



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

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May 21, 2018  
Manhattan Beach City Hall  
City Manager's Conference Room  
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**
  - April 30, 2018
- E. CEREMONIAL**
  - Recognition of AYSO GU14 Western States Champions – Manhattan Beach Blue
  - Recognition of AYSO BU12 Western States Champions – Manhattan Beach United
  - Recognition of AYSO BU10 Western States Champions – Real Manhattan Beach
  - Recognition of AYSO BU14 Western States Champions Runner Up – Manhattan M3
  - Recognition of Outgoing Commissioners, Russ Allen and Olivia Tuffli
  - Recognition of Outgoing, Chair Suzanne Karger
- F. AUDIENCE PARTICIPATION (3-Minute Limit)**
- G. GENERAL BUSINESS**
  - Salute to the Troops July 1, 2018 planning discussion
  - Appointment of 2018/2019 Commission Chair and Vice-Chair
- H. COMMISSION ITEMS**
- I. STAFF ITEMS**
- J. ADJOURNMENT**

**CITY OF MANHATTAN BEACH**  
**MINUTES OF THE PARKS AND RECREATION COMMISSION**  
Manhattan Beach City Hall  
1400 Highland Ave.  
Manhattan Beach, CA 90266  
April 30, 2018  
6:00 PM

CONTENTS

**A. CALL TO ORDER**

The meeting was called to order at 6:04 PM.

**B. PLEDGE TO THE FLAG**

**C. ROLL CALL**

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

Absent: None

**D. APPROVAL OF MINUTES**

Commissioner Greenberg moved to approve the March 26, 2018 minutes with the following edits from Mr. McAulay: Commissioner Weiner seconded the motion. The motion passed.

P. 6, paragraph 7 – spelling of Mr. McAulay’s name corrected throughout.

- 3<sup>rd</sup> sentence – edited to read “Once a ghost bike is in place...”
- Added after 5<sup>th</sup> sentence for clarity – “People don’t spend \$10,000 for a bench.”
- 7<sup>th</sup> sentence edited to read, “ He stated...program without mentioning that there is opposition; many people don’t want the memorial benches.”

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

Noes: None

Abstain: None

Absent: None

**E. CEREMONIAL**

None

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

Commissioner Karger opened the floor to audience participation.

**Joe Bennet – resident** – He is opposed to changing resident percentage to 60% for the field use policy. Another ongoing problem that should be addressed is that there is only a small fee for out of town residents. Hermosa Beach does not have enough fields to service their kids which impacts Manhattan Beach. Overall accountability – many things were laid out as far as what organizations have to do to stay in good standing with the City. What is there to keep the City accountable for services requested?

Commissioner Greenberg clarified that the drop of the residential rate requirement is being done in tandem with tightening up the way the residency rate is reported. Historically, when certain organization reported their residency rate, they included Hermosa Beach residents as Manhattan Beach residents. Mr. Bennett respectfully disagrees with the change in the residency rate.

On the issue of Hermosa Beach residency – There are two elements of new pricing model that deal with residency. There is a discount lever. An organization with 100% Manhattan Beach residents would be eligible for a 10% discount. An organization that is 60% Manhattan Beach residents would receive no discount, with a sliding fee in between in addition to an additional fee per non-resident. Commissioner Weiner that Mr. Bennett let him know which groups have been unable to get field space and what field issues have not been addressed.

**Sergio Silva, Manhattan Beach Little League President** – He stated that he has been working closely with Archie Sherman and Jessica Vincent. He conveyed some concerns on behalf of the MBLL Board and parents:

1. Very concerned about the shift from per player to hourly. There may be a concern from parents and board members going to the new rate. He would hate to see parents giving negative feedback. He would like suggestions on how to communicate this change effectively? How do we make sure that this doesn't become a roadblock later on. He feels that the commission has worked hard to address concerns.
2. He wanted to note that there are many different organizations: some are more club oriented, some are more rec and community based. He wants to make sure that the scale doesn't get tipped to the club organizations because they have more resources. There is a balance..

The floor was closed to public comment.

