



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

**January 22, 2018
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**
 - November 27, 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**

CITY OF MANHATTAN BEACH
MINUTES OF THE PARKS AND RECREATION COMMISSION
Manhattan Beach City Hall
1400 Highland Ave.
Manhattan Beach, CA 90266
November 27, 2017
6:00 PM

CONTENTS

A. CALL TO ORDER

The meeting was called to order at 6:03 PM.

B. PLEDGE TO THE FLAG

C. ROLL CALL

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

D. APPROVAL OF MINUTES

Commissioner Allard moved to approve the October 23, 2017 minutes as written.
Commissioner Weiner seconded the motion. The motion passed.

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

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 –

Salute to the Troops – Commissioner Weiner reported that he had met with Commissioner Karger to review the history of the event. He distributed and reviewed a draft calendar for planning. The following items were discussed:

- Band – if there could be a soloist, perhaps that would be a draw to the event. Commissioner Allard stated that if we can establish contact with the band far enough in advance, Dennis McNeil could perform more songs.
- Commissioner Weiner mentioned that the sound could be improved with speakers angled differently.
- Volunteers – no need for additional outreach for military volunteers
- Challenge coins – need to consider quantity and method of distribution
- Boy Scouts – 10-20 should be sufficient
- Flyover – Commissioner Weiner is reaching out to a group of classic flyers out of Torrance airport
- Certificate – if appropriate for special guest

- Booth participation – more outreach necessary
- Budget - Commissioner Allen confirmed that the concert is part of the Summer Concert series but anything that is unique to the event should be covered by sponsorship obtained by the commission.
- Added activities – interactive displays, inflatables
- Fill in dead air with music.

Director Leyman shared that Commissioner Karger reached out to Dan Mischella who has a contact with the Navy SEALs who might be approached to speak at the event. Mr. Mischella shared opportunities for advertising. He mentioned reaching out to Gold Star Families network and inviting them as VIPs. They spoke about how to get more people to come and making it more desirable to families. Hot dogs or cake, games, etc. may make it more appealing for families. The recommendation is to make the event as inclusive as possible but it may be difficult to get service members from out of the area to come all the way here. Director Leyman stated that if food will be offered to the public, it will be contracted out.

The commission decided not to have a raffle.

Commissioner Allard spoke with a Navy service man at the Veterans Day event and brainstormed how to get the word out. He recommended contacting the Naval Operations Service Corps located in Bell. Commissioner Allard will reach out.

Commissioner Weiner attended a Chargers game where 12 veterans were honored and it was very moving. He will reach out to his contact with the Charger to see if those honored are local residents.

Commissioner Allard suggested setting up a booth for letters of gratitude. Commissioner Tuffli mentioned a club at school that writes letters to soldiers. She will contact and see if the club would like to run a booth. Commissioner Greenberg mentioned that Grand View Elementary has a year-long campaign teaching children about gratitude.

Director Leyman will look into Salute specific sponsorship opportunities such as drinking water sponsorship. Commissioner Greenberg mentioned the green aspect of offering bottled water. After much discussion, it was decided that bottled water would not be provided.

Commissioner Greenberg suggested an ad-hoc committee focused on the Salute to the Troops event. He feels that a smaller committee might be more effective and efficient if there is a smaller group working the details. Commissioner Weiner added that an updated schedule and list would be available at the next meeting. At that time, smaller planning groups will be more effective for assigning responsibilities.

The Commission decided that there would be no free food provided at the event.

Special Event Policy discussion – Director Leyman asked the commissioners for specific feedback.

Commissioner Turkmany would like to define the word substantial. Linda Robb stated that a request was made to the traffic engineer to define “substantial traffic”. City resources, clarify City owned to read City-owned or leased, City –owned or operated. Commissioner Turkmany asked if 90 days advance application was long enough for Level II events. Director Leyman mentioned that the Downtown Manhattan Beach Professionals Association (DTMBPA) will be forming an ad hoc committee to discuss the policy. We’ll be keeping it on the agenda at least through January.

Commissioner Weiner inquired about the Holiday Open House and the DTMBPA’s opinion of it and how large it has become. Director Leyman stated that Kelly Stroman, Executive Director

of the DTMBPA, could speak better to that point. Different businesses have different experiences with the event.

H. COMMISSION ITEMS –

Commissioner Allard moved to cancel the December meeting. Commissioner Allen seconded the motion. The motion passed.

