



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

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September 17, 2018  
Manhattan Beach City Hall  
Council Chambers  
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 Turkmany
  - Commissioner Allard
  - Commissioner Greenberg
  - Commissioner Weiner
  - Commissioner Karger
  - Commissioner Nicholson
  - Commissioner Apostol
- D. APPROVAL OF MINUTES**
  - July 16, 2018
- E. CEREMONIAL**
  - None
- F. AUDIENCE PARTICIPATION (3-Minute Limit)**
- G. GENERAL BUSINESS**
  - Donation Policy
  - Field Policy
  - New Rotary Special Event
- H. COMMISSION ITEMS**
  - Pickleball
- I. STAFF ITEMS**
  - Update on department programs and events
  - Sand Dune reservations
- J. ADJOURNMENT**

**TO:**

Parks and Recreation Commission

**FROM:**

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

**SUBJECT:**

City of Manhattan Beach Donation Policy  
**DISCUSS AND PROVIDE DIRECTION**

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**RECOMMENDATION:**

Staff recommends that the Parks and Recreation Commission discuss and provide options for the Donation Policy and recognition options for City Council consideration.

**FISCAL IMPLICATIONS:**

Fiscal implications will vary based upon donor recognition programs.

**BACKGROUND:**

At the June 6, 2018 Joint Commission/City Council meeting, City Council directed the Parks and Recreation Commission to develop a donation policy and create recognition options to be placed throughout the City.

The Commission created an ad-hoc committee to draft a donation policy and donor recognition options. The full Commission reviewed the draft policy and recognition options at their June 25, 2018 Commission meeting. Upon review, the Commission thought that the draft policy included too much detail for each donor program (i.e. tree and bench and strand bench donation programs). The Commission asked the ad-hoc Committee to draft a general "umbrella" donation policy, and include detailed information for each donation program separately.

The Donation Policy is tentatively scheduled to be presented to City Council on November 20, 2018.

**DISCUSSION:**

The ad-hoc committee updated the donation policy to reflect the changes discussed at the June 25, 2018 Parks and Recreation Commission meeting and discussed separate donation program options.

The draft umbrella donation policy that the ad-hoc committee created provides a clear purpose, process and implementation plan.

The proposed donor program options from the ad-hoc committee include:

### Tree and Bench Donation Program

Maintain the existing program, updating the pricing and donor agreement to address maintenance, liability, etc.

### Strand Alcove Bench Donation Program

The ad-hoc committee discussed the Strand Alcove Bench Donation Program that was placed on hold by the City Council. The committee recommends that the 6 existing bench locations be reserved for City Council discretion for placement of future benches. They would like to see a variety of benches and artists in the remaining locations.

### Donor Tiles

- Community-based option to be purchased at a low cost and placed at a park or civic center
- Corporate higher-priced option such as tiles in the civic center
- Artist wall with ceramic tiles including the names of community donors (possibly using the Public Arts Trust Fund).
- Locations to be determined for all options including: Polliwog Park amphitheater, civic center, Manhattan Heights Park, etc.

The ad-hoc committee will meet in the future to further develop the donor options, but seeks the full Commission's input on prioritizing the donor program options.

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

This item was discussed at the June 25<sup>th</sup> and July 16, 2018 Parks and Recreation Commission meetings.

### **LEGAL REVIEW:**

The City Attorney will review the draft policy after the Parks and Recreation Commission approves the policy and donation options.

### **Attachments:**

1. Draft City of Manhattan Beach Donation Policy
2. Tree and Bench Donation Program Flyer
3. Strand Alcove Bench Donation Program

## **MANHATTAN BEACH DONATION POLICY**

### **I. Purpose**

To establish a policy for donations proposed in public parks, facilities, open space and trails on City property or on public easements.

### **II. Authorization**

The City Council shall retain final authority for accepting donations and/or authorizing any use of City owned property.

### **III. Objectives**

- Ensure uniformity and a timeline for requests
- Facilitate and encourage contributions to the City
- Protect the integrity of City property
- Provide opportunities for residents to augment the provision of City services and create a vested connection to place and community
- Provide customer service consistent with open and responsive government

### **IV. Qualifying Donations**

- Community project enhancements, campaigns and/or services, such as Eagle Scout and youth program projects
- Memorial items, such as benches or trees
- Artistic donations will be considered under the Art Donation Policy administered by the Cultural Arts Commission.
- Capital Improvement Projects (over \$50,000)

### **V. CITY OF MANHATTAN BEACH 'Donation List'**

CITY OF MANHATTAN BEACH has created a list of items that may represent a benefit to the community but are not currently funded within the budget. It is recommended that all applicants with proposals review this list of approved items. Donations identified on this list have a very high probability of being approved.

### **VI. Process**

The purpose of this policy is to establish a uniform process for donations in public parks, facilities, open space and trails on City property or public easements.

The following guidelines will be used when donating items:

#### **1. Written Proposal**

A written proposal must be submitted to the City of Manhattan Beach Department of Parks and Recreation for review. The proposal submitted should include: an explanation or scope of the proposed donation; specifications, including type, dimensions, material and proposed location; estimated value of the donation; and any other pertinent information.

#### **2. General Criteria**

In general, the following criteria will be considered: Any existing agreements, regulations or deeds, proposal, scope, easements, utilities, existing structures, quality and/or quantity of an object(s), size, future or ongoing maintenance, public safety, estimated value, relationship to the natural environment, users of the proposed site, future development plans, landscape design, existing infrastructure, environmental concerns, visibility and accessibility and if the item is identified on the CITY OF

## MANHATTAN BEACH “donations list.”

Public Works, Parks and Recreation Commission and/or City Council may review all applications before making a decision. Should the donation be proposed for a historic building, site or district, CITY OF MANHATTAN BEACH will consult with the Planning staff and the appropriate Historic Commission. Finally, donations made on property with a conservation easement or deed restriction shall require approval from the easement holder if required per the applicable easement or deed.

The City Council shall retain final authority for all use of City owned property.

### 3. Timeline and Review Process

Once an application is considered complete, (verified in writing) staff will process and respond to each application within 60 days of submittal. One of the following responses will be provided::

- a. Application acceptance and next steps for approval.
- b. Application denial
- c. Application modification request which may include a general modification to the scope of the project

### 4. Location and Process

Donations will be processed appropriately within a tier system dependent on the proposals location.

Tier 1:- Donations included in the CITY OF MANHATTAN BEACH Donations List with proposed location within City parks and facilities

Public Works staff will make their recommendation to the Parks and Recreation Commission for approval of Tier I donations.

Tier 2: - Donations NOT included in the CITY OF MANHATTAN BEACH Donations List with proposed location within City parks or facilities

Tier 2 donations shall be reviewed by the Parks and Recreation Commission in a regularly scheduled work session meeting, for recommendation to City Council.

Tier 3: - Cash donations or physical items for a park facility improvement

Tier 3 donations may be accepted by the city manager. Gifts of funds may be designated for restricted or unrestricted use. The Parks and Recreation Commission may approve gifts of cash with a restriction before being presented to the City Council for final approval.

## I. **Implementation** The following guidelines are provided for the installation, construction or placement of any donation:

### 1. Project and Process

An agreement will be prepared for each donation.

### 2. Funding

All costs including initial installation, labor and materials are the responsibility of the donor. All donations with an estimated value over \$5000 need to be reported to the Finance Department.