#### G. GENERAL BUSINESS

##### **Field and Facility Policy Discussion – Jessica Vincent**

Manager Vincent gave an update on the Policy: Staff recommends that the Commission review and make a formal recommendation to the City Council.

Since the last commission meeting, the ad-hoc committee met three more times, for a total of 15 meetings.

This process was City Council driven and staff was directed to conduct a comprehensive field fee study to look at potential revenues and enhancements. The current fee structure has not been updated since July 1, 2008. Over the past 10 years, market rates and increased. Staff conducted a thorough analysis of fees from surrounding cities and is recommending that the Commission make a formal recommendation to City Council for adoption of the new fees and Facility and Park Policies.

All three fee table share the same structure: Resident, Non-resident and Commercial/Standard rate

Facility and Field rates also include a separate rate for approved youth organizations.

Primary goals of the Field Use Policy

- To develop a procedure to secure field space for planning of games, practices or events, that is fair and equitable to all organizations
- Ensure City residents have priority and access to City facilities
- Providing a maintenance and renovation schedule to maintain the community's high standards of aesthetics, ability and safety
- Sustain the playability of the City's facilities

The following changes were made to the existing policy:

- Residency rate redefined to 60%, from 70%

- Clinics, camps and tournaments limited to 3
- Clearly defined classifications
- Updated Field Allocation policy
- Updated field banner policy
- Developed an appeal process – any organization that does not agree with the process can appeal to the Parks and Recreation Commission
- Developed strict deadlines for applications and relinquishments.
- Set an hourly rate based on desirability of the field

Overall, the user groups were satisfied with the field uses policies and procedures but have conveyed concern about the updated fees. Staff estimates the new rates will result in approximately \$110,000 in field revenues. The Ad-hoc committee met after hearing concerns and changed the fee structure for approved youth sport organizations. Within the proposed fees, youth sports organizations will be rewarded with discounts based on residency rate, 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.

Additionally, the ad-hoc committee is proposing a \$10 per player, non-resident fee. Some groups have expressed concern with the new fee structure, changing the fee from per player to an hourly rate. The groups are concerned 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 annual laser leveling of fields. They have also expressed that there may be a reduction in player development programs. The groups also stated that an hourly rate would make it difficult to plan for future budgets.

If adopted, the fee increase would take full effect in 2020 with a phase in to begin in 2019.

Commissioner Greenberg asked about feedback received on the new fee structure. Manager Vincent stated that there was both positive and negative. Some of the Club organizations are looking at ways to achieve discounts. Many organizations have expressed the same concerns that the increase will affect participant registration and supplemental maintenance but with an appreciation for the formulaic approach.

Commissioner Karger opened the floor to public comment

**Kelly Trudgen, Beach Softball** –Ms. Trudgen is concerned with telling Hermosa Beach parents that they have to pay more to participate in the league. The league is a hybrid that needs to keep things open to both Hermosa and Manhattan Beach in order to be competitive and have enough teams to play locally instead of having to travel to play. She understands that fees need to be raised but is concerned with how to deliver the message.

**Joe Bennet, resident** – Little league used to run softball, there was a change made by softball to change designation. Capital improvement projects expenses has been on turf projects. In this proposal, Little League is targeted in three different locations for revenue and are not playing on any of the turf fields.

**Kristin Skinner, AYSO Commissioner** – AYSO is one of the biggest users of the fields. Anyone can register for AYSO regardless of where they live and they don't believe that out of town registrants should be charged more, so will have to absorb any extra costs. She is concerned with budgeting. She believes that the spreadsheet presented may be incorrect and

may be double counting. She stated that the fee should be based on the Fall player registration. Commissioner Greenberg commented that according to the current policy, AYSO should be paying \$15 per player per season but in practice has not been charged for Spring.

Mark Leyman stated that this issue is on the City Council schedule for May 15<sup>th</sup>. If there are minor changes between now and the meeting, they can be incorporated.

Commissioner Greenberg made the following general comments:

It has been a long process with valuable discussion and feedback from user groups. Discussion about the purpose of the policy. Ultimately, this is about the kids and youth sports organizations and making sure they were being fair with allocations. It is also about rewarding organizations for having open registration, minimum play time rules and a draft. Club organizations that are entitled to fee structure are all non-profit. Nobody is getting rich on discounted Manhattan Beach fields. For profit Clubs are paying full fee.

