



**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, April 21, 2016
Veterans Memorial Building - 6 P.M.
209 Surf Street, Morro Bay, CA**

Chairperson Drew Sidaris

Vice-chairperson Bob Swain
Kevin Carroll
Jeffrey Cox

Al Romero
Timothy Ross
Skip Sorich

ESTABLISH QUORUM AND CALL TO ORDER

MOMENT OF SILENCE

PLEDGE OF ALLEGIANCE

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 Services Division at (805) 772-6278. 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 16, 2015

Staff Recommendation: Approve minutes.

- A-2 Approval of Minutes from Recreation and Parks Commission special meeting held on August 19, 2015
Staff Recommendation: Approve minutes.
- A-3 Approval of Minutes from Recreation and Parks Commission meeting held on November 19, 2015
Staff Recommendation: Approve minutes.
- A-4 Approval of Minutes from Recreation and Parks Commission meeting held on January 21, 2016
Staff Recommendation: Approve minutes.
- A-5 Recreation Division Status Report
Staff Recommendation: Receive and file.

B. PUBLIC HEARINGS – None

C. BUSINESS ITEMS

- C-1 Consideration and recommendation to City Council regarding approval of a new Partnership Policy
Staff Recommendation: Discuss and make recommendations.

D. FUTURE AGENDA ITEMS

E. ADJOURNMENT

Adjourn to the next regular Parks and Recreation Commission meeting at 5:30 p.m. **Thursday, May 19, 2016**, at the Veterans Memorial Building, 209 Surf Street, Morro Bay, California.

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 Recreation Services at 772-6278 for further information.

Materials related to an item on this agenda are available for public inspection during normal business hours at City of Morro Bay Recreation Services, 1001 Kennedy Way, and at Mills/ASAP, 495 Morro Bay Boulevard, or online at www.morrobayca.gov. Materials related to an item on this agenda submitted to the Commission after publication of the agenda packet are available for inspection at Recreation Services during normal business hours or at the scheduled meeting.

This Agenda is available for copying at Mills/ASAP and at the Morro Bay Public Library.

MINUTES – MORRO BAY RECREATION AND PARKS COMMISSION

REGULAR MEETING – July 16, 2015

VETERANS MEMORIAL BUILDING – 5:30 p.m.

PRESENT: Chair Drew Sidaris, Vice Chair Tom Coxwell, Commissioner Kevin Carroll, Commissioner Jeffrey Cox, Commissioner Karen Croley, Commissioner Al Romero, Commissioner Bob Swain and Deputy City Manager Sam Taylor.

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

MOMENT OF SILENCE

ANNOUNCEMENTS

https://youtu.be/MSX2vRXFk_A?t=2s

Deputy City Manager Taylor announced that Administrative Assistant Celeste English is leaving for a new job.

PUBLIC COMMENT

https://youtu.be/MSX2vRXFk_A?t=41s

Lynda Merrill of Morro Bay asked that an assessment of banner signs at City Park, including size limits and types of events that can be promoted, be placed on a future agenda.

A. CONSENT CALENDAR

https://youtu.be/MSX2vRXFk_A?t=3m33s

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

A-1 Approval of minutes for Recreation & Parks Commission meeting held June 3, 2015

STAFF RECOMMENDATION: Approve minutes.

A-2 Correspondence/Citizens Reports

STAFF RECOMMENDATION: Receive and file.

A-3 Participation Reports

Youth and Senior Services May & June 2015

Recreation Classes and Affiliated Clubs May & June 2015

Youth and Adult Sports May & June 2015

Facilities and Parks May & June 2015

STAFF RECOMMENDATION: Receive and file.

A-4 Department Program/Project Status Report

STAFF RECOMMENDATION: Receive and file.

MOTION: Commissioner Coxwell made a motion to receive and file Items A-1 through A-4. The motion was seconded by Commissioner Croley and passed unanimously, 7-0.

B. PUBLIC HEARINGS

NONE

C. UNFINISHED BUSINESS

NONE

D. NEW BUSINESS

D-1 Commission Calendar

https://youtu.be/MSX2vRXFk_A?t=4m16s

Deputy City Manager Taylor recommended adding one or two more Recreation and Parks Commission meetings per year that could be adjourned to a later time if they were not needed. He said staff would look at available options and come back to the Commission with a proposal for a specific schedule.

Commissioners discussed whether additional meetings were necessary. Commissioners suggested that if the additional meetings were not needed, those dates could be used for workshops. They said workshops could help them learn more about Recreation Division programs and help improve communication between the Commission and Public Works as far as City park facilities are concerned.

PUBLIC COMMENT: Lynda Merrill of Morro Bay asked for clarification about the plan being discussed. Deputy City Manager Taylor explained that the Public Works Advisory Board now oversees park maintenance. The Recreation and Parks Commission oversees Recreation programs, so it continues to be an advocate for parks as well. He explained that the plan being considered would potentially add two additional Recreation and Parks Commission meetings or workshops per year.

D-2 Program Fees and Cost Recovery

https://youtu.be/MSX2vRXFk_A?t=19m44s

Deputy City Manager Taylor said a special Recreation and Parks Commission meeting is set for August 19, 2015, to discuss program fees and cost recovery and make recommendations to City Council. The Council will likely adopt a full, citywide cost recovery model in September. Staff will then use that information to develop the next iteration of the Master Fee Schedule.

Taylor said the next Master Fee Schedule will include Recreation programming. Currently, the only Recreation Division fees included in the Master Fee Schedule are parks and facilities rentals, film permits, etc.

Taylor said the purpose of the August special meeting will be to look at each program the Recreation Services Division provides, determine how well cost-recovery goals are being met, and recommend possible changes. He said the current cost recovery model has a line item for Youth, a line item for Sports and a line item for Classes. Staff plans to implement the Government Finance Officers Association's cost recovery model, which will allow the City to look at each program and determine the costs for that specific program and the revenue it generates. He said this will provide more information to aid in deciding whether a particular program should be continued, discontinued, expanded, etc.