### 3. Installation

The Manhattan Beach Parks and Recreation Department will oversee and provide for the installation of all donations. Donations requiring installation services outside

of the Parks and Recreation Department's regular duties may require an outside contractor at the applicant's expense. Furthermore, the Parks and Recreation Department shall approve final locations and the installation timeline for all donations.

#### 4. Location

CITY OF MANHATTAN BEACH reserves the right to amend and/or reject any location provided by the applicant, based on any existing agreements, regulations or deeds, scope, proposal, easements, utilities, existing structures, quality and/or quantity of an object(s), size, maintenance, public safety, relationship to the natural environment, users of the proposed site, future development plans, landscape design, existing infrastructure, proximity to other donations, environmental Concerns, visibility and accessibility and if the item is identified on the CITY OF MANHATTAN BEACH "Donations List." Unless specifically agreed to in writing, the City may, at any future date, elect in its sole discretion to remove or relocate the donation. No permanent right, title, or interest of any kind shall vest in the Donor's behalf by virtue of this agreement.

#### 5. Vandalism & Maintenance

When an element is donated, City staff makes a commitment to reasonably maintain that donation for its useful life. The City will make every effort to repair damaged donations. However, the City is not responsible for replacing items, including plaques, due to excessive damage or loss of elements at the end of their life span

#### 6. Plaques/Recognition

Plaques are reserved for donations meeting the following criteria:

a) Bench –Donors providing donations may elect to provide a dedicatory plaque not exceeding (identify appropriate plaque size) with a name designated by the donor preceded by one of the following: "Donated by", "In recognition of", "In Honor of". Prices are listed in the City Donation Catalog.

b) Capital Improvement Projects (over \$50,00)-Donors providing donations that matches or exceeds 75% of the total value of the project which recognize individuals or organizations that have provided distinguished long term and/or significant service to the City may include a dedicatory plaque, but must work with the staff to determine the appropriate size.

Recognition includes:

- a) Trees- Donors receive a certificate identifying location, type of tree and recognition.
- b) Community Donations-Donors will have the opportunity to either have their names on a tile or paver.
- c) Cash Gifts-A letter of acceptance and terms of the donation will be sent to the donor along with a certificate of recognition.

#### 7. Materials

All donated benches and species of trees are listed in the City Donation Catalog. Materials or items not specified within this document will be reviewed and approved by the Director, Parks and Recreation Commission or the City Council when appropriate City Engineer.

#### 8. Liability

In no event shall the City be liable for value or tax assertions/claims by the

Donor. The Donor(s) agree(s) to hold the City harmless and indemnify the City for any and all claims which might arise from any person, entity or corporation, resulting from the Donor's use of the City property or right-of-way for installation purposes, or arising from the Donor's performance or improvement/item donated pursuant to this policy.

DRAFT

**TO:**

Parks & Recreation Commission

**THROUGH:**

Mark Leyman, Parks and Recreation Director

**FROM:**

Jessica Vincent, Recreation Manager  
Archie Sherman, Recreation Supervisor

**SUBJECT:**

Field Use & Allocation Policy

**APPROVE**

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**RECOMMENDATION:**

Staff recommends that Parks & Recreation Commission approve the Field Use & Allocation policy.

**FISCAL IMPLICATIONS:**

Staff estimates the updated fees for field use will result in approximately \$100,000 per year in additional revenues for field use.

**BACKGROUND:**

During the City Council meeting on May 15, 2018, staff presented the Parks & Recreation Commission recommendations to approve the Field Use & Allocation Policy and Field Fee. At which point, City Council directed staff to return to the Parks & Recreation Commission with alternatives for field use fees, allocation procedures, and definition of residency based on a consensus from a Sports Committee comprised of regular youth sport user groups.

Prior to the May 15 Meeting, 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 were 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. Shortly after the meeting, an ad hoc committee comprised of three members of the Parks & Recreation Commission was formed.

Initially, the Ad hoc committee and City staff met 15 times to develop the Field Use & Allocation Policy and pricing schedule. The Committee developed the primary focus of the Field Use & Allocation Policy 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 and relinquishing fields
- Develop an appeal process
- Set an hourly rate for field reservations based on desirability of the field

Historically, user groups have been divided into two categories: 1) Recreation Based Groups - which include Manhattan Beach Little League, Beach Softball, American Youth Soccer Organization (AYSO) and Pony Baseball; and 2) Club Groups - including Sand & Surf Soccer Club, Beach Cities Sports Flag Football, South Bay Lacrosse Club and Trident Lacrosse Club. Recreation-based groups currently pay \$15 per player each season, while club groups pay the rates of \$100 per hour for turf fields and \$25 per hour for all other fields.

Initially, the Parks & Recreation ad hoc committee developed field fees for “market rate” or standard rate for commercial use. This took into account size of the field, playability, lights, and field type. For Youth Sports Organizations (YSO), that utilize approximately 80% of available field space on an annual basis, the ad hoc committee recommended fees with a discounted rate for residents, and developed a formula to further discount the “market rate”. The greatest discount an organization could receive was a 95% discount from the standard use fee or “market rate”. Additionally, the ad hoc committee proposed a \$10 per player fee for non-resident players to encourage YSOs to increase resident youth participation. The YSOs providing the most opportunity for youth would receive the greatest discount.

### **DISCUSSION:**

Per City Council direction on May 15, 2018, staff formed a Sports Committee comprised of up to two board members from the 2018 approved YSOs, including, Manhattan Beach Little League, Beach Softball, American Youth Soccer Organization (AYSO) Pony Baseball, Sand & Surf Soccer Club, Beach Cities Sports Flag Football, South Bay Lacrosse Club and Trident Lacrosse Club. The Committee discussed the potential changes to the Field Use & Allocation Policy and YSO Fees:

- Change the definition of residents to include participants residing in Hermosa Beach and students attending school in Manhattan Beach.
- Change the field allocation procedures to increase optimal time for Diamond Field Groups (i.e. Baseball and Softball) to three weekday hours and two weekend hours per team during each season.
- Delete the draft and pro-rata field allocation procedure unless deemed necessary by an appeal made to the Parks & Recreation Commission.
- Update fees to a per player fee for all YSOs with additional \$10 fees assessed for closed registrations and non-resident participants.

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

YSOs were provided the updated proposed Field Use & Allocation Policy and proposed field fees in February 2018. They were also invited to comment at the Parks and

Recreation Commission meetings on March 26 and April 30, 2018 and the item was discussed during the City Council Meeting on May 15, 2018.

Staff formed a Sports Committee and met with the group three times to review potential changes to the policy and fees.

Attachments:

1. Field Use & Allocation Policy

City of Manhattan Beach  
Parks & Recreation Department

# **Field Allocation & Use Policy**

Modified September 13, 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 facility use privileges for participating programs or individuals.

**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 and Hermosa Beach as per the Utility Bill or Renters Agreement and students attending school in Manhattan Beach as per the Student Identification Card.
- 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 an 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 501(c)(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.

- I. Youth: Participants under the age of 18.

## **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. All camps, clinics, and tournaments shall be subject to approval by the 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.
- n. Failure to follow these rules may result in denial of facility use privileges for participating programs or individuals.

**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. This fee for camps and clinics is inclusive of field rental fees. 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.
5. Fields for camps and clinics.

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, 100% Volunteer Based, 100% 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 organizations that do not qualify for Classes A through F above.

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 in advance of participating in the field allocation process and demonstrate a minimum of 100 participants are involved in the Organization. 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 season’s Field Allocation Meeting is complete. 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. 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 Field Groups (ie. Soccer, Baseball, Flag Football, Lacrosse) is 1.5 weekday hours and 1 weekend hour per team per week based on residents. The target allocation for Diamond Field Groups (ie. Baseball, Softball) is 3 weekday hours and 2 weekend hours.

