



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

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**April 30, 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**
  - March 26, 2018
- E. CEREMONIAL**
- F. AUDIENCE PARTICIPATION (3-Minute Limit)**
- G. GENERAL BUSINESS**
  - 18/0326.1 Field and Facility Policy review and discussion
  - 18/0122.1 Special Event Policy review and discussion
  - Salute to the Troops July 1, 2018 planning discussion
- H. COMMISSION ITEMS**
  - Donation Policy update
- 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  
March 26, 2018  
6:00 PM

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**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, Allard, Weiner, Greenberg, Tuffli  
Absent: Commissioner Allen

**D. APPROVAL OF MINUTES**

Commissioner Allard moved to approve the March 5, 2018 minutes as written. Commissioner Turkmany seconded the motion. The motion passed.

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

**E. CEREMONIAL**

None

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

Commissioner Karger opened the floor to audience participation.

Seeing none, the floor was closed.

**G. GENERAL BUSINESS**

**Field and Facility Policy Discussion** – The order of discussion items was changed in order to be addressed first.

Director Leyman introduced Recreation Services Manager, Jessica Vincent and Recreation Supervisors, Michael Hudak, Archie Sherman and Stephanie Kou. He stated that the commission will be taking no formal action tonight and the purpose is to gather input.

Recreation Manager Vincent gave some background on the Field and Facility Policy item including fees, as ordered by City Council. Fees have not been updated in the past 10 years.

There are approximately 9,000 youths participating annually in 7 different youth sport organizations.

The goal of the new Field and Facility Policy:

- Develop a procedure for securing field space that is fair and equitable to all groups
- Ensure City residents have priority and access to city facilities
- Provide a maintenance and renovation schedule to maintain City standards

## Changes

- Organization residency defined at 60% residents, previously 70%
- Limiting clinics to 3 per year for organization members only
- Defined classifications
- Updated Field allocated process to a Pro-rata field/time formula - Target for allocation is 1.5 hours for practices and 1 hour for games.
- If organizations would like to split or form a new organization, they will need to submit their application 1 year in advance.
- Hours available 3:30 – 8:00 M-F (unless approved to 9:00 by the Parks and Recreation Department), 8:00-8:00pm on weekends. Having the hard stop at 8:00 allows for additional adult use after 8:00 pm.
- Looking to update the field banner policy – organization must apply 60 days in advance to hang banners on fences for a maximum of 30 days. Banning hanging locations have been defined. Sponsor banners on outfield fences are available for their priority season only and the organization must share 10% of revenues received for banners with the City.
- Appeal process added. Appeals will be made to the Parks and Recreation Commission
- Enforce strict deadlines for field requests and relinquishment and move allocation meeting to November for Spring, and May for Fall.
- Set an hourly rate for field reservations based on the desirability of the field.

Currently, the new rates will result in \$90,000 annually in field rentals assuming Class A organizations would pay 15% of market rates. To meet the City's deficit of \$150,000 for field maintenance, Class A organizations would be required to pay 30% of market rates.

The Ad-hoc committee met with youth sport user groups individually and as a group. They also met with one adult resident soccer organization. The feedback from those meetings included the following:

- Challenging to increase fees for Class A organizations
- The nature of baseball games is that they take longer than soccer games so it may be perceived that baseball is penalized if charged an hourly rate.
- Groups take pride in maintain fields
- Discrepancies between Class A and B organization fees when same services are being provided to children
- Provide access to all children, everyone can play
- Should be a positive coaching training requirement

In addition to fields, the Parks and Rec department also allocates Mira Costa pool use, tennis courts and City and MBUSD fields, with the exception of a few school fields, and also administers the City facility and park rental program.

Facility Rental program – proposing to increase fees 30% which will bring in approximately \$15,000 annually.

Commissioner Karger opened the floor to audience participation.

Sean Maloney, President of South Bay Pony Baseball - home facility is Mira Costa High School. South Bay Pony lost half of their field time during the Meadows field renovation and is now sharing Begg field with Little League and Girls Softball for the past two years. The biggest concern is that a fee increase has a negative effect on participation as costs are passed

along to the players. He understands that there is a need as the fees have always been low but the level of increase is extreme and could be devastating for the organization. There has been a 20-25% decrease in enrollment since implementing small price increases in anticipation of changes. The current proposal will change the per person fee by 200-400%. Field fees currently represent 12-15% of their budget but will increase to close to 70% eliminating all player training budget and field improvement project funds. Additionally, playing at Mira Costa eliminates the possibility of gaining significant revenue from sponsor banners.

Tim Flynn, resident – affiliated with BCS flag football, Trident lacrosse and South Bay Lacrosse. Mr. Flynn stated that he has been very involved with the subcommittee. He provided the following feedback on relative pricing. South Bay Pony Baseball falls into Class A and others are Class B or C. Most of the organizations that Mr. Flynn is involved with fall into either Class B or C. His view is that classification should be largely driven to make sure that they have the right experience for the kids. Meaning, any kids who wants to play, can sign up and be guaranteed a minimum playing time. Kids are put on teams that can have a good experience. Both lacrosse organizations he is involved with have this philosophy but because they are not Class A, they will pay 3.5X as much for field time. He feels that the proposal is not equitable. He feels that if an organization can offer open enrollment, minimum playing time, equitable teams, they deserve to be treated more like Class A organizations.

Commissioner Karger closed the floor to audience participation.

Commissioner Weiner stated that the policy is a work in progress and is not quite ready for City Council. He stated that many questions are still being asked.

Commissioner Greenberg asked Mr. Flynn and Mr. Maloney the impact on their organizations, in terms of absolute dollars spent on City Fields, how much is spent per participant. Mr. Flynn replied for BCS. BCS has never received as much field time as needed from the City and have had to go elsewhere and pay more for fields. The financial situation could change, if more field time could be obtained from the City. They had to do external fundraising to cover costs of other more expensive fields. Mr. Flynn stated that 75% of their practice space is on City fields and if more games could be switched to City Fields, even with a raise in City fees, expenses may be offset if more games could be moved to the less expensive City fields. He added that For Trident and South Bay Lacrosse, they won't have an offset, it will be a straight increase as they are using City fields for 100% of their activities.

Mr. Maloney replied that for South Bay Pony Baseball exiting field fees are \$12,000-\$14,000 annually will jump to approximately \$45,000 annually out of a total budget of about \$108,000 for approximately 700 players.

Commissioner Weiner asked the commissioners for further input at the next meeting.

Director Leyman stated that any input from the Commission or the public would be appreciated. The Commission should make a recommendation at the next meeting for the City Council. Commissioner Turkmany asked how close the fees are to being final. Commissioner Greenberg stated that generally, the user groups can work with the allocation model but the big issue right now is how to adjust the fee model. He stated that nobody is comfortable with the current draft. Everyone understands that fees need to be raised and they were artificially low for a long time. It need to be structured to minimize the pain to the user groups. Everyone wants to create a great experience for the kids. Commissioner Greenberg stated that staff was asked to model a phased approach over 5 years so that user groups could raise fees over the course of a few years. He disclosed that he has two kids who play lots of sports and is involved with BCS flag football and a few other organizations but does not feel that he has a conflict of interest.

Greenberg offered the following feedback for the Field Allocation and Use Policy:

Page 1, Section 1 - Introduction and Purpose

- Add to list of reasons for formulating policy: to ensure efficient utilization of fields.
- Item #5, correct typo - ability should read playability

Page 3, Section 4i – add word “formed” to read, “Where teams are formed through...older.”

Page. 7, Class A – plays at least 50% of games within defined region needs to be clarified

Page 7, Section 9 - , field allocation procedure needs to be clarified so that someone who has never read it can understand it.

Page 8, Section 9 - Propose to add new item B, User groups with dedicated time reserved through MOU or other agreement with the City should have time deducted from their lowest priority pro-rate field allocation.

Commissioner Greenberg suggesting adding language explaining things are done: For example, “When allocating field time, staff will take into consideration preferences expressed in the field allocation forms, schedule blocks, for example, multiple hour blocks for user groups, equitable allocation of highly desired fields.” He also recommends the wording, “Staff will keep a record of round by round allocations to provide for transparency to user groups, if requested.”

Page 8, Section 9 - Items B and C do not belong under Field Allocation procedure – need to find a new home.

Regarding current section 9B - organizations anticipating a split or new organizations must submit at least a year in advance. The committee discussed not want to discourage new organizations from starting up. Manager Vincent replied that there needs to be a deadline so that there is enough time. Commissioner Greenberg stated that the group decided that there would be no preference for tenure. The current policy is that the applications are due three months prior. Manager Vincent stated that we can consider changing the language to three months prior, rather than one year for resident groups.

Current section 9C – add the word “games” to read “50% or less of the organizations All Star games may be played on City Fields.”

Section 10 – Notice of Non-use of Fields

Item D – insert wording to read, “Unless written notice is received by City staff, by the deadline stated in 10A above, an Organization...porta potties.

Following section D, propose to insert new section – (For the sake of clarity) “User Group is not obligated to reserve and pay for an entire season, however the User Group is obligated to pay for the field for all hours that were reserved and not relinquished prior to the deadline stated in 10A.

Suggest adding Item F: City will implement and operate an online system so that a User Group can notify the City and other Users Groups of planned non-usage of a field.

Suggest adding Item G: Within one week following the reallocation of fields and completion of the field assignments for the season, the City shall post the schedule on the City’s website.

Commissioner Karger stated that the City Council has scheduled a joint meeting with the School District on April 23<sup>rd</sup>. After discussion, the meeting was rescheduled for April 16<sup>th</sup>.

The remaining commissioners will have comments on the Field Policy to Linda Robb by Friday, March 30<sup>th</sup>. Director Leyman also requested feedback on the Facility Policy.

**Facility policy** – Commissioner Greenberg gave the following feedback:

There are some general formatting issues that need to be addressed (Commissioner Weiner)

Page 1, paragraph 1 - clarify at the end of the paragraph that the policy is for groups and individuals.

Page 2, Section J. – it would be best for clarity for everyone to explain criteria for necessity of insurance. Manager Vincent will follow up with the City Risk Manager.

Commissioner Weiner asked if items I and L on the same page could be combined as they appear to be redundant.

Commissioner Greenberg asked what percentage of the time, money is deducted from security deposits. Recreation Supervisor Stephanie Kou replied that the entire deposit is returned 95% of the time. Commissioner Greenberg stated that given that deductions from the deposit are so infrequent, perhaps there should be a distinction between simple rentals vs. more complex rentals. He added that the refund process seems to be very complicated and it seems like it could be simplified. He encouraged staff to think about how staff time could be used more efficiently and questions whether all the current steps are necessary. Director Leyman stated that our processes can be reexamined and that many policies are born from audits.

Commissioner Greenberg inquired as to why facilities are not available on holidays. Manager Vincent stated that the facilities themselves are closed on holidays but some of the park amenities are available for reservation on some holidays. She stated that the parks are open for use but there has been little demand and the parks are not staffed on certain holidays.

Supervisor Kou passed out new fees for the Facilities. Manager Vincent stated that the new fees represent a 30% increase from the current fees. She added that the new fees are based on an extensive market study of surrounding and benchmark cities.

Commissioner Greenberg asked about alcohol being allowed at the City facilities. Manager Vincent stated that municipal code dictates that alcohol is not allowed in Public facilities without City Council approval.

Proposed start dates for new fees are as follows:

Facilities and parks, July 1, 2018

Fields , January 1, 2019

Commissioner Greenberg asked how heavily utilized the rooms are. Vincent stated that the rooms at Joslyn center are available about 40% of the time in the evening. During the day, the older adult programs take up much of the rooms. Commissioner Weiner asked about categories that used to be there. Jessica stated that the fee structure and categories were changed to better serve residents.

**Salute to the Troops** –

Management Analyst, Linda Robb reported that she had spoken with a representative of the Navy Band Southwest and they should be able to confirm the performance date outside of the 60 day window. She asked the commissioners to consider what types of ensembles they would like to perform. Commissioner Karger volunteered to communicate with the band representative. Ms. Robb also confirmed that the Challenge Coins are being produced and due to arrive in early May. She also reported that she had spoken with a representative from the Tiger Squadron for the flyover. Each pilot has a policy for \$1,000,000 but our risk manager

wants \$10,000,000 in coverage so they are looking into costs.

Commissioner Tuffli confirmed that is no ROTC group at Mira Costa but that the group, Any Soldier, would like to have a booth at the concert.

Commissioner Weiner asked commissioners to think of any other service groups that might want to have booths.

**Donation Policy** – Commissioner Karger recommended forming an ad-hoc committee to review the donation policy. Commissioners Turkmany and Allard will join Commissioner Karger on the committee.

Director Leyman stated that the goal is to create an umbrella policy that will address all types of donations. The current donation programs have their challenges and it would be good to look at broader examples of policy. He wanted to throw everything out there so that everyone can start thinking about what can work. Commissioner Weiner stated that there are some really good examples that should be borrowed.

Commissioner Greenberg initiated a short discussion regarding duration of commitment from the City on a donated piece, such as a bench. His opinion is that once an item is donated, it becomes the property of the City. If the item is past its useful life, destroyed by force majeure or even if there is a decision made that makes the piece obsolete, the City should be able to remove it. This subject will be examined by the ad-hoc committee.

Commissioner Greenberg mentioned memorializing. He stated that the current policy tried to do that but the implementation of it doesn't match the policy, especially with regards to plaque placement on benches in the parks and The Strand bench plaques seem to be a little more discreet. He agrees with resident Gary McAuley's opinion that we don't want to turn the City into reminders of death everywhere and thinks there is a compromise. Our current policy allows a date to be placed on the plaque and he doesn't think a date should be allowed as it infers a memorial.

Director Leyman informed that the City Council date is tentatively set for July 17<sup>th</sup>.

Commissioner Karger opened the floor to public comment.

Gary McAuley, resident – Mr. McAuley understands that the commission is looking at an umbrella policy that also includes naming rights, benches but there are other forms that are forgotten about. For example, impromptu ghost bikes, when a bicyclist is killed in an accident an impromptu memorial is created and there is nothing in place as far as what would happen if one of these is put up. Once they are in place, they are difficult to remove. If there was a policy in place to deal with private memorials on public property, then the City could cite the policy and remove them. He stated there should be a policy for how to handle naming rights for streets, building, parks and fountains. Regarding the plaques, he stated there's always an argument that they're discreet but they are put there to be read. People want the plaques. He stated that the staff report puts a positive spin on the current donation program. He stated that The Strand Alcove Bench donation program was deliberately put in place to try to prevent obvious memorials such as the very funereal black stone bench that was donated. He stated that there is a bench with human remains on the Strand that is illegal. He believes that the City needs to have a policy in place to address the size and duration of impromptu memorials for accidental deaths. He asked if there is a complete inventory of plaques and benches. Director Leyman stated that it is currently being compiled. Mr. McAuley would like to see a total umbrella policy, not just for donations but for monuments and memorials as well.

The floor was closed to public comment.

**H. COMMISSION ITEMS –**

Commissioner Greenberg asked about next steps on the Parks Master Plan process. Director Leyman stated that realistically we should be able to get a survey out in September/October. Public meetings would begin in late Fall due to current staffing levels. As we get people on board, we may be able to pull up the time line. City Council is aware of the new timeline.

Commissioner Karger acknowledged the Parks and Rec Department 3 CPRS awards.

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

He acknowledged that Commissioners Turkmany and Karger had helped to create a lovely event for Leadership Manhattan Beach.

