



# CITY OF MORRO BAY RECREATION AND PARKS COMMISSION AGENDA

*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, September 19, 2013  
Veteran's Memorial Building - 5:30 P.M.  
209 Surf Street, Morro Bay, CA**

Chairperson John Bates

Vice-Chairperson Drew Sidaris  
Karen Croley  
Bob Swain

Tom Coxwell  
Al Romero

ESTABLISH QUORUM AND CALL TO ORDER  
MOMENT OF SILENCE  
ANNOUNCEMENTS  
PRESENTATIONS

#### 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 July 18, 2013.

**Staff Recommendation: Approve minutes.**

Approval of Minutes from Joint Public Works Advisory Board and Recreation and Parks Commission meeting held on August 29, 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

C-1 Review of proposed City Partnership Policy  
**Staff Recommendation: Discuss and make recommendations.**

D. NEW BUSINESS

D-1 Program Evaluations: Youth Futsal, Youth T-Ball/Coach Pitch and Adult Coed Soccer  
**Staff Recommendation: Receive and file.**

D-2 Review of Proposed Public Art for Senior Center  
**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 November 21, 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.

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

REGULAR MEETING –July 18, 2013

VETERANS MEMORIAL BUILDING – 5:30 P.M.

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

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

### **MOMENT OF SILENCE**

### **COMMISSIONER REPORTS AND ANNOUNCEMENTS**

Commissioner Coxwell reported that the Morro Bay High School Music Boosters' "Bands on the Run" 5K/10K Fun Run held on May 25<sup>th</sup> was a huge success. They were able to raise \$6800 and plan to hold it again next year on May 17, 2014. He also announced that there will be a 5K Fun Run in Cambria on July 21<sup>st</sup> to benefit the AFS Exchange Program and to contact Coast Union High School for more information.

Staff Woods announced that Department staff puts together a weekly update on programs and operations that is part of a Friday Update containing information from all City Departments and sent to City Council. Staff Woods informed the Commission that staff would begin forwarding the Recreation & Parks Department portion of the update to the Commissioners beginning tomorrow. Vice-Chair Sidaris asked if this information is made available to the Public with Staff Woods responding that Friday Updates are not put on the City website.

Commissioner Coxwell stated his appreciation that the Cloisters play area has been made ready and usable.

### **PRESENTATION**

None

### **PUBLIC COMMENT**

Linda Merrill spoke in support of the M.O.U. for Bike Park Design and Permit Processing, stating that many children benefited from the old bike park and that this portion of the Community's children is often overlooked.

### **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 MAY 16, 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 MAY AND JUNE 2013  
RECREATION CLASSES AND AFFILIATED CLUBS SUMMARY FOR MAY AND JUNE 2013  
YOUTH AND ADULT SPORTS SUMMARY MAY AND JUNE 2013  
FACILITIES AND PARKS USE SUMMARY FOR MAY AND JUNE 2013

**RECOMMENDATION: Approve as submitted.**

A-4 RECREATION AND PARKS DEPARTMENT STATUS REPORT

**RECOMMENDATION: Approve as submitted.**

Commissioner Croley requested that item A-4 be pulled from the Consent Calendar.

MOTION: Commissioner Croley moved that the Commission accept Consent Calendar Items A-1 through A-3 for file. The motion was seconded by Commissioner Coxwell and carried. (4-0)

A-4 RECREATION AND PARKS DEPARTMENT STATUS REPORT

Staff Woods summarized the Department Program/Project Status Report highlighting the following programs and projects:

- Teen Center Solar Project – Staff has met with Brian French and developed a contract; waiting on the permit, work should begin the following week with a target completion date of September 3.
- Market Street – Trees have been planted and the Department has partnered with the businesses to nurture the trees
- Banners – Visitor Center and event signage
- Rock to Pier Run/Rockin' Around the Pier – over 1200 participants the day of the race
- Teen Action Club (TAC) – Volunteers have been very active at their Adopt-A-Park location (Lila Keiser), at the run, and with their parking lot re-striping project. They plan to complete the striping at the Cloisters and the Vet's Hall this summer.

MOTION: Commissioner Croley moved to accept Consent Calendar Item A-4 for file. The motion was seconded by Commissioner Coxwell and carried. (4-0)

**B. PUBLIC HEARINGS**

None

**C. UNFINISHED BUSINESS**

None

**D. NEW BUSINESS**

**D-1 REVIEW OF THE M.O.U. REGARDING THE BIKE PARK DESIGN AND PERMIT PROCESSING**

Staff Woods reported on City Council's approval of Resolution 20-13, which the RPC reviewed on March 21, 2013, along with letters from the Morro Bay Bike Park (MBBP) organization and the Morro Bay Citizens Bike Committee. The recommendation from the RPC at the time was to pursue the property on Main Street as well as property adjacent to Lila Keiser Park. Staff Woods reported that staff has continued to work with the MBBP organization in both the pursuit of a bike park location and a formal agreement with which to advance the project.

Staff Woods noted that the draft Memorandum of Understanding, for RPC review, deals only with processing issues, not the ultimate construction, operation and maintenance issues. A second M.O.U. would need to be developed in the future to deal with construction and maintenance. Staff Woods reported that both Staff and the MBBP organization support the proposed M.O.U. and desire the support and a favorable recommendation from the RPC. Staff Woods further noted that the MBBP organization has the support and backing of the Central Coast Concerned Mountain Bikers (CCCMB), a charitable organization through which donations will be channeled.

**MOTION:** Commissioner Coxwell moved that the M.O.U. be forwarded without changes to City Council. The motion was seconded by Commissioner Croley and carried. (4-0)

Vice-Chair Sidaris adjourned the meeting to the Parks Tour at 6:05 p.m.

**D-2 ANNUAL TOUR OF CITY PARKS**

Vice-Chair Sidaris re-convened the meeting on the City trolley at 6:15 p.m. to begin the annual Parks Tour.

Staff Woods announced that this year's Parks Tour would include the parks located in the southern portion of town as well as the parks and other areas of interest along the Embarcadero.

1. Front Street Restroom – Newly opened at the direction of City Council
2. Surf Street Staircase – Staff looking for a way to re-build this staircase. One of the suggestions previously made by the RPC was to utilize the surplus wood from the rebuilding of the Centennial Staircase.

Staff Woods discussed the Northern Waterfront Improvement Plan (NWIP) which the RPC has seen before in Concept C, the master planning of Coleman Park, Target Rock and the Rock parking lot. The City has received Park-In-Lieu funds from the project located at Ironwood and Highway 41 which have been slated for the master planning of the NWIP.

3. Harbor Walk – Staff is working to minimize the sand migration onto the walk and bike path
4. Coleman Park – Home of Project Surf Camp, Basketball Court made from the old skate park
5. Anchor Memorial Park – New cleat benches and picnic tables have been installed, looking to replace the trashcans with the solar powered Big Belly trashcans
6. Centennial Park – Free chess daily during the summer months
7. 714 Embarcadero – Parking lot used for special events, next event will be the Avocado Margarita Festival held in September, information for this even can be found on the Chamber of Commerce website
8. Tidelands Park – Playground changes due to some deterioration of the wood, staff looking to add some additional play features, BBQ renovations are complete, landscape renovations have also been completed
9. Fish Cleaning Station – serviced by City staff
10. Mariner Park – Park sign styled after the City way-finding signs, one of three, the other two are at Anchor Memorial Park and City Park; low maintenance plants; interpretive panel; gangway leading to dock; Ken Scott the owner of the Estero Inn has improved the walkway along his building tying it into the park; solar powered trashcan & recycling bin. The Estero Inn is the Adopt-A-Park sponsor for this park, they provide clean up and light landscape maintenance in return for having their name on the side of the solar powered receptacles and access to the recyclables that are collected.

Staff Woods noted that in the coming year staff will be working with all the Adopt-A-Park groups to increase recognition through local media and other community outlets.

11. Morro Cove Park – A park land dedication through the Quimby Act as a result to the Morro Cove development; includes a monarch butterfly habitat; natural open space area with minimal improvements; the Morro Cove HOA has adopted the park; there are currently no interpretive panels at this time but planned for the future. Commissioner Coxwell asked about partnering with someone on the signs possibly the Audubon Society with Staff Woods replying that we have not yet done so. Some trimming of the trees is allowed in the southern section only. Looking to add additional plants to encourage the return of the monarch butterflies.
12. Bay Shore Bluffs – Park land dedication from the Bay Shore Village development consisting of 3.28 acres of land; heavily populated by birds; the park has been adopted by the Morro Bay Eco Rotary with assistance from the Morro Bay Garden Club; part of a evapotranspiration study through the State Universities with four planters containing pollinating gardens; working on getting some interpretive panels. Commissioner Coxwell asked about coastal access with Staff Woods pointing out the staircase leading down the bluff to a landing area that remains lit by LED lights from dusk until midnight.
13. Monte Young Park – Park contains tennis courts; small play structure; small restroom; staff working toward renovating the bathroom and increasing access in the park as well as replacing the sign with the new sign style; no lights on the courts because park closes at dusk.

Staff Woods noted that there are new soft tennis courts at Del Mar Park. Commissioner Romero asked if there were any plans to renovate or replace the bathrooms at Del Mar Park. Staff Woods replied that staff has discussed replacing restrooms at several parks including Del Mar, Monte Young and Coleman Parks. Restrooms can cost \$150,000 - \$200,000, but staff hopes to work with local contractors to help make the renovations at a lower cost by utilizing the original design and possibly existing infrastructure when changing the materials.

14. Morro Bay City Park – Single user restroom with an outside wash station; park improvements include the white privacy fence (re-used from the old fire station), pavers beneath new benches along fence, old vegetation removed with new vegetation planned, new drinking fountain out in the open and new picnic tables have been installed.

Commissioner Croley asked if more benches were planned for the playground area with Staff Woods responding that no additional benches are planned at this time but can certainly be looked into.

Morro Bay Public Art Association recreated “Grandmother’s Living Room” at the bus shelter, shuffle board has not been used for some time and the space is slated for rededication for another activity possibly another play structure. Commissioner Coxwell suggested a bocce ball space. The basketball court has been resurfaced with new standards installed and new backboards and hoops being installed soon. The new standards have a 6 foot arch increasing the safety of the court. The park has a new sign and the two poles used for putting up banners will be replaced with permanent flagpoles making the raising and lowering of the banners easier and safer.

Staff Woods pointed out the different types of signs that can be found around town including street banners, way-finding signs, and various directional signs in preparation for the upcoming joint meeting of the RPC and Public Works Advisory Board on August 29<sup>th</sup>.

Commissioner Coxwell asked if there was a place along Main Street to hang event banners with Staff Woods replying that there are two City entrance signs that have event panels that can be changed along with panels that give direction to the Visitor’s Center.