Example:

Organization A: Class A

Primary season: Fall

Sport: Soccer (Field Group)

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

Organization Green: Class A

Primary season: Spring

Sport: Baseball (Diamond Field Group)

300 participants; 280 are residents;  $280/12 = 24$  teams (rounded up)

Target weekly allocation = 72 practice hours; 48 game hours.

Organization Blue: Class D

Primary season: Fall

Sport: Flag Football

200 participants; 150 are residents;  $150/12 = 13$  teams (rounded up)

Target weekly allocation = 19.5 practice hours; 13 game hours.

- B. Staff will, in good faith, conduct an initially allocate each Organizations total number of dedicated hours per the formula identified in Section 9.A. Practice and game hours will be rounded up to the next half hour (ie.  $12/5 = 2.5$  hours). Priority will be granted to Organizations who have identified the season as their highest priority season, then by Classification as per Section 8F.
- 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 size and desirable fields.
- D. Any excess field space will be negotiated during the Field Allocation Meeting with priority to the defined season. Staff expect optimum cooperation between all user groups. During the second Seasonal Field Allocation Meeting, the City will conduct a re-allocation where Organizations are expected to release unused time and Organizations may request additional time based on actual needs.
- E. Organizations dissatisfied with the Initial Allocation may appeal the process per Section 22. Should an appeal occur, 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 (ie.  $12/5 = 2.5$  hours). Priority will be granted to Organizations who have identified the season as their highest priority season, then by the highest Classification.

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  $[(31.5 - 5)/5 \text{ Rounds}]$  practice hours and 4  $[(31.5 - 2)/5 \text{ Rounds}]$  game hours per week.

Example: Based on the Fall Season and the Example in Section 9A, each Round will consist of the following: Organization Red will be allocated 6.5 weekday hours & 4.5 weekend hours. Organization Blue will be allocated 4 weekday hours & 3 weekend hours. Organization Green will be allocated 14.5 weekday hours & 10 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.
- 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 lights and porta potties during allocated time.
- 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. 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). Organizations are required to provide payment upon approved reservation. Approved Youth Sport Organizations will be invoiced 30 days after the beginning of each season a per player fee based on the sport and an additional fee for non-resident players and closed registration.

### **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 shall be the responsibility of the Organization and must receive pre-approval by the Director or his/her designee. 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 supplemental 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. Organizations are responsible for maintaining 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; this bill 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 permit to display promotional banners for a 14 consecutive day period in writing to Parks & Recreation Department.



- C. A promotional banner may only be displayed for a maximum of 30 days per calendar year per event per location.
- D. Application for a maximum of 60 days of display must be done in advance only.
- E. Permitted banners will be listed on a master list. Those not permitted will be cut down. Staff will notify the Organization and the banner will be held for 10 days, then disposed.

**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 and held for 10 business days upon completion of the season, then, banners will be disposed.

**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. City reserves the right to suspend any individual, team or Organization immediately due to the circumstance of the violations, including, but not limited to alcohol on premises, vandalism, threatening or violent behavior.

*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 during the given or following season.

**22. APPEAL PROCESS** Appeals shall be submitted to the Director within 10 days of penalty. Appeals shall be agendaized 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>					Facility:
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			Date:
<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? <input type="checkbox"/> Yes <input type="checkbox"/> No (If yes, you must submit a separate permit)					
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>			<b>FINAL APPROVAL:</b> <input type="checkbox"/> Y <input type="checkbox"/> N		
<input type="checkbox"/> Insurance <input type="checkbox"/> Security			Signature: _____		
			Date: _____		

# APENDIX D

City Of Manhattan Beach Field Allocation Request Form								
Name of Organization								
Tentative Start Date					Tentative End Date			
<p style="color: red; text-align: center;">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"								

**TO:**

Parks and Recreation Commission

**FROM:**

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

**SUBJECT:**

Request from the Manhattan Beach Rotary Club to Hold a Special Event in the Kinecta Parking Lot on November 11, 2018.  
(Parks and Recreation Director Leyman).

**APPROVE**

---

**RECOMMENDATION:**

Staff recommends that the Parks and Recreation Commission approve the Manhattan Beach Rotary VetBeerBq, proposed for November 11, 2018.

**FISCAL IMPLICATIONS:**

Any necessary City services will be billed to organizer at fully burdened rates as set forth in the User Fees and Cost Allocation Study.

**BACKGROUND:**

On July 17, 2018 City Council approved the updated Special Events policy. The policy dictates that all events serving alcohol are categorized as Level III events. Level III events must be reviewed and approved by City Council after review by the Special Events Committee and Parks and Recreation Commission.

The Manhattan Beach Rotary Club submitted their application on August 20, 2018 to hold a VetBeerBq event. Manhattan Beach Rotary Club is a member of Rotary International, an organization devoted to serving the community and promoting world peace.

**DISCUSSION:**

The Manhattan Beach Rotary Club is proposing to have a Veteran's Day Western Style barbecue and craft beer tasting to honor veterans, active duty service and first responders. The event will be held in the Kinecta parking lot at 1440 Rosecrans Avenue. General admission to the public is \$50 per ticket. Veterans, active duty service and first responders will be discounted to \$35 per ticket. A portion of the proceeds will be used to establish a memorial scholarship, in the name of Rachel Parker, for students looking to attend college to obtain a degree in criminal justice; a veteran's group; and other Manhattan Beach Rotary charities. Rachel Parker was a Manhattan Beach Police Department employee who was killed by the Las Vegas shooter at the 91 Harvest Country Music Festival in 2017.

This event was reviewed by the Special Event Committee on September 4, 2018. The Special Events Committee is moving the event forward to the Parks and Recreation Commission with the following concerns and requirements:

Police:

Requires staffing from private security company, CSC. 1 Supervisor and 3 staff for duration of event

Fire:

Assembly Fire permit will be issued according to the city 16-3 fee schedule (\$476). Fire inspection walk through after set up, prior to event. (CFC 2016 Fire access, electrical, tent, open flame)

Public Works:

None

Community Development:

Permits will be needed for all tent structures larger than 10 x 10.

Organizers will be encouraging uber/lyft/taxi ridesharing to reduce parking concerns and will have a designated drop-off/pick-up zone for the event.

Parks and Recreation:

None

**PUBLIC OUTREACH/INTEREST:**

Staff determined that public outreach was not required for this issue.

**Attachment:**

1. VetBeerBQ Special Event application



City of Manhattan Beach  
Parks and Recreation Department

PERMIT NUMBER:
EVENT DATE:

DATE STAMP 8/20/18	STAFF INITIALS [Signature]
-----------------------	-------------------------------

## SPECIAL EVENT PERMIT APPLICATION

1400 Highland Ave • Manhattan Beach, CA 90266 • 310.802.5403 • Fax: 310.802.5401

- APPLICATIONS **MUST** BE SUBMITTED AT LEAST 90 DAYS PRIOR TO YOUR EVENT.
- \$809 Non-Refundable Application FEE required with application.
- \$405 Non-Refundable Application FEE for Pass-through Events, required with application.