Director Leyman stated that non-resident registration has begun.

The City is in the midst of the budget process which includes a department reorg.

**I. ADJOURNMENT**

Commissioner Greenberg moved to adjourn. Commissioner Turkmany seconded the motion. The motion passed. The meeting was adjourned at 7:56 pm.

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

Noes: None

Abstain: None

Absent: Commissioner Allen

DRAFT



**TO:**

Members of the Parks and Recreation Commission

**FROM:**

Mark Leyman, Parks and Recreation Director  
Jessica Vincent, Recreation Manager  
Archie Sherman, Recreation Supervisor  
Michael Hudak, Recreation Supervisor  
Stephanie Kou, Recreation Supervisor

**SUBJECT:**

City of Manhattan Beach Facility Reservation Policy; City of Manhattan Beach Field Allocation & Use Policy; Facility Reservation Fees; Park Reservation Fees

**RECOMMENDATION:**

Staff recommends that the Parks and Recreation Commission discuss and provide recommendations to City Council for the:

- a. City of Manhattan Beach Facility Reservation Policy
- b. City of Manhattan Beach Facility Reservation & Park Fees
- c. City of Manhattan Beach Field Allocation & Use Policy & Field Use Fees

**FISCAL IMPLICATIONS:**

Under current City fees for facility and field use; staff estimates the new rates will result in approximately \$130,000 additional revenue with an increase of approximately \$10,000 in facility reservations; \$10,000 in park reservations and \$110,000 in field rentals.

Staff recommends implementing the new Parks & Facility Fees July 1, 2018 and a two-year phase in for the Youth Sport Organizations Field Fees, beginning January 1, 2019. Additionally, staff will review the fields on an annual basis and recommends increasing fees based on market rates and inflation every five years. It is important to note that the proposed fees represent the cost for services that are discretionary on the part of the user.

**BACKGROUND:**

During the City Council Budget Study Session on May 4, 2017, City Council directed staff to conduct a comprehensive field fee study. The current fee structures for facility, parks and field fees was last updated July 1, 2008. Over the past ten years, market rates and maintenance costs have risen. However, the fees charged by the City have remained unchanged. Currently groups defined as "Community Based" pay a \$15 per player fee and all other groups pay the hourly rates.

**DISCUSSION:***Facility Reservation Policies & Procedures*

The facility use policy and procedures is a working document that has not been formally adopted. The policy provides use regulations and application and scheduling procedures to accommodate groups that would like to use City facilities.

The Recreation Division also allocates Mira Costa Pool Use, reserves the Mira

Costa Tennis Courts, and reserves City and MBUSD fields (with the exception of Mira Costa turf and Varsity baseball fields) for City sponsored youth and adult sport programs, seven youth sport groups, requests from local programs and groups for picnics, informal games and tournaments.

#### Field Use & Allocation Policy & Field Fees

During the Parks & Recreation Commission Meeting on July 24, 2017 an Ad Hoc Committee was comprised of three Commission Members in addition to Staff to discuss options to increase field revenues and minimize the subsidy for field maintenance. In addition, the Committee focused on the need to update the policies and procedures to meet the challenge of accommodating field use requests for the growing youth sports.

In order to set a procedure for allocating fields in a fair and equitable manner and charge appropriately, the updated Field Use & Allocation Policy focus is to:

- Ensure City residents have priority and access to City facilities
- Provide seasonal priority to sports as defined by each youth sport organization
- Develop field allocations based on priority and availability
- Clearly define classifications
- Set strict deadlines for field requests & relinquishing fields
- Develop an appeal process
- Set an hourly rate for field reservations based on desirability of the field

The City has historically provided a program of co-sponsorship of non-profit youth sport groups, to maximize recreational opportunities for the youth of the City and use the limited availability of fields. Currently the City partners with seven youth sport Organizations providing an array of social, recreational and competitive opportunities for youth to play soccer, baseball, football and lacrosse.

Staff reviewed field use fees of local benchmark cities and found no consistency amongst the Cities. However, after close analysis of the current fees and use and based on the feedback from Youth Sport Organizations, the Ad-Hoc Committee developed a “market rate” or standard rate for commercial use, a discounted non-resident rate, and a further discounted rate for residents, and a unique formulaic approach to further discount the “market rate” fees for Youth Sport Organizations.

Within the proposed fees, Youth Sport Organizations will be rewarded with discounts based on residency rates, holding open registration, employing a minimum play rule, providing a draft for equitable teams, and playing at least 80% of games within their own organization. The greatest discount an organization can receive with 100% residency is a 95% discount from the standard use fee or “market rate”. Additionally, the Ad-Hoc Committee is proposing a non-resident \$10 per player fee for non-resident players.

The Ad-Hoc Committee analyzed each field and developed the fee structure for use based on size of field, playability of field, lights, and type of field (i.e. turf vs. grass).

## **PUBLIC OUTREACH/INTEREST:**

Youth Sport Organizations were provided the updated proposed Field Use and Allocation Policy and proposed field fees in February. They were also invited to comment at the Parks & Recreation Commission Meeting on March 26 and April 30, 2018. Based on the meetings and feedback received during the meetings, the Ad-Hoc Committee Updated the policy and developed a weighed fee structure for the Youth Sport Organizations.

Overall, the user groups were satisfied with the changes to the field use policies and procedures, including the following updates.

- Reducing the residency rate from 70% to 60% to accommodate all the groups
- Updating the allocation process to ensure it is fair, equitable and transparent and setting early field allocation meeting dates
- Expanding user group classifications, as opposed to “Community Based Groups” and “Clubs”
- Updating the notice of non-use and exchange of field, registration and park banner policy, storage and concessions
- Providing an appeal process through the Parks & Rec Commission.

However, all User Groups conveyed some concern with the updated fees. “Community Based Groups”, such as AYSO, MBLL, Pony Baseball, and Girls Softball expressed great concern with the change in fee from a per player fee to an hourly rate. The groups expressed concern that if field rates increase, it will be a challenge to contribute to large scale capital projects, such as re-turfing Manhattan Village Field and paying for supplemental maintenance, such as laser leveling on an annual basis and there will likely be a reduction in player development programs. The groups also stated an hourly rate will make it difficult to plan for future budgets.

The user groups provided positive feedback regarding a slight increase in fees to enhance regular maintenance.

Below is a summary of each user groups’ feedback:

### **AYSO**

- AYSO Region 18 includes Hermosa Beach & Manhattan Beach and cannot exclude anyone from joining the region
- AYSO Region 18 is the 3<sup>rd</sup> largest in the nation.
- If Residency included referees and coaches AYSO would be over 80% Residents
- Increased fees will result in less funding for CIPs and player development initiatives
- The number one issue is visibility and transparency

### **Sand & Surf**

- Field allocations and fees should be consistent and fair and equitable to all users.

### **Manhattan Beach Little League**

- Fields are not for making a profit, they are for providing a benefit to the community. Residents already pay for fees through their taxes.
- Groups with higher residency should receive greater benefits and a reduced field rate, if any.
- A baseball game is longer than a soccer game; therefore, MBLL will pay two and a half times AYSO for game use.
- There may be a challenge with paying city a percentage of sponsor banners because the money goes into supplemental field maintenance.
- If fees increase, MBLL won't be able to incorporate in trainings

### **Beach Softball**

- Beach Softball includes Hermosa Beach & Manhattan Beach in order to provide a better experience for the girls, as there is not enough Manhattan Beach softball players to play in its own organization.
- Increasing the fee to an hourly rate will result in less children playing in a recreation league.
- There may be a challenge with paying city a percentage of sponsor banners because the money goes into supplemental field maintenance.
- Field improvements should be given back as credit
- The Organization must play teams outside of the region in order to make it fun and competitive; therefore, the weight of discount should be minimal, if any.

### **Pony**

- Concerned the increase of field fees will result in a reduction in investing in fields, such as MCHS fields, a reduction in the number of scholarships available on an annual basis, and a reduction in player development
- If an Organization invests in a field, they should receive dedicated use for the field for storage purposes and with investing in the field brings a sense of pride in the fields.

### **South Bay Lacrosse League**

- Challenged obtaining field space in Manhattan Beach for games due to the size of the organization
- The Organization must play teams outside of the region in order to make it fun, competitive and safe; therefore, the weight of discount should be minimal, if any.
- The Organization does not have the opportunity to draft because the interest to play lacrosse is minimal and to form equitable teams through a draft process will create in-equities amongst competitors; however, every kid makes and every kid plays.
- Increase fees significantly will reduce number of participants

### **BCS**

- Most important thing is to provide access to all kids, can everyone play, every kid has a min play time

Attachments:

1. City of Manhattan Beach Facility Use Policies & Procedures
2. City of Manhattan Beach Facility & Park Fees
3. City of Manhattan Beach Field Use & Allocation Policy & Procedures
4. City of Manhattan Beach Field Fees

City of Manhattan Beach  
Parks & Recreation Department

# **Facility Reservation Policy**

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## 1. PURPOSE

The Facility Use Policies and Procedures (Policy) governs use of public facilities such as community center rooms, picnic shelters, swimming pools, basketball courts and sports fields that are available to the public for civic, social, educational, athletic, cultural activities and limited commercial use. The purpose of this policy is to provide use regulations and application and scheduling procedures to accommodate residents and individuals that would like to use City facilities.

## 2. PROCEDURES

- A. Applications to use the City facilities must be made on forms provided by the Parks and Recreation Department (referred to as Department). Applicants must provide all information as may be required by the Department to assure compliance with the requirements and regulations of this Policy.
- B. Applicants will be required to pay a security deposit in an amount that will promote use of the facilities in an orderly manner without damage to the facilities. Security deposits will be refunded upon inspection of facilities and confirmation that no property damage has occurred or additional cleanup is required.
- C. Approval or denial of a reservation request will be provided within five (5) working days of receipt of a completed application.
- D. Residents may submit an application for use of Department facilities up to 90 days in advance, but no later than 10 business days before the event with the exception of park reservations. Non-residents may submit applications up to 60 days in advance. Requests received outside these timeframes may be granted if time and conditions allow.
- E. Applications are not considered approved until the applicant has received a permit from the Department
- F. A permit shall not be transferred, assigned or sublet. All permits will be issued for specific facilities and for specific hours, and the premises must be vacated as scheduled.
- G. Reservations in excess of 50 attendees require the Director of Parks and Recreation's approval. Applicant may be required to complete the special event permit process.
- H. The reservation request and rental agreement must be completed and signed by an adult age 18 and over who will attend, supervise and be responsible for the entire event or activities. Proof of residency is required at the time of application in order to receive the resident rate. Proof of non-profit status is required at the time of application in order to receive the non-profit rate.



- I. A permit which authorizes the rental of facilities may be revoked for violation of any rental policies.
- J. The Applicant shall be liable for any and all accidental injury to any and all persons or loss or damage to City, group, or individual property. Applicant will be required to execute an Indemnification/Hold Harmless agreement protecting the City's interests as part of the permit application process.
- K. For all parties of 100 or more, indoor, and field use the applicant shall be required to furnish general liability insurance coverage that shall not be less than \$1,000,000 per occurrence. The City reserves the right to ask for increased limits depending on the nature and scope of the activities taking place at a City facility. A Certificate of Insurance shall be issued with the City of Manhattan Beach being identified as the certificate holder. The insurance shall include an additional insured endorsement naming the City of Manhattan Beach as additional insured.
- L. Applicants will be required to acknowledge that neither the City nor the Department assumes any liability for injury or loss of personal property.
- M. The Department will not be held financially or legally responsible for consequences experienced by users due to circumstances beyond the Department's control, including, but not limited to: inclement weather, natural disasters and naturally-occurring health hazards. In these circumstances, the event may be rescheduled (pending availability) or fees and deposits will be refunded.

### **3. FEES AND DEPOSITS**

Fees may be charged for the use of City facilities and shall be established and periodically adjusted. Fees are imposed to cover overhead, processing, deposits, maintenance and replacement costs for application and scheduling and maintenance of the facilities.

- A. All fees and deposits, if applicable, must be paid at the time of application submittal.
- B. A nonrefundable application fee will be applied to all reservation request.
- C. Deposits: A security deposit is required for all room rentals. All or a portion of the deposit may be retained by the Department after inspection of the facility.
  - a. INSPECTION AND CLEAN-UP AFTER EVENT
    - i. At the time of arrival on the day of the event, the applicant and/or event contact must inspect the premises with staff and sign the Reservation Inspection Form. This report consists of a checklist to ensure clarity regarding the arrival time and the initial condition of the reserved site.

- b. All equipment, supplies, personal articles, displays, etc., must be removed prior to check-out and sign-off of Reservation Inspection Form. All items left at the facility will be discarded.
- c. The applicant is responsible for payment of any costs incurred by the Department due to any damage of the facility, amenities or equipment resulting from applicant's reservation/use of the facility, amenity or equipment.

#### **4. CANCELLATIONS AND CHANGES**

Cancellations and changes must be made in writing by the applicant and must be received no less than five (5) business days prior to the event, by Department during regular City Hall business hours. Cancellations or changes submitted to the sites **will not** be honored. Submit written requests by email to [reservations@citymb.info](mailto:reservations@citymb.info).

- A. All cancellations must be made no less than 10 business days prior to the event. Cancellations are categorized as discontinuing a reservation and not rescheduling.

- a. Cancellation of reservations made fewer than 10 business days prior to the event date are subject to forfeiture of all fees paid

- B. A fee, billed to the nearest half hour, will be assessed if any member of the applicant's party arrives early or leaves past the reserved time. Fees are charged at the applicable hourly room/area rate. Groups will be billed per room/area used.

- C. Refunds or credits are not available for early departure from a scheduled reservation or for unused time or facility.

- D. Applicant failure to arrive at a scheduled event, and/or failure to provide written cancellation notification to the Facility Reservations office during City Hall business hours, will be considered a No Show and all deposits and fees will be forfeited.

- E. Space viability subject to change.

- D. Failure to comply with any section of the Policy requirements and/or falsification of information is subject to the forfeiture of all deposits and fees paid. Additional fees and penalties will result from misrepresenting a reservation request.

## 5. REGULATIONS AND RESTRICTIONS

The Department reserves the right to cancel or reject current and future reservations due to the misrepresentation, misuse of facilities, flagrant violation of policies and regulations, or mistreatment of staff.

All uses of Department facilities will be subject to the following regulations and restrictions:

### A. Marketing:

- a. For any event that will be advertised to the public, a copy of the advertisement is required with the following disclaimer printed on the flyer or electronic communication: *This event is a private reservation and is not endorsed or sponsored by the City of Manhattan Beach.* A copy of flyer and/or electronic communication must be submitted to the Department for approval prior to distribution to the public.
- b. Distribution and/or posting of signs, flyers, cards, posters, handbills or advertisements is prohibited in or on City parks or park facilities without prior approval of the Parks and Recreation Department. Distribution of flyers or advertisements on vehicle windows in City parking lots is prohibited.
- c. Day of Event Signs – Applicants requesting to display signs at City parks and facilities during reservations are subject approval by the Director or his/her designee. Requests must be approved during the application process. Signage must be directed to the participants in the reserved area and not to street travel. Signs may be approved for posting at the beginning of the reservation and must be removed at the end of the reservation

### B. Use of Alcohol:

- a. Alcoholic beverages are prohibited and shall not be permitted in or on any municipal facilities operated by the Department.

