



**CITY OF MANHATTAN BEACH
PARKS AND RECREATION COMMISSION**

June 22, 2015
Manhattan Beach City Hall
1400 Highland Ave.
Manhattan Beach, CA 90266
6:30 PM

A G E N D A

A. CALL TO ORDER

B. PLEDGE TO THE FLAG

C. ROLL CALL

Commissioner Rothans
Commissioner Allard
Commissioner Paralusz
Commissioner Allen

Commissioner Manna
Commissioner Jones
Commissioner Enomoto

D. APPROVAL OF MINUTES

May 18, 2015

E. CEREMONIAL

Certificate of Appreciation – Adam Zaun
Certificate of Appreciation – Steve Rothans

F. AUDIENCE PARTICIPATION (3-Minute Limit)

G. GENERAL BUSINESS

H. COMMISSION ITEMS

Discussion RE Update and Status RE “Salute to the Troops” Picnic & Concert - 2015

I. STAFF ITEMS

Update on Parks and Recreation Programs and Events

J. ADJOURNMENT

CITY OF MANHATTAN BEACH
MINUTES OF THE PARKS AND RECREATION COMMISSION
Manhattan Beach City Hall
1400 Highland Ave.
Manhattan Beach, CA 90266
May 18, 2015
6:30 PM

CONTENTS

A. CALL TO ORDER

The meeting was called to order at 6:30 PM.

B. PLEDGE TO THE FLAG

C. ROLL CALL

Present: Commissioners Rothans, Allard, Manna, Allen, Jones, Paralusz and Zaun

Absent: None

Others present: Director, Parks and Recreation Mark Leyman

D. APPROVAL OF MINUTES

Commissioner Paralusz moved to approve the April 27, 2015 minutes as written. The motion was seconded by Commissioner Allard. The motion passed.

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

Nays: None

Abstain: None

Absent: None

E. CEREMONIAL

Recognition of Adam Zaun – The commissioners thanked Mr. Zaun for his contributions to and participation on the Parks and Recreation Commission.

F. AUDIENCE PARTICIPATION (3-Minute Limit)

Commissioner Rothans opened the floor to audience participation.

The floor was closed to public comment.

G. GENERAL BUSINESS

Selection of 2015-2016 Parks and Recreation Commission Chair – selection of the chair was postponed until the end of the meeting for continuity purposes.

Commissioner Paralusz moved to appoint Commissioner Allard as Chair and Commissioner Allen as Vice-Chair on the condition that Commissioner Allard is reappointed to the Parks and Recreation Commission by the City Council at the May 19th, City Council meeting. Commissioner Manna seconded the motion. The motion passed.

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

Nays: None

Abstain: None

Absent: None

H. COMMISSION ITEMS

Discussion RE Update and status RE “Salute to the Troops Picnic & Concert 2015”

The updated Salute to the Troops budget and sponsorship spreadsheets were reviewed.

Commissioner Paralusz asked that any time Soroptimists appears in print, it should read Soroptimists International Manhattan Beach.

Commissioner Rothans stated that because no deadline was printed on the solicitation letters, potential sponsors were not sure when to send money. He stated that the donation deadline should be included on the letters when planning future events.

Commissioner Manna stated that he had spoken with Kelly Stroman of the Downtown Business Association who said that she would announce the event at the next Association meeting. He also left the flyer with the concierge at Manhattan Village Mall.

Commissioner Manna is also following up with Chevron.

Commissioner Rothans suggested extending the sponsorship deadline to May 22nd for inclusion on promotional materials. As long as a pledge is received by that date, the sponsor can be included on the posters to print next Monday. Commissioner Rothans thanked Commissioner Allan who has secured a donation from the Lakers.

Commissioner Manna stated he had left several messages for Rick Dickert regarding enceeding the event but had not heard anything.

Commissioner Allard reported that flags had been ordered. Commissioner Jones asked if more than 2,500 should be ordered.

Commissioner Rothans stated that Dennis McNeil is still on board to sing the National Anthem and would like to sing more if time allows.