Requested Event Date: (1st Choice\*\*): November 11, 2018

2nd Choice\*\* \*(Required): \_\_\_\_\_

**\*\*Date choice is not guaranteed until final calendar has been determined by City Staff**

### ORGANIZATION INFORMATION

EVENT TITLE: VetBeerBq

Applicant Name: Chris Ullman Birthdate: 01/31/1949

Organization Name: Manhattan Beach Rotary

Non-Profit?  YES  NO Non-Profit I.D. or Tax Exempt #: 95-4459117

Address: P.O. Box 691

Manhattan Beach CA 90266  
City State Zip

Phone: 310-780-9599 Cell: 310-78-9599

Email Address: cwullman@gmail.com Fax: \_\_\_\_\_

### CONTACT INFORMATION (IF DIFFERENT FROM ABOVE)

Applicant Name: Chris Ullman Birthdate: 01/31/1949

Address: P.O. Box 789

Manhattan Beach CA 90267  
City State Zip

Phone: 310-780-9599 Cell: 310-780-9599

Email Address: cwullman@gmail.com Fax: \_\_\_\_\_

### REQUIRED: CONTACT PERSON ON THE DAY OF THE EVENT

Name: Chris Ullman Cell: 310-780-9599



**EVENT INFORMATION**

**Event Type** (please select all that apply)

- |   |  |
|---|--|
| <input type="checkbox"/> Race (run, walk, bike, etc.) | <input type="checkbox"/> Tournament            |
| <input type="checkbox"/> Parade                       | <input type="checkbox"/> Pass-Through          |
| <input type="checkbox"/> Street Fair/Festival         | <input checked="" type="checkbox"/> Fundraiser |
| <input type="checkbox"/> Concert                      | <input type="checkbox"/> Swim Event            |
| <input type="checkbox"/> Other _____                  | <input type="checkbox"/> Sidewalk Sale         |

Type: \_\_\_\_\_

Benefitting: MBRotaryCharities

Entrance or registration fee:

\$50/\$35

Event Start Time: 12:00

Event End Time: 17:00

Set-up Date: Nov 9

Set-up Time: 12 noon

Break Down Date: Nov 12

Break Down Time: 9: 00

Event Location: \_\_\_\_\_

# of participants: 1,500

Age of Participants: over 21

# of Spectators 0

Total Attendance: 1,500

**Overall Event Description**—*Briefly explain event and activities*

Veteran's Day Western style barbecue and craft beer tasting (4 oz. cups) to honor veteran's, active duty service, and first responders in the Kinecta Parking Lot at 1440 Rosecrans Avenue, Manhattan Beach, CA 90266. Food served is smoked brisket and pulled pork with baked beans, coleslaw, and ice cream sandwiches. There will be a musical band (Yachty By Nature) which is a cover band playing music from late 70's/ early 80's. General admission to the public is \$50 per ticket; veterans, active duty service and first responders will be discounted to \$35 and all in their party. Part of proceeds to establish in the name of Rachel Parker a Memorial Scholarship for students looking to attend college to obtain a degree in criminal justice, veteran's group, and other MB Rotary Charities.

**Street Closure Information**—*For parades, races, walk/runs, etc. taking place on City streets.*

Names of Streets to be closed (please include additional sheets if necessary):

N/A \_\_\_\_\_ between \_\_\_\_\_ and \_\_\_\_\_ to \_\_\_\_\_  
 \_\_\_\_\_ between \_\_\_\_\_ and \_\_\_\_\_ to \_\_\_\_\_  
 \_\_\_\_\_ between \_\_\_\_\_ and \_\_\_\_\_ to \_\_\_\_\_  
 \_\_\_\_\_ between \_\_\_\_\_ and \_\_\_\_\_ to \_\_\_\_\_  
 \_\_\_\_\_ between \_\_\_\_\_ and \_\_\_\_\_ to \_\_\_\_\_

**Event Route**—*Official map must be submitted with application for review by the City Traffic Engineer and Public Safety Staff.*

N/A

Assembly Area/Event Start: 12 noon Sunday, November 11, 2018

Disbanding Area/Event End: 17:00 Sunday, November 11, 2018

**Sponsors**—List ALL proposed/anticipated sponsors. (attach separate sheet if necessary)

Kinecta \_\_\_\_\_  
Chevron \_\_\_\_\_  
\_\_\_\_\_

Law Firm Harris Bass \_\_\_\_\_  
\_\_\_\_\_

**Parking**—Metered spaces must be reimbursed at \$.75-\$1.50 per hour depending on location. Reserved spaces must be noticed 72 hours prior . Please contact Public Works at 310-802-5313 to obtain signage and arrange for noticing. Please contact the Finance Department at 310-802-5561 to pay for parking.

Will you need reserved parking spaces?  YES If yes, indicate number below  NO

Event organizer	# of spaces	<u>N/A</u>	Date: _____	From: _____	to _____
Event participants	# of spaces	_____	Date: _____	From: _____	to _____
Other	# of spaces	_____	Date: _____	From: _____	to _____

Will there be vendors selling merchandise at the event? *All vendors are required to have a City of Manhattan Beach Business License. Please contact the Finance Department at 310-802-5557 for assistance.*  YES  NO

Does your event involve the sale or consumption of alcoholic beverages?  YES  NO  
*If YES, an ABC license is required and must be approved by the Chief of Police. Please contact the Police Department at 310-802-5100 for assistance.*

Will the event have amplified sound? (live music, PA, number/size of speakers, microphone, bullhorn, etc.) *If YES, an amplified sound permit will be required. Please contact the Police Department at 310-802-5100 for assistance.*  YES  NO

**Amplified sound hours of use:** (ANY exceptions require City Council approval)  
8:00 a.m.—8:00 p.m. Monday—Thursday      10:00 a.m.—11:00 p.m. Saturday  
8:00 a.m.—11:00 p.m. Friday                      10:00 a.m.—8:00 p.m. Sunday and City specified holidays.

**Amplified sound requires an onsite contact person.**

Sound company name: Norm Levin

Onsite contact name: Norm Levin                      Cell: 310-569-2147

Is this a fundraising event? If YES, please describe.  YES  NO  
For Manhattan Beach Rotary charities.

Will there be any fenced areas? If YES, please describe. *The City of Manhattan Beach may require fencing for your event.*  YES  NO

Will there be construction of stages or structures, including any tents larger than 10X10, canopies or awnings? *If YES, Building Division and Fire Department approval may be required. Please allow two weeks for review. Please contact the Building Division at 310-802-5505 and the Fire Department at 310-802-5203 for assistance.*  YES  NO

Please describe:  
A change link fence will surround the entire event with one entrance and one exit. Map enclosed) We MAY have a temporary stage, but would like to use instead the City's bandshell. There may be 4, 20'x30' tents.

Will public facilities be used for the event? (i.e. meeting rooms, restrooms, park, public plaza, electricity, water, etc.) If YES, please describe.  YES  NO

**Post-event Clean-up plan**—vendors must meet City standards and possess a City of Manhattan Beach business license. If the Public Works Department is called upon to complete the clean up, additional fees will be assessed.

We are presently contacting companies for clean up during and after the event.

Will you be requesting street banners?  YES  NO

Will you be filming or having television coverage?  YES  NO

#### SAFETY / SECURITY / VOLUNTEERS

Have you hired a security company to handle security arrangements for this event? *Contemporary Services Corporation (CSC) is the preferred security vendor for the City. All other companies must be reviewed and approved by the Police Department.*  YES  NO

If YES, please include the following information:

Company name: CSC Phone: 310-320-84 # of guards 4

Guard Schedule:

11:00 to 18:00

Do you plan on utilizing volunteers? If YES, please describe:  YES  NO  
*Volunteers must be easily identifiable by their attire and must wear traffic vests if working in the street.*

We will have no volunteers in the street only inside the fenced-in area. They will be identified by Rot

Please indicate if and where a first aid station or personnel will be stationed.

