



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

Monday, October 23, 2023

4:00 PM

**Location: City Council Chambers and Zoom and
Teleconference by Commissioner Allen
(per Government Code Section 54953(b))
The Hampton Inn Lobby
60 Maillard Street
Sydney, Nova Scotia, Canada**

A G E N D A

A. CALL TO ORDER

B. PLEDGE TO THE FLAG

C. ROLL CALL

Commissioner Allen	Commissioner McCarthy
Commissioner Komatinsky	Commissioner Windes
Commissioner Zimbalist	Commissioner Greenberg
Chair Doran	

**D. APPROVAL OF MINUTES –
September 26, 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. 23/0123.02 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 Community Aquatics Facility
 - e. Donation Policy and Programs / Non-Profit Discussion
 - f. 2024 Juneteenth Celebration
 - g. Enhanced Holiday Events and Checklist
2. 23/0926.01 Consideration of New Concept Proposed in Lieu of the
Veterans Recognition Wall Program

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, October 23, 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**

Tuesday, September 26, 2023

4:00 PM

Location: City Hall - City Council Chambers

MINUTES

A. CALL TO ORDER – Chair Doran called the meeting to order at 4:02 pm.

B. PLEDGE TO THE FLAG

C. ROLL CALL

Present: Allen, Zimbalist, Chair Doran, McCarthy, Windes, Greenberg*,

Absent: Komatinsky

Others Present: Parks and Recreation Director Mark Leyman, Senior Recreation Manager (SRM) Melissa McCollum, Senior Management Analyst (SMA) Linda Robb, Public Works Maintenance Manager Sean Roberts; Urban Forester Ernest Area, Recording Secretary Rosemary Lackow

*Commissioner Greenberg seated at 4:15

D. APPROVAL OF MINUTES – August 28, 2023

It was moved and seconded (Windes/McCarthy) to approve the minutes as submitted.

Roll Call:

Ayes: Allen, Zimbalist, Chair Doran, McCarthy, Windes

Noes: None

Absent: Komatinsky, Greenberg

Abstain: None

Chair Doran announced the motion passed 5-0-2 (Greenberg, Komatinsky absent)

E. CEREMONIAL – None

F. AUDIENCE PARTICIPATION (3-Minute Limit)

Resident Lee Pace requested that the city consider impacts to migratory birds when removing/replacing trees in Polliwog Park and if possible, re-plant native trees; and that parking and traffic impacts should be looked at for the Begg pool project.

G. GENERAL BUSINESS

Chair Doran announced a reordering of the agenda – that a Public Works project update (**see H. Staff items**) will be considered next - ahead of the General Business items.

At Director Leyman's request, Chair Doran announced that, for item 3 under General Business (Parks Non-Profit Discussion) the attachment to the staff report has been pulled for discussion at this time.

1. 23/0123.02 Work Plan Items Discussion

a. Dog Parks & Community Parkettes

Commissioner Allen noted that there is no update except the issue of the ineffectiveness of the existing shade canopy at Live Oak Park remains a concern. SRM McCollum stated that staff will discuss possible solutions with David Volz Design and report on this at the next meeting.

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

Commissioner Windes noted that this project is still on pause, awaiting direction from City Council.

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

Commissioner Zimbalist updated that the subcommittee will be meeting with the Volz team (via Zoom) on September 28th to discuss the information received so far from the survey and two public outreach events. As part of the scope of work approved by the Council, another round of public outreach will be done. A concern was expressed that not all information from the two prior outreach events has been made available to the Committee. Commissioner Zimbalist has the survey data but does not have info summarizing the results of an exercise referred to as “the dots.” Director Leyman will look into this.

Director Leyman confirmed that the scope of work for the Volz contract will be to fully develop a conceptual design for the building as well as surrounding area, including ADA compliance and access, confined to the park area at the base of the slope. The project timeline including public outreach will be discussed at this week’s meeting with Volz Design.

d. Explore Community Aquatics Facility

Commissioner McCarthy updated that community meetings will be scheduled in October and November and meanwhile she feels a good working relationship has been established between HMC, the consultant, the school district and the City through meetings which have produced some important feedback. Commissioner McCarthy emphasized that the goal is to use the existing site more efficiently while upgrading 80-year old infrastructure to work better for Polliwog Park and the pool. The target users are city swim teams plus local swim clubs. The term “community” has been added to the project name to clarify that activities will be for local programming, whether one or two pools. The next step will be to gather more focused input from the community – through a survey and community meetings.

e. 2024 Juneteenth Celebration

Commissioner Windes updated that the survey will remain open until September 30; 280 responses have been received so far. Another survey of Mira Costa students is awaiting approval from Principal Gerger. Tentatively, a community discussion has been planned in a couple of weeks to review the survey results and consider how other cities (e.g. El Segundo, Pasadena) have celebrated Juneteenth. The plan is to gather information including survey results and community input, put together some ideas, and present to the Commission in October; so far, discussions have been positive and energetic.