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

I. STAFF ITEMS – Director Leyman gave the following program and event updates:

12/9 Family Crafts Night 5-7, Art Sale, Gingerbread House workshop

12/10 Fireworks

Winter Registration for residents begins 12/4; non-resident registration begins 12/18.

Commissioner Allard thanked Commissioner Greenberg for helping with the pumpkin for the pumpkin race.

Veterans Day event had a good crowd with the reception at Joslyn Center. Commissioner Turkmany praised the speaker at the Veterans Day event. Staff member Bob Woods created a light show for the reception concert.

Department reorg – One position may go to council through the budget process. Recreation Supervisor, Andrew Berg, left and went to Rancho Palos Verdes. The Facility reservations clerk position is currently vacant. Hoping by the Spring to backfill at least 2 of the positions.

Director Leyman distributed and reviewed the preliminary Park Master Plan timeline.

Community workshops will be scheduled from 6:00-7:00 pm and will gather input on community priorities for park amenities and recreational space. An activity will also ask what residents would do if they were given incremental funds. Follow up meetings will be held at all locations. Each separate meeting will deal with all parks as a whole as well as the individual location of the meeting.

Commissioner Greenberg mentioned that some of the meetings may be combined and some may have too many included, also that Bruce's Beach should be added. Director Leyman confirmed that Bruce's Beach will be added to the schedule.

Friday, December 15th, Director Leyman invited the commissioners to the Employee holiday party at Summers.

J. ADJOURNMENT

Commissioner Weiner moved to adjourn. Commissioner Tuffli seconded the motion. The motion passed. The meeting was adjourned at 7:24 pm.

Ayes: Commissioners Turkmany, Allen, Allard, Weiner, Tuffli
Noes: None
Abstain: None
Absent: Commissioner Karger, Greenberg (left meeting at 7:22)

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:

Expanded Definitions section**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.

The following changes were made after the October 23rd Parks and Recreation Commission meeting:

- A. Definitions
 - section a – changed “police resources” to City services or resources
 - section c – clarified definition of legacy event
 - section e – added definition of City services
 - section f – added definition of City resources
 - section g – clarified definition of Fee Waiver
 - section h – added definition of Special Events Committee
- B. Use Classifications and Impact Characteristics
 - Changed Impact level III Additional requests to 3 or more additional requests
- C. Special Events Approval Guidelines and Process
 - Added tentative application due dates
- F. Fees and Charges
 - Added wording for application fee

The following changes were made after the November 27th Parks and Recreation Commission meeting:

- A. Definitions
 - Section c – legacy events listed
 - section d – added definition of Annual Event
 - section g – clarified definition of City resources
- C. Special Events Approval Guidelines and Process
 - Section c – added language to address dates
- D. Parking and Transportation
 - Section c – changed “on the sand” to “on the beach”
- E. Fees and Charges
 - Section b – added language for fully-burdened rates

CONCLUSION:

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

Attachments:

2017 Summary of City Special Events
Event Map

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. **Special event** - any activity that requires more than the normal amount of City services or 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. Utilizes public area or facility
 - iii. Requires reserved parking in or on a City parking lot, structure or street
 - iv. **A substantial effect on traffic**
 - v. Attracts a substantial number of people
 - vi. Potential City exposure to liability
 - vii. Amplified sound or performances

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- 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 community special events that occurred in fiscal year 1987/1988 and continue to the present. Legacy events:

i. American Martyrs 5K

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ii. Little League Parade

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iii. Robinson School 5K

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iv. Richstone Pier to Pier

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v. Grand View 5K

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vi. MBEF Wine Auction

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vii. Manhattan Beach Grand Prix

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viii. Manhattan Beach 10K

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ix. Hometown Fair

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x. American Martyrs Parish Fair

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xi. Holiday Fireworks

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~~e-d.~~ **Annual event** - event that occurs on or around the same day or week time every year

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~~e-e.~~ **County permitted event** - event takes place completely on the sand requiring a permit from Los Angeles County department of Beaches and Harbors

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~~e-f.~~ **City Services** - services provided by City staff

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~~f-g.~~ **City Resources** - City-owned, **operated or leased equipment** and/or supplies

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~~g-h.~~ **Fee Waiver** - Organizations may request fee waivers from City Council for City Services and City Resources. Fee waivers are granted solely on the discretion of the City Council. Fee waivers do not apply to any third party costs incurred to support the event.

~~h-i.~~ **Special Events Committee** - a committee of representatives from each City department meeting monthly to discuss staffing needs, departmental concerns and logistics for new and upcoming special events.

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	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	3 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

C. Special Events Approval Guidelines and Process

- 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.