Commissioner Rothans announced that with the assistance of James Gill, a military color guard has been secured from the Army 79th Sustainment Support Command out of Los Alamitos. The 3rd Marine Aircraft Wing band has formally accepted the invitation to perform. The opening flag ceremony is in the works. Commissioner Rothans is working with representatives from Boy Scout Troops 713 and 849 as well as representatives from the local Girl Scout troops who will participate in the opening flag ceremony.

Lt. Colonel Waters from the LA Air Force base asked Commissioner Rothan if the Commission would like Lt. Gen. Samuel Greeves to speak at the event. Commissioner Paralusz stated that she is in favor of him speaking but isn't sure where it would go in the program. Commissioner Jones is in favor but would like to review his speech ahead of time. Commissioner Zaun agrees with Commissioner Jones. Commissioner Jones stated her concern with bogging down the event with too many speakers. Commissioner Paralusz stated that she would be honored to reach out and meet with Lt. Gen. Greeves if he is available. Commissioner Rothans will check Lt. Gen. Greeves availability and if available, the Program sub-committee will work with Lt. Gen. Greeves directly.

Commissioner Rothans stated that the Boy Scouts had interviewed 6 to 8 veterans and were now doing the final editing. Commissioner Rothans played a two minute trailer for the Boy Scout video. Commissioner Paralusz thought that the trailer might be good way to start the event with the longer version being played during intermission. Commissioner Allen stated that it would be good to begin and end with. Commissioner Jones stated that it should not be played at the end.

The commissioners discussed who might emcee the event. Commissioner Allard moved for Director Mark Leyman to emcee. Commissioner Jones seconded the motion. The motion passed.

Ayes: Commissioners Rothans, Allard, Manna, Allen, Paralusz, Jones and Zaun
Nays: None
Abstain: None
Absent: None

Commissioner Rothans inquired if the poster design would be used for the Beach Reporter and Easy Reader ads. Director Leyman confirmed that it would.

The Commissioners discussed the poster and suggested edits.

Director Leyman will give all suggested edits to Graphic Artist, Kristin Yamauchi and send out a revised draft for review.

Commissioner Rothans had received an inquiry regarding the availability of information for veterans. Commissioner Allard will follow up with the Veterans Administration regarding whether or not they would have a booth.

Director Leyman reported that the PR consultant is working on getting the word out to the media about the event. Commissioner Paralusz suggested getting an ad opposite the Manhattan Beach news page on the Thursday before the event. Director Leyman stated that advertising is not budgeted currently but free media avenues are being explored.

Director Leyman reported that Salute to the Troops was promoted at the Family Campout on the large movie screen. The Parks and Recreation department is using a service called Enplug to promote events and encourage public engagement on social media.

Commissioner Rothans announced that the National Memorial Day Concert will be broadcast on PBS on Sunday, May 24th at 5:00 p.m. and repeated through Monday. It is a good high level view of what the Washington D.C. event looks like.

Commissioner Manna suggested that a future topic may be to discuss events on the new Library lawn. Director Leyman stated that the new Library manager, Yolande Wilburn is interested in working together to program that space.

I. STAFF ITEMS –

Director Leyman gave the following updates:

Family Campout was a great community event, a few hundred people attended but the rain reduced the numbers a bit from previous years.

Fishing Derby – Several large fish and a couple of turtles were caught and released.

Tour de Pier – The event is not run by the City but is an event that raised almost \$1,000,000 for their causes. It's a great community event.

The All-Hands department wide training will be held on Saturday, June 13th. Director Leyman invited the Commissioners to attend.

Commissioner Allard reported that the Older Adult Health Fair was held and was very well attended despite the rain. He thanked Corner Bakery for their generous donation of 300 box lunches.

J. **ADJOURNMENT**

Commissioner Rothans moved to adjourn. Commissioner Allard seconded the motion. The motion passed. The meeting was adjourned at 08:12 p.m.

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

Nays: none

Abstain: none

Absent: Zaun

DRAFT