MOTION: Commissioner Croley made a motion to accept August 19, 2015, as the date of a special meeting to discuss cost recovery. The motion was seconded by Commissioner Cox and passed 6-1, with Commissioner Coxwell dissenting. (Commissioner Coxwell said earlier that he would be out of town on that date.)

PUBLIC COMMENT: Lynda Merrill of Morro Bay said she hoped current program participants would be notified of any planned cost increases, since raising fees could prevent them from participating.

Chair Sidaris noted that the City is always looking for additional funding sources to make it possible for more community members, particularly youths from low-income families, to participate in City programs.

Commissioner Swain said one way for community members to support City Recreation programs is to volunteer to help raise money for the programs.

D-3 Annual Tour of City Parks

https://youtu.be/MSX2vRXFk_A?t=35m30s

Deputy City Manager Taylor said that following adjournment of this meeting, the Commission would take a tour of City parks, which would be a public meeting, and the public is welcome to attend.

E. FUTURE AGENDA ITEMS

https://youtu.be/MSX2vRXFk_A?t=37m16s

Commissioner Swain asked for a future agenda item on the feasibility of installing free exercise stations along the Harbor Walk. He said it would require no additional equipment and Rotaract, a branch of Rotary International, would provide the instructional signage.

Deputy City Manager Taylor asked Commissioner Swain to work with staff and provide additional information. If staff determines the project to be feasible, then the Commission could vote to recommend the project to City Council.

F. ADJOURNMENT

Meeting adjourned at 6:10 p.m. to the next regular Recreation and Parks Commission meeting on **Thursday, September 17, 2015**, at 5:30 p.m. at the Veterans Memorial Building, 209 Surf Street, Morro Bay, California.

Recorded by:

Tiffany Porter
Administrative Assistant

MINUTES – MORRO BAY RECREATION AND PARKS COMMISSION

SPECIAL MEETING – August 19, 2015

VETERANS MEMORIAL BUILDING – 6 P.M.

PRESENT: Chair Drew Sidaris, Commissioner Kevin Carroll, Commissioner Jeffrey Cox, Commissioner Al Romero, Commissioner Robert Swain, Recreation Supervisor Karen Sweeny and Recreation Supervisor Heather Salyer-Frith. **Absent:** Commissioners Coxwell and Croley.

CALL TO ORDER: Chair Sidaris called the meeting to order at 6 p.m.

MOMENT OF SILENCE

PRESENTATION

<https://youtu.be/f0mLgXMTyQ8?t=1m7s>

Ron Reisner of the Morro Bay Community Foundation Board of Directors presented a check to the City of Morro Bay for \$36,353. The money was raised by the Foundation between July 1, 2014, and June 30, 2015, to pay a portion of the fees for children from lower-income families to participate in City of Morro Bay youth sports and enrichment programs.

PUBLIC COMMENT

<https://youtu.be/f0mLgXMTyQ8?t=5m59s>

Ron Reisner, as a member of the Morro Bay Community Foundation Board of Directors, asked that the Commission consider the effect an increase in fees would have on children from lower-income families who participate in City sports and enrichment programs.

ANNOUNCEMENTS

<https://youtu.be/f0mLgXMTyQ8?t=9m20s>

Commissioner Cox said a special program called Pickleball in the Park took place today at Del Mar Park. More than 100 participants from throughout California and beyond demonstrated the growing popularity of the game.

PUBLIC COMMENT

<https://youtu.be/f0mLgXMTyQ8?t=10m41s>

Marti Hovdal of Morro Bay said disc golf is an up-and-coming sport and she would like to see a 9-hole course installed at Del Mar Park. She said she would like to give a more detailed presentation at the next meeting.

BUSINESS

1. CONSIDERATION OF RECREATION SERVICES DIVISION PROGRAM FEES & COST RECOVERY

<https://youtu.be/f0mLgXMTyQ8?t=12m21s>

Recreation Supervisor Salyer-Frith presented a Staff Report on the Recreation Services Division's current program cost recovery model. Cost recovery is the percentage of funds that come back to the city from a specific activity to cover the costs of that activity. She said the City's consultant, Management Partners Inc., has suggested that the City work toward ensuring appropriate cost recovery. Recreation Services has implemented a cost recovery model that establishes targets for recovery levels based on program type. She asked the Commission to review the information provided in the report and make a recommendation to the City Council concerning the Recreation Services Division's program cost recovery model.

Commissioners discussed the levels of cost recovery for various Recreation Division programs and asked questions of Staff concerning costs and funding for various programs.

MOTION: Commissioner Swain moved to recommend to City Council that the Teen Center be moved down one level on the Cost Recovery Pyramid to the Mostly Community Benefit (Basic Service) category. The motion was seconded by Commissioner Cox and carried unanimously, 5-0.

MOTION: Commissioner Cox moved to have Teen Center participants make an annual presentation to the Commission so Commissioners could get direct feedback from the teens about Teen Center activities. The motion was seconded by Commissioner Carroll and passed unanimously, 5-0.

MOTION: Commissioner Swain moved to recommend to City Council that the Junior Lifeguard Program be moved down one level to the Individual/Community Benefit (Merit Service) level. The motion was seconded by Commissioner Romero and passed unanimously, 5-0.

MOTION: Commissioner Cox moved to recommend to City Council that adult sports programs be moved up one Level from Merit Service to Private Service to compensate for possible loss of income that could result from moving the Teen Center and the Junior Lifeguard Program to lower cost-recovery levels. The motion was seconded by Commissioner Romero and passed unanimously, 5-0.

