



Agenda Item #: _____

Staff Report

City of Manhattan Beach

TO: Honorable Mayor Fahey and Members of the City Council

THROUGH: Geoff Dolan, City Manager

FROM: Richard Gill, Director of Parks and Recreation
Idris J. Al-Oboudi, Recreation Services Manager
Mark Leyman, Recreation Services Manager

DATE: August 16, 2005

SUBJECT: Information and Analysis of the Utilization of Manhattan Heights, Joslyn and Marine Avenue Community Centers and City/School District Athletic Fields

RECOMMENDATION:

Staff recommends that the City Council review and provide direction regarding the information and analysis of the utilization of Manhattan Heights, Joslyn and Marine Avenue Community Centers and City/School District Athletic Fields.

FISCAL IMPLICATION:

There is no fiscal implication associated with this report.

BACKGROUND:

As part of the City Council's 2005-2007 Workplan, the Council requested that staff provide a grid and information on the use of the City's community centers and athletic fields for efficiency and possible growth. This analysis will assist in the future strategic plan that will be implemented later in the year for all recreational needs of the community.

DISCUSSION:

Attached are several grids (attachments A&B) for the City's community centers and City/School District athletic fields.

Attachment A for facilities provides an average use or general pattern of facilities over a year's time. It is misleading because it does not include all of the one time or inconsistent applications we reserve for use. Because each week is different throughout the year, we tried to show the consistent users which are department classes, older adult activities, etc. However, out of the approximately 7,000 bookings, approximately 30% are one time or inconsistent users.

The following are additional factors that influence facility rentals:

- A) Groups that book the first Monday of every month will conflict with other groups that meet Mondays on a weekly basis.

- B) Another example is when the department books rooms ahead of time for classes and then a class is cancelled because of lack of enrollment. That particular room where the class was scheduled is not open for a booking until after the class is cancelled.
- C) Certain gaps in facility occupation during the week are a result of time needed to set up for the next activity. Many times the activity in the next room prohibits the rental of an adjacent room because of noise. One example of that would be a loud fitness activity in the auditorium at Heights impacting the kitchen and room 2.
- D) Another common trend that must be noted is the weekends in most of the facilities. The department does not offer as many classes on the weekend due to the fact that there are fewer willing instructors and customers wishing to be involved in indoor recreation activities on the weekend.
- E) Most weekends are used mainly for external private use, i.e. city special events, Old Hometown Fair, staff training and development and maintenance.

Staff tries hard to market facilities and is open to any suggestions from City Council that will make facility use more efficient. However, because these are multi-use community centers which have a prioritized use, efficiency cannot always be achieved.

Taking the above factors into consideration, the general trends in facility usage gaps are as follows:

Joslyn Center:

Auditorium: Generally, there are openings in the schedule on Monday & Wednesday, 3:00 to 5:00 p.m. and 7:00 to 10:00 p.m. and all day Saturday and Sunday after 12:00 noon. Please note that this is not taking into full consideration set up and break down time before and after each activity.

Northeast room: Generally there are openings in the schedule on Monday to Thursday, 8:00 to 9:00 a.m., Monday 11:00 a.m. to 5:00 p.m., Friday after 2:00 p.m. and almost all day Saturday and Sunday after 12:00 noon.

Northwest room: Generally there are openings in the schedule on Monday after 10:00 a.m., Tuesday, Wednesday and Thursday, 8:00 a.m. to 5:00 p.m., Friday after 11:00 a.m. and almost all day Saturday and Sunday.

Southeast: Generally there are openings in the schedule on Monday, Wednesday and Thursday after 3:00 p.m., Friday at 8:00 a.m. to 9:00 a.m. and after 11:00 a.m. Room is open all day Saturday and Sunday.

Southwest: Generally there are openings in the schedule on Monday to Friday 8:00 a.m. to 9:00 a.m. and 12:00 noon to 3:00 p.m. Room is almost open all day Saturday and Sunday.

Live Oak Hall: Generally there are openings in the schedule on Tuesday, Thursday and Friday, 1:00 to 3:00 p.m. Room is open Saturday from 8:00 a.m. to 12:00 noon and after 6:00 p.m. Room is open all day Sunday.

