



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

Monday, March 27, 2023

4:00 PM

**Location: Manhattan Beach City Hall
City Council Chambers Hybrid
Virtual – Instructions within Agenda**

A G E N D A

A. CALL TO ORDER

B. PLEDGE TO THE FLAG

C. ROLL CALL

Commissioner Allen

Commissioner Greenberg

Commissioner Weiner

Commissioner Doran

Commissioner McCarthy

Commissioner Windes

Commissioner Serota

D. APPROVAL OF MINUTES –

February 27, 2023

E. CEREMONIAL – none

F. AUDIENCE PARTICIPATION (3-Minute Limit) - The public may address the Commission regarding City business not on the agenda.

G. GENERAL BUSINESS

1. 23/0327.1 - Review and Recommendation of Resolution Adopting Policies and Procedures for Naming and Dedicating City Facilities

2. 2023 Work Plan Items Discussion

a. Dog Parks & Community Parkettes

b. Explore repurposing Pay 'n' Play Racquetball Land/Building

c. Sand Dune Park Master Plan (Nature Areas & Trails, building)

d. Explore Aquatics Facility

e. Donation Policy and Programs

H. STAFF ITEMS

City Council Recap and Parks and Recreation Department Updates

I. COMMISSION ITEMS

Older Adult Program Update

School District Update

Student Update

J. ADJOURNMENT

If unable to attend in person, 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@manhattanbeach.gov and mleyman@manhattanbeach.gov, no later than 3:00 PM, March 27, 2023 (the day of the meeting).

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/u/aByWMRmYK>. 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.

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

Monday February 27, 2023

4:00 PM

Location: City Hall - City Council Chambers / Hybrid

MINUTES

- A. CALL TO ORDER** – Chair McCarthy called the meeting to order at 4:03 pm.
- B. ROLL CALL**
Present: Allen, Greenberg, Weiner, Vice Chair Doran, Serota, Windes, Chairperson McCarthy
Absent: None

Others Present: Parks and Recreation Director Leyman, Sr. Management Analyst (SMA) Robb, Public Works Maintenance Manager Sean Roberts
- C. APPROVAL OF MINUTES - January 23, 2023**
It was moved and seconded (Greenberg/Windes) to approve the minutes as submitted. The motion passed 7-0.
- D. CEREMONIAL** – None
- E. AUDIENCE PARTICIPATION (3-Minute Limit)** – None
- F. GENERAL BUSINESS**

1. 2023 Work Plan Items Discussion

Chair McCarthy provided introductory comments noting the Commission will discuss each item and aim to outline progressive steps that need to be taken to get each back to city council.

a. **Dog Parks & Community Parkettes** (Weiner) Commissioner Weiner reported that the Committee is waiting for updates from City Hall; Director Leyman indicated that the school district is also waiting for cost estimates from the city and is generally supportive. Maintenance Manager Roberts reported: 1) The shade structure at Live Oak Park is about two weeks out from installation; 2) At Polliwog Public Works is still working with the school district to relocate archery equipment in the area where the dog park is to be expanded ; this project is taking more time as, while bids are being processed, the contracts are having to go through legal review; 3) At Sand Dune Park, the hillside is revegetated and stabilized and a decorative fence will be a joint project with the Cultural Arts Commission and otherwise Public Works is waiting for direction on the new work. Commissioner Greenberg reminded that from the January meeting Council affirmed going out to bid for a landscape designer. Director Leyman asked whether more outreach for Sand Dune Park is needed (to be discussed under Sand Dune Park item).

b. **Explore Repurposing Pay 'N Play Racquetball Land/Building** (Windes) Commissioner Windes reported the committee will be meeting soon with the city including public works and is expecting to receive a spreadsheet of cost estimates for all options. Director Leyman further
City of Manhattan Beach Parks and Recreation Commission February 27, 2023

reported he believes the cost estimates will be ready for Commission review at its next (March) meeting. Director Leyman stated realistically this may not be ready for Council until May. Commissioner Windes noted that the various options for the land near the Pay 'N Play building will be discussed at the next Committee meeting; she commented that at least one option, "teqball" will require too much land area and suggests that this be deleted from the programming options. Regarding project scope, Commissioner Windes again stated the scope of possible options will be discussed soon in committee; her opinion is the area from and including Rocketship Hall (which she believes is not being used except for storage) and the Pay 'N Play building should be among the options to be costed out. Chair McCarthy emphasized that the committee should refine exactly what the "ask" will be of the City Council and should be in line with the direction of the City Council in January. Commissioner Windes stated she feels confident that the Council asked that the Commission identify and cost out all possible options which could include reprogramming Rocketship Hall as well as building demolition; this was affirmed by Director Leyman.

c. Sand Dune Park Master Plan (Nature Areas & Trails, building) (Greenberg) Commissioner Greenberg reported that one community event will be planned for April, and outreach should be the same as for the first event. It was agreed that staff could move forward on a parallel track and develop the project RFP. Director Leyman clarified that procedurally the RFP will come back to the Commission before going to council which could be as early as May, but likely later.