**E. FUTURE AGENDA ITEMS**

None

**F. ADJOURNMENT**

Vice-Chair Sidaris encouraged those listening to visit their parks and adjourned the meeting at 7:25 p.m.

Respectfully submitted,

Celeste English  
Administrative Technician

SYNOPSIS MINUTES – MORRO BAY PUBLIC WORKS ADVISORY BOARD AND  
 RECREATION AND PARKS COMMISSION  
 JOINT MEETING – AUGUST 29, 2013  
 VETERAN'S HALL – 6:00 PM

Chairperson Makowetski called the meeting to order at 6:00 PM

PRESENT:	Matt Makowetski	Chairperson
	Ron Burkhart	Vice-Chairperson
	Janith Goldman	Board Member
	Deborah Owen	Board Member
	Richard Rutherford	Board Member
	Stephen Shively	Board Member
ABSENT:	Marlys McPherson	Board Member
PRESENT:	John Bates	Chairperson
	Drew Sidaris	Vice-Chairperson
	Alfonso Romero	Commissioner
	Robert Swain	Commissioner
ABSENT:	Karen Croley	Commissioner
	Tom Coxwell	Commissioner
	Brian Dorfman	Commissioner
STAFF:	Rob Livick	Public Services Director
	Joe Woods	Recreation and Parks Director
	Rick Sauerwein	Capital Projects Manager

ESTABLISH QUORUM AND CALL TO ORDER  
 MOMENT OF SILENCE / PLEDGE OF ALLEGIANCE  
 ANNOUNCEMENTS/PRESENTATIONS

PUBLIC COMMENT

Chairperson Makowetski opened Public Comment period.

Rigmor Samuelson, Morro Bay resident, expressed concern that the proposed sign ordinance may be too restrictive and that it may discourage creative signs from being installed in the City.

Livick informed Samuelson that the subject of the sign ordinance update will be discussed at the September 4, 2013 Planning Commission meeting.

Chairperson Makowetski closed Public Comment period.

## I. JOINT MEETING DISCUSSION ITEMS

### A. Discussion and Recommendations for future Citywide Directional/Way-finding Signage (Woods)

Woods presented the staff report.

Woods lead a discussion with both advisory groups on citywide direction/way-finding signage, as directed by City Council. Staff Woods described the five types of signs currently used throughout the City: Way-Finding, City Entrance Signage, General Directional Signs, Street Banners and City Park Banner.

Woods gave the following details on the various citywide signs. The way-finding signs are located at both the south and north gateways to Morro Bay and target large points of interest using single graphic directions. The design of these signs was brought forward by Public Works in 2007. The branding of this sign is working well throughout the City where the design has been incorporated into several park signs. The City currently has two entrance signs that contain an area to insert event information as well as directional information to the Visitors Center. The events listed on these signs are typically free and open to the public.

Woods reported that the City has a wide variety of directional signs that provide information to both vehicular and pedestrian traffic. He noted that the signs are not standard in size, color or content and that the two advisory boards may want to consider developing some uniformity possibly tailored after the current way-finding signs or maybe something new.

Woods reported that the City has street banners located along the Embarcadero, Morro Bay Boulevard and Main Street. These banners are currently changed several times per year by City staff. The banners are general welcome signs with some specific to events. The inventory of these signs could be extended as well as opened up for sponsor advertisement. Staff Woods noted that staff could develop a policy for the street banners at the direction of the two advisory boards.

Woods reported that the final type of signs used in the City are the City Park Banners. There are two poles used to display the banners at the park, but staff is working on replacing the poles with a more efficient method of hanging the banners. Currently there are two banners on display across the poles. Staff is looking for direction on how best to display these banners including the best location and whether or not to display two banners at a time and whether or not a fee should be assessed for displaying the banners.

Woods concluded that citywide signage is very important in any location whether they provide direction to a point of interest or service. Having those signs consistent throughout our town makes it easier for visitors to travel through our town, find the services and attractions they're looking for, thereby enhancing their visit.

#### WAY-FINDING SIGNS DISCUSSION POINTS:

- In favor of using the way-finding signs
- Important to maintain the signs
- Would like a consistent look to the signs, using the Rock/sailboat logo

- Felt signs appeared unfinished, recommended painting the supports
- Way-finding sign at Mobil station needs clarification

Livick noted that as a condition of their re-development, the Mobile station was required to provide a kiosk displaying visitor information and that the sign at the round-about is meant to direct visitors into the Mobile station.

CITY ENTRANCE SIGNAGE DISCUSSION POINTS:

- In favor of listing events on these signs
- Would like to see consistent lettering and color
- Would like to have signs consistent in style and design with other City signs
- Would like to see an entrance sign near the roundabout
- Some concerns about safety at the roundabout if there are too many signs

GENERAL DIRECTIONAL SIGNS DISCUSSION POINTS:

- Would like to see a consistent design and color on these signs
- Prefer the Rock/sailboat logo
- Would like to signs kept simple with basic general directions
- Replace "Old Town" with "Downtown"
- Replace signs as needed, not necessary to have a mass replacement
- Include mileage to destination point
- Would like to use "Embarcadero" instead of "Waterfront"
- Sign at South Bay Blvd too small

STREET BANNERS DISCUSSION POINTS:

- In favor of using street banners
- Would like to see a wider variety and possibly changed more often
- Not in favor of including sponsor names on street banners
- Would like some limits on the number of banners allowed; concerned about having too many signs
- Supportive of charging a fee to recoup staffing costs for hanging the banners

Livick noted that the City's current commercial signage code does not allow for brand names on signage and street banners would have to comply with current codes. He further noted that the Planning Commission is currently looking at changing the sign code to allow a certain percentage of a sign to be used for brand names, so change is possible if it makes it through Planning, City Council and the Coastal Commission.

CITY PARK BANNER DISCUSSION POINTS:

- Some Board members felt two banner hung together was too much, others felt it was okay but the banners should be smaller and have more space between them
- Supportive of charging a fee to recoup staffing costs for hanging and removing the banners
- City Park a good location for the banners; possibly develop a second location
- Would like to see a more permanent means of hanging the banners; possibly something more decorative

B. Discussion and Recommendations for Three Proposed Concept Plans for Improvements to Centennial Staircase (Livick)

Livick presented the staff report.

Commissioner Swain asked staff to compare maintenance costs for the elevator alternative versus the funicular alternative. Livick stated the funicular option would likely cost more to maintain because it has more moving parts.

Commissioner Swain asked staff about the possibility of charging the public to ride the funicular in order to recover some of the costs for construction and maintenance. Livick stated it may be a possibility.

Commissioner Bates expressed support for the tower alternative.

Commissioner Romero asked if the project site is owned by the City or by a private owner. Livick stated the right of way that extends from Morro Bay Boulevard is owned by the City, and that area is where the majority of the facility would be located. Livick stated the property at 781 Market is owned by a private property owner, but the City currently owns all of the property necessary to move forward with the project.

Commissioner Sidaris expressed concern that a funicular would be too expensive to install, and instead expressed support for the elevator alternative.

Boardmember Shively asked staff to confirm that ADA access will be provided to the lower level of the existing restaurant. Livick stated that in order to make effective use of the second floor, the City will require ADA access to that area. Shively also expressed concern about the maintenance issues associated with a glass elevator and a funicular, especially when the City is already short-staffed.

Boardmember Burkhart stated maintenance will be an issue for any feature selected, but the elevator would be the most financially feasible alternative. He stated the City needs to consider the sea air and its impacts when selecting an alternative.

Boardmember Goldman asked staff to clarify the owner's intention regarding whether the owner believes he should only bear the cost that is equal to the amount of property that he was given. Livick stated the City is obligated to afford the owner some proportionality to the value of the cost of the property in the agreement. He also stated the agreement did not indicate which device would be installed at the park. Goldman asked staff who would be responsible for any additional fees that would be incurred during the process. She expressed support for the elevator alternative.

Boardmember Owen stated the tower would be an unnecessary feature as the views from Market Street are already notable. She also stated the distance from the Embarcadero to Market Street is too short to install a funicular. Owen expressed support for the elevator alternative.

Chairperson Makowetski expressed support for the tower alternative as long as it could be incorporated with the elevator. He stated he would like to see stairs incorporated into the design as well.

Chairperson Makowetski opened Public Comment period, and seeing none, closed Public Comment period.

**PUBLIC WORKS ADVISORY BOARD MOTION:** Boardmember Burkhart moved to approve Alternate 3 with the elevator, staircase, and tower.

The motion was seconded by Boardmember Goldman and the motion passed (3-2), with Boardmembers Shively and Rutherford dissenting. According to Burkhart, Makowetski did not vote because the Chairperson is not allowed to create a tie – he is to remain neutral.

**RECREATION AND PARKS COMMISSION MOTION:** Commissioner Sidaris moved to approve Alternate 2 with the elevator and no staircase.

The motion was seconded by Commissioner Romero.

Commissioner Swain expressed support for the alternative *with* a staircase so that people would still be able to access Market Street from the Embarcadero if the elevator is ever out of service. Commissioner Bates responded to Swain's comment and noted the project area is small and it may not be able to accommodate both an elevator and a staircase.

**RECREATION AND PARKS COMMISSION AMENDED MOTION:** Commissioner Sidaris moved to approve Alternate 3 with the elevator and staircase.

The motion was seconded by Commissioner Swain and the motion passed (2-1), with Commissioner Romero dissenting. Bates did not vote because the Chairperson is not allowed to create a tie – he is to remain neutral.

#### ADJOURNMENT

The meeting adjourned at 7:48 PM to the next scheduled meeting to be held at the Veteran's Memorial Hall on Thursday, August 29, 2013, at 6:00 PM.