2. 23/0926.01 Consideration of a Fallen Soldier Project in Lieu of Veterans Recognition Wall

Director Leyman provided a background, noting the evolution of the proposed project. The initial concept was to install street pole banners to recognize city veterans, a program that arose from discussion about developing an umbrella donation policy and donation program options. The concept of a Military Wall was identified as a donation program and was separated from donation policy discussions to be considered as a separate program. The purpose of the Wall was to provide a way for residents to honor veterans and active military personnel and was proposed to be located at the site of the existing Veteran's Memorial (15th Street/Valley Drive). However, as the Parks and Recreation Commission Ad-Hoc committee worked with staff, concerns arose, most significantly, how to establish guidelines for applicants. Subsequently a Manhattan Beach resident and military veteran has proposed as an alternative, for Commission consideration, that a "Fallen Soldier" Memorial replace the Military Wall concept. The Fallen Soldier Memorial would honor Manhattan Beach residents who have given their lives in service to our nation and could be used in an annual Memorial Day event.

Gary McAulay, past president of the Manhattan Beach Historical Society addressed the Commission regarding this concept which he has proposed. He is a veteran with deep roots in the military and in honoring service members as well in the history of Manhattan Beach. He believes that the Military Wall concept would be very difficult, with perhaps thousands of potential applicants over the 100+ years since the city was incorporated. He believes that since the city already has a Veterans Monument that recognizes all veterans broadly, the city might focus instead on a memorial that recognizes the ultimate sacrifice of its citizens in service. He believes, from research he has done that the number of fallen soldiers will be relatively smaller, possibly only 25 or 26 but there is always a possibility that new information will arise that could result in more names being added that are not on the list he has compiled.

Mr. McAulay discussed with the Commission various aspects of eligibility including what "in service to country" covers, and the qualifying relationship to Manhattan Beach.

Director Leyman requested that the Commission provide direction on the Fallen Soldier project as a work plan item, in lieu of a Military Wall. Procedurally, with such direction, staff will then bring this to the City Council for concurrence. Upon concurrence by council, an Ad-Hoc committee will be formed by the Commission to work out details.

Commissioner McCarthy stated that she likes the idea of a Fallen Soldier memorial; Commissioner Windes agreed.

It was moved and seconded (Windes/Greenberg) to recommend a Fallen Soldier Memorial program in lieu of the Military Wall.

Roll Call:

Ayes:	Allen, Zimbalist, Chair Doran, McCarthy, Windes, Greenberg
Noes:	None
Absent:	Komatinsky
Abstain:	None

3. 23/0926.02 Parks Non-Profit Discussion

Commissioner McCarthy reported that the committee continues to meet to work on many aspects such as finding community resources for assisting in many areas (legal, grant writing, accounting, website design, etc.) as well as developing the bylaws, considering possible names for the entity, and other matters.

4. 23/0926.03 Enhanced Holiday events and Checklist

Commissioner Windes reported that the Ad-Hoc committee has met and has compiled a list of holidays/events provided by City Council. She proceeded to describe each of these and existing or suggested new enhancements for each. The events and/or holidays on the list include: Memorial Day, July 4th, Veterans Day, Labor Day, 9/11 Memorial, Flag Day, Salute to the Troops, and the Holiday Season. She noted that during COVID-19 many events were paused and the City Council is very positive about resuming events. Development of this list will involve public outreach and as per Council direction, additional events or recognitions beyond this list could be brought to the City Manager and Mayor for approval to refer to the City Council. Director Leyman clarified that the Fallen Soldier Memorial could be added to the list as a Memorial Day enhancement for Memorial Day.

Commissioner Windes noted that as a next step staff will provide a report to the City Council noting the suggested enhancements as described and council will provide further direction to Director Leyman on proceeding.

