



**CITY OF MANHATTAN BEACH
PARKS AND RECREATION COMMISSION
Monday, November 25, 2024
4:00 PM
Location: City Council Chambers and Zoom**

A G E N D A

- A. CALL TO ORDER**
- B. PLEDGE TO THE FLAG**
- C. ROLL CALL**
Chair Allen
Commissioner Komatinsky
Commissioner Zimbalist
Commissioner Doran
Commissioner Schreiner
Commissioner Windes
Commissioner Jacobson
- D. APPROVAL OF MINUTES**
October 17, 2024 Special Meeting
October 28, 2024
- 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. 24/1125.01 Consideration of New Event – CT3 Polar Plunge
 2. 24/0226.01 Work Plan Items Discussion
 - a. Sand Dune Park Master Plan
 - b. Explore Community Aquatics Facility
 - c. Parks Master Plan
 - d. Pay N Play Outreach
 3. 24/0718.01 Polliwog Park Dog Run
- H. STAFF ITEMS**
Parks and Recreation Department Strategic Plan
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, on the day of the meeting.

Zoom Meeting Instructions:

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 SPECIAL
MEETING**

Thursday, October 17, 2024

4:00 PM

**Location: Zoom and City Council Chambers, City
Hall 1400 Highland Avenue**

MINUTES

A. CALL TO ORDER – Chair Allen called the meeting to order at 4:03 pm.

B. PLEDGE TO THE FLAG

C. ROLL CALL

Present: Chair Allen, Zimbalist, Windes, Schreiner
Absent: Komatinsky, Doran, Jacobson

Others Present: Senior Recreation Manager Melissa McCollum, Senior Management Analyst (SMA) Linda Robb, Recording Secretary Rosemary Lackow.

D. APPROVAL OF MINUTES - None

E. CEREMONIAL - None

F. AUDIENCE PARTICIPATION (3-Minute Limit) –

The following persons spoke in support of a North Manhattan Beach Business Improvement District Request (NMBBID) for a road closure on Highland Avenue for the annual Holiday Stroll:

David Curry, north MB resident, Chair of Board of Directors, Manhattan Beach Chamber of Commerce

David Archer, Executive Coordinator for NMBBID, President and CEO, Manhattan Beach Chamber of Commerce.

Mike Simms, north end resident, Director of NMBBID, former chair and current Board member of the MB Downtown Business and Professional Association and business owner

G. GENERAL BUSINESS

1. 24/1017.01 North Manhattan Beach Business Improvement District Request for Road Closure for December 5, 2024 Holiday Stroll Event

Senior Management Analyst (SMA) Linda Robb gave a staff report, noting the North MB Business Improvement District (NMBBID) requests closure to traffic on Highland Avenue between Rosecrans and 33rd Street, for the North MB Holiday Stroll, on December 5th (Thursday) between 3 p.m. and 11 p.m. The Highland closure, while requested for prior Strolls, has not been approved in the past because Highland is a main commuter route during weekday rush hour. A detour plan around the event has been submitted which

would route traffic to Manhattan Avenue.

The City's Special Events Committee reviewed the request on October 2, 2024. The Committee, including Traffic Engineer Erik Zandvliet and MBPD Traffic Lieutenant Matt Sabosky, does not recommend approval of the Highland closure unless the event were to be moved to a Sunday when traffic volumes are lighter.

Staff recommends that the Commission discuss, and approve or deny the requested closure of Highland Avenue. If the Commission approves the closure, City Council will consider whether to approve the additional city costs required to implement the closure. If denied, the applicant may appeal to the City Council.

Commissioner Windes stated that she and **Commissioner Schreiner** have participated in the stroll event on multiple occasions as library commissioners hosting a book giveaway booth at various locations. She hasn't observed any problems and does not see a compelling reason to close Highland.

Commissioner Schreiner stated her support for **Commissioner Windes'** comments emphasizing that this is a great local event that she felt worked wonderfully.

The Commission received input from City Traffic Engineer Erik Zandvliet and Traffic Lieutenant Matt Saborsky and the Applicant (David Archer, Mike Simms) and discussed the application covering the following:

- **Use of Highland Avenue closed area:** the center of Highland would be kept open to provide emergency access; curbside parking area would be utilized for activities (e.g. Santa float and entertainment).
- **Traffic concerns/potential safety measures: per Traffic Engineer Zandvliet,** approximately 6,000 vehicles, most southbound, would be diverted. The cost to implement the closure is estimated at \$35,000-\$40,000. There will be significant delays and he recommends alternatively, that the event, if Highland is to be closed, be held on a weekend.
- **Public notification: Mr. Zandvliet** believes that even if advance notice of the closure is posted, only 20% of drivers being detoured will be aware in time to plan a bypass around the closure (e.g. use Sepulveda). Per the Applicant, the surrounding neighborhood has not been notified of the proposed closure.
- **Funding: Mr. Zandvliet** stated that a funding source for the costs needed to implement the closure has not yet been identified. The Applicant (Simms) advised that NMBBID is prepared to contribute up to \$15,000 if this goes forward. **Senior Recreation Manager McCollum** clarified that the matter before the Commission is only whether to approve or deny the closure request; funding is up to the City Council.
- **Benefit for businesses: The Applicant (Simms)** estimated that the retailers might expect to have an increase of as much as \$4,000 in sales but a major goal is to increase awareness of the North Manhattan Beach businesses. Thursday was preferred over a weekend in that it is typically a low revenue generating day. He has not received any negative feedback in the past from the neighborhood.
- **MBPD Traffic Lieutenant Matt Sabosky** stated that he has not observed or received complaints about pedestrian safety related to past Holiday Strolls. A major concern is that traffic will be re-routed and because Highland is the main north-south through street in the north end, this will result in significant delays, and difficulties for drivers.
- **Event parking: Traffic Engineer Zandvliet** stated he has a concern that additional removal of parking at the curb on Highland would reduce the amount of parking available to the event participants and an alternate plan addressing event parking has

not been provided.

Public input was invited by Chair Allen.

