

CITY OF MANHATTAN BEACH
MINUTES OF THE PARKS AND RECREATION COMMISSION
Manhattan Beach City Hall
1400 Highland Ave.
Manhattan Beach, CA 90266
September 28, 2015
6:30 PM

CONTENTS

A. CALL TO ORDER

The meeting was called to order at 6:33 PM.

B. PLEDGE TO THE FLAG

C. ROLL CALL

Present: Commissioners Rothans, Allard, Manna, Allen, Jones and Enomoto

Absent: Commissioner Paralusz

Others present: Parks and Recreation Director, Mark Leyman and recording secretary,
Linda Robb

D. APPROVAL OF MINUTES

Page 2, line 3 - Commissioner Paralusz requested that "Boy Scouts" be capitalized. Recording Secretary Linda Robb corrected page 1, F under Audience Participation, "Commissioner Rothans" be corrected to read Commissioner Allard.

Commissioner Rothans moved to approve the July 27, 2015 minutes with the above changes. The motion was seconded by Commissioner Manna. The motion passed.

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

Nays: None

Abstain: None

Absent: None

E. CEREMONIAL

F. AUDIENCE PARTICIPATION (3-Minute Limit)

Commissioner Allard opened the floor to audience participation.

Lee Barr, resident, addressed the commissioners who were not present at the last meeting to thank them for a job well done for the Salute to the Troops event. Mr. Barr suggested making the Salute to the Troops event a part of the Concerts in the Park.

The floor was closed to public comment.

G. GENERAL BUSINESS - None

H. COMMISSION ITEMS

Commissioner Allard announced that the budget for Salute to the Troops had been distributed. The budget showed a small surplus. (SEE ATTACHMENT 1) Commissioner Paralusz asked what happens to the surplus. Parks and Recreation Director Mark Leyman stated that it would stay in the trust account and could be used toward a future event. Commissioner Rothans requested a correction to the budget to show Mark and Dickie Burton.

Director Leyman stated that the memo to request direction from City Council regarding the Salute to the Troops should be more specific as to whether or not the Commission wants to continue planning and fundraising for the event and if it should be established as an annual event, and the date of the event.

Commissioner Paralusz would like for it to be an annual event and for the Commission to continue to plan and fundraise for it.

Commissioner Jones asked how the attendance increased for the rest of the Concert season. Director Leyman stated that attendance for the Salute to the Troops was on the lower end compared to the rest of the concerts but it is usually the case that attendance increases based on successful events and he guessed that attendance would likely double if the event were held again next year due to word of mouth.

Commissioner Rothans echoed Commissioner Paralusz' sentiments regarding the event being great. He suggested that the Commission leave it to the City Council to decide if this should be an annual event but would like to see it happen again next year. Commissioner Manna stated that both he and Commissioner Rothans will term out before the concert itself if it happens next year. Commissioner Paralusz stated that with the timing, most of the legwork would be done by the end of May if the event were to kick off the concert season.

Commissioner Jones agreed that the event should continue and the Commission should be responsible for planning and fundraising. She stated that this event may be an incentive for people to apply to be on the Park and Recreation Commission.

Commissioner Enomoto stated that the event was very successful and may encourage people want to become involved with the Commission.

Commissioner Allard stated that he favored a date at the beginning of the summer. Commissioner Allen moved to keep the planning and fundraising for the Salute to the Troops event within the Commission for the purposes of the request to City Council. Commissioner Paralusz seconded the motion. The motion passed.

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

Nayes: None

Abstain: None

Absent: None

The commission decided that July 3rd 2016 would be recommended for the date.

Commissioner Jones presented a sunscreen project and distributed information on skin cancer and melanoma to illustrate the need for sunscreen dispensers around town. Her vision is to have the Manhattan Beach logo on ten dispensers located around town. Five dispensers would be placed in the elementary schools so that children can be made aware and learn about the importance of sunscreen. The other five would be distributed at other locations around town. The budget for ten dispensers to kick off the event will be in the neighborhood of \$8,000 -\$15,000. She stated that the hope is that in the future Little Company of Mary, Torrance Memorial or other Medical Center to validate the importance

of the endeavor. Commissioner Paralusz inquired if Commissioner Jones had spoken with Little Company of Mary. Commissioner Paralusz stated that she wasn't aware of Little Company of Mary funding this type of thing but that Beach Cities might be an option for a micro-grant with the right timing. Commissioner Manna asked if there is any information on how long a dispenser full of lotion will last. Commissioner Jones estimates refilling every week and hopes that the staff responsible for filling mutt mitt containers can monitor the sunscreen. Commissioner Enomoto mentioned pitching the idea of funding the refilling of the sunscreen to Leadership Manhattan Beach (LMB). Commissioner Jones would like for this project to be either a Parks and Recreation project or an LMB project but not both. Commissioner Paralusz stated that there have been projects that were started by LMB that were later adopted by the City. She offered Mutts Mitts as an example.