Chair Sidaris asked Staff for more information on two events currently classified as Basic Service (0 – 10% cost recovery). Recreation Supervisor Salyer-Frith explained that the Spaghetti Dinner is a fundraiser, with all proceeds going to youth scholarships for sports activities, and that the Tree Lighting has been discontinued.

Chair Sidaris asked Staff to come back at a future date with a more detailed budget, which would allow Commissioners to make better, more informed decisions. Salyer-Frith said that was a current Staff goal.

F. ADJOURNMENT

Meeting adjourned at 6:47 p.m. to the next regular Recreation and Parks Commission meeting on **Thursday, September 17, 2015**, at 5:30 p.m. at the Veterans Memorial Building, 209 Surf Street, Morro Bay, California.

Recorded by:

Tiffany Porter
Administrative Assistant

MINUTES – MORRO BAY RECREATION AND PARKS COMMISSION

REGULAR MEETING – November 19, 2015
VETERANS MEMORIAL BUILDING – 5:30 P.M.

PRESENT: Chair Drew Sidaris, Commissioner Kevin Carroll, Commissioner Jeffrey Cox, Commissioner Al Romero, Commissioner Skip Sorich, Commissioner Robert Swain, Deputy City Manager Sam Taylor, Recreation Supervisor Heather Salyer-Frith and Recreation Supervisor Karen Sweeny.

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

MOMENT OF SILENCE

ANNOUNCEMENTS

<https://youtu.be/acm7x2ym4Ew?t=2m38s>

Deputy City Manager Taylor welcomed newly appointed Commissioner Skip Sorich, whose term will end in 2017; announced that Commissioner Kevin Carroll has been reappointed to a full term ending in 2020; and announced that Timothy Ross has also been appointed as a commissioner, with a term ending in 2020.

Deputy City Manager Taylor welcomed Tiffany Porter, new Recreation Services administrative assistant.

Recreation Supervisor Sweeny announced that assessments for Estero Bay Youth Basketball will be Saturday, November 21, at the Morro Bay High School gym.

PUBLIC COMMENT

<https://youtu.be/acm7x2ym4Ew?t=4m50s>

Nancy Castle of Morro Bay announced that the Morro Bay Thanksgiving Community Dinner would be from 1 to 3 p.m. on Thanksgiving Day, November 26, and asked people to spread the word to those who are lonely or hungry on Thanksgiving. In the spirit of the season, she also thanked the commissioners for their service to the community.

A. CONSENT CALENDAR

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

<https://youtu.be/acm7x2ym4Ew?t=6m12s>

A-1 RECREATION DEPARTMENT STATUS REPORT

RECOMMENDATION: Receive and file.

MOTION: Commissioner Cox moved to receive and file A-1. The motion was seconded by Commissioner Romero and carried unanimously, 6-0.

B. PUBLIC HEARINGS

NONE

C. UNFINISHED BUSINESS

NONE

D. NEW BUSINESS

D-1 PROGRAM EVALUATIONS: KIDS' CLUB 2014/15, KIDS' CAMP 2015, 2015 SUMMER/FALL ADULT SOFTBALL LEAGUE, 2015 ESTERO BAY FLAG FOOTBALL, 2015 LABOR DAY CLASSIC, 2015 YOUTH FUTSAL, 2015 BRIAN WATERBURY MEMORIAL ROCK TO PIER RUN & ROCK'N AROUND THE PIER HALF MARATHON

<https://youtu.be/acm7x2ym4Ew?t=6m45s>

Recreation Supervisor Heather Salyer-Frith presented program evaluations for Kids' Club 2014/15 and Kids' Camp 2015.

Recreation Supervisor Karen Sweeny presented program evaluations for 2015 Summer/Fall Adult Softball League, 2015 Estero Bay Flag Football, 2015 Labor Day Classic, Youth Futsal, 2015 Brian Waterbury Memorial Rock to Pier Run & Rock'n Around the Pier Half Marathon.

MOTION: Commissioner Cox moved to receive D-1 for file. The motion was seconded by Commissioner Carroll and carried unanimously, 6-0.

D-2 CONSIDERATION OF RECOMMENDATION TO CITY COUNCIL REGARDING CONVERSION OF THE DEL MAR PARK HOCKEY RINK INTO PERMANENT PICKLEBALL COURTS

<https://youtu.be/acm7x2ym4Ew?t=20m41s>

Deputy City Manager Taylor said he had encouraged public comment on this matter by contacting groups who use the facility most often and by posting a notice at the site. He explained that last year the City engaged in the Local Economic Action Plan (LEAP) process, which included short-term, shot-in-the-arm economic development ideas to enhance community, quality of life and tourism. Pickleball was one of ten initiatives chosen to examine and find ways to encourage it in the community. He said the roller hockey rink is being used as a temporary pickleball location, and pickleball players are the primary users of the facility. Morro Bay Senior Citizens Inc. manages this activity for the City. Pickleball players have been asking for a permanent facility that meets requirements for sanctioned tournaments. Taylor noted that the key challenges are space and cost. He said Morro Bay Senior Citizens Inc. has pledged \$20,000 for pickleball court improvements and is willing to partner with the City on such a project. The other active users of the rink are countywide roller derby groups, who have lost rink space to other conversion projects. Taylor said the rink was completed in late 1995, at a time when roller hockey was much more popular than it is currently.

PUBLIC COMMENT:

Shawna Gustafson of Central Coast Roller Derby supported roller derby and pickleball sharing the site. She said that other than Del Mar Park, the only space available for roller derby is Santa Rosa Park in San Luis Obispo.

Ruth Stewart of Central Coast Roller Derby supported continued use of the site by both groups.

William Stewart questioned whether conversion of the site to permanent pickleball courts would be spending a lot of money to serve the needs of an "elite few."