Jill Lamkin, Executive Director, Downtown Manhattan Beach Business and Professional Association, stated her support, in that these types of special events are very important for the success of local businesses and noted that closing off Highland provides a relatively flat area to enable a live entertainment stage.

Chair Allen stated that his wife is a vendor that he expects will be participating in the event and inquired as to whether this creates a conflict of interest that requires his recusal in this matter. **Senior Recreation Supervisor McCollum** suggested that Chair Allen participate in the discussion to maintain a quorum, and staff will consult with the City Attorney after the meeting.

The Commission discussed.

Commissioner Schreiner expressed concern that there is little time to plan adequately for the street closure. Commissioner Zimbalist noted that there are many logistics to be worked out in order to properly re-route 6,000 vehicles. Vice Chair Windes reiterated her concern that, the benefit to be gained does not seem to warrant the disruption and potential problems that may result.

Chair Allen called for the question.

It was moved and seconded (Windes/Schreiner) that the Parks and Recreation Commission **DENY** the portion of the application by the NMBBID to fully close Highland Avenue from Rosecrans Avenue to 33rd Street.

Roll Call (on motion to deny request)

Ayes: Schreiner, Windes

Noes: Allen, Zimbalist

Abstain: none

Absent: Komatinsky, Doran, Jacobson

Senior Recreation Manager McCollum noted that the Commission's tie vote will be communicated to the City Council and City Attorney.

H. STAFF ITEMS - None

I. COMMISSION ITEMS

Commissioner Windes reminded of the upcoming Pumpkin Race.

J. ADJOURNMENT

At 4:51 pm it was moved and seconded (Windes/Schriener) to adjourn the meeting to 4:00 pm, October 28, 2024; the motion passed 4-0 with a voice vote.

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

Monday, October 28, 2024

4:00 PM

**Location: Zoom and City Council Chambers, City Hall
1400 Highland Avenue**

MINUTES

A. CALL TO ORDER – Vice-Chair Windes called the meeting to order at 4:01 pm.

B. PLEDGE TO THE FLAG

C. ROLL CALL

Present: Chair Allen (arrived 4:04), Commissioners Zimbalist, Windes, Schreiner, Komatinsky, Doran, Jacobson

Absent: None

Others Present: Parks and Recreation Department Director Leyman, Senior Recreation Manager Melissa McCollum, Senior Management Analyst (SMA) Linda Robb, Recording Secretary Rosemary Lackow.

D. APPROVAL OF MINUTES – September 23, 2024

It was moved and seconded (Zimbalist/Komatinsky) to approve as submitted. Motion passed 6-1 by voice vote (Allen absent).

E. CEREMONIAL - None

F. AUDIENCE PARTICIPATION (3-Minute Limit) – None

Chair Allen was seated at 4:04; Vice Chair Windes continuing to chair the meeting.

G. GENERAL BUSINESS

1. 24/0226.01 Work Plan Items Discussion

a. Sand Dune Park Master Plan – **Director Leyman** reported that Public Works continues to work on a timeline as part of the CIP project prioritization process. Commissioner Zimbalist noted that the minimum number of swings desired is 3 per each play area or 6 total. Director Leyman clarified that ultimately the project will come back before the City Council for approval. The Commission will be kept informed of the project status.

b. Dog Parks and Community Parkettes. **Director Leyman** reported that due to staffing challenges, an update from Public Works is delayed until November. Staff continues to explore how costs can be reduced by using Public Works Department crews.

c. Explore Community Aquatics Facility. **Senior Recreation Manager McCollum**

reported that there are no significant updates. The Bay Club continues to analyze the site near the Country Club. In addition, plans and cost estimates for priority repairs at Begg Pool (deck resurfacing, plumbing, and fencing) are being evaluated for future consideration by City Council.

There were no public comments about these items.

Director Leyman noted that the Parks Master Plan Update and the Pay 'N Play site reuse projects will be added to the November agenda.

H. STAFF ITEMS

Strategic Plan and Department Overview

Director Leyman gave a brief update on the Strategic Plan Update. Staff has gathered input from the community through stakeholder interviews and strategy sessions and implementation teams have been formed to accomplish strategic priorities. To implement the Department's mission: "to create community and enrich the quality of life for residents through people, parks and play", the implementation teams are guided by three priorities: 1) employee development; 2) maximize and enhance recreation facilities; and 3) elevate and expand programs, experiences and engagement.

The City Manager will make a presentation before City Council on December 3; staff will share a final draft of the Plan with the Commission as soon as it is available.

Senior Recreation Manager McCollum reported that the deadline for city commissioners to submit the parks and facilities survey has been extended to November 30. Ms. McCollum highlighted a variety of comments received to date. The survey input will be shared first with the Parks Master Plan subcommittee, the results then will be synthesized and shared with the full Commission.

Vice Chair Windes noted, upon touring parks with **Commissioner Schreiner**, some concerns about trees in parks and restrooms at Manhattan Heights. **Commissioner Windes** stated she hopes that several mature carrotwood trees in Marine Avenue Park will be carefully considered as the city proceeds with the Pay 'N Play re-use project, and in Sand Dune Park, several tree limbs have fallen and need attention. **Manager McCollum** stated that there's a current project in development with Public Works to renovate some of the bathrooms at Manhattan Heights.

The following presentations were made by members of the Parks and Recreation Department leadership team:

- **Sports and Facilities Division: Senior Recreation Supervisor Archie Sherman** gave an overview of this division's main programs including: facility and park reservations and operations; fitness classes; tennis and pickleball; special events and tournaments, and sport field allocations. Mr. Sherman highlighted: four new pickleball courts installed at the Middle School, new access to the Mira Costa gym for the city recreational volleyball program, and implementation of a turf replacement program, enabling year-round use of city soccer fields.

- **Aquatics and Youth Programs Division: Senior Recreation Supervisor Jesus Sandoval**, assisted by **Jasper Nery** (aquatics) and **David Ibarra** (after school programs) gave an overview regarding this division's main programs including: aquatics; afterschool programs; and youth enrichment classes and summer camps (the latter provided through

private contractors). The division also conducts certain annual special events (Pumpkin Race, Halloween Carnival, Family Campout, Winter Holiday Workshops).