**AGENDA NO: A-2**

**Meeting Date: September 19, 2013**

# CORRESPONDENCE

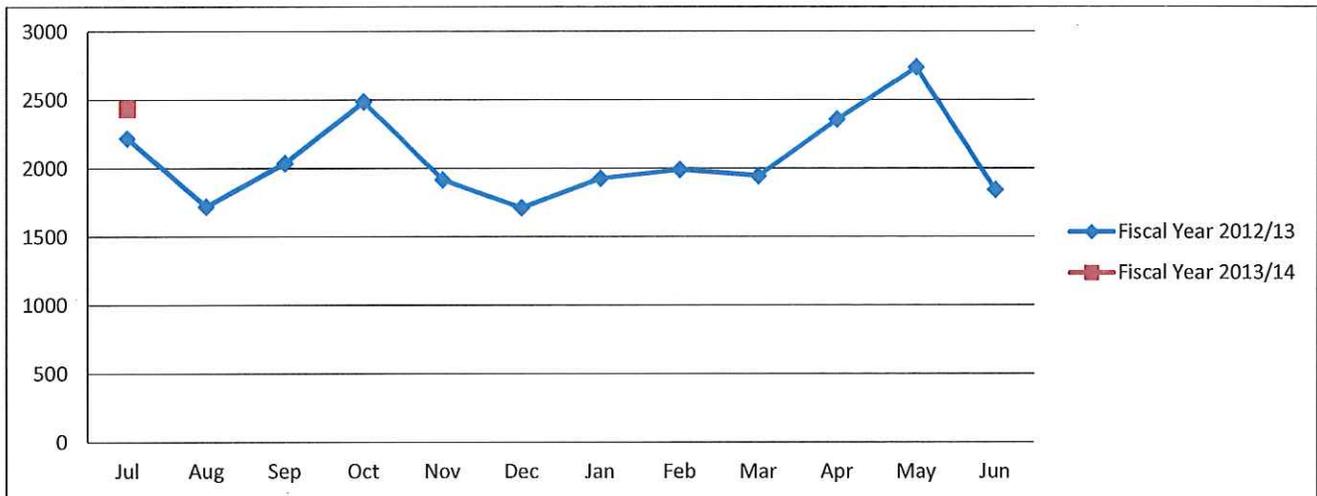
**NONE**

AGENDA # A-3

DATE 9-19-13

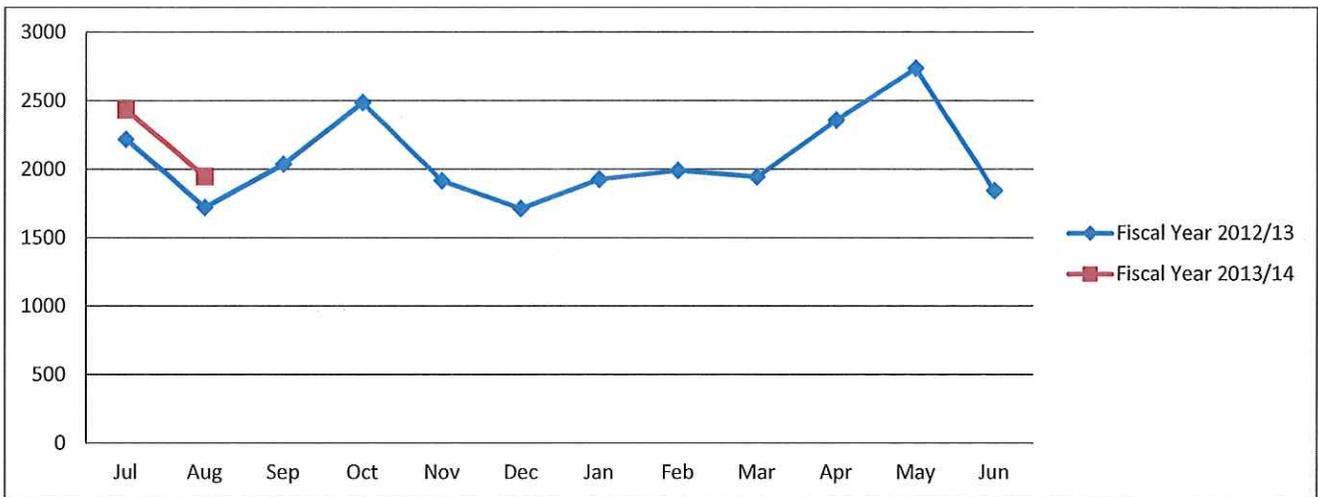
City of Morro Bay  
Recreation and Parks Department  
Youth Services  
PARTICIPATION REPORT  
July 2013

<u>Participations</u>	<u>July '13</u>	<u>July '12</u>	<u>FY 13/14 Total to Date</u>	<u>FY 12/13 Total to Date</u>
Kids' Camp	1293	1244	1293	2197
Kids' Club Before-School	0	0	0	3224
Kids' Club Kinder Kids	0	0	0	1958
Kids' Club After-School	0	0	0	6336
Kids' Club Drop-in	0	0	0	2613
Teen Center	1142	977	1142	8573
<b>TOTALS:</b>	<b>2435</b>	<b>2221</b>	<b>2435</b>	<b>24901</b>



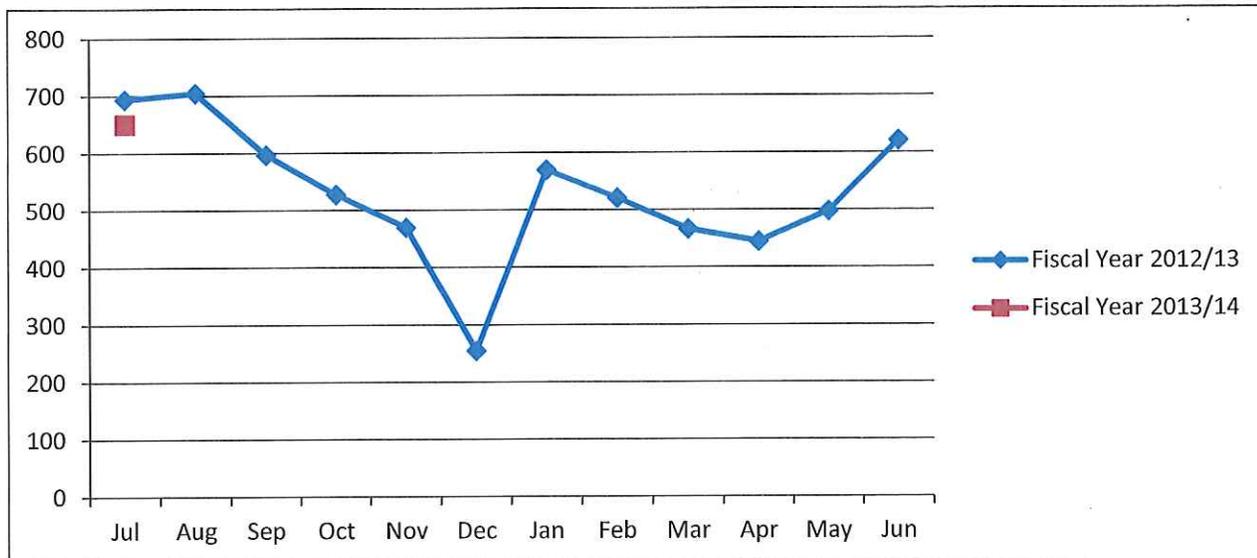
City of Morro Bay  
 Recreation and Parks Department  
 Youth Services  
 PARTICIPATION REPORT  
 August 2013

<u>Participations</u>	<u>August '13</u>	<u>August '12</u>	<u>FY 13/14 Total to Date</u>	<u>FY 12/13 Total to Date</u>
Kids' Camp	414	408	1707	2197
Kids' Club Before-School	133	98	133	3224
Kids' Club Kinder Kids	56	77	56	1958
Kids' Club After-School	266	231	266	6336
Kids' Club Drop-in	56	68	56	2613
Teen Center	1024	840	2166	8573
<b>TOTALS:</b>	<b>1949</b>	<b>1722</b>	<b>4384</b>	<b>24901</b>



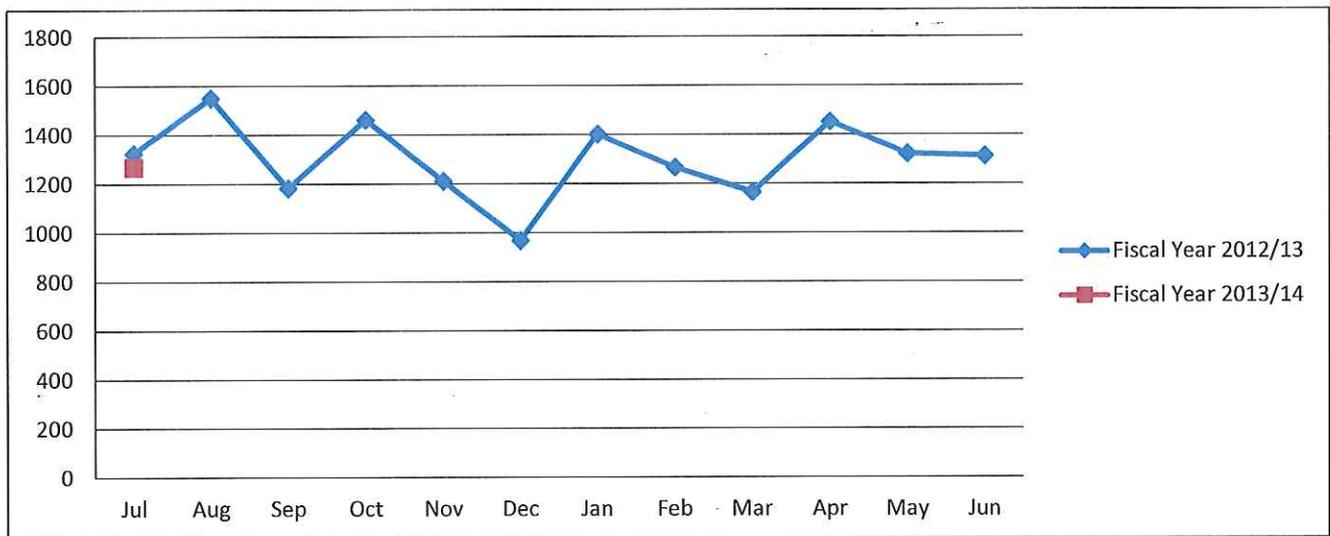
City of Morro Bay  
Recreation and Parks Department  
Senior Services  
PARTICIPATION REPORT  
July 2013

<u>Participations</u>	<u>July '13</u>	<u>July '12</u>	<u>FY 13/14 Total to Date</u>	<u>FY 12/13 Total to Date</u>
ACES - senior exercise	144	155	144	155
Billards	145	145	145	145
BINGO	46	73	46	73
Bridge Club	26	24	26	24
Bunco	0	8	0	8
Chess Club	0	3	0	3
Crafters	2	17	2	17
Dominos Club	0	6	0	6
Hand & Foot	34	38	34	38
P.A.C.E. - senior exercise	134	162	134	162
Senior Tai Chi	120	63	120	63
	<b>651</b>	<b>694</b>	<b>651</b>	<b>694</b>