H. STAFF ITEMS

Public Works project updates (heard prior to General Business items)

Ernest Area, City Urban Forester, provided an update regarding a major tree maintenance project being planned for Polliwog Park. Within the next few months, a total of 15 trees, mainly due to poor health caused by either disease (pine pitch canker) or insect damage (eucalyptus longhorn bore) will be removed and replaced by a total of 56 trees in various areas including along Redondo Avenue and Manhattan Beach Boulevard, and in various locations in the park interior. Since the initial survey was done, three additional trees have been identified as needing removal. Trees along Manhattan Beach Boulevard and Redondo Avenue will be chosen based on their proximity to public sidewalks. Besides the parkway trees, liquid ambers which can tolerate flooding, will be planted near the lagoon and some sycamores near the dog park which will be good for shading.

Replacement trees will be minimum 36" box size, averaging between 12-14 feet in height. The plan is to stack the new trees while awaiting planting, on site near the "red house" and a sandwich board sign as suggested will be placed at that area to inform about the overall plan.

Within five years there will be significant growth. The city is discussing the plan with the school district and will obtain school board approval for a fully developed detailed plan. The project is expected to be done by the end of the year.

Provision for shade in the area of the future expansion of the dog park was briefly discussed. Mr. Area noted that so far new shade trees have been planned for the east side (front) of the dog park. As he is part of the discussion regarding plantings, he will look into addressing shade also on the west side.

Mr. Area additionally reported: in Sand Dune Park 3 trees recently have been replaced by new (“silk oak”) trees; along the Veteran’s Parkway 15 olive trees that have been lost to disease will be replaced, and at the corner of Valley and Manhattan Beach Boulevard, two 48-inch box pine trees will be installed which will be 17-20 feet in height.

Sean Roberts, Public Works Maintenance Manager noted that Public Works will coordinate public outreach and notification with the City communications team.

Commissioner McCarthy suggested that, given the extensive tree plantings throughout the city (Polliwog, Sand Dune, and Valley/Ardmore) there is a good opportunity for positive “good news” messaging to the community. Perhaps the City’s communication team can work out ways to inform of the extensive tree work being done in the city.

City Council Recap and Parks and Recreation Department Updates

Director Leyman made announcements covering recent past and upcoming events and activities:

- Recruitment for a marketing specialist is still underway.
- Ribbon cutting ceremonies have been held for: Polliwog Park Playground, The Strand Par Course, and new Peck Avenue reservoir.
- Upcoming events: Hometown Fair on October 7-8; Manhattan Beach 10K run October 6 and Halloween carnival October 22; next MBAC art exhibit opening October 20; and the Skechers Friendship Walk and Pumpkin Race October 29. Commissioner Windes invited all commissioners to join her in designing and making a Parks and Recreation Commission sponsored pumpkin (possibly Begg Pool related) and also to cheer at the race on October 29.
- Commissioner McCarthy suggested that the Public Works Department consider adding landscaping, such as a corridor of trees, to buffer the view of the new reservoir from Begg as it appears very stark. Director Leyman will pass this comment on.
- Commissioner Windes congratulated Director Leyman on the Polliwog Playground ribbon cutting.
- Director Leyman informed resident Lee Barr in the audience that the NFC exercise equipment is scheduled to begin construction in Fall, 2023 and be completed in Spring, 2024 and he is awaiting a timeline for the digital wall project at City Hall which he will be happy to share once he received an update.

I. COMMISSION ITEMS

Older Adult Program Update. (McCarthy) Commissioner McCarthy reported input from the older adults group: appreciation for the improvements at Sand Dune Park, strong interest in the Begg pool project, enthusiasm for the city park photo contest and appreciation for council work being done to address e-bikes.

School District Update (Komatinsky) No report.

Student Update (Greenberg) Commissioner Greenberg reported that he visited the Black Scholars group on campus to inform regarding the planning for the Juneteenth celebration.

J. ADJOURNMENT

At 5:30 p.m. it was moved and seconded (Windes/Zimbalist) to adjourn to Monday, October 23rd at 4:00 p.m. The motion passed 6-0.

DRAFT

DATE: October 23, 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 2023 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 Community 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.
- 2024 Juneteenth Celebration – City Council directed staff to include this work plan item at the June 6, 2023 City Council meeting.