Mr. Sandoval highlighted: Aquatics reservations last year totaled: 3,300 for swim class registrations, over 6,000 for lap swim and 65 for pool parties. Last year, the elementary afterschool program served approximately 85 students per month (for both parks) and the Teen Center at Manhattan Heights had an enrollment of about 80 middle school students. Afterschool programs are offered year round, except on certain holidays.

David Ibarra commented that the demand for the afterschool program is currently accommodated, however indoor space can be limited (notably at Manhattan Heights) which can be challenging on rainy days.

David Ibarra commented that, regarding scheduling of the Pumpkin Race on the same day as other community events, the race dates for the next two years are already set and there are various factors which make changing the date difficult (e.g. staffing needs).

- **Community Programs Division: Senior Recreation Supervisor Kari Bell** provided an overview of this division's main programs: Older Adults, Dial-a-Ride and Volunteers. The Older Adults program offers many activities to promote healthy aging, prevent cognitive decline and create a community within a community (see online calendar of events and activities) and includes the Senior Advisory Committee, a liaison between the community's older adults and City Council. Supervisor Bell highlighted: Dial-a-Ride currently operates 4 buses and last year 11,558 rides were provided; the volunteer program engaged with 330 volunteers who contributed 20,000 hours. The program is currently looking for more teen volunteers.

The Commission recognized staff for its very successful and robust services including **Senior Supervisor Bell, Older Adults Supervisor Mary McCabe and Michelle Amicortez**, who manages the Dial-a-Ride and Volunteer programs.

- **Cultural Arts Division: Cultural Arts Coordinator Andrew Booras (for Eric Brinkman)** updated regarding the division's main programs: Ceramics Studio in Live Oak Park, the Manhattan Beach Art Center (MBAC), and Concerts in the Park. **Mr. Booras** noted the Live Oak ceramics program is one of the biggest community studios in the Los Angeles area and reservations reach capacity quickly. MBAC holds 4 curated art exhibits per year (most recently "Back to the Roots"); and also operates Glaze Lab on weekends; a side gallery serves as a craft/arts education space. **Mr. Booras** highlighted that Concerts in the Park, consistently draws between 2,000 and 4,000 people per event. The addition of food trucks this past summer was very successful and did not result in a significant trash problem.

Commissioner Windes suggested having the Mira Costa Jazz Band perform, and **Commissioner Komatinsky** suggested a jazz band that performed at the Juneteenth celebration.

- **Registrations and Marketing Division: Senior Management Analyst Linda Robb** summarized this division's main functions; class and event registration, parks and facility reservations and department marketing. **Ms. Robb** highlighted: over a year, they handle close to 15,000 enrollments for over 1,500 classes (revenue: \$3,000,000); and 450 park facility reservations. A new reservation system will be in a trial mode in January for pickleball and tennis courts. The division manages departmental social media accounts

on Facebook (9,000 followers) and Instagram (17,000 followers), and publicizes events and activities in a weekly 11,000 email blast (What's Manhappening), the quarterly Manhappenings brochure (now digital only) and, as needed, in local newspapers.

In response to **Commissioner Komatinsky, Senior Analyst Robb** stated she was not aware that there is a link to the city recreation activities on the school district website and is not aware as to whether this is something that the school district would support; this can be looked into.

Director Leyman, in closing, thanked the Commission for the opportunity to present and the leadership team for their presentations and commitment to the community. Staff will send a pdf of the PowerPoint presentation that was viewed to the Commission.

City Council Recap and Parks and Recreation Department Updates – No report.

I. COMMISSION ITEMS

Older Adult Program Update – **Commissioner Schreiner** reported on a recent meeting of the SAC (Senior Advisory Committee) including updates by Mayor Franklin on a number of city items of interest (Lot 3, outdoor dining pilot program denial by council, proposed hotel downtown, student e-bike sticker program, etc.). The SAC also received information regarding a new program “Vial of Life” being launched by the Los Angeles County Commission for Older Adults that will assist the older population in making medical information and emergency contacts accessible in the event of an emergency or disaster.

School District Update – Commissioner Komatinsky clarified that the student e-bike program being launched by the school district will authorize students, upon certification of completion of an e-bike safety course, to park their bikes on campus. The district continues to work with the Police Department on refining the program.

Student Update – Commissioner Jacobson reported on Mira Costa Activities and events including: Homecoming, “Red Ribbon Week” (promoting a drug-free lifestyle), a Hispanic Heritage Month Assembly, and the TEDx event.

J. ADJOURNMENT

At 5:28 pm it was moved and seconded (Zimbalist/Doran) to adjourn to the meeting to 4:00 pm, November 25, 2024; the motion passed 7-0 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 of CT3 Foundation Polar Plunge Event to be Held Sunday, February 2, 2025.

RECOMMENDATION:

Staff recommends that the Parks and Recreation Commission discuss, and approve or deny the proposed CT3 Foundation Polar Plunge event.

FISCAL IMPLICATION:

Sufficient funding for staffing, services and security for this event is available in the budget for the current fiscal year within the General Fund. All costs associated with the execution of this event will be reimbursed by the organizer. The estimated cost for City services is \$20,871. Third party security costs are estimated at \$2,042.

BACKGROUND:

On July 17, 2018, City Council approved the updated Special Events policy. The policy states that any significant changes to annual events may require Parks and Recreation Commission or City Council approval. Events or changes denied by the Parks and Recreation Commission may be appealed to the City Council.

DISCUSSION:

The CT3 Foundation, founded by professional baseball player Chris Taylor of the Dodgers and his wife Mary Taylor, is organizing their second annual Polar Plunge fundraiser event in support of the Friendship Foundation, a nonprofit organization dedicated to serving children with disabilities.

The event will take place primarily on the sand north of the Pier between 12th and 14th Streets, and feature a celebrity host and presentations by local children's groups, followed by a brief plunge into the water. Dodger team members and other people of note will be in attendance.