Commissioner Weiner raised the issue of whether, although \$200k has been allocated, the project may not need to spend that much and he questioned that a licensed architect and/or landscape architect was needed. He suggested that they consider using a prefab structure if a new building is desired as such prefab companies typically have in-house architecture service which could make this a cost-effective option.

SMA Robb reminded that for the last event, a postcard invitation was sent to all neighbors within a radius of 1,000 feet around the entire park boundary and the event was also publicized through the city's social media.

Commissioner Greenberg noted outreach is necessary even if just a few residents wind up participating.

Commissioner Windes stated she recalled that residents were asking about having a dog run at Sand Dune; she feels very strongly that a priority should be to refurbish or replace the playground equipment. Chair McCarthy summarized and the commission and staff affirmed the pathway forward: 1) have a gathering in April, well publicized; 2) Committee to meet with staff and establish what the scope of "ask" will be to City Council with costs estimated; and finally, 3) go out to bid.

Commissioner Windes expressed concern that there will not be sufficient time to get enough feedback from the public if the event is in April and the item goes to Council in May. Commissioner Greenberg suggested reopening the survey for a short amount of time in addition to getting input at the park event. The additional survey input can be provided at the council meeting if not in time for the staff report.

d. Explore Aquatics Facility (McCarthy). Chair McCarthy reported: 1) True North presented to council in February at which time questions were asked (pool size, costs etc.) and since answered; 2) Council directed the Commission to proceed to work with staff to develop an RFP to get cost proposals for drawing up schematics for a facility; and 3) on Wednesday the committee will meet with staff (Sr. Recreation Manager McCollum) to get started on the RFP; and, 4) as a next step the committee is trying to get in contact with a school board member.

Commissioner Greenberg reported that, while in a meeting with the school superintendent, as a Parks Commissioner he briefed the superintendent on the aquatic facility initiative and work of the aquatics committee and council discussion at the February council meeting, including the mayor's idea of flipping the location of the pool and the maintenance yard.

The Committee has been approached by some council members who want to establish a dialogue as an initial step. Commissioner Greenberg noted he has as a new school board member, found that he will not be on the committee that meets with the city. He suggested the two board members who serve on the city/board ad hoc committee.

The Chair reported that the committee continues to be approached by private parties interested in this initiative but it's too early to discuss. A possible private/public partnership has been discussed and Sherry Kramer of Continental Development has been a resource providing the bylaws of a 501c3 developed for a new sport complex through a partnership between the City of El Segundo, the Wiseburn Unified School District, Continental Development and a few others. This may also serve as a template useful to the donation policy committee. Another person has approached the Chair and may be a good resource for the committee. The Committee want to go to council in May.

e. Donation Policy and Programs – Commissioner Weiner recalled that Council basically called for more information and emphasized that such an entity would be independent of the City. Concepts are being explored ongoing by the Committee. Time frame wise, Commissioner Weiner believes by the end of May a basic structure and estimated costs will be ready. Director Leyman indicated he will be happy to be involved in meetings.

G. STAFF ITEMS

City Council Recap and Parks and Recreation Department Updates

Director Leyman reported the following:

- At its next meeting the Commission will be considering and making a recommendation regarding a city-wide field or facility naming policy and process. Once a policy is established, the naming of a field for Walt Dougher will be brought back and processed in accordance with new established policy.
- Congratulations to Commissioner Greenberg for his election to the school board. Very exciting in that the city has a long-standing partnership with the school district.
- The “Acting Out Again” comedy improv was held on February 25, and was spectacular, with 120 in attendance—great work by the older adults group.
- February 27 is the first day of spring registration and summer camps and the sign ups were amazing with 1,700 registrations for \$450,000 in revenue and over the last 3 quarters there have been over 10,000 participants for over 1,100 activities.
- Special events: the 5-K run and the Chargers withdrew thierproposals!; Council approved the Catalina Classic and Tour de Pier as legacy events
- Pickleball noise issue, MB Middle School: Staff is working on this issue, met with 3 residents, school rep and staff and is now working on sound barrier design that will also allow for sight lines. Hopefully will be in place in 4-6 weeks. Today the hours will remain unchanged. The court hours were noted (only open on weekends); Director Leyman will check on signage regarding hours, contact phone number, and restroom locations. Changes in hours to be more open will need to be discussed with school district and residents. Commissioner Greenberg suggested that the topic of greater hours once

daylight savings time begins be discussed with the school Ad Hoc Committee when it next meets.

