



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

Monday, April 24, 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 –

March 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. 23/0123 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, April 24, 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, March 27, 2023

4:00 PM

**Location: City Hall - City Council Chambers / Hybrid (Virtual and in person) –
Instructions within Agenda**

MINUTES

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

Others Present: Parks and Recreation Director Mark Leyman, Senior Recreation Supervisor Melissa McCollum, Sr. Management Analyst (SMA) Linda Robb, Public Works Maintenance Manager Sean Roberts, Recording Secretary Rosemary Lackow
- C. APPROVAL OF MINUTES – February 27, 2023**
It was moved and seconded (Greenberg/Weiner) to approve the minutes with a change on page 1:

In item (a): strike bullet 3 (7 lines down) containing maintenance manager Robert’s report relative to Sand Dune Park, and insert into 1 (c) Sand Dune Park on page 3, as the first paragraph.

The motion passed 7-0.
- D. CEREMONIAL** – None
- E. AUDIENCE PARTICIPATION (3-Minute Limit).** Resident Lee Barr expressed thanks to Commissioners who will be leaving the Commission when their terms expire; Chair McCarthy thanked Mr. Barr for his support and comments.
- F. GENERAL BUSINESS**
- 1. 23/0327.1 – Recommendation of Resolution adopting Policies and Procedures for Naming and Dedicating City Facilities**

Chair McCarthy gave introductory remarks, noting that staff has proposed a draft template in the form of a Resolution that would establish a new policy, but this is not an urgent matter.

Director Leyman, with other staff input, gave a background, noting the impetus for action resulted from a recent request before City Council to change the name of the Little League field at Live Oak Park from “Dorsey Field” to “Walt Dougher Field”. At that time the Council became aware that the city did not have an official policy for naming public

facilities and buildings, and directed the Parks and Recreation Department to draft a policy that could be used city-wide. Director Leyman noted that, in looking at policies in other cities, staff determined that El Segundo's policy was a good place to start. The recommendation tonight is that the Commission review the draft resolution, ask questions, discuss and provide input.

Chair McCarthy led off, questioning procedurally which city department should take the lead in reviewing such requests. This proposal seems to be set up for Public Works, but since most city facilities are park related why wouldn't the Parks and Recreation Department take the lead?

The Commission discussed. Commissioner Weiner believes since the policy applies city-wide to all public buildings and facilities, it seems appropriate that the mayor's office be set up as the lead; Commissioner Windes, citing the Strand benches program, agreed.

SMA Robb explained that the template from El Segundo was modified only to make it applicable to Manhattan Beach.

Commissioner Weiner pointed to Resolution Section 3 B. wording near the end, "... who made prominent contributions to the City's community" and suggested "prominent contributions" be revised as this could be interpreted to include financial contributions which he thinks would be inappropriate.

Chair McCarthy stated she believes that the city should be circumspect—that no matter what template is used, she feels there should be a section early on in the resolution that provides a statement or intent that would serve as a caveat that renaming should be a rare situation.

Senior Supervisor McCollum confirmed that renaming after a person should be uncommon.

Commissioner Greenberg agreed with the concern that the policy could inadvertently open a floodgate for renaming requests.

Chair McCarthy asked how 501c3 donations might figure into a policy; Commissioner Weiner noted that this issue should be carefully thought out.

Chair McCarthy opened the floor to public comment.

Seeing no public comment, the Chair suggested that this matter be continued to allow more time for research and review of the draft document. There being no objection, it was so ordered.

2. 23/0327.2 – 2023 Work Plan Items Discussion

a. Explore Repurposing Pay 'n' Play Racquetball Land/Building. (Windes, Greenberg)

The Committee provided a report:

The city is no longer looking for more older adults programming. Many ideas are being explored including a golf simulator but a new idea has surfaced called "Futsal" a football-based game played on a hard court like a basketball court.

Programming including user fees and costing will be investigated. The committee is

looking at the demolition option as well as keeping the building. Much more information is needed such as Futsal requirements, insurance, cost of demo. The committee will meet next in a couple weeks after the spring break. The matter will come back for full commission review in April/May and then the recommendation will be forwarded to Council in June. It was emphasized that a full plan is needed and vetted before going to Council.

Commissioner Greenberg summed up: there are two basic options, Plan “A” would involve keeping/refurbishing the building and reprogramming; and Plan “B” would involve removing the building and reprogramming and reconstruction.

Public Works Maintenance Manager Roberts has gotten quotes for refurbishing the building but needs to get more information and quotes for cost comparisons for some elements (e.g., demolition) –he is waiting for info on that.

b. Dog Parks & Community Parkettes (Weiner)

The Committee provided a report on three items:

- 1) Live Oak Park shade structure: is in production and has been promised in three weeks.
- 2) Polliwog Park storage trailer relocation/demo: the school district is working on getting quotes, is in full support.
- 3) Polliwog Park dog park neighbor notification will be done after a full work scope is developed and action is confirmed. This timeline should be ready at the April meeting.