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

TO:

Parks and Recreation Commission

FROM:

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

SUBJECT:

501(c)3 Proposal Discussion (Parks and Recreation Director Leyman).

RECOMMENDATION:

Staff recommends that the Parks and Recreation Commission discuss and input on the preliminary proposal for a 501(c)3 non-profit to accept donations related to parks projects.

FISCAL IMPLICATIONS:

There are no fiscal implications associated with the recommended program. Administration costs for establishment of the non-profit, staffing, website development and hosting will be explored.

BACKGROUND:

At the September 3, 2019, City Council meeting, staff proposed an umbrella donation policy and donation program options. The umbrella policy establishes a uniform process for donation in public parks, facilities, and open space on City property or public easements. The objective of the policy is to ensure uniformity and a timeline for requests, facilitate and encourage donations, and provide opportunities for residents to create a vested connection to place and community. The policy defines types of donations, the process for application or proposal, implementation guidelines, and includes language limiting the City's responsibility for maintenance to the useful life of the donation.

At the January 4, 2021 Joint Commission meeting, the Commission was instructed to explore a legacy donation program.

At the January 11, 2022 Joint Commission meeting, Council discussed concerns with the current donation programs and directed the Commission to explore establishing a park non-profit to potentially replace the existing donation programs. The ad-hoc committee met with City administration, MBX administrators, local and national organizations that specialize in procuring funds for municipal improvements, and professionals who have been involved with private/public fundraising for civic improvements to gain a better understanding of non-profit operations and structure.

DISCUSSION:

The ad-hoc Committee has developed a working document (attached) outlining the

history, purpose and structure of the proposed 501(c)3 organization.

PUBLIC OUTREACH:

The Parks and Recreation Commission discusses and provides updates on the 501(c)3 project topic at every regular commission meeting.

ATTACHMENTS:

1. LoveMB Foundation Proposal
2. Foundation website examples

LoveMB Foundation

A 501(c)(3) Foundation Proposal for the City of Manhattan Beach

Overview and History

The City of Manhattan Beach has historically had a donation program that was originally created to respond to the desire of Manhattan Beach community members to improve and support their parks, facilities, and open spaces. That program generated funds primarily to support the planting of new trees and the addition of park benches. Discussions with City Council in May 2020 and January 2021 regarding the program led to putting the existing donation program on hold and to the 2022 initiation of a non-profit 501(c)(3) donation program for the City.

Larger donations to the City to date have been made through other specific private 501(c)(3) corporations established for projects on an individualized basis, such as the recently installed Catalina Classic sculpture and the upcoming renovation of the MB Community Center.

At this time, no general City-affiliated public/private partnership 501(c)(3) vehicle exists for community members, business enterprises, or other interested parties to easily donate to improvement opportunities on a tax-deductible basis for the benefit of the City and its community.

Mission Statement

LoveMB is a 501(c)(3) non-profit corporation established to receive tax-exempt donations from individuals, business enterprises and other interested parties in order to promote, enhance and preserve activities, programs, facilities, parks, and open spaces for the enjoyment, appreciation, and improved quality of life of Manhattan Beach community members.

Specific objectives of **LoveMB** will be:

1. To educate and promote the benefits of the wide variety of City activities, programs, parks, and open spaces to the community and its residents.
2. To collaborate as a public/private partnership with the City on those projects deemed worthy of fundraising. These projects may include renovations, restorations, new construction, services, programming or activities within the City.
3. To develop partnerships with individuals, regional/local organizations and enterprises interested in collaborating in service and support of the Manhattan Beach community and the Foundation.
4. To pursue new sources of funding, which may include grants and memberships.

5. To market awareness of the Foundation's existence as a tax-deductible, simple means by which community members can donate to support projects within Manhattan Beach.

Donation Opportunities

1. Tribute items requiring donations of less than \$25,000. Examples may include park benches, trees, pavers and tiles.
2. Capital improvement projects over \$25,000. Examples may include projects such as a renovated Begg aquatics center, a renovated Joslyn Center, community gardens, youth programs, or renovated park play structures.
3. Annual Gifts—donations may be made on an unrestricted funds basis to be contributed annually for ongoing Foundation/City approved purposes.

Governance and Board of Directors

A Board of Directors will be established to lead and manage the operations of the Foundation.