Commissioner Weiner added that the ad-hoc committee was mandated to review and come up with a new policy. One of the mandates was to examine revenue in order to cover expenses. Fees have not been raised in 9 years but costs have gone up.

**Sergio Silva**, Manhattan Beach Little League, doesn't dispute that fees should be raised. The problem is the variables with residency, hours and resulting budgeting issues. Another problem is that parents may be shocked by the different costs.

**Joe Bennett** – wanted to talk about the difference between professional coaches and club teams . What the youth programs allow is that a child can play three sports. Club sports go year-round to make money with a potential side effects can be injuries.

Commissioner Greenberg gave the following comments on the City of Manhattan Beach Facility Reservation Policy; City of Manhattan Beach Field Allocation & Use Policy; Facility Reservation Fees; Park Reservation Fees staff report:

Background section - add in \$15 per player **per season**.

Public Outreach section – regarding residency rate being reduced to 60%, please elaborate that the residency rate was reduced but the residency requirements were tightened up.

In the Facility Reservation Policy document, p. 3 under Procedures – he would like to see a streamlined process for simple reservations. Manager Vincent stated that ActiveNet does not have the capacity to differentiate between simple and more complex reservations at this time. She added that ActiveNet is one of the most widely used programs and there is currently no plan to change to a different system. We are able to make suggestions to ActiveNet for future updates. Director Leyman clarified that the overarching policy is before the Commission for approval. The process for reservations, is an internal process that is being examined along with many others for efficiencies.

Commissioner Greenberg was concerned with Page 4, Item K, reading it as requiring all indoor reservations to provide liability insurance in the amount of \$1,000,000. It was clarified that this is only required for parties of 100 or more.

Page 4, Procedures - Clause 11 seems redundant with Clause J.

Page 5, Cancellations and Changes – it is not clear whether cancellation need to be made 5 or 10 days before the event. Please clarify.

Page 5, #4E – correct space viability to read space availability

Page 7, Section 5G – Clarify that the walkthrough after event process is intended to confirm departure time *and facility condition*.

Page 7, Section I – change “by the director” to “from the director”

Page 8, Section O – needs a reference to where policies regarding caterers may be located

Page 9, Section Y – update language clarifying that scooters and skateboards are allowed at the skate spot

Facility Reservations Fee Table and Park Reservation Fee Table – make sure language regarding cancellations is consistent with the policy.

Commissioner Allen moved to approve the Facility Reservation Policy with above changes. Commissioner Weiner seconded the motion. The motion passed.

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

Commissioner Greenberg made the following comments on the Field Allocation and Use Policy:

Page 5, Section 7 C – Fee charged to organization for camps and clinics. For clarity please add language that the fee is inclusive of the field rental fees.

Page 6, Section 8 A. – add #5 Fields for camps and clinics. Manager Vincent suggested adding in a separate section addressing camps and clinics.

Page 7, Section H – suggested replacing “at least one year prior to the estimated starting date of the new or expanded league” with “at least one year in advance of participating in the field allocation process.”

Page 9, Section 12. Commissioner Greenberg recommended including the fee model in the policy. Commissioner Allen questioned putting hard numbers in the policy. Manager Vincent would like to keep the fee model separate from the policy so that it will not be necessary to go back with the whole policy in five years, as opposed to only the fees.

At the request of Commissioner Greenberg, Manager Vincent reviewed the fee model

Weighted discounts based on the following factors:

- Approved Youth Sport Organization: 50%
- Residency Rate: Minimum Discount 0% with 60% Residency/Maximum Discount 10% with 100% Residency (the percentage is based on a sliding scale)
- Holds Open Registration: 10%
- Employs Minimum Play Rule: 10%
- Provides Draft for Equitable Teams: 10%
- Plays at least 80% of games within their own Organization: 5%

Maximum discount of 95%

Commissioner Allen asked if the fees would be static for 5 years. Manager Vincent recommended that the 5 years starts now with phase-in, ion 2019 and full implementation in 2020. The current fee structure would then have a few years of full implementation before the 5 year review and the goal would be to review every 5 years thereafter. A 50% phase in is recommended for each organization.