Set up is scheduled to begin at 6:00 a.m., the main event will begin at 9:00 a.m. There will be 18, 10X10 sponsor pop up tents and a 16' x 20' stage, no higher than 30 inches. There will be no alcohol at this event. Attendance is anticipated at 800 people.

The event was reviewed by the Special Events Committee on November 6, 2024. In part due to the World Series win, the Police Department is requiring a significant Public Safety presence as it is likely that members of the Dodgers fan base will come down to the event to catch a glimpse of some of the players, which will require traffic control near the Pier and a possible road closure at Manhattan Beach Boulevard and Ocean Drive. The Committee has no objection to the event if properly staffed.

ATTACHMENTS:

1. Event Application Snapshot
2. Draft Event Site Map



PERMIT SNAPSHOT REPORT SPEV-24-00072 FOR CITY OF MANHATTAN BEACH

Permit Type: Special Event Permit	Project:	App Date: 10/10/2024
Work Class: PUBLIC PROPERTY	District: City of Manhattan Beach	Exp Date: 10/10/2025
Status: In Review	Square Feet: 0.00	Completed: NOT COMPLETED
Valuation: \$0.00	Assigned To: Robb, Linda	Approval Expire Date:

Description: The CT3 Foundation, belonging to professional baseball player Chris Taylor of the Dodgers and his wife Mary Taylor, is organizing their second annual Polar Plunge Event in support of the Friendship Foundation, a nonprofit organization dedicated to serving children with disabilities. Last year the event took place between the lifeguard stations corresponding to 14th and 12th streets. This year Chris and Mary Taylor request to use, functionally, the same foot print. There is a hope to have 800 attendees. There will be a celebrity host and presentations by local children's groups. Chris' Dodger teammates and other people of note will be in attendance. At this year's event, we are committed to enhancing our guest management support and implementing a more structured approach. It is important to the Taylors and the CT3 Foundation for this event to not only comply with all regulations of the City of MB and the County of LA, but to be a good and safe experience for all those supporting and participating. The event on the beach will be followed by a VIP reception (for a smaller group) at The Shade Hotel.

PLEASE NOTE: The site plan provided is a DRAFT. We are fully open to re-configuring based on feedback from The City, County of LA, Police, Fire Marshal, and Lifeguard professionals particularly in the area of crowd management as plungers enter the water. We are eager to discuss these elements and work with City of MB Officials and LA County Beaches and Harbors to create the best plan possible for this charitable fundraiser event.

Parcel: 2	Main	Address: 2 Manhattan Beach Blvd Manhattan Beach, CA 90266	Main	Zone: COASTAL ZONE(COASTAL ZONE) <hr/> 3(District 3) <hr/> PARKS / OPEN SPACE(PARKS / OPEN <hr/> Appeal Area(Appeal Area) <hr/> OS(OS) <hr/> C(Area C)
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Day of Event Contact	Event Organizer	Applicant
Jeni Pearsons	Jeni Pearsons	Jeni Pearsons
12424 Wilshire Blvd	12424 Wilshire Blvd	12424 Wilshire Blvd
Los Angeles, CA 90025	Los Angeles, CA 90025	Los Angeles, CA 90025
Business: (323) 983-3647	Business: (323) 983-3647	Business: (323) 983-3647
Mobile: (323) 983-3647	Mobile: (323) 983-3647	Mobile: (323) 983-3647

Permit Custom Fields

1. Cars	Only to unload items and park	10. Dance Floors	no	11. Alcohol Sales and Consumption Areas	N/A
12. Generators	yes I would like to have one generator by the pier (to avoid crossing the bike path)	13. Sound Equipment	A PA system sufficient so that announcements can be clearly heard Amplified family friendly music after 10 am	14. Lighting	none
15. Signs	free standing banners	16. Portable Restrooms	none planned as we are close to the pier facilities If necessary we can work to rent restrooms Please advise	17. Cooking Equipment	none planned
18. Livestock	none	19. Other Equipment Type		2. Semi-Trucks	none
3. Vans	One van that has refrigeration by a (yet to be confirmed) Lazy Acres give away station	4. Motor Homes	none	5. Trailers	none

PERMIT SNAPSHOT REPORT (SPEV-24-00072)

6. Enclosed Tents	none	7. Canopies	I estimate 18 10x10 pop up tents for sponsor and supporter give aways and activities	8. Stages	1 16x20 stage for a presentation by the charity including a Mira Costa High School Drum Line and a dance performed by special needs children through the Friendship Foundation
9. Live Music	none planned	Affirm	Yes	Alcoholic Beverages?	No
Amplified Sound?	Yes	Any Fenced Areas?	No	Any Public Facilities?	No
Any Stages, Structures, Tents, Canopies?	Yes	Assembly Area/Event Start	Manhattan Beach on the sand by pier, 14th-12th st	Crowd Control	CITY
Disbanding Area/Event End	Manhattan Beach on the sand by pier, 14th-12th st	Event Break Down Date	02/02/25	Event Break Down Time	12:30 PM
Event End Time	12:30 PM	Event Location	Manhattan Beach on the sand by pier, 14th-12th st	Event Name	CT3 Polar Plunge
Event Route	Manhattan Beach on the sand by pier, 14th-12th st	Event Set-Up Date	02/02/25	Event Set-Up Time	6:00 AM
Event Start Time	9:00 AM	Event Type	Repeat Event (No major changes)	Event Website for Public Relations	https://www.ct3foundation.org/
Filming or Television Coverage?	Minor	If Yes, Provide I.D. or Tax Exempt #	85-1573311	Is This a Fundraiser Event?	Yes
Is this a Non-Profit Organization?	Yes	No. of Participants	MEDIUM 300 – 999 PARTICIPANTS	No. of Security Guards	10
No. of Spectators	0	No. Spaces/Dates – Organizer	20/02/02/25- give away supporters	No. Spaces/Dates - Other	
No. Spaces/Dates – Participants	80/02/02/25- VIP if possible	Organization Address	12424 Wilshire Blvd, Los Angeles, CA 90025	Organization Name	CT3 Foundation
Please Provide Post Event Clean-Up Plan	The charity will work with an event production company (yet to be formally hired) to oversee the installation of pop up tents for give away and activity stations brought in by sponsors. This team will oversee clean up with additional labor provided by volunteers from the Dodgers and friendship Foundation	Provide Event Marketing/Promotion Info	funds will be raised through internet promotions, direct mailing to past supporters and charity/sponsor/supporter social media posting.	Public Relations Contact Email	bill@cadance158.com
Public Relations Contact Name	Bill Sanders	Public Relations Contact Phone No.	310-463-8929	Registration or Entrance Fee	200.00
Requested Event Date (1st Choice):	Feb 2 2025 12:00AM	Requested Event Date (2nd Choice):	Feb 2 2025 12:00AM	Requesting Street Banners?	No
Reserved Parking Spaces Needed	Yes	Security Company Name	Dodgers and SPEC Concepts	Security Company Phone No.	323-466-4411
Social Media Channels	https://www.instagram.com/ct3foundation/?utm_source=ig_web_button_share_sheet https://www.instagram.com/thefriendshipfoundation/?utm_source=ig_web_button_share_sheet	Sound Company Name	TBC	Sound Company Number	
Special Event	OTHER	Special Event - Other Information	Polar Plunge, guests enter the water very briefly some parking	Sponsors	Skechers
Street Closure	We request to secure			Total Expected	800

