



**CITY OF MANHATTAN BEACH  
PARKS AND RECREATION COMMISSION**  
Monday, December 7, 2020  
4:00 PM  
Location: Virtual – Instructions within Agenda

## **A G E N D A**

**A. CALL TO ORDER**

**B. ROLL CALL**

Commissioner Karger  
Commissioner Greenberg  
Commissioner Weiner  
Commissioner Nicholson

Commissioner McCarthy  
Commissioner Turkmany  
Commissioner Cullen

**C. APPROVAL OF MINUTES**

October 26, 2020  
November 16, 2020

**D. CEREMONIAL**

**E. AUDIENCE PARTICIPATION (3-Minute Limit)**

The public may address the Commission regarding City business not on the agenda.

**F. GENERAL BUSINESS**

Workplan Items for City Council

**G. STAFF ITEMS**

City Council recap and upcoming items  
Parks and Recreation Department updates

**H. COMMISSION ITEMS**

Donation Program update  
Older Adult Program update  
School District update  
Student update

**I. ADJOURNMENT**

Pursuant to Governor Newsom's Executive Orders No. N-25-20 and No. N-29-20, City Council Chambers is not open to the public. In the interest of maintaining appropriate social distancing, the Parks and Recreation Commission encourages the public to participate by submitting comments on agenda items or other subject matter within the jurisdiction of the Parks and Recreation Commission via email to both [lrobb@citymb.info](mailto:lrobb@citymb.info) and [mleyman@citymb.info](mailto:mleyman@citymb.info), no later than 3:00 PM, December 7, 2020 (the day of the meeting), if you are unable to join the meeting via Zoom.

**Zoom Meeting Instructions:** There are multiple ways to join the meeting. Please Note - the Parks and Recreation Commissioners and Staff will be visible via video, members of the public may choose to turn on their video during public comment during their turn.

If you plan to speak during the meeting, join via Zoom at 3:45 p.m. in order to request to be on the speakers list.

1. Join Zoom Meeting via the internet (download app if needed): Direct URL: <https://comb.zoom.us/j/93781041645>, Meeting ID: 937 8104 1645  
Please name yourself to include the item(s) you wish to speak on, and your First & Last name. Example: G.1 – Jane Smith.
2. Join Zoom Meeting via Phone Application (download app if needed): Download Mobile Apps: <https://zoom.us/download>, Enter Meeting ID: 937 8104 1645  
Please name yourself to include the item(s) you wish to speak on, and your First & Last name. Example: G.1 – Jane Smith.
3. Join Zoom Meeting via Phone Conference (Voice Only): Phone Numbers: +1 669-900-6833 or +1 346-248-7799. Meeting ID: 937 8104 1645.  
Find your local number: <https://comb.zoom.us/j/93781041645>. Upon calling in, you will be "muted" until you are prompted by the Host to state which item you wish to comment on. Your mic will be unmuted when it's your turn to provide Public Comment.

Please Note - All microphones for non-Commissioners or Staff will be muted during the meeting, except during Public Comment periods for which you have requested to speak.

The City strongly advises you of the following:

1. Download the Zoom app to your respective device well ahead of the meeting time. Visit <https://zoom.us/> for the download link. Please make sure you have downloaded the most recent version available.
2. Familiarize yourself with the Zoom application prior to the meeting.
3. Check the condition of all personal electronic equipment, internet and phone connections, and microphone/speaker functionality. The City is unable to support this equipment.
4. Join the meeting prior to the start time. Due to security or technical limitations, admittance to the meeting may not be possible after the meeting begins.
5. Every effort will be made to "rename" participants on Zoom as quickly as possible, so that phone numbers are hidden, however, phone numbers may be partially visible for a brief time.

**DATE:** December 7, 2020

**TO:**

Members of the Parks and Recreation Commission

**FROM:**

Mark Leyman, Director

**SUBJECT:**

Parks and Recreation Commission Work plan for 2021-2022

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**RECOMMENDATION:**

Discuss and approve the Parks and Recreation Commission work plan for 2021-22 to be presented at the January 4, 2021 City Council and Commissions joint meeting.