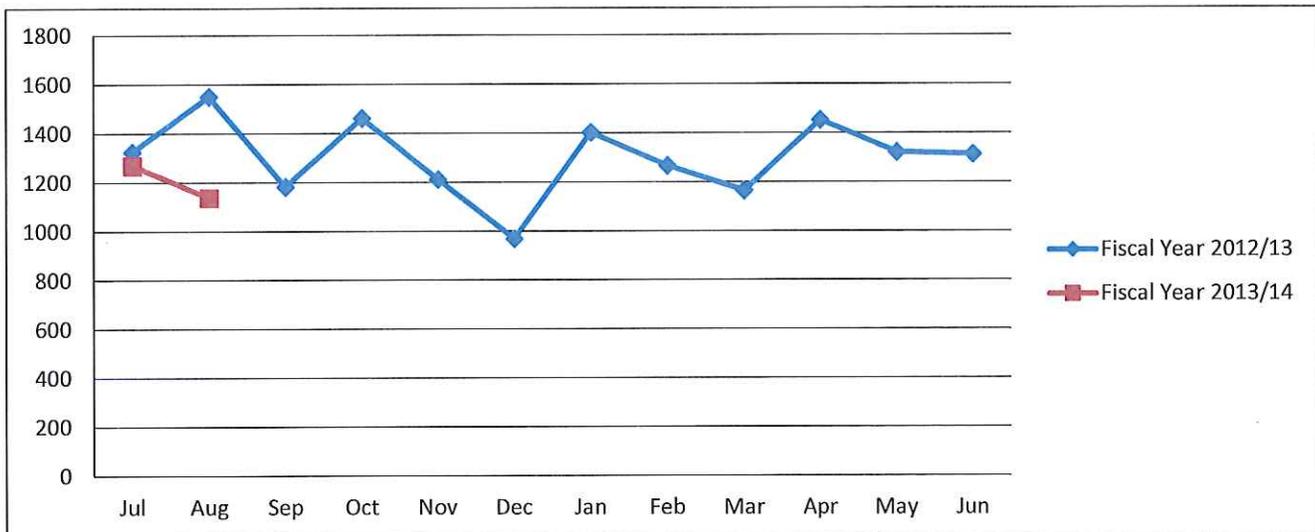
City of Morro Bay  
 Recreation and Parks Department  
*Recreation Classes & Affiliated Clubs*  
 PARTICIPATION REPORT  
 July 2013

<u>Participations</u>	<u>July '13</u>	<u>July '12</u>	<u>FY 13/14 Total to Date</u>	<u>FY 12/13 Total to Date</u>
Acrylics/Watercolor Painting	33	60	33	60
Aikido	13	19	13	19
Bellydance Class	20	32	20	32
Country & Western Line Dancing	57	42	57	42
Crochet (Beginning)	11	0	11	0
FIT CLUB/Zumba	562	658	562	658
Flip City Gymnastics	48	18	48	18
Life Drawing	37	42	37	42
Music Appreciation	0	0	0	0
Okinawan Karate for Children	56	63	56	63
Okinawan Karate	35	36	35	36
Playday Tennis	101	65	101	65
Quilting & Sewing	6	0	6	0
Quilt Guild	43	46	43	46
Restorative Yoga	0	75	0	75
Tennis Lessons	24	32	24	32
39+ Dance	224	137	224	137
	<b>1270</b>	<b>1325</b>	<b>1270</b>	<b>1325</b>



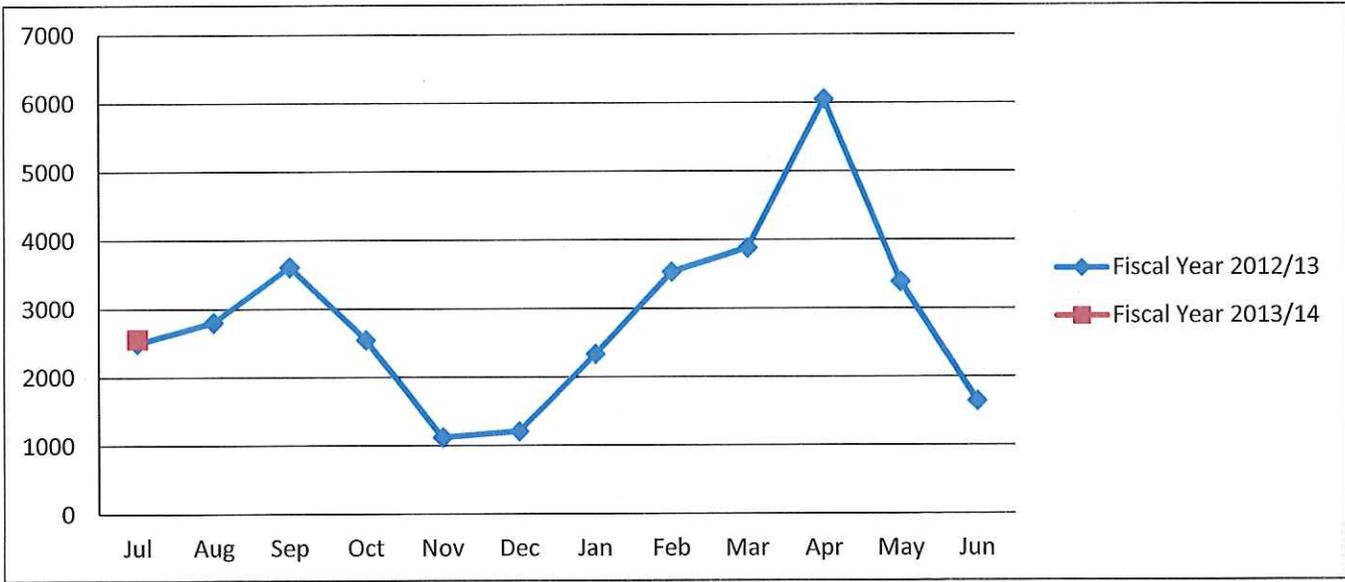
City of Morro Bay  
Recreation and Parks Department  
*Recreation Classes & Affiliated Clubs*  
PARTICIPATION REPORT  
August 2013

<u>Participations</u>	<u>August '13</u>	<u>August '12</u>	<u>FY 13/14</u>	<u>FY 12/13</u>
			<u>Total to Date</u>	<u>Total to Date</u>
Acrylics/Watercolor Painting	25	75	58	135
Aikido	14	25	27	44
Bellydance Class	39	28	59	60
Country & Western Line Dancing	20	64	77	106
Crochet (Beginning)	9	0	20	0
FIT CLUB/Zumba	496	662	1058	1320
Flip City Gymnastics	0	25	48	43
Life Drawing	57	52	94	94
Music Appreciation	4	4	4	4
Okinawan Karate for Children	81	63	137	94
Okinawan Karate	54	27	89	4
Playday Tennis	88	80	189	145
Quilting & Sewing	0	0	6	0
Quilt Guild	46	44	89	90
Restorative Yoga	0	112	0	0
Tennis Lessons	24	13	48	45
39+ Dance	181	277	405	414
	<b>1138</b>	<b>1551</b>	<b>2408</b>	<b>2598</b>



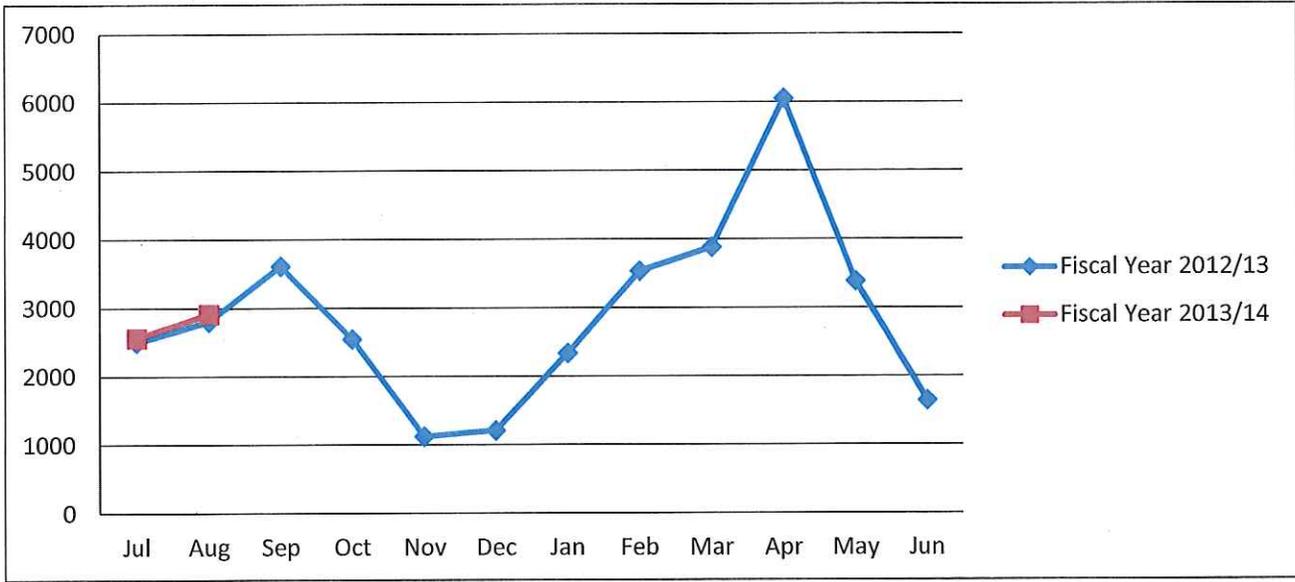
City of Morro Bay  
 Recreation and Parks Department  
 Youth & Adult Sports Division  
 PARTICIPATION REPORT  
 July 2013

<u>Participations</u>	<u>13-Jul</u>	<u>12-Jul</u>	<u>FY13/14</u> <u>Total to Date</u>	<u>FY12/13</u> <u>Total to Date</u>
Adult CO-ED Soccer (Winter)	0	0	0	0
Adult Softball EOS (Spring/Fall)	0	180	0	180
Adult Softball League (Spring/Fall)	1230	900	1230	900
Beach Camp	75	85	75	85
Futsal (Spring)	0	0	0	0
Junior Lifeguard (Summer)	1259	1333	1259	1333
Middle School Cross Country	0	0	0	0
Middle School Track and Field	0	0	0	0
Middle School Volleyball	0	0	0	0
Youth Basketball (Winter)	0	0	0	0
Youth Basketball EOS (Winter)	0	0	0	0
Youth Soccer (Fall)	0	0	0	0
Youth Soccer EOS (Fall)	0	0	0	0
Youth Softball (Spring)	0	0	0	0
Youth Softball EOS (Spring)	0	0	0	0
Youth T-ball/Coach Pitch (Spring)	0	0	0	0
	<b>2564</b>	<b>2498</b>	<b>2564</b>	<b>2498</b>



