



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

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**January 28, 2019  
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**

November 26, 2018

**E. CEREMONIAL**

None

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

Presentation by Ann Pitts - Eva Joseph Goldsheid: Shining a light on local artist & gifted teacher

**G. GENERAL BUSINESS**

Discussion of Donation Policy  
2019/0128.1 Special Event – Outstanding in the Field Longtable Dinner, May 23, 2019

**H. STAFF ITEMS**

Capital Projects Update (Pickleball, Fitness Court, Polliwog Park Play Equipment/Surfacing)  
City Council Re-cap and upcoming items  
Park Master Plan update, timeline, and ad-hoc committee  
Department Mission and Values  
CPRS Award of Excellence

**I. COMMISSION ITEMS**

Salute to the Troops 2019

**J. ADJOURNMENT**

**CITY OF MANHATTAN BEACH**  
**MINUTES OF THE PARKS AND RECREATION COMMISSION**  
Manhattan Beach City Hall  
1400 Highland Ave.  
Manhattan Beach, CA 90266  
November 26, 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 Turkmany, Karger, Allard, Greenberg, Weiner and Apostol

Absent: Commissioner Nicholson

**D. APPROVAL OF MINUTES**

Commissioner Greenberg moved to approve the October 22, 2018 minutes with corrections to all votes to reflect actual attendance of the meeting:

Commissioner Turkmany seconded the motion. The motion passed.

Ayes: Commissioners Turkmany, Karger, Allard, Weiner, Greenberg, Apostol

Noes: None

Abstain: None

Absent: Commissioner Nicholson

**E. CEREMONIAL**

None

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

Commissioner Turkmany opened the floor to audience participation.

Seeing none, the floor was closed to public comment.

**G. GENERAL BUSINESS**

**USA Volleyball – Mark Pahului** – gave a brief presentation on the USA Volleyball Jr. National Championships – He is proposing an event to host the Jr. National Volleyball championships. Participants will be boys and girls aged 10-17 representing 29 states. 80% of the participants will come from four or more hours away.

Event is July 18-23, 2019 with set up beginning July 16<sup>th</sup>. The event will be wrapped up by the end of the day July 23<sup>rd</sup>. The event will utilize 30-34 courts with approximately 450 total teams participating.

The event footprint is similar in size to the Manhattan Beach Open with courts being much closer together.

Mr. Pahului understands the traffic issues with summer activities and camps and will work with the Traffic Manager to establish rideshare drop-off zones for participants and spectators. Discount incentives will be offered to encourage participants to use rideshare services. He

added that many families will stay for 30 days or more to maximize local tournament participation. This could bring benefit to local hotels and possibly longer-term rentals.

The event is broken down in waves, which will minimize the amount of people at the beach at the same time. The first 3 days of the tournament will be 12U and second half will be 16U. The first 2 days of each age group will be pool play and will use most of the courts all day. The third day of each age group will be bracket play. As a secondary solution to parking, Mr. Pahului has been in touch with American Martyrs to use their parking. He does not foresee that need, as he has seen a decrease in parking demand due to use of rideshare services.

Court layout – Currently there are 23 courts. The event would add 3 more rows and go 3 per row to have 30-34 courts available. Courts would be available for scheduled classes without interruption.

There will be four water stations, admin tents, a medical tent and speakers that will face the ocean.

Mr. Pahului has spoken with Kelly Stroman of the Downtown Business Association. He will work to provide opportunities to promote downtown businesses. A very high percentage of people will be from out of town. He is expecting 900 participants and 2000 spectators over the course of the event. They will require housing, food, etc. Economic impact – average 3500 room nights for the event. Many will stay for the whole month. The event could potentially bring over \$3,000,000 to the local economy.

Commissioner Weiner asked if the interface with the local businesses would be a sponsorship opportunity. Mark replied that it depends on how much they would like to participate. He also needs to consider the existing sponsors.

The event started five years ago and has been held in Siesta Key, Florida; Milwaukee, and Virginia Beach. Commissioner Greenberg asked if the goal is to rotate cities or to make it an annual event in Manhattan Beach. Mr. Pahului replied that the intention is to rotate around the country with perhaps the hope to come back to Manhattan Beach every five years.

Commissioner Greenberg asked about the potential impact on summer camps and city-run classes. Recreation Services Manager, Jessica Vincent stated that there will be significant impact on summer programs. The largest camp, Aqualetics, will not be affected as it is out of the footprint. Other programs may need to be moved.

Commissioner Greenberg moved to approve the recommendation of the USA Volleyball Jr. National Championships to the City Council. Commissioner Karger seconded the motion. The motion passed.

Ayes: Commissioners Turkmany, Karger, Allard, Weiner, Greenberg, Apostol  
Noes: None  
Abstain: None  
Absent: Commissioner Nicholson

**FIELD USE AND ALLOCATION POLICY** – Manager Vincent addressed changes in policy including the following:

- Residency is defined as Manhattan Beach residents, Hermosa Beach residents and students attending school in Manhattan Beach with student ID.
- Increase optimal time to diamond field groups and include 3 weekday hours and 2 weekday hours per team during each season.
- Deleted draft model in the Field allocation process.

- Staff is still working with the sports committee to finalize the potential fee structure. All parties have agreed to move to a per-player rate and are negotiating the amount. With that, the group is suggesting abolishing the fee structure proposed during the Village Agreement and move to a purely, per-player fee structure. This would require an amendment to the MOU for Village Field. The policy is going to City Council on December 18<sup>th</sup> along with per player fee structure.

Chair Turkmany opened the floor to audience participation:

Tim Flynn – BCS Flag Football and South Bay Lacrosse – He stated that the Sports Committee is really close to an agreement and there has been a lot of give and take among the groups. He is very optimistic that they will work out the final details. It will not be a perfect outcome for everybody but not a perfect outcome for anybody, which shows the give and take. The groups are working well together to come up with a solution.

The floor was closed to audience participation.

Manager Vincent stated that conceptually, the organizations agree on the per-player rate model. It is the amount that it is being discussed. The changes will result in an \$80,000-\$100,000 revenue increase annually. Fees are categorized for recreation, partial-recreation based and club based.

Commissioner Greenberg stated that the commission had previously discussed other concerns, such as a fee escalation structure vs. a fee review every few years. Manager Vincent stated that fee escalation is the desired result. Commissioner Greenberg asked if there is a written structure for how new groups will fit into the fee and allocation model. Manager Vincent replied that it would be based on the categories set forth in the policy.

Commissioner Weiner asked about the non-resident fees. Manager Vincent clarified that an additional \$10 charge will apply to non-residents (as defined above).

Commissioner Greenberg asked if a mechanism was added to address underutilization of fields. Manager Vincent reported that staff is looking into different avenues and field reservation sites, that will help to monitor field usage.