- b. Application submittal deadlines - Special Events applications must be submitted as follows:
- i. Level III events: must be submitted no later than July 31 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 90 days prior to desired event date but no earlier than October 1 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 60 days, but no earlier than November 1 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 November 1 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. [Legacy and established annual events shall have first right of refusal in the event of a date conflict with a newer event.](#) If any significant changes are requested for annual and Legacy events, City Council or Parks and Recreation Commission approval may be required.

D. 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~~ on the beach 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.
- E. Fees and Charges
- a. An application fee will apply. Current fees are available on the City website www.citymb.info or by phone.
 - b. Fees and charges for City personnel, material and services shall be charged as deemed necessary by the City Council or Special Events Committee. Fees based on the cost of services study will be used for billing at the fully-burdened rates. A deposit may be required by the City if deemed necessary by the City Council or Special Events Committee.
 - c. If an event is cancelled, fees may be charged for costs incurred by the City for personnel, materials and services.
 - d. 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.
- F. 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.

City Events and Permitted Special Events

January

DTMB Sidewalk Sale

February

American Martyrs 5K

March

Little League Parade

Robinson School 5K

Taste of Blue zones

April

Richstone Pier to Pier

Earth Day

May

Grandview 5K

Tour de Pier

Family Camp out

Movie night

Fishing Derby

June

MBEF Wine Auction

July

MB Grand Prix

Concerts in the Park

MBO Tennis

August

MBO Volleyball

6-Man Volleyball

Int'l Surf Fest

Concerts in the Park

September

Last Concert in the Park

Pub at the Club

Walk for Alzheimers

October

Hometown Fair 10K

Hometown Fair

American Martyrs Parish Fair

Pumpkin Race

Skechers Friendship Walk

November

Pier Lighting/HOH

December

HOLIDAY Fireworks

No Additional events

March

May

July

August

October

December

Events Possible

January

February

April

June

September

November

Annual Events (15)

American Martyrs 5K

Little League Parade

Robinson School 5K

Richstone Pier to Pier

Grandview Gator 5K

Tour de Pier

MBEF Wine Auction

Grand Prix Bike Race

Pub at the Club

Hometown Fair 10K

Hometown Fair

American Martyrs Parish Fair

Skechers Friendship Walk

Holiday Fireworks

North End Holiday Stroll

Hermosa Triathlon (pass through)

Ride for the Tide (pass through)

One time events

Taste of Blue Zones

Walk for Alzheimers

Ongoing

Farmers Market

Sidewalk Sales

Beach events impacting

International Surf Fest

Board riders contests

Roundhouse 5K

CVBA Events

Special Events 2017

The policy states that a maximum of 15 annual special events per calendar year will be allowed. A maximum of 5 "one-time only special events will be allowed in addition to the 15 annual events. No more than one "one-time only" event will be allowed in a given month.

We are at capacity for annual events. 3 additional one time events may be permitted under the current special events policy. Those events could possibly be held in September, November or December.

County permitted events

Month	Event	location	# attendees	Month	Event	location	# attendees
January	no report			August	CVBA	Marine	100
					Beach Cities Ski Club VB League	Pier	200
February	None				CVBA	Pier	200
				Catalina Classic	Pier	100	
March	CBVA Volleyball Tournament	Rosecrans/Pier	150	September	no report		
April	South Bay Boardriders Surf Contest	42nd St.	125	October	Four Daughters VB Tournament	Pier	200
May	USA Volleyball	Pier	150	Jimmy Miller Memorial Surf Contest	42nd St.	160	
June	Roundhouse 5K	Pier	250	South Bay High School Surf contest	42nd St.	200	
	CVBA Volleyball Tournament	Pier	100	November	no listed events over 100		
	Beach Cities Ski Club VB League	Pier	200	December	South Bay Boardriders Club	42nd St.	200
July	Beach Cities Ski Club VB League	Pier	200	Yuletide 5K			
	CVBA Volleyball Tournament	Rosecrans/Pier	100				
	CVBA Volleyball Tournament	Marine	100				
	Barry Bob VB Tournament	Pier	100				
	GI Joe's pier to pier		?				
	PS I Love You Day at the Beach	8th St.	600				

City of Manhattan Beach Annual Event Location Density



	American Martyrs 5K		Country Club		Polliwog Park
	Beach, Pier parking lots		Downtown		Robinson Fun Run 5K
	Grand View Gator 5K		Hometown Fair		Grand Prix
	Civic Center		Little League Parade		Hometown 10K