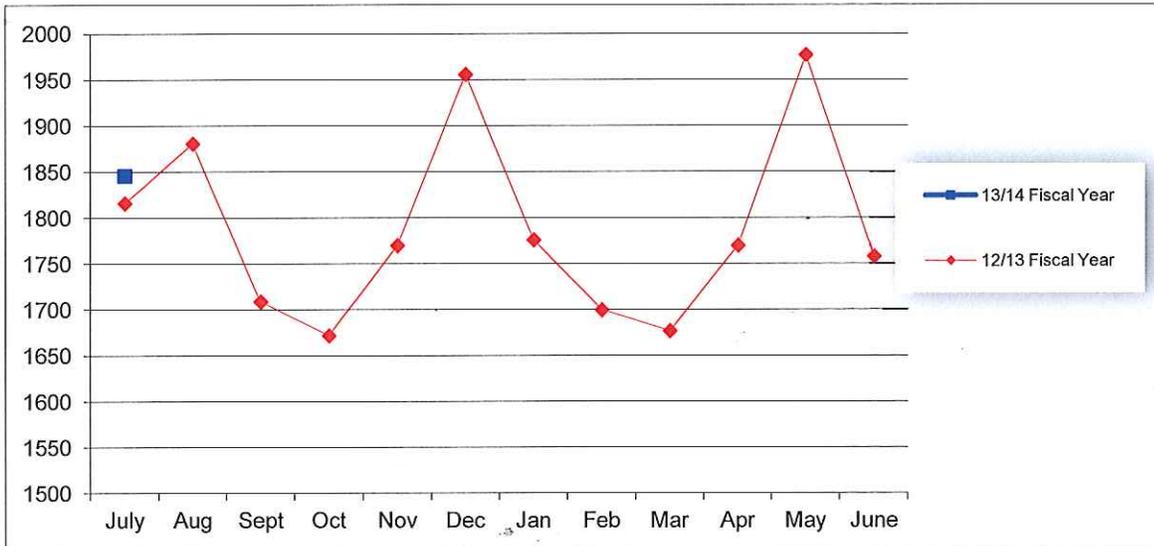
City of Morro Bay  
 Recreation and Parks Department  
 Youth & Adult Sports Division  
**PARTICIPATION REPORT**  
**August 2013**

<u>Participations</u>	<u>13-Aug</u>	<u>12-Aug</u>	<u>FY13/14</u> <u>Total to Date</u>	<u>FY12/13</u> <u>Total to Date</u>
Adult CO-ED Soccer (Winter)	0	0	0	0
Adult Softball EOS (Spring/Fall)	0	0	0	180
Adult Softball League (Spring/Fall)	1560	1380	2790	2280
Beach Camp	120	140	195	225
Futsal (Spring)	0	0	0	0
Junior Lifeguard (Summer)	518	680	1777	2013
Middle School Cross Country	0	0	0	0
Middle School Track and Field	0	0	0	0
Middle School Volleyball	0	0	0	0
Youth Basketball (Winter)	0	0	0	0
Youth Basketball EOS (Winter)	0	0	0	0
Youth Soccer (Fall)	718	602	718	602
Youth Soccer EOS (Fall)	0	0	0	0
Youth Softball (Spring)	0	0	0	0
Youth Softball EOS (Spring)	0	0	0	0
Youth T-ball/Coach Pitch (Spring)	0	0	0	0
	<b>2916</b>	<b>2802</b>	<b>5480</b>	<b>5300</b>



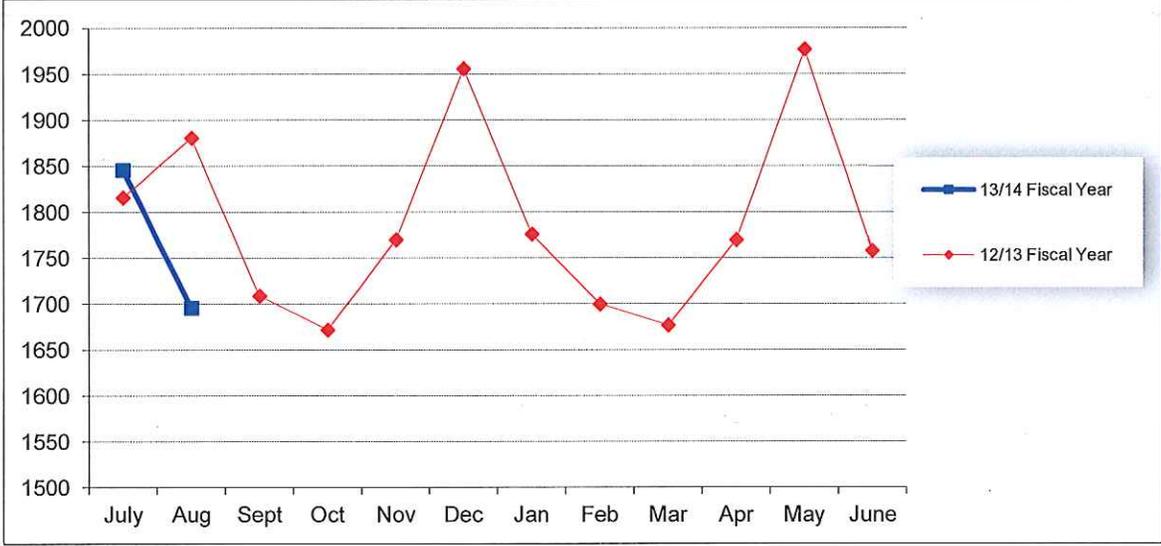
City of Morro Bay  
 Recreation and Parks Department  
*Facilities and Parks*  
 PARTICIPATION REPORT  
 July 2013

<u>Facilities</u>	<u>Monthly Hours</u>	<u>Hours to Date FY 13/14</u>	<u>Hrs to date FY 12/13</u>	<u>Total Hours Previous FY</u>
MBCC	1128	1,128	1133	14,580
VMB	177	177	226	3,026
<b>Facilities Subtotal</b>	<b>1305</b>	<b>1,305</b>	<b>1359</b>	<b>17,606</b>
<b>Parks</b>				
Lila Keiser	366	366	298	2,828
Monte Young	15	15	37	187
Del Mar	80	80	96	426
City Park	56	56	22	152
Centennial Parkway	24	24	4	254
<b>Parks Subtotal</b>	<b>541</b>	<b>541</b>	<b>457</b>	<b>3,847</b>
<b>Grand Total</b>	<b>1846</b>	<b>1,846</b>	<b>1,816</b>	<b>21,453</b>



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

<u>Facilities</u>	<u>Monthly Hours</u>	<u>Hours to Date FY 13/14</u>	<u>Hrs to date FY 12/13</u>	<u>Total Hours Previous FY</u>
MBCC	1057	2,185	2339	14,580
VMB	215	392	521	3,026
<b>Facilities Subtotal</b>	<b>1272</b>	<b>2,577</b>	<b>2860</b>	<b>17,606</b>
<b>Parks</b>				
Lila Keiser	290	656	550	2,828
Monte Young	27	27	72	187
Del Mar	67	147	161	426
City Park	26	82	46	152
Centennial Parkway	29	53	8	254
<b>Parks Subtotal</b>	<b>439</b>	<b>965</b>	<b>837</b>	<b>3,847</b>
<b>Grand Total</b>	<b>1696</b>	<b>3,542</b>	<b>3,697</b>	<b>21,453</b>





AGENDA NO: A-4

MEETING DATE: 9/19/2013

## STAFF REPORT

**TO:** Recreation and Parks Commission **DATE:** 9/11/2013  
**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.

### **Administrative Policies/Programs**

Staff is working on several administrative policies/procedures/programs which include but may not be limited to the following:

Update Department Standard Operating Procedures	Partnership Policy
Facilities Master Plan	Sponsorship Policy
Integrated Pest Management	Street Banner Program

### **Teen Center Solar Project**

The Department partnered with *Estero Bay Sustainable Solutions* (EBSS) several months ago to install a partially vendor donated photovoltaic system at Rockies the Morro Bay Teen Center. The new 5.98 kW solar system is expected to offset most of the daily energy costs of operating the center. Donations accounted for approximately 85% of the total costs which equaled roughly \$35,000. The actual cost to the City was \$5,350. This expense was borrowed from the Park in Lieu account and the loan is calculated to have a three year return on investment. The solar system is completed and will be fully operational after the PG&E interconnect agreement is satisfied. Staff is working on publicizing the project and promoting the system and sponsors via media outlets and on-site signage.

### **Lila Keiser Field Renovation**

Staff has completed the planned renovations to the Park amenities which include: replacement of the existing bleachers, replacement of the scoreboards on each field, realignment of the baselines and resetting the bases' anchors. Staff has rewired the outdoor BBQ area for enhanced safety with functioning GCFI circuits and night lighting. Staff will be employing a local contractor or Eagle Scout to renovate the BBQ grills in the very near future. Additional planned improvements include replanting of the creek bank with riparian friendly trees.

### **Market Avenue Sidewalk Repairs**

Sidewalk repairs are complete. Approximately 1,200 square feet of sidewalk and 320 linear feet of curb and gutter were replaced. Six trees were added where there were only four prior to the PG&E mandated removal. Tree species include the Acacia Baileyana, Cassia Leptophylla, and the Cercidium. Local businesses have agreed to adopt the trees for the first couple of years to get them off to a good start. Re-paving of the asphalt adjacent to the new curb will commence following the Harbor Festival.

### **Street Maintenance**

The Maintenance Division of the Recreation and Parks Department is responsible for responding to minor street repairs such as potholes, cracks, and other hazards related to public right of ways. Major street rehabilitation projects are processed by the City's Engineering Division within the Public Services Department based on priorities established by the City's Pavement Management Plan (PMP). City's Street Maintenance Crew continues to patch the most critical potholes that they identify during their routine field checks or as reported by the public. Recent activity in the Sequoia and San Jacinto include Safety corridor improvements for school crossing, traffic flow, parking, and drainage improvements at the intersections of Alder and Birch as they cross over San Jacinto.

### **Enhancements for City and Anchor Memorial Parks**

All grant funded park enhancements have been installed with the exception of the basketball court painting. The Morro Bay Firefighters Association has graciously donated the funds necessary to paint the courts. A successful ribbon cutting ceremony was conducted on Friday, August 2<sup>nd</sup> at 4:00 p.m. complete with Firemen, basketball players, and community and City officials.

### **Banners**

The City has worked with the Tourism Bureau to develop way-finding banners for the Visitors Center. Local business, Goofy Graphics, made the banners which are now hung along Morro Bay Boulevard and Main Street. Additional way-finding signs will be placed in the events 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.

### **Morro Bay Community Foundation**

Staff is working with the Foundation Board to revise the scholarship application as well as streamlining the awarding process. The revision are schedule to be implemented prior to basketball registration.

### **Estero Bay Youth Soccer**

The Estero Bay Youth Soccer season opened on September 7 with games at Lila Keiser Park and Morro Elementary. There are 215 boys and girls ages 4-14 playing this season on 23 teams. A coach's clinic was held on September 5. The season will conclude in November.

### **Adult Softball Summer/Fall Leagues**

The Summer/Fall league continues through mid-October. We have 23 teams playing on 3 nights at Lila Keiser Park. In 2014, ASA is going to introduce a new ball and we have tried it with our leagues. We will determine whether we will use that ball or stay with our current ball for next year. Bats will also be reviewed, as a new bat standard has been introduced.

