



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

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**October 23, 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**
  - October 2, 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
- 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).

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**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

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**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 and event characteristics.

Applicants will complete an impact characteristics matrix to determine the impact level of the event.

The Special Events Committee may approve Impact Level 1 events. Level II will require review and approval from the Parks and Recreation Commission and Level III events

will require review by the Parks and Recreation Commission and approval from the City Council.

Reviews for events will be initiated by City Staff. For impact Level II and III events, 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.) and pass-through events.

### **Fees and Charges**

Language has been added to address 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 and Transportation** **County-permitted events on the beach**

Language added for parking plans to show adequate satellite parking and shuttle transportation.

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  
SPECIAL EVENTS POLICY

Upon the recommendation of the Manhattan Beach Parks and Recreation Commission and approval of the City Council, the provisions, procedures and regulations stated hereafter shall constitute the Special Events Policy of the City.

General Provisions

A. Definitions

- a. A special event is defined as any activity that requires more than the normal amount of police resources for a successful completion and which includes any of the following:
  - i. City streets or public rights-of-way more than one block long
  - ii. A substantial effect on traffic
  - iii. Attracts a substantial number of people
  - iv. Potential City exposure to liability
  - v. Amplified sound or performances
- b. Pass-through event - event participants pass through the City of Manhattan Beach and the event does not begin or end in Manhattan Beach. .
- c. Legacy event - longstanding annual special events that have occurred since at least fiscal year 1987/1988.
- d. County permitted event - event takes place completely on the sand requiring a permit from Los Angeles County department of Beach and Harbors
- e. Fee Waiver - Organizations may request fee waivers for City Services from the City Council. Fee waivers are granted solely on the discretion of the City Council. Fee waivers are for City services only and do not cover any third party costs to support the event.

B. Use Classifications and Impact Characteristics

Special events are evaluated based on a number of factors and will be classified under one of three categories using the impact characteristics matrix.

Special events will be categorized as a Level I, II, or III event based on information provided in the impact characteristics matrix and special event application. If an event is requesting a multi-year contract with the City of Manhattan Beach, it is automatically classified as a Level III and subject to approval by the City Council. Events that are new to Manhattan Beach will also be subject to approval by City Council. The Impact Level of the event will be used to determine:

- Timing of application submittal
- Requirements for pre-event meeting and post-event walk through

Characteristic	Impact Level I	Impact Level II	Impact Level III
Event is expected to include:	100-300 participants	300-1000 participants	1000 or more participants
Event has previously occurred in Manhattan beach	3 or more years	1 or more years	New event

Event will be located at:	A park or City Facility	A park or City Facility	The pier or strand
Event will occur on the following days of the week:	Monday - Thursday	Friday, Saturday or Sunday	Friday, Saturday or Sunday
Event will occur during the following season:	Winter	Spring or Fall	Summer
Event will occur for consecutive days:	1 day	1. 2 days	3 or more days
Additional requests such as (filming, reserved parking, fencing, stage, road closures, amplified sound) are needed.	No additional requests	1-2 additional requests	2 or more additional requests
Alcohol will be served at the event	Not permitted	No	Yes
Event is held entirely in Manhattan Beach	No	Yes	Yes
Total Category selected	5 or more applicable=	2 or more applicable=	2 or more applicable=
Impact Level	Impact Level 1	Impact Level II	Impact Level III

#### D. Special Events Approval Guidelines and Process

- a. Event limits - a maximum of 15 annual Level II and III events per calendar year will be allowed (official City events excepted). If 15 annual events are scheduled, a waiting list will be established from which new special events will be selected when the number of special events drops below 15. Level I low impact events will be evaluated and approved on a case-by-case basis . **Do we want an annual maximum for all events?**
- b. Application submittal deadlines - Special Events applications must be submitted as follows:
  - i. **Level III events: must be submitted no later than XXXX for the following calendar year. Upon approval by the Parks and Recreation Commission and City Council, permits will be processed and issued by the Parks and Recreation Director. Legacy events may be approved by the Special Events Commission as long as there are no significant changes to the event.**
  - ii. **Level II events: must be submitted at least 180 days but no earlier than XXXX of the prior calendar year.**The Parks and Recreation Commission will not review or approve application requests until after Level III events have been approved for the following calendar year. Upon Parks and Recreation Commission recommendation, the Parks and Recreation Director may process and issue permits. Should the Parks and Recreation Commission recommend denial of a Special Event, that decision may be appealed to the City Council.