Commissioner Greenberg stated that the best thing that has come out of the process is that it has brought the groups together in a very collaborative manner. He added that part of why we need a good policy is that the groups do not always work as well together and it is important to have a good policy to take personalities out of the equation. He stated that he cannot vote to endorse a policy and fee model that he has not seen or had time to properly review. He is concerned that some of the comments and changes previously made, had not made their way into the policy.

Commissioner Turkmany asked if the policy is different to what they have seen previously. Manager Vincent addressed the changes that were made (above). Commissioner Turkmany commented that if the user groups are happy at this point, he feels confident that it is in a state to move forward to City Council and if the user groups were unhappy, they would be at the meeting tonight.

Director Leyman stated that the policy has only had a couple of minor tweaks and if there are any specific requests that have not been incorporated, please let him know, to add into the record.

Commissioner Allard confirmed that the fee schedule would be included in the staff report to City Council.

Commissioner Allard moved to approve recommendation of the policy to the City Council.  
Commissioner Karger seconded the motion.

Ayes: Commissioners Karger, Allard, Turkmany, Weiner, Apostol

Noes: Commissioner Greenberg

Abstain: none

Absent: Commissioner Nicholson

#### H. COMMISSION ITEMS

Donation Policy – bringing back January 28<sup>th</sup> to go to the City Council on February 19

Salute to the Troops – Commissioner Karger will spearhead commission involvement. She is will be up for reappointment in May. Staff will look into Coast Guard bands.

Commissioner Greenberg is working on exploring Manhattan Beach opportunities for the 2028 Olympics. Commissioner Greenberg wrote a recommendation that the City Council not pursue becoming a venue for beach volleyball. Currently the LA 2028 committee is very happy with their selection of Santa Monica for various reasons. The committee has said that the event is 10 years away and things could change. Commissioner Greenberg feels that the net benefit of bringing the games to Manhattan Beach would be to the businesses and not the residents. It would basically be giving up the beach without any guarantee that residents will actually be able to attend. He added that there are other ways the City could become involved. We could provide training facilities for different countries. Some larger and more affluent countries will come 4-6 weeks before the games to acclimate and train. It may be possible to partner with a neighboring city to offer space and lodging. He met with Mark Lipps from the Chamber of Commerce who is running with the idea. One other opportunity is to host hospitality houses for various sponsors and international federations. They will rent a hotel or large mansion and host events throughout the Olympics.

Commissioner Karger praised Parks and Recreation facility rental staff for providing a seamless experience for her Kiwanis event. Staff was on point and the experience was a pleasure.

Commissioner Allard moved to cancel the December meeting due to the holidays.

Commissioner Turkmany seconded the motion. The motion passed.

Ayes: Commissioners Karger, Allard, Turkmany, Weiner, Greenberg, Apostol

Noes: none

Abstain: none

Absent: Commissioner Nicholson

#### I. STAFF ITEMS – Director Leyman gave the following updates.

**Pickleball** – The department is moving forward conceptually with the pickleball court plan. The plan converts the northwest paddleball court and central picnic area into two dedicated pickleball courts. It also includes installing adjustable nets on the northeast paddleball court making it convertible from paddleball to pickleball. The plan will not affect the two existing tennis courts to the south.

Commissioner Weiner asked if installing the adjustable nets on the existing paddleball courts would solve would enough of the issues without changing things to accommodate the third court.

Director Leyman replied that the project as planned would be in the \$20,000-\$25,000 range. He added that there will be opportunity for public input to determine whether the changes will include dedicated pickleball courts or dual-use courts with adjustable nets.

Commissioner Greenberg confirmed that there will be no additional impact to tennis players. Court 1 would continue to be used for pickleball in the same hours. Paddleball players may be negatively impacted if courts are lined for pickleball only. He asked why the courts would not be lined for both pickleball and paddleball, and if the pickleballers are organizing any fundraisers to help contribute to the cost of the project, like the youth sports user groups do. Director Leyman reported that there has been no such conversation as of yet and would have to be coordinated through an organization.

Commissioner Allard commented that she has never heard from any paddle tennis players.

Director Leyman stated that the funds for the project could be approved by the City Manager and possibly be taken out of a revenue generating account. We are working with the County to determine if Prop A funds may be used for the project.

Commissioner Turkmany recommended approaching Leadership Manhattan Beach to take on as a project.

### **City Council Agenda Items –**

September 19<sup>th</sup> meeting:

- Sunrise Senior Living project – approved a pass through agreement for an environmental impact report

October 2 meeting:

- Senior and Scout Community Center - Approved a commitment of \$1,000,000 towards construction. Commissioner Allard reported that there is a big fundraising drive to secure the balance.
- Pesticide management practices– Directed staff for formally discontinue use of pesticides on turf and work with the Sustainability Task Force to develop new pesticide management practices.

October 16 meeting:

- Homelessness Plan – received update and appointed 5 representatives to the Homelessness Task Force

November 6 meeting:

- Leadership Manhattan Beach 60 Day Update - received and filed. Directed liaison to provide updates as needed
- Adopted resolution declaring a shelter crisis allowing the City to be eligible for grant funding with a focus towards care management
- City Hall Lobby Public Art Project - Approved \$317,000 from the Public Art Trust Fund
- National Fitness Court – Equipment purchased approved. There was some concern about the court wall. Staff will be creating renderings with the wall in different positions with different color options, for public input.

- Art in the Park proposal – City Council supports the idea and it was tabled to be discussed at the next joint work plan meeting.

November 20 meeting:

- Historical Society, Red House upgrades - Phases 1,2 and 3 approved and appropriated \$109,000 for the historical society, red house upgrades, and assessment of historical items with an end goal of working with MBUSD to develop an educational program. Approved included adding one part-time staff person to be the archivist. Staff will return for approval of Phase 4 at a later date.
- Awarded a Professional Services Agreement to evaluate fiber in the City to make the City the fiber provider for the town.

**Polliwog Playground** – The lower play equipment is at the end of its useful life. Staff will bring the item to the commission in January and begin public outreach. This project is a significant dollar amount but is a high priority in terms of CIP and use. The current equipment is at least 15 years old, is in a constant state of disrepair and is in dire need of replacement. The project will replace the pour in place surfacing and play equipment in the lower playground and replace the surfacing in the upper playground.

#### J. **ADJOURNMENT**

Commissioner Turkmany moved to adjourn. Commissioner Weiner seconded the motion. The motion passed. The meeting was adjourned at 7:45 pm to January 28, 2018.

Ayes:	Commissioners Turkmany, Karger, Allard, Weiner, Greenberg, Apostol
Noes:	None
Abstain:	None
Absent:	Commissioner Nicholson

**TO:**

Parks and Recreation Commission

**FROM:**

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

**SUBJECT:**

Proposed Donation Policy from the Parks and Recreation Commission and Provide Recommendations to the City Council on Donation Program Options (Parks and Recreation Director Leyman).

- 1) **APPROVE POLICY**
  - 2) **PROVIDE DIRECTION ON DONATION PROGRAMS**
- 

**RECOMMENDATION:**

Staff recommends that the Parks and Recreation Commission approve the proposed Donation Policy from the Parks and Recreation Commission and provide recommendations to the City Council on donation programs.