### C. Smoking is prohibited in Manhattan Beach.

### D. The Department reserves the right to require additional program, facility or maintenance staff due to the size or nature of the event. Additional staff time is billed to the applicant per hour, per staff member at the current City fully-burdened rates. Some events may require maintenance staff at the applicant's expense. Staffing requirements will be determined at the time of permit approval and may be modified at the pre-event site walk through meeting.

- a. Any group of 50 or more using a City facility must obtain a reservation permit and must reserve an area for such use.
- b. Lifeguard Service and Requirements. Lifeguard Service is defined as on-deck supervision of water activities by City lifeguards. These services are required for all water activities at the aquatic facilities, and fees are charged to the organization utilizing the service.

- E. The City reserves the right to require police/security guards present at events reserved through the Department, including but not limited to:
  - a. Events with an attendance of 50+ youth
  
- F. For all indoor facility rentals involving youth, 17 years and under, there shall be at least one (1) adult for every 20 minors, or increments thereof, in attendance, who shall remain in the facility for the duration of the activity. Minors must be supervised at all times.
  
- G. All clean-up must be accomplished prior to the finish time indicated on the final permit. At the end of the clean-up period, the applicant and/or event contact is responsible for inspecting the premises with a staff person and signing off on the Reservation Inspection Form. This process is intended to confirm the departure time at the end of the event. If the applicant and/or event contact fails to sign the Reservation Inspection Form, or fails to accomplish site clean-up by permit end time, the full deposit may be forfeited and the Department reserves the right to reject any future applications. Facilities and equipment are to be left in the same condition as they were prior to the rental. The permittee is responsible to pay for any damage to property or loss of property. A fee equal to total replacement cost will be charged. It shall be the responsibility of the permittee to see that unauthorized portions of the facility are not used. Continued or repeated use of City facilities will be contingent upon care of the facility, property and equipment, and observance of all approved rules and regulations.
  - a. Applicants must assist with trash pick-up throughout events and place trash in the proper receptacles. Bags of trash may not be left on sidewalks or outside trash dumpsters.
  
- H. No gambling of any kind shall be conducted on, or in, City facilities, and the permittee shall insure that no disorderly or illegal conduct shall be allowed in any facility.
  
- I. The use of public address equipment will be limited to that provided by the facility, unless written approval has been secured by the Director.
  
- J. The posted occupancy of City facilities shall not be exceeded.
  
- K. Storage space will not be granted at any time.
  
- L. Facilities are not available for reservations on the following holidays: Christmas Eve, Christmas Day, Independence Day, Labor Day, Memorial Day, New Year's Eve, New Year's Day, and Thanksgiving.

- M. All persons using the facilities shall observe and obey regulations of this policy, the rules of the Department and all applicable City, State and Federal laws, rules and regulations.
- N. Vehicles are not permitted on park grass or fields. Parking is permitted in designated spaces. Overnight parking is not allowed.
- O. Policies and guidelines regarding caterers shall be adhered to. Individuals or businesses displaying or selling items, or providing a service (for example magician, caterers, etc.) must have a reservation permit or be under an applicant who has a reservation permit. Vendor must be licensed to conduct business activity in Manhattan Beach and must provide proof of a current City Business License or purchase one. Contact the Finance Cashier division at (310) 802-5550 for information regarding securing a Business License. The event applicant is responsible for submitting proof of Business License(s) at least two Business days prior to event date. Due to the nature of the service or items being displayed or sold, proof of liability insurance and health permits may be required.
- P. Animals are not permitted within City Facilities with the exception of service animals. However, this provision shall not apply to activities or programs of Parks & Recreation Department.
- Q. No candles or open flames in or outside facilities.
- R. Kitchen use must be requested on the application and must accompany reservation of another room in the facility only. Warming of prepared food is allowed in all kitchens. Refer to the rental fee list for applicable rates.
- S. Additional equipment may be available for rent at various facilities in conjunction with a reservation. Equipment rentals cannot be guaranteed and are arranged at the time of reservation process.
- T. Golfing, chipping or putting is prohibited at all City parks and facilities.
- U. Unusual equipment, such as dunk tanks, carnival rides or inflatable equipment is prohibited at all City parks and facilities.
  - a. Fog machines (ice or oil) are not allowed.
- V. Outside grilling and cooking is permitted using City stationary barbecues only.
- W. Applicants or event contacts must be present at all times and may not rope off area or walkways and leave area unattended. Applicants or event contacts may bring one (1) six (6) foot table and a maximum of 10 lawn/beach chairs to reservation area.

- X. Decorations must be removed after the event or the deposit will be forfeited. Hanging any items from or posting any items on trees, structures or other surfaces is prohibited.
- Y. Cycles, skates, skateboards, rollerblades, scooters or like equipment is prohibited at all City parks and facilities.

## 6. CLASSIFICATIONS

The following classifications are utilized only for the purpose of determining reservation priority, fees and charges. Classifications are determined based upon the type of event and individual or group who is reserving. Classifications are determined when the reservation application is approved. Classification assignments do not supersede any contractual arrangements between the City and any organization or business.

Misrepresentation of any classification will result in loss of all deposits and/or fees paid and may jeopardize future reservations.

- City of Manhattan Beach sponsored or conducted activities, official City functions, and Manhattan Beach Unified School District activities have priority
  - Examples: Parks and Recreation Department events and classes
- Youth Resident Service Organizations. To be considered resident based, organizations must be 60% resident based.
  - Examples: Boy/Girl Scouts, AYSO meetings, Little League meetings
  - All organizations must submit the following items annually for review by the Department to maintain category status:
    - For membership based organizations, a roster of current and active membership, including complete addresses with zip codes
- Resident of Manhattan Beach who wish to conduct private activities must show a valid ID, utility bill or lease agreement.
  - Examples: baby showers, birthday parties, meetings and weddings
- Non-resident of Manhattan Beach
  - Examples: baby showers, birthday parties, meetings and weddings
- Commercial for profit use for residents and nonresident. Private groups wishing to collect fees, donations or admission charges, or those using the facility to market a product, give a presentation, or advertise their business, will be considered commercial users

# FACILITY RESERVATIONS

reservations@citymb.info • (310) 802-5410

	Resident Youth Service Organization	Resident	Non-Resident	Commercial
<b>JOSLYN CENTER</b>				
Auditorium (170 people max)	\$25	\$150	\$175	\$215
Kitchen (10 people max)	\$10	\$25	\$35	\$50
Sunrise Room (30 people max)	\$10	\$25	\$45	\$60
Sunset Room (20 people max)	\$10	\$25	\$45	\$60
Surf Dance Studio Room (30 people max)	\$15	\$40	\$80	\$100
<b>MANHATTAN HEIGHTS</b>				
Auditorium (150 people max)	\$25	\$135	\$150	\$190
Kitchen (10 people max)	\$10	\$25	\$45	\$50
Meeting Room (20 people max)	\$10	\$25	\$35	\$50
<b>MARINE AVE PARK</b>				
Marine Hall (50 people max)	\$15	\$45	\$60	\$120

Facilities are reserved during business hours only (Monday – Friday: 8am-10pm, Saturday & Sunday: 8am-8pm).

Reservations must be made 10 business days in advance.

Changes or cancellations must be made five (5) business days in advance.

\$25 Nonrefundable Application Fee

All fees based on an hourly rate, minimum of 2 hour rental. Rental time must include all set-up and clean-up time.

\$300 Cleaning/Damage Deposit per room, refunded within three (3) to four (4) weeks at the conclusion of rental.

\$15 per hour staff fee applies to groups over 50.

# PARK RESERVATIONS

reservations@citymb.info • (310) 802-5410

	Resident	Non-Resident	Commercial
<b>Gazebo</b> (50 people max)	\$20	\$35	\$80
<b>Amphitheater</b> (1000 people max)	\$75	\$120	\$200
<b>1 Picnic Table Pad</b> (25 people max)	\$15	\$25	\$50
<b>2 Picnic Table Pad</b> (50 people max)	\$25	\$35	\$70
<b>3 Picnic Table Pad</b> (75 people max)	\$35	\$45	\$80
<b>Sand Dune Table Pad</b> (50 people max)	\$25	\$35	\$50

Parks are reserved during daylight hours only (8am to dusk).  
 Reservations must be made 10 business days in advance.  
 Changes or cancellations must be made five (5) business days in advance.

All fees based on an hourly rate, minimum of 2 hour rental. Rental time must include all set-up and clean-up time.  
 \$50 Cleaning/Damage Deposit per area if party is under 99, \$300 for parties over 100.  
 Deposit refunded within three (3) to four (4) weeks at the conclusion of rental.  
 \$15 per hour staff fee applies to groups over 50.

May bring in one (1) six (6) – foot table, 10 chairs (lawn or beach chairs only) and one (1) 10x10 pop up tent for shade with all sides open.



City of Manhattan Beach  
Parks & Recreation Department

# Field Allocation & Use Policy

Modified April 25, 2018

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**1. INTRODUCTION & PURPOSE:** It is the intent of the City of Manhattan Beach Parks & Recreation Department to allocate field use to qualified athletic teams and organizations on the basis of fairness and impartiality. This document sets forth the policy for the City to prioritize and allocate available fields under its ownership and/or control, in concurrence with the seasonal and usage priorities.

It is necessary to formulate this policy for the following reasons:

1. The demand for field usage exceeds the City's ability to permit unlimited and/or unscheduled use by all participants
2. User groups need a procedure to secure field space for the planning of games, practices, and/or events
3. To ensure City residents have priority and access to City facilities
4. To ensure the efficient utilization of fields
5. Allocating field space to field user groups assists the City in the fulfillment of the Parks & Recreation Department's mission to plan, coordinate and direct community recreational activities
6. Maintenance and renovation must be scheduled and implemented to maintain the community's high standards of aesthetics, playability and safety, and sustain the playability of the City's facilities.

**2. PHILOSOPHY:** The City of Manhattan Beach promotes the use of facilities to all residents and recognizes the importance of partnering with local sport organizations to provide athletic opportunities that teach children values and assist in the development of skills in a safe, positive and fun environment. All local Youth Sport Organizations are welcome to submit an application to be included in the Field Allocation process. As a participating organization, it is important for each group to maintain cooperation, and communicate with each other and City staff in a timely and respectful manner and practice good sportsmanship during athletic events.

**3. CODE OF CONDUCT:** In the spirit of providing a positive sports experience, City Council adopted Resolution No. 6167 "Our Promise to Kids" (Appendix A). Administrators, coaches, officials, parents and players of each organization will be held accountable for their behavior to create a positive, supportive sports experience. The following guidelines are designed to provide safe and enjoyable environment for all participants:

- Be respectful to all field users and City staff
- Provide positive, supportive comments and encouragement only
- Refrain from the use of alcohol or tobacco
- Refrain from swearing or yelling in anger
- Take direction from City staff, including Park Patrol and Park Maintenance Staff
- Refrain from damaging City equipment, supplies, fields and facilities

Failure to follow these rules may result in denial of program participation privileges. It is the responsibility of the league to automatically dismiss any player who engages in fighting of

any kind, retaliation or otherwise. If fighting of any kind, retaliation or otherwise occur, the team or organization may be banned indefinitely.

**4. DEFINITIONS** This section defines the terms used throughout this Policy.

- a. City: The City of Manhattan Beach and/or the City Parks & Recreation Department when appropriate.
- b. Director: The City of Manhattan Beach Parks & Recreation Director or his/her designee.
- c. Resident: Participants residing in Manhattan Beach as per the Utility Bill or Renters Agreement.
- d. Organizations: Those Organizations who have provided a completed Field Use Application and have been approved to be included in the Field Allocation Process.
- e. Participant: Those players who are fully registered with the Organization. Non-players such as coaches, officials, and staff shall not be considered Participants.
- f. Open Registration: Open enrollment accepting all Manhattan Beach participants on a first-come, first-registered basis regardless of skill level.
- g. Minimum Play Time: A “minimum play rule” for participants with each player given such minimum playing time regardless of skill level. Organization’s application of the “minimum play rule” is subject to annual review and approval by the City, such approval to be determined at the discretion of the Director.
- h. Volunteer Based: Organization is volunteer-organized and administered (with the exception of referees and umpires). Paid trainers may be employed for clinics that are open to the entire Organization membership. Trainers may not be used by individual players or teams.
- i. Draft: Where teams are formed through an individual selection process from the organization’s roster to ensure equitable teams for all divisions consisting of children seven years and older.
- j. Non-Profit: A Non-profit Organization is a charitable organization under Internal Revenue Code Section 501c(3), with a State of California Tax Identification Number and proof of tax exemption.
- k. City Field Standards: Reseeded and closed for a minimum of 8 weeks annually, mowed minimum 1x per week, watered daily, infield groomed minimum 3x per week.

## **5. USER GROUP GENERAL REQUIREMENTS**

- a. Organization shall provide City with proof of current Commercial General Liability insurance with a limit of not less than \$1,000,000 per occurrence, naming the City as additional insured (Appendix E).
- b. Organization shall rank sports seasons priority on an annual basis and submit rankings to City by January 31.
- c. Organization shall submit City Field Application & Allocation Request Form (Appendix C & D) and all supplemental information outlined in the application process on a quarterly basis
- d. Organization shall only provide services not offered by City programs. Camps, clinics, and tournaments subject to approval by Director.
- e. Each organization must have two designated organization contacts for the City. All communications between the City and the organization shall go through these two contacts. Organizations shall designate which single representative shall represent them on City facility usage requests for all teams and which single representative shall represent them regarding other City communications. One of these representatives must be the organization's President or Regional Commissioner.
- f. Organization shall immediately inform City staff of changes in liaison or main contact person's name, email address and telephone number.
- g. Organization shall obtain City's prior written permission for any change in the published schedule of seasonal field allocations, including decreases in use, and shall report said schedule changes to Director.
- h. Organization shall provide its own publicity, registration and coaches training consistent with Resolution No. 6167 "Our Promise to Kids". Any deviation requires the City's prior written approval.
- i. Organization shall screen all personnel and volunteers for prior criminal records and provide proof of screening to City.
- j. Organization shall provide at least one responsible adult at every activity scheduled at City facilities.
- k. Organization shall clean area following games or practices of all litter, debris etc.

l. Organization shall apply to Parks & Recreation Commission for approval to make any additions or changes to fields or amenities.

m. Organization shall pay all associated fees within 30 days of billing.

**6. SEASONS:** For the purpose of this policy, seasons shall have scheduled priority and must be indicated in writing by each Organization. Organizations are not required to schedule use throughout the entire season.

- Fall shall begin the last Monday in August
- Winter shall begin the third Monday in December
- Spring shall begin the last Monday in February
- Summer shall begin the third Monday in June

*\*Seasons subject to slight change based on Leap Years*

**7. FIELD ALLOCATION REQUESTS** Each Organization shall submit a Field Allocation Request Form (Appendix D) and participant roster by the dates assigned in Appendix A. Organizations missing these deadlines will be allocated any remaining fields on an “as available” basis only.