1. The Board will consist of four (4) Officers: a Chairperson, Vice-Chair, Secretary and Treasurer.
2. The authorized number of Board members will be no less than nine (9) and may be as many as thirteen (13), and will include:
 - a. City representation (Administrative staff members and/or City Council Members)
 - b. MBUSD representation (Administrative staff and/or Trustees)
 - c. Parks and Rec Department Director
 - d. Public Works representative
 - e. Parks and Rec Commission representative
 - f. Arts Commission representative
 - g. Older Adult representative from the community
3. Each member will serve a three (3) year term and not more than two (2) consecutive terms.

Specific Board responsibilities will be to:

- Conduct and manage all business of the Foundation, and to make such rules and regulations that are not inconsistent with law, or with the Articles of Incorporation or the Bylaws.
- Solicit, accept and receive monetary or non-monetary donations, subject to specified guidelines, on behalf of The Foundation and its sponsored projects.
- Work collaboratively with the City, City Council, City departments, and MBUSD, where applicable, and ensure thorough review of proposed projects and distribution of funding raised for those projects, subject to a mutually agreed upon schedule.
- Represent the Foundation in all activities necessary and appropriate in support of the primary purposes of **LoveMB**.

Administration and Finance

LoveMB will establish its own accounts and operating budget for the Foundation's operations in support of its approved projects, activities, and programs.

1. The Foundation will have an Executive Director to administer all affairs of the Foundation on a daily basis.
2. The Foundation will hire an independent bookkeeper to record and track all donations, investments, and operating expenses, including both restricted and unrestricted funds.
3. The Foundation will keep accurate books and records of all accounts, along with minutes of all Board meetings, which shall be available to the public.
4. Any member of the Board of Directors, the Manhattan Beach City Council, or the City of Manhattan Beach shall have the right at any reasonable time to review all books, records, documents and property of the Foundation.
5. Revenue sources may include directed donations for specific projects, unrestricted general donations to the Foundation, grant awards, endowment and trust gifts, donations-in-kind such as real property, and other potential revenue streams, such as memberships.
6. **LoveMB** may also serve as a fiscal sponsor for community organizations or for programs of the City that are aligned with the mission of The Foundation.
7. The Foundation will provide an annual report to the City that will include:
 - The status of activities, programming and staffing of the Foundation.
 - The assets and liabilities including donations, investments, real property, trust, grant and endowment funds of the Foundation.
 - The donation and other revenues of the Foundation, both unrestricted and restricted, detailed by project where appropriate.
 - The expenses and disbursements of the Foundation, for both general and restricted purposes.
 - The report required shall be accompanied by an audit report of independent certified public accountants, if required by law.
8. The fundraising work of **LoveMB** will directly accrue to the benefit of the City and the residents of Manhattan Beach. Therefore, as the primary beneficiary, the City agrees to participate with start-up funds in support of the establishment of the partnership.

Communication Plans

1. A domain name of **LoveMB** will be verified and secured for the Foundation's website.
2. The website will serve as a communication vehicle for the community-at-large and will provide an ongoing project list and associated timeline as agreed to and supported by both **LoveMB** and the City Council.
3. As the intended beneficiary of the Foundation's fundraising, the City will provide marketing support in the form of a link from the City's website, its Parks and Rec website, and its Older Adult website to the Foundation

- website. The City will also support fundraising for specific Foundation/City-approved projects with appropriate marketing materials.
4. The Board of Directors will provide periodic project updates and future plans to City Council.

Bylaws and MOU Documentation and Development

1. The Bylaws have been drafted and require additional review by legal counsel.
2. A draft MOU has been created which requires collaboration and discussion with the City and its legal counsel.

Website links for review

1. Attached is a summary list of long-standing, municipal 501(c)(3) organizations that were evaluated by the committee in the research, development, and support of the establishment of **LoveMB**.
2. This list denotes a variety of best practices relevant to the work of this committee. They are highlighted in the “Look At” section under each city’s foundation link. The examples range from large cities to small, rural to urban, and vary as to the breadth of fundraising activities in which they engage.

The ‘Ask’:

1. This Foundation is seeking guidance from City Council to designate someone to work with and help refine the organizational Bylaws and MOU.
2. City Council will also provide direction as to what representation it would like, voting or non-voting, on the Foundation Board.
3. City Council will provide guidance and direction regarding other City departments proposed for representation on the Foundation Board.
4. Given that all of the fundraising work of **LoveMB** will directly benefit the City and its residents, the Foundation is requesting modest start-up funds in support of the establishment of this non-profit 501(C) 3 corporation.