## We're reviewing first aid options

Please describe your procedures for both crowd control and internal security: *Crowd control plan must be reviewed by the Police Department.*

Crowd control and security will be handled through CSC.

## EVENT PROMOTION INFORMATION

Please describe marketing and promotional efforts for this event. *Copies of marketing material for the event must be submitted to the Parks and Recreation Department for approval 30 days prior to the event.*

Most promotion will be within other Rotary Clubs, newsletters that serve craft beer aficionados, North

## EQUIPMENT INFORMATION (ATTACH SITE PLAN)

**A DIAGRAM OF YOUR SITE PLAN THAT INCLUDES ALL FACILITIES, EXACT PLACEMENT OF ALL EQUIPMENT, STREET CLOSURES, INGRESS AND EGRESS ROUTES, SHUTTLE ROUTES, FENCING, ACCESSIBILITY PLAN, AND PARKING MUST BE ATTACHED TO THE APPLICATION.**

### YOUR APPLICATION WILL NOT BE PROCESSED WITHOUT A SITE PLAN

Please check all the boxes that apply to the equipment/areas that will be on site for your event and specify the number and size of each (if applicable).

<input type="checkbox"/> Cars	<u>none</u>	<input checked="" type="checkbox"/> Dance Floor	<u>astro turf 40'x40'</u>
<input type="checkbox"/> Semi-trucks	<u>none</u>	<input type="checkbox"/> Alcohol sales and consumption area(s)	<u>beer, 4oz servings</u>
<input type="checkbox"/> Vans (Size)	<u>none</u>	<input checked="" type="checkbox"/> Generator (Size/Type)	<u>6.500 watts</u>
<input type="checkbox"/> Motor Homes (Size)	<u>none</u>	<input checked="" type="checkbox"/> Sound Equipment	<u>PA and band</u>
<input type="checkbox"/> Trailer (Size)	<u>none</u>	<input type="checkbox"/> Lighting	<u>none</u>
<input type="checkbox"/> Enclosed Tents	<u>none</u>	<input type="checkbox"/> Signs	<u>none</u>
<input checked="" type="checkbox"/> Canopies	<u>4</u>	<input checked="" type="checkbox"/> Porta Potties	<u>8 to 12</u>
<input checked="" type="checkbox"/> Stage (Measurements)	<u>10x20</u>	<input checked="" type="checkbox"/> Cooking Equipment	<u>smoker</u>
<input checked="" type="checkbox"/> Live music—band area	<u>Yachty by Nature</u>	<input type="checkbox"/> Live animals	<u>none</u>
<input type="checkbox"/> Other (please attach list)	<u></u>		

## ACCESSIBILITY PLAN

It is the applicant's responsibility to comply with all City, County, State and Federal disability access requirements applicable to the event, including the American with Disabilities Act (ADA). All indoor and outdoor sites, activities and programs must be accessible to persons with disabilities.

**Please submit your accessibility plans to the Building Division for review and approval.**

## INSURANCE

Applicant agrees to furnish the City of Manhattan Beach evidence of \$2 million comprehensive general liability insurance in the form of a certificate, including endorsement, covering the entire period of this permit, naming the City of Manhattan Beach, its officers, agents and employees as additionally insured. Permittee waives claims against the City of Manhattan Beach, its officers, agents and employees, for fees or damages caused, arising out of or in any way connected with the exercise of this permit. Insurance certificates for vendors providing services (security, staging, etc.) are also required.





## City of Manhattan Beach Special Event Application Rules and Regulations

Applications and other required documents must be submitted to:  
City of Manhattan Beach Parks and Recreation Department  
1400 Highland Avenue, Manhattan Beach, CA 90266  
Office Phone: 310.802.5403 • Email: [lrobb@citymb.info](mailto:lrobb@citymb.info) • Fax: 310.802.5401

### **ONLY COMPLETED APPLICATIONS WITH PAYMENT WILL BE ACCEPTED**

Application, application fee and all required documents **must** be submitted to the Parks and Recreation Department at least 90 - 180 days prior to the event, depending on the Impact level determined by the Impact Characteristics Worksheet. *Please make sure all sections of the application are completed and legible for review.* You will be notified by City staff if your application was **not** accepted for review.

Applications may require review by the Parks and Recreation Commission and approval by the City Council. You, or your representative, may be required to attend the meeting at which your event will be considered. If the Commission recommends your event for approval, you or your representative may be required to additionally attend a City Council meeting.

**YOU MUST SUBMIT THE FOLLOWING:** *To avoid processing delays, do not leave any blanks. Indicate items that do not apply with an N/A. Attach additional sheets to the application if more space is required for descriptions.*

- Completed Application, including**
  - Public Relations Form**
  - Green Matrix**
  - Impact Characteristics Worksheet**
- Application Fee**—Submit non-refundable \$809 application fee or \$405 for pass-throughs events, payable to the City of Manhattan Beach. ***Applications received without the application fee will not be processed.***
- Event Date(s)** - On your application, you are required to submit a requested date/s and an alternate date/s, set up and break down dates included. Requested dates are subject to approval. The date/s you request may not be available for your event. Staff will contact you if an alternate date/s assignment is necessary.
- Site Plan**—Include location of stages, tents, portable toilets, dumpsters, registration areas, fencing, barricades, bleachers, generators, lighting, sound, pyrotechnics and all other items for your event. Facilities, equipment placement, parking needs, loading and unloading areas, ingress and egress routes and street closure requests must also be included. The City may require a certified Traffic Control Plan (TCP).
- Event Schedule**—Hourly event schedule including schedule for set up and break down
- Insurance and Indemnification Hold Harmless Agreement**— due 30 days before the event

Please be aware of the following policies and procedures. You will be required to abide by the following, but not limited to, rules and regulations throughout the event approval process:

1. Application Review

- Special event plans may require review by each City Department, the Parks and Recreation Commission and/or City Council. Need for review is based on size, scope and impact of event.
- Separate permits and fees may be required from Building and Safety, including but not limited to building, electrical, plumbing, mechanical and right-of-way permits.
- Separate approvals, permits and fees may be required from the State ABC and County Health Departments, LA County Beaches and Harbors and the Coastal Commission.

2. Certificate of Insurance

The City requires submission of an insurance certificate a *minimum* of **30 days** prior to your event date. The City requires \$2 million in general liability and the "City of Manhattan Beach, its agents, officers and employees" must be named as additionally insured.

3. Fees

The application fee is non-refundable and is to be submitted with the application. An estimate of event related fees will be provided to you upon approval. Any event changes requested after approval may require additional review by City staff and may result in additional fees. Actual fees will be invoiced within 30 days of your event.

4. Portable Restrooms

Depending upon the duration or size of your event and the availability of public restrooms, you may be required to rent portable chemical toilets to accommodate participants and spectators. The City recommends availability of seven toilets for every 500 people, or portion thereof. The figure is based on the maximum number at your peak event time. The total number of toilets you need to provide will be determined on a case-by-case basis. All portable restrooms must meet State codes and City standards and are subject to Building Division approval.

5. Marketing of Event

You must receive approval for your event prior to promoting or marketing your event. Submission of your application does not automatically constitute a guarantee of the date, location or automatic approval of your event. Copies of marketing material for the event must be submitted to the Parks and Recreation Department for approval 30 days prior to distribution.

6. Clean Up

All debris and trash must be removed from your event site immediately after the event. Failure to do so will require the City to call upon the Public Works Department to complete the clean up and additional fees will be assessed. All expenses will be the responsibility of the event applicant. The applicant is required to arrange for recyclable receptacles at the event.