PERMIT SNAPSHOT REPORT (SPEV-24-00072)

Attendance	Vendors Selling Merchandise?	No	Volunteers?	Yes
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Attachment File Name	Added On	Added By	Attachment Group	Notes
CT3 Polar Plunge 2025 Site Plan v 10 15b.pdf	10/21/2024 14:59	Robb, Linda		Site map
Generator on pier.jpg	10/21/2024 14:59	Robb, Linda		generator map

Invoice No.	Fee	Fee Amount	Amount Paid
INV-00026676	100-21914-Technology Fee	\$30.78	\$30.78
	Special Event-Repeat Fee	\$1,026.00	\$1,026.00
Total for Invoice INV-00026676		\$1,056.78	\$1,056.78
Grand Total for Permit		\$1,056.78	\$1,056.78

Submittal Name	Status	Received Date	Due Date	Complete Date	Resubmit	Completed
Special Event Review (All Tiers) v.1	In Review	10/21/2024	11/08/2024		No	No

Item Review Name	Department	Assigned User	Status	Assigned Date	Due Date	Completed Date
Building Review-Special Event	Building	Heise, Ryan	In Review	10/21/2024	11/08/2024	
Fire Review	Fire	Shin, Kevin	Approved	10/21/2024	11/08/2024	10/28/2024
Parks & Recreation	Parks & Recreation	Leyman, Mark	In Review	10/21/2024	11/08/2024	
Police Review	Police	Sabosky, Matt	Approved	10/21/2024	11/08/2024	10/22/2024
Public Works Review-Special Event	Public Works	Lee, Erick	In Review	10/21/2024	11/08/2024	
Risk Management	Risk Management	Morales, Briza	In Review	10/21/2024	11/08/2024	
Traffic Review	Traffic	Zandvliet, Erik	In Review	10/21/2024	11/08/2024	

Workflow Step / Action Name	Action Type	Start Date	End Date
Review v.1		10/21/2024 14:52	
Confirm Application Valid v.1	Generic Action		10/21/2024 14:59
Special Event Review (All Tiers) v.1	Receive Submittal	10/21/2024 0:00	
Assess Fees v.1	Generic Action		
Issue Permit v.1			
Issue Permit v.1	Create Report		
Inspections v.1			
Building Site v.1	Inspection		
Final Fire v.1	Inspection		
After Event Review v.1			
Assess Fees v.1	Generic Action		

CT3 Foundation Polar Plunge
Sunday Feb 2, 2025
10:00 AM - 12:30 PM
800 people
Logistics contact:
Jeni Pearsons 323-983-3647
Jeni.verdon@gmail.com

VIP P:ARKING

VIP PARKING

VIP PARKING

Lower Pier Lots

VIP PARKING

Dodger Player drop off and parking

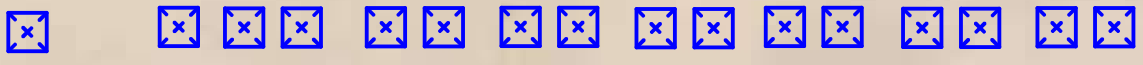
Production storage
20x30 tent

Generatore by bike racks

Manhattan Beach Pier

Manhattan Beach Pier

Gift bag station



Sponsor tents

Check in

Towels



16' x 20' stage



Dodger Team tents
player runway to ocean



Data Usage

DATE: November 25, 2024

TO:

Members of the Parks and Recreation Commission

FROM:

Mark Leyman, Parks and Recreation Director

SUBJECT:

Parks and Recreation Commission Work Plan for 2024

RECOMMENDATION:

Discuss Parks and Recreation Work Plan items approved by the City Council at the February 13, 2024 City Council work plan meeting.

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 on February 13, 2024, to discuss the City Council work plan and provide direction on items related to the Parks and Recreation Commission. The following topics were approved for continued work by the Parks and Recreation Commission.

- **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.

Preliminary designs incorporating community input presented by David Volz Design presented to commission on 5/29/24. The commission voted to recommend the design as presented to the City Council for approval with a summary of public input, including concerns regarding the proposed bike path.

This item was approved by City Council on September 17, 2024 with the removal of the bike path.

- **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.

A community meeting was held and a survey conducted. Survey results showed that most respondents are opposed to creating a separate small dog area.

David Volz Design presented designs to the commission on July 18, 2024.

This item is being presented as a separate item at the November 25, 2024 meeting.

- **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.

HMC Consultants study findings and conceptual designs were presented to the commission on 3/25/24 and to City Council on 5/7/24.

A memorandum of understanding was signed with the Bay Club in August, 2024, for construction of a new pool and a \$1,000,000 contribution towards renovation of Begg Pool.

- **Parks Master Plan** - The Parks Master Plan was created in 2020 as a comprehensive guide to meet the immediate, short-term and long-term needs and interests for parks and facilities within Manhattan Beach.