Chuck Stoll, president of Morro Bay Senior Citizens Inc., said his organization supports conversion of the facility to permanent pickleball courts and is willing to contribute \$20,000 to help with conversion.

Kathy Ponting, chairperson of the Morro Bay Pickleball Steering Committee, supported permanent pickleball courts to help meet the needs of this fast-growing sport.

Ally Lawrence, captain of the SLOCO Junior Roller Derby Devils, asked that the Del Mar site remain multi-use.

Jeff Napier favors converting the facility for pickleball. He noted that sanctioned tournaments require permanent nets.

Gary Nickerson, a visiting pickleball player from Santa Cruz, stopped by to add his support for permanent pickleball courts.

Sharon Bruce of Los Oso, who has been active in roller derby for 10 years, asked that the space be improved and the surface be smoothed out so that it could be used for multiple sports.

Dawn-Marie Little, president of Central Coast Roller Derby, advocated keeping the site a multi-use space. She said the roller derby community would help with raising funds for improvements.

Susan Craig, a Morro Bay resident and business owner, supported permanent pickleball courts, noting that it would make it easier for people of all ages to play pickleball.

Tom Loganbill, president of the Cambria pickleball club, supports permanent pickleball courts, which he said would contribute to the local economy.

Mariah Estrada of Central Coast Roller Derby asked the board to recommend that the courts remain multi-use. She also recommended resurfacing and adding lights.

Joseph Hilden voiced his support for pickleball.

Victoria Betz, a roller derby supporter, advocated that the groups work together and raise funds to help maintain the rink.

Robert Thomas, a Morro Bay resident, supported permanent pickleball courts, noting that this plan would best serve the greatest number of people.

Chairman Sidaris asked Deputy City Manager Taylor for clarification on whether the area could still be used for roller hockey after it was resurfaced for pickleball. Taylor said that if it were improved to the standards required for sanctioned pickleball tournaments, it could no longer be used for roller sports. Sidaris said it was clear that both groups wanted space for their sports, so it would be best to focus the remaining public comment on finding a way to satisfy both parties.

Vanessa Jones, aka Ribbons & Rage, said that with lights and a resurfaced track, her roller derby group would use Del Mar Park for practice at least twice a week and that the money now spent on renting other practice space could go to the community.

Erin Lawrence, president and founder of SLOCO Junior Roller Derby, said participants come from as far as Nipomo and Paso Robles. She said her group would help with funding to get the Del Mar rink up to par for all sports if it remained multi-use.

Nancy Wise, a Morro Bay resident and retired physical educator, pointed out that pickleball can be played by people of all ages and all abilities, including those with special needs. She stressed that it is not a seniors-only activity.

The public comment period was closed.

Deputy City Manager Taylor clarified a few points from public comment:

- About 48.5 percent of Morro Bay residents are 50 or older, and the City has a smaller young population than most cities. Meanwhile, the majority of City recreation programs are youth related.
- Regarding lights at the Del Mar Park hockey rink, it was decided previously that the rink would not be lighted because it is near a residential neighborhood and because lighting is very costly.
- There are possibilities for bringing back rink space in the future should the board choose to recommend permanent pickleball courts. There is a long-term plan in place for additional fields, and when the wastewater treatment plan moves, it will open up 26 acres that will likely include park space.

Chair Sidaris asked about other possible sites within the City for skating. Deputy City Manager Taylor said the City has been looking for other locations that would be appropriate for pickleball, but no other sites have been found that could be converted easily and at low cost. Commissioners Cox and Sorich expressed their support for permanent pickleball courts and suggested that the City continue to look for alternative sites for skating. Commissioners Carroll and Swain expressed their desire to accommodate as many people as possible either by finding another space for skaters before converting the Del Mar Park space to permanent pickleball courts or by keeping the existing space multi-use.

Deputy City Manager Taylor and Recreation Supervisor Salyer-Frith explained that the Teen Center has an adopted master plan that includes a large outdoor multi-use space that could potentially include a roller rink, but funding has not been available. Grant funding could be sought, and it could become a possible community fundraising project.

MOTION: Chairman Sidaris moved to recommend to City Council that the City move forward with turning the Del Mar Park hockey rink into pickleball courts and that City staff do an exhaustive search for existing sites within the City that could be modified for use as a skate rink. The motion was seconded by Commissioner Cox.

DISCUSSION: Commissioner Swain urged that the site not become a permanent pickleball court until another site is found for roller sports.

Chairman Sidaris noted that moving ahead with permanent pickleball courts would bring in revenue, potentially freeing up funds for a future hockey rink or multi-use skating space.

Commissioner Swain noted that it will still cost money to fix up the existing site and convert it to permanent pickleball courts, and because it's a City program, the City will not be charging for use of the space.

Deputy City Manager Taylor said there are revenue-generating opportunities connected to pickleball, such as charging for tournaments, and there is potential for a funding mechanism to pay for maintaining the facility.

Commissioner Cox expressed concern about waiting until a skating site is found before moving ahead with permanent pickleball courts. He stressed that pickleball is a fast-growing, popular sport in this community right now, so right now is the time to move ahead with pickleball courts.

VOTE: The motion carried, 4-2 (Carroll and Swain opposed).

Deputy City Manager Taylor stated that the board's recommendation will go to City Council and that there will be additional opportunity for public comment at that time.

E. FUTURE AGENDA ITEMS

None

F. ADJOURNMENT

Meeting adjourned at 7:21 p.m. to the next regular Recreation and Parks Commission meeting on **Thursday, January 21, 2016**, at 5:30 p.m. at the Veterans Memorial Building, 209 Surf Street, Morro Bay, California.

Recorded by:

Tiffany Porter
Administrative Assistant

MINUTES – MORRO BAY RECREATION AND PARKS COMMISSION

REGULAR MEETING – January 21, 2016

VETERANS MEMORIAL BUILDING – 5:30 p.m.

