

CITY OF MANHATTAN BEACH
MINUTES OF THE PARKS AND RECREATION COMMISSION
Manhattan Beach City Hall
1400 Highland Ave.
Manhattan Beach, CA 90266
July 28, 2014
6:30 PM

CONTENTS

A. CALL TO ORDER

The meeting was called to order at 6:28 PM.

B. ROLL CALL

Chairperson Rothans	Commissioner Manna
Commissioner Allard	Commissioner Jones
Commissioner Paralusz	Commissioner Zaun
Commissioner Allen	

C. APPROVAL OF MINUTES

Commissioner Allen moved to approve the June 23, 2014 minutes as written. The motion was seconded by Commissioner Paralusz.

Ayes: Commissioners Rothans, Allard, Paralusz, Allen, Manna and Jones

Nays: None

Abstain: None

Absent: Commissioner Zaun

D. CEREMONIAL

Michelle Chambers, Natalie Robinson and Christina Lilligren of Girl Scout Troop 185 presented their Silver Award Project presentation on Lifeguard Beach Flags. A fourth member, Katie Padilla, was unable to attend. The project was to create a sign explaining the meaning of the different lifeguard flags. They decided on this project after they saw a flag on the beach and had to ask a lifeguard what it meant. They surveyed beachgoers and found that 100% of the people they surveyed did not know what the flags meant. They discovered that there was no legend for the flag meanings that was readily visible to beachgoers and started their project to post a legend for the flags. Ultimately they would like to post signs on the lifeguard towers but are currently planning on posting only one sign due to the cost. The girls have raised funds through recycling. Commissioner Jones recommended downsizing to 8 X 10 and posting a laminated sign in more places. Director Leyman stated that this project has been shared with the County Lifeguards who are extremely supportive.

E. AUDIENCE PARTICIPATION (3-Minute Limit)

Chairperson Rothans opened the floor to audience participation. Seeing none, the floor was closed.

F. GENERAL BUSINESS

none

G. COMMISSION ITEMS

Discussion of "Picnic to Salute our Troops 2015"

Commissioner Rothans acknowledged that the Commission is advisory in nature. He would like to explore if there is something more that the City can do for our troops by putting on an event at Polliwog Park. The vote would be to recommend the event to City Council and then act upon it if approved. Commissioner Paralusz suggested that if funds were limited, there could be City sponsored entertainment and attendees could bring their own picnic. Commissioner Rothans said that the VFW and other social clubs could also be approached for funding. Commissioner Allen suggested that Veterans Day may be more appropriate as Memorial Day is a memorial to honor fallen soldiers. Commissioner Allard stated that previously the Air Force Band played on the 4th of July and that perhaps they could be secured to participate in this event. Commissioner Rothans suggested Memorial Day as a kick off to the summer. Commissioner Manna agreed that providing only entertainment prevents issues of not having enough food, lines for food, etc. Commissioner Jones likes the idea of a picnic type event but would like to research what other cities are doing and be conscious of not conflicting with other events. Commissioner Rothans asked staff to research other municipalities that do a Salute to the Troops and then agendize the subject for the next meeting.

Commissioner Paralusz moved to agendize discussion of Picnic to Salute our Troops for 2015 for the next meeting. Commissioner Allen seconded the motion.

Ayes: Commissioners Rothans, Allard, Manna, Allen, Paralusz and Jones

Nays: none

Abstain: none

Absent: Commissioner Zaun

The motion passes.

Commissioner Paralusz asked if City Council could consider allocating funds for this event in the future. Director Leyman stated that any unbudgeted activity would need to go through the 2015/16 budget approval process and receive City Council approval. Chairperson Rothans stated that he would like to have City Council support on the concept before proceeding.

Discussion of Commission Employee Recognition program/event

Chairperson Rothans would like to establish a recognition program for employees of the City's Parks and Recreation Department. Director Leyman stated that staff appreciates the sentiment and everybody likes to be recognized for their hard work. He stated that sometimes it is difficult to get part timers to attend events due to their schedules and suggested that perhaps the Commissioners would like to attend department events and recognize employees at those events. He mentioned that there is an employee event on August 21st that would be a good venue for some recognition. Director Leyman encouraged the Commissioners to attend. Commissioner Manna stated that in the past the Commission had Employee Appreciation Events and they have been well received. Commissioner Manna is concerned about burdening future Commissions with an event that would become expected by employees. Commissioner Manna suggested recognizing staff at a Commission meeting. Commissioner Jones suggested that in addition to attending any special events, that if a Commissioner sees something they would like to recognize, they

also tell the supervisor for professional recognition. Chairperson Rothans agreed that the Commissioners should be attending employee trainings and functions and recognizing and thanking staff for exceptional work as a standard. He would also like to organize something more formal for this purpose. Previously there was a reception at the Belamar with food, drink and prizes.

Commissioner Paralusz asked if a pizza party during a staff training would be appropriate as it would be good to make it convenient for as many staff to attend as possible. Commissioner Jones believes that an event during the day would be more accessible to more employees.

Commissioner Manna reiterated his concern about setting up an expectation and saddling future commissions with an expected event. To remedy this, it was recommended that the event not be called an “Annual” event.

Commissioner Allard made a motion to agendaize the discussion of the concept of a recognition event for the next meeting. The motion was seconded by Commissioner Paralusz.

Ayes: Commissioners Rothans, Allard, Manna, Allen, Paralusz and Jones

Nays:

Abstain:

Absent: Commissioner Zaun

The motion passes.

Commissioner Allard suggested that the new City Manager attend a commission meeting as the Commissioners have not yet met him.

