



# CITY OF MORRO BAY RECREATION AND PARKS COMMISSION A G E N D A

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*The City of Morro Bay is dedicated to the preservation and enhancement of the quality of life.  
The City shall be committed to this purpose and will provide a level of municipal service and safety  
consistent with and responsive to the needs of the public.*

**Regular Meeting - Thursday, May 16, 2013  
Veteran's Memorial Building - 5:30 P.M.  
209 Surf Street, Morro Bay, CA**

Chairperson John Bates

Vice-Chairperson Al Romero  
Karen Croley  
Drew Sidaris

Tom Coxwell  
Brian Dorfman  
Bob Swain

ESTABLISH QUORUM AND CALL TO ORDER  
MOMENT OF SILENCE  
ANNOUNCEMENTS  
PRESENTATIONS

estero bay sustainable solutions – Brian French, P.E., Owner

#### PUBLIC COMMENT PERIOD

Members of the audience wishing to address the Commission on City business matters other than scheduled items may do so at this time. To increase the effectiveness of the Public Comment Period, the following rules shall be followed:

- When recognized by the Chair, please come forward to the podium and state your name and address for the record. Commission meetings are audio and video recorded and this information is voluntary and desired for the preparation of minutes.
- Comments are to be limited to three minutes.
- All remarks shall be addressed to the Commission, as a whole, and not to any individual member thereof.
- The Commission respectfully requests that you refrain from making slanderous, profane or personal remarks against any elected official, commission and/or staff.
- Please refrain from public displays or outbursts such as unsolicited applause, comments or cheering.
- Any disruptive activities that substantially interfere with the ability of the Commission to carry out its meeting will not be permitted and offenders will be requested to leave the meeting.
- Your participation in Commission meetings is welcome and your courtesy will be appreciated.

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Recreation and Parks' Administrative Technician at (805) 772-6280. Notification 24 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting.

#### A. CONSENT CALENDAR

A-1 Approval of Minutes from Recreation and Parks Commission meeting held on  
March 21, 2013

**Staff Recommendation: Approve minutes.**

A-2 Correspondence/Citizen's Reports  
None

- A-3 Participation Reports
  - Youth and Senior Services
  - Recreation Classes and Affiliated Clubs
  - Youth and Adult Sports
  - Facilities and Parks

**Staff Recommendation: Receive and file.**

- A-4 Department Program/Project Status Report
- Staff Recommendation: Receive and file.**

B. PUBLIC HEARINGS

None

C. UNFINISHED BUSINESS

None

D. NEW BUSINESS

- D-1 Initial review of proposed City Partnership Policy
- Staff Recommendation: Discuss and make recommendations.**
- D-2 Review proposed amendments to the Master Fee Schedule.
- Staff Recommendation: Discuss and make recommendations.**

E. FUTURE AGENDA ITEMS

F. ADJOURNMENT

Adjourn to a regular meeting scheduled at the Veteran's Memorial Building, 209 Surf Street, on July 18, 2013 at 5:30 P.M.

This agenda is subject to amendment up to 72 hours prior to the date and time set for the meeting. Please refer to the agenda posted at the Morro Bay Community Center, 1001 Kennedy Way, for any revisions or call the department at 772-6280 for further information.

Materials related to an item on this Agenda are available for public inspection during normal business hours at the Recreation and Parks Department and at Mill's/ASAP, 495 Morro Bay Boulevard, or online at [www.morro-bay.ca.us/rpc](http://www.morro-bay.ca.us/rpc). Materials related to an item on this Agenda submitted to the Commission after publication of the Agenda packet are available for inspection at the Recreation and Parks Department during normal business hours or at the scheduled meeting.

# Rockies Teen Center Solar PV System Donation

Brian French, P.E.



[www.eb-ss.com](http://www.eb-ss.com)

[Brian@eb-ss.com](mailto:Brian@eb-ss.com)

805.235.5521

Rockies Teen Center  
Solar PV System Donation

Brian French, P.E.



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Rockies Teen Center  
Solar PV System Donation

Project Motivation / Goals / Opportunities

- Contribute to community
- Aligned with mission of Recreation and Parks Department
- Facility resembles typical residential construction with good solar exposure
- Community education and outreach opportunity
  - Solar PV system performance in fog and cool temperatures
  - Lower average electric usage in Estero Bay means smaller PV systems/fewer panels/lower costs



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Rockies Teen Center  
Solar PV System Donation

Facility Electric Use

- 9,400 kWh, \$1,800 per year
- PG&E historical average residential rate increase of 2% per year over the past 20 years
- A1 rate (Rockies) has averaged 3% increase per year over the past 5 years
- City has been implementing energy conservation measures such as lighting and HVAC efficiency upgrades to reduce operating costs



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## Rockies Teen Center Solar PV System Donation

### Project Description

- EBSS to donate 2.3 kW DC system, estimated to offset approximately 40% of usage, \$750 in the first year, or \$24,000 over the life of the solar equipment performance warranties (25 years for panels and microinverters)
- Balance of full system (5.9 kW DC) components to be procured through product donations from manufacturers and by the City. Complete system estimated to save \$1,800 in the first year, or \$57,000 over the life of the warranties



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## Rockies Teen Center Solar PV System Donation

### Equipment Manufacturer Product Donation Incentives

- Tax deductible
- Contributing to a project that is educating community and future decision makers
- Recognition by the City on website and at the facility on interpretive panel display
- Microsoft tag on interpretive panel display to access manufacturer's website material



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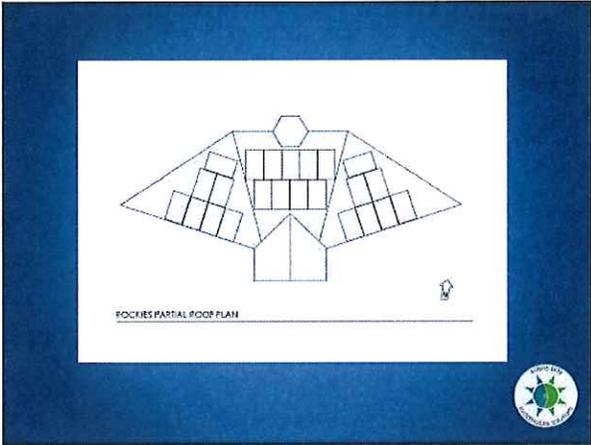
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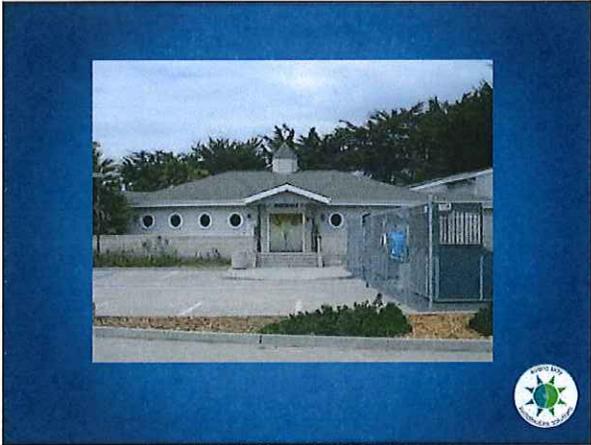
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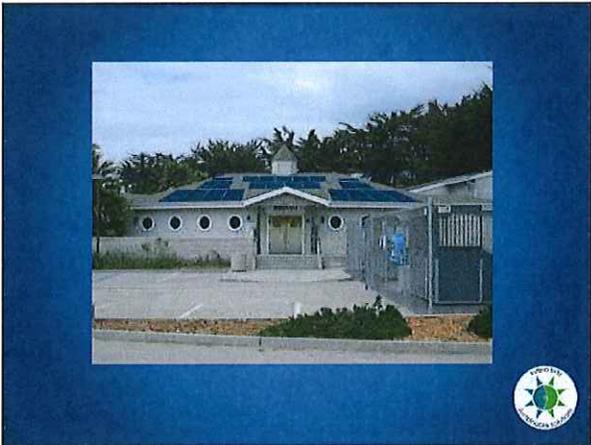
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## **MINUTES – MORRO BAY RECREATION AND PARKS COMMISSION**

REGULAR MEETING –MARCH 21, 2013

VETERANS MEMORIAL BUILDING – 5:30 P.M.

**CALL TO ORDER:** Chair Croley called the meeting to order at 5:30 p.m.

**ROLL CALL:** PRESENT: Chair Croley, Vice-Chair Bates, Commissioner Coxwell, Commissioner Romero, Commissioner Sidaris and Staff Woods. ABSENT: Commissioner Dorfman.

### **MOMENT OF SILENCE**

### **COMMISSIONER REPORTS AND ANNOUNCEMENTS**

Chair Croley announced that the Dixon's Spaghetti Dinner will be held the following evening, March 22<sup>nd</sup> at 4:30 p.m. at the Community Center. She encouraged all to attend and support the Morro Bay Community Foundation in their efforts to raise funds to support afterschool programs by providing scholarships.

Staff Woods added that in addition to the Foundation, the event is supported by the Morro Bay Senior Citizens Inc., and Recreation & Parks Staff. A host of sponsors and donations have been received and all contribute to the event's success in raising funds to support recreational opportunities on the Estero Bay.

### **PUBLIC COMMENT**

Bonnie Johnson, Morro Bay – Spoke in support of a Bike Park in Morro Bay. She also stated she was available to answer any questions the Commissioners may have on the supporting documentation for the BMX Bike Park.

Chris Christiansen, Morro Bay – Spoke in support of the City waiving the fees charged for City services incurred during the 4<sup>th</sup> of July event.

Susan Stewart, Morro Bay – Chamber President – Spoke in support of the City waiving fees for the 4<sup>th</sup> of July event and in support of the BMX Bike Park.

Jeff Eckles, Morro Bay – Spoke in support of the City co-sponsoring the 4<sup>th</sup> of July event and waiving the fees for City services.

Isaiah Vanzey & son Hayden – Spoke in support of a BMX Park in Morro Bay.

Ben Furby, Los Osos – Professional mountain biker, spoke in support of a BMX Park in Morro Bay.

Chair Croley closed Public Comment.

Chair Croley suggested that item D-3 be moved to the beginning of the agenda.

**MOTION:** Commissioner Sidaris moved that item D-3 be moved to the beginning of the agenda. The motion was seconded by Commissioner Romero and carried. (5-0)

D-3 REVIEW PROPOSAL FOR BMX BIKE ACTIVITIES.

Staff Woods gave a brief overview of the history of the BMX bike track in Morro Bay, previously located at Park St. & Atascadero Rd and currently operating as a RV Park. Staff Woods detailed City Council's support of a BMX Bike Park in Morro Bay by their approval of Resolution 20-13. He also summarized information given by Ms. Johnson listing three suggested locations for the park: 1) Main St. & Radcliff Dr. 2) Cloisters open area on eastern border 3) 231 Atascadero Ave (Teen Center). All three locations would require more investigation as well as public hearings to determine the feasibility and desirability of a public bike park.

Staff Woods stated that because a bike park does not exist in Morro Bay, building one would be a new improvement and therefore considered "Development" under the City's Zoning Code and the Coastal Act. The City would have to go through the Coastal Development Permit Process likely requiring the following studies/reports:

- Traffic Study
- Americans with Disabilities compliance
- Environmental Review
- Revision of Master Plan

Staff Woods stated that City Council has directed the RPC to discuss this project and to help move it forward. He further stated that it is Council's direction that the RPC discuss possible sites and possible partnerships for the project. Staff Woods stated that once a viable site has been identified and a legitimate partner recognized, the interested parties would be able to move forward with a Memorandum of Understanding (MOU) addressing the design and permitting process for the proposed park. Staff is also looking for a Commissioner to take the lead on this issue.

Bonnie Johnson, Morro Bay resident, stated that she is working on putting together a group of volunteers and that the nature of their group will depend upon the recommendations the Commission will be forwarding to Council. She further stated that she is working on becoming a member of the non-profit International Mountain Biking Association (IMBA), a group that helps build bike parks and sponsors bike events. Becoming a member would allow the Morro Bay Bike Park group to filter their funding through IMBA. Ms. Johnson said that the bike park group's preferred location at this time is at Main St. & Radcliff Dr. She also said that she has attempted contact with the owners of a 1 ½ acre parcel adjacent to Motel 6 and Lila Keiser Park, also a desired location, but has not heard back. Ms. Johnson said that the general consensus among the bike park group's members and other interested parties is to have an actual park as opposed to jumps along a bike path. Ms. Johnson also said that it is the group's desire to have a park that would be easily accessible to kids riding their bikes, making a farmland location undesirable.