- To Commissioner Weiner who reported that The Strand was unusable due to storm activity, Manager Roberts reported that the Strand was cleared by the City as of today but the bike path maintenance is the responsibility of the condition is Darryl Pitman of LA County Beaches and Harbors. He believes the city would not have the resources to assume storm clearance maintenance.

H. COMMISSION ITEMS

Older Adult Program update (McCarthy)—The Chair reported: the seniors recently had a very lengthy meeting and much discussion was held over a number of topics. Of high interest was concerning the placement of fast chargers in existing public parking spaces at the Joslyn Center. It is alleged that able bodied Tesla owners are parking their cars in the charging spaces, then jog home and back to retrieve their cars; meanwhile seniors who come for activities at the Joslyn Center have a very hard time finding a convenient place to park.

Director Leyman responded that the city is aware of this issue and the plan is for the city to host a neighborhood meeting attended by the City Traffic Engineer who, upon receiving input, will look to see what is the best model for use of the parking spaces and charging stations.

Commissioner Greenberg added that parking along Valley has been used by contractors working in the area and he highly encourages the city, in gathering input, to try to be inclusive and transparent with the neighbors and public. Commissioner Windes noted that a related issue is that senior parking permits are difficult to obtain.

The seniors also expressed frustration at the meeting with the lack of progress for the Scout House project and the feedback was—to the Council, to decide what is to be done and get some momentum going.

School District update (Greenberg)— There is a new school board member and an open seat was filled after a selection process and Commissioner Greenberg was selected, appointed, sworn in and seated. He will serve out the remainder of his Commission term through May.

Student update (Serota)—Commissioner Serota reported on a variety of school activities at Mira Costa including a basketball tournament and spring dance.

Chair McCarthy encouraged the Commissioners to spread the word about the school board vacancy on the Parks and Recreation Commission. Commissioner Greenberg clarified the student seat on the Commission is appointed by the City Council while his seat being vacated is appointed by the School Board and ratified by the City Council.

I. ADJOURNMENT

At 5:27 p.m. it was moved and seconded (Greenberg/Windes) to adjourn to Monday, March 27th at 4:00 p.m. The motion passed unanimously with a voice vote.

TO:

Members of the Parks and Recreation Commission

FROM:

Mark Leyman, Parks and Recreation Director
Linda Robb, Sr. Management Analyst

SUBJECT:

Review and Recommendation of a Resolution Setting Forth Policies and Procedures for Naming City-owned Land, Buildings and Facilities

RECOMMENDATION:

Staff recommends that the Parks and Recreation Commission review recommend to City Council, the proposed Resolution 23-XXXX Setting Forth Policies and Procedures for Naming City-owned Land, Buildings and Facilities.

FISCAL IMPLICATIONS:

There are no fiscal implications associated with adoption of the resolution.

BACKGROUND:

The City of Manhattan Beach currently has no approved policy for the naming of City-owned land, buildings, and facilities. Staff has researched naming policies of several other cities for the purpose of developing a set of criteria for naming facilities. Staff is mirroring the City of El Segundo's policy, as it provides a comprehensive yet flexible set of guidelines for naming City property. The policy is reasonably specific while not restricting future Councils from making decisions based on unexpected circumstances. The procedures are simple and provide a clear path to achieving the naming goal in a timely manner.

DISCUSSION:

The new policy and procedures of naming City-owned land, buildings, and facilities are as follows:

The public facilities affected by this Resolution are as follows:

Buildings

City-owned facilities used for City administration or other City business. Such facilities include, without limitation, the Civic Center, City Council Chambers, Police Facility, Fire Facility.

Support Facilities

City-owned facilities that support field operations. Support facilities include, without limitation, the City Yard and water and wastewater pump stations.

Parks

City-owned facilities utilized as recreation or open-space sites and trail areas. Park sites include developed and undeveloped park areas, designated open-space areas and park amenities.

Recreation Facilities and Amenities

City-owned facilities used primarily for sports, recreation and leisure activities, including, without limitation, the Joslyn Center, Aquatic facilities, teen center, skate park, athletic fields, tennis/basketball/pickleball courts, community centers, gazebos and meeting rooms.