**FISCAL IMPLICATIONS:**

Fiscal implications, if any, will be developed for the January 4 meeting.

**DISCUSSION:**

The City Council met with the Parks and Recreation Commission in a joint meeting on January 6, 2020 to provide direction and approve topics for the 2020-2021 Parks and Recreation Commission work plan. This is the current status of the active work plan items.

**1. The following projects will reoccur each year:**

- Salute to the Troops, Concert in the Park – Cancelled due to COVID-19
- Attend and support department community activities

**2. The following projects are still in progress or ongoing:**

- Donation Policy
- NFC Fitness Court
- Polliwog Park Play Equipment and Surfacing Project
- Senior/Scout House

**3. The following project is completed and awaiting approval from City Council**

- Parks Master Plan document

Commission to discuss which items from the Parks Master Plan to recommend for action and addition to work plan for 2021-2022.

**CITY OF MANHATTAN BEACH**  
**MINUTES OF THE PARKS AND RECREATION COMMISSION**  
**Virtual – Zoom meeting**  
**October 26, 2020**  
**4:00 PM**

CONTENTS

**A. CALL TO ORDER**

The meeting was called to order at 4:01 PM.

**B. ROLL CALL**

Present: Chair Greenberg, Weiner, McCarthy, Turkmany, Nicholson and Cullen

Absent: Karger

**C. APPROVAL OF MINUTES**

Commissioner Weiner moved to approve the October 5, 2020 minutes as written.

Commissioner McCarthy seconded the motion. The motion passed.

Ayes: Greenberg, Weiner, McCarthy, Turkmany, Nicholson, Cullen

Nays: None

Abstain: None

Absent: Karger

**D. CEREMONIAL**

None

**E. AUDIENCE PARTICIPATION (3-Minute Limit)**

Chair Greenberg opened the floor to audience participation. Seeing none, the floor was closed.

**F. GENERAL BUSINESS – This item was taken out of order after Commission Items**

Parks Master Plan – Sr. Recreation Manager, Jessica Vincent presented the draft Parks Master Plan for input. The Parks Master Plan is intended to act as a road map for parks projects and budget considerations for the next 10 years, and will be presented to the City Council on December 1<sup>st</sup>. Manager Vincent outlined the entire process, reviewed the public engagement activities, common themes that emerged, and prospective projects.

Commissioners were asked to review the plan and provide feedback before making a recommendation to move the plan forward to the City Council. The Commission reviewed the potential projects and prioritization. Additional follow up questions and comments from the commission should be sent to Jessica Vincent by October 30, to be discussed at a final ad-hoc committee meeting and incorporated into the document for final review at the November 16<sup>th</sup> meeting. Commissioner McCarthy volunteered to assist with a review of the staff report for the City Council. Chair Greenberg asked the commissioners to think about which projects resonate with them and which ones they would like to work on when the work plan is established.

## G. STAFF ITEMS

Parks and Recreation Director Mark Leyman updated the Commission on recent City Council actions.

Bruce's Beach Task Force members have been appointed. Commissioner Greenberg asked if the Parks and Recreation Commission would have representation on the Task Force. At this time, the task force will be comprised of City Council appointees. The City Council will advise if the Commission's input is required.

There was a request for Meadows and Pacific Center Field to be opened, so the fields will be open Monday-Friday from 3:30-dusk. School fields will be currently limited to the two fields primarily due to staffing and enforcement.

Recreation Supervisor, Deborah Hom will be leading some virtual art workshops, a Gordy the Pumpkin display and a paint workshop with a *Nightmare Before Christmas* theme.

In partnership with the Downtown Business Professional Association (DBPA), a pumpkin decorating contest was held. Participants could drop off their pumpkin entry and then shop downtown.

The Manhattan Beach Art Center has opened a new exhibition of Simon Ouwerkerk, a local artist who does a lot of metal work. An outdoor exhibit was set up and about 100 people walked through over the course of the day, with social distancing. In addition to the walk through, there were craft kits available to recreate some of the works.