- iii. Level I events: must be submitted at least 90 days, but no earlier than XXXX of the prior calendar year. Level I events will be reviewed and permits will be issued by the Director of Parks and Recreation on the recommendation of the Special Events Committee. Should the Special Events Committee recommend denial of a Special Event, that decision may be appealed to the Parks and Recreation Commission.
- iv. Pass-through Events: must be submitted at least 60 days, but no earlier than XXXX of the prior calendar year.
- v. Priority will be given to Manhattan Beach resident organizations and businesses (a resident organization is one composed of 75% Manhattan Beach residents).
- vi. Established events shall have priority over first-time events.
- vii. Events submitted earliest will be given priority for their preferred dates.

At the discretion of the Director of Parks and Recreation, applications may be submitted and approved after the application submittal deadline has passed, provided:

- There are unforeseeable circumstances (memorial service, team victory celebration, etc.)
- The event is one that requires minimal City staff support and is not deemed to negatively impact City businesses or residents.

c. Annual events

Legacy and annual events will be required to apply for their continuing special events on an annual basis. Applications for legacy events will be requested at the beginning of the calendar year and will be reviewed by the Special Events committee for approval. If any significant changes are requested for annual and Legacy events, City Council or Parks and Recreation Commission approval may be required.

E. Parking and transportation

- a. A parking plan may be required to show that adequate provision has been made for satellite parking, shuttle transportation and traffic control.
- b. Reserved parking for special events may be requested through the special event process but is not guaranteed.
- c. County Permitted Events: Special Event Parking permits may be requested with a Special Event application for events taking place in the sand under the jurisdiction of Los Angeles County Beaches and Harbors. A copy of the County issued permit will be required before parking permits are issued.

F. Fees and Charges

- a. Fees and charges for City personnel, material and services shall be charged as deemed necessary by the City Council or Special Events Committee. A deposit may be required by the City if deemed necessary by the City Council or Special Events Committee.
- b. If an event is cancelled, fees may be charged for costs incurred by the City for personnel, materials and services.
- c. All third party costs incurred by the City to support the event will be billed to the event organizer. If third party services are deemed necessary, an estimate of costs will be provided prior to the event.

G. Insurance

- a. The City may require insurance and/or indemnification as protection from liability in amounts commensurate with the risks involved in the event. Applicants must provide



adequate certificate of insurance and an executed endorsement form in compliance with City insurance requirements.

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**CITY OF MANHATTAN BEACH**  
**MINUTES OF THE PARKS AND RECREATION COMMISSION**  
Manhattan Beach City Hall  
1400 Highland Ave.  
Manhattan Beach, CA 90266  
October 2, 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

**D. APPROVAL OF MINUTES**

Commissioner Allard moved to approve the August 28, 2017 minutes as written.

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**

The Commission observed a moment of silence after the Pledge to the Flag and before the roll call to honor the victims and all affected by the events that occurred in Las Vegas on October 1<sup>st</sup>.

**F. AUDIENCE PARTICIPATION (3-Minute Limit)**

Commissioner Karger opened the floor to audience participation.

Seeing none, the floor was closed to public comment.

**G. GENERAL BUSINESS –**

**Salute to the Troops** – Commissioner Allard reported that she sent an email to Dennis McNeil to book him and asked if the Band has been secured. Mgr. Betz will contact James Gill. Management Analyst, Linda Robb will reach out for a Navy Color Guard.

Commissioner Karger clarified that commissioners are welcome to pursue sponsorships if they have contacts, but the concert is included in the budget of the Summer Concert Series.

Commissioner Turkmany asked how the Salute to the Troops attendance compares to the other concerts in the series. Director Leyman replied that attendance has been about 3,000 people, which is about the average for the concerts.

Commissioner Weiner stated that it is key to have it as the first concert of the series. He wanted to see if the bands have a known soloist. He would like to put together a calendar to hit all the milestones to be done by May. Commissioner Karger mentioned that having a celebrity would be great to increase attendance. Director Leyman mentioned that the Commission had looked

into the Lt. Dan Band for the first concert and it was cost prohibitive at the time. He also stated that a couple of local celebrities had been considered to emcee the event but they had not shown much interest.

Commissioner Allard mentioned that it would be good to find a band that will work with Dennis McNeil on the performance. Commissioner Turkmany stated that it would be great to find a celebrity or athlete that is a veteran.

**Special Event Policy discussion** – Director Leyman stated that the special event committee will be providing more input so this subject will be coming back at the next meeting. The City Council date for this is being pushed back.

Commissioner Greenberg asked how many new applications for non-legacy events we receive per year. Ms. Robb replied that we receive approximately 40 inquiries per year resulting in about five applications. Many decide not to hold their events in Manhattan Beach based on initial conversations. Usually organizations will not submit an application unless it looks like an event can be accommodated.