City facilities will be named pursuant to the following guidelines:

- Names given to facilities will provide easy and recognizable references for City residents, corporate citizens and other visitors. Such names should generally reflect the facility's geographic location (such as a major street, location, neighborhood) or the City's name if the facility serves the entire population.
- In certain, unusual, circumstances, where names reflecting the geographical location or the City are unworkable, names may reflect topography, notable flora, or historical precedent. Under extraordinary circumstances, consideration may be given to naming facilities after significant personages who made prominent contributions to the City's community.
- In circumstances determined by City Council, the City Manager or designee may investigate and negotiate with businesses for naming rights licensing and/or sponsorship agreements for facilities in return for one-time or on-going, multiple-year funding and revenue options to the City. The Parks and Recreation Commission will review and make a recommendation to City Council. Approval of financial agreements will be determined by City Council.
- The City Council shall negotiate the term of the license granting naming rights in exchange for a fee. Unless otherwise specified by agreement between the City and the entity purchasing the license to name a facility, the term of the license shall not exceed five (5) years

Facilities will be dedicated as follows:

After a recommendation from the Parks and Recreation Commission on the name for a particular facility, the City Council will take action to dedicate that facility at a regularly scheduled meeting.

Following the City Council's action, the City Manager, or designee, will install a plaque on the facility which includes the following:

- Facility name,
- Dedication date,
- Names of all City Council members at the time of the conception design and dedication,
- Names of the Mayor and Mayor Pro Tem at the time of the conception design and

dedication,

- Name of the City Manager at the time of the dedication and the name of the City Manager in office when the project was budgeted,
- Name of the Department Head primarily responsible for operating the facility at the time of the dedication, and
- Additional information determined by City Council action at the time of naming the facility.

If a plaque currently exists on a building or facility being named or dedicated, that plaque will be retained and appropriately displayed.

The City may name facilities using private funding on the following basis:

The Parks and Recreation Commission may consider requests by residents or business enterprises to name public facilities.

The Parks and Recreation Commission will consider these requests as follows

1. The request will specifically state how such naming complies with Section 3 of this Resolution,
2. The proposal will include a funding mechanism to offset the City's cost of installing and maintaining a plaque or other form of naming the facility,
3. The costs of installing and maintaining the plaque, or other form of memorial, will be established by the City Manager, or designee
4. If a proposal to name a public facility involves naming rights or sponsorship opportunities by a private business in return for funding and revenue options to the City as per Section 3C of this Resolution, the Parks and Recreation Commission will review the naming and sponsorship agreement for the facility and make a recommendation to City Council.

ATTACHMENT/ATTACHMENTS:

1. Resolution XXXX

RESOLUTION NO. [REDACTED]

A RESOLUTION OF THE MANHATTAN BEACH CITY COUNCIL ADOPTING POLICIES AND PROCEDURES FOR NAMING AND DEDICATING CITY FACILITIES.

THE MANHATTAN BEACH CITY COUNCIL HEREBY RESOLVES AS FOLLOWS:

SECTION 1. The City Council hereby approves the Policies and Procedures for Naming and Dedicating City Facilities.

- A Naming City buildings, parks, and other facilities serves a public interest by recognizing important landmarks, locations, or persons. This assists the public not only in identifying and visiting these places, but also promotes civic pride.
- B In order to facilitate that manner in which public facilities may be named, the City Council believes that it should set forth the guidelines for identifying facilities that should be named and the manner in which names may be selected.

SECTION 2. The public facilities affected by this Resolution are as follows:

- A Buildings - City-owned facilities used for City administration or other City business. Such facilities include, without limitation, the Civic Center, City Council Chambers, Police Facility, Fire Facility.
- B Support Facilities - City-owned facilities that support field operations. Support facilities include, without limitation, the City Yard and water and wastewater pump stations.
- C Parks - City-owned facilities utilized as recreation or open-space sites and trail areas. Park sites include developed and undeveloped park areas, designated open-space areas and park amenities.
- D Recreation Facilities and Amenities - City-owned facilities used primarily for sports, recreation and leisure activities, including, without limitation, the Joslyn Center, Aquatic facilities, teen center, skate park, athletic fields, tennis/basketball/pickleball courts, community centers, gazebos and meeting rooms.