Manhattan Heights Community Center

Manhattan Heights Auditorium: Generally there are openings/gaps in the schedule on Monday 8:00 a.m. to 2:00 p.m., Tuesday 12:00 noon to 2:00 p.m., Thursday 12:00 noon to 4:00 p.m., and Friday open all day. The facility has a gap during the weekdays 8:00 p.m. to 10:00 p.m. Saturday the facility is open after 1:00 p.m. and Sunday after 7:00 p.m. Please note that this is not taking into full consideration set-up and break-down time before and after each activity. Note that the set up in this room involves gymnastics and is time consuming.

Manhattan Heights Room 2: Generally there are openings in the schedule all day Monday and Wednesday, Tuesday and Thursday after 12:00 noon and Friday after 4:00 p.m. The facility is also open during the weekdays 8:00 p.m. to 10:00 p.m. Saturday the facility is open after 4:00 p.m. and Sunday after 7:00 p.m. Please note that this is not taking into full consideration set-up and break-down time before and after each activity. Note that Room 2 is a very small room and all activities in the adjacent auditorium affect its usage because of sound attenuation.

Marine Avenue Park Hall: During the weekdays, the facility is generally available 7:00 p.m. to 10:00 p.m. Generally there are openings in the schedule Saturday 8:00 a.m. to 11:00 a.m. and after 5:00 p.m. Sunday the facility is almost always open.

The facilities are in a state of flux at this time due to the impact of the Fire Department's move into the Joslyn Community Center. We have been anticipating the return of the facilities to the department in the hopes of resuming our proactive approach to marketing them. Because the Fire Department is currently using the southeast and southwest rooms at Joslyn, staff had to estimate what the use of these two rooms will be like, once the Fire Department moves to the Public Safety Facility. Staff based the estimate on 2001 use and new programs that have been added.

Following is a list of major factors that impact and influence usage and reservations:

1. Seasonal

School Year (fall, winter, spring): During the school year, facilities experience lower usage, overall, than in the summertime. We attribute this to children being in class and unable to participate in recreational classes during the weekday hours.

2. Time of Day

Mornings – up to 3:00 p.m.: Weekday and weekend mornings are primarily reserved for tot classes two to five years and senior classes or meetings. This is also a busy time for both internal and external groups to reserve for meetings, trainings or conferences. Weekend mornings can be particularly busy with birthday parties and church groups.

Afternoon – 3:00-6:00 p.m.: This time is usually reserved for youth classes. Gymnastic classes, art classes, music classes, etc. all take place at this time because more children are available.

Evenings – 6:00-10:00 p.m.: Evenings are typically busy with adult classes such as Tai

Chi, Karate and other exercise classes. Evenings are also busy with MLL, AYSO and other non-profit group meetings.

3. **Parks and Recreation Department Classes:** We have four seasons of classes, each season typically consisting of eight weeks. Between seasons, we normally take one to two weeks to clean the facilities, including waxing the floors as well as any maintenance that needs to be done including heating, electrical, etc.
4. **Internal City Use:** All of the City's departments use facilities for trainings, conference and/or meeting. Human Resources regularly use facilities for testing and interviews.
5. **External Use:** Customers may reserve rooms and facilities for meetings, birthday parties and other events. School District, Scouts, Chamber of Commerce, MLL and AYSO are groups that use facilities very often for meetings.

Seniors: Facilities are regularly reserved with senior groups for bingo, meetings, cards and other activities.

6. **Storage:** We severely lack necessary storage space for the multi-use that our facilities are put through. The existing facilities were not designed for the types of classes and programs that we currently offer. For example, on any one day in the Manhattan Heights auditorium you could have a meeting for 100 people in the morning, a gymnastics class with their equipment in the afternoon and a large birthday party that night. All of these reservations require different set ups, whether it's mats and heavy gymnastics equipment or tables and chairs for 100 people. While specific classes, meetings and programs may be different at different facilities, they all face this similar problem.
7. **Room Sizes:** Room sizes influence the use because our larger rooms are not conducive to use by smaller groups just looking for a small place to meet and vice versa with groups looking for larger rooms. The larger rooms are not designed to be partitioned off into smaller spaces like modern facilities usually are.
8. **Amenities:** The amenities of the facilities influence the desirability and the function of intended use. Facilities that are lacking modern amenities such as air conditioning, computer hook ups, audio visual support equipment, adequate parking, catering support, lighting & electrical, proper flooring, etc. tend to be less desirable for use and reservation.
9. **Price:** The City of Manhattan Beach conducted a fee study to obtain information regarding the pricing of our facilities. The study showed that the facilities are priced low for residents and non-residents use compared to facilities in the area. The major changes in pricing were increasing the prices on for prophet use of facilities significantly.