CITY-AFFILIATED FOUNDATION WEBSITE EXAMPLES

- 1) **Boulder, CO** <http://playboulder.org/> est. 1976
Look at: “Programs” page is great—click “Programs” at the top of the landing page and then click “All”. “Boulder Reservoir Campaign” has detailed costs, map, descriptions playgrounds, walkways, etc. However, donations page does not provide project-specific giving
- 2) **Lincoln, NE** lincolnparks.org est. 1992
Look at: Click on “Get Involved” and then on “Current Project Campaigns”. All projects have detailed descriptions with the ability to donate at the bottom of the relevant project page. Click on the “Bear Slough Disc Golf” and “Holmes Lake Boat Dock” projects to see really good examples of details --with maps, charts showing progress towards goal, photos, schematics, and donation ability at the bottom.

Separately, look at their Trustee page to understand how they describe them; note that annual audits are on the site; donation page has 16 drop down choices relating to projects and other programs
- 3) **San Carlos, CA** prfsancarlos.org est. 2007
Look at: “Vision/Mission” statement and excellent “Donations” page. Under Donations, go to “Ways to Give” and click on “Naming Opportunities”. Click on various items like trees, benches, play equipment. Each is a little different. You can pick what you want to do by price, fill out who the tribute is to, put it in the “cart” and pay. Very easy.
- 4) **Santa Barbara, CA** parcsb.org est. 1985
Look at: Landing page for “Projects” is great, descriptions of projects are good. “Donations” allows donations by project and choices include Concerts in the Park and program scholarships
- 5) **Oakland, CA** oaklandparks.org est. 1981
Look at: excellent “Ways to Give” which details, cash, CRTs, insurance trusts, etc. with appropriate contact info.
- 6) **Johnson County, KS** jcprdfoundation.org est. 1977
Look at: Excellent “Project” descriptions. Click on any project on landing page and it will take you to a project description, with other projects in a menu on the left margin. Project stages articulated. However, no project-specific donations. Good description of purpose.
- 7) **Mesa, AZ** foundationformesaparks.org
Look at: Tree donation guidelines are very well written; great description of “what we do”; donation choices on dropdown include support of kids’ programs
- 8) **San Diego, CA** sandiegoparksfoundation.org est. 2018
Look at: Landing page and Donations are very typical examples
- 9) **Bend, OR** bendparksandrec.org
Is NOT a 501c3--is a “special tax district” separate from the City of Bend---however.....
Look at: Excellent project descriptions including detailed progress and charts

TO:

Parks and Recreation Commission

FROM:

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

SUBJECT:

Consideration of a Special Event Enhancements (Parks and Recreation Director Leyman).

APPROVE

RECOMMENDATION:

Staff recommends that the Parks and Recreation Commission provide direction on the Special Event Enhancements.

FISCAL IMPLICATIONS:

Fiscal implications are not known at this time. Based on Commission direction, project costs estimates will be developed and presented to the City Council.

BACKGROUND:

At the July 5th, City Council meeting, City Council directed the Parks and Recreation Commission to develop a list of possible enhancements for event deliverables to the community each year. Council asked the Commission to look at major holidays on the calendar and create a template “checklist” that will live on and provide the same event deliverables each year.

In particular, staff was asked to evaluate the use of American flags throughout the City and gather cost estimates on installations that were cut during the pandemic. Further, the Commission should make recommendations on installation locations for American flags, the length of display, size and total number to be installed.

DISCUSSION:

The Parks and Recreation Commission established at Ad-Hoc Committee at their July 24, 2023 meeting, and met on two separate occasions to discuss options for existing and possible new special event enhancements.

Memorial Day – Last Monday in May

Honors those who lost their lives while defending their country. The City does not actively highlight this holiday currently.