**FISCAL IMPLICATIONS:**

There are no fiscal implications associated with the donation policy. Fiscal implications will vary based on final City Council direction for donation program options.

**BACKGROUND:**

The City Council directed staff to draft a comprehensive donation policy and explore donation program options beyond the tree and bench donation programs. The Parks and Recreation Commission created an ad-hoc committee to draft the donation policy and evaluate program options. The Committee met three times to draft the policy and presented their findings at the November 26, 2018, Commission meeting. The Commission discussed the draft proposal and asked the Ad-Hoc Committee to further refine the policy to focus on process and guidelines, and separately, provide detailed language for each donation program.

**DISCUSSION:**

The Donation Program Ad-Hoc Committee updated the policy to include the Commission recommendations. These updates included:

- Tiered guidelines for addressing donation options
- Timelines and review process
- Recognition and maintenance
- Liability and indemnification

The Ad-Hoc Committee also developed a variety of donation program options for the Commission's review. In creating the programs, the Committee established a "*Donation*



*Program Mission”:*

- For community members to become a permanent part of the City by honoring their family, remembering a loved one or commemorating a special occasion on a purchased tile
- To promote greater community unity
- To improve the appearance of City amenities
- To establish a funding source (if we choose) for Parks and Recreation projects

The Committee proposed four primary donation program options:

1) *Catalogue of Park Amenities*

- Trees
- Benches
- Park Amenities (Picnic Pads, Trash Receptacles, barbecues, etc.)

2) *Donor Tiles/Pavers Program* - (attachment)

- Pavers
  - to be installed outside of the post office pathway which is currently decomposed granite.
- Youth/Community tiles  
Locations and projects to be determined

3) Mosaic community Mural – Civic Center Plaza (Attachment)

- Replaces the corrugated metal on walls of pathway

4) Military Banner Program (Attachment)

- Program would recognize our community’s men and women in uniform who are currently serving the Armed Forces, veterans who have served in the past, or veterans of the past
- Recommended location: Manhattan Beach Boulevard. Available space to be Uses existing pole banner hardware on Manhattan Beach Boulevard to be determined on a first-come, first–served basis, and all banner locations shall be determined by the City.

5) Strand Alcove Bench Donation Program

In addition to the above donation programs, the Parks and Recreation Commission suggests eliminating the Strand Alcove Bench Donation program. The Commission recommends elimination, as there are only seven remaining locations, of which most of the recent donations are of a single design. The Commission believes that the City Council should select the benches and artists for the remaining alcoves.

**PUBLIC OUTREACH/INTEREST:**

The ad-hoc committee met six times to draft the policy and investigate program options. The donation policy was also discussed at the September, November and December 2018, Parks and Recreation Commission meetings.

**LEGAL REVIEW**

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

**Attachment/Attachments:**

1. Donation Policy
2. Tree and Bench Donation program
3. Donor Tile/Pavers Program
4. Mosaic Community Mural
5. Military Banner Program



## BENCH DONATIONS

Anyone wishing to commemorate an event or recognize a loved one may purchase a pre-approved bench in a range of prices. To make a commemorative bench request, the Donor must complete an application form and submit it to the Recreation Services Manager, along with a check in the amount designated.

## BENCH RECOGNITION PLAQUES

While the City respects the desire of individuals to remember their loved ones, it also recognizes the desire of other community members not to be burdened with a constant reminder of death in public places.

Recognition plaques and signage may be discretely placed on benches or other large donations. Information on the plaque may include the following:

1. Date
2. If the donation is commemorating an event or the life of an individual, the plaque may say: "Dedicated to John Doe 2002" or "Donated By" or "Commemorating the 50th Anniversary of..." or "In Recognition of"
3. The size of the standard bronze plaque may not exceed 14 inches by 2 inches by 1/4 inch.
4. Three lines of copy with 40 spaces per line. Spaces between words are included in this figure.

Placement of all bronze plaques shall be discrete and consistent on all benches. The City is not responsible for replacing markers and or plaques if they are damaged or vandalized. The City reserves the right to remove any and all equipment and recognition markers at any time.

## TREE DONATIONS

**Commemorative Living Tree Donation:** Anyone wishing to commemorate an event or recognize a loved one may purchase a pre-approved tree from the enclosed list by filling out the attached application form and returning it along with a check in the amount designated.

A letter and Certificate of Appreciation signed by the Mayor and City Council identifying the individual to be recognized and the site location will be sent to the Donor.

Note: Site approval is subject to the Departments or Commissions with jurisdiction over the site. Recognition Plaques are not provided by the City and are not permitted at tree sites.

**CITY OF MANHATTAN BEACH**  
Parks and Recreation Department  
1400 Highland Avenue  
Manhattan Beach, California 90266



**Parks  
Make  
Life  
Better!**

## City of Manhattan Beach Tree & Bench Donation Program

## DONATING A TREE OR BENCH

To The City of Manhattan Beach

Donations are important to the vitality of the City and its mission to preserve, enhance and strengthen the quality of life in the community. The following information explains the process for celebrating and commemorating the events or lives of individuals who have lived in this community through donations.

Anyone wishing to commemorate an anniversary, celebrate a new birth, or honor the memory of a loved one may request that trees, benches, playground equipment, etc. be placed through a donation within the City. These requests must be approved by the Departments and/or Commissions that have jurisdiction over the site. The Departments/Commissions is responsible to make sure that special requests are consistent with park plans, function, operations and current aesthetic needs.

Individuals or groups wishing to donate commissioned art works should refer to the Public Art Master Plan. These donations are not covered in this brochure and require a different procedure.

### Criteria for Acceptance of Special Donations, Benches or Trees.

The Recreation Services Manager will oversee the acceptance of gifts in accordance with the City's Donation Policy. If the donation creates any of the following conditions, a Staff Report must be submitted to the Parks and Recreation Director asking for acceptance:

1. Does it create an immediate or initial City expenditure of \$500 or more which has not been included in the approved City budget? This pertains both to a direct outlay of City funds or to the use of City staff, resources and materials.
2. Does it create an annual City maintenance obligation of \$1000 or more which has not been included in the approved City budget?
3. Does it materially affect or change any aspect of City operations?
4. Unless otherwise stated in a contract, the Donor shall give up ownership rights; right to alter, move or remove said donations without reservation, and maintenance obligation rights.

### Requests for a Specific Site

In order to maintain a balance in the placement of benches and trees in areas where people congregate, wait, and rest or engage in social activity, all requests for a specific site must be approved by the Departments and/or Commissions that have jurisdiction over the site. The request must also be consistent with the Public Art Master Plan, Parks Master Plan and the General Development Plan. Specific locations that may be requested include public facilities, parks and thoroughfares.