The City keeps all personal information confidential and will not publish or distribute it in any manner. General (non-personal) information is subject to disclosure under the Public Records Act. Applications will be considered incomplete and will not be reviewed if the required documents are not up to date and/or the following information is not submitted:

A. Field Allocation Request Form, including:

- Start and end dates and times for each field requested
- Whether field is for practice or game
- Ranking of preference of requested field

B. An official Participant roster or league enrollment data (digital format if possible) from the previous season, or from the initial season if being submitted by a new Organization. Organizations agree to allow the City to verify the accuracy of data submitted. Data shall include each participant’s:

- First and last name
- Home address
- Gender
- Age Division

C. Organizations are limited to three (3) clinics and camps per year during downtime only (totaling 15 calendar days); camps and clinics shall be available to participants of the Organization only. Camps and clinics must be pre-approved, in writing, by Director and shall pay 30% of total gross receipts to the City within 30 business days upon completion of the program. Failure to do so may result in a loss of field space for the following season.

D. Tournaments shall be limited to three (3) per year, per organization. Request for a tournament shall be submitted to the City at least six months prior to the tournament date(s) and shall only be approved if City facilities are available. Tournaments must be pre-approved, in writing, by Director and shall pay 30% of total gross receipts to the City within 30 business days upon completion of the program. Failure to do so may result in a loss of field space for the following season.

**8. FIELD ALLOCATION PRIORITY:** Field allocations will be reviewed and fields will be drafted quarterly during Field Allocation Meetings.

A. Fields are assigned in the following priority:

1. Maintenance of fields and facilities by City.
2. Seasonality of sports as determined by each Organization's priority.
3. Fields/facilities for organized game use.
4. Fields/facilities for practices.

B. Field priority will first be granted to City sponsored or co-sponsored organizations, events or activities, and Manhattan Beach Unified School District events or activities.

C. Field priority will be granted based on primary seasons as defined by each organization.

D. Priority within each classification will be based on the highest number of City of Manhattan Beach residents.

E. Residents will be based on official rosters submitted by each organization. Residency is determined by the address listed on the utility bill of participant, parent or guardian.

F. User classifications and priorities are as follows:

**Class A:** Approved youth non-profit organizations in which at least 60% of their participants are residents, holds Open Registration, Employs Minimum Play Rule, is 100% Volunteer Based and provides Draft for participants seven years and older, and plays at least 50% of games within Organization.

**Class B:** Approved youth organizations in which at least 60% of their participants are residents and meet all, but one of the following criteria: Open Registration, Employs Minimum Play Rule, 100% Volunteer Based, 100% Draft for all participants seven years and older, Non-Profit and plays teams at least 50% of games within Organization.

**Class C:** Approved youth organizations in which at least 60% of their participants are residents and meet all, but two of the following criteria: Open Registration, Employs Minimum Play Rule, 100% Volunteer Based, 100% Draft for all participants seven years and older, and at least 50% of games within Organization.

**Class D:** Approved youth organizations in which at least 60% of their participants are residents. Players are selected based on ability and/or play competitively against similar teams from other jurisdictional areas (including Independent Travel Teams).

**Class E:** Approved youth organizations with less than 60% of their participants are residents.

**Class F:** Individual residents, businesses and adult sport organizations.

**Class G:** Commercial businesses and all other.

G. All Stars – 50% or fewer of the Organization’s All Star games may be played on City fields.

H. Organizations anticipating a split to form a new organization, or individuals planning to organize a new sports program must submit a request at least one year prior to the estimated starting date of the new or expanded league. The Parks & Recreation Department shall approve new organizations that meet the requirement stated in Section 5. The Parks & Recreation Department reserves the right to deny the use of any City facility to any organization or group if the City determines that a new or expanded program shall negatively impact the allocation of any City facility. The City cannot guarantee the use of any City facility. New organizations must submit an application for field use up to 90 days in advance, but no later than ten business days prior to the requested reservation. A permit shall be granted after the nearest seasons Field Allocation Meeting. Upon completion of the Field Allocation meeting, the Director or his/her designee shall contact the Organization to reserve field space based on field availability.

**9. FIELD ALLOCATION PROCEDURE** Youth Sport Organizations classified as Class A, Class B, Class C, and Class D will be included in the Field Allocation Process.

A. Pro-Rata Field Allocation: Field allocation is based on the total number of resident participants per Organization, divided by 12, which, for the purposes of the allocations equals the number of teams for each organization, rounding up to the next highest whole number. The target allocation for each Organization is 1.5 practice hours and 1 hour per game per team per week based on residents.

Example:



Organization Red: Class A

Primary season: Fall

350 participants; 250 are residents;  $250/12 = 21$  teams (rounded up). Target weekly allocation = 31.5 practice hours; 21 game hours.

Organization Green: Class A

Primary season: Spring

300 participants; 280 are residents;  $280/12 = 24$  teams (rounded up)  
Target weekly allocation = 36 practice hours; 24 game hours

Organization Blue: Class D

Primary season: Fall

200 participants; 150 are residents;  $150/12 = 13$  teams (rounded up)  
Target weekly allocation = 19.5 practice hours; 13 game hours.

- B. Staff will allocate 20% of each Organizations total number of dedicated hours per the Pro-Rata Formula for a total of five rounds. Practice and game hours will be rounded up to the next half hour (i.e.  $12/5 = 2.5$  hours). Priority will be granted to Organizations who have identified the season as their highest priority season, then by the highest Classification.
- C. When allocating field time, staff will take into consideration preferences expressed in field allocation request forms, the practical need for schedule blocks (i.e., multiple hour blocks at a single field), participant age groups, and equitable allocation of highly-desirable fields. Staff will keep a record of round-by-round allocations in order to provide Organizations with transparency regarding the allocation process.
- D. Any excess field space upon completion of the fifth round will be negotiated during the Field Allocation Meeting with priority to the defined season. Staff expect optimum cooperation between all user groups.

Example: Based on the Fall Season and the Example in Section 9 A, each Round will consist of the following:

Organization Red will be allocated 6.5 practice hours & 4.5 game hours.  
Organization Blue will be allocated 4 practice hours & 3 game hours. Organization Green will be allocated 7.5 practice hours & 5 game hours per week.

- E. Organizations with dedicated field time per separate agreements/MOUs with the City shall have such time deducted from their overall targeted field allocation prior to staff allocating fields per season. For example, if Organization Red has 5 practice hours and 2 game hours per week dedicated for use per a field

agreement, Organization Red will be allocated 5.5 [(31.5 – 5)/5 Rounds] practice hours and 4 [(31.5 – 2)/5 Rounds game hours] game hours per week.

**10. NOTICE OF NON-USE OF FIELDS** It is City policy that user Organizations turn in unused fields for reallocation. An Organization that has been allocated field space and does not intend to use it on a regular basis shall notify the City so that the field may be re-allocated to groups based on their priority rankings or otherwise used. Failure to do so may result in forfeiture of fields for the remainder of the season.

- A. Notice of non-use shall be received by March 15 for Spring, July 15 for Summer, September 15 for Fall, and January 15 for Winter so the field may be reallocated.
- B. Organizations shall submit practice and game schedules to City by March 15 for Spring, July 15 for Summer, September 15 for Fall, and January 15 for Winter
- C. All fields hours that are turned back in to the City for reasons of non-use will be allocated to the remaining qualified Organizations based on priority rankings and pro-rata formula.
- D. Notice of Field Allocation Assignments. Within one week following reallocation of fields, City shall post the schedule of Field Allocation Assignments on the City's website.
- E. Unless written notice is received and approved by the Director or his/her designee by the deadlines stated in Section 10A above, an Organization will be billed for all allocations, lights and porta potties. Field use fees will not be retroactively adjusted. For the sake of clarity, an Organization is not obligated to reserve and pay for a specific field for an entire season (e.g. 16 weeks for fall season). However, the Organization is obligated to pay for the field for all hours that were reserved and not relinquished prior to the deadlines stated in Section 10A above. The Organization will not be charged if a field is closed by the City due to weather conditions, safety, playability, repairs, or other reasons.
- F. Exceptions to this policy will be made on a case-by-case basis, only with prior written notification to City staff regarding special circumstances.

**11. NOTICE OF EXCHANGE OF FIELDS** An Organization shall not give or exchange its field allocation or any part thereof, with another Organization without prior written approval of the City. Any such modification request shall be filed with the City and verified in writing by all parties wishing to receive/exchange the field allocation. This allows for accurate billing of use and an accurate record of exchange for tracking purposes. Organizations who switch times/fields without going through the proper process may lose their entire allocation as a result. "Subletting" is strictly prohibited. If space becomes available, an organization may claim the time and will be billed for that usage. The Organization may transfer assigned usage of a different allocation at no additional costs.

**12. FIELD USE FEES** Field use fees, porta-pottie fees, and field light fees are assessed to defray the direct costs of lighting, maintenance, and securing the fields. Light fees are reviewed and developed within the City Cost Recovery User Fees assessment conducted every five years (Resolution 15-0014). User fees will primarily be allocated to recover

fields from damages incurred, following each group's field use. Every effort will be made to spend all collected funds within the fiscal year. Fees are determined based on each Organizations Category. Organizations are required to provide payment upon approved reservation. Approved Youth Sport Organizations will be invoiced monthly.

- A. Category 1. Approved Resident Youth Sport Organizations (ex. AYSO, Little League). Fees for Approved Resident Youth Sport Organizations per Section 5 will receive weighted discounts from the Standard Use Rate/Commercial Rate based on the following criteria:
  - a. Approved Youth Sport Non-Profit Organization
  - b. Manhattan Beach Residency
  - c. Open Registration
  - d. Minimum Play Rule
  - e. Equitable Teams
  - f. Volunteer-based
  - g. Plays at least 50% of games within Organization
- B. Category 2. Residents (ex. New Approved Youth Sport Organization, Adult Sport Organizations with 60% residents, Individual Team reservations, birthday parties)
- C. Category 3. Non-Residents (ex. Adult Sport Organizations with less than 60% residents)
- D. Category 4. Commercial Use (ex. Tournaments, Camps, Clinics, For Profit Adult Sport Leagues)

**Commented [JV1]:** Should we include this??? Or is this Council's decision?

### 13. FIELD MAINTENANCE AND MODIFICATIONS

- A. The City will maintain parks, facilities, and fields for public use according to the City's standard and will install any required permanent equipment such as pitching rubbers, base anchors.
- B. User groups/Organizations maintenance responsibilities shall include:
  - a. Light field preparation, setting of temporary bases or goals, lining fields and similar maintenance.
  - b. Ensuring that the facility is free of trash or debris caused by its usage, including checking restrooms and parking areas.
- C. Organizations shall pay for any desired or additional maintenance such as field preparation, lining of the fields, setting of bases and goals or a higher standard of maintenance than the City's standard.
- D. Bases shall not be removed nor shall base plugs be used without prior written City approval. Projects above and beyond the City's ongoing maintenance program. Examples of typical projects include sodding, over-seeding, deep-tine aeration, supplemental amendment and fertilizer applications, fencing, and infield renovations. The City will partner with Organizations to determine projects.

- E. Organizations shall meet with Parks & Recreation staff at least once annually to discuss any repairs, improvements or renovations of those fields used during their seasons. No work may be initiated unless approved in writing by the City. No permanent structures or equipment shall be erected on City facilities unless approved in writing by the City and dedicated for community use.
- F. Organizations are responsible for any damage or repairs needed due to implementation of repairs, improvements or renovations. Organizations are responsible for insurance, worker's compensation and any contracts required by the City for work being performed on City property. Any failure to complete the repairs, improvements or renovations properly that results in costs to the City shall be reimbursed to the City by the Organization.
- G. Motorized vehicles are not permitted on City facilities for the preparation of athletic fields or other activities without prior written City approval.
- H. User groups shall immediately report any and all damage or acts of vandalism to the City.
- I. In the event of inclement weather, staff will inspect facilities and make a determination of facility status (open or closed). A field use hotline (310-802-5454) is available 24 hours a day and will be updated by 2pm on weekdays and 8am and 11am on weekends. Organizations may opt in to receive email notifications through the City website.

**14. ATHLETIC FIELD LINING/MARKING**

- A. Lining of City fields with chalk or paint is not permitted without prior written permission by the City.
- B. Burning lines on any City park and/or field is not permitted without prior written permission by the City.
- C. Any Organization failing to comply with these guidelines is subject to the following:
  - Payment for all damages occurring to the field, and
  - Termination of any /all field use permit(s) for one year

**15. RULES AND REGULATIONS OF FIELD USE**

- A. Organizations shall designate an adult 18 or older, to be present during any and all practice and/or game time(s) at each City field/facility used.

- B. Games and practices may begin no earlier than 3pm on weekdays, and games no earlier than 8:30am (arrival and warm-ups no earlier than 8am) on weekends. No games and/or practices may be scheduled on City holidays without prior approval from the Director.
- C. Organizations shall end games and practice according to their permitted use and shall vacate area immediately to allow the following group to begin use as scheduled.
- D. Games and practices may end no later than 8pm, unless approved in advance by the Director.
- E. Use of portable lights is prohibited.
- F. Use of metal cleats is prohibited.
- G. Alcoholic beverages and smoking are prohibited.
- H. At the conclusion of games, practices, and activities, Organizations shall leave the park/facility quickly, quietly and clean, and clear of debris. Failure to do so will result in assessment of a maintenance cleaning fee.

**16. TRAFFIC AND PARKING** Organizations shall give priority to traffic safety and the reduction of parking issues such as parking in, or blocking neighbors' driveways, public alleys, and sidewalks. Organization shall educate participants and guests about neighborhood parking restrictions and encourage safe and responsible driving.

**17. STORAGE** Storage units may be placed on City facilities with City's prior written permission only and are the sole responsibility of the Organization placing the storage unit. Storage units shall be secured and maintained in good and clean condition at all times and any vandalism or breakage shall be repaired immediately.

- A. The City assumes no liability or responsibility for any equipment or storage units or the contents thereof.
- B. The Organization placing the storage unit shall provide keys to City staff for all storage units, locked closets and fenced areas.
- C. No equipment may be left out on fields or outside bins unless approved in advance by the City.
- D. Organizations shall provide City with an inventory of all items stored in said containers. Storage of flammable and/or toxic substances is strictly prohibited.
- E. Any Organization failing to comply with these guidelines is subject to the following:
  - Payment for all damages occurring to the facility
  - Termination of any /all field use permit(s) for one year

**18. CONCESSIONS** Any flammable or toxic substances are strictly prohibited in any enclosed or indoor areas. Fuels, paints, cleaning supplies and other chemicals or regulated substances shall be stored appropriately. The user group must abide by all Fire code and Building code regulations and be available for inspections by City staff. Organization's are responsible to maintain a clean and safe environment at all times. This includes proper storage of all food and the prevention of any insect or rodent infestation.

- A. Organizations must abide by all health and safety standards and regulations and be available for inspections by the Health Department and/or City staff.
- B. The City, accompanied by the scheduled user group, will conduct an inspection of the facilities prior to usage.
- C. Unless otherwise permitted and organization has received prior written permission, the exchange of money is to take place at the designated park concession stand only.
- D. Organizations shall be responsible for cleaning of the concession stand (sweeping, trash removal, wiping counters) throughout the duration of their permit.
- E. User group's future concession stand permits will be forfeited if stored material, with the exception of City owned capital equipment, is not removed within fourteen (14) days of completion of the season or activity. The facilities must be free of any perishable items. All permitted user group equipment disconnected from electrical outlets and tanks containing helium or propane must be properly secured. All permitted user group equipment not removed from the facility at the end of the season will be removed by the City at the expense of the Organization.
- F. Adult supervision must be maintained at all times for children under the age of 18 working or volunteering in the concession stand.
- G. Damage to the Concession Stand or City owned capital equipment, due to misuse, or the facility being left unlocked by the permitted user, will result in the user being billed for all damages and must be paid prior to any future permits being issued for fields or building.
- H. Organizations may not alter or change locks on any City facilities without express written approval from the Director. If approved, Organization shall provide three (3) copies to the City.