PRESENT: Chair Drew Sidaris, Vice Chair Robert Swain, Commissioner Kevin Carroll, Commissioner Jeffrey Cox, Commissioner Timothy Ross, Commissioner Skip Sorich, Deputy City Manager Sam Taylor, Recreation Supervisor Heather Salyer-Frith and Recreation Supervisor Karen Sweeny. **Absent:** Commissioner Al Romero.

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

MOMENT OF SILENCE

PLEDGE OF ALLIGIANCE

ANNOUNCEMENTS

<https://youtu.be/7EwNqa0w53w?t=2m15s>

Deputy City Manager Taylor welcomed new Commissioner Timothy Ross.

Commissioner Sorich said he had visited the new bike park and noted that it was a nice addition to the community.

PUBLIC COMMENT

<https://youtu.be/7EwNqa0w53w?t=3m10s>

Trina Dougherty of Morro Bay asked to speak now on Item C-8, since it is the last item on the agenda. She is president of two organizations mentioned in the Item C-8 Staff Report: Eco Rotary Club of Morro Bay and Morro Bay Friends of the Library. She asked to correct a statement in the report that says Eco Rotary Club is not required to provide insurance to use the Community Center Lounge for its meetings. She said this is not the case; the group has provided proof of insurance every year. She said Eco Rotary has participated in the City's Adopt-A-Park program for several years and it was the group's understanding that it received free meeting space in exchange for maintaining Bayshore Bluffs Park. She asked that Eco Rotary be allowed to continue to use the Lounge at no charge. She also asked that fees be waived or greatly reduced for the Friends of the Library's use of the Community Center Auditorium for book sales.

A. CONSENT CALENDAR

<https://youtu.be/7EwNqa0w53w?t=6m21s>

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

A-1 Approval of minutes for Recreation & Parks Commission meeting held November 19, 2015

A-1 was not presented, so no action was taken.

A-2 Approval of minutes for Recreation & Parks Commission meeting held September 17, 2015

RECOMMENDATION: Approve as submitted.

A-3 Recreation Division Status Report

RECOMMENDATION: Receive and file.

ACTION: Commissioners voted unanimously, 6-0, to approve Consent Calendar item A-2 and accept Consent Calendar item A-3 for file.

B. PUBLIC HEARINGS

NONE

C. BUSINESS

C-1 Program Evaluation: Teen Action Club (TAC) Summer 2015

<https://youtu.be/7EwNqa0w53w?t=7m30s>

Recreation Supervisor Salyer-Frith presented an evaluation of the Teen Action Club's volunteer activities, noting that the club contributed 178 hours of volunteer service to the City during Summer 2015.

ACTION: Commissioners voted unanimously, 6-0, to receive and file C-1.

C-2 Program Evaluation: 2015 Coast Girls Softball

<https://youtu.be/7EwNqa0w53w?t=10m0s>

Recreation Supervisor Sweeny reported on the Coast Girls Softball 2015 regular season and all-star season, noting that 103 girls participated in the regular season. Cost recovery for the regular season was 92 percent.

ACTION: Commissioners voted unanimously, 6-0, to receive and file C-2.

C-3 Program Evaluation: 2015 Estero Bay Youth Soccer

<https://youtu.be/7EwNqa0w53w?t=15m13s>

Recreation Supervisor Sweeny presented an evaluation of Estero Bay Youth Soccer's 2015 season. She said 176 boys and girls participated. Cost recovery was 95 percent for the regular season. The all-star season broke even.

ACTION: Commissioners voted unanimously, 6-0, to receive and file C-3.

C-4 Consideration of a recommendation to City Council regarding adoption of procedural steps for, and replacement of, the Park Naming Policy with the Public Property Naming Policy and Application Process

<https://youtu.be/7EwNqa0w53w?t=20m15s>

Deputy City Manager Taylor presented background on this item, explaining that the existing policy on naming City parks does not include a procedure for doing so. He said the proposed resolution amending Res. 88-80 would clarify the naming policy and include a procedure for naming City parks, buildings and public facilities.

MOTION: Commissioner Cox moved to recommend to City Council that the proposed Public Property Naming Policy and Application Process be adopted. The motion was seconded by Commissioner Swain and passed unanimously, 6-0.

C-5 Consideration of and recommendation to City Council regarding adoption via resolution of the Public Art Policy, as well as modifications to said policy

<https://youtu.be/7EwNqa0w53w?t=26m56s>

Deputy City Manager Taylor presented background on the history of the Public Art Policy and explained proposed modifications, which are designed to streamline the process.

MOTION: Commissioner Swain moved to recommend to City Council that the Public Art Policy be adopted with the proposed modifications. The motion was seconded by Commissioner Cox and passed unanimously, 6-0.

C-6 Consideration of and recommendation to City Council regarding naming of the City's new bike park as Bonnie Johnson Community Bike Park

<https://youtu.be/7EwNqa0w53w?t=28m25s>

Deputy City Manager Taylor said Central Coast Concerned Mountain Bikers has requested that the bike park be named after Bonnie Johnson, who was instrumental in making it a reality. Taylor said the mountain bike organization is willing to pay for signage.

Chair Sidaris asked if there would also be room for signage of sponsors, and Taylor said there would be.

PUBLIC COMMENT: Robert Davis, chairman of the Morro Bay Citizens Bike Committee, said the Committee enthusiastically supports naming the bike park after Bonnie Johnson because of her relentless hard work on the project.

MOTION: Commissioner Ross moved to recommend to City Council that the bike park be named after Bonnie Johnson. The motion was seconded by Commissioner Sorich and passed unanimously, 6-0.