Chair Croley recommended that there be a way to separate the different age groups at the park.

Commissioner Sidaris stated that the most logical site would be the parcel adjacent to Lila Keiser and suggested that the owners be sought out to partnership for the park.

MOTION: Commissioner Sidaris moved that staff pursue the property at Main St. and Radcliff Dr., and the parcel owned by Motel 6 adjacent to Lila Keiser Park and to continue working with the Morro Bay Bike Group along with

Chair Croley as the representative from the Commission. The motion was seconded by Commissioner Bates and carried. (5-0)

**A. CONSENT CALENDAR**

Unless an item is pulled for separate action by the Commission, the following items are approved without discussion.

A-1 APPROVAL OF MINUTES OF THE JANUARY 17, 2013 MEETING

**RECOMMENDATION: Approve as submitted.**

A-2 CITIZEN'S REPORTS AND CORRESPONDENCE

**RECOMMENDATION: Approve as submitted.**

A-3 YOUTH AND SENIOR SERVICES SUMMARY FOR JANUARY AND FEBRUARY 2013  
RECREATION CLASSES AND AFFILIATED CLUBS SUMMARY FOR JANUARY AND FEBRUARY 2013  
YOUTH AND ADULT SPORTS SUMMARY JANUARY AND FEBRUARY 2013  
FACILITIES AND PARKS USE SUMMARY FOR JANUARY AND FEBRUARY 2013

**RECOMMENDATION: Approve as submitted.**

A-4 RECREATION AND PARKS DEPARTMENT STATUS REPORT

**RECOMMENDATION: Approve as submitted.**

MOTION: Commissioner Bates moved the Commission approve Consent Calendar Items A-1 through A-4 for file. The motion was seconded by Commissioner Romero and carried. (5-0)

**B. PUBLIC HEARINGS**

B-1 CO-SPONSORSHIP OF MORRO BAY 4<sup>TH</sup> OF JULY PROGRAM

Staff Woods presented the Morro Bay 4<sup>th</sup>, Inc. Co-Sponsorship Request for the RPC to review and make recommendations to City Council on whether or not the City should co-sponsor the Fourth of July event. Staff Woods gave a brief summary of the City's existing co-sponsorship criteria and estimated the lost revenues and fees resulting from such co-sponsorship. He stated that the RPC can recommend sponsorship or not and that the sponsorship can be for all fees and City support services or any modifications such as fees but not City support services.

Chair Croley opened public comment on this item.

Dan Podesto, Morro Bay resident and President of the Morro Bay 4<sup>th</sup>, Inc., spoke on behalf of his organization, specifically requesting that the City waive the permit use fees and the fees for City support services. Mr. Podesto stated that his group is looking for the waivers to continue annually, not just for this year's event. Mr. Podesto further stated that the Fourth of July event meets two of the City's current criteria; they are a non-profit group and the event brings people in for a long weekend and

frequently up to an entire week depending upon what day of the week the holiday falls on. Mr. Podesto stated that no other holiday brings so many people together and that their event results in the City's busiest weekend, thereby providing maximum economic benefit to Morro Bay. He noted that the City of Pismo Beach does not charge their 4<sup>th</sup> of July group for City services and also donates toward the event.

Commissioner Sidaris asked where their money comes from and if there are other entities that should be contributing.

Mr. Podesto stated the event costs \$40,000 with 50% of that going toward fireworks. He stated they have no source of revenue other than donations and fundraisers. They received a generous donation from TBID and many retailers, restaurants and residents contribute to the event. He noted that a couple of restaurants have partnered with his group to host fundraisers.

Chair Croley closed public comment.

Commissioner Bates stated that he does not want to see the laser show return and that he is in favor of co-sponsoring the event and waiving all fees.

Chair Croley stated that she was in favor of co-sponsoring this event.

Commissioner Sidaris stated that they need to be good stewards of public funds.

MOTION: Commissioner Bates moved that the Commission recommend to City Council that the City co-sponsor the 4<sup>th</sup> of July event and waive the permit fees and City services fees. The motion was seconded by Commissioner Romero and carried. (5-0)

## B-2 INITIAL REVIEW OF A PROPOSED CITY SPONSORSHIP POLICY

Staff Woods presented a draft Sponsorship Policy for initial review by the RPC. Staff Woods stated that having a Sponsorship Policy in place would assist the City in its efforts to expand revenue generating possibilities. Staff Woods reviewed each section of the draft policy noting that the RPC may want to make amendments to the Sponsorship Approval Levels and possibly include the City's existing Park Naming Policy in the Sponsorship Policy.

Commissioner Coxwell stated that this policy is timely and gave two examples of projects where this policy can be applied: the BMX Bike Park and Community Pool. He asked Staff if Council would be allowing staff to approve naming one of these projects after a sponsor, for example the "Speedo Aquatic Center?"

Staff Woods replied that there would be an expectation that a sponsorship of that magnitude would have Council's review and approval, as detailed in the City's existing Park Naming Policy.

Commissioner Coxwell stated that incorporating the Park Naming Policy into the Sponsorship Policy would help convince Council that obtaining this level of sponsorships is the direction in which to go.

MOTION: Commissioner Coxwell moved that the City's existing Park Naming Policy be included in the Sponsorship Policy and that Staff present it to

Council. The motion was seconded by Commissioner Romero and carried. (5-0)

**C. UNFINISHED BUSINESS**

None

**D. NEW BUSINESS**

**D-1 ELECTION OF CHAIR AND VICE-CHAIR FOR 2013**

Chair Croley opened the floor for nominations for the office of Chair.

Commissioner Romero nominated Commissioner Bates.

Chair Croley closed the nominations.

MOTION: Commissioner Romero moved that Commissioner Bates be elected Chair for 2013. The motion was seconded by Commissioner Coxwell and carried. (5-0)

Chair Croley opened the floor for nominations for the office of Vice Chair.

Commissioner Bates nominated Commissioner Sidaris.

Chair Croley closed the nominations.

MOTION: Commissioner Romero moved that Commissioner Sidaris be elected Vice Chair for 2013. The motion was seconded by Commissioner Bates and carried. (5-0)

**D-2 ELECTION OF SENIOR REPRESENTATIVE FOR 2013**

Chair Croley opened the floor for nominations for Representative to the Morro Bay Senior Citizens, Inc.

Chair Croley nominated Commissioner Coxwell.

At the request of Commissioner Coxwell, Staff Woods gave a brief description of Morro Bay Senior Citizens, Inc., what they do and what the Representatives responsibilities would be.

Commissioner Bates nominated Commissioner Romero.

Chair Croley closed the nominations.

MOTION: Commissioner Coxwell moved that Commissioner Romero be elected Representative to the Morro Bay Senior Citizens, Inc. for 2013. The motion was seconded by Commissioner Sidaris and carried. (5-0)

**D-3 REVIEW PROPOSAL FOR BMX BIKE ACTIVITIES**

Moved to beginning of the Agenda (see motion under Public Comment).

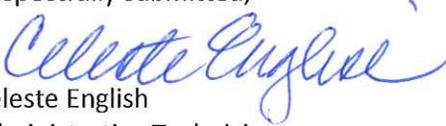
**E. FUTURE AGENDA ITEMS**

None

**F. ADJOURNMENT**

Motion to adjourn the meeting by Commissioner Bates, seconded by Commissioner Sidaris. The meeting was adjourned at 7:35 p.m.

Respectfully submitted,

  
Celeste English  
Administrative Technician



AGENDA NO: A-2

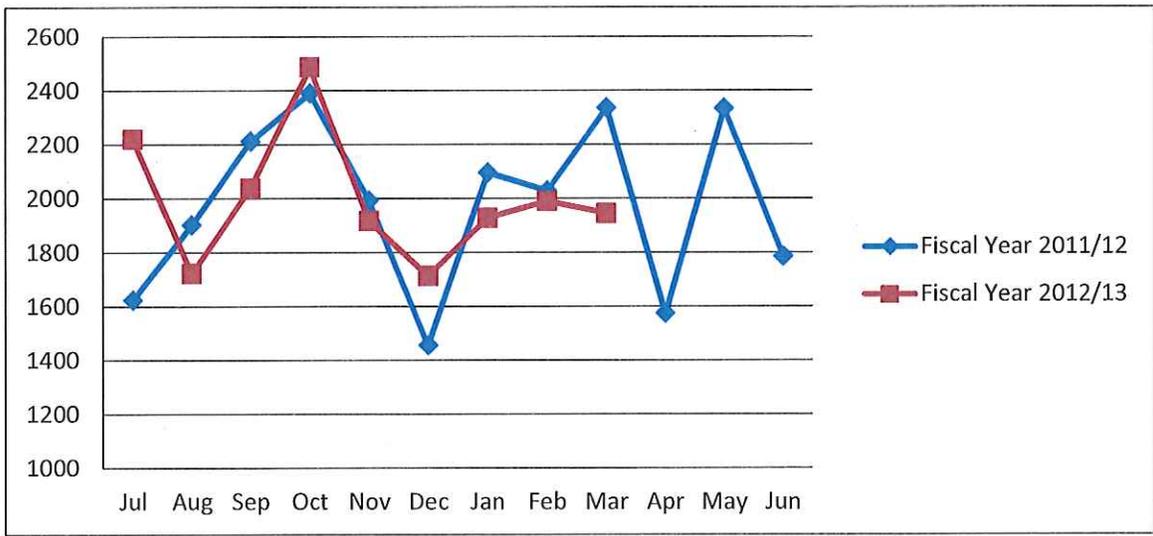
Meeting Date: May 16, 2013

# CORRESPONDENCE

**NONE**

City of Morro Bay  
 Recreation and Parks Department  
 Youth Services  
 PARTICIPATION REPORT  
 March 2013

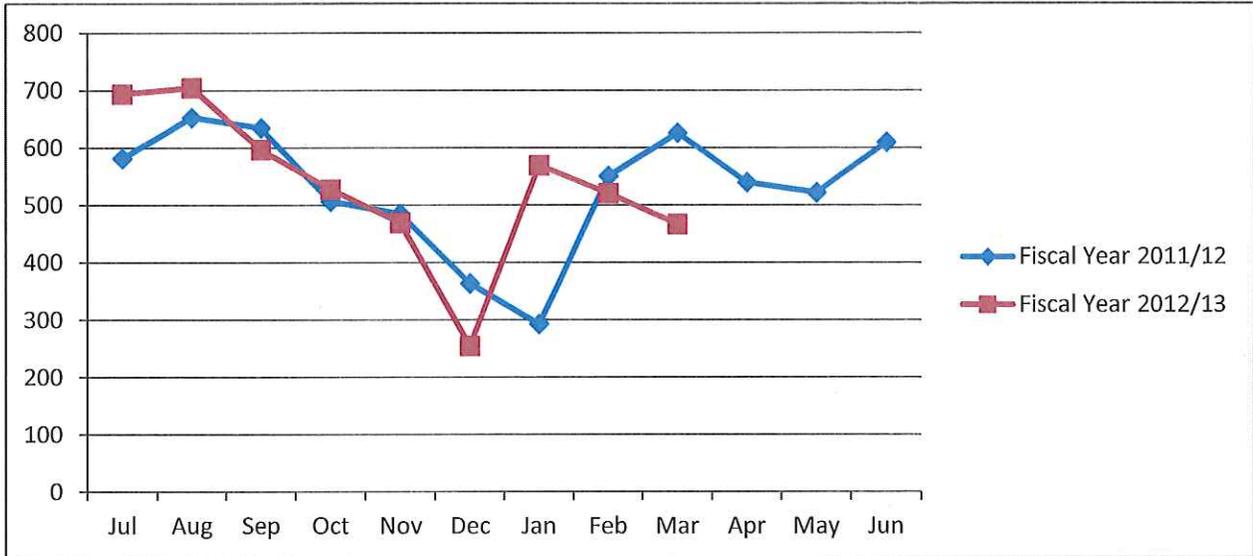
<u>Participations</u>	<u>March</u>	<u>FY 12/13 Total to Date</u>
Kids' Camp	0	1652
Kids' Club Before-School	320	2312
Kids' Club Kinder Kids	192	1456
Kids' Club After-School	592	4612
Kids' Club Drop-in	282	1893
Teen Center	559	6036
<b>TOTALS:</b>	<b>1945</b>	<b>17961</b>