Typical use of the City of Manhattan Beach facilities.

As the facility grid shows, the facilities are heavily used by Department programs and activities. There are blocks of time that are dedicated to the use of senior clubs and activities, with the remaining time open for internal and external facility reservations.

Joslyn Center

Auditorium: The auditorium is 4,140 square feet with a stage, small storage and an opening into the kitchen. This facility is used by department fitness classes, Drama Camp, dance classes and activities, Teen Center Concerts, senior activities, Department and City special events and meetings, testing for Human Resources, city support services and private reservation for church services, parties, meetings and events. (The seniors are not using this facility at this time due to the move of Fire into Joslyn Center).

Northeast Room: 648 Square feet with two sinks and cabinets. This facility is used by department classes, senior activities, Department and City special events and meetings, testing for Human Resources, city support services and private reservation for meetings.

Northwest Room: 400 Square feet with sink and cabinets. This facility is used by department classes, some senior activities, Department and City special events and meetings, testing for Human Resources, city support services and private reservation for meetings.

Southeast Room: 939 Square feet with sink and cabinets, senior book collection and a door leading into the kitchen. This facility is used by department classes, many senior activities, Department and City special events and meetings, testing for Human Resources, city support services and private reservation for meetings. (The department is not using this facility at this time due to the move of Fire into Joslyn Center).

Southwest Room: 1,140 square feet with wooden floors, cabinets, two restrooms and a door leading into the kitchen. This room is mostly used by department classes in fitness, dance and self defense. senior fitness classes also have used this room. (The department is not using this facility at this time due to the move of Fire into Joslyn Center).

Kitchen: 312 square feet with sink, stove, microwave, refrigerator, and cabinets. (The department is not using this facility at this time due to the move of Fire into Joslyn Center).

Scout House: Boy Scout meetings, Brownie Troop meetings, older adult meetings and activities, birthday parties, PACE meetings and, for now, the Senior Club.

Live Oak Hall: 2,112 square feet, cabinets, two restrooms. Mostly used for department tot classes, pint size sports, playground program, Karate classes, internal meetings.

Manhattan Heights

Auditorium: This 2,946 square foot multi-purpose room is used heavily seven days a week for activities such as gymnastics, MLL and AYSO meetings, external meetings, birthday parties, internal meetings and trainings, teen and playground programs, older adult meetings and programs. Monday through Thursday typically has either tot gymnastics classes or senior exercise classes in the mornings followed by gymnastics classes for elementary aged children in the afternoon and evenings as well as adult Tai Chi classes and

large meetings or parties in the evenings. The first Monday of each month is set aside for the senior club monthly luncheon. One to two hour gaps are purposefully scheduled in order to give staff time to set up the different mats, gymnastics equipment and tables and chairs that the different groups require. Every Friday, the senior club meets from 9:00 a.m. to 2:00 p.m. for their weekly meeting and bingo. Friday afternoons are reserved for teen center and playground activities, including Mira Costa High School ASB concerts, obstacle courses and movies on the large pull-down projection screen. Friday nights are usually booked by church groups or other large parties. Saturdays are booked with gymnastics classes in the mornings, table tennis classes in the afternoons and parties in the evening. Sundays are booked with regular gymnastic classes in the mornings and Super Kids gymnastics birthday parties in the afternoon. Sunday evenings are typically left open so that staff may clean up from a weeks worth of activities and set up for the following morning's program.