C-7 Consideration of and recommendation to City Council regarding City Signature Community Events

<https://youtu.be/7EwNqa0w53w?t=33m6s>

Deputy City Manager Taylor said the City has been working to ensure that it provides community activities for residents, not just visitor-serving events. To that end, staff is proposing designating a number of “signature” City events that would be presented either by the City alone or in partnership with local organizations. Events being proposed as City Signature Community Events would be: Fourth of July at Tidelands Park; the Brian Waterbury Memorial Rock to Pier Run; Halloween Downtown Trick-or-Treat; and the Lighted Boat Parade and Tree Lighting, which would be moved to the South T Pier. Staff also suggested that the Dixon’s Spaghetti Dinner Fundraiser be included. City support of these events may include waiving permit fees and contributing Police and Public Works staffing. This resolution is in line with a proposed objective of the City Council for the upcoming fiscal year.

Commissioner Swain expressed regret about moving the Tree Lighting from City Park to the pier.

MOTION: Commissioner Carroll moved to recommend to City Council that the five above-mentioned events be designated as City Signature Community Events. The motion was seconded by Commissioner Sorich and passed, 5-0. Commissioner Swain abstained.

C-8 Consideration of and recommendation to City Council regarding the City Co-sponsorship Policy and guidance on community facility use by various groups at free or reduced cost.

<https://youtu.be/7EwNqa0w53w?t=42m5s>

Deputy City Manager Taylor provided background on agreements with a number of local organizations regarding their use of City facilities for free or reduced cost. He explained that these agreements lack consistency and that many have continued for years without written contracts. He stressed the importance of treating all City facility users fairly and equally and said clarification is needed on when it is appropriate to reduce or waive fees.

Taylor outlined two existing City policies that provide for reduced or waived fees: The Co-sponsorship Policy applies to visitor-serving events produced by nonprofit groups that bring revenue into the local economy during the off-season. (Winter Bird Festival, for example.) The City’s Partnership Program allows certain groups free use of City facilities in exchange for providing beneficial services to the city.

Taylor asked the Commission to recommend to Council how such situations should be handled: Should the City simply uphold the fee schedule? Should the Co-sponsorship Policy be modified to be more open? Should the Partnership Policy be expanded or clarified? He said the goal was to have clear policy on these issues in place before the beginning of the next fiscal year, July 1, 2016. Until then, the terms of previous agreements would remain in place.

Commissioners asked questions of Taylor regarding insurance liability, specific requirements for a city partnership, current status of existing partnerships, etc.

MOTION: Commissioner Cox moved to recommend to the City Council that:

- Every organization that uses City facilities for free or at a reduced rate have a written agreement with the City.
- Staff work with each of these organizations to determine what special allowances the organization currently receives from the City and why.
- Qualification guidelines for a Partnership be included as part of the Partnership Policy.
- A one-year or multi-year time limit on qualification for a Partnership be established.
- The Co-sponsorship Policy be re-examined regarding its limitation to visitor-serving events.

The motion was seconded by Commissioner Sorich and passed unanimously, 6-0.

Chair Sidaris said he wanted the public to know that whatever changes may occur are not intended to target any specific group or groups. It's a simple legality that the City must have written agreements with everyone who uses City facilities.

D. FUTURE AGENDA ITEMS

<https://youtu.be/7EwNqa0w53w?t=1h28m40s>

Deputy City Manager Taylor reminded the Commission that two meetings have been added to its schedule, one in April and one in August. He also noted that the Commission will have a joint meeting with the City Council sometime within the next few months.

Taylor said Council is expected to adopt its objectives for the coming year in February. Therefore, at the March meeting of the Recreation and Parks Commission, the Commission will be looking at Council's objectives that relate to Recreation and developing a Work Plan for the coming year.

E. ADJOURNMENT

Meeting adjourned at 7:05 p.m. to the next regular Recreation and Parks Commission meeting on **Thursday, March 17, 2016**, at 5:30 p.m. at the Veterans Memorial Building, 209 Surf Street, Morro Bay, California.

Recorded by:

Tiffany Porter
Administrative Assistant



AGENDA NO: A-5

MEETING DATE: April 21, 2016

STAFF REPORT

TO: Recreation and Parks Commission

DATE: April 15, 2016

FROM: Recreation Services Division Staff

SUBJECT: Recreation Services Division Status Report

RECOMMENDATION:

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

SUMMARY:

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

Estero Bay Community Radio – The Rock 97.3

Staff can be heard on The Rock 97.3 every Monday at 8:10 a.m. Staff is using this time to promote our programs, activities, facility rentals and special events. Staff has invited various community groups that support recreational elements to join them on occasion.

Recreational Classes

Recreational classes focus on physical fitness and enrichment opportunities to enhance the quality of life of participants. Two new classes have been added: Qi Gong and Yoga.

Morro Bay Senior Citizens Inc. (MBSCI)

MBSCI sponsors Pickleball Playday (M-W-F from 9 to 11 a.m. and Tu-Th from 11 a.m. to 1 p.m.). MBSCI is hosted a series of learning and skill-development clinics on Saturdays during January, February and March.

Spring Adult Softball League

Manager meetings were held March 16 to discuss rules for the upcoming season. Games began March 21. The season will consist of 10 league games and an end-of-season tournament. We have 17 teams playing this season.

Estero Bay Youth Futsal

Futsal is currently underway with 173 boys and girls in kindergarten through 12th grade participating. Games began April 14. Futsal is a fun, non-competitive indoor soccer program. Thank you to all our amazing volunteer coaches for taking time to make a difference in the lives of our children.

Coast Girls Softball

The 2016 Coast Girls Softball league is underway. We have 100 girls ages 6 through 14 playing this season. Games are played with SLO Girls Softball, Nipomo Girls Softball, Atascadero Girls Softball, Templeton Girls Softball, and Paso Robles Girls Softball. The season will end with an end-the-season tournament and a family barbecue. All-Star try-outs will be May 1.