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

The Committee with staff input provided a report:

- 1) Community Outreach event: scheduled for April 30th 3:00 pm. Advance publicity to be provided through postcards, social media (city and Jeanne Fratello, with QR code), Beach Reporter and Easy Reader partial page ads, signs at the park with QR code. The replacement of the building and options and programming will be the subject again of the survey which will re-open April 3 (via an e-blast, Mayor Montgomery will participate and a mockup of possibilities may be available.
- 2) Professional design services: Ideas will be limited only to the areas at the bottom of the park (maybe partner with Cultural Arts Commission on a decorative fence). structures). The city is waiting on proposals from a landscape architect to amend an existing contract; pending receiving, staff hopes to continue with already approved tasks and a prefab option is being considered. The landscape architect would provide costing out all options including landscaping and structures.

d. Explore Aquatics Facility (McCarthy)

The committee provided a report:

- 1) They have met with Senior Recreation Supervisor McCollum and collaborated on an RFP which was sent out to 400+ parties followed up by a tour of the Begg pool and school district maintenance yard. Participants included city staff including Public Works and interested possible RFP respondents and a rep from the school district (Paul Ruda). The responses from the RFP are due April 10th. The committee hopes

- to discuss at the next commission meeting and take to council in May.
- 2) The committee met with school board president Cathey Graves who although the pool facility is not, like the parcel tax a high priority, expressed that the district is very interested and listening. Chair McCarthy will be sending her a summary of survey results including facts and figures and a wish list (which has already been given to City Council. Discussion was very open, positive but emphasized at this point is very granular, based on only estimates. The conversation felt like the start of something happening.
- e. Donation Policy and Programs (Weiner)

The Committee provided a report:

The city will be going away from (putting aside) the bench and tree donation program and is moving towards developing a more robust 501c3 program and in committee, are discussing next steps. They have a template now and will draft bylaws by the end of May. Other two components involve how to get the word out to the community. There will be an expectation that the city will be able to market this as a city program. This has implications and meshes with other city programs such as the Pay 'N Play repurposing, and the renaming policy. A website page is being developed with links to other entities (e.g., Cultural Arts) to advertise.

The Commission briefly discussed including how to market to the community and it is believed that there is good support. A website builder is desired. Commissioner Weiner pointed out how information on donations is accessed on the city website. Some attention should be given to how that is set up.

The Committee will meet soon and hopefully come up with a plan.

G. STAFF ITEMS

City Council Recap and Parks and Recreation Department Updates

Director Leyman reported the following:

- Staffing: Stephanie Rice who works with activities reservations is leaving the city her last day is March 30th. Also, there will be an opening for a supervisor for older adults' events and communications manager Jessica Vincent is moving on to work with Chevron.
- Other Commission work plan items: The Cultural Arts Commission recently approved an RFP for the second phase of utility box beautification and are moving forward with murals and a sculpture garden. A plaque in the sidewalk commemorating the Velzy surf shop near Strand House has also been recommended for approval.
- Important Dates: Volunteer recognition event invitations to be sent soon, April 21; the opening of the new exhibit at MB Art Center in collaboration with Gallery 208; April 29th, the Library Commission will be having an entertainment event to promote the library featuring "Identity Theft, The Band"; Bo Bridges mural: may

occur in the first week of April and later a ribbon cutting; Bruce's Beach RFP is out and extended to April 23; and the Polliwog Park playground to be completed this summer. Staff is in discussion with the school district about the joint-use agreement and in another area regarding the Manhattan Beach open volleyball team to work towards another 30 year agreement.

- Council items: April 4th will consider a one-year loan of a surfboard sculpture in North Manhattan Beach; 4/18: will consider the replacement of Marine Avenue field turf RFP (in partnership with user groups).

Maintenance Supervisor Roberts reported regarding conditions after the rains at various parks including at Live Oak Park where a large tree fell and Sand Dune Park in that weeds will be removed but not completely as some will be kept to help stabilize the hillside.

H. COMMISSION ITEMS

Older Adult Program update (McCarthy)

The Chair reported 1) the group is very happy to hear that action is being taken on the Scout House and that there will be additional funding to complete the interior work. 2) the group is glad to hear parking issues they have raised will be considered by the PPIC and hopefully there will be progress; 3) the group is happy to hear that there is some thought at bringing some library lending to the east side although where this would occur has not been decided; and 4) seniors have become more active again and programs are getting very popular even some oversubscribed.

School District update (Greenberg)

Commissioner Greenberg reported 1) the district recently hired a consultant to work on the parcel tax issue. It is expected to be placed on the ballot in March, 2024; 2) negotiations are underway between the city and district on the Joint Use Agreement; 3) the Scholar Quiz is underway (finals this week) and this is a big event involving many and 4) next month, last two weekends, there will be a theatrical event: Mamma Mia which will be a lot of fun.

Student update (Serota)

Commissioner Serota reported that spring break starts next week until April 21.

Commissioner Weiner asked about the recruitment for new seats on this commission. Director Leyman noted that the process is handled by the City Clerk's office

Commissioner Greenberg noted that he has offered to act as a resource and is aware of several experienced citizens who may be interested. Commissioner Windes noted that

the deadline to apply is April 13th.

I. ADJOURNMENT

At 6:50 p.m. it was moved and seconded (Greenberg/Windes) to adjourn to Monday, April 24, at 4:00 p.m. The motion passed unanimously with a voice vote.

DATE: April 24, 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.