Room 2: This 580 square foot room caters mainly for meetings and trainings in the evenings. This facility typically houses art classes, Karate classes, total conditioning classes, pint size sports, youth safety classes, playground morning camp, MLL and AYSO meetings, external meetings, birthday parties. Mostly, this room houses internal city staff meetings and trainings during the weekdays and external groups such as MLL and AYSO during the evenings. Groups that reserve this room must understand that this room is located directly between the teen center and the auditorium and that it is not a quiet room because of this, especially during "primetime" (3:00-8:00 p.m.). Friday afternoons, this room is reserved for the senior card club. Usually, there is little use in this room on Saturdays unless there is staff training or a teen center birthday party. Sundays are reserved for Super Kids birthday parties.

Marine Avenue Park Hall: 925 square feet in size with capacity for 40 people. This facility is very busy in the summertime due to playground program morning camp. Also, this facility tends to host more classes in the summertime than other seasons. Typically, this facility will house tot art classes, youth safety classes and pint size sport classes during the weekdays. Week nights usually host adult fitness and Karate classes, along with either MLL or AYSO meetings. Weekends are generally quiet unless a church group or private party makes a reservation. This is a very small facility with limited amenities.

Fields

As displayed on attachment B, there are 18 fields in the City of Manhattan Beach which are scheduled through the Parks and Recreation Department. 11 of the fields are owned by the School District and used by the School District until approximately 3:30 p.m. daily. The remaining seven City fields are open for community use up until 3:30 p.m. From 3:30 p.m. to 8:00 p.m. the majority of fields are used by AYSO and Manhattan Little League (MLL) during the weekday and all day on weekends. Any space that is available, or relinquished from AYSO and MLL, is usually picked up by club sports teams such as South Bay Soccer Club. Adult field use begins at 8:00 p.m. and ends at 10:00 p.m. on weekdays.

The majority of lighted fields are reserved daily for AYSO and MLL before 8:00 p.m. and adult sports groups up to 10:00 p.m. As evident in the attached field use grid, the primary gap is during evening use on weekends (non-desirable program time) and evening use on non-lit fields.

Field Maintenance

Fields under maintenance from early June through the end of August: Marine Avenue Soccer, Manhattan Village, Begg, MBMS, Meadows, Pacific, Center, Robinson, Grandview, and Pennekamp.

Fields under maintenance from early December through late February: Dorsey, Live Oak (opening spring 2006), Marine Avenue Baseball Field Sports Park (all fields), Premier, Mira Costa A&B, C&D.

Lighted Fields

Fields which have lights for evening use: Dorsey, Live Oak, Manhattan Heights, Marine Avenue Baseball and Soccer, Sports Park, Manhattan Village, and Begg.

ATTACHMENTS:

- A. Facility Use Grid
- B. Field Use Grid

**City of Manhattan Beach
Current General Trend of Facility Use and Projection of RReturning Senior Programs to Joslyn Center 2006**

	Manhattan Heights							Marine														
	Auditorium				Room #2			Meeting Rm.														
	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	
6:00 a.m.																						
7:00 a.m.																						
8:00 a.m.																						
9:00 a.m.		Senior Programs	P&R Classes	Senior Programs		P&R Classes		P&R Classes		P&R Classes												
10:00 a.m.		Senior Programs	P&R Classes	Senior Programs		P&R Classes		P&R Classes		P&R Classes												
11:00 a.m.		Senior Programs	P&R Classes	Senior Programs		P&R Classes		P&R Classes		P&R Classes												
12:00 a.m.			P&R Classes			P&R Classes		P&R Classes		P&R Classes												
1:00 p.m.								P&R Classes		P&R Classes												
2:00 p.m.			P&R Classes							Senior Programs	P&R Classes											
3:00 p.m.	P&R Classes	P&R Classes	P&R Classes							Senior Programs	P&R Classes											
4:00 p.m.	P&R Classes	P&R Classes	P&R Classes							Senior Programs	P&R Classes											
5:00 p.m.	P&R Classes	P&R Classes	P&R Classes	P&R Classes																		
6:00 p.m.	P&R Classes	P&R Classes	P&R Classes	P&R Classes																		
7:00 p.m.	P&R Classes	P&R Classes	P&R Classes	P&R Classes																		
8:00 p.m.																						
9:00 p.m.																						
10:00 p.m.																						

User Groups

Senior Programs (Returning to Joslyn in 2006)

External Use

P&R Classes