Commissioner Greenberg stated that the commission may want to consider limits and whether they make sense or should be adjusted. He also stated that there should be defined criteria for approval and definitions for types of events. He inquired about the Special Events committee. Director Leyman stated that the Special Events committee consists of representatives from each department. Each event is reviewed to ensure that City resources are available to hold a safe event. New events are reviewed very carefully as we are limited by staff resources.

Director Leyman stated that the City gets many calls for commercial activations, which are not allowed. The concept of Legacy events requires review to consider a process for becoming a legacy event. Ms. Robb distributed a copy of Hermosa Beach's Special event policy to show an example of classification criteria that may be useful to include in our City policy.

Commissioner Greenberg inquired about the application timelines and if the vision was that new applications would appear on the Commission agenda twice per year. Director Leyman replied that ideally, large new events requiring City Council approval would appear on the City Council agenda once per year and that events requiring Commission level approval would appear on the agenda twice per year. There would still be a process for considering events that do not fall within this timeline. This process is all subject to discussion and approval by City Council. Commissioner Greenberg asked why an event on private property might require a special event permit. Ms. Robb replied that if City services (reserved public parking, police presence, etc.) are requested, a special events permit is required. Commissioner Greenberg inquired if filming permits are covered by the special events permit. Director Leyman replied that filming permits are separate. The proposed special events policy will also address requests for parking for County permitted events on the beach.

Discussion was tabled pending additional information

**Parks Master Plan discussion** – Director Leyman informed the Commission that he had a meeting with Corey Linder, Director of Parks and Recreation, Rancho Palos Verdes (RPV). RPV has just completed their Master Plan. The questions asked were:

- Where were we?
- Where are we?
- Where do we want to be?

Director Leyman stated that during public outreach, priorities will present themselves. The first step in this process is to do a statistically valid survey looking at amenities, facilities and programs. The key will be public engagement and outreach. Outreach will be done online and

at on-site meetings. There will be two meetings at each site. At the first meetings, we'll talk about the history of the site and ask what the public likes, doesn't like and would like to change. The second meeting at each site will be a follow up to recap the first meeting and ask for additional input. Online input will be ongoing. The expectation is that 2-3 commissioners would be present at each of the site meetings.

January is a realistic timeline to get going with the survey. The department currently has a vacant manager position so the department does not have the staffing to support this before then. The survey vendor should be on board by January/February 2018. Public outreach at sites may be done concurrently with the survey. Commissioner Greenberg asked about the RPV timeline. He suggested that a calendar be set with milestones. Commissioner Weiner asked if the survey would deal with user fee issues. Director Leyman replied that it would not, however, a survey could be put online regarding the user fees.

Commissioner Allard shared that as she was reading the Parks Master Plan, she discovered that there was a parkette she had never knew existed. She went to visit the 8<sup>th</sup> St. Parkette and was pleased to see that it was occupied by several families.

Commissioner Greenberg stated that one of the objectives of the Park Master Plan was to acquire more parkland if possible. Driving past the National Guard Armory, he wondered who owns that and whether it could be acquired and converted to park space. Director Leyman will look into the matter.

Director Leyman stated that a reasonable goal to bring the new Park Master Plan to Council is Fall 2018. He will prepare a working timeline for the next meeting.

#### H. **COMMISSION ITEMS –**

Commissioner Karger raised the subject of the Pumpkin Race and suggested a skater pumpkin. There was discussion of the design and how to build the pumpkin without breaking any of the rules. Commissioner Tuffli suggested a Cinderella theme if the skateboard theme falls through.

Commissioner Turkmany reported that he will be attending the Veterans Day event.

Commissioner Greenberg stated that there will be discussion on the Bicycle Master Plan at the City Council on October 3. He asked if the Commission could put forward support for the plan. Director Leyman stated that commissioners are free to support the plan individually as residents.

Commissioner Greenberg raised the subject of the 2028 Olympics – The beach volleyball event is slated for Santa Monica Beach and he would like to suggest an initiative to get the 2028 beach volleyball Olympic games relocated to Manhattan Beach. Director Leyman stated that staff has already been thinking about and pursuing. As far as commission involvement, the directive would need to come from the City Council. Mark will follow up with City Manager and City Council. The Commission as a whole stated that they would be open to participating in the process if the City Council approves. Commissioner Greenberg volunteered to participate. Commissioner Weiner mentioned it may be beneficial to pair up with Hermosa Beach to increase the infrastructure needs.

#### I. **STAFF ITEMS – None**

J. **ADJOURNMENT**

Commissioner Turkmany moved to adjourn. Commissioner Weiner seconded the motion. The motion passed. The meeting was adjourned at 7:18pm to October 23, 2017 in the City Council Chambers.

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

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