Estero Bay Youth Basketball

The Kiwanis End of Season Basketball Tournament was held March 4-5. This season, 261 boys and girls in 2nd grade through 8th grades participated. The Morro Bay Community Foundation provided 51 scholarships. Each team was sponsored by a local business.

Morro Bay T-ball/Coach-Pitch League

This introductory baseball program for boys and girls ages 4 to 6 meets on Mondays and Wednesdays from 4:30 to 5:30 p.m. We have five teams playing this season (35 boys and girls). The season begins with practices, followed by T-ball games at Morro Elementary and progressing to Coach-Pitch games in May. The season will end with a family potluck barbecue.

Morro Bay Junior Lifeguard Program

Registration for the 2016 Morro Bay Junior Lifeguard Program opened April 4, and Session 1 was full before the end of the first day. There are currently a few spots remaining in the Session 2 and spots available for Junior Guard Fast Start. Fast Start is a new, two-week program designed for older, returning Junior Lifeguards.

Brian Waterbury Memorial Rock to Pier Run and Half Marathon

The date for the 2016 Brian Waterbury Memorial Rock to Pier Run and Half Marathon is July 9 with an 8:30 a.m. start. The Half Marathon is a part of the California Half and Full Marathon Series. Registration will begin May 4. Anyone interested in sponsoring the run or having a booth at packet pick-up on Friday evening can contact the Morro Bay Recreation office.

Kids' Club Children's Center

Kids' Club currently has a full enrollment for the 2015-16 school year. Pre-registration for the 2016-17 school year ends April 22. Kids' Club is a before- and after-school program for Del Mar Elementary students in Transitional Kindergarten through 5th Grade. Kids' Club is located on the Del Mar Elementary School campus and is open every day school is in session for before- and after-school enrichment.

Rockies – The Morro Bay Teen Center and Skate Park

Rockies is a safe and healthy alternative for local youth. The Teen Center is open to all youths in 7th through 12th grades. The Skate Park is open to all ages, and helmets are required. Rockies is open from 3 to 7 p.m. weekdays and from 1 to 7 p.m. Saturdays. The Monster Skate Central Coast skateboarding competition series is underway with a Morro Bay stop set for April 30.

Morro Bay Teen Action Club (TAC)

The TAC continues to participate in the Adopt-A-Park program at Lila Keiser Park. TAC continues to actively seek community service opportunities in the City because it is part of the club's mission to "give back to the city" for providing teenagers with a place to go after school.



AGENDA NO: C-1

MEETING DATE: April 21, 2016

Staff Report

TO: Recreation & Parks Commission Members

DATE: April 13, 2016

FROM: Sam Taylor, Deputy City Manager

SUBJECT: Consideration and recommendation to City Council regarding approval of a new Partnership Policy

RECOMMENDATION

RPC members should recommend to the City Council approval of the new Partnership Policy and make any suggestions related to the Co-sponsorship Policy previously created by the Council.

ALTERNATIVES

None recommended

FISCAL IMPACT

The City could generate additional revenue by requiring groups that currently pay no fees for use of City facilities or currently hold permitted events on public property to pay fees based on the adopted City Municipal Fee Schedule. However, requiring payment of such fees could result in these groups moving to other locations that aren't City facilities or public property. Partnerships with such groups could result in City cost reductions or economic development benefits, such as reduced labor costs, enhanced services or tourism promotion.

BACKGROUND

Since the Deputy City Manager has come on board, it has become clear that there have been both City Council-directed decisions and administrative decisions by the Recreation Services Division regarding groups paying no fees, or paying lower fees (called "direct costs"), for use of City

Prepared By: _____

Dept Review: _____

City Manager Review: _____

City Attorney Review: _____

facilities or for holding events on public property outside of a specific rentable facility.

These groups, often for many years, have paid nothing, or a reduced amount, for use of City facilities and have likely come to expect this practice to continue.

The concern of staff is that for most of these instances, there is no specific City policy in place, nor has the City Council made any specific public decision to allow these groups to use facilities at no, or low, cost.

In one specific decision, the Council granted a direct-costs fee structure to the Winter Bird Festival. This decision was based on a 2009 motion by the City Council creating “co-sponsored” events that pay direct costs if they meet three requirements intended to support tourism during shoulder season (the time of year when fewer visitors come to Morro Bay, generally November to April).

Co-sponsoring of events may occur if:

1. The event is held off-season (11/1 – 4/30);
2. The event is a multi-day event, or a one-day event with financial return to the City;
3. The requesting party is a non-profit organization.

It appears that, initially, an annual application to qualify for co-sponsorship was required. However, in some cases, this has not been occurring.

The only two events approved by Council for co-sponsorship are the Winter Bird Festival (a four-day, shoulder-season event) and Dahlia Daze, which no longer occurs.

To be clear, staff is not arguing that any group or event is less worthy of being supported than any other. The issue is that staff believes it is crucial that the decisions it makes be based on adopted policy and decisions of the City Council. Staff is not comfortable administratively picking winners or losers when it comes to the rental of facilities or use of property.

Earlier in 2016, the RPC and the City Council both discussed ways to ensure a clear policy directive as to when the City would partner with groups in ways that benefit the community, and when the group would be eligible for free or reduced-cost facility fees in return.

To that end, staff has revised a previously adopted Partnership Policy to provide clearer direction on why we partner, how we determine when a partnership is worthwhile, and how each party might benefit from said partnership.

DISCUSSION

The attached Partnership Policy is designed to provide general parameters regarding when and why the City partners with other entities. A previous iteration of this policy had substantial unnecessary language and sections that caused the intent of the policy to be lost. Staff’s hope is that the new policy is clearer regarding when partnerships may occur.