<u>Fiscal Year 2011/12</u>	<u>Mar</u>	<u>FY 11/12 Total to Date</u>	<u>Fy 11/12 Total</u>
Kids' Camp	0	1773	2325
Kids' Club Before-School	418	1993	3659
Kids' Club Kinder Kids	264	1084	2111
Kids' Club After-School	682	3448	6157
Kids' Club Drop-in	324	1058	2102
Teen Center	649	4297	7358
Teen Summer Trips (Movies in SLO)	0	21	21
<b>TOTALS:</b>	<b>2337</b>	<b>13674</b>	<b>23733</b>

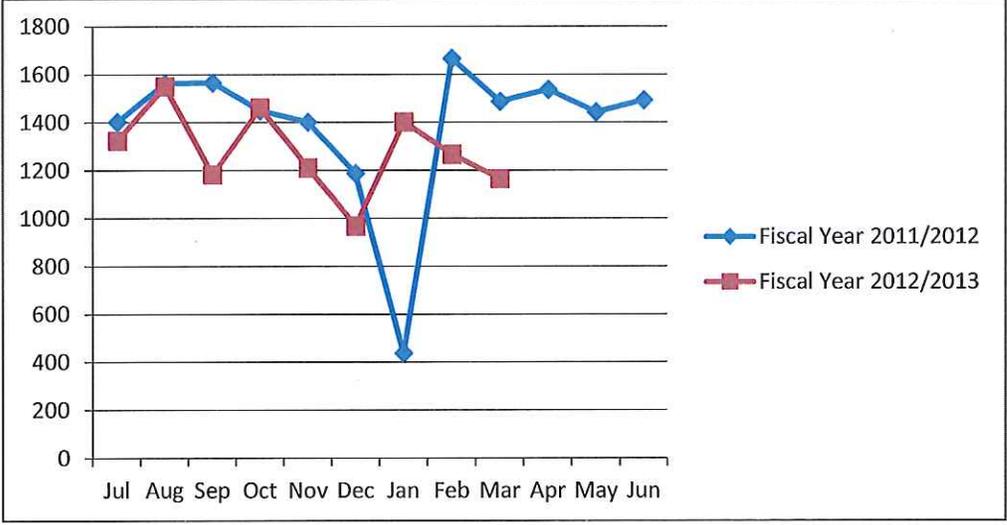
City of Morro Bay  
 Recreation and Parks Department  
*Senior Services*  
 PARTICIPATION REPORT  
 March 2013

<u>Participations</u>	<u>March</u>	FY 12/13 <u>Total to Date</u>	FY 11/12 <u>Total</u>
ACES - senior exercise	118	1307	1451
Billards	123	1198	1600
BINGO	49	436	966
Bridge Club	26	390	308
Bunco	0	45	181
Chess Club	0	11	38
Crafters	15	135	157
Dominos Club	0	30	0
Hand & Foot	24	271	308
P.A.C.E. - senior exercise	112	1147	1204
Senior Tai Chi	55	337	155
	<b>522</b>	<b>5307</b>	<b>6368</b>



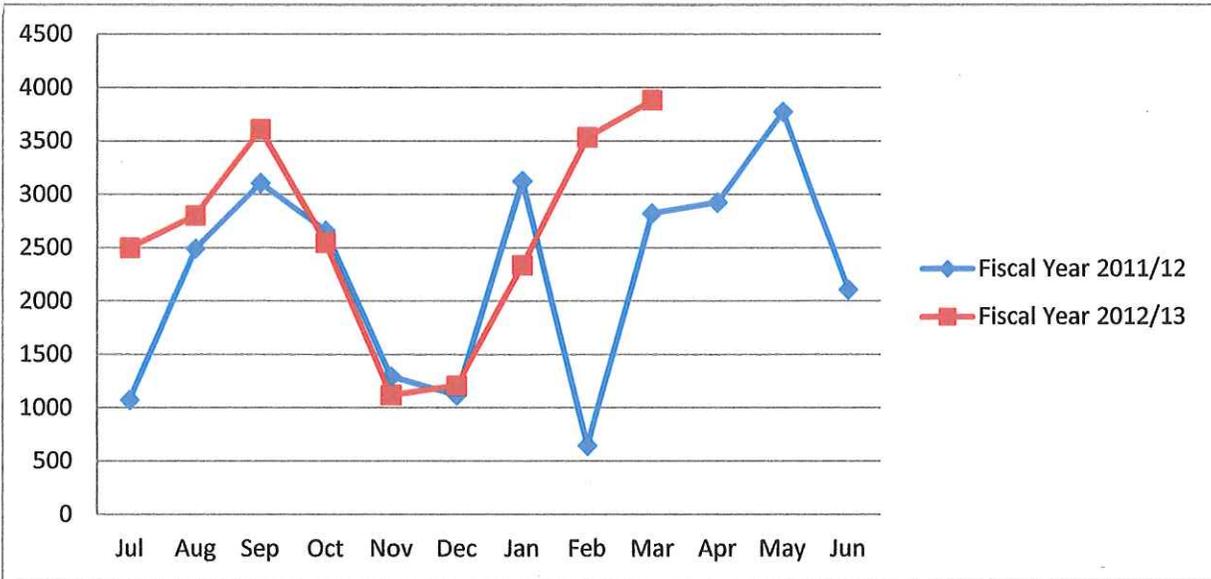
City of Morro Bay  
 Recreation and Parks Department  
*Recreation Classes & Affiliated Clubs*  
 PARTICIPATION REPORT  
 March 2013

<u>Participations</u>	<u>March</u>	<u>FY 12/13 Total to Date</u>	<u>FY 11/12 Total to Date</u>	<u>FY 11/12 Total</u>
Acrylics/Watercolor Painting	37	454	370	625
Aikido	29	187	116	223
Bellydance Class	12	160	90	241
Country & Western Line Dancing	0	106	119	119
Crochet (Beginning)	1	41	0	32
FIT CLUB/Zumba	513	5384	3917	7472
Flip City Gymnastics	42	329	275	573
Hoops Camp	0	0	54	229
Kidz Love Soccer	0	0	188	339
Life Drawing	62	386	177	477
Music Appreciation	12	74	96	173
Okinawan Karate for Children	56	536	451	880
Okinawan Karate	40	262	116	244
Playday Tennis	90	659	177	288
Quilting & Sewing	14	138	113	356
Quilt Guild	56	516	280	573
Restorative Yoga	32	579	412	805
Singing (Beginning)	0	0	50	50
Tennis Lessons	15	119	177	288
39+ Dance	155	1608	1392	2649
	<b>1166</b>	<b>11538</b>	<b>8570</b>	<b>16636</b>



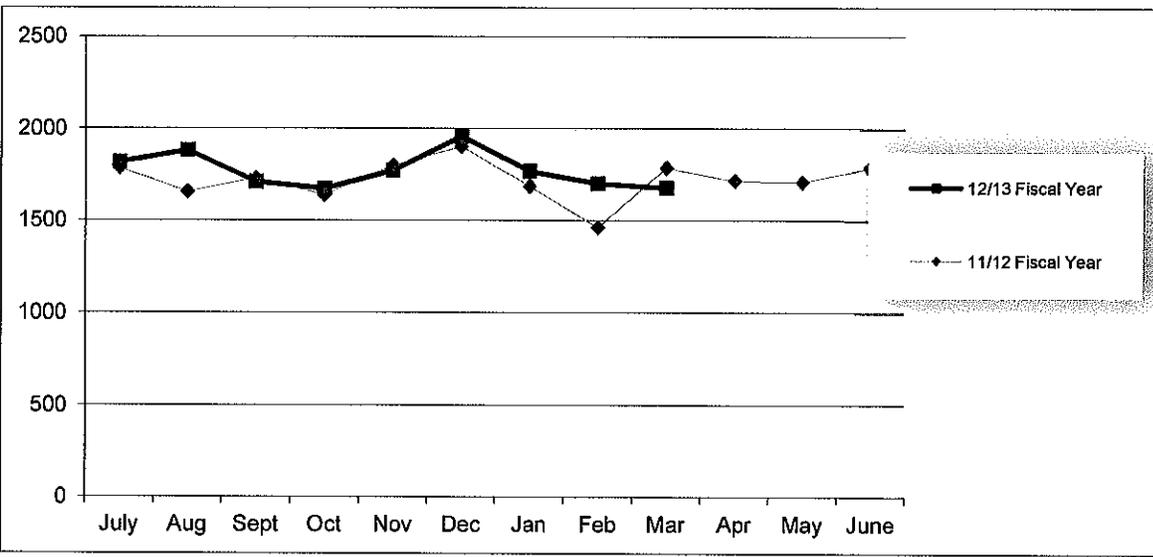
City of Morro Bay  
 Recreation and Parks Department  
 Youth & Adult Sports Division  
**PARTICIPATION REPORT**  
**March 2013**

<u>Participations</u>	FY 12/13		FY 11/12 = FY 11/12	
	<u>March</u>	<u>Total to Date</u>	<u>Total to Date</u>	<u>Total</u>
Adult CO-ED Soccer (Winter)	48	192	432	432
Adult Softball EOS (Spring/Fall)	0	510	450	720
Adult Softball League (Spring/Fall)	660	4110	3440	7280
Beach Camp	0	225	169	301
Futsal (Spring)	0	0	0	1233
Junior Lifeguard (Summer)	0	2013	1450	1955
Middle School Track & Field	192	336	0	0
Middle School Volleyball	0	0	0	0
Youth Basketball (Winter)	200	6292	4465	4465
Youth Basketball EOS (Winter)	740	740	602	602
Youth Soccer (Fall)	0	5799	4661	4661
Youth Soccer EOS (Fall)	0	688	618	618
Youth Softball (Spring)	2044	2634	2056	3784
Youth Softball EOS (Spring)	0	0	0	616
Youth T-ball/Coach Pitch (Spring)	0	0	0	484
	<b>3884</b>	<b>23539</b>	<b>18343</b>	<b>27151</b>



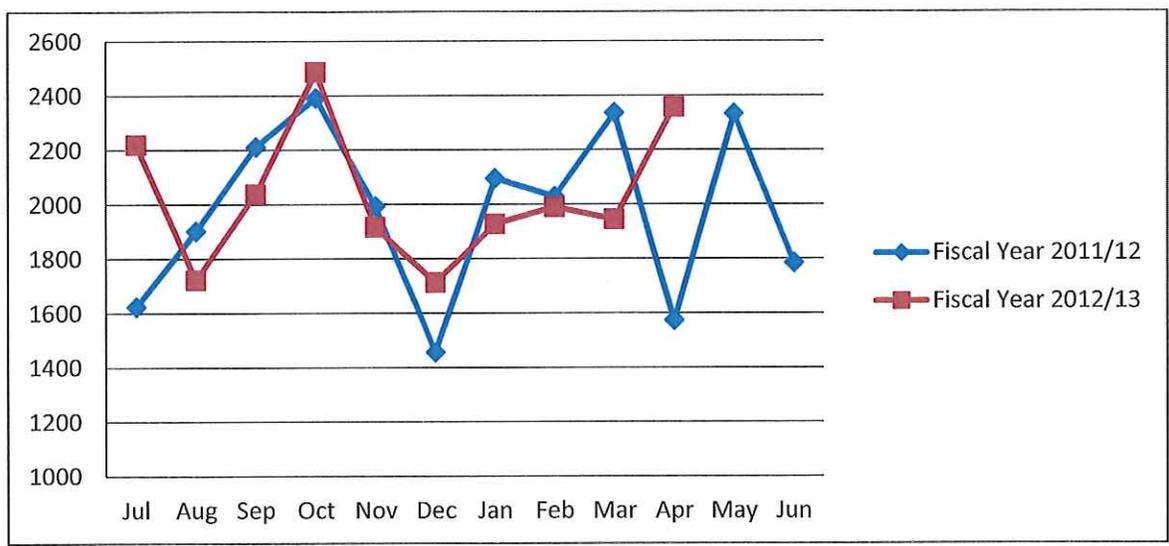
City of Morro Bay  
Recreation and Parks Department  
*Facilities and Parks*  
PARTICIPATION REPORT  
MARCH 2013

