



**CITY OF MANHATTAN BEACH
PARKS AND RECREATION COMMISSION**

**October 2, 2017
Manhattan Beach City Hall
1400 Highland Ave.
Manhattan Beach, CA 90266
6:00 PM**

A G E N D A

- A. CALL TO ORDER**
- B. PLEDGE TO THE FLAG**
- C. ROLL CALL**
 - Commissioner Karger
 - Commissioner Greenberg
 - Commissioner Weiner
 - Commissioner Allen
 - Commissioner Allard
 - Commissioner Turkmany
 - Commissioner Tuffli
- D. APPROVAL OF MINUTES**
 - August 28, 2017
- E. CEREMONIAL**
- F. AUDIENCE PARTICIPATION (3-Minute Limit)**
- G. GENERAL BUSINESS**
 - Salute to the Troops July 1, 2018 planning discussion
 - Special Event Policy discussion
 - Parks Master Plan discussion
- H. COMMISSION ITEMS**
- I. STAFF ITEMS**
- J. ADJOURNMENT**

TO:
Parks and Recreation Commission Members

FROM:
Mark Leyman, Parks and Recreation Director

SUBJECT:
Salute to the Troops Event (Parks and Recreation Director Leyman).

RECOMMENDATION:
Staff recommends that the Parks and Recreation Commission discuss and plan the July 1, 2018 Salute to the Troops event.

FISCAL IMPLICATIONS:
There is no fiscal implication associated with this request.

BACKGROUND:
At the July 5, 2017 City Council meeting, the City Council approved the discussion and planning of the annual Salute to the Troops event as part of the Parks and Recreation Commission annual work plan.

DISCUSSION:
The Commission would like to continue in their planning and support of the Salute to the Troops event, and therefore would like to begin discussions now for the 2018 event. The Salute to the Troops concert is part of the Summer Concerts series produced by the Parks and Recreation Department. The Commission will continue to provide outreach for sponsorships to cover expenses associated with activities specific to the Salute to the Troops event. The Commission will also plan and execute activities to enhance the event for active duty military, veterans and their families.

CONCLUSION:
Staff recommends that the Parks and Recreation Commission discuss the Salute to the Troops event.

TO:

Parks and Recreation Commission

FROM:

Mark Leyman, Director of Parks and Recreation

Linda Robb, Management Analyst

SUBJECT:

Updated Special Event Policy

RECOMMENDATION:

Staff recommends that the Parks and Recreation Commission discuss and offer input for the City of Manhattan Beach Policy for Special Events.

FISCAL IMPLICATIONS:

None

BACKGROUND:

The City Council adopted the City of Manhattan Beach Policy for special events on March 15, 1989. The policy has not been updated since its adoption in 1989 and does not accurately reflect the current review and submittal process.

Since the initial adoption of the policy, the number, size and scope of events have changed. Special events in the City of Manhattan Beach have grown and have a much larger impact on the community.

Staff receives many special event requests throughout the year. The requests vary from small groups to thousands of people. Due to the variety of special event requests and current impact from existing special events, an updated policy is needed to provide clear guidelines and an improved process for applicants and staff.

DISCUSSION:

Staff is proposing a number of updates to the special event policy to provide a clear process and establish guidelines for applicants wanting to hold a special event in the City of Manhattan Beach. Proposed changes include:

Proposed Approval Process

Staff recommends a tiered approval process based on projected attendance. The numbers following are for illustration purposes only and are to be discussed. For example, the Special Events Committee may approve any event for 300 or fewer people. Between 301 and 500 people would need to be approved by the Parks and Recreation Commission and any event for over 501 would need to be reviewed by the Parks and Recreation Commission for recommendation to the City Council..

Reviews for events larger than 300 will be initiated by City Staff. A summary of all

department comments and costs along with the event application will be presented to the Parks and Recreation Commission. For events requiring City Council approval, the Commission will provide a recommendation to the City Council for their consideration. Once an event is approved by the City Council, future applications for the same event may be approved by the Director of Parks and Recreation provided that there are no significant changes to the location, format or other aspects or problems associated with the event. Any such changes will require the event to go before the City Council again for approval.

Applications for events needing City Council approval will be presented on an annual basis. Applications needing Parks and Recreation Commission approval will be considered on a half-yearly basis and small events may be considered by the Special Events committee as they come. All special event applications must be submitted at least 90 in advance of the event. Exceptions may be made for unforeseeable circumstances (memorial service, team victory celebration, etc.)

Fees and Charges

Third party costs - Estimates are given prior to each event, and final billing is based upon actual resources used during the event. Any approved fee waivers for Legacy Events will apply to City services only. All third-party costs associated with Legacy Events will be the responsibility of the organizer.