P. 12, Section 17, storage units – asked if the storage units remain the property of the organization. He recommended that a document be created outlining standards and appearance

for the storage units. Manager Vincent replied that standards could be added.

Field Reservations Fee Table – Commissioner Greenberg recommended removing Youth Organizations from the page, for clarity, as their fee structure is complex and defined previously.

Commissioner Weiner moved to recommend to accept the Field Allocation and Use policy with the accompanying fee structure, contingent upon one more ad-hoc committee meeting. Commissioner Allen seconded the motion. The motion passed.

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

Commissioner Allen added that if a non-resident fee is instituted, surely there will be a non-resident fee implemented in Hermosa Beach that will affect Manhattan Beach residents as well.

### Special Events Policy

Commissioner Karger asked about the section of the policy that designates the Civic Plaza as the only site for spontaneous gatherings. Management Analyst, Linda Robb replied that the Civic Plaza was designated because it is possible for a large number of people to gather on short notice without spilling into the streets and causing safety concerns. She added that these types of events may be held at other locations, with planning, and would be required to go through the special events process.

Ms. Robb explained the reasoning behind the request for fee waivers for MBUSD related events. This request is being made to allow for smaller student project and club events to apply for a special event permit without having to pay the \$793 application fee. All applications must be signed by the principal or a district administrator.

Commissioner Greenberg asked about the parking requests for County permitted events and whether the limits mentioned are per event or per day. Ms. Robb replied that the limit is per event, per day and permits are issued at the discretion of the Traffic Engineer who keeps track of how many permits are being issued.

He added that in the definitions, he thinks that the word “or” should be removed. The change will be reviewed with the Special Events Committee.

He thinks a list of examples, like an FAQ page would make our lives much easier.

Commissioner Karger asked about the Skechers mural unveiling and whether that should have had a special event permit. Ms. Robb answered that it should have gone through the special event permit process but staff was made aware of the event on very short notice and it was process in a different way through the Traffic Engineer.

The floor was opened to public comment:

Gary McAulay, resident – represents the Manhattan Beach Historical Society which is incorporated as a 501c3 non profit. They are not employees or volunteers for the City but are running a museum in a City building of City owned artifacts for the City history. The Historical Society runs educational programs for the schools and is intertwined thoroughly with the City. They hope that at some point in the future to have special events that may exceed 50 people and would like to be considered for the exempt category along with the Business development groups.

The floor was closed to public comment.

Commissioner Allard moved to approve the Special Events Policy. Commissioner Greenberg seconded the motion. The motion passed.

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

The Commission agreed to include the Historical Society into the City Council staff report for application fee waivers.

Salute to the Troops – Commissioner Weiner asked if there should be a cap on the number of tents. Currently there are booths for Challenge Coin, the Soldier’s Project, an Alzheimers group, Any Soldier, USO, and organization that sends vets from WWI and WWII for a 2 day trip to Washington D.C. Commissioner Turkmany recommended under 10 tents.

Commissioner Allard contacted the Navy Recruiting office in El Segundo. Navy Band is booked with the Ceremonial band for 1<sup>st</sup> half and 2<sup>nd</sup> half will be the brass quintet.

Commissioner Karger reported that the band director does not want to play with an outside singer. She has attempted to contact Dennis McNeil regarding contacting the band to coordinate. Perhaps he can bring his own back track. Commissioner Allen asked Commissioner Tuffli if she could look into the Mira Costa bands to see if they can assist. She will check into the Jazz band and the Sax Pack.

Mr. Robb will follow up with Tiger Squadron and Color Guard.