The design of the Veterans Memorial located on the Veterans Parkway at 15th Street honors veterans both living and those killed in action. The Veterans Memorial consists of two black granite triangles representing the shape of a folded American flag which is given to the families of veterans who have died. There are 50 stars on the Memorial (25

on each triangle) representing the 50 United States. The stars on the vertical triangle point upward, honoring veterans still living. The stars on the horizontal triangle face left in tribute to those who have fallen. At the monument's base is a bronze plaque that reads: A Freedom Grove: Manhattan Beach honors all of the men and women who have served our country in the armed forces in times of war and peace to protect and preserve our freedom. November 11, 1998. The plaque displays a single gold star, symbolic of the star awarded to families of veterans killed in action. Behind the monument is a 25-foot flag pole which flies an American flag donated by the Knights of Columbus. Two service I.D. tags are placed at the base of the flagpole representing the traditional method of identifying all those who serve in the military.

Enhancements:

- Flags – cost, timeline and locations to be determined
- Wreath by Veterans Memorial
- Fallen Soldier memorial proposed – possible annual ceremony on-site

Independence Day - July 4th

Commemorating the passage of the Declaration of Independence on July 4, 1776. The City has placed flags throughout the City prior to the pandemic.

Enhancements:

- Parade, community based, make it fun, golf carts, come out and show “Red, White, Blue,” decorate car, ebikes, bikes, scooter, block parties, 8-10 a.m. (possible street closure, DT or east side)

Veterans Day – November 11

Currently Parks and Recreation organizes an annual multi-generational event at the Veterans Memorial, on November 11th. Traditionally, the event has included a keynote speaker, color guard, scouts (boy/girl), Hyperion Outfall Serenaders, letter writing to service men/women, MBMS band/MCHS band. In the past, the event has included a reception with band, and food and beverages at the Joslyn center following the ceremony.

Enhancements:

- Street closure
- Thank you to Veterans Banner - Cost timeline and locations to be determined
- Intergenerational Event

Labor Day – First Monday in September

The City does not formally celebrate this holiday. The Parks and Recreation Commission and staff are not recommending any enhancements.

9/11 Memorial – September 11

A remembrance ceremony is held annually by the Police and Fire Departments in remembrance of the events that occurred on September 11, 2001. The memorial event

includes a statement from the Fire Chief, the lowering of the flags, placement of the fire wreath and police flowers and a moment of silence.

Enhancements:

- Staff to gather input from the Police and Fire Departments

Flag Day - June 14

The City does not formally celebrate this holiday. The Parks and Recreation Commission and staff are not recommending any enhancements.

Salute to the Troops

The Salute to the Troops started in 2015 as a Parks and Recreation Commission initiative. The Salute now kicks off the Summer Concerts in the Park and most years falls on the Sunday preceding July 4th (2026 will be on July 5, 2027 will fall on July 4). The first year of the Salute, staff barbecued hamburgers and hot dogs and distributed ice cream to the crowd. Challenge coins were distributed to attending veterans for the first five years of the series. In the early years of the series, military bands were requested to play and the corresponding Color Guard presented the colors. For the fifth anniversary The Satin Dollz, a USO style ensemble, were hired and as a fan favorite, have appeared every year since. The Redondo Union High School Marine Corps Junior Reserve Officers' Training Corps have proudly presented the colors during the National Anthem for the past two years. Staff, Commissioners, and Scouts (when available) distribute small flags to the crowd.

Over the years, the recognition of the individual branches of service has dropped off at the event and staff recommends bringing that back. Staff also believes that a flyover of the Torrance based Tiger Squadron would enhance the event.

Holiday Season

The celebration of the holiday season kicks off with the Pier Lighting and Holiday Open House downtown. Live Christmas trees are placed on the pier (private donation) for the pier lighting event and stay for about a week providing photo opportunities on the lit up pier. Season's Greetings, Happy Holidays and snowflake lighting is installed on the streets in November.

The Pier is also lit to recognize holiday events

- Pier Light Schedule – gather list of Pier events/light schedule

Enhancements:

- Season's Greetings, Happy Holidays, snowflake lighting

PUBLIC OUTREACH:

The ad-hoc committee will present their findings at the September 26, 2023 Parks and Recreation Commission meeting.

LEGAL REVIEW:

The City Attorney will review prior to City Council consideration.

ATTACHMENTS:
None.

TO:

Parks and Recreation Commission

FROM:

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

SUBJECT:

Consideration of a Fallen Soldier Project in Lieu of the Veterans Recognition Wall
(Parks and Recreation Director Leyman).

APPROVE

RECOMMENDATION:

Staff recommends that the Parks and Recreation Commission provide direction on the Fallen Soldier project in lieu of the Veterans Recognition Wall.