### **Estero Bay Youth Basketball League**

Registration is slated to begin September 23 for the 2014 Estero Bay Youth Basketball League. Assessments will be held on November 16 at Morro Bay High School and practices will begin after Thanksgiving. First games will be in January.

### **Labor Day Classic**

The Labor Day Classic Softball Tournament was held August 31, September 1 and September 2 with 21 teams competing. There were 420 homeruns hit over the three day tournament with the Home Run Champion being Richard Gallegher from Team Sizzle (Tulare). The tournament champs were Sin Cal Heat beating Team Sanchez in the final 33-11. Sin Cal Heat hit 22 homeruns in an earlier game. Morro Bay Lions Club manned the snack bar.

### **Los Osos Middle School Volleyball**

LOMS volleyball tryouts were held September 10-12. Competitive teams will be formed for 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grade girls with the remaining girls playing intramurals. The season will end November 1 with a tournament in Atascadero. 60+ girls participated in tryouts.

### **Los Osos Middle School Cross Country**

The LOMS cross country team will be attending 3-4 meets in October. A coaches meeting was held on September 9<sup>th</sup> and an information meeting was held on September 10<sup>th</sup>. Practices are scheduled to begin mid-September.

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

Kids' Club Children's Center is a licensed before and after school enrichment program for students in K through 5<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. Currently, Kids' Club has full enrollment for the 2013/14 school year.

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

Rockies provides a safe and healthy alternative to local youth. During the school year, 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 Parks is open to all ages. The Skate Park has scheduled bike only days on 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. This past summer the TAC re-striped the parking lot at cloisters Park and the parking slots at the Rock restrooms. The TAC will continue to re-stripe public parking lots throughout the City as part of their mission to “give back to the City” for providing teenagers a place to go after school. The TAC will be at the Harbor Festival once again providing community service. The TAC continues to actively seek community service opportunities with the City.

**City Website/Recreation and Parks Pages**

The Cloisters subdivision webpage has been enhanced to include current budget documents and maintenance frequency schedule. With the addition of youth sports programs at Los Osos Middle School, staff is currently working on developing a new webpage dedicated to competitive and intramural LOMS sports.

**Morro Bay Senior Citizens, Inc.**

The MBSCI is planning a Jewelry Sale (fundraiser) for Saturday, November 2<sup>nd</sup> at the MBCC (Studio). The MBSCI is currently accepting donations of “bling” at the senior center Office. Friday Night B-I-N-G-O at the Veteran’s Memorial Building has been a staple of the MBSCI programming for many years. However, due to lack of volunteers and low participation, the MBSCI may be discontinuing this program. They have been discussing this dilemma for over 6 months and have tried several ways to increase participation and find reliable volunteers; however their efforts have not prevailed. They will make their final decision this month as to the program’s future.



**AGENDA NO: B-1**

**Meeting Date: September 19, 2013**

# **PUBLIC HEARINGS**

**NONE**



AGENDA NO: C-2

MEETING DATE: 09/19/2013

## Staff Report

**TO:** Recreation and Parks Commission      **DATE:** 09/19/2013  
**FROM:** Joe Woods, Recreation and Parks Director  
**SUBJECT:** Review of Proposed Draft 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 to forward to City Council.

### ALTERNATIVES

- 1.) Continue City business without a formal partnership policy.
- 2.) Accept the proposed partnership policy as a draft, and request staff to forward to City Council with any recommendations.

### FISCAL IMPACT

This agenda item represents no fiscal impact at this time.

### BACKGROUND/ DISCUSSION

The initial review of the proposed City Partnership Policy was presented to the RPC at the regular meeting on May 16, 2013. The initial review was introductory only and no formal action was taken. Staff invited RPC members to meet and discuss the proposed policy in its draft form. Staff also encouraged commissioners to review the policy individually and make edits, line outs, and/or suggestions to discuss as a commission when next agendized.

Please recall the Partnership Policy, as part of the Fiscal Sustainability Program, offers a guide for the City to develop desired partnerships to enhance and benefit the Morro Bay community. The Policy could 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.

This is the draft 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: JMW

Dept Review: JMW

# City of Morro Bay Recreation and Parks Department

## Partnership Policy And Proposal Format

DRAFT



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

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# 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

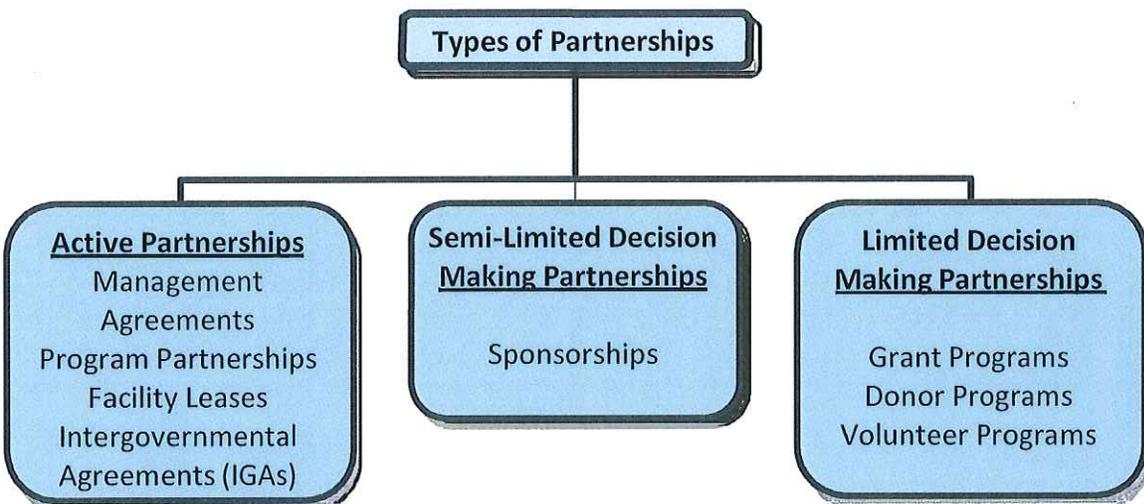
For purposes of this document and policy, a Proposed Partnership is defined as:

**"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-1  
MEETING DATE: 9/19/2013

## Staff Report

**TO:** Recreation and Parks Commission      **DATE:** 9/19/2013  
**FROM:** Karen Sweeny, Sports Supervisor  
**SUBJECT:** Program Evaluation – 2013 Youth Futsal

### RECOMMENDATION:

It is recommended that the Commission review, make comments, and receive program evaluation for file.

### SUMMARY:

The 2013 Estero Bay Youth Futsal League was held from April 1 through May 24. There were 113 boys and girls ages 5-18 participating. League was coed with K-2, 3-5 and Jr High/High School. Futsal was considered a perfect way to wrap up the sports year. Parents as well as kids liked the non-competitive aspect of the games and that it was mostly focused on improving the skill of each individual player. There were no reported injuries this futsal season.

This program is classified Merit Service with a target revenue goal of 70-79%. This program recovered 97% of its costs.

### COST ANALYSIS:

#### Expenses:

#### **Program Cost:**

Gym Rental	\$2,696.00
Participation Awards	\$186.00
Coaches Binders	\$20.00
Referees	\$861.00
Gym Supervision (game days/open close)	\$1,508.00
Uniforms (coaches & participants)	\$1,068.00
Bownet Goals	\$634.00
Website	<u>\$9.00</u>
<b>Total Program Costs</b>	<b>\$6,982.00</b>

**Support Cost:**

Cost Allocation \$12.29 X 87 (in Person)	\$1,069.23
\$7.00 x 26 (online)	\$182.00
<b>Total Support Cost:</b>	<u>\$1,251.23</u>
<b>Total Expenses (Program + Support)</b>	<b>\$8,233.23</b>

**Revenues:**

Registration Fees	\$7,950
Indirect Revenue	
21 Coaches x 15 hr x \$22.41	<u>\$6,974.10</u>
<b>Total Revenue</b>	<b>\$14,924.10</b>

Net (with indirect Revenue):	\$6690.87
Net (without indirect Revenue):	<\$283.00>
Cost Recovery with Indirect Revenue:	181%
Cost Recovery without Indirect Revenue:	97%

This program is classified Merit Service with a target revenue goal of 70-79%. (program costs + support costs). This program recovers 97% of its costs with a net loss of \$283.00. The savings we incur by having volunteer coaches is \$6,974.10. The value of volunteer coaches is derived from the Independent Sector Value of Volunteer's 2012 rate.

**PROGRAM RECOMMENDATIONS:**

1. Continue to encourage parents to assist with the goals.
2. BOWNETS were used for the younger age groups and the aluminum futsal goals for the 7<sup>th</sup>-12<sup>th</sup> grade. LOMS allowed us to store the aluminum goals on site which saved time prior to games and post games.
3. Purchase balls to replace worn balls.
4. Continue to educate coaches, parents and players about the rules of futsal.
5. Continue to have Middle School/High School division games on alternate nights from the younger divisions. Recruit the high school students to referee games.



AGENDA NO: D-1  
MEETING DATE: 09/19/2013

## Staff Report

**TO:** Recreation and Parks Commission      **DATE:** 09/19/2013  
**FROM:** Karen Sweeny, Sports Supervisor  
**SUBJECT:** Program Evaluation – 2013 Youth T-ball/Coach Pitch

### RECOMMENDATION:

It is recommended that the Commission review, make comments, and receive program evaluation for file.

### SUMMARY:

The 2013 Youth T-Ball/Coach program had 32 participants on 5 teams. The program was held from April to June in 2011. This program is open to boys and girls ages 4 to 6. The season began with T-ball and progressed to coach-pitch. Season ended with a Potluck BBQ.

### COST ANALYSIS:

#### Expenses:

#### **Direct Costs:**

Field Rental--Morro Elementary	\$140.00
Uniforms and hats	\$742.22
Trophies	\$162.20
Smart and Final BBQ	\$150.00
Balls/Tees/Helmets/Bats	\$326.07
Field Paint/Chalk	\$75.00
<b>Staff Costs:</b>	
1 umpire x \$8/hr x 2.5 hrs/week x 8 weeks	\$160.00
1 Coordinator x \$12.87 x 2.5 hr/wk x 8weeks	\$257.40
Website	<u>\$9.00</u>
<b><u>Total Direct Costs:</u></b>	<b>\$2,021.89</b>

#### **Support Costs:**

Cost Allocation 32 participants x \$12.29	\$393.28
<b><u>Total Expenses:</u></b>	<b>\$2,415.17</b>

**Revenue:**

Registration	\$2,086.00
Indirect Revenue	
10 Coaches x 20 hours x \$22.14	\$4,428.00
<b><u>Total Revenue</u></b>	<b>\$6,514.00</b>

Net (with indirect Revenue):	\$4098.83
Net (without indirect Revenue):	<\$331.17>
Cost Recovery with Indirect Revenue:	269%
Cost Recovery without Indirect Revenue:	86%

This program is a Merit Services Level with a cost recovery target of 70-79% of Program Costs +Support Costs. This program exceeded the cost recovery target. The savings we incur by having volunteer coaches is \$4,428.00 as determined by the Independent Sector Value of Volunteer's 2012 rate.