H. STAFF ITEMS

Discussion of Parks and Recreation Department program statistics

Recreation Services Manager Gina Allen made a presentation about the Active Net Dashboard report. Active Net is the administrative software used by the department for registrations, reporting and point of sale. The Dashboard report gives a glimpse of important things that are happening in the department. It allows the department to quickly see growth, analyze the customer base, track repeat users and track attendance rates among other things. Director Leyman stated that this report is still being beta tested and that the numbers can be a little skewed. For example, if the maximum attendance is listed as 100 and there are only 10 attendees, that would show a 10% fill rate. This report will show the activities we need to look at to put in realistic maximum attendance numbers.

Commissioner Paralusz asked about the use of the Mira Costa Pool with the shared use agreement. Director Leyman stated that there is not much use right now because there are many Water Polo teams with long-term agreements using the pool. The City swim team uses the pool when it is available.

Commissioner Jones asked about the Teen Center membership. Ms. Allen explained some of the Teen Center activities. The membership is for the school year to keep track

of check-ins and check-outs.

Commissioner Allard asked if web statistics are tracked and if the hits correlate to registrations. Ms. Allen stated that the web statistics are closely monitored. Parks and Recreation is the second most popular link on the website following City Council.

Commissioner Rothans asked if the statistics for each activity are available. He requested statistical information specifically related to registration. Director Leyman stated that moving forward, the department would like to present Division updates on a quarterly basis.

Commissioner Jones asked if it is preferred that the older adults register online. Ms. Allen confirmed that it is preferred for everyone to register online. Commissioner Jones asked if it would be useful to organize a social event for the older adults designed to help them register for activities online. Commissioner Allard stated that there is a Mira Costa student coming to the Oasis and helping people with their computers.

Commissioner Rothans reiterated the Commission's request to receive registration statistics quarterly.

Update on Parks and Recreation Department programs and events

Director Leyman highlighted some recent and upcoming event:

- Movie at Metlox has been very well received. It is on the 4th Thursday of the month in the summer. We may need to look at a different venue for the future as the event grows.
- Manhattan Open Tennis Tournament finals were held at the Manhattan Beach Country Club and was a well-attended, successful event.
- Concerts in the Park continue through August 31st on Sundays from 5-7 p.m.
- Summer Camps have been very well attended. Through the joint-use agreement we were able to have the Theatre Camp at Meadows Elementary School. This camp had previously impacted the Joslyn Center and it was great to be able to use the Meadows facility.
- The department is working with the downtown business, Nikau Kai providing rentals on the beach. In addition, they are acting as ambassadors for the Department informing the public about city classes as well as other downtown businesses. This is a pilot program for which we will gather feedback and reevaluate for next summer.
- The End of Summer Thank you luncheon for employees will be held on August 21, 2014 12:00 at Manhattan Heights.
- The Charlie Saikley 6-Man Volleyball tournament will be held Wednesday and Thursday, July 30-31. It will be mid-week so large crowds are not anticipated.
- Manhattan Beach Open Volleyball Tournament will be held August 14-17.

Update on City Council direction for skateboard park feasibility

Director Leyman updated the Commission on the City Council direction for skateboard park feasibility. The City Council approved a Request for Proposal (RFP) for a Design consultant. The City Council wants the consultant to be an excellent facilitator. The consultant will not be able to bid on the construction portion of the project. The facilitator is to look at and prioritize non-residential locations first, explore private property and

private funding, include the type of park and how it will be funded, (whether it a 12,000 square foot park or a number of smaller skate spots, transition style, street scape style). Polliwog Park has been taken off the table as a possible location. The Department will be working on putting together the RFP and then going to City Council for approval. Commissioner Rothans asked if the commission would be able to review the RFP before it goes out. Director Leyman stated that if the commissioners have any recommendations or suggestions, to please forward them to him. Commissioner Allard wanted to clarify if the commission is supposed to make the decisions. It is his understanding that the Commission makes recommendations to the City Council but doesn't make the final decisions. Commissioner Paralusz stated that unless the City Council delegated that responsibility to the Commission, then they do not make the decision. She did not believe that City Council had voted to delegate the decision making regarding the Skateboard Park to the Commission. Commissioner Rothans asked if the facilitator would be reporting to the Commission or City Council. Director Leyman stated that the facilitator would report back to both the Commission and City Council. The Commission will be able to make recommendations to the City Council based on the facilitator's input. These recommendations would be presented when the facilitator presents to the City Council.

Commissioner Manna asked if the facilitator will be looking at all new locations. Director Leyman stated that the facilitator will review the information from the all of the previous public meetings and new locations with a fresh perspective. The facilitator will do an independent review, taking into account the previous information and then make recommendations.

Commissioner Paralusz says that this is the furthest the City has gotten on the road to implementing a skateboard park and that this is very positive. The School Board and the District are in support of a skateboard park and are considering offering skateboarding as part of the P.E. Curriculum.

Commissioner Manna is concerned that the Polliwog location was presented as if the Commission was trying to force the location, which was not all what the Commission was trying to do. Commissioner Paralusz stated that there will always be people opposed to every location. Hopefully a good facilitator will be able to address the concerns of the residents.

Next meeting will convene Monday, August 25, 2014.

I. ADJOURNMENT

Commissioner Jones moved to adjourn. The motion was seconded by Commissioner Allard.

Ayes: Commissioners Rothans, Allard, Manna, Allen, Paralusz and Jones

Nays: none

Abstain:

Absent: Zaun

The meeting was adjourned at 7:56 PM.