

CITY OF MANHATTAN BEACH
MINUTES OF THE PARKS AND RECREATION COMMISSION
Manhattan Beach City Hall
1400 Highland Ave.
Manhattan Beach, CA 90266
March 26, 2018
6:00 PM

CONTENTS

A. CALL TO ORDER

The meeting was called to order at 6:00 PM.

B. PLEDGE TO THE FLAG

C. ROLL CALL

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

Absent: Commissioner Allen

D. APPROVAL OF MINUTES

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

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

Noes: None

Abstain: None

Absent: Commissioner Allen

E. CEREMONIAL

None

F. AUDIENCE PARTICIPATION (3-Minute Limit)

Commissioner Karger opened the floor to audience participation.

Seeing none, the floor was closed.

G. GENERAL BUSINESS

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

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

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

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

The goal of the new Field and Facility Policy:

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

Changes

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

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

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

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

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

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

Commissioner Karger opened the floor to audience participation.

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

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

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

Commissioner Karger closed the floor to audience participation.

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

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

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

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

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

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

Page 1, Section 1 - Introduction and Purpose

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

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

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

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

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

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

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

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

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

Section 10 – Notice of Non-use of Fields

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

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

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

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

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

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

Facility policy – Commissioner Greenberg gave the following feedback:

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

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

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

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

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

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

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

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

Proposed start dates for new fees are as follows:

Facilities and parks, July 1, 2018

Fields , January 1, 2019

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

Salute to the Troops –

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

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

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

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

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

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

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

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

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

Commissioner Karger opened the floor to public comment.

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

The floor was closed to public comment.

H. **COMMISSION ITEMS** –

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

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

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

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

Director Leyman stated that non-resident registration has begun.

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

I. **ADJOURNMENT**

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

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

Noes: None

Abstain: None

Absent: Commissioner Allen