**19. REGISTRATION & PROMOTION BANNERS** Although there is no cost, there is a limit to the number and times a banner can be displayed at the locations specified below for registration banners. Banners are limited to Resident Youth Sport Organizations only.

- A. Determine location according to the following list:
  - Live Oak Field: (2 spots on fence along Valley Drive)
  - Dorsey Field: (2 spots on fence along Valley Drive)
  - Manhattan Heights Park (2 spots on fence along Manhattan Beach Blvd)
  - Marine Sports Complex (2 spots on fence facing parking lot)
  - Marine Turf Field (1 spot on fence facing )
  - Manhattan Village Field (1 spots on fence facing parking lot)
- B. Apply for a 14 consecutive day period in writing to Parks & Recreation Department.
- C. Maximum of 30 days per calendar year per event per location.
- D. Apply maximum of 60 days in advance only.
- E. Permitted banners will be listed on a master list. Those not permitted will be cut down by Park Staff.

**20. SPONSOR BANNERS** Banners shall not be permitted on outfield fences unless pre-approved, in writing, by the Director. Organization shall pay 10% of total proceeds for outfield banners to City within 30 business days of completion of the season. Permitted banners can be hung during priority 1 season as defined by the user. Banners remaining after the season will be cut down by Park Staff.

**21. VIOLATIONS** The following penalties shall be imposed when Organizations fail to comply with the requirements set forth above. Penalties will be by season unless otherwise stated in written warnings.

*Strike One*

A letter will be written to the user group's president documenting the violation. A field report of the violation will be included if applicable.

*Strike Two*

A letter will be written to the user group's president documenting the violation and the group will be assessed a \$100 fee.

*Strike Three*

A letter will be written to the user groups president documenting the violation, the group may lose field space the following season.

**22. APPEAL PROCESS** Appeals shall be submitted to the Director within 10 days of penalty. Appeals shall be agendized and discussed during the Parks & Recreation Commission meeting. The Commission's decision is final. The Parks & Recreation Commission ultimately determines continued usage.

## **APPENDIX A**

### **RESOLUTION NO. 6167**

**"OUR PROMISE TO KIDS" YOUTH SPORTS AND FITNESS INITIATIVE RESOLUTION FOR THE CITY OF MANHATTAN BEACH, CALIFORNIA**

WHEREAS, the City Council of Manhattan Beach recognizes the need to inspire changes in youth sports and fitness initiatives to make the experience safe, healthy, positive and fun for everyone involved; and

WHEREAS, the Department of Parks and Recreation believes in its Vision of Creating Community and Quality of Life Through People, Parks and Programs; and

WHEREAS, the Department of Parks and Recreation is committed to accomplishing its mission to; promote health and wellness; foster human development; facilitate community problem solving; strengthen safety and security; provide recreational experiences; increase cultural unity; strengthen community image and sense of place; support economic development; and protect environmental resources;

WHEREAS, THE City of Manhattan Beach has the lowest level of childhood obesity among 128 cities and communities throughout Los Angeles County; and

WHEREAS, the Department of Parks and Recreation believes in the benefits and attraction of youth sports as a means to teach the children of this City values and skills that will be of benefit to them throughout life; and

WHEREAS, we believe that in order to realize the true value of youth sports participation and to provide a safe, healthy, positive and fun environment for youth and their families to participate, we must raise the standards among the users of our City's youth sports facilities; and

WHEREAS, the Recommendations for Communities that were derived from the National Summit for Raising Community Standards in Children's Sports outlines a comprehensive community strategy to assist us in meeting these objectives; and

WHEREAS, we believe that the City of Manhattan Beach should appoint qualified professional youth sports staff who have been trained and certified to oversee all organized youth sports programs to ensure a high standard among the users of the community's facilities; and

WHEREAS, we believe that league organizers and administrators should be educated on how to provide a safe, positive and fun youth sports environment before being granted permits to use facilities; and

WHEREAS, we believe volunteer coaches and parents should receive orientation and education as to their individual roles and responsibilities in our City's effort to raise the standard of youth sports programs and that volunteer coaches and parents be accountable for their behaviors; and

WHEREAS, it is necessary and desirable to establish requirements and procedures for youth sports organizations utilizing public facilities; and

WHEREAS, we believe young children must be given the opportunity to develop motor skills and sports specific knowledge with their parents in a structured program before they enter organized sports.

NOW, THEREFORE BE IT RESOLVED, THAT, I, Richard Montgomery, MAYOR OF THE CITY OF MANHATTAN BEACH, CALIFORNIA, on behalf of the City Council and the residents do hereby recognize and encourage official implementation of "OUR PROMISE TO KIDS" to improve the culture of youth sports for all participants in the City of Manhattan Beach

BE IT FURTHER RESOLVED that copies of this resolution be sent to appropriate organizations within the City of Manhattan Beach that might have a collaborative interest in this strategy such as with AYSO, Manhattan Beach Little League, Manhattan Beach Youth Basketball, Mira Costa Pony Baseball, Manhattan Beach Athletic Foundation, Growing Great, and Manhattan Beach Unified School District.



## APPENDIX B

<b>Winter Allocation (10 Weeks)</b>	
Field Allocation Request Form and Previous Year's Winter Rosters Due	Second Wednesday in November
Allocation Meeting	First Wednesday in December
Notice of Non Use Of Fields Due	December 15
Final Draft of Allocation Schedule Complete	Third Wednesday in December
Allocation Begins	Third Monday in December
Current Winter Allocations Due	December 20

<b>Spring Allocation (16 Weeks)</b>	
Field Allocation Request Form and Previous Year's Spring Rosters Due	Last Wednesday in November
Allocation Meeting	First Wednesday in December
Notice of Non Use Of Fields Due	March 5
Final Draft of Allocation Schedule Complete	Second Wednesday in March
Allocation Begins	Last Monday in February
Current Spring Allocations Due	March 15

<b>Summer Allocation (10 Weeks)</b>	
Field Allocation Request Form and Previous Summer Rosters Due	Second Wednesday in May
Allocation Meeting	Last Wednesday in May
Notice of Non Use Of Field Due	July 5
Final Draft of Allocation Schedule Complete	Second Wednesday in July
Allocation Begins	Third Monday in June
Current Summer Rosters Due	July 15

<b>Fall Allocation (16 Weeks)</b>	
Field Allocation Request Form and Previous Year's Fall Rosters Due	Second Wednesday in May
Allocation Meeting	Last Wednesday in May
Notice of Non Use Of Fields Due	September 15
Final Draft of Allocation Schedule Complete	Second Wednesday in September
Allocation Begins	Fourth Monday of August
Current Fall Rosters Due	September 20

APPENDIX C



**Field Reservation Application**  
**Manhattan Beach Parks & Recreation Department**

1400 Highland Avenue, Manhattan Beach, CA 90266  
 Fax: (310) 802-5401 Email: [reservations@citymb.info](mailto:reservations@citymb.info)  
 Allow 5 working days for processing

<b>Applicant Information</b>				
Name of Representative		<input type="checkbox"/> Organization <input type="checkbox"/> Individual	<input type="checkbox"/> Adult <input type="checkbox"/> Youth	
Street Address		City	State	Zip Code
Primary Phone	Alternative Phone	Email		
<b>Reservation Information</b>				
Percentage of Manhattan Beach residents in organization:		_____ % (must attach a copy of roster)		
Youth Ages:	Number of teams:	Number of total participants:		
League Registration fee:		(Include all costs i.e. officials, etc)		
Will your organization be offering camps, clinics, academies or tournaments? (If yes, you must submit a separate permit)		<input type="checkbox"/> Yes <input type="checkbox"/> No		
Camp / Clinic / Academy / Tournament Registration Fee:				
<ul style="list-style-type: none"> <li>Organized camps / Leagues are not eligible for hourly rates.</li> <li>Professional coaches hired by the league must submit 15% of their gross receipts to the City.</li> <li>Please contact the Sports Manager at 310-802-5405 if you are interested in using the fields for your camp or league.</li> </ul>				
Additional information for consideration:				
<b>Payment Information (All fees, including deposit, will be processed at time of approval)</b>				
<input type="checkbox"/> CASH <input type="checkbox"/> CHECK: C# _____				
<input type="checkbox"/> CREDIT CARD: CC# _____ SC: _____ EXP: _____				
Cardholder's Signature: _____ Print: _____				
<b>Applicant Statement</b>				
I, the undersigned, understand all park policies and procedures and general regulations provided to me and will comply with them				
Applicant Signature _____			Date _____	
<b>OFFICE USE ONLY</b>		FINAL APPROVAL: <input type="checkbox"/> Y <input type="checkbox"/> N		
<input type="checkbox"/> Insurance		Signature: _____		
<input type="checkbox"/> Security		Date: _____		

Facility: \_\_\_\_\_ Date: \_\_\_\_\_ Fee: \_\_\_\_\_

**APENDIDIX D**

City Of Manhattan Beach Field Allocation Request Form								
Name of Organization								
Tentative Start Date					Tentative End Date			
<p style="color: red; font-size: small;">Instructions: For each field you are requesting, list the times of use in the boxes underneath each of the days below. CIRCLE ALL TIMES REQUESTED THAT ARE GAME DAYS. (Practice times not circled)                      Be sure to rank your field preference in the Rank Column, one (1) being your first priority. It is recommended that your request back up fields, in case your first choice is not available.</p>								
Location	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Rank
Dorsey Field								
Live Oak Park Field								
Manhattan Heights Field								
Marine Avenue Baseball								
Marine Avenue Turf Field								
Complex East Field								
Complex West Field								
Complex Center Field								
Manhattan Village Turf Field								
Premier Baseball Field								
Begg Soccer Field								
Begg Baseball Field								
MBMS Field								
Meadows School Field								
Pacific School Field								
Center Field								
Robinson Field								
Grandview School Field								
Grandview School Turf Field								
Pennekamp School Field								
Mira Costa Field "A & B"								
Mira Costa Field "C & D"								

APPENDIX E

NOTE: Circled items MUST be filled out completely.

ACORD CERTIFICATE OF LIABILITY INSURANCE				DATE (MM/DD/YYYY) 01/01/2013	
<b>PRODUCER</b> INSURANCE BROKER OR COMPANY NAME AND CONTACT INFORMATION, INCLUDING EMAIL ADDRESS		THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT ALTER, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.			
<b>INSURER</b> COMPANY NAME AND CONTACT INFORMATION, INCLUDING A VALID EMAIL ADDRESS		INSURERS AFFORDING COVERAGE INSURER A: INSURER B: INSURER C: INSURER D:	NAIC #		
<b>COVERAGES</b> THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.					
POLICY PERIOD (MM/DD/YYYY)	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YYYY)	POLICY EXPIRATION DATE (MM/DD/YYYY)	LIMITS
	<input checked="" type="checkbox"/> GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIM MADE <input checked="" type="checkbox"/> OCCUR	GL8050623	08/01/12	08/01/13	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (per occurrence) \$ 300,000 MED EXP (per year) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMPANIES \$ 2,000,000
	<input type="checkbox"/> AUTOMOBILE LIABILITY ANY AUTO ALL OWNED AUTOS SCHEDULED AUTOS HIRED AUTOS NON-OWNED AUTOS	TP988035201	08/01/12	08/01/13	COMBINED SINGLE LIMIT (per occurrence) \$ BODILY INJURY (per person) \$ BODILY INJURY (per accident) \$ PROPERTY DAMAGE (per accident) \$
	<input type="checkbox"/> AIRBORNE LIABILITY ANY AUTO				AUTO ONLY - EA/ACCIDENT \$ OTHER THAN AUTO ONLY EA/ACC \$ AUTO ONLY \$
	<input checked="" type="checkbox"/> RECREATIONAL LIABILITY <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIM MADE DEDUCTIBLE \$ RETENTION \$	008502599	08/01/12	08/01/13	EACH OCCURRENCE \$ AGGREGATE \$ \$ \$ \$
	WORKERS COMPENSATION AND EMPLOYERS LIABILITY ANY WORKERS COMPENSATION EXCLUSIVE OF WORKERS COMPENSATION? Yes / No If Yes, describe in the "OTHER" section below.	FACRUB3175M88411	08/01/12		MEDICAL - POLICY LIMIT \$ DIS - POLICY LIMIT \$ E.L. EACH ACCIDENT \$ E.L. INJURY - EMPLOYEE \$ INJURY - POLICY LIMIT \$
DESCRIPTION OF OPERATIONS (LOADS, HAZARDOUS, EXCLUSIONS ADDED BY ENDORSEMENT) (GENERAL LIABILITY)					
<b>CERTIFICATE HOLDER</b> City of Manhatta Beach 1400 Highland Avenue Manhattan Beach, CA 90286			<b>CANCELLATION</b> SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER SHALL MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER.		
ATTENTION:			AN INSURER REPRESENTATIVE		

Must use this address

Sign Here

© ACORD CORPORATION 1988

POLICY NUMBER: \_\_\_\_\_

**MUST match with General Liability Policy Number on Certificate of Liability Insurance**

COMMERCIAL GENERAL LIABILITY  
CG 20 12 05 09

**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

**ADDITIONAL INSURED – STATE OR GOVERNMENTAL AGENCY OR SUBDIVISION OR POLITICAL SUBDIVISION – PERMITS C/R AUTHORIZATIONS**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

**MUST include this section verbatim**

State Or Governmental Agency Or Subdivision Or Political Subdivision:

The City of Manhattan Beach

Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

**Section II – Who Is An Insured** is amended to include as an insured any state or governmental agency or subdivision or political subdivision shown in the Schedule, subject to the following provisions:

1. This insurance applies only with respect to operations performed by you or on your behalf for which the state or governmental agency or subdivision or political subdivision has issued a permit or authorization
2. This insurance does not apply to
  - a. "Bodily injury", "property damage" or "personal and advertising injury" arising out of operations performed for the federal government, state or municipality; or
  - b. "Bodily injury" or "property damage" included within the "product-completed operations hazard".

# FIELD RESERVATIONS

reservations@citymb.info • (310) 802-5410

	Resident Youth Service Organization	Resident	Non-Resident	Standard or Commercial
TURF FIELDS (Marine & Manhattan Village)	Based on Formula	\$122.50	\$140	\$175
Big Marine & Dorsey	Based on Formula	\$52.50	\$60	\$75
Sports Complex (per field), Live Oak, Manhattan Heights	Based on Formula	\$45.50	\$52	\$65
School Fields	Based on Formula	\$35	\$40	\$50

Fields are reserved Monday – Friday 8am-10pm, Saturday & Sunday 8am-9pm  
 Reservations must be made 10 business days in advanced.  
 Changes or cancellations must be made five (5) business days in advanced.

\$25 Nonrefundable Application Fee

All fees based on an hourly rate, minimum of 2 hour rental. Rental time must include all set-up and clean-up time.

Residency is based on 60% for sport leagues and organizations and the renters home address or business address for single resident rentals.

Resident Youth Sport Organizations must submit an application one year prior to the proposed season and receive pre-approval by the Director. The formula for Approved Youth Sport Organizations is based on: Approved Youth Non-Profit Organization residency rate (a minimum of 60%), Open Registration, minimum play rule, draft with equitable teams, volunteer-based organization, plays 80% of games within defined region.