SECTION 3. City facilities will be named pursuant to the following guidelines

- A Names given to facilities will provide easy and recognizable references for City residents, corporate citizens and other visitors. Such names should generally reflect the facility's geographic location (such as a major street, location, neighborhood) or the City's name if the facility serves the entire population.
- B In certain, unusual, circumstances, where names reflecting the geographical location or the City are unworkable, names may reflect topography, notable flora, or historical precedent. Under extraordinary circumstances, consideration may be given to naming facilities after significant personages who made prominent contributions to the City's community.
- C In circumstances determined by City Council, the City Manager, or designee, may investigate and negotiate with businesses for naming rights licensing and/or sponsorship agreements for facilities in return for one-time or on-going, multiple-year funding and revenue options to the City. The Parks and Recreation Commission will review and make a recommendation to City Council. Approval of financial agreements will be determined by City Council.
- D The City Council shall negotiate the term of the license granting naming rights in exchange for a fee. Unless otherwise specified by agreement between the City and the entity purchasing the license to name a facility, the term of the license shall not exceed five (5) years

SECTION 4. Facilities will be dedicated as follows

- A After a recommendation from the Parks and Recreation Commission on the name for a particular facility, the City Council will take action to dedicate that facility at a regularly scheduled meeting.
- B Following the City Council's action, the City Manager, or designee, will install a plaque on the facility which includes the following:
 - 1 Facility name,
 - 2 Dedication date,
 - 3 Names of all City Council members at the time of the conception design and dedication,
 - 4 Names of the Mayor and Mayor Pro Tem at the time of the conception design and dedication,
 - 5 Name of the City Manager at the time of the dedication and the name of the City Manager in office when the project was budgeted,

- 6 Name of the Department Head primarily responsible for operating the facility at the time of the dedication, and
7. Additional information determined by City Council action at the time of naming the facility.

- C If a plaque currently exists on a building or facility being named or dedicated, that plaque will be retained and appropriately displayed.

SECTION 5 The City may name facilities using private funding on the following basis:

- A The Parks and Recreation Commission may consider requests by residents or business enterprises to name public facilities.
- B The Parks and Recreation Commission will consider these requests as follows
 - 1 The request will specifically state how such naming complies with Section 3 of this Resolution,
 2. The proposal will include a funding mechanism to offset the City's cost of installing and maintaining a plaque or other form of naming the facility,
- C The costs of installing and maintaining the plaque, or other form of memorial, will be established by the City Manager, or designee
- D If a proposal to name a public facility involves naming rights or sponsorship opportunities by a private business in return for funding and revenue options to the City as per Section 3C of this Resolution, the Parks and Recreation Commission will review the naming and sponsorship agreement for the facility and make a recommendation to City Council.

SECTION 6 The Council hereby directs the City Manager to execute the Agreement on behalf of the City.

SECTION 7. The City Clerk shall certify to the passage and adoption of this resolution.

ADOPTED on April 18, 2023.

AYES:
NOES:
ABSENT:

ABSTAIN:

RICHARD MONTGOMERY
Mayor

ATTEST:

LIZA TAMURA
City Clerk

DATE: March 27, 2023

TO:

Members of the Parks and Recreation Commission

FROM:

Mark Leyman, Parks and Recreation Director

SUBJECT:

Parks and Recreation Commission Work Plan for 2023-2024

RECOMMENDATION:

Discuss Parks and Recreation Work Plan items approved by the City Council at the joint City Council meeting on January 9, 2023.

FISCAL IMPLICATIONS:

Fiscal implications, if any, will be developed on a project-by-project basis and presented to the City Council as necessary.

DISCUSSION:

The City Council met with the Parks and Recreation Commission in a joint meeting on January 9, 2023 to provide direction and approve the following topics for the 2022 Parks and Recreation Commission Work Plan.

- Dog Parks & Community Parkettes – City Council directed the Commission to research the possibility of smaller dog runs in areas of Veteran’s Parkway occupied by ice plant, once the main project is complete; and to notice the neighbors in the area surrounding the Polliwog Park proposed dog run expansion.
- Explore repurposing Pay’n’Play Racquetball Land/Building – City Council directed staff to determine programming costs, revenue projections and long term options (i.e. demolition of building), returning to Council for direction.
- Sand Dune Park Master Plan (Nature Areas & Trails, building) – City Council directed the Commission to research more appealing fencing options surrounding Sand Dune Park, and continue community input to develop an RFP for design and Master Plan.
- Explore Aquatics Facility - City Council directed the Commission to focus on Begg Pool as the site location and to return with a report on all costs in order to enhance and maintain the space.
- Donation Policy and Programs - City Council directed the Commission to return with more information regarding a donation policy.

The Polliwog Park Bandshell was not added to the 2023 work plan and directed the Commission to return with the band shell item for consideration in 2024.