**PROGRAM RECOMMENDATIONS:**

1. Continue to use umpire/field supervisors to assist with early practices and umpiring during the games.
2. Continue to finish season with Potluck BBQ.
3. Review equipment and replace as necessary.
4. Have an odd number of teams so that one team may practice will the others are playing games.
5. Continue to have t-ball games/practices at Morro Elementary and coach/pitch games at Lila Keiser. Outline fields and batter's boxes.
6. Continue to transition from t-ball to coach pitch during the season.
7. Depending on the age of the participants, look at making age specific teams.
8. Have small teams (just enough to field an infield) so everyone gets more opportunities to reach the ball.

<b>Prepared By:</b> _____ <b>Dept. Review:</b> _____
<b>City Manager Review:</b> _____
<b>City Attorney Review:</b> _____



AGENDA NO: D-1

Meeting Date: September 19, 2013

# THIS PROGRAM EVALUATION

"ADULT COED SOCCER"

WILL BE AVAILABLE

AT THE MEETING

Thursday, September 19, 2013  
@ 5:30 pm



**AGENDA NO: D-2**

**MEETING DATE: 9/19/2013**

## Staff Report

**TO: Recreation and Parks Commission      DATE: 9/13/2013**  
**FROM: Joe Woods, Recreation and Parks Director**  
**SUBJECT: Review of Public Art Proposal for the Senior Center**

### **RECOMMENDATION:**

Staff recommends Commission review the current proposal for a Marble Sculpture (L' Amour De La Mer) from Ann Marie Schnezler by artist Crissa Hewitt in memory of Nicole Poucel to include the design and installation at the Morro Bay Senior Center; and make recommendations to City Council.

### **FISCAL IMPACT:**

The sculpture is being sponsored by Ann Marie Schnezler and all costs associated with the design and installation are part of her donation. The project proposed an opportunity to lower the privacy wall in front of the Senior Center to enhance the viewing of the proposed art. This part of the project would be the responsibility of the City and the cost is estimated at \$2,000 and includes demolition and finish work

### **BACKGROUND/DISCUSSION:**

In March 2013, staff received a public art proposal from Ann Marie Schnezler. The art proposal is a marble sculpture in memory of Nicole Poucel. The proposed location is in front of the Morro Bay Senior Center. After staff's review and discussions with both the donor and artist, it was concluded that a more appropriate location for the project would be on the patio area in front of the Senior Center. The project would also include seating for visitors to observe the art.

Pursuant to the City of Morro Bay's Public Art Policy, (attached) the proposal would be reviewed by staff and forwarded to City boards and commissions for comment and recommendations. Staff would then forward the item to City Council for final approval or denial.

**Prepared By: JMW**

**Dept Review: JMW**

**City of Morro Bay  
PUBLIC ART POLICY**

Approved by Morro Bay City Council on February 27, 2006

**PURPOSE**

The City of Morro Bay encourages public art on appropriate City owned property. The purpose of this policy is to set forth standardized policies and procedures for the acceptance of donated artwork offered to the City by the artist.

**DEFINITION OF PUBLIC ART**

For the purpose of this policy, public art will be artwork located in public places (indoor or outdoor) owned by the City of Morro Bay.

**REVIEW PROCEDURE**

- A. Any artist wishing to donate artwork to the City of Morro Bay must submit an application to the City Manager's office in the form attached hereto:
  - 1. Photo, plans or model of proposed donation
  - 2. Technical description of the work
  - 3. Any special care, maintenance, mounting or display requirements
  - 4. Resume of the artist
  - 5. Statement of value of the proposed donation
  
- B. City staff shall review the application and supporting documentation for the proposed donation. Upon finding that the application is complete, City staff shall place the application on the agenda of all City boards and commissions for their comments. Input shall be encouraged from the Morro Bay Art Association, Morro Bay Public Art Foundation and the public at large. It shall then go to the City Council for final approval or denial.

**SELECTION CRITERIA**

- A. The City Council will consider the following criteria when considering whether to accept or reject a donation of public art.
  - 1. The design and placement of public art will not impede pedestrian or vehicle traffic or conflict with public or private easements.
  - 2. Whether the artist has the necessary funds/resources to properly install, care for and maintain the donated public art.
  - 3. Appropriateness of the site.

**ACCEPTANCE**

- A. If the City Council votes to accept the donated artwork, the artist shall enter into a donation agreement. Upon execution of the agreement by the artist, title of the artwork shall pass to the City.
  
- B. The City in its sole discretion may remove from its collection any donated artwork. In such event the City shall make reasonable efforts to contact the artist who donated the artwork and offer to return the artwork. If the artist cannot be located after reasonable efforts, or the artist declines to accept the return of the artwork, the City may determine the disposition of the artwork.

# Public Art Proposal

For

**City of Morro Bay  
Morro Bay Senior Center**

**Marble Sculpture  
In memory of  
Nicole Poucel**

Gift of Ann Marie Schneztler

Artist  
**Crissa Hewitt  
Benton Way Studio  
San Luis Obispo**

March 8, 2013

To: City of Morro Bay  
From: Crissa Hewitt, Artist  
Subject: Public Art Proposal

### **Overall Description**

In memory of a dear friend Nicole Poucel, Ann Marie Schnetzler wishes to donate a marble sculpture by artist Crissa Hewitt. The piece is to be placed outside the Morro Bay Senior Center. (A short bio of Ms. Poucel is attached and will demonstrate why this location is a fitting site for this memorial.) The theme is an abstraction of water, waves and rocks that are so much a part of the region and the life of Nicole.

### **Technical Information**

#### **Sculpture:**

Sculpture Materials: Italian white marble, Clear Creek Jade from San Benito County, "Wild See" granite, concrete

The tallest marble piece is approx 2 feet. There are four white marble forms and one naturally formed piece of jade. Together they are positioned on a platform.

Size: platform footprint 28" x 48" (this is approximate to the max dimensions)

#### Base/Pedestal:

Materials: rebar, poured concrete, concrete block, stucco

Size: 38-40" h x 48"w x 28"d these are approximate

The pedestal will be constructed as an integral part of a concrete pad. This pad will sit flush with ground level with depth to be determined by my licensed contractor. The pedestal surface below the sculpture platform will be stucco and painted (charcoal gray)

To facilitate easy viewing around the sculpture, the plan is to put an area of pavers around the pedestal sides and would extend to the curb. There is a bush with a dedication plaque near by and perhaps the paver area could be configured to include it and better set off the bush. Pavers would not cover the entire small plot and would be designed in consultation with the Parks and Recreation Department.

The white marble is translucent in areas and it could be very effectively lit if a flush to ground light was installed in an area behind the sculpture. This is not a requirement for the piece.

**Mounting**

The slab and pedestal will be constructed on site as one unit. The top section that will be the platform for the marble pieces will be attached to the finished pedestal. (details in drawing) The sculpture pieces will be mounted to the top of the base as diagrammed. Stainless all-thread will be epoxied into the marble and into the base.

**Maintenance**

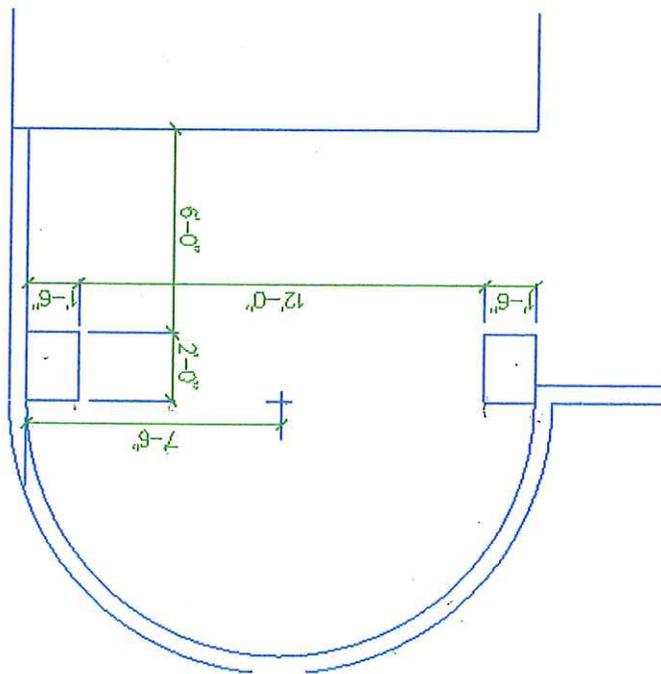
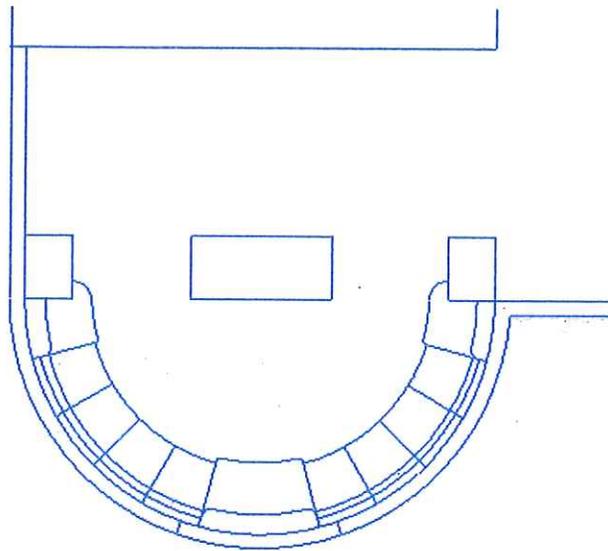
The artist will be responsible for cleaning and general maintenance of the sculpture. Over time, the marble will age and may develop some small surface pits and/or hairline cracks. This is what marble does when outside.

**Installation** of the sculpture would be the responsibility of the artist and her licensed contractor in consultation with appropriate City of Morro Bay staff.