7. Damage Deposit

The City may require a damage deposit depending upon the size and scope of the event.

**AGREEMENT AND SIGNATURE:** I, the undersigned representative, have read the rules and regulations with reference to this application and am duly authorized by the organization to submit this application on its behalf. The information contained herein is complete and accurate.

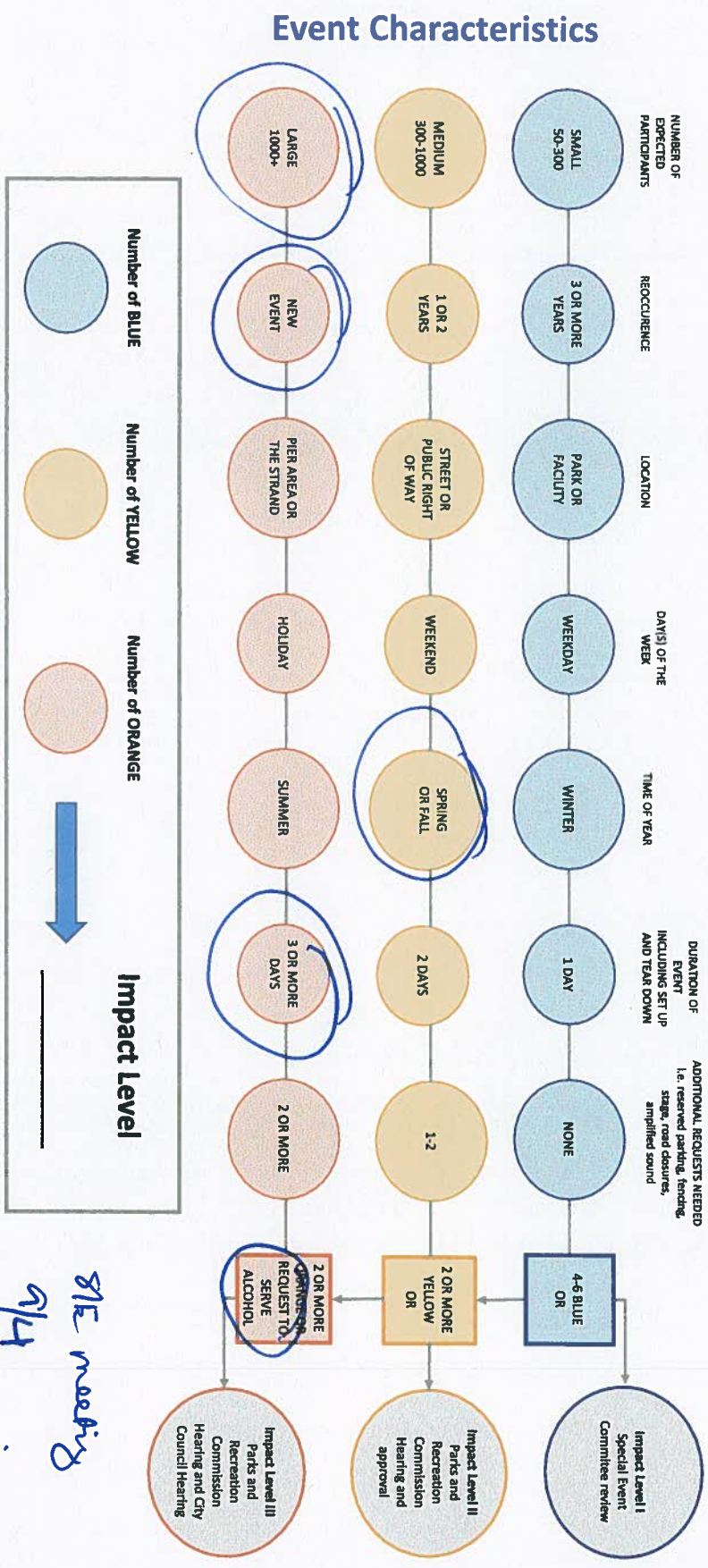
<b>Name (printed)</b> Manhattan Beach Rotary (CONTACT: Chris Ullman)	<b>Signature:</b>
<b>Title</b> Rotarian and event co-organizer	<b>Date:</b> August 14, 2016

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

Event Name: Vetberg

Event Date: 11/11/18

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.



8/16 meeting  
9/14  
Parks Commission  
9/24  
City Council  
10/4 ?





# **GREEN MATRIX (Environmental Protection Plan)**

*(Required for all event applications)*

Events in Manhattan Beach are expected to implement measures to reduce impacts and costs to the environment, the city, and the community. Please note that the use of single-use plastic bags, polystyrene foam and plastic #6 is prohibited in the City of Manhattan Beach. (per MBMC)

Specify how you will comply with applicable measures (or mark not applicable).

Event Name: Vet Beer Bg

Expected Attendance: 1500

MEASURE	APPLIES TO:	HOW WILL YOU COMPLY? (use additional sheets if needed)
<b>Recycling and Waste Reduction</b>		
<b>1. Reduce waste and single-use items</b>		
<ul style="list-style-type: none"> <li>Limit single-use paper, plastics, packaging, and décor items. <i>Note: Single-use plastic bags cannot be used in the City, please use alternative materials</i></li> </ul>	All events	We will use recyclable materials.
<ul style="list-style-type: none"> <li>Reduce size/bulk of plates, containers, cups</li> </ul>	All events	We will be using recyclable containers
<ul style="list-style-type: none"> <li>Use products with high recycled content</li> </ul>	All events	Yes
<ul style="list-style-type: none"> <li>Avoid sale or give-away of single-use plastic bottled drinking water</li> </ul>	All events	water coolers to dispense water
<ul style="list-style-type: none"> <li>Provide free drinking water in large dispensers (people can refill their own bottles, or use paper cups)</li> </ul>	500 or more	Yes
<ul style="list-style-type: none"> <li>At 'beer or drink gardens' recycle cups (provide dump station for liquids) <i>Note: Plastic #6 and foam (polystyrene) cups cannot be used in the City, please use alternative plastic or other materials</i></li> </ul>	2000 or more	Plastic cups will be #6 and are keepsakes of the event.
<ul style="list-style-type: none"> <li>Recycle fry-grease for bio-diesel fuels</li> </ul>	2000 or more	There is NONE
<ul style="list-style-type: none"> <li>Limit and reduce size of handouts, flyers and give-aways (print several per page, double-side, do not use dark color inks)</li> </ul>	500 or more	cloth tote with keepsake
<b>2. Recycling containers:</b>		
<ul style="list-style-type: none"> <li>Place well-marked recycle containers adjacent to every trash container</li> </ul>	500 or more	Yes
<ul style="list-style-type: none"> <li>Provide onsite 'monitors' directing people to recycling at prime locations, or provide secondary trash sorters</li> </ul>	2000 or more	Yes
<b>3. Staging</b>		
<ul style="list-style-type: none"> <li>Recycle or reuse event construction materials</li> </ul>	2000 or more	All materials are rented.
<ul style="list-style-type: none"> <li>Use 'no emission/no VOC' paints/sealants</li> </ul>	500 or more	NONE
<ul style="list-style-type: none"> <li>No dumping/dumping of water, ice, grease, etc. on to streets, plants or down any drain</li> </ul>	All events	There will be no dumping,



## **PUBLIC RELATIONS INFORMATION**

Please provide the following information to be given out to the general public, if requested:

Name of Event: Vetfest

Name of Organization: Manhattan Beach Rotary

### **Event Dates and Times:**

Date	Nov 11th	Sunday			
Times	12 noon	to	5 PM		

Event Website: mbrevents.org

Social Media Channels : \_\_\_\_\_

Public Relations Contact: Chris Ullman

Day Phone: 310-780-9599 Evening Phone: 310-780-9599

Email: cwullman@gmail.com

Please provide a brief description of your event. Please include any information that would be helpful for someone looking for more information.