**TO:**

Parks and Recreation Commission

**FROM:**

Mark Leyman, Director of Parks and Recreation  
Linda Robb, Management Analyst

**SUBJECT:**

Review proposed changes to the City of Manhattan Beach Special Event Policy and Consideration for Application Fee Waiver for events organized by the Downtown Manhattan Beach Professional Association and North End BID and relating or organized by the Manhattan Beach Unified School District.

**APPROVE**

---

**RECOMMENDATION:**

Staff recommends that the Parks and Recreation review and recommend the City Council to approve the proposed changes to the City of Manhattan Beach Special Events Policy and Waive the Application Fee for events organized by the Downtown Manhattan Beach Professional Association and North End BID and relating or organized by the Manhattan Beach Unified School District.

**FISCAL IMPLICATIONS:**

There are no direct fiscal implications associated with this item. The application fee is established by the Use Fee and Cost Allocation Study and reflects the fully burden rates for staff to route and provide input on: safety, mapping, traffic, and community impacts such as parking and amplified sound. The current application fee is \$793. If the City Council approves the application fee waiver for the events organized by the Downtown Manhattan Beach Professional Association and North End BID and relating or organized by the Manhattan Beach Unified School District, the City would not be reimbursed for the application fee.

**BACKGROUND:**

The City Council adopted the City of Manhattan Beach Policy for special events on March 15, 1989 (Attachment 1). The policy has not been updated since its adoption in 1989 and does not accurately reflect the current review and submittal process.

Staff is bringing this item to the City Council to create a clear and efficient process for the applicant and to provide direction to the Special Events Committee.

Since the initial adoption of the policy, the number and 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 group events 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.

This proposed policy (Attachment 2) has been developed over the past six months, by the Special Events Committee, working with representatives from all City Departments. The Committee has also reviewed other cities' policies and best practices; met with representatives from the Downtown MB Business and Professional Association (DMBPA) and surrounding cities; and the policy was discussed at three public Parks and Recreation Commission meetings.

The Special Events committee was established in 2016 and meets monthly with event organizers before and after each event occurs. This enables the group to creatively and collaboratively find ways to improve and to make each event safe and successful, with the least impact on the community. Members of the Committee include the Director and Management Analyst from Parks and Recreation, Fire Marshal, Risk Manager, Police Department, Traffic Control, GIS Analyst, Traffic Engineer and representatives from Public Works and Finance. The Executive Director of the DMBPA is also invited to attend and provide input for all events affecting the Downtown area.

#### **DISCUSSION:**

Staff has proposed a number of updates to the special event policy (Attachment 2). These updates were added to provide a clear process and establish guidelines for applicants wanting to hold a special event in the City of Manhattan Beach.

Special event requests are currently separated into two categories: new special events and "Legacy" events. Applications for new special events are accepted throughout the year. Legacy events are submitted annually and approved by the Special Events Committee in the spring each year for the following fiscal year (July 1 through June 30). Fee waivers (Attachment 3) for Legacy events were approved by City Council for a 5 year period 2016-2020 at the March 17, 2015 meeting.

The following are the proposed changes:

#### **Definitions**

A definitions section was added and the definition of a Special Event was expanded to include use of a public area or facility, potential City exposure to liability and a gathering of over 50 people in a public space not reservable through Parks and Recreation.

#### **Impact Level Designation**

Special events will be categorized as a Level I, II or III event based on information provided in the special event application and Impact Characteristics Worksheet (Attachment 4). The Impact level of an event will determine the application deadline and process for approvals. Events with a higher impact level will need a longer lead time for review.



### Level I Events

Smaller events requiring little to no City services, do not occur at peak times, and have low attendance. Level I events may be approved by the Special Events Committee. If denied, an appeal may be made to the Parks and Recreation Commission.

An example of a Level I event would be small community based fundraisers, and pass-through events that do not begin or end in the City.

### Level II Events

Considered medium impact events, with attendance between 300-1000, may occur on the weekends and may occur during Spring or Fall. Staff is proposing that approval be requested from the Parks and Recreation Commission for Level II events. Should the Parks and Recreation Commission recommend denial of a Special Event, that decision may be appealed by the applicant, to the City Council.

Examples of Level II events include the Grandview and Robinson Elementary 5K races.

### Level III Events

High impact, larger scale events with attendance over 1000, which may be held in the Summer, on the weekend or a holiday, and location may include the Pier area or The Strand. Any event requesting to serve alcohol on public property will automatically be considered a Level III event. All new Level III events will require City Council approval.

Examples of Level III events include the Tour de Pier, Manhattan Beach Grand Prix, Hometown Fair and Manhattan Beach 10K.

## **Proposed Special Events Approval Guidelines and Process**

Based on feedback from the Parks and Recreation Commission, with the agreement of staff, the annual limit of 15 events has been removed from the policy, leaving the limit to be governed by available resources and is at the discretion of the City Council. The elimination of the limit would allow the City Council to approve events found to benefit the community without conflicting with any adopted policy.

Staff recommends a tiered approval process based on impact level.

- Level I events are to be reviewed and approved by the Special Event Committee with appeals to the Parks and Recreation Commission.
- Level II events will need review and approval by the Parks and Recreation Commission with appeals to the City Council.
- Level III events will be reviewed by the Parks and Recreation Commission before final consideration by the City Council.

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 Impact Level III 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 Special Events Committee 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.

### **Application Submittal Deadlines**

- Applications for Level III events must be submitted at least 180 days prior to the desired event date.
- Applications for Level II events must be submitted at least 90 days prior to the desired event date.
- Level 1 and Pass-through events must be submitted at least 60 days prior to the event date.

Priority will be given to Manhattan Beach resident organizations and businesses. A resident organization is one composed of at least 60% Manhattan Beach residents.

Established events will have priority over first-time events. Events submitted earliest will be given priority for their preferred dates.

A section was added to the policy addressing spontaneous events occasioned by current events, designating the Civic Plaza as a gathering place. This applies to impromptu memorial vigils and rallies such as those that occurred after the Las Vegas mass shooting and firebomb attack. The Civic Plaza allows a large number of people to safely gather without danger of spilling out into the streets, reducing the risk of safety hazards.

### **Fees and Charges**

Application fees will continue to follow the City's Use Fee and Cost Allocation Study. The current application fee is \$793 and \$397 for a pass-through event (such as the Hermosa Beach Triathlon).

Staff recommends waiving the application fees for all School District events, per the MBUSD joint-use agreement. Staff requests direction on application fees for events requested by the DMBPA and the North End BID, including Farmers Market, Sidewalk Sale and North End Art Walk.

Department cost of service estimates are given prior to each event and final billing is based upon actual City resources used during the event. All department/staffing costs are based on fully burdened rates that are set through the Use Fee and Cost Allocation Study.

Third party costs are direct costs for services not provided by City staff. 100% of these costs go directly to the third-party vendor. Staff recommends that all third-party costs become the responsibility of the event operator, including Legacy events with approved

fee waivers. This recommendation is a result of sustained growth of events requiring additional resources beyond staff capabilities. In current practice, the City has been absorbing these third party costs for some events, while others have contributed a portion or covered all costs. Requiring event operators to pay third-party costs will provide consistency and equitability across all events. Projected third party costs for Legacy events for fiscal year 2017-2018 total approximately \$60,000. (Attachment 5)

### **Parking requests for County permitted events on the beach**

Many events throughout the year 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 (no application fee) 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.

### **PUBLIC OUTREACH/INTEREST:**

The Special Events Policy was discussed at three consecutive Parks and Recreation Commission meetings and six Special Events Committee meetings. Staff also reached out to the DMBPA and has been working closely with the organization to focus on collaborative opportunities and solutions for existing events. The DMBPA has expressed their desire for no additional large-scale events involving road closures. However, they are not opposed to smaller events at non-peak times and are open to considering alternative marketing opportunities during the existing large scale events.

### **LEGAL REVIEW**

The City Attorney has reviewed this report and determined that no additional legal analysis is necessary

### **Attachment/Attachments:**

1. Special Events Policy March 1989
2. Proposed MB Special Events Policy 2018
3. Approved Special Event Fee Waivers 2016-2020
4. Impact Characteristics Worksheet
5. Estimated Legacy Event Staffing and Third party costs for fiscal year 2017/18

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/or 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 likelihood to cause traffic delays, changes to the normal flow of traffic, or reduction in public parking
  - v. Attracts a substantial number of people
  - vi. Potential City exposure to liability
  - vii. Amplified sound or performances
  - viii. Gathering of over 50 people in a public space not reservable through Parks and Recreation
- 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.
- d. **Annual Event** – event that occurs around the same time every year
- e. **Peak Season** – June 15 – September 15
- f. **Commercial Activation** - an event with the purpose of promoting a commercial interest, including but not limited to, product launches and promotions, movie premier campaigns and book launches. Commercial activations and events are not permitted.
- g. **County permitted event** - event takes place completely on the beach requiring a permit from Los Angeles County department of Beaches and Harbors
- h. **City Services** – services provided by City staff
- i. **City Resources** – City-owned, operated or leased equipment and/or supplies
- j. **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.
- k. **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.
- l. The following locations are not eligible for Special Event permits:  
Bruce’s Beach, Larsson Street Parkette, 8<sup>th</sup> Street Parkette

B. Use Classifications and Impact Characteristics

Special events will be categorized as a Level I, II, or III event based on information provided in the special event application, Impact Characteristics Worksheet. Events requesting service or consumption of alcohol on public property, a multi-year contract, and/or expected attendance of over 1,000 are automatically classified as Level III and are subject to approval by the City Council.

1. Impact Level I events are low impact events requiring little to no City Resources. Impact Level I characteristics may include but are not limited to:
    - a. 300 or fewer expected participants
    - b. Event date is not in the peak season
    - c. Event does not have amplified sound
    - d. Event does not begin or end in Manhattan Beach (pass-through)
  2. Impact Level II events are medium impact events. Impact Level II characteristics may include but are not limited to:
    - a. 300-1000 expected participants/attendees
    - b. Event occurs on the weekend
    - c. Event occurs in a park or facility
    - d. Reserved parking may be requested
    - e. Street closures may be requested
    - f. Event requires amplified sound
  3. Impact Level III events are high impact events. Impact Level III characteristics may include but are not limited to:
    - a. Over 1000 expected participants/attendees
    - b. Involves alcohol on public property
    - c. Event occurs on a Holiday
    - d. Event occurs on the Strand or Pier area
    - e. Street closures are required
    - f. Event occurs in Peak Season
  4. Special events occurring entirely on private property, which do not require City services, may require a Temporary Use Permit or Group Entertainment Permit, issued by the Community Development Department.
- C. Special Events Approval Guidelines and Process
- a. Event limits – the number of approved events shall be governed by available resources and is at the discretion of the City Council.
  - b. Application submittal deadlines - Special Events applications must be submitted as follows:
    - i. Level III events: must be submitted at least 180 days prior to the desired event date. Upon approval by the Parks and Recreation Commission and City Council, permit 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 and will be reviewed by the Special Events Committee and Parks and Recreation Commission. The 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 by the applicant, to the City Council.
    - iii. Level I events: must be submitted at least 60 days prior to the desired event date. 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 prior to the desired event date.
  - v. Priority will be given to Manhattan Beach resident organizations and businesses (a resident organization is one composed of at least 60% 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.
- c. At the discretion of the Director of Parks and Recreation, applications may be submitted and approved after the application submittal deadline has passed, provided:
- i. There are unforeseeable circumstances (memorial service, team victory celebration, etc.)
  - ii. The event is one that requires minimal City staff support and is not deemed to negatively impact City businesses or residents.
- d. Spontaneous events which are occasioned by news or affairs coming into public knowledge less than forty-eight hours prior to such event may be conducted on the Civic Plaza located between City Hall and the Police/Fire Facility without organizers first having to obtain an event permit. If practicable, the organizers should give notice to the Police Department at least four hours prior to the event, informing the City of the date and time of the event and providing an estimate of the approximate number of persons who will be participating.
- e. Annual Events
- i. 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.
  - ii. Annual Events will be required to apply for their continuing special events on an annual basis. Applications for the following year shall be submitted within 90 days of the event.
  - iii. Legacy Events and established Annual Events shall have first right of refusal in the event of a date conflict with a newer event.
  - iv. 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 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](http://www.citymb.info) or by phone.

- b. Fees and charges for City personnel, materials and services shall be charged as deemed necessary by the City Council or Special Events Committee. The cost of services study will be used for billing at 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.
  - e. Application fee waivers or reductions may be granted at the sole discretion of the City Council.
- 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.

DRAFT

**PROPOSED SPECIAL EVENT FEE WAIVERS  
FY 2015-2016**

	Police	Fire	Public works	Parking	P&R	Permits	other	Total	Proposed Fee Waiver	Fees to be paid
American Martyrs Parish Fair	\$ -	\$ 1,223	\$ -	\$ -	\$ -			\$ 1,223.00	\$ 917.25	\$ 305.75
American Martyrs 5K	\$ 5,771	\$ 504	\$ 2,319	\$ -	\$ -			\$ 8,594.03	\$ 6,445.52	\$ 2,148.51
Grandview 5K Run	\$ 3,851	\$ -	\$ 5,771	\$ -	\$ -			\$ 9,622.39	\$ 9,622.39	\$ -
Holiday Fireworks	\$ 33,408	\$ 1,717	\$ 17,492	\$ 1,668	\$ 1,488			\$ 55,773.00	\$ 55,773.00	\$ -
Manhattan Beach 10K	\$ 20,781	\$ 6,034	\$ 12,793	\$ 650	\$ -			\$ 40,258.00	\$ 40,258.00	\$ -
Manhattan Beach Wine Auction	\$ -	\$ 654	\$ -	\$ -	\$ -	\$ 769		\$ 1,422.87	\$ 1,422.87	\$ -
Manhattan Beach Grand Prix	\$ 8,109	\$ 1,822	\$ 6,420	\$ -	\$ -		\$ 4,325	\$ 20,675.06	\$ 15,506.30	\$ 5,168.77
Manhattan Beach Hometown Fair	\$ 26,183	\$ 504	\$ 26,624	\$ -	\$ 4,975			\$ 58,285.18	\$ 43,713.89	\$ 14,571.30
MB little League Parade	\$ 5,870	\$ 756	\$ 1,709	\$ -	\$ -			\$ 8,334.23	\$ 8,334.23	\$ -
Richstone Pier to Pier	\$ 1,755	\$ -	\$ 394	\$ 797	\$ -			\$ 2,946.00	\$ 2,209.50	\$ 736.50
Robinson School Fun Run	\$ 3,734	\$ -	\$ 4,277	\$ -	\$ -			\$ 8,011.18	\$ 8,011.18	\$ -
Tour de Pier	\$ 5,801	\$ 589	\$ 2,228	\$ 4,197			\$ 1,620	\$ 14,434.42	\$ 3,608.61	\$ 10,825.82
A.M. Sophisticated Snoops					\$ 407			\$ 407.00	\$ 407.00	\$ -
Walk with Sally					\$ 407			\$ 407.00	\$ 407.00	\$ -
								\$ 230,393.36	\$ 196,636.73	\$ 33,756.63