FISCAL IMPLICATIONS:

Fiscal implications are not known at this time. Based on Commission direction, project costs estimates will be developed.

BACKGROUND:

At the September 3, 2019, City Council meeting, staff proposed an umbrella donation policy and donation program options. The umbrella policy establishes a uniform process for donation in public parks, facilities, and open space on City property or public easements. The objective of the policy is to ensure uniformity and a timeline for requests, facilitate and encourage donations, and provide opportunities for residents to create a vested connection to place and community. The policy defines types of donations, the process for application or proposal, implementation guidelines, and includes language limiting the City's responsibility for maintenance to the useful life of the donation. City Council directed staff to make changes to the donation policy, programs, retuning to Council for further direction and approval.

The Military wall item was removed from the donation policy, and is being presented as a separate item for City Council consideration. The Military wall idea was presented by the Parks and Recreation Commission, to honor Veterans and Active Military personnel. The initial concept was to recognize veterans on pole banners throughout major corridors, which led to the idea of a military wall, at the site of Veteran's Memorial.

The Parks and Recreation Commission Ad-Hoc Committee developed the following recommendations for the Military Wall Program:

Military Wall

This program is intended to honor our military veterans and active duty service members, and would be located at Veterans Memorial at 15th Street and Valley Drive.

Upon inspection of the site, a low wall was suggested, that would mirror the slight curve of the landscaping surrounding the memorial. After the initial installation, plaques could be purchased and added to the wall periodically as an ongoing program.

Purpose: To honor military veterans and active duty service members

Location: 15th Street and Valley Drive

Process: Community members would submit a request for a plaque to be reviewed and approved by the City Council annually, with the unveiling at the Veterans Day event.

Cost: \$400 per bronze plaque

With each donation program, donors will sign an application that will address lifespan, vandalism and maintenance, recognition, and confirm that the donor has read and understands the donation policy. All donations falling outside of the catalog and established programs will require a written proposal to be reviewed by the Parks and Recreation Department with recommendations to the City Council for approval, and donation agreement.

After further discussion, there were a number of concerns that the Ad-Hoc Committee and Staff discussed. The most significant concern was establishing guidelines for applicants. Many questions were presented, such as: Did the Veteran or current service member need to live in the City? If so, how many years? Could a resident submit an applicant for a family member out of the City/State/Country?

DISCUSSION:

A new proposal was received from a Manhattan Beach resident who is a Veteran. The proposal was to construct a "Fallen Soldier" Memorial vs. a Military Wall.

The Fallen Soldier Memorial would honor Manhattan Beach residents that made the ultimate sacrifice in service to our nation. This will always say that we will "Never Forget" the sacrifice made by members of the armed forces who die in wartime service to our nation. In an effort to remember them, this local Veteran resident compiled a list of 23 soldiers, sailors, marines, and airmen, who "gave all." The list is not considered complete, may contain errors, and will likely be revised as time goes by. The list comes from three sources: a list compiled by John L. Proudfoot, of American Legion Post 184, Redondo Beach, following World War II; from the Vietnam Veterans Memorial Wall, online; and from the historic Manhattan Beach newspaper collection. The best criteria used was from the website at HonorStates.org. which uses this criteria: "those who were born, raised, or lived in, enlisted from, or were in some other way significantly associated with the state..."

This Memorial could be used for a Memorial Day event each year. Statue in the Civic Center, possibly by the seating area in the upper southwest corner.

At the October 3, 2023 City Council meeting, City Council directed the Parks and

Recreation Commission to further develop the Fallen Soldier program. In particular, City Council discussed:

- Identifying criteria for the program
- Shared that the current Veterans Monument addresses fallen soldiers in addition to those living and serving.
- Fallen Heroes vs. Fallen Soldiers

Staff recommends the formation of an AD-Hoc Committee to develop program options for City Council consideration.

PUBLIC OUTREACH:

The ad-hoc committee met nine times to draft the policy and investigate program options. The donation policy was also discussed at the September 17, 2018, October 22, 2018, January 28, 2019, February 25, 2019, and March 25, 2019, Parks and Recreation Commission meetings and the September 3, 2019, City Council meeting.

LEGAL REVIEW:

The City Attorney has reviewed the donation program application and agreements from other cities.

ATTACHMENTS:

1. List of Fallen Heroes
4. PowerPoint Presentation