The Veterans Day and Pier Lighting will be virtual this year due to COVID-19.

The Local Love campaign was developed with the Chamber of Commerce and DBPA to highlight the importance and value of shopping and dining locally. This campaign will involve social media presence and street pole banners.

Polliwog Park Playground replacement project update – nothing significant has happened since the last update. Construction drawings are at 60%. Staff is waiting for more information on the fencing material being considered, further information on the bioswale drainage, and additional information on ADA requirements. There will be some significant cost savings from the original estimate. Once the bids come in, we will determine the add alternates. The timeline is still on track to receive bids at the beginning of the year. Director Leyman added that the surfacing for the upper playground is in process. Although this was originally included in the playground replacement, it is being expedited.

Begg Field and Peck Reservoir – Begg Field regrading, fencing and lighting will be a part of the Peck Reservoir project. The contractor will provide some services in exchange for use of the field for staging.

Director Leyman will contact the City Clerk's office to find out when Ryan Beaupain will be recognized for his tree donations.

Commissioner McCarthy asked if virtual programming is seeing participation. Staff will check on the numbers and report back.

National Fitness Court – tracking for completion in January.

## H. COMMISSION ITEMS

Donation Policy update – Commissioner Turkmany reported that the ad-hoc committee is still working on the Military Memorial wall. Commissioner Weiner asked about the

community tile area that was originally proposed. It was clarified that the community tiles were not approved by the City Council. City Council approved a paver area in front of the post office. Director Leyman stated that the marketing campaign for the pavers should launch in the Spring. The plan is to have the purchase period open for a set period of time and then install. Military donation wall could possibly happen by the end of the year. Staff is waiting for information from Public Works. Need to come up with options for plaques and then take City Council direction. New plaques will be unveiled annually at the Veteran's Day event.

Older Adults update – Commissioner McCarthy reported that there will be a Flu shot clinic for ages 6 months and up, on November 18 inside Joslyn Center. Those who cannot come to get a flu shot can request mobile service for in-home shots. It is recommended that everyone register ahead of time.

Student Rep – Commissioner Cullen reported that he contacted Michelle Ami, Volunteer Coordinator, who has provided some opportunities for students to get some volunteer hours by working with the Older Adults program to send messages to seniors. He has reached out to clubs at Mira Costa to help and prepare cards for Veterans Day. This is an ongoing program.

School District – Chair Greenberg reported that the school district is operating primarily in distance learning mode but has opened the child care program. Some sports are going back for training with strict protocols. The school district has submitted for waivers for all of the elementary schools. No specific update on the opening of the gym.

## I. **ADJOURNMENT**

Commissioner Nicholson moved to adjourn. Commissioner Turkmany seconded the motion. The motion passed.

Ayes: Greenberg, Weiner, McCarthy, Turkmany, Nicholson and Cullen

Nays: None

Abstain: None

Absent: Karger

The meeting was adjourned at 5:45 pm to Monday, November 16, 2020.

**CITY OF MANHATTAN BEACH**  
**MINUTES OF THE PARKS AND RECREATION COMMISSION**  
**SPECIAL MEETING**  
**Virtual – Zoom meeting**  
**November 16, 2020**  
**4:00 PM**

CONTENTS

**A. CALL TO ORDER**

The meeting was called to order at 4:02 PM.

**B. ROLL CALL**

Present: Commissioners Greenberg, Karger, McCarthy\*, Nicholson, Turkmany, Weiner

Absent: None

\*Commissioner McCarthy arrived at 4:06 pm

**C. APPROVAL OF MINUTES**

None

**D. CEREMONIAL**

None

**E. AUDIENCE PARTICIPATION (3-Minute Limit)**

Greg Dickinson, resident – Mr. Dickinson asked if private use is possible at Premier Field. It is currently only used by club teams and locked otherwise. He would like to have it open so that families could use it as well. Director Leyman stated that he would be happy to speak further with Mr. Dickinson about options. Mr. Dickinson offered his assistance.