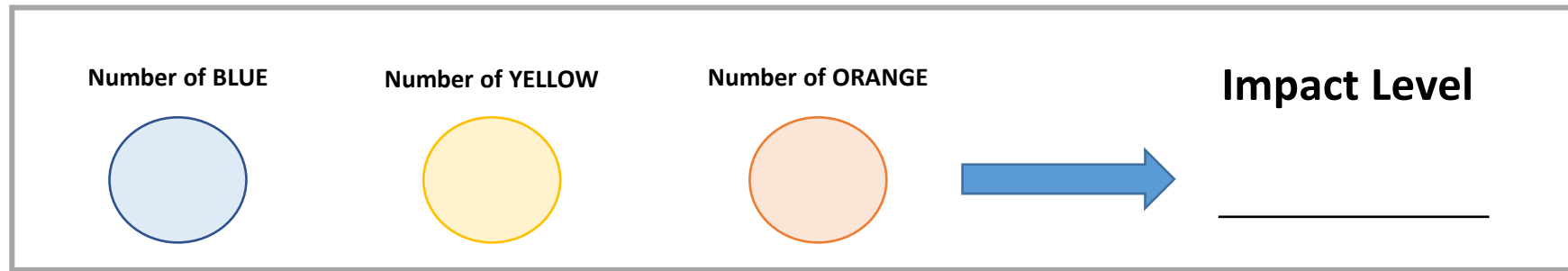
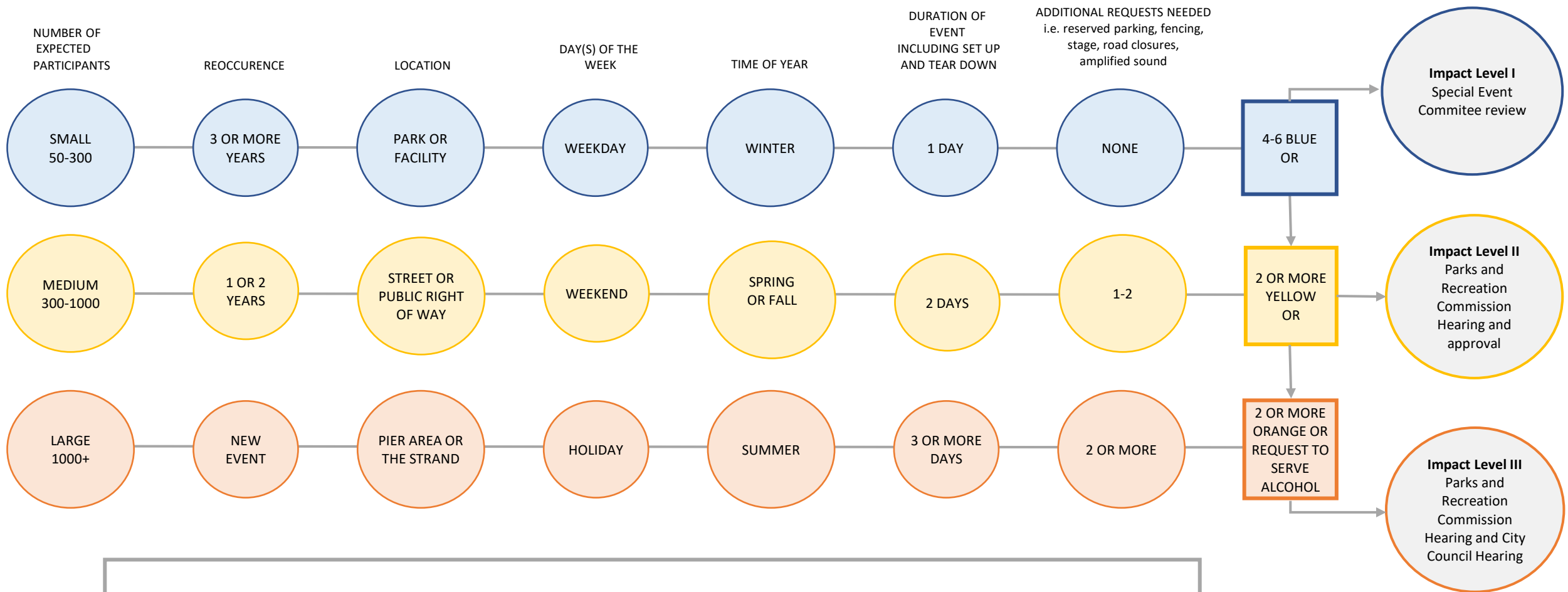
# SPECIAL EVENT - IMPACT CHARACTERISTIC WORKSHEET (REQUIRED FOR ALL EVENTS)

Event Name: \_\_\_\_\_

Event Date: \_\_\_\_\_

Please consider the details of your event and use this worksheet to determine its impact level. Please circle **one** characteristic in each column as it relates to your event and complete the form to determine impact level as defined in the boxes.

Event Characteristics



FY 2017/2018 Cost Estimate

Event: MB Grand Prix 7.30.17

FOR FINANCE USE:

Department	service description	title of staff	#hours	regular/overtime	fully burdened rate	estimated total	comments
(sample) Parks and Rec	kids area monitor	Rec Leader I	3	regular	\$ 16.51	\$ 49.53	
Comm Dev	Traffic Control Review	Traffic Engineer	1	regular	\$ 153.16	\$ 153.16	
IT	Event map	GIS Analyst	1	regular	\$ 116.60	\$ 116.60	
Public Works	materials		1		\$ 564.00	\$ 564.00	
Public Works	labor		1		\$ 9,010.98	\$ 9,010.98	
						\$ 9,574.98	
Fire Department	Major Event Permit ref #16-3		1		\$ 467.00	\$ 467.00	
Fire Department	Rescue 22	Firefighter/Paramedic	8.5		\$ 129.37	\$ 1,099.65	
Fire Department	Rescue 22	Firefighter/Paramedic	8.5		\$ 129.37	\$ 1,099.65	
					Total Fire	\$ 2,666.29	
						\$ -	
Police Department		Supervisors:				\$ -	
Police Department		Capt.	0		\$ 227.21	\$ -	
Police Department		Lt.	10.5		\$ 220.06	\$ 2,310.63	
Police Department		Sgt.	11		\$ 199.35	\$ 2,192.85	
Police Department		Officers	25.5		\$ 168.89	\$ 4,306.70	
Police Department		CSO's	29		\$ 105.10	\$ 3,047.90	
Police Department		Exec Secretary	0		\$ 85.82	\$ -	
Police Department		Jailer	0		\$ 111.29	\$ -	
Police Department		Front Desk Staff	12		\$ 103.78	\$ 1,245.36	
					Total PD	\$ 13,103.44	
					cost of City Services	\$ 25,614.47	

Third party costs

Vendor	service	title of staff	#hours	regular/overtime	fully burdened rate	estimated total	comments
CSC Security		CSC Manager	0		\$ 34.40	\$ -	
CSC Security		Supervisor	0		\$ 25.70	\$ -	
CSC Security		Security Staff	0		\$ 22.96	\$ -	
CSC Security		CSC Breaker Staff	0		\$ 22.96	\$ -	
Merchants			1		\$ 685.00	\$ 685.00	
CrownAble			1		\$ 855.60	\$ 855.60	
					Third party costs	\$ 1,540.60	

**Total \$ 27,155.07**

FY 2017/2018 Cost Estimate

Event: MB 10K 10.07.17

FOR FINANCE USE:

Department	service description	title of staff	#hours	regular/overtime	fully burdened rate	estimated total	comments
(sample) Parks and Rec	kids area monitor	Rec Leader I	3	regular	\$ 16.51	\$ 49.53	
Comm Dev	Traffic Control Review	Traffic Engineer	1	regular	\$ 153.16	\$ 153.16	
IT	Event map	GIS Analyst	1	regular	\$ 116.60	\$ 116.60	
<b>Public Works: all costs are of this event are captured in the "Hometown Fair" totals.</b>							
Fire Department	Major Event Permit ref #16-3					\$ -	
Fire Department	Battalion 21	Battalion Chief	4		\$ 174.19	\$ 696.76	
Fire Department	Engine 23	Captain/Paramedic	4		\$ 158.05	\$ 632.20	
Fire Department	Engine 23	Engineer /Paramedic	4		\$ 145.50	\$ 582.00	
Fire Department	Engine 23	Firefighter/Paramedic	4		\$ 129.37	\$ 517.48	
Fire Department	Rescue 22	Firefighter/Paramedic	4		\$ 129.37	\$ 517.48	
Fire Department	Rescue 22	Firefighter/Paramedic	4		\$ 129.37	\$ 517.48	
Fire Department	Finish Line 21	Captain/Paramedic	4		\$ 158.05	\$ 632.20	
Fire Department	Finish Line 21	Firefighter/Paramedic	4		\$ 129.37	\$ 517.48	
Fire Department	Finish Line 21	Firefighter/Paramedic	4		\$ 129.37	\$ 517.48	
Fire Department	Fire Marshal 21/FSO	Fire Marshal	4		\$ 233.47	\$ 933.88	
Fire Department	Ambulance 21	Ambulance Operator	4		\$ 12.58	\$ 50.32	
Fire Department	Ambulance 21	Ambulance Operator	4		\$ 12.58	\$ 50.32	
Fire Department	Ambulance 21	Ambulance Operator	4		\$ 12.58	\$ 50.32	
Fire Department	Ambulance 21	Ambulance Operator	4		\$ 12.58	\$ 50.32	
					<b>Total Fire</b>	<b>\$ 6,265.72</b>	
						\$ -	
Police Department		Supervisors:				\$ -	
Police Department		Capt.	0		\$ 227.21	\$ -	
Police Department		Lt.	8		\$ 220.06	\$ 1,760.48	
Police Department		Sgt.	40		\$ 199.35	\$ 7,974.00	
Police Department		Officers	88		\$ 168.89	\$ 14,862.32	
Police Department		CSO's	64		\$ 105.10	\$ 6,726.40	
Police Department		Exec Secretary	6		\$ 85.82	\$ 514.92	
Police Department		Jailer	0		\$ 111.29		
Police Department		Front Desk Staff	2		\$ 103.78	\$ 207.56	
					<b>Total PD</b>	<b>\$ 32,045.68</b>	

cost of City Services **\$ 38,581.16**

**Third party costs**

Vendor	service	title of staff	#hours	regular/overtime	fully burdened rate	estimated total	comments
CSC Security		CSC Manager	8		\$ 34.40	\$ 275.20	
CSC Security		Supervisor	24		\$ 25.70	\$ 616.80	
CSC Security		Security Staff	256		\$ 22.96	\$ 5,877.76	
CSC Security		CSC Breaker Staff	40		\$ 22.96	\$ 918.40	
					<b>Third party costs</b>	<b>\$ 7,688.16</b>	

**Total \$ 46,269.32**

**Event: Hometown Fair 10.07-10.08.17**

Department	service description	title of staff	#hours	regular/overtime	FOR FINANCE USE:		comments
					fully burdened rate	estimated total	
(sample) Parks and Rec	kids area monitor	Rec Leader I	3	regular	\$ 16.51	\$ 49.53	
Comm Dev	Traffic Control Review	Traffic Engineer	1	regular	\$ 153.16	\$ 153.16	
Parks and Recreation	Field Chalking	Rec Leader I	22	regular	\$ 15.45	\$ 339.90	
Parks and Recreation	Facility Set-Up	Rec Leader II	26	regular	\$ 17.89	\$ 465.14	
Parks and Recreation	Kid Country Staffing	Rec Leader II	136	regular	\$ 17.89	\$ 2,433.04	
Parks and Recreation	Free Games Staffing	Rec Leader II	34	regular	\$ 17.89	\$ 608.26	
Parks and Recreation	On-Site Supervisor	Senior Recreation Leader	25	regular	\$ 24.93	\$ 623.25	
Parks and Recreation	Parks and Rec Supervision	Recreation Supervisor	3	regular		\$ -	
					Total Parks & Rec	\$ 4,469.59	
IT	Event map	GIS Analyst	1	regular	\$ 116.60	\$ 116.60	
Public Works	Traffic Control Set up/Breakdown, fencing, barricades, pothole checks, irrigation checks, electrical checks	Maint I/II	300	regular	\$ 90.76	\$ 27,228.00	
Public Works	Volunteer crew for event (8 people @ 12 hrs)	various	96	overtime		\$ -	
					Total Public Works	\$ 27,228.00	
Fire Department	Major Event Permit ref #16-3	Fire Marshal				\$ -	
Fire Department	Inspection/Pre Walk thru	Fire Marshal	2	OT	\$ 233.47	\$ 466.94	
Fire Department	Fire Safety Officer	Firefighter/Paramedic	6	OT	\$ 118.56	\$ 711.36	
Fire Department	Ambulance 21	Ambulance Operator	48	regular	\$ 12.58	\$ 603.84	
Fire Department	Ambulance 21	Ambulance Operator	48	regular	\$ 12.58	\$ 603.84	
					Total Fire	\$ 2,385.98	
Police Department		Supervisors:				\$ -	
Police Department		Capt.			\$ 227.21	\$ -	
Police Department		Lt.	25		\$ 220.06	\$ 5,501.50	
Police Department		Sgt.	45		\$ 199.35	\$ 8,970.75	
Police Department		Officers			\$ 168.89	\$ -	
Police Department		CSO's	160		\$ 105.10	\$ 16,816.00	
Police Department		Exec Secretary	1		\$ 85.82	\$ 85.82	
Police Department		Jailer			\$ 111.29	\$ -	
Police Department		Front Desk Staff	1		\$ 103.78	\$ 103.78	
					Total PD	\$ 31,477.85	
					Total City Services	\$ 65,831.18	

**Third party costs**

Vendor	service				estimated total	
Merchants (PW)	pre / post event clean up, landscape tasks				\$ 500.00	
Crown Able (PW)	porter services				\$ 3,000.00	
CSC Security		CSC Manager	16		\$ 34.40	\$ 550.40
CSC Security		Supervisor	40		\$ 25.70	\$ 1,028.00
CSC Security		Security Staff	210		\$ 22.96	\$ 4,821.60
CSC Security		CSC Breaker Staff	32		\$ 22.96	\$ 734.72
					Third party costs	\$ 10,634.72

**Total \$ 76,465.90**

FY 2017/2018 Cost Estimate

**Event: American Martyrs Parish Fair 10.21.17**

FOR FINANCE USE:

Department	service description	title of staff	#hours	regular/overtime	fully burdened rate	estimated total	comments
(sample) Parks and Rec	kids area monitor	Rec Leader I	3	regular	\$ 16.51	\$ 49.53	
Comm Dev	Traffic Control Review	Traffic Engineer	1	regular	\$ 153.16	\$ 153.16	
Fire Department	Inspection/ Walk thru	Fire Marshal	2	overtime	\$ 233.47	\$ 466.94	
Fire Department	Major Event Permit ref#16-3	Fire Marshal				\$ 467.00	
					Total Fire	\$ 933.94	
<b>MB Police Department</b>							
Police Department		Supervisors:					
Police Department		Capt.	0		\$ 227.21	\$ -	
Police Department		Lt.	1		\$ 220.06	\$ 220.06	
Police Department		Sgt.	1		\$ 199.35	\$ 199.35	
Police Department		Officers	2		\$ 168.89	\$ 337.78	
Police Department		CSO's	6		\$ 105.10	\$ 630.60	
Police Department		Exec Secretary	0		\$ 85.82	\$ -	
Police Department		Jailer	0		\$ 111.29	\$ -	
Police Department		Front Desk Staff	1		\$ 103.78	\$ 103.78	
					Total PD	\$ 1,491.57	

sub total **\$ 2,578.67**

**Third party costs**

Vendor	service	estimated total
		\$ -
		\$ -
		\$ -
		\$ -
		\$ -

**Total \$ 2,578.67**

**Event: Holiday Fireworks 12.10.17**

FOR FINANCE USE:

Department	service description	title of staff	#hours	gular/overtir	fully burdened rate	estimated total	comments
(sample) Parks and Rec	kids area monitor	Rec Leader I	3	regular	\$ 16.51	\$ 49.53	
Comm Dev	Traffic Control Review	Traffic Engineer	1	Regular	\$ 153.16	\$ 153.16	
Parks and Recreation	AM Staff	Recreation Leader II	28	Regular	\$ 17.04	\$ 477.12	
Parks and Recreation	PM Staff	Recreation Leader II	96	Regular	\$ 17.04	\$ 1,635.84	
Parks and Recreation	Shift Supervisor	Senior Recreation Leader	10	Regular	\$ 24.93	\$ 249.30	
Parks and Recreation	P&R Supervisor	Recreation Supervisor	10	Regular		\$ -	
Parks and Recreation	P&R Supervisor	Recreation Supervisor	10	OT		\$ -	
					<b>Total Parks &amp; Rec</b>	<b>\$ 2,362.26</b>	
IT	Event map	GIS Analyst	1	regular	\$ 116.60	\$ 116.60	
Public Works	Traffic Control materials					\$ 700.00	
Public Works	Traffic Control setup/breakdown and	Maint I/II	135	regular	\$ 90.76	\$ 12,252.60	
					<b>Total PW</b>	<b>\$ 12,952.60</b>	
Fire Department	Major event permit / ref 16-3	Fire Marshal				\$ 467.00	
Fire Department	Inspection/Pre walk thru	Fire Marshal	4	OT	\$ 233.47	\$ 933.88	
Fire Department	Battalion 21	Battalion Chief	6	OT	\$ 174.19	\$ 1,045.14	
Fire Department	Battalion 22	Battalion Chief	6	OT	\$ 174.19	\$ 1,045.14	
Fire Department	Engine 23	Captain/Paramedic	6	OT	\$ 158.05	\$ 948.30	
Fire Department	Engine 23	Fire Engineer/Paramedic	6	OT	\$ 145.50	\$ 873.00	
Fire Department	Engine 23	Firefighter/Paramedic	6	OT	\$ 129.37	\$ 776.22	
Fire Department	Rescue 22	Firefighter/Paramedic	6	OT	\$ 129.37	\$ 776.22	
Fire Department	Rescue 22	Firefighter/Paramedic	6	OT	\$ 129.37	\$ 776.22	
Fire Department	Fire Inspector 1	Firefighter/Paramedic	6	OT	\$ 172.67	\$ 1,036.02	
Fire Department	Fire Inspector 2(PT)	Part Time Fire Inspector	6	regular	\$ 18.11	\$ 108.66	
Fire Department	Ambulance 21	Ambulance Operators	6	regular	\$ 12.58	\$ 75.48	
Fire Department	Ambulance 21	Ambulance Operators	6	regular	\$ 12.58	\$ 75.48	
Fire Department	Ambulance 21	Ambulance Operators	6	regular	\$ 12.58	\$ 75.48	
Fire Department	Ambulance 21	Ambulance Operators	6	regular	\$ 12.58	\$ 75.48	
					<b>Total Fire</b>	<b>\$ 9,087.72</b>	
Police Department		Capt.		6	\$ 227.21	\$ 1,363.26	
Police Department		Lt.		16	\$ 220.06	\$ 3,520.96	
Police Department		SGt.		70	\$ 199.35	\$ 13,954.50	
Police Department		Officers		260	\$ 168.89	\$ 43,911.40	
Police Department		CSO's		196	\$ 105.10	\$ 20,599.60	
Police Department		Exec Secretary		16	\$ 85.82	\$ 1,373.12	
Police Department		Jailer			\$ 111.29	\$ -	
Police Department		Front Desk Staff		2	\$ 103.78	\$ 207.56	
					<b>Total PD</b>	<b>\$ 84,930.40</b>	
					<b>Total City Services</b>	<b>\$ 109,486.14</b>	
						<b>estimated total</b>	
So Cal Industries						\$ 3,070.00	
Traffic Management	Barricades to be distributed throughout Downtown Area, specifically the strand					\$ 6,005.00	
Bearcom	Radios for P&R Staff working the Drop-Zone					\$ 275.00	
CSC Security		CSC Manager		16	\$ 34.40	\$ 550.40	
CSC Security		Supervisor		100	\$ 25.70	\$ 2,570.00	
CSC Security		Security Staff / Breaker Staff		800	\$ 22.96	\$ 18,368.00	
Cleanstreet	Streetsweeping extra service					\$ 800.00	
CrownABLE	porter services					\$ 1,000.00	
TMI	Additional Traffic Control devices					\$ 4,000.00	
United Site Services	porta potties					\$ 600.00	
					<b>Third Party costs</b>	<b>\$ 37,238.40</b>	

FY 2017/2018 Cost Estimate

**Event: American Martyrs 5K 02.24.18**

FOR FINANCE USE:

Department	service description	title of staff	#hours	regular/overtime	fully burdened rate	estimated total	comments
(sample) Parks and Rec	kids area monitor	Rec Leader I	3	regular	\$ 16.51	\$ 49.53	
Comm Dev	Traffic Control Review	Traffic Engineer	1	regular	\$ 153.16	\$ 153.16	
IT	Event map	GIS Analyst	0.5	regular	\$ 116.60	\$ 58.30	
Fire Department	Inspection/Pre walk thru	Fire Marshal	1	overtime	\$ 233.47	\$ 233.47	
Fire Department	Minor event permit ref # 16-2 UFC sec 105	Fire Marshal	1			\$ 274.00	
					Total Fire	\$ 507.47	
PW	No Park event / Traffic Control	Maint I/II	20	regular	\$ 90.76	\$ 1,815.20	
<b>MB Police Department</b>							
Police Department		Supervisors:				\$ -	
Police Department		Capt.	0		\$ 227.21	\$ -	
Police Department		Lt.	4		\$ 220.06	\$ 880.24	
Police Department		Sgt.	4		\$ 199.35	\$ 797.40	
Police Department		Officers	12		\$ 168.89	\$ 2,026.68	
Police Department		CSO's	20		\$ 105.10	\$ 2,102.00	
Police Department		Exec Secretary	0		\$ 85.82	\$ -	
Police Department		Jailer	0		\$ 111.29	\$ -	
Police Department		Front Desk Staff	1		\$ 103.78	\$ 103.78	
					Total PD	\$ 5,910.10	
					sub total	<b>\$ 8,444.23</b>	

**Third party costs**

Vendor	service	estimated total
		\$ -
		\$ -
		\$ -
		\$ -
		\$ -

**Total \$ 8,444.23**

FY 2017/2018 Cost Estimate

Event: MB Little League Parade 03.03.18

FOR FINANCE USE:

Department	service description	title of staff	#hours	regular/overtime	fully burdened rate	estimated total	comments
(sample) Parks and Rec	kids area monitor	Rec Leader I	3	regular	\$ 16.51	\$ 49.53	
Comm Dev	Traffic Control Review	Traffic Engineer	0.5	regular	153.16	\$ 76.58	
IT	Event map	GIS Analyst	0.5	regular	116.6	\$ 58.30	
Fire Department	Minor event permit ref #16-2	Fire Marshal				\$ 274.00	
PW	No Park Event/ Traffic Control/C	Maint I/II	50	regular	90.76	\$ 4,538.00	
Police Department		Capt.	0		\$ 227.21	\$ -	
Police Department		Lt.	4		\$ 220.06	\$ 880.24	
Police Department		Sgt.	4		\$ 199.35	\$ 797.40	
Police Department		Officers	20		\$ 168.89	\$ 3,377.80	
Police Department		CSO's	20		\$ 105.10	\$ 2,102.00	
Police Department		Exec Secretary	0		\$ 85.82	\$ -	
Police Department		Jailer	0		\$ 111.27	\$ -	
Police Department		Front Desk Staff	0		\$ 103.78	\$ -	
					Total PD	\$ 7,157.44	
					sub total	\$ 12,104.32	

Third party costs

Vendor	service	estimated total
		\$ -
		\$ -
		\$ -
		\$ -
		\$ -

**Total \$ 12,104.32**



FY 2017/2018 Cost Estimate

**Event: Robinson Family Fun Run 03.10.18**

FOR FINANCE USE:

Department	service description	title of staff	#hours	regular/overtime	fully burdened rate	estimated total	comments
(sample) Parks and Rec	kids area monitor	Rec Leader I	3	regular	\$ 16.51	\$ 49.53	
Comm Dev	Traffic Control Review	Traffic Engineer	1	regular	153.16	\$ 153.16	
IT	Event map	GIS Analyst	0.5	regular	116.60	\$ 58.30	
Fire Department	Inspection/Pre walk thru	Fire Marshal	1	overtime	\$ 233.47	\$ 233.47	
Fire Department	Minor event permit ref # 16-2 U	Fire Marshal	1			\$ 274.00	
					Total Fire	\$ 507.47	
PW	No Park Event/ Traffic Control/C	Maint I/II	50	regular	90.76	\$ 4,538.00	
Police Department		Capt.			\$ 227.21	\$ -	
Police Department		Lt.	4		\$ 220.06	\$ 880.24	
Police Department		Sgt.	4		\$ 199.35	\$ 797.40	
Police Department		Officers	16		\$ 168.89	\$ 2,702.24	
Police Department		CSO's	24		\$ 105.10	\$ 2,522.40	
Police Department		Exec Secretary			\$ 85.82	\$ -	
Police Department		Jailer			\$ 111.27	\$ -	
Police Department		Front Desk Staff	1		\$ 103.78	\$ 103.78	
					Total PD	\$ 7,006.06	

sub total

**\$ 12,262.99**

**Third party costs**

Vendor	service	estimated total	
		\$ -	
		\$ -	
		\$ -	
		\$ -	
		\$ -	

FY 2017/2018 Cost Estimate

Event: Richstone Pier to Pier 04.28.18

FOR FINANCE USE:

Department	service description	title of staff	#hours	regular/overtime	fully burdened rate	estimated total	comments
(sample) Parks and Rec	kids area monitor	Rec Leader I	3	regular	\$ 16.51	\$ 49.53	
Comm Dev	Traffic Control Review	Traffic Engineer	1	regular	153.16	\$ 153.16	
IT	Event map	GIS Analyst	0.5	regular	116.6	\$ 58.30	
Fire Department	Minor Event Permit ref #16-2	Fire Marshal				\$ 274.00	
Fire Department	Inspection/ pre walk thru	Fire Marshal	1		\$ 233.47	\$ 233.47	
					Total Fire	\$ 507.47	
PW	"NO Park" lower lot	Maint I/II	1	regular	90.76	\$ 90.76	
Police Department						\$ -	
Police Department						\$ -	
Police Department		Capt.			\$ 227.21	\$ -	
Police Department		Lt.			\$ 220.06	\$ -	
Police Department		Sgt.	5		\$ 199.35	\$ 996.75	
Police Department		Officers	0		\$ 168.89	\$ -	
Police Department		CSO's	10		\$ 105.10	\$ 1,051.00	
Police Department		Exec Secretary	0		\$ 85.82	\$ -	
Police Department		Jailer	0		\$ 111.29	\$ -	
Police Department		Front Desk Staff	1		\$ 103.78	\$ 103.78	
					Total PD	\$ 2,151.53	
					sub total	\$ 2,961.22	

Third party costs

Vendor	service	title of staff	#hours	regular/overtime	fully burdened rate	estimated total	comments
CSC Security		CSC Manager	0		\$ 34.40	\$ -	
CSC Security		Supervisor	10		\$ 25.70	\$ 257.00	
CSC Security		Security Staff	25		\$ 22.96	\$ 574.00	
CSC Security		CSC Breaker Staff	0		\$ 22.96	\$ -	
						\$ 831.00	

**Total \$ 3,792.22**

FY 2017/2018 Cost Estimate

Event: Grandview Gator Run 05.19.18

FOR FINANCE USE:

Department	service description	title of staff	#hours	regular/overtime	fully burdened rate	estimated total	comments
(sample) Parks and Rec	kids area monitor	Rec Leader I	3	regular	\$ 16.51	\$ 49.53	
Comm Dev	Traffic Control Review	Traffic Engineer	1	regular	153.16	\$ 153.16	
IT	Event map	GIS Analyst	0.5	regular	116.60	\$ 58.30	
Fire Department	Inspection/Pre walk thru	Fire Marshal	1	overtime	\$ 233.47	\$ 233.47	
Fire Department	Minor event permit ref # 16-2 UP	Fire Marshal	1			\$ 274.00	
					Total Fire	\$ 507.47	
PW	No Park Event/ Traffic Control/C	Maint I/II	50	regular	90.76	\$ 4,538.00	
Police Department		Capt.			\$ 227.21	\$ -	
Police Department		Lt.	4		\$ 220.06	\$ 880.24	
Police Department		Sgt.	4		\$ 199.35	\$ 797.40	
Police Department		Officers	16		\$ 168.89	\$ 2,702.24	
Police Department		CSO's	8		\$ 105.10	\$ 840.80	
Police Department		Exec Secretary			\$ 85.82	\$ -	
Police Department		Jailer			\$ 111.27	\$ -	
Police Department		Front Desk Staff	1		\$ 103.78	\$ 103.78	
					Total PD	\$ 5,324.46	

sub total \$ 10,581.39

Third party costs

Vendor	service	estimated total
		\$ -
		\$ -
		\$ -
		\$ -
		\$ -

Total \$ 10,581.39

FY 2017/2018 Cost Estimate

Event: MBEF Wine Auction 06.09.18

FOR FINANCE USE:

Department	service description	title of staff	#hours	regular/overtime	fully burdened rate	estimated total	comments
(sample) Parks and Rec	kids area monitor	Rec Leader I	3	regular	\$ 16.51	\$ 49.53	
Comm Dev	Traffic Control Review	Traffic Engineer	2	regular	\$ 153.16	\$ 306.32	
Fire Department	Insection/Pre walk thru	Fire Marshal	2		\$ 233.47	\$ 466.94	
Fire Department	Major Event permit ref #16-3	Fire Marshal				\$ 467.00	
					Total Fire	\$ 933.94	
Police Department		Capt.	3		\$ 227.21	\$ 681.63	
Police Department		Lt.	8		\$ 220.06	\$ 1,760.48	
Police Department		Sgt.	8		\$ 199.35	\$ 1,594.80	
Police Department		Officers	16		\$ 168.89	\$ 2,702.24	
Police Department		CSO's	24		\$ 105.10	\$ 2,522.40	
Police Department		Exec Secretary	2		\$ 85.82	\$ 171.64	
Police Department		Jailer			\$ 111.29	\$ -	
Police Department		Front Desk Staff			\$ 103.78	\$ -	
					Total PD	\$ 9,433.19	
sub total						<b>\$ 10,673.45</b>	

Third party costs

Vendor	service	title of staff	#hours	regular/overtime	fully burdened rate	estimated total	comments
CSC Security		CSC Manager	8		\$ 34.40	\$ 275.20	
CSC Security		Supervisor	16		\$ 25.70	\$ 411.20	
CSC Security		Security Staff	40		\$ 22.96	\$ 918.40	
CSC Security		CSC Breaker Staff	16		\$ 22.96	\$ 367.36	
Third party costs						<b>\$ 1,972.16</b>	