Park Bench



Park Bench



Detail of plaque on Park Bench



Picnic Bench sans picnic pad

Examples of Park Bench and Picnic Bench

TYPE OF BENCH	PRICE *
Park Bench	\$1,342
Picnic Bench	\$1,246
Picnic Bench plus Picnic Pad (Purchase of picnic pad (\$5,700) may be required for certain locations)	\$6,946

\*Price includes materials & labor.

**Recognition Plaque:**

The plaque includes 50 characters (this includes spaces between words), please select from the following sentences.

Date: 00/00/08

"Dedicated to John Doe 2008" or

"Donated By..." or

"Commemorating the 50th Anniversary of..." or

"In Recognition of..."

**Please fill in plaque information, 50 characters or less**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please process the above application. I understand that the City of Manhattan Beach reserves the right to remove the bench or plaque at anytime and that the selected site must be approved by the City Department or Commission that has jurisdiction over the site. If the City is unable to fill my request, I understand that I will receive a full refund.

I have enclosed a check in the amount of: \$ \_\_\_\_\_

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

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

E-mail: \_\_\_\_\_

Phone: \_\_\_\_\_

**COMMEMORATIVE BENCH APPLICATION**

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

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Person Being Honored: \_\_\_\_\_

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

Site Request: (please select a first and second choice)

**PARKS:**

- 1) Eighth Street Parquette
- 2) Larsson Street Parquette
- 3) Live Oak Park
- 4) Veterans Parkway
- 5) Manhattan Village
- 6) Manhattan Heights
- 7) Marine Avenue Park
- 8) Polliwog Park
- 9) Sand Dune Park
- 10) Other Choice

First choice: \_\_\_\_\_

Second Choice: \_\_\_\_\_

**PLEASE NOTE:**

- 1) All locations are subject to the approval of the Parks and Recreation Department that has jurisdiction over the site.
- 2) The City will not be responsible to replace bench, markers and or plaques if they are damaged or vandalized.
- 3) Bench installation/location is based upon availability.

**Send check and application to:**

City of Manhattan Beach  
Parks & Recreation Department  
1400 Highland Avenue  
Manhattan Beach, CA 90266

For more information:  
Idris Jassim Al-Oboudi  
Recreation Services Manager  
(310) 802-5404



**TREE DONATION APPLICATION**

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

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Person Being Honored: \_\_\_\_\_

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

Recognition Plaques are not permitted at tree sites

**Certificate:** Circle or add specific wording. Limited to 50 characters.

"Dedicated to" "In Memory of" "In Honor of"

\_\_\_\_\_

\_\_\_\_\_

Site Request: (please select a first and second choice)

**PARKS:**

- 1) Larsson Street Parquette
- 2) Live Oak Park
- 3) Veterans Parkway
- 4) Manhattan Village
- 5) Marine Avenue Park
- 6) Polliwog Park
- 7) Sand Dune Park
- 8) Other Choice

*Please note the following locations are unavailable: 8<sup>th</sup> Street Parkette, Manhattan Heights Park, Bruce's Beach*

First Choice: \_\_\_\_\_

Second Choice: \_\_\_\_\_

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

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

(Fee includes planting cost). If you have a special preference, please select it from the list of **Approved Trees\***.

	24"
Drought Tolerant Tree	\$295

I understand that the City reserves the right to remove the tree at anytime it deems necessary.

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

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

E-mail: \_\_\_\_\_

Phone: \_\_\_\_\_

**Send Check and Application to:**

City of Manhattan Beach  
Parks & Recreation Department  
1400 Highland Avenue  
Manhattan Beach, CA 90266

For more information:  
Idris Jassim Al-Oboudi  
Recreation Services Manager  
(310) 802-5404



**Please circle selected tree from the list.**

24 INCH BOXED SIZE  
Drought Tolerant

Agonis Flexuosa - Peppermint Tree

Arbutus Unedo - Strawberry Tree

Arbutus Marina

Barachychiton Acerifolius - Australian Flame Tree

Barachychiton Populneus - Australian Bottle Tree

Brahea Armata - Mexican Blue Palm

Callistermon Citrinus - Lemon Bottlebrush

Chiranthodendron Penadactylon - Monkey Hand Tree

Eucalyptus Ficifolia - Red Flowering Gum

Ficus Macropylla - Moreton Bay Fig

Ficus Rubiginosa - Rusty Leaf Fig

Melaleuca Nesophylla - Pink Melaleuca

Melaleuca Quinquenervia - Cajeput Tree

Metrosideros Excelsus - NZ Christmas Tree

Leptospermum Laevigatum - Australlian Tea Tree

Lophostemon Confertus (Tristina Conferta)

Olea Europaea - Olive

Pinus Torreyana - Torrey Pine

Prunus Lyonii - Catalina Cherry

Other drought species may be considered after review and dependent upon availability.

## Tile Donation Program

Proposal: A community based donation tile program to be included in the Parks and Recreation donation policy

### Mission:

- 1) For community members to become a permanent part of the City Hall Plaza by honoring their family, remembering a loved one or commemorating a special occasion on a purchased tile
- 2) To promote greater community unity
- 3) To improve the appearance of the unadorned fence
- 4) To establish a funding source (if we choose) for Parks and Recreation projects

Honorees: Sponsors would purchase tiles through an application on the Donation Program web site.

Location suggestions: City Hall Plaza, Veterans Parkway

Funding: The program is intended to be community support-based in order to minimize the fiscal impact on the city.

### Manufacturer:

**Polar Engraving-** Is the company producing the commemorative bricks raising money for the MB Senior and Scout Community Center. Costs include engraving and shipping and tile donation prices are consistent with the Senior and Scout House program.

### Suggested pricing:

6 x 6 sized tile+ \$16 - cost/ \$250 donation price

12" x 12" sized tile =\$32-cost/ \$1000 donation price

## City of Manhattan Beach Military Banner Program

### Proposal:

The Military Banner Program would recognize our community's men and women in uniform who are currently serving the Armed Forces, veterans who have served in the past, or veterans of the past.

Street banners will be designed and printed by a third party company and installed by Public Works on an annual basis. They would be up for 5 months, from July - November to coincide with our Salute to the Troops and Veterans Day events. The banners, once removed will be given to the sponsor.

### Mission:

- 1) For community members to honor and say thank you to active-duty service members or veterans of the US military who are either Manhattan Beach residents or businesses or of relatives of Manhattan Beach residents, or businesses
- 2) To promote greater community awareness of the military individuals living in our city
- 3) To be a program that pays for itself, with no fiscal impact to the City.
- 4) To establish a funding source (if we choose) for local veteran support organizations or projects

Honorees: Sponsors would purchase a banner through an application process requiring proof of Manhattan Beach residency of the sponsor (open to individuals, families, businesses and organizations), proof of military service of honoree and a high-resolution photograph of the honoree through the Donation Program web site. Honorees should be individuals that have served honorably or are currently serving in the US. Military. Honorees would have a connection to the local community either by residency or having family that lives in Manhattan Beach

Location: Recommended- Manhattan Beach Blvd. and available space to be determined on a first-come, first-serve basis, and all banner locations shall be determined by the City.