Crissa Hewitt  
541 1095  
69 Benton Way  
SLO, CA 93405



location





IMG\_0170.JPG



3 front detail.jpg







**RESUME**  
1971-Present  
**CRISSA HEWITT**

1976 -2007 Professor (Assistant to Full) Art and Design Department, Cal Poly, San Luis Obispo. Dept Chair 2006-07  
2007 Professor Emeritus, Cal Poly State University

2008-present Owner: Benton Way Studio: silversmith, sculptor, instructor

**EDUCATION:**

1966-68 University of CA, Davis undergrad  
1968-1971 BA Cal State Northridge (San Fernando Valley State College)  
Art Major  
1971-73 Cal State Northridge  
Undeclared Graduate Study, Metalsmithing  
1973-75 MFA Metalsmithing  
Cranbrook Academy of Art, Bloomfield Hills, Michigan

**WORKSHOPS , CLASSES taken** This is a complete list since 1976

**Metalsmithing**

2012 Fold Forming with Charles Lewton Brain, two day class in forming thin metal by folding and hammering.  
2008 Chasing Repouse workshop Florence Italy, Davide Bigazzi  
2000 Three one week workshops: Mokume, Stone setting, Metal Forming Touchstone Center for Crafts, Farmington, PA  
1996 Cuttlebone casting with Nancy Shapiro Taos New Mexico  
1996-97 Difference of Pay Leave: prepared for "Parallel Myths", attended workshop and SNAG conference in New Mexico, worked in studio  
1989-90 Sabbatical Leave: Year spent developing a body of work in studio  
1983 March Great West Metal Show Conference, Northern Arizona Univ. Flagstaff.  
Workshops: "Raising Techniques by Heikka Seppa and "Metal Inlay"by Gene Pijanowski  
1983 June Revere Academy of Jewelry Arts, San Francisco  
Two classes: "Married Metals" and "Granulation and Fusing"  
1982 July/Dec Sabbatical Leave: Study in Denmark with two metalsmiths specializing 1) in jewelry hinges and catches and 2) raising techniques.  
1980 April Jewelry Workshop with Ellen Broker, Danish Goldsmith, San Jose

- 1979 Summer Workshop on Lost Wax Casting with Bob Winston, Mountain View
- 1978 July Danish Silversmithing with Holst Anderson--studied asymmetrical raising. Copenhagen, Denmark
- 1977 July Danish Goldsmithing with Ellen Broker--studied new forming techniques for jewelry. Copenhagen, Denmark

**Sculpture**

- 2002, 03, 04  
05, 06, 08 Marble and Art Workshop, Pietrasanta, Italy, July
- 2001 "Sculpting the Head in Clay" West Rutland, VT one week
- 2001 "Site Specific Work" West Rutland, VT one week
- 1994 MARBLE/marble VI Symposium, Marble Colorado one week workshop
- 1988 July Sculpture and Marble Institute, Pietrasanta, Italy--one month workshop in marble carving.
- 1987 August Sculpture and Marble Institute, Pietrasanta, Italy--one month workshop in marble carving.
- 1986, '84--'82 Bronze casting course, Cuesta College This bronze foundry is the best such sculpture program in the area. I took several semesters of this course
- 1981 Bronze casting workshop, Cuesta College, six weekend sessions. This workshop was the beginning of the bronze foundry program at Cuesta.

**Multi-discipline**

- 2005, 07, 08 Bookarts Class, Cuesta College Spring Semesters
- 1996 Mask making Workshop SLO Art Center, by guest artist
- 1996 Basketry Workshop SLO Art Center, by " "
- 1995 Brush strokes Workshop SLO Art Center, by " "
- 1994 Papermaking Workshop SLO Art Center, by " "
- 1993 Printmaking Workshop SLO Art Center, by " "
- 1992 Printmaking Workshop with Betty Friedman, Guest Artist Series SLO Art Center
- 1991 Bookmaking Workshop with Susan Shire nationally known artist SLO Art Center
- 1991 Papermaking workshop with John Babcock, nationally known artist, SLO Art Center (two weekend workshops)
- "Drawing on the Right side of the Brain", SLO Art Center 4 sessions
- "Drawing For Expression", SLO Art Center 4 sessions

## Public Works and Exhibitions

### Public Art Pieces

- 1983 "Popcorn Fantasy" Cal Poly Library Foyer  
Wall mural of wood, clay, copper,  
copper enamel. This work was designed by me  
and created by me and several students.
- 1988 "Cal Poly Arts Award", White Italian marble, PAC foyer  
Commissioned by Cal Poly to honor recipients of the  
Community Service and the Student's Arts Award
- In progress "The Hole" Fern Canyon Henry Kluck Trail, Cambria,  
CA donated in memory of Henry Kluck, friend and active  
member of the Land Conservancy, the organization who  
developed the trail.

### National Invitational:

- 2000 Invitational Jewelry/Metalsmithing exhibit, Museum of Craft and  
Folk Art, San Francisco, CA
- 1997 "MetalSpeaks: the Unexpected" San Francisco Craft & Folk Art  
Museum

### **Juried Competitions: (Bold indicates awards)**

- 2001 "Westmoreland Art Nationals and Westmorland Arts and  
Heritage Festival, Youngwood, PA juried competition
- 2000 "Clay, Fiber, Paper, Glass, Metal, and Wood Exhibition  
Octagon Center for the Arts, Ames, Iowa
- 2000 Materials: Hard and Soft Denton, TX
- 2000 "2000 Defining Vessels" National Juried Exhibition, Chico Art  
Center, Chico CA
- 1999 "**Materials Hard and Soft**", **juror's award**, Greater Denton  
Arts Council, Denton Texas Michael Monroe, Juror
- 1999 "Annual Clay Fiber, Paper, Glass, Metal and Wood Exhibition,  
Octagon Center for the Arts, Ames, Iowa (March)
- 1999 **Crafts National 33, Zoller Gallery, Penn State University  
First Place Juror's Award**
- 1998 "Out of the Fire VIII" (clay, glass, metal) Gary Griffin, professor,  
Cranbrook Academy of Art
- 1998 **Mayfair National Juried Fine Craft Exhibition First place**  
Paul J. Smith, Director Emeritus of the American Craft Museum,  
juror Allentown. PA

- 1998 ReFineD" North American Metalsmithing Competition, Stephen F. Austin State University, Nacogdoches, TX Brent Kington, Juror
- 1996 "Craft America", Silvermine Guild Art Center, CT (Jan)
- 1996 "Crafts National 28" Zoller Gallery, Penn Sta PA (June)
- 1993 **"Materials Hard and Soft": Denton, TX First Place Juror's Award, Metalsmithing division**
- 1992 "Metals Now" Downey Museum of Art, Downey, CA
- 1983 "Crafts Invitations" for award winners of Crafts Now 1981
- 1981 **"Crafts Now" Coos Art Museum, Coos Bay, OR Award winner**
- 1981 "San Joaquin Fine Crafts Biennial" Fresno Arts Center, Fresno, CA
- 1979 "Crafts Now" Juried Exhibit of Functional Art, Coos Bay Art Museum, Coos Bay, Oregon
- 1974 **"The Goldsmith", The Renwick Gallery, Washington DC Honorable Mention**

### Regional: State and Local

#### Invitational:

- 2003 "California Threads" Johnson Gallery, San Luis Obispo
- 1997 "Parallel Myths" University Union Galerie Two person exhibit with Chuck Jennings
- 1992 Three person invitational sculpture exhibit, SLO Art Center

#### Juried Competitions (bold indicates award)

- 2011 **Dimensions: Juried Exhibition of Fine Craft SLOMA San Luis Obispo, CA Fourth Place**
- 2009 Dimensions: Juried Exhibition of Fine Craft SLOMA
- 2003 **"Visions" Three County Juried Photography exhibit, SLO Art Center, Honorable Mention**
- 2000 "California Design 2000", San Francisco, CA
- 1999 "Exemplary Contemporary 1999, California Metalsmiths, UC Santa Cruz, CA
- 1999 "California Contemporary Craft", Laguna Art Museum,
- 1998 **California Works Cal Expo Award of Merit and San Francisco Metal Arts Guild Award**
- 1976- '98 Craftmakers Annual Juried Exhibits  
The Jurors for these exhibits represent fine craft galleries and museums from around the state. Entry is open to residents of five counties.  
**'98 Award of Excellence**  
'97 Award of Merit

- 1995 "California Works" Cal Expo Award of Merit and **San Francisco Metal Arts Guild Award**
- 1993 "California Works" Cal Expo Award of Merit
- 1993- present Craftmakers Annual Juried Exhibits  
The Jurors for these exhibits represent fine craft galleries and museums from around the state. Entry is open to residents of five counties.  
**'95 Award of Excellence**  
**'97 Award of Merit**
- 1991 **"California Works" Cal Expo First Place, Small Works Division**

### **Commissions**

- 2003 Designed and created sterling raised bowl with wood inlay.  
KCBX Wine Classic Honoree gift for Julia Child
- 2001 Designed and created Cal Poly University Centennial Mace.  
This work was made of sterling, fine hard woods, gold, and crushed malachite. Displayed 4<sup>th</sup> floor CP Admin Bldg  
The mace is used at graduation ceremonies.
- 2001-93 KCBX Wine Classic  
These awards are presented to wineries for their outstanding contributions to the field. Items created include silver goblets, silver and rosewood bottle coasters, hand carved wood boxes for wine bottles, silver letter openers, and walnut and silver clocks, several versions of carved wood bottles with silver decorations.
- 2010-present private commissions of jewelry and small sculptures

### **Community Volunteer Work**

#### **Consultations:**

- Since 1971 I have had the opportunity to design and install many art exhibits. This art discipline presents wonderful challenges as each exhibit requires new problem solving and technical solutions.**
- 2012 Designer/Installer: The Circus by Kathy dePalma, SLOMA
- 2010-12 Designer/Installer Fundraiser Art Exhibit, Maxine Lewis Homeless Shelter, Los Osos Community Center
- 1997, 98, 2000, Invited exhibit designer/installer for Craftmakers annual juried shows at SLO Art Center
- '01, 03, 05, 09, '11

- 1998-99 From September to January invited to assist with design and installation of "Some Other Place" exhibit at SLO Art Center, January 9-February 14, 1999
- 1997&98 January, invited to supervise installation of art exhibit for annual Morro Bay Bird Festival sponsored by Morro Bay Audubon Society
- 1998 Invited to supervise installation of Mid-State Fair art exhibit.
- 1997 Assisted with installation of "Metalspeaks" at San Francisco Craft and Folk Art Museum.

#### **Board Service**

- 2007 – present Board member ARTS Obispo
- 2000 - 2004 Member, Board of Directors, California Alliance for Arts Education. a state agency that meets three times a year.
- 1982 - 1998 San Luis Obispo Board of Directors SLO Art Center
- 1977 - present Central Coast Craftmakers affiliate of SLOMA

#### **Works Commissioned by Charitable Organizations for Auction**

- 2013 ARTS Obispo "Arti-Gras" clock
- 1998 & '99 Magnum opus wine boxes for KCBX/SLO Art Center fundraiser. Each invited artist was given a commercial wooden magnum box to use for creating a piece of art for the auction held during the Central Coast Wine Classic.
- 1998 Selected to create one of 13-15 pieces for auction for the San Luis Obispo Art Center Passport Dinner fundraisers. Each year had a theme and the art work was created for each.
- 1997 Works created for KCBX Wine Classic Art Auction