<u>Facilities</u>	<u>Monthly Hours</u>	<u>Hours to Date FY 12/13</u>	<u>Hrs to date FY 11/12</u>	<u>Total Hours Previous FY</u>
MBCC	1174	11,061	10563	13,988
VMB	224	2,427	2510	2,937
Lib. Prog. Rm.	0	0	0	1,018
<b>Facilities Subtotal</b>	<b>1398</b>	<b>13,488</b>	<b>13073</b>	<b>17,943</b>
<b>Parks</b>				
Lila Keiser	237	1,715	1444	1,811
Monte Young	0	187	316	413
Del Mar	17	285	300	354
City Park	0	100	95	128
Centennial Parkway	25	173	207	245
<b>Parks Subtotal</b>	<b>279</b>	<b>2,460</b>	<b>2362</b>	<b>2,951</b>
<b>Grand Total</b>	<b>1784</b>	<b>15,948</b>	<b>15,435</b>	<b>20,894</b>



City of Morro Bay  
 Recreation and Parks Department  
 Youth Services  
**PARTICIPATION REPORT**  
**April 2013**

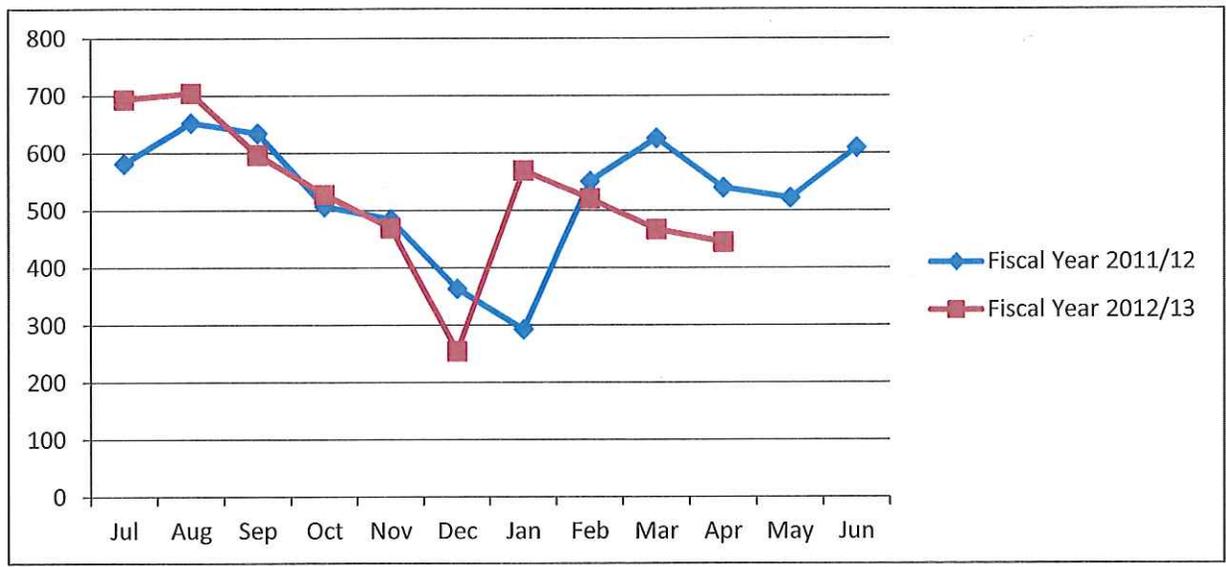
<u>Participations</u>	<u>April</u>	<u>FY 12/13</u> <u>Total to Date</u>
Kids' Camp	0	1652
Kids' Club Before-School	418	2730
Kids' Club Kinder Kids	242	1698
Kids' Club After-School	792	5404
Kids' Club Drop-in	275	2168
Teen Center	631	6667
<b>TOTALS:</b>	<b>2358</b>	<b>20319</b>



<u>Fiscal Year 2011/12</u>	<u>FY 11/12</u> <u>Apr</u>	<u>FY 11/12</u> <u>Total to Date</u>	<u>Fy 11/12</u> <u>Total</u>
Kids' Camp	282	1773	2325
Kids' Club Before-School	209	1993	3659
Kids' Club Kinder Kids	132	1084	2111
Kids' Club After-School	363	3448	6157
Kids' Club Drop-in	134	1058	2102
Teen Center	454	4297	7358
Teen Summer Trips (Movies in SLO)	0	21	21
<b>TOTALS:</b>	<b>1574</b>	<b>13674</b>	<b>23733</b>

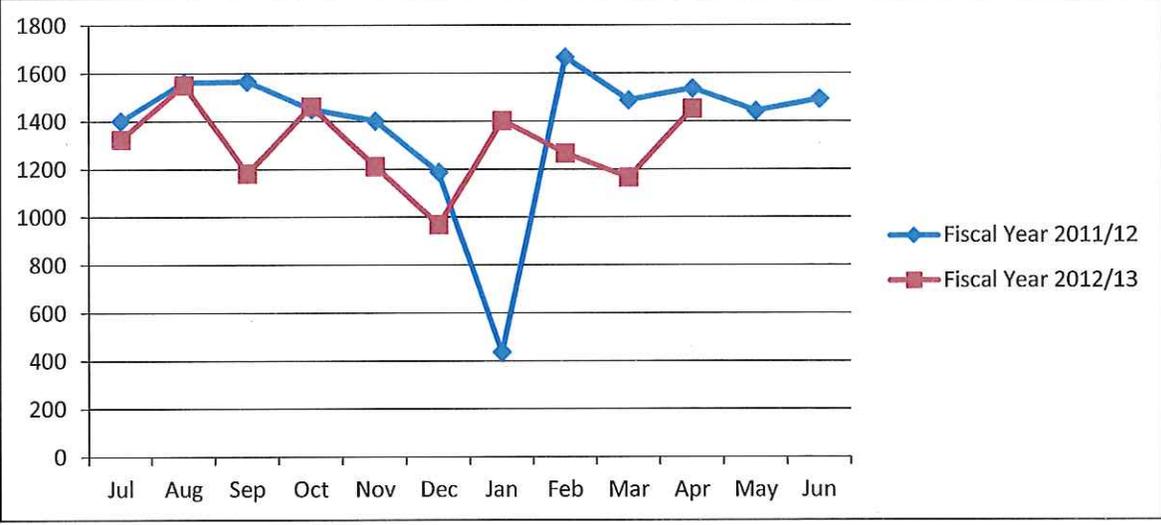
City of Morro Bay  
 Recreation and Parks Department  
*Senior Services*  
 PARTICIPATION REPORT  
 April 2013

<u>Participations</u>	<u>April</u>	<u>FY 12/13 Total to Date</u>	<u>FY 11/12 Total</u>
ACES - senior exercise	104	1307	1451
Billards	138	1198	1600
BINGO	42	436	966
Bridge Club	16	390	308
Bunco	0	45	181
Chess Club	0	11	38
Crafters	13	135	157
Dominos Club	0	30	0
Hand & Foot	32	271	308
P.A.C.E. - senior exercise	100	1147	1204
Senior Tai Chi	92	429	155
	<b>537</b>	<b>5399</b>	<b>6368</b>



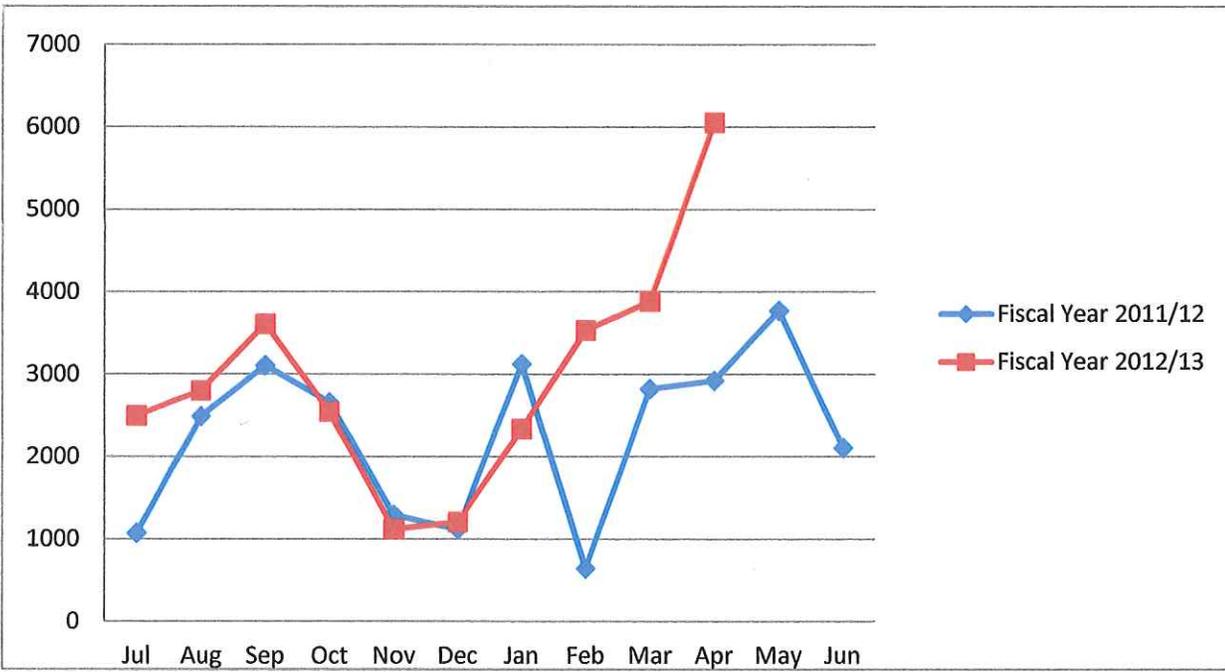
City of Morro Bay  
 Recreation and Parks Department  
*Recreation Classes & Affiliated Clubs*  
 PARTICIPATION REPORT  
 April 2013

<u>Participations</u>	<u>April</u>	<u>FY 12/13 Total to Date</u>	<u>FY 11/12 Total to Date</u>	<u>FY 11/12 Total</u>
Acrylics/Watercolor Painting	28	482	370	625
Aikido	65	252	116	223
Bellydance Class	18	178	90	241
Country & Western Line Dancing	0	106	119	119
Crochet (Beginning)	8	49	0	32
FIT CLUB/Zumba	691	6075	3917	573
Flip City Gymnastics	56	385	275	573
Hoops Camp	0	0	54	229
Kidz Love Soccer	0	0	188	339
Life Drawing	42	428	177	477
Music Appreciation	13	87	96	173
Okinawan Karate for Children	99	635	451	880
Okinawan Karate	72	334	116	244
Playday Tennis	99	758	177	288
Quilting & Sewing	33	171	113	356
Quilt Guild	45	561	280	573
Restorative Yoga	0	579	412	805
Singing (Beginning)	0	0	50	50
Tennis Lessons	17	136	177	288
39+ Dance	167	1775	1392	2649
	<b>1453</b>	<b>12991</b>	<b>8570</b>	<b>16636</b>