Dates- Banners will be displayed during July through November in conjunction with Salute to the Troops and Veterans Day.

Funding: The program is intended to be community support-based in order to minimize the fiscal impact on the city.

Pricing: 3' x 6' banner is being offered to Manhattan Beach at a discounted price of \$88 from **Military Tribute Banners**. This is a company that will design and produce, create promotional materials and create artwork and/or digital files for the city. This on-line company is run by veterans and has the endorsement from the City of Easthampton, Mass. who I spoke with. Our pricing would be determined by the Public Works costs to install and remove. As a price comparison, The City of Torrance has a similar program (with the exception that honorees must show proof of residency) and their price is \$220 for in house production and installation.

**TO:**

Honorable Mayor and Members of the City Council

**FROM:**

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

**SUBJECT:**

Request from Outstanding in the Field to Hold a Special Event on the Pier on May 23, 2019 (Parks and Recreation Director Leyman).

**DISCUSS AND PROVIDE DIRECTION**

---

**RECOMMENDATION:**

Staff recommends that Parks and Recreation Commission discuss and provide direction on the proposal from Los Angeles Times and Outstanding in the Field to host a “long table dinner” on the Manhattan Beach Pier on May 23<sup>rd</sup>, 2019 as part of the LA Times Food Bowl.

**FISCAL IMPLICATIONS:**

There are no fiscal implications associated with the event. However, if the event is approved and services of city staff are required in the execution of the event, organizers will pay fully burdened rates for those services.

**BACKGROUND:**

Staff received a Special Event Application from Outstanding in the Field, an event coordination agency, in conjunction with the Los Angeles Times (LA Times) event team, about holding a sustainable seafood event or “long table dinner” on the Manhattan Beach Pier (Attachment).

The dinner would be part of the LA Times Food Bowl, a month-long food festival held every May, in locations across Los Angeles. It would be hosted in partnership with Outstanding in the Field, a group that produces outdoor dining events with the mission to re-connect diners to the land and origins of their food. The Manhattan Beach dinner will focus on educating attendees on the issue of sustainable seafood, as well as feature chefs from Manhattan Beach restaurants. A portion of the proceeds will be donated to the Roundhouse Aquarium.

This event was approved and held on the sand on May 24<sup>th</sup>, 2018, after the initial request to hold the event on the pier was denied based on reports from several departments regarding legal requirements, necessary outside agency approvals and the restrictive timeline.

The approval of this event required a change to the municipal code that does not allow alcohol on the beach. That change was considered a pilot and included a sunset clause



to expire on August 31, 2018. The change was not made permanent. The municipal code allows for the City Council to approve the sale and/or consumption on the pier.

**4.48.090 - Limited alcoholic beverage use on public property—Special permit.**

Notwithstanding the other prohibitions of this chapter, after considering the recommendation of the Chief of Police, the City Council may grant special permits for the sale or consumption of wine or beer at special functions or activities in a park or other public place if there is a public benefit to the community. Any such special permit shall also be subject to the requirements of the California Department of Alcoholic Beverage Control. For purposes of this section, public place includes the Manhattan Beach Pier but excludes the remainder of the public beach.

**DISCUSSION:**

Outstanding in the Field has reached out to the California Coastal Commission (CCC) to determine if a Coastal Commission Development Permit is required, as the location of the event is seaward of the mean high tide line falling into CCC jurisdiction.

The event itself will last from 4:00 to 9:00 p.m. (Attachment 3) and will provide a reception with beer and wine in the area of the Roundhouse, educational speakers regarding the sustainable fishing industry, and a 4-course dinner stretching 300 ft. down the pier, serving about 300 guests. There will be amplified sound from 5:00-6:00 p.m. during the education portion of the evening in the area of the Roundhouse. and no extra lighting.

The kitchen and service stations would be located in the lower south pier parking lot.

As this event involves food preparation and delivery, it requires the use of charcoal grills, propane burners or other heating elements. However, most of the food is typically prepared off-site and delivered ready-to-eat, which necessitates minimal on-site cooking. The organizer will work with the Fire Department to obtain necessary permits. Safety stations, including fire extinguishers and hand-washing stations, will be established at multiple locations.

To address concerns regarding parking and traffic control for the bike path, the Police Department recommends additional staffing on hand during set-up and tear-down of the event, particularly surrounding the bike path. Due to the presence of alcohol, they also recommend staff stationed along the Pier and at key locations to assist with security, along with an on-duty LA County Lifeguard. The Fire Department also requires one Fire Safety Officer on-site.

The Special Events Committee, representing multiple City departments, had the following concerns and requirements regarding the event:

Police:

The police department had many concerns with the event

last year. Many of the issues were a result of the event being held on the sand (sand of bike path, length of time required to set up and break down, emergency access). Another important concern was the lack of communication between the organizer and the police department. They also felt that there was not adequate staffing on the part of the organizer to handle the number of guests and facilitate a timely and safe break down. Private security from Contemporary Services Corporations (CSC) and Police staffing will be required.

Fire: Fire Code permit will be issued according to the City's fee schedule (Reference #16-3, \$476). Additionally, one firefighter/paramedic would be assigned to the event.

Public Works: No concerns

Community Development: Permits will be required from public safety, health department, alcohol, possibly Coastal Commission. Need more detailed plans for set up and how things will work and for contingency plans.

Parks and Recreation: One staff member will be assigned to event to monitor the event, including set up and teardown.

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

This item was discussed at the January 16, 2019 Special Event Committee meeting for input from each department representative.

#### **ENVIRONMENTAL REVIEW**

Environmental review is currently in process. The event operators reached out to the Coastal Commission and will also need State approval for use of the Pier. Staff from community development will also need to approve the final plan for compliance with the City's Local Coastal Plan.

#### **LEGAL REVIEW**

The City Attorney will review this item upon the Parks and Recreation Commission's recommendations.

#### **Attachment/Attachments:**

1. Outstanding in the Field Special Event Application
2. Event Site Plan





City of Manhattan Beach  
Parks and Recreation Department

2019

PERMIT NUMBER:

EVENT DATE:

DATE STAMP  
RECEIVED DEC 19 2018

STAFF  
INITIALS

# SPECIAL EVENT PERMIT APPLICATION

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

- APPLICATIONS FOR LEVEL I & II EVENTS MUST BE SUBMITTED AT LEAST 90 DAYS PRIOR TO EVENT DATE
- APPLICATIONS FOR LEVEL III EVENTS MUST BE SUBMITTED AT LEAST 180 DAYS PRIOR TO EVENT DATE
- \$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\*\*): May 23, 2019

2nd Choice\*\* \*(Required): May 22, 2019

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

## ORGANIZATION INFORMATION

EVENT TITLE: Outstanding in the Field x LA FOOD Bowl on <sup>Manhattan</sup> Beach Pier