However, it has become clear that being extremely explicit about when we'll partner is not necessarily feasible. Doing so may short-change the City (and the community) in terms of potential partnerships. Instead, the general language for types of partnerships has been left in, with a nod that certain partnerships related to the support of seniors, youth, low-income residents, and persons with disabilities will be looked at favorably.

The policy gives staff the flexibility to welcome many new partnerships as well as the flexibility to negotiate agreements that provide some type of benefit to the group proposing the partnership. Using this policy, staff would work to determine whether a partnership is beneficial and then would work with the group to create some type of agreement (the type of agreement could vary based on the type of partnership, from lease agreements to management agreements to Adopt-A-Park maintenance agreements, etc.) that spells out the parameters of the partnership and the benefits to both the City and the other entity.

What is missing from this policy, however, is recognition of the existing Co-sponsorship Policy approved by the City Council. Staff felt it was difficult to wrap language related to event co-sponsorship into this document, as it seems to be outside the scope of said partnerships.

Should the RPC or Council disagree with that, however, staff can easily amend the language to recognize event co-sponsorship as being a type of partnership the City is interested in. Event sponsorship benefits may be more difficult to quantify than, say, the obvious benefits of a volunteer group conducting Adopt-A-Park maintenance. A first time event, for instance, may have little data to show how many people will attend and what type of economic or quality-of-life benefit it may bring to the community, versus the revenue lost if fees for facility use are reduced.

Staff recommends an additional conversation on this issue prior to any modification of the Partnership Policy. Perhaps the existing Co-sponsorship Policy will remain in effect.

CONCLUSION

RPC members should recommend to the City Council approval of the new Partnership Policy and make any suggestions related to the Co-sponsorship Policy previously created by Council.

ATTACHMENTS

Partnership Policy

**City of Morro Bay
Recreation Services Division
Partnership Policy
And
Partnership Proposal Guidelines**

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I. Morro Bay Recreation Services Division Partnership Policy

A. Purpose

This policy is designed to guide the process for the Morro Bay Recreation Services Division in its 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, as well as with organizations that may provide service on the City's behalf. In particular, programs that can provide additional support for local seniors, youth, low-income residents, and persons with disabilities are highly desired. The City also welcomes partnerships that provide for the improvement or beautification of public spaces.

This document defines partnerships as the City is interested in them and provides the guiding framework for how partnership agreements are proposed and created.

B. Partnership Definition

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

"An identified idea or concept involving the Morro Bay Recreation Services Division, or another City unit, 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 or to provide services that the City of Morro Bay otherwise might provide on its own but is not or cannot at this time."

The City will especially welcome potential partnerships that improve existing community facilities or provide services/programming for seniors, low-income individuals, local youth, or persons with disabilities.

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 (10) programs or services on the City's behalf. 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.

C. Possible Types of Active Partnerships

Morro Bay Recreation Services Division is interested in promoting collaborative partnerships with 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.

D. Sponsorships

Morro Bay Recreation Services Division is interested in actively procuring sponsorships for facilities and programs as one type of beneficial partnership.

E. 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 willing to discuss, a proposal for any of these types of partnerships, and may create specific plans for such in the future.

F. Benefits of Partnerships with Morro Bay Recreation Services Division

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 (Checklist)

The steps for the creation of a partnership with the Morro Bay Recreation Services Division are as follows:

- A. When applicable, the Morro Bay Recreation Services Division will create a public notification process that will help inform any and all interested partners of the availability of certain partnerships with the City.
- B. The proposing partner takes the first step to propose partnering with the City. To help in reviewing both the partnership 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 distinct 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 the project is appropriate for additional collaborative partnering, and whether the 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 some 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, the Recreation and Parks Commission, the

Planning Commission, the City Council, and/or the City Manager's Office, depending on project complexity and applicable City Code provisions, ordinances, resolutions, or other 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 it must 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 (such as Adopt-A-Park)
 - 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 Process, 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 Recreation Services Division should be in accord with the City's and the Division's Mission and Goals to indicate how a proposed partnership with the City would be preliminarily evaluated.

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, and 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 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
- Lighting
- Outdoor restrooms
- Water fountains
- Complementary uses of the site
- Utility improvements
- 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 necessary 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, Donor Programs, and 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's Co-sponsorship Policy and partnered projects will be expected to adhere to this 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 Partnership Proposal Guidelines in Part Two provide 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 the affected Department/Division's Mission Statement and Goals?
- How does the proposed facility fit into the current City and the affected Department/Division'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 alternatives 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 long-term stability of the proposed partnership, both for operations and for maintenance standards?
- How will the partnered project meet Americans with Disabilities Act (ADA) and Equal Employment Opportunity Commission (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 Partner?

Part Two
**Morro Bay Recreation Services Division
Partnership Proposal Guidelines**

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, Email
- 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 time frame 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 City of Morro Bay Recreation Services Division or another City Department/Division? Please list and discuss the benefits (monetary and non-monetary) to your organization.

IV. Benefits to the Morro Bay Recreation Services Department

Please list and discuss the benefits (monetary and non-monetary) to the Morro Bay Recreation Services Division and residents of the City.

V. Details (as currently known)

The following page lists a series of *Guiding Questions* to help you address details and outline the benefits of a possible partnership. Please try to answer as many as possible with currently known information. Include what your organization proposes to provide and what your organization is requesting from the Morro Bay Recreation Services Division. 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:

- How does the proposed project align with Recreation Services Division goals?
- How does the proposed program or facility use 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?
- Does the proposed program provide opportunities for entry-level, intermediate and/or expert skill levels?
- How does the proposed 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 Recreation Services Division?
- 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 time line?
- 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 with providing this type of facility/program?
- How will your organization meet ADA and EEOC requirements?

Agreements and Evaluation:

- How, by whom, and at what intervals should the project be evaluated?
- How can you assure the City of the 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?