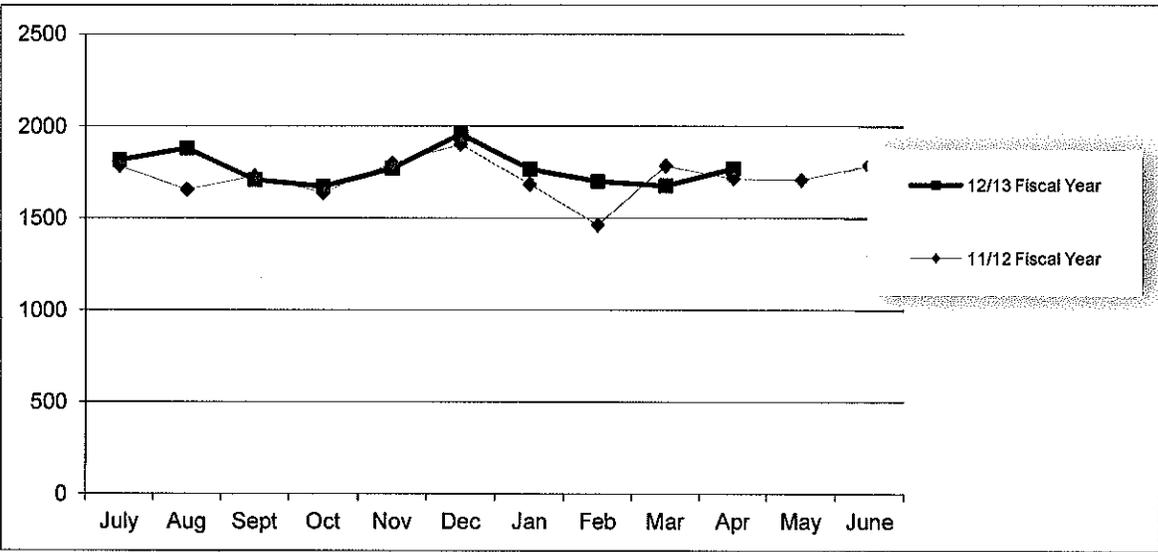
City of Morro Bay  
 Recreation and Parks Department  
 Youth & Adult Sports Division  
 PARTICIPATION REPORT  
 April 2013

<u>Participations</u>	FY 12/13		FY 11/12	FY 11/12
	<u>April</u>	<u>Total to Date</u>	<u>Total to Date</u>	<u>Total</u>
Adult CO-ED Soccer (Winter)	0	192	432	432
Adult Softball EOS (Spring/Fall)	0	510	450	720
Adult Softball League (Spring/Fall)	1560	5670	4820	7280
Beach Camp	0	225	229	301
Futsal (Spring)	904	904	445	1233
Junior Lifeguard (Summer)	0	2013	1450	1955
Middle School Track & Field	60	396	0	0
Middle School Volleyball	189	189	0	0
Youth Basketball (Winter)	0	6292	4465	4465
Youth Basketball EOS (Winter)	0	740	602	602
Youth Soccer (Fall)	0	5799	4661	4661
Youth Soccer EOS (Fall)	0	688	618	618
Youth Softball (Spring)	3052	5686	2952	3784
Youth Softball EOS (Spring)	0	0	0	616
Youth T-ball/Coach Pitch (Spring)	288	288	144	484
	<b>6053</b>	<b>29592</b>	<b>21268</b>	<b>27151</b>



City of Morro Bay  
 Recreation and Parks Department  
*Facilities and Parks*  
 PARTICIPATION REPORT  
 APRIL 2013

<u>Facilities</u>	<u>Monthly Hours</u>	<u>Hours to Date FY 12/13</u>	<u>Hrs to date FY 11/12</u>	<u>Total Hours Previous FY</u>
MBCC	1148	12,209	11645	13,988
VMB	220	2,647	2822	2,937
Lib. Prog. Rm.	0	0	0	1,018
<b>Facilities Subtotal</b>	<b>1368</b>	<b>14,856</b>	<b>14467</b>	<b>17,943</b>
<b>Parks</b>				
Lila Keiser	357	2,072	1713	1,811
Monte Young	0	187	348	413
Del Mar	21	306	315	354
City Park	0	100	95	128
Centennial Parkway	24	197	211	245
<b>Parks Subtotal</b>	<b>402</b>	<b>2,862</b>	<b>2682</b>	<b>2,951</b>
<b>Grand Total</b>	<b>1770</b>	<b>17,718</b>	<b>17,149</b>	<b>20,894</b>





**AGENDA NO: A-4**

**MEETING DATE: 5/16/2013**

## **STAFF REPORT**

**TO: Recreation and Parks Commission** **DATE: 5/16/2013**

**FROM: Joseph M. Woods, Recreation and Parks Director**

**SUBJECT: Recreation and Parks Department Status Report**

### **RECOMMENDATION:**

Staff recommends Commission review the current Status Report and accept for file.

### **SUMMARY:**

The following is a brief review of the status of current projects/programs.

#### **Street Medians**

The hardscape in the easterly most median at the intersection of Harbor Street and Morro Bay Blvd. was completed by Williams Concrete. The removal of shrubbery, rocks, and redundant signage at this location has greatly increased driver and pedestrian safety through an enhanced view corridor.

#### **Lila Keiser Field Renovation**

Staff has been working the past several weeks on enhancing the South side of the park by clearing the Poison Oak, Cape Vine, and dead wood under the tree line along the creek bank. The Green Goats did most of the work. But, a local arborist and maintenance staff did the bulk of the clearing. Wood chips from the dead wood were spread under the trees by CMC crews creating a low maintenance park land feature that the sports fields previously lacked.

#### **Sidewalk Repairs**

Sidewalk repairs are continuing. The most recent repair contract has been awarded to Dalton Masonry Construction which has sub-contracted with Williams Concrete to facilitate long awaited repairs to the Market Avenue sidewalk between Beach Street and Surf Street. The scope of work includes; replacing approximately 1,200 square feet of sidewalk, replacing approximately 320 linear feet of curb and gutter, and adding under sidewalk roof drains at several locations for drainage improvements.

Staff is working closely with residents and business owners to replace and adopt the trees that were removed by a PG&E contractor 2 years ago. One resident, Ms. Rigmor Samuelson, has graciously offered to purchase the replacement trees. The selected trees were sourced from a PG&E power line friendly list of trees compatible with our climate and guidelines within the Urban Forest Management Plan.

### **Street Maintenance**

Yerba Buena street has been repaired from Tide to Panorama with approx. 2750 sq. ft. of asphalt. Staff assigned a contractor to relocate to the South end of Panorama for emergency road repairs at several intersections that had deteriorated to the point where 2-wheel drive vehicles could not traverse them in the uphill direction. Unfortunately the heavy equipment used to make these repairs revealed several thousand more square feet of additional repairs. The work is now complete and residents in this neighborhood now enjoy 5 new intersections and approximately 20,000 square feet of repaired roadway. This road work was funded by Measure Q.

### **Park Enhancements & Fountains**

Staff has nearly completed the installation of colorized concrete benches, picnic tables, and drinking fountains at Anchor Memorial Park and City Park. City Park now has five new picnic tables and five new park benches replacing the old wood and metal units. City Park will have two more benches installed at the playground shortly after staff uses recycled pavers from the Fire Station to create pads for the benches to rest on. Additional enhancements include; the installation of recycled privacy fencing from the Fire Station along the property line between the playground and the adjacent rental units, and the soon to be installed basketball court surface with new back boards. Anchor Memorial Park also has new picnic tables and benches formed like oversize dock tie cleats that will be installed very soon. Both parks have beautiful new colorized concrete drinking fountains.

### **Estero Bay Community Pool**

After review of the Estero Bay Community Pool Memorandum of Understanding and approval by City Council and Estero Bay Community Pool Foundation (EBCPF), the document went to the School District for final signature. The District amended the M.O.U. before signing. The amended M.O.U. is going back to both City Council and the EBCPF for their re-consideration and approval

### **Playgrounds**

Staff recently assessed the play structure at Cloisters Park. The structure was found to be damaged with wood rot and metal rust. After consulting with both a certified playground inspector and the area representative from CJPIA, the play structure was closed for use. Staff is seeking funding to replace it with a structure having similar types of play elements and designed for the same age group, which is 2 – 5 years. Staff is also working on the possibility of an interim repair which may allow the structure to be open prior to complete replacement.

The Tidelands play structure has also experiences some significant damage recently which warranted the closure of the boat and look-out structures. This play structure was reviewed by staff and our CJPIA representative and it was determined that replacement is the only viable solution. Staff is seeking funding for a new play structure. Staff is also working on the possibility of an interim repair which may allow the structure to be open prior to complete replacement.

**Banners**

The City has worked with the Tourism Bureau to develop way-finding banners for the Visitors Center. Local business, Goofy Graphics, is making the banners which will be hung along Morro Bay Boulevard and Main Street. Additional way-finding signs will be placed in the event kiosk at the Welcome to Morro Bay entry signs. These too will give directions to the Visitors Center. Staff is working on a banner policy/procedure.

**Coast Girls Softball**

The season concluded on May 10, 2013 with Closing Ceremonies at Lila Keiser Park. We had 11 teams and 138 girls participating. At closing ceremonies, sponsors were recognized along with Pitch, Hit and Run local winners, and All-Star teams. There will be an All-Star Fundraiser on May 18<sup>th</sup> to assist with the cost of the All-Star program. The Coast Summer Slam Tournament will be held on June 15-16 at Sunnyside Elem in Los Osos, Lila Keiser Park and Morro Bay High School in Morro Bay. 34 teams are expected.

**Estero Bay Youth Futsal League**

The season will be concluding on Friday May 24<sup>th</sup>. We have 18 teams in three divisions. Futsal is a non-competitive indoor soccer program that is a fun, non-stressful way to end the school year.

**T-ball/Coach Pitch**

Coach Pitch has moved to Lila Keiser for the remainder of the season. The season will conclude on June 5<sup>th</sup> with an end of the season bbq. There are 35 boys and girls ages 4-6 playing.

**Morro Bay Junior Lifeguards and Beach Camps**

Registration continues for the 2013 Summer Junior Lifeguard Programs and Beach Camps. Swim assessments for the Beach Program will be held on May 18<sup>th</sup> from 8-10 am at Kennedy Club Fitness in SLO.

**Adult Softball Leagues**

Season is continuing. We have 25 teams and 3 nights of play in 4 leagues. Registration for the Summer/Fall league will begin May 28<sup>th</sup>. End of season tournaments will begin in June.

**Estero Bay Youth Soccer League**

Registration for the 2013 Estero Bay Youth Soccer league will begin on May 20<sup>th</sup>. Practices will begin in August with games starting in September. The season will conclude the second weekend in November.

**Brian Waterbury Memorial Rock to Pier Run and Rock'n Around the Pier Half Marathon**

Registration is underway for the 2013 events. The events will be held July 13<sup>th</sup> with an 8 a.m. start. Volunteers are needed to make this event successful. Sponsors to date are Kitzman's Culligan Water, Bay News, Chevron, San Luis Distance Club, Trail Runner Magazine, and Road ID. Additional sponsors are also being sought.

### **Labor Day Classic**

Registration for the 2013 Labor Day Classic Men's Softball Tournament will begin June 24, 2013. The dates for this event will be Aug 31<sup>st</sup>, Sept 1<sup>st</sup>, and Sept 2<sup>nd</sup> at Lila Keiser Park.

### **Lila Keiser Park**

This summer Lila Keiser Park will be home to several softball tournaments starting on Memorial Day Weekend with a Men's and Coed Slow Pitch Tournament.

### **Los Osos Middle School Track and Field**

Season concluded on May 14<sup>th</sup> with a team Pentathlon and Relays. There were 22 boys and girls participating this year. Participants were able to compete in three track meets. Cal Poly—May 1<sup>st</sup> had 7 kids participating and they brought home a 1<sup>st</sup> place medals in the 7<sup>th</sup> grade boys discus and 8<sup>th</sup> grade girls 50m hurdles. On May 4<sup>th</sup>, 5 boys participated in SLO. The final meet was in Atascadero on May 11<sup>th</sup>.

### **Recreational Classes**

Yoga: The Department is pleased to offer a NEW Restorative Yoga class beginning May 7<sup>th</sup>. This class meets on Tuesdays and Thursdays between 1:30 and 3:00 p.m. Restorative Yoga provides healing for the body and mind.

Bellydance: After over 20 years of teaching Bellydance at the Morro Bay Community Center, instructor Patti Harsch has resigned her class. However, staff is currently working with a new Bellydance instructor that will begin teaching in June.

### **Kids' Club Children's Center**

Kids' Club Children's Center is a licensed before and after school enrichment program for students in K through 6<sup>th</sup> grades. Kids' Club is open every day school is in session. Kids' Club enrollees have the opportunity to participate in a wide-variety of activities that enhance their social, emotional and cognitive skills. In addition to activities that enhance developmental skills, Kids' Club Leaders also provide homework assistance when needed.

### **Kids' Camp**

Kids' Camp is an 8-week (June 17-August 9) summer day camp for children entering grades K through 6<sup>th</sup>. Kids' Camp features a wide-variety of activities that include science and nature, sports and cooperative games, creative expression and crafts, drama and music, special interests, group times, and more. Weekly excursions will include visits to local parks and beaches, swimming at Hardie Pool in Cayucos, and special adventures. Registration opened May 6, 2013.