Applicant Name: Anna Gelb Birthdate 7/30/1987

Organization Name: Outstanding in the Field

Non-Profit?  YES  NO Non-Profit I.D. or Tax Exempt #: \_\_\_\_\_

Address: PO Box 2413

Santa Cruz CA 95063  
City State Zip

Phone: 206-321-2270

Cell: 206-321-2270

Email Address: Anna@outstandinginthefield.com

Fax: N/A

## CONTACT INFORMATION (IF DIFFERENT FROM ABOVE)

Applicant Name: (Same as above)

Birthdate: \_\_\_\_\_

Address: \_\_\_\_\_

City State Zip

Phone: \_\_\_\_\_

Cell: \_\_\_\_\_

Email Address: \_\_\_\_\_

Fax: \_\_\_\_\_

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

Name: Anna Gelb

Cell: 206-321-2270

**EVENT INFORMATION**

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

- Race (run, walk, bike, etc.)
- Parade
- Street Fair/Festival
- Concert
- Other \_\_\_\_\_
- Tournament
- Pass-Through
- Fundraiser
- Swim Event
- Sidewalk Sale

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

Benefitting: The Roundhouse

Entrance or registration fee: \$ 285

Event Start Time: 4PM

Event End Time: 9PM

Set-up Date: 5/23/18

Set-up Time: 8AM

Break Down Date: 5/23/18

Break Down Time: \_\_\_\_\_

Event Location: Manhattan Beach Pier

# of participants: 400

Age of Participants: 21+

# of Spectators: uncertain, but 40 staff

Total Attendance: 440 (including staff)

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

(please see attached)

**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.

Assembly Area/Event Start: \_\_\_\_\_

Disbanding Area/Event End: \_\_\_\_\_

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

N/A

**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

Entire Lower South Pier Parking Lot

Event organizer	# of spaces _____	Date: <u>5/23/19</u>	From: <u>8AM</u>	to <u>Midnight</u>
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.

(1 microphone from 5-6PM only)

Sound company name: Guitar Center

Onsite contact name: TBD Cell: 310-542-9444

Is this a fundraising event? If YES, please describe. (see attached description)  YES  NO

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:

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  
Public pier restrooms will be utilized by guests & staff. OITF will pay porter/cleaning fees.

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.  
OITF staff of servers and bussers, along with hired staff from local restaurants will be responsible for event clean-up. Most equipment belongs to OITF, and will be loaded into trailers. Rented items will be picked up at the end of the night by rental company. We'd like to utilize trash bins of the city in the parking lot, and we will take all recycling with us.

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?  YES  NO  
*Contemporary Services Corporation (CSC) is the preferred security vendor for the City. All other companies must reviewed and approved by the Police Department.*

If YES, please include the following information:  
Company name: Contemporary Services Corporation Phone: 310-320-8418 # of guards 2  
Guard Schedule: 3PM-10PM

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.*  
No volunteers, but we have paid staff members who will work the event and wear traffic vests.

Please indicate if and where a first-aid station or personnel will be stationed.  
There will be three first aid stations; 1 in the outdoor kitchen, 1 in the dish station and 1 on our staging table by the Boardwalk.

Please describe your procedures for both crowd control and internal security: *Crowd control plan must be reviewed by the Police Department.* We will have 2 security guards (1 stationed at end of pier, 1 stationed by dinner table). Members of our team will check in guests & give them wristbands, to differentiate them from pedestrians on the pier.

**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.

The event will be marketed on the outstaring in the Field website, the LA Times website and through the social media & newsletter channels of both companies.

**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.

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 checked="" type="checkbox"/> Cars            | 1 refrigerated truck<br>2 trucks and 2 trailers in<br>the lower south pier lot. | <input type="checkbox"/> Dance Floor                              | _____   |
| <input type="checkbox"/> Semi-trucks                | _____   | <input type="checkbox"/> Alcohol sales and<br>consumption area(s) | _____   |
| <input type="checkbox"/> Vans (Size)                | _____   | <input type="checkbox"/> Generator (Size/Type)                    | _____   |
| <input type="checkbox"/> Motor Homes (Size)         | _____   | <input checked="" type="checkbox"/> Sound Equipment               | 1 Microphone in the reception<br>area by the Rainbow.     |
| <input type="checkbox"/> Trailer (Size)             | _____   | <input type="checkbox"/> Lighting                                 | _____   |
| <input type="checkbox"/> Enclosed Tents             | _____   | <input type="checkbox"/> Signs                                    | _____   |
| <input checked="" type="checkbox"/> Canopies        | 2 10x10 tents   | <input type="checkbox"/> Porta Potties                            | _____   |
| <input type="checkbox"/> Stage (Measurements)       | _____   | <input checked="" type="checkbox"/> Cooking Equipment             | 4 charcoal grills, 2 propane-<br>covered over, 2 hot dogs |
| <input type="checkbox"/> Live music—band area       | _____   | <input type="checkbox"/> Live animals                             | _____   |
| <input type="checkbox"/> Other (please attach list) | _____   |   |   |

**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 elected officials, 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.



**APPLICANT AGREES TO COMPLY WITH ALL APPLICABLE LAWS AND AGREES TO MAINTAIN PREMISES IN GOOD CONDITION AND RETURN IN THE SAME CONDITION AS BEFORE SAID USE.**

I hereby certify that all statements made in this application are true and complete to the best of my knowledge. I understand that any misstatement, omission or misrepresentation of material facts may be grounds for revocation of an approved City Special Event permit. I have full knowledge of, and will comply with, the provisions of the Manhattan Beach Municipal Code relating to Parades and Special Events. I affirm that I am authorized to apply for this permit on behalf of the listed event organizer sponsor.

I have read and agree to comply with the City of Manhattan Beach Sustainability Measures. I understand and acknowledge that if any City services over and above that which is normally provided by the City shall be required for the Special Event, the event organizer/sponsor agrees to reimburse the City, upon receipt of an invoice from the City, the actual costs for providing such services.

The event organizer/sponsor shall indemnify, defend and hold harmless, the City of Manhattan Beach, its elected officials, officers, agents and employees, from and against any liability and expense, including attorneys fees and court costs and claims for damages of any nature whatsoever, including, but not limited to, bodily or personal injury, death or property damage arising from any negligent or intentional act or omission by permittee or event organizer/sponsor, its subcontractors, officers, agents, employees and authorized street vendors, in the conduct of the Special Event.

Anna Gelb  
 Name/Company Representative  
Director of Events  
 Title

Anna Gelb  
 Signature  
12/11/2019  
 Date

**DO NOT WRITE BELOW—CITY USE ONLY**

EVENT TITLE: \_\_\_\_\_ DATE(S) OF EVENT: \_\_\_\_\_  
 Organization Name: \_\_\_\_\_  
 ONSITE CONTACT: Name: \_\_\_\_\_ Cell: \_\_\_\_\_

ONSITE SOUND COMPANY CONTACT: Name: \_\_\_\_\_ Cell: \_\_\_\_\_  
 Company: \_\_\_\_\_ Phone: \_\_\_\_\_

CLEARANCES			
DEPARTMENT	REQ	CLEARED BY	DATE
Alcoholic Beverage Control			
Building & Safety:			
Community Development			
Fire Department			
Police Department			
Public Works			
Risk Management			

REQUIRED INSPECTIONS			
INSPECTION TYPE	REQ	CLEARED BY	DATE
Electrical			
Building/Structural			
Occupancy			

**POST IN CONSPICUOUS PLACE FOR DURATION OF THE EVENT**



**APPROVAL TO OPERATE SPECIAL EVENT:**  YES  NO

\_\_\_\_\_  
 Parks and Recreation Director

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Date



## 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 days prior to the event. *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-through 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.