Parking requests for County permitted events on the beach

There are many events throughout the year that are permitted by the County, take place completely on the beach and do not require a special event permit from the City of Manhattan Beach under the current definition of special event. Some of these event organizers have requested to prepay and/or reserve parking in the beach parking lots. To accommodate these requests, a Special Event Parking permit has been created. In order for parking permits to be issued, the organizer will fill out a modified Special Event application attaching a copy of their County issued permit. These permits will allow the organizer to park for longer than the posted time and to prepay for unreserved parking eliminating the need to pay the meter throughout the day. A maximum of 20 parking permits will be issued in non-peak season (September 16 – June 14) and 10 in peak season (June 15-September 15) The parking spaces will be available on a first-come-first-served basis and will not be reserved. Organizers wishing to reserve parking spaces will need to apply for Temporary Reserved parking through Community Development.

CONCLUSION:

Staff seeks input from the Parks and Recreation Commission regarding proposed updates to the Special Events Policy.

CITY OF MANHATTAN BEACH
MINUTES OF THE PARKS AND RECREATION COMMISSION
Manhattan Beach City Hall
1400 Highland Ave.
Manhattan Beach, CA 90266
August 28, 2017
6:00 PM

CONTENTS

A. CALL TO ORDER

The meeting was called to order at 6:00 PM.

B. PLEDGE TO THE FLAG

C. ROLL CALL

Present: Commissioners Karger, Turkmany, Allen, Allard, Weiner, Greenberg, Tuffli

Absent: None

Others present: Recreation Services Manager, Jessica Vincent; Linda Robb, Recording Secretary

D. APPROVAL OF MINUTES

P. 2, paragraph 4 -Commissioner Greenberg requested the deletion of the paragraph beginning "Commissioner Weiner and ending ...Summer Series." These comments were incorrectly attributed to him. They were spoken by Commissioner Weiner and appear in the next paragraph.

Commissioner Allard moved to approve the July 24, 2017 minutes with the above changes. Commissioner Weiner seconded the motion. The motion passed.

Ayes: Commissioners Karger, Turkmany, Allen, Allard, Weiner, Greenberg, Tuffli

Noes: None

Abstain: None

Absent: None

E. CEREMONIAL

None

F. AUDIENCE PARTICIPATION (3-Minute Limit)

Commissioner Turkmany opened the floor to audience participation.

Seeing none, the floor was closed to public comment.

G. GENERAL BUSINESS –

None

H. COMMISSION ITEMS –

Commissioner Weiner inquired about City Council recognition of Commissioners for the Salute to the Troops. Recreation Services Manager Vincent stated that the City Council plans to recognize Commissioners for the Salute to the Troops event at the first City Council meeting in October.

Commissioner Karger stated that she would like to decide the type of band, book the color guard, book Dennis McNeil and start looking into the flyover as soon as possible.

Commissioner Weiner will start checking into the flyover. Commissioner Karger stated that James Gill has taken the lead and has asked a Navy Band to perform, since there hasn't yet been a Navy band at the concert. There were no objections to securing a Navy band. Manager Vincent stated that Cultural Arts Manager, Martin Betz is responsible for securing the band and can work with James Gill to receive the details. Commissioner Allard will contact Dennis McNeil to save the date. Commissioner Allard recommended securing the band as soon as possible to give Dennis enough time to coordinate his portion.

Commissioner Karger raised the subject of the Pumpkin Race and asked the commissioners to start thinking about a design. The pumpkin would be built on October 28th. The commissioners will check their schedules for availability and start thinking of designs.

Commissioner Allard inquired about why security was brought in to the Concerts in the Park. Manager Vincent replied that Public Safety deemed it necessary for security to be present for the safety of the community due to the growth of the event. Commissioner Weiner commented that the crowd has grown but the sound has not grown to wrap around the stage so many cannot hear adequately. He stated that budget permitting, if another set of speakers can be placed on the sides of the stage, it would help. Commissioner Karger stated she has never seen it as busy as it has been this season. Manager Vincent stated that advertising will be minimized moving forward to try to control the size of the crowds. Commissioner Greenberg asked if we have a sense of whether the growth is from the Manhattan Beach community or the broader community. Manager Vincent responded that the Concerts are well known as a South Bay event and are promoted in the South Bay newspapers and on independently produced marketing materials. Commissioner Turkmany mentioned that some of the bands have a following and people will travel to see them.

Commissioner Greenberg stated that it was brought to his attention that there are eight new beach volleyball courts, first installed by the 8th St. bathrooms and then moved north. Manager Vincent replied that the city's footprint is south of the pier to 8th street. The City replaced the blue volleyball poles. The City replaced poles that were removed temporarily for the MBO tournament and reinstalled poles that were removed previously because they were damaged. Manager Vincent stated that a row of courts was added that was previously missing because the poles needed repair. The city may not expand past the 8th St. restrooms.