The Parks Master Plan subcommittee is tasked with determining future projects to recommend for addition to the 2025 Commission Workplan.

Staff will update the project list and plan accordingly.

TO:

Members of the Parks and Recreation Commission

FROM:

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

SUBJECT:

Polliwog Park Dog Run Proposal

DISCUSS AND PROVIDE DIRECTION

RECOMMENDATION:

Staff recommends that the Parks and Recreation Commission discuss and approve the Polliwog Park Dog Run proposal for recommendation to the City Council.

BACKGROUND:

The Parks Master Plan identified a need for more dog-friendly areas. Initial outreach determined that space for additional dog runs is not readily accessible. As a result, existing dog runs were examined for potential improvements. This project looks to add 1,350 square feet to the Polliwog Park Dog Run by removing existing storage containers from the Begg parking lot and extending the fence line to the west.

A design by David Volz Designs was presented to the Parks and Recreation Commission on July 18, 2024.

DISCUSSION:

Public outreach was considered for the initial design changes including the expansion of the dog run, new fencing, green screen, benches, access to water and shade options. Survey results showed that a small dog area is not desired.

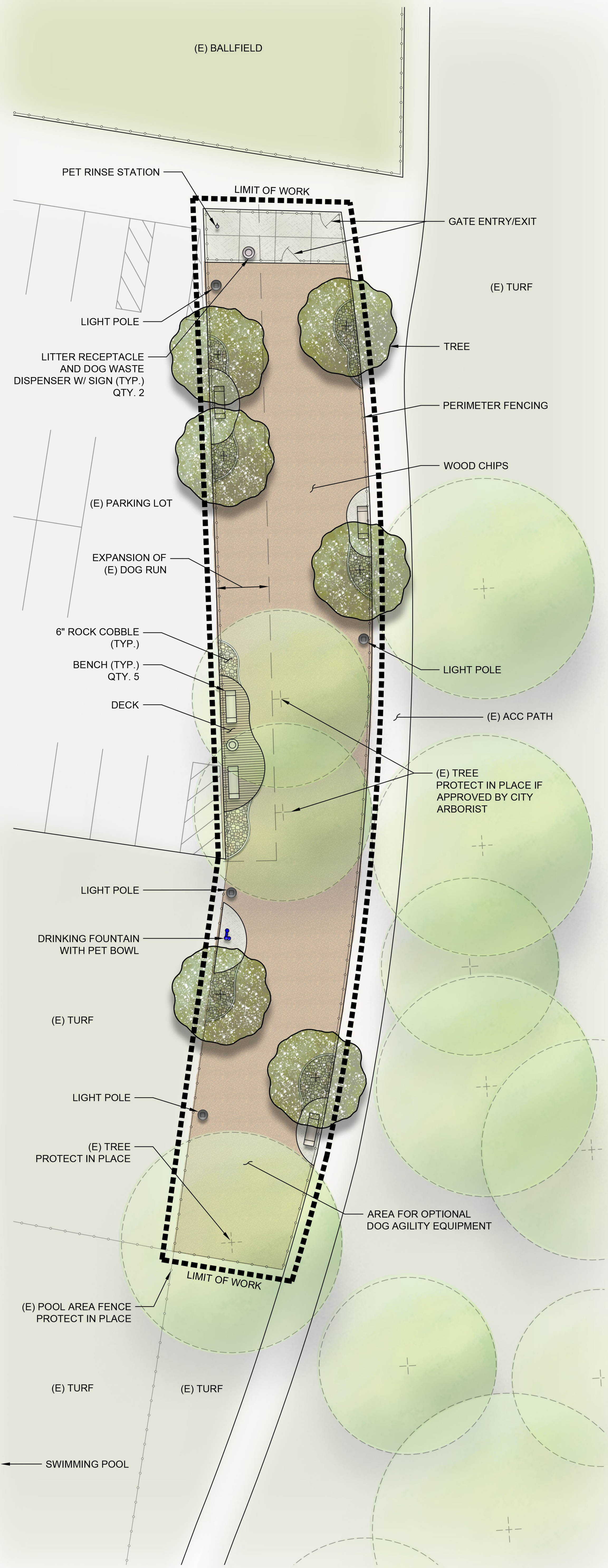
Cost estimates received from David Volz Designs for the presented upgrades reflected a much higher than anticipated total cost. Parks and Recreation and Public Works staff surveyed the site once again to determine the basic needs of the site and provide in-house labor resulting in a commitment to expand and install basic upgrades to the area at a cost of no more than \$50,000.

PUBLIC OUTREACH:

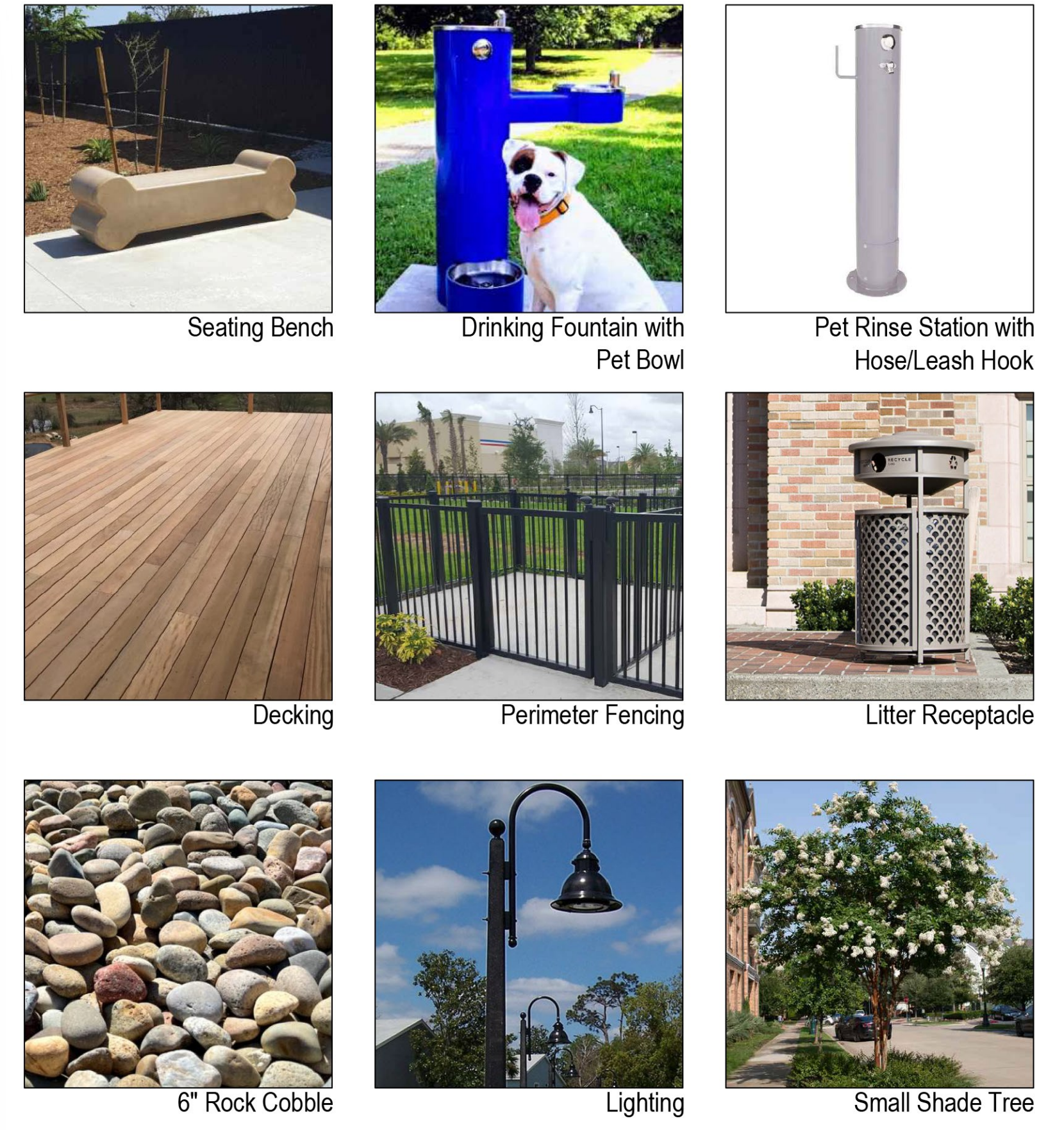
This topic is on the Parks and Recreation Commission agenda every month as part of the 2024 work plan. A community input meeting was held on March 23, 2024, facilitated by David Volz Design. Postcard notices for the meeting were mailed to residents within 1000 feet of the Polliwog Dog Run and to all residents holding City pet licenses. An online survey was conducted ending on May 31, 2024 and reviewed by the Parks and Recreation Commission on July 18, 2024.

ATTACHMENT:

1. Dog Run design
2. Cost estimate



PROPOSED IMPROVEMENTS



OPTIONAL IMPROVEMENTS



DESIGN CONCEPT

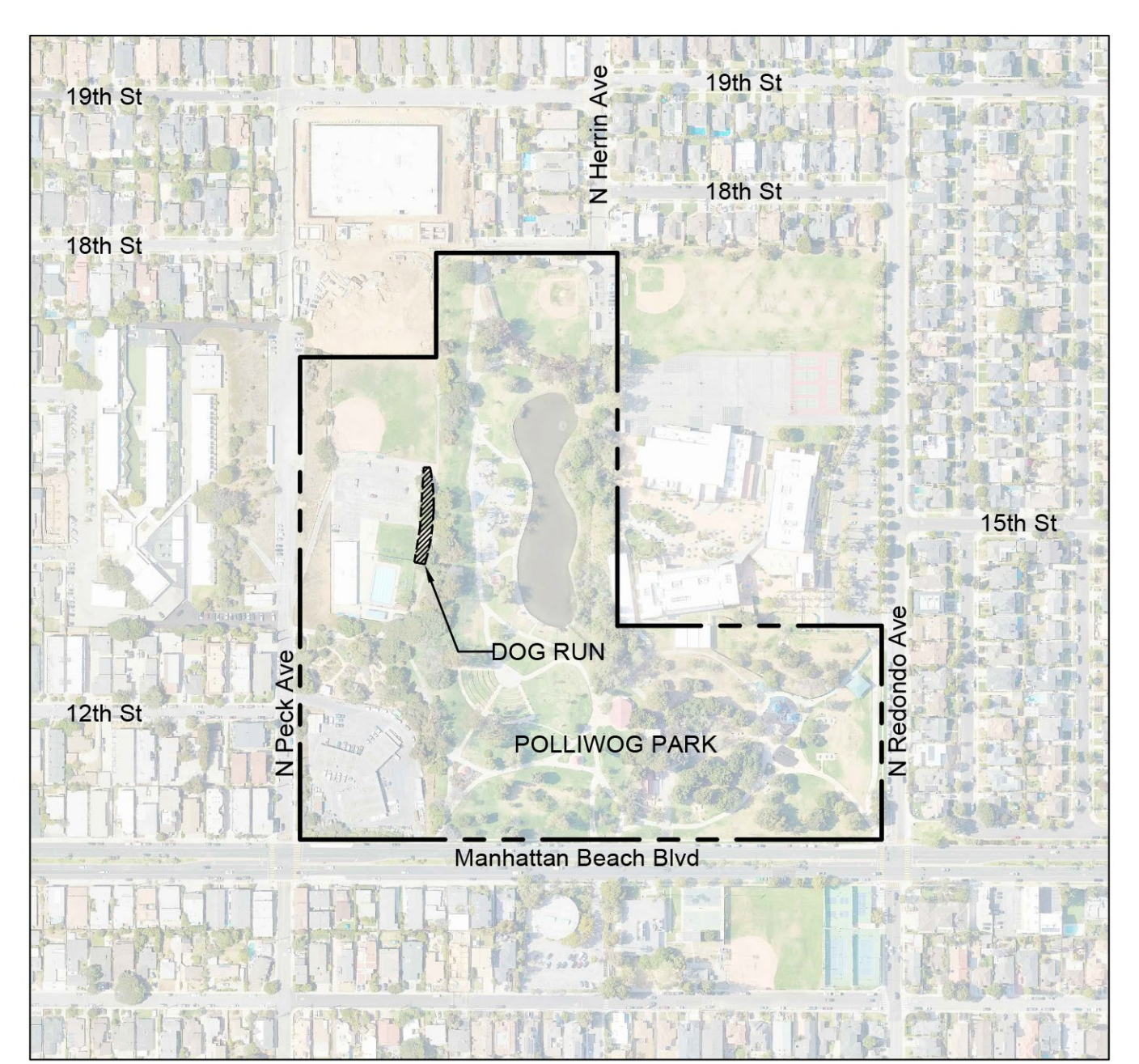
EXISTING DOG RUN AREA: 4,490 SF
 PROPOSED ADDITIONAL AREA: 1,350 SF
 NEW DOG RUN AREA: 5,840 SF

