda Item **5.A.**
Approvals: _____
 Dept. Head _____
 Admin Asst. MS

Subject: **3RD QUARTER GOLF COURSE ACTIVITY REPORT**

QUARTERLY REPORT 3RD QTR 2021-22

	TOTAL ROUNDS	COURSE FEES <small>Gms, ResCard, Tourm, Pvt Cart</small>	NUMBER OF MEMBER CARDS	NUMBER OF PRIVATE CARTS
Total QTR 1	26,765	\$ 685,745.00	325	4
Total QTR 2	21,211	\$ 582,094.00	514	7
Total QTR 3	23,193	\$ 604,834.02	459	22
Year To Date	71,169	\$1,872,673	1,297	33

Previous Year To Date

FY 15-16	57,612	\$ 1,329,861.00	683	47
FY 16-17	56,202	\$ 1,263,529.00	905	15
FY 17-18	60,865	\$ 1,382,098.00	904	15
FY 18-19	58,226	\$ 1,337,060.00	811	16
FY 19-20	58,306	\$ 1,329,326.02	697	15
FY 20-21	64,076	\$ 1,631,490.50	1411	25
FY 21-22	71,169	\$ 1,872,673.02	1,297	33
% Change	11%	15%	-8%	32%

Recommended

Action: STAFF RECOMMENDS THAT the Golf Course Committee receive and file the 3rd Quarter Golf Course Activity Report.