Name (printed) Anna Gelb	Signature: <i>Anna Gelb</i>
Title Director of Events	Date: 12/11/2018

## **Outstanding in the Field x LA FOOD BOWL on Manhattan Beach Pier Event Proposal**

**Date: May 23, 2019**

Outstanding in the Field is a nomadic organization based in Santa Cruz, California that travels around the world, holding long table, family-style dinners on farms, beaches, piers and cliffs. Every event features celebrated local chefs who come together to create a 4-course meal highlighting the bounty of the region. The events involve local farmers, fishermen, and artisans. There is always an educational component to the events, in addition to a delicious meal. 2019 marks the 20<sup>th</sup> anniversary of Outstanding in the Field.

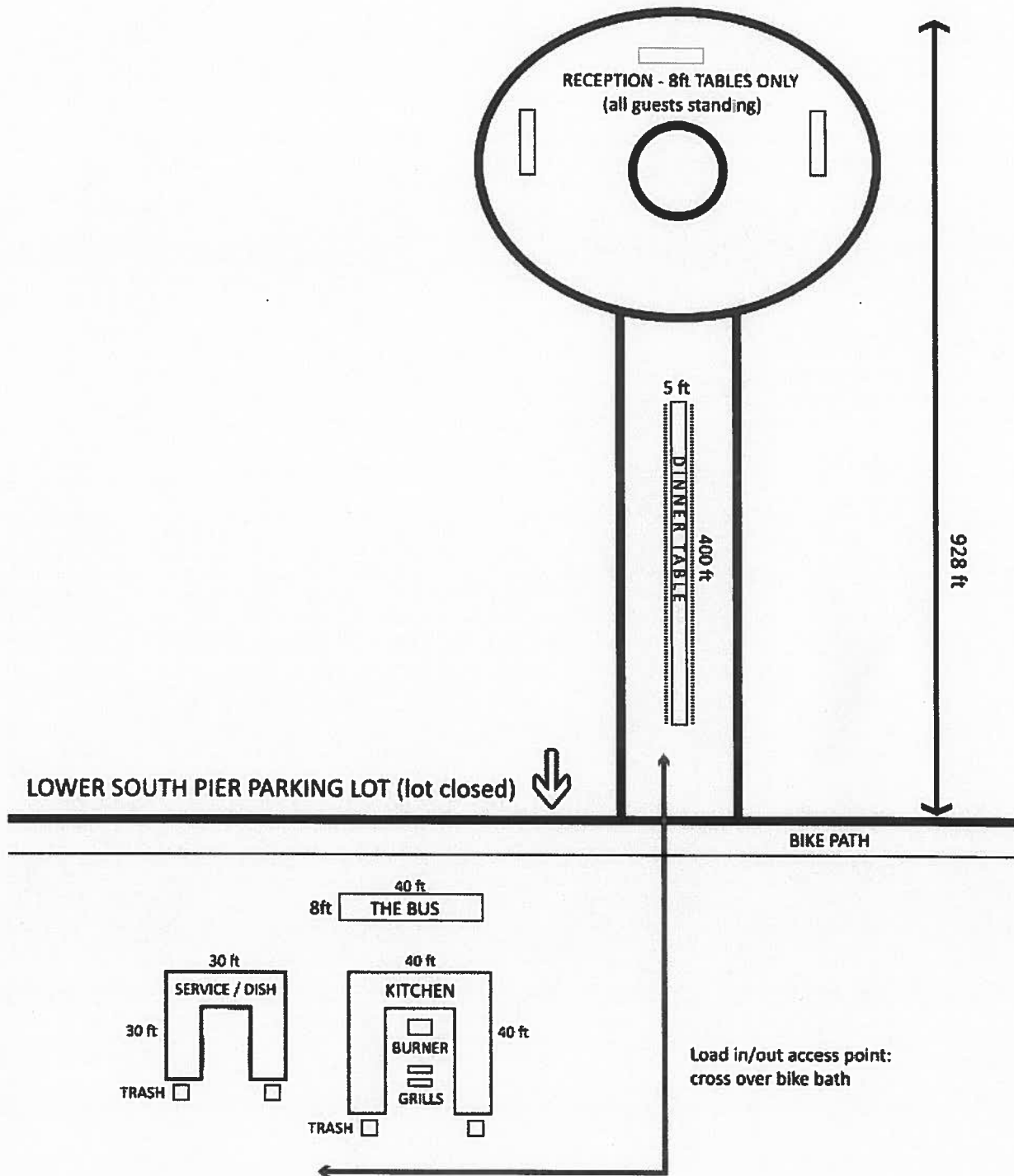
LA FOOD BOWL is a festival put on by the LA Times, celebrating the Los Angeles food and drink scene. The festival raises awareness and funds to fight food waste, hunger, food insecurity and promote sustainability and waste reduction through charity partners and participating events. Spanning the entire month of May, FOOD BOWL features over 250 events with many of the chefs and restaurants that have put Los Angeles on the map as one of the world's great food cities alongside internationally renowned chefs in rare local appearances.

The proposed Manhattan Beach Pier event is a collaboration between Outstanding in the Field and FOOD BOWL, and aims to highlight the food scene of Manhattan Beach and the sustainable seafood community of the region. There will be speakers at the event including a representative from Dock to Dish (an international network of fishermen, marine biologists and seafood advocates working to make low-impact wild seafood more accessible) and a representative from The Roundhouse Aquarium, as a portion of ticket sales for the event will fund the aquarium.

Guests purchase tickets for the event which will span 4-5 hours. The first hour is a reception featuring local wine, beer and passed appetizers. The second hour is speeches by event participants. The final two-three hours comprise a four-course, family-style meal at the long table. The dinner will be cooked by a collaboration of celebrated Manhattan Beach chefs.