### **Rockies – The Morro Bay Teen Center and Skate Park**

Rockies provides a safe and healthy alternatives to local youth. Rockies is open Mondays through Fridays from 3 to 7 p.m. and on Saturdays from 1 to 7 p.m. The Morro Bay Teen Center is open to all youth in grades 7<sup>th</sup> through 12<sup>th</sup> and the Morro Bay Skate Park is open to all ages. The Skate Park has scheduled bike only days for Wednesdays during the school year.

**Morro Bay Teen Action Club (TAC)**

The TAC continues to fulfill their weekly duties through the Adopt-A-Park program at Lila Keiser Park. The TAC is also working on a public parking lot re-striping project. The TAC also actively seeks community service opportunities with local organizations and groups that provide community wide events and services.

**City Website/Recreation and Parks Pages**

Staff continues to update content for the Recreation and Parks website pages, and recently added a page dedicated to the Cloisters Subdivision which details the history, the assessment district, and maintenance details.

**Morro Bay Senior Citizens, Inc.**

The MBSCI continues to work with the City Council to develop a community van program. This program would NOT replace or offer the same services as the current MV Transportation Call-A-Ride program. The community van would provide transportation to destinations outside of Morro Bay, such as doctor appointments and shopping, for Senior Citizens.



AGENDA NO: B-1

Meeting Date: May 16, 2013

# PUBLIC HEARINGS

**NONE**



AGENDA NO: C-1

Meeting Date: May 16, 2013

# UNFINISHED BUSINESS

**NONE**



AGENDA NO: D-1

MEETING DATE: 05/16/2013

## Staff Report

**TO:** Recreation and Parks Commission      **DATE:** 05/16/2013  
**FROM:** Joe Woods, Recreation and Parks Director  
**SUBJECT:** Initial review of proposed City Partnership Policy

### RECOMMENDATION

Staff recommends Recreation and Parks Commission (RPC) begins the initial review process of the proposed Partnership Policy, and provides staff with recommendations for implementation.

### ALTERNATIVES

- 1.) Continue City business without a formal partnership policy
- 2.) Accept the proposed partnership policy as a draft and request staff to bring the item back to RPC for further discussion.

### FISCAL IMPACT

This agenda item represents no fiscal impact at this time.

### BACKGROUND

As part of the Fiscal Sustainability Program, the Partnership Policy offers a guide for the City to develop desired partnerships to enhance and benefit the Morro Bay community. The Policy would require essential background information of potential partners. Furthermore, the Policy would identify needs, contributions, and benefits for both the Recreation and Parks Department and potential partners.

### DISCUSSION

This is the initial review of the proposed Partnership Policy. Staff will lead the discussion regarding the purpose of the Policy and the proposed partnership outline format.

Prepared By: 

Dept Review: 

**City of Morro Bay  
Recreation and Parks Department**

Partnership Policy  
And  
Proposal Format



**City of Morro Bay Recreation and Parks  
Department  
Partnership Policy  
And Proposal Format**

**Table of Contents**

<b><i>Part One</i></b>	<b><u>Page</u></b>
<b>I. The Morro Bay Parks and Recreation Department Partnership Policy</b>	
A. Purpose	3
B. Background and Assumptions	4
C. Partnership Definition	5
D. Possible Types of Partners	6
E. Sponsorships	7
F. Limited Decision-Making Partnerships	7
G. Benefits of Partnerships	8
<b>II. The Partnering Process</b>	<b>9</b>
<b>III. The Partnership Evaluation Process</b>	
A. Mission and Goals	11
B. Other Considerations	11
C. Selection Criteria	13
D. Additional Assistance	14
 <b><i>Part Two</i></b>	
<b>The “Proposed Partnership Outline Format”</b>	<b>15</b>

# I. Morro Bay Parks and Recreation Department Partnership Policy

## A. Purpose

This policy is designed to guide the process for Morro Bay Parks and Recreation Department in their desire to partner with private, non-profit, or other governmental entities for the development, design, construction and operation of possibly partnered recreational facilities and/or programs that may occur on City property.

Morro Bay Parks and Recreation Department would like to identify for-profit, non-profit, and governmental entities that are interested in proposing to partner with the City to develop recreational facilities and/or programs. A major component in exploring any potential partnership will be to identify additional collaborating partners that may help provide a synergistic working relationship in terms of resources, community contributions, knowledge, and political sensitivity. These partnerships should be mutually beneficial for all proposing partners including the City, and particularly beneficial for the citizens of the community.

### **This policy document is designed to:**

- Provide essential background information,
- Provide parameters for gathering information regarding the needs and contributions of potential partners, and
- Identify how the partnerships will benefit the Morro Bay Parks and Recreation Department and the community.

**Part Two: The “Proposed Partnership Outline Format”**, provides a format that is intended to help guide Proposing Partners in creating a proposal for review by Morro Bay Parks and Recreation Department staff.

## B. Background and Assumptions

Partnerships are being used across the nation by governmental agencies in order to utilize additional resources for their community's benefit. Examples of partnerships abound, and encompass a broad spectrum of agreements and implementation. The most commonly described partnership is between a public and a private entity, but partnerships also occur between public entities and non-profit organizations and/or other governmental agencies.

### **Note on Privatization:**

This application is specific for proposed partnering for new facilities or programs.

This information does not intend to address the issue of privatization, or transferring existing City functions to a non-City entity for improved efficiency and/or competitive cost concerns. An example of privatization would be a contract for a landscaping company to provide mowing services in a park. The City is always open to suggestions for improving services and cost savings through contractual arrangements. If you have an idea for privatization of current City functions, please call or outline your ideas in a letter for the City's consideration.

In order for partnerships to be successful, research has shown that the following elements should be in place prior to partnership procurement:

- There must be support for the concept and process of partnering from the very highest organizational level – i.e.: the Board or Trustees, a council, and/or department head.
- The most successful agencies have high-ranking officials that believe that they owe it to their citizens to explore partnering opportunities whenever presented, those communities both solicit partners and consider partnering requests brought to them.
- It is very important to have a Partnership Policy in place before partner procurement begins. This allows the agency to be proactive rather than reactive when presented with a partnership opportunity. It also sets a "level playing field" for all potential partners, so that they can know and understand in advance the parameters and selection criteria for a proposed partnership.
- A partnership policy and process should set development priorities and incorporate multiple points for go/no-go decisions.
- The partnership creation process should be a public process, with both Partners and the Partnering Agency well aware in advance of the upcoming steps.

### C. Partnership Definition

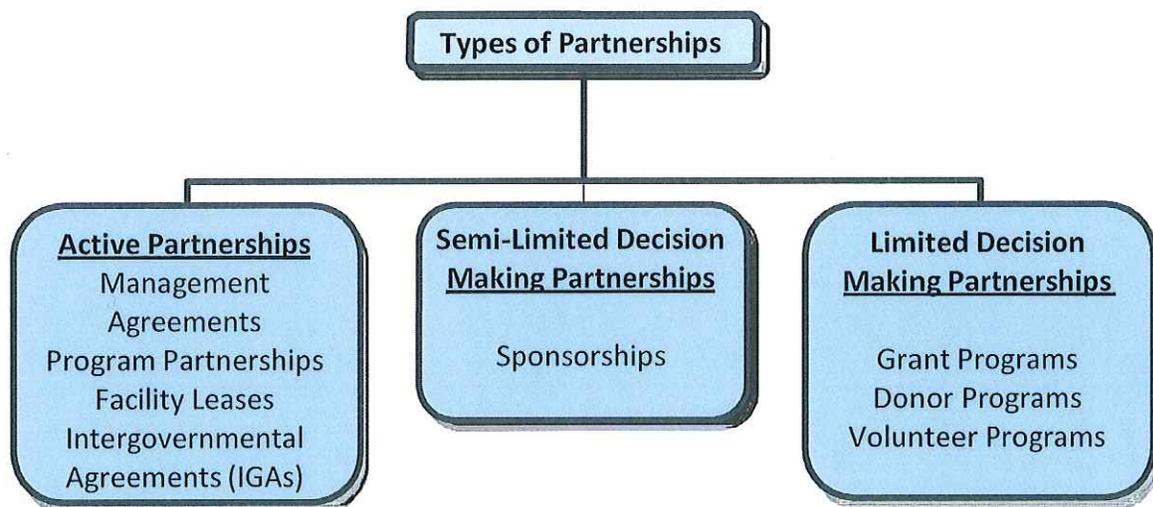
For purposes of this document and policy, a Proposed Partnership is defined as:

**"An identified idea or concept involving Morro Bay Parks and Recreation Department and for- profit, non-profit, and/or governmental entities, outlining the application of combined resources to develop facilities, programs, and/or amenities for the City and its citizens."**

A partnership is a cooperative venture between two or more parties with a common goal, who combine complementary resources to establish a mutual direction or complete a mutually beneficial project. Partnerships can be facility-based or program-specific. The main goal for Morro Bay Parks and Recreation Department partnerships is enhancing public offerings to meet the mission and goals of the City. Morro Bay Parks and Recreation Department is interested in promoting partnerships which involve cooperation among many partners, bringing resources together to accomplish goals in a synergistic manner. Proposals that incorporate such collaborative efforts will receive priority status.

Partnerships can accomplish tasks with limited resources, respond to compelling issues, encourage cooperative interaction and conflict resolution, involve outside interests, and serve as an education and outreach tool. Partnerships broaden ownership in various projects and increase public support for community recreation goals. Partners often have flexibility to obtain and invest resources/dollars on products or activities where municipal government may be limited.

Partnerships can take the form of (1) cash gifts and donor programs, (2) improved access to alternative funding, (3) property investments, (4) charitable trust funds, (5) labor, (6) materials, (7) equipment, (8) sponsorships, (9) technical skills and/or management skills, and other forms of value. The effective use of volunteers also can figure significantly into developing partnerships. Some partnerships involve active decision making, while in others, certain partners take a more passive role. The following schematic shows the types of possible partnerships discussed in this policy:



#### **D. Possible Types of Active Partnerships**

Morro Bay Parks and Recreation Department is interested in promoting collaborative partnerships among multiple community organizations. Types of agreements for Proposed "Active" Partnerships may include leases, contracts, sponsorship agreements, marketing agreements, management agreements, joint-use agreements, inter-governmental agreements, or a combination of these. An innovative and mutually beneficial partnership that does not fit into any of the following categories may also be considered.

Proposed partnerships will be considered for facility, service, operations, and/or program development including associated needs, such as parking, paving, fencing, drainage systems, signage, outdoor restrooms, lighting, utility infrastructure, etc.

The following examples are provided only to illustrate possible types of partnerships. They are not necessarily examples that would be approved and/or implemented.

#### **Examples of Public/Private Partnerships**

- A private business seeing the need for more/different community fitness and wellness activities wants to build a facility on City land, negotiate a management contract, provide the needed programs, and make a profit.
- A private group interested in environmental conservation obtains a grant from a foundation to build an educational kiosk, providing all materials and labor, and is in need of a spot to place it.
- Several neighboring businesses see the need for a place for their employees to work out during the work day. They group together to fund initial facilities and an operating subsidy and give the facility to the City to operate for additional public users.
- A biking club wants to fund the building of a race course through a park. The races would be held one night per week, but otherwise the path would be open for public biking and in-line skating.
- A large corporate community relations office wants to provide a skatepark, but doesn't want to run it. They give a check to the City in exchange for publicizing their underwriting of the park's cost.
- A private restaurant operator sees the need for a concessions stand in a park and funds the building of one, operates it, and provides a share of revenue back to the City.
- A garden club wants land to build unique butterfly gardens. They will tend the gardens and just need a location and irrigation water.

### **Examples of Public/Non-Profit Partnerships**

- A group of participants for a particular sport or hobby sees a need for more playing space and forms a non-profit entity to raise funds for a facility for their priority use that is open to the public during other hours.
- A non-profit baseball association needs fields for community programs and wants to obtain grants for the building of the fields. They would get priority use of the fields, which would be open for the City to schedule use during other times.
- A museum funds and constructs a new building, dedicating some space and time for community meetings and paying a portion of revenues to the City to lease its land.