"Vetfest Beerbque" is a one day fundraising event put on by Manhattan Beach Rotary on Veteran's Day, Sunday Nov 11th from 12 noon to 5PM in the fenced-in parking lot of Kinecta Credit Union at 1440 Rosecrans, Manhattan Beach. The purpose is to celebrate veterans, active duty service members, and first responders, and to raise funds for MB Rotary's Charities that include scholarships, polio eradication, veteran groups, and a memorial scholarship in the name of Rachel Parker for an El Camino student getting a degree in criminal justice. The event itself is a craft beer tasting of over 50 different micro-brewed beers and western styled barbecue of smoked brisket, pulled pork, baked beans, coleslaw and ice cream sandwiches. Craft beer tastings are in commemorative/keepsake 4 oz. cups distributed one per attendee. A band, "Yachty-by-Nature" will be performing. They are a cover group that plays mostly music from the late 70s to early 80s: Eagles, Steely Dan, Toto, Michael McDonald, and more. Our website is "mbrevents.org." Tickets are for people 21 and over and ticket prices are \$50 general admission with a discount ticket of \$35 for veterans, active duty service, and first responders and those in their party.

# TRAFFIC CONTROL

08/28/2018



ROSECRANS AVE

VILLAGE DR

MARRIOTT DR

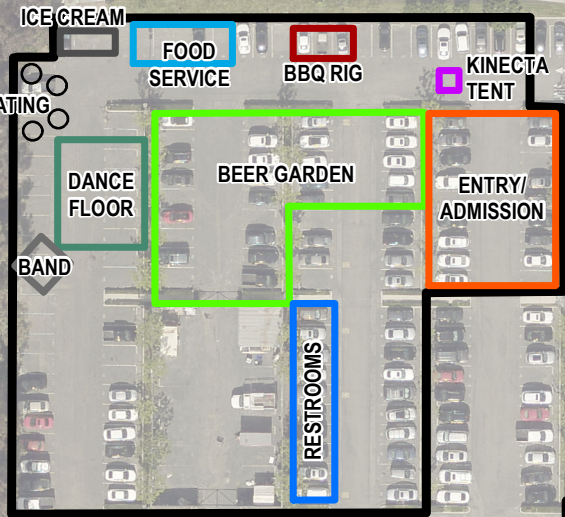
PARKVIEW AVE

LOT CLOSED

Marriott Parking Only

Manhattan Country Club

Marriott Hotel



EVENT SITE

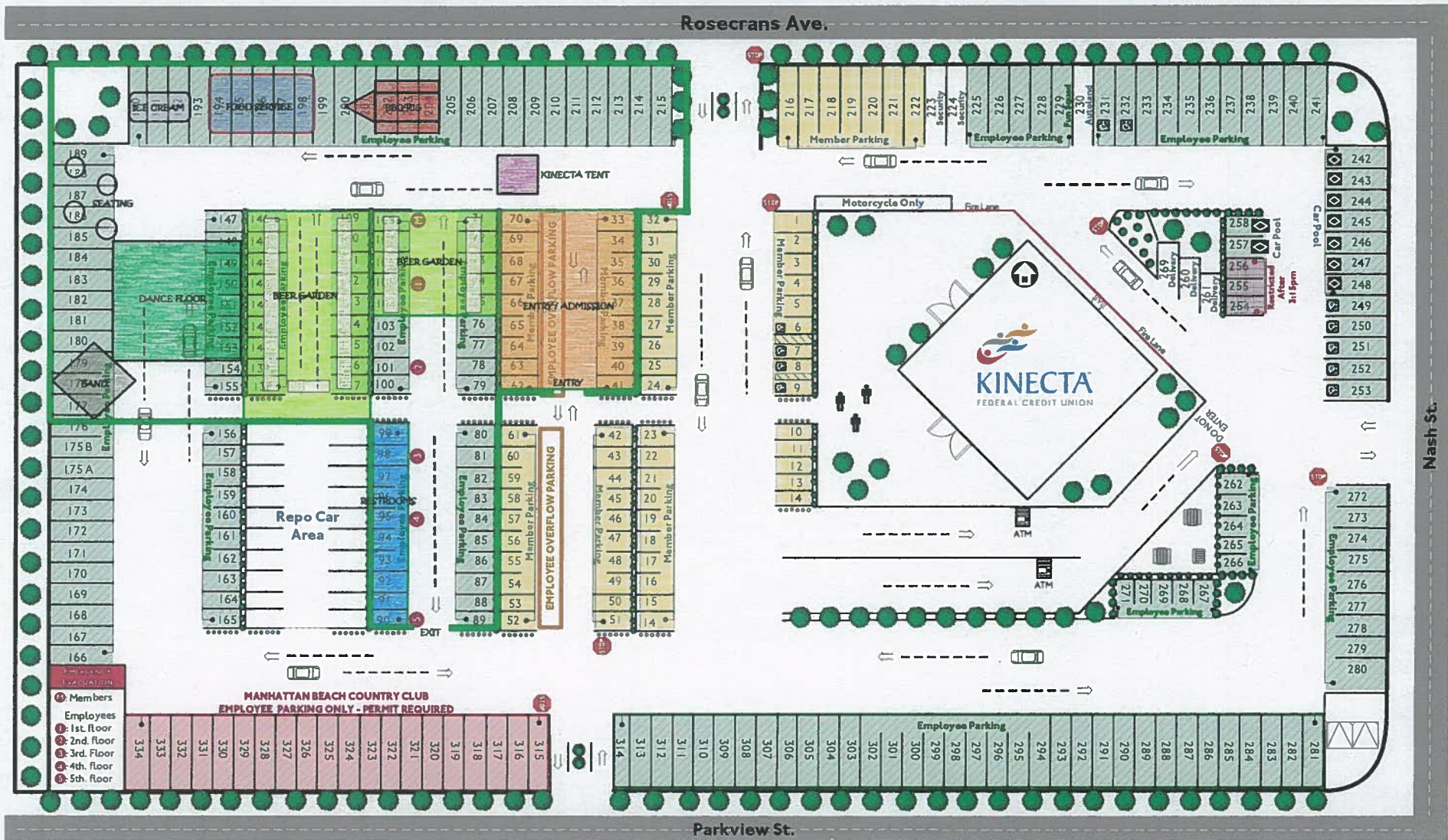
Manhattan Beach Rotary's

# Vet BeerBq

- \* Erik - mark up traffic control
- \* Bonnie - add signage legend



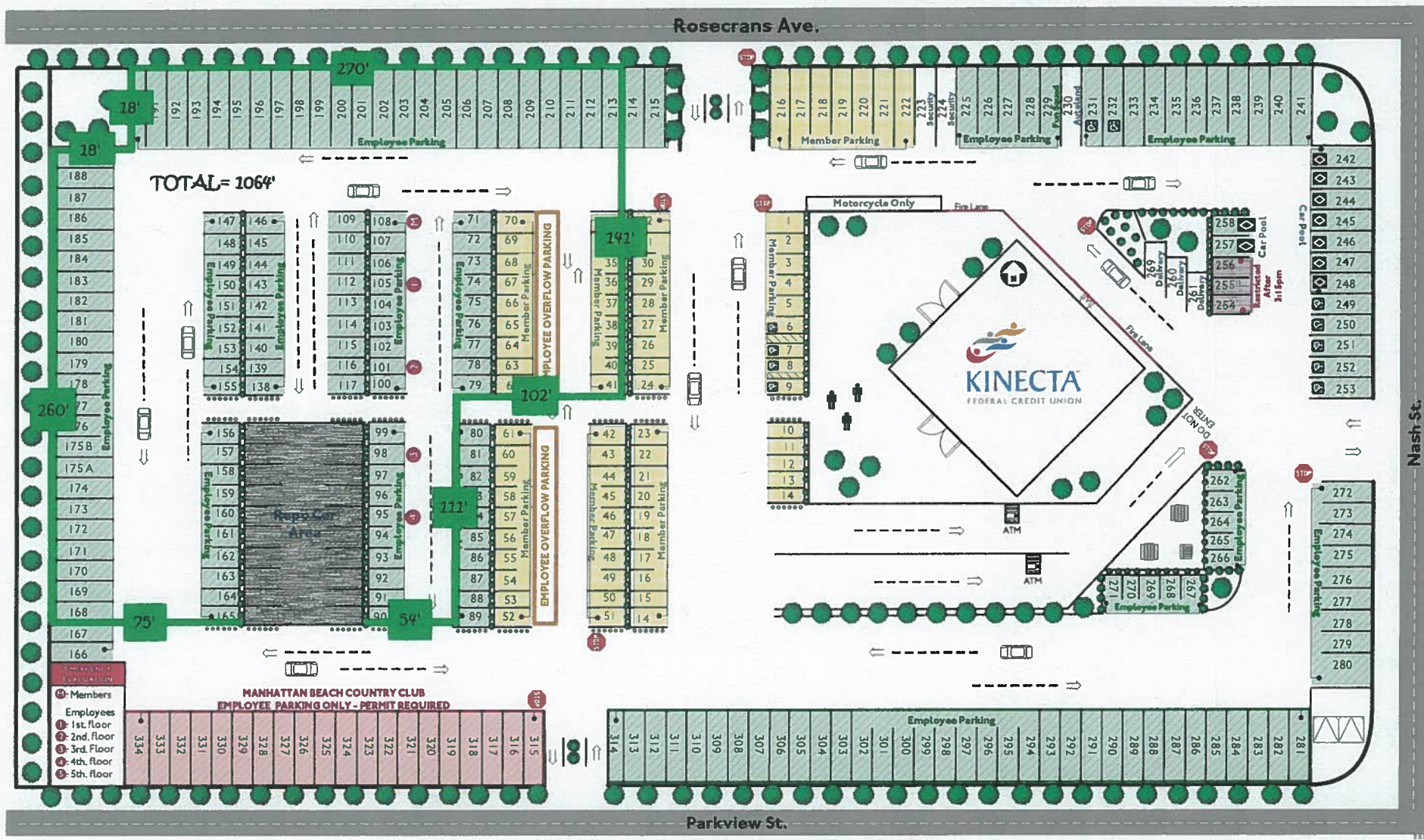
Reviewed & Approved:  
Date: 09/xx/2018



Event layout

old Fence line - see other image

A



TOTAL = 1064'

MANHATTAN BEACH COUNTRY CLUB  
EMPLOYEE PARKING ONLY - PERMIT REQUIRED

Fence line

(B)

1440 Rosecrans Ave., Manhattan Beach, CA. 90266



# **GREEN MATRIX (Environmental Protection Plan)** *(Required for all event applications)*

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<ul style="list-style-type: none"> <li>No dumping/disposing of water, ice, grease, etc. on to streets, plants or down any drain</li> </ul>	All events	There will be no dumping,

<b>4. Transportation</b>		
▪ No-idling policy for all vehicles	All events	Uber and Lyft recommended
▪ Sponsor free shuttle or low cost bus passes	2000 or more	Looking into it
▪ Use hybrid, electric or CNG vehicles	2000 or more	Individual cars
▪ Offer bike parking or bike valet for attendees	2000 or more	Ample bike parking at event
<b>5. Energy</b>		
▪ Use energy-efficient lighting	All events	Daylight event
▪ Turn lighting and devices off when not in use	All events	N/A
▪ Turn off generators when not in use for significant period of time	All events	Yes