H. **COMMISSION ITEMS** – Donation policy – The subcommittee met and discussed having a catalog available for donation options with an interactive location map for available locations. Commissioner Weiner asked if the City actively looking for tree replacement. Director Leyman will find out. Commissioner Greenberg asked if there had been a discussion of philosophy about a donation program and if so, why do we want a donation program. What is the objective? Does the City need donations? Is it so people can memorialize events or people? Commissioner Karger replied that the subcommittee came to subject with the assumption that people want to donate. She mentioned donations do not have to be about memorializing. There are other forms of donations such as bricks or pavers. Sometimes people want to give back and it is not necessarily a memorial. Commissioner Turkmany thinks it is a community thing. In many cases a life is being celebrated and it isn’t necessarily to bring attention to death. He added that you usually don’t think about the way Lincoln died, you think about what he did. Commissioner Allard stated that some people want to donate money to different programs. Karger – Trees have no plaques, benches do. Expands what the donation program encompasses. Commissioner Greenberg encouraged the ad-hoc committee to think about the objective. Greenberg asked if it is intended to be a money maker for the City. Commissioner Turkmany replied that it is not a money maker, it is a procedure for accepting donations from the public. City Council asked the commission to come up with a policy that gives a clear process and guideline for donations, whether it be a tree, bench, event or sponsorship. Commissioner Weiner sees an opportunity to give at a lower level and added that there could be a kick off with a donor area. He admitted he is a little confused as to whether the goal is to create a catalog with new opportunities or keeping the status quo. Director Leyman stated it is to add other donation options and provide guidelines to the



community for donations of all kinds. Commissioner Allard reported that the Scouthouse will be doing pavers as a fundraiser to be integrated into the hardscape of the Scouthouse.

Commissioner Greenberg asked about naming rights. If passed, would user groups have the opportunity to name the fields if they contributed enough. Director Leyman stated that technically they would but ultimately City Council can choose what they want and don't want to move forward with. Commissioner Greenberg asked about duration for naming rights and Commission Weiner answered that it would be for the useful life of the project.

Commissioner Karger opened the floor to public comment.

Gary MacAulay, resident – stated that he also does not know where this is going and is not sure if there is a need to expand. He thinks that one option should be to pull back. Of course people want to put their name on things but the City might be overestimating people's willingness to just give money to the City. One example is the bench donation catalog. The benches were not selling without a memorial plaque on them. People wanted more wording. The plaques are by and large, memorial plaques. Public spaces should be reserved for public figures, not just for people who can afford an extra memorial. We don't need plaques on everything in town. It is a fundraiser, the City wants the money. Donations should simply have a "donated by" plaque and no other form of memorial. He doesn't see any time limits set forth in the document. He addressed the mentioned group plaque area, and can understand that concept as it designates a specific location. Mr. McAulay hopes the commission will consider making the program smaller.

Commissioner Greenberg thanked Mr. MacAulay for his participation and input.

Commissioner Allen raised the subject of recognizing the AYSO and proposed to have a ceremonial at the next meeting too honor all four teams. He also mentioned that he would like to honor former commissioner, Tom Allard and asked the commissioners to please raise a glass of wine or beer to Tom Allard when they get home.

Commissioner Allard – The Pinewood Derby will be on May 28<sup>th</sup>, and she would like to have an entry from the Parks and Rec Commission. Commissioner Weiner will represent.

May meeting rescheduled for May 21.

Commissioner Greenberg asked about the staffing situation. Leyman stated that the reorg will be part of the budget process and will be presented to the City Council soon. The department will be lean and mean. Staff should be on board realistically by late Fall.

The floor was closed to public comment.

#### **I. STAFF ITEMS –**

Mark Leyman thanked the commission for their hard work and Olivia for balancing school work and acknowledged Linda Robb for work on the Special Event Policy.

The next donation ad-hoc committee meeting will be on Friday, May 4, 3:00.

#### **J. ADJOURNMENT**

Commissioner Allen moved to adjourn. Commissioner Weiner seconded the motion. The motion passed. The meeting was adjourned at 8:33 pm.

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

CITY OF MANHATTAN BEACH

MEMORANDUM

TO: Parks and Recreation Commission

FROM: Mark Leyman, Director, Parks and Recreation

DATE: May 21, 2018

SUBJECT: Selection of 2018/2019 Parks and Recreation Commission Chair

Annually, the Parks and Recreation Commission is required to select a Chair and Vice Chair for the Commission. The Commission Chair is a one year term (June to May) and is rotated amongst the Commissioners in order of their seniority on the Commission. Commissioner Turkmany would be next in line to serve as Chair, followed by Commissioner Allard.