**F. GENERAL BUSINESS – This item was taken out of order, after Staff Items**

Parks Master Plan Discussion

The commissioners were encouraged to send in all minor edits to staff. Commissioner Greenberg called for input from the commissioners on substantive changes.

Commissioner Greenberg stated that the descriptions of funding options is good but ultimately it is the City Council's decision on how to fund the projects.

Commissioner Karger mentioned the Legacy Donation program. She feels that this concept should be explored in more detail for the donation program, as it could result in property or money that may help fund projects. Commissioner Weiner added that either the City would need to make an effort to publicize this option, or hire a third party to market the concept.

Commissioner McCarthy inquired if projects can be marketed individually so that funds can be raised outside of the general fund budget process. She suggested advertising in the local papers. Commissioner Weiner stated that residents are likely to feel that they pay enough in taxes so they shouldn't have to contribute to add amenities. The thinking may be different if their contribution resulted in recognition or naming. Transparency in the budget is important so that the public is aware that there are not enough funds available for all of the projects. Manager Vincent stated that this would be a good subject to talk about at the joint meeting in January.

Commissioner Greenberg stated that it is not clear that the projects are being presented in prioritized order. Wording will be added to clarify.

Commissioner Cullen mentioned a “temporary pool” option that may be an opportunity to build an aquatics facility at a lower cost. These types of pools are built above ground and are not necessarily temporary. This concept may be explored when an aquatics center is being considered.

Chair Greenberg opened the floor to public comment. Seeing none, the floor was closed.

Commissioner Turkmany moved to recommend the Parks Master Plan and move it forward to the City Council. Commissioner Nicholson seconded the motion. The motion passed.

Ayes: Greenberg, Weiner, Karger, McCarthy, Turkmany, Nicholson, Cullen  
Nays: None  
Abstain: None  
Absent: None

#### **G. STAFF ITEMS**

Public Works Director, Stephanie Katsouleas gave an overview of current Parks and Rec projects and explained that if a project is valued under \$60,000 it can be done without going through the bidding process. Anything over \$60,000 must be bid out according to the Public Contracting Code.

In-progress projects include:

- Finalizing redesign of plan for the ceramics kiln
- Finalizing plans for Polliwog Park
- Mariposa Fitness Court

She added that in general, bids are coming in much higher than anticipated for most jobs due to the abundance of work available to contractors right now.

Director Katsouleas explained that there is a legal requirement to calculate the value of a project and allocate 20% of the budget to peripheral ADA improvements.

Commissioner Weiner asked about budget for maintenance items that were discovered on the parks tour, that need to be addressed. He is concerned that funds necessary for new projects might be consumed by maintenance needs. Director Katsouleas stated that there is a maintenance budget for facilities, which includes buildings located in parks. The budget used to be \$1,000,000 a year, but over the past 5 years, the budget has been reduced to \$400,000. She added that a dedicated fund for parks maintenance is needed but it is not clear where those funds would come from. Director Katsouleas gave a brief explanation of the CIP budget process. With the two-year budget cycle, the 2021-2022 budget year will be focused on the general fund and the 2022-2023 budget year will be focused on the CIP fund.

Commissioner Greenberg praised the Public Works staff for quickly addressing service requests he has made through GoReach. Director Katsouleas responded that staff is limited so sometimes, the smaller items are easier to address in a timely manner. The projects that require more resources may take longer due to the staff shortage. She encouraged residents to use the GoReach app to make Public Works aware of issues.

#### **H. COMMISSION ITEMS**

Dates for future meetings were reviewed:

December 1, 2020, 6:00 pm – City Council meeting, Parks Master Plan presentation

December 7, 2020, 4:00 pm – Commission meeting rescheduled from November 23.

December 28, 2020 meeting cancelled

January 4, 2021, 6:00 pm – Joint City Council/Commission meeting

#### **I. ADJOURNMENT**



Commissioner Weiner moved to adjourn. Commissioner Karger seconded the motion.  
The meeting was adjourned at 5:36 pm.