### **Examples of Public/Public Partnerships**

- Two governmental entities contribute financially to the development and construction of a recreational facility to serve residents of both entities. One entity, through an IGA, is responsible for the operation of the facility, while the other entity contributes operating subsidy through a formula based on population or some other appropriate factor.
- Two governmental public safety agencies see the need for more physical training space for their employees. They jointly build a gym adjacent to City facilities to share for their training during the day. The gyms would be open for the City to schedule for other users at night.
- A school district sees the need for a climbing wall for their athletes. The district funds the wall and subsidizes operating costs, and the City manages and maintains the wall to provide public use during non-school hours.
- A university needs meeting rooms. They fund a multi-use building on City land that can be used for City community programs at night.

### **E. Sponsorships**

Morro Bay Parks and Recreation Department is interested in actively procuring sponsorships for facilities and programs as one type of beneficial partnership. Please see ***the Morro Bay Parks and Recreation Department Sponsorship Policy*** for more information.

### **F. Limited-Decision Making Partnerships: Donor, Volunteer, and Granting Programs**

While this policy document focuses on the parameters for more active types of partnerships, the City is interested in, and will be happy to discuss, a proposal for any of these types of partnerships, and may create specific plans for such in the future.

## **G. Benefits of Partnerships with Morro Bay Parks and Recreation Department**

The City expects that any Proposed Partnership will have benefits for all involved parties. Some general expected benefits are:

### ***Benefits for the City and the Community:***

- Merging of resources to create a higher level of service and facility availability for community members.
- Making alternative funding sources available for public community amenities.
- Tapping into the dynamic and entrepreneurial traits of private industry.
- Delivering services and facilities more efficiently by allowing for collaborative business solutions to public organizational challenges.
- Meeting the needs of specific groups of users through the availability of land for development and community use.

### ***Benefits for the Partners:***

- Land and/or facility availability at a subsidized level for specific facility and/or program needs.
- Sharing of the risk with an established stable governmental entity.
- Becoming part of a larger network of support for management and promotion of facilities and programs.
- Availability of professional City recreation and planning experts to maximize the facilities and programs that may result
- Availability of City staff facilitation to help streamline the planning and operational efforts.

## II. The Partnering Process

The steps for the creation of a partnership with the Morro Bay Parks and Recreation Department are as follows:

- A. Morro Bay Parks and Recreation Department will create a public notification process that will help inform any and all interested partners of the availability of partnerships with the City. This will be done through notification in area newspapers, listing in the brochure, or through any other notification method that is feasible.
- B. The proposing partner takes the first step to propose partnering with the City. To help in reviewing both the partnerships proposed, and the project to be developed in partnership, the City asks for a **Preliminary Proposal** according to a specific format as outlined in ***Part Two - Proposed Partnership Outline Format***.
- C. If initial review of a Preliminary Proposal yields interest and appears to be mutually beneficial based on the City Mission and Goals, and the Selection Criteria, a City staff or appointed representative will be assigned to work with potential partners.
- D. The City representative is available to answer questions related to the creation of an initial proposal, and after initial interest has been indicated, will work with the proposing partner to create a checklist of what actions need to take place next. Each project will have distinctive planning, design, review and support issues. The City representative will facilitate the process of determining how the partnership will address these issues. This representative can also facilitate approvals and input from any involved City departments, providing guidance for the partners as to necessary steps.
- E. An additional focus at this point will be determining whether this project is appropriate for additional collaborative partnering, and whether this project should prompt the City to seek a **Request for Proposal (RFP)** from competing/ collaborating organizations.

**Request for Proposal (RFP) Trigger:** In order to reduce concerns of unfair private competition, if a proposed project involves partnering with a private "for-profit" entity and a dollar amount greater than \$5,000, and the City has not already undergone a public process for solicitation of that particular type of partnership, the City will request Partnership Proposals from other interested private entities for identical and/or complementary facilities, programs or services. A selection of appropriate partners will be part of the process.

- F. For most projects, a **Formal Proposal** from the partners for their desired development project will need to be presented for the City's official development review processes and approvals. The project may require approval by the Legal, Planning, Fire and Safety, Finance and/or other City Departments, Parks and Recreation Advisory Board, Planning Board, The Board of Trustees, and/or the City Supervisor's Office, depending on project complexity and applicable City Charter provisions, ordinances or regulations. If these reviews are necessary, provision to reimburse the City for its costs incurred in having a representative facilitate the

partnered project's passage through Development Review should be included in the partnership proposal.

- G. Depending on project complexity and anticipated benefits, responsibilities for all action points are negotiable, within the framework established by law, to assure the most efficient and mutually beneficial outcome. Some projects may require that all technical and professional expertise and staff resources come from outside the City's staff, while some projects may proceed most efficiently if the City contributes staff resources to the partnership.
- H. The partnership must cover the costs the partnership incurs, regardless of how the partnered project is staffed, and reflect those costs in its project proposal and budget. The proposal for the partnered project should also discuss how staffing and expertise will be provided, and what documents will be produced. If City staff resources are to be used by the partnership, those costs should be allocated to the partnered project and charged to it.
- I. Specific **Partnership Agreements** appropriate to the project will be drafted jointly. There is no specifically prescribed format for **Partnership Agreements**, which may take any of several forms depending on what will accomplish the desired relationships among partners. The agreements may be in the form of:
- Lease Agreements
  - Management and/or Operating Agreements
  - Maintenance Agreements
  - Intergovernmental Agreements (IGAs)
  - Or a combination of these and/or other appropriate agreements

Proposed partnership agreements might include oversight of the development of the partnership, concept plans and project master plans, environmental assessments, architectural designs, development and design review, project management, and construction documents, inspections, contracting, monitoring, etc. Provision to fund the costs and for reimbursing the City for its costs incurred in creating the partnership, facilitating the project's passage through the Development Review Processes, and completing the required documents should be considered.

- J. If all is approved, the Partnership begins. The City is committed to upholding its responsibilities to Partners from the initiation through the continuation of a partnership. Evaluation will be an integral component of all Partnerships. The agreements should outline who is responsible for evaluation; the types of measures used, and detail what will occur should the evaluations reveal Partners are not meeting their Partnership obligations.

### III. The Partnership Evaluation Process

#### A. Mission Statements and Goals

All partnerships with Morro Bay Parks and Recreation Department should be in accord with the City's and the Parks and Recreation Department's Mission and Goals to indicate how a proposed partnership for that Department would be preliminarily evaluated:

**Morro Bay Recreation & Parks**  
**Department**  
**MISSION STATEMENT**

We are committed to providing quality recreational services, facilities, and parks necessary to live a healthy and enriched life. We provide these services to our customers in a responsive courteous manner. Our programs strive to build wellness in people, families, and the community.  
"Creating Community through People, Parks and Programs"

**GOALS**

- Reduce the frequency of trash removal
- Reduce the number of hours for removing trash
- Help to build strong communities and neighborhoods
- Promote environmental stewardship through recycling and education
- Provide beautiful, safe, and functional parks and facilities that improve the lives of all citizens
- Preserve cultural and historic features within the City's parks and recreation systems
- Provide a work environment for the Parks & Recreation Department staff that encourages initiative, professional development, high morale, productivity, teamwork, innovation, and excellence in management

#### B. Other Considerations

##### ***1. Costs for the Proposal Approval Process***

For most proposed partnerships, there will be considerable staff time spent on the review and approval process once a project passes the initial review stage. This time includes discussions with Proposing Partners, exploration of synergistic partnering opportunities, possible RFP processes, facilitation of the approval process, assistance in writing and negotiating agreements, contracting, etc. There may also be costs for construction and planning documents, design work, and related needs and development review processes mandated by City ordinances.

Successful Partnerships will take these costs into account and may plan for City recovery of some or all of these costs within the proposal framework. Some of these costs could be considered as construction expenses, reimbursed through a negotiated agreement once operations begin, or covered through some other creative means.

## ***2. Land Use and/or Site Improvements***

Some proposed partnerships may include facility and/or land use. Necessary site improvements cannot be automatically assumed. Costs and responsibility for these improvements should be considered in any Proposal. Some of the general and usual needs for public facilities that may not be included as City contributions and may need to be negotiated for a project include:

- Any facilities or non-existent infrastructure construction
- Roads or street improvements
- Maintenance to specified standards
- Staffing
- Parking
- Snow removal
- Lighting
- Outdoor restrooms
- Water fountains
- Complementary uses of the site
- Utility improvements (phone, cable, storm drainage, electricity, water, gas, sewer, etc.)
- Custodial
- Trash removal

## ***3. Need***

The nature of provision of public services determines that certain activities will have a higher need than others. Some activities serve a relatively small number of users and have a high facility cost. Others serve a large number of users and are widely available from the private sector because they are profitable. The determination of need for facilities and programs is an ongoing discussion in public provision of programs and amenities. The project will be evaluated based on how the project fulfills a public need.

## ***4. Funding***

Only when a Partnership Proposal demonstrates high unmet needs and high benefits for City citizens, will the City consider contributing resources to a project. The City recommends that Proposing Partners consider sources of potential funding. The more successful partnerships will have funding secured in advance. In most cases, Proposing Partners should consider funding and cash flow for initial capital development, staffing, and ongoing operation and maintenance.

**The details of approved and pending funding sources should be clearly identified in a proposal.**

For many partners, especially small private user groups, non-profit groups, and governmental agencies, cash resources may be a limiting factor in the proposal. It may be a necessity for partners to utilize alternative funding sources for resources to complete a proposed project. Obtaining alternative funding often demands creativity, ingenuity, and persistence, but many forms of funding are available.

Alternative funding can come from many sources, e.g. Sponsorships, Grants, and Donor Programs. A local librarian and/or internet searches can help with foundation and grant resources. Developing a solid leadership team for a partnering organization will help find funding sources. In-kind contributions can, in some cases, add additional funding.

All plans for using alternative funding should be clearly identified. The City has an established Sponsorship Policy, and partnered projects will be expected to adhere to the Policy. This includes the necessity of having an Approved Sponsorship Plan in place prior to procurement of sponsorships for a Partnered Project.

### **C. Selection Criteria**

In assessing a partnership opportunity to provide facilities and services, the City will consider (as appropriate) the following criteria. The Proposed Partnership Outline Format in Part Two provides a structure to use in creating a proposal. City staff and representatives will make an evaluation by attempting to answer each of the following Guiding Questions:

- How does the project align with the City and affected Department's Mission Statement and Goals?
- How does the proposed facility fit into the current City and the affected Department's Master Plan?
- How does the facility/program meet the needs of City residents?
- How will the project generate more revenue and/or less cost per participant than the City can provide with its own staff or facilities?
- What are the alternatives that currently exist, or have been considered, to serve the users identified in this project?
- How much of the existing need is now being met within the City borders and within adjacent cities?
- What is the number and demographic profile of participants who will be served?
- How can the proposing partner assure the City of the long-term stability of the proposed partnership, both for operations and for maintenance standards?
- How will the partnered project meet Americans with Disabilities Act and EEOC requirements?
- How will the organization offer programs at reasonable and competitive costs for participants
- What are the overall benefits for both the City and the Proposing Partners?

**Part Two**

**Morro Bay Parks and Recreation Proposed Partnership  
Outline Format**

Please provide as much information as possible in the following outline form.

**I. Description of Proposing Organization:**

- Name of Organization
- Years in Existence
- Contact Name, Mailing Address,  
Physical Address, Phone, Fax, E-mail
- Purpose of Organization
- Services Provided
- Member/User/Customer Profiles
- Accomplishments
- Legal Status

**II. Decision Making Authority**

Who is authorized to negotiate on behalf of the organization? Who or what group (i.e. Council/Commission/Board) is the final decision maker and can authorize the funding commitment? What is the timeframe for decision making?

**Summary of Proposal ( 100 words or less)**

What is being proposed in terms of capital development, and program needs?

**III. Benefits to the Partnering Organization**

Why is your organization interested in partnering with the Morro Bay Parks and Recreation Department? Please individually list and discuss the benefits (monetary and non-monetary) for your organization.

**IV. Benefits to the Morro Bay Parks and Recreation Department**

Please individually list and discuss the benefits (monetary and non-monetary) for the Morro Bay Parks and Recreation Department and residents of the City.