Commissioner Weiner inquired about the Scout House. Commissioner Allard reported that the City will allocate \$250,000 to the project.

Commissioner Karger inquired about Veterans Day. Manager Vincent stated that letters were sent out soliciting speakers and that Recreation Supervisor, Michael Hudak will be meeting with resident and veteran, Bob Holmes to discuss how to reinvigorate the event.

I. **STAFF ITEMS –**

Manager Vincent gave the following updates:

The Manhattan Beach Open was very successful and had the largest qualifying event the City has seen with 218 teams competing for the 32 main draw tournament slots.

The 6-Man volleyball tournament had an increase to 79 teams competing. The increase is attributed to the tournament being held on Friday/Saturday. The previous year had 47 teams.

The impact on the Downtown area was minimal. There were about 3,000-5,000 people in attendance daily throughout the event.

Summer REC program ended and was at maximum capacity all Summer. Fall REC program has begun and numbers have increased for the program. Commissioner Greenberg asked if the City is looking to grow the capacity of the Summer REC program. Manager Vincent replied that expanding to two locations is being considered to accommodate more children.

Manhattan Village Turfing Project – Staff is in the process of finalizing the agreements with the user groups. Currently, five groups have committed to donating a total of \$700,000; AYSO, Manhattan Beach Sand & Surf, BCS, South Bay La Crosse and Trident La Crosse (one night per week). As part of the agreement, these groups will have allocated time for the next 10 years. This item is scheduled to be reviewed by the City Council in October. Manager Vincent reported that the cost of the project is estimated at slightly over \$1,000,000. The turf will cost approximately \$500,000 with fencing, lighting and associated labor making up the rest. Commissioner Greenberg asked about the effective rental rate per hour for the user groups. Manager Vincent replied that the amortized rate for the club user groups including the up-front fee works out to \$83/hour. She stated that she could provide additional information for REC and Semi REC programs if needed. Commissioner Greenberg inquired about the revenue objective when setting fees. Manager Vincent, stated that the goal was to pay for the field and set a continuing hourly fee for the user groups. Commissioner Greenberg stated that his understanding is that the market rate for field use is in the range of \$150-150/hour. That being the case, he asked how the effective rate ended up being much lower. Manager Vincent replied that because the user groups were providing up-front capital, it was decided that a discounted rate would be fair and equitable.

Park Master Plan – Manager Vincent reported that Director Leyman met with the Director of Parks and Recreation for Rancho Palos Verdes regarding their recent Park Master Plan project and will provide further updates at the September meeting. Director Leyman requested that the commissioners familiarize themselves with the current Parks Master Plan. He is working with the City Clerk's office to schedule the joint meeting with City Council to discuss the facility strategic plan. Director Leyman would like to develop a timeline and roadmap with specific recommendations to move forward. Commissioner Karger asked if the Commission would be able to set a timeline. Manager Vincent stated that this would probably happen in early 2018. Commissioner Weiner recommended that everyone read as much as they can.

The Special Event Policy will be discussed at the September meeting. The Field Allocation Policy will be discussed at the October meeting.

Field allocation and field user fees – An ad-hoc committee meeting was set for September 6, at 4:00pm.

Regarding Salute to the Troops, Commissioner Karger will put together a document summarizing discussions and recommendations and send it to Linda, who will forward the document to the rest of the commission.

Pier Lighting – Manager Vincent mentioned that if any of the Commissioners would like to be involved in the window judging for the event, please let her know. Commissioner Karger has already committed.

Commissioner Greenberg inquired if the AVP event is a money making venture for the City. Manager Vincent reported that it is essentially cost neutral for the City. She stated that the Manhattan Beach Open is owned by the City but is part of the AVP tour so the City has a contract with AVP to operate the event. As part of the agreement, AVP pays for the services necessary to operate the event. Commissioner Karger stated that she thought it was really well done. Commissioner Greenberg mentioned that the attendance is high and asked if the stadium could be bigger. Manager Vincent stated that one of the challenges is the build time. AVP would like to grow the event. Per City Council direction, they only have three full days to build the whole structure. Another challenge is that 6-Man happens near the same time and both events take parking away from the downtown businesses. Sunrise yoga had 85 people attend and the movie night was very successful. These associated events are ways for the City to give back to the community to make up for limiting beach access for the main event. Commissioner Greenberg asked about the feedback from the business community during these events. Manager Vincent stated that the restaurants seem to benefit but the retail and service establishments report lower sales because their regular clients cannot find parking.

J. ADJOURNMENT

Commissioner Turkmany moved to adjourn. Commissioner Weiner seconded the motion. The motion passed. The meeting was adjourned at 6:57pm to September 25, 2017 in the City Council Chambers.

Ayes: Commissioners Karger, Turkmany, Allen, Allard, Weiner, Greenberg, Tuffli
Noes: None
Abstain: None
Absent: None