The Polliwog Park Dog Run in Manhattan Beach will gain 1,350 square feet of additional green space for dogs to run and play. This increase (roughly one-third of the Dog Run's existing size) is possible with the removal of several storage containers currently standing in the adjacent parking lot.

The storage containers narrow the entry to the Dog Run, as well as contribute to the uneven growth of the existing trees along the fence line. These trees provide ample shade, but it is recommended to remove those where the trunks are leaning to one side for safety considerations. Care should be taken to protect the existing trees that are growing upright and display healthy conditions.

Green space will be enhanced by planting new trees throughout the widened Dog Run area. Curved planting beds filled with round decorative rock cobble will soften the edges by the fencing. Benches will be placed near the trees and along the sidelines so the dogs have ample room to run and play. A new drinking fountain with pet bowl will be provided at the far end of the space for refreshment. A pet rinse station will be conveniently located at the gate access area so that dogs may be cleaned off before exiting the Dog Run. Pet waste dispensers and litter receptacles will be available at two locations within the space.

The new and improved Polliwog Park Dog Run will be a great amenity for the community. With the proposed features shown here, the space will be both beautiful and fun!

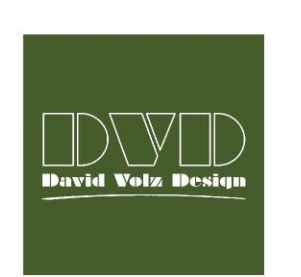
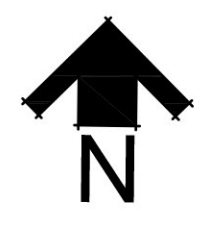
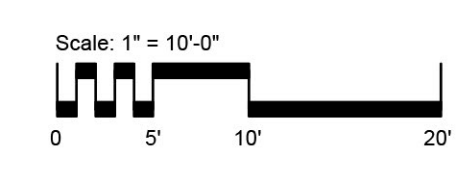


VICINITY MAP

NTS

CONCEPT PLAN

POLLIWOG PARK DOG RUN
 CITY OF MANHATTAN BEACH



MARCH 23RD 2024
 DVD@dvolzdesign.com

ESTIMATE OF PROBABLE CONSTRUCTION COSTS



Date: June 28, 2024

Project: Polliwog Park Dog Run, City of Manhattan Beach

Estimated By: BA

Item No.	Item Description	Quantity	Unit	Unit Price	Total
1.0 SITE CLEARING, EARTHWORK AND GRADING, STORMWATER FACILITIES					
1	Mobilization (5%)	1	LS	\$ 14,000.00	\$ 14,000.00
2	Best Management Practices	1	LS	\$ 10,000.00	\$ 10,000.00
3	Fence Demolition	500	LF	\$ 10.00	\$ 5,000.00
4	Hardscape Demolition	1,350	SF	\$ 15.00	\$ 20,250.00
5	Clearing and Grubbing	4,500	LS	\$ 1.00	\$ 4,500.00
6	Temporary Construction Fencing	500	LF	\$ 15.00	\$ 7,500.00
TOTAL					\$61,250.00
2.0 PAVING					
7	Concrete Paving	525	SF	\$ 25.00	\$ 13,125.00
8	6" Rock Cobble	275	SF	\$ 25.00	\$ 6,875.00
9	Wood Chips Including Grading	44	CY	\$ 80.00	\$ 3,520.00
10	Wood Deck	125	SF	\$ 100.00	\$ 12,500.00
11	4" Concrete Header	115	LF	\$ 30.00	\$ 3,450.00
5.0 FENCES AND GATES					
12	Perimeter Fencing	500	LF	\$ 125.00	\$ 62,500.00
13	Gates	2	EA	\$ 4,000.00	\$ 8,000.00
7.0 SITE FURNISHINGS AND OPTIONAL DOG AGILITY EQUIPMENT					
14	Benches	5	EA	\$ 5,000.00	\$ 25,000.00
15	Pet Rinse Station	1	EA	\$ 10,000.00	\$ 10,000.00
16	Litter Receptacle and Dog Waste Dispenser w/ Sign	2	EA	\$ 3,000.00	\$ 6,000.00
17	Drinking Fountain w/Pet Bowl	1	EA	\$ 15,000.00	\$ 15,000.00

Item No.	Item Description	Quantity	Unit	Unit Price	Total
8.0 LANDSCAPE AND IRRIGATION					
18	Trees	6	EA	\$ 500.00	\$ 3,000.00
19	Weed Abatement	4,840	SF	\$ 0.50	\$ 2,420.00
20	Automatic Irrigation System	1	LS	\$ 10,000.00	\$ 10,000.00
21	90-Day Maintenance	1	LS	\$ 12,000.00	\$ 12,000.00
9.0 SITE LIGHTING					
22	Electrical (Includes Light Poles)	1	LS	\$ 40,000.00	\$ 40,000.00
Total Construction Items					\$294,640
Contingency & Escalation Estimate (10% of construction estimate)					\$29,464
Construction Budget Estimate					\$324,104