**V. Details (as currently known)**

The following page lists a series of *Guiding Questions* to help you address details that can help outline the benefits of a possible partnership. Please try to answer as many as possible with currently known information. Please include what your organization proposes to provide and what is requested of Morro Bay Parks and Recreation Department. Please include (as known) initial plans for your concept, operations, projected costs and revenues, staffing, and/or any scheduling or maintenance needs, etc.

## ***Guiding Questions***

### ***Meeting the Needs of our Community:***

- In your experience, how does the project align with park and recreation goals?
- How does the proposed program or facility meet a need for City residents?
- Who will be the users? What is the projected number and profile of participants who will be served?
- What alternatives currently exist to serve the users identified in this project?
- How much of the existing need is now being met? What is the availability of similar programs elsewhere in the community?
- Do the programs provide opportunities for entry-level, intermediate, and/or expert skill levels?
- How does this project incorporate environmentally sustainable practices?

### ***The Financial Aspect:***

- Can the project generate more revenue and/or less cost per participant than the City can provide with its own staff or facilities? If not, why should the City partner on this project?
- Will your organization offer programs at reasonable and competitive costs for all participants? What are the anticipated prices for participants?
- What resources are expected to come from the Parks & Recreation Department?
- Will there be a monetary benefit for the City, and if so, how and how much?

### ***Logistics:***

- How much space do you need? What type of space?
- What is critical related to location?
- What is your proposed timeline?
- What are your projected hours of operations?
- What are your initial staffing projections?
- Are there any mutually-beneficial cooperative marketing benefits?
- What types of insurance will be needed and who will be responsible for acquiring and paying premiums on the policies?
- What is your organization's experience in providing this type of facility/program?
- How will your organization meet Americans with Disabilities Act and EEO requirements?

### ***Agreements and Evaluation:***

- How, by whom, and at what intervals should the project be evaluated?
- How can you assure the City of long-term stability of your organization?
- What types and length of agreements should be used for this project?
- What types of "exit strategies" should we include?
- What should be done if the project does not meet the conditions of the original agreements?

## **Additional Assistance**

Morro Bay recreation and Parks Department is aware that the partnership process does entail a great deal of background work on the Proposing Partner. The following list of resources may be helpful in preparing a proposal:

- Courses are available through local colleges and universities to help organizations develop a business plan and/or operational pro-formas.
- The Chamber of Commerce offers a variety of courses and assistance for business owners and for those contemplating starting new ventures.
- There are consultants who specialize in facilitating these types of partnerships. For one example, contact **GreenPlay, LLC**, toll free at **1-866-849-9959** or [www.greenplayllc.com](http://www.greenplayllc.com).
- Reference Librarians at libraries and internet searches can be very helpful in identifying possible funding sources and partners, including grants, foundations, financing, etc.
- Relevant information in the the ***City of Morro Bay Comprehensive Plan***, the ***Recreation and Parks Master Plan***, site maps, and other documents are available at the Recreation & Parks Office. These documents may be copied or reviewed, but may not be taken off site.
- The Morro Bay Recreation and Parks Department Web Site ([www.morro-bay.ca.us](http://www.morro-bay.ca.us)) has additional information.
- **If additional help or information is needed, please call the Morro Bay Recreation and Parks Department at 805-772-6278**



AGENDA NO: D-2

MEETING DATE: 05/16/2013

## Staff Report

**TO:** Recreation and Parks Commission      **DATE:** 05/16/2013  
**FROM:** Joe Woods, Recreation and Parks Director  
**SUBJECT:** Review proposed amendments to the Master Fee Schedule.

### RECOMMENDATION

Staff recommends Recreation and Parks Commission (RPC) review the proposed draft FY 13/14 Master Fee Schedule for the Recreation and Parks Department, and provides staff with recommendations for to be forwarded to City Council for approval.

### ALTERNATIVES

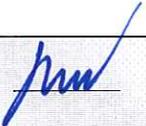
- 1.) Recommend no changes to the Master Fee Schedule.
- 2.) Recommend supporting the proposed changes to the Master Fee Schedule.
- 3.) Recommend supporting changes to the Master Fee Schedule based on discussion of agenda item.

### FISCAL IMPACT

The fiscal impact of this agenda item would not be realized until amendments to the Master Fee Schedule were presented and approved by City Council.

### SUMMARY

Each year staff presents the Master Fee Schedule for City Council review. Changes in the Schedule vary from year to year, as well as, from Department to Department. The proposed changes from the Recreation and Parks Department are additions to include sports venues which are either new facilities or existing facilities that have yet to be included in the Schedule. Adding these sports venues to the Master Fee Schedule will allow staff to reserve the venue when requested and to recover direct costs for processing and use.

Prepared By: 

Dept Review: 

**BACKGROUND/DISCUSSION:**

The proposed changes to the Master Fee Schedule include the addition of five sports venues.

1. Del Mar Tennis Courts
2. Del Mar Hockey Rink
3. Del Mar Basketball court
4. City Park Basketball court
5. Coleman Park Basketball court

These sports venues currently can be used by the general public on a first come, first serve basis at no charge. The proposed amendments to the Master Fee Schedule would allow staff to reserve specific venues for requesting parties and recovery any direct costs associated with those reservations. The demand for reserving these venues has not been significant, however, when the request is made, staff needs to be consistent in the process.

# City of Morro Bay Master Fee Schedule For the 2012/13 Fiscal Year

## Recreation and Parks Department Facility Rentals

	<u>Non-Profit and Resident Groups</u>	<u>Non-resident Groups</u>	<u>For Profit Groups</u>
<b>COMMUNITY CENTER</b>			
Auditorium	\$47/hr	\$75/hr	\$110/hr
Auditorium, one-half	\$30/hr	\$45/hr	\$66/hr
Multi-purpose room	\$25/hr	\$40/hr	\$61/hr
Lounge	\$22/hr	\$33/hr	\$49/hr
Studio	\$17/hr	\$25/hr	\$37/hr
Kitchen *	\$11/hr	\$19/hr	\$24/hr
Kitchen, 8 hours *	\$62	\$99	\$123
<b>VETERAN'S MEMORIAL BUILDING</b>			
Assembly, w/o kitchen	\$24/hr	\$33/hr	\$43/hr
Complete, w/o kitchen	\$27/hr	\$37/hr	\$49/hr
Meeting, w/o kitchen	\$20/hr	\$27/hr	\$36/hr
Kitchen & barbeque <sup>11</sup>	\$11/hr	\$19/hr	\$24/hr
Kitchen & barbeque, 8 hours <sup>11</sup>	\$62	\$99	\$123
<b>TEEN CENTER</b>			
Up to 20 participants	\$300	\$300	\$300
21 - 30 participants	\$400	\$400	\$400
31 - 40 (maximum = 40) participants	\$450	\$450	\$450

**Note: based on number of participants**

<sup>11</sup> Kitchen only rentals permitted Monday - Friday; weekend rentals must be combined with room rental

### ADDITIONAL FEES

Deposit: \$150, no alcohol or live music	Unscheduled overtime:	\$44/hr
\$500, alcohol and/or live music	Facility attendant(s):	\$10/hr each
\$50, Bounce House	Security guard(s):	\$26/hr each
Janitorial, non-refundable, per event based on group size:	Permit processing fee:	\$8.00, non-refundable
100 - 200 participants: \$53	Insurance:	cost based on event size/type
201 or more participants: \$105	Cancellations:	20% charge of invoiced costs
Building set-up/breakdown: \$22/hr		
Veteran's Memorial Building stage use, set-up and breakdown:	\$80 flat rate	

# City of Morro Bay Master Fee Schedule For the 2012/13 Fiscal Year

## Recreation and Parks Department Public Area Use Permits

	<u>Non-Profit and Resident Groups</u>	<u>Non-resident Groups</u>	<u>For Profit Groups</u>
Del Mar Park Hillside or Meadow	\$49/Permit	\$86/Permit	\$215/Permit
Multi-Area, Entire Park, Multi Day Event	\$134/Day+Permit	\$134/Day+Permit	\$134/Day+Permit
Lila Keiser Park BBQ or Fields <sup>12</sup>	\$49/Permit	\$86/Permit	\$215/Permit
Multi-Area, Entire Park, Multi Day Event <sup>12</sup>	\$134/Day+Permit	\$134/Day+Permit	\$134/Day+Permit
Monte Young Tennis Courts <sup>13</sup>	\$49/Permit	\$86/Permit	\$215/Permit
Tidelands Open Area	\$49/Permit	\$86/Permit	\$215/Permit
Multi-Area, Entire Park, Multi Day Event	\$100/Day+Permit	\$100/Day+Permit	\$100/Day+Permit
Cloisters Open Area	\$49/Permit	\$86/Permit	\$215/Permit
Multi-Area, Entire Park, Multi Day Event	\$100/Day+Permit	\$100/Day+Permit	\$100/Day+Permit
Bayshore Bluffs Open Area	\$49/Permit	\$86/Permit	\$215/Permit
Multi-Area, Entire Park, Multi Day Event	\$67/Day+Permit	\$67/Day+Permit	\$67/Day+Permit
Morro Rock Open Area	\$49/Permit	\$86/Permit	\$215/Permit
Multi-Area, Entire Park, Multi Day Event	\$100/Day+Permit	\$100/Day+Permit	\$100/Day+Permit
City Park Open Area	\$49/Permit	\$86/Permit	\$215/Permit
Multi-Area, Entire Park, Multi Day Event	\$67/Day+Permit	\$67/Day+Permit	\$67/Day+Permit
North Point Overlook	\$49/Permit	\$86/Permit	\$215/Permit
Multi-Area, Entire Park, Multi Day Event	\$67/Day+Permit	\$67/Day+Permit	\$67/Day+Permit
Coleman Park	\$49/Permit	\$86/Permit	\$215/Permit
Multi-Area, Entire Park, Multi Day Event	\$67/Day+Permit	\$67/Day+Permit	\$67/Day+Permit

Deposit - Public Area Use Permit - \$150.00  
Deposit - Organized Sports Facilities - \$500.00

### Hourly and Park Use Fees

Giant Chessboard - use Wooden Pieces	\$25	\$40	\$107
Giant Chessboard - use Plastic Pieces (June, July, August)	\$9 N/C	\$10 N/C	\$11 N/C
<sup>12</sup> Lila Keiser hourly field rental	\$4 without lights \$15 with lights	\$5 without lights \$17 with lights	\$6 without lights \$19 with lights
<sup>12</sup> Lila Keiser field preparation	\$23	\$28	\$31
<sup>13</sup> Monte Young Tennis Court Hourly Rate	\$4	\$5	\$6
<b>Del Mar Tennis Court Hourly Rate</b>	<b>\$4</b>	<b>\$5</b>	<b>\$6</b>
<b>Roller Hockey Rink Hourly Rate</b>	<b>\$4</b>	<b>\$5</b>	<b>\$6</b>
<b>Basketball Court Hourly Rate - Coleman</b>	<b>\$4</b>	<b>\$5</b>	<b>\$6</b>
<b>Basketball Court Hourly Rate - Del Mar</b>	<b>\$4</b>	<b>\$5</b>	<b>\$6</b>
<b>Basketball Court Hourly Rate - City Park</b>	<b>\$4</b>	<b>\$5</b>	<b>\$6</b>

**City of Morro Bay  
Master Fee Schedule  
For the 2012/13 Fiscal Year**

**Recreation and Parks Department  
Miscellaneous Property Use**

	<u>Non-Profit and Resident Groups</u>	<u>Non-resident Groups</u>	<u>For Profit Groups</u>
Recreation equipment rental, per bag <sup>14</sup>	\$9.00	\$10	\$11
Includes one: Horseshoes, Badminton, Volleyball, Bocce Ball			
Soccer goal, hourly rate, 2 hr. min. <sup>14</sup>	\$7.00	\$8	\$9
Skate park rental, 2 hr. min.	\$105	\$105	\$157
Photography/filming, per day <sup>15</sup>	\$111, outdoor	N/A	\$218, outdoor
	\$147, indoor	N/A	\$364, indoor
<sup>14</sup> Equipment rental deposit:	\$50		
<sup>15</sup> Photography/filming deposit:	\$1,000		

Insurance cost is dependent on the size/type of event