## **Hourly Event Schedule for Outstanding in the Field x LA FOOD BOWL on Manhattan Beach Pier, May 23, 2019**

- 8AM
  - Outstanding in the Field staff arrives on site
- 9AM
  - Rentals delivered to beach (plastic/reusable glassware, linens, silverware, plateware, cooking equipment, etc.)
- 8AM-3PM : Event Set-Up
  - Table set up on pier, dressed and set
  - Kitchen and dish station set up in Lower South Pier Parking Lot
  - Service station set up behind Roundhouse on pier
  - Reception area set up behind Roundhouse on pier
- 11AM
  - Kitchen crews arrive, unload equipment and food to kitchen area, prep for event
- 3PM
  - Everything is ready to go for event
- 4PM
  - Guests arrive
- 4-5PM
  - Reception on the pier on the far side of Roundhouse aquarium. Beer, wine and passed appetizers
- 5PM
  - Welcome speeches and speeches by local fishermen and the Roundhouse aquarium representatives regarding the sustainable fishing industry in the Manhattan Beach area
- 6PM
  - Guests sit at the long table for dinner
- 9PM
  - Dinner ends and guests exit the pier
- 9PM-11:30PM
  - Event Breakdown: Rentals are broken down and stacked neatly by the edge of the pier, OITF trailers pull around and load equipment
  - Rentals are picked up
- Midnight:
  - OITF crew vacates





## **PUBLIC RELATIONS INFORMATION**

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

Name of Event: Outstanding in the Field/LA FOOD BOWL on Manhattan Beach Pier

Name of Organization: Outstanding in the Field

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

Date	5/23/2019				
Times	4PM-9PM				

Event Website: WWW.Outstandinginthefield.com

Social Media Channels : Instagram: Out\_Inthefield, Twitter: Out\_Inthefield

Public Relations  
Contact: Lisa Supple

Day  
Phone: 831-402-4982

Evening Phone: 831-402-4982

Email: Lisasupple@Yahoo.com

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

The proposed Manhattan Beach Pier event is a collaboration between Outstanding in the Field and FOOD BOWL, and aims to highlight the food scene of Manhattan Beach and the sustainable seafood community of the region. There will be speakers at the event including a representative from Dock to Dish (an international network of fishermen, marine biologists and seafood advocates working to make low-impact wild seafood more accessible) and a representative from The Roundhouse Aquarium, as a portion of ticket sales for the event will fund the aquarium.

Guests purchase tickets for the event which will span 4-5 hours. The first hour is a reception featuring local wine, beer and passed appetizers. The second hour is speeches by event participants. The final two-three hours comprise a four-course, family-style meal at the long table. The dinner will be cooked by a collaboration of celebrated Manhattan Beach chefs.



# **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: OITF/LA FOOD BOWL ON MB PIER

Expected Attendance: 400

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	Nothing will be single use- we use ceramic plates and rented reusable glassware.
<ul style="list-style-type: none"> <li>▪ Reduce size/bulk of plates, containers, cups</li> </ul>	All events	Nothing is reusable.
<ul style="list-style-type: none"> <li>▪ Use products with high recycled content</li> </ul>	All events	Bottles and wine boxes will be recycled
<ul style="list-style-type: none"> <li>▪ Avoid sale or give-away of single-use plastic bottled drinking water</li> </ul>	All events	Water will be poured into glasses
<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	N/A
<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	N/A
<ul style="list-style-type: none"> <li>▪ Recycle fry-grease for bio-diesel fuels</li> </ul>	2000 or more	N/A
<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	N/A
<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	N/A
<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	N/A
<b>3. Staging</b>		
<ul style="list-style-type: none"> <li>▪ Recycle or reuse event construction materials</li> </ul>	2000 or more	N/A
<ul style="list-style-type: none"> <li>▪ Use 'no emission/no VOC' paints/sealants</li> </ul>	500 or more	N/A
<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	A wastewater tank will be rented.



<b>4. Transportation</b>		
▪ No-idling policy for all vehicles	All events	No vehicles will be on during event.
▪ Sponsor free shuttle or low cost bus passes	2000 or more	N/A
▪ Use hybrid, electric or CNG vehicles	2000 or more	N/A
▪ Offer bike parking or bike valet for attendees	2000 or more	N/A
<b>5. Energy</b>		
▪ Use energy-efficient lighting	All events	No lighting will be used for 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	N/A
▪ Using alternative energy (solar, wind, fuel cell) to supply some power	2000 or more	N/A
▪ Use alternative fuel generators (CNG, fuel cell, biodiesel) (biodiesel- minimum B20 (20% blend); B99 is preferred)	2000 or more	N/A
<b>6. Marine environment</b>		
▪ Use of single-use plastic bags is NOT allowed.	All events	No plastic bags will be used.
▪ Use of polystyrene or plastic #6 cups or containers is NOT allowed.	All events	No plastic cups will be used.
▪ No hosing of surfaces unless specifically allowed by city	All events	No hosing will be used.
▪ Full containment of all wastes	All events	Wastewater tank will be rented.
▪ Full containment of all six-pack plastic rings.	All events	No 6-pack rings will be used.
▪ Provide recycling containers and litter control	All events	We will station recycling bins.
▪ 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	N/A
▪ Advertise green measures and rules in all event advertising and on website	500 or more	N/A
▪ Demonstrate that vendors and service providers will comply with green measures	500 or more	N/A
▪ 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	N/A



City Hall 1400 Highland Avenue Manhattan Beach, CA 90266-4795  
Telephone (310) 802-5000 FAX (310) 802-5001 TDD (310) 546-3501

Revised January 2011 - HR/RM

### City of Manhattan Beach INDEMNIFICATION AND HOLD HARMLESS AGREEMENT

This agreement is issued in consideration of the City approval of the sponsor's application. The applicant must still provide a Certificate of Insurance, naming the City as an additional insured and meet the City's required minimum limits of insurance. An additional insured endorsement shall also be provided and signed by the insurance carrier.

The applicant hereby agrees to the following:

1. Indemnification. The applicant agrees to indemnify, defend, and hold harmless the City of Manhattan Beach and its elective or appointive boards, officers, agents, attorneys and employees from any and all claims, liabilities, expenses, or damages of any nature, including attorneys' fees arising out of, or in any way connected with performance of, the Agreement by applicant, applicant's agents, officers, employees, subcontractors, or independent contractor(s) hired by applicant. This indemnity shall apply to all claims and liability regardless of whether any insurance policies are applicable. The policy limits do not act as a limitation upon the amount of indemnification to be provided by applicant. List activity location and date(s) of event to include set-up and clean-up dates: \_\_\_\_\_  
Outstanding in the Field/LA Food Bowl Manhattan Beach Pier Dinner.

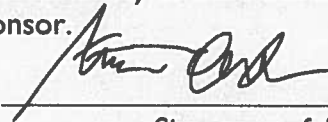
May 23, 2019 8AM-Midnight

2. Investigation and Defense Costs. Said hold harmless assumption on the part of the applicant shall include all reasonable costs necessary to defend a lawsuit including attorney fees, investigators, filing fees, transcripts, court reporters and other reasonable costs of investigation and defense.

This agreement is effective 12/13/2018 at 12:01 a.m.

Named Insured: Outstanding in the Field, Inc.

I, Anna Gelb (print/type name), warrant that I have authority to bind the above listed sponsor and by my signature hereon do so bind this sponsor.

By  12/13/18  
Signature of Authorized Representative Date

Approved \_\_\_\_\_  
City of Manhattan Beach Risk Manager Date