▪ Using alternative energy (solar, wind, fuel cell) to supply some power	2000 or more	Not applicable
▪ Use alternative fuel generators (CNG, fuel cell, biodiesel) (biodiesel- minimum B20 (20% blend); B99 is preferred)	2000 or more	Not applicable
<b>6. Marine environment</b>		
▪ Use of single-use plastic bags is NOT allowed.	All events	N/A
▪ Use of polystyrene or plastic #6 cups or containers is NOT allowed.	All events	N/A
▪ No hosing of surfaces unless specifically allowed by city	All events	Will sweep all areas.
▪ Full containment of all wastes	All events	We will remove all trash
▪ Full containment of all six-pack plastic rings.	All events	N/A
▪ Provide recycling containers and litter control	All events	Will contract for services
▪ Beach and street cleaning required	500 or more	N/A
<b>7. Education</b>		
▪ Event and vendors to make reducing waste and recycling a prominent theme	500 or more	We will announce from stage
▪ Advertise green measures and rules in all event advertising and on website	500 or more	We will inform people in pre
▪ Demonstrate that vendors and service providers will comply with green measures	500 or more	We inform all vendors of G
▪ Provide one booth, kiosk or space for green education sponsored by city or designee	2000 or more	N/A
<b>8. Monitoring</b>		
▪ Report on compliance with above applicable measures	500 or more	Yes

FY 2018/2019 Cost Estimate

**Event: VetBeerBq 11.11.18**

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	\$ 156.16	\$ 156.16	
Parks and Recreation						\$ -	
IT	Event map	GIS Analyst	1	regular	\$ 116.60	\$ 116.60	
Public Works		Maint I/II		regular	\$ 115.53	\$ -	
Public Works		various		overtime		\$ -	
					Total Public Works	\$ -	
Fire Department	FIRE PERMIT/MAJOR EVENT-FEE SCHEDULE 16-3					\$476	Fire inspection prior to
					Total Fire	\$ 476.00	
Police Department		Supervisors:				\$ -	
Police Department		Capt.			\$ 227.21	\$ -	
Police Department		Lt.			\$ 220.06	\$ -	
Police Department		Sgt.	1		\$ 191.44	\$ 191.44	
Police Department		Officers			\$ 154.19	\$ -	
Police Department		CSO's			\$ 106.61	\$ -	
Police Department		Exec Secretary			\$ 87.45	\$ -	
Police Department		Jailer			\$ 112.94	\$ -	
Police Department		Front Desk Staff			\$ 105.25	\$ -	

Total PD \$ 191.44

Total City Services **\$ 940.20**

**Third party costs**

Vendor	service	title of staff	#hours	regular/overtime	fully burdened rate	estimated total	comments
Merchants (PW)							
Crown Able (PW)							
CSC Security		CSC Manager			\$ 34.40	\$ -	
CSC Security		Supervisor	7	1	\$ 26.40	\$ 184.80	
CSC Security	3 staff	Security Staff	21	3	\$ 23.66	\$ 496.86	
CSC Security		CSC Breaker Staff			\$ 23.66	\$ -	

Third party costs \$ 681.66

**Total \$ 1,621.86**