Director Leyman reported that he had updated the City Council that this might be coming up for approval for discussion. He asked for clarification on the scope of the project (generally, how many dispensers and generally, where would they be located). He stated that sponsorship should also be addressed. He stated that Beach Cities Health District would be a natural sponsor but a commercial sponsor might be viewed differently. Commissioner Jones stated that she envisioned ten dispensers as a pilot program with five in the elementary schools and five placed strategically around town. Commissioner Rothans stated that he liked the idea but was not sure if they had any jurisdiction over the schools. Commissioner Jones stated that it would need to be approved by the School Board and if they did not want the dispensers on school grounds, they would be placed in other locations around the City.

Commissioner Jones moved to present a memo to City Council on the Sunscreen project. The motion was seconded by Commissioner Rothans. The motion passed.

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

Nays: None

Abstain: None

Absent: None

Commissioner Allard asked the Commissioners if they would like to enter a Pumpkin in the Pumpkin Race. Commissioner Rothans volunteered to take the lead on the Pumpkin project.

I. **STAFF ITEMS** – Director Leyman gave the following updates:

1. Skateboard park – Kanten Russel from Stantec is the skateboard park consultant hired to study the feasibility of a skateboard park and facilitate community meetings. The first meeting was held on August 6th with about forty people in attendance. At the August 6th meeting, the locations were narrowed to top 3 options through input and survey results. The three locations are: Marine Avenue Park, Manhattan Heights and El Porto. Each of the locations were noticed within 500 feet, traditionally notices are sent to residences within 100 feet. At the second meeting on September 6th, feedback was received and the top two locations are Marine Avenue Park and Manhattan Heights. About 1/3 of the of crowd was from El Porto and were strongly opposed to that location. Generally, it has been observed that as the size of the park goes down, support increases. Mr. Russel educated the audience about the different skate park size and feature options. Open City Hall still open. Mr. Russell will be presenting to the Commission at the October 26th meeting for recommendations to City Council. The item will go to the following City Council meeting unless additional time is needed to incorporate additional input from the October 26th meeting. Commissioner Jones asked

- if the funding would potentially be commercial. Director Leyman stated a corporate sponsorship option would definitely be presented.
2. Strategic Planning Community Input meeting – Director Leyman encouraged the commissioners to get involved by attending the Strategic Planning Community input meeting on Thursday, October 15 from 6:00-9:00 PM at the Joslyn Center and also at the Older Adults Program Lunch Bunch luncheon the same day.

J. ADJOURNMENT

Commissioner Paralusz moved to adjourn. Commissioner Jones seconded the motion. The motion passed. The meeting was adjourned at 07:12 p.m. unanimous

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

Nays: None

Abstain: None

Absent: None

ATTACHMENT 1: Salute to the Troops Budget and Expenses

Salute to the Troops Budget and expenses Final

Credits

Carpenter, Rothans and Dumont Law Firm	3650
4/28/2015 Anthony Yamada	100
4/28/2015 Luther Burbank Savings	500
4/28/2015 John's Service Center	50
5/1/2015 Jon Miller DDS	250
5/11/2015 Caroline Burke Designs & Associates	100
5/14/2015 MBPOA	250
5/5/2015 Michael Allman & Associates	100
5/20/2015 Mark and Dickie Burton	250
5/21/2015 Soroptimists International of MB	250
5/21/2015 Belmont Village	250
5/21/2015 Rotary	250
5/26/2015 Wright's	250
26-May The Beehive	250
5/26/2015 California Community Foundation (Pipkin Family)	1,000
5/26/2015 Neptunian Woman's ?Club	250
6/1/2015 Body & Mind Coe Dynamics	100
6/3/2015 Masonic Temple Beach Cities Lodge 753	250
6/8/2015 First Command	1,500
6/10/2015 Lakers	5,000
7/14/2015 Chevron	2,500
7/16/2015 Kinecta	1,500
8/11/2015 RE/MAX	1,500

\$ 20,100.00

Debits

May postage	155
6/1/2015 Challenge Coins	3650 challenge coins
6/15/2015 paper for posters	215.75
6/18/2015 GoVision	4500 jumbotron
6/24/2015 LA County Health Department	50 permit
6/28/2015 4 REC staff (\$11/hr x 10)	440.00
6/28/2015 1 REC Specialist (\$16/hr x 10)	160.00
6/28/2015 portable stage	600.00
6/30/2015 Signvertise	931.95 street banner
6/30/2015 Signvertise	609.64 vinyl banners
6/30/2015 Signvertise	501.40 feather flags
6/30/2015 Costco	2060.30 food
6/30/2015 US Flag	450.00 flags
6/30/2015 US Flag	40.50 use tax
6/30/2015 Office Depot	8.24 receipt books
6/30/2015 US Flag	62.65 bunting
6/30/2015 Party City	32.67 bunting
6/30/2015 Party City	43.52 bunting
6/30/2015 Hermosa Celebrations	207.22 balloon towers
6/30/2015 US Flag	5.67 use tax
6/30/2015 Beach Reporter	1292.00 print ad
6/30/2015 Beach Reporter	25.00 ebanner
7/16/2015 Choura	2599.65 tents, etc.
7/30/2015 S&S	625.20 Porta Potties

\$ 19,266.36